

NHS LANARKSHIRE**BOARD/COMMITTEES TELECONFERENCE PROTOCOL****APPENDIX 3**

Prior to the call the following should be shared with participants:

- Dial in instructions
- Agenda
- This protocol

Participants should aim to dial in at least five minutes ahead of the scheduled time, especially where there are a large number of participants and to enable the meeting to start promptly.

When initially dialling in, participants should give their name when prompted. These details will be automatically announced when the teleconference starts.

At the start of the call, the Chair will introduce themselves, confirm who is participating in the call and set out the ground rules for the teleconference

- The Chair should state the meeting objectives and clarify appropriate expected input from other participants and the expected duration of call.
- Participants should (if possible) mute phones when not talking.
- Participants should switch off alerts / endeavour to ensure that there are no interruptions.
- Only one person should speak at any time. Participants should not interrupt others and should clearly state their name if they wish to speak.
- Participants should only contribute when invited to by the Chair once they have intimated that they wish to speak.
- Before moving onto the next agenda item, the Chair should check if there are any other participants who want to speak and sum up any actions/decisions taken.
- There should be no side conversations.
- Participants should be clear and concise.
- The Board Secretary/Committee Secretariat will take notes of the discussion/decisions/actions and formulate a formal written record of the teleconference for approval in accordance with Board/Committee standing orders.

Paul Cannon
Board Secretary
NHS Lanarkshire

18 March 2020