

Supplemental Standing orders for the conduct of Council Meetings

1.0 INTERPRETATION

“Remote Meeting(s)”	means a meeting of the Council (any of a meeting of Full Council, Board, Sub-board, Committee or Task and Finish Group) which may be held by the use of telephone, teleconferencing, videoconferencing, or similar technology to enable participation by remote means and by which the place of the meeting can be virtual as permitted by the Coronavirus Act 2020 and subsidiary Regulations
“Standing Order(s)”	means those standing orders appearing at Part 4 of Schedule 11 of the Constitution
“Supplementary Standing Orders”	means these supplementary standing orders appearing in this Appendix A to Part 4 of Schedule 11 of the Constitution

2.0 Application of Supplementary Standing Orders and Meetings of Full Council

- 2.1 These Supplementary Standing Orders are to apply to the Council’s Constitution until the earlier to occur of midnight on 7 May 2021 or a resumption of normal Council business as evidenced by a formal decision of the Council.
- 2.2 With the exception of Supplementary Standing Orders 2.1 and 2.4 these Supplementary Standing Orders are to apply if a meeting of the Council (any of a meeting of Full Council, Board, Sub-board, Committee or Task and Finish Group) is to take place as a Remote Meeting
- 2.3 Unless specifically amended by these Supplementary Standing Orders the Council’s Standing Orders shall continue to apply and shall be interpreted by the Chairman of the Meeting as appropriate for their application to Remote Meetings.
- 2.4 Standing Order 2.1.1 relating to the number of Ordinary Meetings is amended so that “six” is replaced with “three”.

2.5 Standing Order 2.1.4 relating to the commencement and venue of Ordinary Meetings of the Council does not apply in the event that such a meeting is to be a Remote Meeting.

2.6 Standing Order 2.3.6 (b) relating to the Appointment of Substitute Members shall be amended by the removal of the words “on the form provided for this purpose”.

3.0 Organisation of Remote Meetings

3.1 Whilst these Supplementary Standing Orders are in force Standing Order 3.1.1 of Part 4 Schedule 11 relating to the availability of printed copies of Summonses and/or Agendas for any Council meetings is amended so that “available for collection from Democratic Services” is replaced with “posted/mailed to Members and interested participants”.

3.2 The Chief Executive or Borough Solicitor (as appropriate) shall, in sending out a summons to Members in relation to the Remote Meeting, state on the summons the proposed means of technology to be used for holding the meeting together with whatever security or participation requirements need to be fulfilled to gain access to the meeting.

3.3 The summons will be published on the website with instructions for how members of the public may view the meeting using their own technology.

4.0 Etiquette at Remote Meetings including Deputations and Public participation

4.1 Any member of the public who has exercised a right to ask a public question or make a deputation will be contacted by Democratic Services to give them details for how to access the meeting.

4.2 The Chairman may disapply any or all of Standing Orders 4.9, 4.10, 5.4 and 5.5 as necessary to enable the Remote Meeting to consider a public question or deputation made in writing and to consider a response in writing by any Officer of the Council.

4.3 In the case of a member of the public who has asked a public question they will be advised that in accessing the meeting the Chairman may keep that person’s microphone on mute for the duration of the remainder of the meeting

4.4 In the case of any member of the public who is viewing the meeting and has not expressed a wish to speak or make a deputation, the Chairman will keep that person’s microphone on mute for the duration of the meeting.

4.5 In the case of a member of the public who has asked to make a deputation, the Chairman will keep that person’s microphone on mute until they are invited to speak and on mute following the deputation.

- 4.6 When not speaking participants are to mute their devices/microphone to reduce background noise.
- 4.7 The Chairman may mute any participant's device/microphone to reduce background noise or to keep order and to enforce the spirit of Standing Orders 4.11.13 (Members to respect the Chairman and to take seats when the Mayor is standing and speaking), 4.11.14 and 5.7.7 (Member's misconduct) and all such Standing Orders which relate to the exercise of the Chairman's discretion or the exclusion from participation by members of the public or Members, including Standing Orders 6.1.1 to 6.1.4 relating to Members' interests.
- 4.8 The Chairman may, at their discretion, require the use of certain functions of electronic meeting management to enable the efficient conduct of the meeting. Such functions may include, and are not limited to, facilities to indicate a desire to speak on any item, vote on any recommendation motion or item, and displays of support for any proposition or comment. Subject to the Chairman's discretion these functions may be used to satisfy the provisions of Standing Orders 4.11.5 and 5.7.2 (Member indicating a wish to speak), 4.11.6 (Members to stand when addressing the Chairman) and 4.12.3 and 5.8.12 (voting by a show of hands).
- 4.9 The Chairman may request that a Member end their connection to the Remote Meeting in order to comply with Standing Orders 6.1.1 to 6.1.4 (Members' interests). In the event that the Member does not comply with such a request for any reason the Chairman may end that Member's connection to the Remote Meeting for the same purpose. The Chairman will ensure that the Member's connection to the Remote Meeting has ended before proceeding with the item of business for which the Member is to withdraw. Following the conclusion of that item of business the Chairman may direct an Officer of the Council to contact the Member to invite them to reconnect to the Remote Meeting.

5.0 Moving to a confidential/closed session

- 5.1 If a meeting of the Council resolves to exclude the Press and Public to consider a report or a matter that is either confidential or sensitive the Chairman shall adjourn the Remote Meeting by ending the use of the technology broadcasting the meeting to the public (whichever shall apply) and restarting it again within a short period of time utilising different security access arrangements which shall be instantaneously communicated by secure email or similar message to all Members present at the meeting.
- 5.2 In the event of 5.1 occurring and there is remaining business on the Agenda that should be conducted in public the Chairman shall invite members of the public and the press who are viewing or participating in the meeting to provide their contact details to Officers of the Council. When the Remote Meeting concludes dealing with the report or matter which requires the exclusion of the Press and

Public then the Chairman may adjourn the Remote Meeting for the purpose of restarting an open broadcast of the meeting. Those members of the public and press who have provided contact details will be sent a message providing further details of how to access the restarted public meeting. Such access details will also be immediately posted on the Council's website.

5.3 In the event that the Remote Meeting referred to in 5.1 above has been adjourned and restarted in a session that excludes the Press and Public no member of the public or member of the press shall be granted access to this part of the Remote Meeting by the Chairman or by any other Member or Officer present.