



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on ***Thursday, 10th July, 2025 at 7.00 pm*** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES –** (Pages 1 - 8)

To confirm the Minutes of the Annual Meeting of the Council held on 20th May, 2025 (copy herewith).

2. **MAYOR'S ANNOUNCEMENTS –**

3. **STANDING ORDER 8 - QUESTIONS –**

To receive any questions by Members submitted in pursuance of Standing Order 8 (3).

4. **NOTICES OF MOTION –**

(1) Democratic Representation

To consider the following Notice of Motion, which has been submitted by Cllr Gareth Lyon pursuant to Standing Order 9 (1):

“This council notes the growing concerns amongst residents at the democratic deficit being created by the Government's rushed and ill-thought-out local government reorganisation which could see all decisions about local services being made in Basingstoke by councillors with no links to our area.

This council further notes that local residents rightly take pride in the strong and historic identities of Farnborough, Aldershot and North Camp and the importance of securing a voice for these communities.

This council will therefore:

- Propose to residents the creation of local Town Councils for Farnborough and Aldershot and a separate parish council for North Camp as an option, if a first round of consultation shows that residents would support this tier of governance.
- Undertake preparatory work to enable the transfer of community assets, green spaces and facilities to these councils to safeguard their futures.
- Subject to residents' response to Community Governance Review consultation and January Council agreeing the order, proceed at pace with planning for elections for any new town and/or parish councils to take place at the earliest possible opportunity.”

(2) Debate not Hate

To consider the following Notice of Motion, which has been submitted by Cllr Bill O'Donovan, pursuant to Standing Order 9 (1):

“This Council:

- Affirms its commitment to free speech and robust debate, and its rejection of abuse and intimidation as part of legitimate political discourse.
- Notes, with concern, increasing levels of toxicity in public discourse, affecting politicians of all parties.
- Recognises the impact that this has upon council officers and election staff.
- Believes that respect is a two-way street and that all councillors have a role in treating members of the public with civility and respect.
- Commits to upholding the highest standards in public and political debate.

Consequently, this Council resolves to:

- Sign up to the LGA's Debate Not Hate Campaign.
- Regularly review the support available to councillors and officers in relation to abuse and intimidation.
- Write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians, and to extend to election staff and council officers the same legal protection from harassment afforded to campaigners, elected representatives and candidates under s30 of the Elections Act (2022).
- Ensure the Council has a clear reporting mechanism which councillors and officers can use for incidents of abuse and intimidation."

5. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES –**

To consider the recommendations of the Cabinet and Committees in relation to the following items:

1) **Council Delivery Plan 2025/26 – (Pages 9 - 30)**

To receive a report from the Cabinet (copy attached – Annex 1) which recommends the approval of the Council Delivery Plan 2025/26. Cllr Gareth Williams, Leader of the Council, will introduce this item.

2) **Gambling Licensing Statement of Principles – (Pages 31 - 130)**

To receive a report from the Cabinet (copy attached – Annex 2) which sets out a proposed Gambling Licensing Statement of Principles for approval. Cllr Christine Guinness, the Portfolio Holder for Pride in Place/Neighbourhood Services will introduce this item.

3) **Local Government Reorganisation – (Pages 131 - 152)**

To receive a report from the Cabinet (copy attached – Annex 3) which sets out an update on Local Government Reorganisation and proposals for the preferred option for Rushmoor. Cllr Gareth Williams, Leader of the Council, will introduce this item.

4) **Proposal to Start a Community Governance Review – (Pages 153 - 172)**

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached – Annex 4) which sets out proposals to start a Community Governance Review and a proposed Terms of Reference for the Review. Cllr Bill O'Donovan, Chair of the Corporate Governance, Audit and Standards Committee will introduce this item.

5) **Constitution and Committee Review Update – (Pages 173 - 280)**

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached - Annex 5) which sets out proposed updates to the Council's

Constitution, including updates to the Committee structure arising from the Committee Review, and a summary of amendments since the last major review. Cllr Bill O'Donovan, Chair of the Corporate Governance, Audit and Standards Committee will introduce this item.

6. **QUESTIONS FOR THE CABINET –**

To receive any questions by Members to Cabinet Members submitted in accordance with the Procedure Note.

7. **REPORTS OF CABINET AND COMMITTEES – (Pages 281 - 320)**

To receive and ask questions on the Reports of the following Meetings (copy reports attached):

Cabinet

8th April, 2025
22nd April, 2025
3rd June, 2025

Committees

Corporate Governance, Audit and Standards	2nd April, 2025
Development Management	9th April, 2025
Development Management	21st May, 2025
Corporate Governance, Audit and Standards	22nd May, 2025
Development Management	25th June, 2025

8. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 321 - 340)**

To note the Reports of the following meetings (copy reports attached):

Policy and Project Advisory Board	25th March, 2025
Overview and Scrutiny Committee	27th March, 2025
Policy and Project Advisory Board	10th June, 2025
Overview and Scrutiny Committee	12th June, 2025

IAN HARRISON
Managing Director

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 2 July 2025

BOROUGH OF RUSHMOOR

ANNUAL MEETING OF THE COUNCIL held at the Council Chamber, Council Offices, Farnborough on Tuesday, 20th May, 2025 at 7.00 pm.

The Worshipful The Mayor (Cllr Mara Makunura (Chairman))
The Deputy Mayor (Cllr Calum Stewart (Vice-Chairman))

Cllr A. Adeola
Cllr C.W. Card
Cllr Sue Carter
Cllr Jules Crossley
Cllr Thomas Day
Cllr Peace Essien Igodifo
Cllr C.P. Grattan
Cllr Christine Guinness
Cllr Steve Harden
Cllr Halleh Koohestani
Cllr S.J. Masterson
Cllr Bill O'Donovan
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr M.J. Tennant
Cllr Jacqui Vosper
Cllr Becky Williams

Cllr Gaynor Austin
Cllr Leola Card
Cllr A.H. Crawford
Cllr P.J. Cullum
Cllr Keith Dibble
Cllr A.H. Gani
Cllr Lisa Greenway
Cllr Julie Hall
Cllr Rhian Jones
Cllr G.B. Lyon
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr Dhan Sarki
Cllr Sarah Spall
Cllr S. Trussler
Cllr Ivan Whitmee
Cllr Gareth Williams

Honorary Alderman Diane Bedford
Honorary Alderman Sue Dibble
Honorary Alderman Tony Gardiner
Honorary Alderman John Marsh

Apologies for absence were submitted on behalf of Cllr Abe Allen, Cllr Nadia Martin and Cllr P.G. Taylor.

Before the meeting was opened, the Mayor's Chaplain, Reverend Coleen Kusi-Agyapong led the meeting in prayers.

1. **ELECTION OF THE MAYOR OF THE BOROUGH**

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2025/26. It was **MOVED** by Cllr Keith Dibble; **SECONDED** by Cllr Sophie Porter - That Cllr Calum Stewart be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2026.

RESOLVED: That Councillor **CALUM STEWART** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2026.

The Mayor then made his Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972 and took the Chair.

THE MAYOR (CLLR CALUM STEWART) IN THE CHAIR

The Mayor thanked his proposer and seconder for their kind words, and the Council for supporting his nomination and placing trust in him to represent the Borough, which he accepted with great pride and humility.

The Mayor announced that he would be standing as an Independent Member during his mayoral year, a move he strongly believed was right for the council at this time. He also reported that he would be reintroducing the Rushmoor Community Award, to be known as the “Mayor’s Award”, at each Council meeting an individual or group would be recognised for their contribution to the Borough. In addition, instead of supporting a number of local charities, the Mayor would be supporting young people to “be the best they can be”. A fund would be established, in collaboration with Alderwood School, aimed at helping to finance aspirational programmes and enrichment opportunities for its students.

The Mayor signified the appointment of his mother, Mrs Shani Stewart as his Mayoress and advised that he would not be appointing a Chaplain, but instead would invite a range of speakers of faith, and none, to address the meetings of the council over the next year, to say a prayer or share some reflections.

2. VOTE OF THANKS

It was MOVED by Cllr M.J. Tennant; SECONDED by Cllr Lisa Greenway and

RESOLVED: That the Council place on record its appreciation of the excellent service rendered by Councillor Mara Makunura as Mayor of the Borough and Ms Salwexeya Makunura as Mayoress during the Municipal Year 2024/25.

The Mayor congratulated Cllr Makunura and presented her with a framed, illuminated scroll, together with a Past Mayor's Badge and a Past Mayoress's Badge for Ms Salwexeya Makunura.

In response, Cllr Makunura thanked the proposer and seconder for their kind words. She acknowledged the support of her family, in particular, her husband who had been a “rock” to her throughout the year and her “powerhouse” of a Mayoress and daughter who had juggled a full-time job to support the role of the Mayor and become a great role model for others. She also thanked her Chaplain, Reverend Coleen Kusi-Agyapong, who had been a great support and inspiration to her.

Cllr Makunura thanked officers for their support, in particular Mrs Amanda Hanson for her administrative support and dedication to the role, and Cllr Stewart, in his role as Deputy Mayor, for his support and encouragement during a challenging year of council meetings.

Cllr Makunura referred to some particular highlights of the Mayoral Year, including celebrating 50 years of Rushmoor Borough Council, the opening of Union Yard, Aldershot, Aldershot Town Football Club winning at Wembley and international visits for Meudon, France and Oberursel, Germany. She was also pleased to report that in

excess of £5,000 had been raised for her charities, through fundraising activities such as a fashion show, sponsored walk and charity gala event.

Cllr Makunura stated that it had been an honour of a lifetime to serve as Mayor and wished all a brilliant year.

3. **ELECTION OF THE DEPUTY MAYOR**

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was **MOVED** by Cllr Steve Harden; **SECONDED** by Cllr G.B. Lyon – That Cllr Peter James Cullum be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2026.

RESOLVED: That Councillor **PETER JAMES CULLUM** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2026.

Cllr P.J. Cullum then made his Declaration of Acceptance of Office.

The Deputy Mayor thanked his proposer and seconder for their kind words and the Council for the confidence placed in him. He pledged his support to the Mayor in the coming year.

The Deputy Mayor signified the appointment of his wife, Mrs Ann Cullum as his Deputy Mayoress.

4. **MINUTES**

It was **MOVED** by Cllr Gareth Williams; **SECONDED** by Cllr Sophie Porter and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council on 10th April 2025 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

5. **APPOINTMENT OF THE LEADER OF THE COUNCIL**

It was **MOVED** by Cllr Thomas Day; **SECONDED** by Cllr Sophie Porter - That Cllr Gareth Williams be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2026.

There voted **FOR:** 19; **AGAINST:** 11; **ABSTAIN:** 6 and the Motion was **DECLARED CARRIED.**

6. **APPOINTMENTS 2025/26**

The Council were advised of a couple of amendments to the committee appointments, as set out:

1. Corporate Governance, Audit and Standards Committee – Cllr C.P. Grattan to replace Cllr Becky Williams, and

2. Policy and Project Advisory Board – Cllr Becky Williams to replace Cllr C.P. Grattan as Standing Deputy.

During a discussion, it was noted that some Members felt that the Chairs of Committees should not be appointed by the ruling party and appointments should be made at Committee level. As a result, each section of the appointments would be voted on separately.

It was MOVED by Cllr Gareth Williams and SECONDED by Cllr Sophie Porter – That

(1) **Cabinet**

It be noted that the following appointments of Cabinet Portfolio Holders and the Deputy Leader of the Council for the Municipal Year 2025/26 had been made by the Leader of the Council:

Cllr Sophie Porter	Deputy Leader and Healthy Community and Active Lives
Cllr A.H. Crawford	Finance and Resources
Cllr Jules Crossley	Policy, Performance and Sustainability
Cllr Keith Dibble	Housing and Planning
Cllr Christine Guinness	Pride in Place / Neighbourhood Services
Cllr Julie Hall	Economy, Skills and Regeneration

There voted FOR: 20; AGAINST: 0; ABSTAIN: 16 and the Motion was **DECLARED CARRIED**.

(2) **Committees**

The Appointments to Committees for the Municipal Year 2025/26 be approved as follows in accordance with the allocations to achieve political balance:

DEVELOPMENT MANAGEMENT COMMITTEE

Voting Members

Labour: 6

Conservative: 4

Independent: 1

Cllr Gaynor Austin
Cllr Thomas Day
Cllr C.P. Grattan
Cllr Lisa Greenway
Cllr Dhan Sarki
Cllr Ivan Whitmee

Cllr Peace Essien Igodifo
Cllr A.H. Gani
Cllr S.J. Masterson
Cllr Jacqui Vosper

Cllr Calum Stewart

Standing Deputies:

Labour:

Cllr Rhian Jones
Cllr Nadia Martin

Conservative:

Cllr P.J. Cullum
Cllr G.B. Lyon

NOTE: The Cabinet Member with responsibility for planning matters is to be an ex officio non-voting member of the Development Management Committee.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Voting Members

Labour: 6

Cllr Gaynor Austin
Cllr C.P. Grattan
Cllr Rhian Jones
Cllr Bill O'Donovan
Cllr M.J. Roberts
Cllr Sarah Spall

Conservative: 4

Cllr Sue Carter
Cllr P.J. Cullum
Cllr P.G. Taylor
Cllr Jacqui Vosper

Liberal Democrat: 1

Cllr C.W. Card

Standing Deputies:

Labour:

Cllr Thomas Day
Cllr Ivan Whitmee

Conservative:

Cllr A.H. Gani
Cllr S. J. Masterson

Liberal Democrat:

Cllr Leola Card
Cllr T.W. Mitchell

OVERVIEW AND SCRUTINY COMMITTEE

Voting Members

Labour: 6

Cllr Abe Allen
Cllr Thomas Day
Cllr Halleh Koohestani
Cllr Nadia Martin
Cllr Bill O'Donovan
Cllr Becky Williams

Conservative: 4

Cllr Steve Harden
Cllr G.B. Lyon
Cllr M.J. Tennant
Cllr S. Trussler

Liberal Democrat: 1

Cllr Leola Card

Standing Deputies:

Labour:

Cllr Sarah Spall
Cllr C.P. Grattan

Conservative:

Cllr Ade Adeola
Cllr Mara Makunura

Liberal Democrat:

Cllr C.W. Card
Cllr T.W. Mitchell

POLICY AND PROJECT ADVISORY BOARD

Voting Members

Labour: 6

Conservative: 4

Liberal Democrat: 1

Cllr Abe Allen

Cllr Lisa Greenway

Cllr Rhian Jones

Cllr Halleh Koohestani

Cllr M.J. Roberts

Cllr Ivan Whitmee

Cllr Ade Adeola

Cllr Peace Essien Igodifo

Cllr Mara Makunura

Cllr M.D. Smith

Cllr T.W. Mitchell

Standing Deputies:

Labour:

Cllr Dhan Sarki

Cllr Becky Williams

Conservative:

Cllr Steve Harden

Cllr S.J. Masterson

Liberal Democrat:

Cllr C.W. Card

Cllr Leola Card

There voted FOR: 34; AGAINST: 0; ABSTAIN: 2 and the Motion was **DECLARED CARRIED**.

(3) Chairmen and Vice-Chairmen of the Committees

The appointment of the following Chairmen and Vice-Chairmen of the Committees, as set out below, be approved:

Development Management

Chairman - Cllr Gaynor Austin

Vice-Chairman - Cllr C.P. Grattan

Corporate Governance, Audit and Standards

Chairman - Cllr Bill O'Donovan

Vice-Chairman - Cllr Rhian Jones

There voted FOR: 20; AGAINST: 0; ABSTAIN: 16 and the Motion was **DECLARED CARRIED**.

(4) Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board

The appointment of the Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board as set out below, be approved:

Overview and Scrutiny Committee

Chairman - Cllr Halleh Koohestani

Policy and Project Advisory Board

Chairman - Cllr Abe Allen

There voted FOR: 20; AGAINST: 0; ABSTAIN: 16 and the Motion was **DECLARED CARRIED**.

(5) **Management Boards**

The appointments to the Management Boards for the Municipal Year 2025/26, as follows, be approved:

The Aldershot Recreation Ground Trust

Cllr Lisa Greenway	Cllr Keith Dibble	Cllr S. Trussler
Standing Deputy:	Cllr Nadia Martin	Cllr Peace Essien Igodifo

King George's Field, Farnborough Trust

Cllr Rhian Jones	Cllr Gareth Williams	Cllr P.G. Taylor
Standing Deputy:	Cllr Calum Stewart	Cllr Mara Makunura

The Alfred Henry Goode Will Trust

Cllr G.B. Lyon	Cllr Keith Dibble	Cllr Sophie Porter
Standing Deputies:	Cllr P.J. Cullum	Cllr A. Adeola

There voted FOR: 31; AGAINST: 0; ABSTAIN: 5 and the Motion was **DECLARED CARRIED**.

The meeting closed at 8.18 pm.

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ANNEX 1

COUNCIL MEETING – 10TH JULY 2025

AGENDA ITEM NO. 5 (1)

COUNCIL DELIVERY PLAN 2025-26

A report from the meeting of the Cabinet held on 22nd April 2025

SUMMARY:

This report presents the Council Delivery Plan for 2025-26. The plan sets out the Council's priorities and the key projects and activities the council will take over the next year that contribute towards delivering the new strategic priorities.

RECOMMENDATION:

The Council is recommended to approve the Council Delivery Plan for 2025-26 as attached to this report.

1. INTRODUCTION

- 1.1 This report presents the Council Delivery Plan for 2025-26 attached in Annex 1. The draft plan sets out the council's priorities and key projects / activities the council will take over the next three years.
- 1.2 The Plan is structured across five themes:
 - Skills, Economy, and Regeneration.
 - Homes for All: Quality Living, Affordable Housing.
 - Community and Wellbeing: Active Lives, Healthier and Stronger Communities.
 - Pride in Place: Clean, Safe and Vibrant Neighbourhoods.
 - The Future and Financial Sustainability.
- 1.3 At its meeting on 22nd April, the Cabinet endorsed the Council Delivery Plan for recommendation to Council (as attached) and resolved to produce annual Delivery Plans over the following three years.

2. BACKGROUND

- 2.1 In November 2024, the Cabinet agreed the strategic priorities for the Council, to bring forward a delivery plan for the coming year and to develop a new vision and Council Plan ([Report ACE2416](#)).

- 2.2 The Government released the [English Devolution White Paper](#) in December 2024 which set out the government's plans to widen and deepen devolution across England, providing mayors with unprecedented powers and funding and hardwiring them into the way government works.
- 2.3 The Government asked local authorities to express an interest in being included on the priority programme for devolution. The local authorities in Hampshire and the Solent expressed an interest and in January 2025 the Government announced that they have been included in the Devolution Priority Programme.
- 2.4 Devolution would create one large strategic authority for the whole of Hampshire and the Isle of Wight, led by an elected mayor, with greater control over important areas for the region, such as economic growth, transport planning, infrastructure investment and skills development. Elections for the Mayor are due to take place in May 2026.
- 2.5 Alongside its devolution programme, the government has said it also expects to see wider local government reorganisation over time, with district councils, such as Rushmoor Borough Council, joining forces with others to create larger, unitary councils. This is likely to happen in 2027 to 2028. [Cabinet approved](#) the submission of an interim local government organisation plan to government on the 20 March 2025.

2. DETAILS OF THE PROPOSAL

Changes to the priorities

- 3.1 Given the plans for local government reorganisation, the strategic priorities agreed at Cabinet in November have been refreshed.
- 3.2 While the majority have remained unchanged, one of the priorities was to refresh the Council's long-term vision. Reference to this has now be removed and work to advocate the best outcome for Rushmoor residents from devolution and Local Government Reorganisation, has been included.
- 3.3 Given the likelihood of local government reorganisation, it is proposed that the Council does not develop a new Council Vision or multi-year Council Plan. Instead, it will bring forward annual Delivery Plans during the potential transition period to merging into a unitary council. This will allow the Council to adapt its work programme in response to the changing environment.

General

- 3.4 The Council Delivery Plan (Annex 1) provides a focus for the Council's activities and services by outlining the council's priorities for the next year.

The Council priorities are under five themes:

- **Skills, Economy, and Regeneration.**
 - Promote access to skills, development and training so residents can be part of a thriving local economy.
 - Work with businesses to attract and retain jobs, through active place-making and targeting of key industries.
 - Promote the development of Rushmoor's towns to meet the needs of business and residents, partnering with experts to deliver strategic transformation of town centres and neighbourhoods.
- **Homes for All: Quality Living, Affordable Housing.**
 - Improve social housing performance through more active engagement with providers.
 - Intervene to improve the quality of private rented sector homes in the borough which do not meet acceptable living standards.
 - Provide good quality temporary accommodation.
 - Make it easier to understand how the Council allocates social housing.
 - Progress a new Local Plan that maximises delivery of new homes.
 - Regenerate Council-owned brownfield land with new and affordable homes
- **Community and Wellbeing: Active Lives, Healthier and Stronger Communities.**
 - Ensure all residents have access to opportunities for physical exercise including a new leisure centre in Farnborough.
 - Enable a programme of community and cultural activities that engages everyone.
 - Address health inequalities through partnerships with providers and other local authorities.
 - Work with partners to improve access to and awareness of mental health support.
- **Pride in Place: Clean, Safe and Vibrant Neighbourhoods.**
 - Cleaner streets – implement initiatives to reduce flytipping.
 - Cabinet Pride in Place champion to encourage local, cleaner streets projects.
 - Work across the council and with partners to expand initiatives to address long-term issues of antisocial behaviour.
- **The Future and Financial Sustainability.**
 - Achieve the best outcome for Rushmoor residents and business through Devolution and Local Government Reorganisation.
 - Deliver a refreshed and more ambitious Climate Change Action Plan.
 - Implement processes and monitoring to ensure accountability for the delivery plan is clear and progress is regularly reviewed, with actions taken to manage any variances.

- Achieve financial sustainability through delivery of the Financial Recovery Plan.
- Ensure a culture of continuous improvement through delivery of the Corporate Peer Challenge recommendations and actions.

Monitoring of the Plan

- 3.5 The Council's Performance Management Framework is planned to be updated in line with the Delivery Plan. This will monitor delivery of planned activity, achievement of project output targets, and changes to outcome indicators showing impact in the borough.
- 3.6 Each quarter the Council Delivery Plan monitoring report is reported to Cabinet setting out the progress against the key projects/activities, the key output and outcome indicators and service performance measures. This is accompanied by an update on the Council's Risk Register that may include issues that relate to the Council Delivery Plan.

Alternative Options

- 3.7 The Council could continue with the Council Business Plan which covers the period between 2023 – 2026. This is not considered appropriate due to changes in the Council priorities and the significant changes impacting the Council both internally and externally.

Consultation

- 3.8 The priorities were shaped using information and data from the Council's annual residents survey which was carried out in the summer 2024. The next residents' survey will be carried out in summer 2025.

3. IMPLICATIONS

Risks

- 4.1 Risks to the delivery of the Council Delivery Plan will be recorded and reported in line with the Council's Risk Management Policy. The development of the Council Plan 2025/26 has been informed by the Council's risk register.

Legal Implications

- 4.2. Within any Council Delivery Plan, the Council is under a duty to provide a wide variety of statutory services to the public. For discretionary services, the Council must ensure that it has legal powers to carry out that service and determine on what cost basis. There is separate legislation, policy and guidance which covers each individual service area. The Council must consider the Equality Act 2010 and the impact of any new proposal on its community and residents.

Financial Implications

- 4.3. No direct financial implications are identified from this report, however quality performance management throughout the financial year supports the council in the delivery of services to budget. Through good management the council can support the achievement of value for money when utilising public funds.
- 4.4. Having a clear forward plan will provide a stable base for decision making going forward and enable decision making to ensure the best value for money is achieved by the council.

Resource Implications

- 4.5. The resource implications of the Council Delivery Plan have been considered in line with the Council's budget setting process for 2025/6.

Equalities Impact Implications

- 4.6. A full equality impact assessment has been conducted and considered by the Cabinet on 22nd April 2025, which is published as part of [Report No ACE2507](#). This shows a positive impact on people with protected characteristics relating to age, race or ethnicity, religion or belief, and other vulnerable groups. No negative impacts on people with protected characteristics have been identified. The Council will continue to monitor delivery plan activities through its performance management framework.

5. CONCLUSION

- 5.1 The refreshed priorities and the Plan reflects the Council's ambitions for the Borough, by identifying key projects and activities to be delivered over the next year as the Council moves towards local government reorganisation.

CLLR GARETH WILLIAMS
LEADER OF THE COUNCIL

LIST OF APPENDICES/ANNEXES:

Annex 1: Council Delivery Plan 2025/26

Annex 2: Equality Impact Assessment

BACKGROUND DOCUMENTS:

None

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Council Delivery Plan

2025-2026



Introduction

Welcome to the Rushmoor Borough Council Delivery Plan for 2025/26.

I know that, as residents of Farnborough and Aldershot, you want a Council that puts accountability and transparency at its heart. You are rightly proud of our towns, but you want to see that reflected in your day-to-day experience of living here; having well-paid jobs, decent homes, safe and clean streets, and a vibrant, active and engaged community. You also want the Council to prioritise a new leisure centre and the regeneration of our town centres.

As the first stage of delivering on these aims, in November 2024 the Cabinet agreed the Council's priorities for 2025/26:

- Skills, Economy, and Regeneration
- Homes for All: Quality Living, Affordable Housing
- Community and Wellbeing: Active Lives, Healthier and Stronger Communities
- Pride in Place: Clean, Safe and Vibrant Neighbourhoods
- The Future and Financial Sustainability

In addition to these priorities, we will make sure that sustainability, diversity, and inclusion are at the heart of all we do.

Over the next three years, district and county councils will be replaced by several unitary councils in Hampshire. This will help us deliver more sustainable and higher quality public services for our residents, with greater accountability and less duplication.

Meanwhile, the Council is committed to delivering for the people of Rushmoor, and to engaging widely with residents on the services you need and representation you want to see on any new authority.

As part of our commitment to accountability, you can see how the Council is performing in delivering this plan, in our quarterly monitoring reports.

Leader - Gareth Williams



Skills, Economy and Regeneration

The Council will focus on growth and investment into Aldershot and Farnborough to drive forward the vision for our towns as a recognised destination for business and an economic hub for defence, aerospace and technology. It will meet the needs of businesses and residents by regenerating our town centres and offering more skills-based learning opportunities to deliver increased employment and careers. This means working with business, education institutions, experts and partners to help develop a skills offer and town centre transformation programme.

The Council will continue work with businesses to boost local jobs, including encouraging new companies to set up in Rushmoor, highlighting the many benefits the area has to offer, so local people can benefit from a strong local employment and economy.

Priorities

Promote access to skills, development and training so residents can be part of a thriving local economy.

Work with businesses to attract and retain jobs, through active place-making and targeting of key industries.

Promote the development of Rushmoor's towns to meet the needs of businesses and residents, partnering with experts to deliver strategic transformation of town centres and neighbourhoods.



Priorities and key activities	Outcomes and key measures of success
<p>Promote access to skills, development and training so residents can be part of a thriving local economy by:</p> <ul style="list-style-type: none"> • Delivering projects, events and engagement activities which help residents to access local training and employment opportunities. It will develop new Employment and Skills Plans with property developers to increase these opportunities, also involving local educational institutions • Working with local businesses and partners on skills needs and gaps and, with their support, developing a business-led skills offer. This will develop skills that businesses need through the Rushmoor Employment and Skills Network and Get Britain Working Plan with Hampshire County Council • Engaging with young people to encourage their aspirations and elevate career opportunities as part of our Young People's Plan. • Publishing its skills offer, careers, business support and events in an accessible and engaging way online to ensure greater awareness and take-up of opportunities and to help connect local people with businesses and educational institutions 	<ul style="list-style-type: none"> • Positive feedback on our impact on skills development, job prospects and educational opportunities • Increased involvement of businesses in training and skills development • Increased further and higher education institutions activity focused on skills development for employment
<p>Work with businesses to attract and retain jobs, through active place-making and targeting of key industries by:</p> <ul style="list-style-type: none"> • Developing place narratives for Aldershot and Farnborough to increase investment, footfall, and pride in our town centres • Producing sector development plans and setting up a business forum to drive forward the vision for our towns as an economic hub for defence, aerospace, and technology businesses, with more opportunities for improving skills and creating better jobs for local people • Facilitating business networking opportunities with local partners, including businesses and aligned groups, and support businesses by providing one-to-one business advice and training • Providing and preserving high-quality employment land and spaces that meet business needs and attract target sectors 	<ul style="list-style-type: none"> • Develop place narratives, develop sector development plans and establish business forums by summer 2025 • Forum members report positive feedback on difference to their work and productivity • Increased number of businesses supported • Increased level of inward investments and new jobs
<p>Promote the development of Rushmoor's towns to meet the needs of businesses and residents, partnering with experts to deliver strategic transformation of town centres and neighbourhoods by:</p> <ul style="list-style-type: none"> • Regenerating Farnborough town centre with a new town square with outdoor seating and event space, releasing land for development, and complementing development of the leisure centre with private and public investment • Building on the successful delivery of the Union Yard project and working with landowners in Aldershot town centre to unlock and realise further regeneration opportunities • Implementing measures to improve footfall and the retail environment of Aldershot, Farnborough and North Camp town centres • Delivering a diverse events programme and encouraging and supporting external event organisers to run more events in the borough • Encouraging artists, creatives and cultural organisations to apply for relevant funding to increase the number of diversity of events in the borough 	<ul style="list-style-type: none"> • Town centre square completed by the end of May 2025 • Increased satisfaction with the town centres • Increase in town centre footfall • Increased attendance at town centre events • Increased satisfaction with cultural activities and events



Homes for All: Quality Living, Affordable Housing

The Council knows how important it is for local people to have decent homes. It is actively engaging with social housing providers to improve their performance locally.

It will make it easier to understand how social housing is allocated and provide good quality temporary housing to those most in need. If you rent privately, the Council wants to make sure your home is well-maintained and will act where it is not.

In the longer term, the Council will progress a new Rushmoor Local Plan that maximises the delivery of new homes and use Council-owned brownfield land to provide new affordable homes.



Priorities

Improve social housing performance through more active engagement with providers.

Intervene to improve the quality of private rented sector homes in the borough which do not meet acceptable living standards.

Provide good quality temporary accommodation.

Make it easier to understand how the Council allocates social housing.

Progress a new Local Plan that maximises delivery of new homes.

Regenerate council-owned brownfield land with new and affordable homes.



Priorities and key activities	Outcomes and key measures of success
<p>Improve social housing performance through more active engagement with providers by:</p> <ul style="list-style-type: none"> • Actively engaging with local social housing providers to improve the quantity and quality of social housing • Discussing the barriers and issues with improving quality of local homes with the larger local social housing providers and other landlords • The Overview and Scrutiny Committee increasing the number of local social housing providers it scrutinises each year 	<ul style="list-style-type: none"> • Reduction in the number of social housing complaints reported to the Housing Ombudsman • Increased number of notices issued by the Council • Reduction in the number of private sector complaints • Reduction in the proportion of social housing and private rented properties failing to achieve the Decent Homes Standard
<p>Intervene to improve the quality of private rented sector homes in the borough which do not meet acceptable living standards by:</p> <ul style="list-style-type: none"> • Engaging local private sector landlords to provide advice and raise awareness on local issues • Taking enforcement action about serious housing condition problems and aiming to be early adopter of the powers in the Renters Rights Bill that will improve our ability to address issues with housing conditions 	<ul style="list-style-type: none"> • Increase in the proportion of social housing and private rented properties achieving EPC C • Increase in the number of local social homes • Reduction in the proportion of residents who believe affordable decent housing needs improving • Increase in proportion of residents who are satisfied with Council's housing service
<p>Provide good quality temporary accommodation by:</p> <ul style="list-style-type: none"> • Collaborating with local social housing providers to enable and facilitate better temporary accommodation provision 	<ul style="list-style-type: none"> • Enough temporary accommodation units available to meet local needs • Temporary accommodation units achieve the Decent Homes Standard and EPC C
<p>Make it easier to understand how the Council allocates social housing by:</p> <ul style="list-style-type: none"> • Considering options to refine, clarify and improve the existing housing allocation scheme, and also improve how social housing allocation decisions are communicated 	<ul style="list-style-type: none"> • Increase the proportion of residents who are satisfied with Council's housing service
<p>Progress a new Local Plan that maximises delivery of new homes by:</p> <ul style="list-style-type: none"> • Producing a new Local Plan to guide the location, scale and type of future development. The current Local Plan was adopted in February 2019 and the Council will start to develop a new plan this year 	<ul style="list-style-type: none"> • Decrease the proportion of residents who believe affordable decent housing needs improving • Deliver additional affordable housing • Demonstrate a five-year supply of deliverable housing land and meet the Government's housing targets for the area
<p>Regenerate council-owned brownfield land with new and affordable homes by:</p> <ul style="list-style-type: none"> • Maximising use of Farnborough Civic Quarter and other council land for new affordable and keyworker housing by exploring the use of the Homes England Affordable Homes Programme 	



Community and Wellbeing: Active Lives, Healthier and Stronger Communities



At the heart of the Council's vision is a commitment to building stronger, healthier communities by providing opportunities for exercise, wellbeing, and social connection that are easy to access. The new Farnborough Leisure Centre will be a key part of this effort, designed to bring people together in an affordable and inclusive space for fitness, swimming and recreation. The Council will honour the heritage of Aldershot Lido and offer free access to tennis.



The Council will also expand its popular programme of community and cultural events, creating opportunities for residents to connect, celebrate, and feel a sense of belonging. In partnership with local organisations, it is actively working to address health challenges, increasing and promoting more opportunities for physical activity, and improving access to mental health support, so that everyone in Rushmoor can thrive.

Central to our desire to make sure everyone has access to opportunities to exercise, swim and keep fit is the new Farnborough Leisure Centre. The Council knows it needs to be affordable and is working hard to bring this forward as soon as it can.



Priorities

Ensure all residents have access to opportunities for physical exercise including a new leisure centre in Farnborough.

Enable a programme of community and cultural activities that engages everyone.

Address health inequalities through partnerships with providers and other local authorities.

Work with partners to improve access to, and awareness of, mental health support.



Priorities and key activities	Outcomes and key measures of success
<p>Make sure all residents have access to opportunities for physical exercise including a new leisure centre in Farnborough by:</p> <ul style="list-style-type: none"> • Bringing a new leisure centre to Farnborough. Work to deliver this will continue throughout 2025/26 • Carrying out a health and physical activity survey to inform the leisure centre design and access to physical activity locally • Working with schools, health services, and community groups to promote exercise for all ages with healthy eating, fitness, and sports day programmes • Improving mobility, especially for older residents, through the Council's active travel project and healthy walks 	<ul style="list-style-type: none"> • Farnborough Leisure Centre built and used regularly • Increased access to physical activity opportunities • Increased attendance at local fitness programmes • Increased participation in sports and physical activities • Improved healthy weights of our population
<p>Enable a programme of community and cultural activities that engages everyone including:</p> <ul style="list-style-type: none"> • Strengthening Rushmoor Together and the Supporting Communities Strategy, to deliver improved outcomes for our communities and promote community involvement, especially in disadvantaged areas • Expanding Rushmoor Youth Voice to empower young people to discuss key issues like health, education and climate change • Running the Aldershot Youth Café and Farnborough Youth Club as safe spaces for young people, and the Rushmoor Voices community engagement group to improve social cohesion in Rushmoor • Supporting the priorities of the Armed Forces Champion to deliver activities for the Armed Forces Community 	<ul style="list-style-type: none"> • Increase participation in youth programmes, community events and consultations • Implementation of climate projects led by young people • Use of qualitative information given back by partners • Rushmoor Youth Voice to be held in different venues to improve engagement • Fewer incidents of community conflict and improved community cohesion
<p>Address health inequalities through partnerships with providers and other local authorities including:</p> <ul style="list-style-type: none"> • Collaborating with health providers to improve care for vulnerable families • Developing the 'Live Longer Better Project' to increase activity and social support among older residents, including the Nepali community, and supporting the Steady & Strong Programme to improve fitness • Working with targeted schools to support healthy eating and increase physical activity provision • Delivering an Active Rushmoor campaign, partnering with local sports groups to offer open days and increased opportunities for all residents in the summer of 2025 	<ul style="list-style-type: none"> • Improved healthy weights of our population • Increased participation in health programmes, particularly from deprived areas • More residents from targeted groups attending health and fitness programmes • Increased promotion of existing sporting offers and provision
<p>Work with partners to improve access to, and awareness of, mental health support by:</p> <ul style="list-style-type: none"> • Working with NHS Community and Wellbeing Officers to improve mental health services in deprived areas • Supporting Men's Health Day as an annual event to raise awareness of mental health, and delivering the Rushmoor Together and the Supporting Communities Strategy, with a focus on health, economic wellbeing and community belonging • Partnering with local organisations to raise awareness of mental health support 	<ul style="list-style-type: none"> • Mental health of residents improved • Mental health support measured by service use, referrals, and resident feedback • More community events, campaigns, and workshops raising awareness of mental health issues



Pride in Place: Clean, Safe and Vibrant Neighbourhoods

Rushmoor Borough Council wants its streets and town centres to be clean, safe and welcoming and the Cabinet has appointed a Pride in Place champion to encourage local people to get involved.

In the town centres, we have been working closely with the police to deal with unacceptable issues of antisocial behaviour.

The Council is actively addressing fly-tipping and launched the trial of a mobile collection scheme, 'Walk this Waste', in December 2024 in Farnborough's Cherrywood ward, the area most affected by fly-tipping. This initiative allowed residents to dispose of old household items for free. In Spring 2025, the trial expanded to three more wards with significant fly-tipping issues (Rowhill, St Mark's, and Aldershot Park). The Council will review the results and decide if it moves forward with a broader rollout.



Priorities


Cleaner streets - implement initiatives to reduce fly-tipping.

Cabinet Pride in Place champion to encourage local, cleaner streets projects.

Work across the council and with partners to expand initiatives to address long-term issues of antisocial behaviour.




Priorities and key activities	Outcomes and key measures of success
<p>Cleaner streets - implement initiatives to reduce fly-tipping including:</p> <ul style="list-style-type: none"> • Applying a four Es approach to reduce fly-tipping; Engage, Educate, Encourage and Enforce • Considering a collaborative approach to the management of fly-tipping on private land, and delivering campaigns aimed at preventing fly-tipping • Trialling a “Walk this Waste” project before deciding if it offers it more widely. • Introducing a network of recycling points for small electrical items across the borough 	<ul style="list-style-type: none"> • Reduction in reported fly-tipping by March 2027 • Increase in FPNs issued and paid
<p>Cabinet Pride in Place champion to encourage local, cleaner streets projects through:</p> <ul style="list-style-type: none"> • The Pride in Place Coordination Group running initiatives to clean up the borough, including a dog-fouling campaign and a litter-pick campaign, culminating in a “Keep Britain Tidy” celebration and delivering talks to schools. • Developing a network of volunteers across the borough who want to actively engage in activities to improve the local environment (the Binfluencers) 	<ul style="list-style-type: none"> • Increase in street cleanliness • Decrease in number of enquiries related to dog-fouling by March 2027 • Increased resident satisfaction on street cleanliness
<p>Work across the council and with partners to expand initiatives to address long-term issues of antisocial behaviour by:</p> <ul style="list-style-type: none"> • Planning and delivering educational campaigns, engaging with those involved in, and affected by, antisocial behaviour and encouraging offenders to take part in diversionary activities • Addressing persistent antisocial behaviour with tailored and appropriate enforcement • Working with partner agencies to tackle the underlying issues that contribute to ongoing antisocial behaviour in our town centres • Reducing antisocial behaviour in our town centres through improvements to the retail environment and addressing environmental crime 	<ul style="list-style-type: none"> • Reduce number of reported instances of antisocial behaviour by March 2027 • Increase in residents’ feelings of safety in our town centres • Increase in the number of young people engaged with Think Safe event



The future and financial sustainability

The Government has selected Hampshire and the Isle of Wight to be part of its Devolution Priority Programme. This means county and district councils joining together to create larger, unitary councils.




The Council believes that the best deal for residents, the sense of place, and the economic geography of the area favours a North Hampshire unitary council. It will engage with residents and businesses about the new unitary council and Rushmoor's legacy.

It also needs to make sure services and activities are affordable as well as of a good quality. The Council will be delivering against the financial recovery plan and will put in place clear ways to monitor and improves its activities.


We are committed to tackling climate change and will be implementing a more ambitious climate change action plan.

Priorities




Achieve for the best outcome for Rushmoor residents and business from Devolution and Local Government Reorganisation.

Deliver a refreshed and more ambitious Climate Change Action Plan.



Implement processes and monitoring to ensure accountability for the Delivery Plan is clear and that progress is regularly reviewed, with actions taken to manage any variances.

Achieve financial sustainability through delivery of the Financial Recovery Plan.



Ensure a culture of continuous improvement through delivery of the Corporate Peer Challenge recommendations and actions.

Priorities and key activities	Outcomes and key measures of success
<p>Achieve the best outcome for Rushmoor residents from Devolution and Local Government Reorganisation by:</p> <ul style="list-style-type: none"> • Making sure their needs are met by future devolution and local government reorganisation plans • Engaging with residents and businesses about what's important for the new unitary council and on what Rushmoor's legacy will be 	<ul style="list-style-type: none"> • 35% of residents think the Council acts on their concerns
<p>Deliver a refreshed and more ambitious Climate Change Action Plan by:</p> <ul style="list-style-type: none"> • Putting sustainability at the heart of all Council activity, with a new Change Action Plan agreed in 2025. The Council will be working to deliver the actions from this plan 	<ul style="list-style-type: none"> • Become a carbon neutral council by 2030 • Increase EcoFair exhibitors and attendance by 35% • Establish a Youth Climate Ambassador Forum in 2025
<p>Implement processes and monitoring to make sure accountability for the plan is clear and that progress is regularly reviewed, with actions taken to manage any variances through:</p> <ul style="list-style-type: none"> • A revised Performance Management Framework, a tool to strengthen performance management in the authority, and last revised in June 2023 - and to ensure that the Council is delivering against its priorities 	<ul style="list-style-type: none"> • A refreshed Performance Management Framework by March 2026 • Performance monitoring reports considered by Cabinet every quarter
<p>Achieve financial sustainability through delivery of the Financial Recovery Plan</p> <ul style="list-style-type: none"> • In October 2024 the Council agreed the Financial Recovery Plan, which is a high-level plan to address the budget deficit over four years. 	<ul style="list-style-type: none"> • Council sets a balanced budget while keeping sufficient reserves in the medium term each year • Delivery of required asset disposals and budget reductions by March 2027
<p>Ensure a culture of continuous improvement through delivery of the Corporate Peer Challenge recommendations and actions by:</p> <ul style="list-style-type: none"> • Implementing the recommendations on how it can improve how it delivers its functions • Implementing agreed recommendations from governance review to achieve improved risk management, member oversight and governance • Reviewing organisational structure to improve efficiency and accountability 	<ul style="list-style-type: none"> • All actions completed by March 2026 • Positive peer team follow up report findings • Governance review implementation completed by Summer 2025 • Organisational review completed by October 2026

Equality, diversity and inclusion

The Council is committed to ensuring that it is compliant with the statutory duties under the Equality Act 2010, and in October 2024 published two new equality objectives:

- To promote the use of equality impact assessments as part of the Council's decision making, policy making, procurement, and service design to ensure inclusivity, accessibility, equal opportunities, and good relations
- To tackle the effects of poverty and deprivation, and to have a positive impact on people's daily lives through delivery of Supporting Communities Strategy projects

To reflect these objectives the Council will:

- Ensure that any engagement and consultation activities will be designed so that all groups with protected characteristics will have an opportunity to take part in a way that is accessible and inclusive for them
- Carry out equality impact assessments to identify barriers and ensure equal access to facilities, services, and programmes
- Carry out equality impact assessments for any proposed service changes arising from the Financial Recovery Plan
- Promote inclusive cultural activities that engage underrepresented and marginalised communities, ensuring that all residents can take part and benefit
- Target programmes and activities to areas and people that need them most, including our areas of deprivation
- Ensure mental health support is accessible to everyone, particularly focusing on deprived areas and minority groups, and make sure events reach a wide range of people, especially those from under-represented groups
- Improve the quality of local social and private rented housing

The Council declared a climate emergency in Rushmoor in summer 2019, with the full support of all councillors. In doing so, councillors pledged to make the Council carbon-neutral, and Aldershot and Farnborough greener and more sustainable.

The Council wants to have a positive impact on future generations by working with businesses, communities and organisations to protect and improve Aldershot and Farnborough's environment. Through direct action and by encouraging and supporting others, we will address the challenges and opportunities presented by climate change.

The Council will deliver a refreshed and more ambitious Climate Change Strategy and action plan.

Delivery of this plan will help the environment and the move towards sustainability by:

- Making climate change impact assessments a routine part of decision making, including any proposed service changes arising from the Financial Recovery Plan
- Running campaigns to reduce fly-tipping by encouraging proper waste disposal and recycling, preventing potential pollution whilst also working to reduce the need for 'clear ups'
- The Pride in Place Champion promoting responsible waste management and increase community engagement
- Tackling antisocial behaviour, which can lead to a cleaner, safer and more sustainable environment. By reducing disruptive behaviour, vandalism, littering etc, it can help to create a more positive environment, which supports businesses and communities, and encourages local investment
- Encouraging better energy performance of housing in the social and private rented sectors, the Council will reduce carbon footprint and lower tenant energy costs
- As part of the Local Plan development, considering options for how the Council can influence more sustainable development in the borough

Document control

Title	Council Delivery Plan 2025/26
Topic/Service	Policy & Performance
Version	1.00
Next review date	01 March 2026
Last reviewed by	Not applicable
Last reviewed date	Not applicable
Approving authority	Council
Approval date	10 July 2025

ANNEX 2

COUNCIL MEETING – 10TH JULY 2025

AGENDA ITEM NO. 5 (2)

GAMBLING LICENSING STATEMENT OF PRINCIPLES

1 INTRODUCTION

- 1.1 The Cabinet considered the attached report (OS2509) 'Review of the Council's Gambling Licensing Statement of Principles' at its meeting on the 3rd June 2025.
- 1.2 The report sets out recommended changes to the Council's Gambling Licensing Statement of Principles following review and public consultation as required by legislation.
- 1.3 Further to Cabinet discussion and following the Cabinet meeting it was agreed with the Portfolio Holder to remove paragraph 2.12 of the proposed Statement of Principles to avoid any confusion. It was confirmed that the responsible authorities (police) can make representations about matters linked to the licensing objectives.

2 RECOMMENDATION:

The Council is recommended to approve the Gambling Licensing Statement of Principles as set out in Appendix C to Report OS2509 attached.

CLLR CHRISTINE GUINNESS
PORTFOLIO HOLDER FOR PRIDE IN PLACE/
NEIGHBOURHOOD SERVICES

3rd JUNE 2025

KEY DECISION? NO

REPORT NO. OS2509

**REVIEW OF THE COUNCIL'S GAMBLING LICENSING STATEMENT OF
PRINCIPLES**

SUMMARY AND RECOMMENDATIONS:

This report sets out recommended changes to the Council's Gambling Licensing Statement of Principles following review and public consultation as required by the legislation.

Cabinet is requested to –

- 1) Approve that the proposed policy be referred to Full Council for consideration, with recommendation that the policy be implemented with immediate effect.

1. INTRODUCTION

- 1.1. There is a legal requirement for review of the Council's Gambling Licensing Statement of Principles. This is overdue, and therefore requires review.
- 1.2. A review of the statement of principles has taken place, taking account of changes to the legislation and guidance, and public consultation has been carried out as required.
- 1.3. The comments received during the consultation have been considered, and where appropriate amendments made to the proposed statement of principles.
- 1.4. Cabinet is requested to approve that the proposed policy be referred to Full Council for consideration, with recommendation that the policy be implemented with immediate effect.

2. BACKGROUND

- 2.1. A full review of the Council's Gambling Licensing Statement of Principles is overdue and has therefore been carried out. Consultation has been carried out in accordance with the legislation.

- 2.2. Three responses suggesting amendments to the draft policy were received. These are given as **Appendix A**. All other responses provided no comment.

3. DETAILS OF THE PROPOSALS

- 3.1. The draft statement of principles has been reviewed taking account of the comments a table providing each comment received and any proposed changes made as a result is given as **Appendix B**.
- 3.2. The proposed Statement of Principles is given as **Appendix C**.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no risks associated with this report, the statement is overdue for review, and therefore it is necessary for an updated policy to be implemented as soon as possible. Consultation has been carried out in accordance with the legislation, and consideration given to all comments received.

Legal Implications

- 4.2. Section 349 of the Gambling Act 2005 requires the Statement of Licensing Principles for Gambling ("Statement") to be reviewed by the Council (as Licensing Authority) every three years. This function cannot be delegated to the Council's Licensing Committee. Any amendments to that Statement are required to be formally considered and approved by full Council following a consultation exercise.
- 4.3. The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 ("Regulations") specify the legal requirements and procedure for drafting and preparing the Statement and any revision to that Statement. The Council is required to renew the statement every three years. A failure to do so and consult properly could result in any decisions and the Statement being challenged in the Courts. The Licensing Authority must have regard to the statutory guidance 'Gambling Commission: Guidance to Licensing Authorities' in preparation of the statement.

Financial Implications

- 4.4. There are no financial implications associated with this report.

Resource Implications

- 4.4. There are no resource implications associated with this report.

Equalities Impact Implications

- 4.5 An equality impact check found that this proposal would have a positive or neutral impact on people with protected characteristics. Therefore, a full assessment is not required.

Community Safety Implications

- 4.6 There are no community safety implications associated with this report.

5 CONCLUSIONS

- 5.1 Review of the Councils Gambling Licensing Statement of Principles is overdue. The document has been reviewed taking account of changes in legislation and guidance, consultation has been carried out, and comments received considered accordingly. approve that the proposed policy be referred to Full Council for consideration, with recommendation that the policy be implemented with immediate effect.

LIST OF APPENDICES/ANNEXES:

Appendix A – Consultation Responses

Appendix B – Consultation Comments and proposed changes

Appendix C – Proposed Statement of Licensing Policy

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – Shelley Bowman, shelley.bowman@rushmoor.gov.uk, 01252 398162

Head of Service – James Duggin, james.duggin@rushmoor.gov.uk, 01252 398543

APPENDIX A

CONSULTATION RESPONSES

From: John Sedgeley [REDACTED]
Sent: 30 January 2025 10:45
To: Shelley Bowman <shelley.bowman@rushmoor.gov.uk>
Subject: Fw: Consultation - Gambling Act Statement of Principles

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CAUTION: This email originated from outside of Rushmoor Borough Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello Shelley

Thank you for sharing your Statement of Principles with us as one of your consultees.

I do not wish to make any comment on the document, I just ask that our service's name is updated (Page 58)to: Hampshire & Isle of Wight Fire & Rescue Service.

Kind regards
John



John Sedgeley
Protection Manager - North Hub

[REDACTED]
[REDACTED]



Headquarters
Leigh Road, Eastleigh
Hampshire, SO50 9SJ

From: Peter Jowett [REDACTED]
Sent: 21 January 2025 11:56
To: Rushmoor Council Licensing <Licensing@rushmoor.gov.uk>
Cc: [REDACTED]
Subject: FW: Consultation - Gambling Act Statement of Principles

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Dear Sirs

Further to below, we operate one betting premise within the borough and have the following comment to make on the proposed Statement of Principles:

Section 5.33 Staff Training

5.34 (h) States "Importance and enforcement of time/spend limits"

Can consideration be given to amend this wording? Time & spend limits which operate on the EGM's (commonly known as FOBTs) are set voluntary by customers and can be cancelled at any moment by the customer. Consequently, it's impossible for any staff member to "enforce" that a customer adheres to their voluntary action.

As a responsible operator, our staff are trained to carry out to conduct a Reasonable Gambling Interaction (RGI) with a customer when a voluntary set time/speed limit is breached and perhaps this obligation could replace the "enforcement" description.

Kind regards
Peter

Peter Jowett
Head of Licensing

JENNINGSbet

[REDACTED]
[REDACTED]
[REDACTED]
4 Simon Campion Court, 232-234 High Street
Epping, Essex CM164AU



This e-mail, and any attachment, is confidential. If you have received it in error, please delete it from your system, do not use or disclose the information in any way, and notify me immediately. The contents of the message may contain personal views which are not the views of Jennings Racing Limited, Betting Shop Services Limited, Betting Shop Operations Limited, Megabet UK Limited, Mark Jarvis Limited, unless specifically stated.

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy

From: Bede Finnigan [REDACTED]
Sent: 18 February 2025 13:32
To: Rushmoor Council Licensing <Licensing@rushmoor.gov.uk>
Cc: [REDACTED]
[REDACTED]

Subject: RE: Consultation - Gambling Act Statement of Principles

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CAUTION: This email originated from outside of Rushmoor Borough Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Team,

Gambling Act 2005 – Statement of Principles Consultation

Thank you for the opportunity to make comments in relation to the above consultation. On behalf of Luxury Leisure and Talarius Ltd., we make the following points in relation to the consultation draft (the "Draft"):-

1. As the Authority will appreciate, in matters of regulation under the Gambling Act 2005 (the "Act") it is subject to the Regulators' Code. That Code imposes a number of obligations on the Authority, including one that it should carry out its activities in a way that it supports those it regulates to comply and grow. Additionally under the Code, when designing and reviewing policies, the Authority must among other things understand and minimise the negative economic impact of its regulatory activities and regulate and minimise the costs of compliance of those it regulates. Further, the Authority should take an evidence-based approach in determining priority risks and recognise the compliance record of those it regulates. The Draft references the Code under the Enforcement section (para 15.10); however, the Code has much broader application than enforcement actions. We suggest it would be helpful to include reference to the Code and the above obligations within the Draft. In particular, the Code should be referenced within the Introduction and Scope section (para 1) as the Authority must have had regard to the Code when developing this Draft.
2. Para 2.1 – Section 153 of the Act contains an overarching general duty on licensing authorities to "*aim to permit the use of premises for gambling*" subject to the factors detailed within that section of the Act. We appreciate this general duty is referenced at para 2.23, but we suggest the duty be repeated within the fundamental principles section (para 2.1) to emphasise this duty on the Authority.
3. Para 2.12 – In dealing with applications, as stated, the Authority should certainly consider any comments made by the police; however, such comments must relate to the licensing objectives, the Authority's statement of principles, or the Gambling Commission's guidance or codes of practice. We suggest this is clarified within para 2.12.
4. Para 2.30 – As acknowledged within this para 2.30, the concepts of "*need, demand and competition*" should not be considered by the Authority when determining premises licence applications. However, the final sentence of this para 2.30 appears to suggest such factors may be considered. With respect that is wrong, and we suggest that this final sentence should be removed to avoid any ambiguity.

5. Paras 3.8, 5.12 and 9.7 – For clarity, we refer to the 2008 case of R (on the application of Betting Shop Services Limited) –V– Southend on Sea Borough Council, in which it was held that an applicant could apply for a premises licence (without the need for a provisional statement) even though the premises were not fully constructed – the applicant is not restricted to making an application for a provisional statement. It was held by the court that the then guidance issued by the Gambling Commission was wrong. The Guidance was subsequently amended (please see para 7.59 of the of the Gambling Commission’s Guidance for Licensing Authorities). As such, we suggest that the wording of paras 3.8, 5.12 and 9.7 be amended to make it clear that applications for premises licences can be made regardless of whether the building in question is complete or finished or needs to be altered. An applicant may apply for a provisional statement if the building is not complete, but it does not have to do so and can instead apply for licence.
6. Para 5.50 - Children are permitted to gamble in some situations on Category D gaming machines therefore we suggest that the wording of para 5.50 be amended to include the following underlined phase: “... taking part in, or being in close proximity to, gambling where they are prohibited from participating and, in particular, from entering adult-only environments”.
7. Paras 5.56 and 5.57 – Although this para correctly states that the Authority may impose conditions “*where entitled to do so*”, it does not specify when it is entitled to do so. The Gambling Commission’s guidance on this is that the Authority “*must aim to permit the use of premises for gambling and so should not attach conditions that limit their use except where it is necessary in accordance with the licensing objectives, the Commission’s codes of practice and this guidance, or their own statement of policy. Conversely, licensing authorities should not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions*” (see para 9.28 of the Gambling Commission’s Guidance for Licensing Authorities). The use of “*but is not obliged to grant such a licence*” may be taken as inconsistent to the Authority’s ‘aim to permit’ obligation. We suggest that the wording from the Gambling Commission’s Guidance for Licensing Authorities is used within paras 5.56 and 5.57 to reiterate the Authority’s aim to permit obligation and clarify when conditions are excluded, or other conditions are attached.
8. Para 6.3 – We appreciate the relevance of representations are covered in detail at paras 6.43 – 6.56; however, this para 6.3 should be clarified to emphasise that only relevant representations will result in a hearing.
9. Para 6.27 (d) and (e) – These paras go beyond the Gambling Commission’s Guidance for Licensing Authorities (see para 8.15 of the Gambling Commission’s Guidance for Licensing Authorities) and do not relate to the licensing objectives. We suggest that these paras be removed.
10. Para 7.21 (b) – Para 7.21 (a) acknowledges that the measure to prevent children from participating in gambling or being invited to gamble is only relevant “*where this is not permitted by law*”. Para 7.21 (b) does not acknowledge this point therefore we suggest that the wording of para 7.21 (b) be amended to include the following underlined phase: “prevent children from having accidental access to, or to observe closely, gambling where they are prohibited from participating”.

We hope that you find the above helpful and we would be happy to talk thorough any of the points or answer any questions you might have.

Yours faithfully,

Bede

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CONSULTATION COMMENTS & PROPOSED CHANGES

Comment	Consideration
Request service's name is updated (Page 58) to: Hampshire & Isle of Wight Fire & Rescue Service.	Amended as requested to ensure document is correct
<p>5.34 (h) States "Importance and enforcement of time/spend limits"</p> <p>Can consideration be given to amend this wording? Time & spend limits which operate on the EGM's (commonly known as FOBTs) are set voluntary by customers and can be cancelled at any moment by the customer. Consequently, it's impossible for any staff member to "enforce" that a customer adheres to their voluntary action.</p> <p>As a responsible operator, our staff are trained to carry out to conduct a Reasonable Gambling Interaction (RGI) with a customer when a voluntary set time/speed limit is breached and perhaps this obligation could replace the "enforcement" description.</p>	<p>In light of the new information, amended to:</p> <p><i>(h) Importance of time/spend limits and steps to be taken where a customer cancels these;</i></p>
<p>As the Authority will appreciate, in matters of regulation under the Gambling Act 2005 (the "Act") it is subject to the Regulators' Code. That Code imposes a number of obligations on the Authority, including one that it should carry out its activities in a way that it supports those it regulates to comply and grow. Additionally under the Code, when designing and reviewing policies, the Authority must among other things understand and minimise the negative economic impact of its regulatory activities and regulate and minimise the costs of compliance of those it regulates. Further, the Authority should take an evidence-based approach in determining priority risks and recognise the compliance record of those it regulates. The Draft references the Code under the Enforcement section (para 15.10); however, the Code has much broader application than enforcement actions. We suggest it would be helpful to include reference to the Code and the above obligations within the Draft. In particular, the Code should be referenced within the Introduction and Scope section (para 1) as the Authority must have had regard to the Code when developing this Draft.</p>	<p>For clarity amended to:</p> <p><i>The document has been produced having regard to the statutory provisions, subordinate legislation, guidance and relevant codes of practice (including the Regulators Code) in force at the time of production, but does not seek to reproduce the content of them.</i></p>

<p>Para 2.1 – Section 153 of the Act contains an overarching general duty on licensing authorities to “<i>aim to permit the use of premises for gambling</i>” subject to the factors detailed within that section of the Act. We appreciate this general duty is referenced at para 2.23, but we suggest the duty be repeated within the fundamental principles section (para 2.1) to emphasise this duty on the Authority.</p>	<p>For clarity amended to:</p> <p><i>In carrying out its functions, the licensing authority will aim to permit the use of premises for gambling and seek to regulate gambling in the public interest.</i></p>
<p>Para 2.12 – In dealing with applications, as stated, the Authority should certainly consider any comments made by the police; however, such comments must relate to the licensing objectives, the Authority’s statement of principles, or the Gambling Commission’s guidance or codes of practice. We suggest this is clarified within para 2.12.</p>	<p>For clarity amended to:</p> <p><i>The licensing authority will also consider any comments made by the Police in respect of this licensing objective.</i></p>
<p>Para 2.30 – As acknowledged within this para 2.30, the concepts of “<i>need, demand and competition</i>” should not be considered by the Authority when determining premises licence applications. However, the final sentence of this para 2.30 appears to suggest such factors may be considered. With respect that is wrong, and we suggest that this final sentence should be removed to avoid any ambiguity.</p>	<p>For clarity sentence deleted.</p>
<p>Paras 3.8, 5.12 and 9.7 – For clarity, we refer to the 2008 case of R (on the application of Betting Shop Services Limited) –V– Southend on Sea Borough Council, in which it was held that an applicant could apply for a premises licence (without the need for a provisional statement) even though the premises were not fully constructed – the applicant is not restricted to making an application for a provisional statement. It was held by the court that the then guidance issued by the Gambling Commission was wrong. The Guidance was subsequently amended (please see para 7.59 of the of the Gambling Commission’s Guidance for Licensing Authorities). As such, we suggest that the wording of paras 3.8, 5.12 and 9.7 be amended to make it clear that applications for premises licences can be made regardless of whether the building in question is complete or finished or needs to be altered. An applicant may apply for a provisional statement if the building is not</p>	<p>Relevant paragraphs amended to reflect the case, and the update to the Gambling Commission guidance to licensing authorities.</p>

complete, but it does not have to do so and can instead apply for licence.	
Para 5.50 - Children are permitted to gamble in some situations on Category D gaming machines therefore we suggest that the wording of para 5.50 be amended to include the following underlined phase: "... <i>taking part in, or being in close proximity to, gambling where they are prohibited from participating and, in particular, from entering adult-only environments</i> ".	For clarity amended as suggested.
Paras 5.56 and 5.57 – Although this para correctly states that the Authority may impose conditions " <i>where entitled to do so</i> ", it does not specify when it is entitled to do so. The Gambling Commission's guidance on this is that the Authority " <i>must aim to permit the use of premises for gambling and so should not attach conditions that limit their use except where it is necessary in accordance with the licensing objectives, the Commission's codes of practice and this guidance, or their own statement of policy. Conversely, licensing authorities should not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions</i> " (see para 9.28 of the Gambling Commission's Guidance for Licensing Authorities). The use of " <i>but is not obliged to grant such a licence</i> " may be taken as inconsistent to the Authority's 'aim to permit' obligation. We suggest that the wording from the Gambling Commission's Guidance for Licensing Authorities is used within paras 5.56 and 5.57 to reiterate the Authority's aim to permit obligation and clarify when conditions are excluded, or other conditions are attached.	<p>For clarity amended to:</p> <p><i>The licensing authority may also impose, or seek to impose, such other conditions, where it is entitled to do so, where it is necessary in accordance with the licensing objectives, codes of practice, guidance and policies, and / or deals with relevant representations. Such conditions may apply in relation to premises generally or in relation to a specified part of the premises.</i></p> <p><i>Given the above, the licensing authority will not usually turn down an application for a premises licence where they are satisfied that relevant representations can be dealt with through the use of conditions attached to the licence.</i></p>
Para 6.3 – We appreciate the relevance of representations are covered in detail at paras 6.43 – 6.56; however, this para 6.3 should be clarified to emphasise that <u>only relevant</u> representations will result in a hearing.	No change made as paragraph already states that it applies to relevant representations, and wording is deemed to be clear.
Para 6.27 (d) and (e) – These paras go beyond the Gambling Commission's Guidance for Licensing Authorities (see para 8.15 of the Gambling Commission's Guidance for Licensing Authorities) and do not relate to the licensing objectives. We suggest that these paras be removed.	Paragraph (d) deleted as accepted that this could not be identified and related to the licensing objectives. However, point (e) is considered to be very relevant to the licensing objectives, as the nature of a business may mean that its customers are likely to be particularly vulnerable e.g. a

	<p>service aimed at individuals with addictions, children etc. As such, this has been amended to:</p> <p><i>the circumstance and nature of the business that is suggested may be affected and/or the representation(s) made, where it is relevant to one or more of the licensing objectives.</i></p>
<p>Para 7.21 (b) – Para 7.21 (a) acknowledges that the measure to prevent children from participating in gambling or being invited to gamble is only relevant “<i>where this is not permitted by law</i>”. Para 7.21 (b) does not acknowledge this point therefore we suggest that the wording of para 7.21 (b) be amended to include the following underlined phase: “prevent children from having accidental access to, or to observe closely, gambling <u>where they are prohibited from participating</u>”.</p>	<p>For clarity amended as suggested.</p>



RUSHMOOR
BOROUGH COUNCIL

Section 349
GAMBLING ACT 2005

STATEMENT OF PRINCIPLES

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PART A

1. INTRODUCTION & SCOPE

1.1. INTRODUCTION

- 1.2. The Gambling Act 2005 (the 'Act') and associated Regulations provides the legislative framework for regulating gambling and betting throughout the UK.
- 1.3. The Act replaced the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968 and the Lotteries and Amusements Act 1976 and gave responsibilities for licensing gambling to the Gambling Commission (the 'Commission') and local authorities.
- 1.4. Apart from spread betting and the National Lottery, the Commission regulates gambling and betting. The Commission's duties also include licensing of the operators and individuals involved in providing gambling and betting facilities.
- 1.5. Rushmoor Borough Council (RBC), along with other local authorities are responsible for the licensing of premises where gambling is to take place, for issuing various gaming permits and for the registration of small societies' lotteries in its area. A more detailed breakdown of the functions of the Gambling Commission and RBC as a designated licensing authority under the Act is given at **appendix A**.
- 1.6. Section 349 of the Act requires each Licensing Authority to prepare and publish a statement of licensing principles that it proposes to apply in exercise of its functions under the Act. This is commonly known as a 'statement of policy' or 'licensing policy'.
- 1.7. This document sets out the statement of licensing policy and principles RBC will apply in carrying out its functions as a licensing authority under the Act; being authorised to exercise those functions and responsibilities set out at **appendix A**. The document applies to the administrative area of RBC only as shown at **appendix B**.
- 1.8. Whilst subject to review, the document is valid for the period to **XXXXX 2028**.

1.9. SCOPE & STATUS

- 1.10. This document will be used to inform and direct the decision making of the licensing authority, particularly when making decisions on relevant licence applications. It acts as a guide to the considerations and standards to be applied in exercise of its functions together with the

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roles and responsibilities of those to which it may apply. In this context, this document aims to provide guidance and advice to all parties with an interest in licensing issues covered by the Act.

- 1.11. The document is not intended to be a full and / or authoritative statement of the law or associated guidance and does not in any way constitute professional or legal advice. Any statements contained in this document do not replace, extend, amend or alter in any way whatsoever, the statutory provisions of the Gambling Act 2005 or any subordinate legislation or guidance made / issued in relation to it.
- 1.12. The document has been produced having regard to the statutory provisions, subordinate legislation, guidance and relevant codes of practice (including the Regulators Code) in force at the time of production, but does not seek to reproduce the content of them.

1.13. Matters of interpretation

- 1.14. Unless the context otherwise requires, any reference to 'the Licensing Authority' in this document refers to the licensing functions and responsibilities of Rushmoor Borough Council (RBC).
- 1.15. Further, the term 'licensing authority' is used throughout this document in recognition of, and in distinction between, the roles and responsibilities placed by the Act upon different services of its corporate authority, Rushmoor Borough Council. The collective terms 'its', 'us', 'our' etc are used interdependently and should be construed accordingly.
- 1.16. Any reference in this policy to guidance and / or codes of practice include those where the Gambling Commission has used its powers under the Act and associated regulations.
- 1.17. Any reference in this policy to such Gambling Commission codes of practice and/or any other specified document, information or guidance must be taken to mean a reference to the current and valid (i.e. extant) copy of that document, information or guidance concerned (or similar equivalent).
- 1.18. Any reference in this policy to 'gambling' shall be taken to include all forms of gambling (except remote or online gambling, or gambling on the National Lottery), gaming and the undertaking of small society lotteries.

1.19. DECLARATION

- 1.20. In preparing this document, RBC has considered the licensing objectives of the Act, together with guidance and codes of practice issued by the Gambling Commission. The document has been produced following consultation with and on consideration of the

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responses made by the individuals, agencies and organisations set out in **appendix C** in accordance with the consultation process and principles set out at **appendix D**.

- 1.21. This policy document was approved and adopted by Full Council meeting of RBC on the XXXX. While subject to periodic review, this document shall constitute RBC's gambling licensing statement of principles.

The policy shall be kept under review and revised as appropriate and, in any event, not less than three years from the date of its last adoption.

PART B

2. GENERAL PRINCIPLES


2.1. FUNDAMENTAL PRINCIPLES

- 2.2. In carrying out its functions, the licensing authority will aim to permit the use of premises for gambling and seek to regulate gambling in the public interest.
- 2.3. The licensing authority will consider objectively any application, representations and/or the conditions / circumstances at premises (in which it may have a legitimate interest) on its own individual merits.
- 2.4. In applying these principles, the licensing authority reserves the right to, and will, where it is entitled to do so, use its discretion and / or depart from this statement of policy and any other guidance issued by the Commission, where appropriate. However, such discretion and departure will only take place where it is considered right to do so in view of the individual circumstances of the case and where there are strong and defensible reasons for doing so. In any such case, the licensing authority will clearly express and explain its reasons.

2.5. LICENSING OBJECTIVES

- 2.6. In exercising its functions under the Gambling Act 2005, the licensing authority will, where it is entitled to do so, have regard to the licensing objectives set out in section 1 of the Act; namely -
- (a) to prevent gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - (b) to ensure that gambling is conducted in a fair and open way; and
 - (c) to protect children and other vulnerable people from being harmed or exploited by gambling.

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- 2.7. To prevent gambling from being a source of crime or disorder, associated with crime or disorder or being used to support crime**
- 2.8. Where an area is noted for particular problems with crime or disorder, the licensing authority will consider carefully whether gambling facilities are suitable to be located there and / or whether specific controls / conditions need to be applied to prevent premises from becoming a source of crime or disorder, such as provision of door supervisors.
- 2.9. However, the licensing authority recognises adequate legislation already exists to prevent general nuisance and antisocial behaviour. Therefore, the licensing authority does not intend to use the Act to deal with such issues.
- 2.10. The term 'disorder' shall therefore be taken to mean an activity that is more serious and disruptive than mere nuisance.
- 2.11. In this context, while subject to the facts and their degree, the licensing authority considers that activities / incidents could be serious enough to constitute disorder if Police assistance is required to deal with it. The licensing authority may also consider other factors, such as how threatening the behaviour was in any particular incident to those who could see or hear it.
- 

2.13. To ensure gambling is conducted in a fair and open way

- 2.14. As regards premises licences (apart from track premises licences), the licensing authority does not generally expect to be concerned with ensuring that gambling is conducted in a fair and open way in licensed premises. This is addressed through the operating and personal licences issued by the Commission.
- 2.15. As betting track operators do not need an operating licence, the licensing authority may, in certain circumstances, consider controls and conditions of the licence concerning the suitability of the environment in which betting takes place. Details about track premises licences can be found at **appendix F**.
- 2.16. The licensing authority will also pay attention to the information that is made available to customers using gambling facilities that are regulated by permits.
- 2.17. In all cases where appropriate, the licensing authority will advise the Commission of any evidence to suggest that this objective is not being met.

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2.18. To protect children and other vulnerable people from being harmed or exploited by gambling

2.19. The Act defines 'Children' as those persons under 16 years of age and 'young persons' as those persons aged 16 or 17 years of age.

2.20. While not defined and subject to wide interpretation, the Gambling Commission identify 'vulnerable people' as including people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to mental impairment, alcohol or drugs.

2.21. In addition to the above, the licensing authority recognises that any individual may be vulnerable at specific times due to circumstances, therefore will consider vulnerability in its widest term. will al

2.22. GENERAL PRINCIPLES ON THE USE OF PREMISES

2.23. Where appropriate, the licensing authority will generally aim to permit the use of premises for gambling in so far as it thinks it is -

- (a) in accordance with any relevant code of practice issued by the Gambling Commission;
- (b) in accordance with any guidance issued by the Gambling Commission;
- (c) reasonably consistent with the licensing objectives; and
- (d) in accordance with this statement of licensing policy.

2.24. GUIDANCE & REFERENCE

2.25. In exercising its functions, the licensing authority will, where appropriate and entitled to do so, have regard to -

- (a) the Gambling Act 2005 and any associated Regulations issued by the Secretary of State.
- (b) to any codes of practice, guidance and advice issued by the Gambling Commission; and
- (c) any local area profile or other published governmental strategies, plans, or documents that may relate to or otherwise inform the licensing objectives.

2.26. For the purposes of (c) above, governmental strategies, plans and documents are taken to mean those prepared and published by or on

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behalf of HM Government, Rushmoor Borough Council and / or any other statutory authority or agency with responsibilities within the area concerned.

2.27. OTHER PRINCIPLES

2.28. Subject to the above, the licensing authority will generally not take into account any matter(s) not related to gambling and/or the licensing objectives.

2.29. Need, demand & competition

2.30. Generally, the licensing authority does not consider that need (i.e. the commercial demand for gambling facilities), or competition between rival operators are relevant to its functions under the Act. The licensing authority considers this to be a matter for the market.

2.31. Morality of gambling

2.32. The licensing authority does not generally consider moral objections to gambling as being relevant to its functions under the Act. This extends to the dislike of gambling, and (with the exception of casino resolution powers and / or reasons linked to the licensing objectives) general notions that it is otherwise undesirable to allow gambling premises in a particular area.

2.33. Equality & diversity

2.34. Subject to the requirements of the Act, nothing in this statement of policy shall -

- (a) override the right of any person to make an application under the Act and to have that application considered on its merits;
- (b) undermine the right of any person to make representations on an application or to seek a review of a licence where provision has been made for them to do so; and/or
- (c) undermine the right of any person who is aggrieved by the decision of the Licensing Authority to appeal against that decision to the Courts where provision has been made for them to do so.

3. DUPLICATION & OTHER LEGISLATION

3.1. GENERAL

- 3.2. So far as is reasonable, the licensing authority will avoid duplicating other regulatory regimes, including planning.

3.3. OTHER LEGISLATION

- 3.4. In respect of the above, the licensing authority considers that it is for operators to ensure that their premises comply with all other relevant legislation, such as fire safety, health & safety, food safety, planning and building law.

NB: This list is not exhaustive, and applicants must ensure that they comply with all other regulatory regimes in respect of their premises, employees and the public.

3.5. PLANNING PERMISSION AND BUILDING REGULATIONS

- 3.6. The licensing authority recognises that there should be a clear separation of the planning and licensing systems and asserts that licensing applications will be viewed independently of planning applications in all cases.
- 3.7. Licensing applications are not, and will not be treated as a re-run of planning applications. The licensing authority will not normally therefore cut across decisions taken by the planning authority.
- 3.8. In line with this policy, the licensing authority will not take account of matters unrelated to gambling and the licensing objectives. Therefore, the licensing authority will not speculate on, or otherwise take into account, the likelihood of any proposal being granted permission under planning or building law.

4. ADMINISTRATION ISSUES

4.1. USE & EXCHANGE OF INFORMATION

- 4.2.** The licensing authority will comply with the Data Protection legislation and the Council's Data Protection policy. As a public task, the licensing authority may use and process sensitive and / or personal data where this is necessary for the exercise of its functions.
- 4.3.** The Licensing Authority notes that the Act provides for both the provision and/or exchange of information with the Gambling Commission and other agencies in exercise of its functions.
- 4.4.** The licensing authority regards the lawful and correct treatment of information as very important to the successful and efficient performance of its functions, and to maintaining the confidence of the individuals and/or bodies which it serves and works.
- 4.5.** In exercise of its functions, the licensing authority will therefore seek to comply with all statutory duties imposed upon it as regards the handling and processing of data and, where appropriate the disclosure of information.
- 4.6.** For these collective purposes, the licensing authority will –
- a) act in accordance with the provisions of the Act as well as any relevant regulations issued by the Secretary of State in provision and/or exchange of information with the Gambling Commission and other agencies;
 - b) have regard to any guidance issued by the Gambling Commission, with respect to the provision and/or exchange of information with it and other agencies;
 - c) seek to comply with all statutory duties, general principles, requirements, restrictions and/or exemptions that may apply in relation to Data Protection and Freedom of Information laws and the Councils existing policies thereon;
 - d) consider any corporate policies and protocols that may be established from time to time relating to information exchange with others.

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4.7. The licensing authority may also use, disclose and/or exchange information and data it obtains in exercise of its functions –

- a) where it considers that it may reasonably assist the promotion of the licensing objectives (e.g. policy development)
- b) in exercise its powers under section 115 of the Crime and Disorder Act 1998 to exchange data and information with the police and other agencies to fulfil the statutory objective of reducing crime in the area; and/or
- c) as part of the National Fraud Initiative or other data matching exercise(s) required in accordance with the Local Audit and Accountability Act 2014 (or extant equivalent).

4.8. Confidential Information

4.9. The licensing authority recognises that it is subject to legal restrictions on confidentiality of certain information it requires and holds in order to determine applications for, and/or to supervise, the various licences it issues (e.g. criminal conviction and similar background disclosures).

4.10. In exercise of its duties, the licensing authority will only disclose such information, as may be necessary, to those involved in the determination of relevant applications in accordance with this policy and/or the Council's constitution and scheme of delegation. The licensing authority will not divulge any such information to any third party otherwise than where it is permitted or required to do so by law.

4.11. DETAILS OF INDIVIDUALS MAKING REPRESENTATIONS

4.12. The licensing authority will, as far as is reasonably practicable, remove the personal details (e.g. name(s) and address(es)) of individuals making representation(s) about an application from any public documents that it may produce.

4.13. However, the licensing authority recognises that it is a matter of natural justice that the applicant and his/her representative(s) are able to identify and locate those making representations about the premises concerned. Therefore, unless specifically requested not to disclose personal details, the personal details of anyone making representations may be released to the applicants and/or their representative(s).

4.14. Details of applications and representations which are referred to a Licensing (Sub) Committee for determination will be detailed in reports that are made publicly available. Personal details of people making representations may be disclosed to applicants and only be withheld

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from publication on the grounds of personal safety where the Licensing Authority is asked to do so.

4.15. LICENSING REGISTER

- 4.16. Subject to regulations by the Secretary of State, the licensing authority will also maintain a public register of all the licences and permits that it issues, together with other prescribed information.
- 4.17. For ease of access, reference and transparency, all public registers, together with other information, will be maintained electronically on our website www.rushmoor.gov.uk. However, a hard copy of the public register may be obtained, for a fee, from Rushmoor Borough Council Offices.

4.18. LICENSING AUTHORITY DELEGATION

- 4.19. All licensing decisions will be made, and functions carried out in accordance with the Council's Scheme of Delegation.

PART C

5. PREMISES LICENCES

5.1. WHAT WE MEAN BY 'PREMISES LICENCE'

5.2. Subject to the definitions and exemptions under the Act, a premises licence may authorise premises to be used as a casino, for playing bingo, for making certain gaming machines available or for betting. Unless requested for a limited period, a premises licence remains valid indefinitely until surrendered or otherwise terminated.

5.3. The following types of premises licence are available:-

- (a) Adult Gaming Centres;
- (b) Betting premises;
- (c) Bingo premises;
- (d) Casinos;
- (e) (Licensed) Family Entertainment Centres; and
- (f) Tracks.

NB: As a separate category, premises that provide category D gaming machines only are non-licensed family entertainment centres and may be regulated through gaming machine permits.

5.4. WHAT WE MEAN BY 'PREMISES'

5.5. Subject to the definitions and limitations under the Act, premises are taken to mean 'any place' (including a vessel and a vehicle and premises within premises).

5.6. CONSIDERATION OF PREMISES LICENCE APPLICATIONS

5.7. Whilst each application for a premises licence will be considered on its merits; applicants are expected to show how they will meet any licensing objective concerns, in order to be granted a premises licence. Failure to show how they will meet licensing objective concerns, may result in the imposition of licence conditions or the application being rejected.

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5.8. Primary gambling activity

- 5.9. By distinguishing between different premises types, the Act makes it clear that the primary gambling activity of any premises should be that described (i.e. pertaining to one of the premises licences available). Subject to any legal restrictions, customers should therefore be able to readily participate in the activity indicated by the type of premises licence at the premises concerned.

5.10. Premises ‘ready for gambling’

- 5.11. The licensing authority notes Gambling Commission guidance which states that a licence to use premises for gambling should only be issued in relation to premises when it is satisfied that the premises are going to be ready to be used for gambling in the reasonably near future; being consistent with the scale of any building or alteration works required before the premises are brought into use.
- 5.12. Accordingly, where construction of a premises is not yet complete, or they need alteration, or if the applicant does not yet have a right to occupy them, the applicant may wish to consider making an application for provisional statement instead. However, this does not preclude operators from applying for a premises licence in respect of premises which still have to be constructed or altered, the licensing authority will, where appropriate, determine such applications on their merits; applying the following two stage consideration process; namely -
- (a) whether the premises ought to be permitted to be used for gambling; and
 - (b) whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.
- 5.13. It should be noted that whilst the licensing authority is entitled to decide that it is appropriate to grant a premises licence subject to conditions in this way, it is not obliged to do so.

5.14. Location and proximity

- 5.15. Whilst each application will be considered on its own merits, the licensing authority will, where it is entitled to do so, have regard to any impact that the location of proposed licensed premises may have on the licensing objectives. Where appropriate, the licensing authority will give particular consideration to the location and/or proximity of proposed licensed premises relative to -
- (a) Schools and establishments for young persons (i.e. premises used regularly by young persons);

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- (b) Young offenders premises;
- (c) Centres established for helping people with a gambling addiction;
- (d) Centres for vulnerable adults; and
- (e) Residential areas where there are a high concentration of households with families and/or children.

5.16. Applicants seeking to licence premises in sensitive locations will be expected to clearly demonstrate how the relevant licensing objectives will be / have been met and how any associated concerns will be / have been overcome.

5.17. Multiple premises licences and multi-purpose premises

5.18. Although different premises licences cannot apply to a single premises (except for tracks), the licensing authority recognises that some premises such as large, multiple unit premises (e.g. a shopping mall) or a large single building may comprise discrete premises units which may themselves seek to obtain a premises licence. A single building may therefore, subject to appropriate safeguards, have more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises.

5.19. Whilst areas of a building that are artificially or temporarily separate will not normally be regarded as different premises, the licensing authority will consider if different parts of a building can be properly regarded as being separate premises based on the facts and their degree. For these purposes, and whilst not exhaustive, the licensing authority will normally take account of -

- (a) their location;
- (b) their configuration;
- (c) the suitability of any division between premises (**NB:** areas of a building that are artificially or temporarily separate (e.g. by ropes or moveable partitions) will not generally be regarded as different premises);
- (d) whether the premises have different postal addresses;
- (e) whether the premises have separate registration for business rates;
- (f) whether the premises are owned or operated by the same person / entity;

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- (g) whether each of the premises can be accessed from the street or public passageway; and
 - (h) whether the premises can only be accessed from other gambling premises.
- 5.20. Where appropriate, the licensing authority will take particular care in considering applications for / where multiple licences for / in a building and/or those relating to a discrete part of a building used for other purposes. In such cases, the licensing authority will normally seek to ensure that –
- (a) entrances and exits from parts of buildings covered by one or more licences are separate, identifiable and such that people are unable to drift into / between gambling areas (**NB:** In this context, it should normally be possible to access the premises without going through another licensed premises or premises with a permit); and
 - (b) premises are configured so that children and other vulnerable persons are not invited to participate in, have accidental access to or can otherwise observe gambling activities from which they are prohibited from participating;
- 5.21. Where appropriate, the licensing authority may also consider the compatibility of the proposed premises with any other establishments concerned. In determination of these matters, the overriding consideration of the licensing authority will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should be prohibited under the Act.
- 5.22. For these purposes, the licensing authority notes and will take account of the Gambling Commission's Guidance to Licensing Authorities and relevant access provisions for each premises type; and will ensure that the mandatory conditions relating to access between premises is / can be observed.

5.23. OTHER GENERAL CONSIDERATIONS

5.24. Risk Assessments

- 5.25. The licensing authority notes that the Gambling Commission's Licence Conditions and Code of Practice (LCCP) require gambling operators to consider and assess local risks to the licensing objectives arising from their provision of gambling activities / facilities at each of their premises. It also notes, that the LCCP also requires operators to establish and implement suitable policies, procedures and/or control measures to mitigate those risks. Collectively, these activities comprise the process of risk assessment.

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- 5.26. In compliance with these requirements, the Licensing Authority expects all prospective and licensed operators to carry out a thorough risk assessment in respect of the following matters –
- (a) their proposals / activities (e.g. the proposed licensable activities, hours of operation, capacities / throughput, the premises to be used and/or local environment etc);
 - (b) the impact of each of the matters detailed in (a) above on each licensing objectives;
 - (c) any information provided in any local area profile provided by the Council; and
 - (d) relevant matters and/or concerns identified in this statement of licensing policy or by the applicant.
- 5.27. To ensure that local risk assessment(s) are duly taken into consideration, the licensing authority expects all gambling operators (both existing licence holders and prospective applicants) to share and submit their local risk assessment(s) on application for grant or variation of a premises licence, or otherwise on request.
- 5.28. Further to the above, and by way of ensuring that they remain relevant and up-to-date, the licensing authority recommends that local risk assessments be subject to regular review, but will expect licensed operators to review their risk assessment(s) when –
- a) there are significant changes at the premises that may affect the mitigation of local risks; and/or
 - b) there are significant changes in local circumstances.
- 5.29. Whilst not exhaustive, the licensing authority will for these purposes, normally consider -
- (a) significant changes at the premises to include –
 - (i) any building work, premises refit or change of layout where gambling activities / facilities are relocated within the premises;
 - (ii) the premises licence is transferred to a new operator who will operate the premises with policies and procedures that are different to those of the previous licence holder;
 - (iii) any change to the operator's internal policies which require additional or changes to existing control measures and/or the (re)training of staff;

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- (iv) any change(s) to the entrance(s) to or exit(s) from the premises (whether in terms of their design, material(s), construction or layout);
- (v) the provision of any new gambling activity or facilities at the premises which were not provided previously (e.g. provision of hand-held gaming devices for customers, self-service betting terminals, or where a different category of gaming machine is provided);
- (vi) any application for a licence or authorisation at the premises to provide an activity under a different regulatory regime (e.g. to permit the sale of alcohol, to provide sexual entertainment on the premises etc).

(b) significant changes in local circumstances to include –

- (i) any substantial building development or conversion of existing premises in the local area which may change the number and/or type of visitor(s) to the area (e.g. where premises are converted to a local supermarket);
- (ii) any change of business and/or use of premises in the local area which may have a bearing on local risk factors and/or the licensing objectives (e.g. the opening of a new pawn broker(s) or business(es) that buy goods for resale in the local area);
- (iii) any change to the number, type and/or location of educational facilities in the local area (e.g. on construction of a new school / college or where changes are made to an existing establishment);
- (iv) the opening of any new venue used by one or more vulnerable groups in close proximity to the gambling premises (e.g. additional homeless hostel, mental health support facility etc)

5.30. For risk assessments to be and remain effective, the licensing authority also believes that they must be readily accessible to all local staff that will have to implement them. The licensing authority will therefore expect that a copy of any local risk assessment(s) be kept at the premises to which they relate at all times and be made available for inspection by the licensing authority at any reasonable time. For these purposes, local risk assessments shall be taken to include any assessment of risks and any other documents (e.g. policies and procedures) and/or record(s) provided or made in connection thereof.

5.31. General considerations for all gambling premises

5.32. The licensing authority expects high standards from all prospective and current premises licence holders in order to promote the licensing

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objectives. We will therefore consider the content of risk assessments and where it is appropriate look to apply licence conditions where issues are not considered. The types of considerations we would expect to be detailed are listed below. Additional information in respect of each specific licence type is given at **appendices D – M**.

5.33. Staff Training

5.34. To promote responsible gambling and their ability to suitably manage and/or tackle relevant risks associated with gambling, all customer facing and management staff in all gambling premises are expected to be provided with suitable and sufficient training to a level commensurate with their role and responsibilities. It is expected that a suitable written record of all such training shall be maintained and be provided to the licensing authority on request, and that all such training be refreshed at suitable intervals. Staff training should as a minimum include but not be limited to –

- (a) The importance of social responsibility (Premises are encouraged to seek an audit by GamCare or such other appropriate body in order to obtain a Certificate of Social Responsibility);
- (b) Causes and consequences of problem gambling;
- (c) Identifying and communicating with vulnerable persons: primary intervention and escalation;
- (d) Recognising safeguarding issues and taking appropriate action;
- (e) Dealing with problem gamblers: exclusion (mandatory and voluntary) and escalating for advice/treatment;
- (f) Refusal of entry (including underage, alcohol and drugs);
- (g) Age verification procedures and need to return stakes/withdraw winnings if underage persons found gambling;
- (h) Importance of time/spend limits and steps to be taken where a customer cancels these;
- (i) The conditions of the licence;
- (j) The policies, procedures, risk assessments and associated control measures applicable to the operation and management of the premises and its activities;
- (k) Maintaining an incident log;
- (l) Offences under the Gambling Act;

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- (m) Categories of gaming machines and the stakes and odds associated with each machine;
- (n) Types of gaming and the stakes and odds associated with each;
- (o) Staff exclusion from gambling at the premises where they are employed and reasons for restriction;
- (p) The 'no tipping' rule, unless a common fund into which tips and service charges are paid for distribution to the staff (a "tronc") is established and conducted in accordance with current H.M. Revenue and Customs advice;
- (q) Ability to signpost customers to support services with respect to problem gambling, financial management, debt advice etc;
- (r) Safe cash-handling/payment of winnings;
- (s) Identification of forged ID and the barring of those using forged ID from the premises;
- (t) Knowledge of problem gambling helpline contacts (for their own use as well as that of customers);
- (u) The importance of not encouraging customers to -
 - Increase the amount of money they have decided to gamble;
 - Enter into continuous gambling for a prolonged period;
 - Continue gambling when they have expressed a wish to stop;
 - Re-gamble winnings; or
 - Chase losses.

5.35. Problem Gambling

- 5.36. The licensing authority considers that a risk-aware and gambling literate customer base with recourse to advice, information and assistance is less likely to be harmed or exploited by gambling.
- 5.37. All gambling premises are expected to prominently display and provide free of charge literature e.g. posters / leaflets, on how to identify signs of problem gambling and the associated pathways to advice and assistance including contact details of relevant counselling, advice and other services.
- 5.38. In addition to being prominently displayed in the main public area of the premises, posters and leaflets should also be displayed in areas where customers can take the details discreetly e.g. toilets.

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- 5.39. All gambling premises are expected to have and implement suitable policies, procedures and arrangements for voluntary self exclusion. This is taken to mean a scheme whereby customers can request exclusion from the premises for an agreed timeframe and the premises take responsibility for ensuring that they are not readmitted during the agreed period.
- 5.40. All gambling premises are expected to have and implement suitable and sufficient customer intervention policies, procedures and arrangements so as to identify, monitor and make appropriate interventions with vulnerable personal and customers that may be gambling beyond their means or more than they would like.
- 5.41. To help identify and monitor the incidence and handling of problem gambling, all gambling premises are expected to establish and maintain suitable and sufficient records and share this (suitably redacted) with the licensing authority on request. The data expected to be recorded and shared includes but is not limited to –
- (a) The date, time and nature of any intervention(s) made by staff / premises along with a summary description of the cause and effect;
 - (b) The date, time and nature of any self (voluntary) exclusion(s) along with a summary description as to the stated reason(s) for any self-exclusion;
 - (c) The date, time and nature of any attempted entries to the premises by self (voluntary) excluded individuals along with a summary description of the action(s) taken;
 - (d) The date, time and nature of any mandatory exclusions needing enforcement along with a summary description of the cause(s) and effect(s);
 - (e) The date, time and nature of any attempted entry to the premises by those underage along with a summary description of each incident and the action(s) taken; and
 - (f) The date, time and nature of any attempted proxy sales / transactions on behalf of those underage by complicit adults along with a summary description of each incident and the action(s) taken.
- 5.42. As gambling premises staff are in close proximity with gambling and/or gaming machines on a regular basis, the licensing authority considers that all gambling premises should consider restricting staff from gambling or gaming on the premises at which they work. All gambling premises should have a suitable range of support mechanisms in place for staff vulnerable to or affected by problem gambling.

5.43. Safety of Staff and Customers

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5.44. To ensure the safety of both customers and staff, a suitable and sufficient staff to customer ratio, appropriate to the premises is expected to be in place at all times that the premises is open.

5.45. It is expected that a suitable staff to customer ratio should take account of both the crime and disorder objection as well as the objective of protecting children and other vulnerable persons from being harmed or exploited by gambling. For these purposes, applicants may wish to seek the advice of the local police licensing team in determination of staff ratios.

5.46. Prevention of crime and disorder

5.47. It is expected that all gambling premises implement suitable and sufficient cash handling policies and procedure to prevent and / or safeguard against theft / robbery. As a minimum these should include consideration and / or provision of –

- (a) The number of staff handling cash at any one time;
- (b) The frequency and amount of cash being handled and/or banked (to avoid large sums being involved);
- (c) Use of security personnel for transport;
- (d) A suitable CCTV system with suitable recording facility that keeps records for an appropriate length of time (including signage to indicate the presence of such a system);
- (e) Local and emergency contact details for the emergency services clearly displayed in office areas;
- (f) Consultation with Police and regular security reviews (NB: For security reasons, while we will not expect premises to tell us the precise details of the protocols they have in place, the licensing authority will need to be satisfied that effective procedures exist).

5.48. All gambling premises should, where appropriate, offer their customers alternative options to cash payment of winnings e.g. electronic payment. The options should be well publicised on the premises.

5.49. Protecting children and other vulnerable people from being harmed or exploited by gambling

5.50. The licensing authority consider 'from being harmed or exploited by gambling' as meaning preventing children and vulnerable people from taking part in, or being in close proximity to, gambling where they are prohibited from participating and, in particular, from entering adult-only environments.

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- 5.51. The licensing authority may also take this term to mean the restriction and/or control of advertising so that gambling, its products and / or facilities are not aimed at, or advertised in such a way that makes them attractive to, children and vulnerable people in appropriate circumstances.
- 5.52. The licensing authority will therefore consider if specific measures are required at particular premises, relating to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc. The licensing authority may also consider the location of premises in the context of protecting children and vulnerable persons.
- 5.53. All gambling premises are expected to implement suitable arrangements to ensure that those persons who appear to be under the influence of drugs, alcohol or other substance which may distort their ability to make appropriate decisions about gambling activity are restricted from partaking in further gambling.

5.54. DETERMINATION OF PREMISES LICENCE APPLICATIONS

- 5.55. The licensing authority will determine applications for a premises licence in accordance with the Gambling Act 2005 and associated regulations, as well as any relevant mandatory conditions (i.e. those that must be included) and/or default conditions (which the licensing authority may exclude and/or substitute with alternatives in appropriate circumstances).
- 5.56. The licensing authority may also impose, or seek to impose, such other conditions, where it is entitled to do so, where it is necessary in accordance with the licensing objectives, codes of practice, guidance and policies, and / or deals with relevant representations. Such conditions may apply in relation to premises generally or in relation to a specified part of the premises.
- 5.57. Given the above, the licensing authority will not usually turn down an application for a premises licence where they are satisfied that relevant representations can be dealt with through the use of conditions attached to the licence.

6. REPRESENTATIONS OF RESPONSIBLE AUTHORITIES & INTERESTED PARTIES

6.1. GENERAL

6.2. When dealing with applications for, and reviews of, premises licences, the licensing authority may consider representations from two categories of individual(s) / bodies. These are referred to as ***‘responsible authorities’*** and ***‘interested parties’***.

6.3. Relevant representation(s) made, and not withdrawn, by one or more responsible authorities or interested parties, will result in a hearing to determine any application for, or review of a premises licence.

6.4. RESPONSIBLE AUTHORITIES

6.5. What we mean by ‘responsible authority’

6.6. The ***‘Responsible authorities’*** are public bodies specified under section 157 of the Act. The ‘responsible authorities’ must be notified of, and are entitled to make representations to the licensing authority about applications for, and in relation to, premises licences; and may apply for a review of a premises licence.

6.7. The licensing authority asserts that it is the role of the responsible authorities to use their particular area of expertise to help promote the licensing objectives. In so far as it relates to their area of expertise and the licensing objectives, this may include offering advice and guidance to prospective applicants and/or those affected by gambling activities.

6.8. Responsible authority concerning the protection of children from harm

6.9. Section 157(h) of the Act specifically requires the licensing authority to state the principles it will apply and consider in designating a body that is competent to advise it about the protection of children from harm.

6.10. In exercise of these requirements, the licensing authority will consider the following principles; namely -

- the body is competent to advise the authority about the protection of children;
- the need for the body to be responsible for an area covering the whole of the licensing authority’s area; and

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- the need for the body to be answerable to democratically elected people, rather than any particular vested interest group; and
- the need for the body to co-ordinate arrangements for responsive work to protect children via a multi agency approach.

6.11. Further, and on consideration of these principles, the licensing authority designates **Hampshire Safeguarding Children Board** as the body that is competent to advise it about the protection of children.

6.12. Having regard to the above principles, the body designated to advise the licensing authority about the protection of children may be revised from time to time.

6.13. Further information about responsible authorities

6.14. A full list of all of the *responsible authorities*, together with their contact details will be maintained on our website www.rushmoor.gov.uk.

6.15. INTERESTED PARTIES

6.16. What we mean by ‘interested parties’

6.17. ‘**Interested parties**’ are people who may make representations to the licensing authority about applications for, and in relation to, premises licences; and may also apply for a review of a premises licence. In accordance with Section 158 of the Gambling Act 2005 ‘*interested parties*’ are individuals who, in the opinion of the licensing authority -

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities; or
- b) have business interests that might be affected by the authorised activities; or
- c) represent people in either of those two groups.

6.18. Determination of interested parties

6.19. In determining whether a person is an *interested party*, the licensing authority will not apply rigid rules to its decision-making but consider each case on its own individual merits on the basis of the facts and their degree. In reaching its decision, the licensing authority will generally take the following (non-exhaustive) factors into account; namely –

- a) The likelihood of the interested party being affected by the licensable activities concerned;

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- b) The geographical proximity of the interested party to the premises concerned; and
- c) The qualifying factors set out below.

6.20. By way of promoting inclusivity, community leadership and input to the licensing process, the licensing authority will, in borderline cases, where it is arguable if a party is an *interested party*, give the party making representation(s) the benefit of the doubt, until the contrary can be shown.

6.21. What we mean by ‘live sufficiently close’

6.22. In determination of whether a party ‘lives sufficiently close to the premises’, the licensing authority will normally take the account of following (non-exhaustive) factors; namely -

- a) the size of the premises;
- b) the nature of the premises;
- c) the nature of the activities being proposed / provided there;
- d) the distance of the premises from the location of the person making the representation(s);
- e) the potential impact of the premises and/or its activities (such as number of customers, likely routes taken by those visiting the establishment etc); and
- f) the circumstances and nature of the complainant.

6.23. The licensing authority considers that the term *‘lives sufficiently close to the premises to be likely to be affected’* may have different meanings for different interested parties, (e.g. a private resident, a residential school for children with problems or a residential hostel for vulnerable adults) and in different circumstances.

6.24. Any consideration of the circumstances and / or nature of the complainant will be confined to the interests of the complainant (which may be relevant to the distance from the premises concerned). It will not include the personal character(istics) of the complainant.

6.25. What we mean by ‘business interests that might be affected’

6.26. By way of promoting inclusivity, community leadership and input to the licensing process, the term *‘business interests’* will normally be given the widest possible interpretation and shall include partnerships, charities, faith groups, medical practices etc.

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- 6.27. However, in determination of whether an interested party ‘has business interests that might be affected’, the licensing authority will normally take the account of following (non-exhaustive) factors; namely -
- a) the size of the premises;
 - b) the catchment area of the premises (i.e. how far people travel to visit);
 - c) whether the person making the representation(s) has business interests in that catchment area that might be affected; and
 - d) the circumstance and nature of the business that is suggested may be affected and/or the representation(s) made, where it is relevant to one or more of the licensing objectives.
- 6.28. Any consideration of the circumstances and / or nature of the representation(s) made will be confined to the interests of the person making the representation (which may be relevant to the distance from the premises concerned). It will not include the personal character(istics) of the complainant.
- 6.29. The licensing authority believes that need, demand and/or competition between gambling operators, premises and facilities are matters for the market and are not business interests that should be subject to licensing control. Accordingly, the licensing authority will not usually take account of representations made by any rival operator, anywhere in the country, simply because they are in competition within the same gambling sector and/or could be affected by another gambling business.
- 6.30. Representatives and democratically elected representatives**
- 6.31. In determination of those who may ‘represent’ interested parties, the licensing authority will normally require written evidence that the representative(s) (e.g. advocate(s) / relative(s) etc) are authorised to represent the interested party concerned. A letter from the interested party will normally be sufficient for these purposes.
- 6.32. By way of promoting inclusivity, community leadership and input to the licensing process, representatives of interested parties may include trade associations, trade unions, residents’ and tenants’ associations and any other bodies, associations or individuals appropriate to the circumstances, providing they can demonstrate that they represent someone who would be classed as an interested party in their own right.
- 6.33. Democratically elected councillors and MPs may also represent interested parties and/or, may be an interested party in their own right; whether or not they make representations for, and on behalf of, or otherwise represent, one or more of their constituents. However, for

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reasons of probity, interested parties wanting to approach councillors and/or councillors wanting to represent their own and/or an interested party's views should take care to avoid any conflict(s) of interest and/or membership of the Licensing (Sub) Committee dealing with the associated application. If there are any doubts, please contact Legal or Democratic Services at Rushmoor Borough Council.

- 6.34. Democratically elected representatives such as councillors and MPs will not normally need to provide evidence of being asked to represent an interested party, so long as the councillor or MP concerned represents the ward / area of the interested party concerned.

6.35. Further information about interested parties

- 6.36. It should be noted that the collective considerations above are not exhaustive and, the licensing authority will have regard to anything an *interested party*, or their representative(s), say about his or her status to make representations. Nothing in this policy should be taken to undermine the right of any person to make representations or seek review where provision has been made for them to do so.

6.37. MAKING REPRESENTATIONS

- 6.38. The licensing authority will normally expect all representations to be made in writing, setting out the name and address of the person / organisation making it and the premises to which it refers. It should also set out the reasons for making it and the licensing objectives or point of issue to which it relates.
- 6.39. Representations must be submitted to The Licensing Authority, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU or submitted via email: licensing@rushmoor.gov.uk or via the form / link on our website www.rushmoor.gov.uk.
- 6.40. However, as it may inform their approach, the licensing authority encourages any party considering making representations to discuss and, where appropriate, to negotiate suitable mitigating arrangements (including possible conditions of licence) with the applicant and/or one or more of the responsible authorities before submitting such representations.
- 6.41. Where representations are made, the licensing authority will take care to distinguish between (and firstly determine) whether or not the representation is admissible (i.e. made by an interested party / responsible authority) and (secondly), if the representation is relevant.
- 6.42. Where both these criteria are satisfied, it will be a matter for the licensing authority to determine what weight to attach to any relevant representation.

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6.43. Relevant representations

6.44. In all cases, the licensing authority will only consider representations from responsible authorities and interested parties that are relevant.

6.45. **‘Relevant representations’** are likely to be those that relate to the licensing objectives, or that otherwise raise issue(s) under this policy statement, the Commission’s guidance or codes of practice.

6.46. Non-relevant representations

6.47. For the reasons outlined throughout this policy (either express or implied), the licensing authority will not normally accept or consider (i.e. it will reject) representations -

- a) made by individuals / bodies other than responsible authorities or interested parties;
- b) if they relate to need, demand, or competition between gambling operators, premises and facilities;
- c) that relate to moral, ethical objection(s) or a general dislike of gambling; and/or
- d) that are frivolous, vexatious or would not otherwise influence the authority’s determination of the application concerned.

6.48. In deciding whether representations fall within these terms, the licensing authority will consider each case on its own individual merits on the basis of the facts and their degree; taking account of -

- a) who is making the representation, and whether there is a history of making representations that are not relevant;
- b) whether the representation(s) raise(s) a ‘relevant’ issue; or
- c) whether the representation(s) raise(s) issues specifically to do with the premises that are the subject of the application.

6.49. A vexatious representation will generally be taken to mean one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation will generally be taken to mean one that is lacking in seriousness, or is unrelated to either the licensing objectives, some point of issue with this policy, the Commission’s guidance or codes of practice.

6.50. Non-relevant representations made by responsible authorities

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- 6.51. Although it recognises their legitimate interest in premises, the licensing authority will not normally take into account any concerns expressed by a responsible authority in relation to their own particular functions and responsibilities; unless they are applicable to a relevant premises or application, the licensing objectives and/or some other point of issue with this policy, the Commission's guidance and/or codes of practice.
- 6.52. Subject to these caveats, the licensing authority will normally consider responsible authority concerns relating to their own particular functions and responsibilities as irrelevant. These might include for example, concerns –
- a) that the premises are likely to be a fire risk;
 - b) The location of the premises is likely to lead to traffic congestion; or
 - c) The premises may cause crowds to congregate causing noise nuisance.

6.53. Determination of the relevance of representations

- 6.54. The considerations outlined in this part are not exhaustive and therefore, the licensing authority will not apply rigid rules to its decision-making in determining the relevance of representations. Each case will be decided objectively on its own merits on consideration of the facts and their degree and not on the basis of any political interest(s).
- 6.55. In all cases, the licensing authority will take account of anything a responsible authority, an interested party, or people representing them, say about their representation(s).
- 6.56. In borderline cases, where it is arguable if a representation is a relevant representation, the benefit of the doubt will be given to the party making representation(s), until the contrary can be shown.

7. CONDITIONS

7.1. CONDITIONS ON PREMISES LICENCES

7.2. Where there is discretion in its power to impose conditions, the licensing authority will not generally attach conditions that limit the use of premises for gambling except where it is necessary as a result of the requirement to act -

- (a) in accordance with the Gambling Commission guidance, codes of practice or this policy statement; or
- (b) in a way that is reasonably consistent with the licensing objectives.

7.3. Where conditions are imposed, the licensing authority will ensure they are proportionate to the circumstances they are intended to address and otherwise ensure that they are:

- (a) relevant to the need to make the proposed building suitable as a gambling facility;
- (b) directly related to the premises and the type of licence applied for;
- (c) fairly and reasonably related to the scale and type of premises;
- (d) not replicating requirements set out elsewhere (e.g. the Commission's licence conditions and codes of practice or other legislation),
- (e) not seeking to address a matter already dealt with by mandatory conditions and;
- (f) reasonable in all other respects.

7.4. The licensing authority will not issue conditions on premises licences which:

- (a) make it impossible to comply with an operating licence condition;
- (b) relate to gaming machine categories, numbers, or methods of operation;
- (c) requires membership of a club or body; and

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(d) imposes conditions in relation to stakes, fees, winnings or prizes.

7.5. In all cases, decisions on individual conditions will be made on a case by case basis, although there are a number of measures this licensing authority may consider for different premises licences where there is a perceived need (such as the use of supervisors, appropriate signage for adult only areas etc).

7.6. The general policy considerations and conditions the licensing authority is likely to apply in different circumstances are outlined below.

7.7. Where discretion to impose conditions exists, reasons will be given for imposing any condition(s) on a licence. Duplication with other statutory or regulatory regimes will be avoided so far as is reasonably practicable.

7.8. APPLICANT SUGGESTIONS

7.9. Even though the licensing authority has the ability to impose conditions, the applicant is expected to offer his/her own suggestions as to way in which the licensing objectives can be effectively met.

7.10. To this end, the licensing authority recommends that applicants carry out a thorough assessment of each of the licensing objectives before preparing their applications / volunteering conditions.

7.11. The licensing authority recommends that applicants also consider the general policy considerations / conditions given within this policy.

7.12. Applicants are advised to consult on their proposals with the licensing authority and other responsible authorities at the earliest possible opportunity. However, it must be noted that these authorities are not responsible for drawing up applications, which remain the sole responsibility of the applicant. It is for the applicant to consider if and how to address the issues outlined in this document.

7.13. Any suggested / volunteered conditions should be precise, clear, unambiguous and enforceable; being realistic and within the control of the applicant / operator / management of the premises.

7.14. Problematic conditions volunteered by the applicant

7.15. Where no other clarification is provided, conditions and restrictions volunteered by the applicant that are ambiguous, unclear or inconsistent will be transposed into suitable conditions based on our interpretation and in a way that we believe best promotes the licensing objectives.

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- 7.16. The licensing authority may, where appropriate, transpose imprecise terms and conditions by drawing from and reference to, its pool of model conditions (see below),

7.17. GENERAL POLICY CONSIDERATIONS / CONDITIONS

7.18. Conditions in respect of gaming machines

- 7.19. Where category C (or above) gaming machines are available in premises where children can enter, the licensing authority may seek to impose conditions (as are appropriate) to ensure that:

- (a) gaming machines are located in an area of the premises which is separated from the rest of the premises by a physical barrier, which is effective to prevent access other than through a designated entrance;
- (b) only adults are admitted to the area where these machines are located;
- (c) access to the area where the machines are located is suitably supervised;
- (d) the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- (e) at the entrance to and inside any such areas there are prominently displayed notices showing that access to the area is prohibited to persons under 18.

7.20. Conditions in respect of the protection of children

- 7.21. In relation to the protection of children, the licensing authority will, where appropriate, carefully consider the configuration of any building(s), particularly in multi-purpose developments and, where appropriate, seek measures that:

- (a) prevent children from participating in gambling, or being invited to gamble where this is not permitted by law;
- (b) prevent children from having accidental access to, or to observe closely, gambling, where they are prohibited from participating; and
- (c) make sure entrances and exits from parts of a building covered by one or more licences are separate, identifiable and such that the separation of different premises is not compromised and people are unable to drift into / between gambling areas.

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7.22. Other conditional considerations

7.23. On consideration of the licensing objectives, the licensing authority may consider it appropriate for people operating gambling premises (particularly those in buildings subject to multiple premises licences) to:

- (a) supervise entrances;
- (b) segregate gambling from non-gambling areas used by children;
- (c) supervise gaming machines in non-adult gambling specific premises.

7.24. Door supervisors

7.25. On consideration of the licensing objectives, the licensing authority may consider the need to provide door supervisors at particular premises where appropriate and proportionate.

7.26. With the exception of casinos and bingo premises (being exempt from security industry authority (SIA) licensing requirements), individual(s) employed to carry out a security activity (within the meaning of the Private Security Industry Act 2001) must be licensed by the Security Industry Authority (SIA).

7.27. The licensing authority recognises that this does not prevent consideration of other supervisory activities falling outside of the Private Security Industry Act 2001 by non-SIA licensed individuals. However, the licensing authority will generally expect such individuals to be suitably trained and/or competent.

8. REVIEWS OF PREMISES LICENCES

8.1. WHAT WE MEAN BY ‘REVIEW’

- 8.2. The purpose of a review is to determine whether the licensing authority should take any action(s) relating to an existing premises licence.

8.3. WHAT MAY HAPPEN FOLLOWING REVIEW

- 8.4. If action is justified on review, the licensing authority may:
- (a) revoke the licence;
 - (b) suspend the premises licence for a period (not more than three months);
 - (c) exclude a default condition, or remove or amend such an exclusion; and
 - (d) add, remove or amend a licence condition imposed by the licensing authority.

8.5. APPLYING FOR REVIEW

- 8.6. An application for a review may be made by a responsible authority, an interested party and, in appropriate circumstances, by the authority itself. It is, however, a matter for the licensing authority to decide if a review should be carried out.
- 8.7. Generally, the licensing authority will grant an application for a review, but may refuse it if it thinks that the grounds on which the review is sought:
- (a) are not relevant to the principles that must be applied by the licensing authority in line with the Commission guidance and / or codes of practice, this policy statement or the licensing objectives;
 - (b) raise general objections to gambling as an activity, that is likely to be irrelevant to the principles contained in (a) above;
 - (c) are frivolous;
 - (d) are vexatious;

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- (e) will certainly not cause the authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence;
- (f) are substantially the same as reasons given in a previous application relating to the same premises; or
- (g) are substantially the same as representations made at the time the application for a premises licence was considered.

8.8. The licensing authority considers that general objections to gambling as an activity, need, demand and/or competition between gambling premises / facilities are likely to be irrelevant.

8.9. Where previous representations or review applications which were substantially the same have been made, the licensing authority will take into account how much time has passed since the earlier application was determined to decide if it is reasonable to rely on this as a reason not to review the licence.

8.10. The licensing authority believes that a licence should not be reviewed on the basis of the same arguments considered on the granting of the premises licence.

8.11. LICENSING AUTHORITY REVIEWS

8.12. The licensing authority itself can also initiate a review of a premises licence in its own right and/or on the basis of any reason which it thinks is appropriate. Generally, the licensing authority may initiate a review of a premises licence on consideration of the use made of the premises, associated complaints and / or disputes, non-compliance with the law and/or licence conditions, together with matters not otherwise compatible with the licensing objectives. This list is not exhaustive.

8.13. ACTIONS ON REVIEW

8.14. Where it receives and grants a valid application for review, the licensing authority will, subject to regulations, advertise the application and give notice of the intention to start a review to all relevant parties. These notices will specify the grounds on which the application has been made and invite representations about the application by other interested parties and responsible authorities, specifying the dates between which representations can be made.

8.15. Once the last date, by which representations may be made, has passed, the licensing authority will give notice to all relevant parties of a date, time and venue at which a hearing will be held. This is unless the applicant and any person who has made representations consent to the review being conducted without one.

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- 8.16. In deciding what action, if any, should be taken on review, the licensing authority will have regard to any relevant representations so far as it thinks it is:
- (a) in accordance with any relevant code of practice issued by the Gambling Commission;
 - (b) in accordance with any guidance issued by the Gambling Commission;
 - (c) reasonably consistent with the licensing objectives; and
 - (d) in accordance with this statement of licensing policy.
- 8.17. The licensing authority will, as soon as possible, notify its decision on review, together with its reasons to:
- (a) the licence holder;
 - (b) the applicant for review;
 - (c) the Commission;
 - (d) any person who made representations;
 - (e) the chief officer of police or chief constable; and
 - (f) Her Majesty's Commissioners for Revenue and Customs.

9. PROVISIONAL STATEMENTS

9.1. WHAT WE MEAN BY ‘PROVISIONAL STATEMENT’

- 9.2. A provisional statement provides some assurance to prospective applicants of the likely grant of a premises licence (i.e. in principle) for premises that are expected to be constructed, altered or otherwise acquired / occupied when construction, alteration and/or acquisition has been completed.

9.3. PROVISIONAL STATEMENT APPLICATIONS & REPRESENTATIONS

- 9.4. Except for certain criteria, an application for, and the process for consideration of a provisional statement is similar to that of a premises licence and the policies and provisions that apply to premises licences shall apply in the same way to this part for provisional statements.
- 9.5. In considering an application for a provisional statement, the licensing authority will not speculate on, or otherwise take into account, the likelihood of the proposal being granted permission under planning or building law and / or subsequently being granted an operating licence by the Gambling Commission.

9.6. CONVERTING A PROVISIONAL STATEMENT TO A PREMISES LICENCE

- 9.7. The holder of a provisional statement may subsequently apply to the licensing authority for the associated premises licence.
- 9.8. Where it has granted a provisional statement, the licensing authority may, by law, be constrained in the matters it can then consider on a subsequent application for a premises licence. Representations from relevant authorities or interested parties may only be taken into account where they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances.
- 9.9. In addition, the licensing authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- a) which could not have been raised by objectors at the provisional licence stage; or

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- b) which, in the licensing authority's opinion, reflect a change in the operator's circumstances.
- 9.10. The above constraints will not apply where the licensing authority has reason to believe that the premises have not been constructed or altered in line with the plans and/or information included under the provisional statement. While it will decide such cases objectively on its own merits, the licensing authority believes this to be a question of fact and degree. The licensing authority may therefore check to ensure that the premises have been constructed / altered in accordance with the provisional statement, as may be appropriate.

10. TEMPORARY USE NOTICES

10.1. WHAT WE MEAN BY ‘TEMPORARY USE NOTICES’

10.2. A temporary use notice (TUN) allows the temporary use of ‘a set of premises’ (not subject to a premises licence) by a gambling operator to provide facilities for gambling. TUNs may only be granted for use of premises for up to and, no more than a total of, 21 days in a 12 month period and to individuals or companies holding a relevant operating licence (issued by the Commission).

10.3. Only prescribed bodies and individuals (including the licensing authority) may object to a proposed TUN. If, within 14 days of the notice being given, no objections are received, the TUN must be endorsed.

10.4. POLICY CONSIDERATIONS

10.5. It is noted that it falls to the Licensing Authority to decide what constitutes a ‘set of premises’ where Temporary Use Notices are received relating to the same building/site. For these purposes, the licensing authority considers that a set of premises is the subject of a temporary use notice if any part of the premises is covered by such a notice. This will be a question of fact and degree in the particular circumstances of each notice given.

10.6. However, in considering whether any place falls within a set of premises, the licensing authority will look at, amongst other matters, the ownership, occupation and control of the premises and, in appropriate circumstances, if different units are in fact different sets of premises.

10.7. DETERMINATION OF TUNs

10.8. The licensing authority recognises and will apply the statutory limits for Temporary Use Notices in all cases. In particular, the licensing authority will disregard any temporary use notice that is lodged with it less than three months and one day before the day on which the gambling event for which it is required will begin. Any such TUN will be considered void.

10.9. On receiving a TUN, the licensing authority will consider if it should give notice of objection (a counter notice). In considering whether to do so, the licensing authority will take account of the licensing objectives and whether the gambling should take place, or only with modifications.

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- 10.10. The licensing authority will object to TUNs where it appears that the effect of such a notice would be to permit regular gambling in a place that could be described as one set of premises.
- 10.11. In all other respects, the principles the licensing authority will apply in consideration of TUNs are the same as those for determining premises licence applications; and that section should be construed accordingly.

11. OCCASIONAL USE NOTICES

11.1. WHAT WE MEAN BY ‘OCCASIONAL USE NOTICES’

- 11.2. Occasional use notices (OUNs) can only be issued in relation to tracks and the provision of betting facilities (and not for the provision of gaming machines) for up to and, no more than a total of, eight days in a calendar year. There is no provision for objections to be submitted about OUNs.

11.3. POLICY CONSIDERATIONS

- 11.4. As there is no provision for objections to be submitted about OUNs, the licensing authority has very little discretion on these notices apart from ensuring that the statutory limit of eight days in a calendar year is not exceeded.
- 11.5. The licensing authority will however consider the definition of a ‘track’ and if the applicant is permitted to service and/or avail him / herself of such a notice. For the purposes of this part, the meaning of track shall not be limited to permanent race courses, but also any other premises, on any part of which a race or other sporting event takes place or is intended to take place.

PART D

12. PERMITS

12.1. WHAT WE MEAN BY 'PERMITS'

12.2. Generally, permits regulate gambling and the use of gaming machines in specific premises.

12.3. Subject to the definitions and exemptions under the Act, permits are usually required when premises provide a gambling facility in which the stakes and prizes are very low or otherwise when gambling is not the main function of the premises.

12.4. The following types of permit are available:

- (a) (Un-licensed) family entertainment centre gaming machine permits;
- (b) Club gaming permits and club machine permits;
- (c) Prize gaming and prize gaming permits; and
- (d) (Alcohol) licensed premises gaming machine permits.

12.5. DETERMINATION OF PERMIT APPLICATIONS

12.6. Generally, the licensing authority may only grant or reject an application for a permit. The licensing authority cannot generally attach conditions to such permits, but it may modify them in appropriate circumstances, where it has the power to do so.

12.7. Where, on consideration of an application, a permit is granted, the licensing authority will issue the permit as soon as is reasonably practicable.

PART E

13. RIGHTS OF APPEAL

13.1. LICENSING AUTHORITY DECISIONS & RIGHTS OF APPEAL

13.2. The licensing authority is aware that its decisions may be subject to judicial review and appeal in accordance with the provisions of the Act. Accordingly, and to ensure transparent decision making, the licensing authority will:

- (a) give clear and comprehensive reasons for the rejection of any application where there is a requirement in the Act to do so;
- (b) wherever practicable, and as a matter of best practice, give clear and comprehensive reasons for all decisions connected to its functions under the Act, regardless of whether there is a requirement under the Act to do so; and
- (c) advise any involved party concerned with the decision of the licensing authority of their rights to appeal.

13.3. MAKING AN APPEAL

13.4. Individuals who want to appeal against any decision made by the licensing authority have the right to appeal to the Aldershot Magistrates' Court at the Court House, Civic Centre, Aldershot, Hampshire, GU11 1NY in 21 days; beginning on the day the person making the appeal was notified by the licensing authority of the decision against which (s)he is appealing.

13.5. FURTHER INFORMATION

13.6. We are advised that a fee must accompany any appeal. The amount payable may change from time to time and appellants are advised to check with the court. Please note an appeal will not be accepted by the Court as validly made until such time as this fee is paid.

13.7. Although advice on the appeal procedure is available from the Clerk to the Court, anyone wanting to pursue an appeal is advised to seek independent professional legal advice.

PART F

14. OTHER MATTERS

14.1. TRAVELLING FAIRS

- 14.2. The licensing authority recognises that certain gaming activities / facilities provided by travelling fairs may amount to ancillary amusement(s) at such a fair and therefore do not require authorisation under the Act. Such activities / facilities include the provision of gaming machines (category D only) and / or equal chance prize gaming.
- 14.3. Although it recognises that there are no application or notification requirements, the licensing authority may wish to satisfy itself from time to time that such gambling does not require authorisation under the Act. With respect to the provision of gaming machines at fairs, the licensing authority may also seek to check that the way the machines operate, meet legal requirements.
- 14.4. In all cases, it will fall to the licensing authority to decide whether or not the provision of such gaming machines and / or equal chance prize gaming at travelling fairs amounts to an ancillary amusement at the fair.
- 14.5. In appropriate cases, the licensing authority will also consider whether a fair falls within the statutory definition of a travelling fair to benefit from this exemption.
- 14.6. The licensing authority recognises that land being used as a fair may only be used on a (statutory) maximum 27 days per calendar year, and that this applies to the piece of land on which fairs are held, regardless of whether it is the same or a different fair occupying the land. The licensing authority will therefore work with neighbouring authorities to ensure that land crossing its boundaries is monitored so as to ensure the statutory limits are not exceeded.

14.7. SMALL SOCIETY LOTTERIES

- 14.8. All lotteries will be regarded as unlawful unless they are run in accordance with an operating licence issued by the Commission or are otherwise exempt and, where appropriate, registered with the licensing authority.
- 14.9. Although various exemptions exist, only small societies will be permitted to register with the licensing authority, and only where the lottery in question is a non-commercial lottery and is established and conducted:

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- (a) for charitable purposes;
- (b) for the purpose of enabling participation in, or of supporting, sport, athletics or other cultural activity; or
- (c) for any other non-commercial purposes (other than private gain).

14.10. Although guidance on the different types of lottery permitted will be made available on our website (www.rushmoor.gov.uk), the licensing authority recommends those seeking to run a lottery take their own legal advice on the type of lottery they propose.

14.11. In exercising its functions relating to small society and exempt lotteries, the licensing authority will consider any Commission guidance.

14.12. The licensing authority will keep and maintain a public register of all society's registered by us to carry out small society lotteries and submit relevant information to the Commission.

PART G

15. COMPLIANCE & ENFORCEMENT

15.1. By virtue of this part, the licensing authority sets out the principles it will apply when exercising its compliance, enforcement and responsible authority powers under the act, including the instigating of criminal proceedings.

15.2. GENERAL EXPECTATION OF COMPLIANCE

15.3. The licensing authority expects all individuals, businesses and operators involved in gambling etc to comply with the requirements of the Gambling Act 2005 and associated regulations. Further to this, the licensing authority expects those to whom it has issued licences and/or permits under the Act, to fully comply with such authorisations; together with their terms and conditions.

15.4. Subject to the considerations outlined below, the Licensing Authority will, in recognition of the licensing objectives and the implicit safeguards required by the Act, take a **serious view** of any individual(s), business(es) and operator(s) that fail to comply with any aspect of the law or any authorisation provided for thereunder.

15.5. INSPECTION & MONITORING

15.6. To monitor compliance, the licensing authority may reactively investigate and/or inspect premises, associated records and documents where it receives complaint, expressions of concern and/or other intelligence about (un)licensed premises and/or (un)authorised activities.

15.7. The licensing authority may also monitor compliance by undertaking proactive programmes of inspection of premises where authorised gambling activities are provided. Whilst the licensing authority will normally have regard to any primary authority arrangements, this activity will generally be risk-based and target higher-risk premises that require greater attention, while operating a lighter touch for low risk businesses that are well managed and maintained.

15.8. In monitoring the compliance of licensed operators with aspects of the Act, both reactive and proactive compliance activities may also include test purchasing activities.

15.9. ENFORCEMENT

15.10. Where necessary to ensure compliance, the licensing authority may take enforcement action. Any enforcement action will be taken with regard to -

- (a) Gambling Commission guidance and codes of practice;
- (b) the principles of the Regulators Code;
- (c) any Primary Authority advice, actions and/or guidance; and
- (d) the [Council's Corporate Sanctions & Enforcement Policy](#).

15.11. In all cases, the licensing authority will endeavour to ensure that inspections and enforcement are carried out with regard to the following principles; namely -

- | | |
|--------------------|--|
| a) Targeting | - The licensing authority will focus on problems and/or higher risk activities and seek to minimise side effects. |
| b) Proportionality | - The licensing authority will only intervene when necessary, ensuring remedies are appropriate to the risk posed and, where appropriate, that costs are identified and minimised. |
| c) Accountability | - The licensing authority will justify its decisions and be subject to public scrutiny. |
| d) Consistency | - The licensing authority will seek to ensure rules and standards are joined up, applied in similar circumstances and are implemented fairly. |
| e) Transparency | - The licensing authority will be open and seek to ensure that rules, standards and its regulation are simple and user friendly. |

15.12. LIAISON & REFERRAL

15.13. In recognition of the scope of the licensing objectives and the functions, duties and responsibilities of others, the licensing authority will, where appropriate, work closely with other relevant regulatory bodies and agencies (e.g. Police, responsible authorities, neighbouring local authorities and others) on any issue(s) of concern, compliance and/or enforcement. The licensing authority will endeavour to avoid duplication with other regulatory regimes and will, where appropriate, refer any

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matter that it finds or that appears to be a contravention of legislation enforced by another authority, to the relevant agency concerned.

- 15.14. In particular, the licensing authority notes that the Gambling Commission is the lead investigative and enforcement body in respect of illegal gambling, the operator (including remote gambling facilities) and personal licences it issues, together with matters concerning the manufacture, supply or repair of gaming machines. For this reason, concerns over any of these matters will be notified and referred to the Gambling Commission for action as appropriate.

PART H

16. CONSULTATION & PUBLICATION

16.1. CONSULTATION PRINCIPLES

- 16.2. The licensing authority will consult the following parties on any statement of principles (including any interim revision) it prepares and seeks to publish.
- (a) The Chief Officer of Police for Hampshire Constabulary;
 - (b) One or more people who appear to the authority to represent the interests of those carrying on gambling businesses in the Rushmoor area; and
 - (c) One or more people who appear to the authority to represent the interests of those who are likely to be affected by the exercise of the authority's functions under the Act.
- 16.3. Following consultation and in determining its policy, the licensing authority will always:
- (a) Have regard to the Gambling Commission guidance to licensing authorities; and
 - (b) Give appropriate weight to the views of those it has consulted.
- 16.4. In determining what weight to give to particular representations on its statement, the factors to be taken into account will include:
- (a) Who is making the representation in terms of their expertise or interest;
 - (b) Relevance of the factors to the licensing objectives;
 - (c) How many other people have expressed the same or similar view(s);
 - (d) How far the representations relate to matters that the licensing authority should be including in its policy statement.
- 16.5. In all cases, it will be for the licensing authority to ensure that it looks at the views of its consultees and to consider carefully whether, and to what extent, they should be taken into account.

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- 16.6. Where reasonably practicable, the licensing authority will give reasons for the decisions it has made about comments or representations on its policy following consultation. Where appropriate, it will make the details of these available on request.

16.7. ADVERTISING

- 16.8. Before publishing a statement or revision, the licensing authority will publish a notice of its intention to do so, no less than two weeks before the statement or revision is to be published. The notice will:

- (a) specify the date on which the statement or revision is to be published;
- (b) specify the date on which the statement or revision will come into effect;
- (c) specify the internet address where the statement or revision will be published and the address of the premises at which it may be inspected; and
- (d) be published on the authority's website and in/on one or more of the following places:
 - A local newspaper circulating in the area covered by the statement;
 - A local newsletter, circular, or similar document circulating in the area covered by the statement;
 - A public notice board on or near the principle office of the authority;
 - A public notice board on the premises of public libraries in the area covered by the statement.

16.9. PUBLICATION

- 16.10. This statement and / or any subsequent revision will be published on our website (www.rushmoor.gov.uk) and be available for inspection at Rushmoor Borough Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU.

16.11. CONSULTATION

- 16.12. Having regard to the above, this document was subject to wide consultation between 21st January 2025 and 15th April 2025. A list of those consulted is given at **appendix C** (unsolicited comments not included).

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16.13. A full list of the comments made, together with our response is available on request.

16.14. Any comments as regards this policy should be sent to:

The Licensing Manager
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire
GU14 7JU

Tel: 01252 398855

Email: licensing@rushmoor.gov.uk

APPENDIX A

17. LICENSING FUNCTIONS & RESPONSIBILITIES

17.1. LICENSING AUTHORITY FUNCTIONS

17.2. This document applies to the functions of Rushmoor Borough Council (RBC) as a licensing authority under the Gambling Act 2005, which is responsible for the -

- (a) licensing of premises where gambling activities are to take place by issuing Premises Licences;
- (b) issue of provisional statements;
- (c) regulation of members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
- (d) Issue of Club Machine Permits to Commercial Clubs;
- (e) granting of permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
- (f) administration and receipt of notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- (g) issue of licensed premises gaming machine permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines;
- (h) registration of small society lotteries below prescribed thresholds;
- (i) issue of prize gaming permits;
- (j) receipt and endorsement of temporary use notices;
- (k) receipt of occasional use notices; and
- (l) setting and collection of fees.

17.3. The licensing authority is also required to provide information to the Gambling Commission regarding details of the licences it issues (see

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section on 'information exchange'), and to maintain registers of the licences and permits it issues.

17.4. GAMBLING COMMISSION FUNCTIONS

17.5. For clarity and distinction, the licensing authority notes that the Gambling Act 2005 empowers the Gambling Commission to -

- (a) issue operating licences;
- (b) issue personal licences;
- (c) specify general and specific licence conditions;
- (d) issue codes of practice;
- (e) monitor licence holders to ensure compliance with licences;
- (f) investigate and prosecute illegal gambling and other offences;
- (g) issue guidance to licencing authorities on their functions, including the issuing of premises licences;
- (h) advise the Secretary of State on gambling matters.

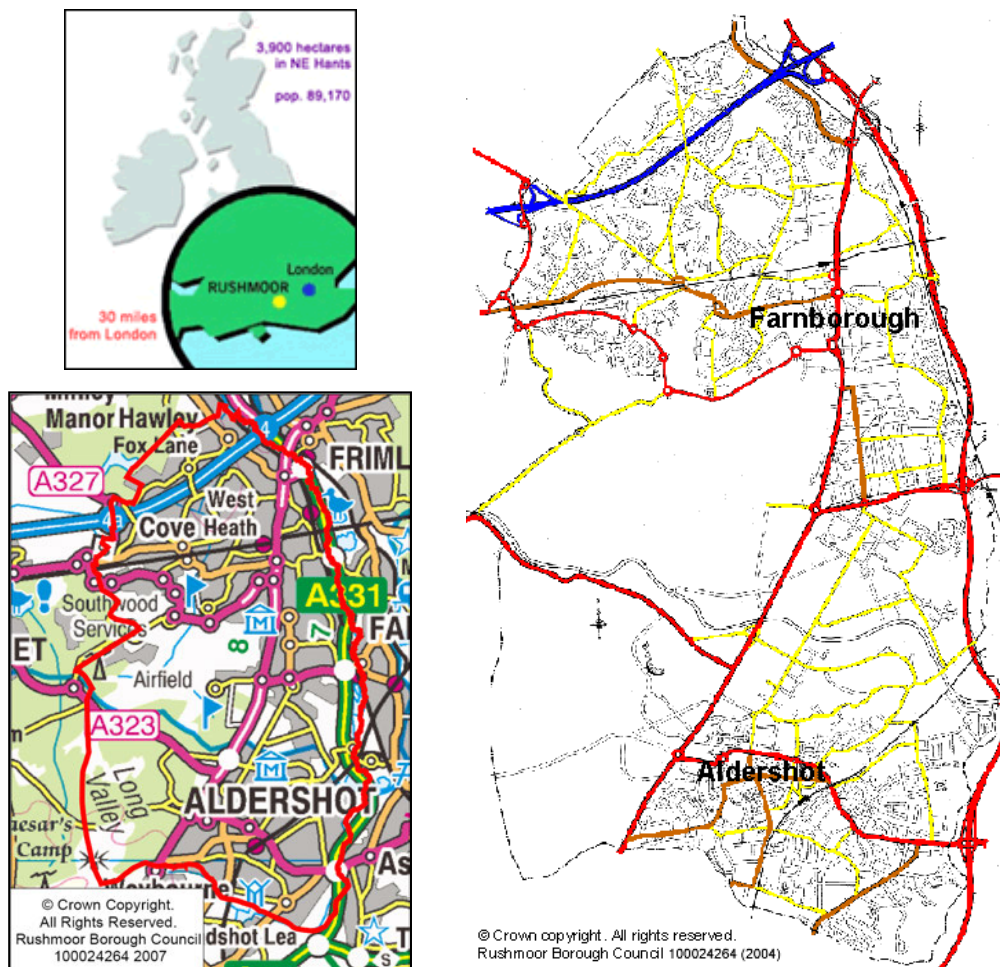
17.6. The Gambling Commission will be the lead investigative and enforcement body for these and associated purposes.

APPENDIX B

18. THE BOROUGH OF RUSHMOOR

18.1. OVERVIEW

- 18.2. Situated in the north-east corner of Hampshire between the towns of Camberley, Guildford, Fleet and Farnham, Rushmoor is located in the Blackwater Valley and includes the towns of Farnborough and Aldershot.



- 18.3. Only 30 miles from London, the Borough covers an area of 40 square kilometres (3,900 hectares) of a mainly residential and varied light industrial mix. It is home to the British Army and has a domestic population of approximately 90,000 (2001 estimate).

18.4. ADDITIONAL INFORMATION

- 18.5. Further information about RBC and the borough can be found on our website www.rushmoor.gov.uk.

APPENDIX C

19. CONSULTATION

19.1. The following individuals, bodies and organisations have been consulted on this policy, in addition to all responsible authorities and those who held a licence under the Gambling Act 2005 within Rushmoor at the time of the consultation

Abri Homes	RBC Health & Safety Enforcing Authority
Advance Housing & Support Ltd	RBC Legal Services
Aldershot Magistrates' Court	RBC Planning Services
Anchor Trust	Riverside Group
Association of Licensed Multiple Retailers	Rushmoor Community Safety
BACTA	Rushmoor Pubwatch
British Amusement & Catering Trades Association	Sandy Hill Residents' Association
British Beer & Pub Association	Security Industry Authority
British Greyhound Racing Board	Stonewater Ltd
British Institute of Innkeeping	Thames Valley Charitable Housing Association
Canal and River Trust	The Bingo Association
Citizens Advice Bureau	The Environment Agency
Coral Bookmakers	The Gambling Commission
Elles Housing Co-operative Housing Society Ltd	The Lotteries Council
Elm Group	The Magistrates Association
Farnborough Aerodrome Residents' Association	The Working Men's Club & Institute Union
Federation of Licensed Victuallers	Vivid Housing Association
Frimley Health	William Hill Plc
Gamblers Anonymous (UK)	
GamCare	
Gordon Moody Association	
Haig Homes	
Hampshire Constabulary	
Hampshire County Council	
Hampshire & Isle of Wight Fire & Rescue Service	
HM Revenue & Customs	
Home Group	
Horseracing Regulatory Authority	
Housing 21	
Hyde Housing Association	
Joe Jennings Bookmakers Ltd	
Kossway Automatics Ltd	
Ladbrooks Betting & Gaming Ltd	
London & Quadrant Housing Trust Ltd	
Moat Housing Society Ltd	
North Hampshire Chamber of Commerce	
Racecourse Association Ltd	
Ravendive Ltd	
RBC Community Services	
RBC Democratic Services	
RBC Environmental Health Services	

APPENDIX D

20. ADULT GAMING CENTRES

20.1. WHAT WE MEAN BY 'ADULT GAMING CENTRES'

- 20.2. Adult gaming centres are premises licensed to make certain prescribed gaming machines available only to persons aged 18 years or over.

20.3. POLICY CONSIDERATIONS / CONDITIONS

- 20.4. With respect to premises licence applications for an adult gaming centre, the licensing authority will have particular regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The licensing authority will therefore expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

- 20.5. The licensing authority will expect applicants to offer their own measures to meet the licensing objectives, but considers appropriate measures / licence conditions and/or risk assessments may cover the following matters:

- (a) Proof of age schemes;
- (b) Sight of approved age ID cards e.g. passports, PASS etc;
- (c) CCTV;
- (d) Supervision of entrances / machine areas;
- (e) Physical separation of areas e.g. clear barriers;
- (f) Location of entry;
- (g) Notices / signage;
- (h) Specific opening hours;
- (i) Self-exclusion schemes;
- (j) Provision of information leaflets / contact details for helpline organisations e.g. GamCare, debt management counsellors etc;
- (k) Separation of gaming facilities from ATM's.

NB: This list is not mandatory, nor exhaustive, and merely shows examples of possible measures.

APPENDIX E

21. FAMILY ENTERTAINMENT CENTRES

21.1. WHAT WE MEAN BY FAMILY ENTERTAINMENT CENTRES

21.2. Premises licensed to provide certain gaming machines (categories C and D) constitute a licensed family entertainment centre.

21.3. Premises that provide category D gaming machines only are non-licensed family entertainment centres and are regulated through gaming machine permits.

21.4. POLICY CONSIDERATIONS / CONDITIONS

21.5. With respect to Family Entertainment Centres, the licensing authority will have particular regard to the need to protect children and vulnerable people from harm or being exploited by gambling. The licensing authority will therefore expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to any adult only gaming machines and/or associated gaming areas.

21.6. The licensing authority will expect applicants to offer their own measures to meet the licensing objectives, but considers appropriate measures / licence conditions and/or risk assessments may cover the following matters:

- (a) CCTV;
- (b) Supervision of entrances / gaming machine areas;
- (c) Physical separation of gaming machines / areas e.g. clear barriers;
- (d) Location of entry;
- (e) Location of adult gaming machines
- (f) Notices / signage;
- (g) Specific opening hours;
- (h) Self-barring schemes;
- (i) Age restriction policy / proof of age schemes;
- (l) Sight of approved age ID cards e.g. passports, PASS etc
- (j) Provision of information leaflets / contact details for helpline organisations e.g. GamCare, debt management counsellors etc (preferably in prominent positions and in discrete locations to preserve anonymity);
- (k) Measures / training for staff on how to deal with suspected truant school children on the premises;
- (l) Ensuring there are no inducements to remain in the gaming areas longer than anyone can reasonably afford to; and
- (m) Separation of gaming facilities from ATM's.

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NB: This list is not mandatory, nor exhaustive, and merely shows examples of possible measures.

- 21.7. In determining any conditions in respect of this part, the licensing authority will, where appropriate, take account of any conditions applying to the operating licence (issued by the Commission) of the premises concerning the way in which the area containing the category C machines should be delineated / segregated from adult only areas. The licensing authority will also be mindful of the mandatory and default conditions applicable to these types of premises licences, and the requirements in the relevant code of practice.

APPENDIX F

22. TRACKS

22.1. WHAT WE MEAN BY 'TRACKS'

22.2. Tracks are sites where races or other sporting events take place such as horse race courses, dog tracks etc.

22.3. POLICY CONSIDERATIONS / CONDITIONS

22.4. The licensing authority is aware and will be mindful that -

- (a) betting is a major gambling activity on tracks, both in the form of pool betting (often known as the “totalisator” or “tote”), and also general betting, often known as “fixed-odds” betting; and
- (b) as an exception to the general rule, tracks -
 - (i) do not require the operator to hold an operators’ licence (as usually granted by the Commission); and
 - (ii) may be subject to one or more premises licences, providing each licence relates to a specified area of the track (without overlap).

22.5. Accordingly, to ensure clarity between the respective responsibilities of the track operator and any off-course betting operator(s), the licensing authority will prefer that all self-contained premises operated by off-course betting operators on tracks are the subject of a separate premises licence.

22.6. However, mindful of the need to protect children and vulnerable people from being harmed or exploited by gambling, the licensing authority will expect all applicants to demonstrate suitable measures to ensure –

- (a) children do not have access to adult only gaming facilities;
- (b) entrances to each type of premises are distinct; and
- (c) children are excluded from gambling areas where they are not permitted to enter.

22.7. In particular, whilst children and young people may be allowed to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, the licensing authority asserts

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that they must still be excluded from areas where gaming machines (other than category D machines) are provided.

22.8. The licensing authority will expect applicants to offer their own measures to meet the licensing objectives, but considers appropriate measures / licence conditions and/or risk assessments may cover the following matters:

- (a) Proof of age schemes
- (b) Sight of approved age ID cards e.g. passports, PASS etc
- (c) CCTV
- (d) Supervision of entrances / machine areas
- (e) Physical separation of areas e.g. clear barriers
- (f) Location of entry
- (g) Notices / signage
- (h) Specific opening hours
- (i) Self-exclusion schemes
- (j) Provision of information leaflets / contact details for helpline organisations e.g. GamCare, debt management counsellors etc (preferably in prominent positions and in discrete locations to preserve anonymity)
- (k) Separation of gaming facilities from ATM's.

NB: This list is not mandatory, nor exhaustive, and merely shows examples of possible measures.

22.9. The licensing authority considers that all track operators have an important role to play, for example, in ensuring betting areas are properly administered and supervised. In the absence of an operating licence (as usually issued by the Commission), the licensing authority will also expect applicants to demonstrate suitable measures to ensure the proper co-ordination and conduct of betting.

22.10. With respects to tracks, the licensing authority recognises that they will, generally, be the subject of a betting premises licence, but that a number of subsidiary authorisations may be required for other gambling activities. The following is therefore provided to outline the conditions / considerations the licensing authority may apply in respect of subsidiary activities at tracks.

22.11. Gaming machines at tracks

22.12. Although it recognises that children and young persons are not prohibited from playing certain (category D) gaming machines on a track, the licensing authority will take particular account of the nature and location of gaming machines at tracks. In such respects, applications for track premises licences will need to demonstrate that age restricted machines are located in suitable areas in which children are excluded as may be appropriate (i.e. where applicants hold a pool

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betting operating licence and are to use their entitlement to four gaming machines).

22.13. Betting machines at tracks

22.14. In appropriate circumstances, the licensing authority may consider restricting the number and location of betting machines in respect of applications for track betting premises licences.

22.15. In considering the number, nature and / or circumstances of betting machines an operator wants to offer, the licensing authority will take into account the size of the premises, the number of counter positions available for person-to-person transactions and the ability of staff to monitor and prevent the use of betting machines by children and young persons or by vulnerable people (it being an offence for those under 18 to bet).

22.16. Condition on rules being displayed at tracks

22.17. The licensing authority will normally consider and attach conditions to track premises licences requiring the track operator to ensure that the rules are made available to the public by, for example:

- (a) prominently displaying the rules in or near betting areas;
- (b) printing the rules in the race-card; and/or
- (c) making the rules available in leaflet form from the track office.

22.18. TRACK APPLICATIONS AND PLANS

22.19. By way of making an informed judgement on any track premises licence application, the licensing authority will normally require applicants to provide sufficiently detailed, drawn to scale plans of the premises that show -

- (a) the extent and boundaries of the premises;
- (b) the location of any race track;
- (c) the nature and location of any proposed gambling activities / facilities (other than betting);
- (d) the nature and location of any gaming machines; and
- (e) any other information required by Regulation(s).

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22.20. The licensing authority expects that plans make clear what is being sought for authorisation under the track premises licence and what, if any, other areas and/or activities are to be subject to a separate application for a different type of premises licence.

22.21. It should be noted that the location of betting facilities to be provided at tracks is not required to be shown on track premises plans, both by virtue of the fact that betting is permitted anywhere on licensed track premises and because of the difficulties associated with pinpointing exact locations for some types of track. However, the licensing authority asserts that applications may be rejected where the associated plan(s) provide(s) insufficient information to enable it to suitably assess the application.

22.22. Premises layout changes and associated applications for variation

22.23. In recognition of the nature of licensed track premises, the licensing authority will not normally require an operator to submit application to vary the track premises licence for relatively small changes in premises layout. Application for variation(s) will normally be required only where a significant change to the track layout is proposed. The significance of any proposed layout change(s) will be determined on the basis of any impact on the purpose of the licence or the conditions attached to it with reference to the following examples.

22.24. For example, moving a category C gaming machine from one end of a bar that has been marked on the plan as a gaming machine area to another may not necessitate a full variation to a track premises licence, nor would the establishment of a new betting area at a racetrack, as neither of these events have any impact on the purpose of the licence or the conditions attached to it. However, relocating category C machines to entirely different parts of a track premises would generally need to be the subject of an application to vary the premises licence.

APPENDIX G

23. CASINOS

23.1. WHAT WE MEAN BY ‘CASINO’

- 23.2. A casino is an arrangement whereby people are given the opportunity to participate in casino games i.e. games of chance that are not equal chance gaming.

23.3. POLICY CONSIDERATIONS / CONDITIONS

23.4. ‘No Casinos’ resolution

- 23.5. The licensing authority has not passed a ‘no casino’ resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. If the licensing authority decides at some future point to pass such a resolution, it will revise this policy statement as may be appropriate, including the details of the resolution and the principles / factors on which it was made.

23.6. Casinos and competitive bidding

- 23.7. Where it can grant a premises licence for a casino (subject to authorisation by the Secretary of State), the licensing authority is aware that there are likely to be a number of operators which will want to run the casino. In this situation, the local authority will run a ‘competition’ under Schedule 9 of the Gambling Act 2005 and relevant regulations.

23.8. Other casino considerations / conditions

- 23.9. The licensing authority will have regard to relevant guidance from the Gambling Commission, in relation to the suitability and layout of casino premises, and will consider each application on its own merits.

23.10. Betting machines at casinos

- 23.11. In appropriate circumstances, the licensing authority may consider restricting the number and location of betting machines in respect of applications for casino premises licences.
- 23.12. In considering the number, nature and / or circumstances of betting machines an operator wants to offer, the licensing authority will take into account the size of the premises, the number of positions available for person-to-person transactions and the ability of staff to monitor and prevent the use of betting machines by children and young persons or by vulnerable people.

APPENDIX H

24. BINGO

24.1. WHAT WE MEAN BY 'BINGO'

24.2. Bingo is a class of equal chance gaming and has its ordinary and natural meaning.

24.3. Although licensed bingo operators may provide any type of bingo game including cash or prize bingo, a commercial bingo hall will require a bingo premises licence and amusement arcades providing prize bingo will require a prize gaming permit. Licence holders may also make certain gaming machines available for use.

24.4. POLICY CONSIDERATIONS / CONDITIONS

24.5. The licensing authority recognises that there may be no restriction of access to bingo premises by children or young people. The licensing authority will therefore have particular regard to the need to protect children and vulnerable people from harm or being exploited by gambling and will expect applicants to satisfy the authority, for example, that children allowed to enter bingo premises do not participate in any gambling activities, other than on gaming machines (category D) to which they may be entitled.

24.6. The licensing authority will expect applicants to offer their own measures to meet the licensing objectives, but considers appropriate measures / licence conditions may cover the following matters:

- (a) CCTV;
- (b) Supervision of entrances / gaming machine areas;
- (c) Physical separation of gaming machines / areas e.g. clear barriers;
- (d) Location of entry;
- (e) Location of adult gaming machines
- (f) Notices / signage;
- (g) Specific opening hours;
- (h) Self-barring schemes;
- (i) Age restriction policy / proof of age schemes;
- (j) Sight of approved age ID cards e.g. passports, PASS etc
- (k) Provision of information leaflets / contact details for helpline organisations e.g. GamCare, debt management counsellors etc (preferably in prominent positions and in discrete locations to preserve anonymity); and
- (l) Measures / training for staff on how to deal with suspected truant school children on the premises
- (m) Separation of gaming facilities from ATM's.

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NB: This list is not mandatory, nor exhaustive, and merely shows examples of possible measures.

24.7. In accordance with the Act, the licensing authority will also expect applicants to satisfy the authority that there will be suitable and sufficient measures to ensure:-

- (a) that under 16 year olds are not employed in any capacity at bingo premises at a time when facilities for playing bingo are being offered; and
- (b) under 18 year olds are not be employed in providing any facilities for gambling on the bingo premises.

24.8. Gaming machines on bingo premises

24.9. Where gaming machines (category C or above) are available in bingo premises to which children and young people are admitted, the licensing authority will seek to ensure that:

- (a) all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier to prevent access other than through a designated entrance;
- (b) only adults are admitted to the area where the machines are located;
- (c) access to the area where the machines are located is supervised;
- (d) the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- (e) at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

24.10. Bingo in clubs and alcohol licensed premises

24.11. The licensing authority is aware that bingo will, subject to certain allowance thresholds, normally be classed as exempt gaming where provided in alcohol-licensed premises, clubs and miners' welfare institutes. The licensing authority will monitor such activities and will seek to ensure it is appropriately regulated where it suspects that allowance thresholds have been exceeded.

24.12. Other bingo-related considerations / conditions

24.13. The licensing authority notes Gambling Commission guidance that authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a particularly relevant consideration where any bingo operator of an

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existing bingo premises applies to vary their licence to exclude an area of the existing premises and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

- 24.14. The number of Category B (sub-category B3) gaming machines will not be permitted to exceed 20% of the total number of gaming machines within the bingo premises unless the premises was licensed before 13 July 2013. Premises licensed before that date will retain an entitlement to 8 Category B (sub Category B3) machines or 20% of the total number whichever is the greater.

APPENDIX I

25. BETTING PREMISES

25.1. WHAT WE MEAN BY ‘BETTING PREMISES’

25.2. Premises on which betting takes place (e.g. betting office) will usually require a betting premises licence (casinos are entitled to provide facilities for betting without a separate licence).

25.3. A betting premises licence holder may also make betting and certain gaming machines available for use on the premises.

25.4. POLICY CONSIDERATIONS / CONDITIONS

25.5. The licensing authority will therefore have particular regard to the need to protect vulnerable persons from harm or being exploited by gambling. For this reason, and other than in the case of tracks (for which special rules apply), the licensing authority does not consider it appropriate for children and young persons to be permitted to enter any premises with a betting premises licence.

25.6. The licensing authority will expect applicants to offer their own measures to meet the licensing objectives, but considers appropriate measures / licence conditions and/or risk assessments may cover the following matters:

- (a) CCTV;
- (b) Supervision of entrances / gaming machine areas;
- (c) Location of entry;
- (d) Notices / signage;
- (e) Specific opening hours;
- (f) Self-barring schemes;
- (g) Age restriction policy / proof of age schemes;
- (h) Sight of approved age ID cards e.g. passports, PASS etc
- (i) Provision of information leaflets / contact details for helpline organisations e.g. GamCare, debt management counsellors etc (preferably in prominent positions and in discrete locations to preserve anonymity); and
- (j) Measures / training for staff on how to deal with vulnerable individuals
- (k) Separation of gaming facilities from ATM's.

NB: This list is not mandatory, nor exhaustive, and merely shows examples of possible measures.

25.7. Betting / gaming machines in betting premises

25.8. While recognising the difference between betting and gaming machines, the licensing authority may, in appropriate circumstances, consider restricting the number and location of betting / gaming machines in respect of applications for betting premises licences.

25.9. In considering the number, nature and / or circumstances of machines an operator wants to offer, the licensing authority will take into account the size of the premises, the number of counter positions available for person-to-person transactions and the ability of staff to monitor and prevent the use of the machines by vulnerable people.

25.10. Single point of contact

25.11. The licensing authority recognises that certain bookmakers may have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact, who should be a senior individual, and whom the authority will contact first should any compliance queries or issues arise.

APPENDIX J

26. (UNLICENSED) FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

26.1. WHAT WE MEAN BY ‘FEC GAMING MACHINE PERMITS’

26.2. For premises that do not hold a premises licence, unlicensed family entertainment centres (FECs) may offer certain gaming machines (category D only) by way of an FEC gaming machine permit. Any number of such machines can be made available with such a permit which is usually valid for 10 years.

26.3. POLICY CONSIDERATIONS / PRINCIPLES

26.4. The nature of permit applications

26.5. In accordance with the Act, the licensing authority will accept permit applications only from and in respect of those:

- (a) who occupy, or plan to occupy premises to be used as an unlicensed FEC;
- (b) who are aged 18 or over (where the applicant is an individual);
- (c) premises where there is not a premises licence; and
- (d) premises that are wholly or partly situated in the area.

26.6. To make sure there is suitable protection and to enable informed consideration and decision-making, the licensing authority will, subject to any Regulation(s), expect permit applications to be submitted with:

- (a) Plans of the premises at a scale of 1:100 showing:-
 - (i) The extent of the boundary of the building, if relevant and any external walls of the building and, if different, the perimeter of the premises;
 - (ii) The location of points of entry to and exit from the premises;
 - (iii) The location of escape routes from the premises;
 - (iv) The number and location of gaming machines;

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- (v) Fixed structures (including furniture) or similar objects;
 - (vi) Where appropriate, the location and height of any raised area relative to the floor;
 - (vii) Where appropriate, the location of any steps, stairs, elevators or lifts;
 - (viii) Where appropriate, the location of any room or rooms containing public conveniences;
 - (ix) Where appropriate, the location of automated teller machines (ATMs) and other dispensers; and
 - (x) The nature and location of any safety and / or security equipment, notice, barrier (or other thing whatsoever) that may assist in the promotion of the licensing objectives.
- (b) A suitable certificate of public liability insurance that covers the premises and the activities carried on there to at least £10,000,000 per individual claim.
- (c) Where appropriate, a suitable certificate of employers liability insurance.

26.7. In accordance with the Act, the licensing authority will expect the premises to be wholly or mainly used for making gaming machines available for use as an unlicensed FEC and that the chief officer of police has been consulted on the application.

26.8. Consideration of permit applications

26.9. In considering applications for such permits, the licensing authority shall have regard to the licensing objectives and any relevant guidance issued by the Commission.

26.10. As unlicensed FECs will be open to children and young people, the licensing authority will expect the applicant to show that there are suitable policies and procedures in place to protect children from harm. Harm in this context shall not be limited to harm from gambling but shall include wider child protection considerations. The efficiency of such policies and procedures will be considered on their merits, but may include:

- (a) appropriate measures / training for staff as regards suspected truant school children on the premises, including:
 - (i) management and staff awareness of local school hours and holidays; and

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- (ii) provision of sufficient details and facilities for contacting the local education office and other relevant agencies;
- (b) measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises; and
- (c) suitable disclosure / background checks on staff employed at the premises.

26.11. Generally, the licensing authority will expect applicants to demonstrate:

- (a) a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- (b) that staff are trained to have a full understanding of the maximum stakes and prizes;
- (c) that the applicant and his/her staff have no relevant convictions (those that are set out in Schedule 7 of the Act) (**NB:** the applicant should disclose all relevant convictions in order that the Licensing Authority may consider whether it would be contrary to the licensing objectives to grant a permit);
- (d) suitable space and arrangements to prevent the jostling or intimidation of players;
- (e) suitable supervision of automated teller machines (ATMs) and similar dispensers and their adequate separation from gaming facilities;
- (f) suitable and sufficient arrangements at the premises to assist in the prevention of crime and disorder; and
- (g) compliance with any relevant industry code of practice / guidance e.g. British Amusement & Catering Trades Association (BACTA); and
- (h) any other matter that may be prescribed or specified from time to time.

26.12. In appropriate circumstances, the licensing authority may also take account of an applicants previous history and experience in running similar premises.

26.13. The licensing authority may refuse an application for a permit and / or its renewal on grounds that:

- (a) an authorised officer has been refused access to the premises without reasonable excuse; and/or

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- (b) it would not be reasonably consistent with the licensing objectives.

APPENDIX K

27. PRIZE GAMING PERMITS

27.1. WHAT WE MEAN BY 'PRIZE GAMING PERMITS'

- 27.2. Prize gaming permits authorise the provision of facilities for gaming with prizes in certain premises. Permits are valid for 10 years.
- 27.3. However, prize gaming permits are not generally required in bingo premises or in casino premises (otherwise than possibly for bingo) because of their respective operating licences issued by the Commission.
- 27.4. Similarly, prize gaming permits are not required in adult gaming centres and licensed family entertainment centres because of their respective premises licences.
- 27.5. An unlicensed family entertainment centre may offer equal chance prize gaming only without a permit, and travelling fairs may be exempt providing the gambling facilities are an ancillary amusement.

27.6. POLICY CONSIDERATIONS

27.7. The nature of permit applications

- 27.8. In accordance with the Act, the licensing authority will accept permit applications only from:
- (a) people who occupy, or plan to occupy the premises concerned;
 - (b) people who are aged 18 or over (where the applicant is an individual);
 - (c) premises which do not currently have a premises licence or club gaming permit; and
 - (d) premises that are wholly or partly situated in the area.
- 27.9. To give suitable protection and to enable informed consideration and decision-making, the licensing authority will, subject to any other prescribed matter, expect permit applications to be submitted with:
- (a) Plans of the premises at a scale of 1:100 showing:

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- (i) The extent of the boundary of the building, if relevant and any external walls of the building and, if different, the perimeter of the premises;
 - (ii) The location of points of entry to and exit from the premises;
 - (iii) The location of escape routes from the premises;
 - (iv) The nature, number and location of prize gaming facilities;
 - (v) Fixed structures (including furniture) or similar objects;
 - (vi) Where appropriate, the location and height of any raised area relative to the floor;
 - (vii) Where appropriate, the location of any steps, stairs, elevators or lifts;
 - (viii) Where appropriate, the location of any room or rooms containing public conveniences;
 - (ix) Where appropriate, the location of automated teller machines (ATMs) and other dispensers; and
 - (x) The nature and location of any safety and / or security equipment, notice, barrier (or other thing whatsoever) that may assist in the promotion of the licensing objectives.
- (b) A suitable certificate of public liability insurance that covers the premises and the activities carried on there to at least £10,000,000 per individual claim.
- (c) Where appropriate, a suitable certificate of employers liability insurance.

27.10. Consideration of permit applications

27.11. On consideration of applications for such permits, the licensing authority shall have regard to the licensing objectives and any relevant guidance issued by the Commission.

27.12. Generally, the licensing authority will expect applicants to set out the types of gaming that (s)he intends to offer and demonstrate:

- (a) that they understand the limits to stakes and prizes that are set out in Regulations; and
- (b) that the gaming offered is within the law.

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27.13. However, the licensing authority will have particular regard to the need to protect children and vulnerable people from harm or being exploited by gambling. The licensing authority will therefore expect applicants to satisfy the authority, for example, that children and young people will not have access to any prize gaming of unequal chance.

27.14. The licensing authority will also have regard to:-

- (a) suitable space and arrangements to prevent the jostling or intimidation of players;
- (b) suitable supervision of automated teller machines (ATMs) and similar dispensers and their adequate separation from gaming facilities;
- (c) compliance with any relevant industry code of practice / guidance e.g. British Amusement & Catering Trades Association (BACTA); and
- (d) any other matter that may be prescribed or specified from time to time.

27.15. The licensing authority will also take account of the following considerations in consultation about any such application with the chief officer of police:

- (a) The suitability of the applicant; and
- (b) The suitability of the premises as regards their location and issues about crime or disorder.

27.16. Although the licensing authority cannot attach conditions to such permits of its own making, it will apply the following mandatory restrictions:

- (a) the limits on participation fees, as set out in regulations, must be complied with;
- (b) all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- (c) the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- (d) participation in the gaming must not entitle the player to take part in any other gambling.

APPENDIX L

28. CLUB GAMING PERMITS & CLUB MACHINE PERMITS

28.1. Members clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club machine permit. Each of these is valid for 10 years.

28.2. WHAT WE MEAN BY 'CLUB GAMING PERMITS'

28.3. A club gaming permit enables the premises to provide up to three gaming machines (of categories B, C or D), equal chance gaming and prescribed games of chance.

28.4. WHAT WE MEAN BY 'CLUB MACHINE PERMITS'

28.5. A club gaming machine permit enables the premises to provide up to three gaming machines (of categories B, C or D) only.

28.6. POLICY CONSIDERATIONS

28.7. Before granting a permit, the licensing authority will need to be satisfied that:

- (a) the premises meet the requirements of a members' club in that -
 - (i) the club has at least 25 members;
 - (ii) the club is established and conducted wholly or mainly for purposes other than gaming, unless the gaming is permitted by separate regulations;
 - (iii) the club is permanent in nature;
 - (iv) the club is not established to make commercial profit; and
 - (v) the club is equally controlled by its members.
- (b) the majority of members are over 18.

28.8. The licensing authority may refuse such permit applications on the grounds that:

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- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young people;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

28.9. In respect of club premises holding a Club Premises Certificate under the Licensing Act 2003, the grounds on which the licensing authority may refuse a permit will be restricted to the grounds that:

- (a) the club is established primarily for gaming, other than gaming identified under schedule 12;
- (b) in addition to the identified gaming, the applicant provides facilities for other gaming; or
- (c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

NB: Neither the Gambling Commission or the Police may object to permit applications in respect of club premises holding a Club Premises Certificate under the Licensing Act 2003.

28.10. Although the licensing authority cannot attach conditions to such permits of its own making, it will apply the following mandatory restrictions:

- (a) In respect of club gaming permits:
 - (i) that no participation fee is charged other than in accordance with regulations;
 - (ii) that no amount is deducted or charged from sums staked or won other than in accordance with regulations;
 - (iii) that the public is excluded from any area of the premises where gaming is taking place; and
 - (iv) that children and young people are excluded from any area of the premises where gaming is taking place.

Gambling Act 2005 – Statement of Principles

- (b) In respect of club machine permits:
 - (i) That no child or young person use gaming machines (category B or C) on the premises; and
 - (ii) The holder will comply with any relevant code of practice issued by the Commission about the location and operation of gaming machines.

APPENDIX M

29. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

29.1. WHAT WE MEAN BY ‘LICENSED PREMISES GAMING MACHINE PERMITS’

29.2. Subject to certain restrictions, the Act provides an automatic entitlement to make available up to two gaming machines (of categories C and/or D) in certain premises licensed to sell alcohol. Such premises merely need to notify the licensing authority. A licensed premises gaming machine permit is required where permission is sought to provide more than two such machines. Such permits last indefinitely.

29.3. POLICY CONSIDERATIONS

29.4. Existing authorisations

29.5. The licensing authority may reduce / remove an automatic authorisation in respect of any particular licensed premises if:

- (a) provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- (b) gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- (c) the premises are mainly used for gaming; or
- (d) an offence under the Gambling Act has been committed on the premises.

29.6. The nature of permit applications

29.7. By way of enabling informed consideration and decision-making, the licensing authority will, subject to any other prescribed matter, expect permit applications to be submitted with:

- (a) Plans of the premises at a scale of 1:100 showing:

Gambling Act 2005 – Statement of Principles

- (i) The extent of the boundary of the building, if relevant and any external walls of the building and, if different, the perimeter of the premises;
- (ii) The location of points of entry to and exit from the premises;
- (iii) The location of escape routes from the premises;
- (iv) The nature, number and location of gaming facilities;
- (v) Fixed structures (including furniture) or similar objects;
- (vi) Where appropriate, the location and height of any raised area relative to the floor;
- (vii) Where appropriate, the location of any steps, stairs, elevators or lifts;
- (viii) Where appropriate, the location of any room or rooms containing public conveniences;
- (ix) Where appropriate, the location of automated teller machines (ATMs) and other dispensers; and
- (x) The nature and location of any safety and / or security equipment, notice, barrier (or other thing whatsoever) that may assist in the promotion of the licensing objectives.

29.8. Consideration of permit applications

29.9. The licensing authority will consider permit applications based upon the licensing objectives, any guidance issued by the Gambling Commission and such matters as it thinks relevant.

29.10. The licensing authority will determine such matters as it thinks relevant on a case-by-case basis, but generally will have regard to the need to protect children and vulnerable people from being harmed or being exploited by gambling.

29.11. The licensing authority will therefore expect the applicant to satisfy the authority that there will be sufficient measures, for example, to ensure that under 18 year olds do not have access to adult only gaming machines. This may include considerations that:

- (a) adult machines are sited in view of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18;
- (b) the provision of suitable notices and signage; and

Gambling Act 2005 – Statement of Principles

- (c) the provision of information leaflets / contact details of helpline organisations e.g. GamCare, debt management counsellors etc.

29.12. The licensing authority will also have regard to

- (e) suitable space and arrangements to prevent the jostling or intimidation of players;
- (f) suitable supervision of automated teller machines (ATMs) and similar dispensers and their adequate separation from gaming facilities;
- (g) compliance with any relevant industry code of practice / guidance e.g. British Amusement & Catering Trades Association (BACTA); and
- (h) any other matter that may be prescribed or specified from time to time.

29.13. Although the licensing authority cannot generally attach conditions to such permits of its own making, it may, where appropriate, grant the application subject to:

- (a) a smaller number of machine(s) than that applied for;
- (b) a different category of machine(s) than that applied for; and
- (c) the mandatory condition that the holder of the permit follows any code of practice issued by the Gambling Commission about the location and operation of such machines.

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ANNEX 3

COUNCIL MEETING – 10TH JULY 2025

AGENDA ITEM NO. 5 (3)

LOCAL GOVERNMENT REORGANISATION

SUMMARY:

In March 2025 Cabinet approved the submission of an interim plan prepared on behalf of all 15 Councils across Hampshire and the Isle of Wight (HIOW) in line with Government timescales for the Devolution Priority Programme and associated Local Government Reorganisation (LGR) (Report ACE2506).

The report set out, taking into account sense of place and the economic geography of the area, that a unitary council formed from Rushmoor BC, Hart DC and Basingstoke and Deane BC was the favoured option for this Council. KPMG were subsequently appointed to support Councils across HIOW to prepare the necessary evidence base and support the development of a business case to enable final proposals to be agreed and submitted to Government by 26 September 2025.

The purpose of this report is to provide an update on that work, set out the arrangements for engagement with residents, business, partners and voluntary organisations. The report also brings attention to the proposal to commence work on a Community Governance Review with a view to seeking resident views on the establishment of Parish Councils and/or Neighbourhood Area Committees.

Finally, the report sets out the timetable for the remaining work to enable submission of final proposals to Government. It also sets out the proposed arrangements maintaining the involvement of Members and the associated decision-making timetable.

The Cabinet will consider the recommendations in this report, prior to the Council Meeting, at its meeting on 8th July.

RECOMMENDATIONS

That subject to any further consideration raised by the Cabinet at its meeting on 8th July, **the Council be RECOMMENDED to**

- (1) Note the update on the LGR programme to date and the continuing collaboration with 11 other Councils on options that would replace the current 15 councils with four new unitary councils on the mainland, keeping the Isle of Wight as its own unitary council.

- (2) Confirm that a unitary council based on the areas of Rushmoor, Hart and Basingstoke and Deane continues to be the preferred option for Rushmoor as, in line with the assessment criteria, it represents the best balance of a Council large enough to deliver high quality services and value for money, but small enough to be connected the place and the needs of the people the council serves.
- (3) Note the programme of engagement being undertaken to ensure that all residents, business and partners have an opportunity to feed into the process.

1. INTRODUCTION AND BACKGROUND

- 1.1 The Government selected all councils in the HIOW area, including Rushmoor Borough Council, to be part of its Devolution Priority Programme (DPP). A requirement of the DPP is that Local Government Reorganisation (LGR) should be taken forward with district and the current unitary councils joining together with other councils to create larger, unitary councils. An interim LGR plan was agreed by all 15 Councils across HIOW and was submitted on 21 March 2025.
- 1.2 Unitarisation will see the transfer of the Council's powers, duties, staff, assets etc. to a new unitary council by April 2028, following which Rushmoor Borough Council, the County Council, the current unitary councils and all other District Councils in Hampshire will no longer exist.
- 1.3 As set out in report ACE2506, the next stage of the LGR process is the development of a business case or 'case for change' which has to be submitted by 26 September 2025. Following the final business case submission, it is intended that Ministers will decide their preferred option/options for LGR in Hampshire, consult on this and then lay legislation in Parliament leading to new councils taking legal effect from 1 April 2028.
- 1.4 The Government has linked the process of LGR to the separate process of devolution, under which powers and funding would be transferred from central government to a completely new 'strategic authority' covering Hampshire and Isle of Wight, headed by a directly elected Mayor. This authority would be responsible for setting the key strategic vision for the area as well as having powers and responsibilities for areas such as transport, economic development, skills and employment support. Government consultation on the proposal to form a Mayoral Combined County Authority for the local government areas in Hampshire County Council, Portsmouth City Council, Isle of Wight Council, and Southampton City Council now referred to as Hampshire and the Solent was undertaken between 17 February and 13 April. The intention is that the elections for the Mayoral Strategic Authority (known as a Mayoral Combined Authority or MCA) will take place in 2026.
- 1.5 Once the Mayoral Strategic Authority (known as a Mayoral Combined Authority or MCA) is established local government in Hampshire and the Solent will be as follows:

- An MCA covering Hampshire and the Isle of Wight controlling powers and funding passed down from central Government (with potential for some powers including strategic planning to be drawn upwards from councils);
- New unitary councils covering areas within Hampshire and the Isle of Wight and exercising all current county and district powers;
- Parish and town councils where they exist or are created prior to unitarisation.

2. FEEDBACK ON THE INTERIM PLAN

- 2.1 Feedback was received from government on the interim plan on 7 May 2025 and is included in full at Appendix 1. In summary the main comments in the response are as follows:

Single Tier of Local Government: Proposals should aim for a single tier of local government for the entire area and further detail on proposed geography and expected outcomes is needed.

Isle of Wight Exceptional Circumstances: More detail and data required to support the rationale for an 'Island deal'

Decisions on specific unitary solutions: Decisions will be made based on full proposals, not at this point.

Deadline for Proposals: The deadline for final proposals is 26 September 2025 and Extensions are not possible due to the need to maintain the planned timeline for LGR.

Population Criteria: Proposals should consider populations of 500,000 or more, but flexibility is allowed (a guideline, not a hard target). A clear rationale for any deviations from this guideline should be provided.

Collaboration and Data Sharing: Effective collaboration between councils is crucial and final proposals should use consistent data sets and assumptions. 1

Boundary Changes: Proposals involving boundary changes should provide strong justification and clear identification of proposed boundaries is necessary as part of final proposals (proposals should include maps). There are a number of mechanisms to achieve boundary changes dependent upon how fundamental they are.

Critical Service Demand: Detailed financial positions and risk modelling should be included in final proposals. Consideration of council tax harmonisation and financial sustainability is important.

Support for Implementation: £7.6 million will be available for proposal development across 21 areas. Further detail on transformation costs and financial sustainability is needed.

- 2.2 The Government also asked that, if possible, councils in Hampshire submit a single agreed proposal that was supported by all. KPMG who supported the development of the interim plan were jointly appointed to take this forward. However, during recent weeks Hampshire County Council and East Hampshire District Council have withdrawn to develop their own proposals and Gosport Borough Councils has also withdrawn from the partnership approach but currently is not developing alternative options.
- 2.3 The remaining 12 Councils which include all the other Hampshire Districts, Portsmouth and Southampton City Council's and Isle of Wight Council continue to work together to develop a shared business case and proposal.

3. DEVELOPING THE BUSINESS CASE

- 3.1 The Government set out a number of criteria for LGR proposals as follows:
- A proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government.
 - Unitary government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.
 - Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.
 - Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.
 - New unitary structures must support devolution arrangements.
 - New unitary structures should enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment.
- 3.2 An assessment methodology has been agreed between the councils based on the criteria for use in how options will be developed and then evaluated to form the final proposal. A defined analysis approach has been adopted, to ensure that the development of options are aligned to the government criteria. The consideration of options with this analysis aims to provide sufficient information for a compelling case for change as part of the full proposal submission. All options are to be evaluated against a common dataset. The creation of the dataset which has been supported by all Councils, including those no longer part of the KPMG work.
- 3.3 The analysis, in addition to the government's criteria, utilises the guiding principles agreed in the interim plan, financial and service demand analysis, and economic market assessments. It will in due course also be informed by public stakeholder engagement, the plans for which are set out in section 6 below.
- 3.4 On 19 May 2025, the Leaders of 13 councils across the region met to consider 7 LGR options which had been refined from a long list of 12 options. The rationale for the shortlisting of options included the robust assessment methodology explained above. The key decision taken by the leaders at this meeting, was to progress the development of three options to a full case for change. These options are shown in figure 1 below. All the options being progressed propose 4 Unitary Councils covering the mainland Hampshire area. All options are

consistent in relation to Rushmoor, combining the area of our borough with the areas covered by Hart District and Basingstoke and Deane Borough Councils.

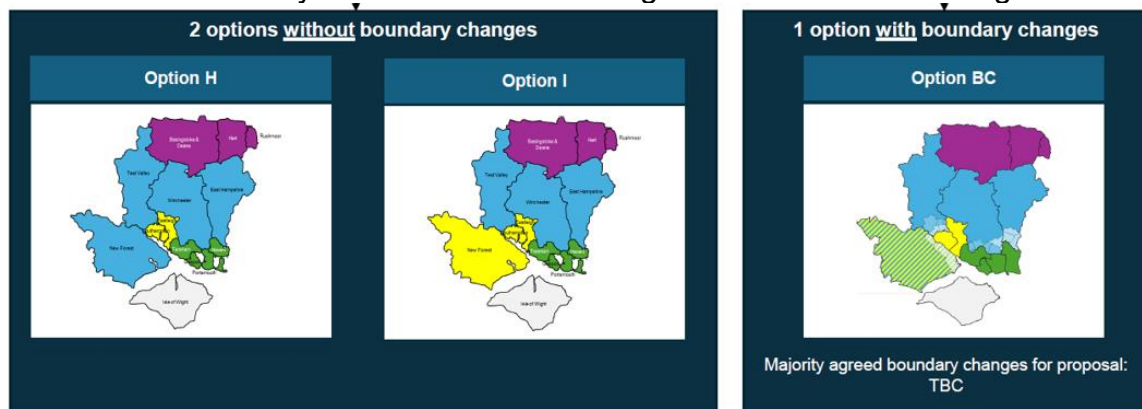


Figure 1. Proposed options

- 3.5 The next phase of work to be facilitated by KPMG is the preparation of a case for change that takes forward these three options with a single submission to Government from the 12 Councils being the desired outcome.
- 3.6 This work with other councils and KPMG has been discussed regularly with the Leaders working group which has been established to support this work. The Leader, Interim Managing Director and officer programme team continue to work at a significant pace to pursue the council's priorities for LGR. This has involved the collective work with KPMG above, working with Hart and Basingstoke and now supporting a significant programme of stakeholder engagement (described below) including meetings with MHCLG, the District Councils' Network, key businesses, partners, and voluntary and community organisations.
- 3.7 The process for developing the case for change has a number of workstreams covering:
- Leadership and Programme
 - Data
 - Finance
 - Governance
 - Service design – including Adult Service, Children's Services, Education, Waste, Housing and Homelessness, Highways and Transport, Economy & Planning and Customer and Digital
 - Democratic and Community representation
 - Engagement
 - Alignment with the devolution process and (eventually) implementation

The Council is represented directly by the Leader, the Interim Managing Director, or a member of ELT on the majority of workstreams. Where the council is not directly involved, we are represented by colleagues from Basingstoke or Hart, or by expert consultants.

- 3.8 Once a final proposal is agreed by full Council and submitted, the Government will then decide on the structure of new unitary councils they wish to create in

Hampshire. Looking beyond the period from September 2025, the Council will need to influence Government decision-making and respond to the Government consultation. This phase will be critical in shaping the final outcome of the LGR programme. Following the Government decision, the Council will be required to step up implementation along with the other Councils affected, ensuring a smooth transition and effective execution of the programme to deliver new unitary councils.

- 3.9 Inevitably the workload across the Council associated with LGR will continue to increase and it will be necessary for additional capacity and backfill arrangements to be put in place to prevent significant impact on services and delivery of other priorities. The Council has agreed an initial reserve of £100,000 to support LGR and spend on additional resources will be drawn from this reserve.

4. RELATED MATTERS – COMMUNITY GOVERNANCE REVIEW

- 4.1 One of the key criteria for the Case for Change requires the demonstration of how the new authority will enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment. The Minister of State for Local Government and Devolution Local Government has emphasised that Local Government Reorganisation should facilitate better and sustained community engagement and needs a clear and accountable system of local area-working and governance.
- 4.2 In other areas of Hampshire, including Hart and Basingstoke, part or all of the district Council's area is also covered by Town and Parish Councils. The [English Devolution White Paper](#) acknowledges that residents value community scale governance, and stated a desire to see stronger community engagement arrangements and strengthened community voice. The [Government's feedback on interim plans](#) acknowledged the value that town and parish councils offer to local communities.
- 4.3 Also on the Council agenda is a report from CGAS with a recommendation to start a Community Governance Review, which is the mechanism via which parish councils may be created, during which residents will be asked if they have a preference for Neighbourhood Area Committees, Parish Councils, or the status quo (as far as community representation is concerned).

5. ALTERNATIVE OPTIONS

- 5.1 The principal alternative option to engaging the Local Government Review work is for the Council not to proceed to support the work on LGR with the 12 councils. In that case, there would be a high probability of other councils in Hampshire submitting proposals which could lead to an LGR outcome that the council does not support, and/or over which it has no influence. This is not a recommended option.

6. CONSULTATION

- 6.1 A Leaders Working Group has been established to advise the Leader on matters relating to LGR and Devolution. This group has met three times to date and the Interim Plan and supporting evidence has been shared for comment. It is expected that the Working Group will be meeting more regularly as the development of the full business case progresses. Members are kept up to date with the process through regular all-member on-line briefings.
- 6.2 A letter setting out details about the devolution and LGR process has been sent to over 180 partners, which includes a commitment to a period of engagement as LGR proposals are developed further. A dedicated page on the topics has been established on the Council's website and communications channels are being used to update residents, stakeholders and businesses on progress. Members and staff are being updated on a weekly basis on the topic. Staff and all member briefings have taken place and will continue to be held regularly until the case for change is submitted.
- 6.3 It is essential that our residents, businesses, towns and parishes and all stakeholders have the opportunity to have their say at this stage in the process. A Hampshire wide consultation, supported by all 12 councils working collectively with KPMG commenced on 30 June and will run until 27 July. In addition, Basingstoke BC, Hart DC and Rushmoor BC have commissioned face to face survey work with an on-line option to give residents the opportunity to provide views specifically on services they experience and the North Hampshire Unitary option.
- 6.4 The Council is also offering residents a range of face to face 'drop-in' opportunities across the borough during July where officers will respond to questions about LGR and the Community Governance Review. Finally, there are a range of events for partners, other key stakeholders, and businesses.

7. IMPLICATIONS

Risks

- 7.1 The key risks at this stage of the process relate to timescales and local participation. There is also a longer-term risk that the Council-supported business case is not approved by Government and an alternative option is pursued.
- 7.2 Neither of these risks are fully controllable, but the best mitigation is for the Council to play an active role in discussions, influence and support the submissions to Government, and make the case of what it sees as the best options for Rushmoor residents, businesses, staff, and services while doing the most to support local democracy. This is best achieved by submitting proposals, ideally with full local support, as requested by Ministers.
- 7.3 Once Ministers have made their decision, there will be a number of project risks arising around continuity of services, retention of staff, completion of projects etc.

These will be recorded through the Council's risk management process and appropriate mitigations will be identified.

Legal Implications

- 7.4 There are no specific legal implications arising from the recommendations in this report.

Financial Implications

- 7.5 The 2025-26 budget adopted at Budget Council on 27th February 2025 assumes business as usual and recognises the need to continue the efforts to resolve the MTFS budget deficit through the agreed savings programme.
- 7.6 There are significant resource requirements to progress the LGR work and the 2025-26 approved budget now includes a supplementary estimate of £100,000 funded from available reserves for this purpose as approved by Cabinet March 2025.
- 7.7 Where possible work will begin to explore how LGR will enable access to service sharing to assist with achieving the savings challenge and harness the opportunities where there are clear advantages and benefits to Rushmoor to progress joint service provision as early as possible. The LGR process and likely outcomes need to progress to a more mature state before a financial assessment can be made on the likely impact on Rushmoor residents.
- 7.8 An allocation of Funding from Government was made to all Council's in Hampshire. The distribution of this funding has now been agreed by all Council's and will be used to offset costs in preparing the interim plan and business case.

Resource Implications

- 7.9 The implementation of the local government reorganisation proposals will have significant staffing resource implications and work is already underway to prepare for these, including an 'ask' of Government for capacity funding to support this work. Given the increasing workload and resource pull for this work the initial programme governance arrangements are being reviewed and will be shared with the Leaders Working Group and all members in the coming weeks.

Equalities Impact Implications

- 7.10 An Equality Impact Assessment will be prepared as part of the submission of the case for change.

8. CONCLUSIONS

- 8.1 Engaging in the Local Government Reorganisation across Hampshire is a priority in the Council's Delivery Plan. The Council continues to support an approach of four unitary councils on the mainland with the Isle of Wight continuing as a Unitary Council as current.

- 8.2 The preferred option for the Rushmoor council area is to be part of a Unitary authority combined with the areas currently covered by Hart District Council and Basingstoke Borough Council.
- 8.3 Significant engagement with residents, businesses and local partners will be taking place over the coming months to help inform the case for change. The Council will continue to work as part of the group of 12 Councils supported by KPMG to ensure the submission of robust proposals by 26 September 2025 in line with the Governments timetable.

CLLR GARETH WILLIAMS
LEADER OF THE COUNCIL

LIST OF APPENDICES/ANNEXES:

Appendix 1 – Response to Interim Plan

BACKGROUND DOCUMENTS:

English Devolution White Paper
CGAS report LEG2510
Cabinet report ACE2506



Ministry of Housing,
Communities &
Local Government

7 May 2025

LOCAL GOVERNMENT REORGANISATION

INTERIM PLAN FEEDBACK: HAMPSHIRE, ISLE OF WIGHT, PORTSMOUTH AND SOUTHAMPTON

To the Chief Executives of:

Basingstoke and Deane Borough Council

East Hampshire District Council

Eastleigh Borough Council

Fareham Borough Council

Gosport Borough Council

Hampshire County Council

Hart District Council

Havant Borough Council

New Forest District Council

Rushmoor Borough Council

Test Valley Borough Council

Winchester City Council

Isle of Wight Council

Portsmouth City Council

Southampton City Council

Overview:

Thank you for submitting your interim plan. The thought from all councils is clear to see. For the final proposals, each council can submit a single proposal for which there must be a clear single option and geography and, as set out in the guidance, we expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued.

Our aim for the feedback on interim plans is to support areas to develop final proposals. This stage is not a decision-making point, and our feedback does not seek to approve or reject any option being considered.

The feedback provided relates to the following interim plan submitted by Hampshire, Isle of Wight, Portsmouth and Southampton councils:

- the Hampshire and the Solent, Local Government Reorganisation Plan, 21 March 2025, signed by all councils in Hampshire and the Solent

We have provided feedback on behalf of central government. It takes the form of:

1. A summary of the main feedback points;
2. Our response to the specific barriers and challenges raised in your plans; and
3. An annex with more detailed feedback against each of the interim plan asks.

We reference the guidance criteria included in the invitation letter throughout, a copy of which can be found at [Letter: Hampshire, Isle of Wight, Portsmouth and Southampton – GOV.UK](#). Our central message is to build on your initial work and ensure that final proposal(s) address the criteria and are supported by data and evidence. We recommend that final proposal(s) should use the same assumptions and data sets or be clear where and why there is a difference.

We welcome the work that has been undertaken to develop Local Government Reorganisation (LGR) plans for Hampshire, Isle of Wight, Portsmouth and Southampton. This feedback does not seek to approve or discount any proposal, but provide some feedback designed to assist in the development of final proposals. We will assess final proposals against the guidance criteria provided in the invitation letter and have tailored this feedback to identify where additional information may be helpful in enabling that assessment. Please note that this feedback is not exhaustive and should not preclude the inclusion of additional materials or evidence in the final proposals. In addition, your named area lead, Jesse Garrick, will be able to provide support and help address any further questions or queries.

We are providing written feedback to each invitation area.

Summary of Feedback:

We have summarised the key elements of the feedback below, with further detail provided in Annex A.

1. The criteria asks that a proposal should seek to achieve for the whole area, the establishment of a single tier of local government (see criterion 1). **We recognise that plans are at an early stage and further analysis is planned in the run up to submitting the final proposal(s). Further detail on a proposed geography for new unitary authorities and evidence on the outcomes that are expected to be achieved for the whole area would be welcome.**
2. As set out in the invitation letter, the interim plan process is designed to help support you to develop final proposals. We note your argument regarding the Isle of Wight's exceptional circumstances and request for an 'Island deal'. As you know, **interim plans are not a decision-making point; decisions will be made on the basis of full proposals, and so any decision on a specific unitary solution for**

the Isle of Wight would need to be taken at that point too. More detail on the rationale would be helpful, and you may wish to support existing narratives with data. We have provided more information on addressing the population criteria below.

3. You asked if it was possible to extend the timeframe for providing LGR proposals until November. **As per your invitation, the deadline is the 26 September. The deadline for submitting a proposal has been designed to give areas as much time as possible to develop their final proposals. The timescales for submission are generally more generous than in previous reorganisation exercises. Ministers have set clear timelines, which were determined in the context of decisions to postpone elections, that were not taken lightly. It is important that final proposal(s) are submitted by 26 September 2025 to allow for LGR to take place as planned.**
4. In some of the options you are considering populations that would be below 500,000. As set out in the Statutory Invitation guidance and in the English Devolution White Paper, we outlined a population size of 500,000 or more. This is a guiding principle, not a hard target – we understand that there should be flexibility, especially given our ambition to build out devolution and take account of housing growth, alongside local government reorganisation. **All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly.**
5. We welcome steps taken to come together, as per criterion 4:
 - a. **Effective collaboration between all councils will be crucial; we would encourage you to continue to build strong relationships and agree ways of working, including around effective data sharing. This will support the development of a robust shared evidence base to underpin final proposal(s).**
 - b. **It would be helpful if final proposal(s) use the same assumptions and data sets.**
 - c. **It would be helpful if your final proposal(s) set out how the data and evidence supports all the outcomes you have included and how well they meet the assessment criteria in the invitation letter.**
 - d. **You may wish to consider an options appraisal that will help demonstrate why your proposed approach best meets the assessment criteria in the invitation letter, compared to any alternatives.**

Response to specific barriers and challenges raised

Please see below our response to the specific barriers and challenges that were raised in your interim plan:

1. Principle of boundary changes

We note your desire to develop unitary councils that reflect the current major economies and communities of Hampshire and the Solent and that some of your proposals may lead to boundary changes.

As the Invitation sets out, boundary changes are possible, but that “existing district areas should be considered the building blocks for proposals, but where there is a strong justification more complex boundary changes will be considered.”

The final proposal must specify the area for any new unitary council(s). If a boundary change is part of your final proposal, then you should be clear on the boundary proposed, which could be identified by a parish or ward boundary, or if creating new boundaries by attaching a map.

Proposals should be developed having regard to the statutory guidance which sets out the criteria against which proposals will be assessed (including that listed above). If a decision is taken to implement a proposal, boundary change can be achieved alongside structural change. Alternatively, you could make a proposal for unitary local government using existing district building blocks and consider requesting a Principal Area Boundary Review (PABR) later.

Such reviews have been used for minor amendments to a boundary where both councils have requested a review – such as the recent Sheffield/Barnsley boundary adjustment for a new housing estate. PABRs are the responsibility of the Local Government Boundary Commission for England who will consider such requests on a case-by-case.

2. Isle of Wight exceptional circumstances

You asked for an early decision on the position of the Isle of Wight and to discuss an ‘Island deal’. As set out above this is not a decision-making point so we cannot make any judgments at this time.

We welcome the additional thinking conducted regarding the Isle of Wight. If pursuing this option, it would be helpful to build on the existing rationale and provide a full assessment against each criterion in your final proposal(s).

3. Critical service demand

We note your demand pressures, your different council tax bases, the levels of deprivation and challenges posed by climate change and coastal flooding. It would be helpful if detail on the councils' financial positions and further modelling on risks is set out in detail in the final proposal(s).

With regards to council tax, restructured councils often inherit different council tax levels from their predecessors. There is an established flexible system in legislation for the harmonisation of council tax levels over seven years.

4. Support for implementation and ongoing financial stability

We note the financial pressures in Hampshire and the Solent, plus your request for support on transformation opportunities, autonomy to be flexible around council tax and desire to agree multi-year financial arrangements.

£7.6 million will be made available in the form of local government reorganisation proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding.

In terms of transitional costs as per invitation letter, we expect that areas will be able to meet transition costs over time from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects. We would welcome further detail on your estimated transformation costs against full proposals. This may be something you wish to pick up with your MHCLG LGR area lead, Jesse Garrick.

We also note your points around the financial pressures councils are facing. It would be helpful if detail on the councils' financial positions and further modelling could be set out in detail in the final proposal(s).

5. Timeline

You have asked for an extension to the 28 November 2025 to provide proposals. As set out above, it is important that final proposal(s) are submitted by 26 September 2025 to allow for LGR to take place as planned.

ANNEX A: Detailed feedback on criteria for interim plan

Ask – Interim Plan Criteria	Feedback
<p>Identify the likely options for the size and boundaries of new councils that will offer the best structures for delivery of high-quality and sustainable public services across the area, along with indicative efficiency saving opportunities.</p> <p>Relevant criteria:</p> <p>1 c) Proposals should be supported by robust evidence and analysis and include an explanation of the outcomes it is expected to achieve, including evidence of estimated costs/benefits and local engagement.</p> <p>&</p> <p>2 a-f) Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.</p> <p>&</p> <p>3 a-c) Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.</p>	<p>We welcome the initial thinking that has gone into this interim plan and recognise that it is subject to further work. We note the local context and challenges outlined. We appreciate you will be undertaking further analysis, significant further detail that addresses the criteria in the invitation letter and for this to be provided by 26 September would be welcomed.</p> <p>As per criterion 1, the final proposal(s) in accordance with the guidance should put forward a preferred single tier model for the whole invitation area, including describing all the single tier local government structures you are putting forward.</p> <p>Where there are proposed boundary changes, the proposal should provide strong public services and financial sustainability related justification for the change.</p> <p>For the final proposals, each council can submit a single proposal for which there must be a clear single option and geography and, as set out in the guidance, we expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued.</p> <p>Given the financial pressures you identify it would also be helpful to understand how efficiency savings have been considered alongside a sense of place and local identity.</p> <p>We recognise that the options outlined in the interim plans are subject to further development. In final proposal(s) it would be helpful to include a high-level financial assessment which covers transition costs and overall forecast operating costs of the new unitary councils.</p> <p>We will assess final proposals against the criteria in the invitation letter. Referencing criteria 1 and 2, you may wish to consider the following bullets:</p> <ul style="list-style-type: none"> • high level breakdowns, for where any efficiency savings will be made, with clarity of assumptions on how estimates have been reached and the data sources used,

	<p>including differences in assumptions between proposals</p> <ul style="list-style-type: none"> • it would be helpful to understand how efficiency savings have been considered alongside a sense of place and local identity • information on the counterfactual against which efficiency savings are estimated, with values provided for current levels of spending • a clear statement of what assumptions have been made if the impacts of inflation are taken into account • a summary covering sources of uncertainty or risks, with modelling, as well as predicted magnitude and impact of any unquantifiable costs or benefits • where possible, quantified impacts on service provision as well as wider impacts <p>We recognise that financial analysis will start once options for the geography have been fully identified. The bullets below indicate where information would be helpful. As per criterion 1 and 2, it would be helpful to see:</p> <ul style="list-style-type: none"> • data and evidence to set out how your final proposal(s) would enable financially viable councils across the whole area, including identifying which option best delivers value for money for council taxpayers • further detail on potential finances of new unitaries, for example, funding, operational budgets, potential budget surpluses/shortfalls, total borrowing (General Fund), and debt servicing costs (interest and MRP); and what options may be available for rationalisation of potentially saleable assets • clarity on the underlying assumptions underpinning any modelling e.g. assumptions of future funding, demographic growth and pressures, interest costs, Council Tax, savings earmarked in existing councils' MTFS • financial sustainability both through the period to the creation of new unitary councils as well as afterwards • as criterion 2e states, and recognising that Southampton City Council has received
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	<p>Exceptional Financial Support, proposals must additionally demonstrate how reorganisation may contribute to putting local government in the area as a whole on a more sustainable footing, and any assumptions around what arrangements may be necessary to make new structures viable</p> <p>We would welcome further details on how services can be maintained if you are proposing fragmentation of services, such as for social care, children's services, SEND, homelessness, and for wider public services including for public safety. Under criterion 3c, you may wish to consider:</p> <ul style="list-style-type: none"> • how will high quality and sustainable services be maintained for a proposed Isle of Wight or other proposed unitaries, for example, what shared services do you have in mind, how will housing or social care needs be met? • what would proposals mean for local services provision? For example: <ul style="list-style-type: none"> ○ impact on SEND services and distribution of funding and sufficiency planning to ensure children can access appropriate support, and how will services be maintained? ○ what is the impact on adults and children's care services? How will risks to safeguarding to be managed? ○ what partnership options have you considered for joint working across the new unitaries for the delivery of social care services? ○ what is the impact on schools, support and funding allocation, and sufficiency of places and how will impacts on school be managed? Will the Isle of Wight's support from Hampshire continue? ○ what is the impact on safeguarding? How will risks be managed? ○ what is the impact of LGR and devolution on skills funding? ○ what are the implications for public health, including consideration of socio-demographic challenges and health inequalities within any new
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	<p>boundaries and their implications for current and future health service needs. What are the implications for how residents access services and service delivery for populations most at risk?</p> <p>Further detail would also be welcomed on what opportunities for wider public service reform are enabled by the options.</p>
<p>Include indicative costs and arrangements in relation to any options including planning for future service transformation opportunities.</p> <p>Relevant criteria: 2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p>	<p>We note the estimation that costs will likely be above £20 million. In the final proposal, we would welcome further clarity on the assumptions and data used to calculate the transition costs and efficiencies (see criterion 2d).</p> <p>As per criterion 2, the final proposal(s) should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p> <ul style="list-style-type: none"> • within this it would be helpful to provide detailed analysis on expected transition and/or disaggregation costs and potential efficiencies of proposals. This could include clarity on methodology, assumptions, data used, what year these may apply and why these are appropriate • detail on the potential service transformation opportunities and invest-to-save projects from unitarisation across a range of services -e.g. consolidation of waste collection and disposal services, and will different options provide different opportunities for back-office efficiency savings? • where it has not been possible to monetise or quantify impacts, you may wish to provide an estimated magnitude and likelihood of impact. • summarise any sources of risks, uncertainty and key dependencies related to the modelling and analysis • detail on the estimated financial sustainability of proposed reorganisation and how debt could be managed locally.

	<p>We note the financial challenges highlighted in your response. It would be helpful if detail on the councils' financial positions and further modelling is set out in detail in the final proposal.</p> <p>We welcome the joint work you have done to date and recommend that all options and proposals should use the same assumptions and data sets or be clear where and why there is a difference (linked to criterion 1c).</p>
<p>Include early views as to the councillor numbers that will ensure both effective democratic representation for all parts of the area, and also effective governance and decision-making arrangements which will balance the unique needs of your cities, towns, rural and coastal areas, in line with the Local Government Boundary Commission for England guidance.</p> <p>Relevant criteria: 6) New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p>	<p>New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p> <p>Additional details on how the community will be engaged specifically how the governance, participation and local voice will be addressed to strengthen local engagement, and democratic decision-making would be helpful.</p> <p>In your final proposal(s) we would welcome detail on your plans for neighbourhood-based governance, the impact on parish councils, and thoughts about formal neighbourhood partnerships and area committees.</p>
<p>Include early views on how new structures will support devolution ambitions.</p> <p>Relevant criteria: 5a-c) New unitary structures must support devolution arrangements.</p>	<p>Further detail would be welcome in all plans on how the proposed new structures would support arrangements for the proposed Hampshire and the Solent Mayoral Strategic Authority (MSA).</p> <p>We welcome the area's commitment to devolution, and the adoption of the principle that governance arrangements in a future MSA should continue to equally represent all areas following LGR. Across all proposals, looking towards a potential future MSA, it would be beneficial to provide an assessment that outlines if there are benefits and disadvantages in how each option would interact with an MSA and best benefit the local community, including meeting devolution statutory tests.</p>

	<p>More detail would also be welcome on the implications of the various LGR options for the timelines and management of devolution across the Hampshire and the Solent geography. While we cannot pre-judge devolution decisions, we are happy to discuss further any eventual transition period as the new unitary authorities and potential MSA are established.</p> <p>We would welcome continued engagement with the Police and Crime Commissioner, Members of Parliaments and wider local stakeholders as you continue to develop your proposal(s).</p> <p>To note, an MSA is the same as a Mayoral Combined Authority or Mayoral Combined County Authority.</p>
<p>Include a summary of local engagement that has been undertaken and any views expressed, along with your further plans for wide local engagement to help shape your developing proposals.</p> <p>Relevant criteria: 6a-b) new unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p>	<p>We welcome your interim update against criterion 6, the engagement undertaken so far and your plans for the future. It is for you to decide how best to engage locally in a meaningful and constructive way with residents, voluntary sector, local community groups, neighbourhood boards, parish councils, public sector providers, such as health, police and fire, and local businesses to inform your proposals.</p> <p>You may wish to engage in particular with those who may be affected by any proposed disaggregation of services. It would be helpful to see further detail of your engagement plans and to provide detail that demonstrates how local ideas and views have been incorporated into any final proposal(s).</p>
<p>Set out indicative costs of preparing proposals and standing up an implementation team as well as any arrangements proposed to coordinate potential capacity funding across the area.</p> <p>Relevant criteria: 2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation</p>	<p>We would welcome further detail in final proposal(s) over the level of cost and the extent to which the costs are for delivery of the unitary structures or for transformation activity that delivers benefits (see criterion 2d).</p> <p>£7.6 million will be made available in the form of local government reorganisation proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding.</p>

<p>opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.</p>	
<p>Set out any voluntary arrangements that have been agreed to keep all councils involved in discussions as this work moves forward and to help balance the decisions needed now to maintain service delivery and ensure value for money for council taxpayers, with those key decisions that will affect the future success of any new councils in the area.</p> <p>Relevant criteria: 4 a-c) Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.</p>	<p>We welcome the ways of working together you have outlined in the interim plan (see criterion 4).</p> <p>Effective collaboration between all councils will be crucial; areas will need to build strong relationships and agree ways of working, including around effective data sharing.</p> <p>This will enable you to develop a robust shared evidence base to underpin final proposals (see criterion 1c). We recommend that final proposals should use the same assumptions and data sets or be clear where and why there is a difference.</p>

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ANNEX 4

COUNCIL MEETING – 10TH JULY 2025

AGENDA ITEM NO. 5 (4)

PROPOSAL TO START A COMMUNITY GOVERNANCE REVIEW

A report from the meeting of the Corporate Governance, Audit and Standards Committee held on 2nd July 2025.

SUMMARY:

This report sets out a proposal to start a Community Governance Review in response to Local Government Reorganisation. This review aims to ensure that community governance arrangements will continue to be effective, convenient, and work in the interests of local residents in the event of the establishment of a unitary council for North Hampshire.

The report and the attached proposed Terms of Reference describes the process and schedule for a Community Governance Review to be completed by January 2026 to ensure there is sufficient time to set precepts and transfer any assets and/or services to any new parish councils that the Council may choose to establish.

RECOMMENDATION:

The Council is recommended to approve the Terms of Reference for a Community Governance Review.

1 INTRODUCTION

- 1.1 This report sets out the background and proposal to start a Community Governance Review in response to Local Government Reorganisation. This review aims to ensure that community governance arrangements will continue to be effective, convenient, and work in the interests of local residents in the event of the establishment of a unitary council for North Hampshire.
- 1.2 The report proposals were considered and endorsed by the Corporate Governance, Audit and Standards Committee at its meeting on 2nd July.

2 BACKGROUND**General**

- 2.1 The Government have [invited proposals](#) for Local Government Reorganisation (LGR) and asked that two-tier areas, such as Hampshire, form unitary

authorities that combine all powers into a single Council. One criterion for LGR proposals is to “enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment”

- 2.2 On 20 March 2025, Cabinet approved the Council's LGR Interim Plan on 20 March 2025 (Report No. [ACE2506](#)). In line with the principles set out in the interim plan and at this stage of the process, the Council believes that both the sense of place and economic geography of the area favours a North Hampshire unitary council (comprising the areas of Rushmoor, Hart and Basingstoke and Deane).
- 2.3 Basingstoke and Hart districts are parished. Hart has 21 town and parish councils covering the entire district, Basingstoke and Deane have 41 covering part of the district. Rushmoor has no parish councils.
- 2.4 The [English Devolution White Paper](#) acknowledges that residents value community scale governance, and stated a desire to see stronger community engagement arrangements and strengthened community voice. A risk of the establishment of fewer, larger unitary councils is that residents feel less able to influence decisions affecting their local area. The white paper noted that 50% of people say it is important that they feel able to influence decisions affecting their local area, currently only 23% feel able to do so.
- 2.5 Parish and town councils can provide communities with a strong community voice, while delivering hyper-local services to their residents and offering community ownership of prized local assets. Areas without these council could stand to lose out on these benefits.
- 2.6 The [Government's feedback on interim plans](#) acknowledged the value that town and parish councils offer to local communities. They were clear that areas should think carefully about how they might be funded and implications for taxpayers and local authority finances.
- 2.7 Recent unitarisation in previously two-tier areas has resulted in the [creation of new town councils](#), including St Austell (Cornwall), Salisbury (Wiltshire), Macclesfield (Cheshire East), and Weymouth (Dorset). This has often included a community asset transfer programme to provide these communities with greater control and decision-making of prized local assets and services that may not be as valued by a larger unitary council. It is likely that other councils are planning similar activities in this round of reorganisation.
- 2.8 The proposed [Council Delivery Plan](#) (to be considered by Council on the 10 July 2025) commits the Council to achieve the best outcome for Rushmoor residents and business from LGR, to engage with residents and business, and to ensure their needs are met.

Parish Councils

- 2.9 Parish councils can offer local communities with significant benefits, such as community representation, enhanced local services, hyper-local projects,

support for community cohesion, and greater accountability and transparency of local decision making.

2.10 Parish councils have the legal powers to run:

- Allotments
- Cemeteries and Crematorium
- Community Centres
- CCTV and Community Safety
- Drainage
- Entertainment and the Arts
- Street maintenance, such as footpaths, lighting, litter bins, benches, tree care, and grass cutting.
- Car Parking
- Community Lottery
- Parks, recreation grounds, and open spaces
- Public conveniences
- Planning consultation and neighbourhood planning
- Tourism
- Taxi fare concessions and bus services grants

2.11 Parish councils have community rights to bid, challenge, and build to bring more assets and services under their control. They are statutory consultees on planning applications and can shape local development through Neighbourhood Plans.

2.12 Parish councils can be funded through grants, fees and charges, and a council tax precept. The size of precept can vary significantly depending on the assets and services offered by the council. For example, in [Hart District](#) the lowest Band D parish precept is £15.35 per year (Bramshill) and the highest is £183.03 per year (Hartley Wintney). The establishment of a parish council and the transfer of assets and services to the new council may mean that any new additional parish council precept is accompanied by a reduction in the district council precept. However, a small increase of the overall council tax paid by residents is expected to cover additional administrative costs.

3 DETAILS OF THE PROPOSAL

General

- 3.1 Local Government Reorganisation will have substantial implications for local community governance in the Borough of Rushmoor. Given that most of the North Hampshire area is parished, it is proposed that the Council reviews governance arrangements in the Borough to ensure that they will continue to be effective, convenient, and work in the interests of local residents in the event of unitarisation.
- 3.2 The Local Government and Public Involvement in Health Act 2007 gives district councils the powers to conduct a Community Governance Review to ensure that local governance will continue to be effective and convenient and will reflect

the identities and interests of local communities. This review can result in a recommendation to establish new parish councils.

- 3.3 To begin the review, the Council must agree a terms of reference that sets out the scope, principles, responsibilities, consultation activity, and schedule. The proposed terms of reference for this review are attached in Annex 1. Once the Council has approved the terms of reference for the review, it must complete the review within twelve months.
- 3.4 The proposed Community Governance Review will involve all wards and residents within the borough.
- 3.5 A first consultation will seek resident views on whether they think there should be a lower tier of local government in the borough, and whether this should be single ward parishes, or multi-ward parishes (i.e. town councils). The consultation will provide general information for residents to understand the possible implications of any future proposed approach, including any changes to precepts.
- 3.6 The Council will consider the results of the first consultation and recommended next steps in September 2026 to decide whether to proceed to the second consultation. This could seek residents' views on a proposed form, structure, assets, and services for parish and/or town councils. The consultation will provide specific information for residents to fully understand the implications of the proposed approach, including any changes to precepts.
- 3.7 The Council will consider a final report and draft Community Governance Reorganisation Order by January 2026 in advance of potential parish council elections in May 2026. Alternatively, the Council could decide to not make any changes to community governance having given regard to the consultation results.

Alternative Options

Neighbourhood area committees

- 3.8 The [Government have suggested](#) that neighbourhood area committees could offer a model of place-based engagement and leadership that maximises efficiencies, and strengthens localism and community participation.
- 3.9 A neighbourhood area committee is a local governance body that involves residents in decision-making processes for their community. These committees typically consist of local councillors who use their knowledge of the area to make decisions on how local funds are spent and what improvements are needed.
- 3.10 Parish councils are statutory bodies establishment by legislation with formal powers and responsibilities that can provide a range of services, are statutory planning consultees, can raise funds, and are elected by local residents.

- 3.11 Neighbourhood area committees consist of ward councillors and can include community representatives. These committees are established by a council to focus on specific places within the larger council area and to influence decision making. They have no formal powers other than those delegated to them, do not have to be consulted, and cannot raise funds independently.
- 3.12 Under Section 9E of the Local Government Act 2000, the Leader may delegate executive functions to area committees. Those area committees must be established for part of the area of the authority and consist of elected members for wards within that area. Those executive functions are not equivalent to the powers of a parish council.
- 3.13 An alternative option is to not conduct a community governance review with the expectation that a new unitary council will establish neighbourhood area committees. This could mean that residents will not have the opportunity to give their view on whether these governance arrangements will be effective, convenient and reflect the identities and interests of local communities.
- 3.14 Given the commitments in the proposed Council Delivery Plan to acting in the best interests of residents and engaging them on their views, this alternative option is not recommended.

Delayed Community Governance Review

- 3.15 The Council could choose to schedule a Community Governance Review to report back to Council later than January 2026. To formally establish a parish council, the Council will need to set a precept and hold parish elections in the February and May of the establishment year. A Council decision later than January 2026 would mean that parish councils could not be established any earlier than April 2027.
- 3.16 The formal establishment of unitary councils is likely to be preceded by the formation of shadow unitary councils by April 2027. At this point, it is normal practice for the financial activities of the 'legacy' councils to be restricted by the Government. This will include the powers to transfer assets and/or services to parish councils over £100,000 without the consent of the shadow authority.
- 3.17 Given this, an alternative schedule is not recommended.

Boundary changes

- 3.18 The Local Government Boundary Commission for England must give its consent to the establishment of any parish council that requires changes to district ward boundaries.
- 3.19 A parish council that consists of the whole of one or more existing district wards will not require boundary changes and therefore can be established without requiring the consent of the Boundary Commission.

- 3.20 A parish council that consists of part of any existing district wards will require boundary changes and therefore will require the consent of the Boundary Commission before the Council can lawfully make the Community Governance Reorganisation Order.
- 3.21 While the Council cannot pre-determine the outcome of the Community Governance Review, it is unlikely that the consent of the Local Government Boundary Commission for England will be granted within the timing constraints detailed in elsewhere in this report.

Consultation

- 3.22 This proposed includes a programme of consultation to seek the views of residents on whether the current local community governance arrangements will be effective, convenient and reflect the identities and interests of local communities after local government reorganisation.
- 3.23 The Leaders Working Group on Local Government Reorganisation and the Policy and Projects Advisory Board have been consulted on the proposal and support the recommendation to Council.

4 IMPLICATIONS (of proposed course of action)

Risks

- 4.1 If the review is delayed beyond January 2026, the Council may lose the legal authority to complete the review and/or transfer any assets and services to the new councils.
- 4.2 The Council must ensure the review follows the relevant legislation to avoid judicial review.
- 4.3 Residents may not be able to make an informed decision without sufficient information on the benefits, opportunities, risks, and implications of the establishment of parish councils in-principle and the specific proposals for the borough. This could lead to low participation in the consultation and distrust in the outcomes.
- 4.4 Poorly designed parish boundaries and governance structures may not reflect community identities, may lead to inequity, and feelings of unfairness. This could lead to resident disengagement and dissatisfaction in their community governance arrangements.
- 4.5 Asset and service transfers are complex legal, logistical, and financial changes that could result in unforeseen issues.
- 4.6 The Council will mitigate these risks through standard project management techniques, the involvement of suitably skilled and experienced council officers, prioritised resourcing, and a focus on transparent and inclusive communications and engagement activity. The project risks will be updated as

more specific proposals are developed and included in a later Community Governance Review report to Council in September.

Legal Implications

- 4.7 The legal implications of conducting a review are contained throughout this document. The committee should be aware that one consequence of not recommending the review is that a review may be commenced by way of a petition. A petition, to be valid, must meet the following thresholds:
- For an area with less than 500 local electors, the petition must be signed by at least 50% of them.
 - For an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them.
 - For an area with more than 2,500 local electors, the petition must be signed by at least 10% of them.

Financial Implications

- 4.8 Each town or parish council is required to set a balanced budget for its planned activities and services each year. Town and parish councils are usually funded by a combination of grants, fees and charges and precept. The precept is the amount to be funded by council tax by residents within the town or parishes boundary. Annually, the town or parish must submit their precept amount to the billing authority, Rushmoor Borough Council, to include on the council tax bills, collect on their behalf and pass on throughout the year.
- 4.9 The timescales required to ensure sufficient time for Rushmoor to carry out this process, will require the precept to be submitted by end of January each year.
- 4.10 As of the 2025/26 financial year, where Rushmoor Borough Council is subject to a maximum council tax increase per annum of 3% or £5 (whichever is higher), parish and town council are not subject to these increase limits.
- 4.11 Rushmoor will incur some initial set up costs including;
- Interim legal support
 - Council Tax Software change costs
 - Election costs
- 4.12 Further details on the financial implications of any specific proposals for the establishment of parish councils will be included in a later Community Governance Review report to Council in September.

Resource Implications

- 4.13 There are no resource implications in relation to this report. It is anticipated that resource implications will be included in a later Community Governance Review

report to Council in September where more specific proposals are recommended.

Equalities Impact Implications

- 4.14 An equality impact check found that this proposal would have a neutral or low negative impact on people with protected characteristics. Alternative consultation methods will be considered to mitigate these impacts. Therefore, a full assessment is not required. The Equality Impact Assessment in Annex 2 will be updated as more specific proposals are developed and included in a later Community Governance Review report to Council in September.

5 CONCLUSIONS

- 5.1 This report sets out a proposal to start a Community Governance Review in response to Local Government Reorganisation. This review aims to ensure that community governance arrangements will continue to be effective, convenient, and work in the interests of local residents in the event of the establishment of a unitary council for North Hampshire.
- 5.2 The report and the attached proposed Terms of Reference describes the process and schedule for a Community Governance Review to be completed by January 2026 to ensure there is sufficient time to set precepts and transfer any assets and/or services to any new parish councils that the Council may choose to establish.
- 5.3 The Leaders Working Group on Local Government Reorganisation and the Policy and Projects Advisory Board have been consulted on the proposal and support the recommendation to Council.
- 5.4 This proposal supports the proposed [Council Delivery Plan](#) commitment to achieve the best outcome for Rushmoor residents and business from LGR, to engage with residents and business, and to ensure their needs are met. It will contribute to the Council's Local Government Reorganisation submission meeting the criterion to "enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment."

CLLR BILL O'DONOVAN
CHAIRMAN OF THE CORPORATE GOVERNANCE, AUDIT
AND STANDARDS COMMITTEE

BACKGROUND DOCUMENTS:

[House of Commons Library – Parish and town councils: recent issues](#)

[House of Commons Library - Unitary authorities: The role of parish and town councils](#)

Rushmoor Borough Council

Community Governance Review – Terms of Reference

Introduction

Rushmoor Borough Council (the Council) is carrying out a Community Governance Review (CGR) in accordance with Chapter 3 of the Local Government and Public Involvement in Health Act 2007 (LGPIHA 2007) to consider implementation of parishes, parish ward boundaries and councillor representation throughout the local authority area.

The Council is required to have regard for the Guidance on CGRs issued by the Secretary of State for Communities and Local Government. The guidance has been considered in drawing up these Terms of Reference.

What is a Community Governance Review?

A Community Governance Review is a review of the whole the Council's area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes including:
 - The ordinary year of election
 - Number of councillors to be elected
 - Warding of the parish
- Grouping parishes under a common parish council
- Other types of local arrangements, including parish meetings

A Community Governance Review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish

The Council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area; and
- be effective and convenient

If the council is satisfied that the recommendation of a Community Governance Review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the council can make a Community Governance Order.

Why are we carrying out a Community Governance Review?

A CGR provides an opportunity for District Councils to consider and make changes to community governance for parishes within their area. Aldershot and Farnborough currently do not have any parishes.

Annex 1: Proposed Community Governance Review Terms of Reference

Reviews are undertaken to ensure that community governance for the area is effective, convenient and reflects the interests of the local community. Any recommendations following a CGR should result in improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Scope of the Review

Rushmoor Borough Council will be reviewing potential parish governance arrangements across the whole of the local authority area and will be considering the following:

- Creating parishes
- The naming of parishes and the style of any new parishes
- The electoral arrangements for the parishes, including:
 - the ordinary year of election
 - the number of councillors
 - the number and boundaries of wards (if warded)
 - the name of any ward (if warded)

Any final recommendations made on the above by Rushmoor Borough Council will have regard to Section 93 LGPIHA 2007 and will ensure that community governance within the areas under review reflect the identities and interests of the community in that area and is effective and convenient.

Consultation

The Council is required to consult the electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

Following the consultation under these terms of reference, the Council will determine, after consideration of the consultation responses and other statutory considerations, whether to publish draft recommendations as to the future community governance arrangements within Rushmoor.

In arriving at its final recommendations following consultation on draft proposals, the Council will take account of the views of local people and any other person or body who appears to have an interest in the review against the statutory criteria set out in the Local Government and Public Involvement in Health Act 2007 and government guidance.

If any change to community governance arrangements in Rushmoor is approved, a Community Governance Reorganisation Order will be made to give effect to the changes.

Annex 1: Proposed Community Governance Review Terms of Reference

Timetable

The Community Governance Review must be completed no later than 12 months of publication of these Terms of Reference.

The timetable for the review is as follows. Depending on local circumstances some dates may be subject to change:

Key date	Actions
2nd July 2025	Terms of Reference and Timetable for Review approved by Corporate Governance, Audit and Standards Committee.
21st July to 12 September 2025	Rushmoor Borough Council to publish approved Terms of Reference. Eight-week consultation period begins with local people and interested parties.
25th September 2025	Review of consultation responses and to determine whether to publish draft recommendations as to the future community governance arrangements.
6th October 2025 to 28th November 2025	Subject to approval above, Rushmoor Borough Council to publish draft recommendations, including proposed electoral arrangements. Further eight-week consultation period begins with local people and interested parties.
Date to be set before end Jan 2026	Subject to consultation submissions and statutory considerations, Rushmoor Borough Council to determine whether to publish final recommendations and authorise the making of a community governance reorganisation order.

Representations

The Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

Representations may be made by email to policy@rushmoor.gov.uk

Equality Impact Assessment: Screening Tool

The **Equality Impact Assessment (EIA) Screening Tool** should be completed for any new proposal. It helps staff check if their proposal will positively, neutrally, or negatively affect residents, staff, or service users. If the impact is positive or neutral, a full EIA isn't needed.

A **full EIA** is required if the screening shows a negative impact on specific groups. We also advise that a full EIA should be completed when a [key decision](#) is being made. Key decisions are executive actions likely to:

- Significantly affect Council tax, budget balances, or contingencies.
- Have a major impact on communities across two or more Borough wards.
- Expenditure or savings over £100,000 qualify as significant, with a £250,000 threshold for property transactions.

Furthermore, for staff, we generally consider the impact on more than 25 people as significant, which would require a full EIA. If you're unsure, you can seek guidance from the Policy Team.

***After screening, if you identify the need for a full Equality Impact Assessment, you can use your existing answers as a foundation for the full assessment.**

Name of Project	Community Governance Review
Reference number (if applicable)	
Service Area	Legal
Date screening completed	23 June 2025
Screening author name	Martin Iyawwe
Policy Team sign off	Alex Shiell
Authorising Director/Head of Service name	Amanda Bancroft

Please provide a summary of the proposal

Please outline:

- What are the aims / objectives of this proposal?
- Will this deliver any savings?
- What benefits or change will we see from this proposal?
- Which key groups of people or areas of the borough are involved?

The proposal is to begin a Community Governance Review (CGR) to consider the creation of parish or town councils within Rushmoor. The review is in response to expected local government reorganisation and the potential establishment of a unitary council for North Hampshire. The CGR will involve borough-wide consultation with residents and stakeholders to understand their views on potential parish or town councils, with a decision by January 2026 to allow for elections in May 2026 if new councils are created.

- **Aims/Objectives:** To review and potentially establish new community governance arrangements to ensure effective, convenient local representation that reflects community identity.
- **Savings:** No direct savings. Some one-off costs will be incurred for legal advice, systems updates, and elections. Any future financial implications (e.g., precepting arrangements) would be considered in later stages.
- **Benefits/Change:** Potential for enhanced local representation, community voice, and neighbourhood control of services/assets.
- **Key groups or areas:** All Rushmoor residents. The proposal affects the entire borough.

Annex 2: Equality Impact Assessment

Who will the proposal impact? Delete as appropriate.

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Group of people	Impacted?
Residents	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Businesses	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Visitors to Rushmoor	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Voluntary or community groups	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Council staff	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Trade unions	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Other public sector Organisations	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Others	Please specify:

What impact will this change have on staff? Please complete where relevant.

<p>Please outline in brief:</p> <ul style="list-style-type: none"> • Who will be impacted? For example, which services, teams, or buildings? • How many staff members? • What will the impact be? (e.g., changes to structure, staffing levels, responsibilities, relocation, or new working methods)
<p>No direct impact on staff at this stage of the CGR. Future proposals (e.g. service or asset transfer) may have implications and will be assessed later once specific proposals have been developed. There will be a slight increase in workload for staff that are part of the project team.</p>

What consultation or engagement will you be leading (with residents, staff, or other stakeholders) as part of this project?

Please outline in brief:

- Which groups will you consult (residents, staff, other stakeholders)?
- Will you collect personal data?
- How will you engage (e.g., surveys, focus groups)?
- How will you use the feedback?

If no engagement is planned, explain why.

A full borough-wide consultation will be carried out in two phases. The aim is to ask residents and community groups whether they would like a more local level of representation in their area (such as a town or parish council, or a neighbourhood area committee), and if so, how that might be set up.

The first consultation (21 July to 12 September 2025) will ask for views on whether people support the idea of local councils, how they might be set up (e.g. one for each ward or a single town council), and what they could be called.

The second consultation (6 October to 28 November 2025) will follow up with more detailed questions if there is support for new councils — such as the number of councillors, funding methods, and which services or assets they should manage.

- **Who will be consulted?** All Rushmoor residents, local voluntary and community groups, and key partners.
- **How will we consult?** The consultation will be shared through the council website, social media (Facebook, X/Twitter, Nextdoor, LinkedIn, etc.), email newsletters, local media, and partner organisations like RVS. Internal staff channels include Viva Engage, staff and member newsletters, and Rushmoor Round-Up.
- **Personal data:** We do not plan to collect any personal data as part of the consultation. It will be an anonymous survey.
- **How feedback will be used:** The findings from both consultation rounds will be reviewed and used to decide whether to propose setting up town or parish councils and to shape the details if so.

Potential consultation questions could include:

1st Consultation key points

- Would you like a lower tier of local representation government in your area?
- If yes, would you like a parish in every ward or multi-ward for towns?

2nd Consultation key points

- Do you agree with our proposal for Parish / Town Councils? Our first consultation demonstrated support for [town councils] [parish councils].
- Do you agree with [proposed names]
- If not, what would you like them to be called?
- We propose X number of councillors. Do you agree?
- If not, what number of councillors do you think is ideal?
- We propose to fund [organisation] in the following way – do you agree?
- If not, how do you propose we fund [organisation]
- What assets and services should be transferred to them?

Annex 2: Equality Impact Assessment

What impact will this change have on people with protected characteristics and/or from disadvantaged groups?

For the groups identified earlier, tick the likely impact on people with protected characteristics (e.g., age, disability, race, etc.):

- **Neutral:** No impact.
- **Positive:** Benefits people with protected characteristics.
- **Negative:** Harms people with protected characteristics.
- **Not Sure:** It's unclear how this affects people with protected characteristics, or more information is needed.

Rate the negative impact as **low**, **medium**, or **high**. Also, consider whether the proposal may be seen as controversial or negative by some groups. See the guidance for help.

When completing this table, please consider both direct and indirect impacts. Indirect impacts may not be intentional but could still affect people with protected characteristics differently. For example, a gambling policy may indirectly impact men (who are more likely to experience problem gambling) and women (who are more likely to be affected by someone else's gambling).

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
Age (for example, young people under 25, older people over 65)	<input type="checkbox"/>	<input type="checkbox"/>	Low	<input type="checkbox"/>	The consultation will be open to everyone, with accessible formats where needed. Indirect impact that older residents or young people may be less likely to engage with online consultations. Alternative consultation methods will be

Annex 2: Equality Impact Assessment

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
					considered to include these groups.
Disability (include people with physical disabilities, people with learning disabilities, blind and partially sighted people, Deaf or hard of hearing people, neurodiverse people. This also includes carers.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected. Information will be made available in accessible formats.
Gender reassignment and identity (Include people who identify across the trans* umbrella, not only those who have undergone gender reassignment surgery. This is inclusive of girls and or/women, men and/or boys, non-binary and genderfluid people and people who are transitioning) *Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Pregnancy and Maternity (Include people who are pregnant in or returning to the workplace after pregnancy. Could also include working parents.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Race or ethnicity (include on the basis of colour, nationality, citizenship, ethnic or national origins)	<input type="checkbox"/>	<input type="checkbox"/>	Low	<input type="checkbox"/>	The council has a large Nepali community, it may

Annex 2: Equality Impact Assessment

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
					be difficult to get their views on the formation of town/parish councils. Alternative consultation methods will be considered to include these groups.
Religion or belief (include no faith)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Sex (Under the Equality Act 2010 and following the 2025 Supreme Court ruling on 15 April 20205, a person's legal sex is defined as their biological sex as recorded at birth. Trans individuals are still protected from discrimination under the characteristic of gender reassignment.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Sexual Orientation (Include people from across the LGBTQ+ umbrella, for example, people who identify as lesbian, gay, bisexual, pansexual or asexual.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.
Other (e.g. people on low incomes, people living in poverty, looked after children, people with care experience, people who are homeless, people with mental health problems, people who are prison	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<input type="checkbox"/>	No specific impact expected.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
leavers, people affected by menopause, people affected by menstruation and/or period poverty)					

Screening Decision	Outcome
Neutral or Positive – no full EIA needed*.	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
Negative – Low Impact – full EIA at the service director's discretion*.	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
Negative – Medium or High Impact – must complete a full EIA.	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
Is a full EIA required? Service decision:	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
Is a full EIA required? [Policy Team] sign off recommendation:	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
Flag for DPIA (will include engagement that collects personal data). [Policy Team]:	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
Flag for ethics (high risk / will involve engagement with vulnerable residents):	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No

ANNEX 5

COUNCIL MEETING – 10TH JULY 2025

AGENDA ITEM NO. 5 (5)

CONSTITUTION AND COMMITTEE REVIEW UPDATE

A report from the meeting of the Corporate Governance, Audit and Standards Committee held on 2nd July 2025.

SUMMARY:

This Report sets out recommendations for changes to be made to the Council's Constitution, including a proposed update to Standing Orders to enable public questions at full Council Meetings.

The Report also recommends changes to the Council's decision-making arrangements for committees arising from the Committee Review findings following an in-depth review led by the Centre for Governance & Scrutiny on behalf of the Council during Winter 2024/25. The headline proposals are:

- to split the current Corporate Governance Audit and Standards Committee (CGAS) into two committees – creating an 'Audit and Governance Committee', and a 'Licensing and Corporate Business Committee', each with separate training plans to support members.
- a proposal for a single cross party 'work programme management group' to co-ordinate the work programmes of the non-executive committees e.g. the Policy & Project Advisory Board (PPAB), Overview and Scrutiny Committee (OSC), and the committee with responsibility for audit and governance. This will replace separate Progress Groups.

The recommendations in this report have been considered and endorsed for Council approval by the Constitution Working Group and the Corporate Governance, Audit and Standards Committee.

RECOMMENDATIONS:

The Council is recommended to approve a revised and updated Constitution with the revisions as described in the schedule of proposed updates set out in Appendix 1.

The revisions to include:

- 1) Updates to the Standing Orders for the Regulation of Business (attached as Appendix 2) and Scheme for Public Questions (attached as Appendix 3);

- 2) Updates to the terms of reference for committees as set out in the following documents: 'Role and Responsibilities of Council Decision-Making Committees'; 'Overview and Scrutiny Committee - Terms of Reference' and 'Policy & Project Advisory Board – Terms of Reference' as set out in Appendix 4, to come into effect from October 2025;
- 3) An update to the Code of Conduct for Councillors as set out in Appendix 5; and
- 4) to note all previously agreed amendments and updates to the Constitution since the last Constitution Update report to Council in February 2023 as attached as Appendix 6.

Note: In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business including the Scheme for Public Questions (Appendix 2 and 3) will stand adjourned without discussion to the following Council Meeting. (The Scheme for Public Questions is an Appendix to Standing Orders).

The decision-making structure of the Council as described in the proposed amendments to Standing Orders shall therefore be implemented from October 2025 onwards subject to Council approval.

1. INTRODUCTION

- 1.1 The Council's Constitution is intended to facilitate council business. It sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Council has a responsibility to monitor its Constitution, and to ensure that it is kept up to date.
- 1.2 A copy of the Constitution is available to view on the Council's website [here](#).
- 1.3 The Constitution Working Group has recently considered the following matters and recommended updates for changes to be made to the Council's Constitution:
 - A pilot scheme to enable public questions at Council Meetings - which is in addition to the existing public speaking scheme for cabinet and committees.

- Setting out the core training expected of all elected Members in the Councillors Code of Conduct; the training to help ensure that councillors are equipped to act appropriately in their councillor roles.

1.4 The Constitution Working Group also considered in detail the Committee Review findings arising from a review led by the Centre for Governance & Scrutiny on behalf of the Council during Winter 2024/25 and proposed the actions to take forward which were also considered by the Corporate Governance, Audit and Standards (CGAS) Committee. The headline proposals for the structural changes to decision-making arrangements arising from the Committee Review are as follows:

- A proposal for a single cross party 'work programme management group' to co-ordinate the work programmes of the non-executive committees to replace the separate Progress Groups.
- The terms of reference for the Policy and Project Advisory Board (PPAB) to make clear that the PPAB work programme shall engage with the Cabinet work programme and policy development to help deliver agreed Council plan priorities.
- The terms of reference of the Overview and Scrutiny Committee to make clear that key responsibilities are for performance management, review of existing policy and review of decisions. The 'policy development' role of scrutiny is undertaken by PPAB, and responsibility for scrutinising the Council's framework of internal controls and assurance for managing risk and overall activity rests with the committee with responsibility for audit and corporate governance.
- A proposal to split the current Corporate Governance Audit and Standards Committee (CGAS) into two committees – creating an 'Audit and Governance Committee', and 'Licensing & Corporate Business Committee', with training plans to support Members on each.

1.5 A schedule setting out a summary of all of the updates arising from these proposals, together with other minor updates is set out in **Appendix 1**. The key changes to documents are highlighted in the body of this report.

2. PUBLIC QUESTIONS AT FULL COUNCIL

2.1 Following consideration by the Working Group and the CGAS Committee, the Standing Orders for the Regulation of Business are proposed to be updated as set out in new SO 9 in **Appendix 2**. The procedure note for public questions,

which is proposed as a new Appendix to the Standing Orders is attached as **Appendix 3** to this report.

2.2 The proposed new Standing Order is as follows:

“Questions on Notice by the Public

9. (1) A Member of the public may ask a question in writing of the Leader of the Council, a Member of the Cabinet, or the Chair of any Committee on any matter in relation to which the Council has powers or duties, or which affects the Borough.
- (2) A member of the public is limited to submitting one such question at any meeting of the Council. No more than one question can be asked on behalf of any organisation or body at any Council Meeting. No question shall exceed 100 words in length.
- (3) The question must be sent, in writing, to the Corporate Manager – Democracy, to be received no later than 5.00 p.m. on the fourth working day prior to the day of the meeting. (For the avoidance of doubt, if a meeting were to be held on a Thursday evening, the deadline would be 5.00 p.m. on the Friday of the preceding week). No questions from the public will be allowed where the requisite notice has not been given or at the Annual Council Meeting.
- (4) Questions submitted shall be dealt with in accordance with the procedure note contained in Appendix 4 to these procedures.”

2.3 The procedure note to accompany the new Standing Order (attached at Appendix 3) clarifies that all Members shall be notified of public questions submitted in advance of the Council Meeting and that a record of public questions shall be maintained and available on the website. A time limit of 15 minutes will be provided for this part of the agenda.

2.4 [Public Speaking Procedure Rules](#) are already in place to enable public engagement at other public open committee and cabinet meetings and is published as part of the Constitution on the Council’s website.

3. UPDATES TO TERMS OF REFERENCE OF NON-EXECUTIVE COMMITTEES

Committee Review Findings and Follow up

3.1 During Winter 2024/25, the Centre for Governance and Scrutiny (CfGS) was invited by Rushmoor Borough Council to undertake a review of three of its formal committees: Policy and Projects Advisory Board, Overview and Scrutiny Committee and Corporate Governance, Audit and Standards Committee, and a Members Workshop took place on 10th March 2025 to present the findings

which was facilitated by Ed Hammond, Deputy Chief Executive, CfGS. A copy of the report has been circulated to Members under separate cover and is available from the Democracy Team and on the Members Sharepoint site.

- 3.2 At the workshop, it was noted that a new consideration since the initial commissioning of the review was Local Government Reorganisation (LGR). LGR adds an additional consideration to the way forward. It will be important to ensure that the Council's governance arrangements are in good shape to manage during the transition to new local government structures, to manage the transition for safe and compliant local services, and to manage endings.
- 3.3 Within the Review, the five key responsibilities for non-executive Members across PPAB, OSC and CGAS were given as (1) policy development, (2) keeping Members sighted and informed, (3) understanding and acting on risk, (4) reviewing performance, and (5) financial management and oversight. Actions arising from the Review are intended to help improve and enable non-executive Members to perform these functions.
- 3.4 On 1st April, the Constitution Working Group considered the recommendations arising from the Review and which would require a change to the decision-making structure and the Constitution. The discussion paper considered by the Working Group was published with the report to [CGAS on 22nd May](#) Report No. DEM2505. This included an amalgam of the Review recommendations, and the preferences indicated by councillors at the Members Workshop in response to the review findings. One of the key recommendations was that the CGAS Committee responsibilities were too broad.
- 3.5 During discussion, Members considered the merits of splitting the functions and responsibilities of the CGAS Committee into two committees, as external feedback had indicated the need to consider this. It was proposed that the benefits include improved capacity for focus on the different committee specialisms and linked training, improved capacity to ensure members who are available for hearings can join the Licensing Committee, to address the busy CGAS agendas and ensure capacity for any additional non-executive decision making in relation to community governance reviews and re-organisation. It was noted that the expected number of scheduled meetings for a new Licensing and Corporate Business Committee would be three meetings per annum, with additional meetings planned in as required. Licensing Hearings would continue to be held with the same regularity as present.

Revisions to Terms of Reference

- 3.6 Further to discussions on the Committee Review recommendations, it is proposed to separate the functions of the CGAS Committee, with new terms of reference created for a new 'Audit & Governance Committee' and a new 'Licensing & Corporate Governance Committee', and some revisions are

proposed to the Overview and Scrutiny Committee (OSC) and Policy & Project Advisory Board (PPAB). The revised terms of reference for the four committees are set out in **Appendix 4** (attached), where there is both a copy of the changes shown by track changes and a clean copy for ease of reading.

3.7 The revisions to the OSC and PPAB terms of reference can be summarised as follows:

- (1) Inserting reference to a new Programme Management Group. This is the body proposed to enable co-ordination of work programmes for OSC, PPAB and the committee with responsibility for audit & governance – to reduce duplication and help make best use of resources.
- (2) Updates to the sections on the arrangements for work programmes as a result of the new Programme Management Group.
- (3) Deleting reference to Progress Groups
- (4) Re-ordering of the functions and responsibilities within the OSC terms of reference for clarity and to reduce duplication. Key responsibilities are for performance management, review of existing policy, and review of decisions.
- (5) Inserting additional explanation in the OSC terms of reference that some roles of overview and scrutiny are shared with other committees – the ‘policy development’ role is undertaken by PPAB, and responsibility for scrutinising the Council’s framework of internal controls and assurance for managing risk and overall activity rests with the Audit and Governance Committee.
- (6) Emphasis in the PPAB terms of reference that the Board’s work programme shall engage with the Cabinet Work Programme and Council Plan priorities. PPAB provides support to the Cabinet with policy development on matters that will help deliver agreed Council Plan priorities.

3.8 Updates to the non-executive committees also impact other parts of the Constitution, which are set out in Appendix 1. In particular, the changes require updates to the Standing Orders for the Regulation of Business, and a copy of the draft updated Standing Orders showing track changes is attached at Appendix 2.

4. **CODE OF CONDUCT FOR COUNCILLORS**

- 4.1 Following discussion with the Constitution Working Group, the following wording is proposed to be inserted in Code of Conduct for Councillors (attached as Appendix 5). This is with a view to clarifying and strengthening understanding of the core training that councillors are expected to attend to support their roles both at the Council and in the community as ward and community leaders.

“TRAINING PROVIDED BY THE COUNCIL

Training shall be provided by the Council to help ensure that you are equipped to act appropriately in your councillor role.

All councillors are strongly encouraged to undertake the following core training which shall be provided for all new councillors as part of the new member induction programme, and with an expectation that councillors will attend refresher training to keep up to date. Training shall be offered so that there is flexibility in access; typically, the training will be offered as either attendance at a training session either in person/online, a recording to watch back or via on-line modules.

Core Training for all Councillors:

- **Code of Conduct for Councillors**
- **Information Governance** (to ensure councillors are aware of their data controller responsibilities under GDPR as a ward councillor)
- **Cyber Security and Information Security** (for Rushmoor Outlook account users/using Rushmoor IT kit)
- **Safeguarding Training** (to ensure councillors are aware of duty to report safeguarding concerns, and how to respond as a ward councillor).

In addition, councillors who are involved in quasi-judicial decision making as members of the **Development Management Committee** or on **Licensing Hearings** need to undertake training to meet the legal requirements for participation.”

5. **SCHEDULE OF UPDATES SINCE LAST REPORT TO COUNCIL**

- 5.1 For transparency, a schedule of administrative and other agreed updates to the Constitution made since the last update report to the Council is attached at Appendix 6 for noting.
- 5.2 A copy of all of the Constitution documents (with track changes for updates) will be available to view in Members Sharepoint Site in advance of the Council Meeting, and a link to this will be sent to Members by the Corporate Manager – Democracy.

6. NEXT STEPS

- 6.1 Subject to Council approval, the timescale for the implementation of the changes to the committee structure is for the new arrangements to take effect from October 2025 onwards following the Council Meeting in the autumn, and final approval of changes to Standing Orders.
- 6.2 Further work and planning to implement new arrangements shall be carried out between July and September including details for the proposed new Programme Management Group, follow up around councillor appointments and dates of future meetings, and preliminary work to prepare for an Independent Remuneration Panel to meet in late 2025.

7. CONCLUSIONS

- 7.1 Changes are proposed to the content of the Constitution to ensure that the provisions remain up-to-date, and the Council continues to work effectively to meet the needs of the current Council Membership. The changes are to increase the opportunity for community engagement at council meetings with public questions, plans to improve co-ordination and transparency of committee work programmes and to support improved focus/capacity of meetings.
- 7.2 An overall summary of the proposed changes is attached at Appendix 1, with the documents with significant changes attached as Appendices 2, 3, 4 and 5. A record of updates made since the last update report is attached as Appendix 6.

CLLR BILL O'DONOVAN
CHAIR OF THE CORPORATE GOVERNANCE, AUDIT
AND STANDARDS COMMITTEE

A copy of the Council's Constitution is available to view on the Council's website:
[The constitution - Rushmoor Borough Council](#)

SUMMARY OF UPDATES PROPOSED TO BE MADE TO THE CONSTITUTION – JULY 2025 (FOR COUNCIL APPROVAL)

References to changes arising from the creation of the proposed two new committees from the Corporate Governance, Audit and Standards Committee (CGAS) to come into effect from October 2025 and the approval of updated Standing Orders at the next Council Meeting.

PART 2 – THE CONSTITUTION AND HOW THE COUNCIL OPERATES

SECTION 2

Section/Para	Proposed Update
3.6 Regulatory Committees	The Council has three regulatory committees (to reflect split of CGAS)
Figure 1 at end of Section 2	Insert new (1) Audit and Governance Committee and (2) Licensing and Corporate Business Committee

PART 3 - RESPONSIBILITY FOR FUNCTIONS

Section/Paragraph	Update
Section 4 – Council Responsibilities (Non-Executive Matters) <ul style="list-style-type: none"> Para 4.1 – Policy Framework Para 4.3.2 – delegation arrangements (licensing) Para 4.4.2 – delegation arrangements (gambling) Para 4.5.4 - taxi licensing 	<p>Para (a) include reference to the Council Delivery Plan (which covers key strategic functions e.g. economy and community) and delete para (b) for clarity. Policy Framework is the plans and strategies as listed, and as defined by the Functions and Responsibilities regulations</p> <p>The Licensing Committee to appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions of licensing (instead of CGAS)</p> <p>The Licensing Committee to appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions of gambling (instead of CGAS)</p> <p>Decisions to be made in consultation with the Chair of Licensing and Corporate Business (instead of CGAS)</p>

Section/Paragraph	Update
<ul style="list-style-type: none"> • Para 4.6.3 – other licensing and registration functions • Updates to Schedule in Para 4.9 	<p>Licensing and Corporate Business to have responsibility for whether a charge is made and amount (instead of CGAS)</p> <p>Functions to be responsibility of Licensing and Corporate Business instead of CGAS:</p> <ul style="list-style-type: none"> • (10) Functions related to pensions • (23) Duty to divide constituency into polling districts and designate polling places • (24) As above for local elections • (30) Proposals for pilot schemes for local elections • (41) Orders for a designated public place
Section 5 – Role of the Council (Council Functions)	<p>Insert ‘to appoint Chair and Vice-Chair of Licensing and Corporate Business Committee’</p>
Section 6 – Roles and Responsibilities of Council Decision Making Bodies	<p>REVISED UPDATED SECTION 6 ATTACHED – Appendix 4</p> <p>Updated to divide the functions of the CGAS Committee into two new committees ‘Audit and Governance’ and ‘Licensing and Corporate Business’</p>
Section 7 – Terms of Reference of the Overview and Scrutiny Committee	<p>UPDATED DOCUMENT ATTACHED – Appendix 4</p> <p>Updates to reflect:</p> <ul style="list-style-type: none"> • Insertion of Programme Management Group to oversee work programmes • Re-ordering of sections on ‘terms of reference’ and section on ‘specific functions’ to improve clarity of O&S responsibilities and to reflect that PPAB and Audit & Governance Committees have a contribution to scrutiny overall
Section 8 – Terms of Reference of the Policy and Project Advisory Board	<p>UPDATED DOCUMENT ATTACHED – Appendix 4</p> <p>Updates to reflect:</p> <ul style="list-style-type: none"> • Insertion of Programme Management Group to oversee work programmes • Engagement with Cabinet Work Programme

Section/Paragraph	Update
Section 10 – Councillor Role Descriptions	Add role description for Chairman of new Licensing and Corporate Business Committee.

PART 4 – PROCEDURE RULES

Section/Paragraph	Update
Standing Orders for the Regulation of Business	UPDATED DOCUMENT ATTACHED – Appendices 2 and 3 Revisions to reflect proposal for (1) Creation of two Committees from CGAS - ‘Audit & Governance Committee’ and ‘Licensing and Corporate Business’ and (2) Public Questions at Council Meetings
Overview and Scrutiny Procedure Rules	Delete references to ‘Progress Group’ and replace with ‘Programme Management Group’
Standards Hearing Procedure Rules	Delete references to ‘Corporate Governance, Audit and Standards Committee’ and replace with ‘Licensing and Corporate Business Committee’
Budget and Policy Framework	Insert reference to the Council Delivery Plan and delete para (b) for clarity. The Policy Framework is the plans and strategies as listed, and as defined by the Functions and Responsibilities regulations
Officer Employment Procedure Rules	Update references to ‘Corporate Governance, Audit and Standards Committee’ and replace with ‘Licensing and Corporate Business Committee’

PART 5 – CODES AND PROTOCOLS

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Section/Paragraph	Update
Code of Conduct for Councillors	UPDATED DOCUMENT ATTACHED – Appendix 5 Revisions to describe core training expected to be undertaken by all elected members.

STANDING ORDERS FOR THE REGULATION OF BUSINESS

INTRODUCTION

The Council Procedure Rules (known as Standing Orders) set out the rules of debate and procedure for the conduct of meetings of the Council, including where necessary their application to committees, sub-committees and other bodies.

The Standing Orders are:

1. Meetings of the Council
2. Order of Business – Annual Meeting
3. Appointment of Relevant Bodies
4. The Cabinet and Other Bodies
5. Appointment of Election of Chairsmen and Vice-Chairsmen
6. Order of Business – Ordinary Meetings
7. Minutes
8. Questions by Members
- ~~8-9.~~ Questions by the Public
- ~~9-10.~~ Notices of Motion
- ~~10-11.~~ Reports of Relevant Bodies
- ~~11-12.~~ Voting
- ~~12-13.~~ Motions and Amendments which may be moved without notice
- ~~13-14.~~ Rules of Debate for Council Meetings
- ~~14-15.~~ Quorum
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~~26.27.~~ Standing Orders to Apply to Relevant Bodies

~~27.28.~~ Meetings of Relevant Bodies

~~28.29.~~ Sub-Committees Appointed by Committees

~~29.30.~~ Variation and Revocation of Standing Orders

~~30.31.~~ Suspension of Standing Orders

~~31.32.~~ Standing Orders to be given to Members

Where the term “relevant body” is mentioned under the Standing Orders it relates to the Cabinet, committees, sub-committees or Policy and Project Advisory Board and this item shall be construed as appropriate.

The Council Procedure Rules contain some mandatory standing orders and other standing orders to reflect local custom and practice. Mandatory standing orders are also reflected in the other Procedure Rules set out in this Constitution.

Members and officers shall comply with these Standing Orders at all times.

MEETINGS OF THE COUNCIL

Annual Meeting

1. (1) In a year when there is an ordinary election of councillors, the Annual Meeting will take place within 21 days of the retirement of the out-going councillors. The meeting shall normally be held on a Tuesday as near as possible to 20th day of May in each year, unless the Mayor, in consultation with the Managing Director determines otherwise.

Ordinary Meetings

- (2) In addition to the Annual Meeting of the Council and any meetings convened by the Mayor or by Members of the Council, meetings for the transaction of general business shall be set out in a calendar by the Corporate Manager – Democracy to ensure the effective transaction of business.

Time of Meetings

- (3) Meetings of the Council shall be held at seven o'clock in the evening, unless the Mayor, in consultation with the Managing Director determines otherwise.

Extraordinary Meetings

- (4) An Extraordinary Meeting may be called by the Managing Director at the request of:
 - (a) the Council by resolution
 - (b) the Mayor
 - (c) any five Members of the Council by notice which has been signed by those Members and specifies the business proposed to be transacted.

Notice of and Summons to Meetings

- (5) Public notice of meetings will be given in accordance with the Access to Information Rules. At least five clear working days before a meeting, a summons signed from the Managing Director will be sent to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

ORDER OF BUSINESS – ANNUAL MEETING

2. (1) The order of business of the Annual Meeting of the Council shall normally be to:
- (a) elect the Mayor and Deputy Mayor of the Borough;
 - (b) approve the minutes of the last meeting;
 - (c) receive any announcements from the Mayor and/or the Managing Director;
 - (d) appoint the Leader of the Council;
 - (e) note the appointment of the Deputy Leader and other Members appointed to the Cabinet by the Leader;
 - (f) appoint to the Committees and the Policy and Project Advisory Board as appropriate;
 - (g) appoint the Chair~~man~~ and Vice-Chair~~man~~ of the Development Management Committee, ~~—and Corporate Governance,~~ Audit and Governance Standards Committee, and Licensing and Corporate Business Committee, and the Chair~~s~~~~man~~ of the Overview and Scrutiny Committee and the Policy and Project Advisory Board; and
 - (h) consider any other business set out in the summons.

APPOINTMENT OF RELEVANT BODIES

3. (1) The Council shall at the Annual Meeting appoint the relevant bodies specified in Standing Order 4 and shall determine the composition of the voting Members of each relevant body, and may at any time appoint such other relevant bodies as are necessary to carry out the work of the Council but, subject to any statutory provision in that behalf:
- (a) shall not give effect to the appointment of any Member of a relevant body so as to hold office later than the next Annual Meeting of the Council;
 - (b) may at any time dissolve a relevant body; and
 - (c) may suspend a Member from membership of a relevant body for a specified period.

- (2) Where the Members of the Council are divided into political groups, the Council shall, at the Annual Meeting and at such other times as appropriate, review the allocation of seats on relevant bodies between the political groups.
- (3) The Corporate Manager – Democracy shall set out in a report to the Council the allocation of seats to political groups in accordance with the requirements of the Local Government and Housing Act, 1989 and the Local Government Act, 2000, upon which the Council shall determine the allocation of seats accordingly.
- (4) Subject to Standing Orders 3 (2) and (3) and Standing Order 4 (7), the Council shall make appointments to relevant bodies so as to give effect to the wishes of the political groups as appropriate.
- (5) The arrangements to secure political balance and the provisions set out in Standing Orders 3, 4 and ~~289~~ shall be undertaken in accordance with the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and Regulations made thereunder from time to time by the Secretary of State.
- (6) For the purpose of these Standing Orders, the term 'political group' means two or more Councillors who wish to be treated as a political group for the purposes of the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and regulations made thereunder from time to time by the Secretary of State.

THE CABINET AND OTHER BODIES

Membership

4. (1) The decision-making structure of the Council shall consist of the bodies set out below, together with a Leader and Cabinet. The Council shall appoint the Members of each of the relevant bodies, which shall not exceed the number of Members specified below:

Relevant Body	Maximum Number of Voting Members
Development Management Committee	11
Corporate Governance , Audit <u>and Governance</u> and Standards and Committee	11
<u>Licensing and Corporate Business Committee</u>	<u>11</u>
Overview and Scrutiny Committee	11
Policy and Project Advisory Board	11

- (2) The Council shall appoint standing deputies to the Development Management Committee, ~~Corporate Audit and Governance, Audit and Standards~~ Committee, Licensing and Corporate Business Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board, in accordance with the provisions for the appointment of standing deputies contained in Appendix 1 to these Standing Orders.
- (3) The Member of the Cabinet with responsibility for matters relating to planning policy shall be an ex officio Member of the Development Management Committee PROVIDED that the Member shall only be entitled to vote if appointed with full voting rights in accordance with the political balance arrangements.
- (4) The Overview and Scrutiny Committee and the Policy and Project Advisory Board may appoint such non-voting Members and advisers as they consider fit.

Vacancies in Membership

- (5) If any Member shall be absent from three consecutive meetings of a Committee or the Policy and Project Advisory Board, ~~he or she~~ they shall cease to be a Member thereof, unless ~~he or she~~ they shall, in the opinion of the Committee or Board, show reasonable grounds for his or her absence.
- (6) On a vacancy arising on the ~~Corporate Governance, Audit and Governance Standards~~ Committee, Licensing and Corporate Business Committee or the Development Management Committee, the Corporate Manager – Democracy shall give notice thereof in the summons calling the next Council meeting, so as to enable the Council to fill such vacancy.
- (7) On a vacancy arising on the Overview and Scrutiny Committee or the Policy and Project Advisory Board, such vacancy shall be filled by the appropriate Leader of a Political Group where it falls within that Group. In all cases the appointment shall be reported on the agenda of the following meeting of the body. Where the vacancy is not part of the allocation of a political group, it shall be filled by the Corporate Manager – Democracy.

APPOINTMENT OF CHAIRSMEN AND VICE-CHAIRSMEN

Appointment of Leader of the Council

5. (1) The Leader of the Council shall be appointed at the Annual Meeting of the Council. On a vacancy arising, or at the end of the Municipal

Year, nominations shall be sought from Members and notice given in the summons calling the next Council meeting so as to enable the Council to fill such vacancy. The Leader of the Council shall Chair meetings of the Cabinet and references to Chair~~man~~ in these Standing Orders shall be construed accordingly.

Appointment of Chair~~s~~~~men~~ and Vice-Chair~~s~~~~men~~

- (2) Chair~~s~~~~men~~ and Vice-Chair~~s~~~~men~~ of the Development Management, ~~Audit~~ and ~~Corporate~~ Governance, and Licensing and Corporate Business Standards and Audit Committees shall be appointed at the Annual Meeting of the Council for the ensuing year.

Chair~~s~~~~men~~ of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall also be appointed at the Annual Council Meeting.

Vice-Chair~~s~~~~men~~ of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall be appointed at the first meeting of the appropriate Committee/Board in each Municipal Year.

On a vacancy arising, the appropriate Committee or Board will be asked to fill the vacancy at its next meeting. In the absence from a meeting of the Chair~~man~~ and Vice-Chair~~men~~, a Chair~~man~~ for that meeting shall be appointed.

Chair~~man~~ of Meeting

- (3) Any power or duty of the Mayor or a chair~~man~~ in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

ORDER OF BUSINESS – ORDINARY MEETINGS

6. (1) The order of business at every meeting of the Council shall normally be to:
- (a) choose a person to preside if the Mayor and Deputy Mayor are absent;
 - (b) deal with any business required by statute to be done before any other business;
 - (c) approve as a correct record and sign the Minutes of the last meeting of the Council. No motion or discussion shall be allowed on the Minutes except as to their accuracy and any objection on that ground must be made by motion;

- (d) deal with any business expressly required by statute to be done;
- (e) receive any Mayor's announcements;
- (f) dispose of business (if any) remaining from the last meeting;
- (g) answer questions asked under Standing Order 8;
- (h) answer questions asked under Standing Order 9 – Public Questions
- (i) authorise the sealing of documents;
- (j) receive any petitions submitted under Standing Order 24;
- (j) consider motions in the order in which notice has been received;
- (k) receive and consider matters for decision submitted by relevant bodies;
- (l) consider matters for debate raised by the relevant bodies;
- (m) answer questions for the Cabinet in accordance with the agreed procedure;
- (n) receive Reports submitted by the Cabinet, Corporate Audit and Governance Committee, Audit and Standards Licensing and Corporate Business Committee and Development Management Committee and answer questions asked under Standing Order 8 (2);
- (o) other business, if any, specified in the Summons; and
- (p) receive Reports submitted by the Overview and Scrutiny Committee and the Policy and Project Advisory Board.

Variation of Order of Business

- (2) Business falling under Items (a), (b) or (c) of Standing Order 6 (1), shall not be displaced, but, subject thereto, the foregoing order of business may be varied by:
 - (a) the Mayor at his or her discretion; or

- (b) resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

Mayor-Elect and Deputy Mayor-Elect

- (3) The Licensing and Corporate Business Governance, Audit and Standards Committee shall recommend to the Council a Mayor-Elect and a Deputy Mayor-Elect at least one month before the end of the Municipal Year.

MINUTES

Approval of Minutes

- 7. (1) The Mayor shall put the question that the Minutes before the meeting be approved as a correct record.

Minutes not to be discussed

- (2) No discussion shall take place upon the Minutes, except upon their accuracy, and any question of the accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the Minutes.

Extraordinary Meetings

- (3) The Council shall approve as a correct record the Minutes of the proceedings of an Extraordinary Meeting of the Council called under Standing Order 1(4) at the next following Ordinary Meeting of the Council and they shall be signed by the Mayor.

QUESTIONS BY MEMBERS

Questions for the Cabinet

- 8. (1) A Member of the Council may ask a Cabinet Member any question upon any matter dealt with under the executive arrangements, in accordance with the procedure contained in Appendix 2 to these Standing Orders.

Questions relating to Reports

- (2) A Member of the Council may ask a Committee Chair~~man~~ or a Cabinet Member any question upon an item in the Report of a relevant body (Standing Order 6(1)(n)) when that item is under consideration by the Council.

Questions relating to other matters

- (3) A Member of the Council may:
- (a) if ten clear working days' notice in writing has been given to the Corporate Manager – Democracy, ask the Mayor, the ~~Chairman~~ of the ~~Corporate Governance, Audit and Governance, and Standards~~ Committee, the ~~Chairman~~ of the Development Management Committee, the Chair of the Licensing and Corporate Business Committee or a Cabinet Member any question on any matter in relation to which the Council has powers or duties or which affects the Borough, PROVIDED that the number of questions permitted to be asked shall be limited to three for each political group or Member, in the case that the Member is not part of a political group.

Urgent Questions

- (b) with the permission of the Mayor, put to ~~him or her~~them or a Chair of Committee ~~man~~ or Cabinet Member any question relating to urgent business, of which such notice has not been given; but a copy of any such question shall, if possible, be delivered to the Corporate Manager – Democracy not later than five o'clock in the afternoon of the day of the meeting.

Length of Questions

- (4) No question asked under 3 (a) or (b) above shall exceed 100 words in length including any document appended thereto.

Answers not to be discussed

- (5) No speech or discussion shall, without the consent of the Council, be allowed on any question so put, or on any answer thereto.

Forms of Answer

- (6) An answer may take the form of:-
- (a) a direct oral answer; or
- (b) where the desired information is contained in a publication of the Council, a reference to that publication; or

- (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council; or
- (d) a reference to the fact that the question relates to a confidential matter and as such can only be answered when the Council has resolved to exclude the public.

Questions to the Chair~~man~~ of the Overview and Scrutiny Committee

- (8) A Member of the Council may ask the Chair~~man~~ of the Overview and Scrutiny Committee any question on a matter relating to the Committee's responsibilities during consideration of the Annual Report of the Overview and Scrutiny Committee to the Council, in accordance with the procedure contained in Appendix 3 to these Standing Orders.

QUESTIONS BY THE PUBLIC

Questions on Notice by the Public

- 9. (1) A Member of the public may ask a question in writing of the Leader of the Council, a Member of the Cabinet, or the Chair of any Committee on any matter in relation to which the Council has powers or duties, or which affects the Borough.
- (2) A member of the public is limited to submitting one such question at any meeting of the Council. No more than one question can be asked on behalf of any organisation or body at any Council Meeting. No question shall exceed 100 words in length.
- (3) The question must be sent, in writing, to the Corporate Manager – Democracy, to be received no later than 5.00 p.m. on the fourth working day prior to the day of the meeting. (For the avoidance of doubt, if a meeting were to be held on a Thursday evening, the deadline would be 5.00 p.m. on the Friday of the preceding week). No questions from the public will be allowed where the requisite notice has not been given or at the Annual Council Meeting.
- (4) Questions submitted shall be dealt with in accordance with the procedure note contained in Appendix 4 to these procedures.

NOTICES OF MOTION

Notice to be in writing

- 910. (1) Notice of every motion, other than a motion which under Standing Order 13 may be moved without notice, shall be given in writing or sent electronically including the name of the Member or Members

of the Council giving the notice, and delivered, at least ten clear days before the meeting to which it relates, to the Corporate Manager – Democracy.

Inclusion of Motions in Summons

- (2) The Corporate Manager – Democracy shall set out in the Summons for the appropriate meeting of the Council, the motions of which notice has been duly given in the order in which they have been received, unless the Member giving notice of the motion shall have withdrawn it or indicated that ~~he or she~~ they proposes to move it at a later meeting.
- (3) The number of new motions permitted to be considered at each meeting of the Council shall be limited to one per political group or one per Member, in the case that a Member is not part of a political group.
- (4) Each Motion shall be considered by the Managing Director prior to inclusion on an agenda to ensure that the provisions of these Standing Orders and any other legislation and/or guidance, have been met.

Motions Submitted – Length and Content

- (5) No motion, other than a motion which may be moved without notice under Standing Order 13, shall exceed 200 words in length including any document appended thereto.
- (6) A Motion should be expressed in positive terms to either adopt a certain course of action, carry out some act or to declare a particular view.
- (7) Every motion shall be relevant to some matter in relation to which the Council has powers or duties. Motions shall not seek to take a decision in respect of a matter which is the responsibility of the Cabinet or other statutory body, other than to make a recommendation.
- (8) Motions containing proposals which would increase capital and/or revenue expenditure outside the approved budget must first be referred to the Cabinet or other appropriate body prior to consideration by the Council.

Motions not moved considered withdrawn

- (9) If a motion thus set out in the Summons be not moved either by a Member who gave notice thereof or by another Member on his or

her behalf it shall, unless postponed by consent of the Council, as appropriate, be treated as withdrawn and shall not be moved without fresh notice.

Motions referred to a Relevant Body

- (10) Where a motion has been included in the Summons and moved and seconded, the Mayor may direct that it be referred to the relevant body and not further debated at that meeting of the Council.
- (11) A motion considered by a relevant body shall be submitted with a recommendation for decision to the Cabinet or a Committee or, if appropriate, to the Council.

REPORTS OF RELEVANT BODIES

Submission and Form of Reports

- ~~40~~11. (1) As soon as is practicable following a meeting of a relevant body, it shall submit a Report to the Council. Relevant bodies shall, as appropriate:
 - (a) submit proposals containing recommendations which require approval by the Council;
 - (b) submit Reports which relate to matters of information or to decisions taken; and
 - (c) submit items for debate on which the Council's views are sought.

Transfer of Matters Contained in Reports

- (2) At a meeting of the Council, any Member, immediately following the relevant page of a Report of the Cabinet or Committee being called over, may move that an item contained in the Report be discussed at the meeting and, upon being seconded, any such motion shall be put to the meeting without discussion, PROVIDED that the proposer may, when putting his motion, indicate briefly his or her reasons for so moving and the Chair~~man~~ or Cabinet Member may respond thereto.

Reports not to be discussed

- (3) No discussion (other than a question asked or answered in accordance with Standing Order 8) shall take place upon any

matter contained or referred to in a Report of a relevant body submitted under Standing Order 10(1)(b) above.

VOTING

Majority

4112. (1) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put. The mode of voting at meetings of the Council shall be by show of hands or, if there is no dissent, by the affirmation of the meeting.

Mayor to have casting vote

- (2) In the event of an equality of votes, the Mayor, or in the case of a relevant body, the Chair~~man~~, shall have a casting vote, whether or not ~~he or she~~ they ~~has~~ve already voted. If the Mayor or Chair~~man~~ declines to give a casting vote the proposition shall not be carried.

Right to have vote recorded

- (3) Where any Member requests it, immediately after the vote is taken, his or her vote will be so recorded in the minutes to show whether ~~he or she~~ they voted for or against the question or abstained from voting.

Recorded Votes

- (4) On the requisition of any Member of the Council made before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave his or her vote for or against that question or abstained from voting.
- (5) A recorded vote shall be taken on any decision relating to the budget or council tax.

Appointments

- (6) Where there are more than two persons nominated for any position to be filled by the Council or relevant body, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

4213. The following motions and amendments may be moved without notice:-

- (a) appointment of a Chair~~man~~ of the meeting at which the motion is made;
- (b) motions relating to the accuracy of the Minutes;
- (c) that an item of business specified in the Summons has precedence;
- (d) remission to a relevant body;
- (e) appointment of a relevant body or members thereof, occasioned by an item mentioned in the Summons to the meeting;
- (f) adoption of Recommendations of the relevant bodies or Officers and any consequent resolutions;
- (g) that leave be given to withdraw a motion;
- (h) extending the time limit for speeches;
- (i) amendments to motions;
- (j) that the Council proceed to the next business;
- (k) that the question be now put;
- (l) that the debate be now adjourned;
- (m) that the Council do now adjourn;
- (n) authorising the sealing of documents;
- (o) suspending Standing Orders, in accordance with Standing Order **31**;
- (p) motion under Section 100A of the Local Government Act, 1972 to exclude the public;
- (q) that a Member named under Standing Order **18** be not further heard or do leave the meeting;
- (r) inviting a Member to remain where ~~he or she~~ they have ~~has~~ a pecuniary interest;
- (s) giving consent of the Council where the consent of the Council is required by these Standing Orders;
- (t) continuing the sitting under Standing Order **16** (1);

- (u) to debate a matter contained in the Report of a relevant body in accordance with Standing Order 11 (2).

RULES OF DEBATE FOR COUNCIL MEETINGS

Form of Motions and Amendments

- ~~13-14~~ (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 10 it shall, if required by the Mayor, be put into writing and handed to the Mayor before it is further discussed or put to the Meeting.

Seconders' Speech

- (2) A Member when seconding a motion or amendment may, if ~~he or she~~ they then declares ~~their~~ his or her intention to do so, reserve his or her speech until a later period of the debate.

Members to stand while speaking and form of reference to other Members

- (3) A Member when speaking shall stand and address the Mayor. If two or more Members rise, the Mayor shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation. Members should be referred to by their titles of "Mayor", "Deputy Mayor", "Chairman" or "Councillor" as appropriate.

Content and length of speeches

- (4) A Member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

When a Member may speak again

- (5) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another Member;
 - (b) if the motion has been amended since ~~he or she~~ they last spoke, to move a further amendment;

- (c) if his or her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which ~~he or she~~ they spoke was carried;
- (d) in exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
- (e) on a point of order;
- (f) by way of personal explanation.

Form of Amendments to Motions

- (6) (a) An amendment shall be relevant to the motion and shall either:-
 - (i) refer a subject of debate to a relevant body for consideration or re-consideration;
 - (ii) leave out words;
 - (iii) leave out words and insert or add others; or
 - (iv) insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.
- (b) Subject to Standing Order 14(6)(a), any amendment to a recommendation on a Notice of Motion shall incorporate a specific reference to the Notice of Motion submitted for consideration.

Amendments to be disposed of singly

- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of PROVIDED that the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

Subsequent Amendments

- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

Alteration of Motion

(9) With the consent of the Council, a Member may:

- (a) alter a motion of which ~~he or she~~ they have ~~has~~ given notice;
or
- (b) with the further consent of his seconder, alter a motion which ~~he or she has~~ they have moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

Withdrawal of Motions and Amendments

(10) A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and of the Council, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

Right of Reply

(11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

(12) When a motion is under debate no other motion shall be moved except the following:

- (a) to amend the motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;

Part 4 – Standing Orders for the Regulation of Business

- (g) by the Mayor under Standing Order 18 (2) that a Member do leave the meeting;
- (h) a motion under Section 100A of the Local Government Act, 1972 to exclude the public.

Motions for adjournment, closure etc.

- (13) A Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Mayor shall proceed as follows:
 - (a) on a motion to proceed to the next business: unless in his or her opinion the matter before the meeting has been insufficiently discussed, ~~he or she~~ they shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put: unless in his or her opinion the matter before the meeting has been insufficiently discussed, ~~he or she~~ they shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his or her right of reply under paragraph (11) of this Standing Order before putting his or her motion to the vote; and
 - (c) on a motion to adjourn the debate or the meeting: if in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, ~~he or she~~ they shall put the adjournment motion to the vote without giving the mover of the original motion his or her right of reply on that occasion.

Points of order or personal explanations

- (14) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way which ~~he or she~~ they considers it has been broken. A personal explanation shall be confined to some material part of a former speech by ~~him or her~~ them which may appear to have been misunderstood in the present debate.

Ruling of Mayor to be final

- (15) The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

Members not to impute unworthy motives

- (16) No Member shall impute to another Member dishonest or unworthy motives, or use offensive or unbecoming words, or be guilty of tedious repetition.

Protest not to be entered on Minutes

- (17) No protest or expression of dissent, other than as a record of votes, shall be entered upon the Minutes of the Council.

Respect for Chair

- (18) Whenever the Mayor rises during a debate a Member then standing shall resume his or her seat and the Council shall be silent.

QUORUM

- ~~44~~15. (1) Subject to the provisions of Paragraph 45 of Schedule 12 of the Local Government Act, 1972, no business shall be transacted at a meeting of the Council unless at least one-third of the whole number of Members of the Council are present.
- (2) If during any meeting of the Council the Mayor, after counting the number of Members present, declares that there is not a quorum present the meeting shall stand adjourned.

CLOSURE AND ADJOURNMENT OF MEETINGS

- ~~45~~16. (1) No opposed business (i.e. business which any Member wishes to debate) shall be taken at an Ordinary Meeting of the Council after eleven o'clock in the evening, except the business then under consideration and as hereinafter provided. At the conclusion of the business then under consideration, the Mayor shall call over the business remaining to be transacted and any opposed business, including the remainder of a Report of the relevant body if then under discussion, shall stand adjourned unless the Council resolve, on a motion which shall be put without debate, to continue the sitting either for a particular item or items on the agenda or for all the remaining business.
- (2) When a meeting is adjourned pursuant to any provision contained in these Standing Orders (except in accordance with Standing Orders ~~18~~ (2) or (3)) then the consideration of all business not transacted shall be adjourned to a day and time to be fixed by the

Mayor or, if ~~he or she does~~ they do not fix a day and time, to the next Ordinary Meeting of the Council. Notice of an adjourned meeting shall be given to each Member and such notice shall specify the business remaining to be transacted, but it shall not be necessary to send with such notice a further copy of any minutes and/or reports already circulated.

MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

~~46~~17. If any question arises at a meeting of the Council, or of a relevant body, as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council or relevant body, as the case may be, has decided whether or not the power of exclusion of the public under Section 100A of the Local Government Act, 1972 shall be exercised.

DISORDERLY CONDUCT

Naming a Member

~~47~~18. (1) If at a meeting any Member of the Council, in the opinion of the Mayor notified to the Council, misconduct ~~himself or herself~~ themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Mayor or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

Removal of disorderly Member

(2) If the Member named continues his or her misconduct after a motion under Standing Order **18** (1) has been carried the Mayor shall:

EITHER move "That the Member named do leave the Meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the meeting of the Council for such a period as the Mayor shall consider expedient.

Adjournment in case of disorder

(3) In the event of general disturbance, which in the opinion of the Mayor renders the due and orderly dispatch of business impossible,

the Mayor in addition to any other power vested in ~~him or her~~ them may, without the question being put, adjourn the meeting of the Council for such period as considered expedient.

DISTURBANCE BY MEMBERS OF THE PUBLIC

~~48~~19. If a member of the public interrupts the proceedings at any meeting the Mayor shall warn him or her. If ~~he or she~~ they continues the interruption the Mayor shall order ~~his or her~~ their removal from the Council Chamber. In case of general disturbance in any part of the Chamber open to the public the Mayor shall order that part to be cleared.

RESCISSION OF PRECEDING RESOLUTION

Motion to rescind a previous decision

~~49~~20. (1) A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless the notice of motion is signed by at least six Members.

Motion similar to one previously rejected

(2) A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Recommendation of Relevant Body

(3) Standing Orders ~~20~~ (1) and (2) shall not apply to motions moved in pursuance of a recommendation of a relevant body.

CONFIDENTIALITY OF CERTAIN BUSINESS

~~20~~21. Where a relevant body shall have resolved to exclude the public from a meeting pursuant to Section 100A(2) or (4) of the Local Government Act, 1972, a Member of the Council who attends the meeting shall not, without permission of the relevant body, disclose any matter dealt with or discussed in the absence of the public until the matter has been reported to the Council and is not subject to any stipulation that the matter shall continue to be regarded as exempt or confidential; or until the matter has been communicated to the media by or with the authority of the relevant body.

PETITIONS

- 2122.** Where a petition is submitted to the Council in accordance with the Council's Petitions Scheme, and has at least 1000 eligible signatures, the subject matter of the petition shall be reported to the next Ordinary Meeting of the Council, allowing at least ten working days' notice. The petition organiser shall be given the opportunity to present the petition to the Council and a maximum of ten minutes shall be permitted for this. Members of the Council shall not be permitted to ask questions of the petition organiser. The Council will then consider its response to the petition.

DEPUTATIONS AND MEMORIALS

Deputations to the Council

- 2223.** (1) A deputation may be received by the Council, according to the wishes expressed by the deputation; but no such deputation shall be received unless five clear days' notice of the intended deputation and of its objects shall have been received by the Corporate Manager – Democracy and then only by leave of the Council.

Reception of Deputations

- (2) Two persons may address the Council, but the first speaker's address shall not exceed ten minutes and the second speaker's address shall not exceed five minutes. The duration of any address shall include the time taken to read a memorial which may be presented by the deputation. Following the address, Members of the Council shall not be permitted to ask questions of the deputation, except at the discretion of the Chair.

The Scheme for Public Speaking at meetings of relevant bodies is contained in Part 4 of the Council's Constitution.

Memorials

- (3) A copy of a memorial which a deputation wishes to present to the Council or to a relevant body, shall be delivered to the Corporate Manager – Democracy at least five clear days prior to the meeting at which the deputation desires to be received. The purpose of any such memorial shall be circulated to the Members of the Council or the relevant body concerned, unless the Mayor or, as the case may be, Chair directs otherwise.

Urgent Memorials

- (4) A memorial on any subject which the Mayor may deem to be urgent shall be brought before the next meeting of the Council or a

relevant body, whichever may first be sitting; or ~~he or she~~ they may, if ~~he or she~~ they deems it necessary, direct the Corporate Manager - Democracy to Summon a Special Meeting, either of the Council or of a relevant body to deal with the matter.

INTERPRETATION OF STANDING ORDERS

- ~~23~~24. The ruling of the Mayor or, as appropriate, the Chair~~man~~ of a relevant body as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council or a relevant body, shall not be challenged.

SEALING OF DOCUMENTS

Custody of Seal

- ~~24~~25. (1) The Common Seal of the Council shall be kept in a safe place in the custody of the Corporate Manager - Legal Services.

Authorised use of Seal

- (2) The Common Seal of the Council shall be affixed to any document authorised by a resolution of the Council, the Cabinet or a Committee to which the Council have delegated their powers in this behalf or through powers and duties delegated in the Council's Constitution.

Attestation of Seal

- (3) The Seal shall be attested by either the Managing Director, Executive Director or the Corporate Manager – Legal Services and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the Seal.

AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS

- ~~25~~26. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Corporate Manager – Legal Services or the Monitoring Officer where appropriate unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.

STANDING ORDERS TO APPLY TO RELEVANT BODIES

- ~~26~~27. The Standing Order of the Council headed “Rules of Debate” (except those parts which relate to standing and to speaking more than once) shall, with any necessary modification, apply to meetings of relevant bodies.

MEETINGS OF RELEVANT BODIES

Convening of Meetings

- ~~27~~28. (1) A relevant body shall hold meetings at such times as may be required and may adjourn such meetings as may be thought proper. Special meetings of a relevant body shall be summoned by the Corporate Manager – Democracy at the request of the Chair~~man~~ or any three Members of the relevant body.

Discussion of additional items

- (2) No additional item of business not already included on the agenda for a meeting of a relevant body shall be raised unless the Chair~~man~~ is satisfied that the matter is one of urgency. Urgent matters which Members propose to raise shall be notified to the Chair~~man~~ or to the Corporate Manager – Democracy not later than noon on the day of the meeting (unless relating to an emergency arising after that time).

Minutes

- (3) Minutes of the proceedings of a relevant body shall be recorded in a Minute Book kept for that purpose and shall be signed by the Chair~~man~~ at the same or following meeting.

Quorum

- (4) Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of a relevant body unless at least one half of the whole number of voting Members are present.

Voting

- (5) Voting at a meeting of a relevant body shall be by a show of hands PROVIDED that immediately after the vote is taken any Member may require that ~~his or her~~ their vote for the question or against the question or whether ~~he or she~~ they abstained from voting shall be recorded in the Minutes.

Mover of Motion may attend meeting

- (6) A Member of the Council who has moved a motion which has been referred to a relevant body shall have notice of the meeting at which it is proposed to consider the motion. ~~He or she~~ They shall have the right to attend the meeting and if ~~he or she~~ they attends shall have an opportunity to explain the motion.

Attendance of Members

- (7) No Member of the Council shall attend a meeting of a relevant body, except as a member of the public, unless:-
- (a) ~~he or she is~~ they are a Member of the relevant body; or
 - (b) ~~he or she is~~ they are entitled to be present at such meeting by virtue of any provisions contained in these Standing Orders; or
 - (c) ~~he or she is~~ they are invited by the relevant body to be present at such meeting.

but that any Member of the Council shall have the right to ask the relevant body to address the meeting on an item of business included on the agenda.

- (8) Members of the Council attending, as members of the public, meetings of the Cabinet, Committees or Policy and Project Advisory Board of which they are not Members, shall be entitled to remain, during the consideration of business where the press and public are excluded.
- (9) When the Cabinet is holding informal discussions on future policy issues, other Members of the Council shall not be entitled to be present unless invited.

Public Participation

- (10) Members of the public may address or ask questions of relevant bodies in accordance with the Public Speaking Procedure Rules in Part 4 of this Constitution.

SUB-COMMITTEES APPOINTED BY COMMITTEES**Arrangements**

- ~~28~~29. (1) Any Sub-Committees established by a Committee shall be appointed in accordance with the political balance arrangements

agreed by the Council and the Committee shall give effect to the appointments proposed by the appropriate political groups.

Chairman to be Ex Officio Member

- (2) The Chairman of a Committee shall be an ex officio Member of every Sub-Committee appointed by that Committee, unless ~~he or she~~ they signify ~~ies~~ to the Committee that ~~they~~ ~~he or she~~ does not wish to serve PROVIDED that ~~they~~ ~~he or she~~ may not vote at a meeting of a Sub-Committee of which ~~he or she is~~ they are not a voting Member.

Co-opted Members

- (3) A Sub-Committee may appoint such non-voting Members and advisers as it considers fit.

VARIATION AND REVOCATION OF STANDING ORDERS

Motions to amend Standing Orders

- ~~29~~30. (1) Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next Meeting of the Council.

SUSPENSION OF STANDING ORDERS

- ~~30~~31. (1) Subject to Paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order **13**) unless there shall be present at least one-half of the whole number of the Members of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- ~~31~~32. A copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available to each Member of the Council by the Corporate Manager – Democracy upon delivery to ~~him or her~~ them ~~of~~ the Member's Declaration of Acceptance of Office on the Member being first elected to the Council.

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SCHEME FOR PUBLIC QUESTIONS AT FULL COUNCIL MEETINGS

OVERVIEW

The purpose of the Scheme for Public Questions at full Council is to enable a Member of the public with a connection to the Rushmoor area to ask a Member of the Cabinet or Chair of Committee, a question on any matter in relation to which the Council has powers or duties, or which affects the Borough.

A maximum period of 15 minutes will be allocated for public questions on the Council agenda.

The Scheme is available to:

- Anyone who lives or works within the area of Rushmoor
- The owner of a business or property which is physically located within the Borough
- A representative of any local group or organisation, which is associated with and operates within the Borough.

Except those who have a close and direct family relationship to an Elected Member on the Council.

A person wishing to ask a question will be required to provide their qualifying address, work or organisation details.

PROCESS

- 1.1 A member of the public may ask questions of the Leader of the Council, any Member of the Cabinet or the Chair of any Committee on any matter in relation to which the Council has powers or duties, or which affects the Borough.
- 1.2 A member of the public is limited to asking one question at any meeting of the Council. No more than one question can be asked on behalf of any organisation or body at any Council meeting. No public questions may be asked at the Annual Council meeting.
- 1.3 No question shall exceed 100 words in length.
- 1.4 The full question must be sent, in writing, to the Corporate Manager – Democracy, via email to committeeservices@rushmoor.gov.uk, to be received no later than 5pm on the fourth working day prior to the day of the meeting. (For the avoidance of doubt, if a meeting were to be held on a Thursday evening, the deadline would be 5pm on the Friday of the preceding week). No questions from the public will be allowed where the requisite notice has not been given.

- 1.5 For questions that are accepted, the Corporate Manager – Democracy will agree with the questioner whether they wish to be named at the Council Meeting, or whether they wish to be referred to in a more anonymised way e.g. ‘a resident from X road in X ward’
- 1.6 All public questions, whether accepted or refused (see grounds for refusal below) shall be notified to all Members in advance of the Council Meeting for information.
- 1.7 The Corporate Manager – Democracy shall maintain the record of public questions, which will be made available on the Council’s website. The record will include answers for questions accepted, and the reason(s) rejected for the questions refused. The record will indicate where questions/answers are submitted by the same person(s)/groups/organisations.

Grounds for refusal of a Public Question

- 1.8 The Managing Director in consultation with the Mayor may reject a question for Council for inclusion on the agenda if in their opinion:
- it does not relate to a matter for which the Council has responsibility or does not affect the Borough or its residents, communities or businesses,
 - it is defamatory, frivolous, vexatious, or offensive,
 - it refers to legal proceedings taken or anticipated by or against the Council
 - it is substantially the same as a question or statement which has been put to a meeting of Council within the previous 6 months,
 - it requires the disclosure of confidential or exempt information, or
 - it would more appropriately be responded to by the Council under the Freedom of Information Act 2000, or the Data Protection Act 1998 as amended
 - Allegations against individual councillors or officers
- 1.9 The questioner will be advised the reason why a question has been refused for the agenda.

Responding to Questions at the Council Meeting

- 1.10 The Corporate Manager – Democracy will prepare a list of tabled questions in the order in which they have been received.
- 1.11 The Leader of the Council and the appropriate Member(s) will be advised in advance of the question that has been submitted for their response.
- 1.12 At the Council Meeting, questions will be taken in the order in which they were received by the Corporate Manager – Democracy, except that the Mayor may group similar questions or statements together.

- 1.13 Public questions may be read out by the Mayor on behalf of the questioner, or may be asked by the member of the public at the meeting when invited to do so by the Mayor.
- 1.14 The response to a public question will take the form of a verbal response with a written answer recorded in the minutes of the meeting.
- 1.15 Verbal responses at the Council Meeting should aim to be succinct to accommodate multiple questions to be dealt with within the 15 minutes allocated for public questions.
- 1.16 The Mayor will be responsible for the conduct of public questions at the Council Meeting, allowing a supplementary question where appropriate, for example for clarification or something misunderstood.
- 1.17 The Mayor's ruling on the conduct of public questions will be final.

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SECTION 6: ROLES AND RESPONSIBILITIES OF COUNCIL DECISION MAKING BODIES

6.1 COMMITTEES OF THE COUNCIL

In order to undertake its functions in a more efficient way, the Council establishes committees to which it delegates authority to oversee and make decisions relating to non-executive responsibilities.

The seats on committees are allocated in accordance with the rules on political proportionality and the party-political groups are responsible for nominating councillors from their groups to fill the seats.

The next part describes the committees that the Council has established and delegated authority for decision making.

6.2. ~~AUDIT AND CORPORATE GOVERNANCE, AUDIT AND STANDARDS~~ COMMITTEE

Membership

11 Elected Members appointed by the Council (excluding Members of the Cabinet) to reflect the political balance of the Council.

Up to 3 Independent, non-voting co-opted Members invited to attend meetings during discussion on all corporate governance and audit matters.

Meetings

~~There shall normally be six scheduled meetings in each year. Additional meetings may also be called as and when appropriate and required. A meeting may be called by the Chair, by one-third of the voting members of the Committee or by the Managing Director~~

Statement of Purpose

~~When carrying out Corporate Governance and Audit functions, t~~The purpose of the Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

The ~~Audit and Corporate Governance, Standards and Audit~~ Committee is responsible for the following functions:

General Powers

- ~~1. To make appointments of council representatives to Outside Bodies or joint committees of two or more authorities (or to any committee or sub-committee of such a body) and the revocation of any such appointment to a body.~~
- ~~2. To consider and make recommendations to the full Council in relation to the following matters:

 - ~~• Amendments to the Council's Standing Orders~~
 - ~~• Conferring the title of honorary alderman or to admit an honorary freeman~~
 - ~~• The making, amendment, revocation or re-enactment of byelaws under any statutory provision~~
 - ~~• Matters related to the name and status of areas~~
 - ~~• Terms under which a Community Governance Review shall be carried out (Sections 81-82 Local Government and Public Involvement in Health Act 2007)~~
 - ~~• The promotion, opposition to or amendment of local or personal Bills (Section 239 of the Local Government Act 1972)~~~~
- ~~3. To exercise the Council's functions relating to local government pensions, etc (regulations under Section 7, 12 or 24 of the Superannuation Act 1972).~~
- ~~4. Power to make an order identifying a place as a public place for the purposes of police powers to deal with street drinking (Criminal Justice and Police Act 2001).~~
- ~~5. To exercise the Council's powers in relation to the following elections and electoral registration functions:

 - ~~• Dividing the constituency into polling districts and designating polling places (Section 18, Representation of the People Act, 1983)~~
 - ~~• Dividing electoral divisions into polling districts and designating polling places at local government elections (Section 31 of the Representation of the People Act, 1983)~~
 - ~~• Making proposals for pilot schemes for local elections~~~~

Governance Risk and Control

1. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
2. To approve the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
3. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.

4. To monitor the effective development and operation of risk management in the Council.
5. To monitor progress in addressing risk-related issues reported to the Committee.
6. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
7. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
8. To monitor the counter-fraud strategy, actions and resources.
9. To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal Audit

10. To approve the internal audit charter.
11. To review the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
12. To approve significant changes to the risk-based internal audit plan and resource requirements.
13. To make appropriate enquiries of both management and the Executive Head of Finance to determine if there are any inappropriate scope or resource limitations, in respect of carrying out internal audit work.
14. To consider reports on internal audit's performance during the year including:
 - a. Key findings, issues of concern and action in hand as a result of internal audit work
 - b. Regular reports on the results of the Quality Assurance and Improvement Plan and any non-compliance with Public Sector Internal Audit Standards (PSIAS).
15. To consider annual internal audit reports, including;
 - a. The statement on the level of conformance with PSIAS
 - b. The Quality and Assurance Improvement Plan
 - c. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion.

16. To receive summaries of any specific internal reports as requested.
17. To receive reports outlining the action taken where the Executive Head of Finance has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
18. To provide internal audit unfettered access to the Committee Chair, including the opportunity for a private meeting with the Committee.

External Audit

19. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by the Public Sector Audit Appointments (PSAA).
20. To consider the external auditor's annual audit letter, annual audit results report and other relevant reports.
21. To consider the scope and depth of external audit work and ensure it provides value for money.
22. To commission work from internal and external audit.

Financial Reporting

23. To approve the annual Statement of Accounts and consider whether appropriate accounting policies have been followed and whether any concerns arising from the financial statement or from the audit need to be brought to the attention of the Council.
24. To consider the external auditor's report to those charged with governance on any issues arising from the audit of the accounts.

Accountability arrangements

25. To undertake appropriate training in respect of its governance and audit role.
26. To carry out an annual self-assessment in relation to the effectiveness of the Committee in meeting its purpose.
27. Where considered appropriate, to report to Council on any issues concerning the effectiveness of the arrangements in place for governance, risk, and internal control frameworks.

Licensing Powers

~~33. Responsibility for the licensing functions of the Council:~~

- ~~• Functions under the Licensing Act 2003 (see Section 4, Paragraph 4.3 for delegation arrangements)~~
- ~~• Functions under the Gambling Act 2005 (see Section 4, Paragraph 4.4 for delegation arrangements)~~
- ~~• Taxis, private hire and other vehicles (see Section 4, Paragraph 4.5 for delegation arrangements)~~
- ~~• All other licensing and registration functions including for caravan sites, food premises registration, animal licensing, charities and street collection permits, street trading consents and scrap metal dealers (see Section 4, Paragraph 4.6 for delegation arrangements)~~

~~34. Responsibility for functions and powers relating to smoke free legislation and the Health Act 2006 (see Section 4, Paragraph 4.8 for delegation arrangements).~~~~35. Responsibility for Health and Safety at work (see Section 4, Paragraph 4.7 for delegation arrangements).~~~~36. Responsibility for the powers in sections 4, 8 and 9 of the Hampshire Act, 1983:-~~

- ~~s.4 (relating to the registration of hairdressers and barbers and premises occupied by them)~~
- ~~s.8 (relating to the control of stray dogs)~~
- ~~s.9 (relating to the seizure of horses).~~

~~**Standards and Members' Code of Conduct Responsibilities –**~~~~28. To promote and maintain high standards of conduct by councillors and co-opted members of the Council as set out in the Councillors Code of Conduct.~~~~29. To advise the Council on the adoption or revision of the Members' Code of Conduct.~~~~30. To monitor the operation of the Members' Code of Conduct.~~~~31. To make and implement arrangements for dealing with complaints in accordance with the Localism Act, 2011 and any subsequent regulations and guidance.~~~~32. To deal with matters relating to the appointment and activities of the Independent Person(s) within the provision of the Localism Act 2011 and any subsequent regulations and guidance. The appointment of the Independent Person is subject to confirmation by the Council.~~~~33. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Code of Conduct.~~

Ombudsman

34.28. To keep under review Ombudsman investigations and consider their outcomes where appropriate.

Work Programme

There shall be oversight of the Committee's work programme at the Programme Management Group to enable co-ordination between the overall work of the Audit & Governance Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board.

6.3 LICENSING AND CORPORATE BUSINESS COMMITTEE

Membership

11 Elected Members appointed by the Council (excluding Members of the Cabinet) to reflect the political balance of the Council.

Meetings

There shall normally be three scheduled meetings in each year in May/June, January and March. Additional meetings may also be called as and when appropriate and required. A meeting may be called by the Chair, by one-third of the voting members of the Committee or by the Managing Director.

Functions and Responsibilities

The Licensing and Corporate Business Committee is responsible for the following functions:

Licensing

1. Responsibility for the licensing functions of the Council:

- Functions under the Licensing Act 2003 (see Section 4, Paragraph 4.3 for delegation arrangements)
- Functions under the Gambling Act 2005 (see Section 4, Paragraph 4.4 for delegation arrangements)
- Taxis, private hire and other vehicles (see Section 4, Paragraph 4.5 for delegation arrangements)
- All other licensing and registration functions including for caravan sites, food premises registration, animal licensing, charities and street collection permits, street trading consents and scrap metal dealers (see Section 4, Paragraph 4.6 for delegation arrangements)

2. Responsibility for functions and powers relating to smoke free legislation and the Health Act 2006 (see Section 4, Paragraph 4.8 for delegation arrangements).
3. Responsibility for Health and Safety at work (see Section 4, Paragraph 4.7 for delegation arrangements).
4. Responsibility for the powers in sections 4, 8 and 9 of the Hampshire Act, 1983:-
 - s.4 (relating to the registration of hairdressers and barbers and premises occupied by them)
 - s.8 (relating to the control of stray dogs)
 - s.9 (relating to the seizure of horses).

Corporate Business

5. To make appointments of council representatives to Outside Bodies or joint committees of two or more authorities (or to any committee or sub-committee of such a body) and the revocation of any such appointment to a body.
- 5-6. To make appointments to Council Groups, Partnerships and Boards including the Council's Programme Management Group which co-ordinates the work programmes of the Audit and Governance Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board.**
7. To consider and make recommendations to the full Council in relation to the following matters:
 - Amendments to the Council's Standing Orders and changes to the Scheme of Delegation for non-executive matters
 - Designation of Head of Paid Service
 - Conferring the title of honorary alderman or to admit an honorary freeman
 - The making, amendment, revocation or re-enactment of byelaws under any statutory provision
 - Matters related to the name and status of areas
 - Terms under which a Community Governance Review shall be carried out (Sections 81-82 Local Government and Public Involvement in Health Act 2007)
 - The promotion, opposition to or amendment of local or personal Bills (Section 239 of the Local Government Act 1972)
 - The transfer of non-executive functions to another local authority, or decision to accept such a delegation from another local authority
8. To exercise the Council's functions relating to local government pensions, etc (regulations under Section 7,12 or 24 of the Superannuation Act 1972).
- 6-9. Power to make an order identifying a place as a public place for the purposes of police powers to deal with street drinking (Criminal Justice and Police Act 2001).**

10. Responsibility for matters in respect of the remuneration of the Head of Paid Service

Elections

11. To exercise the Council's powers in relation to the following elections and electoral registration functions:

- Dividing the constituency into polling districts and designating polling places (Section 18, Representation of the People Act, 1983)
- Dividing electoral divisions into polling districts and designating polling places at local government elections (Section 31 of the Representation of the People Act, 1983)
- Making proposals for pilot schemes for local elections

Standards

~~7.12.~~ To promote and maintain high standards of conduct by councillors and co-opted members of the Council as set out in the Councillors Code of Conduct.

~~8.13.~~ To advise the Council on the adoption or revision of the Members' Code of Conduct.

~~9.14.~~ To monitor the operation of the Members' Code of Conduct.

~~10.15.~~ To make and implement arrangements for dealing with complaints in accordance with the Localism Act, 2011 and any subsequent regulations and guidance.

~~11.16.~~ To deal with matters relating to the appointment and activities of the Independent Person(s) within the provision of the Localism Act 2011 and any subsequent regulations and guidance. The appointment of the Independent Person is subject to confirmation by the Council.

~~12.17.~~ To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Code of Conduct.

6.3 LICENSING SUB-COMMITTEE

The Licensing and Corporate Business Governance, Audit and Standards Committee appoints a Licensing Sub-Committee.

The membership is five Members, politically balanced, drawn from the Licensing and Corporate ~~Business Governance, Audit and Standards~~ Committee.

The terms of reference are:

- (i) to deal with licensing applications where such applications have a substantial impact on the area or there are significant objections; or
- (ii) to consider and determine licensing matters where the Executive Head of Operations considers it inappropriate to exercise his/her delegated powers

6.4 LICENSING SUB-COMMITTEE (ALCOHOL AND ENTERTAINMENTS)

The Licensing and Corporate ~~Business Governance, Audit and Standards~~ Committee appoints a Licensing Sub-Committee (Alcohol and Entertainments).

The membership of the Sub-Committee is three trained councillors appointed by the Corporate Manager - Democracy drawn from the Licensing and Corporate ~~Business Governance, Audit and Standards~~ Committee on a rotational basis. No requirement for political balance.

Terms of reference:

- (i) To consider and determine licence applications made under the Licensing Act 2003 and Gambling Act 2005 in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraphs 4.3 and 4.4

The rules and procedures for the Sub-Committee, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure Rules'.

6.4A LICENSING SUB-COMMITTEE (TAXIS)

The Licensing and Corporate ~~Business Governance, Audit and Standards~~ Committee appoints a Licensing Sub-Committee (Taxis).

The membership of the Sub-Committee is three trained councillors, politically balanced, appointed by the Corporate Manager – Democracy drawn from the Corporate Governance, Audit and Standards Committee on a rotational basis.

Terms of reference:

- (i) To consider and determine taxi licensing applications where the Executive Head of Operations is minded to refuse or revoke a licence and the decision is not deemed urgent, in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraph 4.5.

The rules and procedures for the hearings, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure Rules'.

6.5. DEVELOPMENT MANAGEMENT COMMITTEE

The Development Management Committee is responsible for the discharge of the Council's functions in respect of the necessary statutory provisions in relation to all town planning matters concerning the control of development and regulation and use of land under the provisions of the Town and Country Planning Act, 1990 (as amended), Town and Country Planning (Control of Advertisements) Regulations 1992, the Planning (Listed Building and Conservation Areas) Act 1990, Planning and Compensation Act 2004 and any associated or related Acts, legislation, regulations and provisions.

While many matters are delegated to the Executive Head of Property and Growth (see Section 4.2 (3)), the following matters must be decided by the Development Management Committee:

Planning Applications

1. Deciding planning applications for 25 or more new dwellings
2. Deciding a planning application which is contrary to the provisions of an approved or draft development plan or adopted planning policy approved by the Council and which is recommended for approval
3. Deciding planning applications which any councillor requests, setting out good material planning reasons in writing to the Executive Head of Property and Growth, within 21 days of the circulation of details of the application. The referral to the Committee to be agreed by the Chair~~man~~ of the Committee in consultation with the Executive Head of Property and Growth and/or Service Manager (Development Management) ~~Corporate Planning Manager~~.
4. Deciding planning applications submitted by or on behalf of a councillor (or his/her spouse, partner or other immediate family member) or by any member of the Council's staff (or his/her spouse, partner or other immediate family member)
5. Deciding planning applications submitted by or on behalf of the Council for its own developments
6. Deciding planning applications which the Executive Head of Property and Growth considers should be presented to Committee for decision including for example, those developments that in their opinion are potentially controversial, likely to be of significant public interest, or which may have a significant impact on the Borough or its environment.

7. The Development Management Committee will also receive updates on progress on Committee decisions, planning enforcement, and performance of the planning service with regard to the nationally set performance standards and associated matters.

SECTION 6: ROLES AND RESPONSIBILITIES OF COUNCIL DECISION MAKING BODIES

6.1 COMMITTEES OF THE COUNCIL

In order to undertake its functions in a more efficient way, the Council establishes committees to which it delegates authority to oversee and make decisions relating to non-executive responsibilities.

The seats on committees are allocated in accordance with the rules on political proportionality and the party-political groups are responsible for nominating councillors from their groups to fill the seats.

The next part describes the committees that the Council has established and delegated authority for decision making.

6.2. AUDIT AND GOVERNANCE COMMITTEE

Membership

11 Elected Members appointed by the Council (excluding Members of the Cabinet) to reflect the political balance of the Council.

Up to 3 Independent, non-voting co-opted Members invited to attend meetings during discussion on all corporate governance and audit matters.

Meetings

There shall normally be six scheduled meetings in each year. Additional meetings may also be called as and when appropriate and required. A meeting may be called by the Chair, by one-third of the voting members of the Committee or by the Managing Director.

Statement of Purpose

The purpose of the Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Functions and Responsibilities

The Audit and Governance Committee is responsible for the following functions:

Governance Risk and Control

1. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
2. To approve the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
3. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
4. To monitor the effective development and operation of risk management in the Council.
5. To monitor progress in addressing risk-related issues reported to the Committee.
6. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
7. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
8. To monitor the counter-fraud strategy, actions and resources.
9. To review the governance and assurance arrangements for significant partnerships or collaborations.

Internal Audit

10. To approve the internal audit charter.
11. To review the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
12. To approve significant changes to the risk-based internal audit plan and resource requirements.
13. To make appropriate enquiries of both management and the Executive Head of Finance to determine if there are any inappropriate scope or resource limitations, in respect of carrying out internal audit work.
14. To consider reports on internal audit's performance during the year including:

- a. Key findings, issues of concern and action in hand as a result of internal audit work
 - b. Regular reports on the results of the Quality Assurance and Improvement Plan and any non-compliance with Public Sector Internal Audit Standards (PSIAS).
15. To consider annual internal audit reports, including;
- a. The statement on the level of conformance with PSIAS
 - b. The Quality and Assurance Improvement Plan
 - c. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion.
16. To receive summaries of any specific internal reports as requested.
17. To receive reports outlining the action taken where the Executive Head of Finance has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
18. To provide internal audit unfettered access to the Committee Chair, including the opportunity for a private meeting with the Committee.

External Audit

19. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by the Public Sector Audit Appointments (PSAA).
20. To consider the external auditor's annual audit letter, annual audit results report and other relevant reports.
21. To consider the scope and depth of external audit work and ensure it provides value for money.
22. To commission work from internal and external audit.

Financial Reporting

23. To approve the annual Statement of Accounts and consider whether appropriate accounting policies have been followed and whether any concerns arising from the financial statement or from the audit need to be brought to the attention of the Council.
24. To consider the external auditor's report to those charged with governance on any issues arising from the audit of the accounts.

Accountability arrangements

25. To undertake appropriate training in respect of its governance and audit role.
26. To carry out an annual self-assessment in relation to the effectiveness of the Committee in meeting its purpose.
27. Where considered appropriate, to report to Council on any issues concerning the effectiveness of the arrangements in place for governance, risk, and internal control frameworks.

Ombudsman

28. To keep under review Ombudsman investigations and consider their outcomes where appropriate.

Work Programme

29. There shall be oversight of the Committee's work programme at the Programme Management Group to enable co-ordination between the overall work of the Audit & Governance Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board.

6.3 LICENSING AND CORPORATE BUSINESS COMMITTEE**Membership**

11 Elected Members appointed by the Council (excluding Members of the Cabinet) to reflect the political balance of the Council.

Meetings

There shall normally be three scheduled meetings in each year in May/June, January and March. Additional meetings may also be called as and when appropriate and required. A meeting may be called by the Chair, by one-third of the voting members of the Committee or by the Managing Director.

Functions and Responsibilities

The Licensing and Corporate Business Committee is responsible for the following functions:

Licensing

1. Responsibility for the licensing functions of the Council:

- Functions under the Licensing Act 2003 (see Section 4, Paragraph 4.3 for delegation arrangements)
 - Functions under the Gambling Act 2005 (see Section 4, Paragraph 4.4 for delegation arrangements)
 - Taxis, private hire and other vehicles (see Section 4, Paragraph 4.5 for delegation arrangements)
 - All other licensing and registration functions including for caravan sites, food premises registration, animal licensing, charities and street collection permits, street trading consents and scrap metal dealers (see Section 4, Paragraph 4.6 for delegation arrangements)
2. Responsibility for functions and powers relating to smoke free legislation and the Health Act 2006 (see Section 4, Paragraph 4.8 for delegation arrangements).
 3. Responsibility for Health and Safety at work (see Section 4, Paragraph 4.7 for delegation arrangements).
 4. Responsibility for the powers in sections 4, 8 and 9 of the Hampshire Act, 1983:-
 - s.4 (relating to the registration of hairdressers and barbers and premises occupied by them)
 - s.8 (relating to the control of stray dogs)
 - s.9 (relating to the seizure of horses).

Corporate Business

5. To make appointments of council representatives to Outside Bodies or joint committees of two or more authorities (or to any committee or sub-committee of such a body) and the revocation of any such appointment to a body.
6. To make appointments to Council Groups, Partnerships and Boards including the Council's Programme Management Group which co-ordinates the work programmes of the Audit and Governance Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board.
7. To consider and make recommendations to the full Council in relation to the following matters:
 - Amendments to the Council's Standing Orders and changes to the Scheme of Delegation for non-executive matters
 - Designation of Head of Paid Service
 - Conferring the title of honorary alderman or to admit an honorary freeman
 - The making, amendment, revocation or re-enactment of byelaws under any statutory provision
 - Matters related to the name and status of areas

- Terms under which a Community Governance Review shall be carried out (Sections 81-82 Local Government and Public involvement in Health Act 2007)
 - The promotion, opposition to or amendment of local or personal Bills (Section 239 of the Local Government Act 1972)
 - The transfer of non-executive functions to another local authority, or decision to accept such a delegation from another local authority
8. To exercise the Council's functions relating to local government pensions, etc (regulations under Section 7,12 or 24 of the Superannuation Act 1972).
 9. Power to make an order identifying a place as a public place for the purposes of police powers to deal with street drinking (Criminal Justice and Police Act 2001).
 10. Responsibility for matters in respect of the remuneration of the Head of Paid Service.

Elections

11. To exercise the Council's powers in relation to the following elections and electoral registration functions:
 - Dividing the constituency into polling districts and designating polling places (Section 18, Representation of the People Act, 1983)
 - Dividing electoral divisions into polling districts and designating polling places at local government elections (Section 31 of the Representation of the People Act, 1983)
 - Making proposals for pilot schemes for local elections

Standards

12. To promote and maintain high standards of conduct by councillors and co-opted members of the Council as set out in the Councillors Code of Conduct.
13. To advise the Council on the adoption or revision of the Members' Code of Conduct.
14. To monitor the operation of the Members' Code of Conduct.
15. To make and implement arrangements for dealing with complaints in accordance with the Localism Act, 2011 and any subsequent regulations and guidance.
16. To deal with matters relating to the appointment and activities of the Independent Person(s) within the provision of the Localism Act 2011 and any subsequent regulations and guidance. The appointment of the Independent Person is subject to confirmation by the Council.

17. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Code of Conduct.

6.3 LICENSING SUB-COMMITTEE

The Licensing and Corporate Business Committee appoints a Licensing Sub-Committee.

The membership is five Members, politically balanced, drawn from the Licensing and Corporate Business Committee.

The terms of reference are:

- (i) to deal with licensing applications where such applications have a substantial impact on the area or there are significant objections; or
- (ii) to consider and determine licensing matters where the Executive Head of Operations considers it inappropriate to exercise his/her delegated powers

6.4 LICENSING SUB-COMMITTEE (ALCOHOL AND ENTERTAINMENTS)

The Licensing and Corporate Business Committee appoints a Licensing Sub-Committee (Alcohol and Entertainments).

The membership of the Sub-Committee is three trained councillors appointed by the Corporate Manager - Democracy drawn from the Licensing and Corporate Business Committee on a rotational basis. No requirement for political balance.

Terms of reference:

- (i) To consider and determine licence applications made under the Licensing Act 2003 and Gambling Act 2005 in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraphs 4.3 and 4.4

The rules and procedures for the Sub-Committee, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure Rules'.

6.4A LICENSING SUB-COMMITTEE (TAXIS)

The Licensing and Corporate Business Committee appoints a Licensing Sub-Committee (Taxis).

The membership of the Sub-Committee is three trained councillors, politically balanced, appointed by the Corporate Manager – Democracy drawn from the Corporate Governance, Audit and Standards Committee on a rotational basis.

Terms of reference:

- (i) To consider and determine taxi licensing applications where the Executive Head of Operations is minded to refuse or revoke a licence and the decision is not deemed urgent, in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraph 4.5.

The rules and procedures for the hearings, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure Rules'.

6.5. DEVELOPMENT MANAGEMENT COMMITTEE

The Development Management Committee is responsible for the discharge of the Council's functions in respect of the necessary statutory provisions in relation to all town planning matters concerning the control of development and regulation and use of land under the provisions of the Town and Country Planning Act, 1990 (as amended), Town and Country Planning (Control of Advertisements) Regulations 1992, the Planning (Listed Building and Conservation Areas) Act 1990, Planning and Compensation Act 2004 and any associated or related Acts, legislation , regulations and provisions.

While many matters are delegated to the Executive Head of Property and Growth (see Section 4.2 (3)), the following matters must be decided by the Development Management Committee:

Planning Applications

1. Deciding planning applications for 25 or more new dwellings
2. Deciding a planning application which is contrary to the provisions of an approved or draft development plan or adopted planning policy approved by the Council and which is recommended for approval
3. Deciding planning applications which any councillor requests, setting out good material planning reasons in writing to the Executive Head of Property and Growth, within 21 days of the circulation of details of the application. The referral to the Committee to be agreed by the Chair of the Committee in consultation with the Executive Head of Property and Growth and/or Service Manager (Development Management).
4. Deciding planning applications submitted by or on behalf of a councillor (or his/her spouse, partner or other immediate family member) or by any member of the Council's staff (or his/her spouse, partner or other immediate family member)
5. Deciding planning applications submitted by or on behalf of the Council for its own developments

6. Deciding planning applications which the Executive Head of Property and Growth considers should be presented to Committee for decision including for example, those developments that in their opinion are potentially controversial, likely to be of significant public interest, or which may have a significant impact on the Borough or its environment.
7. The Development Management Committee will also receive updates on progress on Committee decisions, planning enforcement, and performance of the planning service with regard to the nationally set performance standards and associated matters.

SECTION 7: TERMS OF REFERENCE OF THE OVERVIEW AND SCRUTINY COMMITTEE

Overview and Scrutiny Committee

- 7.1 The Council has one Overview and Scrutiny Committee. This Committee is also the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.

The Overview and Scrutiny Procedure Rules for the discharge of the Committee's functions under Section 9F of the Local Government Act 2000 are set out in Part 4 of the Constitution.

7.2 Composition

The arrangements with respect to the composition of the Overview and Scrutiny Committee will be as follows:

- The Committee will have a maximum of eleven non-executive councillors, and in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
- The Committee will be able to appoint up to two Vice-Chairs, drawn from those councillors serving on the Committee, to lead on specific projects and to chair task and finish groups. The Chair will be appointed at the Annual Meeting of the Council for the ensuing year.
- Cabinet Members will be expected to attend the Committee, and task and finish groups appointed by the Committee, when invited, to contribute on matters that relate to their portfolio.
- The Committee will be able to co-opt external representatives or appoint advisers, as it sees fit in a non-voting capacity.

Membership of both the Overview and Scrutiny Committee and the Policy and Project Advisory Board does not inevitably create a conflict of interest.

Councillors and co-optees may not be involved in scrutinising a decision in which they have been involved directly.

7.3 Work Programme and co-ordination with other bodies

The Overview and Scrutiny Committee's work programme shall be developed by the Committee and in co-ordination with the work programmes of the Policy and Project Advisory Board (PPAB), and the Audit and Governance Committee (AGC).

The co-ordination reflects that some roles of overview and scrutiny are shared with other committees. The 'policy development' role of overview and scrutiny

is undertaken by the Policy and Project Advisory Board, and responsibility for scrutinising the Council's framework of internal controls and assurance for managing risk and overall activity rests with the Audit and Governance Committee.

To co-ordinate work programmes, a cross-party Programme Management Group with representatives from the three committees (PPAB, OSC and AGC) will have collective oversight of work plans to help avoid duplication and make best use of resources.

The Committee's overall work programme should take account of:

- Whether the proposed work furthers corporate priorities
- The likelihood of something significant or valuable coming from the work
- The importance of the issue for users and the public generally
- Whether there is evidence of user dissatisfaction with the service
- Issues raised through audit or inspections
- Whether there is a high level of budgetary commitment to the service
- Public interest covered in the local media

The work programme shall take into account the wishes of councillors who are not members of the largest political group on the Council.

Regular meetings between the Chair and lead officer will be held to discuss the Committee's work programme.

The Committee's work programme shall be included on the agenda of each ordinary meeting of the Overview and Scrutiny Committee.

7.43 General Terms of Reference

The general terms of reference of the Overview and Scrutiny Committee are set out below:

- ~~to perform all overview and scrutiny functions on behalf of the Council~~ (reference to the functions arising from LGA2000 inserted above);
- to develop a work programme, and which is co-ordinated with the work programmes of the Policy and Project Advisory Board, and the Audit and Governance Committee which ensures that the Committee's time is effectively and efficiently utilised;
- to appoint such formal sub-committees and informal task and finish groups as ~~it considers~~ appropriate to deliver its planned work programme and fulfil its ~~those~~ overview and scrutiny functions;

- ~~to approve the overview and scrutiny work programme so as to ensure that the Committee's time is effectively and efficiently utilised;~~ (moved to work programmes)
- to undertake investigations into such matters relating to the Council's functions and powers as:
 - may be referred by the Council, Committees, the Cabinet, or the Leader; or
 - the Committee may consider appropriate as part of a co-ordinated work programme; or
 - have been referred to the Committee pursuant to the "call-in" procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution. (These can be decisions taken by the Cabinet, a Cabinet Member, key decisions taken by an officer or under joint arrangements);

Move section below to the 'Functions and Responsibilities' for clarity and to avoid duplication in this document

- ~~to monitor and review the performance of the Council and services against relevant performance indicators and adopted plans;~~
- ~~to review and/or scrutinise decisions proposed to be made (pre-decision scrutiny) or actions taken in connection with the discharge of any of the Council's functions;~~
- ~~to review existing policy and strategy with a view to securing continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness;~~
- ~~to make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions;~~
- ~~to review and/or scrutinise any matter affecting the area or its inhabitants;~~
- to discuss initiatives put forward for consideration by individual members of the Committee and any relevant 'call-for-action' in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and
- to consider petitions referred to the Overview and Scrutiny Committee in accordance with provisions set out in the Petition Scheme set out in Part 4 of this Constitution.

7.45 Specific Functions and Responsibilities

The Overview and Scrutiny Committee will have the following scrutiny functions and responsibilities.

Performance Management

- (1) to review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas; (amalgam of term from section above and section below)
- (2) to undertake performance reviews of the Council's functions as appropriate and prepare reports for the Cabinet and the Council; *(moved from section below)*
- (3) to monitor and review the outcomes of performance and process reviews and make further recommendations where necessary *(moved from section below)*
- (4) to review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to report on their activities and performance (moved from section below)

Review of Existing Policy

- ~~(4)~~(5) to review existing policy and strategy with a view to securing continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness (moved from section above)
- (6) to undertake the following types of activity to support a review:
 - conduct research and consultation
 - question Cabinet Members, Committee Chairmen and chief officers about their views on issues and proposals affecting the area; and
 - liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Decisions

- (7) To review or scrutinise the following:
 - Decisions proposed to be made (pre-decision scrutiny) in connection with the discharge of any of the Council's functions; (moved from section above)

- Decisions made, or other actions taken, in connection with the discharge of any of the Council's functions; (moved from section above)
 - Decisions made by the Cabinet and officers both in relation to individual decisions and decisions on on-going issues:
- (8) to exercise the right to 'call-in', for reconsideration, decisions made by the Executive or key decisions taken by an officer but not yet implemented.
- (9) Require Cabinet Members and senior officers to attend and answer questions about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects; or in relation to the portfolios of the Leader or of lead councillors.
- (10) Question and gather evidence and information from any person (with their consent) or external or partner organisations.
- (11) to make reports and/or recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
- (12) to make reports and/or recommendations to the Cabinet/and or Council on matters which affect the Rushmoor area or its inhabitants.

Other

- (13) Further to discussion at the Programme Management Group to consider items raised by Members and via the Councillor Call for Action procedure.

Integrated in re-ordered Functions and Responsibilities Performance Management and Review

~~The Overview and Scrutiny Committee will make arrangements to:~~

- ~~• review and scrutinise the performance of the Council in relation to its policy and budgetary objectives, performance targets and/or particular service areas;~~
- ~~• undertake performance reviews of the Council's functions as appropriate and prepare appropriate reports for the Cabinet and the Council;~~
- ~~• monitor and review the outcomes of performance and process reviews and make further recommendations where necessary; and~~

- ~~consider the policy implications arising from reviews for other functions and services.~~

Policy Review

~~The Overview and Scrutiny Committee may:~~

- ~~conduct research and community and other consultations as part of carrying out reviews of existing policies and strategies;~~
- ~~question Cabinet Members, Committee Chairmen and chief officers about their views on issues and proposals affecting the area; and~~
- ~~liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.~~

7.56 Powers

The Overview and Scrutiny Committee can:

- Submit reports and make recommendations to the Cabinet or Council on anything the Council is responsible for or anything that affects the Borough or its residents
- Consider decisions that have been called in and ask for them to be looked at again by the Cabinet
- Monitor the Cabinet's work programme and call for reports on items that are coming up
- Require Senior Officers ~~(see table)~~, and Cabinet Members to attend meetings and answer questions
- Hold public inquiries
- Invite people to meetings and gather evidence from them
- Establish standing and task and finish groups to do work and make recommendations

7.67 Meetings

There shall normally be seven scheduled meetings of the Overview and Scrutiny Committee in each year. Additional meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee may be called by the Chair~~man~~, by one-third of the voting members of the Committee or by the Managing Director ~~Chief Executive~~.

The Committee shall meet to review or scrutinise matters in connection with the discharge by the responsible authorities of their crime and disorder functions at least once in a twelve-month period.

7.7 Quorum

The quorum for the Overview and Scrutiny Committee shall be 50% of the voting members of the Committee (at least six Members).

7.8 **Absence of Chair~~man~~**

In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting will be appointed.

7.98 **Vacancies**

On a vacancy arising, the Committee will be asked to fill the vacancy at its next meeting.

7.109 **Annual Report**

The Overview and Scrutiny Committee shall report annually to the full Council on the outcomes of its work for the year.

7.110 **Including Items on the Agenda and the Work Programme**

Any Member shall have the right to propose an item which is relevant to the Committee's functions to be included on the Committee's agenda. On receipt of such a request, the Corporate Manager – Democracy will advise the Chair~~man~~ and ensure that it is included for discussion at the next meeting of the Programme Management Progress Group (see paragraph 7.14 below) for consideration as part of the Committee's programme of work.

With the agreement of the Committee, a Member of the Council (who is not a Member of the Overview and Scrutiny Committee) can be invited to take part in discussions at a Committee meeting on an item of business under consideration.

All Members of the Council have rights under 'Call for Action' to ask for items to be considered by the Committee as set out in the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

Work Programme

~~The Overview and Scrutiny Committee will be responsible for setting its own work programme and shall take into account the wishes of councillors who are not members of the largest political group on the Council.~~

~~The Committee's work programme should be guided by the Council's agreed priorities as set out in the Council Business Plan or long-term vision.~~

~~—The overall work programme should take account of:~~

~~Whether the proposed work furthers corporate priorities~~
~~The likelihood of something significant or valuable coming from the work~~
~~The importance of the issue for users and the public generally~~
~~Whether there is evidence of user dissatisfaction with the service~~
~~Issues raised through audit or inspections~~
~~Whether there is a high level of budgetary commitment to the service~~
~~Public interest covered in the local media~~

~~A Joint Meeting between the Chairmen and Vice Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board will be held at least annually to co-ordinate work programmes between the two bodies and to avoid duplication.~~

7.4211 Task and Finish Groups

The Overview and Scrutiny Committee will have responsibility for establishing such task and finish groups as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each task and finish Group will be determined by the Committee.

Task and finish groups should be reviewed annually and be time-limited.

The Vice-Chair(s) of the Overview and Scrutiny Committee will normally chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Committee, may be appointed to a task and finish group.

The Committee should adopt a project management approach to any in-depth review of existing Council policy:

- Consider setting up a task and finish group
- Identify a Lead Member for the Review
- Agree terms of reference and objectives for the work
- Agree a project plan to include timescales, who will participate, how evidence will be collected, the key issues/question to be addressed.
- Preparation of a final report with recommendations

7.4312 Proceedings of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee's proceedings for carrying out scrutiny, making formal reports and Call-in is set out in the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

7.4413 Programme Management Group ~~Progress Meetings~~

The Chairs and representatives of the ~~man and Vice-Chairman of the~~ Overview and Scrutiny Committee, Policy and Project Advisory Board, and

Audit and Governance Committee, including ~~together with~~ cross-party representatives will meet regularly between meetings to ~~develop, manage and update~~ co-ordinate the Committee's work programme across the three bodies to avoid duplication and make best use of resources, ~~plan agendas and co-ordinate task and finish groups.~~

SECTION 7: TERMS OF REFERENCE OF THE OVERVIEW AND SCRUTINY COMMITTEE

Overview and Scrutiny Committee

- 7.1 The Council has one Overview and Scrutiny Committee. This Committee is also the Council's designated crime and disorder committee under Section 19 of the Police and Justice Act 2006.

The Overview and Scrutiny Procedure Rules for the discharge of the Committee's functions under Section 9F of the Local Government Act 2000 are set out in Part 4 of the Constitution.

7.2 Composition

The arrangements with respect to the composition of the Overview and Scrutiny Committee will be as follows:

- The Committee will have a maximum of eleven non-executive councillors, and in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
- The Committee will be able to appoint up to two Vice-Chairs, drawn from those councillors serving on the Committee, to lead on specific projects and to chair task and finish groups. The Chair will be appointed at the Annual Meeting of the Council for the ensuing year.
- Cabinet Members will be expected to attend the Committee, and task and finish groups appointed by the Committee, when invited, to contribute on matters that relate to their portfolio.
- The Committee will be able to co-opt external representatives or appoint advisers, as it sees fit in a non-voting capacity.

Membership of both the Overview and Scrutiny Committee and the Policy and Project Advisory Board does not inevitably create a conflict of interest.

Councillors and co-optees may not be involved in scrutinising a decision in which they have been involved directly.

7.3 Work Programme and co-ordination with other bodies

The Overview and Scrutiny Committee's work programme shall be developed by the Committee and in co-ordination with the work programmes of the Policy and Project Advisory Board (PPAB), and the Audit and Governance Committee (AGC).

The co-ordination reflects that some roles of overview and scrutiny are shared with other committees. The 'policy development' role of overview and scrutiny

is undertaken by the Policy and Project Advisory Board, and responsibility for scrutinising the Council's framework of internal controls and assurance for managing risk and overall activity rests with the Audit and Governance Committee.

To co-ordinate work programmes, a cross-party Programme Management Group with representatives from the three committees (PPAB, OSC and AGC) will have collective oversight of work plans to help avoid duplication and make best use of resources.

The Committee's overall work programme should take account of:

- Whether the proposed work furthers corporate priorities
- The likelihood of something significant or valuable coming from the work
- The importance of the issue for users and the public generally
- Whether there is evidence of user dissatisfaction with the service
- Issues raised through audit or inspections
- Whether there is a high level of budgetary commitment to the service
- Public interest covered in the local media

The work programme shall take into account the wishes of councillors who are not members of the largest political group on the Council.

Regular meetings between the Chair and lead officer will be held to discuss the Committee's work programme.

The Committee's work programme shall be included on the agenda of each ordinary meeting of the Overview and Scrutiny Committee.

7.4 General Terms of Reference

The general terms of reference of the Overview and Scrutiny Committee are set out below:

- to develop a work programme, and which is co-ordinated with the work programmes of the Policy and Project Advisory Board, and the Audit and Governance Committee which ensures that the Committee's time is effectively and efficiently utilised;
- to appoint such formal sub-committees and informal task and finish groups as appropriate to deliver its planned work programme and fulfil its overview and scrutiny functions;
- to undertake investigations into such matters relating to the Council's functions and powers as:
 - may be referred by the Council, Committees, the Cabinet, or the Leader; or

- the Committee may consider appropriate as part of a co-ordinated work programme; or
- have been referred to the Committee pursuant to the “call-in” procedure set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution. (These can be decisions taken by the Cabinet, a Cabinet Member, key decisions taken by an officer or under joint arrangements);
- to discuss initiatives put forward for consideration by individual members of the Committee and any relevant ‘call-for-action’ in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution; and
- to consider petitions referred to the Overview and Scrutiny Committee in accordance with provisions set out in the Petition Scheme set out in Part 4 of this Constitution.

7.5 Functions and Responsibilities

The Overview and Scrutiny Committee will have the following scrutiny functions and responsibilities.

Performance Management

- (1) to review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (2) to undertake performance reviews of the Council’s functions as appropriate and prepare reports for the Cabinet and the Council;
- (3) to monitor and review the outcomes of performance and process reviews and make further recommendations where necessary
- (4) to review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to report on their activities and performance

Review of Existing Policy

- (5) to review existing policy and strategy with a view to securing continuous improvement in the way in which the Council’s functions are exercised, having regard to a combination of economy, efficiency and effectiveness
- (6) to undertake the following types of activity to support a review:
 - conduct research and consultation

- question Cabinet Members, Committee Chairs and chief officers about their views on issues and proposals affecting the area; and
- liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Decisions

- (7) To review or scrutinise the following:
- Decisions proposed to be made (pre-decision scrutiny) in connection with the discharge of any of the Council's functions;
 - Decisions made, or other actions taken, in connection with the discharge of any of the Council's functions;
 - Decisions made by the Cabinet and officers both in relation to individual decisions and decisions on on-going issues:
- (8) to exercise the right to 'call-in', for reconsideration, decisions made by the Executive or key decisions taken by an officer but not yet implemented.
- (9) Require Cabinet Members and senior officers to attend and answer questions about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects; or in relation to the portfolios of the Leader or of lead councillors.
- (10) Question and gather evidence and information from any person (with their consent) or external or partner organisations.
- (11) to make reports and/or recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
- (12) to make reports and/or recommendations to the Cabinet/and or Council on matters which affect the Rushmoor area or its inhabitants.

Other

- (13) Further to discussion at the Programme Management Group to consider items raised by Members and via the Councillor Call for Action procedure.

7.6 Powers

The Overview and Scrutiny Committee can:

- Submit reports and make recommendations to the Cabinet or Council on anything the Council is responsible for or anything that affects the Borough or its residents
- Consider decisions that have been called in and ask for them to be looked at again by the Cabinet
- Monitor the Cabinet's work programme and call for reports on items that are coming up
- Require Senior Officers, and Cabinet Members to attend meetings and answer questions
- Hold public inquiries
- Invite people to meetings and gather evidence from them
- Establish standing and task and finish groups to do work and make recommendations

7.7 Meetings

There shall normally be seven scheduled meetings of the Overview and Scrutiny Committee in each year. Additional meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee may be called by the Chair, by one-third of the voting members of the Committee or by the Managing Director.

The Committee shall meet to review or scrutinise matters in connection with the discharge by the responsible authorities of their crime and disorder functions at least once in a twelve-month period.

7.8 Quorum

The quorum for the Overview and Scrutiny Committee shall be 50% of the voting members of the Committee (at least six Members).

7.9 Absence of Chair

In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting will be appointed.

7.10 Vacancies

On a vacancy arising, the Committee will be asked to fill the vacancy at its next meeting.

7.11 Annual Report

The Overview and Scrutiny Committee shall report annually to the full Council on the outcomes of its work for the year.

7.12 Including Items on the Agenda and the Work Programme

Any Member shall have the right to propose an item which is relevant to the Committee's functions to be included on the Committee's agenda. On receipt of such a request, the Corporate Manager – Democracy will advise the Chair and ensure that it is included for discussion at the next meeting of the Programme Management Group (see paragraph 7.14 below) for consideration as part of the Committee's programme of work.

With the agreement of the Committee, a Member of the Council (who is not a Member of the Overview and Scrutiny Committee) can be invited to take part in discussions at a Committee meeting on an item of business under consideration.

All Members of the Council have rights under 'Call for Action' to ask for items to be considered by the Committee as set out in the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

7.13 Task and Finish Groups

The Overview and Scrutiny Committee will have responsibility for establishing such task and finish groups as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each task and finish Group will be determined by the Committee.

Task and finish groups should be reviewed annually and be time-limited.

The Vice-Chair(s) of the Overview and Scrutiny Committee will normally chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Committee, may be appointed to a task and finish group.

The Committee should adopt a project management approach to any in-depth review of existing Council policy:

- Consider setting up a task and finish group
- Identify a Lead Member for the Review
- Agree terms of reference and objectives for the work
- Agree a project plan to include timescales, who will participate, how evidence will be collected, the key issues/question to be addressed.
- Preparation of a final report with recommendations

7.14 Proceedings of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee's proceedings for carrying out scrutiny, making formal reports and Call-in is set out in the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

7.15 Programme Management Group

The Chairs and representatives of the Overview and Scrutiny Committee, Policy and Project Advisory Board, and Audit and Governance Committee, including cross-party representatives will meet regularly between meetings to co-ordinate the Committee's work programme across the three bodies to avoid duplication and make best use of resources

SECTION 8: TERMS OF REFERENCE OF POLICY AND PROJECT ADVISORY BOARD

Policy and Project Advisory Board

- 8.1 The Council will appoint a Policy and Project Advisory Board to act as a source of policy and project ~~support advice~~ to the Cabinet and the Council. The main role of the Board is to ~~support advise~~ the Cabinet with policy development on matters about the formulation and development of policies and projects that will help deliver Council Plan priorities. The Board will be advisory in nature and will not have any substantive decision-making powers delegated to it.

Composition

- 8.2 The arrangements with respect to the composition of the Policy and Project Advisory Board will be as follows:
- The Board will have a maximum of eleven non-executive councillors and, in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
 - The Board will be able to appoint up to two Vice-Chair~~smen~~, drawn from those councillors serving on the Board, to lead on specific projects and to chair task and finish groups. The Chair~~man~~ will be appointed at the Annual Meeting of the Council for the ensuing year.
 - Cabinet Members will be expected to attend the Board and task and finish groups appointed by the Board, as appropriate, to contribute on matters that relate to their portfolio.
 - The Board will be able to co-opt external representatives or appoint advisers as it sees fit in a non-voting capacity.

Membership of both the Policy and Project Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved in scrutinising a decision in which they have been involved directly, but the Board is advisory and it remains the responsibility of the Cabinet to formally take and implement decisions.

8.3 Work Programme and co-ordination with other bodies

The Policy and Project Advisory Board's work programme shall be developed by the Board and in co-ordination with the work programmes of the Overview and Scrutiny Committee (OSC), and the Audit and Governance Committee (AGC).

To co-ordinate work programmes, a cross-party Programme Management Group with representatives from the three committees (PPAB, OSC and AGC) will have

collective oversight of work plans to help avoid duplication and make best use of resources.

The Board's work programming shall engage with the Cabinet Work Programme and Council Plan priorities.

The work programme shall take into account the wishes of councillors who are not members of the largest political group on the Council.

Regular meetings between the Chair and lead officer will be held to discuss the Board's work programme.

The Board's work programme shall be included on the agenda of each Board meeting.

8.43 Terms of Reference

The general terms of reference of the Policy and Project Advisory Board are:

- ~~to provide assist and advise the Cabinet in policy and project the development of Policy Framework issues support to the Cabinet and Council which helps to deliver Council Plan priorities. This may include consideration of how policies and service provision is framed based on resident need/demand, pressures and constraints, and risks and other strategic factors~~
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
- ~~to advise the Cabinet at an early stage in respect of the formulation and development of policies and projects that will help to deliver Council Plan priorities~~
- to assist the Cabinet in reaching decisions on specific issues
- to assist and advise the Cabinet on budget preparation
- to develop and maintain a work programme, in co-ordination with OSC and AGC, which engages with the Cabinet Work Programme and ~~ensur~~ages that there is efficient use of time

The powers of the Policy and Project Advisory Board are:

- to require the Leader and/or portfolio holders and senior officers to attend meetings to answer questions
- to question and gather evidence from any person (with their consent)
- to co-opt expert individuals on a non-voting basis to assist the Board's work
- to set up task and finish groups to look at specific issues relating to the delivery of the Council Plan or other significant priorities in order to inform decision making by the Cabinet.

8.5 Meetings

The Policy and Project Advisory Board shall have six scheduled meetings annually. Additional meetings may be called as and when required. A Board meeting may be called by the Chair~~man~~, by one-third of the voting Members of the Board or by the Managing Director ~~Chief Executive~~.

All meetings of the Policy and Project Advisory Board shall be open to the public to attend except where the item under discussion is considered exempt under Schedule 12A of the Local Government Act 1972 or is confidential under Section 100A of the Local Government Act 1972.

The Chair~~man~~ will preside at meetings of the Board. In the absence of the Chair~~man~~, a Vice-Chair~~man~~ will take the chair.

8.6 Quorum

The quorum for the Policy and Project Advisory Board shall be 50% of the voting members of the Board (at least six Members).

8.7 Absence of Chair~~man~~

In the absence from a meeting of the Chair~~man~~ and Vice-Chair~~man~~, a Chair~~man~~ for that meeting will be appointed.

8.8 Vacancies

On a vacancy arising, the Board will be asked to fill the vacancy at its next meeting.

8.9 Including items on the Agenda and the Work Programme

Any Member shall have the right to ask for an item which is relevant to the Board's functions to be included on the Board's agenda. On receipt of such a request, the Corporate Manager – Democracy will advise the Chair~~man~~ and ensure that it is included for discussion at the next meeting of the Programme Management Group ~~Progress Group~~, with a view to it being included on the next appropriate agenda taking into account the Board's work programme. The Member in question shall be invited to attend the meeting.

With the agreement of the Board, a Member of the Council (who is not a Member of the Board) can be invited to take part in discussions at a meeting of the Policy and Project Advisory Board on an item of business under consideration.

Work Programme – Moved up to Para 8.3

~~The Policy and Project Advisory Board will be responsible for setting its own work programme and shall take into account the wishes of councillors who are not Members of the largest political group on the Council.~~

~~The Board's work programme should be guided by the Council's agreed priorities as set out in the Council Business Plan or long-term vision.~~

~~A Joint Meeting between the Chairmen and Vice-Chairmen of the Policy and Project Advisory Board and the Overview and Scrutiny Committee will be held at least annually to co-ordinate work programmes and avoid duplication.~~

8.10 Task and Finish Groups

The Policy and Project Advisory Board will have responsibility for establishing such task and finish groups as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each task and finish group will be determined by the Board.

Task and finish groups should be reviewed annually and be time-limited.

The Vice-Chair~~man~~ of the Policy and Project Advisory Board will normally chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Board, may be appointed to a task and finish group.

8.11 ~~Progress Meetings~~ Programme Management Group

The Chair~~s~~ and representatives of the ~~man and Vice-Chairman of the~~ Policy and Project Advisory Board, Overview and Scrutiny Committee and Audit and Governance Committee ~~together with~~ including cross-party representatives, will meet regularly between meetings to co-ordinate ~~develop, manage and update~~ the ~~Board's~~ work programmes across the three bodies to avoid duplication and make best use of resources. ~~, plan agendas and co-ordinate task and finish groups.~~

SECTION 8: TERMS OF REFERENCE OF POLICY AND PROJECT ADVISORY BOARD

Policy and Project Advisory Board

- 8.1 The Council will appoint a Policy and Project Advisory Board to act as a source of policy and project support to the Cabinet and the Council. The main role of the Board is to support the Cabinet with policy development on matters that will help deliver Council Plan priorities. The Board will be advisory in nature and will not have any substantive decision-making powers delegated to it.

Composition

- 8.2 The arrangements with respect to the composition of the Policy and Project Advisory Board will be as follows:
- The Board will have a maximum of eleven non-executive councillors and, in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
 - The Board will be able to appoint up to two Vice-Chairs, drawn from those councillors serving on the Board, to lead on specific projects and to chair task and finish groups. The Chair will be appointed at the Annual Meeting of the Council for the ensuing year.
 - Cabinet Members will be expected to attend the Board and task and finish groups appointed by the Board, as appropriate, to contribute on matters that relate to their portfolio.
 - The Board will be able to co-opt external representatives or appoint advisers as it sees fit in a non-voting capacity.

Membership of both the Policy and Project Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved in scrutinising a decision in which they have been involved directly, but the Board is advisory and it remains the responsibility of the Cabinet to formally take and implement decisions.

8.3 Work Programme and co-ordination with other bodies

The Policy and Project Advisory Board's work programme shall be developed by the Board and in co-ordination with the work programmes of the Overview and Scrutiny Committee (OSC), and the Audit and Governance Committee (AGC).

To co-ordinate work programmes, a cross-party Programme Management Group with representatives from the three committees (PPAB, OSC and AGC) will have collective oversight of work plans to help avoid duplication and make best use of resources.

The Board's work programming shall engage with the Cabinet Work Programme and Council Plan priorities.

The work programme shall take into account the wishes of councillors who are not members of the largest political group on the Council.

Regular meetings between the Chair and lead officer will be held to discuss the Board's work programme.

The Board's work programme shall be included on the agenda of each Board meeting.

8.4 Terms of Reference

The general terms of reference of the Policy and Project Advisory Board are:

- to provide policy and project support to the Cabinet and Council which helps to deliver Council Plan priorities. This may include consideration of how policies and service provision is framed based on resident need/demand, pressures and constraints, and risks and other strategic factors
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
- to assist the Cabinet in reaching decisions on specific issues
- to assist and advise the Cabinet on budget preparation
- to develop and maintain a work programme, in co-ordination with OSC and AGC, which engages with the Cabinet Work Programme and ensures that there is efficient use of time

The powers of the Policy and Project Advisory Board are:

- to require the Leader and/or portfolio holders and senior officers to attend meetings to answer questions
- to question and gather evidence from any person (with their consent)
- to co-opt expert individuals on a non-voting basis to assist the Board's work
- to set up task and finish groups to look at specific issues relating to the delivery of the Council Plan or other significant priorities in order to inform decision making by the Cabinet.

8.5 Meetings

The Policy and Project Advisory Board shall have six scheduled meetings annually. Additional meetings may be called as and when required. A Board meeting may be called by the Chair, by one-third of the voting Members of the Board or by the Managing Director.

All meetings of the Policy and Project Advisory Board shall be open to the public to attend except where the item under discussion is considered exempt under Schedule 12A of the Local Government Act 1972 or is confidential under Section 100A of the Local Government Act 1972.

The Chair will preside at meetings of the Board. In the absence of the Chair, a Vice-Chair will take the chair.

8.6 Quorum

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In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting will be appointed.

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8.9 Including items on the Agenda and the Work Programme

Any Member shall have the right to ask for an item which is relevant to the Board's functions to be included on the Board's agenda. On receipt of such a request, the Corporate Manager – Democracy will advise the Chair and ensure that it is included for discussion at the next meeting of the Programme Management Group, with a view to it being included on the next appropriate agenda taking into account the Board's work programme. The Member in question shall be invited to attend the meeting.

With the agreement of the Board, a Member of the Council (who is not a Member of the Board) can be invited to take part in discussions at a meeting of the Policy and Project Advisory Board on an item of business under consideration.

8.10 Task and Finish Groups

The Policy and Project Advisory Board will have responsibility for establishing such task and finish groups as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each task and finish group will be determined by the Board.

Task and finish groups should be reviewed annually and be time-limited.

The Vice-Chair of the Policy and Project Advisory Board will normally chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Board, may be appointed to a task and finish group.

8.11 **Programme Management Group**

The Chairs and representatives of the Policy and Project Advisory Board, Overview and Scrutiny Committee and Audit and Governance Committee including cross-party representatives, will meet regularly between meetings to co-ordinate the work programmes across the three bodies to avoid duplication and make best use of resources.

1. CODE OF CONDUCT FOR COUNCILLORS

1. INTRODUCTION

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- You misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- At face-to-face meetings
- At online or telephone meetings
- In written communication
- In verbal communication
- In non-verbal communication
- In electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer or your two Deputy Monitoring Officers on any matters that may relate to the Code of Conduct.

2. TRAINING PROVIDED BY THE COUNCIL

Training shall be provided by the Council to help ensure that you are equipped to act appropriately in your councillor role.

All councillors are strongly encouraged to undertake the following core training which shall be provided for all new councillors as part of the new member induction

programme, and with an expectation that councillors will attend refresher training to keep up to date. Training shall be offered so that there is flexibility in access; typically, the training will be offered as either attendance at a training session either in person/online, a recording to watch back or via on-line modules.

Core Training for all Councillors:

- **Code of Conduct for Councillors**
- **Information Governance** (to ensure councillors are aware of their data controller responsibilities under GDPR as a ward councillor)
- **Cyber Security and Information Security** (for Rushmoor Outlook account users/using Rushmoor IT kit)
- **Safeguarding Training** (to ensure councillors are aware of duty to report safeguarding concerns, and how to respond as a ward councillor).

In addition, councillors who are involved in quasi-judicial decision making as members of the **Development Management Committee** or on **Licensing Hearings** need to undertake training to meet the legal requirements for participation.

3. STANDARDS OF COUNCILLOR CONDUCT

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

- 1.1** I treat other councillors and members of the public with respect.
- 1.2** I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

- 2.1** I do not bully any person.
- 2.2** I do not harass any person.
- 2.3** I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a Councillor:

- 3.1** I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in

order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a) Given to me in confidence by anyone
- b) Acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. The disclosure is:
 - 1. Reasonable and in the public interest; and
 - 2. Made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to

discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a) act in accordance with the local authority's requirements; and
- b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- Office support
- Stationery
- Equipment such as phones, and computers
- Transport
- Access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1** I will undertake Code of Conduct training provided by my local authority.
- 8.2** I will cooperate with any Code of Conduct investigation and/or determination.
- 8.3** I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4** I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer or the Deputy Monitoring Officers.

Protecting your reputation and the reputation of the local authority.

9. Interests

As a Councillor:

- 9.1** I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer or Deputy Monitoring Officers for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable pecuniary interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1** below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of other registerable interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any

discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a) your own financial interest or well-being;
 - a) A financial interest or well-being of a friend, relative, close associate; or
 - b) A financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2.

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** the financial interest or well-being:
 - a) To a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b) A reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registrable Interest or Non-Registrable Interest on a matter to be considered by you as a Cabinet Member under individual delegation arrangements in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the Council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to a charitable purpose; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management.

SUMMARY OF UPDATES MADE TO THE CONSTITUTION – FEBRUARY 2023 to MAY 2025

Throughout all Constitution Documents

Update	Decision Maker	Date
References to Chief Executive updated to Managing Director or Head of Paid Service as appropriate	Council – admin update	10/4/2025
Delete references to the post of Assistant Chief Executive	CX staffing decision – admin update	April 2025
Updates to Senior Leadership Team job titles through all documentation in the Constitution e.g. Head of Operations updated to Executive Head of Operations, Head of Economy, Planning & Strategic Housing updated to Executive Head of Property & Growth	CX staffing decision – admin update	March to July 2023
Use of gender neutral language as documents are updated	admin update following discussion at Constitution Working Group	Ongoing

PART 2 – THE CONSTITUTION AND HOW THE COUNCIL OPERATES

SECTION 2

Section/Para	Update	Decision Maker	Date
3.15 The Council's Staff and Management Structure	Updates to Posts that comprise ELT (Executive Leadership Team)	CX staffing decision – admin update	May 2023 May 2025
3.18 Legal Proceedings, Authentication of Documents and Affixing the Common Seal of the Council	Updated following changes to posts to clarify that the Managing Director, Executive Director and Corporate Manager – Legal Services are empowered to witness sealing	Admin update – titles of posts and departure of ACE post	May 2025

Figure 1 at end of Section 2	Updates to the Council's decision-making Structure diagram – Cabinet Portfolio names	Leader of the Council	May 2023 January 2024 May 2024 May 2025
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PART 3 - RESPONSIBILITY FOR FUNCTIONS

Section/Paragraph	Update	Decision maker	Date
Section 2 – Executive Functions	Para 2.12 – The Cabinet may appoint up to two Cabinet Champions each year who are entitled to receive a Members Allowance (instead of three)	Budget Council Meeting	Feb 2023 for implementation May 2023
Section 3 - Scheme of Delegation for Executive Matters	<ul style="list-style-type: none"> Paras 3.2 and 3.9 - Titles of portfolio holders Para 3.10 – update to post titles 	Leader - Admin update	May 2023 January 2024 May 2024 February 2025 April 2025 April 2025
<ul style="list-style-type: none"> Appendix 1 – Cabinet Portfolio Responsibilities 	Cabinet Portfolios and Responsibilities – Updates	Leader	May 2023 January 2024 May 2024 April 2025
<ul style="list-style-type: none"> Appendix 2 – Service Responsibilities 	Updates to Head of Service Responsibilities	CX – admin update	July 2023 April 2025 March 2023

Section/Paragraph	Update	Decision maker	Date
	Updates to Corporate Management Team Structure and Responsibilities	CX – admin update	July 2023 April 2025
Section 4 – Council Responsibilities (Non-Executive Matters)	<p>Para 4.6.1 to add as a registrable function</p> <p>‘and register fit and proper persons to manage a caravan/mobile home site’</p> <p>add Para 4.6.3 responsibility of the CGAS Committee:</p> <p>‘Responsibility for determining whether a charge should be made for any approval, consent, licence, permit or registration in respect of the licensing and registration matters in para 4.6.1 above, and where a charge is made, the amount of the charge. However, changes in fees and charges that are made within existing policies for fees and charges may be updated by the Executive Head of Service’ (<i>as in General Powers for Heads of Service</i>).</p>	<p>Admin updates to clarify/reflect new Regulations</p> <p>Functions and Responsibilities Regs</p>	July 2023
Section 6 – Roles and Responsibilities of Council Decision Making Bodies	Updates to officer job titles	Admin update	July 2023
Section 9 – Governance Arrangements for RDP and RHL	Para 9.11 – update to RHL Board of Directors Membership: ‘Representative from Conservative Group, Representative from Labour Group, Portfolio Holder for Finance’	CGAS – Admin update	July 2023

Section/Paragraph	Update	Decision maker	Date
Section 12 – Proper Officers	Updates to officer job titles	CX Staffing – Admin update	July 2023

PART 4 – PROCEDURE RULES

Section/Paragraph	Update	Decision maker	Date
10. Contract Standing Orders	Revised Contract Standing Orders inserted to replace previous.	Council	27/2/2025
11. Officer Employment Procedure Rules	<p>Insert Definition of Chief Officers for the purposes of pay awards</p> <p>‘For the purposes of pay awards the following roles are classed as ‘Chief Officers’: Chief Executive, Executive Directors, Assistant Chief Executive, Executive Heads of Service and Heads of Service’</p>	CX – Staffing Matter	July 2023

PART 6 – MEMBERS ALLOWANCES SCHEME

Section/Paragraph		Decision maker	Date
Schedule of Rates	Uplift 1 to Schedule of Rates from May 2023 Uplift 2 to Schedule of Rates from May 2024	Council agreed arrangements for uplifts to Allowances Scheme agreed in June 2022	23/6/22

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CABINET

Report of the meeting held on Tuesday, 8th April, 2025 at the Council Offices, Farnborough at 7.00 pm and concluded on Monday 14th April, 2025, following an adjournment.

Voting Members

Cllr Gareth Williams, Leader of the Council (present on 8th April only)
Cllr Sophie Porter, Deputy Leader and Healthy Communities & Active Lives Portfolio Holder (present on 8th April only)

Cllr A.H. Crawford, Finance & Resources Portfolio Holder
Cllr Jules Crossley, Policy, Performance & Sustainability Portfolio Holder
Cllr Keith Dibble, Housing & Planning Portfolio Holder
Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder

Apologies for absence were submitted on behalf of Councillor Julie Hall, Sophie Porter (absent on 14th April only and Gareth Williams (absent on 14th April only).

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **1st May, 2025**.

79. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, the following declaration of interest was made:

Item No.	Member	Interest	Reason
82	Cllr Sophie Porter	Non-registrable	NHS employee – Code of Conduct Appendix B, paras 8 and 9 applied. Accordingly, Cllr Porter remained in the meeting held on 8th April and participated in the discussion. Cllr Porter was absent when the meeting was reconvened on 14th April.
82	Cllr Gareth Williams	Non-registrable	Director of Rushmoor Housing Limited – dispensation granted by CGAS Committee on 27th May, 2021 so Cllr Williams remained in the meeting during this item, participated in the discussion and took part in the voting process.

80. **MINUTES –**

The Minutes of the meetings of the Cabinet held on 11th March, 2025 and 20th March, 2025 were confirmed and signed by the Chairman.

81. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
82	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

82. **UNION YARD, ALDERSHOT – APPROACH TO DISPOSAL OF RESIDENTIAL APARTMENTS (SEACOLE PLACE AND BURTON HOUSE) –**
(Cllr Gareth Williams, Leader of the Council)

The Cabinet considered Exempt Report No. REG2502, which set out options for the disposal of 82 residential units contained within the Union Yard scheme in Aldershot town centre.

Members were informed that a Cabinet report in July, 2021 had set out an ‘exit strategy’ for the different components of the scheme. It was agreed at that time that the 82 apartments for private rent would be subject to disposal on completion to the Council’s Housing Company, Rushmoor Homes Limited (RHL). Members heard that the scheme had now reached practical completion, with all elements having been handed over to the Council following an opening event in March, 2025.

The Chairman brought the Cabinet’s attention to the draft minutes of the Overview and Scrutiny Committee meeting held on 27th March, 2025 and Members considered the comments contained therein.

The Cabinet considered and discussed the risks of each option, as set out in the updated risk table, and decided that Option 1, disposal to RHL, now demonstrated a significant short-term risk to the Council’s revenue account that meant that this option was the least favourable in terms of short-term financial risk. The Cabinet therefore agreed to discount this option. Option 2 was for the direct sale of the units to the open market but it was felt that this would carry a high risk in terms of potential delays in receiving the capital receipts when compared to the other options. There was a further risk in respect of the future sales of the units not achieving the same value as agents had forecasted. This option was, therefore, also discounted. Option 5 was for the sale of the units to private investors. The highest offer received was not

competitive when compared against the other proposals under consideration. Option 5 was, therefore, also discounted at this point.

Option 4(b), whilst having a higher value than option 4(a), was also discounted as the proposed leaseback value for the commercial properties represented an additional risk to the Council, outweighing the higher value.

Members discussed the remaining two options, which were Option 3 to a named registered housing provider and Option 4(a), which was to a provider of sub-market rental accommodation for key workers. It was noted that Option 3 would provide increased affordable housing whilst Option 4(a) would provide key worker accommodation. The Cabinet agreed that both the provision of social housing and the provision of key worker accommodation fitted with the Council's priorities. In discussing the options in detail, the Cabinet felt it needed more information in relation to the two options and the two operators to be able to make an informed choice. It was proposed, therefore, that the meeting should be adjourned until this further information could be obtained, at which point the meeting would be reconvened and the decision made.

At 8.38pm on 8th April, 2025, **the Cabinet RESOLVED** that the Cabinet meeting be adjourned for further information on the two options and operators to be obtained. The meeting would be reconvened at the first opportunity once this had been completed.

At 6.45pm on 14th April, 2025, the Cabinet meeting of the 8th April, 2025 was reconvened in private session.

At the start of the meeting, in the absence of the Leader of the Council (Cllr Gareth Williams), **the Cabinet RESOLVED** that Cllr Jules Crossley be appointed Chairman for the remainder of the meeting.

It was confirmed that, since the adjournment of the original meeting, the Cabinet had received presentations from each of the parties involved in Options 3 and 4(a) to obtain further information regarding the details of each option. This had assisted the Cabinet in assessing the relative benefits of providing affordable housing compared with key worker accommodation and helped the Cabinet to understand how each organisation would manage the property. The Cabinet agreed that reducing the housing waiting list was a key priority of the administration. In this regard, the Cabinet noted that the operator in respect of Option 4(a) had agreed to receive nominations from the Council's waiting list that fulfilled the relevant key worker criteria for a proportion of the units.

On an initial vote the preferences of the members of the Cabinet were equally balanced for each option. Following further discussion and given that it would be possible to accommodate qualifying persons on the Council's housing waiting list in the development under Option 4(a), it was proposed that the Cabinet's preferred option would be Option 4(a).

At this point, **the Cabinet RESOLVED** that

- (i) the disposal of the residential apartments at Union Yard (Seacole Place and Burton House) to the organisation making the offer set out in Option 4(a) in Exempt Report No.REG2502, be approved;
- (ii) the Executive Head of Property and Growth, in consultation with the Economy, Skills and Regeneration Portfolio Holder, the Executive Head of Finance and the Corporate Manager – Legal Services, be authorised to enable the disposal of the 82 residential apartments in line with the approach set out for Option 4(a), subject to any further due diligence and any further valuations considered necessary by the Corporate Manager – Legal Services or Executive Head of Finance; and
- (iii) the disposal would also be subject to revised Heads of Terms, enabling local people on the Council's housing waiting list who were employed by the local hospital to be eligible for housing within the development.

The Meeting closed at 7.09pm on Monday 14th April, 2025.

CABINET

Report of the meeting held on Tuesday, 22nd April, 2025 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gareth Williams, Leader of the Council

Cllr Jules Crossley, Policy, Performance & Sustainability Portfolio Holder

Cllr Keith Dibble, Housing & Planning Portfolio Holder

Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder

Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder

Apologies for absence were submitted on behalf of the Deputy Leader of the Council (Cllr Sophie Porter) and Cllr A.H. Crawford

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **5th May, 2025**.

83. DECLARATIONS OF INTEREST –

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

84. COUNCIL DELIVERY PLAN 2025/26 – (Cllr Gareth Williams, Leader of the Council)

The Cabinet considered Report No. ACE2507, which set out a Council Delivery Plan for 2025/26.

Members were informed that the plan set out the Council's priorities and the key projects and activities that the Council would undertake over the following year to contribute to delivering the new strategic priorities. The plan was structured across five themes:

- Skills, Economy and Regeneration
- Homes for All: Quality Living, Affordable Housing
- Community and Wellbeing: Active Lives, Healthier and Stronger Communities
- Pride in Place: Clean, Safe and Vibrant Neighbourhoods
- The Future and Financial Sustainability

It was explained that there were two amendments to the version of the plan that had been published with the agenda pack; firstly that the first theme, as listed above, would now read 'Skills, Economy and Regeneration' instead of 'Skills, Economy and Business' and secondly, that 'Supporting the priorities of the Armed Forces Champion to deliver activities for the Armed Forces Community' would be added under the community and cultural activity priority.

In discussing this matter, the Cabinet was pleased that the Council Delivery Plan now reflected the current administration's priorities and would provide a solid base from which the Council would be able to take on the significant challenges it would face over the following years, including achieving financial sustainability, local government reorganisation and devolution. It was confirmed that, in future, annual delivery plans would be brought forward each year.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that the Council Delivery Plan 2025/26, as set out in Report No. ACE2507 and amended as above, be approved;
- (ii) **RESOLVED** that, following the decision to include Hampshire in the priority programme for devolution, the refreshed priorities, as set out in the Report, be approved; and
- (iii) **RESOLVED** that a commitment to produce annual Delivery Plans over the following three years be approved.

85. UPDATED PENSION DISCRETIONS POLICY AND ORGANISATIONAL CHANGE POLICY – (Cllr A.H. Crawford, Finance & Resources Portfolio Holder)

The Cabinet considered Report No. PEO2504, which set out changes to the Council's Pension Discretions Policy and Organisational Change Policy.

Members were informed that the new Pension Discretions Policy would reflect additional discretions that had been introduced since the policy had been last updated in August 2010. The Council's Organisational Change Policy had been reviewed at the same time and it had been identified that the clause outlining the process for the protection of pension benefits was no longer valid and should be removed.

The Cabinet RESOLVED that

- (i) the adoption of the updated Pension Discretions Policy, as set out in Appendix A of Report No. PEO2504, be approved; and
- (ii) the deletion of the clause regarding the process for the protection of pension benefits in the Organisational Change Policy, as set out in Appendix B of the Report, be approved.

86. FIXED PENALTY NOTICE FINES – (Cllr Christine Guinness, Pride in Place / Neighbourhood Services Portfolio Holder)

The Cabinet considered Report No. OS2507, which set out proposed amendments to the level of fines applicable for the various fixed penalty notice offences where the level of fine was discretionary.

Members were informed that included in the changes was an increase in the fine in respect of fly-tipping from a maximum of £400 to a maximum of £1,000. Members

felt that this would represent a much more effective deterrent against fly-tipping. The full list of proposed changes was set out in Appendix 1 of the Report. The Cabinet requested that the new fees should be widely publicised to maximise the effect as a deterrent.

The Cabinet RESOLVED that the amendments to the level of fines, as set out in Report No. OS2507, be approved, to take effect from 1st May, 2025.

87. EXCLUSION OF THE PUBLIC –

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
88	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

88. TEMPORARY ACCOMMODATION - APPROACH TO CURRENT AND FUTURE PROVISION –
(Cllr Keith Dibble, Housing & Planning Portfolio Holder)

The Cabinet considered Exempt Report No. PG2510, which set out the Council's current and proposed future approaches to the provision of temporary accommodation.

Members were reminded that local housing authorities had a duty to secure accommodation for unintentionally homeless households in priority need under Part 7 of the Housing Act 1996. The Council currently maintained a number of units of temporary accommodation across the Borough and also used Bed and Breakfast accommodation when required. The Report set out a number of proposals in relation to the future provision of this accommodation and the reasons for the changes.

The Cabinet expressed support for the proposed approach, particularly in respect of the extension of the use of providers that were proven in the delivery of this specialised service.

The Cabinet RESOLVED that

- (i) the approach for entering into a short-term contract until December, 2026 for the provision of supported accommodation at the named property, as set out in Exempt Report No. PG2510, be approved; and
- (ii) the approach for securing appropriate temporary accommodation to meet future need, as set out in the Exempt Report, be approved.

The Meeting closed at 7.40 pm.

CABINET

Report of the meeting held on Tuesday, 3rd June, 2025 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gareth Williams, Leader of the Council
Cllr Sophie Porter, Deputy Leader and Healthy Communities & Active Lives Portfolio Holder

Cllr A.H. Crawford, Finance & Resources Portfolio Holder
Cllr Jules Crossley, Policy, Performance & Sustainability Portfolio Holder
Cllr Keith Dibble, Housing & Planning Portfolio Holder
Cllr Julie Hall, Economy, Skills & Regeneration Portfolio Holder

An apology for absence was submitted on behalf of Cllr Christine Guinness.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **16th June, 2025**.

1. DECLARATIONS OF INTEREST –

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

2. MINUTES –

The Minutes of the meetings of the Cabinet held on 8th April, 2025 and 22nd April, 2025 were confirmed and signed by the Chairman.

3. COUNCIL PLAN, PERFORMANCE AND RISK REGISTER QUARTERLY UPDATE AND YEAR END 2024/25 –

(Cllr Jules Crossley, Policy, Performance and Sustainability Portfolio Holder)

The Cabinet received Report No. ED2501, which set out the performance monitoring information for the Council Plan and key service measures for the fourth quarter and end of year of 2024/25. Members were informed that key projects and activities from the Council Plan and key service indicators and measures used by the Council to monitor how the Council runs were included in the Report. The Cabinet heard that the Council's Corporate Risk Register identified factors that could impact on the Council's wider operations and the future delivery of the Council's key priorities. A summary of those risks that had become issues, new risks and those risks that had seen a significant change in the risk gap was provided in the report for discussion.

In discussing the Report, Members were satisfied that the amended format of the document had continued to help Portfolio Holders to better track performance within their areas of responsibility and provided a more balanced and transparent view of the Council's activities.

The Cabinet NOTED

- (i) the progress made towards delivering the Council Plan and the latest performance information in relation to Council services, as set out in Report No. ED2501; and
- (ii) the changes highlighted in the Corporate Risk Register, as set out in paragraphs 4.4 – 4.7 of the Report.

4. NEW NEONATAL CARE POLICY –

(Cllr Alex Crawford, Finance & Resources Portfolio Holder)

The Cabinet considered Report No. PEO2505, which set out a new Neonatal Care Policy within the Council's Special Leave Policies.

Members were informed that the new policy reflected a recent legislative change brought about by the Neonatal Care (Leave and Pay) Act 2023, that had come into effect on 6th April, 2025. The new law had introduced the right for parents to have additional time off to be with a baby who was receiving neonatal care.

In discussing this, Members expressed their strong support for the introduction of this new policy and the exercising of discretionary powers to support staff in this situation as extensively as possible.

The Cabinet RESOLVED that the adoption of the Neonatal Care Policy, as set out in Appendix A of Report No. PEO2505, be approved.

5. REVIEW OF THE COUNCIL'S GAMBLING LICENSING STATEMENT OF PRINCIPLES –

(Cllr Christine Guinness, Pride in Place / Neighbourhood Services)

The Cabinet considered Report No. OS2509, which set out changes to the Council's Gambling Licensing Statement of Principles.

It was advised that a review of the Statement of Principles had been carried out in light of changes to legislation and guidance and that a public consultation exercise had been carried out, as required by the legislation. Comments received as a result of the exercise had been considered and, where appropriate, amendments had been made to the proposed Statement of Principles.

In discussing the proposed changes, a query was raised as to whether comments made by the Police should be considered in respect of any of the licensing objectives and not just one licensing objective, as was indicated in the proposed change of wording at paragraph 2.12. It was agreed that this would be investigated and that any minor changes of this nature would be delegated to the Executive Head of Operations, in consultation with the Portfolio Holder.

The Cabinet RECOMMENDED TO THE COUNCIL that the proposed Gambling Licensing Statement of Principles, as set out in Appendix C of Report No. OS2509, be approved, subject to any minor amendments being agreed by the Executive Head

of Operations, in consultation with the Pride in Place / Neighbourhood Services Portfolio Holder.

6. **APPOINTMENTS TO CABINET WORKING GROUPS 2025/26 –**

The Cabinet RESOLVED that

- (i) the following Cabinet Working Groups be appointed for the 2025/26 Municipal Year based on the memberships as set out below:

(1) Strategic Housing and Local Plan Working Group

Cabinet Member with responsibility for the Local Plan

(Cllr Keith Dibble)

Chairman of Development Management Committee

(Cllr Gaynor Austin)

Chairman or Vice-Chairman of Policy and Project Advisory Board

(Cllr Abe Allen)

One Labour Member

(Cllr Jules Crossley)

Two Conservative Members

(Cllrs Sue Carter and S.J. Masterson)

One Liberal Democrat Member

(Cllr C.W. Card)

One vacancy (*Cllr Calum Stewart appointed following the meeting*)

(2) Union Yard Project Board

Finance & Resources Portfolio Holder

(Cllr A.H. Crawford)

Economy, Skills & Regeneration Portfolio Holder

(Cllr Julie Hall)

Two Conservative Members

(Cllrs P.G. Taylor and M.J. Tennant)

(3) Member Development Group

Portfolio Holder with responsibility for Member development

(Cllr Sophie Porter)

Three Labour Members

(Cllrs Thomas Day, Bill O'Donovan and Sarah Spall)

Two Conservative Members
(Cllrs Sue Carter and Peace Essien Igodifo)

One Liberal Democrat Member
(Cllr C.W. Card)

(4) Financial Recovery Working Group

Chairman of Corporate Governance, Audit and Standards
Committee

(Cllr Bil O'Donovan)

Finance & Resources Portfolio Holder

(Cllr A.H. Crawford)

Two Labour Members

(Cllr Thomas Day + one vacancy)

Two Conservative Members

(Cllrs A.H. Gani and S. Trussler)

One Liberal Democrat Member

(Cllr C.W. Card)

(5) SERCO Waste Contract Extension Group

Pride in Place / Neighbourhood Services Portfolio Holder

(Cllr Christine Guinness)

Cabinet Champion for Pride in Place

(Cllr Lisa Greenway)

One Labour Member

(Cllr C.P. Grattan)

One Conservative Member

(Cllr M.J. Tennant)

One Liberal Democrat Member

(Cllr Leola Card)

*(Two additional seats agreed since the meeting - 1 Labour, 1
Conservative)*

(6) Pathways to Work Working Group

Policy, Performance & Sustainability Portfolio Holder

(Cllr Jules Crossley)

Two Labour Members

One Conservative Member
(Cllr S.J. Masterson)

One Liberal Democrat Member
(Cllr T.W. Mitchell)

- (ii) the Corporate Manager - Democracy, in consultation with Group Leaders, be authorised to finalise the appointments to the Groups as required.

7. EXCLUSION OF THE PUBLIC –

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
8	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

8. ALDERSHOT SKI CENTRE - PROPOSED NEW OPERATIONAL ARRANGEMENTS –

(Cllr Sophie Porter, Healthy Communities & Active Lives Portfolio Holder)

The Cabinet received Exempt Report No. OS2510, which set out urgent action that had been taken to allow the Aldershot Ski Centre to reopen following the failure of the previous operator.

Members were informed that the Centre had been closed since 2nd April, 2025. Since that time, the Council had been assessing its options for the facility, including bringing the operation in-house, contracting a new operator or closing the Centre. Following engagement with the Council's incumbent leisure operator, Places Leisure, a temporary arrangement had been proposed to enable the centre to reopen, also providing a period to consider more permanent arrangements. It was explained that the decisions set out in the Exempt Report had been urgent in nature due to the imperative to reopen the facility as soon as possible, to retain the staff and to maintain access to necessary booking systems and had been taken in consultation with the Leader of the Council, in accordance with the Access to Information Procedure Rules within the Constitution and would be considered, for the reasons of urgency, to be exempt from the call-in process.

In discussing the Report, Members expressed satisfaction that the facility had been well used since reopening.

The Cabinet ENDORSED the urgent decisions to

- (i) terminate the contract with Active Nation for the operation of the Alpine Snowsports Centre due to a material breach of contract by the contractors, as set out in Exempt Report No. OS2510;
- (ii) reopen the facility through a temporary contract to enable a full options appraisal to be brought forward;
- (iii) enter into an interim contract for up to twelve months and financial arrangements with Places Leisure for the operation of the Alpine Snowsports Centre on the basis set out in the Exempt Report, in order that the facility reopened as soon as possible;
- (iv) accept the financial implications outlined in Section 4 of the Exempt Report and resultant impacts on budget;
- (v) accept the risks in Section 4 of the Exempt Report on the basis of the Council not holding all of the relevant information from Active Nation relating to financial, health and safety and employee matters; and
- (vi) approve the budget provision set out in the Exempt Report, funded from the Stability and Resilience Reserve, to support the decision to reopen the facility.

The Meeting closed at 7.52 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Wednesday, 2nd April, 2025 at the Council Offices,
Farnborough at 7.00 pm.

Voting Members

Cllr Bill O'Donovan (Chairman)
Cllr Rhian Jones (Vice-Chairman)

Cllr Abe Allen
Cllr A. Adeola
Cllr C.W. Card
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr Sarah Spall
Cllr P.G. Taylor
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Gaynor Austin.

Non-Voting Member

Mr. Tom Davies (ex officio)

36. APPOINTMENT OF CHAIRMAN

AGREED: The appointment of Cllr Bill O'Donovan as Chairman of the Committee for the remainder of the 2024/25 Municipal Year in place of Cllr A. H. Crawford.

37. APPOINTMENT OF VICE-CHAIRMAN

AGREED: The appointment of Cllr Rhian Jones as Vice-Chairman of the Committee for the remainder of the 2024/25 Municipal Year in place of Cllr Bill O'Donovan.

38. MINUTES

The minutes of the meeting held on 29th January 2025 were agreed and signed as a correct record of the proceedings.

39. APPOINTMENT OF INTERIM MANAGING DIRECTOR AND HEAD OF PAID SERVICE

The Committee received the Leader of the Council's Report No. PEO2503, which set out the process undertaken for the recruitment of the Council's Interim Managing Director and Head of Paid Service, as approved by Council on 5th February 2025. In accordance with the Constitution, the recommendation for the appointment of the

preferred candidate was made by the Corporate Governance, Audit and Standards Committee.

Report No. PEO2503, followed the report approved by the Council on the 5th February 2025 and put in place arrangements for the Head of Paid Service and Monitoring Officer functions for 6 months.

During discussion, the Committee were advised that, as the Chief Executive was leaving the Council on the 6th May 2025 for reasons of redundancy, there would be a handover period between the Chief Executive and the Interim Managing Director, with the statutory role of Head of Paid Service being transferred to the Interim Managing Director on the 11th April 2025. The Committee noted that the role of Interim Managing Director and Head of Paid Service was for a period of 6 months because of the upcoming reorganisation of the Council.

The Committee **RECOMMENDED TO THE COUNCIL:**

- (i) the appointment of Ian Harrison as the Council's Interim Managing Director and Head of Paid Service with effect from the 11th April 2025 for an initial period of 6 months; and
- (ii) that the post of Corporate Manager – Legal Services be designated as the Council's Monitoring Officer from the 11th April 2025 for an initial period of 6 months.

40. **ACCOUNTING POLICIES FOR THE YEAR**

The Committee considered the Executive Head of Finance's Report No. FIN2510, which reviewed the proposed accounting policies to be applied for the closure of the 2024/25 accounts. These were prepared in line with Chartered Institute of Public Finance Accountants (CIPFA) Code of Practice on Local Authority Accounting in the UK.

The report stated the changes to the accounting policies and informed Members of additional/amended disclosures and the level of internal materiality to be applied in the Annual Statement of Accounts for 2024/25.

The Committee noted that an approved set of accounting policies enabled the Finance team to complete the Annual Statement of Accounts with considered rules and assumptions, and provided clarity to the readers of the Accounts as to how they had been prepared.

RESOLVED: That:

- (i) the Accounting Policies, including the amendment disclosed at Appendix 1 for closure of the 2024/25 account, be adopted; and
- (ii) the updated disclosures and internal level of materiality be included within the Statement of Accounts for 2024/25, be noted.

41. INTERNAL AUDIT - AUDIT UPDATE ON 2024/25

The Committee received the Audit Manager's Report No. AUD25/02, which provided an overview of the work finalised for the 2023/24 Audit Plan, a progress update on the 2024/25 Audit Plan, and a schedule of work to be delivered in Q4.

During discussion, Members raised questions regarding the number of audits undertaken each year and virements, which were described as the movement of money between services.

RESOLVED: That:

- (i) the completed audit work be noted; and
- (ii) the progress to date towards the 2024/25 Audit Plan be noted.

42. INTERNAL AUDIT - CHARTER AND AUDIT PLAN 2025/26

The Committee received the Head of Partnership's Report No. AUD25/02, which set out the Internal Audit Charter and Internal Audit Plan for 2025/26.

The Committee heard from Neil Pitman, from Southern Internal Audit Partnership (SIAP), who reported that the Internal Audit Charter and Internal Audit Plan 2025/26 were required by the Global Internal Audit Standards in UK Public Sector. The Internal Audit Charter was a formal document that included the internal audit function's mandate, organisational position, reporting relationships, scope of work, types of service, and other specifications. The Internal Audit Plan was a document, developed by the Chief Internal Auditor, that identified the engagements and other internal audit services anticipated to be provided during a given period.

The Internal Audit Charter was reported to the Corporate Governance, Audit and Standards Committee annually for review and approval and it had been updated to reflect the requirements of the new Standards. The proposed risk based Internal Audit Plan had been developed at a strategic level providing a value adding, and proportionate level of assurance aligned to the Council's strategic outcomes. It was based on a range of inputs including review of the Council's strategic risk register, sector knowledge and discussions with management teams.

During discussion, Members raised questions regarding SIAP's role in Internal Audit, engagement with Unitary Councils and potential areas of focus for future audits.

RESOLVED: That:

- (i) the Internal Audit Charter 2025/26 be approved; and
- (ii) the Internal Audit Plan 2025/26 be approved.

43. **SELECTION OF MAYOR AND DEPUTY MAYOR 2025/26**

The Committee considered the Chief Executive's Report No. DEM2502 which set out the current position on the selection process for the Mayor and Deputy Mayor for the 2025/26 Municipal Year.

The Council had established a process and criteria for selecting the Mayor and Deputy Mayor which was adopted as part of the Council's Constitution. In accordance with the procedure, the Chief Executive wrote to all Councillors in December 2024 to invite expressions of interest in the role of Deputy Mayor for 2025/26, progressing to the position of Mayor in 2026/27.

The Committee was advised by the Corporate Manager – Democracy that the Deputy Mayor, Cllr Calum Stewart, had confirmed his wish to proceed through the normal progression to the position of Mayor for 2025/26.

It was reported that for the position of Deputy Mayor, it had not yet been possible to secure a nomination for recommendation to the Committee that met all of the requirements of the selection criteria. It was proposed to convene a meeting of Group Leaders to review the process to elicit a candidate for the role of the Deputy Mayor and agree the basis of determining a candidate that would secure broad based support.

The Committee **RECOMMENDED TO THE COUNCIL** that:

- (i) Cllr Calum Stewart be appointed as Mayor-Elect for the 2025/26 Municipal Year; and
- (ii) the process for seeking a nomination for Deputy Mayor 2025/26 was underway with a view to securing a nomination before the Annual Council Meeting, be noted.

The meeting closed at 8.19 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 9th April, 2025 at the Concorde Room,
Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gaynor Austin (Chairman)
Cllr C.P. Grattan (Vice-Chairman)

Cllr Thomas Day
Cllr A.H. Gani
Cllr S.J. Masterson
Cllr Calum Stewart

Apologies for absence were submitted on behalf of Cllr Peace Essien Igodifo, Cllr Lisa Greenway, Cllr Dhan Sarki, Cllr P.G. Taylor and Cllr Ivan Whitmee.

Cllr Rhian Jones and Cllr Nadia Martin attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr Keith Dibble (Housing & Planning Portfolio Holder) (ex officio)

32. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

33. MINUTES

The Minutes of the Meeting held on 12th February, 2025 were approved and signed as a correct record of proceedings.

34. PLANNING APPLICATIONS

RESOLVED: That

- (i) permission be given to the following application, as set out in Appendix "A" (as required), subject to the conditions, restrictions and prohibitions (if any) mentioned therein:

- | | | |
|---|----------------|--|
| * | 24/00517/REMPP | Headquarters Fourth Division Buildings, Steeles Road, Wellesley, Aldershot |
| * | 24/00504/LBCPP | Headquarters Fourth Division Buildings, Steeles Road, Wellesley, Aldershot |

- (ii) the following applications be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

* 24/00702/OUT Land At Former Jubilee Social Club, No. 101 Hawley Lane, Farnborough

- (iii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2511, be noted

- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead, Farnborough

23/00713/FUL Manor Park Cottage, St. Georges Road East, Aldershot

23/00794/REVPP Farnborough Airport, Farnborough

24/00237/FUL Nos. 235-237 High Street, Aldershot

** 24/00465/FULPP Land at Former Lafarge Site, Hollybush Lane, Aldershot

24/00748/FUL & Land at Orchard Rise
24/00746/LBCPP No.127 & La Fosse House
No.129 Ship Lane, Farnborough

24/00117/REVPP No. 1 North Close, Aldershot

* The Executive Head of Property and Growth's Report No. PG2511 in respect of these applications was amended at the meeting.

** It was agreed that a site visit would be arranged to this site.

35. **PLANNING APPLICATION NO. 24/00702/OUT - LAND AT FORMER JUBILEE SOCIAL CLUB, NO. 101 HAWLEY LANE, FARNBOROUGH**

The Committee considered the Executive Head of Property and Growth's Report No. PG2511 (as amended at the meeting) regarding the approval of the outline planning application (with scale, layout, appearance and landscaping reserved for future

consideration) for up to 5,225sqm of employment space (use classes E(g)(iii), B2 and B8) and associated highway access works. During discussion, it was requested that the schemes included within Section 106 related to those provided by Hampshire County Council and as related to the Local Cycling and Walking Infrastructure Plans (LCWIP), with the details confirmed following the meeting and the specified agreement.

RESOLVED: That:

The Executive Head of Property and Growth, in consultation with the Chairman, be authorised to GRANT subject to a Section 106 Agreement and Conditions, in particular, Heads of Terms for Transport Contributions to be amended to be more generic and the Draft Habitat Management and Monitoring Plan (HMMP) 27.03.2025, to be added to the list of approved plans.

36. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

Enforcement Reference No.	Description of Breach
24/00064/OUTBDG	<p>Pergola erected in rear garden at No. 27 Chetwode Place, Aldershot.</p> <p>A complaint was received that a pergola had been erected in the rear garden of the property, which was 2.6 metres high and within 2 metres of the boundary with the complainant. The owner was contacted but an application was not forthcoming. Due to the pergola being only 100mm above the permitted development limit, it was considered that, had an application been submitted, it would have been granted permission as there was no material adverse planning impact arising in respect of any neighbour. The recommendation was that no further action be taken.</p>

During discussion, Members asked for a list of the grounds of appeal against a Planning Enforcement Notice, for clarity.

ACTION

What	By whom	When
A list of grounds of appeal against a Planning Enforcement Notice be circulated to Committee Members.	Planning Department	Following the meeting

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2512 be noted.

37. APPEALS PROGRESS REPORT

The Committee received the Executive Head of Property and Growth's Report No. PG2513 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
Units 1, 2 and 3, 14 Camp Road, Farnborough 25/00001/REFUSE	Appeal against the refusal of planning permission for the regularised use of Units 1-3 and the forecourts as a vehicle service repair and MOT premises.	New appeal
Units 1, 2 and 3, 14 Camp Road, Farnborough 25/0003/ENFA	Appeal against an Enforcement Notice against a breach of planning control for a material change of use of the land from use for Mixed Use Class B8 Warehouse and Distribution with Use Class E Commercial office/light industrial/retail use, to a use for Class B2 General Industrial vehicle repair service, and unlawful building operations for the erection of steel awning structures outside Units 1 & 2.	New appeal
No. 116 Chapel Lane, Farnborough 24/00202/FULPP	Appeal against refusal of planning permission for continued use of land and building for car wash and valeting.	Dismissed

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2513 be noted.

The meeting closed at 8.44 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 21st May, 2025 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gaynor Austin (Chairman)
Cllr C.P. Grattan (Vice-Chairman)

Cllr Thomas Day
Cllr Peace Essien Igodifo
Cllr A.H. Gani
Cllr S.J. Masterson
Cllr Dhan Sarki
Cllr Calum Stewart
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Lisa Greenway, Cllr Ivan Whitmee and Cllr Keith Dibble.

1. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declarations of interest were made. All Members who had or believed that they had any interest under Rushmoor Borough Council's Councillor Code of Conduct, adopted in April 2021, in any matter to be considered at the meeting disclosed that interest at the start of the meeting or as soon as possible thereafter and took the necessary steps in light of their interest as to any participation in the agenda item:

Member	Application No. and Address	Interest	Action
Cllr Gaynor Austin	25/00117/REVPP – MacDonalds, No. 1 North Close, Aldershot	Personal	Cllr Austin did not take part in the meeting during the discussion and voting thereon
Cllr Calum Stewart	25/00117/REVPP – MacDonalds, No. 1 North Close, Aldershot	Personal	Cllr Stewart did not take part in the meeting during the discussion and voting thereon

2. MINUTES

The Minutes of the Meeting held on 9th April, 2025 were approved and signed as a correct record of proceedings.

3. REPRESENTATIONS OF THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
25/00117/REVPP	No. 1 North Close, Aldershot	Sarah Walton (resident)	Against

4. PLANNING APPLICATIONS

RESOLVED: That

- (i) permission be given to the following application, as set out in Appendix “A” (as required), subject to the conditions, restrictions and prohibitions (if any) mentioned therein:

- * 25/00204/FUL Farnborough Market Site, Queensmead, Farnborough

- (ii) the following applications be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

- * 25/00117/REVPP Macdonald’s, No. 1 North Close, Aldershot

- * 24/00634/FULPP Royal Pavilion, Wellesley Road, Aldershot

- (iii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Executive Head of Property and Growth’s Report No. PG2516, be noted

- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3 Queensmead, Farnborough

23/00713/FUL Manor Park Cottage, St Georges Road East, Aldershot

	23/00794/REVPP	Farnborough Airport
	24/00237/FUL	Nos. 235-237 High Street, Aldershot
**	24/00465/FULPP	Land at Former Lafarge Site, Hollybush Lane, Aldershot
	24/00748/FUL & 24/00746/LBCPP	Land at Orchard Rise No.127 & La Fosse House No.129 Ship Lane & Farnborough Hill School, No. 312 Farnborough Road, Farnborough
	25/00096/FULPP	Land at Nos. 38A-42 Southwood Road, Farnborough
*	The Executive Head of Property and Growth's Report No. PG2516 in respect of these applications was amended at the meeting.	
**	It was agreed that a site visit would be arranged to this site.	

5. **PLANNING APPLICATION NO. 25/00117/REVPP - MACDONALD'S, NO. 1 NORTH CLOSE, ALDERSHOT**

The Committee considered the Executive Head of Property and Growth's Report No. PG2516 (as amended at the meeting), regarding the variation of Condition 1 imposed on planning permission, to allow permitted hours of operation from 06:00 to 23:00, 7 days a week.

ACTION

What	By whom	When
To request Site Management Plan be amended to include a requirement that the lighting is switched off automatically.	Planning Department	As soon as possible
To check wording of SPEAK letter to ensure procedure is clear.	Planning Department	As soon as possible

6. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

Enforcement Reference No.	Description of Breach
24/00115/OUTBDG	Outbuilding erected to the rear of No. 68 Rectory Road, Farnborough.

A complaint had been made that an outbuilding had been erected to the rear of No. 68 Rectory Road, which overhung the properties abutting the boundaries and was over 3 metres in height. Upon inspection, the outbuilding did not encroach onto neighbouring properties as it was located over a metre away from the boundaries. However, it was over 2.5 metres in height which was the permitted development allowance within 2 metres of a boundary and did require planning permission. The owner was told that planning permission was required but no application was forthcoming. Due to the position of the outbuilding and the distance from the boundaries, had an application been submitted, it would have been supported. It was not therefore necessary to take enforcement action.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2517 be noted.

7. **APPEALS PROGRESS REPORT**

The Committee received the Executive Head of Property and Growth's Report No. PG2518 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
Unit 1 No. 106 Hawley Lane, Farnborough 25/0004/REFUSE	Appeal against refusal of planning permission to allow an increase in external building material storage heights to 5.5m.	New appeal
Car Park at Carmarthen Close, Farnborough	Appeal against the refusal of planning permission for the erection of a pair of semi-detached, two storey, 3-bed houses.	Dismissed
Units 1, 2 and 3, 14 Camp Road, Farnborough 25/00001/REFUSE and 25/00003/ENFA	Appeal against the refusal of planning permission for the regularised use of Units 1-3 and the forecourts as a vehicle service repair and MOT premises. The Inspector for the enforcement appeal had given the Council an opportunity to respond to the appellant's final comments, and third-party representations, by 21 May 2025.	Appeal ongoing

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2518 be noted.

8. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER 1ST JANUARY 2025 TO 31ST MARCH 2025**

The Committee received the Executive Head of Property and Growth's Report No. PG2519 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st January 2025 to 31st March 2025 and for the year 2024/25.

During discussion, the Committee noted that there were two minor errors in the Report, but these were not considered consequential. A query was raised as to whether Rushmoor could work with neighbouring authorities in future to align planning fees in time for Local Government Reorganisation (LGR). The Committee were advised that statutory planning fees were set nationally by the Government, although it could be subject to change in the future. It was noted that a quarterly Report would be produced in future detailing all Section 106 contributions, not just those relating to the Wellesley development.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2519 be noted.

ACTION

What

To produce a Report detailing all Section 106 contributions.

By whom

Planning Department

When

End of the first quarter

The meeting closed at 8.07 pm.

CLLR GAYNOR AUSTIN (CHAIRMAN)

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Thursday, 22nd May, 2025 at the Council Offices,
Farnborough at 7.00 pm.

Voting Members

Cllr Bill O'Donovan (Chairman)
Cllr Rhian Jones (Vice-Chairman)

Cllr Gaynor Austin
Cllr C.W. Card
Cllr Sue Carter
Cllr P.J. Cullum
Cllr Thomas Day*
Cllr C.P. Grattan
Cllr M.J. Roberts
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Sarah Spall and Cllr P.G. Taylor.

*Cllr Thomas Day attended the meeting as a Standing Deputy.

Non-Voting Member

Mr. Tom Davies – Independent Member (Audit)

1. MINUTES

The minutes of the meeting held on 2nd April 2025 were agreed and signed as a correct record of the proceedings.

2. AUDITOR'S ANNUAL REPORT 2023/24

The Chairman welcomed Simon Mathers, Director, from the Council's external auditors, Ernst and Young (EY), who joined the meeting remotely via Microsoft Teams.

The Committee received the Executive Head of Finance's Report No. 24RBC. The purpose of the Auditor's Annual Report was to bring together all of the auditor's work over the year and the value for money commentary, including confirmation of the opinion given on the financial statements; and, by exception, reference to any reporting by the auditor using their powers under the Local Audit and Accountability Act 2014. In doing so, the auditors comply with the requirements of the 2024 Code of Audit Practice (the Code) published in November 2024 and the supporting guidance of the National Audit Office (NAO) published within their Auditor Guidance Note 3 (AGN 03). The commentary aimed to draw to the attention of the Council and the

wider public, relevant issues from the auditing work, including recommendations arising in the current year and follow-up of recommendations issued previously, along with the auditor's view as to whether they had been implemented satisfactorily.

The Committee noted that the report expressed an opinion on the 2023/24 financial statements, conclusions related to going concern and the consistency of other information published with the financial statements, including the narrative statement.

The Committee were advised that the Council needed to fully implement and action its Financial Resilience Plan which contained a range of medium and shorter-term actions designed to ensure its financial sustainability. Specifically:

- Develop and implement appropriate arrangements to deliver a permanent removal from the base budget of £0.5 million each year for the four years commencing 2024/25.
- Identify and deliver a £40 million asset disposal programme to achieve the Council's interest and cost reduction savings targets.
- Seek to replace short-term with long-term borrowing to reduce the Council's exposure to interest rate risk and allow for more certainty in its medium-term financial planning arrangements.

During discussion, Committee Members commented on the use of reserves to ensure the achievement of a balanced budget and raised a question regarding asset disposal.

RESOLVED: That the Auditor's Annual Report No. RBC24 be noted.

3. **EXTERNAL AUDIT PROPOSED AUDIT PLANNING REPORT 2024/25**

The Committee received the 2024/25 Audit Planning Report No. RBC25. The report aimed to provide Members with a basis to review the proposed audit approach and scope for the 2024/25 audit. This was in accordance with the requirements of the Local Audit and Accountability Act 2014, the National Audit Office's 2024 Code of Audit Practice, the Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA) Ltd, auditing standards, and other professional requirements. The report summarised the evaluation of the key issues driving the development of an effective audit. The report also addressed the broader impact of the Government's proposals aimed at establishing a sustainable local audit system.

During discussion, Members raised questions regarding materiality, discounted rates and valuation of properties.

In answer to a question regarding assurance, the Committee were advised that almost a full programme of work was undertaken by the external auditors in 2024/25 and the level of assurance they could give would increase each year.

RESOLVED: That the Auditor's Annual Report No. RBC25 be noted.

4. ANNUAL GOVERNANCE STATEMENT 2024/25

The Committee considered the Financial Governance Manager's Report No. AUD25/03 which presented the Draft Annual Governance Statement 2024/25 for review and approval.

The Accounts and Audit Regulations 2015 stated that, for each financial year, the Council must conduct a review of the effectiveness of the Council's internal control and prepare an annual governance statement for review and approval by the Committee prior to it being signed by the Interim Managing Director and Leader of the Council. The statement would then be finalised with the signed Statement of Accounts.

The Report set out the methodology for compiling the Annual Governance Statement and the requirements of the Committee to ensure a meaningful review of the Annual Governance Statement. Members were reminded that they needed to be satisfied that the Annual Governance Statement reflected the governance environment and any actions required to improve it. Members also had to be satisfied that it demonstrated how governance supported the achievement of the Council's objectives.

RESOLVED: That the Council's Annual Governance Statement 2024/25 be approved.

5. INTERNAL AUDIT - ANNUAL AUDIT OPINION 2024/25

The Committee considered the Financial Governance Manager's Report No. AUD25/04 which set out the Internal Audit Manager's independent annual audit opinion for 2024/25 on the adequacy and effectiveness of the Council's framework of governance, risk management and internal control environment. The Financial Governance Manager presented the report as, although they had changed roles from Audit Manager in February 2025, they were best placed to share the report. With reference to Appendix 1 of the Report, the Committee noted that assurance levels had been provided for each of these areas in order to provide a clear assessment:

- Internal Control Environment – It was noted that, in the opinion of the Audit Manager, the internal control environment for the Council was reasonable. The level of substantial assurances had decreased; however the level of reasonable has increased significantly, along with the limited assurances decreasing. No limited assurances had been given for the key financial systems across the 3-year cycle.
- Governance - It was noted that, in the opinion of the Audit Manager, governance for the Council was reasonable. Governance issues were addressed through the corporate governance group, and it had been acknowledged that work needed to be done to improve the governance arrangements within the Council following the CIPFA and Peer Challenge reviews carried out in June 2024. As a result of the reviews, action plans had been put in place to implement the

recommendations made. The Council took a view on outstanding audit recommendations given the passage of time and the evolution of processes over the years. Accordingly, a reduced number of recommendations were present to Corporate Governance, Audit and Standards Committee as still outstanding. These would continue to be followed up for implementation.

- Risk Management – It was noted that, in the opinion of the Audit Manager, risk management for the Council was reasonable. Whilst a reasonable assurance has been provided, the process continued to require improvement to ensure that it was an effective management tool rather than just process driven. The Committee heard that the Council had in place Service Risk Registers and a Corporate Risk Register. Quarterly, the overall changes were reported to the Corporate Management Team (CMT) for review and scrutiny. Following this, the report was presented to Cabinet. CMT and Cabinet acted as layers of defence to ensure that risks had been identified and where necessary, actions taken to appropriately mitigate the risk. The Committee noted that a risk appetite statement had not been defined and agreed with Members. However, work was progressing in this area with a workshop being held and facilitated by an external consultant in order to define risk appetite for the Council.

During discussion, a question was raised regarding how the Council could gain full assurance in all areas. It was noted by the Committee that, as it was a risk-based audit, the Council needed to seek out areas of weakness, in order to make improvements and make it a better environment in terms of risk and control. Questions were also raised regarding risk management, procurement cards and an update was given on areas shown by the audit to have limited levels of assurance.

RESOLVED That:

- (1) the Audit Opinion given for governance, risk management and internal control for 2024/25 be noted, and
- (2) the self-assessment exercise against the Public Sector Internal Audit Standards (PSIAS) be noted.

6. TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2024-25

The Committee considered the Executive Head of Finance Report No. FIN2511 which set out the activities of the Treasury Management Strategy and Non-Treasury Investment Operations for Quarter 4 in the Financial Year 2024/25, as at 31st March 2025 and reported on compliance with Prudential Indicators. These were a statutory requirement under the Chartered Institute of Public Finance Accountants (CIPFA) Code of Practice on Treasury Management.

The Committee noted that for the forecast to 31st March 2025, the Council was estimated to have net borrowing of £125.20m arising from its revenue and capital income and expenditure. At 31st March 2025, the Council held £166m of loans, (an increase of £4m on 31st March 2024), as part of its strategy for funding previous and current years' capital programmes.

It was advised that all activity was conducted within the approved Treasury Management Practices (TMPs). The majority of borrowing was currently short-term Local Authority (LA), although the Public Works Loan Board (PWLb) interest rate was lower than LA rates and therefore some borrowing was secured with PWLB for 18 months. This diversified the borrowing the Council held. The Committee noted that the Council had borrowed substantial sums of money and was therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remained central to the Authority's treasury management strategy.

During discussion, a question was raised about the Council's loan to Farnborough International Limited, who were supported during the Covid Pandemic. The Committee noted that the money would be paid back in two tranches over the following two years. Questions were also asked about debt counterparties and prudential indicators.

The Committee **RECOMMENDED TO CABINET** that the Executive Head of Finance Report No. FIN2511, be noted.

7. GRANTING DISPENSATION FROM PROVISIONS OF THE CODE OF CONDUCT FOR MEMBERS – ITEM WITHDRAWN

The Committee were advised that the Monitoring Officer's Report No. LEG25/01, which sought the granting of dispensations relating to the declarations of interest, as set out in the Code of Conduct for Members, be withdrawn from the Meeting. The Committee noted that it was not considered to be of Pecuniary Interest and it was the decision of the Monitoring Officer, who was new to the post, to withdraw the report which had been submitted by their predecessor.

8. CONSTITUTION AND COMMITTEE REVIEW UPDATE

The Committee considered the Corporate Manager – Democracy Report No. DEM2505, which set out proposed updates to the Constitution in respect of:

- a proposed update to Standing Orders with a scheme to enable public questions at full Council Meetings (as set out in Para 3 and attached to the Report)
- a proposal to specify expected core training topics for all Elected Members in the Code of Conduct for Councillors (as set out in Para 4)
- a proposal to split the current Corporate Governance Audit and Standards Committee (CGAS) into two committees – creating an 'Audit and Governance Committee', and 'Licensing & Council Business Committee', with training plans to support Members on each.
- a proposal for a cross party 'work programme management group' to co-ordinate the work programmes of the non-executive committees (Policy & Project Advisory Board (PPAB), Overview and Scrutiny Committee (OSC) and the Committee with responsibility for audit and governance). The individual Progress Groups would no longer meet.

- the PPAB work programme to be more closely aligned to deliver Council Plan Priorities and with Cabinet Member engagement.

The Committee discussed the principle of splitting the CGAS Committee, and the responsibilities to be allocated to the new Licensing and Corporate Business Committee. A question was raised regarding political balance, and it was confirmed that the balance calculation would enable a seat on both committees for the Liberal Democrat group, and it was noted that licensing hearings did not need to be politically balanced. It was indicated that three meetings of the Licensing and Corporate Business Committee would be scheduled per annum.

During discussion on the proposed scheme for public questions at full Council, it was confirmed that the scheme included provision to reject questions and there were parameters for limits on time allowed.

In terms of next steps, it was agreed that the Constitution Working Group would progress the further detailed work to update the terms of reference for the committees to support the changes to the committee structure arising from the Committee Review. It was requested that there be an opportunity for the Members of the Corporate Governance and Audit Committee to review the proposed updates in advance of a report to the full Council.

- (i) **RECOMMENDED TO THE COUNCIL** that subject to any further modifications recommended by the Constitution Working Group the updates to the Constitution in respect of public questions at the full Council Meeting as set out in Para 3 of the Report, and updates to the Councillors Code of Conduct, as set out in Para 4 of the Report be approved, as set out in the Corporate Manager – Democracy Report No. DEM2505;
- (ii) **RESOLVED** that the Constitution Working Group be asked to progress the further detailed work to support the changes to the committee structure arising from the Committee Review as set out in paras 5.5. and 5.6 of the report, with an opportunity for the Committee to review the proposed updates in advance of a report to Council.
- (iii) **RESOLVED** that the Corporate Manager – Democracy be authorised, in consultation with the Chairman of CGAS, and Leader of the Council to make any further minor updates to the Constitution documents to be recommended for update to the Council, in advance of the report to the Council.

9. **APPOINTMENTS TO OUTSIDE BODIES, LICENSING SUB-COMMITTEES AND CONSTITUTION WORKING GROUP**

(1) **Outside Bodies –**

RESOLVED: That the appointment of representatives to outside bodies for the 2025/26 Municipal Year, as set out in the attached Appendix, be approved, with the following amendments:

- Councillors Lisa Greenway and Ivan Whitmee be appointed to the Aldershot and Farnborough Festival of Music and Art.
- Councillor Clive Grattan was appointed to the Hampshire Buildings Preservation Trust AGM

(2) **Appointments and Appeals Panels –**

RESOLVED: That the Corporate Manager – Democracy be authorised to make appointments to Appointments and Appeals Panels in accordance with the membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

(3) **Licensing Sub-Committee –**

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2025/26 Municipal Year (three Labour representatives; two representatives of other Groups):

Labour Group: Cllrs Rhian Jones, Bill O'Donovan and Sarah Spall

Conservative Group: Cllr Jacqui Vosper

Liberal Democrat: Cllr C.W. Card

(4) **Licensing Sub-Committee (Alcohol and Entertainments) –**

RESOLVED: That the Corporate Manager – Democracy be authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee in accordance with the procedure agreed by the Committee at its meeting on 21st May 2009 and detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

(5) **Licensing Sub-Committee (Taxis) –**

RESOLVED: That the Corporate Manager – Democracy be authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee, in accordance with the procedure agreed by the Committee at its meeting on 27th June 2021 and detailed in the Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure.

(6) **Constitution Working Group –**

RESOLVED: That the following Members be appointed to serve on the Constitution Working Group for the 2025/26 Municipal Year (seven Members, including a Cabinet Member, the Chairman of the Committee and representatives of other groups):

- two Cabinet Members (Cllr Sophie Porter and a vacancy to be decided by the Leader of the Council)

- the Chairman of the Corporate Governance, Audit and Standards Committee (Cllr Bill O'Donovan)
- one representatives of the Labour Group (Cllr Gaynor Austin)
- two representatives of Conservative Group (Cllrs G.B. Lyon and Steve Harden)
- one representative of the Liberal Democrats (Cllr Craig Card)

The meeting closed at 9.02 pm.

**CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE
22ND MAY 2025**

REPRESENTATION ON OUTSIDE BODIES

NAME OF ORGANISATION	REPRESENTATIVE(S) 2025/26
Aldershot & Farnborough Festival of Music & Art	Cllrs Lisa Greenway and Ivan Whitmee
Blackbushe Airport Consultative Committee	Cllr Julie Hall with Cllr Keith Dibble as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs Keith Dibble and Steve Harden with Cllr Mike Roberts as Standing Deputy
Blackwater Valley Countryside Partnership	Cllrs Jules Crossley and Akmal Gani with Cllrs Clive Grattan and Gareth Lyon as Standing Deputy
Brickfield Country Park, Friends of	Three Manor Park Ward Members (Cllrs Peace Essien Igodifo, Ivan Whitmee and Becky Williams)
Citizens Advice Rushmoor Trustee Board	Cllr Bill O'Donovan (Observer)
Cove Brook Greenway Group	Cllrs Clive Grattan and Rhian Jones
District Council's Network (DCN)	Leader of the Council (Cllr Gareth Williams)
Hampshire Place Board	Leader of the Council (Cllr Gareth Williams) with the Deputy Leader of the Council (Cllr Sophie Porter) as Standing Deputy
Frimley Integrated Care Partnership Assembly	Cabinet Member (Cllr Sophie Porter)
Farnborough Aerodrome Consultative Committee (FACC)	Cabinet Member (Cllr Keith Dibble) and Cllr Craig Card (as a representative of an adjoining ward) with Cllr Mara Makunura as Standing Deputy

NAME OF ORGANISATION	REPRESENTATIVE(S) 2025/26
457 Squadron Farnborough RAF Air Cadets	Cllr Abe Allen
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr Gareth Williams) and Deputy Leader of the Council (Cllr Sophie Porter)
Hampshire Police and Crime Panel	Cabinet Member with responsibility for Community Safety (Cllr Christine Guinness) And Cllr Halleh Koohestani as Standing Deputy
Hampshire Buildings Preservation Trust AGM	Cllrs Thomas Day and Cllr Clive Grattan
Local Government Association - General Assembly	Leader of the Council (Cllr Gareth Williams)
North Hampshire Area Road Safety Council	Cllr Christine Guinness with Cllr Jules Crossley as Standing Deputy
PATROL	Cllr Christine Guinness
Parity for Disability	Cllr Thomas Day (vacancy for Standing Deputy)
Project Integra Strategic Board	Cllr Christine Guinness (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllrs Clive Grattan and Gareth Lyon
Rushmoor Voluntary Services Board	Cllr Lisa Greenway
South East Employers – Annual General Meeting	Cllr Alex Crawford (Cabinet Member) and Cllr Keith Dibble as Standing Deputy
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Keith Dibble (Cabinet Member)

NAME OF ORGANISATION	REPRESENTATIVE(S) 2025/26
Wellesley Residents Trust Ltd	Cllr Keith Dibble

REPRESENTATION ON COUNCIL GROUPS, PARTNERSHIPS AND BOARDS

GROUP	REPRESENTATIVE(S) 2025/26
Safer North Hampshire Community Safety Partnership	Cllr Christine Guinness (Cabinet Member)
Crime and Disorder Joint Scrutiny Committee	Cllrs Halleh Koohestani, Becky Williams and Martin Tennant
Rushmoor Development Partnership LLP (RDP) Board	Cllr Julie Hall, Managing Director (IH) and Executive Director (KE)
Rushmoor Housing Ltd (RHL) – Board of Directors	Cllrs Gareth Williams, one vacancy and Stuart Trussler

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 25th June, 2025 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Gaynor Austin (Chairman)
Cllr C.P. Grattan (Vice-Chairman)

Cllr Thomas Day
Cllr Peace Essien Igodifo
Cllr Lisa Greenway
Cllr S.J. Masterson
Cllr Dhan Sarki
Cllr Calum Stewart
Cllr Jacqui Vosper
Cllr Ivan Whitmee

Apologies for absence were submitted on behalf of Cllr A.H. Gani and Cllr Keith Dibble.

9. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

10. MINUTES

The Minutes of the Meeting held on 21st May, 2025 were approved and signed as a correct record of proceedings.

11. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
24/00465/FULPP	Land at Former Lafarge Site, Hollybush Lane, Aldershot	Mr Geoff Megarity, Principal Planner, Bell Cornwell Chartered Town Planners	In support

12. PLANNING APPLICATIONS

RESOLVED: That

- (i) the following application be determined by the Executive Head of Property and Growth, in consultation with the Chairman, subject to the prior completion of a S106 legal agreement and the conditions as detailed in the report:

* 24/00465/FULPP Land at Former Lafarge Site, Hollybush Lane, Aldershot

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2520, be noted

- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead,
Farnborough

23/00713/FUL Manor Park Cottage, St.
Georges Road East,
Aldershot

23/00794/REVPP Farnborough Airport,
Farnborough

24/00237/FUL Nos. 235-237 High Street,
Aldershot

25/00287/REMPP Zone G Pennefathers,
Aldershot Urban Extension,
Alison's Road, Aldershot

24/00748/FUL &
24/00746/LBCPP Land at Orchard Rise
No.127 & La Fosse House
No.129 Ship Lane &
Farnborough Hill School, No.
312 Farnborough Road,
Farnborough

* The Executive Head of Property and Growth's Report No. PG2520 in respect of these applications was amended at the meeting.

The meeting closed at 7.37 pm.

CLLR GAYNOR AUSTIN (CHAIRMAN)

POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Tuesday, 25th March, 2025 at the Council Offices, Farnborough at 6.30 pm.

Voting Members

Cllr M.J. Roberts (Chairman)

Cllr Abe Allen
Cllr Lisa Greenway
Cllr Steve Harden
Cllr Rhian Jones
Cllr Halleh Koohestani

Apologies for absence were submitted on behalf of Cllrs Sue Carter, A.H. Gani, S.J. Masterson, T.W. Mitchell and Ivan Whitmee.

Cllr Thomas Day attended the meeting as a Standing Deputy.

17. CHANGE OF BOARD MEMBERSHIP

The Committee **NOTED** the appointment of Cllr Abe Allen as a member of the Board in place of Cllr Julie Hall for the remainder of the 2024/25 Municipal Year.

18. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Cllr Lisa Greenway be appointed as Vice-Chairman for the remainder of the 2024/25 Municipal Year.

19. MINUTES

The minutes of the meeting held on 19th November, 2024 were agreed as a correct record.

20. GOVERNMENT CONSULTATION ON DEVOLUTION

The Chairman welcomed Mr Alex Shiell, Service Manager – Policy, Strategy and Transformation, who presented the emerging draft return to the Government's consultation on the effect of establishing a Mayoral Combined County Authority (MCCA) to cover the Hampshire and Solent area.

The Board was reminded that this new administration would comprise the areas covered currently by Hampshire County Council and the Southampton, Portsmouth and Isle of Wight unitary authorities.

Members were informed that the consultation had commenced on 7th February and would close on 13th April.

It was confirmed that details of the consultation would be circulated through the Council's usual communications channels to encourage residents, partners and businesses to respond. During discussion on this, the view was expressed by the opposition group that an extension to the deadline for returns should be sought to enable a Borough-wide survey to be carried out to gather residents' views. It was contended that this was vital in light of the County Council elections having been cancelled. This approach was not supported by the Board overall, however, and the majority view was that Councillors would know the feelings of their residents through their normal interactions with them.

As Mr Shiell worked through the consultation contents, the following comments were made by members of the Board:

Governance

- North Hampshire is a long way away from Winchester – we do a lot of cross border work with Surrey and Berkshire
- How do we avoid being a small outlier?
- Mayoral precept – how do we protect our residents from large increases?
- Government confirms that number of constituent members could change from five
- A pictorial version of the proposed structure might help local residents to understand
- Important the differences between local government reorganisation and devolution are made clear to prevent powers is being passed down and not taken away

Economic Development

- Concern expressed over how the Rushmoor area will get a voice – fears that the big cities will swallow up large amounts of funding
- Easier to see the economic benefits in a city area – less obvious elsewhere

Social Outcomes

- Concerns devolved funding from central government for housing and local transport
- Feels like local transport is disconnected from rest of Hampshire
- Why not take the opportunity to build Council houses rather than housing association properties?

- Need to take account of Marmot findings
- Trains in Rushmoor used extensively for commuting

Local Government Services / Local Natural Environment

- There was insufficient time for Members to consider these areas, so Members were urged to get any views to Mr Shiell ahead of the April deadline

21. WORK PLAN

The Board noted the current Work Plan.

The meeting closed at 7.27 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Report of the Meeting held on Thursday, 27th March, 2025 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Halleh Koohestani (Chairman)
Cllr Nadia Martin (Vice-Chairman)
Cllr S. Trussler (Vice-Chairman)

Cllr Leola Card
Cllr P.J. Cullum
Cllr C.P. Grattan
Cllr Bill O'Donovan
Cllr M.J. Tennant

Apologies for absence were submitted on behalf of Cllr Thomas Day, Cllr G.B. Lyon and Cllr Becky Williams

33. MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 4th March, 2025 were agreed as a correct record.

34. WORK PLAN

The Committee noted the current Work Plan.

During discussions, the following issues were raised:

- Letter to HCC – the Chairman advised that a discussion needed to be had with the Leader of the Council to determine the way forward taking account of the changes relating to Devolution and Local Government Reorganisation.
- Housing and Homelessness Prevention Strategy – the Lead Officer read out an update on the current position with the Strategy and advised that an item regarding this matter would be scheduled for July 2025.
- A request was made for an update from SERCO following the meeting in August 2024. A request would be made to the relevant officer and presented to the Progress Group for consideration.
- The Committee noted that it was considered too early for a report regarding the Climate Change Action Plan and the Young People's Plan as both had only recently be formally agreed by the Cabinet.

35. EXCLUSION OF THE PUBLIC

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
37	3	Information relating to financial or business affairs

36. DECLARATIONS OF INTEREST

Having regard to the Council's Code of Conduct for Councillors, the following declarations of interest were made:

Item No.	Member	Interest	Reason
37	Cllr S. Trussler	Personal and non-pecuniary	Director Rushmoor Homes Limited
37	Cllr Ivan Whitmee	Personal and non-pecuniary	Director Rushmoor Homes Limited
37	Cllr Gareth Williams	Personal and non-pecuniary	Director Rushmoor Homes Limited

It was noted that on 27th May, 2021, the Council's Corporate Governance, Audit and Standards Committee had granted dispensations to Members appointed by the Council to the Board of the Rushmoor Development Partnership and as Directors of Rushmoor Homes Limited and therefore Cllrs Trussler, Whitmee and Williams, remained in the meeting for the discussion.

37. UNION YARD, ALDERSHOT - APPROACH TO DISPOSAL OF RESIDENTIAL APARTMENTS (SEACOLE PLACE AND BURTON HOUSE)

The Committee welcomed the Leader of the Council - Cllr Gareth Williams, Executive Director - Karen Edwards, Executive Head of Property and Growth - Tim Mills, Executive Head of Finance - Peter Vickers, and Head of Regeneration and Development - Nick Irvine, who were in attendance to support the pre-decision scrutiny to be undertaken on the disposal of residential apartments at Union Yard, Aldershot.

Report No. EDPLACE2501 set out the background to the item, which had been requested by the Committee, to allow them to carry out pre-decision scrutiny on the approach and options for the disposals of 82 apartments in blocks C and D, (now

known as Seacole Place and Burton House) at the Union Yard development in Aldershot.

The Committee were being asked to consider five options, as set out below:

- 1) Disposal to the Council's Housing Company, Rushmoor Homes Limited
- 2) Disposal of individual units to the open market via a local estate agency
- 3) Disposal to a Registered Provider- part social / part private rent or shared ownership
- 4) Disposal for submarket rent for key workers
- 5) Disposal to private investor for private rent

The Chairman requested that the focus of the questions raised during discussion related to any gaps within the report, risks to the Council, and information that might assist the Cabinet in making the final decision.

Due to the nature of the information within the reports, which related to the financial and business affairs of the Council, the Chairman recommended that the item be considered in private.

Following a vote, the Committee agreed unanimously to hold the rest of the meeting in private.

During discussions with officers and representatives from Lambert Smith Hampton (LSH), a commercial property consultant engaged by the Council to assist with the process for disposal, Members were advised of the soft market testing process undertaken by LSH and their recommendations. It was advised that LSH had not gone out to the open market on this occasion and had chosen to approach the most appropriate potential buyers at the time. LSH advised this approach helped to avoid "spoiling" the offer in the wider market, should an open market disposal be required if no offers were received. In response to a query relating to timescales for full market sale, it was noted that this could take in the region of 2-3 months.

In response to a query regarding letting the units before selling them and would an income asset be of more interest to buyers, it was noted that, at this time, it was hard to say if any offers under these circumstances would have been more competitive as this depended on the nature of the investor. It would however, mean more risk for the Council who would continue to incur empty property holding costs during the lettings process which could take some months. In considering a suggested option to offer investors and incentive e.g. potentially buy ten and get eleven units, it was advised by LSH that there was very little interest in acquisition of 'broken asset' where there were multiple small landlords subletting.

In relation to net operating income, it was advised that all parties had presented with costs and had their own view over/under the estimated figures. Some had shown to be more risk averse than others.

In response to a query regarding room for negotiation on the offers, it was advised by LSH that each had been pushed to get the best and final offer. This had resulted in one potential buyer increasing their offer and adding the commercial units into a second offer.

The Committee discussed the financial implications and risks. A view was expressed that a quick decision should not be made if more money could be made for residents over time. In response it was advised that should a sale not be made by August 2025, forecast savings in the budget could not be achieved on interest costs and there would be additional unbudgeted holding costs. Risks related to the Rushmoor Homes Limited (RHL) option were also discussed. It was noted that further information had been requested on the approach to financing of this option, in advance of the Cabinet making their decision on 8th April.

It was agreed that it was important that the financial impacts, which varied between each option, were fully understood by the Cabinet before a decision was made.

In response to a query regarding Corporation Tax, it was advised that RHL would not be in a position to pay any Corporation tax for some time as interest payments would outweigh any income. In response to a question, it was confirmed that the Council were not able to exempt themselves from paying empty property tax.

A discussion was held on placemaking and the impacts of having empty commercial units within the site, if commercial units were empty, would residential units let easily and vice versa? The Committee expressed the view that it was important to ensure placemaking remained at the heart of the decision-making process for this asset. In response, the Leader confirmed that placemaking would be considered in the round, alongside risks, housing issues and financial implications. It was noted that the organisation submitting one of the offers had imposed some restrictions on commercial use on another acquisition and was proposing that final consent remained with them on some uses. In relation to the mix of end users the committee recognised it was important to understand that compromises may need to be made to allow the units to be let both commercially and residentially.

In response to a query regarding commercial income, it was noted that the amounts identified in the budget were not substantial for 2025/26, this was due to rent free periods for potential leases.

RESOLVED that:

The Committee had understood the complex and balanced nature of the decision and requested that Cabinet consider the points raised during the Committee's discussions as part of making their decision.

The Chairman thanked everyone for the contribution to the meeting.

The meeting closed at 9.23 pm.

POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Tuesday, 10th June, 2025 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Abe Allen (Chairman)

Cllr A. Adeola
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Halleh Koohestani
Cllr T.W. Mitchell
Cllr M.J. Roberts
Cllr Ivan Whitmee

Apologies for absence were submitted on behalf of Cllrs Peace Essien Igodifo, Mara Makunura and M.D. Smith.

Cllr S.J. Masterson attended the meeting as a Standing Deputy.

1. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Cllr Lisa Greenway be appointed as Vice-Chairman for the 2025/26 Municipal Year.

2. MINUTES

The minutes of the meeting held on 25th March, 2025 were agreed as a correct record.

3. LOCAL GOVERNMENT REORGANISATION - APPROACH TO PUBLIC ENGAGEMENT AND INVOLVEMENT

The Board welcomed Mrs Karen Edwards, Executive Director and Alex Shiell, Service Manager – Policy, Strategy and Transformation, who provided an update on recent work that had been undertaken in relation to Local Government Reorganisation (LGR).

The Board was advised that this was a fast-moving area with the position developing on a daily basis. It was confirmed that twelve of the fifteen Councils in the Hampshire and Solent area continued to work together, through the KPMG Programme, towards the submission deadline of 26th September, 2025. Currently, Chief Executives met on a weekly basis and Council Leaders every fortnight. Funding to support the work totalled £542,000 across Hampshire and Leaders were currently discussing individual allocations. Members were informed that a Ministerial Statement on LGR had been released on 3rd June and this had provided further

detail in many areas. The Board was informed that the item today was specifically about the approach around public engagement and involvement in relation to LGR. As this needed to be done before the submission date of 26th September, this was now a priority task.

Regarding public engagement, it was acknowledged that this was a confusing picture for residents, with a number of options within the preferred approach. It was likely that Hampshire County Council would be consulting with residents at the same time as the 'KPMG' authorities and this would present a completely different approach. The proposed engagement approach was:

- Group led engagement from the twelve Councils remaining in the 'KPMG Group' – all favouring the four unitary option
- Basingstoke, Hart and Rushmoor – Leaders have agreed to joint additional engagement around whether there was support for the establishment of a Unitary Council based on combined geography, a Northern Hampshire authority
- Rushmoor led engagement to be scoped – to establish what is important to local residents

In discussing the content of the presentation, the Board raised the following points:

- Parishing – should Rushmoor form town and/or parish councils ahead of LGR implementation? Agreed it was complex and difficult to determine without an indication of what the additional costs would be of forming. Council could consider a site visit to a Council currently operating with parish councils? Agreed that further investigation into the viability of parishing should be undertaken.
- How to engage with those excluded from consultation 'drop-ins'? Would home visits be provided?
- Agreed that sample size appeared too small.
- Agreed that colleges/young people should be a high priority.

In summarising the Board's feedback on this matter, the Chairman made the following points:

- Sample size should be increased and Board would like to see cost analysis behind that
- Should be drop-ins in town centre locations, including North Camp
- Analyse gaps whilst doing engagement to add specific approach to deal with them, to be reviewed regularly

- Particularly target young people, schools, colleges and Garrison – should be balanced group with provision for those with limited access
- Make it clear what the impact is so residents understand what they are being asked about
- Provide simplified visuals for those with learning difficulties

The Chairman thanked Mrs Edwards and Mr Shiell for their input.

4. POTENTIAL FUTURE CHANGES TO INTEGRATED CARE BOARDS

The Board welcomed Mrs Karen Edwards, Executive Director, who provided an update on potential future changes to Integrated Care Boards.

The Board was reminded that the current arrangements had seen the establishment of the Frimley Health and Integrated Care System (ICS), which was a partnership of NHS and local government organisations working together to join up health and care services to improve the health and wellbeing of local residents. In April 2025, NHS England had informed Chief Executive Officers of local Integrated Care Boards (ICB) that ICBs need to reduce running costs by 50 per cent. Members were informed that Frimley ICB was the Board that covered the Rushmoor area and that the ICB was an important part of the ICS. It was explained that, with Frimley being one of the smallest ICBs, there was an expectation of a merger being required. Alongside the cost reductions, a refreshment of the role of ICBs had been developed. In a letter to partners, the Chair of the Frimley ICB set out that work should commence of the establishment of four South East ICBs instead of the current six. Seemed likely that the Rushmoor area would be part of an ICB that covered the whole of the Hampshire and Solent Strategic Authority area. It was confirmed that the Council would await formal engagement from both Frimley ICB and Hampshire and Isle of Wight ICB.

In discussing this matter, Members were reassured that Frimley Park Hospital would continue to serve Rushmoor residents, as before, but services were likely to be commissioned in a different way.

The Chairman thanked Mrs Edwards for her update.

5. PATHWAYS TO WORK CONSULTATION

The Board welcomed Cllr Jules Crossley, Policy, Performance & Sustainability Portfolio Holder, who had been invited to attend to present this item.

The Board was advised that a consultation on the Pathways to Work Green Paper was currently underway. The proposed Pathways to Work changes would affect working-age adults in terms of a number of changes to benefits receivable. The Council was in the process of consulting with benefit recipients and had received 40 responses at that point. Of the 40 respondents, 80% had expected negative impacts from the proposed changes. Members were informed that a Pathways to Work Working Group had been set up and this group would look in detail at the survey responses and would discuss the contents of the Council's response to the Green

Paper consultation. It had been agreed that the Council would send a letter to the Secretary of State for Work and Pensions. Key points to be included in the letter would include:

- Lack of planning and forethought - the way the Green Paper was delivered has caused unnecessary anxiety
- The DWP must be reformed before any changes to benefits are introduced
- Employment and Training programme for young people needs to be embedded before benefit changes are made
- An Impact Assessment should have been commissioned and published before the Green Paper was released
- Personal Independence Payment is not a means-tested or a work-related benefit. Current proposals risk removing all support from those who don't score 4 points on any one component.
- Poverty: Risk of people being pushed into poverty
- NHS waiting lists has contributed to the number of people who can't work
- Impact on carers: If the person they care for loses PIP, they will no longer qualify for Carer's Allowance
- Right to Try: A positive is that it will give people receiving health and disability benefits more freedom to attempt work without fear of losing their benefits.
- The lack of detail needs to be addressed in the White Paper, including clarification on the proposed new National Insurance scheme
- Increased pressure and impact on local authorities and support organisations

The letter would ask for a number of changes to the proposals, including:

- Keep PIP and UC uplift separate. PIP shouldn't be used to push people into work
- Reform the DWP before making any changes
- Publish a full Impact Assessment before the White Paper, with transitional support in place
- Set out investment and reform plans for health services, including mental health, before changes happen
- Put people's welfare before cost-cutting

It was also noted that the Council would need to rethink its Young People's Plan and put all programmes into place before the benefits were removed.

The Board discussed this and made the following comments:

- Council should copy Aldershot MP, Alex Baker and the Swansea West MP into response
- Could the Council create more jobs to offer to people affected by these changes?
- Would be good to help with training and interview techniques
- Should Council encourage employers to offer more part-time positions, due to them tending to lead to better mental health outcomes?
- Ensure Rushmoor Accessibility Group fully engaged with process

The Chairman thanked Cllr Crossley for her report.

NOTE:

Under the Council's Code of Conduct for Councillors, all Members are required to disclose relevant Interests in any matter to be considered at the meeting. Where the matter directly relates to a Member's Disclosable Pecuniary Interests or Other Registrable Interest, that Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation (see note below). If the matter directly relates to 'Non-Registrable Interests', the Member's participation in the meeting will depend on the nature of the matter and whether it directly relates or affects their financial interest or well-being or that of a relative, friend or close associate, applying the tests set out in the Code.

IN RELATION TO THIS ITEM:

On 10th June, 2025, the Council's Interim Monitoring Officer and Corporate Manager – Legal Services granted dispensations to Cllr Jules Crossley and Lisa Greenway to present at this item despite each having a declarable interest.

6. APPOINTMENTS 2025/26

(1) Progress Group

RESOLVED: That the following members be appointed to serve on the Policy and Project Advisory Board Progress Group for the 2025/26 Municipal Year:

PPAB Chairman	Cllr Abe Allen
PPAB Vice-Chairman	Cllr Lisa Greenway
Labour Group (1)	Cllr Ivan Whitmee
Other Groups (2)	Cllrs T.W. Mitchell plus one Conservative vacancy

(2) Elections Group

RESOLVED: That the following members be appointed to serve on the Elections Group for the 2025/26 Municipal Year:

PPAB Chairman	Cllr Abe Allen
Cabinet Member with responsibility for Electoral Issues	Cllr Sophie Porter
Chairman or Vice-Chairman of Corporate Governance, Audit and Standards Committee	To be advised
Labour Group (1)	Cllr Gaynor Austin
Conservative Group (2)	Cllrs Steve Harden and G.B. Lyon
Liberal Democrat Group (1)	Cllr C.W. Card

7. **WORK PLAN**

The Board noted the current Work Plan.

It was agreed that the Work Plan would be discussed in detail at the next Progress Group meeting.

The meeting closed at 9.01 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Report of the meeting held on Thursday, 12th June, 2025 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Halleh Koohestani (Chairman)
Cllr Nadia Martin (Vice-Chairman)
Cllr M.J. Tennant (Vice-Chairman)

Cllr Abe Allen
Cllr Leola Card
Cllr Thomas Day
Cllr Steve Harden
Cllr G.B. Lyon
Cllr Bill O'Donovan
Cllr Becky Williams

Apologies for absence were submitted on behalf of Cllr S. Trussler.

Cllr Mara Makunura attended the meeting as a Standing Deputy.

1. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Cllrs. Nadia Martin and M.J. Tennant be appointed as Vice-Chairmen of the Committee for the 2025/26 Municipal Year.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27th March, 2025 were agreed as a correct record.

3. REGISTERED PROVIDERS TASK AND FINISH GROUP - ANNUAL REPORT 2024/25

The Committee welcomed Mrs Zoe Paine, Strategy and Enabling Manager, who was in attendance to provide the Annual Report on the work of the Registered Providers Task and Finish Group during the 2024/25 Municipal Year. Cllr Keith Dibble, Housing and Planning Portfolio Holder was also in attendance to answer Members questions.

Mrs Paine, advised on the purpose, membership, terms of reference and process of the Group. It was noted that the Terms of Reference had been amended to fit with the new Council priorities and Registered Providers (RPs) that had not been invited to meet with the Group had been asked to complete a questionnaire online, only three had completed this.

It was noted that the three invited RPs had been, Metropolitan Thames Valley Housing Association (MTVHA), A2 Dominion and VIVID. Engaging with the largest provider of social housing in the area, VIVID, had been challenging, with them refusing to meet with the Group, but offering an all Member seminar instead. It was felt that the level of engagement achieved in a seminar would not be the same as achieved in a smaller meeting with appropriate representatives from the housing association. It was noted that Managing Director, Ian Harrison, would be meeting with VIVID's Chief Executive, Mark Perry, later in June, and part of the agenda for the meeting would be to discuss engagement with the RP Group. In the cases on A2 Dominion and MTVHA, less senior members of staff had been sent to the meeting than in previous years, resulting in more operational conversations rather than the desired strategic discussions.

During the discussion, a number of comments/suggestions were made, these included:

- establish a timetable that allowed more RPs to be seen more frequently – see those performing well, not just those that are not performing
- explore the use of communications channels to raise awareness of issues raised/poor performance – “name and shame”
- explore the option of working with the local MP to improve engagement
- RPs should be responding to all councillors equally
- address the work flow/process of the Task and Finish Group before calling out RPs on performance – important to retain good relationships
- establish what we want the RPs to be doing in the Borough, by being more strategic and time efficient
- establish a scoring system to rate RPs
- work with the Task and Finish Group to revise the questionnaire to ensure relevance – currently very long and could be reason why response rates were low
- work with neighbours linked through Local Government Reorganisation to strengthen voices and raise issues wider
- review how we work internally
- improve engagement on the wider community benefits/assets – open spaces, parking areas, playgrounds, community buildings etc.

In response, the Portfolio Holder advised that, together with the Leader of the Council and the Managing Director, he would be meeting with the top five social housing providers in the Borough to talk through the relationship with the Council and the importance of establishing good working relationships to help provide an acceptable service for residents. He also suggested gathering data from the Ombudsman, via Freedom of Information requests, to be armed with evidence based data to challenge performance at an executive level. In response to the suggestion to review internal working methods, Cllr Dibble felt that things had changes significantly since the Group was first established and that this would be a good starting point for any changes.

In summary, the Chair noted that the situation with RPs had changed significantly and suggested that the Group consider its Terms of Reference and question the best

use of time to achieve strategic discussion with relevant RP partners. Consideration would also be given to the makeup of the Group and the option to widen the membership.

ACTION

What	Whom	When
The Chairman to write to the Managing Director to express the disappointment of the Committee in relation to the lack of engagement from Registered Providers, in particular VIVID, on a strategic level with the RP Group.	Cllr Halleh Koohestani	24 June 2025

The Chairman thanked Cllr Dibble and Mrs Paine for their time and contributions to the meeting.

4. APPOINTMENTS 2025/26

RESOLVED: That the following Members be appointed to serve on the following Groups for the 2025/26 Municipal Year:

(1) Overview and Scrutiny Progress Group

Chairman	Cllr Halleh Koohestani
Vice-Chairman	Cllr Nadia Martin
Vice-Chairman	Cllr M.J. Tennant
Labour Group	Cllr Thomas Day
	Cllr Bill O'Donovan
Conservative Group	Cllr G.B. Lyon
Liberal Democrat	Cllr Leola Card

(2) Council Tax Support Task and Finish Group

Labour Group	Cllr C.P. Grattan
	Cllr Halleh Koohestani
	Cllr M.J. Roberts
Conservative Group	Cllr P.J. Cullum
	Cllr S. Trussler

(3) Farnborough Airport Task and Finish Group

Chairmen	Cllr Halleh Koohestani
Labour Group	Cllr Abe Allen
*	Cllr Bill O'Donovan
Conservative Group	Cllr P.J. Cullum
	Cllr G.B. Lyon
Liberal Democrat	Cllr C. Card

*Cllr Jules Crossley would be invited to the meeting as and when appropriate

It was noted that any meetings of the Farnborough Airport Task and Finish Group, which was tasked to look at the environmental and economic impacts of the airport, would be adjourned until the outstanding planning application had been determined.

(4) Review of Registered Providers Task and Finish Group

Chairman
Labour Group

Cllr Halleh Koohestani
Cllr Gaynor Austin
Cllr Bill O'Donovan
Cllr S.J Masterson
Cllr M.D. Smith

Conservative Group

5. WORK PLAN

The Committee noted the current Work Plan and the proposed items for the July and September meetings. In July, Ms Paine would provide a report on the Housing and Homelessness Prevention Strategy and in September, the Police and Community Safety Team would be in attendance.

The Committee considered the Council Delivery Plan 2025/26 and the Council Plan, Performance and Risk Register Quarterly Update and Year End 2024/25 Cabinet Report and identified a number of items for consideration, these included:

- Leisure Centre
- Finance
- Communications Strategy
 - Community Engagement
 - Youth Engagement
 - How we consult?
 - Transparency of the Council – decision making and communications
- Environmental Services –
 - SERCO
 - Walk this Waste Pilot
- Community Safety
- Economic Development
 - Town Centre development (town square funding)
 - support for businesses
- Local Government Reorganisation
- Social Housing - allocation process

At the meeting of the Progress Group on 17th June, a discussion would be held on how to take these items forward and the potential of focussing items to sit within the five priority areas identified in the Delivery Plan.

In addition, it was suggested that, the Cabinet Champion reports could again be considered outside a meeting in the form of a written report from each Champion and that the voluntary sector organisations, Citizens' Advice Rushmoor and Rushmoor Voluntary Services should not be required to attend during the 2025/26 Municipal Year.

The meeting closed at 8.30 pm.

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