

## Virtual/Remote Planning Committee – Protocol for Conduct of the Meeting

**Members are asked to adhere to the following etiquette during remote attendance at a Planning Committee meeting**

1. **Notice of a Remote Meeting** - The Proper Officer will give notice of the date and time of any remote meeting called under the Council Procedure Rules and shall provide details of how the remote meeting shall be conducted. The Notice, reports and background papers will be placed on the Local Authority website:  
<https://www.threerivers.gov.uk/listing/council-meetings>
2. **The Planning Committee** meeting is a virtual/remote meeting in that it is being conducted at no specific location and all participants are at various locations, communicating via audio and online.
3. **The Regulations** (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 made under the Coronavirus Act 2020 enable Council/Committee meetings to be held in a virtual format and enables remote attendance.
4. **Remote Attendance - means a person is able at that time:**
  - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - (b) 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
  - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
5. **Remote Access** - means by electronic means, including by telephone conference, videoconference, live webcasts, and live interactive streaming.
6. **Types of Remote Link** - Members will be provided with the Zoom meeting details to enable them to attend the remote Council meetings. Members should try to establish videoconference capability when they sit as Chair of the meeting and when they speak and when they vote. At all other times during the meeting they should turn off their videoconference and audio. If there are issues with capacity only the Chair of the meeting will remain on videoconference throughout the meeting.
7. **The Conduct** – details provided below are set out in relation to decision making Planning Committee meetings held as virtual/remote meetings.
8. **The Meeting** will comprise the usual Members of the Planning Committee or their named Substitutes. For the purposes of this protocol any Members sitting on the Committee as a named Member or named Substitute will be a Member of that Committee and referred to as such.
9. **Apologies for the meeting** - The apologies for the remote meeting and details of any named Substitute Members should be given to the Committee Team in the usual manner via the Group Leader, 72 hours before the meeting.
10. **The Minutes of the meeting** – to be approved by the Committee on their accuracy only and to be signed electronically by the Chair of the Meeting and saved in the Committee folder until such time as the Chair can sign them.

11. **Late Items of Business** – would need to be approved by the Chair to take as a late item(s) of business which had not been available five clear working days before the meeting. The late item(s) of business to be announced at the meeting by the Committee Officer and a reason for the urgency of the item to be announced.
12. **Declaration of Interests** - Any Member participating by remote link who declares an interest in any item of business will be required to leave the remote meeting – this will be confirmed by the Committee Officer that the Member has left the meeting. The Committee Officer and Lead Planning Officer will confirm to the Member when they may re-join the remote meeting.
13. **The Quorum for the Meeting** is 4 Members “in attendance”. Any Member participating by remote attendance shall be regarded as present for the purposes of determining quorum. In the event of any failure of the videoconference/audio (or both) the Chair will immediately determine if the remote meeting is still quorate. If it is, then the business of the remote meeting will continue, if there is no quorum then the remote meeting will adjourn for a period specified by the Chair to allow the connection to be re-established.
14. **Exclusion of members of the public and press** will be required to leave the remote meeting should items need to be discussed which are exempt from being discussed in public under the access to information procedure rules. Part I of Schedule 12A (Paragraphs 1 to 7).
15. **Members of the public wishing to speak** - will be entitled to register and identify which application(s) they wish to speak on from the published agenda for the remote meeting. **Those who wish to register to speak must do so by notifying the Committee team by e-mail 48 hours before the meeting. The first 2 people to register on any application (1 for and 1 against) will be sent a link so that they can join the meeting to exercise that right. Registered Speakers can only provide photographs in support/against an application but these must be provided to the Committee Team by 12 noon the day before the meeting.** This will also allow the Committee Team to prepare the speaker sheet in advance of the remote meeting to forward to the Chair of the meeting.
16. **Other members of the public** who wish to hear the meeting discussion and view the remote meeting but who do not wish to speak will be able to live stream the remote meeting using the virtual meeting link published on the Council’s website with the agenda. Members of the public will not be able to make any comments as this function will be switched off for all remote meetings.
17. **Ward Councillors/Other Councillors/Parish Councillors** to provide 48 hours’ notice along with details of which application(s) they wish to speak on from the published agenda for the remote meeting. This is so that a link to the virtual meeting can be sent in advance and for the speaker sheet to be prepared for the Chair of the meeting. **Those who wish to register to speak must do so by notifying the Committee team by e-mail 48 hours before the meeting. They will be called upon to speak by leave of the Chair of the meeting.**
18. **Pre Committee briefing** – **Chair and Group Spokespersons** at the pre-meeting remote briefing it would help Officers to be aware of any

issues/questions Members have prior to the Planning Committee remote meeting so that the Chair and Officers will be better prepared and may assist in making the meeting run smoothly.

19. **Opening of the Meeting** - The Chair will open the remote meeting by confirming who is present: Members of the Committee will then introduce themselves, then the Council officers present, Ward Councillors, Parish Councillors and members of the public who have registered to speak at the remote meeting. . Any Member participating by remote link must also confirm at the outset that they can see and hear the proceedings and the other attendees. Committee Team will record attendance on behalf of Members.
20. **Livestreaming** - Under the virtual meeting regulations that govern the conduct of meetings held remotely it is a requirement that not only should all members present be able to hear and be heard, where the meeting is in public any member of the public attending remotely should also be able to hear the debate. Therefore in the event that, for any reason, connectivity is lost with the live streaming, the Officer responsible for monitoring the live streaming will immediately notify the Chair who will adjourn the meeting until such time as the live stream has been restored. In the event that it cannot be restored within 10 minutes of the start of the adjournment the Chair will adjourn the meeting to another date and time.
21. **Order of Business** - The Chair of the meeting will proceed in the order of business as published on the agenda for the meeting – any late items of business will be taken after the last substantive item of business. The slide show which is usually provided at the meeting for each application will be published along with the agenda report so that both the Members of the Committee, Ward Councillors, Parish Councillors and members of the public can view the plans/photographs online before the remote meeting commences.
22. **The Discussion** - Chaired where possible by the usual Chair of Planning Committee or the Vice Chair. The Chair will state the item to be discussed and ask the Planning Case Officer to give a brief description of the item and provide any updated information not contained in the agenda report. The Officer will not be on videoconference.
23. **Members of the Committee** will be asked by the Chair if they wish to speak. Members should indicate using the hand symbol on Zoom if they wish to speak and when not speaking will be asked to have their microphone on “mute”. The Chair will then call on each Member in turn of who indicated a wish to speak and ask them to activate their speaker when invited to speak and give their name.
24. Members should only speak when invited and only one Member should speak at a time.
25. **Speakers outside the Committee** - Where a Ward Councillor, Parish Councillor or member of the public has requested to speak the Chair will then ask them to speak in turn. Members of the public registered with the Committee Team to speak will be allowed to speak with the objector speaking first and the supporter second. Before addressing the remote meeting, each person will be asked to state their name and asked to show respect to each other and not to talk over someone who is already speaking. They will be asked to put on the mute button if not speaking. They will have up to 3 minutes to speak. They will not be entitled to take part in the discussion. Once the application they have spoken on is over they will be able to leave the remote meeting.

26. **Other Members of the Public** - Any other persons who are listening in via the live stream are accessing the meeting but are not entitled to take any active part in the meeting. The Chair has the discretion to remove any member of the public from the remote meeting by any remote means if they interrupt, try to engage in the meeting, or are abusive having been warned about their behaviour.
25. **Disruption to remote conferencing** - should any aspect of the videoconference fail, the Chair may call a short adjournment of up to ten minutes to determine whether the link can quickly be re-established. In the event of individual link failures, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the link cannot be re-established then the presumption will be that the meeting should continue. If the link is successfully re-established then the remote Member(s) will be deemed to have returned at the point of re-establishment.
26. **Summing up** - The Chair will then ask if any Members of the Committee wish to speak again having heard the debate. Members must only speak if they have a new matter to raise and should indicate by using the raised hand symbol on the Zoom. The Chair will then give their name and the Member may speak. The Chair will then call on each Member as indicated. At the end of the discussion the Chair will sum up the views of the Members.
27. **Voting** - Only Members present during the entire debate for an item are entitled to vote on it. If a Member has been cut off during the debate and rejoined the remote meeting then they will not be able to vote on that item. Before the vote the Chair will ask an Officer to summarise exactly what is being voted on with any amended Conditions. The Chair will be mindful of any Member experiencing difficulties. The Chair will then ask the Committee Members to vote. This should be done by using the Yes, No or Go Faster buttons in Zoom the Go Faster button being used to Abstain from the vote. This enables both Officers and Members of the Committee to clearly see how each Member is voting. The Committee Clerk will then total up the votes and advise the Chair.
28. **Announcing vote result** - The Chair will then announce the vote result to the Committee via the videoconference. Where there is a recorded vote, the votes made will be recorded by the Committee Clerk and the result of the recorded vote announced by the Chair of the Committee to all the participants.
29. **Process for each application** – the same process will follow for all the applications on the published agenda.
30. **Decisions** The full minutes will be published on the Council’s website in time for the next meeting of the Committee.
31. **Recording** - All meetings will be recorded apart from any Part II Confidential Items of business (see Point 14 above).
32. **This protocol** is a guide as to how virtual/remote Council meetings should be conducted. This protocol will sit alongside the Council’s Procedure Rules set out in the Council Constitution and are considered good practice and etiquette.
33. **The Chair** has the discretion to amend this Protocol as necessary.