Board and Committee Virtual Attendance Procedure

Members of the Trust, Trustees, Governors and non-Trustee members of Trust Committees, and any other participant in attendance, including, but not limited to, by telephone, internet link and video conference, are subject to the following conditions:

1. Virtual attendance will be available for all meetings; it should not be used as the default method of attendance, unless by agreement of all attendees.
2. Virtual attendance will not normally be permitted for formal proceedings, such as staff grievance and discipline; considerations of exclusions, admissions or complaints and for any appeal hearings, where only a physical attendance is acceptable.
3. A person who wishes to attend virtually should give notice to the clerk.
4. The clerk will record in the minutes the persons attending physically and virtually.
5. All virtual attendees must ensure that they have a suitable environment from which to participate so they can give their full attention to the meeting and are able to hear all discussions during the meeting.
6. All virtual attendees will ensure and declare that they have taken account of the need for confidentiality and that any discussions or their conversation cannot be overheard.
7. The Clerk will ensure that they can identify all participants and that all participants can recognise each other; otherwise or for clarification, the chair or the participant themselves must give their name before they contribute.
8. A virtual attendee will contribute to the quorum as long as they are virtually present, if they are eligible; any decisions must be deferred until the meeting is quorate or to a future meeting.
9. Virtual attendance may be for specific agenda items only, but the person must be virtually present for the entire item if they are to take part in a vote on the item.
10. For any vote taken through a show of hands the virtual attendee may cast their vote by stating if they wish to vote in favour or against, or by a method of indicating to the clerk and chair as stated by the chair in the meeting; the result of the vote must be communicated clearly to all participants.
11. Should there be a requirement for a vote by secret ballot virtual attendees will be asked to declare their vote with the clerk by text, email or online message, alternatively, they can choose to vote publicly or abstain.
12. A virtual attendee will not contribute to the quorum or be able to vote for an agenda item where they do not have access to the relevant documents; if an urgent document is to be tabled at the meeting all efforts will be made to share it with the virtual attendees.
13. If the connection fails and reasonable attempts to reconnect are not successful then the virtual attendee will be recorded as absent for the time they are not connected; the agenda will not be delayed due to a technical failure.