

**REVISED SBC STANDING ORDER (PART 4 OF SBC CONSTITUTION)
 [PURSUANT TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
 LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO. 392]**

Amendments and additions (in bold italics) to specific Standing Orders are set out below. All other elements of Standing Orders remain unchanged.

EXISTING STANDING ORDER	TEMPORARY REVISED STANDING ORDER
PART 1 – COUNCIL MEETINGS	
<p>2. Meetings</p> <p>The Annual Meeting of the Council and all ordinary meetings of the Council shall be held at the Council Offices.</p> <p>The Chief Executive will give notice to Members and the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him or her by post to every Member of the Council or leave it at their usual place of residence.</p> <p>The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.</p>	<p>2. Meetings</p> <p>The Annual Meeting of the Council and all ordinary meetings of the Council shall be held <i>by remote means, using an agreed electronic platform, such as Zoom.</i></p> <p>The Chief Executive will give notice to Members and the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive will <i>publish a summons on the Council’s website.</i></p> <p>The summons will give the date, time and <i>remote method for holding and accessing</i> each meeting and specify the business to be transacted <i>and all reports will be sent electronically to Members and will be available on the Council’s website (hard copies will also be sent to Members).</i></p> <p><i>2A. Remote Access to Meetings</i></p> <p><i>(a) For all purposes of the Constitution the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for</i></p>

	<p><i>which purposes any reference to:</i></p> <p><i>(i) “place” is to be interpreted as where a meeting is held, or to be held, and includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and</i></p> <p><i>(ii) “open to the public” includes access to the meeting being through remote means which may include video conferencing, live webcast, and live streaming and 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; and</i></p> <p><i>(b) If the Mayor is made aware that a meeting that is required to be open to the public is not accessible to the public through remote means, due to any technological or other failure of provision, then the Mayor 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 Mayor. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.</i></p>
<p>5. Quorum</p>	<p>Text to remain unchanged, but with the following addition:</p> <p>5A. Members in Remote Attendance</p> <p><i>(a) 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</i></p>

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	<p><i>are satisfied, those conditions being that the Member in remote attendance is able at that time:</i></p> <p><i>(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.</i></p> <p><i>(ii) 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 exercise a right to speak at the meeting; and</i></p> <p><i>(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.</i></p> <p><i>(b) 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 (a) above are not met. In such circumstance the Mayor may, as they deem appropriate;</i></p> <p><i>(i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established; or</i></p> <p><i>(ii) count the number of Members continuing to be in attendance.</i></p> <p><i>And providing this includes at least the minimum number required for a quorum continue to transact the remaining business of the meeting in the absence of the Member who has left the meeting.</i></p>
<p><i>New Standing Order 8A – Remote Attendance by</i></p>	<p><i>8A Remote Attendance by Members of the Public</i></p>

Members of the Public

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;

(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

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

(b) A member of the public 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 Standing Order 8A(a) above are not met. In such circumstance the Mayor may, as he or she deems appropriate:

(i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 8A(a) above to be re-established;

(ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or,

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	<p><i>on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or</i></p> <p><i>(iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance and adjourn the matter on which the member of the public was entitled to speak to a later date.</i></p>
<p>9. Main Debate 10. Council Tax Setting Debate 11. Petitions and Deputations 12. Questions from the Youth Council 13. Questions from the Public</p>	<p>Text to remain unchanged, but with the following additional Standing Order in relation to the method of remote speaking by members of the public:</p> <p><i>9A Remote public speaking</i></p> <p><i>[This additional Standing Order applies to Standing Orders 9, 10, 11, 12 and 13.]</i></p> <p><i>Members of the public wishing to speak at the remote meeting will be required to give notice to the Proper Officer that they wish to do so by no later than 12 Noon on the Friday prior to the date of the Council meeting. They will be provided with the appropriate access codes to enable them to join the meeting.</i></p>
<p>19. Rules of Debate</p> <p>c. Procedure</p> <p>A Member must stand when addressing the Mayor. If more than one Member stands, the Mayor will ask one to speak and the other(s) must sit. Other Members must remain seated whilst a Member is speaking unless they want to make a point of order or a personal explanation. Members</p>	<p>19. Rules of Debate</p> <p>c. Procedure</p> <p><i>Temporarily suspended, other than</i> Members must refer to one another in meetings by their correct title of ‘Councillor’.</p>

<p>must refer to one another in meetings by their correct title of 'Councillor'.</p>	
<p>20. Conduct</p> <p>a. When the Mayor stands during a debate any Member speaking at the time must stop talking and sit, and the Council must be silent.</p>	<p>20. Conduct</p> <p><i>Temporarily suspended.</i></p> <p><i>Additional Standing Order</i></p> <p>20A Members excluded from the meeting</p> <p><i>Where a Member is required to leave the meeting, the means of that Member's remote attendance and access will be suspended whilst any discussion or vote takes place in respect of the item or items of business in which the member or co-opted member may not participate.</i></p>
<p>22. Voting</p> <p>a. With the exception of voting on the Council Tax and budget setting voting shall be by a show of hands, unless at least ten Members present request a fully recorded vote. On receipt of such a request made before the item of business has been concluded, the individual votes of all Members seated in a seat reserved for Members shall be recorded in the following manner. The Chief Executive will call the name of each Member in turn and it will be recorded if he/she say 'Yes', 'No' or 'Abstain'. These details shall be recorded in the minutes.</p>	<p>22. Voting</p> <p>b. With the exception of voting on the Council Tax and budget setting voting shall be by remote means (see additional Standing Order 22A below), unless at least ten Members present request a fully recorded vote. On receipt of such a request made before the item of business has been concluded, the individual votes of all Members seated in a seat reserved for Members in attendance shall be recorded in the following manner. The Chief Executive will call the name of each Member in turn and it will be recorded if he/she says 'Yes', 'No' or 'Abstain'. These details shall be recorded in the minutes.</p>

- b. When voting on Council Tax and Budget setting Motions and Amendments all votes shall be recorded as described in a. above.
- c. Immediately after a vote is taken a Member may request that the Minutes shall record whether he/she voted for or against the motion or whether he/she abstained from voting.
- d. Decisions are to be made by simple majority voting.
- e. In the case of an equality of votes, the Mayor shall have a casting vote whether or not he or she has voted previously on the matter.
- f. Voting on appointments – where three or more persons are nominated for one position to be filled by the Council and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken on those remaining and so on until a majority of votes is given in favour of one person. When voting, the names of each individual will be put to the Council in alphabetical order of the Members’ family names.

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- 22A Remote Voting**
- Unless a recorded vote is requested [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Mayor], the Chief Executive will take the vote by roll-call and only the***

	<i>outcome of the vote will be recorded.</i>
<p>31. Disturbance by Members of the Public</p> <p>If a Member of the public interrupts the proceedings at any meeting, the Mayor will warn her/him. If he/she continues to interrupt, the Mayor will order her/his removal from the Council Chamber. If there is general disturbance in any part of the Council Chamber open to the public, the Mayor will order that part to be cleared or adjourn the meeting in accordance with Standing Order 32 below.</p>	<p>31. Disturbance by Members of the Public</p> <p>If a Member of the public interrupts the proceedings at any meeting, the Mayor will warn her/him. If he/she continues to interrupt, the Mayor will order <i>his/her remote access to the meeting to be severed.</i></p>
<p>35. Record of Attendance</p> <p>Members attending a meeting must sign their names on the attendance sheet provided.</p> <p>Their attendance will be recorded from these lists.</p>	<p>35. Record of Attendance</p> <p><i>The Chief Executive will conduct a roll-call of Members at the commencement of a meeting to ascertain who is present.</i></p> <p><i>Their attendance will be recorded from this roll-call.</i></p>
PART 3 – COMMITTEES - GENERAL	
<p>36a. Declaration of Disclosable Pecuniary Interests and Other Interests</p> <p>Members are required to declare Disclosable Pecuniary Interests and Other Interests, in accordance with the Code of Conduct as set out in Part 5 of this Constitution, at the beginning of each meeting or at the point at which they become aware that a subject matter in which they have such an interest is being considered.</p>	<p>36a. Declaration of Disclosable Pecuniary Interests and Other Interests</p> <p>Members are required to declare Disclosable Pecuniary Interests and Other Interests, in accordance with the Code of Conduct as set out in Part 5 of this Constitution, at the beginning of each meeting or at the point at which they become aware that a subject matter in which they have such an interest is being considered.</p>

<p>Where a Member has a Disclosable Pecuniary Interest he/she is prohibited from voting or participating in discussions at the meeting.</p> <p>For the purposes of clarification, ‘meeting’ in this context means any meeting of:</p> <p>(i) The Council or any of its Committees, Sub-Committees, panels or Joint Committees etc.</p> <p>(ii) The Executive or its Committees, Sub-Committees, panels or Joint Committees.</p>	<p>Where a Member has a Disclosable Pecuniary Interest he/she is prohibited from voting or participating in discussions at the meeting.</p> <p>For the purposes of clarification, ‘meeting’ in this context means any meeting of:</p> <p>(i) The Council or any of its Committees, Sub-Committees, panels or Joint Committees etc.</p> <p>(ii) The Executive or its Committees, Sub-Committees, panels or Joint Committees.</p>
<p>41. Other provisions</p> <p>The following Standing Orders from Part 1 (Council Meetings) and Part 2 (General) shall apply to these bodies, allowing that ‘Mayor’ shall be substituted by ‘Chair’ or person presiding, as appropriate.</p> <p>19 Rules of Debate except the following:</p> <p style="padding-left: 40px;">c (i) Speaker to Stand</p>	<p>41. Other provisions</p> <p>The following Standing Orders from Part 1 (Council Meetings) and Part 2 (General) shall apply to these bodies, allowing that ‘Mayor’ shall be substituted by ‘Chair’ or person presiding, as appropriate</p> <p style="text-align: center;"><i>2A Remote Access to Meetings</i></p> <p style="text-align: center;"><i>5A Members in Remote Attendance</i></p> <p style="text-align: center;"><i>8A Remote Attendance by Members of the Public</i></p> <p>19 Rules of Debate except the following:</p> <p style="padding-left: 40px;">c (i) Speaker to Stand</p>

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<p>c (iii) Length of Speech c (iv) Speaking only once</p> <p>20 Conduct</p> <p>23 Inspection of Minutes</p> <p>24 Agenda and Reports</p> <p>25 Attendance of Press and Public</p> <p>26 Disclosure</p> <p>30 Suspension of Standing Orders</p> <p>31 Disturbance by Members of the Public</p> <p>32 Adjournment of Meeting</p> <p>33 Adjournment of Debate</p> <p>34 Interpretation of Standing Orders</p> <p>35 Record of Attendances</p> <p>35 Interests to be declared at Meetings</p> <p>37 Urgency Procedure Arrangements</p>	<p>c (iii) Length of Speech c (iv) Speaking only once</p> <p>20 Conduct & 20A Members excluded from the meeting</p> <p>23 Inspection of Minutes</p> <p>24 Agenda and Reports</p> <p>25 Attendance of Press and Public</p> <p>26 Disclosure</p> <p>30 Suspension of Standing Orders</p> <p>31 Disturbance by Members of the Public</p> <p>32 Adjournment of Meeting</p> <p>33 Adjournment of Debate</p> <p>34 Interpretation of Standing Orders</p> <p>35 Record of Attendances</p> <p>35 Interests to be declared at Meetings</p> <p>37 Urgency Procedure Arrangements</p>
<p>45. Voting</p> <p>Voting at Committee meetings shall be by show of hands.</p>	<p>45. Voting</p> <p>Voting at Committee meetings shall be by roll-call and the number of votes for or against the motion or amendment</p>

*Immediately after a vote is taken a Member may request that the Minutes shall record whether he/she voted for or against the motion or whether he/she abstained from voting.

*Decisions are to be made by simple majority voting. In the case of an equality of votes, the Chair shall have a casting vote whether or not he/she has voted previously on the matter.

Voting on Appointments – where three or more persons are nominated for one position to be filled by the Council, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken on those remaining and so on until a majority of votes is given in favour of one person. For each vote taken the names of the nominees should be called in alphabetical order.

or abstaining from voting will be recorded

*Immediately after a vote is taken a Member may request that the Minutes shall record whether he/she voted for or against the motion or whether he/she abstained from voting.

*Decisions are to be made by simple majority voting. In the case of an equality of votes, the Chair shall have a casting vote whether or not he/she has voted previously on the matter.

Voting on Appointments – where three or more persons are nominated for one position to be filled by the Council, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken on those remaining and so on until a majority of votes is given in favour of one person. For each vote taken the names of the nominees should be called in alphabetical order.

**REVISED EXECUTIVE PROCEDURE RULES (PART 4D OF SBC CONSTITUTION)
 [PURSUANT TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
 LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO. 392]**

Amendments and additions (in bold italics) to specific Executive Procedure Rules are set out below. All other elements of the Executive Procedure Rules remain unchanged.

EXISTING EXECUTIVE PROCEDURE RULES	TEMPORARY EXECUTIVE PROCEDURE RULES
<p>4. Executive meetings</p> <p>a. The Executive will meet in accordance with the timetable agreed annually or otherwise as required by the Leader or the majority of the members of the Executive or other person entitled to call a meeting. The Executive shall meet at the Council’s main offices or another location to be agreed by the Leader and be convened in accordance with the Access to Information Rules.</p> <p>b. Executive meetings will be held in public, subject to consideration of exempt or confidential information. These meetings will be governed by the Access to Information Rules.</p>	<p>4. Executive meetings</p> <p>a. The Executive will meet in accordance with the timetable agreed annually or otherwise as required by the Leader or the majority of the members of the Executive or other person entitled to call a meeting. The Executive shall meet <i>by remote means, using an agreed electronic platform, such as Zoom</i> and be convened in accordance with the Access to Information Rules.</p> <p>b. Executive meetings will be held in public <i>(by remote means as per Rule 4(a) above)</i>, subject to consideration of exempt or confidential information. These meetings will be governed by the Access to Information Rules.</p>

**REVISED EXECUTIVE PROCEDURE RULES (PART 4D OF SBC CONSTITUTION)
 [PURSUANT TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
 LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO. 392]**

Amendments and additions (in bold italics) to specific Executive Procedure Rules are set out below. All other elements of the Executive Procedure Rules remain unchanged.

EXISTING EXECUTIVE PROCEDURE RULES	TEMPORARY EXECUTIVE PROCEDURE RULES
<p>4. Executive meetings</p> <p>c. The Executive will meet in accordance with the timetable agreed annually or otherwise as required by the Leader or the majority of the members of the Executive or other person entitled to call a meeting. The Executive shall meet at the Council’s main offices or another location to be agreed by the Leader and be convened in accordance with the Access to Information Rules.</p> <p>d. Executive meetings will be held in public, subject to consideration of exempt or confidential information. These meetings will be governed by the Access to Information Rules.</p>	<p>4. Executive meetings</p> <p>c. The Executive will meet in accordance with the timetable agreed annually or otherwise as required by the Leader or the majority of the members of the Executive or other person entitled to call a meeting. The Executive shall meet <i>by remote means, using an agreed electronic platform, such as Zoom</i> and be convened in accordance with the Access to Information Rules.</p> <p>d. Executive meetings will be held in public <i>(by remote means as per Rule 4(a) above)</i>, subject to consideration of exempt or confidential information. These meetings will be governed by the Access to Information Rules.</p>

**REVISED OVERVIEW AND SCRUTINY PROCEDURE RULES (PART 4E OF SBC CONSTITUTION)
 [PURSUANT TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
 LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO. 392]**

Amendments and additions (in bold italics) to specific Overview and Scrutiny Procedure Rules are set out below. All other elements of the Overview and Scrutiny Procedure Rules remain unchanged.

EXISTING OVERVIEW AND SCRUTINY PROCEDURE RULES	TEMPORARY OVERVIEW AND SCRUTINY PROCEDURE RULES
<p>5. Quorum</p> <p>The quorum for Overview and Scrutiny Committee is four elected Members. The quorum for each of the Select Committees is three elected Members.</p>	<p>Text to remain unchanged, but with the following addition:</p> <p><i>5A. Members in Remote Attendance</i></p> <p><i>(a) 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:</i></p> <p><i>(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.</i></p> <p><i>(ii) 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 exercise a right to speak at the meeting; and</i></p> <p><i>(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.</i></p> <p><i>(b) 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 (a) above are not met. In such circumstance the Mayor may, as they deem appropriate;</i></p>

	<p><i>(i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established; or</i></p> <p><i>(ii) count the number of Members remaining in attendance and provided this constitutes a quorum</i></p> <p><i>continue to transact the remaining business of the meeting in the absence of the Member who has left the meeting.</i></p>
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**REVISED MEMBER CODE OF CONDUCT (PART 5A OF SBC CONSTITUTION)
 [PURSUANT TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
 LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO. 392]**

Amendments and additions (in bold italics) to specific Member Code of Conduct paragraphs are set out below. All other elements of the Member Code of Conduct remain unchanged.

EXISTING MEMBER CODE OF CONDUCT	TEMPORARY MEMBER CODE OF CONDUCT
<p>General obligations</p> <p>4.</p>	<p>Text to remain unchanged, but with the following addition:</p> <p>4.</p> <p><i>(c) 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. Each Member in remote attendance must ensure and verbally declare that there are no other persons present with them who are not entitled to be (either hearing or seeing) during the consideration of such items, and that no person is recording the proceedings.</i></p> <p><i>(d) Any Member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of the Members’ Code of Conduct responsibilities.</i></p>