



## REMOTE MEETINGS PROTOCOL

This protocol is intended to provide a framework for remote meetings and support the Council's governance arrangements and commitment to transparency and accountability.

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## **1. Background**

[The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) [“the Regulations”] allow local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

The Regulations apply to meetings of the Council, the Executive, Guildford Joint Committee, and all committees or sub-committees of these bodies, including Executive Advisory Boards.

## **2. General guidance**

Bespoke guidance for meetings of the Planning Committee and the Licensing Sub-Committee is set out at section 15.

### **A. Preparation for meetings**

As with all council meetings there will be an expectation that members have read all of the reports thoroughly. There will not be an opportunity to go through reports step by step during the meeting unless an officer has prepared a presentation.

Shorter or fewer items on the agenda will be considered. Sectioning the agenda into time slots with a break in-between will assist people connecting to the session, address any technical issues and allow the public to tune into the item they are interested in rather than sitting through the whole meeting. This will require very disciplined time management by the chairman of remote meetings.

Questions and statements should be prepared in advance as far as is possible so that the Chairman can be aware that you will wish to speak on an item. This does not mean that you will need to submit the wording of your question or statement in advance, although if you did there would be more certainty of a comprehensive response. So, if you can advise the Chairman and the Democratic Services Officer by 12 noon on the day of the meeting that you will wish to speak that will be helpful.

Should a councillor wish to speak at the meeting on matters arising from discussion you may alert the meeting by typing in the meeting chat box that you would like to speak (see below for further details, para C.6). The chat box will be monitored by the Chairman and/or DSO

### **B. Pre-meetings**

For Teams meetings webcast to the public, there will be a ‘dry run’ meeting so that any content (agenda), process or technical issues can be addressed. Members should expect to receive two invitations for those meetings, one for the ‘dry run’ and one for the live meeting.

## **ONLINE MEETING ETIQUETTE:**

### **C. Setting up the meeting**

Chairmen: Keep it simple when setting the agenda and include your guidelines and etiquette expectations at the outset, for example:

- (1) The Chairman will explain that owing to the recent Covid-19 pandemic and government guidance issued to stay at home, it has not been possible to hold the meeting in person. The Council has therefore made arrangements under the Coronavirus Act 2020 to hold

the meeting virtually via Microsoft Teams, which is being streamed live and recorded and will be available for repeated viewing afterwards for up to 180 days from the date of this meeting. If members of the public do not have an internet connection or access to a computer, they will be able to dial into the meeting and hear the proceedings but will not be able to participate, unless they have registered to speak. A message has been posted on the website in this regard. For public speakers, by participating virtually in the meeting you are consenting to being filmed and recorded, and the possible use of those images and sound recordings for webcasting and / or training purposes.

- (2) Please note that you do not need to wait for the meeting time to start before joining the meeting.
- (3) Everyone to have joined the meeting and tested their equipment at least 20 minutes before start time. (Make sure you know how to [join a meeting in teams](#) before the meeting starts).
- (4) Everyone to have their cameras and microphones turned off at all times unless speaking. Please ensure that mobile telephones and other devices are switched to silent for the duration of the meeting
- (5) Be courteous and don't interrupt. The Chairman will offer everyone the opportunity to contribute throughout the meeting.
- (6) If you wish to address the meeting, click on the speech bubble on the black toolbar and send your message. **Remember everyone in the meeting can see your request to speak or any other comment posted here** Do not allow private messaging to distract you.
- (7) Be present: Don't work on other tasks (like emails) during the meeting. But you may easily toggle between the Mod Gov App and the meeting. You may find it helpful to open your agenda in your browser or in Modern.Gov **before the meeting**.
- (8) Plan to join the meeting where you will have minimum background distractions, e.g. doorbells, house phone, family members moving in the background. These will not only be a distraction for you but also everyone else watching. Preferably blur your background (black toolbar, click on the three dots).
- (9) Dress code: Smart/casual.

#### **D. Testing the equipment**

An online meeting invitation is like a physical room in that you can enter it as early as you want but the start time just reflects when everyone needs to be ready to start. This gives all users time to join the meeting and ensures that their internet connection, camera, audio speaker and microphone are working. Be ready to stop general conversations and switch off your microphone when the Chairman indicates that the meeting is about to begin.

If you are in a room with others and have all joined the meeting on individual devices, then ensure that only one of you has your microphone on at any one time to reduce feedback.

Households with more than one councillor attending a meeting together should sit in separate rooms so as to avoid feedback from microphones. In such circumstances, councillors should not join a meeting together, but must register their attendance individually.

## **E. Meeting Chat**

The Chat function on Teams is a chat with everyone in the meeting; however, **Committee members should treat conversations in the Chat feature as if they are happening in public.**

While the Chat feature may be used to ask for a point of clarification to be raised, or for the Chairman to remind members of the focus of the discussion currently under way, it must not be used to undertake a substantive conversation about the issues under discussion.

The Chairman can utilise the written private chat function on Microsoft Teams which enables a 1:1 chat to take place during the meeting to seek advice from officers

Councillors attending the meeting should try to avoid being distracted by personal 1:1 chats and other functionality installed on their devices.

## **F. How to manage technical difficulties**

Similar to hosting a physical meeting when attendees get stuck in traffic, there will be occasions when a technical issue affects an individual councillor that cannot be resolved in time for the start of the meeting. Within a timely manner before the issue causes a distraction, the Chairman should be clear that the meeting should go ahead without the attendee or, if a number of attendees are experiencing technical difficulties, be postponed/rescheduled.

Whilst mobile phones on loudspeaker can be an acceptable emergency workaround for very small meetings, they are not effective when managing a meeting with multiple online attendees.

## **G. At the close of the Meeting**

After the Mayor/Chairman declares that the meeting is over, the recording of the meeting will also end. However, please be aware that the Microsoft Teams meeting will continue until all participants have “hung up”, which means that any conversations between participants will be heard by other participants. It is therefore recommended that if councillors wish to conduct any private conversations after the remote meeting has ended, they do so via other means of communication.

## **Further useful references:**

“Say Hello to Microsoft Teams”

[https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7\\_jXN5s886apYoHNC3Xk](https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk)

“Quick Guide”

<http://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

“Instructor-led training for Microsoft Teams”

<https://docs.microsoft.com/en-us/MicrosoftTeams/instructor-led-training-teams-landing-page>

## **3. Timing, place, and frequency of meetings**

- a) The Council will, as far as practicable, keep to the existing calendar of meetings, but may hold such meetings remotely on such days, times, and at such frequency as it deems fit to undertake and progress business.
- b) Until further notice all Council, Executive, committee and sub-committee meetings will be conducted via remote access using Microsoft Teams.

- c) Microsoft Teams will enable councillors to access meetings remotely to hear and see other councillors speaking and be heard and seen when they are speaking. Similarly, members of the public will be able to access a meeting remotely to hear and see councillors and speakers. In addition, public speakers at virtual meetings will be able to access a meeting remotely to be heard and seen by those attending the meeting.

#### **4. Access to documents**

- a) Agenda report packs will continue to be published digitally on the Council's website. Hard copies of agendas will no longer be available for viewing at the Council offices during the emergency period.
- b) Councillors will access the agendas either online (e.g., via the Modern Gov app or the website) or receive agendas in hard copy format as per their selection choice.

#### **5. Public and press access**

- a) A meeting being "open to the public" includes access to the meeting through remote means. In addition to a live webcasting or streaming of a meeting. If members of the public do not have access to a computer a dial-in facility will be available to access meetings that they would otherwise have been able to attend in person. The telephone number will be posted on the Council's website for the relevant Council/Committee meeting.
- b) Public Speaking Procedure Rules will still apply. Members of the public who have registered to speak will receive an invitation by email to join the meeting via Microsoft Teams. If public speakers do not have access to phone or internet at the time of the meeting and are unable to obtain another person to speak on their behalf, they may opt to submit their statements in advance for the Chair to read out at the appropriate time. Speeches must be submitted to the relevant Democratic Services Officer by no later than midday the day before the meeting.

#### **6. Confidentiality and exclusion of the public**

- a) Where it is necessary for the meeting to consider confidential/exempt information and the resolution to exclude the public is carried, the Microsoft Teams meeting will be suspended/ terminated and those entitled to be present for consideration of the confidential/exempt business will be invited to access a separate meeting, in private, via Microsoft Teams. If, following consideration of any confidential/exempt business, it is necessary to resume the meeting in public, councillors will return to the original virtual meeting which will be open to the public.
- b) When meetings are not open to the public, when confidential, or exempt information – as defined in Part 1 of Schedule 12A of the Local Government Act 1972 – is under consideration, councillors will be expected to participate without other persons within their household present and to maintain the Council's information security policy in terms of transferring council documents to another device or email address.
- c) When a meeting is closed to the public, any councillor in remote attendance who fails to disclose that there are in fact persons present, such as those who may be able to see and / or hear the meeting, who are not so entitled will be in breach of the Council's Code of Conduct.

- d) Councillors should use only council-issued devices to access meetings remotely, which have the necessary software installed to access all meetings remotely.

## **7. Apologies for absence / substitutes / attendance and quorum**

- a) Councillor apologies and notification of substitutions (where applicable) should be sent by email or advised by telephone to the appropriate Democratic Services Officer in advance of the meeting as usual.
- b) The Chairman will have a list of those councillors, any co-opted members, officers and members of the public required or registered to attend the meeting. The Chairman will read a roll call of those names to which each should reply 'present'. The Democratic Services Officer will check this against the list of those who have 'joined' the meeting to ensure that the meeting is quorate and essential officers present. Any councillor wishing to leave the meeting before it has ended should advise the chairman prior to terminating their connection.
- c) Council Procedure Rules 10 and 27 shall continue to apply in respect of the minimum number of voting councillors required to be present at virtual meetings of the Council, the Executive, and all committees or sub-committees of these bodies, to enable business to be lawfully transacted.

## **8. Disclosures of Pecuniary Interests**

Any councillor attending a remote meeting who is aware that they have a disclosable pecuniary interest in any matter that will be, or is being, considered at that meeting, and who has not received a dispensation in respect of that interest must:

- a) disclose the nature of the interest to the meeting (or, if it is a sensitive interest as described in the code of conduct, disclose merely the fact that it is a disclosable pecuniary interest);
- b) not participate in any discussion or vote regarding that matter; and
- c) exit the meeting by pressing the red disconnect button. That councillor will be contacted to inform them when they may reconnect with the meeting.

## **9. Comments, Questions, and Motions by councillors during a meeting**

- a) Councillors who wish to speak on a particular item are strongly encouraged to indicate this to the Mayor/Chairman and Democratic Services Officer in advance of the meeting, ideally on the Order Paper (if a full Council meeting) or at the pre-meeting (if applicable). Councillors wishing to comment or ask questions may give notice to the Mayor/Chairman by indicating a wish to speak via the chat feature on the tool bar on Microsoft Teams. There is an expectation that the Mayor/Chairman will periodically ask for comments during discussion of an item of business.
- b) If applicable, an online, visible timer will be used for speeches. In addition, the Mayor/Chairman will ensure the meeting attendees are advised when the timer has started and stopped.
- c) Whilst councillors may still raise questions on notice at virtual full Council meetings (under Council Procedure Rule 13), they should note that written responses may be affected by officers who would ordinarily assist with drafting a response for the

councillor to whom a question is put, being otherwise engaged in supporting the Council's response to the Covid 19 emergency.

- d) Councillors may still table motions on notice at virtual full Council meetings in accordance with Council Procedure Rule 11.

#### **10. Councillor conduct during remote access meetings**

- a) During remote access meetings all councillors must address the Mayor/Chairman as usual.
- b) There are no changes to the rules of debate.
- c) If more than one councillor indicates a wish to speak, the Mayor/Chairman will ask one to speak and may determine the order in which the others may speak.
- d) Other councillors should remain silent and mute microphones whilst the Mayor/Chairman or other councillor is speaking.
- e) If there is a loss of audio quality councillors should ensure that they have switched off the video and microphone functions whilst they are not addressing the meeting.
- f) When the Mayor/Chairman intervenes during a debate, any councillor speaking at the time should stop and the meeting become silent.
- g) If a councillor persistently disregards the ruling of the Mayor/Chairman by improper behaviour, that councillor's microphone may be switched off or that councillor asked to leave the meeting.
- h) There is no change to the existing Procedure Rules in term of general disturbance and the meeting may be adjourned at the discretion of the Mayor/Chairman.

#### **11. Voting**

Voting will be decided by a simple majority of those councillors who have a right to vote and are in attendance at the time the question was put. The Mayor/Chairman will take the vote by either of the following means:

- a) by the affirmation of the meeting if there is no dissent; or
- b) Where a show of hands would ordinarily be taken at a meeting, the Mayor/Chairman shall request a roll call of all voting members, who will be asked individually to confirm how they wish to vote on a matter, which can be captured by the Democratic Services Officer and announced by the Mayor/Chairman and recorded in the minutes.

#### **12. Technical difficulties during the meeting**

In the event that the Mayor/Chairman or the Democratic Services Officer identifies a failure of the remote participation facility, the Mayor/Chairman will adjourn the meeting temporarily while the fault is addressed. If it is not possible to address the fault and the meeting is inquorate, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, and the public can still hear the participants, the meeting will continue at the discretion of the Mayor/Chairman. All voting members should

be aware and accept that in such circumstances the meeting may continue, and a vote taken without their attendance.

Please see Ofcom tips on [Staying Connected during the Coronavirus Crisis](#):

If councillors become disconnected from the meeting, they can re-join by going back into their Microsoft Teams calendar invite and select the link 'join'. If councillors have internet connection difficulties, they should make a note of the telephone number provided in the invite along with the 9-digit code followed by a hash symbol so that they can re-join by telephone.

### **13. Scrutiny**

The powers of Overview and Scrutiny and the operation of provisions relating to call-in and urgency are unchanged by the Regulations.

### **14. Petitions**

Those petitions reaching the required number of signatures to trigger reference to the Executive or a debate at full Council will be deferred until the restrictions on public gathering are lifted.

### **15. Guidance for individual committees**

Appendix 1: Planning Committee  
Appendix 2: Licensing Sub-Committee





## **Procedure at the Planning Committee for Determining Planning and related applications virtually using Microsoft Teams:**

### **Introductions and Housekeeping**

The Chairman will have a list of those councillors, any co-opted members, officers and members of the public required or registered to attend the meeting. The Chairman will read a roll call of those names to which each should reply 'present'. The Democratic Services Officer will check this against the list of those who have 'joined' the meeting to ensure that the meeting is quorate and that essential officers (including the Planning Development Manager and the lead legal officer) are present.

The Chairman will explain that owing to the recent Covid-19 pandemic and government guidance issued to stay at home, it has not been possible to hold the Planning Committee meeting in person. The Council has therefore made arrangements under the Coronavirus Act 2020 to hold the meeting virtually via Microsoft Teams, which is being streamed live and recorded and will be available for repeated viewing afterwards for up to 180 days from the date of this meeting.

If members of the public do not have an internet connection nor access to a computer, they will be able to dial into the meeting and hear the proceedings but will not be able to participate, unless they have registered to speak. A message has been posted on the website in this regard. For public speakers, by participating virtually in the meeting you are consenting to being filmed and recorded, and the possible use of those images and sound recordings for webcasting and / or training purposes.

The Committee is reminded that it will only be considering householder, minor and other planning applications at its first virtual meeting on 20 May 2020.

Subsequent virtual meetings will aim to deal with some of the 'major' planning applications (which are those involving 10 dwellings or more or 1,000 sq metres or more) but only in cases where such applications:

- Have attracted fewer than 20 letters contrary to officer recommendation and have been referred to the committee by a ward councillor for valid planning reasons following the seven-day notification process.
- Have been submitted by the Council and therefore need to be considered by the Planning Committee for reasons of openness and transparency. These applications would still need to have attracted fewer than 20 letters contrary to officer recommendation
- should in the opinion of officers be considered by the Planning Committee rather than by delegated powers.

### **Item 1 – Apologies for absence and notification of substitute members:**

(Please see point 7 of the 'Remote Meetings Protocol' above – page 6)

## **Item 2 – Local Code of Conduct – Disclosable Pecuniary Interests**

(Please see point 8 of the ‘Remote Meetings Protocol’ above – page 6)

## **Item 3 – Minutes**

The Committee will be asked to confirm the minutes of the previous meeting of the Committee. Whilst the Chairman cannot physically sign the minutes at the virtual meeting, the Chairman will sign a hard copy of the minutes at the next meeting of the Committee held in person in the Council Chamber.

## **Item 4 – Chairman’s Announcements**

### Site Visits

Where a councillor requests a site visit, either before the Committee considers a planning application, or at the Committee meeting itself, the application shall normally be deferred until such time as the current coronavirus lockdown is lifted. But, if the councillor is happy to waive their request, the application can still be considered by the Committee, but additional photographs and information can be provided as part of the officer presentation at the meeting.

### Rules for Debate

The Chairman will remind Members, that our rules for debate, are set out towards the front of our Agenda, headed “Notes” and that the Chairman will abide by those rules. The Chairman will ask everyone to respectfully listen to the views of all the speakers whether they are members of this Committee, Ward Councillors or members of the public

## **Item 5 – Planning and related applications.**

The Chairman will advise the speakers that they have up to 3 minutes to address the committee and that this rule will be strictly adhered to, so she can be fair to everyone. There is a timer which people will be able to view on their screen. This will be activated to count up to 3 minutes (not down as per the timer in Council Chamber). For those members of the public dialling in, the Chairman will also verbally tell the speakers and councillors when their three minutes has started, when they have thirty seconds left, and when their three minutes has ended.

As set out in the Council’s Constitution, Part 4 – Public Speaking Procedure Rules, the Chairman will remind speakers that in making their speeches they should be mindful of the need to avoid making public statements, which could be construed to be defamatory, frivolous or offensive and should refrain from making allegations regarding individual officers or councillors.

The Chairman will also remind speakers that they must address their comments to the application.

The Notes section of the agenda setting out the procedure for determining planning and related applications have been updated (in red) as detailed below:

1. A Planning Officer will present the Officer’s Report **virtually by sharing the presentation on Microsoft Office Teams as part of the live meeting which all participants will be able to see online. Copies of the presentation will also be loaded onto the website to view with the papers for this committee meeting.**
2. Members of the public who have registered to speak may then address the meeting in accordance with the agreed procedure for public speaking (a maximum of two objectors)

followed by a maximum of two supporters). Public speakers will be sent an invite by the Democratic Services Officer via Microsoft Office Teams to attend virtually in person or via a telephone link as appropriate to the speaker's needs and ICT facilities available to them. If public speakers cannot access the appropriate equipment to participate, they are advised to submit their three-minute speech to the Democratic Services Officer by no later than midday the day before the meeting. In such circumstances, the Chairman or Democratic Services Officer will read out the speech.

3. The Chairman gives planning officers the right to reply in response to comments that have been made during the public speaking session.
4. Any councillor(s) who is/are not member(s) of the Planning Committee, but who wish(es) to speak on an application, either in or outside of their ward, will then be allowed to speak for no longer than three minutes each. It will be at the Chairman's discretion to permit councillor(s) to speak for longer than three minutes. [Councillors should notify the Democratic Services Officer, in writing, by no later than midday the day before the meeting of their intention to speak.] If the application is deferred, any councillor(s) who are not member(s) of the Planning Committee will not be permitted to speak when the application is next considered by the Committee.
5. The Chairman will then open up the application for debate [Please see point 10. Councillor Conduct during remote access meetings of the Remote Meetings Protocol – see page 7 above]. The Chairman will ask which councillors wish to speak on the application and determine the order of speaking accordingly. Councillors should use the Chat function on MS Teams to indicate to the Chairman that they wish to speak. Note, that all messages put on the chat function are visible to all participants. Both the Chairman and Democratic Services Officer will keep a watch on the chat function to identify the order in which councillors wish to speak. At the end of the debate, the Chairman will check that all members have had an opportunity to speak should they wish to do so.
  - (a) No speech shall be longer than three minutes for all Committee members. A timer will be visible on screen in addition to which the Chairman will advise when the timer has started, when there are 30 seconds remaining, and when the three minutes has concluded. If, for technical reasons, the timer cannot be shown the Democratic Services Officer will time the speeches and inform the speaker when 30 seconds remain and when the three minutes has concluded.
  - (b) No councillor to speak more than once during the debate on the application;
  - (c) Members shall avoid repetition of points made earlier in the debate.
  - (d) The Chairman gives planning officers the right to reply in response to comments that have been made during the debate, and prior to the vote being taken.
  - (e) Once the debate has concluded the Chairman will automatically move the officer's recommendation following the debate on that item. If it is seconded, the motion is put to the vote. The Chairman will confirm verbally which councillor has seconded a motion. A simple majority vote is required for the motion to be carried. If it is not seconded or the motion is not carried, then the Chairman will ask for a second alternative motion to be put to the vote. The vote will be taken in accordance with point 11 of this Protocol – see page 7 above.]

In any case where the motion is contrary to officer recommendation that is:

- Approval to refusal, or;

- Refusal to approval;
- Or where the motion proposes additional reasons for refusal, or additional conditions to be included in any planning permission.

In advance of the vote, provided that any such proposal has been properly moved and seconded, the Chairman shall adjourn the meeting to allow officers; the mover of the motion and the Chairman to discuss the reason(s), conditions (where applicable) and policy(ies) put forward to ensure that they are sufficiently precise, state the harm (where applicable) and support the correct policies to justify the motion. **All participants and members of the public will be able to hear the discussion between the Chairman, officers and relevant councillors.** Following any adjournment, upon reconvening the Chairman will put to the Committee the motion and the reason(s) for the decision before moving to the vote.

- (f) A motion can also be proposed and seconded at any time to defer or adjourn consideration of an application (for example for further information/advice backed by supporting reasons).

#### Technical difficulties during the meeting

- (g) **Point 12 of this Protocol will apply (see page 8 above). If the Chairman or the Democratic Services Officer identifies a failure of the remote participation facility and a connection to a Committee Member is lost during the meeting, the Chairman 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, provided that it remains quorate. If the Member who was disconnected is subsequently re-connected and they have missed any part of the debate on the matter under discussion, they will not be able to vote on that matter as they would not have heard all the facts.**

6. Unless otherwise decided by a majority of councillors present and voting **by roll call** at the meeting, all Planning Committee meetings shall finish by no later than 10:30pm. Any outstanding items not completed by the end of the meeting shall be adjourned to the reconvened or next ordinary meeting of the Committee.
7. In order for a planning application to be referred to the full Council for determination in its capacity as the Local Planning Authority, a councillor must first with a seconder, write/email the Democratic Services and Elections Manager detailing the rationale for the request (the proposer and seconder do not have to be planning committee members).

The Democratic Services and Elections Manager shall inform all councillors by email of the request to determine an application by full Council, including the rationale provided for that request. The matter would then be placed as an agenda item for consideration at the next Planning Committee meeting. The proposer and seconder would each be given three minutes to state their case. The decision to refer a planning application to the full Council will be decided by a majority vote of the Planning Committee.



## HOW TO HOLD AN EFFECTIVE ONLINE LICENSING SUB-COMMITTEE HEARING ON MICROSOFT TEAMS

### How to join a Microsoft Teams Meeting

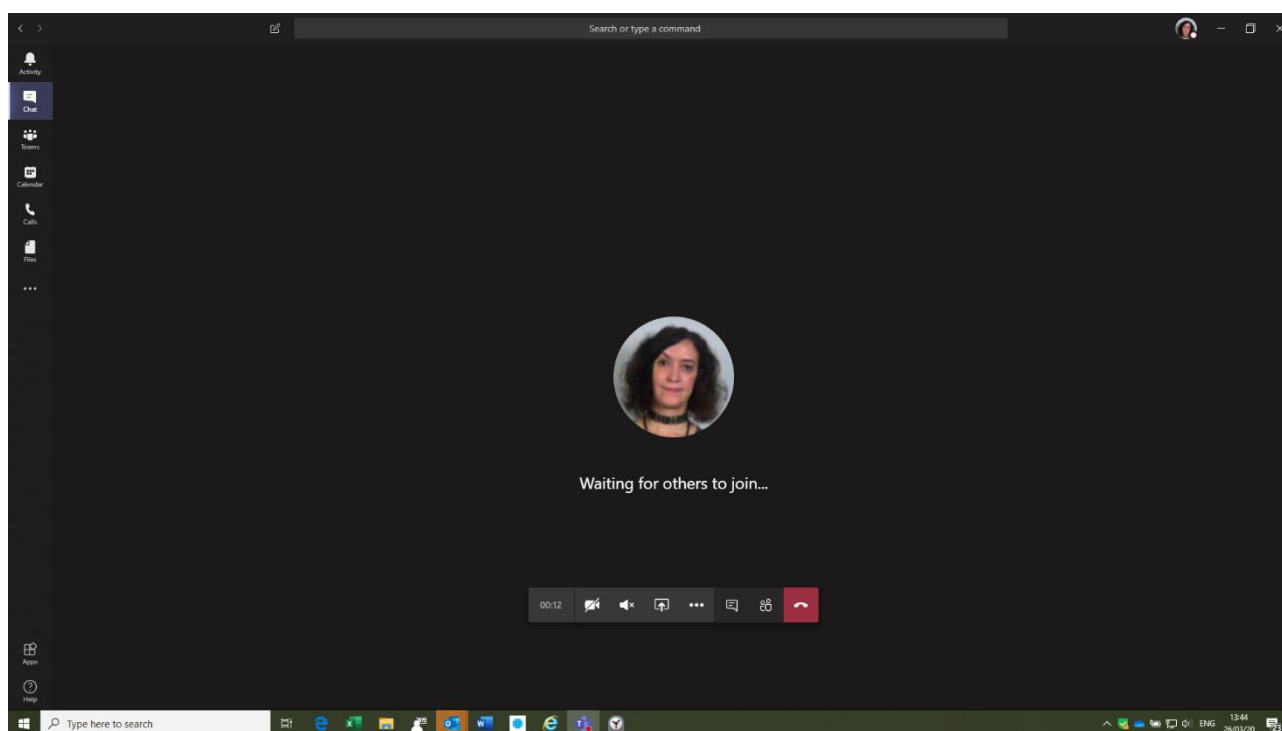
You will have been sent a meeting invite in your outlook calendar. At the bottom of the invite you will see the following message:

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Join Microsoft Teams Meeting  
 Learn more about Teams | Meeting options

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Click on the link above (“Join Microsoft Teams Meeting”) which will take you to the online meeting. This will take you to the screen below:



In the middle of the screen you will see a toolbar. Make sure your camera and microphone are turned on. If either of the video or audio symbols have a diagonal line through them, they are switched off. The first symbol is video and the second is audio from left to right.

When others join the meeting, you will see them appear on your screen and your image will appear in the bottom righthand corner. Councillors and officers in attendance will be visible online.



The applicant will be dialling in, so we will not see their image, just an icon for an external person. The same will apply for anyone making a representation. The applicant and any other person making representations will not be able to see the screen either, only hear what is being said.

If you want to view the associated papers and agendas for this meeting, go to 'Teams' on the left handside of the screen and select Licensing Sub-Committee and then select the relevant meeting date. Now go to the top bar and select 'files' where you will find the agenda uploaded for this Sub-Committee to refer to if needed during the meeting:

### **The usual procedures apply for the running of a Licensing Sub-Committee hearing:**

Chairman introduces Sub-Committee Members and invites the parties 'virtually' present to identify themselves (members and officers virtually) (applicant and other persons via audio dial-in). The Chairman will explain that owing to the recent Covid-19 pandemic and government guidance issued to stay at home, it has not been possible to hold the Licensing Sub-Committee hearing in person. The Council has therefore made arrangements under the Coronavirus Act 2020 to hold the hearing virtually via Microsoft Teams which is being streamed live and recorded via the Guildford Borough Council website. The recording will be available for repeated viewing for up to 180 days from the date of this meeting. Members of the public will also be able to dial into the hearing should they wish, and a telephone number has been posted on the website in this regard.

Chairman asks parties to give an indication of how long they need to make their address to the Sub-Committee, bearing in mind that Members have already read the report. The same maximum period of time is to be allowed for each party.

[The parties in attendance remotely by audio dial in will be the applicant; and other person(s) making representation(s). Any members of the public dialling in will be advised by the Chairman that they cannot participate in the debate, only listen].

Before parties speak, the Chairman reminds them that any party wishing to question any other party should ask permission from the Sub-Committee, and should say why they feel questioning will assist the Sub-Committee.

Chairman invites the Licensing Officer to present his or her report and to draw to the attention of Members any specific matters referred to in the report.

Chairman to confirm in circumstances where any of the parties are not present that their application (if the applicant is not present) or written representations (if any of the Responsible Authorities or Other Persons are not present) will be considered by the Sub-Committee at the hearing.

Sub-Committee considers any requests made by parties for others to be present and assist at the hearing (permission not to be unreasonably withheld).

Chairman confirms that Members have all read the report and reminds parties that there is no need to repeat any matter that is covered in the report and supporting paperwork.

Parties invited to address Sub-Committee in the following order:

- (a) Applicant (to be advised by the Chairman to confirm when they have finished giving their submission)
- (b) Responsible Authorities – for example, police
- (c) Other Persons (to be advised by the Chairman to confirm when they have finished giving their submission)
- (d) Premises Licence Holder (in a Review case)

Members may ask questions of any party present

Chairman invites parties to make closing speeches, reminding parties not to raise any new matters. If they do not wish to say anything in closing, Chairman may wish to remind the parties that they do not need to feel obliged to do so. Closing speeches to be in the following order –

- (a) Premises Licence Holder (in a Review case)
- (b) Other Persons (to be advised by the Chairman to confirm when they have finished giving their closing speech)
- (c) Responsible Authorities
- (d) Applicant (to be advised by the Chairman to confirm when they have finished giving their closing speech)

Chairman asks the licensing officer to sum up for the benefit of the Members.

Chairman asks the Solicitor whether they wish to give any legal guidance to Members before they convene a separate online meeting to consider their decision.

After the Sub-Committee has reached a decision, they will return to the online meeting and the Chairman will announce the decision to those present.

### **Voting**

After the Sub-Committee has heard all representations and is in a position to deliberate the final decision, the Committee members, Committee Officer and Solicitor, if required, will leave the online meeting and start a new online meeting in private. Once the Sub-Committee have made a decision, the decision and the reason for it will be noted by the Democratic Services Officer. We will then return to the online meeting in public and inform the applicant/any other person making a representation and/or members of the public in attendance of the decision. The hearing is recorded live and will be available for repeated viewing for up to 180 days from the date of this meeting.