

## **Integration Joint Board Protocol – Virtual Meetings (Microsoft Teams)**

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### **Prior to the Meeting**

*The following should be shared with participants:*

- Link to join the meeting
- This protocol

*Questions or points of clarification on papers:*

- **Any questions or points of clarification relating to any papers for approval** are submitted to the Partnership mailbox ([fv.clackmannanshirestirling.hscp@nhs.scot](mailto:fv.clackmannanshirestirling.hscp@nhs.scot)) before the meeting so these can be passed to paper authors who can respond prior to the meeting or when presenting their papers in the Board meeting; and
- **Any questions or points of clarification relating to any of the papers for noting are submitted** to the Partnership mailbox ([fv.clackmannanshirestirling.hscp@nhs.scot](mailto:fv.clackmannanshirestirling.hscp@nhs.scot)) before the meeting so these can be responded to by the paper author – these will not be discussed or addressed in the Board meeting.

*Apologies and / or substitutions*

- Any apologies and / or substitutions are notified to the Partnership mailbox as soon as possible

### **Joining the Meeting**

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

### **Starting the meeting**

At the start of the meeting, the Chair will introduce themselves, confirm attendance and set out the ground rules for virtual meeting.

- Participants should **mute their microphones** for call, unless speaking, this would be appreciated.
- **All members (except voting members) should turn off cameras.** Paper presenters should turn cameras on when presenting a paper.

- Participants should **switch off alerts** / endeavour to ensure that there are no interruptions.
- As with normal meetings, unless being used for the meeting, **phones are switched off or on silent.**
- Only **one person should speak at any time.** Participants should not interrupt others.
- Participants should limit discussion on the papers so we can make effective, efficient and productive decisions and issue directions (where required); whilst reducing the volume of debate in the meeting.
- Participants can indicate they wish to speak by '**raising their hand**' on **MS teams**
- 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.
- Participants should be **clear and concise.**
- There should be no side conversations.
- The Board Administrator will take notes of the discussion/decisions/actions and formulate a formal written record for approval in accordance with Integration Joint Boards [Standing Orders section 17.](#)
- To ensure all Board members are kept informed during this ever changing environment we will issue the draft minute to Board members as soon as possible.

*Those in attendance:*

- Those in attendance or to observe are not permitted to participate in the Board meeting as per [Standing Orders section 9.](#)

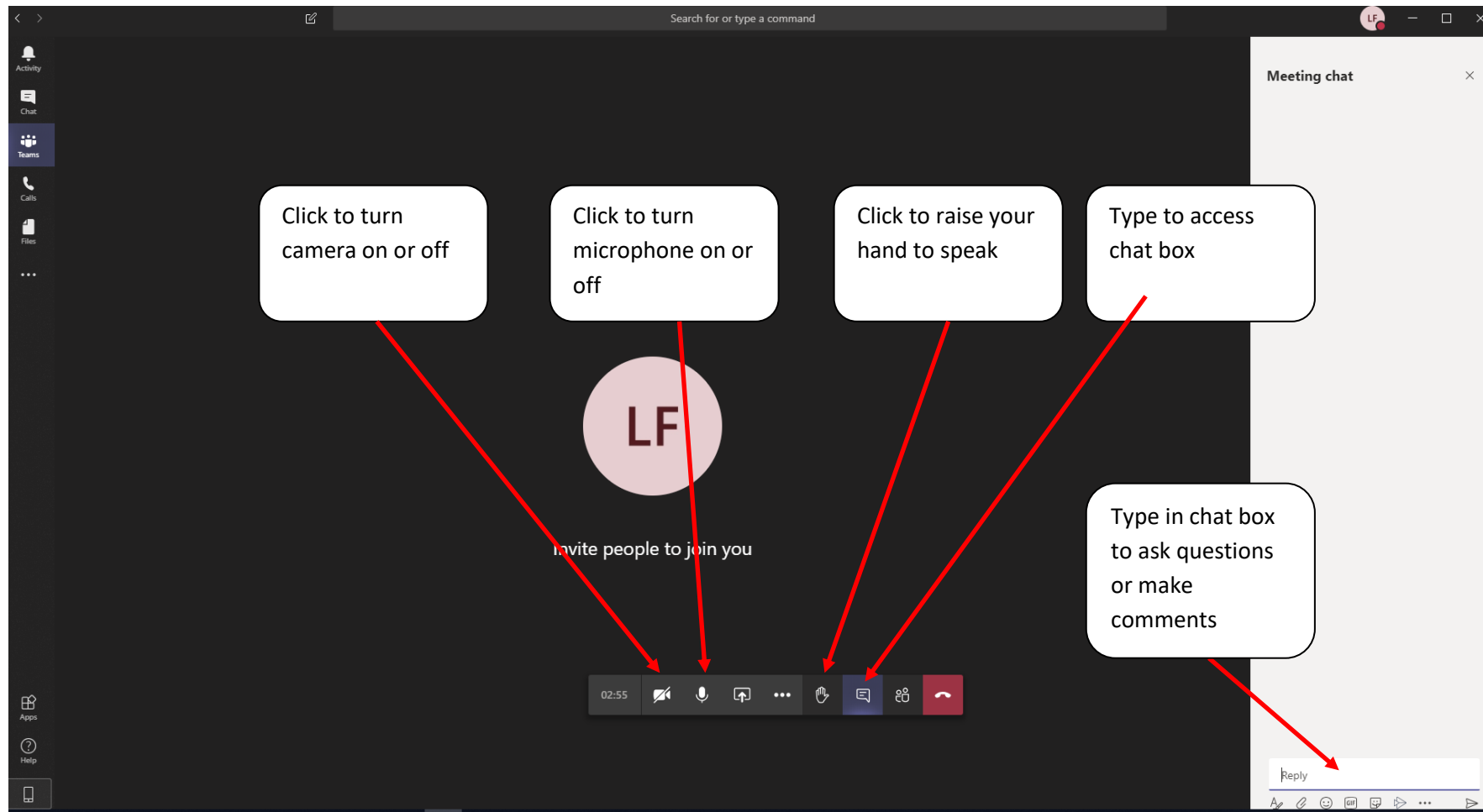
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**Date: 24 August 2020**

**Authorised by: Cllr Les Sharp, Chair Integration Joint Board**

## Annex A - Guidance for MS Teams



Further MS Teams guidance is available here: <https://sway.office.com/Qtpwo3gxZMXiiGZB> or [here](#).