



# Saltash Town Council

**Policy/Procedure:**

**Remote Meeting Procedure and Roles v2a**

**Date of Adoption:**

**June 2021**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	2a	<b>Approved by</b>	FTC
<b>Date</b>	January 2021	<b>Date of approval</b>	03.06.2021
<b>Responsible Officer</b>	AJT	<b>Minute reference</b>	74/21/22e
<b>Responsible Committee</b>	P&F	<b>Review date</b>	As required

Version History			
Date	Version	Author/Editor	Comments
May 2020	1	AJT	New document
January 2021	2	AJT	Amended to reflect procedure at Extraordinary meetings; change to DOI; role of TC/ATC
January 2021	2a	AJT	Minor text addition re CALC advice

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

## Remote Meeting Procedure and Roles

### Pre-meeting

#### Admin

- Issue agenda in the normal manner and if appropriate add to noticeboards
- Email Zoom invitation to Members
- Ensure all documents published on website
- Staff to rename themselves using first name and surname followed by their title

#### Town Clerk

- Prior to meeting liaise with Chairman to go through agenda and advise on any potential discussion points
- Town Clerk to rename using first name and surname following by Town Clerk

#### Members

- Apologies should be submitted in the normal manner
- Any requests for agenda items should be submitted in the normal manner
- Members to rename themselves using 'Cllr' prefix followed by first name and surname
- Members should consider carefully where they position themselves for the meeting when attending via video
  - Do not sit with your back to a window as this cast a shadow over you
  - Ensure that valuables are not visible or entrances to your property
  - Do not sit in an area where other people may cross into the video stream and be visible
  - Normal standards of behaviour and etiquette still apply even when the meeting is not in the Guildhall

## Meeting

### **Administration Officer**

Minute taker (note other members of the Administration team may take minutes when necessary/required)

### **Assistant Town Clerk**

Technical coordinator for meeting

- Opens waiting-room ten minutes before meeting to ensure sufficient time to admit all participants
- Admit Members first
- Admit members of the public
- Admit members of the press
- Move members to waiting-room and then readmit if interest declared
- Remove public from meeting if part two discussions take place and then readmit if required

### **Town Clerk**

- Attending in normal capacity - responsible for ensuring meetings are run in a legal manner as per normal procedure
- Will not be muted during the meeting to ensure he can intervene where necessary
- Where it is necessary for the Chairman and Clerk to discuss a matter during the meeting the meeting will be adjourned for a short period and they will move to the waiting room in order to communicate by telephone.

### **Chairman**

Normal role but the advice from CALC is that the Chairman undertakes points 1 to 4 at the beginning of each meeting:

## Meeting timeline:

### a. Normal meeting

1. Chairman welcomes all to meeting.
2. Reminder that normal required standards of behaviour, discussion and Code of Conduct still apply in this remote meeting format.
3. Chairman roll calls Members in attendance to check they can hear and see the meeting participants. The Chairman will then confirm that the meeting is quorate in line with the requirements laid out in Standing Orders.

#### **Note: record in minutes**

4. Chairman runs through format that the meeting will take:
  - Members of the public and press 'attending' the meeting are reminded that their names and image will be visible at all times to anyone attending the meeting.
  - The chat bar function should not be used by members for discussion during meetings. Any discussion during meetings needs to take place in the public domain.
  - Public participation will run as per policy with questions submitted beforehand. Members of the public attending will be muted throughout the meeting. If a member of the public who has submitted a question is attending the meeting they may be invited to speak by the Chairman during this item. (The meeting 'Host' will have control of the muting/unmuting option.) The Council welcomes public participation at the time on the agenda but the chat bar function should not be used for public participation during the meeting.
  - In line with policy the Council retains the option to eject anyone disrupting the meeting.
  - Members (except the Chairman) will be muted except when speaking. The Clerk and Assistant Town Clerk will also remain unmuted.
  - If a Member wishes to speak to an agenda item, they are asked to raise their hand. (The Town Clerk and Assistant Town Clerk will also monitor to ensure no-one wishing to speak is missed.)

- Voting – when voting on an item Members will be asked to raise their hands. The Town Clerk and Assistant Town Clerk will monitor voting to ensure no-one is missed. Where a recorded vote is requested Members names will be called in alphabetical order for their vote.
- Declarations of interest – where a Member declares an interest and would have to leave the room for an item they will be removed to the waiting room for the duration of the discussion. They will then be readmitted for the next item.
- In the event of a technical issue with the meeting or an individual:

Affecting the meeting – Chairman to immediately adjourn to allow fault to be corrected.

Affecting an individual – Member – the minutes will show that the Member has left the meeting. The Chairman may opt to adjourn the meeting briefly to allow the Member to reconnect. On reconnection the minutes will record the Member return to the meeting.

Where there are any technical failures affecting the number of Members in attendance the Chairman should ensure that the Meeting remains quorate.

Affecting a Member of the public – if they lose the connection during the public participation session in which they have submitted a question, the Chairman may opt to adjourn the meeting briefly to allow the individual to reconnect. If they are unable to do so the question will be deferred to the next meeting of the committee.

Affecting a Member of the public – if they lose the connection during an item at which they were due to speak, the Chairman may opt to adjourn the meeting briefly to allow the individual to reconnect. If they are unable to do the item will be deferred to the next meeting.

## **Declarations of Interest**

The Chairman reads the usual agenda text:

Declarations of Interest:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Members who declare an interest are to raise their hand at the agenda item and will be removed to the waiting room for the duration of the discussion. Members who leave the meeting and return will be noted in the minutes.

## **Public Participation**

In line with the protocol, questions will have been submitted in writing prior to the meeting. Where the member of the public is present, the Chairman will read the question and the response will be given in line with the **Policy for receiving public questions at meetings** (extract below):

### *Response to Questions*

*Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways: • A verbal response may be made at the meeting. • The Town Clerk will be asked to respond in writing. • The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.*

Where the Chairman allows the Member of the Public to speak, the 'Host' will unmute them and they will be permitted to speak for no more than three minutes. It should be noted that a public question shall not start a debate at the meeting.

### **Agenda items**

The Chairman will read the agenda item to the meeting.

Any Member who has declared an interest in an item that they will leave the meeting for will be moved to the waiting room by the 'Host'. **Note: record in minutes**

Members will be asked if there are any questions/comments on the item. Any Member wishing to ask a question or comment should raise their hand and the Chairman will come to them in turn.

On completion of an item and before moving onto the next item the Chairman will ask the 'Host' to readmit any Member that has been placed in the waiting room. **Note: record in minutes.**

### **Voting on items**

Members will be asked by the Chairman to raise their hands. The Town Clerk will call for votes FOR, AGAINST and ABSTENTIONS. The Town Clerk will note the votes in the usual manner and confirm the result to the Chairman. Members will not be taken off mute in order to vote.

A recorded vote will be conducted in the usual manner at the request of the Chairman with the Town Clerk asking each Member in alphabetical order for their vote and the result being declared by the Chairman. (Members will be unmuted by the 'Host' in order to vote.)

### **Approving Minutes of Meetings**

This will be conducted in the usual manner with the Chairman of the relevant Committee leading the item. Minutes to be signed on our return to the Guildhall.

### **Items to be held in 'Part II'**

The Chairman will inform the Meeting that for this item all members of the public and press will be excluded and moved to the waiting room. If they choose to leave the meeting at this stage they are thanked for attending. Those remaining in the waiting room will be readmitted on conclusion of the item.

### **Press and social media releases**

These will be conducted as normal procedure.

**Date of next meeting:** to be announced if in place or to be confirmed.

**Common seal:** procedure as normal although the Chairman may choose to ask a Member to undertake this prior to the Meeting to ensure they have the text in front of them.

To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

### **Closing the meeting**

The Chairman will announce that the meeting is now closed. All participants should leave the meeting and ensure their connection is severed. The 'Host' will close the meeting.



**b. Extraordinary Meeting**

1. Chairman welcomes all to meeting.
2. Reminder that normal required standards of behaviour, discussion and Code of Conduct still apply in this remote meeting format.
3. Chairman roll calls Members in attendance to check they can hear and see the meeting participants. The Chairman will then confirm that the meeting is quorate in line with the requirements laid out in Standing Orders.  
**Note: record in minutes**
4. Chairman runs through format that the meeting will take:
  - Members of the public and press ‘attending’ the meeting are reminded that their names and image will be visible at all times to anyone attending the meeting.
  - The chat bar function should not be used by members for discussion during meetings. Any discussion during meetings needs to take place in the public domain. The same applies for members of the public joining the meeting.
  - In line with policy the Council retains the option to eject anyone disrupting the meeting.
  - Members (except the Chairman) will be muted except when speaking. The Clerk and Assistant Town Clerk will also remain unmuted.
  - If a Member wishes to speak to an agenda item, they are asked to raise their hand. (The Town Clerk and Assistant Town Clerk will also monitor to ensure no-one wishing to speak is missed.)
  - Voting – when voting on an item Members will be asked to raise their hands. The Town Clerk and Assistant Town Clerk will monitor voting to ensure no-one is missed. Where a recorded vote is requested Members names will be called in alphabetical order for their vote.

- Declarations of interest – where a Member declares an interest and would have to leave the room for an item they will be removed to the waiting room for the duration of the discussion. They will then be readmitted for the next item.
- In the event of a technical issue with the meeting or an individual:

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Affecting an individual – Member – the minutes will show that the Member has left the meeting. The Chairman may opt to adjourn the meeting briefly to allow the Member to reconnect. On reconnection the minutes will record the Member return to the meeting.

Where there are any technical failures affecting the number of Members in attendance the Chairman should ensure that the Meeting remains quorate.

Affecting a member of the public in attendance – the Assistant Town Clerk will monitor the waiting room and readmit the member of the public where they regain connection.

### **Declarations of Interest**

The Chairman reads the usual agenda text:

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Members will be asked by the Chairman to raise their hands. The Town Clerk will call for votes FOR, AGAINST and ABSTENTIONS. The Town Clerk will note the votes in the usual manner and confirm the result to the Chairman. Members will not be taken off mute in order to vote.

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To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

**Closing the meeting**

The Chairman will announce that the meeting is now closed. All participants should leave the meeting and ensure their connection is severed. The 'Host' will close the meeting.