

## Summary of Meeting Types and Issues to Consider

Theme	Meeting type		
	Face to Face (based on pre-covid arrangements)	Remote (based on experience during covid-19)	Hybrid
<b>Digital Strategy</b>	The production of hard copy agendas doesn't support Digital Strategy.	Paperless meetings support Digital Strategy.	Potential to support Digital Strategy through reduction in hard copy agendas and increased use of remote meeting technology. Extent of support will depend upon the number of Members attending meeting remotely.
<b>Climate Change Strategy</b>	Unlikely to make a positive contribution to Climate Change Strategy - no reduction in car use/ business travel and production of hard copy agendas.	<p>Supports following target within the Draft Climate Change Action Plan - <i>'Undertake an assessment of business mileage for all staff and develop a policy to support tele-conferencing and skype meetings to reduce business travel'</i></p> <p>Based upon a sample meeting of the Council's Area 2 Planning Committee in 2019 (at which 19 Councillors and 3 Members of staff were present, travelling a total of 202 miles to/ from the meeting), we estimate that, assuming average cars of unknown fuel type the emissions directly associated with the travel to the meeting would be 55.7 kg/CO<sub>2</sub>e. The WTT (Well To Tank) emissions (Scope 3 emissions associated with extraction, refining and transportation of the raw fuels) would be 14.4 kg/CO<sub>2</sub>e giving 70.1 kg/CO<sub>2</sub>e in total.</p> <p>Aside from vehicle emissions, there is currently no industry wide data available that would allow the Council to carry out an estimation of the climate change implications of attending a face to face meeting versus attending remotely. There are a number of variables and assumptions that we would need to take account of e.g. working spaces/ heating/ lighting etc.</p>	Potential to support following target within the Draft Climate Change Action Plan - <i>'Undertake an assessment of business mileage for all staff and develop a policy to support tele-conferencing and skype meetings to reduce business travel'</i> but the extent of support will depend upon the number of Members attending meeting remotely.

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<b>Accessibility</b>	<p>Members are able to meet each other, Officers and residents, in a face to face setting and discuss matters informally outside of formal meeting process.</p> <p>Public able to attend face to face meetings in person.</p>	<p>More accessible generally to Members and residents, with greater flexibility to attend meetings.</p> <p>Allowing local authorities the flexibility to meet remotely is more likely to benefit individuals with protected characteristics e.g. disabilities and those with young families or caring responsibilities. The LGA National Census of Local Authority Councillors Census 2018 found that 16% of Councillors had a long-term health problem or disability which limited their daily activities, and 36% had a responsibility as a carer, most commonly looking after a child</p> <p>Reduced travelling time.</p> <p>Less accessible for Members/ residents who live in an area with poor internet connection, or who are unfamiliar with using remote meeting technology.</p> <p>Public able to attend remote meetings via laptops/ pc/ tablet/ phone. Ability to join by telephone if area has poor internet connection.</p>	<p>Potential to offer the best elements of face to face and remote meetings, as participants will be able to choose option most suitable to their personal circumstances.</p>
<b>Meeting Management</b>	<p>Simple to host and participate in due to no requirement to use devices other than i-pads to read committee papers.</p> <p>Suitable meeting rooms available at the Council offices and the Angel Centre, Tonbridge.</p>	<p>Members and Officers now experienced in using MS Teams for remote meetings.</p> <p>No physical meeting room required.</p>	<p>Members and Officers now experienced in using MS Teams for remote meetings. Further training may be required for the purposes of managing hybrid meetings.</p> <p>Suitable meeting rooms available at the Council offices and the Angel Centre, Tonbridge.</p>

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<b>Financial Considerations</b>	<p>Financial implications arising from staff overtime keeping offices open out of hours; provision of hard copy agendas for Members and the public gallery (in financial year 2019/20 agenda print costs amounted to £2,623.30; 2020/21 agenda print costs amounted to £91.41).</p> <p>Financial investment required in solution to provide livestreaming. [<i>cost estimate awaited from supplier – Members will be updated at the meeting</i>]</p> <p>Costs related to room hire and audio-visual support for Tonbridge Forum and Area 1 Planning Committee (in financial year 2019/20 costs amounted to £4,284.75).</p> <p>Costs related to refreshments at the Angel Centre 2019/20 = £317.49, Costs related to Licensing and Appeals Panel = £36.00</p> <p>Travel and subsistence costs (in financial year 2019/20 claims amounted to £2,073.70; 2020/21 = £90).</p>	<p>Remuneration for Officer livestreaming proceedings. This might not be necessary if technological solution found to livestream automatically.</p> <p>Would allow for rationalisation of meeting room space and reduction of overheads.</p>	<p>Financial implications arising from staff overtime keeping offices open out of hours; provision of hard copy agendas for Members and the public gallery (in financial year 2019/20 agenda print costs amounted to £2,623.20).</p> <p>Financial investment required in solution to facilitate hybrid meetings and livestreaming [<i>cost estimate awaited from supplier – Members will be updated at the meeting</i>]</p> <p>Costs related to room hire and audio-visual support for Tonbridge Forum and Area 1 Planning Committee (in financial year 2019/20 costs amounted to £4,284.75).</p> <p>Costs related to refreshments at the Angel Centre 2019/20 = £317.49, Costs related to Licensing and Appeals Panel = £36.00</p> <p>Travel and subsistence costs (in financial year 2019/20 travel claims mounted to £2,073.20). The reduction in claims associated with hybrid meetings will depend upon the number of Members attending in person versus number attending remotely.</p>
<b>Webcasting</b>	<p>Would be required to support webcasting in Council Chamber, Committee Room and at the Angel Centre, plus smaller meeting rooms to support briefings.</p> <p>Borough Council does not currently have an audio-visual or webcasting system to provide automatic livestreaming of face to face meetings without financial investment.</p>	<p>No further technology required. Potential to remove staff costs of livestreaming if technological solution found to automate livestreaming.</p>	<p>Investment required to enable webcasting</p>