

Pursuant to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meeting and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("The Regulations") changes have been made to the way in which local authority meetings can be held. This is to ensure decisions continue to be made in line with government guidance and legislative changes in light of the coronavirus pandemic.

The Regulations have been passed pursuant to s78 of the Coronavirus Act 2020. Under the Regulations local authority meetings (including planning committee meetings and licensing committee) may now be conducted remotely. This option was not previously possible under the Local Government Act 1972, Schedule 12, paragraphs 5-6 which required Councillors to be "present".

The Regulations only apply to those meetings held by the local authority on or before 7 May 2021 and come into effect on 4 April 2020.

Standing Order (Temporary) Part 4 (A)

REMOTE MEETINGS PROCEDURE RULES

These standing orders provide the rules for the conduct of any meeting which the Council has determined will be suitable for remote conferencing of the Council and its various Committees and Sub-Committees pursuant to The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

Members may be able to participate by means of conferencing if so agreed by the Chair of the Meeting in accordance with arrangements agreed from time to time by the Council. Attendance by conferencing will be with the agreement of the Chair and process for arranging attendance as set out in these Procedure Rules must be complied with.

1. How will notice of Meetings be provided?

1.1 The Proper Officer will give notice to the public of the time of the meeting and shall provide details of how the meeting shall be open to the public which shall be through remote means including (but not limited to) video conferencing and live interactive streaming.

1.2 Members will be notified of a remote meeting by email and all agenda papers will be available on the Council's website and via its meeting management software or other electronic means as appropriate. Hard copies of agendas will be sent to those Members who sit on the Committee.

2. Application of the Meetings Procedure Rules

2.1 These Procedure Rules should be read in conjunction with Council Procedure Rules which details the rules of debate and apply to all meetings of the Council except as varied by

3. Quorum

- 3.1. Any Member of the Committee in attendance remotely shall be regarded as present for the purposes of determining a quorum. -
- 3.2. In the event of any failure of the video conferencing link the Chair will immediately determine if the meeting is still quorate, if it is then the business of the meeting will continue, if there is no quorum then the meeting will only in such circumstances, adjourn for a period specified by the Chair to allow the connection to be re-established.

4. Notice of Remote Link

- 4.1 Any Member wishing to participate by remote means in any meeting of the Council, or of a Committee or Sub-Committee, must confirm their attendance by such means in writing to Democratic Services at least 48 hours in advance of the start of the meeting.
- 4.2. The remote means must be established and tested before the commencement of the meeting.

5. Types of Remote Link

- 5.1 Members should try to establish video conferencing capability however by exception, they may attend by audio only.

6. Record of Attendance

- 6.1 The Chair will confirm at the outset and at any reconvening of the meeting that they can see and hear all participating Members. Any Member participating by remote link must also confirm at the outset and at any reconvening of the meeting that he/she can see and hear the proceedings and the other attendees.
- 6.2 Democratic Services will record attendance on behalf of Members.

7. Declaration of Interests

- 7.1 Any Member participating by remote link who declares an interest in any item of business in terms which requires them to leave the room must also leave the remote conference. The departure will be confirmed by Democratic Services. This member of staff will thereafter confirm to the remote Member when they may re-join the meeting.

8. Disruption to remote conferencing

- 8.1 Should any aspect of the conference link fail, the Chair may call a short adjournment of up to five minutes to determine whether the link can quickly be re-established. Efforts should continue to re-establish the link but the meeting shall continue to deal with the business whilst this happens providing the meeting remains quorate.

8.2 In the event of link failure, the remote Member(s) will be deemed to have left the meeting at the point of failure of the equipment and if the link cannot be re-established before the end of the meeting then the presumption will be that the meeting should continue to deal with the item. If the link is successfully re-established then the remote Member(s) will be deemed to have returned at the point of re-establishment.

9. Notification of Right to Speak

9.1 The Chair shall determine at the commencement of the meeting how Members should notify them that they wish to speak considering whether video or audio conferencing is being used.

9.2 Officers of the Council should notify the Chair when they wish to speak in the same way as Members.

10. Voting

10.1 A remote Member participating in a vote will cast his/her vote as if participating in a recorded vote. Democratic Services will confirm the vote (for, against, abstentions and whether the motion has been carried or lost) to the Chair.

11. Exclusion of Public

11.1 If a remote Member wishes to participate (as a member of the Committee/Board or as an observer) in discussion of a confidential/exempt item they must verify that the venue is secure, that no member of the public has access and that no recording of the proceedings is being made, by any person. The members of staff present will ensure that no recording is taking place.