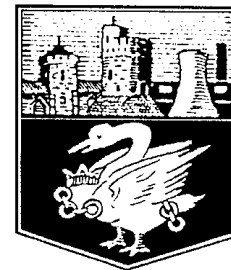


Caldicot Town Council

Cyngor y Dref Cil-y-Coed



HYBRID MEETING PROTOCOL

Background to Policy

In March 2020, legislative changes were introduced which allowed Community and Town Councils to hold remote meetings. The changes were as a result of the Covid-19 pandemic and ensured safety for the public, staff and Councils.

Following the easing of restrictions during 2021 to date, Councils are able to hold hybrid meetings. A hybrid meeting is one where some attendees are physically present in the meeting room and some attendees are remote.

This hybrid meeting policy has been developed to ensure safety, security and assurance for attendees, both remote and in person. It demonstrates the Town Council commitment to openness, transparency and integrity of those attending meetings.

Hybrid Meetings Policy

1. A hybrid meeting is a meeting where councillors and the public, can meet in person or attend remotely using the online platform.
2. The Council facilitates online access to its meetings via Starleaf platform.
3. A link to the online platform will be emailed to those who have indicated their wish to attend online. Information about how to attend meetings will be available from the Town Council office.
4. Any remote attendees must mute microphones, prior to the start of the meeting. Any requests to speak, should be indicated by raising a hand to the Chair of the meeting.
5. Any members of the public wishing to attend remotely should register via the Town Council website www.caldicottc.org.uk 'Contact Us' (on the homepage), alternatively request by email to admin@caldicottc.org.uk.
6. Members of the public are able to participate by indicating to the Chairman that they wish to speak at the point in the agenda set aside for public questions and comments.
7. Occasionally, the Chairman may permit a member of the public to ask a question or offer a comment during discussions on other agenda items.
8. Attendees will be invited to a waiting room, prior to the start of the meeting. This ensures that technical infrastructure is accessible.
9. The Council reserves the right to modify, suspend, cancel, or restrict the mechanisms for electronic joining if this becomes necessary or advisable for technical or security reasons.
10. The Council takes all reasonable steps to ensure that all participants feel safe and secure when attending hybrid meetings.
11. Remote attendees should be aware that there will always be certain residual risks in relation to the technical infrastructure used for hybrid meetings.

Council Office, Sandy Lane, CALDICOT NP26 4NA
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May 2022