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Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
ceredigion.gov.uk

13 June 2022

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held at the Council Chamber, Penmorfa, Aberaeron and remotely via video-conferencing on Friday, 17 June 2022 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **To confirm the Minutes of the previous meeting and to consider any matters arising (Pages 3 - 6)**
4. **Democratic Services Committee Terms of Reference (Pages 7 - 8)**
5. **To consider a report on Members' Schedule of Remuneration 2022/23 - matters referred for consideration by the Council (Pages 9 - 12)**
6. **To consider a report on protocols for remote attendance and broadcasting of meetings (Pages 13 - 26)**
7. **To consider a forward work programme for 2022/23 (Pages 27 - 28)**
8. **Any other matter which the Chairman decides is for the urgent attention of the Committee**

A Translation Services will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

A handwritten signature in black ink that reads 'L Edwards'.

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Democratic Services Committee
The remaining Members of the Council for information only.

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Minutes of the Meeting of DEMOCRATIC SERVICES COMMITTEE held remotely via video-conference on Monday, 7 March 2022

PRESENT; Councillor Ceredig Davies (Chair), Councillors Lloyd Edwards, Gwyn James, Dai Mason and Wyn Thomas

Also in attendance: Councillors Meirion Davies, Elaine Evans, Elizabeth Evans, Gareth Lloyd, Ray Quant

Officers in attendance: Eifion Evans, Chief Executive; Lowri Edwards, Corporate Lead Officer: Democratic Services; Arwyn Morris, Corporate Lead Officer Customer Contact; Alan Morris Corporate Manager, Customer Contact; Nia Jones, Corporate Manager Democratic Services and Dwynwen Jones, Scrutiny Officer.

(10.00am - 12.10pm)

1 Apologies

Councillor Clive Davies apologised for his inability to attend the meeting.

2 Disclosure of personal / prejudicial interests

None.

3 To confirm the Minutes of the Meeting of the Committee held on 12 October 2021 and to consider any matters arising

It was **RESOLVED** to confirm as a true record the minutes of the meeting held 15th October 2021.

Matters arising

Item 9 - Members asked if there would be further meetings with the Chief Executive prior to the pre-election period. It was noted that the Welsh Government published its Transition Strategy on 4th March 2022 which would take the COVID-19 response in Wales from pandemic to endemic. It was therefore agreed that unless the Chief Executive felt that there was a requirement for a meeting prior to the pre-election period, that there was no need for a meeting in March.

Item 13 – Members asked if there are any updates relating to the Remuneration Panel. It was noted that the IRPW published its final report was published last week which was too late to bring a report to this Committee; however it was confirmed that there are no changes in relation to the proposed remuneration as outlined in the IRPW's draft report. It was noted that a report would be presented to Council early in the next administration.

Item 14 – Members asked about the roll-out of 'CLIC version 2', noting that they do not always receive notification that action has been carried out, and stating that responses to Councillor should be prioritised. Officers confirmed that we are in the process of transferring to CLIC2, which will give Members

access to information and updates via 'My Account'. The system is currently being tested and expected to go live next month.

4 To consider a report on Member ICT Provision post elections 2022

The Corporate Lead Officer for Customer Contact presented a report to the committee, outlining the proposed ICT equipment to be provided to Members. It was noted that as a result of the COVID-19 pandemic, there has been a significant shift towards a more digital way of working corporately, in school and with the Council which is a continuation of a journey set out several years ago to work in a digital, as opposed to a paper based approach. Hybrid equipment is currently being installed in the Council Chambers which will facilitate a flexible approach, reducing travelling time and costs for Councillors and Staff, however Members would require a laptop to access the hybrid solution as it cannot be accessed via Android or Apply applications.

It was proposed that Members are offered the same provisions as council staff, namely a *Windows* laptop, and two 24" screens. Office 365 account would be installed providing Word, Excel and access to e-mails. Members would also be able to install Office 365 on up to 5 other devices, for use from their personal mobile devices. Members would be required to sign an acceptable usage agreement for personal use of equipment, within reason. It was noted that this proposal conforms to the necessary security requirements, ensuring improved cyber resilience and ensuring all Members are compliant with GDPR.

Printing facilities would be provided at Canolfan Rheidol and Penmorfa, due to the cost of providing and operating personal printers, and Members would be able to send documents to the post-room for printing and posting. It was noted that appropriate training would be provided on issued devices with support provided via the ICT service desk.

Members noted that *i-pads* are useful for working in the community, in order to be able to show documents to residents that may not otherwise be able to access the internet, and for attending meetings from alternative locations, other than at home. Members also asked whether the Council was offering a secure *i-pad* platform to Officers, which has not been offered to Members. Officers noted that alternative solutions are being considered and tested for cyber security, however there was also a need to ensure that Members are able to access the hybrid system.

Members noted that it can be useful to download and print Council papers, especially when chairing a meeting. Officers confirmed that two large screens would be provided which facilitates the reading of documents on one screen whilst following the meeting on another. Members also noted that it is impracticable to travel in order to print. Officers reminded Members of the Council's commitment to reducing paper many years ago, noting that Officers personal printers have been completely eliminated.

Members asked whether alternative tablets could be used e.g. Microsoft Tablets. It was confirmed that specialist tablets can be extremely costly and

that Members would need to identify funding to meet additional costs. Members noted that the paper was written from the perspective of an Officer which did not recognise the needs of Councillors, which requires more flexibility. Members were also advised that ultimately it is their decision as to whether to accept the advice of Officer in relation to cyber security.

Following discussion it was **RESOLVED**:

- (i) that following the election, new Members would be issued with the same equipment that was provided by current Members in January when i-pads were de-commissioned;
- (ii) to refer the matter for discussion by Council during the next administration.

5 To consider an update on the report presented to the Democratic Services Committee upon the Local Government and Elections (Wales) Act 2021

The Corporate Manager for Democratic Services presented a report to the committee, providing an update on the main aspects of the Local Government and Elections (Wales) Act 2021 relevant to the committee. It was noted that various protocols have been drafted including a Public Participation Scheme, a petition Scheme and electronic broadcasting of meetings, however we are still waiting for the Welsh Government to publish the statutory and non-statutory guidance. It is anticipated that consultation on draft guidance will take place during the pre-election period, and implemented by September 2022.

Following discussion it was **RESOLVED** to note the update to the report relating to the Local Government and Elections (Wales) Act specific to the Democratic Services Committee.

6 To consider a report on a vision for conducting remote meetings from May 2022

The Corporate Manager for Democratic Services presented a report to the committee, giving an overview of the mechanism for supporting hybrid meetings.

Members asked whether all Councillors should attend Council meetings in person, and were advised that the purpose of the legislation is to ensure accessibility to all Members, including persons that may not be able to attend in person for various reasons. Members also asked if there would be a limit on the number of persons able to attend in person and were advised that this would be subject to the legislation at that time.

Following discussion it was **RESOLVED** to note the vision for conducting hybrid meetings from May 2022.

7 To consider an update upon the programme for Members' Induction following the County Council Elections in May 2022

The Corporate Manager for Democratic Services presented a report to the committee, noting that it is anticipated that further guidance will be provided by the Welsh Minister as part of the bundle of Statutory and non-Statutory guidance currently being developed by Welsh Government clarifying the requirement relating to Councillor Induction and training. Members were advised that the training schedule presented to the Committee in October 2021 had been revised to reflect the anticipated changes resulting from the Local Government and Elections (Wales) Act, and training needs identified by Members during recent meetings and reminded that training is compulsory prior to sitting on committees such as Development Management and Licensing. Group Leaders were advised to remind their Members of the importance of attending the training sessions.

Members asked whether the time of meetings and training should be revised, and were reminded of the regular survey conducted, which will be issued to all Members early in the next administration.

Following discussion it was **RESOLVED** to note the report.

8 To consider a report on the Self-Evaluation of Scrutiny

The Scrutiny Officer presented the report to the Committee noting that the Democratic Services Committee had agreed in January 2020 to continue to carry out the survey on an annual basis and to reduce the number of questions with an aim to increase participation. The number of responses had however reduced to 15 compared to 25 for the previous year.

It was **RESOLVED** to note the report.

**Confirmed at the Meeting of the Democratic Services Committee held
on 17.06.2022**

Chairman:_____

Date:_____

Democratic Services Committee Terms of Reference

Section 16 of the Local Government (Wales) Measure 2011 requires the Council to establish a Democratic Services Committee in accordance with Statutory Guidance. The Terms of Reference are based on Chapter 3 of the Statutory Guidance.

Terms of Reference of the Committee

The functions of the Democratic services are to:

- Carry out the local authority's function of designating the Head of Democratic Services (HDS)
- Keep under review the provision of staff, accommodation and other resources made available to the HDS, in order to ensure that it is adequate for the responsibilities of the post
- Make reports, at least annually, to the full council in relation to these matters
- To consider, and make recommendations to the Council, concerning the timing of meetings
- To oversee the training and development of Members

Membership

The Committee will comprise 6 Members as appointed by the Council.

Chairman

The Chairman will be appointed by the Council and will serve for a term of two consecutive municipal years (in accordance with Article 5.2 of Part 2 of the Constitution).

Co-option

The Measure does not provide the Committee with powers to co-opt persons onto the Committee.

Sub-committees

The Committee may appoint sub-committees as and when required and delegate functions to them.

The Committee will appoint the Chairman of any sub-committee.

Attendance to answer questions

The Committee (and any sub-committee) has the power to require the attendance of any Members or Officers of the Council to answer questions and can invite anyone else it likes to do so also. If a member or officer is required to attend they must answer any questions unless the question is one which they would be entitled to refuse in a court.

Access to information

The Committee's proceedings are subject to the Council Access to Information Rules as found in Document B Part 4 of the Constitution.

Frequency of meetings

The Committee will meet at least three times in any municipal year.

A meeting of the Committee can also be convened if the full Council so decides or at least a third of the members of the Committee demands a meeting.

The onus lies on the Chairman to ensure that meetings are held when required.

Welsh Government Guidance

The Committee must have regard to guidance from Welsh Ministers when exercising its functions.

Reports of the Head of Democratic Services

Any report presented to the Committee by the HDS must be considered by the Committee within three months. Similarly, any report made by the Committee must be considered by the full Council within three months.

CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	17th June 2022
Title:	Members' Schedule of Remuneration 2022/23 – matters referred for consideration by the Council
Purpose of report:	To consider matters referred to the Committee for consideration prior to making a recommendation to Council on 7th July 2022.

Background

The Council is required to produce its Members' Schedule of Remuneration on an annual basis in order to exercise of the powers conferred by the Local Government (Wales) Measure 2011 (the Measure) and as amended by Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013; Independent Remuneration Panel for Wales Regulations. In addition, the Schedule must meet the requirements of the Independent Remuneration Panel's Annual Report.

The Members' Schedule of Remuneration for 2022/23 was presented to the Council on 20th May 2022. Council approved the Schedule, save for the following, which it was agreed would be deferred for further consideration by the Democratic Services Committee:

- Paragraph 8; bullet point 6 and 7 of the covering report –
“In line with the Local Government and Elections Act 2021, the Council will be holding hybrid meetings which means that not all Councillors will need to be present in the Council Chamber in order to attend meetings. Those that are not members of the respective Committee or are specifically invited to attend, should attend meetings remotely.

In person attendance at conferences, seminars, external meetings and training events must receive prior authorisation from the Corporate Lead Officer, Democratic Services.”

- Paragraph 15.1 of the Schedule – “Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Corporate Lead Officer: Democratic Services.”

Rationale for the proposed changes

- Local Government and Elections Act 2021

The Act states that “a local authority must make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings”

Supported by a Welsh Government grant, the Council has invested in new equipment in the Council Chamber, which enables the Council to meet the new statutory requirements.

Phase 1 of the work has been completed. Phase 2 will improve the experience for those attending in person and remotely and will provide more functionality.

In recent weeks, we have also already seen examples where Councillors and Officers have attended meetings remotely.

- Diversity

On 23rd September 2021, Ceredigion County Council endorsed the WLGA ‘Diversity in Democracy Declaration’.

Over recent years, the WLGA has been taking steps to advance gender equality and diversity in local democracy and ensuring that the barriers and challenges to attracting more diverse councillors are taken. The WLGA identified the barriers and challenges as broadly:

- Time commitment and meeting times;
- Political and organisational culture;
- Childcare and other caring responsibilities;
- Public criticism and online abuse;
- Remuneration and impact on employment; and
- Lack of diverse role models and incumbency.

Leading up to the Local Elections 2022, the key steps undertaken by Ceredigion County Council to attracting more diverse councillors included:

- A Candidate’s Guide for prospective candidates in the Local Elections. This detailed the role of a Councillor, the different Committees, the nomination process etc. The Guide also referred to the contributions the Council can make to the cost of care as well family absence etc.
- Enabling hybrid meetings to take place which will provide flexibility for those who may have caring or work commitments;
- Broadcasting meetings or enabling people to join meetings remotely so that they can see the type of discussions that take place.

- Carbon

The Council has adopted a Carbon Management Plan 2018-2023 which sets out the strategy and action plan for reducing carbon emissions during that period. The Plan outlines a set of actions where Ceredigion County Council 'sets an example by leading the way amongst public sector organisations'.

The Plan identifies reducing business travel as a means of contributing towards the reduction of carbon. Moving to a hybrid model will significantly reduce budget costs and subsequently carbon footprint of Members and Officers.

- Budget

You will be aware that Ceredigion County Council has made over £50m budget savings in the last 10 years, with further significant savings projected for the next 3 years at least.

All budgets have been reduced, including travelling budgets for both Officers and Members. During this period Officer expenses have reduced from circa. £2.4m to £750k. However, over the same timespan members expenses have remained constant at around £45k per annum.

Historically, Members and Officers have regularly been called to meetings in Cardiff which last no more than 1 hr. There are examples where Members and Officers are requested to attend a second meeting the next day and subsequently overnight accommodation is also required. Using the technology available will result in considerable corporate savings and set a good example for future working practises across the Country.

Conclusions

The matters highlighted above illustrate the need to carefully manage travelling claims made both within the County and outside the County.

The Council has invested in the technology to enable Members to attend meetings remotely, thereby saving costs, carbon and time.

We are actively asking organisations such as Welsh Government, WLGA etc. to ensure there is always an option for both Officers and Members to be able to attend meetings, conferences, training etc. remotely.

The pandemic has demonstrated that attending meetings remotely are effective and efficient, especially for out of county meetings.

The requirement to seek authorisation from the Corporate Lead Officer: Democratic Services for overnight stays has been in place and approved by the Council since 2017.

Recommendations: For the Committee to consider the rationale for the proposed changes to the Members' Schedule of Remuneration 2022/23 and to make a formal recommendation to Council.

Appendices: None.

Background documents: Report to Council, 20th May 2022 – Members' Schedule of Remuneration 2022/23 (which includes the Independent Remuneration Panel for Wales' Annual Report 2022/23);

Local Government and Elections Act 2021;

Report to Council 23rd September 2021 – Diversity in Democracy Declaration;

Candidates' Guide for prospective candidates in the Local Elections 2022;

Carbon Management Plan;

Report to Council, 3rd March 2022 – Budget for 2022/23;

Medium Term Financial Strategy 2022/23 onwards;

Members' Allowances previous years.

Name: Lowri Edwards
Job Title: Corporate Lead Officer: Democratic Services

Date: 08.06.2022

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 17th June 2022

Title: Protocols for Attendance and Local Authority Meetings and Electronic Broadcasts of Meetings

Purpose of report: To provide an overview to Members on legislation relating to hybrid meetings and electronic broadcasts

Background

The Local Government and Elections (Wales) Act 2021 requires councils to make and publish arrangements in relation to hybrid meetings and the broadcasting of proceedings.

A draft protocol has been prepared (Appendix A) for consideration. It is expected that the protocol be updated as we use the hybrid system and we install phase 2 of the system and as we learn from our experiences.

Recommendations: That the Committee recommends that Council approve the protocols, as set out in Appendix A

Appendices: Protocols for Attendance at Local Authority Meetings and Electronic Broadcasts of Meetings.

Background documents: The Local Government and Elections (Wales) Act 2021:
<http://senedd.assembly.wales/mglIssueHistoryHome.aspx?lId=26688>

Name: Nia Jones
Job Title: Corporate Manager – Democratic Services
Date: 06.06.2022

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Protocols for Attendance at Local Authority Meetings and Electronic Broadcasts of Meetings

May 2022

Fersiwn: Version	Dyddiad: Date	Natur y diweddariad: Nature of update:
V1	05/05/2022	First draft



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Introduction - Purpose of document

The Local Government and Elections (Wales) Act 2021 (LG&EW2021), Section 47 requires principal councils to make and publish arrangements for the purpose of ensuring that from 5 May 2022, that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings, to speak to and be heard by each other, and in the case of meetings to be broadcast (under Section 46 of the regulations), to speak and be heard by each other and to see and be seen by each other.

In addition, the LG&EW2021, Section 46 requires principal councils to make and publish arrangements for the purpose of ensuring that from 5 May 2022-

- (a) a broadcast of proceedings at a meeting to which subsection (2) applies is available electronically so that members of the public not in attendance at the meeting can see and hear the proceedings;*
- (b) the proceedings are broadcast as they take place, subject to any specified exceptions;*
- (c) the broadcast is available electronically for a specified period after the meeting.*

This subsection applies to proceedings at a meeting, or any part of a meeting, which is open to the public of—

- (a) a principal council;*
- (b) any of the following specified bodies—*
 - (i) the executive of a principal council;*
 - (ii) a committee or sub-committee of an executive of a principal council;*
 - (iii) a committee or sub-committee of a principal council;*
 - (iv) a joint committee, or a sub-committee of a joint committee, of two or more principal councils.*

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 which came into force on 22 April 2020 made provision in relation to local authority meetings, as a result of the covid-19 outbreak. The regulations related to participation at meetings held between 22 April 2020 and 1 May 2021. As a result of these regulations, all Ceredigion County Council meetings open to the public were held remotely, and the Council and Cabinet meetings were broadcasted as they took place, and made

available electronically for a specified period after the meeting. These arrangements have continued and will form the basis for the arrangements post 5 May 2022.

In addition to the current arrangements, Ceredigion County Council will also implement hybrid style meetings from 5 May 2022, whereby Members, Officers and the public are able to attend meetings remotely or in person.

This protocol has been created, in line with the LG&EW2021 Act to provide a guide as to the implementation of the Regulations and to outline the process to apply to the public meetings of Ceredigion County Council, and sets out the practical issues that will need to be addressed in relation to protocols for hybrid meetings. It is based on the principle of full or partial remote attendance so long as persons who are not in the same place are able to speak to, and be heard by, other participants, and in the case of meetings that are broadcasted to also see and be seen by each other.

Underpinning this Protocol are the fundamental principles that conduct shall be compliant with the Code of Conduct for Members and that the integrity and security of any confidential information is maintained.

The objective will be to make hybrid meetings as close as possible to the Council's usual meetings practice which will follow normal procedural rules in the Constitution where possible.

1.0 Attending in person or remotely

Members, Officers and members of the public will be able to attend meetings of the Council that are open to the public in person at the Council's Penmorfa Offices, Aberaeron or remotely (wherever possible).

Please note that attendance in person may be subject to limitations on numbers due to space and any regulations that may be in place at that time, such as the 2 metre social distances regulations or guidance. In person meetings may also be suspended at any time should regulations or guidance deem it necessary due to COVID-19.

Priority will be given to Committee Members, Officers presenting or advising on reports, facilitating officers, translators and members of the public addressing the committee.

1.1 Invitation to join the meeting remotely

Councillors

Councillors will be sent an electronic link for each individual meeting. This link must not be shared with any other person.

Members of the public

Members of the public who wish to attend a meeting remotely, should contact Democratic Services at least 1 hour prior to the commencement of the meeting to request a link to the meeting. We cannot guarantee that later requests will be processed, as Officers will be involved in setting up the meetings, or minute taking once the meeting has commenced. Please e-mail your request to: democracy@ceredigion.gov.uk or telephone CLIC on 01545 570881.

The electronic meeting will be open to Members and those that will be addressing the meeting 30 minutes before the start of the meeting. Members are requested to join the meeting at least 15 minutes prior to the time of commencement in order to check that everyone is able to participate. Access to simultaneous translation will be checked prior to the commencement of the meeting.

1.2 Electronic broadcasts of meetings

Meetings of the full Council and Cabinet will be broadcasted as they take place in order that members of the public not in attendance in person or remotely can see and hear the proceedings, subject to the following exceptions:

- consideration of exempt / confidential information (para 1.12)
- the discretion of the Chair to terminate the meeting (para 1.13)

The broadcasting will be available electronically for a period of up to 6 years following the meeting.

1.3 Preparations in advance of the meeting

Committee Members are asked to confirm the following information with the Meeting Facilitator prior to the date of the meeting:

- Attendance / apologies
- Whether they wish to attend in person or remotely
- Declarations of interest
- Any personal matters that they wish to submit
- Non-Committee Members must notify the Chair and facilitator in advance if they are aware in advance that they wish to speak on a specific agenda item

Members of the public address the following committees, (subject to the terms of reference for addressing said committee as published in the Council's Constitution):

- a) Overview and Scrutiny Committees
- b) The Development Control Committee

must contact Democratic Services by mid-day, two days prior to the meeting, confirming the following:

- a) the committee that they will be addressing, and the agenda item
- b) whether they wish to attend in person or remotely
 - (i) if attending remotely, an e-mail address in order for the link to be sent.

1.4 Filming the Meeting

The Chair will remind everyone at the commencement that the proceedings of the meeting that the Council and Cabinet meetings will be filmed for live or subsequent broadcast via the Council's internet site and in the archive record of the meeting. The images and sound recording may also be used for training purposes within the Council.

All Council Members participating in the Council and Cabinet meetings will be seen and heard during said meeting.

For all other meetings that are open to the public, the legislation requires that Members are able to speak to and be heard by each other. However, the hybrid system does allow for those present at the meeting to see and be seen by each other in addition to the requirement to speak to and be heard by each other. Members of the public addressing an Overview and Scrutiny Committee, or Development Control Committee

will be visible and audible to all those attending the meeting during their presentation only, whether in person or remotely, however as these meetings are not broadcast this will not be available to the general public in the broader sense as per the Council and Cabinet meetings.

1.5 Confirmation of the speaker

Normally, the Chair will invite those present to speak by their full name. However, if the speaker has not been introduced, it is recommended that each individual introduce themselves with their full name before speaking, in order that participants and minute takers are in no doubt who is speaking.

1.6 Quorum

The normal quorum requirements for meetings as set out in the Authority's Constitution will also apply to a hybrid meeting.

In the event of any apparent failure of a Member's video, or conferencing connection, the Chair should immediately determine if the meeting is still quorate:

- if it is, then the business of the meeting will continue; or
- if there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.
- Should any aspect of a Member's remote participation fail, the Chair may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate.
- In the event of connection failure, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Member(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item/s.

- If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment.

If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

1.7 Member participation

Members of the relevant committee will be asked in turn for their contribution to an item by the Chairman.

Members should be able to speak to and be heard by each other. Where meetings are broadcasted, Members will also need to be seen and to see each other.

The facilitator will have provided a list to the Chair of non-Committee Members who wish to speak on specific agenda – in the order they were received. If any matters arise during the discussion, non-Committee Members will need to alert the Chairman that they wish to speak, by pressing the ‘Speak’ button on the delegate microphone system if attending in person, and similarly the ‘Speak’ button on screen if attending remotely.

1.8 Voting

Details of how Members voted will not be kept or minuted unless a Recorded Vote is called. Where a Recorded Vote is requested, the Chair will call the names of all Committee Members present, alphabetically, and Members will be required to confirm verbally their vote.

Members need to ensure that they are able to remain on-line throughout debates and during voting in order to maintain the integrity of the decision-making process and to reduce the opportunity for legal challenge of any decision.

1.9 Declaration of interest

Wherever possible, declarations in any item of business must be made in advance of the meeting, and in any case under the “Personal and/or prejudicial Interests” agenda item. Members must declare their interest verbally during the meeting. Members must state the agenda item which their declaration relates to, and stipulate whether their declaration is ‘personal’ or ‘personal and prejudicial’. Members who declare a ‘personal and prejudicial’ interest will leave the Council Chamber (if attending in person), or leave the meeting if attending remotely for the duration of the discussion on said agenda item. Members should also confirm if they have been given dispensation to speak or to speak and vote, as this would allow Members to remain in the meeting.

Where it becomes apparent during the meeting that a Member will need to declare a disclosable interest after the Personal and /or Prejudicial Interest agenda item has passed, he/she must immediately notify the Chair by selecting the ‘Speak’ button and when invited to speak, to verbally declare as above.

1.10 Translation

A translation facility will be provided which can be accessed by selecting the appropriate language via the ‘Interpretation’ button on the screen, or by using the headphones provided if attending in person. The simultaneous translator will turn the translation option on and off as required during the meeting as the committee changes from speaking Welsh to English, therefore individuals attending in person or remotely will not need to change the choice of language once set prior to the commencement of the meeting.

It is recommended that Members using the translation facility allow plenty of time to ensure that they the correct settings prior to the commencement of the meeting.

1.11 Notice of Meetings

Public notice of the time of the meeting will be given by publication on the Council's website at least three clear days before the meeting or, if the meeting is convened at shorter notice, then as soon as reasonably practicable. A monthly schedule of meetings is also published on the Council's Facebook page.

1.12 Exclusion of Public and Press

There are times when council meetings 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. Members will be reminded that the item is an exempt report and if they wish to discuss the content of the exempt report, members of the public and press will be asked to leave the Council Chamber if attending in person, or to leave the meeting if attending remotely.

The meeting Facilitator will ensure that there are no members of the public in remote attendance or in person that are able to hear or see the proceedings once the exclusion has been agreed by the meeting. Live streaming of the meeting will be suspended temporarily.

Each Member in remote attendance must ensure that there are no other persons present with them who are not entitled to be present (either hearing or seeing), or to have access to such exempt items, and/or recording of the proceedings. Any Member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled would, in our view be deemed to be in breach of the Members' Code of Conduct.

1.13 Terminating filming of the Meeting

The Chair has the discretion to terminate or suspend filming, if, in his/her opinion continuing to do so would prejudice the proceedings or that continued filming might infringe the rights of any individual.

1.14 Revising or replacing arrangements in relation to Attendance and Electronic Broadcasting of meetings

Any revisions or replacement to the arrangements in relation to Attendance and Electronic Broadcasting of meetings will be published on the Council's website.

1.15 Arrangements relating to Joint Committees

Protocols relating to the arrangements for Attendance and Electronic Broadcasting of Joint Committees will be published separately.

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Democratic Services Committee - Forward Work Programme 2022

Committee date	Item (description/title)	Invited speakers
16 December 2022	To monitor the emerging issues which arise from the Local Government & Elections (Wales) Act 2021	
24 March 2022	To consider undertaking a survey in relation to the timings of meetings To consider a review of Member Self-Evaluation in relation to the effectiveness of Overview and Scrutiny in Ceredigion County Council	

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