

Supplementary Standing Orders

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until 7 May 2021 or earlier if repealed and require a number of temporary changes to Standing Orders.

The Coronavirus restrictions mean there are no physical meetings at present. As restrictions are lifted it is possible that the council may wish to return to physical meetings.

General

This supplementary standing order should be read in conjunction with the Council's standing orders.

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.

All meetings of the council must be open and accessible to the public with adequate provision for access to the papers for the meeting. The new legislation simply expands on how the council may meet to include virtual meetings and varies the requirements for an annual meeting.

The meeting may be recorded for the purpose of minute taking and the recording will be disposed of within 24 hours.

1) Annual Meeting

- a) The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to 7 May 2021 may only take place:
 - i) where called by the Chair or
 - ii) following a resolution calling for an annual meeting being passed at an ordinary or extra ordinary meeting of the Council.
- b) If the Council chooses to continue without an Annual Meeting, the appointments made in May 2019 will continue until the Annual Meeting in May 2021.
- c) These regulations do not cover Annual Parish/electors meetings which maybe called by the council or by electors. The NALC/SLCC advice is that social distancing principles remain in place and that you should not call the annual electors meeting at this time.

2) Access to Information

- a) Where a document is required to be 'open to inspection' this shall include published on the website of the council.
- b) Where a document is required to be published and made available at the council's offices, this shall include published on the website of the council.
- c) Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include published on the website of the council.
- d) Draft minutes of remote meetings should be made available on the council's website

- within a reasonable time, especially as the number/time/date of meetings may vary.
- e) The delegated decisions register should also be kept up to date on the website in between meetings for transparency.

3) Remote Access to Meetings

- a) The definition of meeting within the Council's standing orders is amended so that:
- i) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital, or virtual locations such as internet locations, web addresses or conference call telephone numbers. Details of how to join the meeting will be included on the agenda.
 - ii) 'open to the public' includes access to the meeting by remote means including video conferencing and interactive streaming or conference call telephone numbers
 - iii) where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- b) If the Council becomes aware that its technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.
- c) If public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.
- d) The regulations do not amend any of the legal requirements for the calling of meetings including the days of notice required for holding a meeting of the council or its committees.

4) Councillors in Remote Attendance

- a) A councillor in remote attendance is present and counted for the purposes of the quorum when they can:
- i) hear and where practicable see other members of the council
 - ii) hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman
- b) A councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 4 a) are not met.
- c) Subject to 4 b) the Chairman may if appropriate
- i) adjourn the meeting to permit conditions for remote attendance to be re-established
 - ii) count the number of councillors in attendance for the purpose of the quorum
- d) The summons can be issued to all members of the council by email, and will include:
- i) Links to the agenda and associated documents for the meeting or
 - ii) Email versions of documents necessary for the meeting
 - iii) Details of how to join the meeting & how to phone into the meeting if necessary.

5) Remote attendance by members of the public

- a) A member of the public is in remote attendance when they can:
- i) hear and where practicable see and where practicable be seen by members of the council at the meeting
 - ii) hear and where practicable see where practicable be seen by other members of the public attending the meeting including those wishing to speak during the public participation agenda item or as invited by the Chairman
- b) A member of the public in remote attendance will be deemed to have left the

meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 5 a) are not met.

- c) An IT failure which prevents public access to the meeting renders the whole of the meeting incapable of proceeding.
- d) An IT failure which prevents a member of the public from addressing the council during public participation (subject to (f) below) will not invalidate the meeting.
- e) Subject to 5 b) the Chairman may if appropriate
 - i) adjourn the meeting to permit conditions for remote attendance to be re-established
 - ii) vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.
- f) The Council will only allow written questions under the public participation item of the agenda, these must be received by the Clerk (clerkhaytonpc@gmail.com) from Registered Electors of the parish in advance of the meeting (received by any set deadline which shall be published with the agenda).
- g) Questions from persons not listed on the register of the electors for the parish will only be considered at the Chairpersons discretion.

6) Remote Voting

Unless a recorded vote is demanded in line with the current Standing Orders, the Chair will take the vote by:

- a) Visual confirmation of the meeting that there is agreement or
- b) the number of votes against the motion or amendment will be recorded.

7) Code of Conduct /Declarations of Interest– councillors excluded from the meeting

Councillors will be required to advise the Clerk (clerkhaytonpc@gmail.com) in writing of their declarations of interest by the day before any remote meeting.

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, or as a result of a declaration of interest, the means of remote attendance and access will be severed whilst any discussion or vote takes place.

A clear minute will be made of the member leaving and re-joining the meeting.

It must be clear to the public that the member has 'left' the meeting and then "re-joined".

8) Exclusion of the press and public

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- a) The means of remote attendance and access to the meeting by members of the press and public will be severed
- b) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

Signed:

Date: 17 June 2020

Cllr Gary Clubbs (Chairman)