

Extract from Standing Orders – provisions to facilitate virtual meetings

PROCEDURES FOR COUNCIL MEETINGS**No. 1****MEETINGS OF THE COUNCIL**

- (4) For as long as the **2020 [Coronavirus] Regulations** remain in force, **meetings may be held virtually, either in whole or in part**, whereby:
- (i) the term 'meeting' is not limited to a meeting of persons all of whom, or any of whom, are present in the same place;
 - (ii) the 'meeting place' can include reference to more than one place, **including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers**;
 - (ii) 'open to the public' includes access to the meeting via **remote** means, including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such **remote** means;
 - (iv) Councillors are able to participate from **remote** locations and are deemed to be in attendance if they can:
 - hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - be so heard and, where practicable, be seen by any other members of the public attending the meeting.

No. 9**MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

The following motions and amendments may be moved without notice:-

- (15) A Motion under Section 100A (2) and (4) of the Local Government Act 1972 to exclude the public (either via exclusion from the physical meeting place, if any, **or by terminating remote access services**).
- (16) That a Member named under Standing Order No. 33(Disorderly Conduct) be not further heard or leave the meeting (either by leaving the meeting place if physically present **or by discontinuing remote access services**).

No. 12

RULES OF DEBATE FOR COUNCIL MEETINGS

[Deletions of all references to Members having to stand up.]

No. 13

VOTING AT COUNCIL MEETINGS

- (1) Subject to SO 12(6) below, the manner of voting at meetings of the Council shall be at the discretion of the Chairman, to ensure that the outcome of any vote is beyond doubt and **depending on whether all or some of the Members are participating remotely via conferencing facilities.**

[Deletions within this, and other clauses, of references to Members having to stand and to raise their hands]

No. 15

COMMITTEES

- (3) For as long as the 2020 Regulations remain in force, committee and sub-committee meetings may be held **virtually, as described in Standing Order 1(4).**

No. 16

COMMITTEES - CONFIDENTIALITY OF PROCEEDINGS

- (2) Proceedings at Committee / Sub-Committee meetings shall be conducted in public (including by way of public access to webcasting and/or conferencing facilities) unless a Committee / Sub-Committee passes a resolution to exclude the press and public on the grounds referred to in (1) above (via exclusion from the physical meeting place, if any, **or by terminating remote access to the meeting).**

No. 24

**ATTENDANCE OF MEMBERS AT MEETINGS OF
COMMITTEES AND SUB-COMMITTEES OF WHICH THEY ARE NOT MEMBERS**

- (1) **Any Councillors may attend meetings (either in person or remotely via conferencing facilities)** of any Committee or Sub-Committee of which they are not members. However, in such cases, a Councillor must obtain the consent of the Chairman of the meeting concerned in order to speak.

No. 25
VOTING AT COMMITTEES AND SUB-COMMITTEES

- (1) The manner of voting at meetings of Committees and Sub-Committees shall be at the discretion of the Chairman, to ensure that the outcome of any vote is beyond doubt and **depending on whether all or some of the Members are participating remotely via conferencing facilities.**

PROVISIONS RELATING TO BOTH COUNCIL AND COMMITTEES

No. 27
ATTENDANCES AT MEETINGS

- (1) The clerk of the meeting or other appropriate officer shall record the names of every Member of the Council attending a meeting of the Council, or of any of its Committees or Sub-Committees.

[No longer a need for Members to sign an attendance book]

- (2) **The conditions for a Member's remote attendance are that s/he is able to:**
- (i) hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance;
 - (ii) hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - (iii) be so heard and, where practicable, be seen by any other members of the public attending the meeting.

No. 28
DISCLOSURE OF INTERESTS AND PARTICIPATION AT MEETINGS

Members shall:

- (3) Not participate in any discussion or vote where they have a disclosable pecuniary interest in a matter and withdraw from the meeting, either by leaving the meeting room if physically present or by **remote** access being suspended, during consideration of the matter unless a dispensation has been granted.

No. 30
QUESTIONS AT MEETINGS

- (1) Subject to (i) to (x) below, a Councillor, or a person resident, working or studying in the District, may put a question to any meeting of the Council (other than the Annual Meeting) or a Committee on any matter in relation to which the Council / Committee has powers or duties or which affects the District:
- (i) questions shall be e-mailed to all Members by 6.00pm on the working day prior to the meeting and either:
- read out at the meeting by the individual concerned from within the meeting room; or,
 - **if members of the public are not permitted to attend in person for health & safety reasons, the individuals concerned will be given the opportunity to pre-record their questions** (such recordings to be facilitated by the Council, limited to the individual speaking to camera, without additional augmentations to promote their views) and for the recordings to be replayed at the meeting. Otherwise, such questions will be read out by the Chief Executive or her nominated officer, **either from within a physical meeting place or from a remote location.**

No. 31
REPRESENTATIONS AT MEETINGS
(other than petitions – Standing Order 32 refers)

- (1) Representations at meetings of the Planning Committee
- 1.1 **In the case of virtual meetings when members of the public are not permitted to attend in person for health & safety reasons:**
- an objector;
 - a representative of the relevant parish or village council; and
 - the applicant or agent
- ... will be given the opportunity to pre-record their representations (such recordings to be facilitated by the Council, limited to the individual speaking to camera, without additional augmentations to promote his or her views) and for the recordings to be replayed at the meeting. Otherwise, such representations must be submitted in writing (including via e-mail) and read out at the meeting by the Chief Executive or her nominated representative, **either from within a physical meeting place or from a remote location.** In either case, the deadline for the receipt of such submissions shall be by noon on the working day before the meeting. The maximum time allowed for replaying or reading out each representation shall be three minutes. Such representations shall be tested for compliance with the three-minute rule and individuals will be asked to curtail their recordings if necessary.

1.2 **In the case of non-virtual or part virtual meetings when members of the public are permitted to attend in person:**

- an objector;
- a representative of the relevant parish or village council; and
- the applicant or agent

...may speak about a planning application from within the meeting room for up to three minutes each.

1.3 **In either case**, if more than one objector wishes to speak or have their representation recorded or read out, a single representative will normally be asked to speak or submit representations on behalf of fellow objectors. Professional agents may act on behalf of objectors. Supplementary written submissions, visual aids, hand-outs or other material will not be allowed. Representations should not seek to introduce new information or material not previously submitted with the application. This may result in the application being deferred for further consideration or public comment.

(2) Representations at other Committee meetings

2.1 Members of the public and other interested parties can make representations at meetings of any Policy Committee (or Sub-Committee thereof) or the Overview & Scrutiny Committee in connection with a particular agenda item. The maximum time allowed shall be three minutes per person. Unless the agenda already makes special provision for members of the public to participate at a particular meeting, such requests must be sent by email, or submitted in writing to the Chief Executive or her nominated Officer at least two working days prior to the Committee meeting in question. Acceptance of such requests, together with those received after the aforementioned deadline or at the meeting, shall be at the discretion of the Chairman of the relevant meeting, having due regard to the number of contributions, the potential for repetition of the subject matter and the likely length of the meeting. Members of the public or interested parties can either:

- read out their representations at the meeting from within the meeting room; or
- **when members of the public are not permitted to attend in person for health & safety reasons**, they will be given the opportunity to pre-record their representations (such recordings to be facilitated by the council, limited to an individual speaking to camera, without additional augmentations to promote his or her views) and for the recordings to be replayed at the meeting. Otherwise, such representations will be read out by the Chief Executive or her nominated representative, either from within a physical meeting place or from a **remote location**. Such representations shall be tested for compliance with the three-minute rule and individuals will be asked to curtail their submissions if necessary.

No. 31

PRESENTATION OF PETITIONS TO MEETINGS OF THE COUNCIL AND ITS COMMITTEES (excluding the Planning and Licensing Committees)

- (5) The presentation of a petition (to be by any one of the ten or more signatories specified in 2(ii) above or a Member of the Council) shall be in the form of a statement, limited to not more than three minutes, and shall be confined to the subject matter of the petition, indicating the number and description of the signatories, and making such further supporting remarks relevant to the petition. Spokespersons can either:
- read out their statements from within the meeting room; or
 - **when members of the public are not permitted to attend in person for health & safety reasons**, they will be given the opportunity to pre-record their statements and for the recordings (such recordings to be facilitated by the Council, limited to an individual speaking to camera, without additional augmentations to promote his or her views) to be replayed at the meeting. Otherwise, such statements will be read out by the Chief Executive or her nominated officer on behalf of the spokesperson, either from within a physical meeting place or from a **remote** location.

No. 32

DISORDERLY CONDUCT - MEMBERS

- (1) If at any meeting of the Council, a Committee, or Sub-Committee, any Member of the Council, in the opinion of the Chairman misconducts him/herself by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the meeting, the Chairman or any other Member may move "that the Member named be not further heard", and the motion if seconded shall be put and determined without further discussion.

Continuing misconduct by a named Member

- (2) If the Member named continues his / her misconduct after a motion under the foregoing paragraph has been carried, the Chairman may :-

EITHER

Move "That the Member named do leave the meeting" in which case the motion shall be put and determined without seconding or discussion (if carried, the named Member shall be asked to leave the meeting place if physically present **or, in the case of virtual participation, the Chairman shall order the termination of the Member's on-line access**).

OR

Adjourn the meeting for such period, as s/he in her/his discretion considers expedient.

No. 33
DISTURBANCE BY THE PUBLIC

- (1) The Chairman shall warn any member of the public who interrupts the proceedings at any meeting. If the individual continues the interruption, the Chairman may order his / her removal from the Council Chamber **or, in the case of virtual participation, the termination of his / her on-line access.** In the event of general disturbance in any part of the Chamber open to the public, the Chairman shall order that part to be cleared. Similarly, in event of general disturbance from members of the public participating remotely, the Chairman may order all such public access to be terminated.

- (2) The Chairman may adjourn the meeting as per SO 32(3) above.