

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

PART 2 – THE CONSTITUTION AND HOW THE COUNCIL OPERATES

SECTION 2

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

PART 3 - RESPONSIBILITY FOR FUNCTIONS

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

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

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

PART 4 – PROCEDURE RULES

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

PART 5 – CODES AND PROTOCOLS

Section/Paragraph	Update
Code of Conduct for Councillors	<p>Proposed to add new Para 2 which states that:</p> <p>“Training shall be provided by the Council to help ensure that you are equipped to act appropriately in your councillor role.</p> <p>All councillors are strongly encouraged to undertake the following core training which shall be provided for all new councillors as part of the new member induction programme, and with an expectation that councillors will attend refresher training to keep up to date. Training shall be offered so that there is flexibility in access; typically, the training will be offered as either attendance at a training session either in person/online, a recording to watch back or via on-line modules.</p> <p>Core Training for all Councillors:</p> <ul style="list-style-type: none">• Code of Conduct for Councillors• Information Governance (to ensure councillors are aware of their data controller responsibilities under GDPR as a ward councillor)• Cyber Security and Information Security (for Rushmoor Outlook account users/using Rushmoor IT kit)• Safeguarding Training (to ensure councillors are aware of duty to report safeguarding concerns, and how to respond as a ward councillor). <p>In addition, councillors who are involved in quasi-judicial decision making as members of the Development Management Committee or on Licensing Hearings need to undertake training to meet the legal requirements for participation.”</p>