



Colourful Minds

Virtual Meeting Policy – Nov '20

Colourful Minds is committed to supporting its committee members when having to hold virtual meetings if face-to-face meetings are not possible. This policy addresses the procedures which must be followed when conducting virtual meetings, its adoption will be clearly recorded in the minutes of the meeting of the committee and signed by the Chairperson/s on behalf of the committee.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- General Data Protection Regulations
- Freedom of Information Act 2000

Role and Responsibilities

The Secretary of the Colourful Minds committee is responsible for:

- Ensuring that the protocol for conducting virtual meetings is agreed upon by all members of the board prior to the meeting taking place or as the first item on the agenda for the meeting. The committee do not need to convene ahead of the meeting to agree to a virtual meeting taking place.
- Notifying members in advance that the meeting will be conducted virtually.
- Recording, within the written minutes of the meeting, the details of the virtual meeting, in the same way as a face-to-face meeting.
- Use the waiting room function to control access to meetings if you need assurance on who is present at the appropriate time in the process.
- Monitor attendance throughout the meeting to ensure that all committee members remain throughout unless they provide apologies/need to leave the meeting ensuring the meeting is quorate.
- Stopping the meeting if you become unsure about who else is present and checking attendance if necessary.

- Advising the Governing Board on the appropriateness of discussing confidential matters.
- The Clerk will be available for the meeting 15 minutes prior to the scheduled start time.

The Chairperson/s of the Colourful Minds committee is responsible for:

- Ensuring that all members of the committee are aware of the procedures outlined in this document.
- Considering any objections to meetings taking place virtually.
- Deciding whether a recording is appropriate during the virtual meeting, and notifying members that a recording is taking place, prior to the meeting.
- Ensuring that recordings of any meetings are properly dealt with in line with Colourful Minds Data Protection Policy/Records Management Policy.
- Reminding Governors, at the start of the meeting, of the etiquette required during the meeting.

Members of the Colourful Minds committee will:

- Be aware of, and act in accordance with, the procedures outlined in this document.
- Act in accordance with the Colourful Minds Code of Conduct whilst in virtual committee meetings.
- Not take covert recordings of meetings.
- Notify the Chairperson/s of any objections they have to the meeting being held virtually.
- Notify the Chairperson/s of any objections they may have to a recording being made.
- Be respectful of the rights of individuals who do not wish to be recorded.
- Ensure they have a quiet space that is well lit, that their camera and microphone work well, that they will not be interrupted and that the environment is confidential, using headphones where appropriate
- Ensure they do not join sensitive video and audio conferences in public

Etiquette during the meeting

- Committee members should give the meeting their full attention
- Keep microphones on mute unless you are talking. The Chairperson/s or secretary may mute people during the call if they feel this is necessary
- It may be appropriate to use physical cues, like putting your hand up, during discussions so the Chairperson/s knows who is about to speak, as questions or to request to be taken off mute
- During a video conference, be mindful of body language throughout the meeting
- Speak to the camera and not the screen
- Consider the location, this should be a quiet location, and positioning of any camera, this should be at eye level where possible

- Attend the whole meeting as logging off and on during, may affect the quorum and flow of the meeting.
- Focus on the meeting in the same way as if they are attending in person, to ensure their full attention to the topics being covered and decisions being reached

Confidentiality, Security and Data Protection

Full consideration will be given to the privacy and security features of the chosen remote meeting platform and software will not be used if the security provision is insufficient.

The meeting shall not be recorded on any digital device or programme used by the secretary or Chairperson/s unless:

- The intention to record the meeting is made clear to all attendees prior to the recording being made, with the opportunity to express any objections.
- All committee members provide consent to the recording taking place.
- It is agreed that recording the meeting will assist with the accuracy of creating a written record of the meeting.

If attendees agree to the recording of the meeting, the following must apply:

- At the meeting, before recording is commenced, the Chairperson/s will notify all committee members that recording will take place.
- Committee members who are not present at the start of the meeting will be notified upon their arrival that a recording is being made.

Within the minutes of a meeting, details of the following will be noted:

- Any objections to the meeting being recorded.
- The Chairperson/s's consideration and final decision regarding the commencement of recording.
- Whether committee members, other than the clerk, are permitted to make recordings is at the discretion of the committee. When this decision is being made, the purpose of the recording will be considered.

All actions taken by the committee, including the creation, storage, retention and disposal of recordings, will be in line with the provisions of the Data Protection Act 2018, GDPR and Freedom of Information Act 2000, where relevant.

Where a confidential item is on the agenda, committee members will be informed of this at the beginning of the meeting, prior to the commencement of recording. If, during a meeting, a confidential discussion commences, the Chairperson/s and/or the secretary will advise all parties of appropriateness of the discussion and the best approach for discussing the confidential item. Committee members should ensure that no discussion is held in relation to any individuals e.g. service users, children or groups of individuals who may be identifiable.

Confidential items will only be included within a recording of a meeting if the purpose and intention of the recording of the item is clear and justifiable.

Disclaimer

Colourful Minds strives to ensure that information and services mentioned in this document are to the best of our knowledge correct at the time of publication.

By signing below, I acknowledge that I have read, understand, and agree to the terms above regarding virtual meetings for Colourful Minds. I sign on behalf of the committee as agreed during the below meeting.

Meeting agreed date: _____

Signed: _____ Date: _____

Role: _____

Policy to be reviewed – Nov '21