

---

**Report to Clackmannanshire Council**

---

**Date of Meeting: 22 April 2021**

---

**Subject: Remote Council and Committee meetings**

---

**Report by: Lindsay Thomson, Monitoring Officer**

---

**1.0 Purpose**

- 1.1. This brief report updates Council about the impact of the recently published Scottish Government Timetable for Easing of Restrictions on Council and Committee meetings.

**2.0 Recommendations**

- 2.1. Council is asked to note that remote Council and Committee meetings will continue until at least August 2021 when a further update will be provided to Council at its meeting on 19 August 2021.

**3.0 Considerations**

- 3.1. The Council has changed and adapted its decision making structure in order to respond to the challenges of the pandemic. Initially the Council moved to a model of Emergency Decision Making through the EDMF. In June 2020 the first remote meeting of Council took place using video conference technology. At this meeting, various changes were agreed to standing orders in line with the Coronavirus (Scotland) Act 2020 and to reflect the changes in practice.
- 3.2. Committee meetings have also been held using video conference technology throughout the last year. This includes the Licensing Board, which dealt with a very high volume of applications as a result of the changes to the operation of on-sales premises during the pandemic. The Planning Committee has also been able to consider applications with large numbers of attendees.
- 3.3. It is recognised that there have been technical issues to overcome and that the use of technology can, in some cases, lengthen meetings. Work continues to try and address the challenges and to adapt our processes where possible.
- 3.4. The recently published Scottish Government Timetable for Easing of Restrictions provides an indication of the way forward in terms of reinstating face to face meetings. The timetable suggests that there should be a phased return of office based workers from the end of June 2021 and it will be this

indicator which will guide the re-introduction of physical meetings. The Council's Senior Management Team is already taking forward work on analysis of staff work styles to accommodate the phased return. The return of physical Council and Committee meetings, elected members return to the building and the approach taken to how those meetings will be held will be aligned with the work on staff work styles.

- 3.5. The timetable is indicative at present and could be subject to review and change as the numbers of cases and vaccinations determine the speed at which restrictions can be eased.
- 3.6. On this basis it is proposed that the first Council meeting of session 2021/22 on 19 August 2021 will be held virtually but there will be a further update provided to that meeting which covers reinstatement of physical meetings. It is likely that there will need to be detailed risk assessments prepared to allow physical meetings to take place and those can be planned during summer recess.

#### **4.0 Sustainability Implications**

- 4.1. None

#### **5.0 Resource Implications**

##### *5.1. Financial Details*

- 5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes x

- 5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes x

##### *5.4. Staffing*

#### **6.0 Exempt Reports**

- 6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) NOx

#### **7.0 Declarations**

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all   
Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

**8.0 Equalities Impact**

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No x

**9.0 Legality**

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes x

**10.0 Appendices**

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

**11.0 Background Papers**

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No x

**Author(s)**

NAME	DESIGNATION	TEL NO / EXTENSION
Lindsay Thomson	Monitoring Officer	

**Approved by**

NAME	DESIGNATION	SIGNATURE
Lindsay Thomson	Monitoring Officer	
Stuart Crickmar	Strategic Director Partnership & Performance	

