

28 August 2026

Dear Members

Council Meeting

I hereby give notice that a meeting of the Council will be held in the **Council Chamber, County Buildings, Martin Street, Stafford** on **Tuesday 8 September 2026 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg
Chief Executive

COUNCIL MEETING - 8 SEPTEMBER 2026

Mayor, Councillor Mark Winnington

AGENDA

- 1 Freedom of the Borough Presentation to Mr and Mrs Dudson
- 2 Approval of the Minutes of the meeting of Council held on 21 July 2026 as published on the Council's website.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 6 Public Question Time - Nil
- 7 Councillor Session - Nil
- 8 Notice of Motion

- (a) A Notice of Motion pursuant to Paragraph 13.1 of the Council Procedure Rules has been proposed by Councillors D P Rouxel and E L Carter as follows:-

"This council is concerned at the impact of both wildfires and the deliberate outdoor burning of rubbish, both within Stafford Borough and beyond. Wildfires, as we have seen recently, have the potential to damage property and injure people, and the burning of rubbish, including plastic from farms, households and other commercial waste has a significant impact on both the environment and the health of the citizens of Stafford, especially in relation to air pollution.

Council resolves to write to Government to ask that legislation be made more stringent, including the following measures:

- Increase the penalties for those deliberately starting wildfires and burning waste illegally
- Introduce a greater level of restriction on all activities in public spaces and private land which could accidentally lead to wildfires and increase penalties where restrictions are ignored
- Lower the standard of proof for activities involving burning of waste outdoors so that video and photographic evidence is sufficient for prosecution and the timeframe for investigations is shortened

- Undertake a review of the impact of particulate pollution with a view to requiring monitoring of particulate levels, requirements for appropriate measures of particulate reduction, and provide local authorities with the resources to undertake this.

Council further resolves to request members of parliament in Stafford Borough to support this proposal.”

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Chief Executive

Civic Centre
Riverside
Stafford
ST16 3AQ

Agenda Item 9

Community Governance Review for Stafford Town

Committee:	Council
Date of Meeting:	8 September 2026
Report of:	Head of Law and Governance
Portfolio:	Resources Portfolio

1 Purpose of Report

- 1.1 To consider the final recommendations from the Stafford Town Working Group following the recent Community Governance Review of the area.

2 Recommendations

- 2.1 That the recommendations of the Stafford Town Working Group in relation to the Stafford Town Community Governance Review be implemented, and an order in accordance with the draft set out in **APPENDIX 2** be made.
- 2.2 That the Head of Law and Governance be authorised to take all required steps to give the recommendations effect.

Reasons for Recommendations

- 2.3 The creation of a Town Council for Stafford was considered as part of a Community Governance Review. A Member Working Group considered the results of a public consultation and proposed the recommendations for adoption. The recommendations will allow the new Town Council to be created.

3 Key Issues

- 3.1 On 2 December 2025, the Council resolved to commence a Community Governance Review of the unparished areas of Stafford Borough and the current parished area of Doxey. The Head of Law and Governance was provided with delegated authority to complete the review, in consultation with the Stafford Town Working Group.

- 3.2 A public consultation on proposals for creating a new town council for Stafford was undertaken between 9 February and 22 March 2026. The results of the consultation were considered by the Working Group, who have provided recommendations as set out in this report.

4 Relationship to Corporate Priorities

- 4.1 The recommendation support Priority 4: Effective Council, by ensuring adequate democratic representation for the residents of Stafford.

5 Report Detail

- 5.1 The power to review community governance arrangements in its area was devolved to the Council under the Local Government and Public Involvement in Health Act 2007 (the Act).

- 5.2 A Community Governance Review can consider the creation of new parish councils as well as review arrangements for existing parishes and their respective councils.

- 5.3 The Council adopted the following terms of reference for the review:

That the area to be reviewed should encompass the unparished area of Stafford Borough and the current parished area of Doxey; and that the review should consider what the boundaries of any new parish should be, what the name of the parish should be, whether any new parish should have a parish council and what electoral arrangements should be introduced for the parish council (including whether it should be warded and the number of councillors)

- 5.4 Once the terms of reference have been established, the Council must carry out consultation with all local government electors for the area under review and any other person or body which appears to have an interest in the review. A public consultation was carried out between 9 February and 22 March 2026. The consultation report is attached at **APPENDIX 1**.

- 5.5 When determining governance arrangements for Stafford Town it will be important for the Council to consider whether those arrangements reflect the identities and interests of the community in that area and whether they are effective and convenient.

- 5.6 The Stafford Town Working Group is an advisory group of 8 councillors with representatives from all four political groups on the Council. The Group has considered community governance arrangements in Stafford and has had regard to the results of the public consultation. The Head of Law and Governance has consulted with the Group in providing the recommendations that are before Council tonight. The Group provided recommendations on the following issues:

Whether Stafford Town should be parished and whether it should have a Town Council

- 5.7 Prior to going out for consultation, the Council set up a webpage providing information on the purpose of a Community Governance Review and explaining the roles and powers of parish councils. It was also noted that Stafford was currently the only unparished area in the Borough, that some concerns had been expressed that a move to a larger unitary authority would result in a democratic deficit and loss of identity for the area and that a new council could preserve the civic tradition of having a mayoralty in Stafford. The consultation responses indicated that **63.6%** were in favour of a Town Council, with **26.7%** against and **9.6%** unsure. Respondents in favour commented about the importance of local decision making and the need for the town to have representation within the unitary system, as well as the importance of preserving the civic identity.
- 5.8 The Working Group recommended that Stafford Town be parished and that a Town Council be created.

Whether the existing area of Doxey parish should be included

- 5.9 The consultation responses indicated that **46.7%** were in favour of including Doxey and **40.5%** against. However, when looking at responses from electors in Doxey itself, **7.1%** were in favour of its inclusion, with **88.8%** against. Doxey parish already has a well-established parish council and some concerns were raised over losing that community identity, representation and funding.
- 5.10 The Working Group recommended that Doxey parish was kept separate and was not included in the new Stafford parish area.

Whether Stafford parish should be warded and, if so, how

- 5.11 The Group noted that the new Council would serve an electorate of over 46,000 and would therefore be a sizeable local council. It was considered that the size of its electorate warranted warding of areas to make elections practical, convenient and more representative of the relevant areas.
- 5.12 The consultation showed that **66.5%** were in favour of matching the boundaries of the 12 existing Borough Council wards, with **17.8%** against. The Group noted that these boundaries were already well recognized by residents and had been endorsed in previous boundary reviews carried out by the Local Boundary Commission for England.

- 5.13 However, with Doxey parish not being included within the new parish, consideration needed to be given to how Castletown would be parished. It was not considered that Castletown had a sufficiently high electorate to constitute forming a separate ward on its own. It was also noted that, when Doxey parish was first established, consideration had already previously been given to combining Castletown within its area. However, that proposal was not pursued. The Group looked at size and locations of existing adjoining Borough wards. It was considered that Castletown already had close connections with areas within the existing Rowley ward and that it would be most appropriate to merge Castletown into the existing Rowley ward boundary. This would result in 11 Town Council wards, as set out in **APPENDIX 4**.

- 5.14 The Group recommended that the parish be warded using the same boundaries as existing Borough Council wards, with the unparished area of the Doxey and Castletown Borough ward being merged into the existing Rowley ward boundary.

How many Councillors the Town Council and its wards should have

- 5.15 The Group noted the current councillor representation for each of the Stafford Town wards (with an overall number of 19 councillors). These numbers had been derived following a review by the Local Government Boundary Commission to achieve appropriate representation, and comparable elector to councillor ratios, across each ward. The Group considered the current elector to councillor ratios within all Stafford Town Borough wards.
- 5.16 The Group noted that Council sizes and council numbers varied greatly across the country and there was no set formula. The Group had regard to the number of councillors in other local parish councils, as well as examples of larger town councils across the country.
- 5.17 The consultation responses showed that **42.9%** were in favour of having 19 councillors, with **38%** against and **19.1%** unsure. The Group considered it appropriate to retain a similar elector to councillor ratio within Stafford Town as was currently in place for the Borough Council. It was considered that Rowley ward would require an increase in councillor representation if the electors from Castletown were to be combined with it.
- 5.18 The Group recommended that the new Town Council should be made up of 19 councillors, divided between each ward as follows: Baswich (2), Common (1), Coton (2), Forebridge (1), Highfields and Western Downs (2), Holmcroft (2), Littleworth (2), Manor (2), Penkside (1), Rowley (including Castletown) (2), Weeping Cross and Wildwood (2).

The Names of the new parish and parish wards

- 5.19 The Group reached consensus that the new parish should be known as Stafford. In respect of its ward names, the consultation responses showed that **72.5%** were in favour of matching the names of existing Borough Council wards, with **14.6%** against. The Group considered that these names were long standing and familiar to electors. However, the Group considered that the name of “Rowley” ward should be amended to “Rowley and Castletown” to reflect the combining of those areas into the same ward.
- 5.20 The Group recommended that the names of the 11 Town wards should be as follows: Baswich, Common, Coton, Forebridge, Highfields and Western Downs, Holmcroft, Littleworth, Manor, Penkside, Rowley and Castletown, Weeping Cross and Wildwood.

Next Steps

- 5.21 The Councils decisions will be brought into effect by an appropriate “establishment order”. It is recommended that the order is made prior to 1 December 2026 to allow electoral registers to be updated before their statutory publication.
- 5.22 If a new Town Council is established, its first elections will take place in May 2027. For preparatory purposes, the Town Council itself would become a legal entity before that date (1 April 2027). In the interim period before the elections, it would be usual practice to have its interests represented by existing Borough Council ward members for that area. Other preparatory work, such as drafting governance documents, obtaining appropriate insurance, setting up bank accounts etc. will need to be carried out in order to ready the new Council for its first annual meeting and allow it to operate from day one.

Setting the initial precept

- 5.23 The Establishment Order must specify the anticipated precept requirement for the new Town Council. The Town Council will need initial funds to be able to pay for the employment of a Town Clerk, and any other necessary officers, as well as rental of any office space and essential operating systems such as IT and stationary. The amount of initial precept required will also depend on the amount of functions or liabilities that are transferred initially. The Borough Council is not responsible for setting the Town Councils actual detailed budget. This will need to be approved by the new Town Council by 1 October 2027 but may not exceed the calculated anticipated precept.
- 5.24 There will be limited initial capacity for the new town council to manage significant services and the transfer of physical assets will be limited to those where transfer is legally required. The only asset legally required to be transferred are the allotment sites within the Stafford Town area.

- 5.25 Although no land or assets are intended to be transferred at this stage, the new town council will need to operate from premises and meet in local venues. Provision has therefore been made for initial rental of space although the precise locations will be a matter for the new council to determine in the longer term.
- 5.26 The new Council is likely to desire a presence in the town centre, serving as an important point of contact to signpost and represent residents, businesses and visitors. It is anticipated that the new council will resolve to style itself as a Town Council with an annually elected Mayor of Stafford. Upon the dissolution of the Borough Council, this role will enable historic and cultural ceremonial customs and events that are associated with the current Mayoralty, to continue. As a consequence, it is anticipated that the new town council will require a qualified full-time clerk, part-time mayoral support officer and part-time finance officer.
- 5.27 The estimated precept is based on a review of the work of other local authorities setting up town councils. An average was taken over several councils setting up town councils within the last two years. They set them to include costs such as staffing, buildings, subscriptions, telephone, IT and web site, banking, insurance, general office expenses, election expenses, equipment and equipment maintenance, cleaning, utilities, reserves, etc. so this is also taken into account in the determination in this report.
- 5.28 **APPENDIX 3** sets out a general working budget as a basis of the initial calculation. It does not constrain the discretion of the new council to set its own priorities and budget allocations within the anticipated precept total. Precepts for future years will also be set by the new council.
- 5.29 The initial precept is recommended to be set at £664,599.69. Based upon this figure, the information below provides an indicative tax base and estimated Band D Council Tax Charge for the new Council:

Indicative Tax Base: 20,247.36 Band D equivalent

Estimated Band D Council Tax Charge (per annum): £38.44

Ceremonial Functions

- 5.30 The original “Stafford Borough” was reorganized and combined with other local districts, to form Stafford Borough Council, in 1974. In the same year, Queen Elizabeth II granted a charter to Stafford Borough Council. Section 245 of the Local Government Act 1972 therefore allows the Council to call itself a borough and to elect a Mayor and Deputy Mayor of the Borough. Section 246 of the LGA 1972, vests any privileges or rights in the original Stafford Borough in the inhabitants of that area.

- 5.31 Once established, section 245(6) of the Local Government Act 1972 allows a parish council to resolve to adopt the style of “Town” Council, with the right for the Chair and Vice-Chair to adopt the styles of Town Mayor and Deputy Town Mayor.
- 5.32 If a town council is not created, then consideration will need to be given to establishing Charter Trustees as part of local government reorganisation. This is a corporate body created to maintain and promote the historic and ceremonial traditions of the area, including the right to elect a civic mayor. They are intended to be temporary arrangements until local councils can take over. However, some areas have maintained such arrangements for a significant period of time to date.

Local Government Reorganisation and Neighbourhood Governance

- 5.33 On 16 July 2026, the government announced that the Secretary of State had decided to implement the two unitary proposal or reorganisation for Staffordshire that included North Staffordshire (and the existing areas of Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent) and South Staffordshire (and the existing areas of Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford and Tamworth). This will be subject to Parliamentary approval with a draft Structural Change Order (SCO) due to be made in the new year. It is anticipated that the SCO will dissolve Stafford Borough Council on 1 April 2028, and transfer its functions to the new South Staffordshire Unitary Council. The reorganisation of principal councils will not have any direct impact on parish councils so does not prevent the establishment of a Stafford Town Council.
- 5.34 Section 62 of the English Devolution and Community Empowerment Act 2026 allows the Secretary of State to require all principal local authorities in England to make “*appropriate arrangements to secure the effective governance of any area of a specified description that falls within the authority’s area (a “neighbourhood area”)*”. These arrangements would require all local authorities to set up specific organisational structures (e.g. area committees) for the governance of defined neighbourhoods in their area, enabling certain functions and decisions to be carried out locally and ensuring local engagement with that area. The existence, or creation, of a parish council in that neighbourhood would not replace the requirements placed upon the principal council but there would be a requirement for the principal council to engage with any parish councils about parish representation under those arrangements.

6 Implications

6.1 Financial

The costs of May 2027 Elections will be recharged to the Town Council. The Council have already approved a budget of £40,000 for preparatory work to enable the Town Council to operate from day one, including engagement of temporary town clerk and membership of Staffordshire Parish Councils Association.

The Council will act as the Billing Authority for the Town Council precept but does not retain any monies. All sums received are passed to the Town Council.

6.2 Legal

As set out in the report.

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1: Consultation Results
Appendix 2: Establishment Order
Appendix 3: General Working Budget
Appendix 4: Ward Boundaries

8 Previous Consideration

Council - 2 December 2025 – Minute No C38/05

9 Background Papers

Stafford Town Council Working Group meeting notes

Contact Officer:	Ian Curran
Telephone Number:	01785 619220
Ward Interest:	Baswich, Common, Coton, Doxey and Castletown, Forebridge, Highfields and Western Downs, Holmcroft, Littleworth, Manor, Penkside, Rowley, Weeping Cross and Wildwood
Report Track:	Council 8 September 2026 (Only)
Key Decision:	N/A

Community Governance Review - Consultation Results

The survey ran between 9 February and 22 March 2026. A letter was sent to all households in the area covered in the consultation. The survey was available online and hard copies were available in libraries and reception at Stafford Borough Council and available on request.

The consultation was promoted through a press release, the website and on social media.

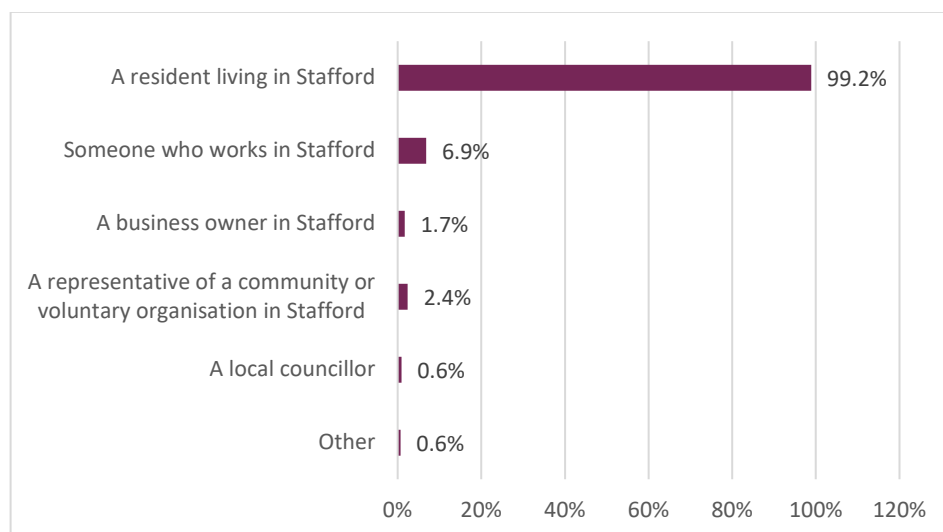
1003 surveys were completed in total with 923 submitted online and 80 paper copies received. However, responses that were anonymous or without an address were not counted in the figures below. Responses received from outside of the area under review also do not count in the figures below. The total amount of responses excluding those mentioned is 876.

Please note AI was used when analysing the themes from the open-ended questions and then checked by an officer.

The results are set out below:

1) Are you responding as...?

Answer	Number	Percentage
A resident living in Stafford	868	99.2%
Someone who works in Stafford	60	6.9%
A business owner in Stafford	15	1.7%
A representative of a community or voluntary organisation in Stafford	21	2.4%
A local councillor	5	0.6%
Other	5	0.6%

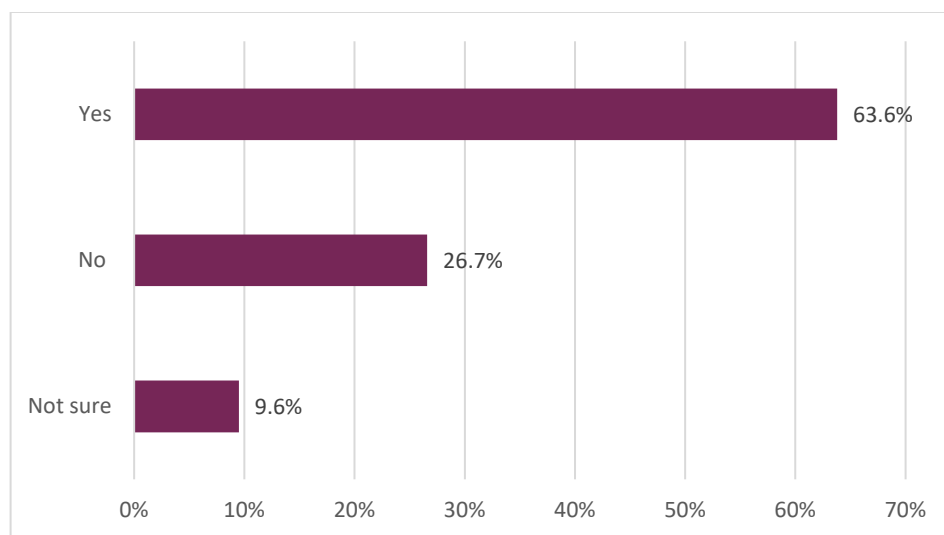


If other please state: (12 responses received)

Of these 1 was on behalf of Doxey Parish Council, 5 lived in Doxey, 2 were Parish Councillors from Doxey, 2 were retired, 2 were residents from Stafford.

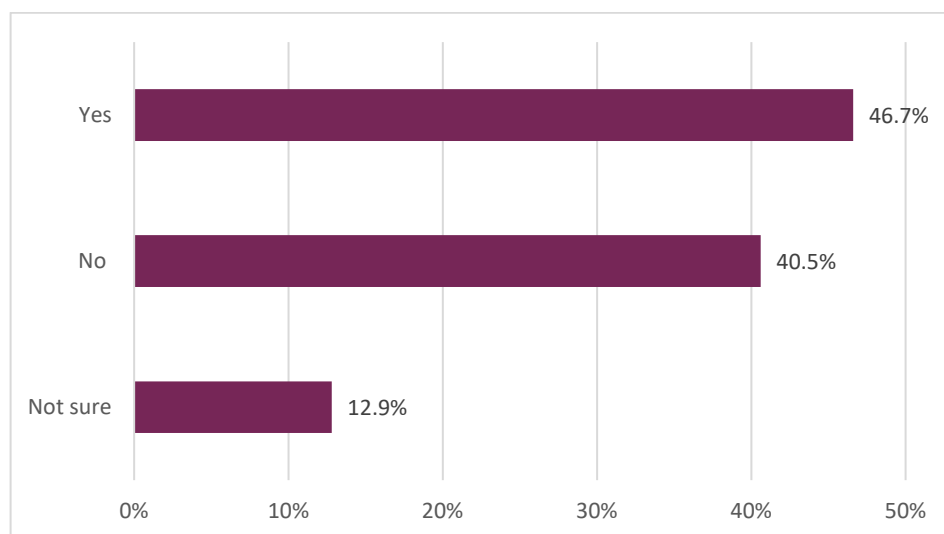
2) Do you agree that a Town Council should be created across the unparished areas of Stafford Town?

Answer	Number	Percentage
Yes	555	63.6%
No	233	26.7%
Not sure	84	9.6%



3) Should the boundary of the proposed new Town Council also include the area of Doxey (which currently has a separate parish council)?

Answer	Number	Percentage
Yes	406	46.7%
No	352	40.5%
Not sure	112	12.9%



**4) Is there anything you would like to share about why you chose those options?
(360 Responses received)**

The top 5 strongest recurring themes from the responses were:

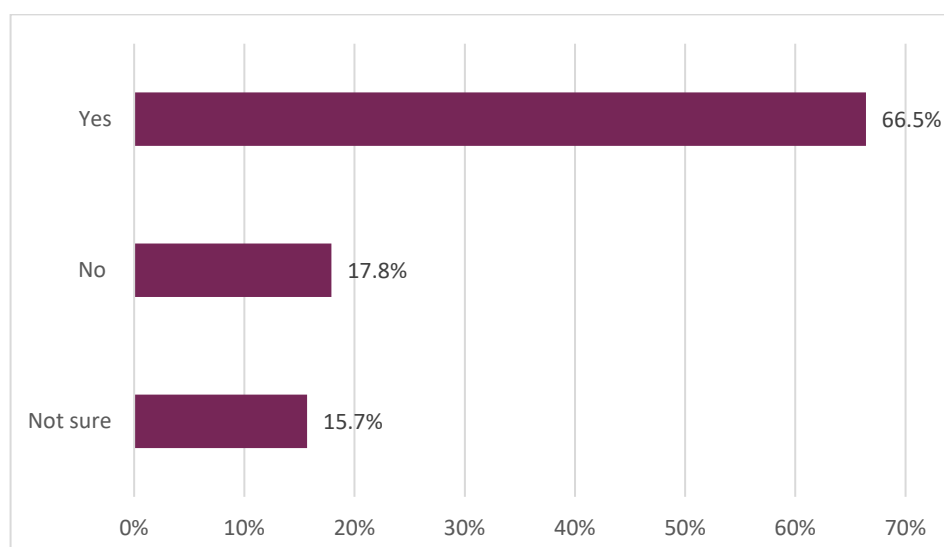
1. Keep Doxey Parish independent - There was strong support of Doxey Parish Council; with concerns around losing identity, representation and funding. *(It is worth noting that 33 survey responses under this theme had exactly the same wording)* (145)
2. Support for the creation of a Town Council - Local decision making is important, a Town Council would preserve civic identity, it is a County town, need representation under a unitary system (58)
3. Cost concerns/council tax increase - Worries around how much the extra precept could be, affordability and unnecessary spending, duplication of bureaucracy (39)
4. Opposition to the creation of a Town Council - It is not needed, adds bureaucracy and cost (23)
5. Include Doxey - considered as part of Stafford (18)

Other themes include:

- Doxey should choose for themselves (16)
- Boundary inclusion issues – Questions on whether certain areas should be included or excluded such as Doxey, Creswell etc., dated and confusing map, concerns about future housing developments. (15)
- More information (cost, what it will do and outcome of LGR) is required to make an informed decision (11)

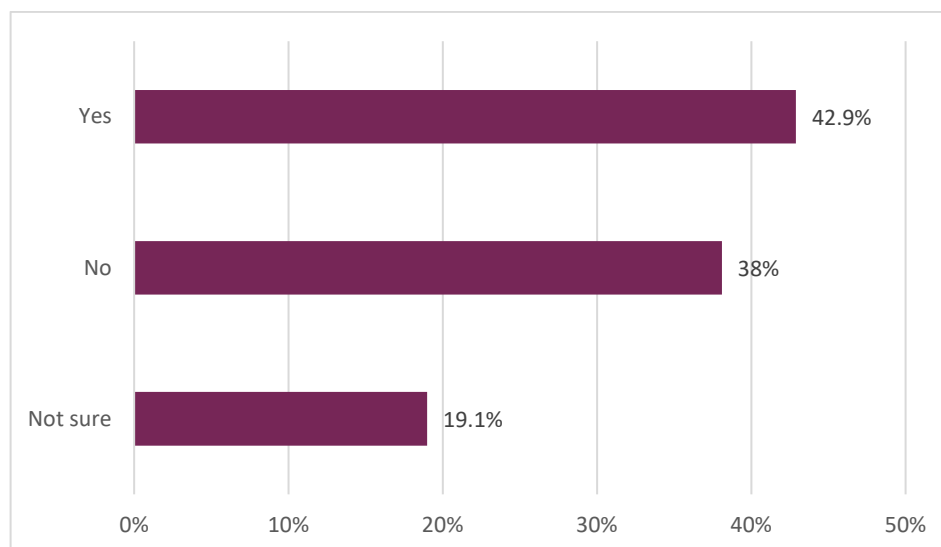
5) The town area is currently represented by 12 Borough Council wards. Do you agree that the proposed Town Council should be warded similarly in accordance with the 12 existing Borough Council ward boundaries?

Answer	Number	Percentage
Yes	575	66.5%
No	154	17.8%
Not sure	136	15.7%



6) The town area is currently represented by 19 Borough Councillors across its 12 wards. Do you think that it would be appropriate for the proposed Town Council to have 19 Councillors?

Answer	Number	Percentage
Yes	374	42.9%
No	331	38%
Not sure	167	19.1%



7) If no, what alternative arrangements should be made? (262 responses received)

The top 5 strongest recurring themes from the responses were:

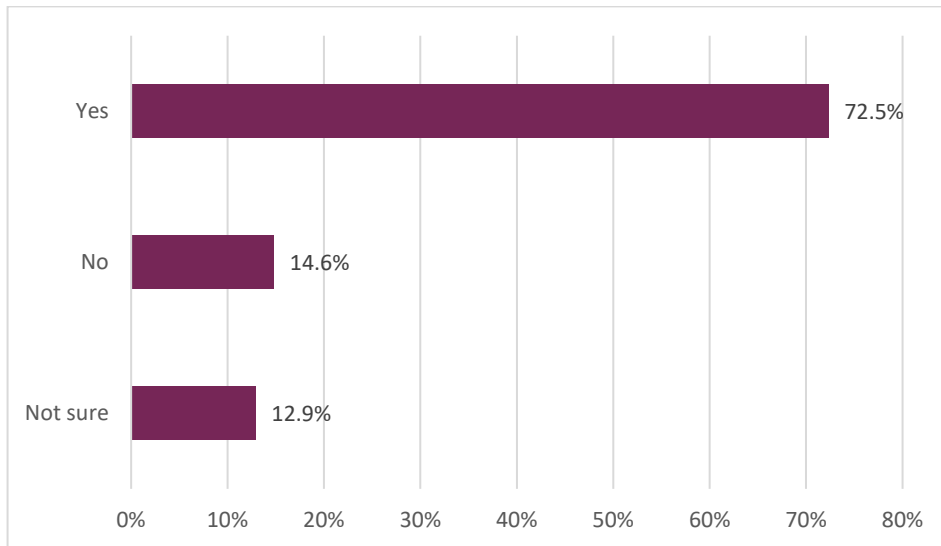
1. One councillor per ward - challenging the need for 19 councillors (109)
2. Proportional/logical representation - reflect the population and workload (24)
3. Stay as it is (18)
4. Have a smaller number of councillors - less than we currently have (17)
5. Cost, value for money, efficiency - proposal is too expensive or bureaucratic, effect on tax payer (18)

Other themes include:

- Opposition to a town council (14)
- Have more councillors (2 per ward, 20-30) (11)
- Boundary concerns – mention of Doxey, Baswich/Weeping Cross and Wildwood, make sure to include anticipated developments (9)
- Unsure why there is 19 councillors (9)

8) It is proposed that the names of the 12 wards of the proposed Town Council should match the names of the existing borough wards. Do you agree with this?

Answer	Number	Percentage
Yes	629	72.5%
No	127	14.6%
Not sure	112	12.9%



9) Do you have any further comments, concerns or suggestions about the future governance arrangements for the unparished area of Stafford and the area of Doxey? (470 responses received)

The top 5 strongest recurring themes from the responses were:

1. Keep Doxey Parish independent- success of the current Parish Council, desire to retain autonomy, funding and local decision-making, community identity. (86)
2. Support for creating a Town Council - Local representation, County Town, preserve civic identity (42)
3. Cost/council tax concerns - council tax increases, frustration with current financial pressures, duplication of bureaucracy, unnecessary cost, how will this save money (34)
4. More information is needed to make an informed decision - lack of clarity of cost increase, understand roles and responsibilities, what would be the impact of not having a Town Council (18)
5. Opposition to creating a Town Council - no clear benefits, added bureaucracy, not required as there will be unitary (17)

Other recurring themes were:

- Boundary/inclusion concerns - impact of new housing, map confusion (11)
- Leave as it is (11)
- Include Doxey - feel it is part of the Town (7)

Local Government and public Involvement in Health Act 2007

The Stafford Borough (Reorganisation of Community Governance) Stafford Order 2026

Made

2026

Coming into force in accordance with article 1

Stafford Borough Council (“the Council”), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 8 September 2026.

The Council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons, and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The Council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(4) and 240(10) of the 2007 Act.

Citation and commencement

1. (1) This Order may be cited as the Stafford Borough (Reorganisation of Community Governance) Stafford Order 2026.
- (2) Subject to subparagraphs (3) and (4) below it shall come into force on 1 April 2027.
- (3) Articles 8 and 9 shall come into force on the ordinary day of election of councillors in 2027.
- (4) For the purposes of:
 - (a) this article;
 - (b) article 5; and
 - (c) proceedings preliminary or relating to the elections of parish councillors for the parish of Stafford to be held on the ordinary day of election for councillors in 2027;

This Order shall come into force on the day after that on which it is made.

Interpretation

2. In this Order –

“Borough” means the borough of Stafford

“Map” means the map marked “Map referred to in the Stafford Borough (Reorganisation of Community Governance) Stafford Order 2026” and deposited in accordance with section 96(4) of the 2007 Act; and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“New Parish” means the parish constituted by article 4;

“Ordinary Day of Election of Councillors” has the meaning given by section 37 of the Representation of the People Act 1983; and

“Registration Officer” means an officer appointed for the purposes of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of the Order

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Constitution of a New Parish

4. (1) A new parish, comprising the area outlined with a red line on the Map, shall be constituted within the Borough.
(2) The name of the new parish shall be Stafford.
(3) The new parish shall have the alternative style of Town.

Calculation of Budget Requirement

5. For the purposes of regulation 3 of the Local Government Finance (New Parishes)(England) Regulations 2008 there is specified in relation to the parish of Stafford the sum of £664,599.69.

Parish Council for the Parish of Stafford

6. (1) There shall be a parish council for the parish of Stafford.
(2) The name of that council shall be Stafford Town Council.

Elections for the Parish of Stafford

7. (1) Elections of all parish councillors for the parish of Stafford shall be held on the ordinary day of elections in 2027.
(2) The term of office of every parish councillor elected on the ordinary day of elections in 2027 for the parish of Stafford shall be four years.
(3) There will be an election for councillors of the parish of Stafford on the ordinary day of election in 2031 and every 4 years thereafter.

Number of Parish Councillors for the Parish of Stafford

8. The number of councillors to be elected for the parish of Stafford shall be nineteen (19).

Wards of the parish of Stafford and numbers of parish councillors

9. (1) The parish of Stafford shall be divided into 11 wards which shall be named as set out in column (1) of Schedule 1.
(2) Each ward shall comprise the area of the Borough specified in respect of the ward in column (2) of that Schedule and demarcated on the Map by orange lines.
(3) The number of councillors to be elected for each ward shall be the number specified in respect of the ward in column (3) of Schedule 1.

Annual Meeting of Parish Council

10. The annual meeting of the new parish council in 2027 shall be convened by the Chief Executive of Stafford Borough Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.

Electoral register

11. The Registration Officer for the Borough shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequences of, this Order.

Transfer of property, rights and liabilities

12. The land, property, rights and liabilities described in Schedule 2 shall transfer from Stafford Borough Council to Stafford Town Council on the date specified in column (2) of that Schedule.

Transitional provision

13. Until the councillors elected to the council of the new parish of Stafford at the elections to be held on the ordinary day of election of councillors in 2027 come into office, the new parish shall be represented by those persons who immediately before 1 April 2027 are the elected councillors for Stafford Borough Council electoral wards of Baswich, Common, Coton, Doxey and Castletown, Forebridge, Highfields and Western Downs, Holmcroft, Littleworth, Manor, Penkside, Rowley, Weeping Cross and Wildwood.

Order date

14. 1 April 2027 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the seal of the Council on

2026.

Schedule 1

Wards of the Parish of Stafford

Names and Areas of Wards and Numbers of Councillors

Column (1)	Column (2)	Column (3)
Name of Ward	Area of Ward	Number of Councillors
Baswich	The Borough ward of Baswich	2
Common	The Borough ward of Common	1
Coton	The Borough ward of Coton	2
Forebridge	The Borough ward of Forebridge	1
Highfields and Western Downs	The Borough ward of Highfields and Western Downs	2
Holmcroft	The Borough ward of Holmcroft	2
Littleworth	The Borough ward of Littleworth	2
Manor	The Borough ward of Manor	2
Penkside	The Borough ward of Penkside	1
Rowley and Castletown	The Borough ward of Rowley plus the Borough ward of Doxey and Castletown (but excluding the parish of Doxey)	2
Weeping Cross and Wildwood	The Borough ward of Weeping Cross and Wildwood	2

Schedule 2

Land and Property to be transferred

Column (1)	Column (2)
Description of Property	Date
Allotment Gardens site at the rear of Sandon Road adjacent to Tenby Drive, being part of the land comprised within Title Number SF527288	1 April 2027
Astonfields Allotment Gardens site being part of the unregistered land comprised within a conveyance between British Soda Company Limited and The Mayor Aldermen Burgesses of the Borough of Stafford dated 24 th March 1972	1 April 2027
Holmcroft Allotment Gardens site being land comprised within Title Number SF505873, and part of the land comprised within Title Number SF527126	1 April 2027
Oxford Gardens Allotment site between Oxford Gardens and Chesham Road being land comprised within Title Number SF527113	1 April 2027
Eccleshall Road Allotment Gardens site known as Cemetery Site being part of land comprised within Title Number SF527738	1 April 2027
Sandon Road / Sheridan Hall Allotment Gardens site adjacent to St Patrick's Church being part of the unregistered land comprised within a conveyance between Staffordshire Farmers Limited and The Mayor Aldermen and Burgesses of the Borough of Stafford dated 25 th September 1958	1 April 2027
Oxford Gardens Allotment site being part of land held by Stafford Borough Council under the Stafford Corporation Act 1880	1 April 2027
Tithe Barn Road Allotment Gardens site, adjacent to recreation field being part of land held by Stafford Borough Council under the Stafford Corporation Act 1880	1 April 2027

Tixall Road Allotment Gardens site at rear of Avon Rise (Kingston Hill) being part of land comprised within Title Number SF521631	1 April 2027
Tixall Road (Avon Hill) Allotment Gardens site adjacent to 10 The Hollow, being part of land comprised within Title Number SF521631	1 April 2027
St George's Road Allotment Gardens site adjacent to 10 The Hollow, being part of land comprised within Title Number SF510840	1 April 2027
Herbert Road Allotment Gardens site, south side of Wolverhampton Road bridge A449, being land comprised within Title Number SF268777	1 April 2027
Wolverhampton Road A449 Rising Brook Corner (Model Allotment site) together with the former air raid shelter being part of land comprised within Title Number SF520089	1 April 2027
West Way Allotment Gardens site at Wolverhampton Road end, being part of land comprised within Title Number SF544161	1 April 2027
Barnes Road Allotment Gardens site (by Working Men's club), being part of land comprised within Title Number SF518298	1 April 2027
Hawksmoor Road (rear of) Allotment Gardens site, being land comprised within Title Number SF514171	1 April 2027
Exeter Street / Sidney Avenue Allotment Gardens site, being part of land comprised within Title Number SF539100	1 April 2027
Rickerscote Allotment Gardens site (rear of St Peter's Gardens), being part of land comprised within Title Number SF543046 and part of land comprised within Title Number SF556591	1 April 2027
Silkmore Crescent Allotment Gardens site, being part of land comprised within Title Number SF514122	1 April 2027
Wildwood Allotment Gardens site adjacent to recreation area, being part of land	1 April 2027

comprised within Title Number SF520603 and part of land comprised within Title Number SF520136	
Wildwood Allotment Gardens site extended plot being part of land comprised within Title Number SF520603	1 April 2027

The said land and property is transferred together with and subject to all subsisting leases, agreements, easements and other rights and liabilities relating to or affecting it.

Appendix 3

Town Council	Band D equivalent	Precept charge	Precept amount	Staffing costs	Staffing costs / Band D equivalents	Other expenditure less staffing	Expenditure less staffing costs / Band D equivalents	Year of report
		£	£	£				
Broadstone	4,909.00	60.41	296,560.00	38,960.00	7.94*	257,600.00	52.48*	26/27
Poole	58,215.80	32.59	1,896,970.00	228,290.00	3.92*	1,668,680.00	28.66*	26/27
Bournemouth	67,172.90	29.51	1,981,980.00	212,940.00	3.17*	1,769,040.00	26.34*	26/27
Scarborough	13,294.84	28.88	384,000.00	115,000.00	8.65*	269,000.00	20.23*	25/26
Harrogate	28,426.89	12.73	362,000.00	125,000.00	4.40*	237,000.00	8.34*	25/26

Town Council	Band D equivalent	Average staffing costs to Band D equivalent of new set ups	Suggested staffing costs (Band D equivalent) x (average staffing costs)	Average expenditure less staffing costs / Band D equivalent	Suggested other expenditure (Band D equivalent) x (average non-staffing costs)	Total precept	Band D charge
Stafford	20,247.36	5.62*	113,689.47	27.21*	550,910.23	664,599.69	38.44

*some figures shown in the tables have been rounded for presentation purposes.

The calculation to arrive at the Band D charge of £38.44 is as follows:

The Band D equivalent figure of 20,247.36 is the number of Band D equivalent properties that will be in the new town council area.

The average staffing costs proportional figure of around 5.62 is derived by taking an average of the listed new town councils total staffing costs divided by the Band D equivalent figure in their town council area to get a proportional relationship. This is then multiplied by the Band D equivalent for the new town council to arrive at £113,689.47.

The same mechanic is used for other expenditure. The total precept amount, less the staffing element, is divided by the Band D equivalent for each of the town councils. This figure is then multiplied by the Band D equivalent for Stafford to arrive at £550,910.23.

The £550,910.23 plus £113,689.47 is then divided by 20,247.36 which equals £38.44.

Stafford Town Council Proposed Ward Boundaries

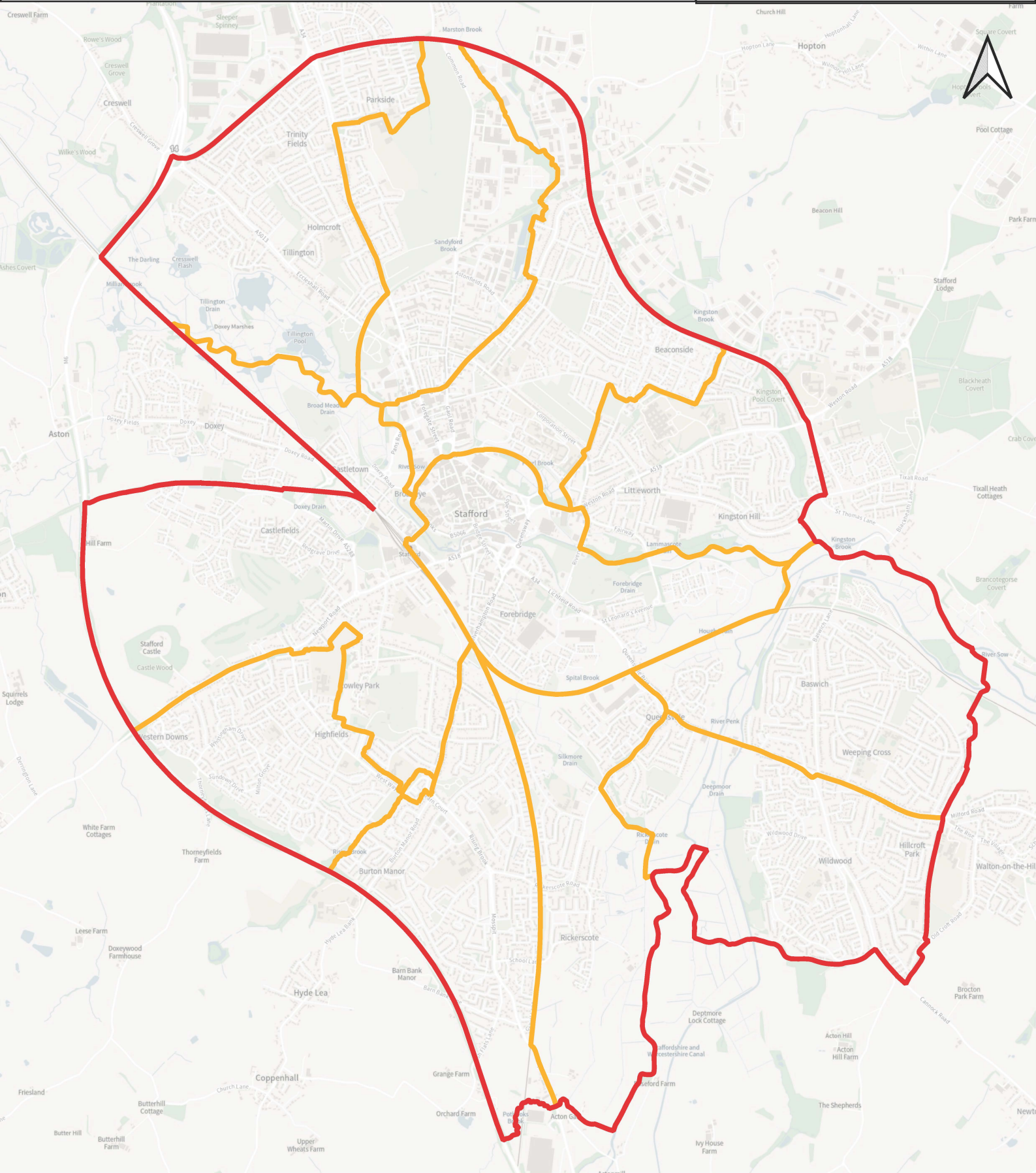
Appendix 4

Date Created:
19/08/2026



Description

1:32,046



Agenda Item 10

National Scheme of Planning Delegation

Committee:	Council
Date of Meeting:	8 September 2026
Report of:	Head of Law and Governance
Portfolio:	Economic Development and Planning Portfolio

1 Purpose of Report

- 1.1 To update the officer scheme of delegation to reflect the mandatory national scheme of planning delegations.

2 Recommendations

- 2.1 That Council notes the introduction of legislation prescribing the type of planning decisions that must be delegated to officers;
- 2.2 That, from 31 October 2026, the Officer Scheme of Delegation in the Constitution be amended as set out in **APPENDIX 1**.

Reasons for Recommendations

- 2.3 An officer scheme of delegation is maintained within the Councils Constitution. It sets out the Councils functions that are delegated to officers for determination. New legislation will introduce a national scheme of planning delegations and require specific development management functions to be determined by officers. It is necessary for the Councils scheme of delegation to comply with these requirements.

3 Key Issues

- 3.1 The Councils Constitution includes a Scheme of Officer Delegation that sets out all functions delegated to Chief Officers for determination.
- 3.2 The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 come into force on 31 October 2026. They introduce a mandatory national scheme of planning delegations.

- 3.3 The Councils current scheme, will need to be amended to comply with the mandatory scheme.

4 Relationship to Corporate Priorities

- 4.1 Priority 1: Prosperous Economy through providing effective planning services.
Priority 2: Effective Council providing good governance across the Council.

5 Report Detail

- 5.1 Town and Country Planning decisions are mainly exercised in two ways. The majority of decisions are delegated to Council officers for determination, while others are referred to the Planning Committee. Up until now, Councils have been able to determine locally when decisions should be referred for determination by committee rather than officers. This has led to different schemes and decision making procedures being adopted across the country.
- 5.2 The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 come into force on 31 October 2026. They introduce a mandatory national scheme of planning delegations.
- 5.3 The government states that its aim behind the national scheme of delegation is to ensure that there is greater clarity and consistency about the role of planning committees in planning decision making. Committees should focus on the key proposals that matter to an area, enabling other, often more minor and technical, decisions to be made by planning officers.
- 5.4 In order to make planning decisions lawfully, the Council will need to ensure that its current decision making procedures comply with the law. This will require amendments to the current scheme of officer delegations as set out in the Appendix.
- 5.5 The regulations specify the types of planning approvals that must be determined by officers. It also lists the type of planning approvals that may be referred to Committee for determination.
- 5.6 Even if a planning approval is listed as a type that can be referred to committee, it can only be referred if a nominated officer and a nominated member agree that the application raises one or more issues of economic, social or environmental significance to the local area, or one or more significant planning matters having regard to the development plan and other material considerations.
- 5.7 The regulations also allow applications to be referred to committee if they are made by, or on behalf of, the Council or any of its members/officers, or if any of those parties is considered to have an interest in the application. The nominated officer and nominated member may agree that the matter should be referred to committee in the circumstances.

- 5.8 The government guidance states that the nominated officer should be the Chief Planning Officer or equivalent officer who has extensive professional planning experience. However, local planning authorities will also need to ensure they have other senior planning officers who can provide cover if needed to avoid any unnecessary delays in the referral process. The nominated member should be the chair of the planning committee. As in the case of nominated officers, the authority will need to ensure there are arrangements in place for other members to cover should the nominated member not be available
- 5.9 It is recommended that the Head of Economic Development and Planning (or such other officer appointed by them) acts as the nominated officer and that the Chair of Planning Committee (or Vice-Chair in their absence) acts as the nominated member. When making any referrals to committee, regard must be had to guidance published by the Secretary of State. The current guidance states that, in determining whether a referral is made, the presumption should be that decisions are delegated to officers and only exceptionally referred to committee. Where both nominated individuals do not agree to a referral, the matter must be delegated to officers.
- 5.10 The regulations also limit the size of Planning Committees to a maximum of 13 members. The Councils Planning Committee currently consists of 11 members, so is already compliant with this requirement.

6 Implications

6.1 Financial

None

6.2 Legal

As set out in the report.

6.3 Human Resources

None

6.4 Risk Management

Adoption of the mandatory requirements will reduce the risk of legal challenge against planning decision making.

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1: Amendments to Scheme of Delegation

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: N/A

Report Track: Council 8 September 2026 (Only)

Key Decision: N/A

3.7 Head of Economic Development and Planning

3.7.1 In respect of development management matters

- (a) Processing of all appeals including the conduct of the appeal and the agreement of conditions and planning obligations
- (b) To determine, including the agreement or amendment of planning obligations, or make observations on all applications under the Town and Country Planning legislation, including but not limited to those applications required to be determined by officers under the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026, apart from:
 - (i) Applications falling under Schedule 2 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 where the Head of Economic Development and Planning (or other planning officer appointed by them) agrees with the Chair of Planning Committee (or Vice-Chair) that it raises:
 - (1) one or more issues of economic, social or environmental significance to the local area, or
 - (2) one or more significant planning matters having regard to the development plan and any other material considerations.
 - (ii) Applications made by or on behalf of the Council, or a member of the Council, or an officer of the Council, or where the Council or any of its members or officers otherwise has an interest in the application where, having regard to the circumstances of the application, the Head of Economic Development and Planning (or planning officer appointed by them) agree with the Chair of Planning Committee (or Vice-Chair) that it should be referred to Committee rather than determined by officers.
- (c) To determine all Purchase Notices
- (d) To determine the publicity arrangements required under the Town and Country Planning legislation

Note: In relation to (b), decisions made under delegated authority are to be published on the Council's website.

- (i) Authorisation to respond to consultations on applications submitted to the Secretary of State for nationally significant infrastructure projects.
- (j) Authority granted to decide on each application for a Lawful Development Certificate whether or not to canvass information from third parties.

- 3.7.2 Authority to undertake consultation exercises relating to Conservation Area Appraisals and the associated review process.
- 3.7.3 In respect of enforcement action:
- (a) Authority to approve, in appropriate circumstances, entry on the private land under Section 196A of the **Town and Country Planning Act 1990**.
 - (b) Authority not to pursue enforcement action where it is considered that such action would not be expedient.
 - (c) Authority to serve a notice under Section 330 of the **Town and Country Planning Act 1990**, and authority to prosecute for non-compliance.
 - (d) Authority to enforce against breaches of planning obligations including taking proceedings for injunctions and to carry out works in default where it is considered appropriate and expedient.
 - (e) To authorise the service of Breach of Condition Notices, Enforcement Notices, Planning Contravention Notices, Stop Notices and Temporary Stop Notices.
 - (f) Authorise the service of notice under Section 215 of the **Town and Country Planning Act**, and carry out work in default and / prosecute when the notice is not complied with by the date of compliance, and to authorise prosecution proceedings where an Enforcement Notice, Listed Building Enforcement Notice, Conservation Area Enforcement Notice, Breach of Condition Notice, Temporary Stop Notice or a Stop Notice has not been complied with by the date of compliance.
 - (g) To authorise prosecution proceedings where a Planning Contravention Notice has been served and a response has not been received or false or misleading information has been supplied.
 - (h) Authorise where appropriate the serving of a Community Protection Warning, and a Community Protection Notice under **The Anti-Social Behaviour, Crime and Policing Act 2014**.
 - (i) Authority to deal with complaints under Part 8 of the Anti-Social Behaviour Act 2003 (High Hedges) including any resulting notices, appeals, prosecutions and enforcement action arising from those complaints.
 - (j) Enforcement of control over advertisements.
 - (k) Discontinuation Notices in respect of Advertisements.
- 3.7.4 Authority to determine whether an Environmental Impact Assessment is required and to advise on the scope of the Environmental Statement.

3.7.5 Authority to issue decisions in relation to any restriction regarding occupancy of a property for which planning permission was granted by a former authority.

3.7.6 Matters relating to planning applications

- (a) Discretion to accept and agree amendments to submitted planning applications and Hazardous Substances Consent Applications.
- (b) Where a recommendation by a statutory consultee is received by the Council, on or before the date of the Decision Notice or consideration of a related planning application by the Planning Committee then, in the event that such recommendation is not placed before the Committee in considering the application, the Head of Development shall incorporate the recommendation in the formal decision notice issued in respect of that application unless, after consultation with the Chairman, the Head of Development considers that it would materially affect the decision of the Committee.
- (c) Authority to make any necessary amendments purely of form to the schedules of planning decisions submitted to and considered by the Committee in order to ensure that the formal decision notice accords precisely with the decision of the Committee.
- (d) Authority to determine the appropriate fees payable in accordance with the relevant legislation.
- (e) In view of the fact that Parish Councils are consulted on planning applications authority to decline requests for formal consultation from other purely local bodies.
- (f) Discretion to undertake informal non-statutory consultation in connection with planning applications.
- (g) Authority to respond to other public authorities with the Borough Council's views on planning applications submitted to them that affect sites within or adjoining the area of the Borough subject to consultation with the ward member(s) of the adjoining ward(s) and except where in the opinion of the Head of Development significant issues are raised.
- (h) Authority to treat a planning application as finally disposed of in any of the criteria in article 40 of the **Town and Country Planning (Development Management Procedure) (England) Order 2015** are met.
- (i) In cases where, following the dishonouring of a cheque, the appropriate fee for planning and building regulation applications is not received within eight weeks of the original registration, authority in all future and current cases (upon giving fourteen days prior notice) to treat such applications as withdrawn and to amend the Planning Register accordingly.

- (j) Authority for the implementation, charging and variation of prescribed fees for planning applications.
- 3.7.7 Authority to decide whether or not prior approval is necessary for the method of demolition and site restoration.
- 3.7.8 Authority in consultation with the Chairman of Planning Committee to serve notices under Section 101 of the **Town and Country Planning Act 1971** as amended by Section 54 of the **Listed Buildings Act 1990** and to carry out any necessary works.
- 3.7.9 Matters relating to Tree Preservation Orders, Trees in Conservation Areas and Countryside Hedgerows:
 - (a) To make, vary, modify, revoke, (and confirm unless there are substantial unresolved objections) tree preservation orders under section 198 of the Town and Country Planning Act 1990 (as amended).
 - (b) To exercise all powers in relation to the duty to replace trees protected by TPO or within Conservation Areas.
 - (c) To deal with any appeals in relation to the determination of TPO applications.
 - (d) To exercise all powers relating to countryside hedgerows as set out in the Hedgerows Regulations 1997 and the Environment Act 1995
 - (e) To exercise all powers in relation to the enforcement of Tree Preservation Orders and of the protection of Trees in Conservation Areas including the use of injunctions and temporary stop notices.
- 3.7.10 Authority to undertake consultation exercises relating to Neighbourhood Boundary Areas and the neighbourhood planning process.
- 3.7.11 Authority to respond to Forestry Commission Consultations on Felling Licence applications, it being acknowledged that where technical or other related issues arise and an extension of time is sought, the application will be referred to the Committee.
- 3.7.12 Authority to formulate responses to Forestry Grant Scheme applications in cases where only new or additional tree planting is proposed.
- 3.7.13 Authority to approve contributions from the Maintenance Fund (for Listed and other Buildings of Historic Significance) provided that any Grant Aid to be offered is within the established criteria.
- 3.7.14 Authority to respond to notifications by Cellular Radio licensees and other 'code operators'.

- 3.7.15 Authority to exercise powers under Section 56C of the 1971 Act (Section 56 of the **Planning Listed Buildings and Conservation Areas Act 1990**) in respect of emergency action with regard to demolition of unlisted buildings in conservation areas and listed buildings.
- 3.7.16 To determine all applications made for the approval of details under Schedules 15, 16, 17 and 18 of the **High Speed Rail (West Midlands - Crewe) Act 2021** except those which the Head of Development considers should be presented to the Planning Committee for decision.
- 3.7.17 Authority to take all necessary action and exercise the Council's powers under **Section 7 of the Tenant Fees Act 2019**.
- 3.7.18 **Neighbourhood Planning**
- Authority in accordance with **Regulation 6 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012**, to publish and consult on a Neighbourhood Area Application proposed by the relevant qualifying body, prior to a decision being made under **Regulation 7 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012**.
- 3.7.19 **Development Monitoring**
- (a) Authority to prepare and publish such monitoring report(s) as required pursuant to **Section 35 of the Planning and Compulsory Purchase Act 2004**.
 - (b) Authority to prepare, maintain and publish a Brownfield Land Register pursuant to **Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017**.
 - (c) Authority to prepare and publish an annual infrastructure funding statement as required by **Regulation 121A of Part 10A of the Community Infrastructure Levy Regulations 2010 (as amended by The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019)**.
- 3.7.20 **Planning Policy Preparation**
- (a) Authority to commission, prepare and publish such evidence reports as considered necessary to support the preparation and review of matters which affect the development of the Council's area including planning policies in accordance with **Section 13 of the Planning and Compulsory Purchase Act 2004** or government policy and guidance.
 - (b) Authority to make corrections and other minor and non-substantive changes to draft planning policy documents following their approval by cabinet but prior to their publication for public consultation.

Agenda Item 11

South and Mid Staffordshire Local Government Reorganisation Joint Committee

Committee:	Council
Date of Meeting:	8 September 2026
Report of:	Head of Law and Governance
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 To update Council on the government's recent decision to reorganise local government in Staffordshire and the immediate steps required to support transitional work.

2 Recommendations

That Council note the report and endorse:

- 2.1 The establishment of a South and Mid Staffordshire Joint Committee with membership from Cannock Chase District Council, East Staffordshire District Council, Lichfield District Council, Stafford Borough Council, Staffordshire County Council, South Staffordshire District Council and Tamworth Borough Council, under section 101(5) of the Local Government Act 1972;
- 2.2 That the Terms of Reference attached in the **APPENDIX** be approved and delegated authority be given to the Chief Executive, in consultation with the Leader, to make such amendments as deemed necessary to comply with the requirements of any relevant Structural Change Order made under the Local Government and Public Involvement in Health Act 2007;
- 2.3 The nomination of the Leader as the Council's representative on the joint committee and agree that the Leader may nominate one other Cabinet Member to act as their substitute.

Reasons for Recommendations

- 2.4 On 16 July 2026, the government issued its decision to reorganise local government in Staffordshire and Stoke-on-Trent into two new unitary councils. This change will be introduced by the issue of a Structural Change Order (SCO) made under the Local Government and Public Involvement in Health Act 2007.
- 2.5 The SCO will require local authorities involved in reorganisation to set up joint committees to oversee initial implementation plans and prepare information for the new Shadow Authority. The governments implementation guidance recommends that local authorities set up “voluntary” Joint Committees before the SCO comes into effect to provide more time for developing implementation plans and proposals for the new authorities to consider.

3 Key Issues

- 3.1 The joint committees will be a statutory requirement once the SCO is made. Joint Committees do not make any decisions on implementation and their role is limited to preparing proposals and facilitating transitional arrangements prior to Shadow Authorities being elected.
- 3.2 While the Council is not required to set up the joint committees at this stage, it is recommended that implementation work is commenced as soon as possible to provide the groundwork for Shadow Authorities to undertake their functions effectively.

4 Relationship to Corporate Priorities

- 4.1 Priority 4: Effective Council: the council will be required to develop an action plan in response to the Government proposals and prepare for a smooth transition of its services.

5 Report Detail

- 5.1 On 16 July 2026, the Secretary of State for Housing, Communities and Local Government announced their decision, subject to Parliamentary approval, to implement the creation of two new unitary local authorities for Staffordshire and Stoke-on-Trent. A North Staffordshire Authority will cover the areas of Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent. A South and Mid Staffordshire Authority will cover the areas of Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford Borough and Tamworth.

- 5.2 It is anticipated that elections to the new authorities will take place in May 2027. The wards for the South and Mid Staffordshire Authority will be based on the existing 46 Staffordshire County Divisions in the area, as these were recently reviewed in 2024 and produce comparable councillor to elector ratios across the whole of South and Mid Staffordshire. Each ward will be represented by two councillors, with an overall number of 92 elected councillors for the area. It is anticipated that the Local Government Boundary Commission for England will look to review electoral arrangements for all reorganised councils within their first terms of office.
- 5.3 From May 2027, the new authority will act as a “Shadow Authority” that will oversee plans to transfer functions, assets and liabilities from existing local authorities to the new authority on 1 April 2028 (Vesting Day). From Vesting Day onwards, the new Authority will have full responsibility for delivering local government functions and services across its area.
- 5.4 These changes will be implemented by the making of a Structural Change Order. The SCO will create the new authorities, introduce governance structures to oversee implementation of the new arrangements, transfer functions from existing authorities and dissolve existing authorities.
- 5.5 Having regard to previous reorganisation exercises, the SCO is expected to be laid before Parliament early in the new year and to come into force around in February or March 2027. It will provide for the establishment of joint committees which will oversee implementation of reorganisation until the first meeting of the Shadow Authority. The joint committees will oversee activities such as:
- preparing an Implementation Plan to ensure the transfer of functions, assets and responsibilities to the new councils
 - forming a shared team of officers to assist implementation
 - formulating proposals for constitutions, code of conduct and other standing order for recommendation to the Shadow Authorities
 - taking steps to recommend interim statutory officer appointments to the Shadow Authorities for Head of Paid Service, Chief Finance Officer and Monitoring Officer
 - agreeing the process for an independent review of Members Allowances for the new authorities

- 5.6 Due to the significant preparatory work that will need to be carried out prior to the establishment of the Shadow Authorities in May 2027, local authorities are advised to establish the joint committees on a voluntary basis prior to the SCO being made. Joint Committees do not make any decisions on how reorganisation is implemented, and their role is principally one of collective political oversight, coordination, preparation and recommendation. Its detailed remit is set out in the proposed Terms of Reference, but it is anticipated that the committee will receive reports and proposals from an officer Implementation Team and LGR Programme Workstreams.
- 5.7 Membership of the statutory joint committees will be prescribed by the SCO. One will cover South and Mid Staffordshire and the other will cover North Staffordshire. In order for the voluntary joint committee to comply with the terms of the SCO it will be important to align with the SCO from the outset where possible. With regard to the South and Mid Staffordshire Joint Committee, it is expected that the SCO will require all 6 district councils to appoint 1 member each (plus 1 substitute member to act in their absence) and for the County Council to appoint 6 members. The Chair will be appointed by the Joint Committee from within its membership.
- 5.8 Draft Terms of Reference are attached as an **APPENDIX**. They have been drafted to align with the powers and responsibilities that are expected to be set out within the SCO (and in accordance with similar SCOs made in respect of other local government areas). The terms of reference will be adopted by the joint committee, who will also need to agree any amendments considered necessary to undertake their duties under the SCO, once that is made.
- 5.9 The SCO will require the Joint Committees to form an “Implementation Team” of officers, with representatives from all constituent councils. These officers will support the Joint Committees, and subsequently the Shadow Authorities, with the preparation and review of implementation across both South and Mid Staffordshire and North Staffordshire.
- 5.10 Overview and Scrutiny of progress on Local Government Reorganisation will continue to be undertaken through the Resources Scrutiny Committee.

6 Implications

6.1 Financial

The Joint Committee will not hold any funds, monies, property or assets on behalf of the constituent councils. The establishment of the Joint Committee will result in administrative and programme costs. These will be met as agreed by the constituent councils. Any expenditure by the Council will remain subject to its approved budget and normal financial governance arrangements.

6.2 Legal

The Council is able to establish, and appoint to, joint committees under section 101 and 102 of the Local Government Act 1972 and 9EB of the Local Government Act 2000. Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2012 gives the Cabinet authority to delegate executive functions and make appointments to a joint committee.

6.3 Human Resources

A decision will need to be made about the terms and conditions offered to those assigned to work as part of the implementation team. Where assigned roles do not represent a direct comparison to existing work then it may be necessary to determine an alternative approach to remuneration across the implementation team. In addition, the method of transfer, for example through secondment arrangements will also need to be determined.

6.4 Risk Management

Delays in formulating effective implementation plans could hinder the ability of the Shadow Authority to safely and effectively progress transition of services and functions to the new authority.

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1: Joint Committee Terms of Reference

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: All

Report Track: Council 8 September 2026
Cabinet 17 September 2026

Key Decision: No

**South and Mid Staffordshire Local Government Reorganisation Voluntary
Joint Committee
Terms of Reference**

1. Purpose

- 1.1 To establish a Voluntary Joint Committee of the constituent councils comprising the proposed South and Mid Staffordshire Council area in order to provide collective political leadership, oversight and coordination of the local government reorganisation programme and preparations for the establishment of the new unitary authority.
- 1.2 The Voluntary Joint Committee shall provide a forum through which the constituent councils may work collaboratively to support transition arrangements pending the establishment of any statutory Joint Committee and Shadow Authority arising from a Structural Changes Order.
- 1.3 The Voluntary Joint Committee will be constituted from September 2026 and shall continue until the date specified in, or determined in accordance with, the Structural Changes Order. Where the Structural Changes Order provides for the Voluntary Joint Committee to continue as the Statutory Joint Committee for the relevant new unitary council area, it shall continue in force and operation accordingly. Where no such provision is made, the Voluntary Joint Committee shall be dissolved on the day following the first meeting of the Shadow Authority, unless the constituent councils agree an earlier or later dissolution date.

2. Governance

- 2.1 The Voluntary Joint Committee shall be known as the South and Mid Staffordshire Local Government Reorganisation Voluntary Joint Committee ("the Voluntary Joint Committee").
- 2.2 The constituent councils have resolved under section 101(5) and section 102 of the Local Government Act 1972 to establish the South and Mid Staffordshire Voluntary Joint Committee as a collaborative forum to support coordination, oversight and preparation for local government reorganisation.

The Voluntary Joint Committee shall not exercise any executive or non-executive functions of the constituent councils by virtue of these Terms of Reference unless there is a lawful basis for the exercise of those functions. Following the making of the Structural Change Order, the Joint Committee shall operate in accordance with the functions, powers and arrangements established by the Order and any associated legislation.

- 2.3 The Senior Responsible Officer (SRO) for Local Government Reorganisation, is the Chief Executive of Staffordshire County Council, as directed by MHCLG.
- 2.4 The Chief Executive of Stoke-on-Trent City Council for the North Staffordshire area and the Chief Executive nominated by the constituent councils of the South and Mid Staffordshire area shall act as Deputy Senior Responsible Officers (Deputy SROs) for local government reorganisation.
- 2.5 The SRO and relevant Deputy SRO shall jointly provide strategic leadership and professional advice to their respective Voluntary Joint Committee and shall work together to ensure effective delivery of the implementation programme.
- 2.6 The relevant Deputy SRO shall have a significant role in co-leading their respective Voluntary Joint Committee, including shaping the forward work programme and agendas, commissioning and assuring reports and recommendations, coordinating officer and workstream activity, advising the Chair and Deputy Chair, and overseeing implementation and transition readiness for the relevant future unitary area.
- 2.7 The SRO and relevant Deputy SRO shall agree clear working arrangements and responsibilities for the relevant future unitary area. Any material difference of professional advice between them shall be transparently reported to the Chair and Deputy Chair and, where material to a decision, to the Voluntary Joint Committee.
- 2.8 In addition, a Deputy Senior Responsible Officer (Assurance) shall provide programme-wide assurance support to the Senior Responsible Officer and the Deputy Senior Responsible Officers and Voluntary Joint Committees. The Deputy SRO (Assurance) shall have a cross-cutting role in reviewing

implementation planning, governance, risk, interdependencies, readiness and compliance with MHCLG expectations, and may provide assurance advice to either Voluntary Joint Committee where relevant.

2.9 The constituent “councils” shall be:

For the South and Mid Staffordshire Joint Committee:

Staffordshire County Council, Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, South Staffordshire District Council, Stafford Borough Council and Tamworth Borough Council.

2.10 Political proportionality requirements shall not apply to the Voluntary Joint Committee. Allocation of places on each committee to be agreed by each constituent Council as per their own arrangements.

2.11 The Voluntary Joint Committee shall not hold funds, monies, property or assets on behalf of the constituent councils.

2.12 Should the work programme require any change to the delegated powers or these Terms of Reference, such change shall require approval by all constituent councils.

2.13 The Secretary, in consultation with the Chair, Deputy Chair, the designated Monitoring Officer, designated Section 151 Officer, the Senior Responsible Officer and the relevant Deputy Senior Responsible Officer, may make minor or technical amendments to these Terms of Reference to remove an inconsistency with the Structural Changes Order, provided that any substantive change shall require approval by the constituent councils.

2.14 These Terms of Reference shall be reviewed following publication of any Structural Changes Order and may be amended by agreement of all constituent councils.

2.15 In the event that a Structural Changes Order requires the establishment of a Joint Committee for the relevant new unitary council area, the Voluntary Joint Committee shall, from the date on which the relevant provisions of that Order come into force, continue in force and operation as that joint committee, unless the Order provides otherwise.

- 2.16 From that date, references in these Terms of Reference to the Voluntary Joint Committee shall be read as references to the Joint Committee required by the Structural Changes Order, subject to any amendments necessary to comply with the Order.
- 2.17 Subject to any contrary provision in the Structural Changes Order, decisions, recommendations and actions of the Voluntary Joint Committee shall continue to have effect as decisions, recommendations and actions of the joint committee required by the Order.
- 2.18 Where any decision, recommendation or action taken before the Structural Changes Order comes into force is not substantially consistent with the requirements of that Order, the matter shall be reconsidered by the Joint Committee as soon as reasonably practicable after the relevant provisions of the Order come into force.

3. Remit

- 3.1 The remit of the Voluntary Joint Committee shall be:
- i. To provide collective political oversight and coordination of the local government reorganisation programme for the relevant new unitary council area.
 - ii. To prepare for and facilitate the economic, effective, efficient and timely transfer of functions, property, rights, liabilities, staff and related responsibilities to the new unitary authority, so far as they relate to the relevant new council area.
 - iii. To prepare, keep under review and revise as necessary an Implementation Plan, including plans, timetables, budgets, resources, risks, milestones, interdependencies and supporting proposals necessary to support transition and vesting day readiness.
 - iv. To formulate proposals for the Shadow Authority's governance framework, including its Code of Conduct, constitution, financial regulations, standing orders, scheme of delegation, committee structure, calendar of meetings,

overview and scrutiny arrangements, Members' Allowances Scheme and Independent Remuneration Panel.

- v. To oversee proposals relating to financial planning, assets, liabilities, organisational design, service continuity, civic and ceremonial matters, senior leadership arrangements and interim statutory officer appointments.
- vi. To receive reports and recommendations from the Implementation Team, programme workstreams and relevant officers, and to provide political direction or recommendations within the Joint Committee's remit.
- vii. To act as the principal political forum for collaborative consideration of transition planning between the constituent councils and to make recommendations to constituent councils and, where appropriate, any future statutory Joint Committee or Shadow Authority.
- viii. To engage, where appropriate, with Government, sector bodies, partner organisations and other relevant stakeholders in support of the transition programme.
- ix. To prepare such other documents, proposals and recommendations as the Joint Committee considers necessary or desirable to support the establishment of the new unitary authority and the work of any future Shadow Authority.
- x. In carrying out its remit, the Joint Committee shall have regard to the proposal being implemented, relevant information supplied to the Secretary of State, ministerial decisions and correspondence, MHCLG implementation guidance, the Structural Changes Order once available, and any relevant financial, assurance, service continuity or transition considerations affecting the constituent councils.
- xi. To take decisions in accordance with the principles of good decision-making, namely: giving consideration to all options available; having regard to due consultation; giving consideration to professional advice from officers; having clarity of aims and desired outcomes; ensuring that the action proposed is proportionate to the desired outcome; having respect and regard for human rights and the councils' Public Sector Equality Duties; applying a presumption in favour of openness, transparency and

accountability; taking into account only relevant matters; giving due weight to all material considerations, including opportunities and risks; and ensuring that proper procedures are followed.

- xii. The Voluntary Joint Committee shall have regard to advice provided by the Senior Responsible Officer or the relevant Deputy Senior Responsible Officer on implementation planning, governance arrangements, programme delivery, transition readiness and matters affecting the future unitary area and, where relevant, assurance advice provided by the Deputy SRO (Assurance). The Senior Responsible Officer and the relevant Deputy Senior Responsible Officers will ensure that any advice provided is consistent between them and in accordance with national guidance, and the agreed local programme management principles and processes.

3.2 From the date on which the Staffordshire (Structural Changes) Order [MM/YYYY] comes into force until the fourteenth day after the ordinary day of election of Councillors in May 2027, the Voluntary Joint Committee may, by written notice to the proper officer of each constituent council, require the council referred to in the notice to take such action as is relevant to the function of preparing for and facilitating the economic, effective, efficient and timely transfer to the South and Mid Staffordshire Council of its functions, property, rights and liabilities, such functions to be discharged via the Voluntary Joint Committee.

3.3 Any such functions shall be discharged through the Voluntary Joint Committee in accordance with the Structural Changes Order and these Terms of Reference.

4. Membership

4.1 The Voluntary Joint Committee shall comprise 12 voting members in total, aligned to the recommended structure set out by MHCLG for the South and Mid Staffordshire Joint Committee.

4.2 Six voting members shall be appointed by Staffordshire County Council.

- 4.3 Six voting members shall be appointed by the district and borough councils within the proposed South and Mid Staffordshire Council area, Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, South Staffordshire Council, Stafford Borough Council and Tamworth Borough Council.
- 4.4 The district and borough council appointments shall be made on the basis of one voting member from each district or borough council.
- 4.5 Voting members appointed under paragraphs 4.2 and 4.3 shall be the Leader of each appointing council. Where constituent councils have multiple appointments, they are to be appointed by each Council in accordance with its own constitutional arrangements.
- 4.6 Each appointing council shall also appoint a named substitute for each voting member.
- 4.7 Where a voting member is unable to attend a meeting of the Joint Committee, the named substitute member may attend and act in their place with full speaking and voting rights.
- 4.8 Where both the voting member and substitute member attend a meeting of the Voluntary Joint Committee, only the voting member shall be entitled to exercise voting rights.
- 4.9 In the event of any voting member ceasing to be a member of the constituent council which appointed them, the relevant constituent council shall, as soon as reasonably practicable, appoint another voting member in their place.
- 4.10 Where a voting member ceases to hold the office or position by virtue of which they were appointed, or where a substitute member ceases to be eligible to act as substitute, the relevant constituent council shall appoint a replacement as soon as reasonably practicable.
- 4.11 Each constituent council may remove a voting member or substitute member and appoint a different member or substitute in accordance with that authority's own constitutional arrangements, and by providing notice to the Chair or Secretary.

- 4.12 The Voluntary Joint Committee recognises that continuity of membership is an important factor in maintaining programme knowledge, effective governance and timely decision-making during the transition period. Changes to substitutes should therefore only be made where reasonably necessary, with notice provided to the Secretary as soon as reasonably practicable.

5. Quorum

- 5.1 The quorum shall be five voting members, including at least two members appointed by Staffordshire County Council and at least three members appointed by district or borough councils.
- 5.2 No business shall be transacted at a meeting unless a quorum exists at the beginning of the meeting and remains present for the item of business being considered. If the Chair or Secretary declares that a quorum is not present, the meeting shall be adjourned for 15 minutes and, if it remains inquorate, shall stand adjourned.

6. Chair and Deputy Chair

- 6.1 The Chair and Deputy Chair shall be appointed by the Voluntary Joint Committee at its first meeting and thereafter annually.
- 6.2 The Chair, or in their absence the Deputy Chair, shall preside at meetings of the Voluntary Joint Committee.
- 6.3 Where both the Chair and Deputy Chair are absent or unable to act, the Voluntary Joint Committee shall elect one of the members present to preside for the balance of that meeting, or part of the meeting, as appropriate.
- 6.4 For the avoidance of doubt, the role of Chair and Deputy Chair vests in the principal member concerned and, in their absence, the role shall not automatically fall to that constituent council's substitute member.
- 6.5 Where the Voluntary Joint Committee has failed to appoint a Chair at its first or any subsequent meeting, the members present shall elect one of their number to preside for that meeting or until a Chair is appointed.

7. Voting

- 7.1 Each voting member present at the meeting shall have one vote.
- 7.2 The Voluntary Joint Committee shall seek to reach decisions by consensus wherever possible.
- 7.3 Where a vote is required, all questions shall be decided by a majority of the votes of the members present and voting, the Chair having a casting vote in addition to their vote as a member of the Voluntary Joint Committee.
- 7.4 Voting at meetings shall be by show of hands.
- 7.5 On the requisition of any two members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each member voted and the name of any member present who abstained from voting.
- 7.6 Where, in relation to a proposed recommendation, the members appointed by any one constituent council indicate that they do not support the proposed recommendation and request that this paragraph applies, consideration of that matter shall be deferred to the next meeting of the Voluntary Joint Committee.
- 7.7 If, at the next meeting, the members appointed by the same constituent council again indicate that they do not support the proposed recommendation and request that this paragraph applies, the Voluntary Joint Committee shall not make a single recommendation on that matter. Instead, it shall refer the matter to the Shadow Authority, future statutory Joint Committee, or constituent councils as appropriate, together with any alternative options or views identified by the Voluntary Joint Committee.

8. Committees and Advisory Groups

- 8.1 The Voluntary Joint Committee may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit, subject to the scope of any delegation made to the Voluntary Joint Committee by the constituent councils.

- 8.2 The Voluntary Joint Committee may establish advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks to those bodies.
- 8.3 Advisory groups may be formed of officers or members of the constituent councils, Implementation Team representatives, or such third parties as the Voluntary Joint Committee considers appropriate.
- 8.4 Advisory groups shall not exercise decision-making powers unless expressly authorised.
- 8.5 The Voluntary Joint Committee may delegate the finalisation of documents, recommendations or other matters within its remit to the Senior Responsible Officer and the relevant Deputy Senior Responsible Officer acting jointly, in consultation with the Chair, Deputy Chair, relevant Monitoring Officer and Section 151 Officer, subject to any limitations or conditions specified by the Voluntary Joint Committee.
- 8.6 The relevant Deputy Senior Responsible Officer will be responsible for ensuring the overall effectiveness of the Committee arrangements, accountable to the Senior Responsible Officer and the Committee Chair.

9. Implementation Team

- 9.1 As soon as practicable after the establishment of the North Staffordshire and South and Mid Staffordshire Voluntary Joint Committees, they shall jointly form, on a voluntary basis, a single team of officers, known as the "Implementation Team", for the purpose of assisting both Voluntary Joint Committees in the discharge of their functions and, if required, the North Staffordshire and South and Mid Staffordshire Shadow Authorities.
- 9.2 The members of the Implementation Team shall include officers from Staffordshire County Council and from each of the North Staffordshire / South and Mid Staffordshire constituent councils.
- 9.3 The Leader of the Implementation Team, to be known as the Senior Responsible Officer (SRO), shall be the person who is for the time being the Chief Executive of Staffordshire County Council.

10. Hosting and Administration

- 10.1 The Voluntary Joint Committee shall at its first meeting decide which of the constituent councils will be the host authority, and the Head of Democratic Services or equivalent officer from that authority shall be Secretary to the Committee.
- 10.2 The Voluntary Joint Committee shall at its first meeting decide which constituent council will provide the Section 151 Officer role.
- 10.3 The Voluntary Joint Committee shall at its first meeting decide which constituent council will provide the Monitoring Officer and Legal Adviser to the Joint Committee.
- 10.4 The Voluntary Joint Committee shall at its first meeting decide whether secretariat and administrative support will be jointly funded by the constituent councils, or which constituent council will provide that support. Each authority shall remain responsible for receiving and paying any travel or subsistence claims from its own members.
- 10.5 The functions of the Secretary shall be:
 - i. to maintain a record of membership of the Voluntary Joint Committee and any sub-committees or advisory groups appointed;
 - ii. to summon meetings of the Voluntary Joint Committee and any sub-committees or advisory groups;
 - iii. to prepare and send out agendas in consultation with the Chair and Deputy Chair, the SRO and the relevant Deputy SRO;
 - iv. to keep a record of proceedings, attendance, declarations of interests and decisions;
 - v. to publish minutes and other documents in accordance with these Terms of Reference and applicable access to information requirements;
 - vi. to take such administrative action as may be necessary to give effect to decisions and recommendations of the Voluntary Joint Committee; and
 - vii. to perform such other functions as may be determined by the Voluntary Joint Committee from time to time.

11. Meetings

- 11.1 The Voluntary Joint Committee shall meet at such frequency as it determines, having regard to the requirements of the local government reorganisation timetable.
- 11.2 At its first meeting, the Voluntary Joint Committee shall agree a schedule of meetings, including the proposed dates, times and locations. Meetings shall normally be held within the relevant new unitary council area unless otherwise agreed by the Voluntary Joint Committee. The Secretary shall notify members of the confirmed arrangements for each meeting.
- 11.3 The proceedings of meetings shall be webcast and recorded where suitable facilities are available at the meeting location.
- 11.4 Meeting papers shall be published and circulated by the Host Authority in accordance with applicable access to information requirements, including the Local Government Act 1972. The Chair may choose to accept or reject urgent items tabled at any meeting.
- 11.5 Additional ad hoc meetings may be called by the Secretary, in consultation where practicable with the Chair and Deputy Chair, in response to receipt of a written request setting out an urgent item of business within the functions of the Voluntary Joint Committee from:
 - i. any two members of the Joint Committee; or
 - ii. the Chief Executive of any constituent council.
- 11.6 The Secretary shall settle the agenda for any meeting after consulting, where practicable, the Chair or, in their absence, the Deputy Chair, the SRO and the relevant Deputy SRO. The relevant Deputy SRO may submit items, reports and recommendations for inclusion and shall be consulted on the forward work programme for their respective Committee.
- 11.7 The Joint Committee shall, unless the person presiding at the meeting or the Joint Committee determines otherwise, conduct its business in accordance with the procedure rules set out below.

12. Access to Information

- 12.1 Meetings of the Voluntary Joint Committee shall be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- 12.2 These rules do not affect any more specific rights to information contained elsewhere under law.
- 12.3 The Secretary shall ensure that relevant legislation relating to access to information is complied with. Each constituent council shall co-operate with the Secretary in fulfilling any requirements.
- 12.4 The host authority shall coordinate the handling of Freedom of Information requests, Environmental Information Regulations requests and data protection requests relating to the business of the Voluntary Joint Committee. Each constituent council shall remain responsible for responding to requests in respect of information it holds, and shall cooperate with the host authority and other constituent councils where a request relates to information held by more than one authority.

13. Attendance at Meetings

- 13.1 The SRO, relevant Deputy SRO and Deputy SRO (Assurance) shall be entitled to attend and speak at all meetings of the Voluntary Joint Committee and any sub-committee or advisory group established by it. Their attendance shall not be dependent on an invitation from the Chair.
- 13.2 The Chair may invite any person, whether a member or officer of one of the constituent councils, an Implementation Team representative, external adviser or third party, to attend a meeting and speak on any matter before the Voluntary Joint Committee.
- 13.3 Third parties may be invited to attend the Voluntary Joint Committee on a standing basis following a unanimous vote of those present and voting.
- 13.4 Where agenda items require independent experts or speakers, the officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in

what capacity. Participation by independent experts or speakers shall be subject to the discretion of the Chair.

14. Order of Business

14.1 The order of business at each meeting shall be:

- i. Apologies for absence;
- ii. Declarations of interests;
- iii. Approval as a correct record of the minutes of the last meeting;
- iv. Matters set out in the agenda for the meeting;
- v. Programme, implementation and governance reports;
- vi. Matters on the agenda which, in the opinion of the Secretary, are likely to be considered in the absence of the press and public.

14.2 The Chair of the meeting may vary the order of business at the meeting.

14.3 There shall be no provision for public questions, statements or petitions unless the Voluntary Joint Committee resolves otherwise.

14.4 Members of the Voluntary Joint Committee shall remain subject to the Code of Conduct of their own constituent council. Members are responsible for complying with their own authority's requirements in relation to declarations of interest, participation in meetings, withdrawal from meetings and dispensations.

15. Minutes

15.1 Minutes shall be prepared by the Secretary and submitted to the next ordinary meeting for approval.

15.2 There shall be no discussion or motion made in respect of the minutes except as to their accuracy. If no question of accuracy is raised, or once any such question has been disposed of, the Chair shall sign the minutes.

15.3 Minutes shall record those present, apologies, declarations of interest, decisions, recommendations and any recorded vote.

16. Rules of Debate

16.1 A member wishing to speak shall address the Chair and direct their comments to the question being discussed.

- 16.2 The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. The Chair's ruling on all such questions or on matters arising in debate shall be final and shall not be open to discussion.
- 16.3 A motion or amendment shall not be discussed unless it has been proposed and seconded.
- 16.4 When a motion is under debate no other motion shall be moved except the following:
- i. To amend the motion;
 - ii. To adjourn the meeting;
 - iii. To adjourn the debate or consideration of the item;
 - iv. To proceed to the next business;
 - v. That the question now be put;
 - vi. That a member be not further heard or do leave the meeting;
 - vii. To exclude the press and public under section 100A of the Local Government Act 1972.
- 16.5 Members shall conduct themselves in accordance with their own authority's Code of Conduct.