

REMOTE MEETINGS PROTOCOL

This protocol sets out how Surrey County Council will operate executive and non-executive decision making in light of the coronavirus situation in line with the proposed delegations at the 16 March 2021 Council meeting should the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 not be extended beyond 7th May 2021 or further legislation into force.

It covers procedures for the following areas:

- Public representation
- Cabinet
- Select Committee meetings and call in
- Local and Joint committees
- Regulatory Committee meetings

PUBLIC REPRESENTATIONS

Public representations such as petitions and questions (member and public) will be received and responded to in writing in line with the Councils Standing Orders. Members of the public will be invited to participate in remote meetings where appropriate and wording on agenda front sheets and on the public website to make it clear to the public how their representations will be dealt with and how they can observe proceedings.

OPENNESS AND TRANSPARENCY

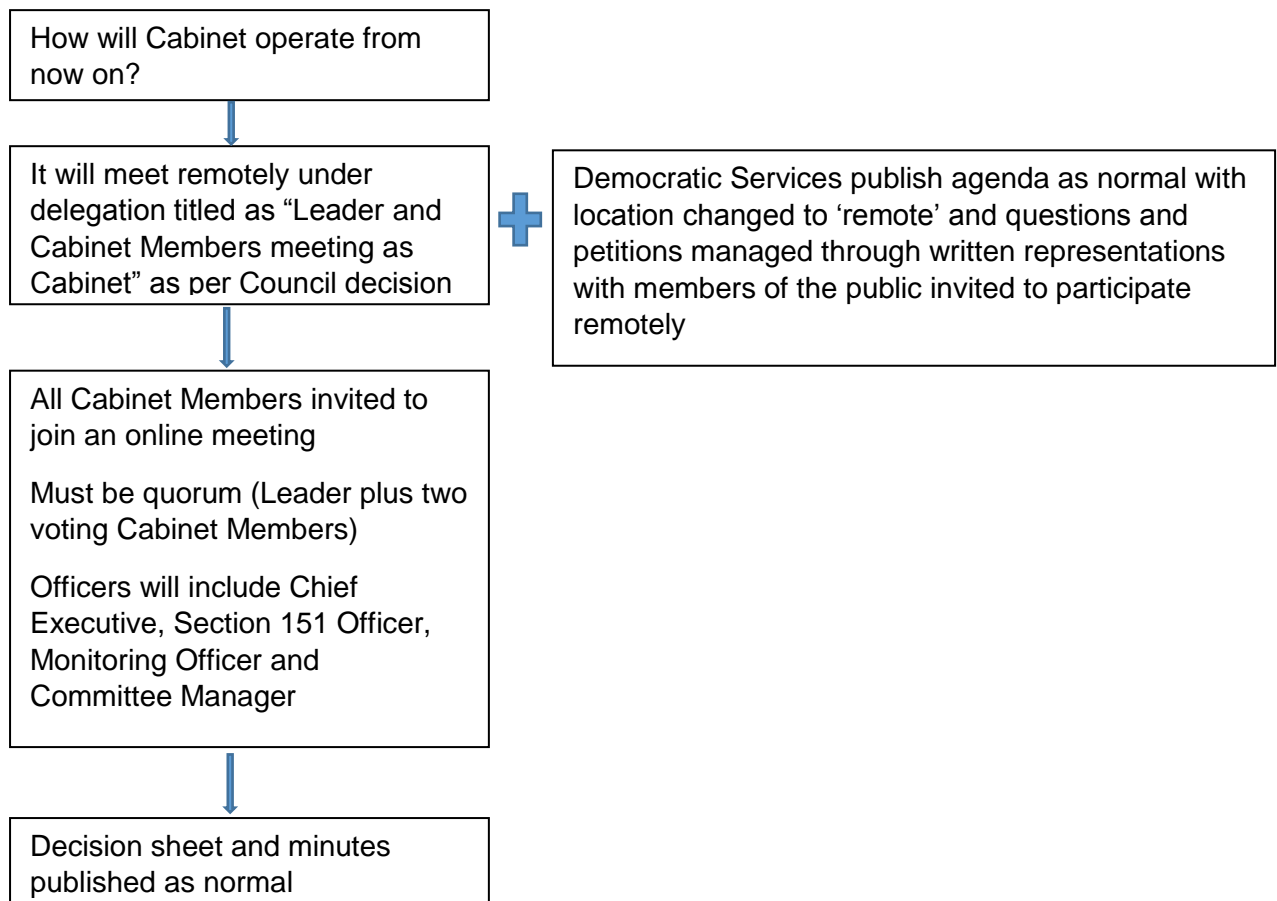
All remote meetings will be recorded and streamed live by the supporting Democratic Services officer using MS Teams on the and these recordings will be made available to all members and the public where appropriate.

CABINET (LEADER AND CABINET MEMBERS SITTING AS CABINET)

The delegation agreed by Council allows the Cabinet to sit as a collective or as the Leader or nominated Cabinet Member making a decision in consultation with at least two other Cabinet Members (a quorum of Cabinet).

- Notice of decisions will be published 28 days in advance through the Cabinet Forward Plan.
- All agendas and reports will be published on the Council's website at least five working days before the decision is due to be made.
- Meetings will take place remotely using MS Teams with the whole Cabinet invited (plus the Chief Executive, Monitoring Officer, Section 151 Officer and Democratic Services Support) to participate at the advertised time that Cabinet would usually take place.
- A decision sheet and minutes will be produced and published on the Council's website after the meeting.
- Decisions can lawfully be made with a minimum of three Cabinet Members participating.

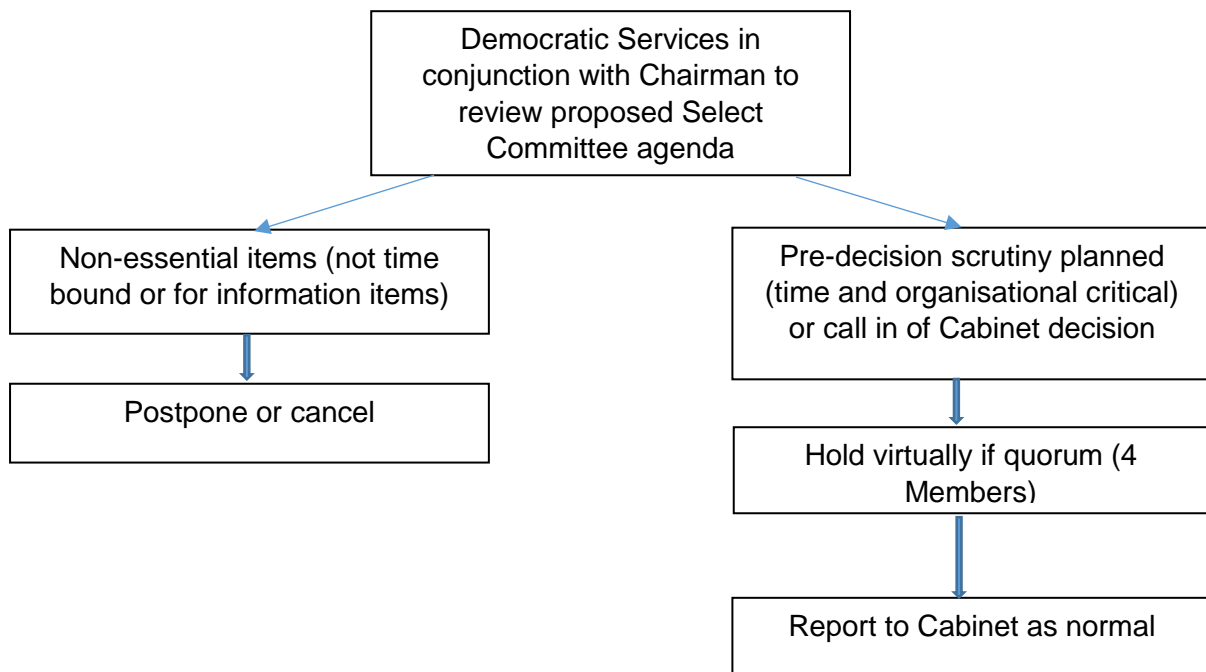
CABINET PROCEDURE



SCRUTINY PROCEDURES

Scrutiny and call-in procedures will still operate to hold executive decision making to account.

- Committee forward work programmes will be reviewed by Democratic Services (in conjunction with the respective Select Committee Chairman) removing non-essential items to enable officers to focus on delivering business critical activities.
- Meetings will take place remotely via MS Teams supported by Democratic Services with relevant officers in attendance.
- Robust pre-decision scrutiny will continue and call-in arrangements remain in place.



TASK GROUPS

Task group work to take place remotely and task groups will report into the relevant select committee to provide updates on their work.

NON-EXECUTIVE DECISION MAKING

Council agreed to delegate all non-executive decisions (as far as the law allows) to the relevant proper officer in consultation with the relevant chairman or member nominated by the chairman.

LOCAL/JOINT COMMITTEES

- Local and Joint Committees will have the option of convening as virtual, informal meetings in advance of a proper officer taking a decision on a Surrey County Council function supported by relevant officers.

- Where Joint Committees are taking decisions on functions that relate to a District or Borough Council function, the Community Partnerships team will advise on what local arrangements are in place in that particular area.

OTHER REGULATORY COMMITTEES

- Regulatory Committees will have the option of convening as virtual, informal meetings whereby Members views can be sought in advance of a proper officer taking a decision (where the law allows).
- Meetings will be supported by Democratic Services via MS Teams with relevant officers in attendance.
- All agendas and reports will be published on the Council’s website at least five working days before the decision is due to be made.
- Minutes will be produced and published on the Council’s website after the meeting.

