

CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 30 June 2021
Report Subject	Amendments to the Rules of Procedure
Report Author	Head of Democratic Services

EXECUTIVE SUMMARY

For the 2020 Annual Meeting, which was held on 9th September, the Chair agreed to temporary changes to some of the Rules, which were circulated. We are continuing with our Remote Attendance Meetings, as we move towards the 'multi-location meetings' required by the Local Government & Elections (Wales) Act 2021.

What were originally temporary changes should now be formally adopted by this Committee and Council for the time being, whilst the Council develops its policy on multi-location meetings.

RECOMMENDATIONS

1	That the Committee considers and approves the changes to the Rules Of Procedure as shown in appendix 1.
2	That further work be undertaken to develop a policy on multi-location meetings.

REPORT DETAILS

1.00	EXPLAINING THE NEED TO MAKE AMENDMENTS TO THE RULES OF PROCEDURE
1.01	Our Rules of Procedure (what used to be referred to as 'Standing Orders') set out how we run our meetings. When the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 came into force, we started holding our meetings as 'Remote Attendance Meetings' (RAM).

	However, we recognised that some elements of our Rules of Procedure would no longer work effectively for us, and would need to be amended. For example, it is not practical for members to stand to request a recorded vote during a video conference.
1.02	For the 2020 Annual Meeting, which was held on 9 th September, the Chair agreed to temporary changes to some of the Rules, which were circulated. They have been adapted slightly to refer to hybrid meetings though the substance of each rule has not changed. What were temporary changes should be formally adopted and regarded as permanent, subject to the work outlined below.
1.03	The Local Government & Elections (Wales) Act 2021 was given Royal Assent at the end of January. Section 47 of the Act, and part 1 of schedule 4 of that Act now provide the statutory basis for what is now being referred to as 'multi-location meetings'. Multi-location meetings are defined in the Act as a meeting of a relevant authority whose participants are not all in the same physical place. This applies to the Remote Attendance Meetings which we have been holding since last year, hybrid meetings, such as our Annual Meeting, where some people were in the Chamber, or meetings where a greater number of people are present, but others attending via remote means.
1.04	The Act requires that the Council should develop and publish its policy on which meetings will take place in person, remotely or as a hybrid and the rules that will apply to each. We will need to develop our own 'multi-location meetings' policy before May 2022. There will be further reports to this Committee, and to Council.
1.05	The attached details changes (shown in italics) which need to be incorporated into the Rules of Procedure to make them applicable to multi-location meetings.

2.00	RESOURCE IMPLICATIONS
2.01	None

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report is being published for consultation purposes.

4.00	RISK MANAGEMENT
4.01	Not applicable.

5.00	APPENDICES
5.01	List of suggested amendments to the Rules of Procedure

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Council's Constitution. https://www.flintshire.gov.uk/en/PDFFiles/Democratic-Services/Flintshire-Constitution.pdf</p> <p>Interim statutory guidance on multi-location meetings (Further to section 47 of the Local Government & Elections (Wales) Act 2021.)</p> <p>Contact Officer: Robert Robins, Head of Democratic Services Telephone: 01352 702320 Email: robert.robins@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	None