

## **Essex County Council**

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

#### **Senior Management Employment Sub-Committee**

**Friday, 25 September 2020 (11.45am)**

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.

**Please note that the main item of business at this meeting will be considered in private, i.e. members of the Press and Public will be excluded.**

#### **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.

Join using the following link:

[Senior Management Sub-Committee 250920 Zoom](#)

When prompted you will need to enter:

**Meeting ID:** 970 7196 3336

**Password:** 428539

#### **Public questions are not permitted at this meeting**

You will not be allowed to speak at the meeting unless you are invited to do so. It is very unlikely that you will be invited to speak at this meeting.

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. In the unlikely event that you are invited to speak at any point, 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 are speaking.

The main item of business at this meeting will be considered in private, meaning that the press and public will be excluded. When the Committee reaches this point on the agenda, you will be disconnected from the meeting (i.e. your access to the meeting will be turned off). 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.