

## **POLICY FOR CNHC MEETINGS via ZOOM**

### **INTRODUCTION**

This policy covers meetings of the CNHC Board, Profession Specific Boards, Case Examiners and any interviews of potential appointees.

During the height of the Covid pandemic, in common with many organisations, meetings of the CNHC Board, Profession Specific Boards (PSBs) and Case Examiners were held via Zoom. Following that period many organisations have returned to “face to face” Board meetings, with only an odd attendance by Zoom; or if a meeting has been called at short notice for a particular purpose these meetings may also have been held via Zoom.

CNHC is a small organisation and whilst Board members are spread across the country, there is great benefit in us getting together, face to face, particularly given we only, usually, have four Board meetings per year. The same benefits apply to our annual meetings of PSBs. There are some inherent difficulties in holding a meeting with both in person and virtual members attending.

CNHC Board meeting dates are set well ahead, for a full year, enabling Board members to diarise meeting dates well in advance. This should minimise the need for apologies to be tendered. However, it is recognised that for reasons beyond our control, or in extenuating circumstances it may not be possible for a Board member to attend a meeting in person. In some circumstances, attending the meeting virtually via Zoom may be an option, for example this may include:

- Covid infection, or similar, where a member feels well enough but is avoiding any risk of infection spread.
- Illness or attending a health appointment where travelling to the meeting venue is not possible within the time available but a virtual attendance is.
- Carer responsibilities where a member needs to be physically close to someone they are caring for and alternative arrangements are not possible.

Where a virtual attendance by Zoom is necessary, Board members must liaise with the Chair or meeting host to make the necessary arrangements.

When members of individual Profession Specific Boards are reviewing core curricula or developing advice for CNHC on a specific issue they may find it most convenient to meet via Zoom.

Case Examiners may also find it most convenient to meet via Zoom.

### **DO'S AND DON'TS**

Virtual meetings and video conferencing are becoming increasingly common place; in most instances, and certainly in CNHC's case, virtual attendees have developed a set of appropriate etiquette rules which are followed by all.

Increasingly, there are a number of privacy concerns for some organisations with external interruptions from third parties creating some challenges. This policy reiterates some “do's and don'ts” to ensure safety and confidentiality.

- Zoom participant invitation will be sent by the meeting host, to Zoom participants.
- Zoom meeting ID will be generated automatically as Zoom's default choice. The host's personal ID should not be used.
- Participants need to ensure they are in a confidential setting, for example if they are in a public/workplace setting they should be using headphones so that people around them cannot hear the conversations.
- On dialling in to the meeting, Zoom participants will enter a virtual waiting room and will be muted on entry to the call.
- If you are a participant, please ensure you control screen sharing so that only the meeting host can share your screen.
- Participants should ensure their video connection is usually active throughout the Zoom call; audio connection should only be active when the participant is speaking.

The quality of the call is partly dependent on the technology available to us; a good microphone and webcam is important for participants along with a strong internet connection. CNHC will attempt to ensure good audio facilities are available within the Board meeting to ensure full contribution from all participants. However, it should be borne in mind that this can be dependent on the meeting venue.

February 2023