

## **ATTENDANCE AT LOCAL AUTHORITY MEETINGS**

These Remote Meetings Procedure Rules have been adopted by the Council and have been made in compliance with Section 47 of the Local Government and Elections ( Wales ) Act 2021.

1. The Council will continue to undertake its calendar of meetings by use of virtual platforms until Welsh Government COVID 19 restrictions are lifted. Meetings of the Council that are open to the Public will be live streamed from the 1<sup>st</sup> May 2021 (subject to some exemptions\*), with accessibility for the Public to view Council meetings being provided via the Council's website. Where the Council has provision for Public speaking at meetings, persons who have registered to speak together with any expert witnesses required to attend, will be forwarded a direct link to attend a meeting.
  - 1.1 NB. \*Meetings that will be exempted will be those that are for the most part confidential in nature (Part 11) e.g. Early Retirement and Redundancy Committee, these meetings will not be live streamed but the minutes of the meetings will be uploaded to the website asap thereafter.
2. On the lifting of Welsh Government COVID 19 restrictions Hybrid meetings will be introduced i.e. a meeting solution that enables persons who are not in the same place to attend meetings, both physically and remotely. Meetings of the Council that are open to the public will be held via this method and the Council's website will provide details of accessibility.
3. Time and place – Meetings will be held at the time notified in the agenda but may be held in more than one place and may include electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
4. Notice of meetings – At least three clear working days before a meeting, save in cases of urgency and/or where following such notice the meeting is moved or cancelled, the Head of Paid Service (or Deputy in his/her absence) will send an agenda by electronic means to every Councillor of the Council or relevant body. The agenda will give the date and time of each meeting together with the details for remote or hybrid access.
5. At such time as sending the notice of the meeting and the agenda, the relevant officer shall arrange for the notice of the meeting and the agenda together with copies of such reports as are available to be published on the Council's website.
6. Where a report becomes available after publication of the notice and agenda, the relevant officer shall send it electronically to all Councillors and arrange for a copy to be published on the Council's website as soon as practicable.
7. Quorum – The number of Councillors required to be present for a quorum for a meeting shall be as set out in the Constitution. However, for the purposes

of determining whether a quorum of Councillors is present at a meeting the Mayor/Chairman shall include all those Councillors in remote attendance. If at any time during the meeting the Mayor/Chairman counts the number of Councillors present and declares that there is not a quorum present, the meeting will adjourn immediately. The remaining business will be considered on a date and time set by the Head of Paid Service in consultation with the Mayor/Chairman and the Leader of the Council.

8. Declaration of Interests – A Councillor who would ordinarily be required to leave the room during the consideration of an item of business due to the Councillor having a disclosable prejudicial interest or to having such other interest as the Council’s Code of Conduct may require the Councillor to do so, shall be deemed to have done so if the Councillor disconnects their remote access and remains disconnected until such time as the Mayor/Chairman invites the Councillor to re-join the meeting.
9. Discussion of confidential business and disclosure of exempt information - Where a motion is passed to exclude the public and press from the meeting due to the discussion of confidential business or exempt information, the right of the public and the Press to see or see and hear, the meeting shall cease and their electronic access will be disconnected and in the case of physical attendance at a Council meeting be asked to vacate the room.
10. Conduct during meetings – Councillors in remote attendance or any member of the public exercising a right to speak in remote attendance shall only speak when called upon to do so by the Mayor/Chairman and shall cease to speak when told to so by the Mayor/Chairman.

**N.B. This Procedure is in addition to the Council’s Procedure Rules as contained within the Council’s Constitution and to the Remote Meeting Procedures agreed under the use of the Managing Director’s Emergency Powers in 2020.**