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## Contingency arrangements for pandemic restrictions – amendments to the Constitution

(additions shown in bold, italic text)

### Changes to Part 3: Scheme of Delegation

#### Cabinet Functions

4. The Cabinet collectively will decide policy framework matters for recommendation to Council and those matters as shown in the Forward Plan of key decisions by the Cabinet. There is a presumption that a decision will be scheduled for collective decision unless allocated to an individual cabinet member. The Leader, in consultation with the Cabinet, shall identify those decisions which are to be taken by an individual Cabinet Member, ***including when the public health contingency arrangement requires the use of a virtual meeting.***
6. The Cabinet will meet in public on dates and times published in advance. A schedule of monthly meetings of Cabinet will be issued showing the proposals in the Forward Plan of key decisions which are to be considered at each meeting. Meetings may be cancelled for lack of business or for some other substantial reason. ***Where is it necessary to use the public health contingency arrangements, the Cabinet will meet virtually in public but decisions will be taken by individual Cabinet Members following recommendations by the Cabinet.***

### Changes to Part 4, Section 3: Standing Orders

#### Quorum

- 3.09 Except where authorised by a statute or ordered by the County Council or a committee, business shall not be transacted at a meeting of a committee unless at least one quarter of the number of voting members of the committee is present but, except where specific provision is made to the contrary, this shall in no case be fewer than three members of the County Council. Where a committee has five or fewer members, then the quorum is two members.

#### ***Public health contingency arrangements***

***3.09a Where it is not practicable or possible for the Council or a committee to meet in person due to public health restrictions, a meeting can be convened with the number of members to meet the quorum plus up to five more, to be appointed in accordance with the political proportionality of the Council. The Director of Law and Assurance will consult the Chairman of the relevant meeting (or if not available, the Chairman of the Council) and each group leader to seek agreement that the contingency arrangement is required for that meeting using the following criteria:***

- ***The meeting will include business requiring a decision or member vote.***

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- ***The number of members and others required to attend exceeds the capacity of the largest space available for the meeting so as to remain compliant with regulatory public health restrictions.***
  - ***The meeting can be arranged to enable all eligible members to attend virtually to be involved in business to the extent it is lawful to do so but without voting rights.***
  - ***It is important that the business requiring a decision is carried out at the proposed meeting and not delayed.***

***3.09b Notice of the members attending the meeting to comply with the contingency arrangements should be given by the appropriate Group Leader or Deputy Group Leader to the Director of Law and Assurance by 10.00 am. on the day before the meeting if possible and no later than one hour before the start of the meeting.***

***3.09c Where the Chairman of the Council or a committee is not in attendance, a chairman for the meeting shall be appointed from among those physically present.***

***3.09d Other members of the Council or a committee may participate in the meeting virtually via audio or video conferencing, including the right to speak on matters not requiring a decision or vote. They will not be entitled to vote on any business on the agenda. Virtual attendance at meetings convened under these arrangements shall be recorded and treated as a special dispensation for non-attendance at the meeting under section 85 of the Local Government Act 1972.***