

Public Information – ‘Accessing and Participating in Remote’ Meetings

In line with recent Government legislation, the Annual Council meeting will be held as a ‘remote meeting’ through the Microsoft Teams app. This guidance provides details about how the meeting will work. The meeting will follow as far as possible the standard procedures for Council meeting except where they conflict with the Council Procedure Rules – Virtual Meeting Addendum’

Full Council is made up of the Mayor and the 45 Councillors. This Annual Council meeting will consider the following:

- To Elect a new Speaker/ Deputy Speaker of the Council
- Announcements from the Chief Executive of the Council
- Mayor's Cabinet and Executive arrangements
- Establishment and Appointment of Council's Committees in accordance with the proportionality rules.
- Appointments to Committee and Sub – Committees.
- Petitions for debate and presentation.
- Confirmation of Committee Calendar of Meetings.
- Any reports requiring a Council decision. Reports are written by Council officers and usually include a recommended course of action.

How can I watch the meeting?

Except when an exempt item is under discussion, the meeting will be broadcast live for public viewing via our Webcasting portal <https://towerhamlets.public-i.tv/core/portal/home>. Details of the broadcasting arrangements will be published on the agenda front sheet. The meeting will also be available for viewing after the meeting. Physical Attendance at the Town Hall is not possible at this time.

If during the meeting a technical error occurs with the live webcast stream which cannot be resolved within a reasonable period of time, then the meeting will be closed and the remaining business will be deferred to a subsequent meeting of the Council on a date to be determined, and notified through the publication of the agenda on the Council's web site.

Publication of Agenda papers and meeting start time.

Electronic copies of the Council agenda will be published on the Council's Website on the relevant Committee pages at least five clear working days before the meeting. In the event of a technical difficulty, the meeting arrangements may need to be altered at short notice (such as a delay in the start time). Where possible any changes will be publicised on the website.

To view meeting papers and to be alerted when agendas have been published visit: www.towerhamlets.gov.uk/committee

Council documents are also available on ‘Mod.Gov’ iPad, Android and Windows tablet apps downloadable for free from their respective app stores.

Election of Speaker of the Council.

The role of the Speaker, alongside performing civic duties, is to Chair the Council meetings, to control proceedings and ensure Members have a fair chance to contribute

The process for electing a new Speaker at the Council meeting is as follows:

- The current Speaker of the Council will address the meeting on their term of office. Councillors may then thank the outgoing Speaker.
- The Council will elect a new Speaker of the Council.
- Speaker's transfer of Office ceremony.
- The new Speaker will address the Council meeting.

Procedure at the virtual meetings.

The Speaker will then set out the expected meeting etiquette for a virtual Council meeting, including the following:

- When speaking for the first time, participants should state their full name before making a comment.
- Participants may speak at the invitation of the Chair.
- The arrangements for Members to speak at the meeting.
- All participants microphones must be muted when not speaking.
- Where necessary, participants may switch off their cameras when not speaking to save bandwidth.
- Participants **must alert** the Democratic Services Officer if they experience technical difficulties, particularly a loss of connection, or if they need to leave the meeting, as soon as possible.

Order of business

Members may change the order of business at the meeting in exceptional circumstances. In addition, Members may adjourn the meeting for a period of time or extend the time limit for the meeting (by up to half hour beyond the three-hour limit). To change the order of business, a Member will need to formally move a motion seeking approval for the requested change.

Voting

The items requiring a decision will normally be determined by the Speaker confirming that Members agree with the recommendation. Where necessary, the Speaker may conduct a roll call vote on the recommendation. Democratic Services will read out the name of each Councillor present and will asked them to confirm whether they are favour, against or wish to abstain.

Decisions and Minutes

The draft minutes will be published on the website around 10 working days after the meeting.