

Public Document Pack



RUSHMOOR BOROUGH COUNCIL

LICENSING AND CORPORATE BUSINESS COMMITTEE

*at the Council Offices, Farnborough on
Thursday, 5th March, 2026 at 7.00 pm*

To:

Cllr Jacqui Vosper (Chair)
Cllr Sarah Spall (Vice-Chair)

Cllr C.W. Card
Cllr Sue Carter
Cllr A.H. Crawford
Cllr Jules Crossley
Cllr P.J. Cullum
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Bill O'Donovan
Cllr P.G. Taylor

Standing Deputies

Cllr Abe Allen
Cllr Leola Card
Cllr C.P. Grattan

Cllr S.J. Masterson
Cllr M.J. Roberts
Cllr T.W. Mitchell

Enquiries regarding this agenda should be referred to the Administrator, Lucy Bingham, Democratic Services, Tel. (01252) 398128, Email lucy.bingham@rushmoor.gov.uk.

A G E N D A

1. **MINUTES – (Pages 1 - 4)**

To confirm the Minutes of the Meeting held on 15th January, 2026 (copy attached).

2. **PAY POLICY STATEMENT, GENDER PAY GAP AND ETHNICITY PAY GAP REPORT – (Pages 5 - 20)**

To consider the Executive Director's Report No. PEO2602 (copy attached), which seeks approval for the Pay Policy Statement for 2026/27 for recommendation to full Council and to note the Gender Pay Gap and Ethnicity Pay Gap Report.

3. **SELECTION OF MAYOR AND DEPUTY MAYOR 2026/27 – (Pages 21 - 24)**

To consider the Corporate Manager – Democracy's Report No. DEM2602 (copy attached), which sets out the outcome of the selection process for the Mayor and Deputy Mayor for the 2026/27 Municipal Year.

4. **UPDATES TO THE CONSTITUTION - MEMBER CHAMPIONS – (Pages 25 - 32)**

To consider the Corporate Manager – Democracy's Report No. DEM2603 (copy to follow), which sets out proposed updates to the Council's Constitution regarding Member Champions.

5. **UPDATE ON POLLING PLACE - NORTH TOWN NB – (Pages 33 - 36)**

To consider the Corporate Manager – Democracy's Report No. DEM2604 (copy attached), which asks the Committee to note and endorse that the redeveloped North Town Community Centre on North Lane, Aldershot, be reinstated as the permanent polling place for North Town NB as anticipated in the most recent Polling District and Polling Place Review.

6. **EXCLUSION OF THE PUBLIC –**

To consider resolving that, subject to the public interest test, the public be excluded from this meeting during the discussion of the undermentioned item to avoid the disclosure of exempt information within the paragraph Schedule 12A to the Local Government Act 1972 indicated against such item:

Item No.	Para. No.	Category
7	1	Information relating to an individual

7. **APPOINTMENT OF HONORARY ALDERMEN – (Pages 37 - 42)**

To consider the Corporate Manager – Democracy's Exempt Report No. DEM2605 (copy attached), which outlines nominations received for the conferment of the title of Honorary Alderman of the Borough and to submit the appropriate recommendation to an Extraordinary Meeting of the Council.

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

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LICENSING AND CORPORATE BUSINESS COMMITTEE

Report of the meeting held on Thursday, 15th January, 2026 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Jacqui Vosper (Chair)
Cllr Sarah Spall (Vice-Chair)

Cllr C.W. Card
Cllr Sue Carter
Cllr Jules Crossley
Cllr P.J. Cullum
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Bill O'Donovan

Apologies for absence were submitted on behalf of Cllrs A.H Crawford and P.G. Taylor.

Cllrs C.P. Grattan and S.J. Masterson attended the meeting as Standing Deputies.

5. MINUTES

The Minutes of the Meeting held on 21st October, 2025 were approved and signed as a correct record of proceedings.

6. COMMUNITY GOVERNANCE REVIEW

The Committee considered the Monitoring Officer's Report No. LEG26/01, which set out the outcome and recommendations following the second-round consultation on the Council's community governance review (CGR) for consideration in advance of a report to the Council on 29th January, 2026.

The Committee noted that, following approval by the Council of the Terms of Reference for a Community Governance Review (CGR) (report LEG25/10) in July 2025, the CGR process had commenced, and the first-round consultation had demonstrated some public support for an additional tier of local governance. On 25th September 2025, Council approved a recommendation for a second-round consultation and agreed that the Committee should consider the results, in order to make recommendations to Council, on 29th January 2026.

The Committee were advised that those who had responded to the consultation demonstrated some support for an additional tier of community governance in Rushmoor. However, the number of such respondents was so low that it could not be said there had been public support for it. The findings were particularly important

when balanced with the fact that the creation of parish councils would bring with it a council tax precept.

During discussion, Members raised a question regarding council tax precepts. It was noted that, if Parish Councils were introduced in 2026/27, the Council tax precept would be approximately £30 per year, in the first year. After that, the precept amounts would not be in the control of the Council. Members sought assurance about the Council’s capacity to set up parish councils and were advised that there were large financial and staffing implications. Regarding a question concerning the possibility of setting up parish councils once the unitary authority had been formed, Members were advised that they could petition to set them up. It was noted that, if parish councils were set up, and there were not enough candidates to stand, there would need to be another Community Governance Review (CGR) to dissolve the parish councils.

ACTION:

What	By Whom	When
Investigate what rights a Parish Council has to borrow funds.	Amanda Bancroft – Monitoring Officer	Before the Council meeting – 29th January
Check with the Finance Team what the implications would be should a Parish Council run out of funds.	Amanda Bancroft – Monitoring Officer	Before the Council meeting – 29th January

The Committee **RECOMMENDED TO THE COUNCIL** that there should be no change in the community governance arrangements across the Borough.

7. EXTENSION OF TERM OF OFFICE FOR DESIGNATED INDEPENDENT PERSON

The Committee considered the Corporate Manager – Democracy’s Report No. DEM0601, which recommended an extension to the term of office for the current Designated Independent Person (DIP) until end of April 2028.

The Committee noted that the Designated Independent Person (DIP) role was required under the Localism Act to assist the Council in promoting and maintaining high standards of conduct amongst its elected Members. Mr Matt Smith was appointed by the Council in July 2023 as the Council’s DIP for a three-year term from July 2023 to July 2026. The appointment followed a public advertisement, application and interview process which included Member representation. It was recommended that the Council extend Mr Smith’s term of office from July 2026 to April 2028, to align with the current timescale for vesting day for a new unitary authority. The Council had the option of carrying out a fresh recruitment; however, there was precedence for a two-year extension and since his appointment, Mr Smith had attended regular update meetings with the Monitoring Officer, engaged diligently and ensured his availability, and developed an excellent understanding of the ethical framework as it operated within Rushmoor Borough Council.

During discussion, Members acknowledged that Mr Smith had been an excellent appointment and they were happy to extend the term. It was noted that Members

who had joined the Council since 2023, had not been canvassed as to any personal relationship with Mr Smith, and arrangements should be made to undertake this piece of work by officers.

- (i) **RESOLVED** that the Committee approve an extension to the term of office of Mr Matt Smith as the Council's Designated Independent Person (DIP), for the period from July 2026 to end of April 2028, subject to all new Members being canvassed to ensure there were no personal relationships with Matt Smith; and
- (ii) **RECOMMENDED TO THE COUNCIL** to approve an extension to the term of office of Mr Matt Smith as the Council's Designated Independent Person (DIP), for the period from July 2026 to end of April 2028.

The meeting closed at 9.08 pm.

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LICENSING &
CORPORATE BUSINESS
COMMITTEE
5TH MARCH 2026

EXECUTIVE DIRECTOR
REPORT NO: PEO2602

**PAY POLICY STATEMENT, GENDER PAY GAP AND ETHNICITY PAY GAP
REPORT**

SUMMARY AND RECOMMENDATIONS:

SUMMARY:

Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. The statement requires a recommendation to Council for the statement covering 2026/27.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the council are also required to publish gender pay gap calculations annually based on a data as at 31 March 2025. This information is for noting by the Committee.

In addition, the Council is reporting on its ethnicity pay gap for noting by the Committee.

RECOMMENDATIONS:

- (1) The Council be recommended to agree the Pay Policy Statement for 2026/27 as set out in **Appendix A**.
- (2) The Gender Pay Gap calculations for 31st March 2025 be noted.
- (3) The Ethnicity Pay Gap calculations for 31st March 2025 be noted.

1. BACKGROUND & INTRODUCTION

- 1.1 Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. The Council's pay policy statement for 2026/27 is set out in **Appendix A**.
- 1.2 The Act requires that taxpayers can access information about how public money is spent on their behalf. It translates this into a requirement for improved transparency over both senior council officer pay and that of the lowest paid employees. To support this, the Act requires publication of an annual pay policy statement.
- 1.3 The Act sets out specific information that must be included in the Pay Policy Statement as follows:
 - the pay framework, level and elements of remuneration for Chief Officers
 - the pay framework and remuneration of the 'lowest paid' employees

- the relationship between the remuneration of the Chief Officer and other officers
- other policies relating to specific aspects and elements of remuneration such as pay increases, other allowances or payments, pension and termination payments.

1.4 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the council are also required to publish gender pay gap calculations annually. The Council's Gender Pay Gap Report is set out in **Appendix B**.

1.5 Currently there is no legal requirement for organisations to calculate and publish an annual ethnicity pay gap report. However, the Council has decided to voluntarily publish an annual Ethnicity Pay Gap Report which is set out in **Appendix C**.

2. THE PAY POLICY STATEMENT

2.1 The Pay Policy Statement contains two main components. It sets out the framework within which pay is determined in Rushmoor Borough Council and it provides an analysis comparing the remuneration of the Managing Director with other employees of the authority.

2.2 The comparisons included within the paper look at the ratio between the Managing Director and the full-time equivalent salary for a permanent member of staff employed in the lowest grade within the structure. The ratio for 2026/27 is 1:5.07.

2.3 The second ratio included within the analysis, looks at the relationship between the median remuneration of all staff compared to the Managing Director. The ratio for 2026/27 is 1:2.96.

2.4 The recommendation of the Hutton Report (2010) is that public sector organisations should comply with a maximum multiple of 1:20. Rushmoor is well within this multiple.

2.5 The Pay Policy Statement is forward looking and based on pay as anticipated for the following financial year.

3. THE GENDER PAY GAP

3.1 The Equality Act requires the publication of the Council's Gender Pay Gap (mean and median values), Gender Bonus Gap (mean and median values), proportion of men and women receiving bonuses, proportion of men and woman in each quartile of the organisations pay structure. The council does not pay Bonus payments and therefore there is nothing to report in those categories.

3.2 The Gender Pay gap is reported retrospectively as at the 31st March in any year.

- 3.3 The mean gender pay gap equates to 16.04% with the female average salary being lower than the male average salary. The gap has increased from 12.75% in the previous year.
- 3.4 The median gender pay gap equates to 13.17% with the female median rate being lower than the male median rate. The gap has increased from 9.84% reported in the previous year.
- 3.5 To address the gender pay gap, the new People Plan for 2026-2028 includes further initiatives to encourage and support the personal development of employees, such as upskilling and mentoring opportunities as well as secondments, cross council project working and flexible working.

4. THE ETHNICITY PAY GAP

- 4.1 Whilst it is currently not mandatory to provide a yearly ethnicity pay gap report we have decided this year to voluntarily provide a report to demonstrate our commitment to equality, diversity and inclusion in the Council and, as we have a gap, set a baseline for improvement. The Ethnicity Pay gap will be reported retrospectively as at the 31st March in any year.
- 4.2 The ethnicity pay gap is calculated by comparing the average pay of our White employees with that of our employees from the Black and Minority Ethnic groups (BAME).
- 4.3 The mean ethnicity pay gap equates to 9.5% with the non-white average salary being lower than the white average salary which represents a decrease of 3.2% from last years measurement.
- 4.4 The median ethnicity pay gap equates to 0.2% with the non-white median rate being lower than the white median rate which represents a decrease of 5.1% from last year's measurement.
- 4.5 Whilst both the mean and medium ethnicity pay gaps have decreased we will continue to review the ways we work to encourage a more diverse and inclusive workforce. In particular, we will continue to review our recruitment, secondment and development processes and opportunities to address our commitment to be a more inclusive organisation.

CONTACT DETAILS:

Report Author:

Principal People Business Partner, Estelle Rigby (estelle.rigby@rushmoor.gov.uk)

Corporate Manager – People, Belinda Tam (belinda.tam@rushmoor.gov.uk)

Executive Director:

Karen Edwards (karen.edwards@rushmoor.gov.uk)

APPENDICES

Appendix A: Pay Policy Statement 2026/27
Appendix B: Gender Pay Gap Report 2025
Appendix C: Ethnicity Pay Gap Report 2025

BACKGROUND DOCUMENTS:

Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act Supplementary Guidance
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85886/Final_Supplementary_Pay_Accountability_Guidance_20_Feb.pdf

Rushmoor Borough Council
Pay Policy Statement for the Financial Year 2026-2027

1. Purpose and Definitions

- 1.1 The purpose of this pay policy statement is to set out Rushmoor Borough Council's (RBC's) policies relating to the pay of its workforce for the financial year 2026 - 27, in particular:
- a) the remuneration of its Chief Officers
 - b) the remuneration of its "lowest paid employees"
 - c) the relationship between
 - the remuneration of its Chief Officers
 - the remuneration of its employees who are not Chief Officers

Definitions

- 1.2 For the purpose of this pay policy statement, the following definitions will apply: -

"Chief Officer" refers to the following roles within RBC:

- Interim Managing Director as Head of Paid Service
- Executive Directors
- Executive Heads of Service
- Heads of Service

The **"lowest paid employees"** refers to permanent or fixed-term staff employed at Grade 1 of the pay scale. Grade 1 is the lowest grade.

An **"employee who is not a Chief Officer"** refers to all permanent or fixed-term staff who are not within the "Chief Officer" group above, including the "lowest paid permanent employees" i.e., staff on Grade 1.

2. Remuneration of the "lowest paid employees" and "all other employees who are not Chief Officers"

Pay framework

- 2.1 Pay for the "lowest paid employees" and "all other employees who are not Chief Officers" is determined by the National Joint Council for Local Government Services and in line with the council's Pay and Reward Policy.
- 2.2 Not included in the definitions referred to above, there is a small and fluctuating number of 'casual' staff, some of whom receive lower salaries in accordance with minimum wage legislation.

- 2.3 The employment of casual staff recognises the need to have a small team of trained and available workers who can be deployed at short notice to assist with seasonal and emergency requirements. This approach enables the organisation to have an efficient and economic response to workload demands but without the need to incur unnecessary costs or to rely upon employment agencies. The use of casual contracts is regularly reviewed and staff engaged in this way are encouraged to apply for permanent roles when they become available.
- 2.4 The only other group employed by the Council who are excluded from the pay comparison data are apprentices. The apprentices are employed for a designated period during which time they are provided with on and off job training alongside the opportunity to gain valuable experience within a working environment. For this reason, the salary comparison would not be relevant.
- 2.5 The Pay and Reward Policy was last updated in 2023. The policy is in line with national guidance, with the grade for each role being determined by a consistent job evaluation process.
- 2.6 The Council's grading structure is based on the NJC terms and conditions using the national spinal column points with the addition of a number of spinal column points at the top of the scale. There are 9 Employee and Manager grades (1 – 7, Service Manager and Corporate Manager) and 4 Chief Officer grades (Head of Service, Executive Head of Service, Executive Director and Managing Director) in the pay framework, grade 1 being the lowest and Managing Director being the highest. Each employee is allocated a grade based on the job evaluation of their role.
- 2.7 Each grade has a number of incremental steps and employees can progress along the salary range to the maximum of their grade, subject to assessment of their performance.
- 2.8 Pay awards for those staff up to and including Corporate Manager are determined directly from the negotiations held between the Local Government Employers and the recognised Trades Unions under the NJC agreement. Pay Awards at Chief Officer level are determined by the negotiations held between Local Government Employers and recognised Trade Unions under the JNC for Chief Officers and similarly the pay awards for the Managing Director is negotiated nationally with ALACE (Association of Local Authority Chief Executives).
- 2.9 The NJC negotiated pay award for 2025/26 was 3.2% for all grades including Chief Officers and Chief Executive.
- 2.10 The analysis used for this report draws upon the pay rates expected as at 1st April 2026.

2.11 The remuneration of the “lowest paid employees” includes the following elements:

- Salary
- Any allowance or other contractual payments in connection with their role

Salary

2.12 Each “lowest paid permanent employee” is paid within the salary range for Grade 1. Details of the Council’s grades and salary ranges are available on the website. The normal starting salary for new employees will be at the entry point for the grade. However, at the appointing managers discretion, based on their assessment of skills and experience employees may commence at a higher-grade point.

Other payments and allowances

2.13 Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Pay and Reward Policy. In a small number of roles where significant recruitment difficulties are experienced, a market supplement is paid. Market supplements are reviewed every three years to ensure they are still required. Further details of such allowances and payments are available on request.

Progression within the salary scale

2.14 The Council has a performance management and development review scheme in place. This embraces a number of elements including a joint review of performance, sharing organisational/team goals and agreeing future plans. Progression through the incremental scale appropriate to the grade is dependent upon performance being assessed as satisfactory by the staff member’s line manager.

2.15 In exceptional cases where staff members have consistently delivered exceptional performance, more than one incremental point may be awarded, with the approval of the relevant Chief Officer.

Pension

2.16 All Rushmoor Borough Council staff are eligible to join the Local Government Pension Scheme. There is automatic enrolment procedure in place to encourage membership of the scheme.

Severance Payments

2.17 Any severance payments will be in line with the Council’s adopted policies on Organisational Change and MARS (Mutually Agreed Resignation Scheme). Further details are available on request.

3. Remuneration of Chief Officers

Pay framework

- 3.1 “Chief Officers” refers to the Managing Director, Executive Director, Executive Head of Service and Heads of Service.
- 3.2 As set out above this group of “Chief Officers” are paid on locally determined pay scales outside of the NJC agreement. These pay scales were created by extending the NJC spinal column points, in the financial year 2025/26 the pay award for all Chief Officers was agreed at an increase of 3.2% on the base salary.

Progression within the salary scale

- 3.3 Progression through the incremental scale appropriate to the grade is dependent upon performance being judged as satisfactory or higher at the end of the review year.

Pension

- 3.4 All employees are eligible to join the Local Government Pension Scheme, but the value of these benefits has been excluded from the figures used for pay comparison purposes.

Severance Payments

- 3.5 Any severance payments will be in line with the Council’s policy for Organisational Change or MARS scheme and further details are available on request.
- 3.6 Salaries of all the Council’s Chief Officers are published on the council’s website in line with statutory requirements. The Accounts and Audit Regulations 2015 (Statutory Instrument 2015/234) 2 3 (A&A regs) require local authorities to publish the following information about staff whose annual remuneration is at least £50,000:
- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
 - details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
 - employees whose salaries are £150,000 or more must be identified by name.

4. Other allowances or payments

- 4.1 Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council’s Pay and Reward policy.
- 4.2 The Managing Director is appointed by the Council to act as the Returning Officer at the election of councillors for the Borough and as acting Returning Officer at Parliamentary

Elections. The additional fees associated with these functions will be paid in accordance with those set nationally or locally through the Hampshire and Isle of Wight Elections Fees Working Party.

- 4.3 Within the fees structure for elections, provision is made for payments to staff for specific duties. These payments are also made in accordance with nationally set rates or locally through the Hampshire and Isle of Wight Election Fees Working Party. Details are available on request. Further details of such allowances and payments are available on request.

5. The relationship between remuneration of highest and lowest paid employees of the Council.

- 5.1 There are a number of different ways of presenting this information to provide a rounded picture of pay comparisons within the organisation. The lowest, median and highest FTE salaries as at 1st April 2025 are as follows:

Lowest: £24,413
Median £41,771
Highest £123,840

- 5.2 By taking the salary of those permanently appointed employees paid on the lowest grade of the council's pay structure and comparing this with the Managing Director a pay ratio of **1:5.07** emerges. This is a slight reduction on the previous year's ratio which was 1:5.9
- 5.3 The Hutton Report (2010) that looked at the relationship between pay levels in the public sector recommended that organisations should comply with a maximum pay multiple of **1:20**. Rushmoor is well below that ratio.
- 5.4 An alternative approach is to compare the Managing Director's salary against the median salary. This equates to a ratio of **1:2.96** which is a slight reduction on the previous year's ratio which was 1:3.5.

6. Conclusion

- 6.1 There has been no significant movement over the last 12 months. These results indicate that there is no cause for concern regarding the ratio between the pay rates for staff and the Managing Director.

BELINDA TAM
CORPORATE MANAGER - PEOPLE

APPENDIX B

Rushmoor Borough Council Gender Pay Gap Report 2025

1. BACKGROUND

- 1.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, requires employers with 250 or more employees to publish statutory gender pay gap calculations annually. This includes the following:
- Gender pay gap (mean and median values)
 - Gender bonus gap (mean and median values)
 - Proportion of men and women receiving bonuses
 - Proportion of men and women in each quartile of the organisation's pay structure.
- 1.2 The Council is required to publish this data on its website and the governments dedicated page for Gender Pay Gap reporting - <https://gender-pay-gap.service.gov.uk>. The report must be published by 30th March 2026.
- 1.3 The legislation requires the organisation to choose a 'snapshot' date and base the Gender Pay Report on all relevant employees employed at that date. Rushmoor Borough Council's Gender Pay Gap is based on analysis of data as at 31st March in a year. This year's calculations are based on data as at 31st March 2025.
- 1.4 Using a common calculation formula, organisations can determine whether there is a difference in pay for its male employees when considered against its female employees. The calculation takes account of all allowances paid to staff as recommended under the regulations, but excludes all overtime pay, whether at flat or enhanced rates.
- 1.5 This exercise provides organisations with an opportunity to consider whether they have a gap in the average pay rates for male and female employees and allows the organisation to consider how that has occurred and to put in place actions to address this. The difference between the pay rates for male and female employees is referred to as the 'Gender Pay Gap'.

2. RUSHMOOR DATA

- 2.1 Based on the data snapshot date of 31st March 2025, there were 256 permanent employees and 36 casual employees included in the data. Therefore, the total number of 292 employees has been used for the data source for this year's calculation.

2.2 The gender breakdown of Rushmoor's workforce is 191 female employees (65%) and 101 male employees (35%).

2.3 **Average Pay Calculations**

The average female hourly rate is £20.04 per hour. The average male hourly rate is £23.87 per hour. This means that on average male employees within Rushmoor Borough Council earn £3.83 per hour more than female employees. The calculation method that is used to calculate Gender Pay Gap is as follows:

$$\frac{(\text{£highest rate}) - (\text{£lowest rate})}{\text{£highest rate}} \times 100 = \text{Gender Pay Gap \%}$$

For Rushmoor Borough Council the following applies:

$$\frac{\text{£23.87 (male average)} - \text{£20.04 (female average)}}{\text{£23.87}} \times 100 = 16.04 \%$$

16.04 % difference between male salaries and female salaries

This equates to a 16.04 % difference (or 'gap') in pay rates, with the female average salary being lower than the male average salary.

Comparison with 2024 data:

In 2024, the average female hourly rate was £19.51 per hour and the average male hourly rate was £22.36 per hour.

This equated to a percentage difference of 12.75%, with the average female salary being lower than the male average salary.

The difference / gap has increased from the previous year.

2.4 **Median Pay Calculations**

- The female median hourly rate is £19.65 per hour.
- The male median hourly rate is also £22.63 per hour.
- Using the above method, the difference in median wages is:

$$\frac{\text{£22.63} - \text{£19.65}}{\text{£22.63}} \times 100 = 13.17 \%$$

Comparison with 2024 data

In 2024, the median female hourly rate was £19.34 per hour and the median male hourly rate was £21.45. This year we see an increase in both of these figures. The gap has increased from 9.84% to 13.17%

2.5 **Distribution of male and female employees within Rushmoor Borough Council across 4 quartiles.**

	Total Count	Female Actual	Male Actual	Female %	Male %
Quartile 1 – Lower	73	57	16	78% <i>(71%)</i>	22% <i>(29%)</i>
Quartile 2 - Mid Lower	73	50	23	69% <i>(69%)</i>	31% <i>(31%)</i>
Quartile 3 - Mid Upper	73	46	27	63% <i>(68%)</i>	37% <i>(32%)</i>
Quartile – Upper	73	38	35	52% <i>(50%)</i>	48% <i>(50%)</i>
Total Workforce	292	191	101	65% <i>(65%)</i>	35% <i>(35%)</i>

(figures shown in italics are the % figures for 2024 to enable easier comparison).

The table above shows a significant change in the distribution of male and female employees within the Lower Quartile with a 6% increase in the number of females, whilst there has been a 7% decrease in the number of males in this category. In the Mid Upper Quartile there has been a 5% decrease in the number of female employees and a 5% increase in the number of male employees.

Bonus Pay

2.6 Rushmoor Borough Council does not have payments such as performance related pay, one off incentive payments for recruitment and retention or monetary payments for long service awards, therefore within the guidelines for Gender Pay Gap reporting there are no payments within the “bonus” categorisation.

2.7 No bonuses were paid in Rushmoor Borough Council during this period, so there is no pay gap to report in relation to bonus payments.

3. CONCLUSION

3.1 At Rushmoor Borough Council the average difference (or ‘gap’) in pay rates between male and female salaries has increased from 12.75% to 16.04%. As last year both the median female hourly rate and the median male hourly rate has increased and the median gap has increased from 9.84% to 13.17%.

3.2 To address the gender pay gap, the new People Plan for 2026 -2028 includes further initiatives to encourage and support the personal development of employees, such as upskilling and mentoring opportunities as well as secondments, cross council project working and flexible working. We are committed to facilitate positive shifts in the Council’s gender pay gap.

BELINDA TAM, CORPORATE MANAGER – PEOPLE

Rushmoor Borough Council Ethnicity Pay Gap Report 2025

1. BACKGROUND

- 1.1 Whilst there is currently no legal requirement for ethnicity pay gap reporting we have decided to voluntarily provide a report to demonstrate our commitment to equality, diversity and inclusion in the Council and measures to address to close the gap as appropriately.
- 1.2 The Ethnicity Pay Gap data includes the following:
- Ethnicity pay gap (mean and median values)
 - Ethnicity group proportion in each quartile of the organisation’s pay structure

2. RUSHMOOR DATA

- 2.1 Based on the data snapshot date of 31st March 2025, a total number of 240 employees have been included in this data source (which includes permanent and fixed-term employees). This equates to 93% of the organisation. This is an increase of 9 employees from last year's report which included the data of 231 employees which equated to 91% of the organisation at the time.
- 2.2 Please note that 16 employees were not included in this year's report as they chose not to share their ethnicity. This is a drop of 4 from last year's report as 20 employees chose not to share their ethnicity.
- 2.3 **Mean Ethnicity Pay Gap**

To calculate the mean pay gap, we add together all the hourly pay rates that people from Black, Asian, mixed race or other ethnic (BAME) groups received. We divide the total by the number of people from these groups in our workforce. We then repeat this calculation for white people. The difference between these figures is the mean ethnicity pay gap.

Mean Hourly Rate	White	Black, Asian, mixed race, other	Pay Gap
31 st March 2025	£23.00	£20.82	9.5%
31 st March 2024	£22.31	£19.48	12.7%

2.4 Median Ethnicity Pay Gap

To calculate the median pay gap, we first rank all our people by their hourly pay. We identify what the person in the middle of the pay range for employees from Black, Asian, mixed race or other ethnic groups received. Then we compare it with what the person in the middle of our white population pay range received. The difference between these figures is the median ethnicity pay gap.

Median Hourly Rate	White	Black, Asian, mixed race, other (BAME)	Pay Gap
31 st March 2025	£21.36	£21.32	0.2%
31 st March 2024	£20.43	£19.34	5.3%

2.5 Pay Quartiles

Each pay quartile represents a quarter or 25% of our total workforce ranked by pay:

31 st March 2025	Number		%	
	White	Black, Asian, mixed race, other (BAME)	White	Black, Asian, mixed race, other
Upper quartile	58	2	96.7% <i>(96.5%)</i>	3.3% <i>(3.5%)</i>
Upper – middle quartile	53	7	88.3% <i>(89.7%)</i>	11.7% <i>(10.3%)</i>
Lower – middle quartile	57	4	93.3% <i>(94.8%)</i>	6.7% <i>(5.2%)</i>
Lower quartile	56	5	91.7% <i>(87.9%)</i>	8.3% <i>(12.1%)</i>
Total Workforce	222	18	92.5% <i>(92.2%)</i>	7.5% <i>(7.8%)</i>

(figures shown in brackets / italics are the % figures for 2024 to enable easier comparison)

3 CONCLUSION

3.1 At Rushmoor Borough Council the average difference (or 'gap') in pay rates between White and BAME groups is **9.5%** on 31st March 2025. This has decreased since this was last measured on 31st March 2024 by **3.2%**. This can be attributed to the percentage decrease of BAME staff in the lower quartile by 3.8% on 31st March 2025. In addition to this, the percentage of BAME staff in the upper middle quartile has increased by 1.4%. Therefore 2 of the 4 quartiles have decreased and increased favourably for BAME staff. The number of BAME staff in the upper quartile has contrastingly decreased, but not significantly (only by 0.2%). The median pay gap between White

and BAME groups was **0.2%** on 31st March 2025. This has **decreased** since this was last measured on 31st March 2024 by **5.1%**.

- 3.2 Whilst both the mean and medium ethnicity pay gaps have decreased we will continue to review the ways we work to encourage a more diverse and inclusive workforce. In particular, we will continue to review our recruitment, secondment and development processes and opportunities to address our commitment to be a more inclusive organisation.

BELINDA TAM
CORPORATE MANAGER - PEOPLE

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**LICENSING AND CORPORATE
BUSINESS COMMITTEE**

**MANAGING DIRECTOR AND
CORPORATE MANAGER - DEMOCRACY**

5TH MARCH, 2026

REPORT NO. DEM2602

SELECTION OF MAYOR AND DEPUTY MAYOR 2026/27

1. INTRODUCTION

- 1.1 This Report sets out the outcome of the selection process for the Mayor and Deputy Mayor 2026/27.

2. BACKGROUND

- 2.1 The Council has established a process and criteria for selecting the Mayor and Deputy Mayor which is adopted as part of the Council's Constitution. A copy of the criteria is attached at **Appendix 1**.
- 2.2 In accordance with the procedure, the Managing Director wrote to all councillors in December 2025 to invite expressions of interest in the role of Deputy Mayor for 2026/27, progressing to the position of Mayor in 2027/28.

3. PROPOSALS FOR NOMINATIONS

- 3.1 Cllr Peter Cullum, who is currently the Deputy Mayor, has confirmed his wish to proceed through normal progression to the position of Mayor for 2026/27.
- 3.2 For the position of Deputy Mayor, Cllr Akmal Gani has expressed his interest in the mayoralty role and, from amongst those who submitted their interest, was the councillor who best met the criteria by order of seniority and eligibility. By May 2026, Cllr Gani will have served for 4 years having been elected to Fernhill Ward in 2022. He is standing for re-election in May, and in this way, it may be necessary to revisit the appointment following the elections.

4. RECOMMENDATIONS

- 4.1 The Committee recommends to Council that:
- (i) Cllr P.J. Cullum be appointed as Mayor-Elect for the 2026/27 Municipal Year; and
 - (ii) Cllr A.H. Gani be appointed as Deputy Mayor-Elect for the 2026/27 Municipal Year.

**IAN HARRISON
MANAGING DIRECTOR**

**JILL SHUTTLEWORTH
CORPORATE MANAGER – DEMOCRACY
Contact: Jill.shuttleworth@rushmoor.gov.uk**

5. SELECTION OF THE MAYOR AND DEPUTY MAYOR

The Council has established criteria for selecting the Mayor and Deputy Mayor. The Licensing and Corporate Business Committee keeps the criteria under regular review. The arrangements are as follows:

Each year, the Managing Director will invite all Members to advise if they are interested to take the role of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year. The Managing Director shall also check that the Deputy Mayor wishes to progress through to Mayor. This will usually be in early December and with a deadline for Members to advise their interest by early January.

The following criteria will then be applied to determine the position from the interested Members:

- 1) The position of the Mayor and Deputy Mayor of the Borough will be determined by order of seniority from amongst all interested Members of the Council as notified to the Managing Director and will be calculated in accordance with the procedure adopted by the Council on 20th May 1976 as follows:

“The order of seniority of Members of the Council shall be determined by the length of previous local government service with the Council, including past service with the former Aldershot Borough Council and Farnborough Urban District Council. In the case where two or more Members have the same length of service, then priority between such Members shall be determined by the number of votes received by each Member expressed as a percentage of the total number of ballot papers issued at the most recent election held in their respective Wards.”

- 2) The normal progression through the Mayoralty will be by the holding of the position of Deputy Mayor and then progressing to the position of Mayor the following year.
- 3) A Member will not be eligible for selection until that Member has served a full four-year term.
- 4) Where a Member has not been Mayor before, that Member shall be given priority in the selection process.
- 5) Past Mayors will not normally be considered for the position of Mayor or Deputy Mayor until eight years after the completion of the end of their Mayoral Year.
- 6) A Member may be selected as Deputy Mayor when they are seeking re-election at that year's Borough Council Election. The position would be contingent on a successful re-election. However, a Member will not normally be selected when they are seeking re-election which would fall between their year as Deputy Mayor and Mayor).
- 7) The Offices of Mayor and Deputy Mayor must at all times be apolitical and should not be used for political advantage.

- 8) A Member should recognise the time required in carrying out the duties and responsibilities of the Mayor and be able to allocate that time during their year of office.
- 9) Those considered for appointment:
 - must demonstrate a broad base of support amongst Members of the Council and all Members will be contacted in writing by the Managing Director for their views on the proposed candidate.
 - should be able to demonstrate some experience of chairing meetings
- 10) The Mayor-Elect and Deputy Mayor-Elect will be selected at the Licensing and Corporate Business Committee on the basis of the selections being submitted to Council by the end of March.
- 11) The Mayor must sign their acceptance of the Mayoral Protocol before beginning their term of office

LICENSING AND CORPORATE
BUSINESS COMMITTEE
5TH MARCH 2026

CORPORATE MANAGER - DEMOCRACY
REPORT NO. DEM2603

MEMBER CHAMPION ROLES – UPDATES TO THE CONSTITUTION

SUMMARY

At the Council Meeting in December 2025, the Council agreed a Notice of Motion committing to the principle that the Champion roles should be non-executive, non-political roles, open to all councillors, with appointments made by the Council or a non-executive committee.

This report sets out the proposals for updates to the Constitution to effect this change for consideration by the Committee in advance of a recommendation to the Council.

RECOMMENDATION

The Committee is recommended to:

- 1) Consider the proposed updates to the Constitution to support revised arrangements and procedures for Member Champions for the Council.
- 2) Subject to additional points requested by the Committee, **that the Council be recommended** to approve the updates to the Constitution to introduce new arrangements for Member Champions as set out in paragraph 2 and Appendix 2 to the report.

1. BACKGROUND AND INTRODUCTION

Current arrangements for Cabinet Champions

- 1.1 The arrangements for Cabinet Champion roles were first established by the Cabinet in 2018 as part of a review of portfolios carried out by the Leader at that time. The Champion roles were intended to enable capacity to 'champion' council plan priorities which were crosscutting of portfolios. Also, to provide leadership development opportunities for Members who are not on the Cabinet. The Constitution does not state a requirement for Cabinet Champions to be members of the administration, albeit historically it has always been the case.
- 1.2 The change to the make-up of the Council to no overall control has prompted further consideration about the Champion roles, and at its meeting on 4th December 2025, the Council agreed a Notice of Motion committing to the

principle that the Champion roles should be non-executive, non-political roles, open to all councillors, with appointments made by the Council or a non-executive committee (copy attached at Appendix 1).

1.3 At its meeting on 12th January, the Constitution Working Group considered the constitutional arrangements that would be needed to effect the changes to the Member Champion Roles. The following points reflect the outcome of that discussion, together with some additional feedback from Group Leaders who supported the approach recommended by the Constitution Working Group.

1.4 The key principles to be incorporated in the Constitution were recommended as:

- That **full Council will have responsibility for determining which champion roles** the Council will have, **and their terms of reference**.
- That the Council will have a ‘standing’ Champion for “**Armed Forces Covenant**” appointed for two years for continuity, and that further Champion roles may be agreed by the Council. Any proposals for additional champion **roles** should start with a recommendation from the Leader of the Council. There will be a maximum limit of three paid champion roles at any one time.
- The Council will confirm appointments to Champion roles, **on the recommendation of the Licensing and Corporate Business Committee** (LCB). The LCB Committee will be responsible for considering nominations and recommending terms of reference to accompany the roles.
- Champions will be accountable to the Licensing and Corporate Business Committee and be asked to update to the Committee periodically.
- Champions will be expected to engage with the Leader of the Council/relevant portfolio holder, and to discuss activities that require budget allocation.
- A Guidance Note to be added to the Constitution on Member Champions.
- A distinction to be recognised between the role of the Mayor in respect of civic/military duties and the Armed Forces Covenant Champion for military covenant responsibilities.

2. PROPOSED CHANGES TO THE CONSTITUTION

It is suggested that the points set out in para 1.4 above are incorporated with the following amendments made to the Constitution:

- 2.1 It is proposed that the reference to Cabinet Champion roles set out in Part 3 – Section 2 (Executive Functions), para 2.12, be deleted.
- 2.2 A new paragraph be inserted in Part 2 – (The Constitution and how the Council Operates), para 3, to include the information that the Council appoints Member Champions: that the full Council will have responsibility for determining which champion roles the Council will have and confirms the champion appointments on the recommendation of the Licensing and Corporate Business Committee. Also, that the Council will have a ‘standing’ Champion for “Armed Forces Covenant”.
- 2.3 A new bullet point added to Part 3, Section 5, Role of the Council, to confirm that the Council will have responsibility for determining which Member champion roles the Council will have, their terms of reference, and appointments to the roles.
- 2.4 The terms of reference of the Licensing and Corporate Business Committee, at Part 3, Section 6, to be updated to include responsibility for proposing nominations for appointments to Member Champion roles to the Council and recommending terms of reference to accompany the roles. Also, that Champions will be accountable to the Licensing and Corporate Business Committee and asked to update the Committee periodically.
- 2.5 A new Guidance Note for Member Champions be added to Part 5 of the Constitution describing further details of the arrangements and provisions for champions. A draft Part 5 Guidance Note is attached at Appendix 2.

3. NEXT STEPS

- 3.1 The Licensing and Corporate Business Committee is recommended to consider the draft constitutional arrangements related to Member Champions in advance of a recommendation to the Council on 19th March.
- 3.2 Further to adoption by the Council, draft terms of reference for the Armed Forces Covenant Champion will be prepared. Nominations to roles and any other terms of reference for additional roles will be considered by the Licensing and Corporate Business Committee at its first meeting of the new municipal year on 4th June 2026.

NOTICE OF MOTION – CHAMPION ROLES

“This council notes that Cabinet Champion roles exist to support and promote key areas of importance to the Borough, and that these roles should operate in a way that best serves residents across the community.

This council further notes that the current arrangements for appointing Cabinet Champions are set out in the Constitution, and that these arrangements place the responsibility for appointments with the Leader of the Council. Council recognises that there is a desire among members for these roles to operate on a non-party political basis, with transparent and cross-party appointment processes.

This council will therefore:

- (1) Commit to the principle that Cabinet Champion roles should be non-executive, non-political positions, open to all councillors, with appointments made by Full Council or the appropriate committee rather than by the Leader, and that the Constitution should be amended to reflect this.
- (2) Request that the Licensing and Corporate Business Committee urgently prepare the necessary constitutional amendments, including role descriptions and accountability arrangements, and bring these proposals to the next available meeting of Full Council.
- (3) Enable Full Council to vote on the revised arrangements for Cabinet Champion roles at the earliest opportunity.”

DRAFT GUIDANCE NOTE TO BE INCLUDED IN THE CONSTITUTION:

MEMBER CHAMPIONS

1. Introduction

“Member Champions” are elected members of the Council appointed to act as advocates or spokespeople for particular themes or communities which should be of interest to the Council in delivering its functions.

The Council will have a standing ‘Champion for Armed Forces Covenant’.

Any additional Member Champion Roles to be appointed in any year should be:

- discussed first with the Leader of the Council taking account of Council priorities and Portfolio responsibilities
- cross cutting and represent a sustainable corporate priority which supports the Council’s Delivery Plan
- clearly defined: not open-ended

The Council shall have a maximum of three Champion roles, in receipt of a special responsibility allowance, at any one time.

2. Responsibility for appointment of Member Champions

The full Council has responsibility for approving which champion roles the Council will have, and their terms of reference.

The Council will confirm appointments to Champion roles, on the recommendation of the Licensing and Corporate Business Committee (LCB). The LCB Committee will be responsible for considering nominations and recommending terms of reference to accompany the roles.

Nominations

Nominations for roles to be sought in advance and discussed with Group Leaders and Managing Director and Monitoring Officer in advance of a report to the Licensing and Corporate Business Committee.

3. Purpose and remit of the Member Champion role

The Member Champion acts in an advocacy and advisory capacity and has no decision-making powers. The Member Champion will ensure that any recommendations for actions arising from the role are referred to the relevant Cabinet Member or Committee Chair and supporting officers.

The Member Champion will be supported by a lead officer as well as the Senior Leadership Team and will be provided with sufficient access to information, briefings

and meetings to enable them to make a meaningful contribution in their Champion role.

The following is a general role description for Member Champions. In addition, topic specific role specifications may supplement this to form the terms of reference:

- To raise the profile of the area of interest/issue with elected members, officers and local communities
- To provide positive support in driving forward the Council's objective on the issue
- To promote effective communication and positive working relationships both within the Council and with community groups and other stakeholders
- To foster cross-party co-operation on the issue

Champion for Armed Forces Covenant and Mayor

The focus of the Champion for the Armed Forces Covenant is to promote the Armed Forces Covenant and actions to deliver the covenant, which is distinct from the role of the Mayor who represents the Borough at civic military/community functions and events.

4. Eligibility and term of office

A Member Champion can be any member of the Council. However, roles should be allocated based on 'best fit' based on previous experience, skills and interest for the role, and with reference to the person specification in para. 6 below.

The Armed Forces Covenant Champion will usually be appointed for two years.

Other Champions will be appointed for one year (or for the remainder of a civic year) and may be re-appointed the following year.

5. Reporting and accountability

Member Champions shall be asked to provide the Licensing and Corporate Business Committee with a periodic summary report of their activities.

Champions will be expected to engage with the Leader of the Council/relevant portfolio holder, and to discuss activities that require budget allocation.

6. Person Specification

Within the Council:

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group.

Ability to engage with a range of members and officers around the issue and listening to requirements.

Ability to advocate on behalf of the issue/area of interest within the Council

In the Community:

Understanding of the needs of the community in relation to the topic

Ability to engage with residents and community groups in matters related to the topic

Ability to lead and support local initiatives related to the interest

Ability to represent the position of the council to the community in relation to the interest.

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LICENSING AND CORPORATE
BUSINESS COMMITTEE
5TH MARCH 2026

CORPORATE MANAGER - DEMOCRACY
REPORT NO. DEM2605

POLLING PLACE CHANGE – NORTH TOWN NB

SUMMARY

Following the reopening of the North Town Community Centre on North Lane, Aldershot, which is a modern and accessible venue, it is timely to change back to using the Centre as a polling place for the North Town NB polling district as anticipated in the most recent Polling District and Polling Place Review.

RECOMMENDATION

To note and endorse that the polling place for the North Town NB Polling District will return to the North Town Community Centre on North Lane, Aldershot, following approval by the Returning Officer (Managing Director) that the Centre is now ready for use as a polling place.

1. BACKGROUND AND INTRODUCTION

- 1.1 Prior to 2022, the North Town Community Base was the permanent polling place for North Town NB polling district. However, when redevelopment work started on North Lane, it was necessary to change to an alternative polling place as the Community Base was unavailable. For the past few years, the polling place for North Town NB has been temporarily located at the 1st Aldershot Scout Hut on Eastern Road.
- 1.2 As acknowledged in the most recent [Polling District and Polling Places Review 2023/24](#), agreed by the Corporate Governance, Audit and Standards Committee in January 2024, the change to the Scout Hut was intended to be a temporary change until the redevelopment work was complete and the new North Town Community Centre built. The Review outcomes included reference that the polling place would move back to the Base, once the new community facilities were ready.

2. CURRENT POSITION

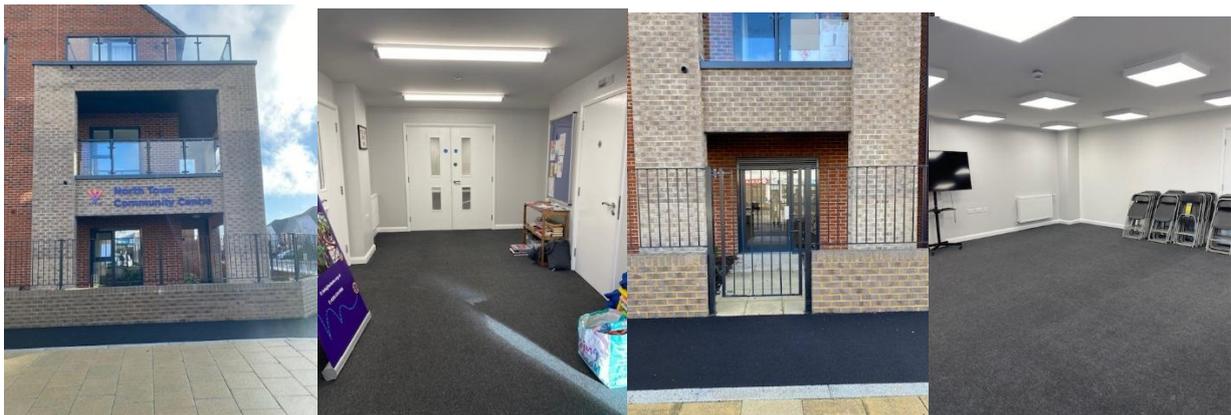
- 2.1 The new Community Centre is now open and available for use. The Elections Team have visited the new facility, and it is a modern, light and accessible

building, and with parking, and the Returning Officer has agreed that it would be ideal for use as a polling place for the forthcoming local Elections in May 2026.

- 2.2 The ward councillors and the county councillor for the area have been consulted and are in support of the proposal to move back to the community centre. The change was also supported by the Elections Group at its meeting on 23rd February 2026.
- 2.3 During discussion at the Elections Group, it was confirmed that additional information would be included with poll cards to advise electors of the change of polling place to the Community Centre along with information on the Elections web pages, to accompany the 'Check I'm registered' facility.

3. CONCLUSION

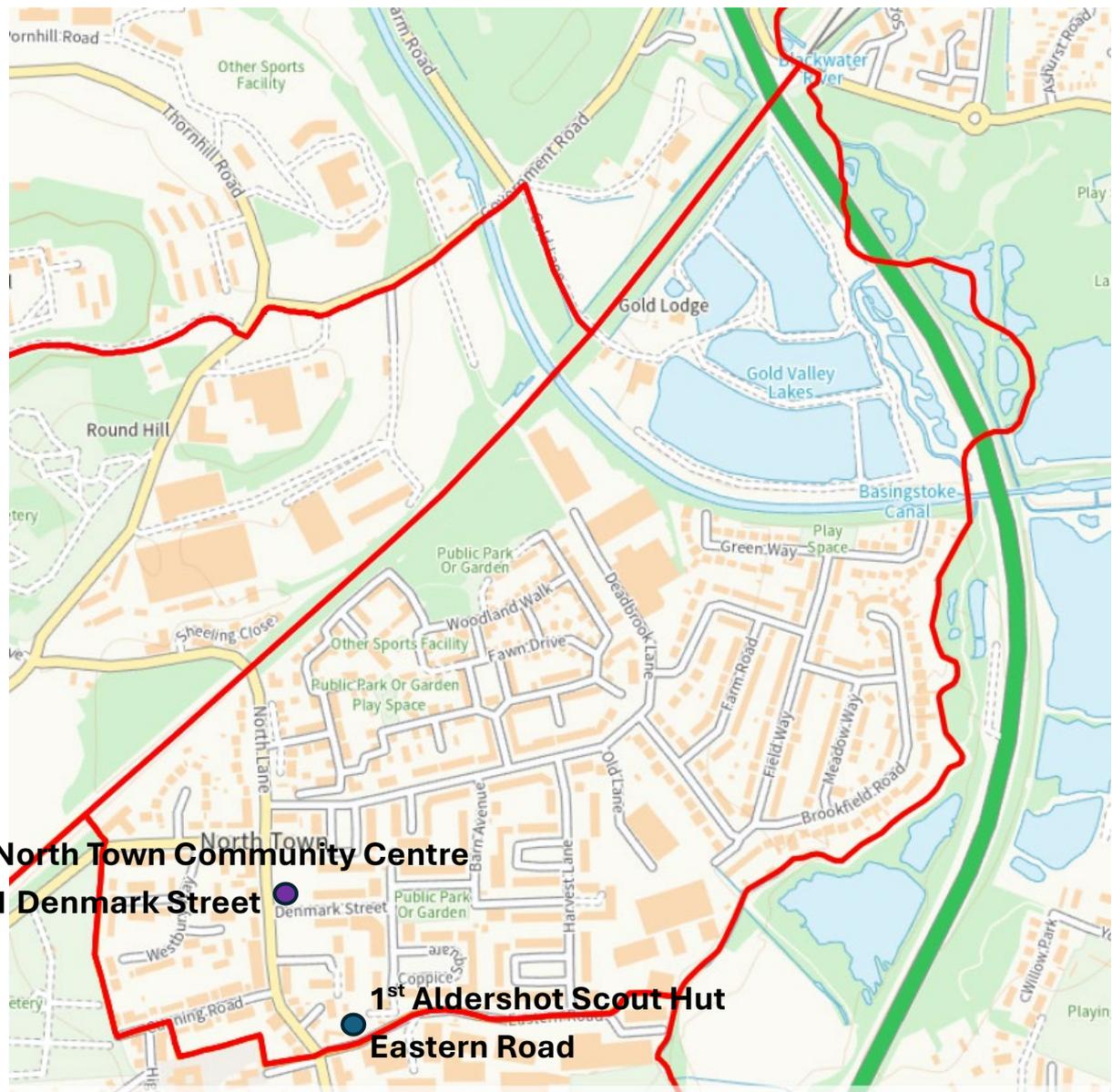
With the reopening of the North Town Community Centre, it is timely to move back to the new North Town Community Centre on North Lane for the local elections in 2026 and as the permanent polling place for all future elections.



IAN HARRISON
RETURNING OFFICER AND MANAGING DIRECTOR

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North Town NB Polling District



North Town Community Centre

1 Denmark Street

1st Aldershot Scout Hut

Eastern Road

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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