

Guidance for Members of the Public – Participating in Council Meetings by Skype

As a result of the ongoing Covid-19 situation and following a decision by Aberdeenshire Council at its meeting on 18 March 2020, all meetings of the Council and its Committees and Sub-Committees will be held via Skype for Business until further notice.

This guidance is aimed at assisting members of the public who wish to request to speak at Council meetings during this period.

All meetings shall be recorded and published on the Council's website for public viewing.

Making a Request to Speak

The procedure for requesting to speak remains as stated in the Council's Standing Orders at Section 6. If you wish to make such a request, you should ensure you comply with the requirements for submitting a request within the stated timescales.

Remotely attending the Committee Meeting

The Committee Officer will ask you to provide a contact telephone number and will give you an estimated time when we can call you however please note we cannot guarantee when the report will be considered. You should therefore make yourself available for the duration of the meeting.

The Committee Officer will telephone you to bring you into the Skype meeting. If you are not present to answer the call, please note the meeting may proceed in your absence.

Any presentation materials to be used in the meeting will be available to speakers on the Council's website, accessed via the agenda for the meeting – this will enable you to view what the meeting is viewing.

Please note the meeting will be recorded and published on the Council's website for public viewing. If you are not willing to consent to the recording of your participation in the meeting you will not be able to participate in the meeting.

During the Meeting

Your microphone should be muted until you are invited to speak. If you forget, the meeting organiser will mute your microphone for you.

The Chair will confirm the order of speakers. Please wait to be invited to speak, in order that the discussion may be managed fairly.

You will have up to five minutes to speak. The Chair will advise you when your time is up. Members of the Committee may ask you questions thereafter.

You will be entitled to remain in the meeting for the duration of the item after you have spoken. After the Committee has taken its decision, you should remove yourself from the meeting by hanging up the call. Alternatively, the Committee Officer may remove you from the meeting.

If you cannot maintain your connection or if you experience technical difficulties, please note the meeting may proceed in your absence.