



## **Remotely Attended Meetings**

**Protocol (v4)**

**February 2023**

Note: This protocol is likely to be updated and amended as experience helps us to develop our knowledge of running effective remote meetings.

## **Introduction**

1. Although the remote attendance at meetings by elected and co-opted members is no longer permitted (unless they are observers only), the attendance of members of the public to witness the decision-making process and to engage with the Public Participation part of every Full Council and Committee meeting is encouraged.
2. It will work best if remote participants join the meeting via a computer or laptop with a camera as it will enable you to make use of the features more easily. It is also possible to use a tablet or smartphone or it is possible to participate by audio only via a landline telephone.

## **Planning and Preparation and General Information**

3. The notice of the meeting will be advertised in the normal manner on the public noticeboard and the Town Council website; it will be issued within the normal time frames.
4. Minutes will be taken at the meetings in the normal manner. Minutes will be confirmed at the next appropriate meeting (as usual) but signed when the Mayor/Committee Chair is able to attend the town council offices.
5. Apologies are required to be given in the normal manner.
6. Public Participation. Members of the public are encouraged to email their question/statement to the Town Council ([enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)) at least 48 hours in advance of the meeting.
7. The normal required standards of behaviour and discussion must be adhered to in the same manner of a face-to-face meeting.
8. Before entering the meeting, please ensure that you are in a private place where there is little background interference/noise/people.
9. If you have a camera / video facility please use it as it helps you to feel engaged with the meeting.
10. If using the camera or video facility be aware of the background behind you and make sure it is as professional as possible. Remember, meeting participants will be able to see what is behind you so be especially careful about items such as photos and pictures.
11. There might be technical issues during the meeting so please be patient.
12. It is suggested you log in and request to join the meeting about 10 minutes before the meeting start time.
13. The Chair/Town Clerk/Meeting Administrator might have to ask for clarification, for dialogue to be repeated to make sure that everyone has the opportunity to be heard.

## **Meeting Process**

14. On entering the meeting, you will be placed in a “waiting room” until the meeting is close to starting.
15. When entering the meeting the software should prompt you to test your audio – please do this to ensure you can hear and be heard.
16. The host will allow access and you will join with your microphone muted.

17. When you speak please state your name each time you speak for the benefit of those who might not be able to see you.
18. Please do not interrupt others – remember there is often a delay between a person speaking and other participants hearing them.
19. In the event of a person causing persistent disruption the Chair may use the technology available to exclude the disruptive person from the meeting (see Standing Orders 2b and 2c).
20. Where a resolution has been made to exclude the press and public the Chair will wait until all relevant persons have left the meeting before continuing the meeting; the meeting host will use the technology to place the press and public attending remotely into the waiting room whilst the confidential business is transacted.