# Virtual Planning Committee

## Zoom

**The guide below provides an overview of how to attend virtual Planning Committee meetings using the video and audio conferencing tool called Zoom.**

## Pre-requisites

Before attending the virtual meeting you should download the Zoom conferencing software. It is recommended that Councillors download this on to their corporate iPad which will allow you to use the built in camera and microphone to join the meeting. You can however access the meeting from any internet connected device with audio and video capability.

The Zoom App for iPads can be found on the Apple App Store, although a link to download the software has been provided below:

https://zoom.us/support/download

The App is free and you should not require any password to download and install the App on your iPad, but if you do please contact IT.

Please ensure your iPad is fully charged before attending the meeting, and if possible have it connected to a power supply throughout to avoid the possibility of the battery running low and your device turning off during the meeting.

## Before the meeting

Public speaking will be virtual. Anyone who has commented on the application will be contacted to explain the public speaking process for virtual committees. Should you wish to speak at the meeting please contact committee.services@broadland.gov.uk as this is by prior arrangement only and the latest on the Friday preceding Committee. You will be sent a link to the Zoom meeting.

On the Tuesday in the week before committee Members will receive an email notification that the agenda is available from the Members section on their iPads as usual. A copy will be posted to Committee Members on this same day. The agenda is also published on the website.

By 2pm on the Friday before Committee Members of the Committee will be emailed and posted a copy of the officer presentations for all agenda items.

A supplementary list will be posted on the website on the Monday before the meeting. Members of the Committee will be sent an email advising when the list is available.

Members of the public will be able to access the Agenda and supplementary list via the website.

# Attending the meeting

**Committee Members**

An invite will be sent to your corporate @broadland.gov.uk email address in the form of a calendar invite. When you accept the invite it will be added to your Council calendar. The invite will include a link in the message to join the meeting.

If you intend to join the meeting from a device other than your corporate iPad you may wish to forward the invite (with the link) to another device. You can also join the meeting from any device with Zoom installed by typing in the unique 9 digit meeting code and password.

When joining the meeting you may be asked to provide your name. Please do so using your full forename and surname as this will allow all participants to see who has joined the meeting.

Please be cognisant of the physical location you are joining the meeting from. All Members are asked to use the Council background provided (on the PC – 'up arrow' to the right of the camera/choose virtual background; on the ipad '… More' option to the top right on the ipad/virtual background).  For both PC and iPad please ensure the 'greenscreen' option is switched off.

**All others**

Public speaking will be carried out as per the Council's current procedures, albeit this will now be on a virtual platform.  Should you wish to speak at committee you should notify democratic services by 3pm on the Friday before the meeting - email: [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk).   In your email, you should make it clear which item you wish to speak on.  Once registered, you will be sent a meeting invite.  The invite will include a link in the message to join the meeting.

The Council will be live streaming this meeting.  Should you wish to observe the meeting only (and not participate in public speaking), please visit [https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng](https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng)

# Meeting etiquette

The meetings have been configured so that once you join your microphone audio will be automatically muted. This avoids unnecessary background noise disturbing the meeting. The Host of the meeting will mute and unmute you when necessary.

**General Rules**

1. When signing into the meeting add your full name in the box below the meeting ID.  Members – please rename yourself including the prefix Cllr. (to rename on a PC right click on your name on your screen; on an iPad you will need to click on the participants icon and then tap your name to rename.)
2. The chat bar is at the bottom of the screen when using a weblink, and at the top if using your iPad, a dialogue box will appear to the right of the screen.
3. Turn on 'auto connect to audio and video'.
4. Anyone attending Committee will remain on mute until invited to speak. When the Host will unmute them.
5. Members: If you want to speak write 'question' or 'clarification' or 'comment' in the chat and the Chairman will then invite you to speak at the relevant point. Only the Host will see the chat and will alert the Chairman. The chat function is not for use by anyone other than Members of the Committee.
6. Members attendance at the meeting will be on a roll call basis– please acknowledge your name when called out.
7. Voting at the meeting will be on a roll call basis - please indicate your vote when your name is called out.
8. Chat function is for Members of the Committee only.  Only use the chat bar for recording attendance and for asking questions, this is not to be used for general chat purposes. Only the Host of the meeting will see the chat.

9. When discussing an exempt item the Councillor / Officer must ensure that they are alone and cannot be overlooked.
10. Please do not consume food during the meeting.
11. Please ensure you have familiarised yourself with the position of the camera on the device you are using in advance of the committee to avoid obscuring yourself during the meeting.

**Practical steps**

1. Attendance at the meeting

Members of the committee should join the meeting at least 30 minutes before it is due to start.

Once the meeting has commenced the Committee Officer will call out each Councillors name, you are to acknowledge your name which will record that you are there and then mute. No response will assume that that Councillor is not in the meeting.

The Chairman will then work through the agenda inviting the Officer to present the application, a copy of which will have already been sent to the Members of the Committee in advance.

2. Public speaking

Public speakers will be invited to speak at the relevant time by the Chairman and will be unmuted and muted by the Host.

3. Speaking at the meeting

Members' discussion will be directed by the Chairman and each Councillor in turn will be asked by the Chairman for their comments.

Councillors wishing to seek any clarifications or comments during the debate following their initial comments are invited to record these on the chat bar. The Development Manager will then assist the Chairman in working through these in turn, for example:

Development Manager "Cllr X has indicated they wish to raise a question"

Chairman "I invite Cllr X to ask their question"

Cllr X asks their question/make further comment.

4. Voting at the meeting

Once the application has been presented, public speaking considered and the application has been debated and a proposal made and seconded to proceed to a vote, the Chairman will invite each Councillor in turn to record their vote.

The Committee Officer will read out each Councillors name and ask them to record their vote, for example:

Committee Officer "Cllr X please record your vote for the recommendation"

Cllr X "For / abstain /against" – or any variable on this

At the end of the votes the Committee Officer will read out the conclusion of the votes

5. There will be a 5 minute break in between each main agenda item.

6. The Chairman will formally close the meeting once all agenda items are completed and all Councillors will need to leave the meeting.

7. The Council will be live streaming this meeting at:
   https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng