

## **PROCEDURAL STANDING ORDERS APPENDIX 1**

### **Changes to Council's Standing Orders in Consequence of COVID-19**

This appendix to the Constitution serves to identify the changes required to the Council's standing orders in consequence of 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 ('the Regulations').

#### **1A No Requirement to Hold an Annual Meeting**

The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

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

*Amends Procedural Standing Order 4.1.*

*(Amendment approved on 17 June 2020 by the Director of Corporate Services under delegated authority 3.3 at Section 2 of this Constitution).*

#### **2A Members in Remote Attendance**

(a) A Member 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 Member in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
- (ii) 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
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A Member 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 (a) above are not met. In such circumstance the Chair may, as they deem appropriate;

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established; or
- (ii) Count the number of members in attendance to confirm the presence of a Quorum and, if so, continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

*Amends Procedural Standing Order 21 (Quorum)*

### **3A Remote Voting**

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chair,] the Chair will take the vote:

- (a) by the affirmation of the meeting if there is no dissent [by assent]; or
- (b) the Chair will take the vote by a named vote and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

*Amends Procedural Standing Order 14.9.2 (Voting)*

### **4A Members excluded from the meeting**

Where a Member 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 in which the member or co-opted member may not participate.

*Amends Procedural Standing Order 16 (Members' Interests in Contracts and Other Matters)*