

LICENSING COMMITTEE

Tuesday 30th June 2020 at 1:00pm
www.kettering.gov.uk/youtube

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This is a virtual meeting of the Licensing Committee to be held using Zoom and live-streamed via YouTube.

Committee Members, officers and registered speakers will be sent Zoom meeting joining instructions separately

To watch the live meeting on YouTube, please follow the instructions below:-

1. Click or visit the following link www.kettering.gov.uk/youtube
2. Select the following video (located at the top of the list) – “Licensing Committee 30/06/2020

Please Note: If you visit YouTube before the start time of the meeting you may need to refresh your browser – the video will only start a minute shortly before the meeting commences

AGENDA

1. Apologies
2. Any matters of urgency which the Chair decides should be considered
3. Declarations of Interest*
 - Disclosable Pecuniary Interests
 - Personal Interests
4. The Chair to ask members of the public present if they wish to speak on any public items on the agenda
5. Protocols for Remote Licensing Committees and Sub-Committees

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Report Originator	Russ Howell	<i>Fwd Plan Ref No:</i> N/A	
Wards Affected	All	30 th June 2020	
Title	PROTOCOLS FOR REMOTE LICENSING COMMITTEES AND SUB-COMMITTEES		

1. PURPOSE OF REPORT

To adopt temporary protocols to enable this committee and its sub-committees to be held remotely, so that they can take place and properly function during the COVID19 lockdown and any subsequent restrictions on meetings or gatherings.

2. INFORMATION

Introduction

2.1 Secondary legislation in the form of [*The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020*](#) came into effect on 4th April 2020 which allows for and sets out the requirements for holding remote meetings. These Regulations apply until the 7th May 2021.

2.2 The Council normally holds Licensing and other committees in public meeting rooms, with members of the public entitled to be present to observe proceedings and for interested parties to attend and speak. The protocols and processes that control and set out how these committees are run are reflected in the Council's Constitution, and will need to be temporarily amended, in order to enable remote proceedings through video conferencing software, without disadvantaging any participants. This Committee and all others can amend their protocols without Council approval first.

Discussion

2.3 The Council has purchased video-conferencing technology (Zoom) through the County Council and has trialed this software with members and officers to ensure that it is able to be deployed over the Council's network. Members and officers have been trained in order to enable the transfer from physical meetings held in the Chamber to virtual meetings held over the internet to be as seamless as possible. A live feed of the virtual meeting will be broadcast over the YouTube app to comply with Article 13 of the regulations that allow public and press access to the meetings.

2.5 Guidance has been published by the Local Government Association, Planning Advisory Service and other organisations as how best to amend Council protocols

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and processes in relation to holding virtual meetings. Other best practice guidance is emerging as more Local Authorities carry out meetings and learn how best they should be carried out.

- 2.6 In relation to changes required for the Council's Regulatory Committee processes and protocols, **Appendix 1** should be read in conjunction with the Constitution to understand how the Council's business will be transacted through remote meetings. **Appendix 2** provides a summary of the changes that will temporarily apply to the Constitution.
- 2.7 The principle of protocols and amendments to the Constitution to facilitate the temporary provision of remote meetings is to ensure that there is no reduction in transparency, nor the ability to scrutinise Council decisions and that there is no disadvantage incurred to members of the public wishing to participate or make representations and having these considered by the members in the normal manner.
- 2.8 This protocol covers the changes required in relation to how meetings will be notified and access to information; how remote access to meetings will be provided; the management of remote meetings for Members; remote attendance of meetings by the Public; meeting procedures and remote voting; declaration of interests; Member exclusion from the meeting and exclusion of the press and public; and access to meeting documentation following the meeting. **Appendix 3** provides an 'At a Glance' guide of remote meetings etiquette and how they will be conducted.

3. CONSULTATION AND CUSTOMER IMPACT

- 3.1 There is likely to be a very minor impact on the ability of customers of the Council to engage in Council meetings due to the barriers imposed by utilising video-conferencing software and this is likely to be borne most heavily by groups who are elderly and those with less financial means (see 5.1 below). However, the Council considers that the mitigation measures and adaptations that have been put in place through these procedures and protocols will mean that there has been no net disadvantage caused to persons wishing to participate in Council meetings as a result.

4. POLICY AND RESOURCE IMPLICATIONS

- 4.1 The adoption of temporary procedures and protocols in respect of remote committee meetings, during this unprecedented period of national lockdown, will allow the Council to continue to conduct its business within current resources available and using technological improvements.

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5. LEGAL AND EQUALITY IMPLICATIONS

- 5.1 The Council can amend its Constitution at any time. The revisions to the Constitution are permitted through the powers set out in the *Coronavirus Act 2020* and the procedures and protocols for remote meetings are in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*
- 5.2 It is recognised that some persons who ordinarily would be able to participate in the Council's meetings in person will not be able to participate in remote meetings due to physical or other disability or because they lack the technological capability to do so. It is believed that this will only be a small minority of persons, but will likely disproportionately affect older persons and those of less financial means. Facilities will be available for people to view a live stream of the meeting on YouTube and for public speakers to either participate in the meeting during their representation or to submit representations in pre-recorded or written form and to have these played or read out on their behalf. Additionally, facilities can be made available in the Council offices for someone to attend and participate in the meeting by virtual means, whilst protecting social distancing requirements.
- 5.3 The Council is of the view that in passing the Regulations to permit remote meetings, the Government has both considered this impact and also set out the importance of holding council meetings during the coronavirus emergency.
- 5.4 Therefore, having given its obligations under s149 Equality Act due regard, it considers the public interest in public elected member decision-making resuming outweighs the impacts on any persons who may not be able to participate. It is also mindful of the current statutory prohibition on public gatherings when alternative means are available, and it considers that the regulations allowing remote decision making is such an alternative which should be used.
- 5.5 The Council will also consider any other requests for reasonable adjustments to be made in order to allow parties to be involved in remote Council meetings as far as circumstances at the time of the meeting allows.
- 5.6 In addition, the Council will review and monitor the operation of its remote decision making and make adjustments when it considers it can further mitigate any adverse impact.

6. CLIMATE CHANGE IMPLICATIONS

- 6.1 This may have a minor positive benefit for Climate Change implications as members of the Council, officers and the public will not have to drive to the Council offices to participate and this will reduce carbon emission to a small extent.

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7. RECOMMENDATION

- 7.1 Members note that a notice providing details of proposed revised protocols and procedures for Members and the public to access remote meetings has been posted on the Council's website for 5 days prior to this meeting.
- 7.2 Officers recommend that Members approve the procedures and protocols set out in Appendix 1, 2 and 3 and approve the use of video-conferencing software to enable Council Committees to be held remotely for the duration of the period set out in the Coronavirus Act 2020.
- 7.3 Officers recommend that Members approve the proposed temporary amendments to meeting procedures, as set out in Appendix 2, to enable the provision of remote meetings.

Contact Officer: Russ Howell – Health Services Manager

Previous Minutes/Reports: None

Ref:

Date:

PROTOCOL AND PROCEDURES FOR REMOTE COMMITTEE AND OTHER MEETINGS OF KETTERING BOROUGH COUNCIL

Introduction

This Protocol should be read in parallel with part 4 of the Borough Council's Constitution: Rules of Procedure (Standing Orders). It provides the means and guidance for the conduct of any remote meetings of the Council, its various Committees and Sub-Committees.

The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and remain valid until 7th May 2021. This means that, wherever there is a conflict, this Protocol and Procedure for Remote Meetings takes precedence in relation to any remote meeting.

Terminology

In this protocol the following terms are used

Chair – the elected member who is appointed or elected to chair the meeting

Committee Manager – the KBC officer appointed to manage access to the meetings, advise the chair on procedure and protocol and ensure all who have a right to participate in the meeting are enabled to do so effectively

Democratic Services Officer – the person taking the minutes

Legal Officer – the Committee's legal adviser.

Planning Officer – the officer providing advice and information to the committee on each item/application before it.

1. How will Meetings be notified and papers be provided?

- 1.1. Meetings of the Council are published on the Council's website with agenda and reports uploaded 5 working days before the meeting is due to take place.
- 1.2. The proper officer will continue to ensure that this is the case and the 'place' at which the meeting is to be held, i.e. for remote meetings the video-conferencing internet address, will be written on the front of the agenda with access details for that meeting provided.
- 1.3. Members will also be notified of any remote meeting by email and access to all agenda papers will be provided via the Authority's website and by physical delivery of papers to Committee members and relevant officers.

1A Access to Information

For the purposes of the Constitution the terms "place of meeting", "place", "meeting" shall also mean a virtual meeting as defined by a video-conferencing web address and all information relating to this shall be accessible from the Council's website – www.kettering.gov.uk

For the purposes of the Constitution the terms "agenda" and "reports" will refer to those posted on the Council's website.

Amends Part 4A 6 (Time and Place of Meetings), 4A 7 (Notice of Summons to Meetings), 4D 4 (Notice of Meetings), 4D 5 (Access to Agendas and Reports Before the Meeting), 4D 6 (Supply of Copies)

2. How will remote access to Meetings be provided?

- 2.1. Members and members of the press and public will be encouraged to use any video conferencing facilities provided by the Council to attend and participate (members and public speakers) in a meeting remotely or to observe the meeting via live audio and video feeds (press and public). Information on how to watch the live feed will be published on the front of each meeting agenda.
- 2.2. If technology fails for a wholly virtual meeting, and the meeting is therefore no longer open to the public, any decisions made could be challenged as unlawful and the meeting must be halted either temporarily or completely, depending on the length in time of the failure.
- 2.3. It is important to note that the public viewing the meeting by remote means, as described here, is different from the public attending to exercise a right to speak. A technological failure that removes the ability for the public to view the meeting by remote means may render the whole meeting incapable of proceeding (as described above). A member of the public who attends to exercise their right to speak and is unable to do so where the fault lies with the technology provided by the Council may render only their item incapable of proceeding (This is set out in paragraph 5 below).

2A Remote Access to Meetings

(a) If the Chair is made aware that the meeting is not accessible to the public to view through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately. If the provision of access to view 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 Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

Amends 4D 3(Rights to Attend Meetings)

3. Management of Remote Meetings for Members

- 3.1. Any Member participating in a meeting remotely, must when they are speaking, be able to be heard (and ideally seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other Members participating.
- 3.2. In addition, a remote participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting.
- 3.3. The Committee Manager will normally confirm at the outset of any virtual meeting and at any reconvening of it that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants and indicate to the Committee Manager if this is not the case.
- 3.4. The attendance of those members at the meeting will be recorded by the Democratic Services Officer.
- 3.5. The normal quorum requirements for meetings as set out in the Authority's Constitution will also apply to a remote meeting.
- 3.6. In the event of any apparent failure of the video, telephone or conferencing connection, the Chairman 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 Chairman, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.
- 3.7 Should any aspect of an individual'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, either by video technology or telephone in the alternative. 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 and the public are able to hear.
- 3.8 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.
- 3.9 If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment.
- 3.10 If a connection to a Member is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. 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.

3A Members in Remote Attendance

- (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) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
 - (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
 - (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- (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 Chair may, as they deem appropriate;
- (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;
 - (ii) count the number of Members in attendance for the purposes of the quorum; or
 - (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

Amends Part 4D 9 of the Constitution, (Quorum)

4. Remote Attendance of the Public

- 4.1. Any member of the public participating in a meeting remotely in exercise of their Right to Speak at Council or in regulatory or other meetings must meet the same criteria as members of the Council. Members of the public participating in a meeting remotely must, likewise, when they are speaking be able to be heard (and ideally be seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other members participating be so heard and, where practicable, be seen by any other members of the public participating in the meeting.
- 4.2. The process for determining access to participate and speak at a meeting is in accordance with Article 4A 27 (Right to Speak) and 4J 2 (Development Control) and 4J 3.1/3.2 for the purposes of the regulatory committees. The regulatory committees includes the requirement of advance notification from members of the public wishing to attend remotely. For those items of business a request should be made by 12 noon the day before the commencement of the meeting and an invitation to participate in the remote technology will then be sent out in advance.
- 4.3. Members of the public who have registered to speak with the intention of attending remotely should sign into the meeting platform under the same name as they registered. Failure to do so may result in no admittance to the meeting.
- 4.4. In case of members of the public being unable to participate remotely, or wishing to have their representation recorded or read out they are invited to provide their representations beforehand, in an audio file and/or in writing to Democratic and Legal Services by 12 noon the day before the meeting. Submissions, petitions or questions received from the public can then be read out by the Chair or Committee Manager.
- 4.5. Speakers will be invited into the meeting via the Committee Manager and he/she will be able to remove them once they have spoken, or following the instruction of the Chair.

4A Remote Attendance by 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 4A(a) above are not met. In such circumstance the Chairman 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 4A(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, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

© A member of the public if wishing to speak at the Planning or Licensing Committee shall register their requests with Democratic and Legal Services prior to 12 noon on the day before the meeting.

Amends Part 4A 11 of the Constitution, (Questions by the public), 4J 2.4 (Development Control) and amends any scheme for public participation in respect of planning, licensing and other committees

5. Meeting Procedures

- 5.1. The Committee Manager will support the Chair and their role will be to control the video, telephone or conferencing technology employed for remote access and attendance and to administer the public and Member interaction, engagement and connections on the instruction of the Chair.
- 5.2. The Chair will make introductions to the meetings and make clear he/she will introduce all speakers by name (members, officers, public speakers) prior to them speaking.
- 5.3. Members of the meeting and those appearing to speak, will be asked by the Chair to mute all microphones and only speak when invited to do so by the Chair. Members will be asked by the Chair to refer to report page/paragraph numbers when referring to officer reports in advance of speaking on that matter. A short period may be given to allow all members to locate this part of the report.
- 5.4. Members are asked to use the "raise hand" facility on the platform/visually signal if they wish to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Chair
- 5.5. In respect of key committee meetings, it will assist the meeting if those Members who wish to speak on a particular item could also indicate in advance their wish to speak to the Chair and to the Committee Manager where possible.

- 5.6. The Chair will follow the rules set out in the Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
- 5.7. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair's ruling during the debate will be final.
- 5.8. Members are asked to adhere to the following etiquette during remote attendance at a meeting:
- Committee members are asked to join the meeting **no later than fifteen minutes** before the start to allow themselves and the Committee Manager the opportunity to test the equipment;
 - Any camera (video-feed) should show a non-descript background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
 - Type their name on joining the meeting in full, e.g., "Cllr Joanne Smith"
- 5.9. Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will, as part of his or her introduction, explain the procedure for their participation which will reflect those relevant elements of the above. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.
- 5.10. When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed the Chair will progress to making a decision. Unless a Recorded Vote is called, the method of voting will be the Chair requesting each member present to verbally indicate their vote as "for/against/abstain", voting cards reading the same will also be provided to members should there be any audio issues.
- 5.11. A final tally of votes will be provided by the Democratic Services Officer, and the Chair then states the decision made as a result of vote.
- 5.12. Details of how individual Members voted will not be recorded in the minutes unless a Recorded Vote is called. Where a Recorded Vote is requested this must accord with Council's constitution and the Democratic Services Officer will undertake this by asking each member in turn by name for their voting preference.

6. Declaration of Interests

- 6.1. Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. Their departure will be confirmed by the Committee Manager who will invite the relevant Member by email or telephone, to re-join the meeting at the appropriate time. Members must close their video and audio feeds to the meeting until requested to re-join the meeting.

6A Members excluded from the meeting

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed both for video and audio feeds whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

Amends Part 4A 29 (.Disclosable Pecuniary Interests) of the Constitution,

7. Exclusion of Public and Press

- 7.1. 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. Where remote technology is used, the Committee Manager will ensure that there are no members of the public in remote attendance or remotely accessing the meeting via a live stream and able to hear or see the proceedings once the exclusion has been agreed by the meeting. For the purposes of these instances the meeting will be divided into 2 parts and the confidential/exempt item will be held in the second part of the meeting and members will be requested to log in the meeting again without the live feed being broadcast or members of the public having access to the video-conferencing software.
- 7.2. Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings.
- 7.3. Any Member in remote attendance who fails to disclose that there were in fact persons present who were not so entitled are likely to be in breach of the Members’ Code of Conduct.

8. Public Access to Meeting Documentation following the meeting

- 8.1 Members of the public may access minutes, decisions, a recording of the live feed of the meeting and other relevant documents through the Council’s website.

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CHANGES TO PROCEDURE RULES – LICENSING/LICENSING-SUB

(NB each committee named will need to approve these changes at its first virtual meeting)

Council Procedure Rule	Existing Provision	Temporary Amendment
General (1)	Any reference to attending or being <i>at the meeting</i> includes being present on the Zoom platform for the purposes of participation	
(2)	Any reference <i>to the location</i> of the meeting includes the digital address of the meeting as communicated to participants in advance. It also includes the digital address of the public broadcast of the meeting as published by the Council on its agenda and on its website at the time that the agenda is published.	
4A. 10 Duration of meeting	Two hour guillotine, no meeting to continue beyond 9pm	Meetings to start at 2pm (Premises) or 5pm (Taxis) and not continue past 9pm, to enable virtual meetings to proceed at their own pace.
4L 2.4.	Requests to address the committee on an application should be received by 5pm on the day before the meeting	Deadline to be moved forward to noon on the day before the meeting, to give time to ensure the speaker is set up to participate virtually
4L 2.8.	A list of the accepted requests to address the meeting shall be circulated at the meeting	A list of the accepted requests to address the meeting shall be circulated by 5pm on the day of the meeting to members of the committee.
4L 2.10	The procedure for considering applications A planning officer shall provide any update to the information included in the report	This item normally includes the reading out of late letters, which are circulated at the meeting; for virtual meetings, late letters will only be accepted if they are received by 5pm on the day before the meeting, so that they and any updates relating to an application can be sent by email to all members and published on the council website.
4L 2.10	The speaker shall be invited to address the meeting	When registering to speak speakers must elect one of the following three options: <ol style="list-style-type: none"> 1. Providing a written speech which will be read at the meeting by the Chair or officer of the council, (such speech must be 3 minutes or less when read at an audible pace) 2. Submitting an audio recording of the speech of 3 minutes or less 3. Electing to speak live at the meeting. Speakers must have sufficient

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		<p>internet connection, and must provide a copy of the speech in the event that they are unable to connect to the meeting for any reason. Live speakers will be given only one opportunity to speak live.</p> <p>Only speakers choosing to speak live in the virtual meeting will be provided with log in details to access the virtual meeting. Speakers choosing a pre-recorded option will be able to live-stream the proceedings on YouTube.</p> <p>All speakers will be asked to provide a text copy of their speech to the committee administrator beforehand so that, in the event of losing contact, the chair can complete the speech on their behalf.</p> <p>All audio speech clips submitted must be received no later than midday on the day of the meeting to allow time for them to be uploaded ahead of the meeting.</p> <p>Members of the public who have registered to speak with the intention of attending remotely should sign into the meeting platform under the same name as they registered. Failure to do so may result in no admittance to the meeting.</p>
4L 2.13	The applicant and third parties shall be allowed to use A4 transparencies and such other visual aids to support their presentation as the Chair may allow	Applicants and third parties will need to submit any visual materials to Democratic Services (this is current practice) 48 hours before the meeting so that these can be uploaded for virtual presentation during the meeting. The council reserves the right to refuse any visual aid that cannot be uploaded/shown for technical reasons, however it would work with the party to try to resolve these issues.
2.14	The chair will stop any address where it seems to them that the speaker is making statements of a personal or slanderous nature or is being abusive	TO ADD And the Chair has the right to mute the speaker in these circumstances. The Chair also retains the option of “removing” a person from the virtual meeting.
2.15	Speakers will return to the public seating area when they have concluded their presentation and answered	Live Speakers will be held in a virtual waiting room and invited to address the meeting at the relevant time; once they have made their speech and answered any follow-up

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	any questions from members seeking clarification of any of their points.	questions from members, they will be removed from the meeting and may continue to follow proceeding via the live stream on YouTube.
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“At a Glance” – Licensing Committee meeting procedures

Pre-meeting

Members and Officers are asked to adhere to the following etiquette during remote attendance at a meeting:

1. Committee members are asked to join the meeting **no later than fifteen minutes** before the start to allow themselves and the Committee Manager the opportunity to test the equipment;
2. Any camera (video-feed) should show a non-descript background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
3. Type their name on joining the meeting in full, e.g., “Cllr Joanne Smith”. Officers in attendance should type their full name followed by “Planning”, “Legal”, “Democratic” as appropriate. Full job titles cannot be accommodated.

Introductions

1. Introduction by Committee Chair noting the virtual nature of the meeting, asking viewers and those involved in the meeting to be patient with proceedings given the virtual nature of the meeting.
2. Chair to make clear he/she would introduce all speakers by name (members, officers, public speakers) prior to them speaking
3. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair’s ruling during the debate will be final.
4. Committee Manager to ensure at outset that all participants can be heard (and preferably seen) and can hear and (preferably see) all other participants
5. Register of committee members present taken by Democratic Services Officer
6. Usual business order then undertaken (apologies, declaration of interests, minutes (“Chair will sign these when it is possible to do so”))
7. Members to be asked by Chair to mute all microphones and only speak when invited to do so by the Chair
8. Members to be asked by Chair to refer to report page/paragraph no’s when referring to officer report
9. Members asked to “raise hand” on Zoom/visually signal if they wished to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Chair

Proceedings

1. For each item Chair reads out full item title.

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2. Chair then invites Officer to present report, including any presentations. Once report presentation has concluded the Chair to announce that it is time for public speakers to address the committee.
3. Contributions from members of the public, including those submitted by audio or video. Speakers invited in from Zoom “waiting room” by Committee Manager in appropriate order, one at a time to provide their 3 minute address. Written submissions to be read by the Chair with a caveat at the start and beginning “these are the words of XXX”.
4. Members invited by the Chair to debate/provide comments/ask questions. Chair re-states the officer recommendation that members will be voting on.
5. Chair seeks proposer and seconder for a specific recommendation to be voted on.
6. If a connection to a Member is lost during consideration of an application, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed.
7. Chair requests each member present to verbally indicate their vote as “for/against/abstain”, voting cards reading the same can also be provided should there be any audio issues.
8. “Final Score” of votes provided by Democratic Services Officer. Chair then states the decision made as a result of vote.
9. Chair moves on to next item and repeats proceedings as before.

“At a Glance” – Licensing Sub-Committee (Taxi) meeting procedures

Pre-meeting

As Above

Introductions

1. Introduction by Committee Chair noting the virtual nature of the meeting, asking viewers and those involved in the meeting to be patient with proceedings given the virtual nature of the meeting.
2. Chair to make clear he/she would introduce all speakers by name (members, officers, public speakers) prior to them speaking
3. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair’s ruling during the debate will be final.
4. Committee Manager to ensure at outset that all participants can be heard (and preferably seen) and can hear and (preferably see) all other participants
5. Register of committee members present taken by Democratic Services Officer
6. Usual business order then undertaken (apologies, declaration of interests, minutes (“Chair will sign these when it is possible to do so”))
7. Chair resolved that Press and Public be excluded from the remainder of the meeting as per Para 1 & 2 of Part 1 of Schedule 12A of the Local Government Act 1972
8. Members to be asked by Chair to mute all microphones and only speak when invited to do so by the Chair
9. Members to be asked by Chair to refer to report page/paragraph no’s when referring to officer report
10. Members asked to “raise hand” on Zoom/visually signal if they wished to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Chair

Proceedings

11. For each item Chair reads out full item title.
12. Chair then invites Officer to present report, including any presentations. Once report presentation has concluded the Chair to announce that it is time for applicant/licence holder to address the committee.
13. Applicant/Licence Holder (A/LH) addresses the committee

14. Members invited by the Chair to debate/provide comments/ask questions.
15. Committee members, legal officer and Democratic Services Officer (DSO) retire to another Zoom meeting room for deliberations and decision to be made.
16. Committee members, legal officer and DSO return to the meeting once decision reached
17. Chair announces the decision of the Committee is to be read by the DSO
18. DSO reads the Committee decision to A/LH
19. Committee moves on to next item. A/LH removed from the meeting, next A/LH brought into meeting (if any). Steps 11-18 repeated

“At a Glance” – Licensing Sub-Committee (Premises) meeting procedures

Pre-meeting

As Above

Introductions

1. Introduction by Committee Chair noting the virtual nature of the meeting, asking viewers and those involved in the meeting to be patient with proceedings given the virtual nature of the meeting.
2. Chair to make clear he/she would introduce all speakers by name (members, officers, public speakers) prior to them speaking
3. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair’s ruling during the debate will be final.
4. Committee Manager to ensure at outset that all participants can be heard (and preferably seen) and can hear and (preferably see) all other participants
5. Register of committee members present taken by Democratic Services Officer
6. Usual business order then undertaken (apologies, declaration of interests, minutes (“Chair will sign these when it is possible to do so”))
7. Members to be asked by Chair to mute all microphones and only speak when invited to do so by the Chair
8. Members to be asked by Chair to refer to report page/paragraph no’s when referring to officer report
9. Members asked to “raise hand” on Zoom/visually signal if they wished to speak/ask questions at any point. Those wishing to speak to be noted by Committee Manager and communicated to the Chair

Proceedings

10. For each item Chair reads out full item title.
11. Chair then invites Officer to present report, including any presentations. Once report presentation has concluded the Chair to announce that it is time for applicant/licence holder (A/LH) to address the committee. In the case of a Licence Review, the requester of the review would first have the opportunity to address the committee.
12. Review Requester addresses the committee (if applicable)
13. Persons making representations address the committee (if applicable)

14. Applicant/Licence Holder (A/LH) addresses the committee
15. Members invited by the Chair to debate/provide comments/ask questions.
16. Review Requester provided with an opportunity to provide a summation of their case (if applicable)
17. A/LH provided with an opportunity to provide a summation of their case
18. Committee members, legal officer and Democratic Services Officer (DSO) retire to another Zoom meeting room for deliberations and decision to be made.
19. Committee members, legal officer and DSO return to the meeting once decision reached
20. Chair announces the decision of the Committee is to be read by the DSO
21. DSO reads the Committee decision
22. Committee moves on to next item (if any). Steps 10-21 repeated