

Essex County Council

Instructions for the press and public to join online meetings

Senior Management Employment Committee

Friday, 25 September 2020, commencing at 9.00am

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:

<https://tinyurl.com/SMEC-25-September2020-Audio>

The 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 or from your app store.

Join using the following link:

<https://tinyurl.com/SMEC-25-September-2020-Zoom>

Password: 8fsPJ7

Joining by phone

Please dial one of the following numbers:

0203 481 5237 0203 481 5240

0203 051 2874 0203 901 7895

When prompted you will need to enter:

Webinar ID: 889 2637 5691

Password: 580968

If you want to ask a question at the meeting, please email democratic.services@essex.gov.uk by noon on the day before the meeting.

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.