

## Essex County Council

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

#### **Audit, Governance and Standards Committee**

**Monday 6 July 2020 – 10:30**

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](#) and a recording will be available after the meeting.

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

Before the meeting you download the zoom software before the meeting from [www.zoom.us](http://www.zoom.us) or from your app store.

Please click this URL to join the meeting.

<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F84755202283%3Fpwd%3DOUozT1BzQU6NVd3VIE3TGU2ZGRuQT09&data=02%7C01%7C%7Cead8743589ee468be9f208d803bc2e87%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637263454057487192&sd=0&reserve=0>

#### **Joining by phone**

Please dial one of the following numbers:

0203 051 2874      0203 481 5237      0203 481 5240

0131 460 1196

When prompted you will need to enter:

**Webinar ID:** 847 5520 2283

**Password:** 681501

**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) as soon as possible. Please try and let us know by 10:30 am on **Friday 3 July 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.

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 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.