

West Dunbartonshire Council

Process for Tendering Committee Meeting – 9th September 2020

1. The meeting of the Tendering Committee on 9th September will be via Zoom video conferencing.
2. The meeting will be held remotely and the public will therefore be excluded from the meeting in terms of paragraph 13 of Schedule 6 of the Coronavirus (Scotland) Act 2020.
3. The calling notice for the meeting issued to Tendering Committee Members will advise that the Convener has directed that the powers contained in Section 43 of the Local Government (Scotland) Act will be used and so members will attend remotely.
4. **Members will require to be logged into the Committee meeting at least 15 minutes prior to the scheduled commencement of the Committee meeting** and when asked to input their name should do so in the following format – CLLR JOHN DOE. Members should not leave the meeting during any item of business. If Members do leave, they will not be able to take part in the decision on any item of business they are not present for.
5. The Convener, key officers and Committee Clerk will be in a designated West Dunbartonshire Council office with suitable social distancing measures applied.
6. The Convener will make a direction that no photography or recording of the proceedings will be made by any party without the Convener's prior approval.
7. The Convener will welcome Members and officers to the meeting and will advise attendees of the arrangements for this video conferencing whereby using mute on the computer device when they are not speaking and using the "raised hand" function on Zoom to alert the attention of the Chair/Committee Officer when requesting to speak. The meeting host (Committee Services) will monitor this and notify the Convener when someone wishes to speak if required. Members should avoid using the Chat function within Zoom conferencing unless directed by the Chair to use it.
8. Where a Member intends dialing in via mobile or landline telephone they will make the Committee Officer aware of this before the meeting that they intend using this method and the number which they will be using to dial in from.

9. The Convener will take charge of the meeting and will advise that attendance and any apologies for absence will be recorded. The Committee Officer will then record on a list the names of the Members and officers that are present.
10. The Convener will introduce each item on the agenda and manage the business on the agenda.
11. Normal Council procedures will be followed in terms of questions, discussion, motion, amendments, etc. Members should use the “raised hand” function on Zoom to alert the attention of the Chair/Committee Officer when requesting to speak. This function will not be available to Members who have dialed in via landline. The Convener will therefore ask those Members individually if they have any input.
12. Following the determination of the Committee business, the Convener will bring the meeting to a close.
13. If any participant loses connection they should try to rejoin the meeting. Elected Members should call the telephone number provided to them in advance of the meeting for assistance. Support will be available to Elected Members from an ICT officer during the meeting if required.