



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend an Extraordinary Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 25th September, 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. **LOCAL GOVERNMENT REORGANISATION – (Pages 1 - 18)**

To receive a report from the Cabinet (copy attached – Annex 1) which recommends approval of the proposal 'Close Enough to be Local, Big Enough to Stay Strong' for submission to government and confirming the Council's preferred option. Cllr Gareth Williams, Leader of the Council, will introduce this item.

2. **COMMUNITY GOVERNANCE REVIEW UPDATE AND NEXT STEPS – (Pages 19 - 76)**

To receive a report which has been prepared by the Monitoring Officer (copy attached – Annex 2) which sets out the results of the first-round consultation in respect of the Community Governance Review approved by the Council and recommends that the Council proceed to the second stage consultation. Cllr Bill O'Donovan, Chair of the Corporate Governance, Audit and Standards Committee will introduce this item.

3. **CONSTITUTION UPDATE - STANDING ORDERS FOR THE REGULATION OF BUSINESS – (Pages 77 - 112)**

At its meeting on 10th July 2025 the Council considered and approved updates to the Constitution. In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business stood adjourned without discussion. A copy of the revised Standing Orders is attached and recommended for approval (Annex 3). Cllr Bill O'Donovan, Chair of the Corporate Governance, Audit and Standards Committee will introduce this item.

4. **APPOINTMENTS 2025/26 – (Pages 113 - 116)**

Further to changes to the political balance on the council, a review of the seats on committees has been carried out and shared with Group Leaders. The Council is recommended to approve the changes to appointments to committees in accordance with the allocations to achieve political balance as set out in Annex 4 (copy to follow).

5. **EXTENSION TO DESIGNATIONS OF HEAD OF PAID SERVICE AND MONITORING OFFICER – (Pages 117 - 120)**

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached – Annex 5) which recommends extensions to the designations of the statutory posts of Head of Paid Service and Monitoring Officer. Cllr Bill O'Donovan, Chair of the Corporate Governance, Audit and Standards Committee will introduce this item.

IAN HARRISON
Managing Director

Council Offices
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Wednesday 17 September 2025

EXTRAORDINARY COUNCIL MEETING – 25TH SEPTEMBER 2025**AGENDA ITEM NO. 1****LOCAL GOVERNMENT REORGANISATION**

A report from the meeting of the Cabinet held on 16th September, 2025

SUMMARY AND RECOMMENDATIONS:

In July 2025, Cabinet considered Report ED2504 which provided an update on the work underway to prepare the Council's proposal for Local Government Reorganisation (LGR). The proposal would set out how a single tier of local government could be established across Hampshire and the Isle of Wight (HIOW).

At that meeting, Cabinet recommended that the Council confirm that a unitary council based on the areas of Rushmoor, Hart and Basingstoke & Deane Councils continued 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 to the place and the needs of the people the Council serves.

At its meeting on 10 July, Council agreed this recommendation and noted the programme of engagement being undertaken to ensure that all residents, businesses and partners had an opportunity to feed into the process.

KPMG have continued to support 12 Councils across HIOW to complete 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. Results from the consultation across the borough, joint consultation undertaken with Hart and Basingstoke and joint consultation with the other 11 Hampshire Councils has fed into the proposal. The proposal 'Close Enough to be Local, Big Enough to Stay Strong' is available at [Local government reorganisation and devolution - Rushmoor Borough Council](#).

The proposal recommends that overall, there should be 4 mainland unitary councils plus the Isle of Wight. Within this there are 3 options for the south of the county and each Council will submit its preferred option to Government.

The purpose of this report is to seek a recommendation to Council to approve the submission of the proposal and confirm its preference of the three options for the southern area of Hampshire.

RECOMMENDATIONS

That the Council be RECOMMENDED to approve the proposal 'Close Enough to be Local, Big Enough to Stay Strong' for submission to government by the 26 September 2025 deadline confirming that;

- (1) a five-unitary Council structure, with four new mainland unitary councils plus the Isle of Wight would best meet the Government's criteria and provide the most effective solution for local government reorganisation in Hampshire and the Isle of Wight.
- (2) a unitary council based on the areas of Rushmoor, Hart and Basingstoke & Deane is the recommended 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) the Council's preferred option in the proposal that brings together entire existing Council areas is Option 1. The Council would though request the Secretary of State to make a modification to that option involving a range of boundary changes as shown in Option 1A in the proposal, using the modification powers under the Local Government and Public Involvement in Health Act 2007, as this represents a stronger case for change.

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.
- 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 The next stage of the LGR process is the submission of a Proposal or 'case for change' which has to be submitted by 26 September 2025. Following the final business case submission, Governments current intention is that Ministers will decide their preferred option/options for LGR in Hampshire in the Autumn, consult on this during November and December 2025 and then make a decision on which proposal to implement in early 2026. Structural Change Orders would then need to go through Parliament, which is likely to happen in Autumn 2026. There would then be elections to the shadow authorities for the new unitary Councils in May 2027. Those shadow authorities will oversee the implementation of the new unitaries with them replacing existing Councils on 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 the 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.
- 1.6 An interim LGR plan was agreed by all 15 Councils across HIOW and was submitted on 21 March 2025 and feedback was received from Government on the interim plan on 7 May 2025 and considered in the case for change.
- 1.7 In July, Cabinet were advised that Hampshire County Council and East Hampshire District Council had withdrawn to develop their own proposals and Gosport Borough Council has also withdrawn from the partnership approach, but was not developing alternative options.
- 1.8 The remaining 12 Councils which include all the other Hampshire Districts, Portsmouth and Southampton City Council's and Isle of Wight Council worked together, supported by KPMG to develop the shared business case and proposal which is attached at Appendix 1.

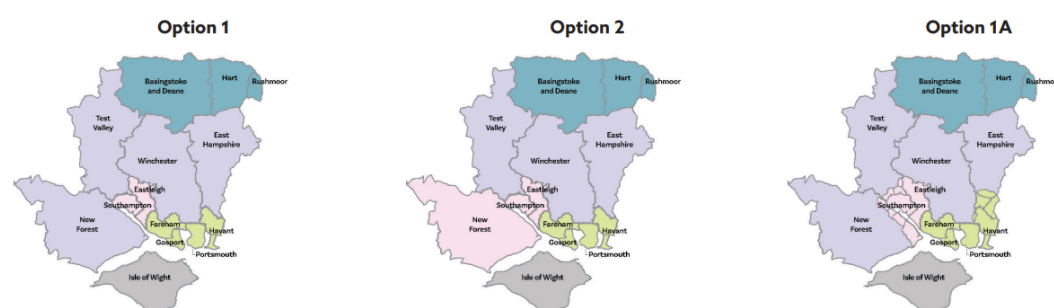
2. KEY ELEMENTS OF THE PROPOSAL

- 2.1 The full proposal sets out how four new unitary councils on the mainland, would meet the Government's criteria and best serve our communities into the future by:
 - Driving economic growth and housing delivery
 - Delivering high quality and sustainable public services with a focus on innovation and transformation to improve outcomes for communities
 - Achieving significant savings while being large enough to be financially sustainable
 - Unlocking and maximising devolution arrangements, working effectively alongside the Isle of Wight Council and the new elected Mayor for Hampshire and the Isle of Wight, as constituent members of the strategic authority
 - Effectively engaging, empowering and serving their local communities by providing opportunities for residents to shape local decisions.
- 2.2 The proposal states that four new unitary Councils on the mainland, with an average population size of 500,000, provide significant scale in service delivery

and will reduce costs accordingly, while still being connected to the communities they serve. Importantly, they will ensure services are tailored to respond to local needs and improve outcomes for residents.

- 2.3 In the proposal, there are three options for four-new mainland unitaries with the Isle of Wight remaining independent. Each variation is based on establishing a unitary council centred around the major urban economies and the population centres of Southampton, Portsmouth, Winchester and Basingstoke.
- 2.4 All three variations include a North Hampshire Unitary Council encompassing the areas covered by Rushmoor with Basingstoke & Deane and Hart and supported by all 12 Councils. Two of the variations (Option 1 and Option 2) are based on amalgamating existing Council areas whilst the third option, Option 1A includes some potential boundary changes. The three variations are shown in the diagram below:

Outline of the three option variations of the four new mainland and Isle of Wight unitary model



North Hampshire: Basingstoke and Deane, Hart, Rushmoor	407,465	North Hampshire: Basingstoke and Deane, Hart, Rushmoor	407,465	North Hampshire: Basingstoke and Deane, Hart, Rushmoor	407,465
Mid Hampshire: East Hampshire, New Forest, Test Valley, Winchester	598,823	Mid Hampshire: East Hampshire, Test Valley, Winchester	417,159	Mid Hampshire: East Hampshire, New Forest, Test Valley, Winchester	484,546
South West Hampshire: Eastleigh, Southampton	423,221	South West Hampshire: Eastleigh, New Forest, Southampton	604,885	South West Hampshire: Eastleigh, New Forest*, Southampton, Test Valley*	510,102
South East Hampshire: Fareham, Gosport, Havant, Portsmouth	554,741	South East Hampshire: Fareham, Gosport, Havant, Portsmouth	554,741	South East Hampshire: East Hampshire*, Fareham, Gosport, Havant, Portsmouth, Winchester*	582,137
Isle of Wight	146,351	Isle of Wight	146,351	Isle of Wight	146,351
East Hampshire*: Clanfield, Horndean and Rowlands Castle New Forest*: Totton & Eling, Marchwood, Hythe & Dibden and Fawley Test Valley*: Valley Park, Nursling & Rownhams and Chilworth Winchester*: Newlands					

- 2.5 All three options meet the criteria well. Option 1A provides a more balanced population split across the proposed mainland unitaries and aligns most closely with the principles of establishing new unitary councils based around the major population centres and urban economies. It is understood that the Government would prefer to receive proposals which do not require boundary changes. It is therefore proposed that Cabinet recommend Option 1 as the Council's preferred option but that it requests a modification to that Option involving a range of boundary changes as shown in Option 3 be considered.
- 2.6 The proposal also sets out that the Isle of Wight meets the criteria of exceptional circumstances to remain as existing island unitary authority due to its unique

local identity and geography and the fact most services and infrastructure would just need to be duplicated on the Island, were they to be run from a unitary Council on the mainland, due to the barriers provided by access only by boat. The full proposal ensures that any genuine opportunities for collaboration with the four new unitary councils on the mainland are maximised. This will include an enhanced partnership, whereby the Isle of Wight Council works closely alongside the four new mainland unitaries; to explore each opportunity they progress for transformation and innovation as they move forward through implementation of the full proposal and beyond, to see how they could be applied to the Island.

- 2.7 The Government set out six criteria for LGR proposals and the proposal is structured around how the four new mainland unitary councils alongside the Isle of Wight would meet these criteria. The table below provides a summary of how the five unitary model for Hampshire and Isle of Wight would achieve this.

Criteria 1: A proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government.
<ul style="list-style-type: none"> • Balanced configuration: The proposal ensures equitable distribution of resources by avoiding disparities in tax base, population, and GVA among new unitary councils. • Tailored governance and leadership: Strong local leadership with strategies customised to the unique geographies of each unitary area to drive economic growth, high quality service delivery and improved outcomes • Economic development and innovation: Creates a focused environment for business innovation and economic growth by leveraging strengths and fostering partnerships tailored to the needs of the different economic areas. • Infrastructure and housing: Prioritises shaping infrastructure and addressing housing needs with tailored approaches to support delivery and meet local requirements. • Transport and connectivity: Aligns travel geographies with unitary boundaries to enable integrated transport planning, improving connectivity, and reducing congestion. • Community and skills development: Invests in people to build an inclusive workforce, addressing skills gaps and raising living standards to support growth ambitions. • Rural and local engagement: Addresses unique rural challenges and enhances local engagement by aligning governance with community identities and travel-to-work patterns.
Criteria 2: Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks
<ul style="list-style-type: none"> • Financial sustainability: The proposal addresses current financial challenges by reducing duplicated functions in the two-tier system, centralising back-office support and empowering each authority to manage its budget based on local needs, through place focused transformation and innovation, thereby improving financial resilience. • Efficiency and improving capacity: Brings together capital and revenue planning and enhances transformation teams, the proposal achieves savings through transformation and service redesign tailored to local needs, improving overall service delivery. Recognising that Portsmouth and Southampton have already made many of these efficiencies.

<ul style="list-style-type: none"> • Economic growth and local focus: Enables enhanced economic growth by forming unitary structures around distinct economic areas, ensuring opportunities are realised and challenges addressed to maximise economic potential. • Population balance: Creates balanced new unitary structures that reflect economic areas and local identities.
Criteria 3: Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens
<ul style="list-style-type: none"> • Local connections and community focus: Effectiveness of services, particularly in areas such as adult social care, is driven by local connections and understanding community needs. The proposal includes co-producing services with local partners through a total place approach and maintaining local relationships which even larger unitaries cannot replicate. • Place-based governance: Captures local intelligence and prioritises prevention. The proposal aligns services with the lived realities of communities, ensuring they are delivered responsively. • Service design and transformation: The proposal is based on creating genuinely new unitaries through a comprehensive approach to service design, focusing on high-quality and sustainable services. The proposal has prioritised collaboration and transformation opportunities, ensuring services are tailored to local needs. The Isle of Wight Council, whilst remaining independent, will have a transformation partnership with the new unitaries to ensure opportunities are maximised for the Island where appropriate. • Adult social care: Our model focusses on localised neighbourhood service delivery, budgetary savings, and data-driven decision-making. It aligns with the NHS 10-year plan, focusing on prevention and community resilience. • Children and young people: Promotes localised governance and collaboration, addressing educational challenges and supporting children with complex needs. Our proposal emphasises prevention, early intervention, and community-centred approaches. • Economic Growth and Strategic Planning: Aligning services with local economic and social geographies, fostering collaboration and co-investment in infrastructure. • Public sector reform: Aligns with the wider public sector reform agenda, focusing on place-based prevention and tailored collaborative service delivery to meet community needs effectively in each of our areas
Criteria 4: 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.
<ul style="list-style-type: none"> • Collaborative working: Extensive collaboration among 12 Councils over six months, involving key stakeholder groups and regular meetings with leaders, chief executives, Section 151 officers, monitoring officers, directors and heads of service. This collaborative approach ensures that the proposal is robust, evidence-based, and informed by a wide range of perspectives. • Informed by local views: The proposal is shaped by joint local government efforts and engagement with local people and partners. A joint survey was conducted to gather views from residents, businesses, and community groups, ensuring that the proposal reflects public sentiment and priorities. A series of workshops have been held with businesses and partners including from the public, voluntary and community sector and town and parish councils. Discussion have also been held with local members of parliament. The Councils are grateful to all of our communities and partners for helping to shape the proposal. This approach prioritises community identity and future-proofs local government to effectively respond to local needs. • Travel for work and leisure activities: Builds on our strong travel-to-work ecosystem, supported by motorways, rail corridors, bus networks, ferries, and active-travel routes. The future unitary Councils are aligned with key population

<p>and economic centres as anchors, providing opportunities to streamline travel services.</p> <ul style="list-style-type: none"> • Local identity: Recognising and preserving the unique character and contributions of the North, Mid, South East, and South West areas and the Isle of Wight. Each area has distinct geographic, historical, economic and cultural identities, which are actively preserved and empowered through the proposal.
<p>Criteria 5: New unitary structures must support devolution arrangements.</p>
<ul style="list-style-type: none"> • Strategic planning and local delivery: A Combined/Strategic Authority with five well-balanced unitaries (four new unitaries on the mainland and the Isle of Wight Council) as constituent authorities. This structure enables strategic planning and coordination for nearly 2.2 million people, while the unitary councils focus on local delivery. • Effective decision-making: With five constituent members, our model provides a strong foundation for decision-making. It aims to avoid the pitfalls of smaller Combined Authorities, which may operate as rivals rather than cohesive governance bodies. Our approach draws on the success of Greater Manchester. • Balanced new unitary authorities: Populations between 400,000 and 600,000 of the new unitaries, ensuring balanced representation and avoiding democratic deficits. The proposal also includes the Isle of Wight, emphasising balanced representation and collaboration with non-constituent members like NHS bodies and National Parks.
<p>Criteria 6: New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.</p>
<ul style="list-style-type: none"> • Enhanced local representation: Localised unitary authorities, which would allow for governance that is more tailored and representative. This structure would enable local leaders to better understand and address the unique challenges and opportunities within their areas. • Improved service delivery: Aligning governance structures with local needs and engaging local stakeholders in decision making, means our proposal will deliver services more effectively and efficiently. This will allow for the customisation of services to better fit the specific requirements of each community, leading to improved outcomes in areas such as education, healthcare, and infrastructure. • Proposed councillor ratios: Future indicative councillor ratios are designed to support the individual demands of the four-new mainland unitary configurations and the communities they serve. The proposed configurations aim to optimise the number of councillors to ensure effective representation and governance with an enhanced ward councillor role. The Isle of Wight would continue with its existing councillor numbers. • Enhanced neighbourhood working and governance: A localised place-based approach will see enhanced neighbourhood engagement and delivery models. The new Councils will co-design with communities and local partners neighbourhood governance arrangements that best meet local requirements for each area. This will deliver decision making at the lowest effective level to speed up delivery, tailored to each community's needs.

3. CONSULTATION

- 3.1 This work with other councils and KPMG has been discussed regularly with the Leaders working group which was established to support this work. The Leader, Interim Managing Director and officer programme team have been fully involved in the collective work with KPMG above, working with Hart and Basingstoke and the programme of stakeholder engagement (described below) including

meetings with MHCLG, the District Councils' Network, key businesses, partners, and voluntary and community organisations.

- 3.2 Members have been kept up to date with the process through regular all-member on-line briefings and written updates.
- 3.3 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 was established on the Council's website and communications channels were being used to update residents, stakeholders and businesses on progress and encourage participation. Members and staff are being updated on a weekly basis on the topic. Staff briefings and engagement sessions have also taken place.
- 3.4 Members confirmed it was essential that our residents, businesses and all other stakeholders had the opportunity to have their say. A Hampshire wide consultation, supported by all 12 councils working collectively with KPMG ran from 30 June until 27 July. In addition, Basingstoke BC, Hart DC and Rushmoor BC 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.
- 3.5 The Council also undertook a wide range of face to face 'drop-in' opportunities across the borough during July where officers responded to questions about LGR and the Community Governance Review and encouraged participation in the online surveys. Despite talking with over 950 local residents, response to the LGR consultation surveys was relatively low. The employees engaging with residents at the face-to-face events noted the following;
- Residents generally were unaware of the proposed changes
 - They would prefer there to be no change as they felt services were better provided locally and easy access to services was considered important
 - If a change was to happen then there was good support for the North Hampshire option as this resulted in a relatively local area that made most sense to residents
- 3.6 Findings and extracts from the survey consultation reports are included below.

North Hampshire Survey

"Rushmoor, Hart and Basingstoke & Deane, the three existing councils in North Hampshire carried out a comprehensive programme of engagement to inform our proposal. This included:

- An open public survey running on the three council websites conducted by Lake Market Research.
- Lake Market Research company running interviews with residents.
- Workshops with businesses, public sector partners and service providers, voluntary and community groups and parish & town councils.
- Discussions and briefings with local members of parliament.

- A range of regular individual discussions with partner organisations and service providers.
- In Rushmoor a series of roadshows over a two-week period engaged directly with 980 residents.
- Regular staff and union briefings.”

Across Rushmoor, Hart and Basingstoke and Deane the two research streams captured a representative view of resident opinion and ensured that all residents had the opportunity to have their say on local government reorganisation.

- The randomly sampled representative survey undertaken by Lake Market Research achieved responses from 1,544 residents with a demographic population in line with Census statistics.
- The self-selecting online survey was completed by 2,799 people (2,672 of which are residents). The Survey was promoted by Basingstoke and Deane Borough Council, Hart District Council and Rushmoor Borough Council. The majority completing the survey were already aware of reorganisation plans with 61% of respondents aged 55 & over.
- Overall the self-selecting respondents were more positive but over 80% of the random sample agreed that decision about local services should be made by people who understand your local area, 76% agreed that they would support LGR changes if it helps to protect services and 48% of the Random sample and 68% of the self selecting sample supported the North Hampshire Unitary option. With 20% of both samples not wanting to support any change.
- The final results were combined and weighted but when disaggregated 55% of Rushmoor residents supported the North Hampshire Unitary option with a further 10% being prepared to support this or the alternative larger option identified.

Hampshire-wide survey

Working with the 12 commissioning councils, Thinks Insight & Strategy developed a questionnaire including a mix of open-ended and closed questions. The survey and information about LGR and the engagement were hosted on specialist engagement platform Commonplace. The engagement was live between 30th June and 27th July.

This survey was designed to be accessible, with options to request a paper copy or telephone interview provided for greater inclusion. Anyone could respond, with no restrictions or quotas. This means the survey is not necessarily representative of the views of the population as a whole. Rather it shows the views of residents who were keen to have their say on the issue of local government reorganisation.

The following observations were made in the survey report from Thinks:

- Compared to similar engagements that have been hosted on Commonplace, this is a very high response rate.
- In proportion to their populations, New Forest (1.79%), Test Valley (2.09%) and Winchester (1.34%) achieved the highest response rate.
- In council areas where other engagements were also promoted, or where there is less of a difference between proposed options, the response rate

was significantly lower (e.g. 0.07% in Hart, 0.11% in Basingstoke, 0.15% in Rushmoor).

- Demographically, the sample skews older, when compared with census data.
- Almost half of respondents are retired and the sample leans towards respondents from a higher socioeconomic background.
- Across respondents the case for reorganisation was not clear although only 1 in 10 strongly opposed the options.
- Most felt that the proposed unitary authorities would be too large and would impact local decision making and service delivery
- Respondents would refer to what makes sense for a County that includes very rural and urban areas. The urban rural divide seen to be about culture and way of life but also about relatively wealthy rural councils having to 'subside' indebted urban areas.
- Rural residents are more worried about losing their voice while urban residents tend to be more open to decisions being made more centrally on behalf of a wider area.

3.7 156 Rushmoor residents completed the Thinks survey. Whilst this response level is not representative, respondents noted the fact that the 3 options were identical for Rushmoor and comments made reflected this with some respondents not feeling they should influence decisions in other parts of the county. Over 50% of respondents were proud to live in their local area and 61% felt connected to their local community. Concerns were expressed by Rushmoor residents around larger authorities being less reflective of local communities with decisions being made less locally.

3.8 In addition to engagement with residents there were a range of on-line and face to face events for partners, the voluntary sector, other key stakeholders, and businesses undertaken during the consultation period.

Proposal

3.9 In relation to the engagement around the proposed North Hampshire Unitary the Proposal states;

"Discussions and feedback have generally been incredibly positive across all groups with:

- *The public survey results, based on over 1500 responses through the council websites, showing over 70% support for a North Hampshire Unitary as opposed to only 7% support for a larger unitary council option with approximately 20% not supporting either option or don't know.*
- *Local members of parliament are very supportive of our proposal and its alignment with people's sense of place and the opportunities it provides to improve services for communities.*
- *Businesses welcome the unique opportunity a North Hampshire unitary council provides to drive and enable further economic growth so that the area maximises its huge potential. For example, the creation of a new unitary council for North Hampshire is supported by the Chambers of Commerce, and businesses of all sizes.*

- *Public sector partners and service providers are excited by the prospect of having a unitary council focused on North Hampshire, providing all local government services, who they can work collaboratively with to integrate and transform services.*
- *Further education providers are looking forward to the opportunity that a North Hampshire unitary provides to work in a more holistic way to improve educational opportunities and skills development.*
- *Voluntary and community groups are really positive about the opportunity to work with a new North Hampshire Unitary to co-design a new commissioning strategy and the future neighbourhood arrangements.*
- *Staff have been positive throughout about the improvement this can bring for our residents and the opportunities to work more holistically across wider services. Both staff and the union have welcomed the regular opportunities to put forward their views and help to shape our proposal.”*

Overview and Scrutiny Committee

3.10 The Overview and Scrutiny Committee considered the proposal at a meeting on 4 September. OSC requested that the following concerns be brought to the attention of Cabinet;

- The Committee did not feel that the proposal fully met all of the criteria, in particular;
 - The Committee expressed concerns that the financial information in the proposal is not sufficiently detailed. Specifically, that the financial information is not broken down by the current authority areas or the proposed new unitary areas and that too much of the financial case relies on assumptions.
 - In relation to the proposed changes in Councillor representation, whilst acknowledging that the proposal fits within the parameters set by government and the Boundary Commission, the Committee is concerned that there would be a loss of local connection and empowerment and also concerned that future arrangements should ensure that a diverse range of councillors is possible.
- Given the known situation relating to local government funding, regardless of local government structures, funding needs to be reviewed before any LGR takes place to address this and the Committee requests that a letter be sent to Government highlighting this.

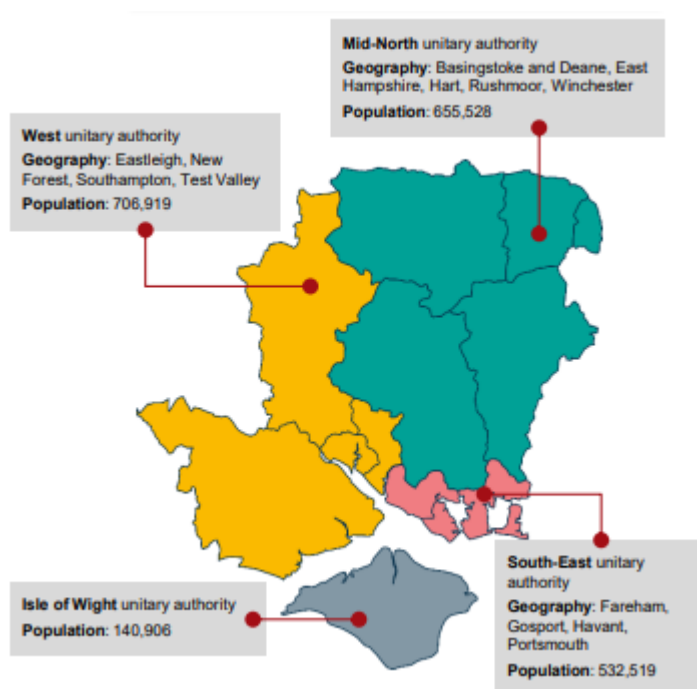
Further information has been provided by KPMG on the savings analysis and this is set out in Appendix 1.

3.11 Hampshire County Council (HCC) have made contact since the OSC meeting and have requested that it be made clear to Council that HCC utilised the consultancy expertise of Newton Impact to support the data driven approach to financial modelling, with a particular focus on people-based services including Social Care, SEND and Home to School Transport. This work modelled cost and demand data at a District level and the data has been fully shared with Local

Authorities across Hampshire, including Rushmoor Borough Council, through the data sharing agreement and protocol. In addition, the County Council shared a model developed by Pixel Financial Management to disaggregate County Council Funding to district level with all Local Authorities across Hampshire. Hampshire County Council has utilised this data and modelling in its own financial appraisal.

4. ALTERNATIVE OPTIONS

- 4.1 The alternative options to supporting the proposal to Government is for the Council not to proceed to support the proposal developed with the other Hampshire councils or to submit an alternative option. Given the work undertaken and the view that for Rushmoor, this proposal best meets the Government criteria this is not a recommended option.
- 4.2 On 16 September HCC and East Hampshire District Council published their proposal for LGR. The proposal can be found on the HCC website and is based on 3 mainland unitary Councils. In respect of Rushmoor, the proposal combines the areas of Rushmoor with East Hampshire District Council, Basingstoke and Deane, Hart and Winchester giving a proposed population of over 650,000 residents as shown below.



- 4.3 This option does not meet the criteria for proposals for unitary councils with populations of around 500,000 residents. In addition, the larger geography (around 40 miles north to south and over an hours drive) is not in accordance with resident feedback on the size of any new authority and local decision making.
- 4.4 As set out in the earlier reports and in the proposal document, during the proposal development process 12 different configurations were tested against the criteria and 8 were fully assessed. This included options for 2,3 and 5 mainland unitaries which were all ruled out at this earlier stage as not best meeting the criteria.

5. IMPLICATIONS

Risks

- 5.1 The principal risk connected with this decision would arise if the Council does not agree to submit the full proposal. In that case the Council would lose the ability to influence the process.
- 5.2 There is also the risk that the Government decides to implement a competing proposal that is not supported by the Council. This risk is not fully controllable, but the best mitigation is the evidence led process the Council working with the other 11 councils has been through to develop a robust full proposal in line with the government criteria.
- 5.3 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 as part of the implementation programme arrangements.

Legal Implications

- 5.4 There are no specific legal implications arising from the recommendations in this report. The relevant legislation is the Local Government and Public Involvement in Health Act 2007 where the Secretary of State for Housing, Communities and Local Government, in exercise of his powers under Part 1 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act'), can invite any principal authority in the area of the county of Hampshire, to submit a proposal for a single tier of local government.

Financial Implications

- 5.5 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.
- 5.6 There are significant resource requirements to progress the LGR work and the 2025-26 approved budget includes a supplementary estimate of £100,000 funded from available reserves for this purpose as approved by Cabinet March 2025. An allocation of funding from Government was made to all Council's in Hampshire. The distribution of this funding has been used to offset costs in preparing the interim plan and business case. The 2026-27 budget will include £150k per year budget to be found from reserves or additional savings to cover the cost of progressing LGR.
- 5.7 The cost of developing the full proposal has been shared with the other 11 councils and the specific work for North Hampshire shared with Hart DC and Basingstoke BC. The Council has currently spent approximately £24,000 net on this work after the deduction of MHCLG funding and excluding allocation of staff costs.

- 5.8 The proposal includes a financial case which is set out in section 7 and appendix 5 to the full proposal and is also covered in section 4, criteria 2 in the full proposal. The proposal is designed to address rising service pressures and long-term financial challenges through robust and detailed financial analysis. This balances disaggregation costs, implementation costs and recurring savings, while unlocking transformation opportunities to enhance service delivery and efficiency. Through the financial modelling, two financial scenarios – a base case, which is prudent, and a more ambitious programme of change to deliver transformation and savings faster, which the new councils can achieve are included. The analysis shows that the options in the full proposal will breakeven between 2.2 and 3.1 years and will deliver annual net recurring savings of £63.9 million per year in the base scenario and £91.8 million per year in the more ambitious scenario.
- 5.9 It is important to appreciate that the financial case is based upon previous LGR examples of business case predicted savings, however, these numbers have not retrospectively been proven. Therefore the modeling is based upon assumptions that have not been tested, so a healthy caveat is required on the actual deliverability of the proposed savings in value and timeframes against real costs of implementation and transformation.
- 5.10 The level of proposed savings circa £63.9million to 91.8million per year is based upon a £3.75billion budget, i.e. less than 3% for the level of risk to service delivery continuity and deliverability of the transformation and savings.
- 5.11 Whilst all savings contributions are welcome and necessary to achieve financial sustainability, the business case does not address the level of cost increase driven by demand for services currently experienced by Hampshire County Council in Adult and Children care in the proposed unitary and annual service cost inflation. These increases will be greater than the achievable savings by a significant factor and are a significant challenge for any future council's financial sustainability.
- 5.12 It is difficult to draw evidence-based conclusions within this proposal because the County business case has not been assessed against the District model's 44 criteria for the purposes of the Rushmoor preferred option. Therefore, any assertions made can only be anecdotal.
- 5.13 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.

Comments reviewed and revised by Peter Vickers, Section 151 Officer, 11 September

Resource Implications

- 5.14 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

5.15 A full equality impact assessment is included with the full proposal in appendix 7.

Environmental Impact

5.16 The implementation of the proposal will provide opportunities for improvements through rationalisation of buildings, improved service delivery approaches and a more holistic approach to environmental, ecology and biodiversity approaches.

6. CONCLUSIONS

- 6.1 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.
- 6.2 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.
- 6.3 This report therefore recommends that the Council approves the proposal for submission to government as it best meets the government criteria and will support our communities into the future.

CLLR GARETH WILLIAMS
LEADER OF THE COUNCIL

LIST OF APPENDICES/ANNEXES:

Appendix 1 - Financial Case Benchmarking Analysis

BACKGROUND DOCUMENTS:

English Devolution White Paper
Cabinet report ACE2506
Cabinet report ED2504

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Appendix 1 - Financial Case Benchmarking Analysis

Benchmarking Overview

KPMG reviewed 14 previous Cases for Change across England ranging from cases submitted between 2009 and 2023 to identify estimated savings and respective unitary population sizes.

Unitary	Year of transition	Number of councils	Projected Base Case savings (Business Case) £	Unitary population
Cornwall	2009	7	15,400,000	532,273
Wiltshire	2009	5	18,000,000	470,981
Dorset	2019	5	14,200,000	376,480
BCP Council	2020	3	13,600,000	395,300
Buckinghamshire	2020	4	18,000,000	546,000
Somerset	2022	4	18,500,000	560,000
Hertfordshire South West	2023	5	36,100,000	595,670
Hertfordshire North East	2023	5	34,200,000	588,695
York & North Yorkshire West	2023	4	19,400,000*	363,297
York & North Yorkshire East	2023	4	24,750,000*	465,375
North Northamptonshire	2021	4	6,100,000	343,614
West Northamptonshire	2021	3	6,000,000	401,996
Cumbria East	2023	3	11,200,000*	225,390
Cumbria West	2023	3	14,150,000*	274,622

*Calculated as the average of the Low and High case savings within the Business Case
Source: LGR Saving Calculation - Top Down Saving Calculation - v04 Hampshire Option [x].xlsx, tab '2. Savings Quantum Analysis'

To estimate the overall reorganisation savings for Hampshire, an average 25/26 savings per capita based on these cases was calculated and applied to the Hampshire population, with a subsequent 10% discount reflecting diseconomies of scale expected by a four unitary model.

The overall reorganisation savings for Hampshire were apportioned to savings categories using a percentage allocation.

Four previous Cases for Change were reviewed to inform an initial allocation across five savings categories.

These savings categories and allocations were developed and refined further based on local government experience and discussions with S151s.

Benchmarking Savings Category	% Total Savings (Based on Somerset, BCP, Dorset and Buckinghamshire Council Cases)	Hampshire Savings Category	% Total Savings (Hampshire Case)	Hampshire % vs Benchmark %	Explanation
Workforce and service line efficiencies	54%	<ul style="list-style-type: none"> Optimising Leadership Right Sizing the Organisation Centralising Corporate Services Customer Engagement Consolidating Fleets & Optimising Routes 	56%	+2%	Comparable savings
Systems	2%	Improved Digital & IT Systems	7%	+5%	Increase to reflect opportunity for savings of c. 50% of existing cost base in Base Case
SLAs/ contracts	28%	Service Contract Consolidation	30%	+2%	Comparable savings
Estates/ facilities	7%	Asset & Property Optimisation	3%	-4%	Reduction to reflect more achievable savings of c. 5% of existing cost base in Base Case
Democratic arrangements	9%	Proportionate Democratic Services	4%	-5%	Reduction to reflect more achievable savings of c. 10% of existing cost base in Base Case
Total	100%		100%		

KPMG reviewed the Hampshire and IOW Case (Base Scenario) to the Surrey LGR Case (2unitary and 3unitary scenarios) to compare their estimated annual steady state savings per category and proportion to the combined Districts and County Net Revenue Budgets

Surrey County Case Savings	£m	% Total Net Revenue Expenditure (FY25/26)	Hampshire Case Savings	£m	% Total Net Revenue Expenditure (FY25/26)
Optimising Leadership	2U - £9.3 3U - £3	2U - 0.63% 3U - 0.2%	Optimising Leadership	£4.5	0.1%
Reorganisation benefit	2U - £9.9 3U - £7.3	2U - 0.68% 3U - 0.5%	Right Sizing the Organisation	£32.7	0.9%
			Centralising Corporate Services	£0.8	0.0%
			Customer Engagement	£4.9	0.1%
Transformation benefit	2U - £42.2m 3U - £30.5m	2U - 2.88% 3U - 2.1%	Service Contract Consolidation	£24.5	0.7%
			Asset & Property Optimisation	£2.5	0.1%
			Consolidating Fleets & Optimising Routes	£3.7	0.1%
			Improved Digital & IT Systems	£2.9	0.1%
Total	2U - £61.3m 3U - £40.8m	2U - 4.2% 3U - 2.8% of £1,465.6 Net Revenue Budget		£81.8m	2.2 % of £3,752m Net Revenue Budget

Values calculated as a mid-point of Base and Stretch case

Values represent annual reorganisation benefits.

Figures subject to final review.

Source KPMG Report, Hampshire and the Solent LGR Benchmarking 9th September 2025.

ANNEX 2

EXTRAORDINARY COUNCIL MEETING – 25TH SEPTEMBER

AGENDA ITEM NO. 2

COMMUNITY GOVERNANCE REVIEW UPDATE AND NEXT STEPS

SUMMARY

This report sets out the results of the first-round consultation in respect of the Community Governance Review (CGR) approved by Council on 10th July 2025. The consultation demonstrated some support for an additional tier of community governance in Rushmoor. It is proposed the Community Governance Review moves to a second-round consultation on the proposals set out in this report.

It is proposed that Council ask the Corporate Governance, Audit and Standards Committee* to consider the second-stage consultation results in December 2025 and offer recommendations to Council for the meeting in January 2026.

RECOMMENDATIONS

The Council is recommended to:

- proceed to a second-round Community Governance Review consultation; and
- ask the Corporate Governance, Audit and Standards Committee* to consider the second-stage consultation results report and provide recommendations for consideration by Council.

*It is proposed that this will be carried out by the Licensing and Corporate Business Committee if proposals for the committee structure are approved.

1 INTRODUCTION

- 1.1 This report sets out the results of the first-round consultation in respect of the Community Governance Review (CGR) approved by Council on 10th July 2025. The consultation demonstrated some support for an additional tier of community governance in Rushmoor.
- 1.2 It is proposed the Community Governance Review moves to a second-round consultation on the proposals set out in this report. Council will consider the second-stage consultation results and the recommendations of Corporate Governance, Audit and Standards Committee in January 2026 to agree the final outcome of the review.

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”. Council will tonight debate the final submission to Government for LGR.
- 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 The Council [approved the terms of reference for a Community Governance Review](#) at its meeting on the 10 July 2025. A first stage consultation seeking resident views on the principle and nature of a lower tier of local government in the borough was conducted from 21 July to 12 September. This consultation was promoted through social media, email newsletters, a special edition of Arena, and in-person events throughout the borough.
- 2.4 The [Council Delivery Plan](#) 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.

First stage consultation results

- 2.5 The survey was primarily an online survey which asked respondents for their views on their preferred local governance arrangements after Rushmoor becomes part of a larger unitary authority. The survey also asked what areas parish councils or neighbourhood area committees should cover and about possible additional council tax precepts. The survey ran from Friday 13 June to Friday 12 September. There was an additional survey for Rushmoor's partner organisations.
- 2.6 The survey was advertised through social media, email news, roadshows and a special edition of Arena. The additional partner survey was emailed to organisations in the area. There were 412 responses to the survey and 3 responses to the additional partner survey. The consultation report can be seen in Annex 2.
- 2.7 Key findings:
- 62% of respondents thought introducing parish councils or neighbourhood area committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area

- 60% of respondents thought they should be introduced in Rushmoor.
- 73% of Aldershot respondents thought they should be introduced in Rushmoor, compared to 53% of Farnborough respondents
- 34% of respondents thought parish councils should be introduced, compared to 21% that thought neighbourhood area committees should be introduced
- Towns had more support than other areas, for the geographies that should be covered by parish councils or neighbourhood area committees
- 61% of respondent only wanted a parish council if there was no increase in council tax. However, 49% of Aldershot respondents were happy to pay a precept for a Parish Council, compared with only 33% of Farnborough respondents.

2.8 Overall, there was positive support for the introduction of parish councils or neighbourhood area communities in Rushmoor to ensure local communities can influence what happens in their local area. There was more support from Aldershot respondents than from Farnborough respondents. There was slightly more support for parish councils than neighbourhood area committees and there was the most support for the areas covered to be towns. There was concern from respondents about possible council tax increases.

3 DETAILS OF THE PROPOSAL

General

- 3.1 This Community Governance Review (CGR) aims to assess potential parish governance arrangements across the whole of the local authority area and consider:
- Creating parishes
 - The naming of parishes and the style of any new parishes
 - The electoral arrangements for the parishes
- 3.2 The outcome of the CGR must have regard to Section 93 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act'), reflect the identities and interests of the community in that area and promote effective and convenient community governance. They should also follow the [Guidance on community governance reviews](#) ('the Guidance') issued by the (then) Department for Communities and Local Government and the Local Government Boundary Commission for England.
- 3.3 The dual-roles of a parish council are community representation and local administration. They should reflect a distinctive and recognisable community of place, with its own sense of identity, and be a viable administrative unit.

- 3.4 The first-stage consultation response showed local support for parish councils or neighbourhood area committees based on the communities of Farnborough and Aldershot towns, with less support for other smaller communities. Therefore, Council is recommended to proceed to the second-stage consultation on a proposal to establish either:
1. Aldershot Parish Council and Farnborough Parish Council¹
 2. Smaller parishes across the Rushmoor area - for example: North Camp and North Town
 3. Aldershot Neighbourhood Area Committee and Farnborough Neighbourhood Area Committee
- 3.5 A second-round consultation asks more specific and detailed questions – for example, the level of precept a resident is prepared to tolerate, the types of assets and services they would like the parish to be responsible for (in short, what matters to them in terms of being delivered on a hyper-local level), and the appropriate number of parish councillors per resident.

Parish council assets, services, and council tax precept

- 3.6 Parish councils can own community assets, deliver local services, and charge an additional council tax precepts. The decision to transfer assets and services needs to balance the need to provide effective and convenient local government with the requirement for parish councils to be financially viable.
- 3.7 The timing of the conclusion of the review means that any asset transfers undertaken at the establishment of any new parish council could not be accounted for in the Council's budget nor in the first parish council precept. In addition, Rushmoor cannot bind the parish council in terms of the assets it should take. Therefore, it is proposed that any asset transfers take place after the parish council have been established, in consultation and agreement with the newly elected parish councillors. Further assets and services may be transferred or delegated to the parish councils in the future by the principal council(s) (unitary, county, or borough).
- 3.8 Given this, it is proposed that the parish councils would be set a precept for their first year as set out below to allow them to meet their staffing needs, set up costs, build a small reserve, and pay the legal costs of receiving assets. Residents will be consulted on the level of precept with an explanation as to why funding is necessary should they wish to have an additional tier of governance. Any future changes to parish council tax precepts, taking into account any asset and service transfers, would be a decision for the parish councillors. Asset and service transfers may increase parish precepts while reducing borough precepts, reducing the net impact to residents.
- 3.9 As part of the second-round consultation, residents will be shown the indicative funds raised by a £1 per month to £10 per month Band D precept.

¹ When creating a new tier of council, a parish must be established first, and it can then change its styling to a Town Council.

An example of the Band D £1 per month and £3 per month precept is included in the table below. Further examples can be seen in Annex 2.

- 3.10 This includes the cost per month for each Band and the indicative amount that would provide Aldershot and Farnborough respectively. The final report to Council in January 2026 will include residents' views on the appropriate first year precept. The consultation will show a broad range of precepts so that residents may consider the impact of a parish council seeking a higher level of precept once they have assets to maintain and services to run.

Table 1: Example of the Band D £1 per month and £3 per month precept

Farnborough - Band D Amount 10.00				Aldershot - Band D Amount 10.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	6.67	4,102	A	902	6.67	6,016
B	5,654	7.78	43,988	B	3,598	7.78	27,992
C	9,116	8.89	81,041	C	7,858	8.89	69,858
D	5,194	10.00	51,940	D	3,952	10.00	39,520
E	2,878	12.22	35,169	E	1,377	12.22	16,827
F	888	14.44	12,823	F	435	14.44	6,281
G	529	16.67	8,818	G	64	16.67	1,067
H	7	20.00	140	H	4	20.00	80
	24,881		238,022		18,190		167,642
Farnborough - Band D Amount 30.00				Aldershot - Band D Amount 30.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	20.00	12,300	A	902	20.00	18,040
B	5,654	23.33	131,908	B	3,598	23.33	83,941
C	9,116	26.67	243,124	C	7,858	26.67	209,573
D	5,194	30.00	155,820	D	3,952	30.00	118,560
E	2,878	36.67	105,536	E	1,377	36.67	50,495
F	888	43.33	38,477	F	435	43.33	18,849
G	529	50.00	26,450	G	64	50.00	3,200
H	7	60.00	420	H	4	60.00	240
	24,881		714,035		18,190		502,897

- 3.11 The second-stage consultation will ask residents to indicate their support for a council tax precept level, as well as the local assets and services that they wish their parish council to be responsible for. Residents will be able to make

an informed decision based on the indicative costs of the running of the assets, and the impact that would have on their council tax.

3.12 Parish councils can be responsible for a range of assets and services of differing scale, such as:

- 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

Neighbourhood Area Committees

3.13 Instead of parish councils, the Council could recommend that the future North Hampshire Unitary Authority consider establishing neighbourhood area committees. These would provide a flexible, non-statutory model for local engagement and the amplification of community voices. They could play a valuable role in strengthening neighbourhood-level representation. The second-stage consultation will ask residents what decisions they would like their neighbourhood area committees to be responsible for.

No change

3.14 If there is a low response rate and/or no clear preference from respondents to the second-stage consultation, the Council may choose to defer changes and revisit governance in a future review. There is no legal requirement to review annually, but the Council can commit to periodic reviews or respond to future community interest.

Second-stage consultation

3.15 The Council is invited to consider the results of the first consultation and the proposed approach to a second consultation with residents.

3.16 If it approves the second-stage consultation, the Council will consider a final report and draft Community Governance Reorganisation Order(s) 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.

Implementation arrangements

Council tax precept

- 3.17 If a parish or town council is introduced, a separate precept must be added to the Council Tax bill. The Council Tax database does not currently support the inclusion of a parish or town council precepts. To accommodate this change, the council will require technical support from its software supplier, NEC.
- 3.18 A £5,000 licence fee is required to enable the inclusion of parish / town precepts. Additional support charges from NEC and the bill printers would be £1,600.
- 3.19 Council Tax bills are issued in March annually for the financial year beginning 1st April. Any changes resulting from the Community Governance Review must be reflected in the billing cycle from the 1st of April, following the determination date. The Revenues Team must begin preparations and testing well in advance of any formal decision. It is imperative that approval to purchase the licence fee is granted as soon as possible to allow sufficient testing and integration. Delays may compromise the Council's ability to meet statutory billing deadlines.

Alternative Options

Conclude review with no changes

- 3.20 An alternative option is to conclude the community governance review at this stage with no change to community governance arrangements. This means 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.
- 3.21 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.

Boundary changes

- 3.22 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.
- 3.23 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.

- 3.24 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.
- 3.25 It is unlikely that the consent of the Local Government Boundary Commission for England will be granted within the constraints of this review. Therefore no changes to district ward boundaries have been proposed as part of the options above.

Consultation

- 3.26 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.
- 3.27 It proposed that Corporate Governance, Audit and Standards Committee consider the second-stage consultation results report and agree cross-party recommendations in December 2025, prior to Council in January 2026.

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. The Council is expecting a [Section 24 direction](#), restricting its decisions making, to be in place after May 2027.
- 4.2 The Council must ensure the review follows the applicable process 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.

Legal Implications

- 4.6 There are no specific legal implications of moving to a second-round consultation, which will be administered in accordance with the Local Government and Public Involvement in Health Act 2007.

Financial Implications

- 4.7 At this stage, there are no specific financial implications save the requirement for Council Tax Software changes costs and consultation support, which will be considered in line with the Council's Financial Procedure Rules. There will be implementation costs in the event parishes are established in 2026, which will be set out in the report for Council in January 2026.

Resource Implications

- 4.8 There are no resource implications in relation to this report. It is anticipated that these will be considered at the conclusion of the Community Governance Review.

Equalities Impact Implications

- 4.9 An equality impact check found that younger people and the Nepali community were under-represented in the first-stage consultation respondents. A full assessment will be carried out in advance of the second-stage consultation to consider consultation methods to mitigate these issues. The Equality Impact Assessment in Annex 2 will be updated at the conclusion of the review.

5 CONCLUSIONS

- 5.1 This report sets out the results of the first-round consultation in respect of the Community Governance Review (CGR) approved by Council on 10th July 2025. The consultation demonstrated some support for an additional tier of community governance in Rushmoor.
- 5.2 It is proposed the Community Governance Review moves to a second-round consultation on the proposals set out in this report. Council will consider the second-stage consultation results and the recommendations of Corporate Governance, Audit and Standards Committee in January 2026 to agree the final outcome of the review.
- 5.3 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."

LIST OF APPENDICES/ANNEXES:

Annex 1: Consultation Report

Annex 2: Potential Precept Amounts – Farnborough and Aldershot

Annex 3: Equality Impact Assessment

CLLR BILL O'DONOVAN
CHAIR 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](#)

Department for Communities and Local Government and the Local Government Boundary Commission for England [Guidance on community governance reviews](#)

[You've got the power: a quick and simple guide to community rights - GOV.UK](#)

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Have your say on the way your local area could be represented and managed in the Future

Community Governance Review Consultation Report
September 2025

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Introduction

In response to local government reorganisation (LGR), which would see Rushmoor replaced with a larger unitary council, the council are looking at what, if any, local arrangements residents would like to see to make sure their voices are heard on local decisions.

These proposals would see councils, like Rushmoor, replaced with larger, single councils providing all your local services. The preferred option for LGR is for a new north Hampshire unitary council that would replace Rushmoor, Hart and Basingstoke and Deane councils. This new council would also take on the services provided by Hampshire County Council.

Because the new council would be much larger than Rushmoor, the council is exploring what, if any, local arrangements residents would like to see put in place so local voices are heard on local decisions. This is called a community governance review.

The council is looking at options that could include introducing parish councils (also known as town councils) or neighbourhood area committees.

The consultation has been designed to collect local residents' views on parish/town councils and neighbourhood communities. The consultation also covered collecting the views of local organisations in Rushmoor.

Method

The consultation consisted of two online surveys, one for residents (annex A) and one for local organisations on Rushmoor (partners).

To engage with residents, posters and flyers (annex B) along with the public notice (annex C) were used at a series of public engagement events and static displays (annex D). Paper version of the survey were also available at some of the later events.

Note: The survey was carried out at the same time a Local Government Review survey was running. Public events and communications often covered both surveys to encourage completion.

A special edition of Arena (annex E) was produced and distributed in the week beginning 18 August. The edition went to every household in the borough, informing residents about the possible changes and the online survey. Paper copies of the survey were available on request. The survey was also advertised via the council's social media and email news

The consultation ran from Friday 13 June to the Friday 12 September 2025.

To engage with the Council's partners, a letter (annex F) was sent with a link to a survey specifically form them to complete (annex G). The email went to 114 organisations in Rushmoor. This part of the consultation ran from Monday 11 August to Friday 12 September.

Reponses

Overall, there were 412 responses to the resident survey, with 405 online responses and seven paper responses. For reference purposes Rushmoor's last annual resident survey received 1680 responses.

The partner survey received two repos and one email response. Three emails from members of the public were also received.

Executive summary

Overall, respondents thought the introduction of Parish/Town Councils or Neighbourhood Area Communities was positive, to ensure local communities can have their views heard and influence what happens in their local area. There was more support from Aldershot respondents than from Farnborough respondents.

There was slightly more support for Parish/Town Councils than Neighbourhood Communities, and there was the most support for the areas covered to be towns.

There was concern from respondents about possible council tax increases and the majority respondent only wanted a new council if there is no increase to council tax.

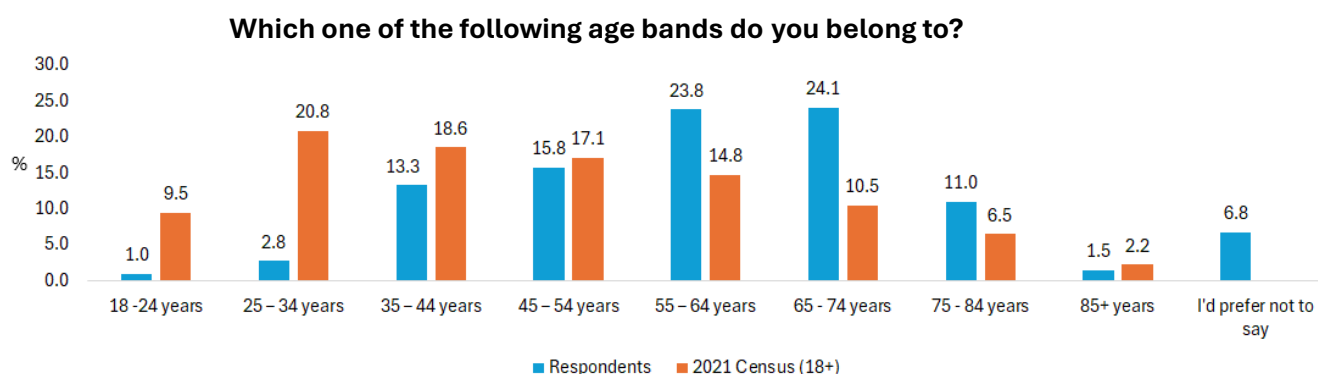
Characteristics of respondents of resident survey

These questions were only open to those over 18 years of age.

Note: three respondents identified as being under 18 years of age.

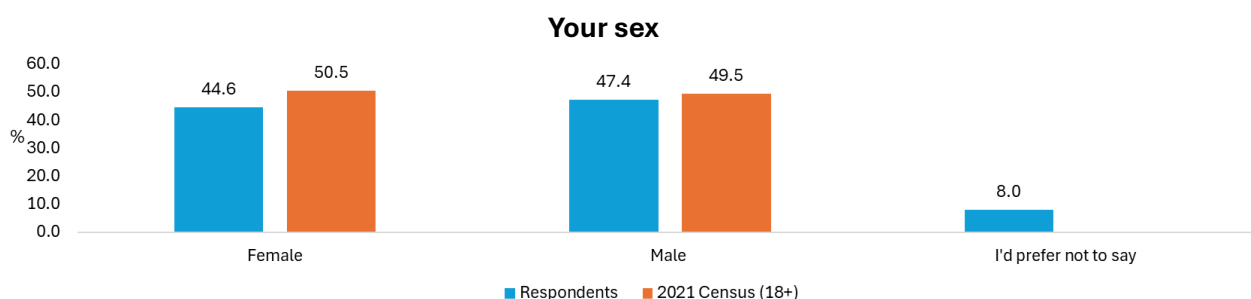
Which one of the following age bands do you belong to?

In total 399 respondents completed this question. Those under 44 years of age are underrepresented and those over 55 to 84 years of age are over-represented.



Your sex

In total 399 respondents completed this question. 44.6% (178) of respondents indicated that they were female and 47.4% (189) of respondents indicated that they were male. For reference purposes, the 2021 Census indicated that there were slightly more females than males over the age of 18 in Rushmoor.



What is your ethnic group?

In total 399 respondents completed this question. When compared to the data from the 2021 Census, those who identified as white British are over-represented and those who identified in the groups other than white are under-represented. The Nepali population, which makes up the vast majority of the Asian other group, is very under-represented. Zero respondents identified as Nepali.

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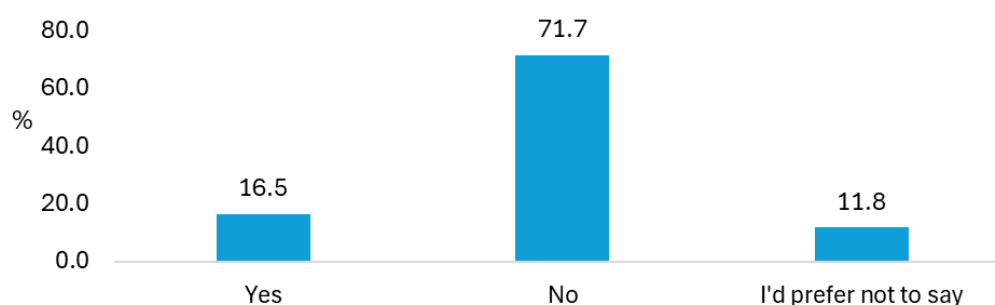
Respondents	Number	%	2021 Census (18+)
Asian, Asian British or Asian Welsh: Bangladeshi	0	0.0	0.3
Asian, Asian British or Asian Welsh: Chinese	0	0.0	0.5
Asian, Asian British or Asian Welsh: Indian	2	0.5	2.0
Asian, Asian British or Asian Welsh: Other Asian (including Nepali)	0	0.0	11.2
Asian, Asian British or Asian Welsh: Pakistani	1	0.3	1.0
Black, Black British, Black Welsh, Caribbean or African: African	0	0.0	1.4
Black, Black British, Black Welsh, Caribbean or African: Caribbean	0	0.0	0.7
Black, Black British, Black Welsh, Caribbean or African: Other Black	0	0.0	0.2
Mixed or Multiple ethnic groups: Other Mixed or Multiple ethnic groups	0	0.0	0.5
Mixed or Multiple ethnic groups: White and Asian	0	0.0	0.5
Mixed or Multiple ethnic groups: White and Black African	0	0.0	0.2
Mixed or Multiple ethnic groups: White and Black Caribbean	1	0.3	0.5
Other ethnic group: Any other ethnic group	5	1.3	2.9
Other ethnic group: Arab	0	0.0	0.2
White: British	341	85.5	71.3
White: Gypsy or Irish Traveller	1	0.3	0.2
White: Irish	2	0.5	0.8
White: Other White	12	3.0	5.7
I'd prefer not to say	34	8.5	

Of five respondent that answered other ethnic group, the main theme of the answers were white English or English (four respondents).

Do you consider yourself to have any health conditions or disabilities, which limit your daily activities?

In total 399 respondents completed this question. 71.7% (286) of respondents indicated that they didn't have any health conditions or disabilities which limited their daily activities. 16.5% (66) of respondents indicated that they did have health conditions or disabilities which limited their daily activities. For reference purposes, 16.4% of residents over 18 in the 2021 Census indicated that they were disabled under the Equality Act.

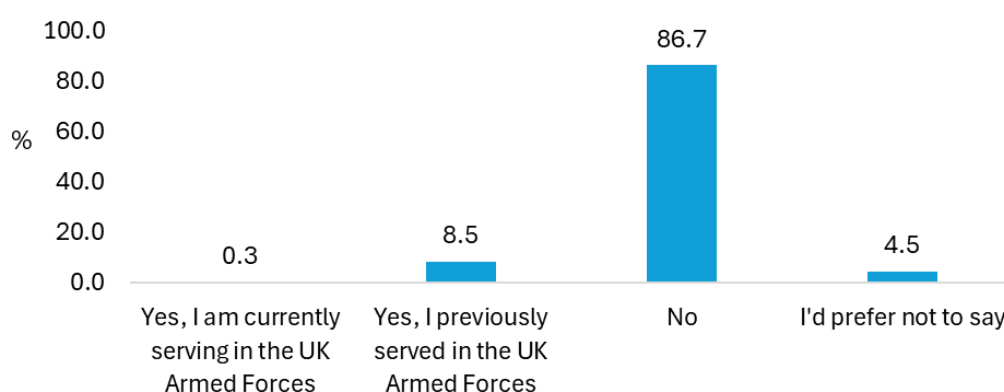
Do you consider yourself to have any health conditions or disabilities, which limit your daily activities?



Are you currently serving in the UK Armed Forces or have you previously served in the UK Armed Forces?

In total 399 respondents completed this question. 86.7% of respondents (346) are not and have not served in the armed forces, 8.5% (34 respondents) indicated that they previously served in the armed forces. One respondent indicated that they were currently serving. For reference purposes, the 2021 Census indicated that 6.7% of Rushmoor adults have previously served in UK armed forces as a regular and/or reserve.

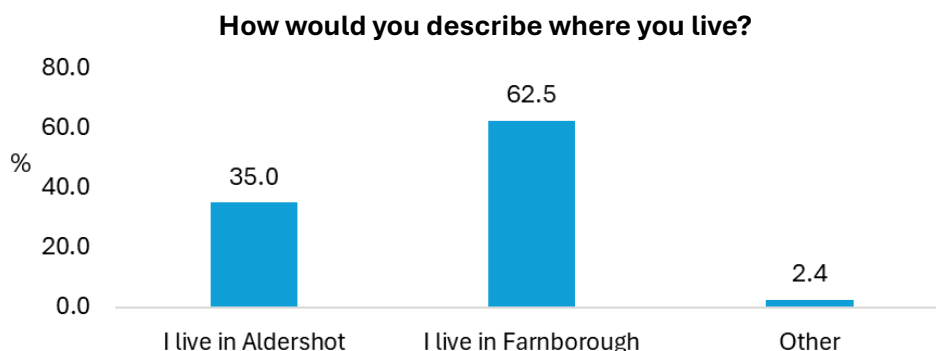
Are you currently serving in the UK Armed Forces or have you previously served in the UK Armed Forces?



Results of resident survey

1. How would you describe where you live?

In total 411 respondents completed this question. According to the 2021 Census, 59.9% of Rushmoor residents lived in Farnborough and 40.2% lived in Aldershot. 62.5% (257) of respondents indicated that they were Farnborough residents and 35.0% (144) of respondents indicated that they were Aldershot residents. This would suggest Farnborough residents were overrepresented in the survey.



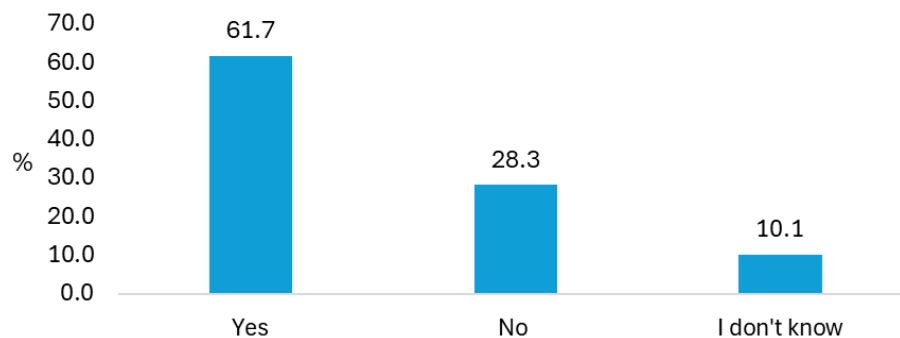
10 respondents (2.7%) indicated other four of these indicated they lived in North Camp. Other responses included: own a shop in North Camp, Fernhill, Fleet and Farnham.

As this survey asked about geographical areas, the some of the results of the remaining questions will be spilt by town.

2. Do you think introducing parish councils or neighbourhood committees in our area would help make sure that local communities can have their views heard and influence what happens in their local area?

In total 407 respondents completed this question. The majority of respondent indicated yes (61.7% - 251 respondents), they thought introducing parish councils or neighbourhood committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area. 28.3% (115 respondents) disagreed that introducing parish councils or neighbourhood area committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area.

Do you think introducing parish councils or neighbourhood area committees in our area would help make sure that local communities can have their views heard and influence what happens in their local area?



The question also asked why the respondent gave their answer, in total 256 completed this part of the question

The main themes of the answers from those who answered yes were:

- In favour as means local people have a voice / are better connected / local people making local decisions (mentioned in around 88 comments)
- In favour because larger authorities miss the needs of local areas/people or area will be overlooked (mentioned in around 33 comments)
- Prefer or in favour of parishes (mentioned in around 11 comments)

The main themes of the answers from those who answered no were:

- Concern / negativity about the extra costs (mentioned in around 24 comments)
- Negative comments about current council (mentioned in around 17 comments)
- Unnecessary layer / extra layer (mentioned in around 14 comments)
- Concern around the people involved parish councils or neighbourhood committees (mentioned in around 7 comments)
- Leave it as it is / no larger authority / no changes (mentioned in around 12 comments)
- Currently not being listened too (mentioned in around 7 comments)
- Comments asking why won't views be heard (mentioned in around 6 comments)
- Concern that this change is party politics (mentioned in around 5 comments)

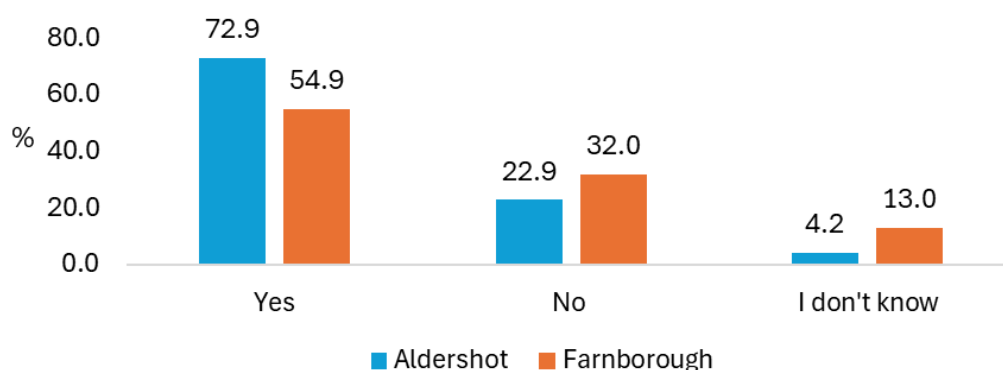
The main themes of the answers from those who answered I don't know were:

- Negative comments about the current system (mentioned in around 5 comments)
- Comments around wanting to know what powers the parishes or committee will have (mentioned in around 4 comments)
- Concern / negativity about the extra costs (mentioned in around 4 comments)

Results by town

The majority of respondents from both towns agreed that introducing parish councils or neighbourhood area committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area. However, Aldershot respondents were more likely to agree (72.9%), than Farnborough respondents (54.9%).

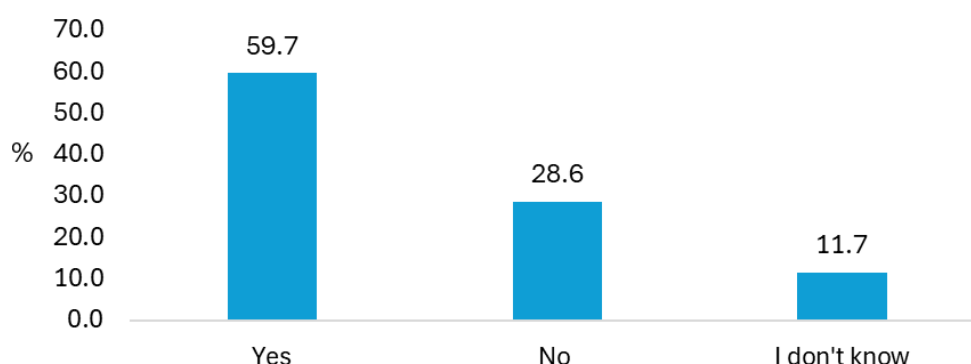
Results by town



3. With this in mind, do you think the council should introduce parish councils or neighbourhood area committees in our area?

All 412 respondents completed this question. The majority of respondent indicated yes (59.7% - 246 respondents), they thought the council should introduce parish councils or neighbourhood area committees. 28.6% (118 respondents) disagreed that the council should introduce parish councils or neighbourhood area committees.

Do you think the council should introduce parish councils or neighbourhood area committees in the area?



The question also asked why the respondent gave their answer, in total 222 completed this part of the question.

The main themes of the answers from those who answered yes were:

- Think is a good idea as means local people have a voice / are better connected / sense of pride in the area / more influence / things are kept local (mentioned in around 61 comments)
- As above (mentioned in around 20 comments)
- Agree with parishes (mentioned in around 15 comments)
- Concerns about the people who will run the parishes/committees, and how they will be run / the powers they will have (mentioned in around 8 comments)
- Agree with Neighbourhood Area Committees (mentioned in around 5 comments)

The main themes of the answers from those who answered no were:

- Concerns / negative about the costs (mentioned in around 22 comments)
- As above (mentioned in around 13 comments)

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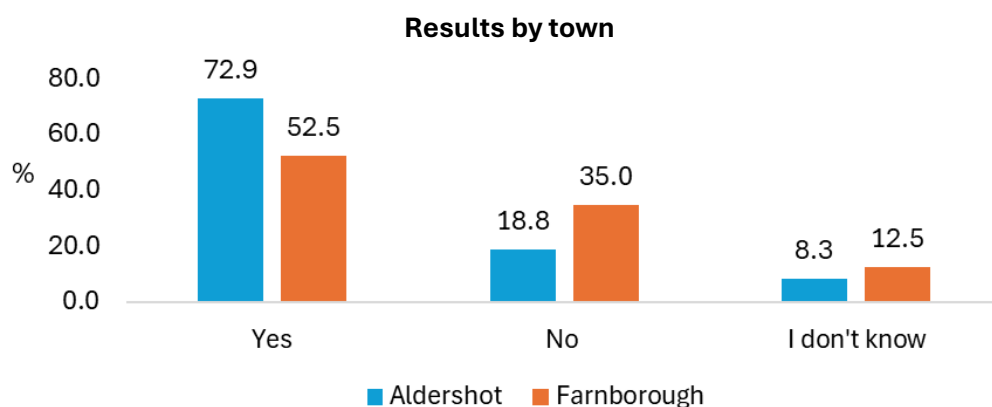
- Leave as is / don't change Rushmoor Borough Council (mentioned in around 11 comments)
- Concerns about the people who will run the parishes/committees, and how they will be run / the powers they will have (mentioned in around 10 comments)
- Concerns about another layer government (mentioned in around 9 comments)

The main themes of the answers from those who answered I don't know were:

- Respondents unsure of benefits (mentioned in around 7 comments)
- Concerns about the people who will run the parishes/committees, and how they will be run / the powers they will have (mentioned in around 6 comments)
- Leave as is / don't change Rushmoor Borough Council (mentioned in around 4 comments)
- As above (mentioned in around 4 comments)

Results by town

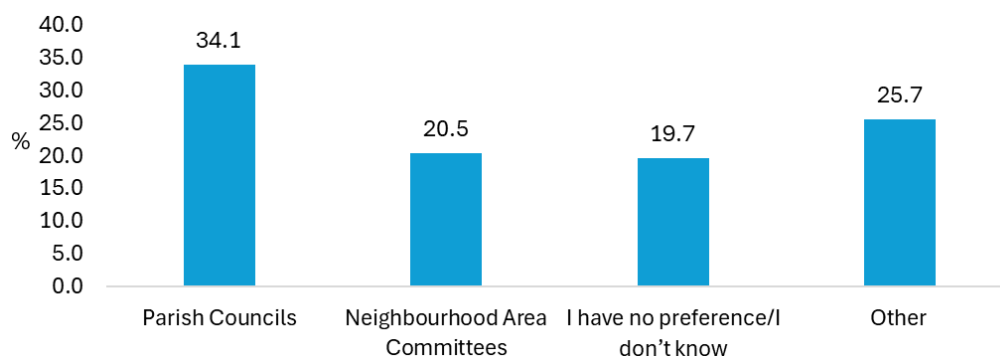
The majority of respondents from both towns agreed the council should introduce parish councils or neighbourhood area committees in the area. However, Aldershot respondents were more likely to agree (72.9%) than Farnborough respondents (52.5%).



4. If you do think the council should introduce parish councils or neighbourhood area committees, which would you prefer?

In total 381 respondents completed this question. 130 respondents (34.1%) indicated that they would prefer parish councils, 98 respondents (25.7%) indicated 'other', 78 respondents (20.5%) indicated that they preferred neighbourhood area committees, and 75 respondents (19.7%) indicated that they had no preference.

If you do think the council should introduce parish councils or neighbourhood area committees, which would you prefer?

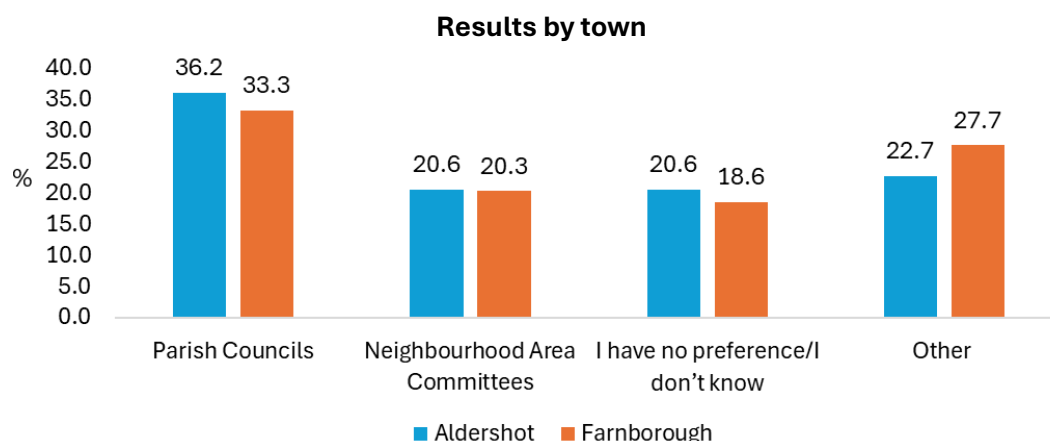


The question had a comment box for those who answered other. In total 98 completed this part of the question the main theme of the answers were:

- Don't do it / neither (mentioned in around 33 comments)
- Comments leave as it is / Rushmoor Borough Council (mentioned in around 14 comments)
- Comments in support of parish councils/ town councils (mentioned in around 11 comments)
- Concern about costs (mentioned in around 8 comments)
- Concern about the people involved and/or the powers of parishes or committees (mentioned in around 7 comments)

Results by town

Aldershot respondents were slightly more likely to prefer parish councils (36.2%), than Farnborough respondents (33.3%). Farnborough respondents were more likely to indicate 'other' (27.7%), than Aldershot respondents (22.7%).



5. If we were to introduce parish councils in Rushmoor, what local area or areas would you like your parish council to cover? This could be your local neighbourhood, electoral ward, village area or town, or a combination of these.

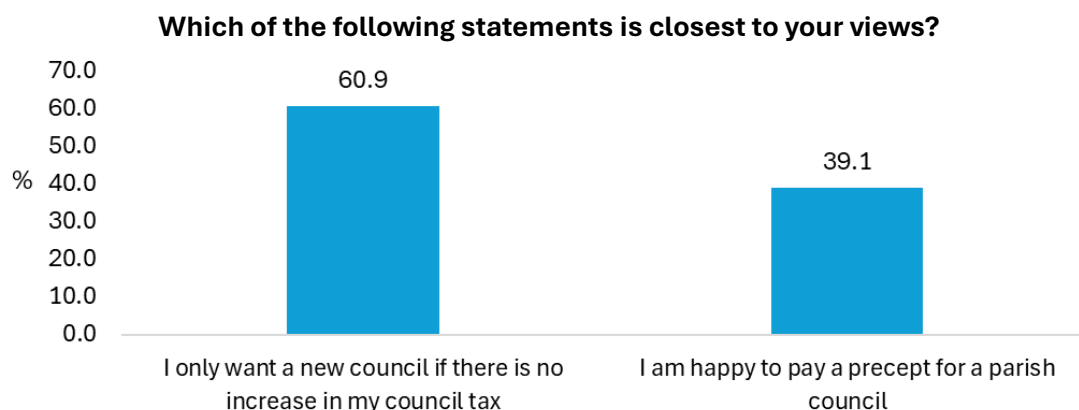
In total 337 responded to this question. The main theme of the answers were:

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- Towns or Aldershot or Farnborough mentioned in around 130 comments
- 61 Responses mention other specific areas, the main themes of these were:
 - North Camp or South Farnborough mentioned in around 23 responses
 - Cove mentioned in around 17 responses
 - Hawley mentioned in around 5 responses
 - Southwood mentioned in around 5 responses
- Wards mentioned in around 46 responses
- No to parishes mentioned in around 39 responses
- Rushmoor/borough size in around 16 responses
- Local neighbourhood mentioned in around 19 responses
- A mix / combination mentioned in around 11 responses
- Concern about introduction, including costs mentioned in around 8 comments
- Unable to tell / more information needed mentioned in around 7 comments
- It has already been decided mentioned in around 5 comments
- Leave it as it is mentioned in around 5 responses
- None / N/A mentioned in around 5 responses

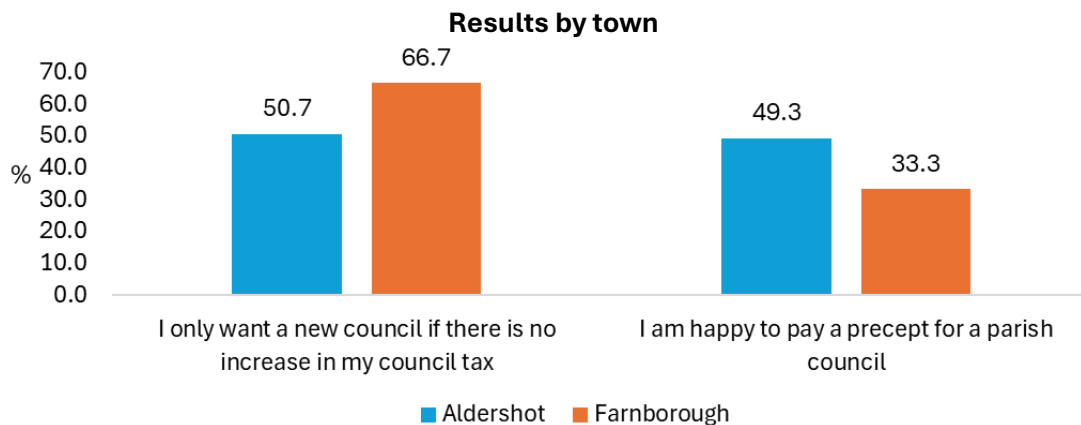
6. Establishing new parish councils could lead to an increase in council tax for the area they cover. This is called a precept. The amount you'd pay depends on the services the new parish council would provide and how much income it has. Which of the following statements is closest to your views?

In total 384 respondents completed this question. Over half of the respondents (60.9%) would only want a new council if there is no increase in their council tax. 39.1% (150 respondents) were happy to pay a precept for a parish council.



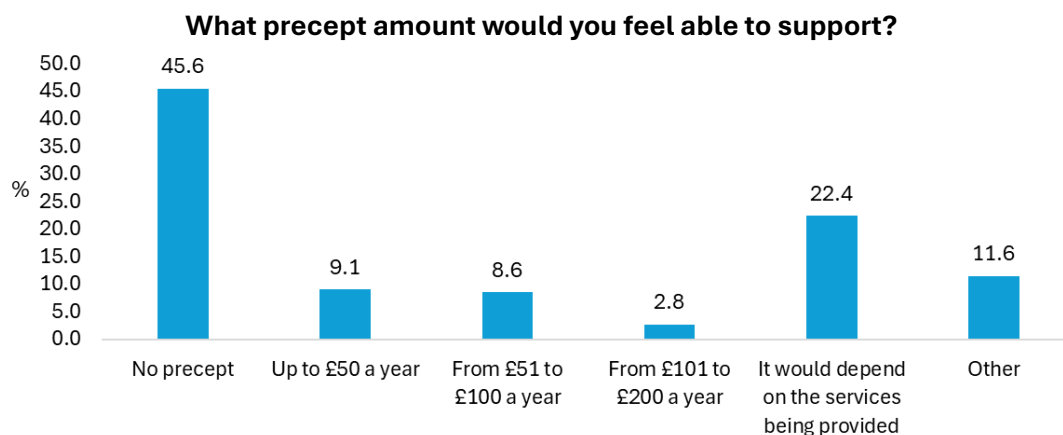
Results by town

The majority Farnborough respondents would only want a new council if there is no increase in their council tax (66.7%). The results were a lot closer for Aldershot respondents with 49.3% happy to pay a precept and 50.7% would only want a new council if there is no increase in their council tax.



7. What precept amount would you feel able to support?

In total 397 respondents completed this question. The most support was for no precept (45.6% - 181 respondents), followed by it would depend on the services being provided (22.4% - 89 respondents), followed by other (11.6% - 46 respondents), followed by up to £50 a year (9.1% - 36 respondents), followed by £51 to £100 a year (8.6% - 34 respondents) and lastly 2.8% (11 respondents) who indicated that they were able to support from £101 to £200 a year.



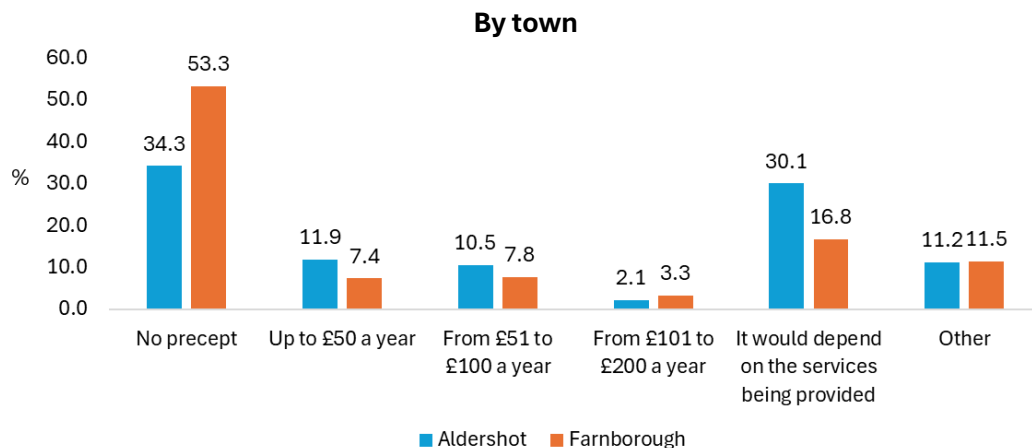
The question had a comment box for those who answered other. In total 46 completed this part of the question. The main theme of the answers were:

- Respondents unhappy / concerned with a rise in council tax (mentioned in around 22 comments)
- More information is needed to make a judgement (mentioned in around 8 comments)
- Respondents suggesting council tax could/should go down with the creation of a unitary / cost covered by these savings (mentioned in around 7 comments)
- No / not wanted (mentioned in around 7 comments)

Results by town

Annex 1: Consultation Report

A larger percent of Farnborough respondents supported no precept (53.3%) than Aldershot respondents (34.3%).



8. If we were to introduce neighbourhood area committees in Rushmoor, what local area or areas would you like a neighbourhood area committee to cover? This could be your local neighbourhood, electoral ward, village or town or a combination of these.

In total 325 responded to this question. The main theme of the answers was:

- Towns or Aldershot or Farnborough mentioned in around 79 comments
- 63 Responses mention other specific areas, the main themes of these were:
 - North Camp or South Farnborough or St Marks mentioned in around 21 responses
 - Cove mentioned in around 14 responses
 - Southwood mentioned in around 8 responses
 - North Town mentioned in around 6 responses
 - Manor Park mentioned in around 5 comments
- Ward mentioned in around 47 responses
- Not in favour / don't want it / leave as is mentioned in around 43 responses
- Local neighbourhood mentioned in around 23 responses
- Concern about the people involved and/or the powers of neighbourhood committees mentioned in around 14 comments
- N/A mentioned in around 12 comments
- Borough mentioned in around 9 responses
- Mix / combination of areas mentioned in around 9 comments
- No / none mentioned in around 9 comments
- As above mentioned in around 8 comments

9. Do you have any more comments about the introduction of parish councils or neighbourhood area committees in Rushmoor?

In total 256 responded to this question. The main themes of the answers were:

- Concern about cost and paying more council tax (mentioned in around 45 comments)

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- In general agreement with proposals (mentioned in around 43 comments). Of these:
 - Around 23 comments mentioned yes to parishes / town councils
 - Around 8 comments mentioned yes to Neighbourhood Committees
- Around 20 comments mentioned the need to keep things local (decision / local voice)
- Not in favour with proposals (mentioned in around 27 comments)
- Not necessary / waste of time and money / not value for money (mentioned in around 22 comments)
- No / N/A (mentioned in around 21 comments)
- No to or concern about unitary's / reorganisation (mentioned in around 17 comments)
- Concern about the people involved and/or the powers of parishes and/or committees (mentioned in around 17 comments)
- More information needed (mentioned in around 15 comments)
- Keep Rushmoor Borough Council (mentioned in around 12 comments)
- Unhappy with current county council and / or local council services (mentioned in around 6 comments)

Results of partner survey

There were only two completed partner surveys, one organisation emailed directly.

However, as there were only two responses to the survey, there were not enough responses to fully analysis the survey.

The main themes of the replies were:

- All three organisations agreed that introducing parish or town councils or neighbourhood area committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area.
- Because good relationships with the council are important, and people that live and work here have a better understanding. It is important to have a local decision-making bodies in local communities. The need for a two-way conversation, which could be lost with bigger authorities.
- One preferred parishes, one preferred Neighbourhood Committees and one had no preference/didn't know.
- One was concerned about possible increase in council tax.
- One was concerned about evenness of services at different councils.
- One was concerned about funding pressures.
- One was concerned about the possible agenda of those serving on Neighbourhood Area Committees.
- One thought the area covered should be towns, another thought North Town area.

Other feedback

Over the consultation period we received three emails about the consultation. Below is a summary of their contents:

- Concern about council tax rises;
- Asking why change it;
- A request to the return of Farnborough Town Council;
- A suggestion to return to Aldershot and Farnborough Town Councils;

Summary

The number responding to the consultation was low compared to the number of respondents to the annual council residents' surveys (1000 respondents plus). However, there were other consultations happening at the same time which may have put people off completing another survey. The response rate for the councils' partners survey was very low.

Overall, respondents thought the introduction of Parish/Town Councils or Neighbourhood Area Communities was positive, to ensure local communities can have their views heard and influence what happens in their local area, and they agreed that the council should introduce them. Respondents thought that they would give local people a voice, they are better connected, and local people would be making local decisions. However, there was concern about the possible extra costs, and also concerns about who would sit on them and what powers that would have.

A higher percentage of Aldershot respondents were in support of the introduction of Parish/Town Councils or Neighbourhood Communities, than Farnborough respondents.

Parish Councils got the most support with 34.1% thinking they should be introduced, compared to Neighbourhood Area Committees (20.5%). The main theme of the responses of those who indicated other was that neither should be introduced, or it should be left as it is.

The area for Parish Councils with the most support was for towns (119 respondents wrote either towns, or Aldershot, or Farnborough). Wards came second with 39 respondents writing wards.

The majority (60.9%) of all respondents only wanted a Parish/Town Councils if there was no increase in Council Tax. The results were a lot closer for Aldershot respondents with 49.3% happy to pay a precept and 50.7% would only want a new council if there is no increase in their council tax.

The area for Neighbourhood Area Committees with the most support was for towns. 79 respondents wrote either towns, or Aldershot, or Farnborough. Wards came second with 47 respondents writing wards.

Although there was general support for the introduction of Parish/Town Councils or Neighbourhood Area Communities, to ensure local communities can have their views heard and what happens in their local area, there was a lot of concern about the cost involved.

Annex A- Copy of residents' survey



Have your say on the way your local area could be represented and managed in the future

Introduction

The government has asked councils to look at how they are organised, as it wants to improve services and make better use of public money.

In Hampshire, there are proposals to have a small number of unitary councils that would replace borough and district councils, like us, and Hampshire County Council, and provide all your services.

For our area, a new north Hampshire council could replace Rushmoor, Hart and Basingstoke and Deane councils, plus the services currently provided by the county council.

As this would mean our area would be covered by a larger unitary council, we want to understand what matters most to you about how you are represented and how you can influence what happens in your local area.

There are two main ways that communities could be represented more locally once the proposed new unitary is in place: parish councils (sometimes called town councils) and neighbourhood area committees. You can read more about how these would work on our [website](#).

Parish councils:

- Are elected by residents
- Run local services and local events
- Own local assets
- Comment on planning applications
- Raise money through a small additional council tax charge called a precept

Neighbourhood area committees:

- Are part of a bigger council – in our case, it would be the new unitary council
- Include local councillors and community representatives
- Take part in decisions for their area about local services, local events, and local assets
- Don't need a separate precept as they are funded by the council

In this survey we are asking for your views on what, if anything, you think should be introduced for our area.

This survey is part of a formal process called a [community governance review](#). The aim of the review is to make sure that any new local arrangements continue to be effective, convenient and work in the interests of residents if a new unitary council is introduced.

It is open to people living in Rushmoor, aged 16 or over, until Friday 12 September.

To view our consultation survey privacy notice, please visit www.rushmoor.gov.uk/consultationprivacynotice

1. How would you describe where you live? *(please tick one)*

- ☐ I live in Aldershot
- ☐ I live in Farnborough
- ☐ Other (please tell us how you describe where you live)

2. Do you think introducing parish councils or neighbourhood committees in our area would help make sure that local communities can have their views heard and influence what happens in their local area? *(please tick one)*

- ☐ Yes
- ☐ No
- ☐ I don't know

Please tell us why:

* 3. With this in mind, do you think the council should introduce parish councils or neighbourhood area committees in our area? *(please tick one)*

- ☐ Yes
- ☐ No
- ☐ I don't know

Please tell us why:

4. If you do think the council should introduce parish councils or neighbourhood area committees, which would you prefer? *(please choose your preferred option)*

- ☐ Parish Councils
- ☐ Neighbourhood Area Committees
- ☐ I have no preference/I don't know
- ☐ Other (Please tell us more)

5. If we were to introduce parish councils in Rushmoor, what local area or areas would you like your parish council to cover? This could be your local neighbourhood, electoral ward, village area or town, or a combination of these.

Please write in

6. Establishing new parish councils could lead to an increase in council tax for the area they cover. This is called a precept. The amount you'd pay depends on the services the new parish council would provide and how much income it has.

Which of the following statements is closest to your views? *(please tick one)*

- ☐ I only want a new council if there is no increase in my council tax
- ☐ I am happy to pay a precept for a parish council

7. What precept amount would you feel able to support? *(please tick one)*

- ☐ No precept
- ☐ Up to £50 a year
- ☐ From £51 to £100 a year
- ☐ From £101 to £200 a year
- ☐ It would depend on the services being provided
- ☐ Other (please write in)

8. If we were to introduce neighbourhood area committees in Rushmoor, what local area or areas would you like a neighbourhood area committee to cover? This could be your local neighbourhood, electoral ward, village or town or a combination of these.

Please write in

9. Do you have any more comments about the introduction of parish councils or neighbourhood area committees in Rushmoor?

Please write in

* 10. Please can you confirm that you are over 18 years of age:

- ☐ Yes - I am over 18
- ☐ No - I am under 18



Have your say on the way your local area could be represented and managed in the future

About you

As part of the Equality Act 2010, we must make sure our services are open and accessible to everyone, that we treat people fairly and appropriately and in consultations, we hear all views.

The following questions will help us to check that we are doing this and will also help us to understand better the answers we receive. We will treat this information as anonymous and confidential and will not identify individuals.

You do not have to answer these questions if you would prefer not to.

11. Which one of the following age bands do you belong to?

- ☐ 18 - 24 years
- ☐ 25 - 34 years
- ☐ 35 - 44 years
- ☐ 45 - 54 years
- ☐ 55 - 64 years
- ☐ 65 - 74 years
- ☐ 75 - 84 years
- ☐ 85+ years
- ☐ I'd prefer not to say

12. What is your sex?

- ☐ Male
- ☐ Female
- ☐ I'd prefer not to say

13. What is your ethnic group?

- ☐ White - British
- ☐ White - Irish
- ☐ White - Gypsy/Traveller
- ☐ White - other
- ☐ Mixed - white and black Caribbean
- ☐ Mixed - white and black African
- ☐ Mixed - White and Asian
- ☐ Mixed - other
- ☐ Asian or British Asian - Nepali
- ☐ Asian or British Asian - Indian
- ☐ Asian or British Asian - Pakistani
- ☐ Asian or British Asian - Bangladeshi
- ☐ Asian or British Asian - Chinese
- ☐ Asian - other
- ☐ Black or British black - Caribbean
- ☐ Black or British black - African
- ☐ Black - other
- ☐ Arab
- ☐ I'd prefer not to say
- ☐ Any other background (Please specify)

14. Are you currently serving in the UK Armed Forces or have you previously served in the UK Armed Forces?

- ☐ Yes, I am currently serving in the UK Armed Forces
- ☐ Yes, I previously served in the UK Armed Forces
- ☐ No
- ☐ I'd prefer not to say

15. Do you consider yourself to have any health conditions or disabilities, which limit your daily activities?

- ☐ Yes
- ☐ No
- ☐ I'd prefer not to say



Have your say on the way your local area could be represented and managed in the future

Thank you for completing our survey

We'll use your feedback to help inform our decision on the future local representation in Aldershot and Farnborough. The result of this survey will be published on our website.

Annex B – Poster and flyer

Your community, your say

Who should represent you
at a very local level?
We want to hear your views

Rushmoor Borough Council is set to be replaced by a larger unitary
council that would provide all your council services from 2028.

As we plan ahead for this, we're looking at what, if any, extra arrangements
should be in place so that your voice is heard on local decisions.

This could be introducing parish councils (sometimes called town councils)
or what are known as neighbourhood area committees.

Please tell us what you think

- 1 Take part in our online survey

Scan the QR code.

Survey closes Friday 12 September



- 2 Come and chat to us at our drop-in session

To find out more, go to:
www.rushmoor.gov.uk/communityreview

RUSHMOOR
BOROUGH COUNCIL

Annex C – Public notice

Your community, your say

Public Notice
Community Governance Review 2025

NOTICE IS HEREBY GIVEN

That Rushmoor Borough Council, following the decision of Council taken on 10 July 2025, is undertaking a Community Governance Review to determine whether to establish parish councils (which may be styled as town, village, neighbourhood or community councils) in the Rushmoor borough area.

Pursuant to the Local Government and Public Involvement Act 2007, the council is required to ensure that community governance across the borough:

- Reflects the identities and interests of the local community
- Is effective and convenient


In carrying out the review, the council must take into account:

- The impact of community governance arrangements on community cohesion
- The size of the population of a local community or parish

**The first-round consultation will run from
Friday 11 July 2025 to Friday 12 September 2025**

To find out more scan the QR code

Or go to: www.rushmoor.gov.uk/communityreview



The council has published its terms of reference, which can be found at the link above. Printed copies may be obtained by contacting policy@rushmoor.gov.uk or calling **01252 398 399**

If you wish to prepare a written submission, please send it to: Rushmoor Borough Council, Legal Services, Council Offices, Farnborough Road, Farnborough GU14 7JU

RUSHMOOR
BOROUGH COUNCIL

Annex D – List of roadshows and static displays

Roadshows & Static Displays		
What: Roadshows & static displays		
Method: Face to face & static information displays		
Launch Date: 13 th July		
Closing Date: 27 th July		
Lead: RBC Comms & Engagement Team		
Venues & Locations: As below, some <u>still in planning stage and therefore subject to change and not for onward sharing at this stage</u>		
Week 1 - 13 th to 19 th July		Week 2 - 21 st to 26 th July
Sun 13 th	Moorfest	Mon 21 st Aldershot Train Station
Mon 14 th	Farnborough Train Station	Tues 22 nd North Camp Location TBC
Tues 15 th	Farnborough Market	Wed 23 rd Farnborough TBC
Wed 16 th	Wetherspoons Aldershot	Thur 24 th Aldershot Market
Thur 17 th	Farnborough North Station	Fri 25 th Aldershot Lido
Fri 18 th	North Camp Location TBC	Sat 26 th Farnborough Town Centre
Sat 19 th	Aldershot Town Centre	
Static Displays:		
Farnborough:		Aldershot:
Farnborough Library		Aldershot Library
Play 360		West End Centre
The Hub		Princes Hall
Abbey House		Aldershot Enterprise Centre
Kingsmead		Union Street
Southwood Field Centre		Garrison Sports Centre
The Village		Aldershot Pools & Fitness Centre

Annex E - Special edition of Arena



www.rushmoor.gov.uk

Arena

Special edition • August 2025

Important changes to your council
by Cllr Gareth Williams, Leader of Rushmoor Borough Council



Welcome to our special edition of Arena magazine. We want to tell you about big changes proposed to Rushmoor Borough Council and the way your services are provided and to let you know how you can be involved.

Inside, you'll find details of proposals to replace us and the county council, with one single council for our area

providing all your services.

We're also keen to find out what you think about the idea of introducing parish or town councils to our area when these new arrangements come into place.

These are important changes so it's really important to us that you give your views on the councils that will be delivering your services in future.

I would urge you to spend a few minutes reading through the following pages and to take time to respond in our survey.

Thank you in advance.



Gareth W

RUSHMOOR
BOROUGH COUNCIL



New single council for our area

The government wants to reduce the number of councils, opting instead for single councils that provide all your services.

At the moment, you get your local services, like bin collections, parks, street cleaning and planning, from Rushmoor Borough Council, and bigger services like education, roads and adults' and children's social care from Hampshire County Council.

Under the proposals being considered, you would have one 'unitary' council that would do everything.

We've been working with 11 other councils across Hampshire on what we think would work best so that any new councils are big enough to deliver good services efficiently, but small enough to understand local communities and their needs.

In our area, we think the best option to provide this balance would be a unitary council that covers north Hampshire, replacing Rushmoor, Hart and Basingstoke and Deane councils and taking on the county council services.

Over the last few weeks, we've been consulting on these proposals, as we told you in our June edition.

The consultation has now closed, and we will be looking at all your feedback as we prepare and consider our final submission to the government in September.

The government will then carry out its own public consultation on the options it thinks meet its requirements and decide on the final council arrangements. There would be shadow council elections in 2027, with the new councils officially established in April 2028.

Find out more and keep up to date at www.rushmoor.gov.uk/localgovernmentreorganisation

Making sure your voice is heard locally

As we plan for the new, bigger unitary councils, we are also thinking about what, if any, arrangements could be put in place to make sure our communities are still recognised and represented on local issues.

Parish and town councils

Parish and town councils are the same, apart from the name. They can vary in size from a handful of electors to more than 40,000 people but reflect their local identity.

They are elected by residents and directly accountable to their communities.

Depending on the council, they can legally provide a variety of local services, ranging from allotments, cemeteries and crematoriums, to running community centres, events and arts. They can also provide street maintenance including footpaths, litter bins and grass cutting; parking, public toilets and parks and open spaces.

They can comment on planning applications and help shape their local area through neighbourhood plans.

These councils can be funded by grants, fees and charges and a small council tax charge, called a precept. The precept varies depending on the extent of services offered.

Neighbourhood area committees

These are very local committees led by frontline ward councillors, involving members from community groups and public organisations, like the police and health, as needed.

They are created by a bigger council to focus on specific places and to act as a community voice on local issues.

They have no formal powers and have no separate funding.



At the moment, we don't have any town or parish councils in our area. But one option would be to create these to offer very local council services and decision-making. A different option would be something called neighbourhood area committees, or we could do nothing.

Because this would be an important change to our area, we would like to hear your views so we can understand what might work for you and how you feel about potentially paying an additional council tax charge for new parish or town councils.

You can read more here about the different options and how parish and town councils work elsewhere.

We would then really welcome your feedback in our online survey, www.rushmoor.gov.uk/communityreview, which is open until Friday 12 September. If you don't have internet access, please give us a call on 01252 398399 and we will be happy to send you a paper copy of the survey.

We will consider your thoughts as part of our review. Depending on the outcome, we may carry out more



engagement later this year on more detailed proposals.

Farnham Town Council

Services include:

- Town centre events including farmers' markets, food festival, Christmas lights
- Managing green spaces, public gardens and cemeteries
- Community centre and hall management
- Helping to maintain Farnham's bins, benches and bus stops
- Running allotments

Council tax Band D
precept - **£83.45**

Fleet Town Council

Services include:

- Running The Harlington Centre and community centres
- Floral displays
- Managing football pitches, tennis courts, a skatepark and the war memorial
- Managing some parks and play equipment
- Community events and repair cafe

Council tax Band D precept - **£131.27**

Ash Parish Council

Services include:

- Managing allotments and open spaces
- Maintaining play areas, sports facilities, car parks and public toilets
- Collecting litter and disposing of waste
- Cemetery and chapel administration
- Community events, including gardening competition

Council tax Band D
precept - **£78.52**

Neighbourhood area committee examples

Bristol City Council has nine area committees, which decide how local funds, including developer contributions, are spent to improve their own area. This includes local projects like play area refurbishments, traffic calming, park upgrades and accessibility improvements.

Sunderland City Council has five area committees across the city. They identify local priorities for their area and receive a fund from the council to support local initiatives, like youth centres, street lighting, parks and play areas, and tree planting.

Your views matter – take part in our survey

www.rushmoor.gov.uk/communityreview

Closing date Friday 12 September

Annex F – Letter to partners



Leader of the Council
Councillor Gareth Williams
Council Offices, Farnborough Road
Farnborough, Hants GU14 7JU
(01252 398399)

Our reference:

August 2025

Dear partner,

Changes to your local council and community representation

The government has asked councils to look at how they are organised, as it wants to improve services and make better use of public money.

In Hampshire, there are proposals to have a small number of unitary councils that would replace borough and district councils, like Rushmoor, and the county council.

A new council for north Hampshire

We are supporting a new north Hampshire council which would replace Rushmoor, Hart and Basingstoke and Deane councils and also carry out the services currently provided by the county council in these areas – all ‘under one roof’.

As we prepare for these changes, we want to understand the views of our partners, particularly about how we work with you and support you, both now and in the future.

We would like your views on local government reorganisation by inviting you to take part in our survey on local government reorganisation that is open until Sunday 17 August at www.rushmoor.gov.uk/localgovernmentreorganisation.

Additionally, as a key local partner, you can also [pledge direct support for the north Hampshire model online](#).

Local arrangements for Rushmoor

The second purpose of this letter is to ask for your thoughts on what new arrangements, if any, this council could put in place to make sure local voices are heard on local issues when the proposed new bigger, unitary council is in place.

We are currently looking at two options for what could be in place locally when the new unitary councils come into effect. The first is to establish parish councils (sometimes called town councils) and the second is to consider creating neighbourhood area committees. We could also choose not to have any additional local arrangements in place.



Leader of the Council
Councillor Gareth Williams
Council Offices, Farnborough Road
Farnborough, Hants GU14 7JU
(01252 398399)

Parish councils are elected by residents, with powers to run various local services. If the council decides to set up parish councils locally, the first elections for these would be in May 2026.

Neighbourhood area committees are usually made up of existing councillors, who use their knowledge of an area to help make decisions on how local funds are spent and what improvements are needed. They have no formal powers, other than those delegated to them.

Tell us what you think about these options

Our councillors are committed to making sure that local voices are heard and represented on these important matters and that includes those of our partners, key stakeholders and community groups.

We would therefore like your views on these options as part of what is known as a community governance review. You can give these by filling in our partner survey using the following link or scanning the QR code below.

[How local areas could be represented and managed in future - partner survey](#)

There is further information on the council's website,
www.rushmoor.gov.uk/communityreview

This survey is open until 12 September. You can also respond formally to the public notice attached with this letter.

We know that some of you may have some questions about the community governance review and if there is demand for this, we can offer a short online Q&A session in September. **If you'd like to participate in a Q&A session, then please send a note to communitydevelopment@Rushmoor.gov.uk**



I look forward to hearing from you.

Yours faithfully

**Councillor Gareth Williams
Leader of the Council**

Annex G – Copy of partner survey



How local areas could be represented and managed in future - partner survey

*** 1. Please provide the name of your organisation:**

2. What type of organisation are you?

- ☐ Voluntary
- ☐ Charity
- ☐ Community
- ☐ Sports club
- ☐ Education
- ☐ Other (please tell us)

3. In what capacity are you responding to this form?

- ☐ Owner
- ☐ Manager
- ☐ Employee
- ☐ Volunteer
- ☐ Other (please tell us)

*** 4. We would like to use your organisations name in our survey report to show who we've engaged with, but we will anonymise any responses you give us. Is this ok?**

- ☐ Yes, that is fine
- ☐ I'd rather you didn't include my organisations name

* 5. Thinking about the organisation you represent, do you think introducing parish or town councils or neighbourhood committees in the area would help make sure that local communities can have their views heard and influence what happens in their local area? *(please tick one)*

- ☐ Yes
- ☐ No
- ☐ I don't know

Please tell us why:

6. If your organisation thinks the council should introduce parish or town councils or neighbourhood area committees, which would you prefer? *(please choose your preferred option)*

- ☐ Parish Councils
- ☐ Neighbourhood Area Committees
- ☐ I have no preference/I don't know
- ☐ Other (Please tell us more)

7. Establishing new parish or town councils could lead to an increase in council tax for the area they cover. This is called a precept. The amount residents pay depends on the services the new parish council would provide and how much income it has.

Does your organisation have any thoughts about the possible introduction of a precept?

Please write in

8. If parish or town councils were introduced, what opportunities or risks does your organisation think they would create?

Please write in

9. If neighbourhood area committees were introduced, what opportunities or risks does your organisation think they would create?

Please write in

10. If we were to introduce parish or town councils or neighbourhood area committees in Rushmoor, what local area or areas would your organisation think they should cover? This could be local neighbourhoods, electoral ward, village area or town, or a combination of these.

Please write in

11. Does your organisation have any more comments about the introduction of parish or town councils or neighbourhood area committees in Rushmoor?

Please write in



How local areas could be represented and managed in future - partner survey

Thank you for completing our survey

We'll use your feedback to help inform our decision on the future local representation in Aldershot and Farnborough. The result of this survey will be published on our website.

Annex 2: Potential Precept Amounts – Farnborough and Aldershot

Farnborough - Band D Amount 10.00				Aldershot - Band D Amount 10.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	6.67	4,102	A	902	6.67	6,016
B	5,654	7.78	43,988	B	3,598	7.78	27,992
C	9,116	8.89	81,041	C	7,858	8.89	69,858
D	5,194	10.00	51,940	D	3,952	10.00	39,520
E	2,878	12.22	35,169	E	1,377	12.22	16,827
F	888	14.44	12,823	F	435	14.44	6,281
G	529	16.67	8,818	G	64	16.67	1,067
H	7	20.00	140	H	4	20.00	80
	24,881		238,022		18,190		167,642
Farnborough - Band D Amount 30.00				Aldershot - Band D Amount 30.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	20.00	12,300	A	902	20.00	18,040
B	5,654	23.33	131,908	B	3,598	23.33	83,941
C	9,116	26.67	243,124	C	7,858	26.67	209,573
D	5,194	30.00	155,820	D	3,952	30.00	118,560
E	2,878	36.67	105,536	E	1,377	36.67	50,495
F	888	43.33	38,477	F	435	43.33	18,849
G	529	50.00	26,450	G	64	50.00	3,200
H	7	60.00	420	H	4	60.00	240
	24,881		714,035		18,190		502,897
Farnborough - Band D Amount 50.00				Aldershot - Band D Amount 50.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	33.33	20,498	A	902	33.33	30,064
B	5,654	38.89	219,884	B	3,598	38.89	139,926
C	9,116	44.44	405,115	C	7,858	44.44	349,210
D	5,194	50.00	259,700	D	3,952	50.00	197,600
E	2,878	61.11	175,875	E	1,377	61.11	84,148
F	888	72.22	64,131	F	435	72.22	31,416
G	529	83.33	44,082	G	64	83.33	5,333
H	7	100.00	700	H	4	100.00	400
	24,881		1,189,985		18,190		838,097
Farnborough - Band D Amount 75.00				Aldershot - Band D Amount 75.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	50.00	30,750	A	902	50.00	45,100
B	5,654	58.33	329,798	B	3,598	58.33	209,871
C	9,116	66.67	607,764	C	7,858	66.67	523,893
D	5,194	75.00	389,550	D	3,952	75.00	296,400
E	2,878	91.67	263,826	E	1,377	91.67	126,230
F	888	108.33	96,197	F	435	108.33	47,124
G	529	125.00	66,125	G	64	125.00	8,000
H	7	150.00	1,050	H	4	150.00	600
	24,881		1,785,060		18,190		1,257,217
Farnborough - Band D Amount 100.00				Aldershot - Band D Amount 100.00			
CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band	CT Band	No Of Households	Precept Amount Per Band	Total Amount Payable by Band
A	615	66.67	41,002	A	902	66.67	60,136
B	5,654	77.78	439,768	B	3,598	77.78	279,852
C	9,116	88.89	810,321	C	7,858	88.89	698,498
D	5,194	100.00	519,400	D	3,952	100.00	395,200
E	2,878	122.22	351,749	E	1,377	122.22	168,297
F	888	144.44	128,263	F	435	144.44	62,831
G	529	166.67	88,168	G	64	166.67	10,667
H	7	200.00	1,400	H	4	200.00	800
	24,881		2,380,072		18,190		1,676,282

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 Iyawe
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 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 councils, with a decision by January 2026 to allow for elections in May 2026 if new councils are created.

The current options going to Full Council on Thursday 25 September include:

- Aldershot Parish Council and Farnborough Parish Council
- Smaller parishes across the Rushmoor area - for example: North Camp and North Town
- Aldershot Neighbourhood Area Committee and Farnborough Neighbourhood Area Committee
-

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 3: Equality Impact Assessment

Who will the proposal impact? Delete as appropriate.

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>At this stage: no structural impact on staff</p> <p>A small project team is coordinating the review, creating a temporary increase in workload. The current project team members are below:</p> <ul style="list-style-type: none"> Amanda Bancroft (Interim Monitoring Officer & Corporate Manager Legal Services) Belinda Tam (Corporate Manager – People) Jill Shuttleworth (Corporate Manager – Democracy) Gill Chisnall (Service Manager – Communications) Rosie Plaistowe-Melham (Service Manager - Finance & Deputy S151 Officer) Alex Shiell (Service Manager – Policy, Strategy, and Transformation) David May (Local Taxation Manager) 	

Annex 3: Equality Impact Assessment

- Matt Edwards (Litigation & Regulatory Solicitor)
- Martin Iyawe (Policy and Projects Officer)

If parish councils are approved at Council, workload will rise through things such as service or asset transfers.

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 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) asked 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 council for a town), 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, engagement sessions with residents, local media, partner organisations like RVS and Arena Magazine. 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 parish councils and to shape the details if so.

-

Evidence from Consultation (September 2025):

- 412 residents and 2 partner organisations responded
- 62% agreed that parish councils or neighbourhood committees would improve community voice
- 60% thought they should be introduced, with stronger support in Aldershot (73%) than Farnborough (53%)
- Slightly more respondents preferred parish councils (34.1%) over neighbourhood committees (20.5%)
- There was strong concern about possible council tax increases. 60.9% would only support parish councils if there was no additional precept
- Aldershot respondents were more willing to pay a precept (49.3%) compared to Farnborough (33%)
- Demographics: younger people (under 44), Nepali residents, and ethnic minorities were under-represented in the consultation responses
- 16.5% of respondents had health conditions/disabilities limiting daily activity (in line with Census)
- 8.5% of respondents had previously served in the armed forces (higher than the 6.7% Rushmoor average)

-

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

Direct and indirect impacts

When completing this table, please consider both **direct and indirect impacts**, see helpful guidance.

Direct discrimination occurs when someone is treated less favourably than another person because of a **protected characteristic**. This includes:

- **Actual possession** of a protected characteristic.
- **Perceived possession** of a protected characteristic (discrimination by perception).
- **Association** with someone who has a protected characteristic (discrimination by association).

A valid comparison must show that someone without the protected characteristic would have been treated better in similar circumstances. It can still be direct discrimination even if the person treating you unfairly shares the same characteristic.

Note: Age discrimination may be lawful if it can be objectively justified. For other protected characteristics, direct discrimination is unlawful regardless of intent or justification.

Indirect discrimination happens when a **policy, rule, or practice** applies to everyone but puts people with a protected characteristic at a **particular disadvantage**. It occurs when:

- A policy is applied equally to all.
- It disadvantages a group sharing a protected characteristic.
- You are personally disadvantaged by it.
- The organisation cannot justify the policy as a proportionate means of achieving a legitimate aim.

If the policy can be objectively justified, it is not considered indirect discrimination.

Annex 3: Equality Impact Assessment

For example: Closing public toilets may be an example of indirect discrimination, as it affects everyone but disproportionately disadvantages women, due to toilet frequency, alternative options and safety/hygiene factors.

Likely impact

For the groups identified earlier, tick the likely impact (both direct and indirect) 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.

Protected characteristic - Age

(for example, young people under 25, older people over 65)

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>
		Low		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 considered to include these groups. <i>Post-consultation:</i> older residents were over-represented in responses, younger residents under-represented.

Protected characteristic – 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.)

Annex 3: Equality Impact Assessment

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>
	Yes	Choose an item.		No specific impact expected. Information will be made available in accessible formats. Accessible formats are being made available. <i>Post-consultation:</i> 16.5% of respondents declared a limiting condition or disability, broadly in line with the Census.

Protected characteristic - 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.

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>
	Yes	Choose an item.			No specific impact expected.

Protected characteristic - Marriage and Civil Partnership

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>
	Yes	Choose an item.		No specific impact expected.

Protected characteristic – Pregnancy and Maternity

(Include people who are pregnant in or returning to the workplace after pregnancy. Could also include working parents.)

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>
	Yes	Choose an item.		No specific impact expected.

Protected characteristic – Race or ethnicity

(include on the basis of colour, nationality, citizenship, ethnic or national origins)

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>
		High		Directly, all residents are able to take part in the consultation. Indirectly, The Rushmoor has a large Nepali community, it may be difficult to get their views on the formation of parish councils. Alternative consultation methods will be considered to include these groups. <i>Post-consultation:</i> Nepali residents were under-represented (0 responses).

Protected characteristic – Religion or belief

(include no faith)

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>
	Yes	Choose an item.		No specific impact expected.

Protected characteristic - 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.)

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>
	Yes	Choose an item.		No specific impact expected.

Protected characteristic - Sexual Orientation

Annex 3: Equality Impact Assessment

(Include people from across the LGBTQ+ umbrella, for example, people who identify as lesbian, gay, bisexual, pansexual or asexual.)

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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>
	Yes	Choose an item.		No specific impact expected.

Protected characteristic - 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 leavers, people affected by menopause, people affected by menstruation and/or period poverty)

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>
	Yes	Medium		Armed Forces: Positive recognition of armed forces community. A higher proportion of veterans responded (8.5% vs 6.7% in Census). Poverty: Residents expressed strong concerns about council tax rises.

Screening Decision	Outcome
Neutral or Positive – no full EIA needed*.	<input checked="" type="checkbox"/> Yes/ <input 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

Annex 3: Equality Impact Assessment

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: Alex Shiell	<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

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ANNEX 3

EXTRAORDINARY COUNCIL MEETING – 25TH SEPTEMBER 2025

AGENDA ITEM NO. 3

CONSTITUTION UPDATE – STANDING ORDERS FOR THE REGULATION OF BUSINESS

SUMMARY

At its meeting on 10th July 2025, the Council considered and approved [updates to the Constitution](#). In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business stood adjourned without discussion.

The proposed revisions to the Standing Orders relate to:

- (i) the addition of a new Scheme for Public Questions – new Standing Order 9; and a procedure note to accompany the new Standing Order; and
- (ii) the insertion of the proposed new Audit and Governance Committee, and Licensing and Corporate Business Committee to replace the Corporate Governance, Audit and Standards Committee.

The procedure note to accompany the new Standing Order for public questions (attached at Appendix 4 to the Standing Orders) 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 Council's website. A time limit of 15 minutes will be provided for this part of the agenda.

The background to proposals to split the functions and responsibilities of the CGAS Committee into two separate committees following the Committee Review led by the Centre for Governance and Scrutiny (CfGS) were set out in Section 3 of the report to Council on [10th July](#), when the terms of reference for the new committees were also agreed subject to final approval of Standing Orders.

It is planned for an Independent Remuneration Panel to be held in late November/early December 2025 (as part of the usual arrangement for the Panel to convene every four years) which will include consideration of any impacts to remuneration arising from the committee changes.

RECOMMENDATION

The Council is recommended to adopt the revised Standing Orders for the Regulation of Business attached to this report for inclusion in Part 4 of the Constitution.

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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
- ~~15-16.~~ Closure and Adjournment of Meetings
- ~~16-17.~~ Motions Affecting Persons Employed by the Council
- ~~17-18.~~ Disorderly Conduct
- ~~18-19.~~ Disturbance by Members of the Public

[19.20.](#) Recission of Preceding Resolution

[20.21.](#) Confidentiality of Certain Business

[21.22.](#) Petitions

[22.23.](#) Deputations and Memorials

[23.24.](#) Interpretation of Standing Orders

[24.25.](#) Sealing of Documents

[25.26.](#) Authentication of Documents for Legal Proceedings

[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 ~~28~~9 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 22⁴;
- (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's 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;

- (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 ~~17~~ 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

- 2627.** 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

- 2728.** (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.

APPENDIX 1**SCHEME FOR THE APPOINTMENT OF STANDING DEPUTIES****1. Introduction**

The Scheme for Standing Deputies applies to the Development Management Committee, ~~Corporate Governance~~, Audit and Governance Standards Committee, Licensing and Corporate Business Committee, Overview and Scrutiny Committee and the Policy and Project Advisory Board. It allows for the attendance of standing deputies where a regularly appointed Member cannot be present

2. Scheme

The arrangements for the Scheme for Standing Deputies are as follows:

- (1) Each political group, which is allocated seats on the Development Management Committee, ~~Corporate Governance~~, Audit and Governance Standards Committee, Licensing and Corporate Business Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board may nominate two standing deputies to attend the Committee on occasions when an appointed Member cannot be present. The appointment of standing deputies will usually take place at the Annual Meeting of the Council when the committee membership is decided.
- (2) Members appointed as standing deputies are in the same position in terms of responsibilities and duties as any other member of the committee, for example, in relation to the declaration of any interests they might have and will be able to exercise full voting rights.
- (3) Standing deputies may attend meetings in that capacity only where the ordinary councillor will be absent for the whole of the meeting and must declare at the beginning of the meeting which councillor they are substituting for.
- (4) If a standing deputy is present at a meeting at which the Member whom he or she is replacing turns up during the course of proceedings, the original member should be required to withdraw from participation at the meeting.
- (5) A standing deputy shall be advised of a Member's absence either directly by the Member who is unable to attend, or by the

APPENDIX 1

Committee Administrator on notification of an advance apology by 5pm on the day of the meeting at the latest.

- (6) The names of those councillors appointed as standing deputies shall be published on agendas alongside the ordinary committee membership.

SCHEME FOR QUESTIONS TO THE CABINET AT FULL COUNCIL

OVERVIEW

The purpose of the Scheme for Cabinet Questions at full Council is to enable any Member of the Council to ask a Member of the Cabinet a question on any item dealt with under the executive arrangements. Questions can relate to any function not dealt with elsewhere in the decision-making structure (e.g. committees) or which affects the Borough.

A period of 15 minutes will be allocated for questions to Cabinet Members

PROCESS

Questions must be tabled in accordance with the process set out below.

Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

- (1) Members may submit questions up until 4.00 p.m. on the day before the Council meeting to the Corporate Manager - Democracy in the following form:
 - a full question identifying the Cabinet Member who will be asked
 - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will be permitted once those Members submitting questions have had a chance to ask their first question.
- (3) The Corporate Manager - Democracy will prepare a list of tabled questions/topic areas in the order in which they have been received.
- (4) The appropriate Cabinet Member(s) will be advised of the subject area/question that will be asked at the meeting.
- (5) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question)
- (6) At the meeting, the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (7) The 15 minutes session will only be extended if there are tabled questions still to be dealt with and at the discretion of the Mayor. There will be no supplementary questions in such circumstances.
- (8) The Mayor's ruling in respect of the conduct of questions to the Cabinet will be final.

APPENDIX 3

SCHEME FOR THE ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE TO COUNCIL

OVERVIEW

The main features of the procedure are:

- The Chair of the Overview and Scrutiny Committee, or nominated spokesperson, shall introduce the Annual Report of the Overview and Scrutiny Committee to the Council (a maximum of 5 minutes for the presentation shall be permitted).
- A period of 15 minutes will be allocated for questions on the Report. Questions must be tabled in accordance with the process set out below.
- Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

PROCESS FOR QUESTION TIME

Any Member of the Council may ask a question on an item included in the Annual Report, subject to written notice.

The process for question time shall be as follows:

- (1) Members will be able to submit questions up until 4.00 p.m. on the day before the Council meeting to the Corporate Manager – Democracy in the following form:
 - a full question which identifies the item to which the question relates
 - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will only be permitted once other Members submitting questions have had a chance to ask their first question.
- (3) The Chair or nominated spokesperson will be advised in advance of the question that will be asked at the meeting.
- (4) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question).
- (5) At the meeting the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (6) The Mayor's ruling in respect of the conduct of questions will be final.

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.

ANNEX 3

EXTRAORDINARY COUNCIL MEETING – 25TH SEPTEMBER 2025

AGENDA ITEM NO. 4

APPOINTMENTS 2025/26

SUMMARY

The Local Government and Housing Act 1989 requires the Council to allocate seats on its committees in proportion to each political group's strength on the Council, and to apply certain principles in allocating seats.

Further to recent changes to the [political balance on the Council](#), a review of the seats on committees has been carried out and shared with Group Leaders. Some changes to the membership of committees are proposed in accordance with requirements for political balance, and the revised memberships of the committees are set out in this report for approval.

The calculations are based on the inclusion of the two new committees, as set out in the revised Standing Orders which are proposed for adoption at agenda item 3 of this Council meeting. (Audit and Governance Committee and Licensing and Corporate Business Committee).

In consultation with Group Leaders, it is proposed that each committee in the next cycle of meetings will either reconfirm its current Chair and Vice-Chair or appoint a new Chair or Vice-Chair.

RECOMMENDATIONS

- 1) To note that a review of the political balance on committees has been carried out and to confirm the revised allocation of seats to political groups as set out in paragraph 1
- 2) To confirm the updated memberships of the committees and bodies as set out in paragraphs 2 and 3
- 3) To note that each committee in the next cycle of meetings will either reconfirm its current Chair and Vice-Chair or appoint a new Chair or Vice-Chair.

1. Summary of committee seats to achieve political balance

The Local Government and Housing Act 1989 requires the Council to allocate seats on its committees in proportion to each political group's strength on the Council. The table below sets out the outcome of the review of the political balance with the numbers of seats allocated to Groups. The calculations include the two new committees included in the revised Standing Orders proposed for adoption at this meeting.

Allocation of seats to Groups:

	Labour	Conservative	Rushmoor Independent Group	Liberal Democrat	Independent
Development Management (11 seats)	4	4	2	0	1
Audit & Governance (11 seats)	5	4	1	1	0
Licensing & Corporate Business (11 seats)	5	4	1	1	0
Policy & Project Advisory Board (11 seats)	5	4	1	1	0
Overview and Scrutiny (11 seats)	4	4	2	1	0
Totals (55 seats)	23	20	7	4	1

2. Membership of Decision-making Committees with new political balance:

Development Management Committee (11)

Labour (4)	Conservative (4)	Rushmoor Independent Group (2)	Independent (1)
Cllr Tom Day	Cllr Peace Essien-Igodifo	Cllr Abe Allen	Cllr Calum Stewart
Cllr Clive Grattan	Cllr A.H. Gani	Cllr Halleh Koohestani	
Cllr Dhan Sarki	Cllr S.J. Masterson		
Cllr Ivan Whitmee	Cllr Jacqui Vosper		
Standing Deputies:			
Cllr Sarah Spall	Cllr G.B. Lyon	Cllr Nadia Martin	
Cllr Alex Crawford	Cllr P.J. Cullum		

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

Audit and Governance (11)

Labour (5)	Conservative (4)	Rushmoor Independent Group (1)	Liberal Democrat (1)
Cllr Bill O'Donovan	Cllr Sue Carter	Cllr Becky Williams	Cllr Craig Card
Cllr Ivan Whitmee	Cllr Peter Cullum		
Cllr Alex Crawford	Cllr Paul Taylor		
Cllr Clive Grattan	Cllr Jacqui Vosper		
Cllr Sarah Spall			
Standing Deputies:			
Cllr Rhian Jones	Cllr Steve Masterson	Cllr Halleh Koohestani	Cllr Leola Card
Cllr Tom Day	Cllr Akmal Gani		Cllr Tom Mitchell

Licensing and Corporate Business (11)

Labour (5)	Conservative (4)	Rushmoor Independent Group (1)	Liberal Democrat (1)
Cllr Bill O'Donovan	Cllr Sue Carter	Cllr Jules Crossley	Cllr Craig Card
Cllr Sarah Spall	Cllr Peter Cullum		
Cllr Lisa Greenway	Cllr Jacqui Vosper		
Cllr Rhian Jones	Cllr Paul Taylor		
Cllr Alex Crawford			
Standing Deputies:			
Cllr Clive Grattan	Cllr Steve Masterson	Cllr Abe Allen	Cllr Leola Card
Cllr Mike Roberts			Cllr Tom Mitchell

3. **Membership of Policy and Project Advisory Board and Overview and Scrutiny Committee**

Policy and Project Advisory Board (11)

Labour (5)	Conservative (4)	Rushmoor Independent Group (1)	Liberal Democrat (1)
Cllr Lisa Greenway	Cllr Ade Adeola	Cllr Abe Allen	Cllr Tom Mitchell
Cllr Rhian Jones	Cllr Mara Makunura		
Cllr Mike Roberts	Cllr Steve Masterson		
Cllr Ivan Whitmee	Cllr Steve Harden		
Cllr Dhan Sarki			
Standing Deputies:			
Cllr Alex Crawford	Cllr Gareth Lyon	Cllr Becky Williams	Cllr Craig Card
Cllr Tom Day			Cllr Leola Card

Overview and Scrutiny Committee (11)

Labour (4)	Conservative (4)	Rushmoor Independent Group (2)	Liberal Democrat (1)
Cllr Clive Grattan	Cllr Martin Tennant	Cllr Halleh Koohestani	Cllr Leola Card
Cllr Tom Day	Cllr Steve Harden	Cllr Nadia Martin	
Cllr Bill O'Donovan	Cllr Gareth Lyon		
Cllr Mike Roberts	Cllr Stuart Trussler		
Standing Deputies:			
Cllr Lisa Greenway	Cllr Ade Adeola	Cllr Becky Williams	Cllr Craig Card
Cllr Dhan Sarki	Cllr Mara Makunura		Cllr Tom Mitchell

EXTRAORDINARY COUNCIL MEETING – 25TH SEPTEMBER 2025

AGENDA ITEM NO. 5

UPDATE ON DESIGNATIONS OF HEAD OF PAID SERVICE AND MONITORING OFFICER

SUMMARY

At its meeting on 10th April 2025, the Council approved the appointment of Ian Harrison as the Council's Interim Managing Director and Head of Paid Service for an initial period of six months with effect from 11th April 2025.

At the same meeting, it was also agreed that the post of Corporate Manager – Legal Services be designated as the Council's Monitoring Officer for an initial period of six months from 11th April.

At its meeting on 24th September 2025, the Corporate Governance, Audit and Standards Committee will consider a report that updates on the current position and recommends that the appointments and designations are extended for a further period. It is proposed that an extension be made to Ian Harrison's appointment as Interim Managing Director and Head of Paid Service until the Annual Council Meeting in May 2026, or until alternative arrangements are agreed by the Council arising from the conclusion of work on the management restructure if that is sooner.

In accordance with the Constitution the appointment of the Head of Paid Service is made by the Corporate Governance, Audit and Standards Committee, subject to confirmation by the Council. The Council approves statutory designations.

RECOMMENDATIONS

Subject to consideration by the Corporate Governance, Audit and Standards Committee:

- (1) That Ian Harrison, Interim Managing Director, continue to be designated as the Council's Head of Paid Service until the Annual Council Meeting in May 2026, or until alternative arrangements are agreed by the Council if that is sooner. The role to include the statutory responsibilities of Electoral Registration Officer and Returning Officer.
- (2) That the post of Corporate Manager – Legal Services continue to be designated as the Council's Monitoring Officer until otherwise designated by the Council.

1. BACKGROUND

- 1.1 [At its meeting on 10th April 2025,](#) the Council approved a recommendation from the Corporate Governance, Audit and Standards Committee for 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 six months.
- 1.2 As the initial period comes to end, it is timely to review the position and agree the next steps.
- 1.3 Since April, there has been a significant demand on the Interim Managing Director to carry out work linked to Local Government Reorganisation (LGR), and particularly following the departure of the Assistant Chief Executive. In view of this, it has not yet been possible to complete the work to review the organisation's management structure, which was required as part of the initial period of the interim appointment, to ensure organisational alignment to deliver objectives in the Delivery Plan and the future requirements of LGR.
- 1.4 It is proposed that the Interim Managing Director will conclude their work to review the management structure over the next few months, which will also provide the basis for Group Leaders to collectively consider the permanent arrangements for the appointment of a Head of Paid Service for the Council.
- 1.5 It is therefore recommended that an extension be made to the appointment of the Interim Managing Director post to conclude the work on the management structure and ensure cover for the elections in 2026.

2. IMPLICATIONS

Legal Implications

- 2.1 No specific legal implications apart from the continued designation of the MO role to the Corporate Manager – Legal Services post. The Monitoring Officer role is a statutory role under Section 5 of the Local Government and Housing Act 1989.

Financial Implications

- 2.2 This proposal has an additional cost of £11,094 until the Annual Council Meeting in May 2026.

Resource Implications

- 2.3 No additional implications

Equalities Impact Implications

- 2.4 No additional implications

3. CONCLUSION

- 3.1 This report follows the report approved by the Council on the 10th April 2025 and puts in place continued arrangements for the Head of Paid Service and Monitoring Officer functions.

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

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