

## Procedures for Local Review Body Virtual Meetings

The virtual meeting will be conducted as follows

- 1) The Clerk will take the register of members in attendance by roll call to ensure the meeting is quorate and to note members in attendance.
- 2) Members should advise the Clerk before the meeting if they intend to have substitute member attending for them or to give their apologies.
- 3) The Clerk will advise Members that they should be in attendance at the beginning of consideration of each request for review, all the way through to enable them to partake in decision making.
- 4) Due to the risk of decisions being legally challenged if there is doubt regarding members that are in attendance for each request for review, and to provide clarity on members that have declared interests and left the meeting, the Clerk will take the register at the beginning of consideration of each request for review to ensure that a record is taken of all members present, and again at the end. The Clerk will also ask members to confirm their declarations of interest before consideration of each request for review at the same time as taking the register. Members are advised that if they declare an interest they should leave the meeting by ending the Skype call and not take part in decision-making on the item(s) they have declared an interest in. The Clerk will advise members when they can re-join the meeting to consider the next request for review by email or text.
- 5) Should members and/or officers experience issues with their connectivity and drop out of the meeting, they should text the Clerk to advise when they have dropped out on 07936317620 and the Clerk will advise the LRB.
- 6) LRB Members must be present for every aspect of the presentation and determination of the request for review if they are to participate in the decision. If Member(s) drop out of the virtual meeting, the LRB can decide either to:
  - a. adjourn the meeting to allow time for the Member(s) to re-join, with no presentation or deliberation taking place during this period of adjournment, or
  - b. proceed to determine the request for review without the Member(s) participating any further.

If the Member(s) are unable to re-join, the LRB should proceed to determine the request for review without that Member participating further. This applies only if the LRB is quorate (three members present).

Member(s) and officer(s) should text the Clerk to advise when they have re-joined the meeting and the Clerk will advise the LRB.

- 7) Members also have the option to opt out of participating in the decision on a request for review if they have been unable to re-join the meeting for a significant period of time. This opt-out applies only if the LRB would otherwise be quorate (three members present). Members can advise the Clerk by text and the Clerk will advise the LRB.
- 8) Should the Convener drop out of the meeting, the procedure at (6) above should be followed. If the Convenor is unable to re-join, a member of the LRB should be appointed Convenor, subject to the meeting remaining quorate.
- 9) If members wish to ask a question, make a comment, raise a point of order or have an amendment (see paragraph 14 below), they should do so using the text box. Members should say 'Question', 'Comment' 'Point of Order' or 'Amendment'. The text box should not be used for anything else as this will be visible to the public on the webcast.
- 10) Members and officers should mute their microphones when they are not speaking to reduce the interference from background noise.
- 11) In the interests of openness and transparency, members and officers (who are involved in the request for review being determined) should have their cameras on at all times.
- 12) There will be a short adjournment between each request for review to allow officers time to prepare the slides for the next item.
- 13) Members wishing to submit an amendment should do so using the text box to alert the Convener when the meeting has reached the formal stage and questions to officers have concluded. Members will be given a few minutes to propose an amendment after the motion has been proposed and seconded.
- 14) If an amendment or motion is proposed by Members to (a) uphold the Officer's determination subject to amendments or additions to the reasons for refusal; or (b) to grant planning permission, imposing or varying conditions, then a short adjournment may be held to allow the planning adviser to provide assistance with the framing of conditions or with the amended reasons for refusal. The Convenor will advise the LRB accordingly and at the resumption of the meeting, Members will then have the opportunity to consider the advice provided and adjust their motion prior to any vote to determine the request for review.
- 15) Votes will be taken by roll call in accordance with paragraph 21.1 of the Interim Standing Orders. The motion and amendment(s) will be read out by the clerk who will then ask each member to state if they are voting for the motion or amendment(s). The clerk will announce the numbers and the decision taken.