

## **APPENDIX 3**

### **PROPOSED CHANGES TO STANDING ORDERS**

#### **8. Quorum**

**8.1** The quorum of a meeting will be one quarter of the whole number of members. During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date to be fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

**8.2** In the case of the planning committee, the quorum must be 50% of the whole number of members – the Local Authorities (Standing Orders)(Wales)(Amendment) Regulations 2017.

**8.3** In respect of meetings where remote attendance is permitted, there will be no quorum at the meeting if the number of members in the room where the meeting is held is less than 30% of all the members eligible to attend – Section 4(4) Local Government Measure 2011.

#### **9. Remote Attendance**

**9.1** Remote attendance at meetings of the council will only be permitted where the conditions of section 4(3) of the Local Government Measure 2011 are met which means any member attending a meeting remotely (the “remote attendee”) must when they are speaking, be able to be seen and heard by the members who are attending the meeting at the place where the meeting is held (“members in actual attendance”) and the remote attendee must, in turn, be able to see and hear those in actual attendance. In addition, a remote attendee must be able to be seen and heard by, and in turn see and hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting. If there is more than one remote location, all the members attending remotely must be able to hear, but not necessarily see, the other remote attendees.

**9.2** Members wishing to attend remotely must give at least 4 days notice of their wish to the Head of Democratic Services. On receiving such a notice, the Head of Democratic Services will make the necessary arrangements (including the provision of translation) to allow the member to attend remotely if that is possible.

**9.3** The failure of any technological provision whether that leads to a partial or complete loss of contact between the remote attendees and those members in actual attendance during the meeting shall not invalidate any part of the deliberations or any vote taken. The Chair may postpone the meeting if they deem that appropriate.