

Format for Remote Meeting (Based on L01-20 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

NALC 3<sup>rd</sup> April 2020

The regulations came into force on 4<sup>th</sup> April 2020 and enable local councils to hold remote meetings.

The regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021.

Where an appointment would otherwise be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority.

Public notice is deemed to be given if published on the relevant principal authority's website.

To attend a meeting remotely a member in remote attendance must meet specified conditions (see below).

Regulation 5(") of the 2020 Regulations provides that a member in remote attendance attend the meeting at any time if the member is able at that time:

- a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All of the above conditions must be satisfied.

These conditions allow members to join via video link system or by telephone so long as every member can be heard by every other member and the public.

**Additional BDPC regulations (main source: NALC: Holding remote meetings and WALC: Coronavirus Guidance for Parish Councils 15<sup>th</sup> April 2020):**

**Host:** The Clerk will "host," the remote meeting, using Zoom, in line with advice from WALC.

**Access to remote meetings:** Will be via email links from the Clerk (Host). The link will provide the meeting ID and password. Requests to access the meeting should be emailed to the Clerk, 72-hours in advance of the meeting in order that the links can be emailed out.

**Chairing Meetings:** The Chairman of the Parish Council will chair the meeting (with the Vice-Chair deputising if the Chairman is not available).

**Management of participation:** Upon joining a meeting, councillors and members of the public will enter via the Waiting Room and be asked to Mute their microphone and ensure that their video facility is working. Parish Councillors will be asked to "mute" themselves when not speaking, in order to reduce background noise.

The Host will bring attendees from the Waiting Room, into the meeting.

The Chairman may ask everyone to state their name before they start speaking so that it is clear who is speaking.

In order for a Councillor to make a point regarding an item under discussion, they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the microphone and mute it again after they have made their point. If any member has joined by telephone only, the Chair will invite them to speak before moving to a proposal.

When a proposal is required, the Chair will ask the meeting to look for a Councillor who has raised their arm. The Chair will invite that Councillor to state their name and the proposal.

The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.

The Chair will then ask all Councillors in favour to raise their arm and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.

The Chair will then repeat for any Councillor not in favour or who wants to abstain.

“Standing Orders,” will continue to be used to assist with the good management of a meeting.

**Signing of the minutes:** The Chair will ask the councillors if they accept the draft minutes as an accurate record. A proposer and seconder will be sought by the Chair and recorded by the Clerk. The Chair will then sign the minutes on the hard copy and subsequently post those minutes to the Clerk for the record.

**Voting:** The Chair/Clerk will read back the votes of the council so that everyone is sure their vote has been recorded correctly.

**Conduct:** Councillors should approach the meeting with respect and in the spirit of the council’s code of conduct.

**Leaving a meeting:** If a Councillor needs to leave the meeting, due to a conflict of interest, the Councillor will be moved to the “Waiting Room” for that section of the meeting and will be brought back into the meeting, once the item has concluded. The Chair will confirm the outcome of the vote on that item, for the returning councillor/s.

**Public Participation:** Members of the public will be able to speak within, “Matters from the Public,” for maximum of 3 minutes per person, to a maximum of 15 minutes for that section of the meeting. The Chair will ask members of the public if they wish to speak, at this point of the meeting, regarding any point/s on the agenda. Members of the public are not to interrupt Councillors when they make their deliberations. If a member of the public, “unmutes,” themselves and interrupts the meeting, they will be asked to mute themselves up to a maximum of twice. If there is a third interruption, the Chairman will ask the member of the public to leave the meeting or the Host will remove them from the meeting.

Members of the public and press will be put into the Waiting Room during confidential matters of the Parish Council and then readmitted by the Host.

**Minutes:** The minutes will be taken by the Clerk and distributed in the normal timescales, via the Council’s website. The meeting will be recorded to assist with the preparation of the minutes. The

Chair will inform all present that the meeting will be recorded by the Council. The public session need not be recorded if anybody wishes to object. Recordings will be retained for a maximum of 3 months in order to verify the minutes.

The Chair will work through the Agenda supported by the Clerk as required. The agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate. These items will be postponed until the current lockdown has been lifted. The Scheme of Delegation will remain in place until face-to-face meetings are permitted again.

Papers for the meeting will be posted on the Parish Council Website and emailed out to all Councillors with an email address. Every effort will be made to avoid additional papers being required.