1. Procedure Rule - Virtual Meetings

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

b. 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 web cast, live interactive streaming, video and telephone conference facilities.

c. The place at which the meeting is held maybe physical, through telephone conferencing or through the use of electronic means.

d. In order for Councillors to be able to attend meetings of the Council and its Committees 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.

e. 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 all the procedure rules in relation to the governance and operation of remote meetings.

2. Process

a. The council will facilitate remote attendance and access to its meetings in a way that Complies with the regulations

b. The person presiding and the clerk may:

   i. Pause (adjourn) the meeting by taking down the stream (live feed) from public viewing and then resume when appropriate;

   ii. Switch on each active participant’s microphone when they are invited to speak and switch them off afterwards;

   iii. Mute someone speaking at any time;

   iv. Mute everyone speaking except themselves at any

   v. Allocate different levels of access based on a person’s roll at the meeting or as necessary to prevent disruption;

   vi. Switch any participant or observer off, so they are paused and don’t have a need to live visual audio feed. This facility is at the discretion of the person presiding at the meeting and may be done for a variety of reasons such as to prevent disruption to the meeting.

3. **Public participation**

    a. Members of the public will be able to participate in virtual meetings in the following ways:

        i. Public statements, questions, deputations and petitions can be submitted in advance of the meeting in writing by no later than 12 noon on the second working day before the meeting is to take place;

        ii. Public statements, questions, deputations and the text of any petition will be made available to all members of the virtual meeting however members of the public will not be able to present their statements in the virtual meeting;

        iii. Public questions will receive a written response. No supplementary questions will be permitted;

        iv. Public petitions will be noted as being received by the chair of the meeting without debate and sent to the relevant executive member, committee or council officer for a response.

4. **Voting**

    a. The Procedure Rule for recorded votes will be used for all votes taken at virtual meetings.

5. **Record of attendance**

    a. A record of attendance will be kept taken from the electronic facilities.

6. **Joint arrangements**

    a. Report on joint arrangements will be made in writing only.

7. **Points of personal explanation**

    a. Points of personal explanation will not be permitted during virtual meetings

8. **Points of information**

    a. Points of information will not be permitted during virtual meetings

9. **Amendments to motions**

    a. All amendments to motions will be submitted in writing by 12 noon on the working day preceding the meeting.

b. For the avoidance of doubt the operation of this standing order will not prevent the mover and seconder of the motion from agreeing alterations to the original motion.

10. Minimum number of meetings

a. All Procedure Rules requiring a minimum number of meetings are disapplied until the annual meeting of 2021