

Hargrave Parish Council

Virtual Meeting Policy

1. Introduction

Hargrave Parish Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist Chairmen, councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and that are currently enacted for meetings on and up to 7 May 2021.

2. Publishing the agenda and providing documents

Councillors are to be summonsed as per regulation with the agenda emailed to them and documents being placed on the Council's website. Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. In cases that documents originate from a third-party electronic links will be provided where available.

3. Virtual Meeting 'platform'

Hargrave Parish Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish on the agenda:

- The zoom meeting link
- Meeting ID
- Meeting passcode

All documents and written reports referred to at the meeting will be available to view on the Hargrave Parish Council website by 6pm on the day of the meeting.

4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

5. Specific Virtual Meeting Arrangements

a. Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.

At the start of the meeting there will be a roll call to determine those councillors present for those who do not have a video link.

During the meeting all persons other than members will be muted. During the public participation period members of the public will be required to ‘enable video’ in order for them to be visible to the Chairman and will raise their hand to indicate that they wish to speak. Their microphone will then be unmuted and they can address the meeting. *If the member of the public does not have a video option, the microphone will be unmuted and the Chairman will invite them to speak.* Following the conclusion of their address the microphone will be muted.

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item. Members will state their name when they are speaking for those who do not have video link.

During the meeting, the Chairman will invite members to speak either in rotation or where the member has raised their hand indicating a desire to speak to ensure every member has the opportunity to speak and avoid members speaking over each other.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting. All members may be requested to ‘mute’ their own microphones whenever they are not speaking.

b. Voting

All voting will be undertaken by a show of hands. The votes to be read back before moving on to the next agenda item to ensure that everyone vote is recorded accurately.

c. Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

d. Attendance

If a member is believed to have ‘dropped out’ this will be minuted. If ‘drop outs’ result in the meeting becoming inquorate members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to be advised of the suspension.

e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

6. Virtual Meeting Etiquette

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

7. Declaration of Interests

A councillor that has declared an interest that does not have a dispensation that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting.

8. Public Participation

The Clerk will read any pre-submitted addresses from the press and public.

9. Confidential Matters

Confidential matters will be dealt with through a separate Zoom meeting that is available to members only. On conclusion of the non-confidential matters on an agenda the meeting will be suspended for members to re-join using the confidential zoom meeting link that will have been provided to members only.

10. Recording

Zoom meetings will be recorded at the discretion of the Chairman and made available to members, the press and members of the public.

11. Information

The chat view box on the Zoom meeting will be disabled however it may provide additional information to attendees depending of the specific meeting.

Policy adopted on 2020

For further information see [The Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Version	Date adopted	Minute ref
1		