



## Remote Meetings

### Overview and Scrutiny Committee

The Council Offices will be closed during a remote meeting and it is not possible for the members of the public to physically “attend” a remote meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed the basis of the public’s legal right to attend meetings. This means the public now has the right to hear Councillors attending the remote committee meeting that would normally be open to the public to attend in person. It is the intention of Dover District Council to also offer the opportunity for members of the public to view remote meetings where possible.

#### Joining a Remote Meeting

To join a remote meeting, you will need to join via the link on the Council’s website. This can be accessed via the agenda page for each meeting. The Council is using Teams Live Events (a Microsoft Product) for its remote meetings and you will be taken to the meeting by clicking on the link.

The best way to view the remote meeting is through a laptop or desktop computer. However, you should also be able to view through a smartphone or tablet device. You will need internet access to do this.

#### Public Speaking

**In a change to the normal public speaking rules, members of the public will be registering to speak through means of a written letter of no more than 500 words.**

The procedure for registering to speak itself remains unchanged and you must provide notice of a request to speak in writing by email to [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk) or by means of the webform that can be found on the council’s website at <https://forms.dover.gov.uk/scrutinycommittee>

**Registration will be on a first-come, first-served basis. If you have been successful in registering to speak, you will be contacted by a member of the Democratic Services team. In all cases, public speaking requests must be received by no later than 2pm on the second working day before the meeting. For a Monday meeting, this would be 2pm on the previous Thursday.**

Registering to speak at a remote meeting confers **the right to submit a speech** on a first-come, first-served basis. There is a maximum of four speakers permitted to register to speak in relation to any one agenda item.

If you have been successful in registering to speak you will be contacted by a member of the Democratic Services team. If you are successfully registered to speak you must submit by email to [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk) your written speech (of not more than 500 words) by 10.00am on the day of the remote meeting.

Statements will be read out to the remote meeting by an Officer (who is not presenting the report) on behalf of the speakers.

In submitting their speech each speaker accepts that they remain fully responsible for its content. If any defamatory, insulting, personal or confidential information, etc. is contained in any speech received from any speaker, and/or read to the remote meeting by an officer, each speaker accepts full responsibility for all consequences thereof and agrees to indemnify the officer and the Council accordingly.

#### Feedback

If you have any feedback on the Council's remote meeting arrangements please let us know at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)