

Procedural Standing Orders

Section A – General and Introduction

Addendum

This addendum is in effect until 7 May 2021 unless amended sooner.

No Requirement to Hold an Annual Meeting

A1(1) The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council shall only take place:

- where called by the Chair; or
- following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

(2) Where no Annual Meeting is held, appointments made at the previous Annual Meeting will continue unless otherwise determined at an ordinary meeting of the Full Council

Access to Information

A2 References in the Standing Orders to the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

- “open to inspection” shall include for these and all other purposes as being published on the website of the Council
- to be published, posted or made available at offices of the Council shall include publication on the website of the Council.

Remote Access to Meetings

A3 (1) References in the Standing Orders to the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place. Reference to:

- “place” or “meeting room” is to be interpreted to include electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and
- “open to the public” includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming, whether or not members of the public are able to attend the meeting in person

(2) If the Chair is made aware that a meeting is not accessible to the public through remote means due to any technological or other failure of provision, the Chair shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

Councillors in Remote Attendance

A4 (1) A Councillor in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Councillor in remote attendance is able at that time:

- to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Councillors in attendance.
- to 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
- to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(2) 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 contained in (1) above are not met. In such circumstance the Chair may, as they deem appropriate;

- adjourn the meeting for a short period to permit the conditions for remote attendance of a Councillor contained in A4(1) above to be re-established
- continue to transact the remaining business of the meeting in the absence of the Councillor in remote attendance, as long as the meeting remains quorate.

(3) Councillors in remote attendance at a meeting of Full Council shall be deemed to be in their designated seat for the purposes of voting.

A5 Remote attendance by Members of the Public

(1) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, members in attendance;

(b) to 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

(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(2) 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 contained in Standing Order A5 (1) above are not met. In such circumstances the Chair may, as he or she deems appropriate:

(i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order A5 (1) above to be re-established;

(ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

(iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

Remote Voting

A6 Unless a recorded vote is demanded in accordance with Standing Orders, the Chair will take the vote

- by use of the electronic voting system for Remote Voting where this is available and operational
- by the affirmation of the meeting if there is no dissent, or
- by roll-call, with each Councillor asked to orally indicate whether they wish to vote "For", "Against" or "Abstain".

Councillors excluded from the meeting

A7 Where a Councillor is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the Councillor or co-opted member may not participate.

Speaking rules

A8 (1) At meetings of Full Council, Councillors in remote attendance are not required to stand to address the meeting.

(2) Councillors in remote attendance should speak when invited to do so by the Chair, and not interrupt other speakers. Other Councillors must not interrupt whilst a Councillor is speaking unless they wish to make a point of order or a point of personal explanation.