**Sefton Borough Council Strategy Meetings**

**Meeting Etiquette**

Please read the Confidentiality and Equality Statement attached. Attendance at the meeting via Microsoft TEAMS will be taken as your agreement to this statement. If you attend the meeting in person copies of this will be available for you to read.

* Before joining the meeting, please make sure you are in a secure area where the meeting cannot be heard, ideally use headphones, and switch off any voice activated devices.
* During the meeting, where possible please ensure that your device camera is turned on so that panel members can see you.
* Please keep your microphone on mute unless you wish to speak. Use the raise hand function to contribute to a discussion. Remember to lower your hand once you have got the meeting Chairs attention.
* Please avoid taking calls during the Strategy meeting, your attention and attendance is required for the duration of the meeting.
* If you are unable to attend, please send a representative from your agency or provide an agency update, including any outstanding actions.
* Please read the strategy request information and check the demographics prior to the meeting.
* Agencies must not take notes or record Strategy Meetings. meetings will be recorded by Children’s Services administrators to assist with accurate minute completion, recordings are stored securely and deleted on production of the minutes.

Please Note:  Strategy minutes and documents SHOULD NOT be shared, copied, or printed without the prior approval of the Chair of the Strategy meeting. Digital copies should only be kept in a separate folder on a secure computer network with restricted access to the documents, folder, and network if this is absolutely necessary.