

# PART 5-6

## HYBRID FORMAL MEETING PROTOCOL

### 1. Officers and Members MUST:

- (a) Join remote hybrid meetings from a suitable location and where possible, on a Rother District Council issued device, or an approved alternative arrangement.
- (b) Join the meeting at least 15 minutes before the start time; failure to do so may result in non-attendance / admittance to the meeting due to technical difficulties.
- (c) Apply the corporate backdrop, where technically possible.
- (d) Be aware of the content on their own devices that may be visible on the live broadcast.

### 2. Members

- (a) Leave microphones muted and cameras ON when not speaking and indicate to the Chair by the “hands-up” facility when wanting to speak.
- (b) Attendance at a remote hybrid meeting will constitute attendance at a meeting for the purposes of the 6-month rule, provided that Members are seen and/or heard.
- (c) Members are requested to confirm one day in advance of the meeting of their intention to join remotely, where possible.
- (d) For the purposes of the call-in procedure in relation to Cabinet decisions, at least one of the two Members requesting a call-in must have been physically present at the relevant Cabinet meeting.
- (e) Committee Members present remotely will have speaking rights only – there will be no rights to move or second a Motion or vote on a Motion.
- (f) Committee Members present remotely cannot be substituted by a Member who is present in the room at the same time.
- (g) The Chair and Vice-Chair of any Committee MUST always be physically present at the meeting to Chair the meeting and in the case of the Vice-Chair take over proceedings where necessary. If the Chair is unable to attend the physical meeting and attends remotely, the meeting will be Chaired by the Vice-Chair or another Member elected to Chair the meeting who is physically present.
- (h) Committee Members present remotely will be asked for their contribution before non-committee Members who are in remote attendance.

- (i) Members attending remotely with a declaration of interest of a Personal and Prejudicial or Disclosable Pecuniary Interest nature will have to leave the remote meeting room and re-join following the item.
- (j) Members physically present in the meeting room must NOT also join the meeting via MS Teams.

### **3. Officers**

- (a) Leave microphones muted and cameras off when not speaking and indicate to the Chair by the “hands-up” facility when wanting to speak.
- (b) Officers will be expected to be physically present at meetings for significant or controversial items / major planning applications. The decision whether an officer attends a meeting remotely or in person will be made in conjunction with the relevant Head of Service / Director or Chief Executive / Deputy Chief Executive and in consultation with the relevant Chair.
- (c) If an officer requires support in delivering a presentation, they must source this from within their own department and discuss their arrangements with Democratic Services five working days before the meeting.

### **4. Public and other invited guests / speakers**

- (a) Members of the public will be able to join hybrid meetings remotely using a suitable device for the purposes of participation in any public speaking scheme in operation and in any other circumstances where they have been specifically invited to address a committee. They will be required to leave their cameras and microphones off until they are invited to speak.
- (b) They will be required to leave the remote meeting room once their participation has concluded. Other (non-public) guests and speakers invited to address a Committee will be asked to leave at the discretion of the Chair of the relevant committee.
- (c) For the purposes of speaking to a planning application, members of the public will be let into the remote meeting room at the start of the relevant planning application and will be asked to leave once the application has concluded. Members of the public will not be permitted to share content during a live broadcast. Any material to be shown by the public will have to be provided to Rother District Council in advance of the meeting.