

19 JUNE 2020

REPORT SUMMARY SHEET

UPDATE TO THE CONSTITUTION

Purpose

To consider proposed updates to the Combined Authority's constitution.

Summary

This report sets out proposed changes to the WECA constitution required as a result of the climate emergency and emerging / ongoing issues such as Covid-19 and the Transport Authority functions now being carried out by WECA.

In addition, the Pay Policy statement for the Authority requires approval.

Recommendations

The Combined Authority Committee is asked:

1. To agree the changes proposed to the Authority's constitution.
2. To approve the calendar of public meetings shown at Appendix 1.
3. To approve the Pay Policy Statement at Appendix 2.

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**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY
COMMITTEE**

DATE: 19 JUNE 2020

REPORT TITLE: UPDATE TO THE CONSTITUTION

AUTHOR: SHAHZIA DAYA, MONITORING OFFICER

Purpose of Report

1. To update the Constitution and
2. To adopt the Combined Authority's pay policy statement.

Recommendations

1. To agree the changes proposed to the Authority's constitution.
2. To approve the calendar of public meetings shown at Appendix 1.
3. To approve the Pay Policy Statement at Appendix 2.

Proposal / solution

Changes to the WECA constitution are required as a result of climate emergency and emerging issues such as Covid-19 and the Transport functions now being carried out by WECA.

Proposals / Issues

1. Changes to the Constitution

Terms of reference

Advisory boards - Terms of Reference to be amended to include the following references: -
- Shape intelligence and provide advice and challenge on policy and programme planning to help deliver the region's climate commitments.
- The Boards will work in conjunction with WECA Officers in relation to delegated decisions taken by Officers on behalf of the Combined Authority.

WECA Overview & Scrutiny Committee - Terms of Reference to be amended to include the following reference: - Provide advice and challenge on policy and programme delivery to help

ensure the region meets its climate commitments, including monitoring the delivery of the authority's Climate Emergency Action Plan.

WECA Committee and Joint Committee - Terms of Reference to be amended to include the following references:

- Agree and deliver a set of strategic priorities that enables the region to deliver on its climate commitments.
- Champion the delivery of policy, projects and programmes of work that enables the region to deliver on its climate commitments.

Delegations

It is proposed that operational decision-making in relation to transport functions now being carried out by WECA are delegated to the Head of Transport as follows;

The Transport Operations functions transferred to WECA in April require decision-making processes to reflect those of the councils beforehand. Swift decision-making is even more important as lockdown restrictions ease and more people use buses, so that services can be added in response to additional demand and funding allocated from existing budgets to achieve this. There may also be a need to fill gaps in the network that have not hitherto been a priority but as time goes on become necessary to provide a comprehensive network. Operational decisions required will include the following:

- the tender and/or direct award of bus service and operations contracts including de minimis, ticketing and information contracts
- acceptance of changes to existing contracted services
- the award of grant funding to Community Transport providers
- bids for, and acceptance and allocation of Government funding for bus services
- code of conduct and partnership agreements with bus operators
- response to commercial service withdrawals
- design and delivery of bus timetable information and bus stop location maps
- functional service reviews
- reimbursement rates for concessionary travel
- agreements with neighbouring Local Transport Authorities on mutual acceptance of non-statutory bus pass concessions (joint with NSC)
- recharges to bus operators for provision of information
- certification of Qualifying Agreements made under Schedule 10 of the Transport Act 2000

Subject to these decisions being deliverable within the Transport Levy budget envelope as agreed annually by WECA Committee or other such funding as may be secured from Government and other funding streams.

Decisions impacting on services will be taken in consultation with Transport Board members as appropriate.

Standing Orders

Appendix 3 sets out the Virtual Meetings Procedure Rules that will apply in relation to any virtual public committee meetings that are held by the authority due to the Covid-19 situation.

Financial regulations

Section 6 of the financial regulations to be amended to enable budget holders to authorise spend up to £100,000 and the Chief Executive to authorise spend above this level as shown in the table below

Authoriser Limits

Delegations to authorise spend within budgets, as approved by the WECA committee, are set out in the table below.

Authorisation Limit	Officer
Up to £100,000 Recommendation to change this to up to £200k	Chief Executive Officer
Up to £50,000 within their allocated budget responsibility Recommendation to change this to up to £100K	Director of Investment & Corporate Services Director of Legal & Democratic Services Director of Infrastructure Director of Business & Skills Head of Strategy and Policy
Up to £25,000 within their allocated budget responsibility	Head of Finance Head of Grant Management & Assurance Head of People and Assets Head of Regional Housing and Planning Head of Transport Head of Business Skills and Growth Head of IBB Head of Communication Head of Strategy and Policy
MIPIM Expenditure over £25,000	Chief Executive Officer
Up to £700,000 for budgeted payments to approved Adult Education Providers	Director of Business and Skills; Director of Investment and Corporate Services
Up to £2,000,000 on operational transport functions (within approved budget levels)	Head of Strategic Transport Integration; Director of Investment and Corporate Services
Grants* up to £2,000,000 <i>*Investment Fund; Local Growth Fund; Transforming Cities Fund, Regional Infrastructure Fund; Various other approved grants</i>	Head of Grant Management and Assurance Recommendation to include Director of Investment & Corporate Services.

2. Meeting dates 2020/21

A calendar of public committee meeting dates is attached at Appendix 2 and recommended for approval. The dates accord with the governance process agreed at last year's Annual meeting.

3. Appointments to WECA committees

The political representation and arrangements for all the WECA statutory committees remain the same as for 2019/20.

4. Pay policy statement

WECA's Pay Policy statement is attached for approval also. This outlines the Authority's policies towards a range of issues relating to the pay (including severance pay) of its direct workforce its Chief Officers, as defined by the Local Government and Housing Act 1989 and all other employees (in accordance with provisions in the Localism Act). The policy will be reviewed annually.

Consultation details

Members, CEOs, Directors, Officers of constituent authorities

Risk Management/Assessment

The Annual Governance Statement requires decision making processes to be set out in the Combined Authority's constitution

Finance Implications

No specific financial obligations arising directly from this report

Legal Implications

The constitution forms the basis of sound and robust decision making by the Combined Authority and must be reviewed regularly in order to ensure that it is fit for purpose and complies with the legislative requirements.

Human Resources Implications

The Pay Policy Statement will meet the Authority's obligations under the Localism Act 2011 [Section 38 (1)] and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013) together with the Local Government Transparency Code 2015 (February 2015)) from the Department for Communities and Local Government.

Equality Impact Assessment

The obligations in relation to the public sector equalities duty under section 149 of the Equality Act 2010 (PSED) have been assessed at each stage of the development process. It has been concluded that the immediate decision primarily relates to the arrangements that are required to be in place to enable the WECA Order to be lawfully implemented rather than decisions that could be deemed to impact on the rights of groups or individuals with a protected characteristic or others protected under the PSED.

As a body exercising public functions WECA is under an obligation to have regard to the PSED when exercising its functions. The WECA understands its Public Sector Equality Duty (PSEC) obligations under section 149 of the Equality Act 2010 and will ensure that it complies with its PSED obligations.

Appendices

Appendix 1 – Public committee meeting dates

Appendix 2 – Pay Policy Statement

Appendix 3 – Virtual meeting procedural rules

Background Papers

Constitution

Relevant Local Government Acts

West of England Combined Authority Order 2017

West of England Combined Authority Contact: Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 07436 600313; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: democratic.services@westofengland-ca.gov.uk

APPENDIX 1 - Key Dates 2020/21 – public committee meetings

1. WECA Committee and West of England Joint Committee (joint meeting)

- 10.30 am, Friday 9 October 2020
- 2.00 pm, Friday 4 December 2020
- 10.30 am, Friday 29 January 2021 (budget meeting)

2. WECA Overview & Scrutiny Committee

(Note: Overview & Scrutiny Committee members have been consulted on these dates)

- 10.30 am, Wednesday 7 October 2020
- 10.30 am, Wednesday 2 December 2020
- 10.30 am, Wednesday 27 January 2021

3. WECA Audit Committee

(Note: Audit Committee members have been consulted on these dates)

- 10.00 am, Friday 17 July 2020
- 11.00 am, Friday 18 September 2020
- 12.30 pm, Thursday 10 December 2020
- 10.30 am, Friday 25 February 2021

Pay Policy Statement 2020-21

Appendix 2

Introduction

The West of England Combined Authority is made up of three of the local authorities in the region – Bath & North East Somerset, Bristol and South Gloucestershire.

Working with our partners including the West of England Local Enterprise Partnership, North Somerset Council and other local service providers, our aim is to deliver economic growth for the region and address challenges including economic investment, skills development, housing and transport.

1. Purpose and scope

- 1.1 The purpose of the statement is to provide a clear and transparent policy to the public, which demonstrates accountability and value for money.
- 1.2 The policy statement will meet the Authority's obligations under the Localism Act 2011 [Section 38 (1)] and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013) together with the Local Government Transparency Code 2015 (February 2015)) from the Department for Communities and Local Government.
- 1.3 It will articulate the Authority's policies towards a range of issues relating to the pay (including severance pay) of its direct workforce its Chief Officers, as defined by the Local Government and Housing Act 1989 and all other employees (in accordance with provisions in the Localism Act). The policy will be reviewed, at least annually, to reflect any statutory changes (particularly in relation to public sector severance payments), anticipated in the coming the year.
- 1.4 The Authority's pay arrangements will reflect the need to recruit, retain and motivate skilled employees to ensure high levels of performance balanced with accountability on the public purse. The policy will be underpinned by principles of fairness and equality and will need to recognise the flexibility which is essential in delivering a range of services.
- 1.5 The statement will be reviewed annually. Its approval and any subsequent amendments will be considered at a meeting of the Combined Authority. The statement will be published on the Authority's public website.

2. Definitions

For the purposes of this Pay Policy Statement the following definitions apply:

- 2.1 **'Pay'** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancement to pension entitlements and termination payments where applicable.

'Chief Officers' refers to the Chief Executive, as 'Head of Paid Service', and Directors of the Authority

'Lowest paid employee' refers to the employee/s in substantive full-time employment at the lowest in-use scale point of the Authority's pay scale

3. General principles & practice

- 3.1 The West of England Combined Authority's employment practice will be governed generally by the relevant national and European legislation and, where relevant, specific local government legislation and regulation.
- 3.2 **Principles:** The Authority values all its employees and aims to apply a consistent and fair approach to pay and benefits, in line with the following principles:
- ✓ To work within financial constraints using those limited funds in the most effective way to support the Authority in the provision of quality cost effective services.
 - ✓ To take account of affordability in the introduction and maintenance of any changes to pay structure.
 - ✓ To support a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
 - ✓ To be mindful of the market in making decisions about pay and benefits enabling the Authority to attract and retain its employees and to respond to situations where market forces dictate the necessity to apply supplements to established salaries.
 - ✓ To actively work towards reducing any unjustified gender pay gaps and promote an equal pay agenda ensuring that transparent and accessible pay and job evaluation systems, processes and systems meet legislative requirements.
 - ✓ To be clear about the recognition and reward of performance, whether at whole organisation, service, team or individual level.
 - ✓ To manage pay and benefits processes appropriate to service delivery in a fair and consistent way, and in line with a commitment to remaining within the framework of the relevant national pay and conditions agreements.
 - ✓ To aim to retain a core set of benefits for all employees.
- 3.3 **Practice:** Basic pay is determined through:
- The job role and its accountability in the overall context of the Authority's services and responsibilities using a job evaluation process based on objective criteria and free from discriminatory bias.
 - The terms of the relevant national agreements on pay and conditions of service.
 - A comprehensive pay and grading structure, that must be affordable and offer recruitment and retention incentive.
 - The outcome of reviews into the local pay and grading structures are determined within the terms of this policy and the Authority's governance arrangements.
- 3.4 **Equal pay:** The Authority is committed to the principle of equal pay for all posts of the same size and value. To put its commitment to equal pay into practice, it:
- Regularly reviews its pay grade and rates for all current staff and starting pay for new staff in line with Equality and Human Rights Commission guidance to ensure a robust and consistent approach.
 - Adopts an independent and consistent job evaluation approach
 - Provides training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
 - Regularly monitors pay and grading data and statistics and will publish pay equality data as statutorily required

4. Senior pay

4.1 The remuneration of the Chief Executive and other senior management appointments in the Authority is undertaken by external analysts using the Hay Job Evaluation process. Levels of pay upon appointment of Chief Officers have been market-related by being compared to a national data base maintained by the Hay Group of similar posts in a wide range of public and not for profit sector organisations and recognising regional influences. The pay structure for Chief Officers takes account of clearly defined 'statutory responsibilities'. Three pay bands will be available for the most senior officers, as set out below. These span :

BAND	MIN/MID/ MAX POINTS	Composition, Terms & Conditions
CHIEF EXECUTIVE/ HEAD OF PAID SERVICE & other senior management appointments*		
Band 1	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary on appointment within the range £135,000 to £155,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.
Band 2	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary on appointment within the range £110,000 to £125,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.
Band 3	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary on appointment within the range £90,000 to £99,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.

4.2 The Authority has adopted a pay range to allow flexibility in candidate attraction. Individual appointments will be made on a 'fixed or spot salary'. Pay increments with time served progression are not appropriate, however cost of living increases as negotiated nationally by the JNC (Joint National Council) will be applied. Placement within the range upon appointment will reflect factors such as capability, experience, previous salary history, and marketability.

4.3 Senior staff will not be differentiated from other members of staff in terms of remuneration on resignation or termination.

4.4 If proposed severance packages are likely to exceed £99,999 (this threshold includes [but is not limited to] any proposals in respect of salary to be paid in lieu, redundancy compensation, pension entitlements and holiday pay as appropriate) these will be considered in accordance with agreed Authority governance arrangements and subject to Committee approval. This provision will be reviewed to comply with any legislative changes made during the year.

4.5 The Authority's threshold level for disclosure of senior staff salaries will be at the minimum point of the senior civil service pay scale and above as at 31 March of any given year to which this policy applies.

5. Pay of the lowest-paid employees

- 5.1 The Authority has resolved that no employee will be paid less than the Real Living Wage, which is set by the Living Wage Foundation. The Authority has adopted this definition because it has decided that none of its employees should be paid less than the real UK Living Wage.
- 5.2 For 2020/21, the UK Real Living Wage is £9.30 per hour, which equates to a minimum annual salary of £17,943 (based on a full-time week of 37 hours).
- 5.3 Apprentices and interns are normally exempt from the provisions of the Living Wage.

6. Relationship between senior pay and the 'lowest paid Authority employee'

- 6.1 The Authority is committed to ensuring the ratio between the highest and lowest paid employee is never greater than 10:1.
- 6.3 The ratio of the highest paid employee to the lowest is currently 6.4 : 1. At present, the highest paid employee is the Chief Executive.

7. Pay Bands

- 7.1 The Authority has a set of pay scales for staff below Head of Service level. These pay scales mirror those of Bath and North East Somerset Council, and are based on Hay grades. These pay scales are subject to a clear job evaluation scheme which has been fully approved by the Unions and is in line with National Joint Council (NJC) provisions. The Authority applies nationally agreed NJC pay awards to this scale.
- 7.2 For staff at Head of Service level, whose salary range sits above the pay scales outlined in section 7.1 but below Chief Officer, three pay ranges have been adopted (Head of Service Level 1 to Head of Service Level 3). Consideration has also been given to developing an Associate Director pay scale, though this is not currently in existence. These pay scales have been developed with support from an independent external consultancy, with clear reference to evaluated market benchmarking, and range from broadly £60,000 to £80,000 per annum depending on the level of complexity and responsibility of the job, and the pay of similar roles in similar employers within the market. The Authority applies nationally agreed NJC pay awards to this scale.

8. Pensions

- 8.1 Subject to the provisions of the relevant scheme, all directly employed staff will be enrolled into the Local Government Pension Scheme, a statutory contributory scheme. They may choose to opt out of membership.
- 8.2 The Authority has a policy for flexible retirement.

9. Use of consultants, contractors and temporary 'agency' staff.

- 9.1 Ordinarily staff will be engaged directly by the Authority as employees but on an exceptional basis, if circumstances deem it necessary, people may be engaged under 'contracts for services' as consultants or contractors or on an 'agency basis'. When this situation arises, the Authority will give detailed prior consideration to the benefit of doing so and that the overriding need to ensure value for money is achieved. Such arrangements must be in accordance with the Authority's Codes of Practice and Financial Regulations.

9.2 The Authority has a contract in place with a “Managed Service Provider” for the provision of Agency workers, to ensure that they are always engaged in a consistent and cost effective manner.

10. Publication

10.1 The Authority’s approach to the publication of and access to information on the remuneration of Chief Officers is to include it on its public website as part of its requirements within the Accounts and Audit (England) Regulations 2011 and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. A copy of the Pay Policy Statement will be published on the Authority’s website.

Further information

For further information on the pay policy please contact the Authority as follows:

Email: info@westofengland-ca.gov.uk

Telephone: 0117 428 6210

VIRTUAL MEETINGS PROCEDURE RULES

Introduction and application of the Virtual Meetings Procedure Rules

These procedure rules provide the means and guidance for the conduct of any remote meeting of the West of England Combined Authority (WECA), and any committees and sub-committees held under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (the 'Regulations') and will remain in force until those Regulations are repealed.

These procedure rules should be read in conjunction with the Authority's Standing Orders and procedure rules as set out within the Constitution. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and remain valid until 7th May 2021. This means that, wherever there is a conflict, these Virtual Meetings Procedure Rules take precedence in relation to any remote meeting.

The Regulations, and therefore the standing orders, have an automatic amending effect on the Authority's existing rules and can be applied immediately in order to run committee meetings remotely.

Virtual Meetings Procedure Rules

1. No requirement to hold an annual meeting

The requirement to hold an annual meeting is to be disregarded and, prior to 7th May 2021, an annual meeting of the Authority (or its committees) may only take place:

(a) where called by the Chair; or

(b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of the authority.

2. Notice of meetings and provision of agenda papers

2.1 The Monitoring Officer will give the requisite notice to the public of the time of the meeting, and the agenda.

2.2 Members will be notified of a remote meeting by email and all agenda papers will be available on the authority's website <https://westofengland-ca.moderngov.co.uk/ieDocHome.aspx?bcr=1>

2.3 The 'place' at which the meeting is held may be at an authority building or may be where the organiser of the meeting is located or may be an electronic or a digital or virtual location, a web address or a conference call telephone number; or could be a number of these combined. The meeting may also be held in a meeting room or Chamber with a proportion of the membership and any participating public additionally attending remotely.

3. Remote access to meetings

3.1 Members will be encouraged to use any video conferencing facilities provided by the authority to attend a meeting remotely.

3.2 If this is not possible, attendance may be through an audio link or by electronic means as referred to in Regulation 5(6)(c) of the Regulations.

3.3 As per the Regulations, remote access for individuals who are not attending to participate in the meeting, together with press facilities, will be provided through webcasting/broadcasting, live audio streaming or other means. The intention is that WECA virtual meetings will be broadcast via the WECA YouTube channel.

3.4 The “place” of a meeting is to be interpreted as where a meeting is held, or to be held; this can include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

3.5 Meetings will be “open to the public” – this term includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.

3.6 If the Chair is made aware that the meeting at any point is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.

4. Members in remote attendance

4.1 A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance 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 speak at the meeting; and

(c) to be so heard and, where practicable, be seen by any other members of the public observing the meeting.

4.2 A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in 4.1 above are not met. In such circumstances, the Chair may, as they deem appropriate

(a) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in 4.1 above to be re-established;

(b) count the number of Members in attendance for the purposes of the quorum; or

(c) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

5. Public participation

5.1 For remote meetings, the public participation rules as set out in the WECA Constitution will apply so far as is practically possible.

Note: as per the constitution, written replies to questions will continue to be sent to questioners prior to the meeting wherever possible – there is no opportunity for supplementary oral questions. Copies of questions and statements will be sent to committee members in advance of the meeting. Copies of questions and statements will be published on the authority's website.

5.2 At the discretion of the Chair of the meeting, those submitting statements will be given access to the virtual meeting for the period of time required to orally present their statement. Any person submitting a statement who wishes to present their statement at the virtual meeting must confirm this to the authority's Democratic Services Team by 12 noon on the working day before the meeting at latest.

6. Declaration of Interests

Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer or meeting facilitator, who will invite the relevant Member by link, email or telephone, to re-join the meeting at the appropriate time.

7. Voting

Voting at remote meetings shall take place, conducted by the Chair of the meeting in accordance with the voting requirements of the current WECA constitution.

8. Exclusion of press and members of the public – exempt or confidential information

8.1 There may be times when the Authority's meetings (or part of a meeting) are not open to the public, when confidential, or "exempt" issues (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. Where the technology is available, the Democratic Services Officer or meeting facilitator will ensure that there are no members of the public in remote attendance or remotely accessing the meeting, able to hear or see the proceedings once the exclusion has been agreed by the meeting.

8.2 Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) consideration of such items, and/or recording the proceedings.

9. Review

These rules will be kept under regular review and updated as necessary.

Shahzia Daya
Director of Legal & Monitoring Officer
May 2020

