

AGM Guidance for Divisions, Regions and Centres

(all nations of the UK)

23 September 2020



The following guidance is to assist you during the current Covid-19 pandemic and how you can run a safe AGM event. Please note that the advice has been collated for all Divisions, Regions and Centres and some information may not be applicable to all.

The current situation is a constantly evolving one, so please be aware that this guidance is subject to changes and we will update you as soon as we can.

It is recommended that prior to the AGM being held, unless it is being run as a completely virtual event, that the Committee complete a **Covid Business Event Risk Assessment Form** for the venue and event. This will be a useful checklist for you to ensure the event is Covid secure. There is no requirement for this form to be sent to the Club as it is a tool to help you when arranging your event.

Business Events (England)

- 1 Meetings of **up to 30 people indoors are allowed in permitted venues** if social distancing can be maintained and the venue can demonstrate it has followed the COVID-19 guidance.
If permitted venues have multiple, separate meeting facilities, these can be hired out simultaneously for separate meetings/events if social distancing can be maintained, groups can be kept separate, and the venue can demonstrate it has followed the COVID-19 guidance.
- 2 **Business meetings and events of over 30 people should not currently take place in any venue.**
- 3 Banqueting and private dining events should not currently take place in any venue
- 4 Conference centres and exhibition halls remain closed. They will reopen when the balance of risk allows.

Where such venues have small, separate and directly accessible meeting facilities as part of the site, these may be used to host business meetings and events of up to 30 people if social distancing can be maintained, groups can be kept separate, and the venue can demonstrate it has followed the COVID-19 guidance.

- 5 Business meetings and events of over 30 people should not currently take place in conference centres and exhibition halls.

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Control measures

- 1 Preventing the attendance of anyone who is symptomatic; has recently been symptomatic;

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tested positive for COVID-19; or if they are a contact of someone symptomatic or has been identified by the NHS Test & Trace programme as someone who has been a close contact of a case.

See current guidance for people who have symptoms and those who live with others who have symptoms

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- 2 Avoiding the potential for transmission of COVID-19 during meetings, for example avoiding sharing pens and other objects.
- 3 Encouraging members to use handwashing facilities or hand sanitiser (where washing facilities are not available) as they enter the premises to reduce the risk of transmission by touching products or surfaces.
- 4 Ensuring that meeting rooms are cleaned thoroughly between users and the frequent touch points such as door handles and surfaces are continuously kept clean through an event.
- 5 Ensuring that social distancing applies to all parts of a premises where the meeting is being conducted, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.
- 6 Holding meetings outdoors or in well-ventilated rooms whenever possible. See below for more information on air ventilation¹
- 7 Having socially distanced seating and/or spacing out any tables to meet social distancing requirements.
- 8 When indoors avoid those speaking doing so directly face to face with other participants whenever possible.
- 9 Taking steps to avoid loud speaking or shouting, such as not using background music and the use of microphones.
- 10 For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- 11 The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your visitors/members for 21 days, in a way that is manageable for your business but effective for managing disease transmission risks, and assist NHS Test and Trace with requests for

¹ Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible.

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that data if needed. If you have Tellers present please ask them to complete a test and tract form when checking in members (requirements are name, postcode, telephone number and date)

- 12 People should wear a face covering in any enclosed public space where there are people they do not normally meet, unless they have an exemption for wearing one.

Holding a closed AGM²

- 1 If there is a situation where you are not able to host a virtual AGM, and wish to continue running a physical AGM, but you are not able to have other members present, you may consider holding a “closed” AGM.
Please notify the Governance office if you are going to do this.

Remember that this is only an option if local restrictions remain in place or new restrictions have been imposed on indoor gatherings at the time of your AGM.
- 2 A Centre AGM or SGM will require a quorum to be present at the venue. For Centres, this is five Centre members.
- 3 All information about the proceedings for a “closed” AGM must be communicated to the registered Centre membership before the event. This communication must cover how the voting will take place, and include a copy of the Centre’s Financial accounts and a copy of the Chairman’s message.
- 4 You should give the membership an opportunity to submit questions, and these could be submitted before the date of the AGM. All answers will be provided in the AGM minutes (which will not be signed off until the following AGM), and any amendments to the minutes can be added as a post-meeting note.
- 5 As no other members may be present at the venue we would advise you to try and run some of the procedures of the AGM prior to the meeting.
 - a If there is any voting required, this can be offered as a virtual option before the meeting. The Centre can explore ways of implementing this using modern technology, and there are many online voting tools available, and some may require a fee to utilise them.

Zoom offers a polling feature for meetings (this can be found in the Account Management then Account Settings menu), and maybe this is something you will consider offering. You can launch a poll during a Zoom meeting and gather responses from the attendees (who will only be registered Centre members from the AGM Nominal Roll). With a poll being conducted in this way, you can download a

² This is an **absolute last resort**, only to be used where restrictions are invoked and a virtual meeting is not an option.

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report after the meeting, to ensure accuracy.

- b Communicate all results with the membership and this can be communicated by the Centre website to view updates.

Guidance in Wales

Follow guidance as above.

Guidance in Scotland

Follow guidance as above.

Guidance in Northern Ireland

Follow guidance as above.

Guidance in Republic of Ireland

Follow guidance as above.

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DOCUMENT CONTROL

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Version	Author	Reason for Change	Date	Distributed to & Method
1.0	Head of Governance	New document to provide guidance on running a Covid secure AGM	2020	Email and Box
1.1	Governance Office RN	To include all UK Nations	11.8.20	Email and Box
1.2	Governance Office RN	Guidance included on running a “closed” AGM, if restrictions are not lifted and a full AGM is not permitted. Update to reflect guidance on events and face coverings.	23.9.20	Email and Box