



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

to
COUNCIL
2 SEPTEMBER 2021

FUTURE COMMITTEE MEETING ARRANGEMENTS

1. PURPOSE OF THE REPORT

- 1.1 To consider ongoing arrangements for Committee Meetings in light of changes to government restrictions.

2. RECOMMENDATIONS

- (i) That the Council reviews the options in **APPENDIX A** and agrees an approach, noting potential risks and additional resource requirements;
- (ii) That the Council reviews the mitigations set out in **APPENDIX A** and confirm if any additional measures are required;
- (iii) That should the Government revise legislation to again allow for remote meetings, the Corporate Governance Working Group bring a further report back.

3. SUMMARY OF KEY ISSUES

- 3.1 On 29 April 2021 the Council considered a report around future meeting options (Minute No. 386 refers).
- 3.2 The Council voted to reinstate the full schedule, with meetings starting at 7.30pm and adopted some remote meeting protocols for Covid security.
- 3.3 At the time of the Council decision it was raised that reinstating the committee cycle with mitigations would have an impact on resource, and we have seen officers of Committee Services and ICT (Information Communications Technology) stretched to manage the arrangements, as well as costs of hall hire, and equipment purchase incurred. The impact is addressed in the options in terms of the officer resource for different mitigations, and depending on the Council decision, we may need to add resource in these areas, for example 0.5 FTE if we continue as we are, and 0.3 FTE if we stop offsite meetings but continue to stream for public access.
- 3.4 Covid-19 continues to circulate, and numbers rise, and some companies are sticking to office arrangements they had in place before 19 July 2021 to protect staff and avoid future litigation risks, for example face masks remain compulsory on London Transport. The government has said that it expects and recommends that face coverings are worn in crowded and enclosed spaces, but this is not now a legal requirement.

- 3.5 The original legislation considered as part of the return to physical meetings is now guidance and in light of this change, the Council is asked to consider the arrangements for meetings and how they would like this to be conducted. **APPENDIX A** gives some learning points / feedback for the current mitigations in place, and future options for Member review.

4. CONCLUSION

- 4.1 The options are presented to Members to review future meeting arrangements in light of the government legal requirements moving to guidance, and the feedback from the meetings we have run so far.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Consideration of the next approach will help to underpin the performance and value corporate goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – The customer impact, particularly with different approaches to online streaming and public visibility are presented in the **APPENDIX A**.
- (ii) **Impact on Equalities** – Those shielding or uncomfortable attending in person may not have access to meetings if live stream is stopped.
- (iii) **Impact on Risk** – Risks are identified in the report, particularly around reducing mitigation.
- (iv) **Impact on Resources (financial)** – The costs are presented for the various future options.
- (v) **Impact on Resources (human)** – The resource impacts are presented for the various future options.
- (vi) **Impact on the Environment** – If more public etc are only able to attend in person, this could have an impact on the carbon footprint of meetings
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: Previous reports to the Council.

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