CARMARTHENSHIRE DEMOCRATIC SERVICES

"Supporting the delivery of the democratic function and enabling our customers to carry out their role"

REMOTE ATTENDANCE GUIDELINES FOR COMMITTEE CHAIRS

Cyngor **Sir Gâr**
**Carmarthenshire**
County Council

Introduction

This guidance has been produced to assist Committee Chairs in managing remote meetings of the Council, and its various Committees during the Covid19 pandemic.

Democratic Services will facilitate each remote meeting and will control the technology employed for remote access and attendance. Democratic Services will manage public and Member interaction, engagement and connections on the instruction of the Chair.

Before the meeting

- Make sure that you have read the remote attendance guidance available for Councillors and Officers.
- Make sure you are personally prepared and, arrange pre meets with the Democratic Services Officers and members if necessary.
- Join the meeting early to check that everyone is present and greet them personally as they join. Click on the 'show participants' button to see who is in attendance.
- Check at the beginning that everyone can participate and has no problems accessing papers.
- Hold a roll call before the meeting starts for the benefit of the Democratic Services Officer and any Departmental Officers attending the meeting.
- Remind participants that they should only speak at your invitation and that they will need to mute their microphone and turn off their camera when not speaking.
- Remind those wishing to speak to use the **'raise your hand'** facility and to confirm their names once called.
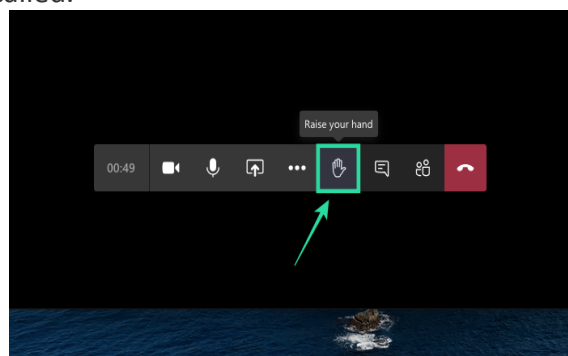
- Remind members that a telephone number for simultaneous transition from Welsh to English has been circulated with the meeting joining link
- Make sure your mobile phone is switched off or on silent.

- Make sure that you have clicked on the 'Show Participants' screen and can see who has raised their hands to speak.
- Make it clear how people will participate and how you will invite people to contribute.
- Reminder everyone of the purpose of each agenda item, remember to reiterate the recommendation before asking for the vote.
- Remind members that they should stay focussed on the issue under discussion and not make irrelevant contributions or re-iterate previous comments.
- Ensure that members use any 'chat' facilities for meeting business only.
- Check occasionally through the meeting that no one has been 'lost' due to technical issues.
- Check at the end of each agenda item that all members are content that they have been able to contribute.
- Once you are satisfied that there has been sufficient debate, call for a proposer and seconder for the item being discussed and progress to making a decision.
- The method of voting will be at the Chair's discretion and will be agreed in advance as either:-
    - Show of hands (using the 'raise your hand' facility
    - By calling out the name of each member to ask if they are for, against or abstaining from the vote