

Meetings held in public

Meetings held in public will be broadcast on MS Teams as part of our commitment to make information and our decision-making processes transparent and as accessible as possible. It also allows us to better promote the work we do on behalf of the people of Calderdale.

Getting prepared:

- Give yourself plenty of time to get ready to join the meeting.
- Find a quiet space where you are unlikely to be disturbed. Let others know you will be in a meeting.
- Check your technology is working (internet / camera / sound).
- Have any papers, or information, you may need to hand.
- Check your mobile phone is on silent.
- Question should be submitted prior to the meeting.

Joining the meeting:

- When you register your interest in the meeting you will receive an email invite with the link to join. This link will also be published on the CCG website prior to the start of the meeting.
- You will be held in a waiting area 'Lobby' until the Chair gives permission to enter, at that point the committee support will admit you.
- The Chair will welcome any members of the public to the meeting and ask them to mute their microphone during the meeting and switch their camera off.

During the meeting:

- The Chair will introduce themselves and invite committee/ board members to do the same.

Responsibilities for all participants:

- Mute your mic unless you are speaking.
- **DO NOT USE** the chat function during the meeting.

Recording meetings

- You will be informed prior to the start of the meeting if this is to be recorded.

Further queries

If you have any questions about Microsoft Teams meetings, please do not hesitate to contact Brenda.powell1@nhs.net in advance of the meeting.