

Essex County Council

Instructions for the press and public to join online meetings

SELEP ACCOUNTABILITY BOARD

Friday 20 November 2020 – 10.00am 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:

The recording will be available after the meeting.

At <https://www.southeastlep.com/meetings/accountability-board-20th-november-2020/>

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://us02web.zoom.us/webinar/register/WN_qn1WqUujRMmipwXKdNMHHA

Joining by phone

Please dial one of the following numbers:

0203 481 5237 0203 481 5240 0208 080 6591

0208 080 6592 0330 088 5830

When prompted you will need to enter:

Webinar ID: 862 6926 0674

Password: 2468

If you want to ask a question at the meeting In accordance with the Policy adopted by the SELEP, a period of up to 15 minutes will be allowed at the start of every Ordinary meeting of the Accountability Board to enable members of the public to make representations. No question shall be longer than three minutes, and all speakers must have registered their question by email or by post with the SELEP Secretariat (hello@southeastlep.com) by no later than 10.30am on the Monday morning before the meeting. Please note that only one speaker may speak on

behalf of an organisation, no person may ask more than one question and there will be no opportunity to ask a supplementary question.

On arrival, and before the start of the meeting, registered speakers must identify themselves to the Governance Officer for an in-person meeting, or the host of the meeting if it is being held virtually.

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 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 it is preferable to email us the day before.

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.