



# Renfrewshire Valuation Joint Board

To: Renfrewshire Valuation Joint Board

On: 26 May 2023

Report  
by  
Clerk

## Arrangements for Future Hybrid Meetings

### 1. Summary

- 1.1 At the meeting of this Joint Board held on 16 September 2022, the Joint Board decided that hybrid meetings of the Joint Board be held in the offices of (i) East Renfrewshire Council in September of each year, starting from September 2023 and (ii) Inverclyde Council in November of each year, starting November 2023. It was further decided that the Clerk finalise arrangements and look again at the Joint Board's hybrid meeting protocol to establish if it met the requirements of the Joint Board if meeting in three different venues and report back to a future meeting.
- 1.2 All three Council's do not use the same platform for hybrid meetings and have different protocols in place for hybrid meetings of their council boards in their respective Council venues.
- 1.3 The Joint Board protocol has been reviewed and the amended protocol for future Joint Board meetings is appended to this report. The proposed protocol covers arrangements for hybrid meetings in all three Council venues.
- 1.3 This report also sets out the background to Joint Board hybrid meetings.

### 2. Recommendations

- 2.1 That the amended protocol for future hybrid meetings of the Joint Board, as appended to this report, be approved.

### **3. Background**

- 3.1 At the meeting of this Joint Board held on 19 November 2021, it was decided that future meetings of the Joint Board be hybrid meetings and that arrangements be made to hold these meetings in the Council Chamber in Renfrewshire House allowing members to either attend meetings 'in person' or join remotely using Microsoft Teams.
- 3.2 It was further decided that the Clerk, in consultation with the Convener and Depute Convener, be requested to develop a protocol for the conduct of hybrid meetings. The protocol for hybrid meetings was approved at the meeting of the Joint Board held on 25 February 2022.
- 3.3 At the meeting of this Joint Board held on 10 June 2022, members agreed the timetable of meetings for 2022 to 2027 and further agreed that the Clerk, in consultation with the Convener, investigate whether hybrid meetings could be facilitated in both East Renfrewshire Council and Inverclyde Council offices and that the Clerk submit a report to a future meeting.

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# **Renfrewshire Valuation Joint Board - Protocol for Hybrid Meetings**

## **Introduction**

This document is the protocol for the conduct of hybrid meetings. A hybrid meeting is one where some of the participants are together in the same meeting room with others not being physically present in the meeting room but participating remotely. The protocol is supplemental to the Joint Board's procedural standing orders, which will continue to apply to meetings except to the extent that they are inconsistent with the terms of this protocol.

## **Prior to the Meeting**

1. The Notice calling the meeting will specify the venue for the meeting and also that the meeting will be hybrid. Elected members will in some circumstances be able to attend the meeting in person while others will be able to access the meeting remotely.
2. The Convener must be present in the meeting venue. If the Convener is unable to attend the meeting, the Depute Convener must be present in the meeting venue.
3. All members attending a meeting in the meeting venue should bring their own laptop with them to allow them to access emails. This will enable them to see any amendments circulated at the meeting. Members should ensure their laptop is fully charged before attending the meeting.
4. To prevent disruptive feedback noise, members will require to have their microphones and speakers on their laptops turned off for the duration of the meeting.
5. Members are encouraged to send any amendments they propose to make to the Committee Services officer assisting with the circulation of amendments whose email address will be communicated to the members attending the meeting. Ideally, the amendments should be passed to the Committee Services Officer in advance of the meeting.
6. The Convener has the power to determine whether any meeting of the Joint Board should be conducted remotely using the Teams platform.

## **During the Meeting**

1. Members present in the meeting venue must activate their microphones when speaking. Failing to do so will mean that their contribution will not be picked up and those attending the meeting remotely will not be able to hear what is being said.

2. All motions and amendments intimated during the meeting should be sent by email to the Committee Services Officer although the Chair may instruct that a motion or amendment is set out in the on-line meeting chat. The Chair may also request that the proposer of any motion or amendment reads their motion or amendment out for the purpose of informing those watching remotely.
3. Hard copy motions or amendments should not be circulated in the meeting venue unless all members attending the meeting are present in the meeting venue

**D. Contingency**

1. Where it was intended to use the Public-I or Webex system for a meeting but for any reason it is not possible to use that system, the meeting will be adjourned until such time as the Convener may decide to enable a Teams meeting to be set up. Once reconvened, the meeting shall then proceed as a remote meeting on the Teams platform and the procedures for holding a meeting using Teams shall apply.