



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

to
COUNCIL
1 OCTOBER 2020

REVISIONS TO REMOTE COMMITTEE PROCEDURES

1. PURPOSE OF THE REPORT

- 1.1 To update the protocol within remote committee meetings in light of updates to the technology used, and to improve the way our remote meetings operate.

2. RECOMMENDATION

That the revised remote protocol document (**APPENDIX A**) and associated updates to working practices be adopted.

3. SUMMARY OF KEY ISSUES

- 3.1 COVID-19 Interim Measures Group on Wednesday 13 May 2020 approved a protocol and updates to the Constitution that allowed for remote Committee meetings to take place and therefore meetings of the Council to restart from 28 May 2020 virtually.
- 3.2 The meetings are hosted through Microsoft Teams and broadcast through YouTube, as this option fit best with the overall ICT infrastructure of Maldon District Council.
- 3.3 It was noted at the time, and within the remote protocol document that this would be updated as technology updates become available, as we expected that the huge increase in use of the tools globally would mean the suppliers would add features and update the tools frequently. For example, at the time of writing the protocol ‘hands up’ function was not available on all devices, but now it is.
- 3.4 The Council at its meeting on 28 May 2020 resolved to start live public participation as soon as possible, and officers have since procured and tested conference calling licenses for Microsoft Teams to allow for this, and have revised the protocol accordingly.
- 3.5 The Council at its meeting on 6th August 2020 resolved to reinstate all Committees, therefore removing the COVID-19 Interim Measures Group that has been in place as an emergency provision. The protocol has been updated to highlight how the organisation can still respond to emergency requirements that may emerge within the Constitutional ‘emergency powers’.

4. CONCLUSION

- 4.1 The revisions to the remote meeting protocol are presented for adoption. Members are encouraged to take in the detail of the protocol to allow for smooth running of all future remote committee meetings.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Remote meetings allow members to progress review of and associated work to the strategic themes despite the ongoing social distancing measures.

6. IMPLICATIONS

- (i) **Impact on Customers** – Greater access to our Council meetings. Our last YouTube stream had 59 people viewing at any given time.
- (ii) **Impact on Equalities** – – Not applicable (n/a).
- (iii) **Impact on Risk** – Remote meetings enable decision making to take place with appropriate social distancing associated with the COVID pandemic.
- (iv) **Impact on Resources (financial)** – N/a.
- (v) **Impact on Resources (human)** – N/a.
- (vi) **Impact on the Environment** – N/a.
- (vii) **Impact on Strengthening Communities** – N/a.

Background Papers: None.

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