

Essex County Council

Public Access - Instructions for the press and public to watch or join online meetings

Audit, Governance and Standards Committee

Monday 30 November 2020 at 10:30 am

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

If you wish to watch and listen to the meeting:

We will stream the meeting live on YouTube and it will also be available after the meeting on [the ECC Democracy YouTube Channel](#).

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If you are a participant in the meeting (a member of the committee, an officer of the Council or a registered public speaker) and intend to **join by laptop, smartphone or tablet:**

Before the meeting you may need to download the zoom software from www.zoom.us or from your app store.

Once you have zoom, please click this link to join the meeting.
<https://us02web.zoom.us/j/85907514602?pwd=RkhPdVBjeHdUVnVKN2NTKzFDZkZ1UT09>

If you are a participant in the meeting (a member of the committee, an officer of the Council or a registered public speaker) and intend to **join by phone:**

Please dial one of the following numbers:

0203 481 5240 or 0203 901 7895 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237

When prompted you will need to enter:

Webinar ID: 859 0751 4602

Password: 922742

If you want to ask a question at the meeting (where permitted).

Please email democratic.services@essex.gov.uk as soon as possible. Please try and let us know by 10:30 am on **Friday 27 November 2020** if you wish to ask a question. 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 you have already registered, so you won't be able to be heard.

Anyone not participating in the meeting is requested to [link to the ECC Democracy YouTube](#) to watch and listen to the meeting.

A special note:

If you are joining the meeting as a participant 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 address the meeting 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 speak.

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.

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