

GUIDANCE ON HYBRID HOUSE AND HYBRID GRAND COMMITTEE FROM THE PROCEDURE AND PRIVILEGES COMMITTEE: 7TH EDITION, 11 DECEMBER 2020, TO TAKE EFFECT FROM 14 DECEMBER

Guidance on hybrid House

Introduction

1. On 22 May 2020, the House of Lords Commission agreed that “hybrid House” sittings, with members participating both remotely and from the Chamber, should operate with effect from 8 June. The Procedure and Privileges Committee has drawn up this guidance to inform the operation of the hybrid House. It supports the Orders of the House relating to hybrid sittings agreed on 4 June and 28 July.
2. The 4 June and 28 July Orders make provision for this Committee to support the hybrid House and the hybrid Grand Committee by issuing guidance to vary the provisions of the *Companion to the Standing Orders*. This guidance underpins the hybrid House and hybrid Grand Committee and has the same authority as the *Companion*.¹ This seventh edition, which allows balloted QSDs to take place in hybrid Grand Committee (see paragraphs 38–46), clarifies how members should give notice if they may wish to divide the House (see paragraphs 56 and 57) and makes minor amendments to the procedures for PNQs and topical oral questions (see paragraph 31), was agreed at a Procedure and Privileges Committee meeting on 1 December.

Status of the hybrid House

3. Sittings of the hybrid House have the same status as normal sittings of the House. The Mace is on the Woolsack and there must be a physical presence in the Chamber of at least three members, the quorum required in the physical House. This means that a hybrid House sitting can take all the decisions that the House as a whole normally takes. However, the quorum of 30 for divisions on bills and subordinate legislation under Standing Order 57 is made up of members participating physically or remotely.
4. Hybrid Grand Committees also require the physical presence of at least three members and can take the decisions that a Grand Committee can usually make.

Parity of treatment

5. Where practicable, there is parity of treatment between remote and physical participants in hybrid House and hybrid Grand Committee sittings. All members participating need to be included on the published Speakers’ List and members are not able to intervene spontaneously during business: the Chair calls each speaker by name.

¹ The first edition of this guidance was agreed at a Procedure and Privileges Committee meeting on 5 June; the second edition was agreed at a meeting on 21 July; the third edition at a meeting on 22 September; and the fourth edition by correspondence on 1 October. The fifth edition was agreed at a Procedure and Privileges Committee meeting on 6 October and provisions relating to Lords Consideration of Commons Amendments in the hybrid House were approved by the House on 12 October. The sixth edition was agreed by correspondence on 23 November.

Chairing of hybrid House sittings

6. Each sitting of the hybrid House is chaired from the Woolsack. The hybrid Grand Committee is chaired by a Deputy Speaker. The Chair may begin proceedings with a short statement setting out how they will work and any announcements, and as in the House the Chair may assist the House or Grand Committee by reminding it of applicable procedural rules. Similarly, the front benches, in particular the Government front bench, have a duty to advise the House or Grand Committee on procedure and to draw attention to any abuse. Where appropriate, a member of the Government front bench will advise at the start of proceedings what the backbench speaking time is for time-limited items of business.

Attendance at hybrid sittings

7. Members may participate in hybrid House and hybrid Grand Committee sittings remotely via video-conferencing technology (currently Zoom), or physically in the Chamber or Grand Committee room. Members continue to be encouraged to participate remotely and in deciding whether to participate physically or remotely, members should take into account (1) the Government's guidance relating to work and social distancing; (2) their own personal circumstances; and (3) the constraints on the Chamber and hybrid Grand Committee room outlined below.

Participation in the Chamber

8. In order to adhere to the advice from Public Health England, the capacity for members to participate in proceedings in the Chamber while maintaining social distancing in compliance with PHE advice is 30, plus the two seats on the Judges' Woolsack, and the Deputy Speaker. Capacity for wheelchair users seeking to speak is one. Members who wish to participate from the Chamber should indicate this when signing up to the Speakers' List and it will not be possible for members subsequently to change a preference given as to location of participation between physical and remote. The whips' offices will allocate places if more than 30 members are seeking to participate physically for any single item of business.
9. Admission to the floor of the Chamber will be prioritised for members who have been allocated a Chamber-speaking place on the relevant Speakers' List, the Chair or other Deputy Speakers, the Leaders and deputy Leaders of the three main parties, the Convenor and whips. Where there is capacity for other members to enter the Chamber and sit on their party/group benches at a seat with a tick that indicates appropriate social distancing, this will be possible. Such members may not speak, except on brief business after oral questions (see below). Doorkeepers will advise members trying to enter the Chamber when spaces on their benches are not available. The party whips will ensure this system operates smoothly. The Chair may adjourn the sitting if it appears that the capacity in the Chamber of 30 members is likely to be exceeded.
10. Members are no longer prohibited from speaking from the Bishops' benches, although priority for seating on those benches should be given to any bishops present in the Chamber.

Participation in the hybrid Grand Committee

11. In order to adhere to social distancing in compliance with PHE advice, the capacity for members to participate in proceedings in the Grand Committee room is around 28, plus the Deputy Speaker. Capacity for wheelchair users seeking to speak is one. Members who wish to participate physically from the Grand Committee room should indicate this when signing up to the Speakers' List and it will not be possible for members subsequently to change a preference given as to location of participation between physical and remote. The whips' offices will allocate places if more than 28 members are seeking to participate physically for any single item of business.
12. Admission to the Grand Committee room will be prioritised for members who have been allocated a physical speaking place on the relevant Speakers' List, the Chair or other Deputy Speakers, the Leaders and deputy Leaders of the three main parties, the Convenor and whips. Where there is capacity for other members to enter the Grand Committee room and sit at an empty desk, this will be possible. Such members may not speak. Doorkeepers will advise members trying to enter the Grand Committee room whether there are any available desks. The party whips will ensure this system operates smoothly. The Chair may adjourn the sitting if it appears that the capacity in the Grand Committee room is likely to be exceeded.
13. Members must wear face coverings when entering, leaving or moving around the hybrid Grand Committee room (these will be available outside the room or members may wear their own). These should be removed before speaking in a debate. Members must speak sitting down. The Deputy has the power to adjourn the sitting if it appears that these or other safety requirements are being compromised.

Remote participation

14. The number of members who can take part remotely in the hybrid House or hybrid Grand Committee is capped at 50, as in the previous Virtual Proceedings, for the reasons explained in our previous guidance.
15. Admission to members participating remotely in hybrid House or hybrid Grand Committee sittings is via a link to a meeting sent direct to those members who have signed up to speak via the Speakers' List for that proceeding. Once that List has been agreed a link to the proceeding is sent to each participant's parliamentary email account only. Members are not able to participate without a parliamentary account. Any members without access to their parliamentary email account are strongly encouraged to contact the Parliamentary Digital Service as soon as possible. Any member who requires training should speak to their whips' office or the Table Office.
16. Members participating remotely should join the video-conference call between 30 minutes and 60 minutes before the start of the broadcast. Members joining late may not be able to be admitted to the proceedings (see paragraph 25, 4th bullet).
17. Members should ideally take part in proceedings from a quiet room with no background noise and a reliable internet connection. Members will not be admitted into proceedings if they are in moving vehicles.

Adjournments between business

18. It may be necessary to have short adjournments between items of hybrid business to enable different groups of members to exit and enter the Chamber while observing social distancing, as well as to onboard members remotely for the next item of business.
19. Similar adjournments may be necessary in hybrid Grand Committee for the reasons outlined above and to enable sanitising requirements.

Speakers' Lists and deadlines

20. The Government Whips' Office organise Speakers' Lists and issue specific guidance about the deadlines for individual items of business. In general the following timings apply for both the hybrid House and (where applicable) hybrid Grand Committee:

Type of business	Deadline
Questions, debates, statutory instruments – deadline for signing up to speak	6pm two working days before (so Mon for Wed, Tues for Thurs, Thurs for Mon, Fri for Tues)
PNQS and statements – deadline for signing up	4pm the working day before (Friday for a Monday)
Submission of PNQs to the Lord Speaker	12 noon the working day before (Friday for a Monday)
Amending stages of bills	See paragraph 84 below

21. Members should not sign up to speak in concurrent items of business in the hybrid House and the hybrid Grand Committee. If members sign up to both then the Government Whips' Office will contact them and ask that they choose just one piece of business to sign up to. Where it only becomes apparent during a sitting that two pieces of business will be concurrent then the Usual Channels will speak to members affected and ask them to scratch from one list.
22. But, where the business in Grand Committee is the Committee stage of a bill, members will be enabled to join Zoom calls for business in the Chamber which overlaps with that business when the usual channels have indicated that there is a low risk of such disruption, for example that a group of amendments in which the member is anticipated to speak in Grand Committee is very unlikely to overlap with business in which the member is anticipated to speak in the Chamber. This closely replicates the reality of physical only proceedings where business in the Chamber and the Moses Room overlaps.

General rules of debate

23. Notwithstanding the usual rules of procedure, in hybrid House and hybrid Grand Committee sittings:
 - No members may intervene on other speakers (*Companion 4.29*).
 - No backbench members should seek to draw attention to breaches of order or customs (*Companion 4.01*).

- No members may speak in the gap (*Companion* 4.26).
24. For the sake of completeness it is also worth noting that:
- Members have the permission of the House to speak from a seated position when participating remotely (SO 26, *Companion* 4.14), and they must do so when participating physically in a hybrid Grand Committee.
 - Lords Spiritual may participate without wearing robes (*Companion* 4.15).
25. Speakers should still:
- Address the hybrid House or hybrid Grand Committee in general rather than a particular individual member, referring to others in the third person rather than as “you” (*Companion* 4.18).
 - Observe the customary courtesies, including using the normal appellations, avoiding taking up time by thanking other speakers for their contributions and not using props or exhibits.
 - Observe speaking times (*Companion* 4.36, 6.51 and 6.67).
 - Observe the rules on attendance at debate (*Companion* 4.32-4.34) and attend the start, end and greater part of the debate, including the opening speeches, the speeches before and after their own, and the winding up speeches. This applies equally to debate on a group of amendments. Members participating physically should be present in the Chamber, the public gallery of the House² or hybrid Grand Committee room for those speeches. Members participating remotely must join the call before the start of proceedings and remain connected to the call throughout the debate.
 - Declare their interests, recalling that declarations may be briefer when time is tight (*Guide to the Code of Conduct*, paragraph 98ff).

Oral questions

26. Oral questions take place after Prayers. The time for oral questions is 10 minutes for each question and supplementaries. Backbench or frontbench members who want to ask a supplementary question must sign up to do so in advance (via the Government Whips’ Office). The Procedure and Privileges Committee has agreed that all supplementary questions should be limited to no more than 30 seconds and ministerial replies should be succinct. Members may sign up for only one supplementary question each day to allow maximum participation.³ The final Speakers’ List issued by the Government Whips’ Office for each oral question is limited to a maximum of 10 members and is drawn up by the Usual Channels.

2 Members in the public gallery should alert the doorkeeper to their presence to ensure their presence is recorded.

3 If a member signs up to speak in more than one oral question on a day, the Government Whips’ Office will, in the first instance, email the member to ask them to remove their name from all but one list by the deadline. If they continue to ignore this advice, the GWO has the power on subsequent occasions to remove that member from all oral questions Speakers’ Lists on each day when they sign up to multiple lists.

27. Oral question slots are allocated by the Table Office by a ballot. Oral questions may only be changed up to 48 hours in advance of the question being asked; the 48 hours does not include weekends and bank holidays. Topical oral questions are allocated by ballot as usual.

Private notice questions

28. The time for private notice questions (PNQs) is 15 minutes for each question and supplementaries.
29. The final Speakers' List issued by the Government Whips' Office for each PNQ is limited to a maximum of 12 members and is drawn up by the Usual Channels.
30. The following timings apply:
- (a) The deadline for PNQ submissions is 12 noon the working day before a PNQ is taken;
 - (b) A decision on submissions is made by 2pm: all members will be emailed about the decision and any Speakers' List is opened;
 - (c) No PNQs can be submitted on Thursdays if the next sitting is not until Monday;
 - (d) The Speakers' List is closed at 4pm the day before the PNQ is taken.
31. Members may submit the same question to the Lord Speaker as a PNQ on a Monday, Tuesday or Friday as they have submitted to the topical oral question ballot. But, if they are successful in their request for a PNQ, their submission to the topical oral question ballot will be automatically withdrawn. This prevents members from asking the same question twice.

Oral statements

32. Repetition of oral statements is a matter for agreement on a case by case basis within the Usual Channels. The Usual Channels may decide that the oral statement itself does not need to be repeated by the Minister but instead can be taken as read, especially if the statement is being repeated some time after it was made in the House of Commons. As soon as a decision on a statement is made by the Usual Channels, all members receive an email with the timing of the statement and a deadline for signing up to ask a question on the statement. The deadline for signing up to speak is 4pm the day before the proceeding on the statement.
33. Once the deadline has passed each party/group orders their speakers following the normal pattern of rotating interventions. Non-affiliated peers and Bishops are allocated 1 question between them across each oral statement session. The Government Whips' Office publish as part of Today's List the order in which members will participate, subject to a maximum of 16 members for backbench questions limited to 20 minutes, and 24 members for backbench questions limited to 30 minutes.
34. Questions on Urgent Questions from the House of Commons may be asked on a subsequent day. The process for signing up to ask a supplementary question is as above. The final Speakers' List issued by the Government

Whips' Office for each Urgent Question is limited to a maximum of 10 members and is drawn up by the Usual Channels.

Statutory instruments

35. Debates on statutory instruments in both the hybrid House and the hybrid Grand Committee are time limited to either 60 minutes or 90 minutes depending on how many members sign up to speak. Ministers have 8 minutes to open a debate and 10 minutes to wind-up. Opposition Frontbenchers have 6 minutes to wind-up.
36. Short questions for elucidation after the Minister's response are allowed but discouraged. Members wishing to do this, wherever they are, must e-mail the Clerk. As for the participants' lists on bill stages, the right to request to speak after the Minister will be restricted to those signed up to speak on the instrument.
37. Members will only be permitted to come in after the Minister when there is at least 2 minutes spare time after the Minister has spoken and before the end of the time limit for the debate on the instrument.

Balloted Questions for Short Debate

38. From January 2021, while the hybrid House is in operation, one Thursday every five sitting weeks in Grand Committee will be set aside for four balloted questions for short debate (QSD).
39. These balloted QSDs are time limited to one hour each, and their subjects should be narrow.
40. Only backbench and Crossbench members may initiate a balloted QSD per session subject to a limit of one per session.
41. The ballot is carried out by the Table Office on a Wednesday for the debates on the Thursday of the following week. A member wishing to initiate a balloted QSD must give notice by tabling the question with the Table Office by 5.00pm on the Tuesday preceding the ballot. A question which is the same, or substantially the same, as a question that is already entered for the ballot will not be accepted.
42. Members should table questions anew for each ballot; undrawn questions will not be entered into the next ballot automatically.
43. It is assumed, unless notice to the contrary is given to the Table Office, that any member who has a QSD down for the ballot is willing and able to ask their question on the day appointed.
44. When a QSD has been set down for a particular day, it may be amended in form but not in substance: that is to say, a member who has been successful in the ballot may not substitute another subject for that originally proposed.
45. No QSD may be entered into a ballot for a day on which the Department responsible also has business tabled in the Chamber (except for oral questions, statements or Private Notice Questions) at the time the ballot is drawn. QSDs to the Senior Deputy Speaker and the Parliamentary Works Sponsor Body are inadmissible. No more than two questions which may be answered by the same department would be drawn. The Government Whips'

Office will advise the Table Office in advance of the ballot being drawn of any potential conflicts. The department determined to be responsible for answering will be listed alongside the entry to the ballot.

46. The system of balloted QSDs will replace the current arrangements for normal questions for short debate for the duration of hybrid proceedings. Any such QSDs tabled will be withdrawn.

Brief business after oral questions

47. The House often considers a series of brief motions after oral questions. These include Business of the House motions, business of the Senior Deputy Speaker and Conduct Committee motions, and amending stages with no amendments (though see below on third reading). These motions are treated as physical business only. There are no Speakers' Lists but interventions from members attending physically are possible. Members intending to should give notice to the Clerk and the Chair. No remote participation is possible except by the mover of the motion.

Business on Thursdays and Fridays

48. Until further notice, Thursday and Friday sittings of a hybrid House may be used for legislation which shall have precedence over other business.

Privilege

49. Hybrid House and hybrid Grand Committee proceedings attract all the usual protections of parliamentary privilege.
50. Members should be aware that if they participate in the hybrid House or hybrid Grand Committee sitting remotely from outside the United Kingdom, while their contributions will still be covered by the protections of parliamentary privilege in the UK, there is no guarantee that the legal system of the country from which they are speaking would take this view.

Broadcasting

51. Hybrid House sittings are broadcast. Members participating remotely may be visible to participants in the Chamber (but not shown on the broadcast) when the Minister is responding to their question at question time, or during statements and PNQs. Occasional wide-angle views of the Chamber participants will be broadcast.
52. Hybrid Grand Committee sittings are also broadcast.

Remote voting: introduction

53. The Business of the House motion agreed by the House on 4 June made provision for the hybrid House to vote using a remote voting system.
54. The Chair will put the Question in the usual way and collect the voices as described in the following paragraphs.
55. When putting the Question in the hybrid House, the Chair will collect voices in the Chamber only.

Pressing a motion or amendment remotely

56. A member participating remotely who might wish to press a motion or amendment to a vote must make this clear in order for the Chair to call them to do so:
- by indicating when speaking in the debate; or
 - by giving notice to the Clerk and the Chair.

Contributing to collection of the voices remotely

57. If a member taking part remotely wants their voice accounted for if the Question is put, they must make this clear when speaking in the debate. The Chair will acknowledge any such statements before collecting the voices and factor them into the outcome as if the members were in the Chamber.

The remote voting system

58. If a decision is not reached by collecting the voices, the Chair will say “The Question will be decided by a remote division. I instruct the Clerk to start a remote division.” The Clerk will then start the division on the remote voting system. The Chair will inform members that they have 10 minutes to record their votes electronically and end by saying “Clear the Bar.” The division bells will be sounded on the Estate and on the remote voting site.
59. When members vote using the remote voting system they will be able to see which item of business they are voting on (for example the bill title, the bill stage and the amendment number or the motion).
60. No tellers are appointed for a remote division.
61. As in physical proceedings, a member may vote in a division although they did not hear the Question put.
62. The Clerk at the Table will be able to record the vote of any member in the Chamber who is temporarily unable to vote through their electronic device and cannot leave the Chamber to rectify the problem in the time available.
63. Members who have accessibility needs which mean they cannot use the remote voting system, and who intend to participate remotely, should make arrangements at least 24 hours in advance with the Clerk of the Table Office (LordsVotes@parliament.uk) for their vote to be recorded.
64. With the exception of the members mentioned in paragraphs 62 and 63, all members must vote using the remote voting system.
65. Members may record their vote in a remote division for a period of 10 minutes from its initiation.
66. The Chair may extend, interrupt or suspend a remote division if notified of a technical problem. They will notify the House of this by making an announcement from the Woolsack.
67. When the time allowed for remote voting (usually 10 minutes) has elapsed, the Clerk will rise and bow to the Chair who will inform the hybrid House that the remote voting period has ended. No further members may vote after this point.

68. The result of a remote division will be announced from the Woolsack as soon as it is available.
69. If, after the result of a remote division has been announced, it is reported to the Chair that problems in the conduct of the division occurred which might have affected the result, the Chair may declare the division to be void and may make arrangements for the division to be re-run. If the correction involves the reversal of a decision of the House and the House has taken further action on the basis of the mistaken announcement, any proceedings taken on the basis of that announcement should be voided unless irreversible.

Deferred or contingency voting

70. In the event that the remote voting system fails, this will be announced following discussion with the Usual Channels. If an issue can be resolved quickly the House could, as now, adjourn and return to the item of business later the same day. If that is not possible, the announcement will indicate whether the division and any further votes that day will be deferred or whether the contingency email voting process will be used. Where possible, an email will be sent to all members to inform them of this decision.
71. Divisions can be deferred to a later day where the result of a division does not affect continuing the business of the day. Such deferred divisions should take place at the earliest convenience once the system has been repaired and tested. Such divisions can only take place during a sitting of the House. The timing of such divisions will be indicated on the Order Paper.
72. At the agreed time for a deferred division, the Chair will announce the division from the Woolsack and the procedure will be exactly the same as that for a standard remote division.
73. If however the deferral of a division is not appropriate (for example where there are consequential amendments or when it is desired to conclude the business on that day), the contingency email voting process will be used. An email from the Lords Votes team will be sent to the parliamentary address of each member inviting members to cast their vote by email. The time allowed will be agreed by the Usual Channels. The first vote received from each member will be counted. The result of a division conducted using the contingency process will be announced in the Chamber in the usual way.
74. Members may not misuse the remote voting system or the contingency email voting process by having any other person vote on their behalf. The House has agreed the following provision in the Code of Conduct:
- “Members may not allow another member or other person to cast a vote on their behalf during any electronic division in proceedings. Any member who does so commits a breach of this Code which the House would view with the utmost seriousness.”⁴
75. Guidance on how to use the remote voting system is available at <https://intranet.parliament.uk/Documents/Guide-to-Remote-Divisions.pdf>.
76. Divisions are not possible in the hybrid Grand Committee. When putting the Question, the Chair will collect the voices in the committee room only.

4 Conduct Committee 2nd Report 2019-21 (HL Paper 67); agreed by the House on 9 June 2020.

Amending stages of bills in hybrid House and hybrid Grand Committee sittings

77. Amending stages of bills in hybrid House, hybrid Committee of the Whole House and hybrid Grand Committee are conducted as normal, with the following exceptions.

Speaking

78. Any member of the House may take part in an amending stage of a bill, providing they have signed up to the Participants List by 6pm two working days in advance, and subject to the capacity constraints set out above. Once the Participants List has been published, it will not be possible for further members to add their names, and thus to seek to take part in that day's debate on the bill.
79. Participants may sign up to speak on a particular group either by tabling or adding their name to an amendment or by making an expression of interest to the Government Whips' Office by 2pm on the working day before the stage. The same applies to speaking to the motions associated with amending stages. A member wishing to speak about the commitment of a bill should do so at second reading; the motion for third reading is not debated unless an amendment to it has been tabled. If no amendments are tabled for third reading (other than a Privilege Amendment), speeches on Bill Do Now Pass may be made only by the Minister, the other two front benchers and a representative of the crossbench peers, who may be present or remote.
80. The Chair is empowered to call speakers and determine the order in which they are to be called in accordance with the usual sequence of speeches.
81. Participants wishing to speak after the Minister's initial response, wherever they are, must indicate a desire to speak to the Chair and Clerk by e-mail.
82. The following further constraints apply after Committee stage:
- (a) No member may speak more than once to an amendment, except the Minister and the mover of the amendment in reply. A member may not speak again "to explain himself in some material point of their speech". (See *Companion* 8.136)
 - (b) Only the mover of an amendment speaks after the Minister except where the Minister speaks early to assist the House. "Short questions of elucidation" are discouraged. (See *Companion* 8.137)
83. The Chair will have regard to these constraints when calling members to speak.

Amendments

84. Amendments may be tabled with the Public Bill Office in the normal way (but note that (i) the deadline for tabling amendments for publication the next working day is advanced from 5pm to 4pm, and (ii) the PBO is operating remotely and members should contact it only by telephone 020 7219 3153 or email hpublicbills@parliament.uk).
85. Members who add their name to an amendment will be assumed to want to speak in support of the amendment and will be added to the Participants List automatically unless it has closed.

86. Members are encouraged to add Explanatory Statements to their amendments, to reduce the need for explanation in debate.
87. In order to allow time for preparation and to ensure the orderly conduct of proceedings, the deadline for tabling amendments for inclusion in the Marshalled List is earlier than normal: 4pm on the day three working days before consideration. No amendments, including manuscript amendments, will be accepted once this deadline has passed, nor may names be added to amendments. For multi-day stages see below.
88. The requirement to marshal amendments three working days in advance means that in practice the minimum interval for third reading will need to be exceeded. This is a matter for the usual channels.
89. Each day's groupings are binding. It is not possible to de-group an amendment for separate debate on the same day once the groupings have been published. A participant who might wish to press an amendment other than the lead amendment in a group to a division must give notice to the Chair, either in the debate or by emailing the Clerk at the Table. If the lead amendment is not moved, the list of speakers may be transferred to another amendment in the group.
90. Leave should not be withheld to move formally en bloc amendments already debated, unless a member has signalled in advance their wish to oppose an amendment.
91. For multi-day stages, each planned day (D1, D2 etc.) has its own participants' list and lists of speakers on each group. If a target is not reached, expressions of interest in groups deferred are carried forward to the next day on the bill. Amendments tabled and names added after the deadline for D1, and not overtaken by proceedings on D1, appear in the marshalled list for D2. Where D2 comes less than 3 days after D1, a provisional marshalled list for D2 is produced in advance of D1, followed by a revised marshalled list with amendments disposed of or overtaken on D1 removed. Neither amendments nor members' names may be added between the two.

Sequence of events

92. The following table sets out the sequence of events.

3 working days before stage	Deadline for tabling amendments, 4pm. Marshalled List produced.
2 working days before stage	Government Whips' Office (GWO) opens Participants List at 10am and agrees groupings. List closes at 6pm.
1 working day before stage	GWO contacts participants for expressions of interest (EoIs) in specific groups – deadline 2pm.
<i>Day of stage</i>	
Morning	GWO issues lists of participants for day and speakers per group. Clerks produce briefs and brief Chair.
Afternoon, not before 12.30pm	Stage takes place.

Decisions

93. The guidance at paragraphs 56 and 57 above about pressing a motion or amendment and contributing to the collection of the voices applies. Members are encouraged to assist the Chair by discussing possible outcomes with staff in advance. Leave to withdraw an amendment should not be withheld.⁵ The standard rule against repeat amendments at Report stage (*Companion*, para 8.131) will not apply to addressing an error in a hybrid sitting, i.e. where the Chair may have mistaken the degree of unanimity among participants.
94. The usual guidance about third reading amendments is maintained but it will be applied flexibly if necessary to address a possible mistake at Report stage due to the nature of the proceedings.

Sitting time and adjournment

95. Hybrid sittings for amending stages of bills start no earlier than 12.30pm. The Chair may adjourn such a sitting at any point, either temporarily or for the day, and if necessary resume the House.

Messages and first readings

96. Messages may be sent and received when the House is not sitting. Messages are conveyed electronically and recorded by minute entry.
97. If a message includes a bill sent from the Commons, the bill may be read a first time on receipt, without any proceeding in the House even if sitting. First Reading will be recorded by minute entry.

Consideration of Commons Amendments

98. The third report of the Procedure and Privileges Committee, published on 8 October and agreed to by the House on 12 October, outlines the process for Consideration of Commons Amendments in the hybrid House.
99. When there are no counter propositions to the Minister's motion or to the Commons message, the only speakers will be the mover of the original Lords amendment, or another sponsor of that amendment with the mover's agreement, followed by frontbenchers and a Crossbencher nominated by the Convenor. They can participate physically or remotely.
100. When there are counter propositions to the Minister's motion or to the Commons message, in addition to the members above, the movers of counter propositions may participate either physically or remotely. Any other member may participate physically, subject to usual seating arrangements and the capacity of the Chamber. Members not intending to speak on the group under discussion should give priority to members who do.
101. There may be different frontbench and backbench speakers for each group. Being listed to speak on one group does not entitle a member to speak on others.
102. The Government Whips' Office will produce a speakers' list for openers and winders based on the information provided by the whips' offices and the Convenor's office. Speakers will be called by the Chair. Members who are in

⁵ This principle also applies to withdrawal of motions and amendments to motions.

the Chamber and intend to speak between the openers and winders should give notice to the Chair and the Clerk at the Table.

103. Short questions for elucidation after the Minister's initial response are allowed but discouraged, as at Report stage and third reading. Members wishing to do this, wherever they are, must e-mail the Clerk.
104. Members may speak on the motion that the Commons Amendments be now considered on the same basis as above, i.e. frontbenchers and a nominated crossbencher only unless an amendment to that motion has been tabled.
105. No motions or amendments, including manuscript motions or amendments, are accepted after the tabling deadline agreed between the Legislation Office and the usual channels, nor may names be added to amendments.
106. A member intending to oppose the Minister's motion must give notice by tabling an amendment.
107. Remote voting applies. Lords not speaking may follow proceedings on parliamentlive.tv and vote. They may submit a "voice" (Content or Not Content) by emailing the Clerk from a parliamentary address during the debate; the Chair will acknowledge any such statements before collecting the voices and factor them into the outcome. Members cannot vote by email; the way to vote will be via the remote voting system.
108. For the first round of Consideration of Commons Amendments there will be at least a clear working day between the Commons debate and the Lords proceedings. However further rounds on the same bill may take place on the same day or the next day. The same lists of openers and winders will be used as far as possible.
109. Meetings of Reasons Committees are dispensed with. Any Commons Amendment rejected without an alternative will be returned with a standard Reason: "because the Lords wish the Commons to consider the matter again." The Committee's meeting will be recorded by silent minute entry.

Hybrid Grand Committees

110. Members may wish to note the following general points in relation to hybrid Grand Committees:
 - They will sit for a maximum of five hours inclusive of any adjournments between items of business and will consider no more than one bill per day;
 - Sitting times will be agreed through the Usual Channels. Initially they will sit from 2.30pm Monday-Thursday and from 11am on Fridays;
 - The committee may adjourn for a remote division as required.

Review of the Guidance

111. We will keep this Guidance under review in the light of hybrid House and Grand Committee sittings and wider developments, and will publish further Guidance when necessary.

APPENDIX 1: BUSINESS OF THE HOUSE MOTION AGREED ON 4 JUNE

Business of the House The Lord Privy Seal (Baroness Evans of Bowes Park) to move that with effect from 8 June all previous motions relating to Virtual Proceedings shall cease to have effect, that until further Order members may participate remotely as well as physically in sittings of the House (“hybrid House”), and that for the purposes of sittings of the hybrid House:

1. The procedure shall follow, so far as practical, procedure in the House save that—
 - (a) no member may participate unless they have signed up to the Speakers’ List,
 - (b) speakers shall be called by the Chair, and
 - (c) sittings may be adjourned between items or classes of business at the discretion of the Chair.
2. The time allotted for each Oral Question shall be 10 minutes.
3. The time allotted for each Private Notice Question shall be 15 minutes.
4. Debates on motions relating to statutory instruments (including related instruments debated together) shall be time-limited to 1 or 1½ hours, and may be varied in accordance with this paragraph with the unanimous agreement of members taking part in the hybrid sitting at the commencement of that sitting.
5. Motions for general debate shall be time limited to 3 hours and this time limit may be varied by the unanimous agreement of the members taking part at the commencement of proceedings.
6. Notwithstanding Standing Order 40(5) legislation shall have precedence over other business on Thursdays.
7. No amendments to bills may be tabled after the deadline prescribed by the Procedure and Privileges Committee.
8. Notwithstanding Standing Order 30(1)(c), leave may not be granted to a member to speak more than once to an amendment (other than in Committee) to explain themselves in some material point of their speech.
9. Notwithstanding Standing Order 41(2) and (3), messages between the Houses may be sent and received, and a bill sent from the Commons may be read a first time, irrespective of the sitting of the House.
10. A member may table one Topical Question for Written Answer on a sitting day in each week during which the House sits, and it is expected that it will be answered within five working days.
11. With effect from 15 June:
 - (a) the provisions of Standing Orders 53 (Divisions), 54 (Votes counted in the House) and 55 (Voting in wrong lobby) shall not apply; and

- (b) members may only cast their votes through the House of Lords remote voting system, in accordance with guidance to be issued from time to time by the Procedure and Privileges Committee.
- 12. Notwithstanding Standing Order 62, the Chair may preside over a Committee of the whole House from the Woolsack.
- 13. The provisions of this Order shall be applied in accordance with guidance issued under the authority of the Procedure and Privileges Committee from time to time, which may vary the provisions of the Companion to the Standing Orders insofar as they apply to sittings of the hybrid House.

APPENDIX 2: BUSINESS OF THE HOUSE MOTION ON HYBRID GRAND COMMITTEE AGREED ON TUESDAY 28 JULY

Business of the House The Lord Privy Seal (Baroness Evans of Bowes Park) to move that with effect from 2 September until further Order members may participate remotely as well as physically in sittings of the Grand Committee (“hybrid Grand Committee”), and that for the purposes of sittings of the hybrid Grand Committee:

1. The procedure shall follow, so far as practical, procedure in Grand Committee save that—
 - (a) no member may participate unless they have signed up to the Speakers’ List,
 - (b) speakers shall be called by the Chair, and
 - (c) sittings may be adjourned between items or classes of business at the discretion of the Chair.
2. Debates on motions relating to statutory instruments and measures in the hybrid Grand Committee (including related instruments debated together) shall be time-limited to 1 or 1½ hours, and may be varied in accordance with this paragraph with the unanimous agreement of members taking part in the hybrid Grand Committee at the commencement of that sitting.

Motions for general debate shall be time limited to 3 hours and this time limit may be varied by the unanimous agreement of the members taking part at the commencement of proceedings;

3. No amendments to bills may be tabled after the deadline prescribed by the Procedure and Privileges Committee.
4. The provisions of this Order shall be applied in accordance with guidance issued under the authority of the Procedure and Privileges Committee from time to time, which may vary the provisions of the *Companion to the Standing Orders* insofar as they apply to sittings of the hybrid Grand Committee.