

## **Essex County Council**

### **Instructions for the press and public to join online meetings**

#### **Place Services and Economic Growth Policy and Scrutiny Committee**

**Thursday 29 October 2020 – 10.30am start**

This meeting will take place online using the zoom platform. Please do not come to County Hall as no one connected with the meeting will be present.

Essex County Council is using zoom because it is available on a wide variety of devices.

#### **If you just wish to listen to the meeting:**

We will broadcast the meeting live from our website:

[PSEG 29 October](#)

The recording will be available after the meeting.

#### **Joining by laptop, smartphone or tablet:**

Join using the following link: [https://www.youtube.com/watch?v=pEPyph\\_t9wo](https://www.youtube.com/watch?v=pEPyph_t9wo)

**Cont...**

**If you want to ask a question at the meeting** (where permitted). Please email [democratic.services@essex.gov.uk](mailto:democratic.services@essex.gov.uk) before 12 Noon the day before (Wednesday 23 September). Note that questions must relate to an item on the agenda for the meetings.

Please note that you will not be allowed to speak at the meeting unless invited, so you won't be able to be heard. This means it is very important that you let us know in advance (by the deadline specified above) that you wish to ask us a question.

If you are joining using a phone or laptop you may be able to ask a question using the Q&A function on zoom, but you will still need to email [democratic.services@essex.gov.uk](mailto:democratic.services@essex.gov.uk) before 12 Noon the day before the meeting (Wednesday 28<sup>th</sup> October).

Please note when you join the meeting using Zoom you will be shown as an 'attendee'. You will be able to see and hear members of the committee in order to follow the business being discussed; your own microphone will be automatically muted. The names of all attendees will be visible to the host of the meeting, who is

usually the meeting's Chairman or a Council officer. If you have registered to ask a question (if the meeting you are attending allows for this) a Council officer will unmute your microphone at the appropriate point and mute it again when you have finished. If you have accessed the meeting using a device with a webcam you may be visible to members of the committee and other attendees whilst you put your question.

If there are confidential items being considered in the meeting and the press and public need to be excluded you will be disconnected from the meeting (i.e. your access to the meeting will be turned off) before the committee moves onto these items; the Chairman will make you aware of this before it takes place. The host will disconnect you when appropriate and a notification will appear on your screen notifying you that you have been disconnected from the meeting. If at any point throughout the meeting you wish to leave you can select 'Leave Meeting' and this will exit you from the meeting.