

Protocol for Regional Scrutiny Member / Officer Network Meeting

All participants

- Please mute your microphone during the meeting
- To speak - use the chat function on the right-hand side. Type RTS (request to speak) and the Chair will invite you to speak. You can use the raise hand facility if you prefer
- When invited to speak by the Chair, remember to unmute your microphone
- Once invited to speak please introduce yourself with your name and which authority you represent unless you have already introduced yourself earlier in the meeting
- Remember everyone in the meeting can see the messages in the chat function
- If you are having issues with connectivity – try switching off your video and use just the telephone function
- If connectivity issues continue, you may have to leave the meeting and re-join to get a better signal
- If the Chair's connection is lost, the Vice-Chair or Tom Gorman (the Chair of the Officer network) will take over until the Chair's connection is restored.