



Ground rules

To achieve effective Community Engagement Forum meetings all participants are expected to follow the following Ground Rules for conduct during meetings.

- Attendance sign in - register your name in the chat box
- Keep a clear background and avoid noise and movement
- Mute at all times until acknowledged by the Chair and invited to speak (don't forget to unmute!)
- Raise your hand to speak by clicking the icon, or waving your hand - wait for the chair to acknowledge you
- Please give the details of an issue where possible (who, what, when, where, why)
- Only one person to speak at a time - you will have a turn to be heard
- Treat people and organisations with respect, and please don't talk for too long
- If you disagree with something concentrate on the issue you are talking about not the person involved
- Do not raise your voice in anger, intimidate people or be derogatory
- If you have an unaired query talk to the Community Engagement Officer after the meeting
- If you are concerned that the ground rules are not being respected please raise this with the Community Engagement Officer as soon as possible.

Please note the meetings are recorded for note taking purposes only and once the formal notes have been accepted the recording will be deleted. We will not use or share the recording for any other purpose, unless we have a legal obligation to do so