

Appendix A - Guidance for Attending Remote Meetings

Prior to Meeting

1. Ensure that you have read all relevant information i.e. Agenda, Minutes, Reports etc.
2. Do not delete the Meeting Joining Link emailed to you. This provides you with the relevant MS Teams link to join the Meeting. Without the link, you will not be able to join.

Shortly (15 Minutes or so) Prior to Meeting Commencing

3. Dress appropriately for the Meeting.
4. Consider your location and background. Only join the Meeting from a suitable, private location e.g. Home or Office, not a Shop or Supermarket.
5. Have your Agenda & Reports ready and accessible for you to view online at the Meeting.
6. **Join the Meeting at least 15 minutes early.** Allow time to resolve connection problems.
7. **If you Can't Join the Meeting, please contact democracy@swansea.gov.uk**
8. Do not allow **Exempt or Confidential Papers** to be seen in the video-feed. If a report is exempt you should not allow any other person to either see the papers or overhear the conversation. This may be a breach of the Code of Conduct.

At the Meeting

9. Be Professional by:
 - Not eating on camera during the Meeting. Turn your Video & Microphone (Mic) off. Turn Video on once eaten.
 - Not moving around your house / room. If you leave the room remember that members of the public may see.
 - Not having a conversation with someone whilst in the Meeting.
10. Mute your Microphone (Mic).
11. If you **wish to speak**, indicate to the Chair via the Meetings conversation / chat or Raised Hand facility (Turn off once spoken). The Chair will invite you to speak in due course. **Note:** Be mindful of all comments made using the chats facility, as they can be viewed by all.
12. When **called by the Chair to speak**, unmute your Mic. Remember to mute it once spoken.
13. **Speak clearly.** When referring to a specific part of a report, refer to the Page & Paragraph.
14. If a **Minutes Silence** is called. Do Not Stand. Sit quietly, with your camera off or covered.

Voting

15. The Chair shall defer to the DS Officer to conduct all Votes. **Most Votes** will be held with the DS Officer asking for those voting to indicate their Vote:
“Those Against” “Any Abstentions” “Those For”
16. **Formal Votes.** The DS Officer shall call out your name for you to respond: “For”, “Against” or “Abstain”. This will take longer but will help defend against legal challenge.