

Report to Governance Committee

10th June 2020

By the Monitoring Officer

INFORMATION REPORT

(delete whichever is not applicable)

Not Exempt



**Horsham
District
Council**

Covid 19 Emergency - Changes to the Constitution agreed at Council Meeting of 22 April 2020

Executive Summary

At Full Council on the 22 April 2020 approval was given to agree the following amendments to the Constitution from 22 April 2020 until the end of the COVID-19 emergency:

To allow meetings of the Council to be conducted remotely in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392.

To authorise the Chief Executive (and Directors if the Chief Executive is not available) to cancel and to call meetings of Council and meetings of nonexecutive committees and sub-committees in consultation with the Council Leader, including cancelling meetings where there would be insufficient business for a meeting to take place.

To agree to suspend the six-month rule in relation to Members attending meetings of the Council and the Committees on which they serve, pursuant to Section 85 (1) of the Local Government Act 1972.

This report provides the detail of the proposed changes needed to clarify and reflect those changes.

Recommendations

The Committee is recommended to consider the proposed amendments to the Constitution as set out in paragraph 3 and shown Appendix 1 & 2 and if agreed to recommend that these changes to the Constitution are noted by Full Council.

Reasons for Recommendations

To provide the detail of changes to the Constitution to incorporate the Rules and Procedure for the holding of virtual meetings.

Background Papers

The Constitution of Horsham District Council 7 December 2016 (Amended July 2019)

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392. <https://www.legislation.gov.uk/uksi/2020/392/contents/made>

Wards affected: All

Contact: Sharon Evans, Monitoring Officer

Background Information

1 Introduction and Background

- 1.1 Until recently the Law governing Council and Committee meetings required Councillors to be present together in a physical location. Meetings were largely governed by the Local Government Act 1972 and the Local Authorities (Executive Arrangement)(Meetings and Access to Information) (England) Regulations 2012. Such legislation did not anticipate a global pandemic and the current impact of Covid-19 and social distancing guidance which has made it impractical to run Council and Committee meetings in the usual way.
- 1.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020. The Regulations provide Councils with the power to hold their Council and Committee meetings remotely, by electronic means, between 4th April 2020 and 6th May 2021.
- 1.3 Consequently, during this period of time, to enable Councillors, Officers and the public to social distance themselves, Council and Committee meetings can lawfully be held on remote platforms by access via electronic devices, rather than being held in a physical location, such as our Council Offices.
- 1.4 At Full Council on the 22 April approval was given to agree the following amendments to the Constitution from 22 April 2020 until the end of the COVID-19 emergency:

To allow meetings of the Council to be conducted remotely in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392.

To authorise the Chief Executive (and Directors if the Chief Executive is not available) to cancel and to call meetings of Council and meetings of nonexecutive committees and sub-committees in consultation with the Council Leader, including cancelling meetings where there would be insufficient business for a meeting to take place.

To agree to suspend the six-month rule in relation to Members attending meetings of the Council and the Committees on which they serve, pursuant to Section 85 (1) of the Local Government Act 1972.

New Rules of Procedure and a Protocol has been drafted to incorporate the conducting of virtual meetings by the Council.

2 Relevant Council policy

- 2.1 Horsham District Council Local Code of Corporate Governance

3 Details

- 3.1 The Rules of Procedure for all meetings of the Council can be found at Part Four in the Council's Constitution. The Rules of Procedure specific to virtual meetings of the Council have been drafted as an addition to the existing rules and are to be read in conjunction with Sections 4a to 4h at Part 4 of the Council's Constitution and they will be found at Section 4i.
- 3.2 The full proposed Part 4 – Rules of Procedure, Section 4i – Virtual Procedure Rules can be found at Appendix 1 of this report.
- 3.3 A proposed protocol for how virtual meetings will be conducted has also been drafted, which is intended to give practical guidance on the implementation of, and arrangements for the holding of remote meetings. This should be read in conjunction with the revised Rules of Procedure.
- 3.4 'The Protocol For Council Meetings Held Remotely by Electronic Means' can be found at Appendix 2 of this report.

4 Next Steps

- 4.1 At the Full Council Meeting of 22nd April 2020 approval for the Monitoring Officer to make changes to the Constitution to reflect the holding of virtual meetings of the council was given. This report provides the detail of the proposed changes necessary. The Governance Committee is asked to consider these changes. After consideration by this Committee and noting by Full Council the Monitoring Officer will publish the amendments on the Council's website.

5 Outcome of Consultations

- 5.1 Consultation has taken place with the Head of Paid Service, Director of Corporate Resources and Director of Planning and Democratic Services Manager.

6 Other Courses of Action Considered but Rejected

- 6.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 suspends the Council's current standing orders to allow for the holding of remote meetings of the Council. Without the proposed changes the Council would not be acting unlawfully, however, clarity on the procedure and detail of protocols to be adopted aids in better governance of the Council.

7 Resource Consequences

- 7.1 There are no cost implications arising from these changes.

8 Legal Consequences

- 8.1 Under Section 9P of the Local Government Act 2000 (as amended by the

Localism Act 2011), it is a legal requirement for the Council to have a Constitution. It is the responsibility of the Monitoring Officer to monitor and review the operation of the Council's Constitution to ensure that the aims and principles of it are given full effect and to make recommendations for ways in which the Constitution could be amended in order to enable decision to be taken efficiently and effectively.

9 Risk Assessment

- 9.1 The recommendations within this report are part of mitigating corporate risk by ensuring that the Constitution is up to date, consistent and user friendly.

10 Other Considerations

- 10.1 The Constitution and its Procedures, Rules and Codes act as an enabling tool in helping the Council meet its obligations under the Human Rights Act 1998 and the Equality Act 2010.
- 10.2 Consideration of how projects and proposals can secure environmental, social and economic benefits and reduce negative consequences should be an integral part of decision-making and the Constitution will facilitate such considerations.

APPENDIX 1

**PART 4 – RULES OF PROCEDURES
(SECTION 4i – VIRTUAL MEETING PROCEDURE RULES)**

Approved xx June2020

**PART 4 – RULES OF PROCEDURES
(SECTION 4i – VIRTUAL MEETING PROCEDURE RULES)**

**To be read in conjunction with Sections 4a to 4h at Part 4 of the Council's
Constitution**

Contents

- 1. Introduction
- 2. Interpretation
- 3. Notice of Meetings.....
- 4. Attendance
- 5. Public access
- 6. Communications
- 7. Access to documents
- 8. Conduct of meetings
- 9. Interests
- 10. Voting
- 11. Questions by the Public.....
- 12. Public Speaking at Development Control Committee.....

PART FOUR – RULES OF PROCEDURE is set out as follows

SECTION 4a - Council procedure rules

SECTION 4b - Cabinet procedure rules

SECTION 4c - Overview and Scrutiny procedure rules

SECTION 4d - Budget and policy framework procedure rules

SECTION 4e - Financial procedure rules

SECTION 4f - Contract procedure rules

SECTION 4g - Access to information procedure rules

SECTION 4h - Officer employment procedure rules

SECTION 4i - Virtual Meeting Rules

1. Introduction

- 1.1** New meetings arrangements are in place for the period 4 April to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to allow formal, virtual meetings.

2 Interpretation

- 2.1** These Procedure Rules clarify the Council's temporary legal powers to hold meetings via telephone audio conference, video conference or other electronic means to avoid convening public gathering during the public health emergency. In any instance where these Procedure Rules conflict with other Procedure Rules or other sections of the Constitution, these Procedure Rules prevail until 7 May 2021.

3 Notice of Meetings

- 3.1** The Chief Executive (and Directors if the Chief Executive is not available) to cancel and to call meetings of Council and meetings of nonexecutive committees and sub-committees in consultation with the Council Leader, including cancelling meetings where there would be insufficient business for a meeting to take place.

4 Attendance

- 4.1** All references to Members being 'present' at a meeting include participating through virtual methods, including audio conferencing or video conferencing.
- 4.2** All references to Members 'attending' a meeting include participating through virtual methods, including audio conferencing or video conferencing.
- 4.3** To qualify as a formal, virtual meeting, Members must be able to hear and (where practicable) see and be heard and (where practicable) be seen by other Members in attendance at the meeting. All other members of the public must as a minimum be able to hear and (where practicable see) the meeting.
- 4.4** All references to meeting locations include an entirely virtual meeting by audio conference or video conference with no published fixed location.
- 4.5** These rules suspend the six-month rule in relation to Members attending meetings of the Council and the Committees on which they serve, pursuant to Section 85 (1) of the Local Government Act 1972 as approved at Council Meeting on 22nd April 2020.

5 Public Access

- 5.1** All formal meetings will be accessible to the public through live webcasting of the audio or video content, except where exempt or confidential items are being discussed.

6 Communications

- 6.1** All references to 'writing' can include by email, instant message or other electronic methods of communication.

7 Access to documents

- 7.1** All references to the 'supply' of documents or 'inspection' of documents at the 'council offices' will be via electronic methods such as on the Council's website in the first instance, or via email where permissible. Where practicable, hard copies of documents by post may be available on request for those who do not have internet provision.

8 Conduct of meetings

- 8.1** The Chairman of a virtual meeting will manage the meeting with clear instructions and requests to participants. The Chairman or Democratic Services Officer will introduce or ask each participant to identify themselves at the start of the meeting. Members will request to speak via electronic means.
- 8.2** Council Procedure rule 4a.28 will apply to all virtual meetings which confirms that speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 (?) minutes in length without the consent of the Chairman.
- 8.3** If the Chairman speaks, any other Members shall stop speaking and will await instruction from the Chairman.
- 8.4** If a Member is asked to stop speaking and to no longer be heard in accordance with Procedure Rule 4a.34 the Chairman will stop all other speakers until that speaker has agreed to stop speaking or leaves the virtual meeting.
- 8.5** Requests to raise points of order or points of personal explanation as provided for in Procedure Rule 4a.28 must be communicated to the Chairman and must be allowed as soon as practicable.

9 Interests

- 9.1** Members will have regard to the Code of Conduct in any meeting. If a Member has a pecuniary or prejudicial interest in an item, they must leave the virtual meeting for the duration of that item, after which they will be invited to re-join the meeting.

10 Voting

- 10.1** At a virtual meeting, all votes called in accordance with Procedure Rule 4a.31 will be taken by the officer or a Chairman calling each member in turn to cast their vote verbally, or by electronic methods, and the Chairman will read out the result when it has been collated.

11 Questions by the Public

- 11.1** Procedure Rules 4a.8 and 4b.11 will continue to apply. These allow questions to be asked in person but are replaced with any questions submitted being read out by the Chairman or Democratic Services Manager at the relevant point in the meeting. Questions will need to be sent in to Democratic Services no later than 2 clear days prior to the day of meeting. Responses will continue to be provided to questioners in line with the existing Procedure Rules.
- 11.2** As this provision removes the questioner's right to a supplementary question at the meeting, such a question can be submitted to the Leader or relevant Cabinet Member for written response within 5 working days of the meeting.

12 Public Speaking at Planning Committee

- 12.1** The number and order of speakers confirmed at Public Speaking Rule 4a.19 will continue to apply. However, the provisions to speak in person are replaced with written statements not exceeding 2 minutes which will then be read out by the Chairman or Democratic Services Officer at the relevant point in the meeting. Or video / audio recorded statements not exceeding 2 minutes to be play at the relevant part of the meeting. Or the member of the public will be provided a link to join the meeting remotely and make their statement, not exceeding 2 minutes, in person at the relevant part of the meeting. All request to speak will need to be submitted 2 clear days prior to the start of the meeting.
- 12.2** The same applies for Parish and Neighbourhood Councils but statements are limited to 5 minutes.

DRAFT

PROTOCOL FOR COUNCIL MEETINGS HELD REMOTELY BY ELECTRONIC MEANS

(to be made available via the Website and link within the Constitution)

1.0 INTRODUCTION

1.1 Legislation

Until recently the Law governing Council and Committee meetings required Councillors to be present together in a physical location. Meetings were largely governed by the Local Government Act 1972 and the Local Authorities (Executive Arrangement)(Meetings and Access to Information) (England) Regulations 2012. Such legislation did not anticipate a global pandemic and the current impact of Covid-19 and social distancing guidance which has made it impractical to run Council and Committee meetings in the usual way.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020. The Regulations provide the Councils with the power to hold their Council and Committee meetings remotely, by electronic means, between 4th April 2020 and 6th May 2021. Consequently, during this period of time, to enable Councillors, Officers and the public to social distance themselves, Council and Committee meetings can lawfully be held on remote platforms by access via electronic devices, rather than being held in a physical location, such as our Council Offices.

The new Regulations can be found here

<https://www.legislation.gov.uk/uksi/2020/392/contents/made>

1.2 Rules of Procedure

The legislation provides a significant amount of flexibility as to how such meetings may be run. It provides Councils with the power to introduce their own arrangements by way of Standing Orders governing for example, the electronic platform to be used, the way in which voting takes place, the way in which members of the public attend meetings and public speaking rights.

The Council have amended their Rules of Procedure, effective from ? 2020, to implement the new Regulations and enable remote meetings to be held.

These amended Rules of Procedure form part of the Council's constitution (Part 4) and can be found on the Council's website at

1.3 Protocol

This Protocol, which is intended to give practical guidance on the implementation of, and arrangements for the holding of remote meetings, should be read in conjunction with the revised Rules of Procedure.

This Protocol forms part of the Council's Constitution (Part 4) and can be found on the Council's website at

<https://horsham.moderngov.co.uk/documents/s13860/HDCConstitutionV18Dec2016amendedJuly2019.docx.pdf>

2.0 REMOTE PLATFORMS

2.1 Participation in Meetings

The Regulations enable the Council to hold their Council and Committee meetings with persons attending the meeting by way of remote access. This means by enabling Members to participate in the meeting by electronic means, including by telephone conference, video conference, live webcasts and live interactive streaming.

The Council has chosen to use 'Zoom' as their platform for remote meetings. The software will enable members in remote attendance to hear and be heard, see and be seen, by other Members in attendance and also by any member of the public attending the meeting with a right to speak. Those Member's participating in Council and Committee meetings by virtue of being a Member of that meeting, will be provided with a calendar invitation to the meeting with a link to enable them to access the Zoom meeting.

Any members of the public, with a right to speak at the meeting, for example to ask a public question, can submit their question in writing to be read out or will also be provided with a link to enable them to join the Zoom meeting.

2.2 Observation of Meetings

The Regulations provide that a meeting must be open to the public (unless they have been excluded due to exempt or confidential material being discussed). However, being open to the public now means simply that the public must be able to hear, and where practicable see, the Members of the meeting. Therefore, the meeting will also be livestreamed via You Tube and members of the public, who do not have a right to speak at the meeting, will be able to 'attend' by observing the live streaming via an electronic device.

3.0 PRACTICAL ARRANGEMENTS FOR THE REMOTE MEETING

3.1 Joining the meeting by remote access

For Members who are participants of a Council or Committee meeting, by virtue of being a Member of that meeting will be provided with an outlook calendar invitation to the meeting by Democratic Service Officers. The invitation contains a link to the Zoom meeting.

Members will have already received appropriate hardware, software and Zoom training from Democratic Services Officers. But any queries should be directed by email to DemocraticServicesStaff@horsham.gov.uk in advance of the meeting

The summons to the meeting will advise of the start time of the meeting. All participants should have remotely accessed the meeting at least 10 minutes before the start time. The remote meeting will be accessible 30 minutes before the start time of the meeting and Officers will be available.

Any Member, not a Member of a Committee meeting, but attending under a provision in the Rules of Procedure enabling them to do so, would need to contact Democratic Services officers on DemocraticServicesStaff@horsham.gov.uk by noon on the day prior to the meeting to obtain joining instructions.

3.2 Security

Anyone provided with access details to the Zoom meeting should ensure they are kept confidential and not shared with any other person.

Should a Member wish to invite another person to the Zoom meeting, they should discuss with Democratic Services Officers, who will, if that person has a right to participate in the meeting, issue them with their own individual joining instructions.

3.3 The remote environment

The Zoom meeting will be live streamed and viewed by the public (unless it is in private session). A Member attending will be using the camera and microphone on their electronic device eg laptop or ipad.

When attending a remote meeting a Member should ensure they are sitting comfortably, in front of their electronic device so that they can be seen and heard clearly. Members and officers need to make sure you do not have a strong light source behind or to the side of them so you can be clearly seen. Those using Laptops or iPad need to ensure it is positioned so your hand does not cross the camera every time the screen is touched. The Member and officer should consider the background also captured by the camera and ensure it is appropriate to the meeting. Participants should take steps to ensure they will not be disturbed during the meeting as far as possible.

3.4 Officer Support to a Remote Meeting

A remote meeting will be attended by various Officers, but they will include a Legal Officer to provide the meeting with legal and constitutional advice, a Democratic Services Officer to record and minute the meeting and take a recorded vote, and a Meeting Host who will be able to control

the live streaming, provide and deny access to participants, mute and unmute participants microphones and raise and lower participants hands.

3.5 Attendance and Apologies at a Remote Meeting

At the commencement of every remote meeting the Chairperson is likely to take a roll call of attendees and apologies for absence. When a Members name is called out they are required to unmute their microphone, respond "Present" and then mute their microphone again.

This is firstly to ensure at the outset of the meeting, that it is quorate, and secondly to provide transparency to the public as to which Members are in attendance.

3.6 Non-Attendance During a Remote Meeting

It may become necessary during a meeting for a Member to cease attending for a short temporary time, for any reason, but including a temporary loss of remote connectivity.

Non-attendance means either where a Member cannot hear the participants of the remote meeting or cannot be heard by them; a loss of visual connectivity would not lead to non-attendance.

The meeting host will ensure that a quorum is maintained and advise the Chairperson if it is not, when an adjournment will be required in accordance with the Rules of Procedure.

A Member who is not in attendance for the duration of any particular agenda item is prohibited from voting on that agenda item. If they are in attendance at the time the vote is taken, but have not been in attendance throughout the item, they are required to abstain from the vote.

3.7 Chat Function

The Zoom platform has a 'chat' functionality where messages can be typed to all or some selected participants of the remote meeting, during the meeting.

All Members, save for the Chairperson are asked not to use the chat functionality. The electronic chat is to be reserved only for communication between Officers and the Chairperson of the remote meeting, to enable them to effectively manage the remote meeting.

3.8 Public Questions

Members of the public may ask questions at a remote meeting in accordance with the Rules of Procedure as amended.

Should a member of the public wish to ask a question at a remote Council or Committee meeting, they must submit their question by email, together with their name, address and contact details DemocraticServicesStaff@horsham.gov.uk as directed in Part 4 Rules of Procedure 4i of the Constitution.

No questions will be permitted at the remote meeting unless the required advance notice has been given.

If the question is accepted the member of the public will be sent details of how to join the remote meeting on Zoom for the agenda item on public question time.

If the member of the public joins the meeting electronically, when invited to do so by the Chairperson, they may unmute their microphone, speak to put their question verbally and mute their microphone again. If the member of the public chooses not to join the remote meeting, or is unable to do so, their question will be read out to the meeting by the Chairperson or an Officer present. The question will be answered by the relevant person.

If the member of the public has joined the remote meeting, they are also entitled to ask a supplementary question arising out of the answer to their substantive question. If the member of the public has not joined the remote meeting, they shall not be entitled to ask a supplementary question.

At the end of the agenda item for public questions, the Chairperson will ask all members of the public to disconnect from the remote meeting. If they fail to do so, the Meeting Host will immediately cease their ability to access the meeting. The member of the public may continue to 'attend' the meeting by watching the live stream of the remainder of the meeting on You Tube.

3.9 Speaking at a Remote Meeting

When a Member joins a Zoom meeting, with the exception of the Chairperson, they should have their microphone set to mute.

When a Member wishes to speak they should indicate by using the 'Raise Hand' function in Zoom. The Chairperson can see all those indicating and will come to each person; the Chairperson has absolute discretion as to the order in which he takes speakers.

When a Member is invited to speak by the Chairperson, they should unmute their microphone to enable them to speak.

When the Member has finished speaking, they must remember to switch their microphone to mute once again and to use the 'lower hand' function in the system.

Both the Chairperson and the Meeting Host will have the ability to mute and unmute participants' microphones and raise and lower hands electronically

3.10 Rules of Debate

The usual rules of debate apply to remote meetings, and reference should be made to Procedure Rule 4a.28 as amended.

The Chairperson should announce each Member when inviting them to speak, to aid transparency and assist those attending by watching the live stream.

3.11 Point of Order and Personal Explanation

If a Member has a Point of Order or Personal Explanation to raise during a meeting, in accordance with Procedure Rule 4a.28 as amended, they must unmute their microphone and interrupt the meeting saying 'Personal Explanation' or 'Point of Order'. The Chairperson will then invite that Member to speak. Having spoken, the Member must remember to mute their microphone again.

3.12 Voting at a Remote Meeting

For all meetings where Members are attending by way of remote access, a recorded vote will be taken on each agenda item where a vote is required.

When the Chairperson indicates that a vote is to be taken, each Member's name will be read out in alphabetical order by the Democratic Services Officer. Each Member will need to unmute their microphone and say either 'For', 'Against' or 'Abstain' from the motion or amendment that has been put. Abstention may be due to non attendance throughout the entire agenda item, or for any other reason. After indicating, each Member must remember to mute their microphone again.

Where a Member, thought to be in attendance, does not respond to a recorded vote and cannot be seen to indicate their vote, the Democratic Services Officer will confirm that they are recording no vote for that Member. If the Member had in fact cast a vote this will alert them to the fact that they could not be heard (perhaps by having their microphone on mute or having lost connectivity). If they are still connected, they should unmute their microphone and interrupt the meeting to be heard and cast their vote.

3.13 Adjournments

In accordance with the Rules of Procedure, the Chairperson has the power to adjourn a meeting for a short temporary period. If the Chairperson advises of a short temporary adjournment to a remote meeting, all Members must remain in attendance with their microphones on mute, until the Chairperson instructs otherwise. Video capability can be switched off at this time rather than show an empty chair and desk.

It is likely that the Chairperson may leave the meeting for a few minutes, for example to take advice from professional Officers, via the chat function, the Zoom waiting room, or a separate electronic platform.

3.14 Documents

All Agenda documents will be made available to Members participating in a remote meeting, in advance. It is likely that presentations on agenda items at remote meetings may be more concise and succinct and it is assumed that Members will have familiarised themselves with all relevant agenda documents in advance of the remote meeting.

3.15 Exempt Session

If a resolution is passed for the meeting to go into private session, to consider exempt or confidential material, any press and public participating in the Zoom meeting will be asked to leave the remote meeting by disconnecting. The Host of the meeting will ensure they have disconnected and may remove their access if they have not done so. The live streaming of the meeting will also immediately stop, to ensure that no member of the press or public, those with a right to speak or otherwise, are in attendance.

It is the responsibility of the Member participating in a private session of a meeting, to ensure that the meeting cannot be seen or heard by any other person at their remote location.

3.16 Disturbances

If there is a disturbance amongst members of the public at a remote meeting, the Chairperson has powers to deal with it in accordance with the Rules of Procedure 4 as amended. Having warned the member of the public over their conduct the Chairperson can, if the conduct continues, mute the microphone of that member of the public, or ultimately can order their removal from the remote meeting. If such a direction is given, the Meeting Host may cease the access of that member of the public. The member of the public then no longer has a right to speak at the meeting but can continue to 'attend' by watching the live stream of the meeting.

If there is a disturbance amongst Members the Chairperson continues to have the ability to deal with it in accordance with Rules of Procedure 4 as amended. The Chairperson has the ability to mute all microphones, and if a direction is given for a Member to leave a remote meeting, the Meeting Host can effect this.

3.17 Members standing

Any requirement in the Rules of Procedure to a Member needing to stand to address a meeting, does not apply to a remote meeting.

3.18 Documents open to public inspection

Any reference in the Rules of Procedure to a document being available for public inspection at the Council's offices will now be satisfied by being published on the Council's website.

4.0 FOLLOWING A REMOTE MEETING

The video / audio recording of the remote meeting will be live streamed and also made available to view on the Council's website. It will be available for 12 months from the date of the meeting after which period it shall be deleted.

Minutes of a meeting will be dealt with in the usual way and draft minutes will be published on the Council's website as soon as practicable after a remote meeting.