

VIRTUAL MEETINGS PROCEDURE RULES (VMPR)

These rules have been made by the Monitoring Officer in accordance with Article 13.4 of the Council's Constitution in order to implement The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (the 'Regulations') and will remain in force until those Regulations are repealed.

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 webcast, live interactive streaming, video and telephone conferencing.

The 'place' at which the meeting is held may be a council building, or where the organiser of the meeting is located, or an electronic, digital or virtual location, a web address, or a conference call telephone number.

In order for members to be able to attend meetings of the council 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.

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 other procedure rules in relation to the governance of remote meetings.

VMPR1 VIRTUAL MEETINGS

VMPR1.1 Virtual meetings generally

A virtual meeting is a meeting of the Council, Cabinet, Committee or Sub-committee of the Council held by remote access and where remote attendance by Members of the Council is by way of zoom video conferencing.

VMPR1.2 Holding virtual meetings

The Council, Cabinet and all Committees of the Council may hold all such virtual meetings that are deemed necessary and where such meetings are held these rules of procedure shall apply.

VMPR2 AMENDMENTS TO EXISTING PROCEDURE RULES

Where the Council holds a virtual meeting, the existing provisions in the Council Procedure Rules, Committee Procedure Rules, Cabinet Procedure Rules, Access to Information Procedure Rules, Public Participation Rules and Petition Scheme listed in the table at Annex 1 of these rules shall be suspended or amended in respect of that meeting. For the avoidance of doubt, where there is any inconsistency between

these rules and existing provisions in the Council's Constitution, these rules shall take precedence.

VMPR3 NOTICE OF MEETINGS

VMPR3.1 Calling urgent virtual meetings

The Proper Officer may, following consultation with the Chair of the Overview and Scrutiny Committee, call an urgent virtual meeting without notice. The reasons for calling an urgent virtual meeting shall be clearly stated at the beginning of the urgent virtual meeting.

VMPR3.2 Moving or cancelling virtual meetings

The Proper Officer may, following consultation with the Chair of the relevant virtual meeting move or cancel a virtual meeting without notice.

VMPR4 ACCESS TO VIRTUAL MEETINGS

VMPR4.1 Members of the Council

Members of the Council will access virtual informal meetings through either Microsoft Teams or Skype as advised by the officer responsible for the meeting. For formal public meetings, Zoom conferencing will be used.

VMPR4.2 Press and members of the public

Virtual meetings will be live webcast using Zoom conferencing and broadcast on YouTube. The press and members of the public will be able to access virtual meetings through the live webcast. Links to meetings and the agenda of the meeting will be available through the Council website.

All public participants wanting to address a meeting are required to notify the Democratic Services Officer except for Development Control meetings where the notification is to the Development Control Manager. An invitation to address the meeting will then be issued which will require the attendee to register prior to obtaining permission to join the meeting.

VMPR4.3

Exclusion of press and members of the public – exempt information

The press and members of the public will not be able to access any part of the meeting which considers exempt information and the public webcast will be turned off. The chair will seek the appropriate resolution to move into confidential session and the Democratic Services Officer will disconnect public access to the meeting. On conclusion of the consideration of the exempt item the Democratic Services Officer will restore public access to the meeting through the webcast though attendees will not be readmitted. Attendees can see the conclusion of the meeting on the webcast and any exempt items will be taken as the last item on the agenda so that attendees do not need to be readmitted.

VMPR5

PUBLIC PARTICIPATION

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

- (a) Public statements, questions and petitions can be submitted in advance of the meeting- see annex 1.
- (b) Public statements will be made available to all members of the virtual meeting.
- (c) Members of the public will be able to participate verbally as attendees provided they comply with the Public Participation at Meetings rules as varied by Annex 1.
- (d) In the event of connection issues then public questions will receive a written response and no supplementary questions will be permitted. This will not apply to meetings of the Development Control committee.
- (e) Public petitions will be received by the chair of the meeting without debate and sent to the relevant executive member, committee or council officer for a response.

All participants

Before the meeting, all participants (councillors and officers) should be made aware of the following:

- (a) Join the meeting promptly (at least 10 minutes before the meeting commences) to avoid unnecessary interruptions and to test connections.
- (b) All councillor microphones will be muted at the commencement of the meeting and during the meeting, councillors will be responsible for muting and unmuting their microphones when they are invited to speak by the chair.
- (c) Except for full Council, the chair shall introduce the members of the committee and the officers serving the committee at the commencement of the meeting.

- (d) Every councillor shall identify himself before speaking if the chair has not named the councillor so that public speakers using an audio link know the identity of the speaker.
- (e) Unless requested by the chair due to connection problems, councillor cameras should not be switched off so that councillors are known to remain present at the meeting. Any councillor who leaves the meeting will not be able to participate further in the item which was under discussion when they left and should not switch on their video link until the chair starts the next agenda item.
- (f) For meetings of the Development Control Committee any Councillor registered to speak as a visiting councillor and who is also a member of the committee, should advise the chair at the start of the item that he intends to speak as a ward councillor. The Democratic Services Officer will then demote the councillor to an attendee so that they can address the committee as a visiting councillor using the audio link. When the committee has determined the item the Democratic Services Officer will re-admit the councillor to the meeting.
- (g) For Development Control Committee officer cameras will be switched off unless that officer wishes to speak when the officer will switch on their video link to indicate that they wish to speak.
- (h) Other than the lead officers for all other committee meetings, officer cameras will be switched off unless that officer wishes to speak when the officer will switch on their video link to indicate that they wish to speak.
- (i) Councillors will indicate a wish to speak by raising their hand except for at a meeting of full council when “the raise your hand button” will be used.
- (j) Councillors and officers should only speak when invited to by the chair of the meeting.
- (k) If referring to a specific page or slide during the course of a debate or presentation, the councillor should mention the page or slide number.
- (l) Councillors should not use the chat function to communicate with other councillors at the meeting. This function may only be used by officers and the chair.
- (m) Councillors should declare that they are leaving the meeting and switch off their video link if they have a disclosable pecuniary interest or other personal interest in an item at the point when they leave. The councillors can switch on their video link when the chair calls the next agenda item.
- (n) If a councillor loses connection then they should immediately contact the Democratic Services Officer to advise them and use the link previously sent to access the meeting again. The chair may adjourn the meeting for 5 minutes,

if he/she considers it appropriate, whilst the councillor is re-admitted to the meeting. If the councillor cannot be re-admitted due to technical difficulties, then provided the meeting remains quorate the chair may proceed with the meeting.

All attendees should:

- (a) Watch the live stream of the meeting on YouTube to enable them to know when to ask to be let into the meeting using the access code given to them. Attendees must mute the YouTube feed whilst using the audio link to prevent feedback and delay of transmission.
- (b) Note that the onus is upon the attendee to request admittance to the meeting before the start of the item upon which they want to speak. Failure to do so will result in the loss of the right to speak.
- (c) In the event that connection is lost whilst the attendee is addressing the meeting they should immediately contact the Democratic Services Officer to ask to be re-admitted to the meeting. If this is not done then the right to speak will be lost. The chair of the meeting reserves the right to take the next public speaker on the item under consideration whilst reconnection is established. If reconnection cannot be established then the chair may proceed with the item under consideration without hearing further from the speaker.
- (d) At meetings of the Development Control Committee , where there is more than one attendee speaking under the councils public participation rules, the chair will ask the first attendee whether there is agreement between them on how the time is to be shared and all attendees must adhere to the agreed time when speaking. If there is no agreement, then the chair can either divide the time equally between them or delay their speaking until agreement has been reached. If an attendee exceeds their time allowance then the chair will remind them and ask that the next speaker be heard. If the attendees exceed their allocated time their microphones will be muted and the meeting will hear no further representations from them.

Administrative procedures

The chair and the democratic services officer may:

- (a) Pause (adjourn) the meeting by taking down the stream (live feed) from public viewing and then resume it when needed.
- (b) Switch on each active participant's or attendee's microphone when they are invited to speak and switch them off afterwards.
- (c) Mute someone speaking at any time.
- (d) Mute everyone speaking except themselves or any officer advising the meeting at any time.

- (e) Allocate different levels of access to people logging in (based upon whether they are a councillor, an officer, or a member of the public who has registered to speak).
- (f) Disconnect attendees for consideration of exempt items.
- (g) Exclude without comment uninvited guests from the meeting.
- (h) Subject to having first given one verbal warning, exclude persons causing disruption.

**VMPR6
VOTING**

If a vote is required at a virtual meeting it shall take place by a roll call by the chair of the meeting. The result of the vote will be given by either the Chair or the Democratic Services Officer

**VMPR7
REVIEW**

These rules will be kept under regular review and updated as necessary by the Monitoring Officer under Article 13 of the Council's Constitution.

ANNEX 1

RULES	PARAGRAPH NO	EXISTING RULES FOR NON VIRTUAL MEETINGS	AMENDED RULES FOR VIRTUAL MEETINGS (amendments in bold)	REASON FOR AMENDMENT
<p><u>Committee Rules</u></p>	<p>Paragraph 3-Substitution on committees</p> <p>Sub - paragraph (d)</p>	<p>(d) Attendance of a substitute at a forthcoming meeting will be notified to the Proper Officer as soon as possible and by no later than half an hour before the start of the meeting. Either the absent Member or a group representative may notify the Proper Officer; the substituting Councillor cannot give the notice. Democratic Services will notify the Chair of any substitutes attending at the start of the meeting</p>	<p>(d) Attendance of a substitute at a forthcoming meeting will be notified to the Proper Officer as soon as possible and by no later than half an hour 24 hours before the start of the meeting. In exceptional circumstances, the Proper Officer may reduce the notification period, but members need to be aware this could have implications for them being able access the meeting.</p> <p>Either the absent Member or a group representative may notify the Proper Officer; the substituting Councillor cannot give the notice. Democratic Services will notify the Chair of any substitutes attending at the start of the meeting.</p>	<p>Disapplication rule that substitute can be notified no later than half an hour before the meeting</p>

	<p>Paragraph 7 – Meetings Paragraph 7.2 Notice of Meeting</p>	<p>The Proper Officer will give notice to the public of the date, time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting, the Proper Officer will send an agenda to every Member of the Committee. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by all reports.</p>	<p>The Proper Officer will give notice to the public of the date, time and, unless the meeting is virtual, the place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting, the Proper Officer will send an agenda to every Member of the Committee. The agenda will give the date, time and, unless the meeting is virtual, the place of each meeting and specify the business to be transacted, and will be accompanied by all reports.</p>	<p>Amendment of requirement to give notice of place of meeting for virtual meetings. Second sentence makes clear the requirement to send an agenda to each member of the committee at least 5 working days before the meeting</p>
	<p>Paragraph 7.4 Duration of Meetings</p>	<p>When three hours have elapsed after the commencement of the meeting the Chair shall request a vote on whether the meeting should adjourn at a convenient point. Thereafter the Chair may request a further vote on whether the meeting should continue, provided that the meeting shall not normally, in any event, continue beyond 11pm.</p>	<p>When three hours have elapsed after the commencement of the meeting the Chair shall request a vote on whether the meeting should adjourn at a convenient point. Thereafter the Chair may request a further vote on whether the meeting should continue, provided that the meeting shall not normally, in any event, continue beyond 11pm where the meeting</p>	<p>Acknowledging the duration of meetings is normally 3 hours but making provision for virtual meetings to not normally continue for more than 4 hours, even those held during the day. 11pm is the not normally beyond time for meetings that take place in the council</p>

			takes place at the Council offices or for virtual meetings, for more than a four hour period.	
	<p>Paragraph 7.5 Attendance by visiting members</p> <p>Amend paragraph c) to add to the end of the paragraph</p>	<p>a) Any Member of the Council is entitled to attend and speak at any meeting of any Committee of the Council except meetings of the Standards Sub-Committees and the Human Resources Committee, when making senior officer appointments, or where the Council has directed otherwise. As a general rule a Councillor may speak for no more than 4 minutes at a time.</p> <p>b) Any Councillor wishing to attend and speak at a meeting of the Development Control Committee shall follow the guidance set out in Part 2 of 'Public Participation at Cabinet and Committee Meetings.'</p>	<p>a) Any Member of the Council is entitled to attend and speak at any meeting of any Committee of the Council except meetings of the Standards Sub-Committees and the Human Resources Committee, when making senior officer appointments, or where the Council has directed otherwise. As a general rule a Councillor may speak for no more than 4 minutes at a time.</p> <p>b) Any Councillor wishing to attend and speak at a meeting of the Development Control Committee shall follow the guidance set out in Part 2 of 'Public Participation at Cabinet and Committee Meetings.'</p> <p>c) Any Councillor wishing to attend a meeting and speak under paragraphs a) or b)</p>	<p>Paragraph c) requires visiting member to notify democratic services by noon on the day of the meeting. It should be noted that under the public participation rules members of the public only have to notify Democratic services 30 minutes before the meeting if they want to participate unless it is DC committee in which case it is 12 noon 2 days before the planning meeting. Suggest uniform requirement for both visiting public and members of committees and a separate but uniform requirement for DC.</p>

		<p>c) Any Councillor wishing to attend a meeting and speak under paragraphs a) or b) above is requested to give prior notice to Democratic Services by noon on the day of the meeting.</p>	<p>above is requested to give prior notice to Democratic Services by noon on the day of the meeting, unless the meeting is a virtual meeting when no less than 24 hours' notice shall be given before the commencement of the meeting, or if the meeting scheduled is due to be held on a Monday then notice shall be given on the preceding Friday.</p>	
	<p>Paragraph 9 Adjourned Meetings New para d)</p>	<p>a) Where a Committee decides to adjourn, the meeting shall reconvene on an agreed date. A Committee will not adjourn midway through an item of business save in exceptional circumstances. The adjourned meeting will be a continuation of the original meeting and will confine itself to the unfinished business on the agenda for that meeting.</p>	<p>a) Where a Committee decides to adjourn, the meeting shall reconvene on an agreed date. A Committee will not adjourn midway through an item of business save in exceptional circumstances. The adjourned meeting will be a continuation of the original meeting and will confine itself to the unfinished business on the agenda for that meeting.</p>	<p>The rule does not provide for the difficulties of virtual meetings.</p>

		<p>b) Except as provided for in paragraph c) below, the membership of the adjourned meeting may, if necessary, differ from that present at the original meeting by making use of the agreed substitution arrangements in these procedure rules.</p> <p>c) Where a meeting of the Development Control Committee, the Licensing Committee (and any of its Sub-Committees), adjourns without reaching a decision on a planning or licensing application, the membership of the adjourned meeting may not be changed by the use of substitute Councillor.</p>	<p>b) Except as provided for in paragraph c) below, the membership of the adjourned meeting may, if necessary, differ from that present at the original meeting by making use of the agreed substitution arrangements in these procedure rules.</p> <p>c) Where a meeting of the Development Control Committee, the Licensing Committee (and any of its Sub-Committees), adjourns without reaching a decision on a planning or licensing application, the membership of the adjourned meeting may not be changed by the use of substitute Councillor.</p> <p>d) If the virtual connection is lost during a meeting, the chair shall decide whether to call a recess to the meeting to see whether the connection can be re-established. If reconnection cannot be established within 30</p>	
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			<p>minutes, the chair may adjourn the meeting and paragraphs a)- c) shall apply.</p> <p>If a councillor loses connection during a meeting then the chair may adjourn the meeting for 5 minutes, if he considers it appropriate, whilst the councillor is re-admitted to the meeting. If the councillor cannot be re-admitted due to technical difficulties, then provided the meeting remains quorate the chair may proceed with the meeting.</p> <p>If connection is lost with a public participant then the chair may take the next speaker, and if the connection cannot be re-established, proceed with the meeting without hearing further from the public participant.</p>	
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	<p>Paragraph 10- Minutes</p> <p>Add to 10.1 Signing the minutes</p>	<p>10.1 Signing the minutes</p> <p>The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.</p>	<p>10.1 Signing the minutes</p> <p>The Chair will sign the minutes of the proceedings at the next meeting unless the meeting is virtual. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.</p>	<p>Minutes cannot be physically signed at a virtual meeting It has been decided that it is not physically possible to have the minute book signed in the current situation – the minute book will be updated once office working has returned.</p>
	<p>Paragraph 12 Voting</p> <p>12.3 Method of Voting</p> <p>Add to end of paragraph</p>	<p>Unless a recorded vote is demanded under paragraph 12.4 the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.</p>	<p>Unless a recorded vote is demanded under paragraph 12.4 the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting. For virtual meetings the chair will ask members of the meeting to specify their vote, individually.</p>	<p>The poll in the conferencing facility cannot be used as it allows members of the public attending as attendees to vote.</p>
	<p>Paragraph 17 – Conventions</p> <p>Add to beginning of the paragraph</p>	<p>With the exception of the Development Control Committee, its Viewing Panel and Licensing Sub-Committee meetings, no meeting of the Council, its Committees, Sub-Committees, Panels, Working Parties etc shall be held during the period 1-31 August.</p>	<p>Except in the case of urgency, with the exception of the Development Control Committee, its Viewing Panel and Licensing Sub-Committee meetings, no meeting of the Council, its Committees, Sub-Committees, Panels, Working</p>	<p>To amend the convention that there should be no meetings during August in the current crisis.</p>

		If a call-in should occur during this period, then the matter shall be presented to the Scrutiny Committee at its September meeting.	Parties etc shall be held during the period 1-31 August. If a call-in should occur during this period, then the matter shall be presented to the Scrutiny Committee at its September meeting.	
<u>Cabinet Procedure rules</u>	Paragraph 2.5 Attendance by Visiting Councillors Paragraphs b) & c)	<p>a) Any Councillor is entitled to attend and speak at any meeting of the Cabinet. As a general rule a Councillor may speak for no more than 4 minutes at a time.</p> <p>b) The Chair of an Overview or Scrutiny Committee may attend a Cabinet meeting and report the Committee's views in person.</p> <p>c) Any Councillor wishing to attend a meeting and speak under paragraph a) or b) above is requested to give notice to Democratic Services before noon on the day of the meeting although the Chair has a discretion to waive this notice requirement.</p>	<p>a) Any Councillor is entitled to attend and speak at any meeting of the Cabinet. As a general rule a Councillor may speak for no more than 4 minutes at a time.</p> <p>b) The Chair of an Overview or Scrutiny Committee may attend a Cabinet meeting and report the Committee's views in person.</p> <p>In the case of a virtual meeting, the Chair of an Overview and scrutiny meetings may attend a Cabinet meeting virtually and report the Committees views.</p> <p>c) Any Councillor wishing to attend a meeting and speak under paragraph a) or b)</p>	To be clear the attendance does not need to be in person

			<p>above is requested to give notice to Democratic Services before noon on the day of the meeting although the Chair has a discretion to waive this notice requirement. Unless the meeting is a virtual meeting when no less than 24 hours' notice shall be given before the commencement of the meeting, or if the meeting scheduled is due to be held on a Monday, then notice shall be given on the preceding Friday</p>	<p>Uniform requirement for notice to democratic services to enable virtual attendance by visiting councillors.</p>
<p><u>Public Participation at Meetings</u></p>	<p>Part 1 Cabinet and Committees Paragraph 6</p>	<p>Advance notice must be given to Democratic Services at least thirty minutes before the meeting, although the Chair may still accept comments and questions without prior notice.</p>	<p>Advance notice must be given to Democratic Services at least thirty minutes before the meeting, although the Chair may still accept comments and questions without prior notice.</p> <p>In the case of virtual meetings, twenty four hours advance notice before the commencement of the meeting must be given to Democratic Services or if the</p>	<p>Removal of requirement to give democratic services only 30 minutes notice of questions and comments by members of the public and the chairs discretion to accept such without notice at the meeting to enable the participation of the</p>

			meeting scheduled is due to be held on a Monday then notice shall be given on the preceding Friday	general public by virtual means
	<p>Part 2- Development Control Committee-</p> <p>Merge Paragraph 3a) and b) to form new (a). Add (b)</p>	<p>3 A request to speak by:</p> <p>a) a Councillor who is not a member of the committee should be made in writing to Head of Planning and Infrastructure no later than 30 minutes before the published start of the meeting, and</p> <p>b) a member of the public made in writing to the Head of Planning and Infrastructure by 12 noon two working days before the date of the Committee meeting (this would normally be the Monday prior to a Wednesday meeting).</p>	<p>A request to speak by:</p> <p>a) either a Councillor who is not a member of the committee or a member of the public should be made in writing to the Head of Planning and Infrastructure no later than 12 noon two working days before the date of the committee meeting</p> <p>b) The chair shall have discretion to extend deadline for notification of public speaking if the planning application is major and has borough wide implications</p>	Changes a councillor's ability to request to speak 30 minutes before the start of the meeting to give the same notice as the public of 12 noon 2 days before the meeting to enable virtual meetings.
	Public participation in respect of planning applications –	Committee members may ask speakers questions and seek clarification from Officers about particular points.	Committee members may ask speakers questions of fact to seek clarification arising out of the speaker's participation but only if officers are unable to clarify the particular point.	Restricts questioning of public speakers to use time well and reduce the risk of connections being lost

	paragraph 6			during participation with virtual meetings
<u>Council Procedure Rules</u>	Paragraph 4.1- Date , time, Place and duration of meetings	The date, time and place of meetings will be determined by the Council annually and notified in the agenda. (Meetings will usually be held in the Council Chamber on a Thursday, starting at 6.30pm.)	The date, time and place of all meetings will be determined by the Council annually or by the Chief Executive in consultation with the Mayor and notified in the agenda.	This allows changes to the previously agreed calendar of meetings as we have had to change meeting dates this year and we don't know when council will meet to approve a new calendar of meetings
	Paragraph 4.2a) Duration of meetings	<p>a) At an Ordinary Meeting of the Council, when three hours have elapsed after the commencement of the meeting, the Mayor shall request a vote on whether the meeting should adjourn at a convenient point. Thereafter the Mayor may request a further vote on whether the meeting should continue, provided that the meeting shall not normally continue beyond 11 pm.</p> <p>b) Where a meeting is adjourned, the remaining business on the agenda will</p>	<p>a) At an Ordinary Meeting of the Council, when three hours have elapsed after the commencement of the meeting, the Mayor shall request a vote on whether the meeting should adjourn at a convenient point. Thereafter the Mayor may request a further vote on whether the meeting should continue, provided that the meeting shall not normally continue beyond 11 pm where the meeting takes place at the Council offices or for virtual</p>	Acknowledging the duration of meetings is normally 3 hours but making provision for virtual meetings to not normally continue for more than 4 hours, even those held during the day. 11pm is the not normally beyond time for meetings that take place in the council.

		<p>be considered at a time and date fixed by the Mayor or if no date is fixed it will be carried forward to the next Ordinary Meeting of the Council.</p>	<p>meetings, for more than a four hour period.</p> <p>b) Where a meeting is adjourned, the remaining business on the agenda will be considered at a time and date fixed by the Mayor or if no date is fixed it will be carried forward to the next Ordinary Meeting of the Council.</p>	
	<p>Paragraph 5 – Notice of meeting</p>	<p>The Chief Executive will give notice to the public of the date, time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting, the Chief Executive will send a summons and agenda signed by him/her to every Councillor. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by the reports.</p>	<p>The Chief Executive will give notice to the public of the date, time and, unless the meeting is virtual, place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting, the Chief Executive will send a summons and agenda signed by him/her to every Councillor. The agenda will give the date, time and, unless the meeting is virtual, place of each meeting and specify the business to be transacted, and will be accompanied by the reports.</p>	<p>Removal of requirement to advise of place, of virtual meeting. Five day notice period of meetings will still apply unless urgency procedure rules are used.</p>

	<p>Paragraph 8 Rules of debate-</p> <p>8.4 right to require Motion in writing</p>	<p>Unless notice of the Motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.</p>	<p>Unless notice of the Motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.</p> <p>If the meeting is a virtual meeting the mover of the motion shall write down the motion in the chat box to the Democratic Services Officer.</p>	<p>There is no mechanism to hand a motion to the Mayor in a virtual meeting</p>
	<p>Paragraph 12- Petitions from the Public</p>	<p>Petitions may be presented to meetings of the Council, the Cabinet and Committees, as set out in the Council's Petitions Scheme.</p>	<p>Petitions may be presented to meetings of the Council, the Cabinet and Committees, as set out in the Council's Petitions Scheme, unless the meeting is a virtual meeting when the petition will be sent to the Mayor, the Leader or chair of the relevant committee as appropriate.</p>	<p>Petitions cannot be presented to the meeting.</p>
	<p>Paragraph 16- Voting</p> <p>16.3 method of voting</p>	<p>Unless a recorded vote is demanded under rule 16.4 the Mayor will take the vote by show of hands, or by electronic voting, or if there is no dissent, by the affirmation of the meeting.</p>	<p>Unless a recorded vote is demanded under rule 16.4 the Mayor will take the vote by show of hands, or by electronic voting, or if there is no dissent, by the affirmation of the meeting.</p> <p>For virtual meetings if there is no dissent, the vote shall be taken by the affirmation of the meeting. If a vote is</p>	<p>Normal electronic voting will not be available at virtual meetings as councillors will not be present in the council chamber but will be using the zoom conferencing facility.</p>

			required to be taken the Mayor will take the vote by roll call. The Democratic Services Officer shall advise the Mayor of the result.	
	Paragraph 16.6 Voting on appointments	<p>If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.</p> <p>If there is more than one appointment to be made and the number of nominees exceeds the number of vacancies:</p> <ul style="list-style-type: none"> a) each Councillor shall have the same number of votes as there are vacancies; b) voting may be by written ballot; 	<p>If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.</p> <p>If there is more than one appointment to be made and the number of nominees exceeds the number of vacancies:</p> <ul style="list-style-type: none"> a) each Councillor shall have the same number of votes as there are vacancies; b) voting may be by written ballot, except where it is a virtual 	Written ballot is unavailable for virtual meetings.

		c) the vacancies shall be filled by the nominees who receive the largest number of votes.	meeting when voting will be by roll call by the chair; c) the vacancies shall be filled by the nominees who receive the largest number of votes.	
	Paragraph 17 Minutes 17.1 Signing of the minutes	The Mayor will sign the minutes of the proceedings at the next meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.	The Mayor will sign the minutes of the proceedings at the next meeting, unless the meeting is virtual. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.	The mayor will not be physically present
	Paragraph 19 Councillors Conduct 19.2 councillor to leave the meeting	If the Councillor continues to behave improperly after such a Motion is carried, the Mayor may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the Motion will be voted on without discussion.	If the Councillor continues to behave improperly after such a Motion is carried, the Mayor may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the Motion will be voted on without discussion.	To effect the removal of the councillor from the virtual meeting

			If the Motion is carried and the meeting is virtual the Democratic Services Officer shall turn off the councillor's video link for the remainder of the meeting.	
	Paragraph 20 Disturbance by public 20.1 removal of member of the public	If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If s/he continues to interrupt, the Mayor will order his/her removal from the meeting room.	If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If s/he continues to interrupt, the Mayor will order his/her removal from the meeting room or if the meeting is virtual, the turning off of the attendee's microphone.	To reflect that removal from meetings will not work for virtual meetings
<u>Petitions Scheme</u>	Paragraph 1 introduction	A document will be treated as a petition if it is identified as such, or if it seems that it is intended to be a petition, subject only to the qualification in the following paragraph. A petition is a document submitted to the Council spontaneously by the public i.e. without any request from the Council. If the Council carries out a public consultation exercise, and receives a mass response to it, that response	A document will be treated as a petition if it is identified as such, or if it seems that it is intended to be a petition, subject only to the qualification in the following paragraph. A petition is a document submitted to the Council spontaneously by the public i.e. without any request from the Council. If the Council carries out a public consultation exercise, and receives a mass response to it, that response	

		<p>will be dealt with as part of the consultation, rather than as a petition.</p> <p>Petitions can be sent to the Council and may be presented to:</p> <ul style="list-style-type: none"> (a) a meeting of the Council, (b) a meeting of Cabinet, (c) one of the Council' Committees, or (d) the Chief Executive. <p>A petition may be presented by the petitioner organiser or by a Councillor on the petitioners' behalf.</p>	<p>will be dealt with as part of the consultation, rather than as a petition.</p> <p>Petitions can be sent to the Council and may be presented to:</p> <ul style="list-style-type: none"> (a) a meeting of the Council, (b) a meeting of Cabinet, (c) one of the Council' Committees, or (d) the Chief Executive. <p>For virtual meetings Petitions cannot be presented by the petitioner organiser or by a councillor on the petitioner's behalf, instead petitions can be sent to the Council and the Democratic Services Manager will send them to the relevant chair for discussion and response to the petitioner.</p> <p>A petition may be presented by the petitioner organiser or by a Councillor on the petitioners' behalf.</p>	
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<p><u>Access to Information Procedure Rules</u></p>	<p>Paragraph 6 Supply of Copies</p>	<p>The Council will supply copies of:</p> <ul style="list-style-type: none"> a) any agenda and reports which are open to public inspection; b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and c) if the Proper Officer thinks fit, copies of any other documents supplied to Councillors in connection with an item to any person, and reserves the right to charge for postage, copying and transmission. 	<p>The Council will supply copies of:</p> <ul style="list-style-type: none"> a) any agenda and reports which are open to public inspection; b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and c) if the Proper Officer thinks fit, copies of any other documents supplied to Councillors in connection with an item to any person, and reserves the right to charge for postage, copying and transmission. <p>In the case of virtual meetings the Council will supply copies by making them available on its website.</p>	<p>The councils offices are closed to the public, and people cannot attend to inspect reports and background papers for social distancing reasons. The 2020 regulations provide that for non-executive meetings:</p> <p><i>“a document being “open to inspection” includes being published on the website of the council; the publication, posting or making available of a document at offices of the council include publication on the website of the council.”</i></p>
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<u>Planning in probity – code of practice for councillors and officers</u>	Paragraph 13 Committee Site visits	A ward Councillor may request that a site viewing is held, by using the relevant pro forma in advance of the meeting and clearly stating the reasons for the request. Ward Councillors who are members of the Committee should ensure that their request does not indicate or imply that they have predetermined the proposal. The pro forma should be sent to the Planning and Development Manager. Requests for viewings at the Committee meeting should be avoided where at all possible.	A ward Councillor may request that a site viewing is held, by using the relevant pro forma in advance of the meeting and clearly stating the reasons for the request. Ward Councillors who are members of the Committee should ensure that their request does not indicate or imply that they have predetermined the proposal. The pro forma should be sent to the Planning and Development Manager. Requests for viewings at the Committee meeting should be avoided where at all possible. The right of a ward councillor to request that a site viewing shall be held shall not apply to virtual meetings. The Chair shall have discretion to decide that no committee site visits shall be held whilst the Regulations remain in force.	It is not possible to hold site viewings by the development control committee during the pandemic due to social distancing. Members should view the site from the public highway or rely on photographs provided by the planning officer.

