## PROCEDURE RULE

**REMOTE MEETINGS**

1. The [Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020](#) make provision for remote attendance at, and remote access to, council meetings held on or before 7 May 2021.

2. The regulations enable the council to hold meetings without all, or any, of the members being physically present in a room. This allows for remote meetings through electronic, digital, virtual locations, live webcast, live interactive streaming, video and telephone conferencing.

3. The 'place' at which the meeting is held may be a council building, or where the organiser of the meeting is located, or an electronic, digital or virtual location, a web address, or a conference call telephone number.

4. In order for members to be able to attend meetings of the council remotely, they need not be physically present, provided they are able to hear and be heard (and, where possible, see and be seen by) other councillors and members of the public attending remotely or in person.

5. The procedure rules in this constitution apply to remote meetings in the same way as they do for other meetings of the council except where they conflict, in which case this procedure rule takes precedence over other procedure rules in relation to the governance of remote meetings.

**6. Process**

6.1 The council facilitates remote attendance and access to its meetings through the medium of appropriate digital/virtual/conferencing technology, which enables the following to take place:

6.2 Contributions to be received from people using a wide variety of devices, not all of whom are on the council network.

6.3 Being accessible to both participants and members of the public who are not taking an active role but just observing.

6.4 Presentations and documents (maps, plans, etc) to be displayed and spoken to.

6.5 Before the meeting, any document to be referred to during the meeting should be shared with participants and published (where appropriate) in advance on the council's website, and ensure that every page and slide is numbered, wherever possible.

6.6 Before the meeting, all participants should be made aware of the following etiquette

  a) Join the meeting promptly to avoid unnecessary interruptions.
  b) Mute microphones when not talking.
  c) Switch off cameras when not speaking (to save bandwidth).
  d) Indicate a wish to speak by using the chat function.
  e) Only speak when invited to by the chair.
  f) Anyone speaking should state their name before making a comment.
  g) If referring to a specific page or slide, mention the page or slide number.

6.7 The chair and the clerk may:

  a) Pause (adjourn) the meeting by taking down the stream (live feed) from public viewing and then resume it when needed.
  b) Switch on each active participant's microphone when they are invited to speak and switch them off afterwards.
  c) Mute someone speaking at any time.
  d) Mute everyone speaking except themselves at any time
  e) Allocate different levels of access to people logging in (based on upon whether they are a councillor, an officer, a member of the public who has registered to speak or just an observer of the meeting).
  f) Switch some active participants and the observers off, so they are paused and have neither 'live' visual or audio feed whilst the committee deliberates in private or an officer present gives the committee advice. By taking down the live feed content from the public and just displaying a holding slide, decision makers may hold a separate meeting on Teams. The live stream can then be resumed when needed.

## 7. Questions by members of the public

7.1 Only written questions from the public, submitted in accordance with Procedure Rule 11 of the Council Procedure Rules, may be considered at remote meetings.

## 8. Voting

8.1 Named voting will be used to record votes at remote meetings.

8.2 To record a vote, the clerk will perform a roll-call of all members present and ask them to state their voting intention (For, Against or Abstain). These will then be counted and recorded. At the conclusion of the voting the chair shall announce the numbers of votes cast for, against and abstentions and announce whether the motion has been passed or lost.

## 9. Access to information

9.1 The requirement to ensure meetings are open to the public includes access by remote means, including video conferencing, live webcast and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.

9.2 Any requirements for the authority to ensure publication, posting or making available a document for inspection at offices of the council include publication on the council's website.