

Renfrewshire Council

Procedures for the Council meeting on 25 June 2020

The following procedures apply to the Council meeting on 25 June 2020 where access to the meeting is available through the skype platform. These procedures are to be read alongside the Council's Procedural Standing Orders.

1. Prior to the Meeting

All members will be issued with an invitation to the meeting with joining instructions.

The agenda and reports for the meeting will be published in the normal way on CMIS.

In addition, members will be issued with a pdf copy of the agenda and reports by email.

All members will be issued with paper copies of the agenda and reports to be considered at the meeting

The invitation to the meeting will be for a time 15 minutes ahead of the scheduled start time for the Council meeting. This is to enable participants to log onto the skype system in good time prior to the start of the meeting.

Prior to entering the meeting members should check that their device is fully charged or is connected to a supply of electricity.

It is also recommended that members have a mobile phone readily available together with details of how to access the meeting by phone should there be an issue with the video connection.

Members should ensure that they are logged onto the system in time for the start of the meeting. You join the meeting by opening the meeting invite on your calendar and clicking on the "join skype meeting" button at the top of the screen

If any members have difficulty logging onto the meeting, technical support will be available and members will be given the telephone numbers of technical support officers to assist them.

Technical Support numbers

- 1. David head 0792 936 5378**
- 2. Andy Lowe 0791 726 6357**

If members are not able to access the skype meeting by the start time of the meeting, they will be given the option to participate in the meeting by telephone. The audio conference details are included in the meeting invite.

2. At the Meeting

The meeting is to be recorded for subsequent broadcast on the Council's website. Therefore, at the start of the meeting the Chair will issue an instruction for the recording to commence. Notification that recording has started will appear on screen.

For the meeting to be successful, all those attending must follow some basic rules. These rules are:

- All participants other than the Chair should begin by turning their microphones to mute.
- Participants should only have their microphone unmuted if they have been invited to speak.
- Because not everyone will be immediately visible to the Chair, if you wish to speak could you indicate by typing the letter "Q" in the instant messaging facility. Your wish to speak will be noted and you should wait to be invited to speak by the Chair.
- In respect of those minutes presented to Council for approval, the Chair will ask if the minutes can be approved. If any member wishes to challenge any minute or raise any query they may have with a minute, they should type "Q" in the instant messaging facility (located at the bottom left of your screen). The Chair may ask the relevant convener, if they are present, or the Head of Corporate Governance to respond to the query.
- The minutes of the Emergencies Board meeting are presented for noting only.
- In respect of each item on the agenda, the Chair will ask if the matter can be agreed. Members will have the opportunity to submit an amendment, make a comment or ask a question.
- If a matter is raised that requires a contribution from an officer, the chief executive will be invited by the Chair to identify which officer is to respond. The Chair will then invite that officer to speak.
- At the end of consideration of the item, the Chair will again ask if the matter can be agreed.
- If an amendment has been submitted the Chair will ask whether the amendment can be accepted. If the amendment is not accepted, the Chair will ask the members who have submitted the amendment if they wish to call for a vote.
- If a vote is necessary, it will be by roll call vote with the Head of Corporate Governance calling on each member by name to indicate how they wish to vote.
- When the last item on the agenda has been concluded the Chair will instruct that the recording is ended.

3. Declarations of Interest

Where a member has declared an interest which requires them to leave the meeting, they will require to exit the meeting by pressing the red “hang up” button.

They will then be advised by an officer by email or text message once consideration of the relevant item has been considered and they can re-join the meeting by clicking on the “re-join skype meeting” button.

4. Amendments

Although, it is not a requirement, it would be helpful if any lengthy amendment could be submitted by email in advance of the meeting.

The Chair retains the right to insist that any amendment intimated during the meeting is put in writing, in which case, the member submitting the amendment will be asked to email it to the nominated clerk.

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All written amendments will be circulated by email to everyone present at the meeting.