

Community Council 'Remote' Meetings

Methods of remote communication

Please find below some **examples** of remote communication platforms that may be used for conducting Community Council meetings appreciating that Community Councils may wish to use other remote means not already listed. Please note that some platforms charge a fee, however, this would be eligible from the annual discretionary grant.

Please ensure that the methods used are accessible and available to all Community Councillors and members of the public should they wish to participate whilst making sure that agendas and minutes are published in accordance with the Scheme for the Establishment of Community Councils in Dumfries and Galloway.

It is recommended that you consider the use of more than one method of remote communication which could include the opportunity for members of the public to submit questions in advance of the meeting.

There are a number of Community Councils that have already meeting remotely and are taking laudable steps to include the public in those meetings and would be happy to share some examples of good practice with you.

Platform/Method	Useful Tips
Online Safety	<ul style="list-style-type: none"> • Free class in online safety
Video Calling	<ul style="list-style-type: none"> • Introduction to video calling
GoToWebinar	<ul style="list-style-type: none"> • GoToWebinar.com • Allows for pre-registration • Presenters and Participant functionality • The sessions can be recorded and made available afterwards on a website/social media/email • Allows for voice, video and text chat and sharing documents • You can have live polls and surveys • This platform charges a subscription
Zoom	<ul style="list-style-type: none"> • Getting started with Zoom • Allows up to 100 participants • PC, Mac, android and IOS app options, or desktop browser based • Facilitates screen sharing, whiteboard functionality and annotation, as well as video chat and messenger services • Access to this platform is not permitted on Dumfries and Galloway Council devices
Skype	<ul style="list-style-type: none"> • How do I use Skype? • Skype - Host a video meeting with no sign ups or downloads • How to set up a Skype conference call on a PC or Mac computer • Allows up to 50 participants

	<ul style="list-style-type: none"> • App and browser based – cross platform support • Screen Sharing option
Microsoft Teams	<ul style="list-style-type: none"> • How to use Microsoft Teams • Microsoft Teams Full Basic Tutorial and Best Practices Training 2020
Google Hangouts	<ul style="list-style-type: none"> • www.google.com • Video chat for up to 10 participants • Messenger for up to 150 participants
Cisco Webex Meetings	<ul style="list-style-type: none"> • www.webex.com • Video conferencing for up to 100 people • No time limit on calls • Dial in option for folk who don't have access to computer/wifi • Mobile app available • Encryption for security

Useful tips on how to conduct remote meetings online or via telephone

The following guidance is designed to help Community Councils to carry out their business remotely using whichever technology which works best for them and the communities they represent.

Housekeeping points:

- Chair to open meeting, welcome everyone
- Chair to ask for attendees to confirm names
- Chair to ask attendees to mute speakers until invited to speak
- Chair to ask that attendees do not interrupt when someone is speaking
- Chair to introduce each agenda item
- Chair to ask each attendee for comments individually
- Chair to ask each CC member to confirm their decision
- Chair confirm the decision reached so that Secretary can record it
- If conducting meeting by telephone attendees should identify themselves each time before speaking *
- If conducting meeting using online video technology attendees should raise their hand to indicate when they have something to say *

* Please note, depending on the technology being used, it may be possible to send a message to the Chair, or use a button on the keypad, to alert the Chair's attention that someone wishes to speak.

Community Planning and Engagement Service

Dumfries and Galloway Council

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