

GUIDANCE ON HYBRID HOUSE AND HYBRID GRAND COMMITTEE FROM THE PROCEDURE AND PRIVILEGES COMMITTEE: 12TH EDITION, 15 JULY 2021, TO TAKE EFFECT FROM 19 JULY

Introduction

1. This guidance sets out the procedures for hybrid House sittings and hybrid Grand Committee sittings. It supports the Orders of the House relating to hybrid sittings.¹ This guidance has the same authority as the Companion to the Standing Orders, and is reviewed and updated regularly by the Procedure and Privileges Committee.²

Principles underpinning hybrid sittings

Status and quorum of the hybrid House and Grand Committee

2. Sittings of the hybrid House have the same status and authority as normal sittings of the House. There must be a physical quorum in the Chamber of at least three members. The quorum of 30 for divisions on bills and subordinate legislation under Standing Order 57 is made up of members participating physically or remotely.
3. Hybrid Grand Committees also require a physical quorum of at least three members and can take the decisions that a Grand Committee can usually make.

Parity of treatment

4. Where practicable, there is parity of treatment between remote and physical participants in hybrid sittings. With the exception of proceedings specified at paragraph 68, all members participating need to be included on the published speakers' list. The Chair calls each speaker and members are not able to intervene spontaneously, save when the Government Whip does so physically in the Chamber or Grand Committee in order to assist management of proceedings.

Chairing and advising hybrid sittings

5. The hybrid House is chaired from the Woolsack. The hybrid Grand Committee is chaired by a Deputy Speaker.
6. 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

1 <https://lordsbusiness.parliament.uk/ItemOfBusiness?itemOfBusinessId=77729§ionId=40&businessPaperDate=2020-06-04>

2 <https://lordsbusiness.parliament.uk/ItemOfBusiness?itemOfBusinessId=81375§ionId=40&businessPaperDate=2020-07-28>

2 The first edition of this guidance was agreed at a Procedure and Privileges Committee meeting on 5 June 2020; 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. The seventh edition was agreed at a meeting on 11 December. <https://committees.parliament.uk/committee/191/procedure-and-privileges-committee/publications/5/agendas-and-papers/>

particular the Government front bench, have a duty to advise the House or Grand Committee on procedure and to draw attention to any abuse.

Privilege

7. Hybrid House and hybrid Grand Committee proceedings attract all the usual protections of parliamentary privilege.
8. Members should be aware that if they participate remotely from outside the United Kingdom in the hybrid House or hybrid Grand Committee sitting, 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.

Practical arrangements for attending and speaking

Sitting times and duration

9. The hybrid House sits on Monday at 1pm, and on Tuesday, Wednesday and Thursday at 12noon. The House may also sit on some Fridays at 11am. The expectation is that the House normally rises by 8.30pm on Monday, 8pm on Tuesday, Wednesday and Thursday, and 4pm on Friday.
10. Hybrid sittings for amending stages of bills start no earlier than 12.30pm.
11. Hybrid Grand Committee sitting times are agreed through the Usual Channels. Usually they will sit from 2.30pm Monday-Thursday and from 11am on Fridays for a maximum of five hours inclusive of any adjournments between items of business and will consider no more than one bill per day. The Grand Committee may adjourn for a remote division as required.

Attendance at hybrid sittings

12. Members may participate in hybrid business remotely via video-conferencing technology, or physically in the Chamber or Grand Committee room. Members should follow national and House guidance in deciding how to participate.

Speakers' lists

13. In order to facilitate remote participation most hybrid business is run with a speakers' list. Members should indicate whether they wish to participate physically or remotely when signing up to the speakers' list and it will not be possible for members subsequently to change their preference between physical and remote once the list has closed.
14. 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)

Type of business	Deadline
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 78 below

Concurrent items of business

15. Members should not seek to participate 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 in which business to participate. Where it only becomes apparent during a sitting that two items of business will be concurrent then the Usual Channels will speak to members affected and ask them to scratch from one list. However, where the business in Grand Committee is the Committee stage of a bill, members will be enabled to participate in business in the Chamber which overlaps with that business when the Usual Channels have indicated that there is a low risk of 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.

Physical participation

(i) Chamber

16. There is no longer a fixed limit on the capacity for members to participate in proceedings in the Chamber.
17. Admission to the floor of the Chamber will be prioritised for members 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. Other members present in the Chamber may not speak, except on brief business after oral questions and consideration of Commons amendments (see below).
18. Members are no longer prohibited from speaking from the Bishops' benches, although priority for seating on those benches should be given to bishops.

(ii) Grand Committee

19. The capacity for members to participate in proceedings in the Grand Committee room is 28, plus the Deputy Speaker. Capacity for wheelchair users seeking to speak is one. When constructing speakers' lists the whips' offices will allocate places if more than 28 members are seeking to participate physically for any single item of business.
20. Admission to the Grand Committee room will be prioritised for members 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. Other members present may not speak. Doorkeepers will advise members on capacity. The party whips will ensure this system operates smoothly.

21. 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

22. The number of members who can take part remotely in the hybrid House is capped at 75 for the House and 50 for Grand Committee.
23. Admission to members participating remotely in hybrid House or hybrid Grand Committee sittings is via a link to a meeting sent direct to the parliamentary email account of members who have signed up to speak. Members are not able to participate without a parliamentary account.
24. Members participating remotely should join the video-conference call between 30 minutes and 60 minutes before the start of the proceedings. Members joining late may not be able to be admitted to the proceedings (see paragraph 29, 3rd bullet).
25. 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

26. 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 or Grand Committee while observing social distancing, and to observe sanitising requirements.

Broadcasting

27. Hybrid House and Grand Committee 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.

General rules of debate

28. 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).
29. 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 (4.15).
- Speakers should still observe the general rules of debate, including as to attendance, 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 House³ 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.
- Members should declare their interests, recalling that declarations may be briefer when time is tight (Guide to the Code of Conduct, paragraph 98ff).

Remote voting

30. All divisions in the hybrid House are conducted using a remote voting system. The Chair will put the Question in the usual way and collect the voices as described in the following paragraphs. When putting the Question in the hybrid House, the Chair will collect voices in the Chamber only.

Pressing a motion or amendment remotely

31. 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

32. 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

33. If a decision is not reached by collecting the voices, the Chair will instruct the Clerk to start a remote division. Members have 10 minutes to record their votes electronically. The division bells will be sounded on the Estate and on the remote voting site.
34. No tellers are appointed for a remote division.
35. A member may vote in a division although they did not hear the Question put.

³ Members in the public gallery should alert the doorkeeper to their presence to ensure their presence is recorded.

36. The Clerk at the Table will be able to record the vote of any member in the Chamber who is temporarily unable to vote because of technical issues with their electronic device and cannot leave the Chamber to rectify the problem in the time available.
37. 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.
38. With the exception of the members mentioned in paragraphs 36 and 37, all members must vote using the remote voting system. A vote, once submitted, may not be rescinded or altered.
39. 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.
40. When the time allowed for remote voting has elapsed, no further members may vote.
41. The result of a remote division will be announced from the Woolsack as soon as it is available.
42. 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

43. In the event that the remote voting system fails, the House will usually adjourn and return to the item of business later the same day. If that is not possible, either the division and any further votes that day will be deferred or the contingency email voting process will be used. Where possible, an email will be sent to all members to inform them of this decision.
44. 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.
45. 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.
46. 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 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. Once submitted, a vote may not be rescinded or altered.

The result of a division conducted using the contingency process will be announced in the Chamber in the usual way.

Remote voting: general

47. 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

48. Guidance on how to use the remote voting system is available at <https://intranet.parliament.uk/Documents/Guide-to-Remote-Divisions.pdf>.
49. Divisions are not possible in the hybrid Grand Committee. When putting the Question, the Chair will collect the voices in the committee room only.

Questions, statements and debates

Oral questions

50. The time for oral questions is 10 minutes for each question and supplementaries.⁵ All supplementary questions should be limited to no more than 30 seconds and ministerial replies should be succinct. No member can participate unless their name is on the speakers’ list. The final speakers’ list for each oral question is limited to a maximum of 10 members. Other than frontbench spokespersons, members may sign up for only one supplementary question each day to allow maximum participation. If a member signs up to speak in more than one oral question on a day, the Government Whips’ Office (GWO) will, in the first instance, email the member to ask them to remove their name from all but one list by the deadline. The GWO has the power on subsequent occasions to remove that member from all oral question speakers’ lists on each day when they sign up to multiple lists.
51. Oral question slots are allocated by 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

52. The time for private notice questions (PNQs) is 15 minutes for each question and supplementaries.
53. No member can participate unless their name is on the speakers’ list. The final speakers’ list for each PNQ is limited to a maximum of 12 members.
54. 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

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

⁵ This includes questions to Departmental Ministers sitting in the House who are full members of the Cabinet, subject to the House’s agreement of the Procedure and Privileges Committee’s 7th Report 2019-21 (HL Paper 237).

submission to the topical oral question ballot will be automatically withdrawn. This prevents members from asking the same question twice.

Oral statements

55. Repetition of oral statements is a matter for agreement on a case by case basis within the Usual Channels. The statement is not repeated but instead taken as read.
56. No member can participate unless their name is on the speakers' list. Non-affiliated peers, peers in smaller groups, and Bishops are allocated 1 question between them across each oral statement session. The Government Whips' Office publish the speakers' list, subject to a maximum of 16 members for backbench questions limited to 20 minutes, and 24 members for backbench questions limited to 30 minutes.

Urgent Questions from the Commons

57. Questions on the answers to Urgent Questions asked in the House of Commons may be asked on a subsequent day. The original answer is not repeated. No member can participate unless their name is on the speakers' list. The published speakers' list is limited to a maximum of 10 members.

Balloted questions for short debate

58. One Thursday every five sitting weeks is set aside for four balloted questions for short debate (QSD) to be asked in Grand Committee.
59. Balloted QSDs are time limited to one hour each, and their subjects should be narrow.
60. Only backbench and Crossbench members may initiate a balloted QSD, subject to a limit of one per session.
61. The ballot is carried out by the Table Office on a Wednesday for debate on the Thursday of the following week. The deadline for tabling is 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.
62. Members should table questions anew for each ballot; undrawn questions will not be entered into the next ballot automatically.
63. 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.
64. When a QSD has been set down for a particular day, it may be amended in form but not in substance.
65. 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) 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 department responsible for answering is listed alongside the entry to the ballot.

66. Balloted QSDs replace the normal arrangements for QSDs for the duration of hybrid proceedings. No member can participate unless their name is on the speakers' list.

Debates

67. Debates in both the hybrid House and the hybrid Grand Committee are time limited to either 90 minutes, 3 hours or 5 hours depending on how many members sign up to speak. No member can participate unless their name is on the speakers' list.

Brief business after oral questions

68. 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 speak should give notice to the Clerk and the Chair. No remote participation is possible except by the mover of the motion.

Legislative business

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

Statutory instruments

70. 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. No member can participate unless their name is on the speakers' list. Ministers have 8 minutes to open a debate and 10 minutes to wind-up. Opposition Frontbenchers have 6 minutes to wind-up.
71. Short questions for elucidation after the Minister's response are allowed, if there is at least 2 minutes spare time before the end of the debate, but discouraged. Members wishing to do this 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.

Primary legislation

Introduction of bills

72. A bill may be introduced by a member participating virtually or physically. Where a member is seeking to introduce a bill virtually prior notice must be given with the timing of the introduction agreed in advance with the Legislation Office.

Amending stages of bills

73. 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. "Minister" below includes the member in charge of a Private Member's Bill.

Speaking

74. 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.
75. The Government Whips Office will contact those on the participants list and those that have tabled an amendment, seeking expressions of interest in speaking on particular groups, for response 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.
76. The following 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)
77. The Chair is empowered to call speakers from the speakers' list or otherwise determine the order in which they are to be called in accordance with the usual sequence of speeches. The Chair will have regard to the constraints in the previous paragraph when calling members to speak.
78. 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.

Amendments

79. 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).
80. Members whose name appears first on 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, and to the list of speakers for the relevant group.
81. Members are encouraged to add explanatory statements to their amendments, to reduce the need for explanation in debate.

82. 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 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.
83. 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.
84. 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.
85. 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.
86. 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 on 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.

Deadlines

87. 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

88. The guidance at paragraphs 31 and 32 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.⁶ 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.
89. 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.

Adjournment

90. The Chair may adjourn a sitting at any point, either temporarily or for the day, and if necessary resume the House.

Messages and first readings

91. Messages may be sent and received when the House is not sitting. Messages are conveyed electronically and recorded by minute entry.
92. 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

93. When the hybrid House considers Commons amendments and 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, members who put their names to and spoke on that amendment when it was made, frontbenchers and a Crossbencher nominated by the Convenor. They can participate physically or remotely.
94. 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.
95. 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.
96. 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. Members who added their name to and spoke to the original amendment, and who wish to speak remotely, or who wish to speak physically where there is no counter proposition, should inform the Government Whips' Office by 2pm the working day before debate. Speakers will be called by the Chair. Members who are in the Chamber and intend to

⁶ This principle also applies to withdrawal of motions and amendments to motions.

speakers between the openers and winders should give notice to the Chair and the Clerk at the Table.

97. 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.
98. 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.
99. 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.
100. A member intending to oppose the Minister's motion must give notice by tabling an amendment.
101. 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.
102. 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.
103. 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.

Review of the Guidance

104. 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:

14. 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.
15. 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;
16. No amendments to bills may be tabled after the deadline prescribed by the Procedure and Privileges Committee.
17. 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.