

Remote meetings in North London Waste Authority (NLWA)

What are remote Authority meetings?

Due to the Covid-19 pandemic, formal Authority meetings, including full Authority meetings and committee meetings, are being held remotely.

Remote Authority meetings are meetings that are held using audio and visual technology to allow councillors to meet formally while they are in different locations. In ordinary circumstances, councillors have to meet in person but the Government has passed [legislation](#) to temporarily allow remote meetings.

NLWA is supported by LB Camden in the running of its formal meetings, and is following the Camden processes for remote meetings. Camden is conducting remote meetings using Microsoft Teams ('Teams'), using both the audio and video functionality so that all participants in a remote meeting should be capable of being heard and seen.

Participants are defined as:

- members of the Authority or committee;
- councillors who seek to address a committee which they are not a member of;
- officers advising the Authority or committee, or presenting reports;
- any external partners/third-parties invited to address or advise the Authority or committee; and
- deputies (including any member of the public with speaking rights).

Addressing and watching remote meetings

Unless a meeting is dealing with confidential items, it will be streamed to the public so that they may listen and watch, should video be available. The link to watch the meeting remotely will be set out on the front of every agenda, which on our [Authority meetings page](#)

Meetings are held in public, but members of the public will not be able to participate unless they are registered in advance as a deputy. Deputies will be issued with details on how to join the remote meeting to address the meeting. More information on making a deputation is available in our [Standing Orders](#).

How do remote meetings work?

As far as possible, remote meetings will run according to the existing constitutional rules but with adjustments to allow the meetings to run as effectively as possible.

Agendas

Agendas will be published as normal but unfortunately, we cannot provide hard copies of agendas at the moment. Agendas will all be published online via the [page](#).

During the meeting

At the start of the meeting, the Chair will ask all councillors to confirm their attendance so you can hear, and usually see, at the start which councillors have joined the remote meeting.

During the rest of the meeting, when they are speaking, you will be able to see councillors and officers on screen, so long as the technology permits. At other times, you may not see them on screen because only a limited number of videos can be shown at once. Councillors will still be listening though.

Sometimes, a participant may not have a video feed due to technological issues. While it is preferable that councillors can see everyone else and be seen, it is more important that they can hear and be heard by everybody.

If there is a connection issue, such as a councillor losing their audio connection or the public video feed stopping, then the Chair will usually adjourn the meeting to try and get the connection fixed. The exact circumstances will dictate how exactly such issues are managed.

Voting

In terms of voting, where the Chair of the meeting believes there to be a consensus between members of the Authority or committee on a decision they will ask them to state their agreement to it.

At other times, there will be a roll-call of councillors present who will be asked to cast their votes one by one and also confirm they have been able to hear the meeting satisfactorily.

ENDS