



**Report of the Head of Democratic Services**  
**Democratic Services Committee - 31 July 2023**

**Review of Guidance for Attending Remote Meetings**

<b>Purpose:</b>	To review the Guidance for Multi-Location Meetings (MLM).
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The Committee reviews the Guidance for Attending Remote Meetings and makes any suggestions for improvement.
<b>Report Authors:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

**1. Introduction**

- 1.1 The Local Government and Elections (Wales) Act 2021 introduced a legislative requirement for Local Authorities to make and publish arrangements to ensure that all Council, Cabinet, Committee, Sub-Committee and Joint Committee meetings may be attended as Multi-Location Meetings. A Multi-Location Meeting is a mix of both physical and remote attendance. Local Authorities cannot mandate physical attendance at meetings. The Annual Council of 24 May 2022 adopted the Multi-Location Meetings (MLM) Policy.
- 1.2 The Head of Democratic Services circulated the Guidance for Attending Remote Meetings document in November 2020. The guidance aims to provide appropriate advice to ensure meetings run efficiently and effectively.

## 2. Guidance for Attending Remote Meetings

- 2.1 Remote Attendance at meetings is now an established method of attendance and is enshrined in legislation. Over the past few years, participants at meetings will have faced challenges with connectivity and similar issues. They will also have witnessed good and bad practices of others.
- 2.2 This report seeks to establish those good and bad practices and to include them in a new guide for attending remote meetings. The current Guidance for Attending Remote Meetings is attached as **Appendix A**.

## 3. Integrated Assessment Implications

- 3.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Deliver better outcomes for those people who experience socio-economic disadvantage.
  - Consider opportunities for people to use the Welsh language.
  - Treat the Welsh language no less favourably than English.
  - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 3.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 3.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 3.4 An IIA Screening Form has been completed and no adverse implications have been noted.

#### **4. Financial Implications**

4.1 There are no specific financial implications associated with this report.

#### **5. Legal Implications**

5.1 There are no specific legal implications associated with this report.

**Background Papers:** None.

#### **Appendices:**

Appendix A      Guidance for Attending Remote Meetings