

CABINET

**COUNCILLOR CHRISTINE GUINNESS
PRIDE IN PLACE / NEIGHBOURHOOD SERVICES
PORTFOLIO HOLDER**

4TH AUGUST 2026

KEY DECISION? YES

REPORT NO. OS2622

MOBILE CCTV POLICY

SUMMARY AND RECOMMENDATIONS:

To enable use of Mobile CCTV cameras in the borough it is appropriate for a policy on their use to be adopted. This report seeks approval of the new Mobile CCTV policy prior to purchase and trial of grant funded units in the borough.

Recommendation:

That Cabinet is recommended to:

1. Approve the Mobile CCTV policy

1. INTRODUCTION

- 1.1. This report recommends the adoption of a new Mobile CCTV policy for the borough to address antisocial behaviour and fly-tipping hotspots that are otherwise not covered by our existing public space surveillance system.
- 1.2. This is a key decision as mobile CCTV cameras will be used borough wide, so all wards are potentially affected.

2. BACKGROUND

- 2.1. The use of mobile CCTV across Rushmoor will aim to detect and deter antisocial behaviour and increase the opportunity of obtaining evidence for enforcement action.
- 2.2. The council often receive reports of antisocial behaviour or other offences in areas which are not covered by our existing CCTV cameras. These areas can often develop into repeat hotspot areas, causing issues and anxiety for local residents. The council sought SLT approval and successfully applied to the Office of the Police and Crime Commissioner (OPCC) for funding towards mobile CCTV, which was granted in April 2026.

- 2.3. By having a stock of mobile CCTV cameras the council will be able to respond in a timely manner to these issues, increasing the chances of gathering evidence and taking action against perpetrators, whether this be education or enforcement.
- 2.4. The council works with partner agencies including Hampshire and Isle of Wight Constabulary, Housing Associations and local schools to identify perpetrators of antisocial behaviour and other offences, and will do so when evidence is caught on mobile CCTV cameras.
- 2.5. The council often receive requests from other teams or partners for mobile CCTV to assist with local issues.
- 2.6. Use of Mobile CCTV cameras will be governed by strict data protection guidelines, detailed in the policy itself. Cameras will only be deployed in an overt manner, and therefore will not be subject to RIPA.

3. DETAILS OF THE PROPOSAL

General

- 3.1. The council will purchase an initial mobile CCTV camera as a trial unit. If satisfied with the performance, further similar units will be purchased. Cameras will be solar and battery powered, with footage recorded securely on microSD card. Footage will be accessed via a mobile app on a work device or the microSD card direct.
- 3.2. £12,500 was granted by the OPCC antisocial behaviour fund for this project. This money will fund the purchase of multiple camera units and data costs associated with accessing footage via mobile devices.
- 3.3. Cameras will generally be used on council land, and only on non-council land with the owners permission (e.g. Housing Association, Hampshire County Council). Use of cameras on Hampshire County Council land will incur additional costs for permissions, licences and installation.
- 3.4. Cameras will be operated within the boundaries of the Data Protection Act 2018 and the Human Rights Act 1998. Prior to deployment a Privacy Impact Assessment will be undertaken to ensure that use of a camera is proportionate and justified.
- 3.5. Cameras will be used at hotspots around the borough and deployment will be based on available evidence of an issue, including reports direct to the council or partners and police recorded data.
- 3.6. The Mobile CCTV policy summaries the purposes and objectives of their use, data protection guidelines, monitoring and recording of footage and circumstances whereby footage may be released to a third party.

Alternative Options

- 3.7. The only alternative option is for the council to not purchase mobile CCTV cameras and return the money to the OPCC. This is not the preferred option, given members have often requested mobile CCTV cameras, and SLT gave approval for the initial bid to the OPCC.
- 3.8. Not purchasing cameras will impact the council's ability to deal with antisocial behaviour and other hotspots moving forward.

Consultation

- 3.9. Following requests from multiple parties, including members, Hampshire and Isle of Wight Constabulary, Housing Association and members of the public a funding pot was identified and permission sought from SLT to apply. This was approved, and the bid was successful.
- 3.10. There has been no formal consultation on the use of mobile CCTV cameras.
- 3.11. Cameras will be deployed only following completion of the Privacy Impact Assessment, and there may be occasions where members of the public are consulted or informed prior to deployment. Appropriate signage will accompany deployed cameras in line with statutory requirements.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no risks associated with this report.

Legal Implications

- 4.2. The Council is obliged to work within the relevant legislation when operating CCTV and have regard to the appropriate guidance.

Financial Implications

- 4.3. The Council have received grant funding for this project so there should not be any further financial implications in the medium term. Further funding opportunities will be sought if funding is required in the future.

Resource Implications

- 4.4. Officer resource will be required for the assessment of locations, completion of privacy impact assessments and placement of cameras. This will be managed within existing workloads of the Community Safety and Maintenance teams.

Equalities Impact Implications

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

Climate Change Implications

- 4.6 A Climate Change Screening Tool was undertaken and found that a full assessment was not required

Crime and Disorder Implications

- 4.7 The policy will have a positive impact on crime and disorder throughout the borough, permitting the use of mobile CCTV cameras and improved response to reported hotspots.

5 CONCLUSIONS

- 5.5 To allow the use of Mobile CCTV cameras in the borough it is recommended to Cabinet to approve the proposed policy.

LIST OF APPENDICES/ANNEXES:

Appendix 1 – Proposed Mobile CCTV Policy

Appendix 2 – Equality Impact Assessment Screening tool

Appendix 3 – Climate Change Impact Assessment Screening tool

BACKGROUND DOCUMENTS:

List

CONTACT DETAILS:

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Rushmoor Borough Council Mobile CCTV Camera Surveillance Policy

DRAFT

Version 1 – July 2026

Due for review July 2029

1. Introduction

- 1.1. This policy applies to the use of deployable mobile cameras. These cameras are managed by Rushmoor Borough Council ('the Council') and for which the council acts as the primary data controller and handler. This policy acts separately from all policy, provisions and agreements relating to the council's fixed public space surveillance cameras.
- 1.2. The Council will deploy on as needs basis mobile surveillance cameras across the Rushmoor geographic area to enable the detection, deterrence and investigation of offences and to encourage safety in public places. This policy details the purpose, scope, specifications, and legal basis of the deployable mobile cameras and addresses both the rights of the data controller (the Council) and the data subjects (any individual recorded by this CCTV).
- 1.3. The cameras that will be used will be mobile and their location chosen based on 'hotspot' activity, with data gathered via reports to Hampshire and Isle of Wight Constabulary and direct reports to the council. A record will be kept of the location of camera hardware, including associated warning signage informing the public of their presence.

2. Purpose and objectives

- 2.1. The aim of this project is to utilise mobile cameras across Rushmoor to detect and deter antisocial behaviour, but also to increase the opportunity of obtaining evidence for enforcement action for offences for which the Council is the statutory enforcement authority (fly tipping and litter, dog fouling, general anti-social behaviour, vehicle abandonment, and so on).
- 2.2. The Council has a responsibility to its residents and a statutory duty as an enforcement authority to prevent, investigate and prosecute certain offences within its area of responsibility. A lack of evidence is the most frequent mitigating factor that prevents officers from fulfilling this mandate. The installation of mobile camera units will enable the Council to gather more evidence and will allow investigating officers to fulfil their enforcement role more effectively.

- 2.3. In addition, the means of deterrence created by the presence of the cameras will reduce the level of offending and empower communities to promote a safe and cleaner place to live.

3. Camera Deployment and data access

- 3.1. Cameras are battery and solar powered and can be positioned on suitable structures without any connection to mains. These cameras are overt and will meet the same signage requirements as the council's permanent cameras. These cameras store data onto an encrypted SD card and can only be viewed from a secondary device (e.g mobile phone, laptop) by an authorised council officer.
- 3.2. The cameras, hardware and accessories, data transfer and all associated 'procedures' will be owned and operated solely by the Council, who will be the data controller. It will be managed by an appointed officer(s) (henceforth known as the 'system officer(s)'), who will be the primary point of contact for all matters relating to the system, and will be subject to the supervision of the Council's Data Protection Officer (DPO) in respect of usage.
- 3.3. Access to the images generated by the Council's cameras will be highly restricted. Access will be granted at the discretion of the system officer, in consultation with the DPO and relevant investigating officers. All data produced by the camera systems will be protected by encryption and/or password protection to guard against unauthorised third-party access
- 3.4. The Council is a registered public authority with the Information Commissioner's Office (ICO) (reference Z5918803) and abides by all of its guidelines and regulations.
- 3.5. Deployment locations will be carefully considered and determined based on the frequency of crime and offending in said area (i.e., 'hotspots') including statistical data obtained by public reports and trusted third party intelligence, or upon an incident occurring at or involving an associated address. Locations will change based on evolving patterns of offending and updated intelligence and case progression, or indeed a reduction or ceasing of issues at the associated location(s). It is not envisaged that cameras will be deployed permanently, and there may be periods where the camera units are stored at the council offices.

- 3.6. Structures that cameras will be attached to will be stress tested to ensure that they are suitable locations.
- 3.7. Clear signage will be displayed within the vicinity of every deployment location which will provide basic information on the purpose of data gathering and a contact point within the Council.
- 3.8. The Council has carried out a Data Protection Impact Assessment (DPIA) for this project and a location-based Privacy Impact Assessment will be carried out prior to any individual camera deployment
- 3.9. If a relevant offence(s) is captured by the camera system and relates to their department, other council officers may be granted access to data, subject to the agreement of the system office and DPO.
- 3.10. Should an offence captured on the Council's camera systems be determined by investigating officers to be of a sufficiently serious nature to warrant the involvement of a law enforcement agency, the Council will notify and pass the evidence on to Hampshire and Isle of Wight Constabulary or any other relevant law enforcement body.
- 3.11. Cameras will capture the minimum amount of data possible for the stated purpose of the camera system (the deterrence, investigation, and prosecution of criminal acts), in accordance with the Surveillance Camera Code of Practice's guiding principles. The camera systems will capture visual data (a rapid series of still images and/or video that are triggered by movement in the camera's field of vision). The camera may also capture audio data dependant on circumstances of the deployment.
- 3.12. Sensitive/special category data may be determinable through the images generated by the cameras (for example, an individual's ethnicity may be ascertained from the footage). The lawful basis for processing such data is under UK GDPR Article 9.2(g), which allows for the capture of such data when "processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data

subject domestic law”. Prevention and prosecution of crime falls within the definition of the public interest.

4. Use of Cameras on Private Land

- 4.1. The Council may, in certain circumstances, deploy cameras on private land, with the express permission of the landowner/occupier and with considerations given as to whether there is a pressing and specific need (for example, if a antisocial behaviour is occurring nearby, and this location is deemed most suitable for gathering evidence).
- 4.2. The primary purpose of deploying all camera systems onto private property is the prevention and detection of criminal activity. The Council will, at no point, allow its equipment to be used for reasons outside of this purpose.
- 4.3. The Council remains the sole responsible operator for all of its camera equipment and the sole data owner of the data they produce, regardless of whether it is deployed on private or public land. Landowners/occupiers will at no point be authorised to view any footage captured by cameras deployed on their land and cameras used for this purpose will be subject to the same stringent data security protocols as the council’s other camera systems.
- 4.4. The Council will abide by the ICO’s guidance regarding recording in public and private spaces and will comply with its legal obligations as the data controller.
- 4.5. The Council’s camera operators will, as far as is practicable without compromising the quality of the footage, endeavour to restrict the camera’s field of vision to the authorised private property and to public land.
- 4.6. The Council will use the footage captured on private land to assist in its own investigations or may pass that footage on to the police (depending on the seriousness of the offence). Footage may also be used to inform crime prevention efforts in future,
- 4.7. Footage gathered by the camera systems on authorised private land and public land will be subject to the same data retention protocols as all other footage captured by the council’s other cameras (standard 30 data retention period) and, consequently, may be retained for the purpose of aiding in an ongoing investigation.

- 4.8. Any cameras deployed on to private land will continue to be controlled by the relevant officer(s) and the landowner will agree to hold no influence on the cameras or their usage. Cameras can be removed at any time that the system officer(s) deem appropriate, or when hardware is required elsewhere, however this will be agreed with the landowner as soon as possible.

5. Data Encryption

- 5.1. The cameras use AES-128 encryption or higher. All footage is password protected. The Council will host the system on which data is stored and viewed by investigating officers. Data will only be accessible to authorised personnel. Passwords will be different amongst all cameras to add further security to data theft or breach. Data obtained on the SD card can only be viewed on the camera if a password is entered. Data on the SD card can only be viewed on another device, such as a laptop, if the associated software is present, and where the encryption permissions are approved.
- 5.2. Concerns about any potentially inappropriate use of data can be made Legal@rushmoor.gov.uk
- 5.3. RBC is the data controller for images produced by the camera systems and will, thus, retain image rights over the data produced.
- 5.4. The quality of the images produced will be of the necessary quality to fulfil the stated goals of this policy.
- 5.5. The improper or unlawful use of the personal data produced by the Council's cameras will not be tolerated by the Council and will be mitigated by staff training, control and monitoring of data access by the system officer and DPO.

6. Lawful Basis for Camera Deployment

- 6.1. The Council has statutory duties under various legislation to combat crime and anti-social behaviour within its district. The Council believes that the installation of surveillance equipment to aid in the combatting of crime and anti-social behaviour will allow it to fulfil this mandate.
- 6.2. Acts relating to the use of Mobile Cameras include, but are not limited to, Environmental Protection Act 1990, the Clean Neighbourhoods and Enforcement

Act 2005, the Refuse Disposal (Amenity) Act 1978, the Anti-social Behaviour, Crime and Policing Act 2014.

- 6.3. The Data Protection Act 2018 grants the Council, as the “competent authority” delegations for enforcement, which may include data processing and management.
- 6.4. The Council is aware of and compliant with its obligations under data protection law, namely the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act 2018 and has procedures and safeguards in place to ensure the responsible and ethical use of data. For further information please see [Data protection - Rushmoor Borough Council](#).
- 6.5. The Council is a registered authority with the Information Commissioner’s Office, and it has appointed a Data Protection Officer (DPO) who is responsible for the oversight of personal data usage, and it is compliant with regulations specified in the Human Rights Act (1998), Freedom of Information Act (2000), and Protection of Freedoms Act (2012), as well as any other legislation pertinent to the responsible handling of sensitive data and the deployment of overt surveillance camera hardware in a public place.
- 6.6. This policy has been developed and informed by guidance from the Information Commissioner’s Office (ICO) and the Biometrics and Security Camera Commissioner (BSCC).

7. Release of data

- 7.1. The system officer, in consultation with the Data Protection Officer and investigating officers, may determine that an action or behaviour captured by the surveillance system should be shared with another relevant agency. Rushmoor Borough Council holds the right to transfer all forms of captured data to the police or any other enforcement officer at the discretion of the council’s investigating officers or upon request by a law enforcement body.
- 7.2. All data gained from any method of surveillance detailed in this policy is subject to the ordinary rights of the public to make a Subject Access Request under the Data Protection Act or Freedom of Information Act 2000. The council will deal

with these requests in alignment with its statutory duties and in coherence with the ICO's guidelines.

7.3. The system officer and/or any relevant investigating officer may allow the controlled release of certain data in the interests of obtaining the identity of any offender(s) whom are under investigation. This can involve sharing isolated data with the public. In these instances, the council will endeavour to isolate or remove or obscure, innocent or irrelevant data from any data being shared..

7.4. Isolated shared data must meet the following criteria:

- An offence or offences are significant enough for the council to believe it reasonable and proportionate to share personal data
- All other methods of identifying the offender(s) have been attempted
- Any associated victim of an offence has been consulted
- Sharing of the data is unlikely to lead to significant public objection
- The impact of sharing the data has been reasonably considered
- Age of the offender will be taken into account where they appear to be under the age of 18.

Once identification has occurred footage will be removed.

7.5. Requests for any data made by a member of the public under either the Data Protection Act 2018 or Freedom of Information Act 2000 should be made to data.protection@rushmoor.gov.uk.

8. Data Retention

8.1. For the council's Data Protection Policy see, <https://www.rushmoor.gov.uk/dataprotection>.

8.2. The standard period of data retention operated by the Council is 30 days after the initial period of recording. However, officers may elect to retain images under certain circumstances, for example, should an investigation require additional time to conclude. After the initial 30 day period/upon investigation completion, footage will be deleted unless this function has already been carried out manually by an officer.

- 8.3. When data relates to either an internal or external body's investigation, the council may retain data for longer than 30 days, or if there is any likelihood that the data may become a part of a future investigation.
- 8.4. Decisions regarding data retention will be taken by the system officer and/or relevant investigating officer, as well as the DPO.
- 8.5. The Council abides by the ICO's principle of collecting and retaining the minimum amount of data needed in order to fulfil the stated specific mandate and remit of the project and deletes data by which individuals are identifiable as quickly as is practical.

9. Complaints Procedure

- 9.1. To raise any concerns regarding the surveillance detailed in this policy or the data collected by them please first contact the council's data protection team at data.protection@rushmoor.gov.uk.
- 9.2. If this has not been satisfactory then the council's formal complaints procedure should be followed.
- 9.3. If after following the previous steps, it is believed that the Council's data handling practices do not meet required ethical and legal standards, a complaint can be made to the Information Commissioner's Office by visiting <https://ico.org.uk/make-a-complaint/> or by calling 0303 123 1113.

10. Staff Compliance

- 10.1. All staff involved in the installation, operation, monitoring, and oversight of the Council's surveillance camera systems will be made aware of this policy and their responsibilities under data protection law.
- 10.2. Oversight responsibilities for the ethical and lawful operation of the Council's surveillance camera systems and the correct handling of the data rest with the Data Protection Officer.

11. Review

- 11.1. The Council will review this policy every 3 years.

DRAFT

Equality Impact Assessment: Screening Tool

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

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

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

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

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

Name of Project	Mobile CCTV
Reference number (if applicable)	
Service Area	Community Safety / Place Protection / Operations
Date screening completed	07/07/26
Screening author name	David Lipscombe
Policy Team sign off	
Authorising Director/Head of Service name	David Phillips

Please provide a summary of the proposal

Please outline:

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

The use of mobile CCTV across Rushmoor will aim to detect and deter antisocial behaviour and increase the opportunity of obtaining evidence for enforcement action.

The council often receive reports of antisocial behaviour or other offences in areas which are not covered by our existing CCTV cameras. These areas can often develop into repeat hotspot areas, causing issues and anxiety for local residents. The council sought SLT approval and successfully applied to the Office of the Police and Crime Commissioner (OPCC) for funding towards mobile CCTV, which was granted in April 2026.

The use of Mobile CCTV cameras will impact a broad range of individuals across the borough. Use will be governed by strict data protection guidelines, detailed in the policy itself. Cameras will only be deployed in an overt manner and therefore will not be subject to RIPA.

Group of people	Impacted?
Residents	☒ Yes/ ☐ No
Businesses	☒ Yes/ ☐ No
Visitors to Rushmoor	☒ Yes/ ☐ No
Voluntary or community groups	☒ Yes/ ☐ No
Council staff	☐ Yes/ ☒ No
Trade unions	☐ Yes/ ☒ No

Other public sector Organisations	☐ Yes/ ☒ No
Others	Please specify:

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

Please outline in brief: • Who will be impacted? For example, which services, teams, or buildings? • How many staff members? • What will the impact be? (e.g., changes to structure, staffing levels, responsibilities, relocation, or new working methods)
N/A

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

Please outline in brief: • Which groups will you consult (residents, staff, other stakeholders)? • Will you collect personal data? • How will you engage (e.g., surveys, focus groups)? • How will you use the feedback? If no engagement is planned, explain why.
Following requests from multiple parties, including members, Hampshire and Isle of Wight Constabulary, Housing Association and members of the public a funding pot was identified and permission sought from SLT to apply. This was approved, and the bid was successful. We will engage with other stakeholders regarding deployment location – likely to include Police, Housing Associated, Elected members and members of the public. Their opinions/advice will be sought on deployment locations, following a location being raised as a hotspot through police reports or direct reports to Rushmoor Borough Council.

We will not generally carry out surveys in relation to where cameras are sited, as the cameras are designed to be deployed rapidly in response to antisocial behaviour hotspots. Cameras will always be used overtly with appropriate signage.

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

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	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
Age (for example, young people under 25, older people over 65)	☐	☒	Choose an item.	☐	Potential for mixed perceptions. Some older people may feel reassured by CCTV presence, while younger people may feel disproportionately monitored, including those who are simply present in an area where ASB is occurring. This could be mitigated through clear public messaging, signage, and explanation of purpose etc.
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.)	☐	☒	Choose an item.	☐	Potentially positive for some disabled people who may feel increased reassurance. However, people with mental health conditions, autism, learning disabilities or sensory sensitivities may experience anxiety about being watched. This could also be

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
					mitigated through accessible communication, easy-read formats, and language choices
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.	☐	☒	Choose an item.	☐	
Marriage and Civil Partnership	☐	☒	Choose an item.	☐	
Pregnancy and Maternity (Include people who are pregnant in or returning to the workplace after pregnancy. Could also include working parents.)	☐	☒	Choose an item.	☐	
Race or ethnicity (include on the basis of colour, nationality, citizenship, ethnic or national origins)	☐	☒	Choose an item.	☐	In areas with higher proportions of ethnic minority communities, there may be concerns about disproportionate monitoring. Cameras will only be deployed once a privacy impact assessment has been carried out, and only

Protected characteristic	Positive impact	Neutral impact	Negative impact	Not Sure	Description of the impact (if applicable) <i>Consider both direct and indirect impacts when completing this table</i>
					where proportionate and justifiable.
Religion or belief (include no faith)	☐	☒	Choose an item.	☐	If cameras are placed near places of worship and concern is raised clear communication on the rationale for placement will be shared along with completion of privacy impact assessment as standard.
Sex (Under the Equality Act 2010 and following the 2025 Supreme Court ruling on 15 April 20205, a person's legal sex is defined as their biological sex as recorded at birth. Trans individuals are still protected from discrimination under the characteristic of gender reassignment.)	☒	☐	Choose an item.	☐	Women and girls who statistically face greater risk of certain crimes may feel reassured, in line with the government drive on tackling Violence against Women and Girls (VAWG)
Sexual Orientation (Include people from across the LGBTQ+ umbrella, for example, people who identify as lesbian, gay, bisexual, pansexual or asexual.)	☐	☒	Choose an item.	☐	
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)	☐	☒	Choose an item.	☐	Across all characteristics, it is important to demonstrate that CCTV use is necessary, proportionate, evidence-based, and deployed consistently. Clear communication with the public is a key mitigation.

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

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.

Equalities Impact Assessment: Full Assessment

Before completing this form, you should have filled out an Equality Screening Tool and obtained approval from your Head of Service and the Policy Team. This Equality Impact Assessment should be completed if the Screening Tool identifies a potentially negative impact on one or more specific groups or there is a large-scale proposal or impact. It can also be used to highlight positive impacts.

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.

If unsure, contact the Policy Team.

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.

Summary of proposal

Name of Project	
Reference number (if applicable)	
Service Area	
Date assessment completed	

Before completing the EIA, please read the guidance and FAQs. For further help and advice please contact Policy@rushmoor.gov.uk

1. Please provide a summary of the proposal.

Please provide:

- How the service works now (if relevant) and what changes are being suggested.
- Who will benefit from the proposal and what the results will be.
- Any savings the proposal might bring.

2. What impact will this change have on different groups of people?

This section of the assessment examines the broad impacts of the proposed changes on different groups, such as service users, local communities, and businesses.

2A. Who will your proposal impact?

Please consider:

- Will the impact mostly affect people outside the council, inside, or both?
- Who will be affected – residents, service users, local communities, businesses, visitors, or others? The effect on staff will be looked at separately.
- What will the impact be – for example, less access to services or travel disruptions?

2B. What impact will this change have on staff?

Please consider:

- Who will be impacted? For example, which services, teams or buildings? How many staff?
- What will the impact be? For example, changes to structure, reporting lines, staff levels, responsibilities, location, access to services, new working methods, or development opportunities.

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

This section of the assessment looks in detail at the likely impacts of the proposed changes on different sections of our diverse community.

3A. What data have you used to assess impacts?

Please provide:

- Details of the evidence used to check the impact on people with protected characteristics and disadvantaged groups (see guidance for help).
- A breakdown of service user details, if possible.
- A short summary of what the findings mean.

3B: Assessing the Impacts on People with Protected Characteristics and Disadvantaged Groups in the table below.

Please first select whether the potential impact is positive, neutral, or negative, and then provide details of the impacts and any mitigations or positive actions you will put in place.

Please use the following definitions as a guide:

Neutral – The proposal has no impact on people with the identified protected characteristics.

Positive – The proposal has a beneficial and desirable impact on people with the identified protected characteristics compared to others.

Negative – The proposal has a negative and undesirable impact on people with the identified protected characteristics compared to others.

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

Characteristic or group	Positive/ Neutral/ Negative	What are the positive and/or negative impacts?	How will potential benefits be enhanced or negative impacts be eliminated or reduced? <i>Consider both direct and indirect impacts when completing this table</i>
Age (for example, young people under 25, older people over 65)	Choose an item.		
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.)	Choose an item.		

Characteristic or group	Positive/ Neutral/ Negative	What are the positive and/or negative impacts?	How will potential benefits be enhanced or negative impacts be eliminated or reduced? <i>Consider both direct and indirect impacts when completing this table</i>
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.	Choose an item.		
Marriage and Civil Partnership	Choose an item.		

Characteristic or group	Positive/ Neutral/ Negative	What are the positive and/or negative impacts?	How will potential benefits be enhanced or negative impacts be eliminated or reduced? <i>Consider both direct and indirect impacts when completing this table</i>
Pregnancy and Maternity (include people who are pregnant in or returning to the workplace after pregnancy. Could also include working parents.)	Choose an item.		
Race or ethnicity (include on the basis of colour, nationality, citizenship, ethnic or national origins)	Choose an item.		

Characteristic or group	Positive/ Neutral/ Negative	What are the positive and/or negative impacts?	How will potential benefits be enhanced or negative impacts be eliminated or reduced? <i>Consider both direct and indirect impacts when completing this table</i>
Religion or belief (include no faith)	Choose an item.		
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.)	Choose an item.		

Characteristic or group	Positive/ Neutral/ Negative	What are the positive and/or negative impacts?	How will potential benefits be enhanced or negative impacts be eliminated or reduced? <i>Consider both direct and indirect impacts when completing this table</i>
Sexual Orientation (Include people from across the LGBTQ+ umbrella, for example, people who identify as lesbian, gay, bisexual, pansexual or asexual.)	Choose an item.		
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)	Choose an item.		



4. How do you plan to mitigate negative impacts?

Please provide:

- An outline of actions and the expected outcomes
- Any governance and funding which will support these actions if relevant

5. Please provide details of your consultation and/or engagement plans.

Please provide:

- Details of what steps you have taken or plan to take to consult or engage the whole community or specific groups affected by the proposal.
- Who has been or will be consulted or engaged with?
- Methods used or that will be used to engage or consult.
- Key findings or feedback (if completed)

If you are planning or completing key strategic participation and engagement work or if you need guidance and support, please get in touch with the communications team communications@rushmoor.gov.uk

If you have **not** completed any engagement activity and do not plan to, you should outline why this decision has been made.

6. Once the proposal has been implemented, how will impacts be monitored and reviewed?

Please provide details in the table below.

Action	Responsible team or officer	Deadline

Please send the completed EIA to Policy@rushmoor.gov.uk for quality checking by the policy team. All Equality Impact Assessments must be attached with any report to a decision-making board and should be made publicly available on request.



This Equality Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Member	Name	Signed	Date
Staff member completing this form			
Policy Team			
Director or Head of Service			





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:	Mobile CCTV
Brief Summary of Project:	The use of mobile CCTV across Rushmoor will aim to detect and deter antisocial behaviour and increase the opportunity of obtaining evidence for enforcement action.
Date Completed:	07/07/26
Completed by:	David Lipscombe
Service:	Community Safety / Place Protection / Operations

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

- 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)		X	
	Council's fleet (vehicle mileage or fuel)		X	
Scope 2 Emissions	Purchased electricity usage		X	
Scope 3 Emissions	Staff business travel (personal vehicle use for business purposes, rail / public transport)		X	
	Water usage (e.g. within Council buildings)		X	
	Waste volumes (including refuse collections)		X	
	Contractor vehicle mileage		X	

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?		X	
	Will this involve building heating, lighting or site/service wide equipment changes?		X	
Transport	Will this change travel patterns for staff, contractors, residents or visitors?		X	
	Will this involve vehicles, including the Council's fleet, contractors' vehicles, site visits or deliveries?		X	
Natural Environment & Biodiversity	Could this affect green spaces, trees, habitats or biodiversity?		X	
	Does this involve land use, landscaping or outdoor works?		X	

Water	Will this change water use or water efficiency?		X	
	Will this improve or reduce water quality?		X	
Waste & Materials	Will this project increase or decrease waste?		X	
	Will this involve procuring products or materials ?		X	
Social Value & Climate Justice	Could this improve outcomes, put increased pressure on, or otherwise affect vulnerable residents to the impacts of climate change?		X	
	Does the proposal have social value initiatives related to climate change or the natural environment, including education, or green skills & jobs?		X	
Adaptation	Could climate change affect this project, e.g. extreme weather: flooding, heat or drought, or service disruption?		X	
	Does the project increase or reduce resilience to climate risks?		X	
Other	Are there any other positive or negative impacts that may arise from this project, e.g. emissions offsetting?		X	

Is a Full CCIA Assessment Required?

If you have answered **UNSURE** for any questions:

- Read through the consideration prompts to get a better understanding on whether to decide if it would be a YES or NO
- Then proceed once this has been established.

If all answers are **NO**, a full CCIA is not needed.

- The following wording can be used in the Climate Change Implications section in the Cabinet Report:
- *A Climate Change Screening Tool was undertaken and found that a full assessment was not required.*

If any answers are **YES**:

- A full CCIA assessment is required.
- This should be done using the [CCIA Matrix Tool].

- Please note that whilst we would advise you to familiarise yourself with each category to fully determine climate impacts, it is likely that you will only need to fill in the categories highlighted from the categories above. For example, if you answered yes to only questions in energy and transport, you would likely only fill these in within the full assessment.