

## Virtual/Remote Environmental Forum – Protocol

1. **Notice of a Remote Meeting** - The Committee Team will issue the forum agenda on behalf of the Chief Executive and will send a virtual meeting request with a date and time of the remote meeting.
2. **Membership**-This meeting will be a remote virtual public meeting of the Environmental Forum which comprises:
  - 8 District Councillors
  - 7 Parish Councillors
  - Affinity Water
  - Chorleywood Residents' Association
  - Countryside Management Service
  - Eastbury Residents' Association
  - Education for a Sustainable Future
  - Farming Community
  - Friends of Chorleywood House Estate
  - Friends of Chorleywood Common
  - Hertfordshire Moth Group
  - Herts Environmental Records Centre
  - Herts and Middlesex Wildlife Trust
  - Maple Lodge Conservation Society
  - Rickmansworth Waterways Trust/Croxley Green Parish Council
  - The Rickmansworth Society and Rickmansworth and District Residents' Assoc.
  - Spokes (South West Herts Cycling Group)
  - Watford & Three Rivers Friends of the Earth and Friends of Croxley Common Moor
  - Colne Valley Fisheries Consultative
  - Friends of Stocker's LakeMembers of the Forum are asked to adhere to the following protocol during remote attendance at the Environmental Forum meeting:
3. **Forum Members** are asked to join the meeting no later than 15 minutes before the start to allow themselves and the meetings facilitators the opportunity to test the equipment.
4. **The Agenda and reports** for the remote meeting will be sent by the Committee Team 16 days before the meeting and will be circulated to the Members of the Forum and published the Council's website 14 days before the meeting.
5. **The Environmental Forum** meeting is a remote meeting in that it is being conducted at no specific location and all participants are at various locations,
6. **Types of Remote Link** – Forum Members are being provided with an invite/remote link/telephone number in order to be able to participate in the remote meeting.
7. **The Conduct** – details provided below are set out in relation to Environmental Forum meetings and holding them as remote meetings where discussions can take place. As the Forum is not a decision making body no decisions are required to be made.
8. **The Notes of the meeting** – will be agreed by the Forum as a record of the meeting.
9. **Opening of the Meeting** - The Chair will open the meeting by confirming who is present: Members of the Forum and any invited organisations will then introduce themselves. The Officers present will record attendance on behalf of Forum Members.
10. **Livestreaming** - The Forum is not a decision making body and whilst every effort will be made to live stream the meeting for the public at large if the connectivity is lost with the live streaming the meeting could continue. The Officer responsible for monitoring the live streaming would immediately notify the Chair who could either continue the meeting or decide to adjourn the meeting until such time as the live stream has been

restored. In the event that it cannot be restored within 10 minutes of the start of any adjournment the Chair can decide whether to continue the meeting or adjourn the meeting to another date and time.

11. **Order of Business** - The Chair, will proceed in the order of business as presented on the published agenda.
12. **The Discussion** – The Chair will state the item to be discussed and ask the Lead Officer/Forum Member to give a brief description of the item/presentation and provide any updated information.
  - Members of the Forum will be asked by the Chair if they wish to speak.
  - All Forum Members to have their video turned off and microphones muted when not talking.
  - When a Member of the Forum wishes to speak they should do so by pressing the hand signal so that the Chair/Lead Officer is able to identify when a Member wishes to speak, at the Chair's discretion, Members may also use the chat facility to indicate to the Chair that they wish to speak.
  - Members will unmute their microphone and turn their cameras on when the Chair invites them to speak.
  - The chat facility must not be used for private conversations between Forum Members.
  - Only speak when invited to by the Chair
  - Only one person may speak at any one time
  - All forum members should turn on the microphone and also the video-feed (if available or unless speaking to a diagram, presentation slide or drawing), then state their name before making a comment
  - When referring to a specific report, page, or slide, mention the report, page, or slide so that all members have a clear understanding of what is being discussed at all times.
12. **Disruption to remote conferencing** - should any aspect of the conference link fail, the Chair may call a short adjournment of up to ten minutes to determine whether the link can quickly be re-established. In the event of individual link failures, the remote Forum Member(s) will be deemed to have left the meeting at the point of failure and if the link cannot be re-established then the presumption will be that the meeting should continue. If the link is successfully re-established then the remote Forum Member(s) will be deemed to have returned at the point of re-establishment.
13. **Process for each item/report** – the same process will follow for each item on in the agenda.
14. **Actions** will be recorded in the notes and circulated after the meeting to the Forum Members and Councillors.
15. **The Protocol** is a guide as to how virtual Environmental Forum meetings should be conducted. The Chair has discretion to amend this protocol as necessary when circumstances arise