

Guidelines for Remote Video Conferencing of Council Meetings

Since the arrival of the COVID-19 Pandemic a number of Council Committee Meetings have taken place online. As this method is new to Elected Members and Officials the Protocol Committee has been asked to draw up Draft Guidelines for consideration. Please note that due to legal constraints the Monthly Council Meeting cannot take place remotely.

Software Use

The software advised for all meetings is TEAMS. This is based on detailed advice from IS Security. All Councillors have a TEAMS account which can be used on Laptop, Phone or IPAD. Zoom cannot be used for Council Meetings. You will be informed in advance if the meeting will be webcast live or subsequently.

Etiquette for Online Microsoft Teams Meetings

- Chair and meeting administrator to log on **15 minutes** prior to the meeting.
- Participants to log on **10 minutes** prior to the meeting start time to ensure their system is working correctly.
- The Chair/ should ask each participant to introduce themselves
- The Chair will then mute all mikes so that background sound and feedback will be reduced.
- Participants wishing to speak should press unmute.
- The Chair may mute a participant if the contribution is inappropriate or the Councillors is exceeding time allocation
- Participants should be located in a quiet area, where there will be no interruptions/distractions.
- All participants to switch their mobile phone to silent.
- Think about your background and lighting – for example, use a plain wall as background, avoid having a window in the background, lighting from the side is best.
- Blur your background, if appropriate, by selecting appropriate option on toolbar.
- Please do not leave the online meeting without informing the Chair of the meeting
- Speak clearly, using normal level and tone.
- Use Chat to send a message indicating if you have issues or wish to be heard
- If you have difficulty with the quality of the sound try switching off the video.

Microphone/Camera

- The Chair and the recognised speaker will keep their camera/microphone on while speaking.
- When you are not speaking, please keep your microphone on mute - The microphones can be very sensitive and will pick up a range of background sounds
- Frame the camera correctly so that you can be clearly seen.
- Position yourself directly in front of your camera/screen and look into the camera.
- Practice speaking to the camera and not the screen.

Connection

- Be as close as you can to the WIFI connection at your location.
- If there is a large number of people attending, it is possible that you may lose connection. If your connection is interrupted, please try again by refreshing the page or clicking on the original meeting link.

Remember – TEAM meetings should be considered a Public Meeting. Elected Members do not have parliamentary immunity from prosecution. Please consider if your contribution could be considered libellous or a GDPR breach.