Community Network Panel (CNP) Virtual Meeting – Guidance for Participants

1. General Advice to Participants

a. All virtual CNP meetings are open for the press and public to attend:

    i. The date and time of the CNP meeting will be advertised on social media via the Community Network Area Facebook and Twitter pages as well as on the CNP webpages at www.cornwall.gov.uk.

    ii. A meeting invitation can be requested by emailing us, with the name of the meeting you'd like to attend, at communitynetworks@cornwall.gov.uk, or by calling/emailing your Community Link Officer (CLO)*.

    iii. The meetings are hosted on MS Teams and attendees join the online meeting as 'guests', via a video or audio link or by telephone. For more information please refer to *CNP Guidance note 1 – How to join Community Network Panel Meetings hosted on MS Teams**.*

b. We reserve the right to record virtual meetings. Where this is the case attendees will be informed at the start of the meeting.

2. Chair's Role

a. To highlight who is present at the meeting and to give apologies received.

b. To remind all attendees to '**mute**' when not speaking (to reduce background noise).

c. To advise participants, when speaking, to start by **introducing themselves** (their name and who they are representing (if relevant)).

d. To introduce any **public speakers** and bring in **Members and Parish representatives** to speak at the appropriate time.

e. To confirm timing of any **breaks**.

3. Interacting in the meeting

a. Use the **central toolbar** on your screen and select '**show conversation**'. Use this to:

    i. indicate **when you wish to speak** by adding an 'X' in the chat bar and click the arrow - your CLO & Chair will manage the requests to speak during the meeting. Remember to unmute your mic before speaking;

    ii. offer a **comment** on what is being said without interrupting;

    iii. ask/answer an **open question** to the group;

    iv. **vote** – where votes are requested, all attendees who are permitted to vote (Cornwall Councillors and Town & Parish Councillors) should insert an either 'For', 'Against' or 'Abstain' in the chat bar and click the arrow. Or verbally confirm if unable to view the chat bar.

    v. Captions to display what is being said in the meeting can be accessed in the menu bar, by choosing the three dots and pressing turn on live

captions. If you require assistance please add the question in the chat bar.

b. If you have joined the meeting by an audio only telephone link please make yourself known to the Chair. Please be aware that your telephone number will be shown on screen to all meeting attendees unless you either withhold your telephone ID using your phone's individual setting, or, by replacing 44 with 1410 when dialling in (e.g. instead of dialling 44 20 3443 6327, dial 141 0 20 3443 6327).

4. Use of video
a. If there is a large number of attendees and network connection is poor, please **switch off** your video to help stabilise the connection and quality of the meeting.
b. The Chair of the meeting and/or key presenters should ideally have their camera switched on.

5. During the CNP Meeting
a. Presenters may be asked to **share their screen** with any information they are discussing at the meeting. If not already shared in advance, this information will be shared subsequently with the Key Action Notes.
b. **Key Action Notes** will be taken during the meeting and circulated to attendees after the meeting. If you're a member of the public and would like to request a copy, please do so by either emailing *communitynetworks@cornwall.gov.uk* (stating the name of the CNP) or contact your areas CLO*. Key Actions from the meeting will be reviewed at the next meeting.
c. Members of the public are able to **ask questions** at the relevant time indicated on the agenda (or at the discretion of the Chair). Where questions are known ahead of the meeting, it would be helpful to submit these in advance to either *communitynetworks@cornwall.gov.uk* (clearly including the name of the CNP the question(s) is/are intended for), or contact your area's CLO*.

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* The contact details for Community Link Officers (who are allocated to geographical areas) can be found at: https://www.cornwall.gov.uk/media/43754130/clo-map.pdf

** https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks *CNP Guidance note 1 – **How to join Community Network Panel Meetings hosted on MS Teams***