

Topic	Commentary	Suggested approach
Preparation	<p>Formal meetings in particular will require clear objectives. Chairs and members are likely to need to be more explicit about these than would normally be the case, because meetings involving councillors will need to be fewer and more focused for capacity reasons. For this reason, preparation will be key.</p> <p>The Chair will need to be in close communication with officers and with other committee members (or other meeting participants). This preparation will need to involve reaching some kind of understanding on a number of issues.</p>	<p>Chair and officers to identify;</p> <ul style="list-style-type: none"> • What the meeting is about, and the possible purpose and outcomes for every item on that meeting’s agenda; • What information and paperwork will need to be made available in order for these outcomes to be delivered; • Where councillors or other meeting participants will want to contribute – and where and how public participation might need to be facilitated; • Where these people might need particular support in order to participate in the way that they want.
	<p>Immediately prior to the meeting, participants – councillors, officers and others - will need to make sure that they are ready to take part productively.</p>	<p>These steps are particularly important for participants in meetings viewable by the public, but apply to any others.</p> <ul style="list-style-type: none"> • Ensure that you are dialling in from an area in your home where you are less likely to be disturbed; • Ensure that your broadband connection is sufficiently stable to join the meeting. • Ensure that your background is neutral (a blank wall is best); • Your name (possibly your mobile number, if you are calling from a phone) is likely to be shown onscreen if you are appearing in video – ensure that you are comfortable with whatever information is being

		<p>displayed. Chairs might want to invite participants to introduce themselves at the beginning of every meeting anyway;</p>
	<p>Technical Issues -familiarity with the technology is key for all participants and will help the meeting run more effectively.</p> <p>The meetings are livestreamed and will remain a permanent record, so some caution around</p>	<ul style="list-style-type: none"> • Ensure that the camera is positioned to provide a clear, front-on view of your face. • Ensure that you are familiar with the functions of the software you are using to dial in. The key functionality is: • Screen-share, and the ability to work collaboratively on documents as meetings progress; • The “raise hand” feature (by which the chair can be made aware that you want to speak); • The ability to participate in chat. • The ability to mute your microphone. As a general rule you should always have your microphone muted when you are not speaking. Consider using earphones or a headset as it reduces the risk of feedback from using your device’s external speaker.
	<p>Documents</p>	<ul style="list-style-type: none"> • Before the meeting, any document to be referred to during the meeting should be shared with participants and published (where appropriate) in advance on the council’s website, and ensure that every page and slide is numbered, wherever possible.

<p>At the Meeting</p>	<p>General points – the etiquette of remote meetings is different to that of a face to face formal meeting and the way in which the software is important to make meeting effective.</p>	<ul style="list-style-type: none"> • Join the meeting promptly to avoid unnecessary interruptions. • Mute microphones when not talking. • Members to join using video where possible. • Officers to use audio • Indicate a wish to speak by using the chat function. • Only speak when invited to by the chairman. • If referring to a specific page or slide, mention the page or slide number. • Names to be changed to reflect status such as 'Cllr' and role – for example Cllr A Smith (Chairman). For officers, the job title should be listed in brackets after their name
	<p>Chat function – the chat function is there to help with participation in the meeting but needs to be used appropriately to support the issues under consideration.</p>	<ul style="list-style-type: none"> • The Chair cueing up the order in which they will invite contributions from committee members; • A committee member asking for a point of clarification to be raised or to ask a question or make a comment; • The Chair reminding members of the focus of the discussion currently under way to help to maintain focus and flow; • Attempting to resolve minor technical problems; • The provision of advice to the Chair on procedure by a governance officer, although this is often best done verbally.

		<p>AVOID</p> <ul style="list-style-type: none"> • Use of the chat function to carry out a parallel, substantive conversation about the issues under discussion; • Use of the chat function for extraneous chitchat or for political needling.
	<p>Chairman/Clerk - The Chair and Clerk/facilitator need to be able to manage the meeting using the Council Standing Orders effectively, including the provisions around disruption of meetings.</p>	<ul style="list-style-type: none"> • Pause (adjourn) the meeting by taking down the stream (live feed) from public viewing and then resume it when needed. • Switch on each active participant's microphone when they are invited to speak and switch them off afterwards. • Mute someone speaking at any time. • Mute everyone speaking except themselves at any time. • Allocate different levels of access to people logging in (based on upon whether they are a councillor, an officer, a member of the public who has registered to speak or just an observer of the meeting). • Switch some active participants and the observers off, so they are paused and have neither 'live' visual or audio feed whilst the committee deliberates in private or an officer present gives the committee advice. By taking down the live feed content from the public and just displaying a holding slide, decision makers may hold a separate meeting. The live

		<p>stream can then be resumed when needed.</p> <ul style="list-style-type: none"> • A member of the public can be removed from the meeting if they are disruptive. • Anyone joining the meeting who cannot be clearly identified will be asked to identify themselves before being admitted to the meeting.
	<p>Public Qs/statements</p> <p>In the interest of transparency, accountability and public engagement the Council encourages public engagement in it's meetings.</p>	<p>Members of the public can speak at remote meetings. Written questions or statements must be submitted in accordance with Procedure Rule 3.8. An invitation will be sent by email providing details of how to join the meeting.</p> <p>For Development Committee notice to speak must be given 48 hours in advance of the meeting, with an accompanying statement submitted 24 hours before the meeting takes place.</p>
	Voting	Voting will be by roll call unless the Chairman indicates otherwise
	Pecuniary Interests	Member to leave the meeting at the start of the item. They will be held in the virtual waiting room and readmitted by the Clerk when the item has been decided.
After the meeting	Access	Members of the Public and the Press will be able to view Committee meetings via a livestream to the Council's e-democracy channel on YouTube.