

PROTOCOL FOR THE USE OF COUNCIL HYBRID MEETINGS IT EQUIPMENT FOR POLITICAL GROUP MEETINGS

The use of Council equipment for facilitating hybrid Political Group meetings has been approved by the Standards and Ethics Committee and by full Council and the following criteria will apply:

Locations:

1. Committee Rooms 1, 2 or 3 County Hall are currently the only venues where hybrid meeting equipment (out of hours) is available for political group meetings.
2. Other locations may become available in the future as part of the Council's ongoing development of its hybrid working facilities.
3. No new equipment will be purchased specifically to facilitate political Group meetings, e.g. to support hybrid meetings.

Availability and bookings:

4. Bookings are to be made by a member nominated in advance by the Group Leader, 'the Lead Member', via the appropriate officers
5. Bookings for political group meetings will not take priority over any bookings required for Council business made for Committee Rooms 1/2/3. For the avoidance of doubt, this means that Council business meetings will have priority for the use of Council rooms and IT equipment, and this applies even if the political group meeting was booked first.
6. Room and equipment booking details are as follows:
 - a. All bookings are to be made using the Facilities Management Self Service Form available from the [service desk](#) on the Council's Intranet:
 - Within committee rooms 1/2/3 are fixed screens and projectors
 - Committee Room 3 has an extra-large screen with a lectern system.
 - Bookings must include a request for the use of the hybrid meeting equipment.
 - b. Timing and duration of meeting bookings should be as accurate as possible
 - c. An estimated number of in-person attendees should be provided. Each of the rooms has the follows capacity for hybrid meetings:

• Committee Room 1	-	20 persons
• Committee Room 2	-	10 persons
• Committee Room 3	-	up to 30 persons subject to limitations on the room layout and capability of the audio.

- d. Desired room layouts should be identified at the time of booking.

Support

7. Building Support are able to undertake room set-ups if appropriate notice is given. Building Support will need to complete room layouts by 3 pm on the day of any scheduled meetings
8. Porters are on site 7.00 – 15.30 Monday – Thursday, 07.00 – 15.00 Friday. The building is handed over to Security at 16.00. Security Guards will support any emergency related requirements of the meeting where they can and during times when the building has two Security Guards on-site.
9. Democratic Services will provide initial training to those key representatives of political groups who will be facilitating their hybrid meetings. This will include:
 - a. connecting the hybrid equipment ready for use,
 - b. logging onto the relevant hybrid device,
 - c. initiating and facilitating a hybrid meeting with their political group colleagues.
 - d. ending a meeting and
 - e. shutting down the hybrid equipment
10. Democratic Services and Technical IT support will not be available for political group meetings. Any faults identified when using the hybrid equipment should be reported as soon as possible to the:
 - a. ICT Service Desk;
 - b. Facilities Management (FM); and
 - c. The room booking administrator.
11. ICT Faults logged outside of standard ICT Support hours (8am to 5pm) will result in them being picked up the next working day and will be progressed accordingly.

Responsibilities of the Lead Member.

12. The Lead Member should ensure that an attendance list is to be taken of all in-person attendees
13. Current guidance on the County Hall Fire Action Plan [10.PS.050](#) states that individual staff/Elected members are responsible for their own evacuation.
14. In the event of an evacuation the Duty Officer should be notified by the Lead Member of any persons remaining in the building or unaccounted for. Staff and visitors are to remain at their muster point – Bay C, Visitors Car Park and pathways alongside the Bute East Dock until instructed to return to the building by FM staff or the Fire Service.

Review

15. This protocol will be reviewed, as and when required, by the Council's Standards and Ethics Committee, in consultation with all Group Whips and relevant service areas.

16. Minor amendments to this Protocol may be made by the Director of Governance and Legal Services, in consultation with the Chair of the Standards and Ethics Committee and party Group Whips, in order to ensure its effective operation.
17. Any substantive changes to this protocol will need to be agreed by the Standards and Ethics Committee and approved by full Council and published and updated in the Council's Constitution.