



RUSHMOOR BOROUGH COUNCIL

LICENSING AND CORPORATE BUSINESS COMMITTEE

*at the Council Offices, Farnborough on
Thursday, 3rd September, 2026 at 7.00 pm*

To:

Cllr Sarah Spall (Chair)
Cllr Sue Carter (Vice-Chair)

Cllr Dave Bell
Cllr Kevin Betsworth
Cllr Craig Card
Cllr P.J. Cullum
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Steve Masterson
Cllr Bill O'Donovan

Standing Deputies

Cllr Leola Card
Cllr Uttar Gurung
Cllr Sally McGuinness

Cllr Mike Roberts

Cllr Ian Simpson
Cllr Calum Stewart
Cllr Paul Taylor

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 - 10)**

To confirm the Minutes of the Meeting held on 16th June, 2026 and the Special Meeting of the Committee on 1st July, 2026 (copies attached).

2. **APPOINTMENT TO OUTSIDE BODIES 2026-27 –**

To note the Appointment of Cllr Calum Stewart as a Director of Rushmoor Homes Limited (RHL) for the remainder of the 2026/27 Municipal Year.

3. **NORTH HAMPSHIRE JOINT COMMITTEE - DELEGATIONS – (Pages 11 - 36)**

To receive the Chief Executive's Report No. 2026/CEX/01 (copy attached), which seeks approval to delegate the powers and duties needed for the North Hampshire Joint Committee to support preparations for the new North Hampshire Unitary Council, in advance of a recommendation to an Extraordinary Council Meeting on 10th September.

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.

LICENSING AND CORPORATE BUSINESS COMMITTEE

Meeting held on Tuesday, 16th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Sarah Spall (Chair)
Cllr Sue Carter (Vice-Chair)

Cllr Dave Bell
Cllr Kevin Betsworth
Cllr Craig Card
Cllr P.J. Cullum
Cllr Lisa Greenway
Cllr Rhian Jones
Cllr Steve Masterson
Cllr Bill O'Donovan

Cllr Uttar Gurung attended the meeting as Standing Deputy.

1. MINUTES

The minutes of the meeting held on 5th March, 2026 and the Special Meeting of the Committee on 18th March, 2026 were agreed and signed as a correct record of the proceedings.

2. LOCAL GOVERNMENT REORGANISATION INTERIM WARDING ARRANGEMENTS

The Committee considered the Leader of the Council's Report No. MD2603, which presented options on interim warding arrangements for the new North Hampshire Council in response to the Government and preparations for local government reorganisation.

It was noted that the interim warding arrangements should reflect local communities and would be implemented for the elections to the shadow North Hampshire Council in May 2027. The interim ward boundaries would remain in place until the permanent arrangements were independently reviewed by the Local Government Boundary Commission for England, which would take place after the new Council had legally formed in April 2028.

The Report set out the basis on which the Ministry of Housing, Communities and Local Government (MHCLG) had asked for proposed interim ward arrangements – and it was noted that the councils forming the new authority had been asked to work to a total unitary council membership of 85 councillors, unless there was a strong reason for a different number.

Initial work carried out between the councils had indicated that a total council membership of 88 councillors would give a fairer representation across North Hampshire than 85 councillors. In this way, a series of options based on both 85 and 88 councillors had been prepared by officers, as attached to the report, which involved the merging of existing wards in varying combinations.

During consideration of the report, the point was raised that while a total membership of either 85 or 88 councillors would allow both Basingstoke and Hart councils to keep their existing wards and adjust the number of representatives, that would not be possible for Rushmoor. For Rushmoor to achieve its share of the 85 or 88 councillors it was necessary to combine wards to achieve fair electoral representation.

The strong view of the Committee was a preference to keep the current ward boundaries in Rushmoor intact. Members emphasised that it would make the new arrangements for elections to shadow councils easier for residents to understand and trust if using boundaries that residents were already familiar with. There was concern that if the council proposed to change its own boundaries by joining wards, it could lead people to think that the changes lacked impartiality.

The Committee therefore supported an interim warding arrangement based on maintaining the 13 wards in Rushmoor and, following a proposal and discussion, endorsed an alternative option to be recommended to the Council which proposed an interim warding arrangement based on 108 councillors for the new North Hampshire Council, in place of the options for either 85 or 88 councillors.

This would deliver representation of 26 councillors for the Rushmoor area, with each of the existing 13 wards represented by 2 councillors. Basingstoke and Hart would also have a fair share of councillors with Basingstoke having 53 councillors, and Hart having 29 councillors. Any permanent change would then be made by the Boundary Commission.

A proposal was also tabled that the Council should make a representation relating to 26 Members in its own area and not refer to the Basingstoke or Hart area at all. However, when this was put to the vote, the Committee resolved that it should include the whole of the North Hampshire area in its submission, as requested by the MHCLG.

The Committee **RECOMMENDED TO THE COUNCIL** to submit a proposal based on a 108-councillor interim warding arrangement, and agree:

- the proposed number of councillors for each North Hampshire district as follows:
 - Basingstoke and Deane - 53 councillors.
 - Hart - 29 councillors.
 - Rushmoor - 26 councillors.
- the proposed interim councillor distribution and warding arrangements across the new authority area to be set out in an updated Table.

3. **APPOINTMENT PANEL FOR THE ARRANGEMENTS FOR THE APPOINTMENT OF THE MANAGING DIRECTOR AND HEAD OF PAID SERVICE**

The Committee considered the Leader of the Council's Report No. MD2603, which sought approval for the proposed processes for the permanent appointment of the Council's Head of Paid Service.

The report proposed the establishment of a Member Assessment Panel to consider the permanent appointment of the Council's Head of Paid Service subject to a satisfactory review of performance by the Panel.

In accordance with the Council's Officer Employment Rules, the Committee was requested to appoint a cross-party Member Panel, to include the Leader of the Council, the Portfolio Holder with responsibility for Corporate Services and the leaders of the other political groups. The Panel would be held week beginning 27th June with a Special Meeting of the Committee planned for 1st July to consider the recommendation from the Panel and to make a recommendation to the Council on 2nd July.

The Committee **RESOLVED** that

- (i) the proposed processes for the permanent appointment of the Council's Head of Paid Service, as set out in Report No. MD2603, be noted; and
- (ii) the establishment of a cross-party Member Assessment Panel, to include the Leader of the Council, the Portfolio Holder with responsibility for Corporate Services and the leaders of the other political groups, to consider the permanent appointment of the Council's Head of Paid Service, be approved.

4. **CONSTITUTION UPDATE - ADDING CONDITIONS TO TEMPORARY EVENT NOTICES**

The Committee considered the Executive Head of Operations' Report No. OS2613, which set out a proposal to update the Council's Constitution / Scheme of Delegation in relation to the process of addition of conditions to Temporary Event Notices (TENS).

The Committee was informed that the current process meant that, where it was proposed to add conditions to TEN applications, even if all parties agreed to the conditions, it was necessary to convene a Sub-Committee meeting to agree these additions. The new arrangements would mean the officers would be able to add these without the need for a Sub-Committee meeting.

Members expressed support for the proposed new arrangements that would make the processing of TEN applications more efficient and effective.

The Committee **RESOLVED** that the table in the Council's Constitution at Part 3, Section 4, Para 4.3.2 (licensing of alcohol, entertainment and late-night refreshment) be updated to add to the listing 'Determination of a police or Environmental Health

objection to a standard temporary event notice' where it is not appropriate to add conditions under S106A of the Licensing Act 2003.

5. **APPOINTMENTS TO OUTSIDE BODIES, LICENSING SUB-COMMITTEES, CONSTITUTION WORKING GROUP AND CHAMPION ROLES**

(1) Outside Bodies

RESOLVED: That the appointment of representatives to outside bodies for the 2026/26 Municipal Year, as set out in the attached Appendix be approved.

(2) Appointments and Appeals Panels –

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments to Appointments and Appeals Panels in accordance with the criteria set out in the Officer Employment Procedure Rules.

(3) Licensing Sub-Committee

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2026/27 Municipal Year, on the basis of five Members (2 Labour: 1 Conservative: 1 'Others' Group: 1 Reform):

Labour Group: Cllrs Rhian Jones and Sarah Spall

Conservative Group: Cllr Sue Carter

'Others' Group: Cllr C.W. Card

Reform Group: Cllr Kevin Betsworth

(4) Licensing Sub-Committee (Alcohol and Entertainments)

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments from the membership of the Licensing and Corporate Business Committee in accordance with the procedure detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

(5) Licensing Sub-Committee (Taxis)

RESOLVED: That the Corporate Manager – Democracy be authorised to make appointments from the membership of the Licensing and Corporate Business Committee in accordance with the procedure detailed in the Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure.

(6) Constitution Working Group -

RESOLVED: That the following Members be appointed to serve on the Constitution Working Group for the 2026/27 Municipal Year, on the basis of seven Members

(Cabinet Member with responsibility: Chair of LCB: 1 Labour: 2 Conservative: 1 'Others' Group: 1 Reform):

Portfolio Holder: Cllr Sophie Porter

Chair of Licensing and Corporate Business Committee: Cllr Sarah Spall

Labour Group: Cllr Bill O'Donovan

Conservative Group: Cllrs Steve Harden and Gareth Lyon

'Others' Group: Cllr Calum Stewart

Reform Group: Cllr Kevin Betsworth

(7) Champion Roles

RECOMMENDED TO THE COUNCIL: That the following Members be appointed to serve as Council Champions, and with the Champion priorities as set out in the report:

- Cllr Lisa Greenway be appointed to the role of Champion for Pride in Place for the 2026/27 Municipal Year.
- Cllr Steve Masterson be appointed to the role of Armed Forces Covenant Champion for the 2026/27 and 2027/28 Municipal Years.

6. EXCLUSION OF THE PUBLIC

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Para. No.	Category
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7	1	Information relating to an individual
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THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

7. UPDATE ON PROPOSALS FOR HONORARY ALDERMEN 2026/27

The Committee considered the Corporate Manager – Democracy's Exempt Report No. DEM2605(A), which outlined nominations received for the conferment of the title of Honorary Alderman of the Borough.

Further to discussion on the update, an alternative proposal was raised by Members for which there was consensus within the Committee. However, there was a need to

confer with Group Leaders to ensure the requisite cross-council support at the extraordinary council meeting which would bestow the Honorary roles.

The Committee **RESOLVED** that the decision be deferred to consult on the Committee's revised proposal, with an update to be given at the meeting on 1st July.

The meeting closed at 9.01 pm.

CLLR SARAH SPALL (CHAIR)

LICENSING AND CORPORATE BUSINESS COMMITTEE

Meeting held on Wednesday, 1st July, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Sarah Spall (Chair)
Cllr Sue Carter (Vice-Chair)

Cllr Dave Bell
Cllr Kevin Betsworth
Cllr Craig Card
Cllr P.J. Cullum
Cllr Rhian Jones
Cllr Steve Masterson

Apologies for absence were submitted on behalf of Cllr Lisa Greenway and Cllr Bill O'Donovan.

Cllr Mike Roberts attended the meeting as Standing Deputy.

8. REPORT OF THE MEMBER ASSESSMENT PANEL - HEAD OF PAID SERVICE

The Leader of the Council, Councillor Gareth Williams, attended the meeting to present the report.

The Committee considered the Leader of the Council's Report No. MD2606, which set out the outcome of the assessment process for the permanent appointment of the Council's Head of Paid Service, following the cross-party Member Assessment Panel.

The Committee, at its meeting on 16th June 2026, established a cross-party Member Assessment Panel to consider the permanent appointment of the Council's Chief Executive and Head of Paid Service. The Panel met on 24 June 2026 and reviewed the performance of Ian Harrison, Interim Managing Director and Head of Paid Service, against his 2025/26 performance objectives. Members were given the opportunity to ask questions in relation to his performance. The Panel considered the job title benchmarking information provided for the role of Head of Paid Service, which showed that equivalent roles across Hampshire local authorities, including unitary councils, are titled 'Chief Executive'. They also reviewed salary benchmarking data provided by South-East Employers, including comparator information from Hampshire and Surrey authorities, to determine the appropriate salary for the permanent Chief Executive. The Panel further considered a proposed performance appraisal process for the Chief Executive, based on the South-East Employers template, and agreed its implementation for the next performance review cycle.

During discussion, Members raised questions regarding benchmarking information. Members agreed that Ian Harrison was the best choice for the role of Chief Executive and Head of Paid Service.

(i) **RECOMMENDED TO THE COUNCIL** that:

- a) the post of Interim Managing Director is redesignated to Chief Executive;
- b) the statutory designation of Head of Paid Service is redesignated to the post of Chief Executive; and
- c) Ian Harrison be appointed as the Council's Chief Executive and Head of Paid Service with effect from 3rd July 2026.

(ii) **RESOLVED** that the annual salary for the role of Chief Executive be agreed as £130,000 per annum and the proposed performance appraisal process for the Chief Executive based on the South-East Employers template be implemented.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Item No.	Para. No.	Category
2	1	Information relating to an individual

10. **UPDATE ON APPOINTMENT OF HONORARY ALDERMEN**

Councillor C.W. Card declared an interest in this item due to personal and business relationships with proposed candidates and left the meeting.

The Corporate Manager – Democracy gave a verbal update, following a proposal raised at the previous Committee meeting on 16th June.

During the update, the Committee noted and sought clarification on the provisions and arrangements for the appointment of Honorary Aldermen. The Corporate Manager – Democracy confirmed that Group Leaders had indicated support for the Committee's proposals, and if supported by the Committee, arrangements would be made for an Extraordinary Meeting of the Council to be held later in the Municipal Year, to enable the honours to be bestowed.

The Committee considered the update and was of the unanimous opinion that Mr. D.E. Clifford, Mr. A.H. Crawford and Mr. C.D. Fraser-Fleming should be appointed as Honorary Aldermen of the Borough, in recognition of their eminent and long service to the Borough.

RESOLVED: That the Council, at an Extraordinary Meeting arranged for this purpose, be asked to appoint Mr. D.E. Clifford, Mr. A.H. Crawford and Mr. C.D. Fraser-Fleming as Honorary Aldermen of the Borough.

The meeting closed at 7.44 pm.

CLLR SARAH SPALL (CHAIR)

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**LICENSING AND
CORPORATE BUSINESS
COMMITTEE****IAN HARRISON
CHIEF EXECUTIVE****3 SEPTEMBER 2026****REPORT NO. 2026/CEX/01****NORTH HAMPSHIRE FUTURE UNITARY JOINT COMMITTEE – DELEGATIONS****SUMMARY AND RECOMMENDATIONS:**

This report seeks approval to delegate the powers and duties needed for the North Hampshire Future Unitary Joint Committee to support preparations for the new North Hampshire Unitary Council. The proposed delegations will enable the Joint Committee to carry out the functions set out in its Terms of Reference.

The Committee is asked to recommend to Council that it:

- Agrees to delegate to the Joint Committee such duties and powers required to carry out its functions, scope, and role as set out in Annex 1.
- Delegates authority to the Monitoring Officer to agree amendments to the Joint Committee Terms of Reference in response to legislative changes.
- Delegates authority to the Chief Executive, in consultation with the Leader of the Council, to agree any other amendments to the Terms of Reference.

1. INTRODUCTION

- 1.1. This report seeks approval to delegate the powers and duties needed for the North Hampshire Future Unitary Joint Committee to support preparations for the new North Hampshire Unitary Council.
- 1.2. The proposed delegations will enable the Joint Committee to carry out the functions set out in its Terms of Reference.

2. BACKGROUND

- 2.1. The Council Delivery Plan says the Council will work to get the best outcome from devolution and local government reorganisation for Rushmoor residents and businesses.
- 2.2. In March 2026, the Secretary of State announced that the Government had decided to go ahead with the five-unitary-authority option supported by the Council. This means Basingstoke & Deane, Hart, Rushmoor, and Hampshire councils will be replaced by a new North Hampshire Unitary Council.

- 2.3. In a follow-up letter to chief executives, the Ministry of Housing, Communities and Local Government said it plans to prepare a Structural Change Order for Parliament to approve. This order would create the new councils and close the current ones.
- 2.4. The Structural Changes Order will provide the legal basis for local government reorganisation in Hampshire and the Solent. Both Houses of Parliament must approve it. It will cover things such as setting up the new councils, shadow arrangements, elections, and the responsibilities of the current and new councils. Approval is expected in autumn 2026.
- 2.5. The Government's Structural Changes Order is expected to create a Joint Committee for each future unitary council area. These temporary committees will help councils work together on transition planning before the Shadow Authority is established, ensuring the new councils can operate effectively from day one.
- 2.6. The Joint Committee cannot make decisions on behalf of the future unitary council or pre-empt decisions that will properly fall to the Shadow Authority or the new council.
- 2.7. At its [extraordinary meeting on the 18 June 2026](#), the Council agreed to participate in the North Hampshire Future Unitary Joint Committee, and that its representatives on the Joint Committee will be the Leader of the Council, Cllr Gareth Williams, and Cllr Calum Stewart with Cllr Keith Dibble or another Member appointed by the Leader of the Council to act as a standing deputy as required.

3. DETAILS OF THE PROPOSAL

- 3.1. The establishment of the North Hampshire Future Unitary Joint Committee forms part of the governance arrangements supporting Local Government Reorganisation across Hampshire.
- 3.2. The Council is being asked to approve the delegations of such duties and powers required by the Joint Committee to carry out its functions, scope, and role as set out in its Terms of Reference (Annex 1).
- 3.3. [Part 3, Section 13 of the Council's Constitution](#) provides for joint arrangements. As the proposed delegations may cover both executive and non-executive functions, Council is asked to approve these arrangements.
- 3.4. The Terms of Reference set out the Joint Committee's membership, decision-making arrangements, meeting procedures and role in overseeing preparations for the new North Hampshire Council during the transition period. Consistent Terms of Reference have been prepared across all four Joint Committees in the Hampshire and the Solent area.
- 3.5. The Terms of Reference provide for the Joint Committee to:

- oversee the development of an implementation plan for the creation of the new authority;
 - establish and oversee a shared Implementation Team;
 - prepare proposals for the future authority's constitution, code of conduct, members' allowances scheme and calendar of meetings;
 - prepare recommendations regarding interim statutory officer appointments; and
 - support preparations for the establishment and operation of the future Shadow Authority.
- 3.6. The Joint Committee does not act as the future unitary authority and cannot predetermine decisions which will properly fall to the Shadow Authority once established.
- 3.7. The North Hampshire Future Unitary Joint Committee is being established under sections 101 and 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000, and Part IV of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 and 2012. These provisions enable local authorities to establish joint committees and make arrangements for the discharge of functions jointly. The Joint Committee will provide a formal governance framework to oversee preparatory work associated with Local Government Reorganisation pending the establishment of the Shadow Authority.
- 3.8. Approval of the Terms of Reference will ensure that Rushmoor Borough Council is fully represented in the governance arrangements for the transition to the new North Hampshire authority and can help shape preparations within an agreed governance framework.

Alternative Options

- 3.9. The Council could choose not to approve the delegations. However, this would limit its ability to participate in and influence preparations for the new North Hampshire Council. The North Hampshire Future Unitary Joint Committee would meet without the Council's full participation. The Structural Change Order would then oblige the Council to cooperate and participate in the joint arrangements once it is made. This option is therefore not recommended.

Consultation

- 3.10. The draft Terms of Reference have been reached through a collaboration of the Hampshire area Monitoring Officers in consultation with Heads of Paid Service and Council Leaders.
- 3.11. The LGR Cabinet Working Group was consulted on this report before the Licensing and Corporate Business Committee meeting and requested the inclusion of further information on existing constitutional provisions for joint arrangements.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. If the delegations are not approved, the Council's ability to influence preparations for local government reorganisation may be reduced.

Legal Implications

- 4.2. The legal implications are contained within the body of the report.

Financial Implications

- 4.3. There are no direct material financial implications arising from the proposed appointments. Travel costs are anticipated for councillor attendance at Joint Committee Board meetings which will be managed within existing approved budgets and resources.
- 4.4. The Joint Committee's Terms of Reference at Annex 1 may create financial implications associated with the preparatory work for local government reorganisation. At this stage, these costs are expected to be managed within existing Local Government Reorganisation budgets and shared arrangements between the constituent authorities. Any material additional expenditure or future financial commitments arising from the Joint Committee's work will be subject to separate consideration and approval through the Council's normal governance and budgetary processes.

Resource Implications

- 4.5 Council officers and councillors will need to spend time supporting and participating in the Joint Committee. Any costs are expected to be met from existing Local Government Reorganisation budgets and shared arrangements between the participating councils. No significant additional costs are expected from approving the Terms of Reference.

Equalities Impact Implications

- 4.6 An EIA screening assessment was undertaken, and it was determined that a full Equalities Impact Assessment is not required because the impact is neutral. See Annex 2.

Climate Change Impact Implications

- 4.7 A Climate Change Screening Tool was undertaken and found that a full assessment was not required. See Annex 3.

Other

- 4.8 There are no other implications.

5 CONCLUSIONS

- 5.1 Approving the proposed delegations will ensure Rushmoor plays a full role in the governance arrangements for local government reorganisation in North Hampshire and supports an effective transition to the new unitary authority.

LIST OF APPENDICES/ANNEXES:

- Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees
- Annex 2: Equality Impact Assessment
- Annex 3: Climate Change Impact Assessment

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – Alex Shiell / Service Manager – Policy, Strategy, and Transformation / alex.shiell@rushmoor.gov.uk / 01252 398188

Head of Service – Ian Harrison / Chief Executive / ian.harrison@rushmoor.gov.uk / 01252 398400

Legal Implications - Amanda Bancroft / Executive Head of Governance & Law (Monitoring Officer) / amanda.bancroft@rushmoor.gov.uk / 01252 398135

Financial Implications – Rosie Plaistowe-Melham / Financial Services Manager & Deputy S151 Officer / rosie.plaistowe@rushmoor.gov.uk / 01252 398032

TERMS OF REFERENCE
HAMPSHIRE AND THE SOLENT JOINT COMMITTEES

1. Introduction

1.1 The sovereign councils of the future unitary councils of North Hampshire, Mid-Hampshire, South-West Hampshire and South-East Hampshire have each agreed to voluntarily establish a joint committee for each future unitary.

1.2 It is envisaged that the Structural Changes Order will order the continuation of each joint committee voluntarily established until the Shadow Council for each area is established, at which time the committees will be dissolved.

1.3 The joint committees are established pursuant to section s101 and 102 Local Government Act 1972 and the section 9EB Local Government Act 2000 and Part IV of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 and 2012.

1.4 The joint committees shall be known as:

The North Hampshire Future Unitary Joint Committee

The Mid-Hampshire Future Unitary Joint Committee

The South-West Hampshire Future Unitary Joint Committee

The South-East Hampshire Future Unitary Joint Committee

1.5 The constituent sovereign councils of each Future Unitary Joint Committee shall be as follows:

The North Hampshire Future Unitary Joint Committee shall comprise of Rushmoor Borough Council, Basingstoke and Deane Borough Council, Hart District Council, and Hampshire County Council.

The Mid-Hampshire Future Unitary Joint Committee shall comprise of Winchester City Council, East Hampshire District Council, Test Valley Borough Council, New Forest District Council, and Hampshire County Council.

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

The South-West Hampshire Future Unitary Joint Committee shall comprise of Southampton City Council, Eastleigh Borough Council, New Forest District Council, Test Valley Borough Council, and Hampshire County Council.

The South-East Hampshire Future Unitary Joint Committee shall comprise of Portsmouth City Council, Havant Borough Council, Fareham Borough Council, Gosport Borough Council, East Hampshire District Council, Winchester City Council, and Hampshire County Council.

- 1.6 The four Future Unitary joint committees will be constituted from September 2026. Each shall be dissolved one day following the first meeting of the Shadow Council for the respective Future Unitary.
- 1.7 Each joint committee must have regard to any information supplied to it by the Secretary of State and is set up further to the encouragement of the Secretary of State, as set out in his letter dated 26th March 2026 to all authorities in the Hampshire and Solent region.

2. Purpose

- 2.1 The purpose of each joint committee is to bring together each participating local authority expected to comprise the respective future unitary Shadow Authority, in a formally constituted arrangement to facilitate the discharge of functions relating to preparatory and transition arrangements to that authority. This will include the functions referenced in any Structural Change Order when such legislation may come into force.

3. Membership

- 3.1 The membership of the North Hampshire Future Unitary Joint Committee consists of 12 persons:

Six persons nominated by Hampshire County Council, each of whom is for the time being a member of that council for an electoral division whose area is within the North Hampshire Districts; and

Two persons nominated by Rushmoor Borough Council, each of whom is for the time being a member of the nominating council;

Two persons nominated by Basingstoke and Deane Borough Council, each of whom is for the time being a member of the nominating council;

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

Two persons nominated by Hart District Council, each of whom is for the time being a member of the nominating council;

3.2 The membership of the Mid-Hampshire Future Unitary Joint Committee consists of 8 persons:

Four persons nominated by Hampshire County Council, each of whom is for the time being a member of that council for an electoral division whose area is within the Mid-Hampshire Districts; and

One person nominated by Winchester City Council, who is for the time being a member of the nominating council;

One person nominated by East Hampshire District Council, who is for the time being a member of the nominating council;

One person nominated by Test Valley Borough Council, who is for the time being a member of the nominating council;

One person nominated by New Forest District Council, who is for the time being a member of the nominating council.

3.3 The membership of the South-West Hampshire Future Unitary Joint Committee consists of 16 persons:

Four persons nominated by Hampshire County Council, each of whom is for the time being a member of that council for an electoral division whose area is within the South-West Hampshire Districts; and

Eight persons nominated by Southampton City Council, each of whom is for the time being a member of the nominating council;

Two persons nominated by Eastleigh Borough Council, each of whom is for the time being a member of the nominating council;

One person nominated by Test Valley Borough Council, who is for the time being a member of the nominating council;

One person nominated by New Forest District Council, who is for the time being a member of the nominating council.

3.4 The membership of the South-East Hampshire Future Unitary Joint Committee consists of 16 persons:

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

Three persons nominated by Hampshire County Council, each of whom is for the time being a member of that council for an electoral division whose area is within the South-West Hampshire Districts; and

Eight persons nominated by Portsmouth City Council, each of whom is for the time being a member of the nominating council;

One person nominated by Havant Borough Council, who is for the time being a member of the nominating council;

One person nominated by Fareham Borough Council, who is for the time being a member of the nominating council;

One person nominated by Gosport Council, who is for the time being a member of the nominating council;

One person nominated by East Hampshire District Council, who is for the time being a member of the nominating council;

One person nominated by Winchester City Council, who is for the time being a member of the nominating council.

4. Functions

4.1 Each joint committee shall prepare, keep under review and revise as necessary an Implementation Plan which must include:

4.1.1 Such plans and timetables as are, in the opinion of the individual joint committee, necessary to secure the effective, efficient and timely discharge of preparing for and facilitating the economic, effective, efficient and timely transfer to the future unitary authority of the constituent Council's functions, property, rights and liabilities; and

4.1.2 Such budgets and plans as it considers necessary or desirable to facilitate the economic, effective, efficient and timely discharge, on or after 1 April 2028, of the functions that, before that date, are functions of the Councils of the joint committee.

4.2 Prepare, facilitate and subsequently formulate proposals for the code of conduct to be recommended for adoption by the Shadow Authority at its first meeting. In formulating such proposals, the joint committee shall have regard to section 27 of the 2011 Localism Act

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

which provides a duty to promote and maintain high standards of conduct and section 28 of that Act.

- 4.3 Take all preliminary steps to be able to recommend to the first meeting of the Shadow Authority designation of an interim Head of Paid Service, Chief Finance & Section 151 Officer and Monitoring Officer in accordance with sections 4 and 5 of the Local Government and Housing Act 1989 and Section 151 of the Local Government Act 1972.

5. Scope and Role of the Joint Committee

In addition to the functions set out in 4.0 above each joint committee will have the following scope and role to undertake:

- 5.1 Prepare, facilitate and subsequently formulate proposals for a Members' Allowance Scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, to be recommended for adoption of the Shadow Authority at its first meeting.
- 5.2 Agree the process for an independent review of a scheme of Members' Allowances for the Shadow Authority, including preparation for the setting up of an Independent Remuneration Panel.
- 5.3 Establish and propose a Calendar of Meetings for the Shadow Authority for adoption at its first meeting.
- 5.4 Agree proposals for the Shadow Authority Constitution, to be recommended to the Shadow Authority, to include responsibility for executive/local choice functions, the establishment and terms of reference of various committees including a scrutiny committee and staffing committee, relevant standing orders to include council and executive procedure rules, and a scheme of delegation to be recommended for adoption at the first meeting of the shadow authority.
- 5.5 To oversee the preparation for the smooth transition of all matters civic and ceremonial.
- 5.6 Take all preparatory steps to support the Returning Officer for the Shadow Authority in calling the first meeting of the Shadow Authority.

Only from the date of the Structural Changes Order coming into force until the fourteenth day after the ordinary day of election of councillors in 2027:

- 5.7 The joint committee may, by written notice to the proper officer of each of the constituent councils, require the council referred to in the notice, to take such action relevant to the function of preparing for and facilitating the economic, effective, efficient and timely transfer to Future Unitary Council of its functions, property, rights and liabilities, such functions to be discharged via the joint committee.

6. Implementation Team

- 6.1 As soon as practicable after the establishment of joint committees, they will form on a voluntary basis a single team of officers to serve all four joint committees, to be known as the Implementation Team, for the purpose of assisting the committees in the discharge of their functions, and if required the Shadow Authorities.
- 6.2 The members of the Implementation Team shall include officers from the constituent sovereign Councils of each Future Unitary.
- 6.3 The Lead Officer of the Implementation Team (to be known as Senior Responsible Officer - SRO) shall be the Chief Executive of Hampshire County Council. There will be a Deputy Senior Responsible Officer's (DSRO's) for each Future Unitary.

7. Procedures at meetings

Meetings of each joint committee shall be conducted in accordance with the Terms of Procedure.

TERMS OF PROCEDURE

Proceedings of the Future Unitary Joint Committees

1.0 Terms of Reference

- 1.1 Each joint committee shall adopt the terms of reference at the first meeting of the committee.

2.0 Appointments

- 2.1 Appointments to the membership of each joint committee will be made by each constituent Council in accordance with the membership criteria set out in the terms of reference.

- 2.2 If any member of the joint committee ceases to be a member of the constituent council that has nominated them, they shall, with immediate effect, cease to be a member of the joint committee. The nominating council shall, as soon as is reasonably practicable, make a further nomination with the seat remaining vacant until such time as it is filled.

- 2.3 Each constituent authority may remove its member(s) and appoint different member(s) as per that authority's Standing Orders and by providing at least 24 hours' notice to the Senior Responsible Officer (SRO) of the Implementation Team.

3.0 Chair and Vice Chair

- 3.1 Each joint committee shall appoint its own Chair and Vice Chair at its first meeting from amongst its membership in accordance with the following:

3.1 The joint committee for North Hampshire shall appoint a Chair and Vice Chair at the first meeting from their respective memberships, one of whom is to be for the time being a member of the county council and the other for the time being a member of the North Hampshire district councils.

3.2 The joint committee for Mid Hampshire shall appoint a Chair and Vice Chair at the first meeting from their respective memberships, one of whom is to be for the time being

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

a member of the county council and the other for the time being a member of the Mid Hampshire district councils.

3.3 The joint committee for South-East Hampshire shall appoint a Chair who is for the time being a member of Portsmouth City Council. They shall appoint a Vice Chair who is for the time being a member of either the county council or one of the South-East district councils other than Portsmouth City Council.

3.4 The joint committee for South-West Hampshire shall appoint a Chair who for the time being is a member of Southampton City Council. They shall appoint a Vice Chair who is for the time being a member of either the county council or one of the South-West district councils other than Southampton City Council.

3.5 The Chair shall chair meetings of their respective joint committee, or in their absence, the Vice Chair shall preside at any meeting of the joint committee. In the absence of both the Chair and the Vice Chair, the joint committee will elect one of its members present to preside at the meeting.

4.0 Quorum

4.1 For a meeting of the joint committee to be quorate there must be at least 50% of the members present.

AND

4.2 No business will be transacted at a meeting unless or until a quorum exists at that meeting. If at the beginning of the meeting the person presiding declares that a quorum is not present, they shall adjourn the meeting for 15 mins and if there is still no quorum, the meeting shall stand adjourned.

5.0 Voting

5.1 The joint committee's decision making will operate on the basis of mutual co-operation and consent. A question to be decided by the joint committee is to be decided by the majority of those members present and voting at the meeting at which the question is put. Each member shall have one vote.

5.2 In the case of an equality of votes, the person presiding at the meeting, whether or not the chair of the committee, has a casting vote in addition to any other vote that person may have.

5.3 Voting at meetings shall be by voices in the room, a show of hands or by an electronic system of voting if available.

Annex 1: Terms of Reference: Hampshire and the Solent Joint Committees

5.4 Where immediately before a vote is taken, if at least 2 members request it, there shall be a recorded vote taken and the minutes of the proceedings of that meeting shall record whether each member present cast their vote for or against the matter or whether they abstained from voting.

6.0 Meetings

6.1 The joint committee shall meet as required, with a schedule of meetings being agreed at its first meeting.

6.2 Additional meetings may be arranged with at least 5 clear working days' notice, at the request of either the Chair, one third of the members of the joint committee save for Mid-Hampshire in respect of which at least 3 members shall so request, or the SRO.

6.3 Meetings shall be held during normal officer hours. The location of the meeting is to be at the usual offices of the constituent councils including Hampshire County Council for each joint committee on a turn-taking basis, or other such location as may be notified to the members of the joint committee by the SRO.

6.4 Agendas and reports for meetings of the joint committee shall be circulated to the members of that committee at least five clear working days in advance of any meeting.

6.5 The agenda for any meeting shall be agreed by the Chair of the joint committee and the SRO.

6.6 Meetings of the joint committee shall be held in public unless the public are excluded by resolution of the Committee under s100(B) Local Government Act 1972.

6.7 The joint committee shall, unless the person presiding at the meeting, or the joint committee determines otherwise in respect of a meeting, conduct its business in accordance with these procedure rules.

7.0 Substitutes

7.1 Nominated substitutes will be allowed on the joint committees. Each Council when making an appointment to their seats on the joint committee may also appoint the same number of substitute member(s) as appointed member(s). For Councils with more than one substitute, any appointed substitute may act in place of any appointed member from that Council. It is for the absent member of the joint committee to make arrangements for the substitute to attend.

8.0 Public Engagement

8.1 The joint committee shall not have provision for public questions nor statements, nor shall it accept petitions from the public.

9.0 Access to Information

9.1 Meetings of each joint committee will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed. Only members of the joint committee, members of the constituent authorities (where they can demonstrate the 'need to know' principle), relevant advising officers from the constituent authorities, and any person so invited by the Chair, shall be permitted to be present for such items.

9.2 These rules do not affect any more specific rights to information contained elsewhere under the law.

9.3 Any information requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 or Data Protection Act 2018 received by the joint committee should be directed to the relevant constituent authority for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

10.0 Order of Business

10.1 The order of business at each meeting of the joint committee will be as follows, unless varied by the person presiding:

10.1.1 Apologies for absence and substitute members

10.1.2 Declarations of interests

10.1.3 Approval of the minutes of the last meeting

10.1.4 Matters set out in the agenda for the meeting

10.1.5 Matters set out in the agenda for the meeting which, in the opinion of the SRO, are likely to be considered in the absence of the press and public.

11.0 Discharge of Functions

11.1 Each joint committee may arrange for the discharge of their functions by the SRO (who can nominate and authorise to an officer of the Implementation Team) and in doing so will set out clearly any limits upon such delegation.

11.2 The SRO may choose to delegate their functions to the DRSO for any matter pertaining to this Terms of Procedure.

12.0 Code of Conduct and Interests

12.1 Members of each joint committee are governed by the provisions of their own Council's Codes and Protocols including the code of conduct for members and the provisions regarding interests.

13.0 Minutes

13.1 There shall be no discussion made in respect of the minutes, except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes of the previous meeting.

14.0 Role of the Chair

14.1 A member wishing to speak shall address the Chair and direct their comments to the agenda item being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

14.2 The Chair shall have the discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting, including excluding members of the press and public in the event of a disturbance.

15.0 Amendment of these Procedure Rules

15.1 These procedure rules may only be amended by majority resolution of the members of the joint committee present and voting, following consideration of the SRO's advice

Equality Impact Assessment: Screening Tool

The **Equality Impact Assessment (EIA) Screening Tool** should be completed for any new proposal, plan or project. 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	North Hampshire Future Unitary Joint Committee – Delegations
Reference number (if applicable)	
Service Area	Policy, Strategy and Transformation
Date screening completed	27 August 2026
Screening author name	Martin Iyawe
Policy Team sign off	Alex Shiell
Authorising Director/Head of Service name	Ian Harrison

1. Please provide a summary of the proposal

The proposal seeks approval to delegate the duties and powers needed for the North Hampshire Future Unitary Joint Committee to support preparations for the new North Hampshire Unitary Council. The Joint Committee will oversee preparatory and transition arrangements, including implementation planning, an Implementation Team, proposals for the future constitution and Members' Allowances Scheme, interim statutory officer arrangements and support for the Shadow Authority. No specific savings arise directly from the decision. Costs associated with participation and preparatory work are expected to be managed within existing Local Government Reorganisation budgets and shared arrangements; any material additional expenditure would be subject to separate approval.

Annex 2 - Equality Impact Assessment

The proposal primarily concerns The Council's governance arrangements and participation in the local government reorganisation process, with potential longer-term indirect relevance to residents, businesses and Council services.

2. Who will the proposal impact? Please indicate Yes or No

Group of people	Impacted?
Residents	Yes
Businesses	Yes
Visitors to Rushmoor	No
Voluntary or community groups	No
Council staff	Yes
Trade unions	No
Other public sector Organisations	Yes
Others	Please specify:

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

Council officers involved in supporting local government reorganisation and the Joint Committee may need to provide officer support and attend meetings. The impact is limited to additional time and responsibilities associated with transition planning and governance. No staffing restructure, reduction in staffing levels, relocation or significant change to working arrangements is proposed.

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

No direct public or staff consultation is proposed for this decision. The draft Terms of Reference have been developed collaboratively by Hampshire-area Monitoring Officers, with Heads of Paid Service and Council Leaders, and the LGR Cabinet Working Group has been consulted. The proposal is a governance and delegation arrangement rather than a change to a service delivered directly to residents. No personal data will be collected as part of the proposal.

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

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)

Annex 2 - 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			No direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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.)

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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>
	Yes	Choose an item.		No direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

Protected characteristic - Sex

(Under the Equality Act 2010 and following the 2025 Supreme Court ruling on 15 April 2025, 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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government

Annex 2 - 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>
				reorganisation and does not change services, eligibility criteria or access to support.

Protected characteristic - Sexual Orientation

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

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 direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

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	Choose an item.		No direct or indirect impacts have been identified. The proposal relates to governance arrangements supporting local government reorganisation and does not change services, eligibility criteria or access to support.

6. Screening Decision

Outcome	Yes or No
Neutral or Positive – no full EIA needed*.	Yes
Negative – Low Impact – full EIA at the service director's discretion*.	No
Negative – Medium or High Impact – must complete a full EIA.	No
Is a full EIA required? Service decision:	No
Is a full EIA required? [Policy Team] sign off recommendation:	No
Flag for DPIA (will include engagement that collects personal data). [Policy Team]:	

Annex 2 - Equality Impact Assessment

Flag for ethics (high risk / will involve engagement with vulnerable residents):	
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Once you've completed the screening tool and determined that the proposal is likely to have a positive or neutral impact on people with protected characteristics, the following can be included in the 'Equality Impact Assessment' part of the report. *'An equality impact check found that this proposal would have a positive or neutral impact on people with protected characteristics. Therefore, a full assessment is not required.'*

Please send this completed EIA Screening Tool to Policy@rushmoor.gov.uk for quality checking by the policy team.

If required, please continue to the full assessment below.

CCIA – Screening Tool

The Climate Change Impact Assessment (CCIA) Screening Tool should be undertaken for any new proposal. It helps staff to understand if there could or will be any positive or negative impacts relating to climate change within their proposal, whilst ensuring a full assessment isn't required for no/low-impact proposals.

A full CCIA is required if the screening tool shows there to be a positive or negative impact on either the Council's Operational Carbon Footprint and/or within one of the seven categories.

Project Summary

Name of Project:	North Hampshire Future Unitary Joint Committee – Delegations
Brief Summary of Project:	Approval of delegations to enable the Joint Committee to undertake preparatory and transition work for the new North Hampshire Unitary Council as part of local government reorganisation
Date Completed:	27 August 2026
Completed by:	Martin Iyawe
Service:	Policy, Strategy and Transformation

How to use the Screening Tool

For each question, select Yes, No, or Unsure (select one option per row):

- Select **Yes** where the proposal is likely to have a meaningful positive or negative climate change impact, including any change to emissions, resource use, climate resilience or environmental outcomes. Select Yes only where the impact is likely to be more than negligible i.e. it:
 - Will or could affect more than a small activity
OR
 - Lasts beyond the short-term and has an ongoing or long-term effects
OR
 - Results in a meaningful increase or decrease

Annex 3 – Climate Change Impact Assessment

- Select **No** where there is no expected impact that you are aware of or the impacts are minor or negligible.
- Select **Unsure** where further information is needed.

1. Will the proposal have an impact on the Council's Operational Carbon Footprint?

Will the project involve any activity that could have an impact on the reported operational emissions by Rushmoor Borough Council? This would be a reduction or increase on any of the categories below:

Scope		Yes	No	Unsure
Scope 1 Emissions	Natural gas usage (e.g. heating Council-owned buildings)		No	
	Council's fleet (vehicle mileage or fuel)		No	
Scope 2 Emissions	Purchased electricity usage		No	
Scope 3 Emissions	Staff business travel (personal vehicle use for business purposes, rail / public transport)		No	
	Water usage (e.g. within Council buildings)		No	
	Waste volumes (including refuse collections)		No	
	Contractor vehicle mileage		No	

2. Will the proposal have an impact on any of the following areas?

If unsure then refer to the considerations document for more potential impacts within this category to assess if the project or proposal would have an impact in this area.

Category		Yes	No	Unsure
Energy	Will this project increase or decrease energy use?		No	
	Will this involve building heating, lighting or site/service wide equipment changes?		No	
Transport	Will this change travel patterns for staff, contractors, residents or visitors?		No	
	Will this involve vehicles, including the Council's fleet, contractors' vehicles, site visits or deliveries?		No	
Natural Environment & Biodiversity	Could this affect green spaces, trees, habitats or biodiversity?		No	
	Does this involve land use, landscaping or outdoor works?		No	

Annex 3 – Climate Change Impact Assessment

Water	Will this change water use or water efficiency?		No	
	Will this improve or reduce water quality?		No	
Waste & Materials	Will this project increase or decrease waste?		No	
	Will this involve procuring products or materials?		No	
Social Value & Climate Justice	Could this improve outcomes, put increased pressure on, or otherwise affect vulnerable residents to the impacts of climate change?		No	
	Does the proposal have social value initiatives related to climate change or the natural environment, including education, or green skills & jobs?		No	
Adaptation	Could climate change affect this project, e.g. extreme weather: flooding, heat or drought, or service disruption?		No	
	Does the project increase or reduce resilience to climate risks?		No	
Other	Are there any other positive or negative impacts that may arise from this project, e.g. emissions offsetting?		No	