THE VALE OF GLAMORGAN COUNCIL

SCRUTINY COMMITTEE - PROCEDURE

This procedure has been issued in response to the Coronavirus (COVID-19) pandemic and regulations. It applies to the process around the Council's five Scrutiny Committees and will continue to do so until 30th April 2021 unless withdrawn earlier pursuant to a decision of the Council's Executive or Managing Director under his Emergency Powers. The content is based on guidance issued by the Welsh Government.

Issued: July 2020

FOR FURTHER INFORMATION PLEASE CONTACT:
DEMOCRATIC SERVICES (01446) 709856
E-MAIL: DEMOCRATIC@VALEOFGLAMORGAN.GOV.UK

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INTRODUCTION

The Council is required by law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committees contribute to the development of Council policies, hold the Cabinet to account for its decisions and review existing policies, consider proposals for new policies and suggest new policies.

Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

On 21 April, 2020, Julie James, Minister for Housing and Local Government issued guidance concerning the expected impact of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 ("The Regulations") came into force on 22 April, 2020 and made temporary provision in relation to Local Authority meetings and for public and press access to these meetings during the COVID-19 pandemic.

The measures employed to combat COVID-19 include social distancing and the requirement to work from home where possible. Prior to the Regulations there were requirements on local authorities to meet in person in specified offices, to make many meetings open to the public and to enable the public to inspect documents related to the meetings, in some cases, in the offices of Local Authorities. This clearly was counter to the measures being put in place for tackling COVID-19.

The Regulations provide flexibility to enable Local Authorities to operate safely, effectively and lawfully, while retaining the principles of openness and accountability to the public by, for example, enabling meetings to be conducted on the basis of full or partial remote attendance and by making provision about the electronic publishing of certain documents.

Councils can therefore hold official meetings virtually, with Members dialling in to teleconferences or participating via video conferencing.

The following changes within the Regulations specifically applicable to Scrutiny Committee meetings are:

- The Regulations are directly applicable – where the Council's Constitution is contrary to the Act and the Regulations, the Act and the Regulations take precedence .
- Any existing reference to the need to publish documents, notices, summons etc. may be interpreted as meaning via electronic means (website) only.
- As a minimum, Members attending a Remote Meeting must be able to hear and be heard.

- Public access to documents, agendas etc. is electronic (the existing timelines still apply), and the requirement to give access to meetings is suspended up until 30 April 2021.

Paragraph 7.12.1 of the Council's Constitution states that "Ordinary meetings of Scrutiny Committees shall be convened in accordance with the Council's timetable of meetings, set at the time of its Annual meeting unless the Council has previously agreed a programme at an earlier meeting." As a result of COVID 19 and in line with the Coronavirus Act and Regulations the Council's timetable of meetings has been set aside and the Council's calendar has been updated given that the holding of an Annual meeting for the Municipal year has been extended until the end of the year.

The Regulations however mean that the Council may decide to hold a meeting using remote access provided:

- All parties can fully present their case / reports;
- Each person participating is able to hear and be heard by means of a video link or telephone

During the current special circumstances, the style and tone of Scrutiny meetings will be very different from conventional physical meetings.

Members will need to prepare thoroughly and focus on the outcomes required and will need to understand information and reports thoroughly prior to the meeting. Members may find it useful to have prior discussions, remote pre-meetings or information briefings in addition to formal Scrutiny meetings.

Remote or virtual meetings require some patience and work much more effectively when Members are prepared and familiar with the technology being used and the running of virtual meetings having been thoroughly briefed by Officers in advance of virtual meetings beginning.

Please note that the Regulations do not affect the quorum for a meeting of the Scrutiny Committees, which shall remain as one quarter of its membership (see Section 7.12 of the Council Constitution Refers).

Public access to documents, agendas etc. will be electronic (the existing timelines of at least three clear days' notice of any meeting still apply), and the requirement to give access to meetings is also suspended until 30 April 2021.

The 2020 regulations relax some of the current requirements however the Council will continue to maintain its obligations around natural justice and procedural fairness.

OBJECTIVES OF THE SCRUTINY DURING THE CORONAVIRUS (COVID-19) OUTBREAK

In order to achieve its aims, the Council has appointed five Scrutiny Committees which between them will:

- review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions, whether by the Executive or another part of the Council, but with the exception of any matter which is specifically identified in the terms of reference of any other Scrutiny Committee;
- make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;
- consider any matter which affects the Council's area or its inhabitants; and
- exercise the right to call-in for reconsideration of decisions made, but not yet implemented, by the Executive and Officers.

Membership of the Scrutiny Committees:

The membership of the Council's five Scrutiny Committees is as outlined below.

Corporate Performance and Resources
Chairman: Councillor M.R. Wilson;
Vice-Chairman: Councillor O. Griffiths;
Councillors: G.D.D. Carroll, G.A. Cox, R. Crowley, V.P. Driscoll, G. John, Dr. I.J. Johnson, Ms. S. Sivagnanam and J.W. Thomas.

Environment and Regeneration
Chairman: Councillor Ms. B.E. Brooks;
Vice-Chairman: Councillor Ms. S. Sivagnanam;
Councillors: V.J. Bailey, Mrs. P. Drake, V.P. Driscoll, G. John, M.J.G. Morgan, A.R. Robertson, L.O. Rowlands and S.T. Wiliam

Healthy Living and Social Care
Chairman: Councillor Mrs. R. Nugent-Finn;
Vice Chairman: Councillor N.C. Thomas;
Councillors: Ms. J. Aviet, Mrs. J.E. Charles, O. Griffiths, S.J. Griffiths, T.H. Jarvie, K.P. Mahoney, R.A. Penrose and J.W. Thomas

Homes and Safe Communities
Chairman: Councillor Mrs. S.D. Perkes;
Vice-Chairman: Councillor Ms. J. Aviet;
Councillors: J.C. Bird, Ms. B.E. Brooks, Mrs. C.A. Cave, Miss. A.M. Collins, S.J. Griffiths, Mrs. S.M. Hanks, A.C. Parker and L.O. Rowlands

1 representative, in a co-opted non-voting observer capacity, of the following organisation:

Citizens Advice Cardiff and Vale

plus 4 Representatives from Tenant Working Group / Panel:

Mrs. W. Davies
Mrs. G. Doyle
Mr. A. Raybould
Ms. H. Smith

Learning and Culture
Chairman: Councillor G.C. Kemp;
Vice-Chairman: Councillor Ms. R.M. Birch;
Councillors: A.R.T. Davies, S.J. Griffiths, N.P. Hodges, T.H. Jarvie, Mrs. J.M. Norman, A.C. Parker, Mrs. S.D. Perkes and N.C. Thomas.

Also invited to attend as co-opted members:

Dr. M. Price	(Roman Catholic Church).
Mr. A. Rickett	(Church in Wales).
Vacant	(Parent Governor – Secondary Sector)
Mrs. J. Lynch-Wilson	(Parent Governor – Primary Sector).

Also invited to attend as non-voting observers:

Mr. H. Gapper	(Welsh Medium Education).
Vacant	(Secondary).
Mr. Isaac Cramb	(Vale Youth Forum).
Mr. Thomas Froud	(Vale Youth Forum)
Vacant	(Primary).
Vacant	(Special).
Vacant	(Headteachers).
Vacant	(Free Churches).

Role of the Democratic Services Officer to meetings of the Scrutiny Committee.

Each Scrutiny Committee meeting has the services of a **Democratic Services Officer**, whose responsibility it is to ensure that all administrative arrangements for the meeting are made including minute taking, and that they are undertaken in accordance with the regulations and to offer advice on procedure. There are no changes to the current role or responsibilities under this procedure. **(Please note that, with an increased demand to hold meetings remotely, a second Democratic Officer may also be deployed in order to assist with the technical requirements of the meeting).**

Notice of Meeting/Agenda send out

Scrutiny Committee Meetings usually commence at 6pm, unless indicated otherwise

Agendas and reports for the meetings will usually be despatched within **five working days,** prior to the meeting. The agenda/notice of meeting is also uploaded to the Council's website at the same time where possible.

All agenda covering sheets which are subject to Access to Information legislation are translated into Welsh.

Public Speaking/Written Representation at a Scrutiny Committee meeting remotely

This procedure relates to the provision for remote meetings. There is currently provision for public speaking at Scrutiny Committees meetings in person at the Committee and/or written representations. Link to the guide to public speaking:

https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/16-05-16-Public-Scrutiny-Booklet.pdf

Registering to speak at a Scrutiny Committee meeting remotely

The Register to Speak form will be available on the Council's website from 8.30am on the day following the despatch of the agenda and will close at 4pm the working day prior to the meeting (for example if the meeting takes place on a Wednesday, the form will be available from 8.30am on the Thursday and will close 4pm on the Tuesday before the meeting).

If an individual has **not registered to speak** within the above timeframe they will **not be allowed to speak**. However, if a person **has registered in time but subsequently cannot attend**, a **nominated person can be allowed** to **speak** in that person's place if we are given **prior notice in writing/email and it is approved by the Chairman of the relevant Scrutiny Committee. There are no exceptions to these requirements.**

Members of the Council, who are not a Member of the relevant Scrutiny Committee, **do not** need to register to speak **but due to the 'remote' online nature of the meeting, Members will need to inform Democratic Services of their intention to attend and/or speak at the meeting in order to access this.**

Written Representations

Please note that if a member of the public does not wish to speak in the meeting they can submit a written copy of their speech (via email to democratic@valeofglamorgan.gov.uk) after following the registration and deadline procedures in the section above. These comments (which will be read out by an Officer at the Committee) should take **no longer than 3 mins** to read out – if they go over the allotted time, the Officer reading them will be asked to stop.

It is strongly advised that registered speakers submit a written copy of their verbal speech in advance of the meeting, in case there are any technical difficulties.

Remote meeting attendance

Having regard to the current pandemic and the provision for remote meetings the Council will undertake Scrutiny Committee meetings via a **remote mechanism**. The current platform of choice being the **"Go to Meeting"** software application. However, this may be subject to change, prior to a meeting, via another application. All will be informed within reasonable time, prior to the meeting, of any change in the remote meeting provision as below: -

- **The public** – via the Council website

- **Members of the Council** - via internal email and the website
- **All taking part in the meeting** – via email, or telephone or website

Ahead of the day of the meeting, the Democratic Services Officer will contact **all parties** (Members, Officers and the public who have registered to speak) via email and/ or text to provide a **hyperlink and or telephone number** to be used to access a **videoconference meeting at a date and time previously specified in the Notice of Meeting/Agenda.**

Subject to any technical issues the meeting will be recorded via the "Go to meeting" facility and uploaded to the Council website following the meeting.

PARTICIPATION GUIDANCE

The Meeting.

In order for meetings to run, efficiently, effectively and smoothly, the meetings will be managed by the Chairman. There are some suggested practical arrangements below, but it is important to note that through the facility of remote attendance, those taking part will be seen (where possible) and heard throughout the broadcast and it is therefore important to conduct oneself as if the meeting was being held in public. Matters / requests to speak, etc. need to be brought forward via the Chair and speakers should speak in turn / when invited to do so by the Chairman in order to avoid blurred conversation / discussion, so as to keep matters as clear as possible.

Preparing for the Meeting – Practical Arrangements

Immediately prior to the meeting, all participants will need to make sure that they are ready to take part productively via the **GoToMeeting Application** or any other format they are advised of.

N.B. Officers and Members please note that personal or corporate devices may be used in order to access the meeting.

Councillors, Officers and others should confirm their attendance and any substitutes (if appropriate) in advance of the meeting so that officers are aware of who should be in attendance.

GoTo Meeting – application guidance

- Before the date of the meeting, visit https://support.goto.com/meeting/system-check on the device you plan to use. This will confirm whether your device is fully compatible with the system or not. If the tool advises your internet-enabled device won't support GoToMeeting, you will be able to dial in via a standard telephone call (see Section [iii] of the attached technological guidance).

- If **multiple devices are available to you (such as a phone and a laptop),** we recommend using the device with the **biggest screen**, as this will be the one that most likely gives you an option to see all participants, rather than being restricted to only viewing the participant who is currently speaking.

- Take some time before the date of the meeting to familiarise yourself with where the **microphone and headphone plug- in** is on your device, as knowing where to find these will be helpful if you are required to speak more loudly and/or hear more clearly. The best audio quality will likely be achieved by plugging a **separate microphone into the device** – most modern headphone sets include a microphone.

- Make sure before the meeting starts that your equipment is **fully charged or has the capacity to charge** without impeding your audio/visual settings while the meeting is ongoing. Keeping your device plugged in to a power source if possible as this will give you confidence that the battery will last for the duration of the meeting.

- Please take some time to consider where you'll be able to **make yourself comfortable** so that you can focus on the discussion at hand.

- If **participating with video**, where possible it is best to try and find a space with a **plain background**. Other participants may find it distracting to see photos or shelves full of books or ornaments in the background. Also **consider lighting** – if a light source is behind you in the shot your face will likely end up looking darker on screen. Equally, too strong a light in front of you might have a 'bleaching' effect. Most devices will allow you to **access your camera ahead of the meeting** so you can identify where best to position yourself.

- If participating **with video**, aim to position your device appropriately so that your **head and shoulders are in the shot** (similar to a passport photo).

- Know how to **announce your presence by turning your microphone on and off again.**

- Make sure that you can **easily view any necessary documentation**.

- If **referring to a document** during the meeting, please be **specific regarding which Appendix it is** in as well as the **page number** and please **allow time for others to locate the same document**.

- Have a **pen and paper ready to use**. Conversation won't flow as naturally as it would with people in the room together, and the **Chairman will be moderating the order in which participants speak**. You may therefore find it helpful to **take notes of any points you would like to make** so you can refer back to them when it is your turn to speak.

- **Before the meeting starts**, please ensure that **any other nearby electronic devices are set to silent, or mute notifications on the device you're using**. If

you experience **interference during the call**, this could be **caused by other devices nearby** so you may want to turn off any other devices or remove them from the same room as you.

- We ask that you take steps **to join the meeting** (see technical guidance below for instructions) **ten – fifteen minutes prior to the start of the meeting**, which will allow the Democratic Services Officer time to assist with any difficulties if needed.

- If you are not currently speaking, **please mute your microphone**. This will help to reduce the level of disruptive and distracting background noise and assist all participants in meeting one another as clearly as possible. Instructions regarding how to mute and un-mute your microphone can be found in the technical guidance below.

- If you wish to speak, please indicate this **via the Chat function** on GoToMeeting and wait until the Chairman asks you to speak. If a question is asked of one participant directly, that participant will be the first person afforded an opportunity to respond. **It is crucial that all participants respect this process and listen to the Chairman to ensure everyone has a fair opportunity to make their points without being talked over.** If any participant repeatedly disregards this process and **talks over** other participants without waiting for the Chairman to confirm it is their turn, the **Democratic Services Officer** will be able **to mute their microphone**.

- When speaking, **don't shout**. The Democratic Services Officer will advise if your volume of speech is too low, it will usually require participants to **either move closer to their microphone or to adjust their microphone/volume settings.**

- Please try and remember that **not all participants** will have the same **visual access to the meeting**. There is an **option to dial in on a telephone call rather than use a screen**, and **not all participants** will have **access to a camera**. It's therefore important that **all participants communicate as much as possible verbally**, as not everyone will be able to see gestures or facial expressions. The **Democratic Services Officer will confirm at the start of the meeting** which participants have **screen access** and whether **any aren't visible on camera**.

- **Members of a Scrutiny Committee** should only vote on the recommendation / decision if they have been **able to hear and understand all of the debate** and information provided clearly. **The Chairman will remind all Members of this prior to the vote.**

- If the **connection becomes too slow**, the Democratic Services Officer will ask all participants to **turn their cameras off** for a short amount of time to allow **'GoToMeeting'** time to **speed the connection up again**. If this problem recurs, the Democratic Services Officer will ask all participants to turn their cameras off, and **only turn them on when it is their turn to speak**. Instructions regarding how to turn your camera on and off can be found in the technical guidance below.

- Know what to do **if your equipment fails, have a phone number to hand to call in case of technical difficulties.** At any point there may be issues with internet connections or computer failures.

- If required, for example, if members, etc. are unable to connect to the meeting or lose connection to the meeting (and therefore the Committee **stops being quorate**), the Committee may **adjourn the meeting** where considered necessary (either on a temporary or permanent basis).

- With reference to the previous point, **Officers** should establish a clear **"fallback plan"** so people know what to do in the event of a widespread failure. For example, switching over to the **telephone function on GoTo Meetings or the use of another remote meeting application. Similarly, a written copy of comments to be made by someone registered to speak on an application should be provided to officers prior to the meeting in case they lose connection or are unable to connect.**

Order of meeting and procedure.

Step 1: The Chairman to read out a declaration on the meeting being held virtually and that a recording of this will be available to the public after the meeting has been held.

Step 2: Officers and Members to introduce themselves at the start of the meeting for the benefit of applicants/objectors and the public (for the recording to be uploaded).

Step 3: Approval of the previous meeting's minutes for accuracy purposes only.

Step 4: "Apologies for absence", in the main, are known in advance however, Members are asked to advise Democratic Services if they are unable to attend.

Step 5: All agendas will have **Declaration of Interests** as a standing item for Members to consider if they have an interest on an agenda item. Members seeking advice on this item are asked to contact the Monitoring Officer at least 48 hours before the meeting.

Step 6: Meetings are only likely to be held to take decisions on **urgent and business critical issues** until the pandemic subsides. Research and reports (for example those from the Managing Director and / or the relevant Director of Service) be limited and will have to be prioritised according to business need.

NOTES:

Adjournments

The Committee may adjourn the meeting where considered necessary - for example, technical difficulties or if no longer quorate.

Part II

After moving into private session where confidential matters are to be discussed under Part II, the Chairman will:

- *Ensure that members of the public have left the meeting;*
- *Ask all who remain to ensure that there is no one else present who would be able to hear the proceedings.*

Disruptive Behaviour

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting.

NB – for the purposes of this procedure, references to the Democratic Services Officer also include an additional Democratic Services Officer who may be assisting with the technology or other areas at the meeting.

TECHNICAL GUIDANCE (FOR ACCESSING AND USING THE GOTOMEETING APPLICATION).

The Democratic Services Officer(s) will be available to provide assistance with the following steps on the day of the meeting, however please note that they will ***not*** *be able to assist you with technical matters relating to your* ***specific device****.* ***(Please note that if an alternative format to GoTo Meeting is used, all parties will be notified accordingly).***

To check whether your device is compatible with ***GoToMeeting****, please use your chosen device and access* https://support.goto.com/meeting/system-check*. If your device is not compatible, please refer to Section (iii) below.*

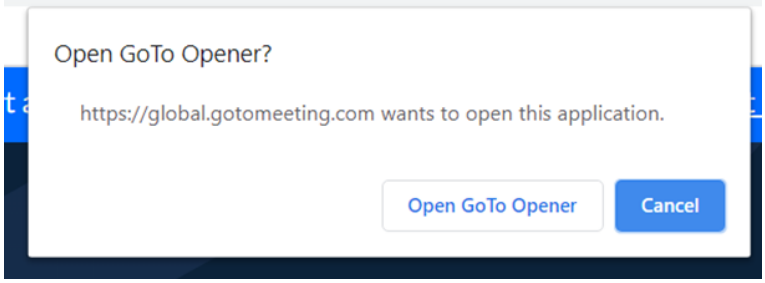
SECTION (i) - Accessing GoToMeeting on a Computer or Laptop

1. The Democratic Services Officer will have sent you, in advance of the meeting, a URL link to a GoToMeeting 'meeting', and a 9-digit Access Code, either via email or text. The link will look similar to this:

https://global.gotomeeting.com/join/557310877

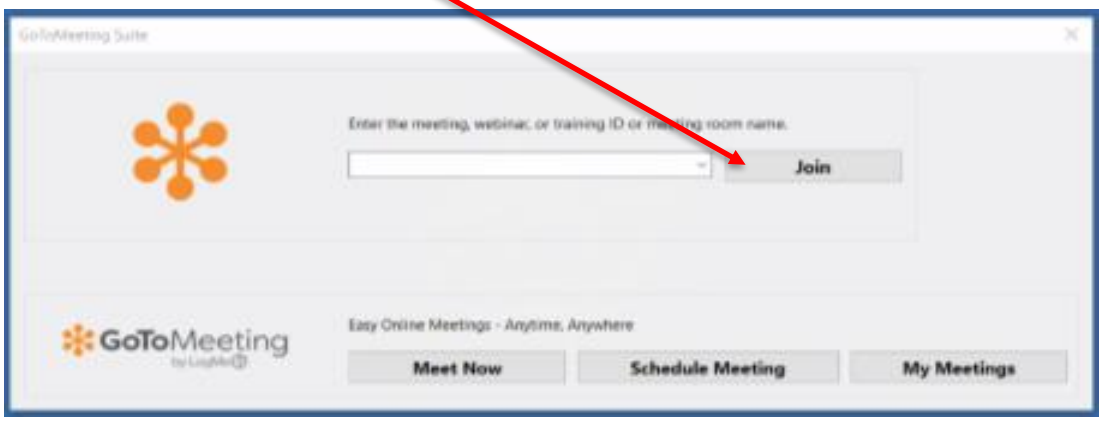
2. Upon receiving notification from the Democratic Services Officer advising when the meeting is ready to start, **click this link**, or enter it manually into your internet browser (e.g. Internet Explorer, Google Chrome, Safari). The Democratic Services Officer will also provide you with a **password** to access the meeting at this time.

3. Your computer/laptop will then prompt you to run *GoToOpener* software, it'll look similar to this:



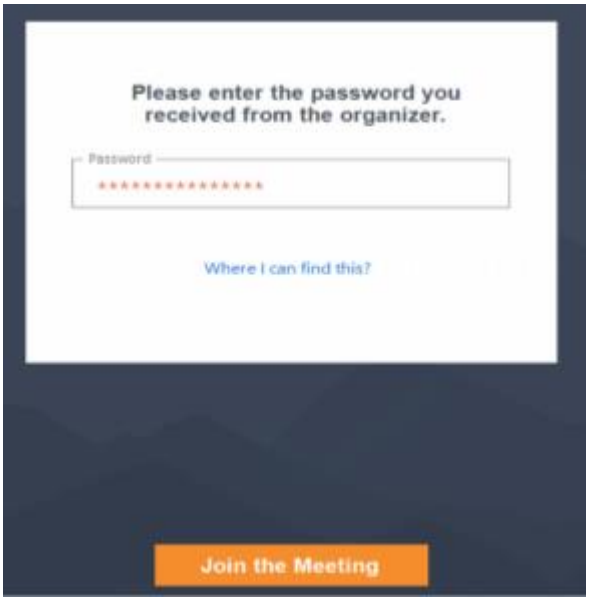
4. Confirm that you are happy for the software to run, and it will start downloading and installing. This shouldn't take more than a minute or so.
Please note you will be able to uninstall any software downloaded once the meeting has finished.

Alternatively, you can visit https://global.gotomeeting.com/install ahead of the meeting date and install the app in readiness. Once it's time for you to join the meeting, open up the app, type the previously provided 9-digit Access Code into the space provided and click Join.

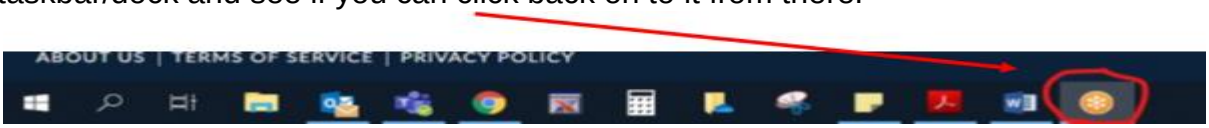


5. You will be prompted to enter a password, as seen here. Once you have done this please click 'join meeting'.

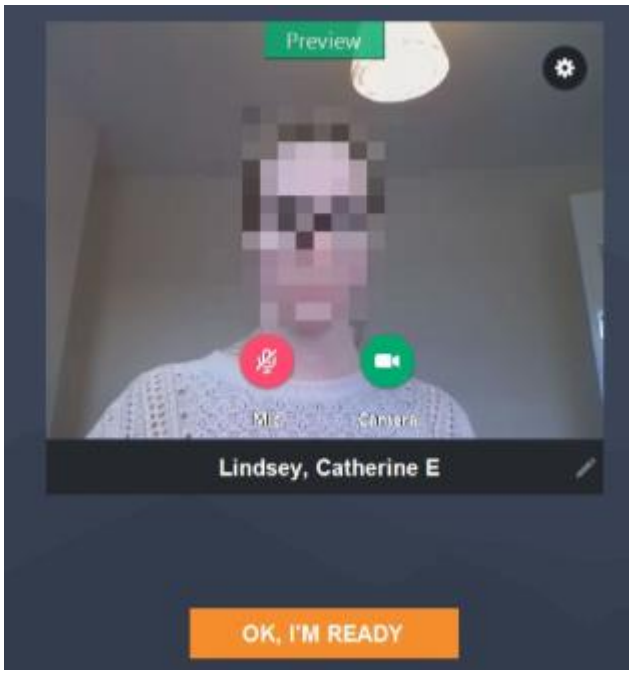
The Democratic Services Officer will provide the password to you:



6. During this time, GoToMeeting will have opened up as an app and will be accessible in your taskbar (or dock if using an Apple device), as seen below. If you find yourself having lost the GoToMeeting screen, as first port of call check your taskbar/dock and see if you can click back on to it from there.

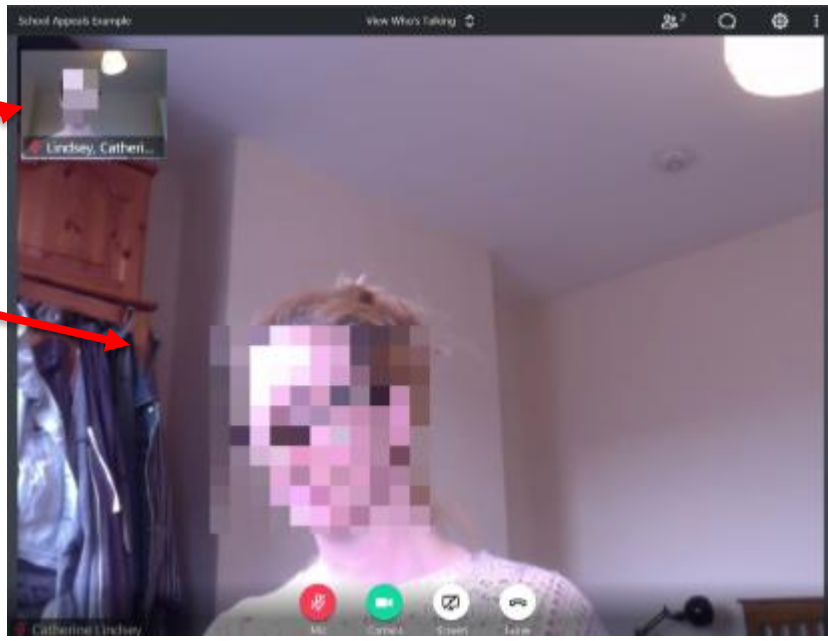


7. You will be asked to select your audio options (please click 'Computer' and then 'Save and Continue') and confirm your microphone and speaker settings. Generally GoToMeeting will automatically pick the best options available, however if you have other options you'd prefer to use please indicate your preference by using the dropdown menus and click 'Save and Continue' once happy.

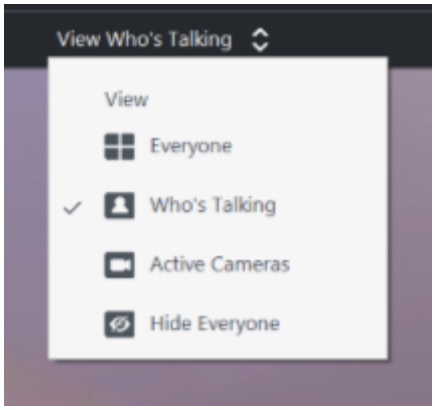


8. GoToMeeting will then give a preview of how you will appear on other participants' screens once you have joined. To turn your camera on/off before joining the meeting, please click the icon labelled 'Camera' until happy. Once ready to join the meeting, please click 'OK, I'm ready' to continue. *You are not obliged to use your camera and may participate in the meeting via audio alone. However, we would advise that meetings work best when all participants are able to see one another, if possible.*

9. Once connected, this is how your screen will be set out. Your own camera will display in a box with your name displayed, and other participants filling the rest of the screen. GoToMeeting may prompt you with some introductory instructions regarding meeting controls. Feel free to read or skip these – all important functions will be covered below.



10. Depending on your preference, you can use the dropdown menu 'View Who's Talking' in the top centre of your screen to decide whether you would like to view all participants simultaneously ('Everyone'), or for the screen to swap to display the participant who is currently speaking ('Who's Talking).



11. The main meeting controls that participants should be aware of are as follows:

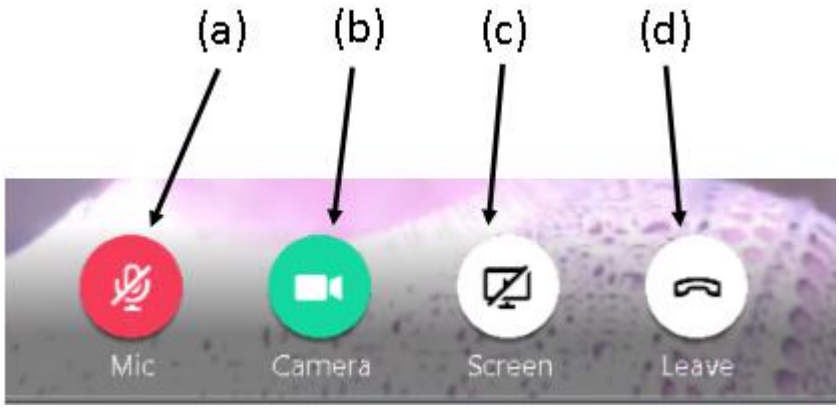
(a) Microphone – click this icon to mute/unmute yourself in line with the [participation guidance above](). You are muted when the icon shows as red with a diagonal line through it (as shown), and unmuted when the icon is green.

(b) Camera – click this icon to share/disable your camera.

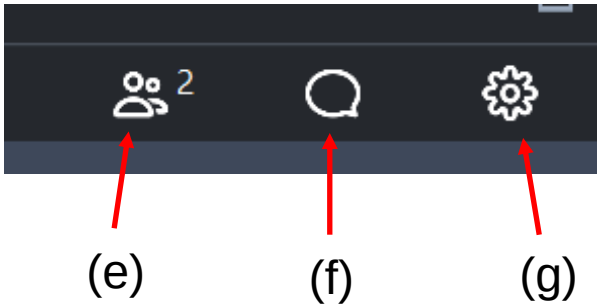
(c) Share Screen – please ignore this function and do not click the icon.

(d) Leave meeting – please only click this icon once the Chairman has confirmed that the meeting has concluded.

These icons will display in the bottom centre of your screen. Should they vanish, please hover your mouse over this area and they'll reappear.



12. Clicking the icons in the top right corner of your screen will let you access the following.
(e) Attendees – a list of currently connected participants.
(f) Chat – allows you to send direct instant messages to all or individual participants by typing and clicking 'enter'. Please only use as instructed in the participation guidance above.
(g) Settings – will allow you to adjust various settings.



13. Once the Chairman has advised that the meeting has concluded, participants should leave the meeting by clicking icon (d) in the main controls.

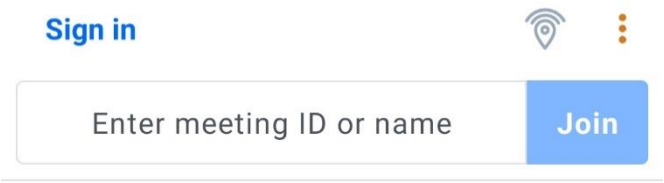
SECTION (ii) - <u>Accessing GoToMeeting on a Mobile Device</u>

1. The Democratic Services Officer will have sent you, in advance of the meeting, a URL link to a GoToMeeting 'meeting', and a 9-digit Access Code, either via email or text. The link will look similar to this:

https://global.gotomeeting.com/join/557310877

2. Upon receiving notification from the Democratic Services Officer advising when the meeting is ready to start, **click this link**. The Democratic Services Officer will also provide you with a **password** to access the meeting at this time.

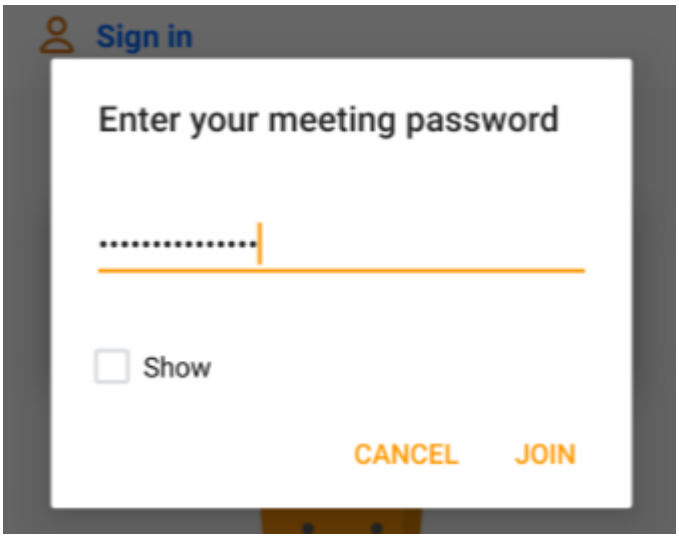
3 Clicking the link, your mobile device will prompt you to download the GoToMeeting app. Please do this as you would with other apps, and once the app has opened, enter the 9-digit Access Code into the space provided and click 'Join'



Alternatively, you can download the app ahead of your meeting date. Search for GoToMeeting on your device's app store (Google Play for Android or App Store for iOS) and download the app. Once you have received the call from the Democratic Services Officer to join the meeting, please open the app and proceed to enter the Access Code into the space provided as above.

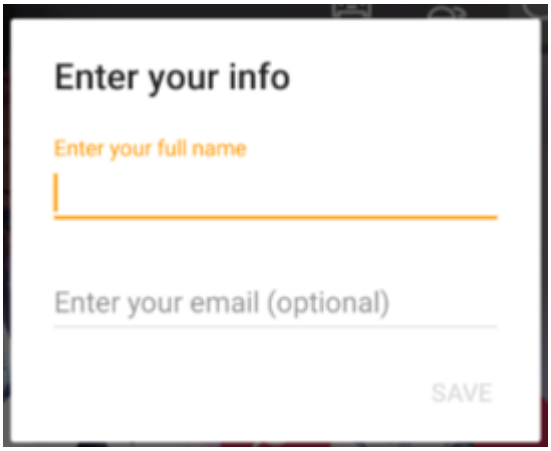
4. You will be prompted to enter a password, as seen here. Once you have done this please click 'Join'.

The Democratic Services Officer will provide the password to you.

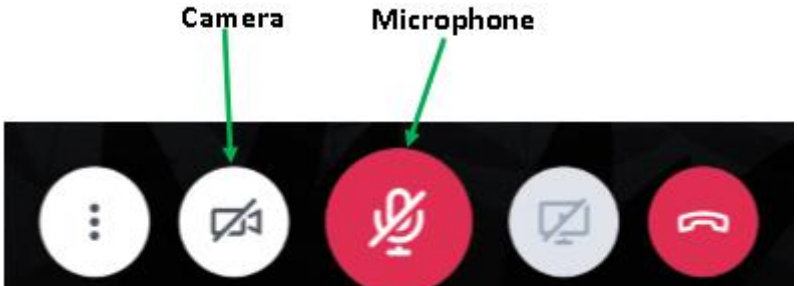


5. When prompted please allow GoToMeeting access to your mobile device's audio. *Your device may refer to this as 'recording' your audio - please note that the meeting* ***will be recorded****.*

6. When prompted under 'Enter your info' please enter your full name and click 'Save'. Whatever you enter here will be how your name is displayed to all other participants.



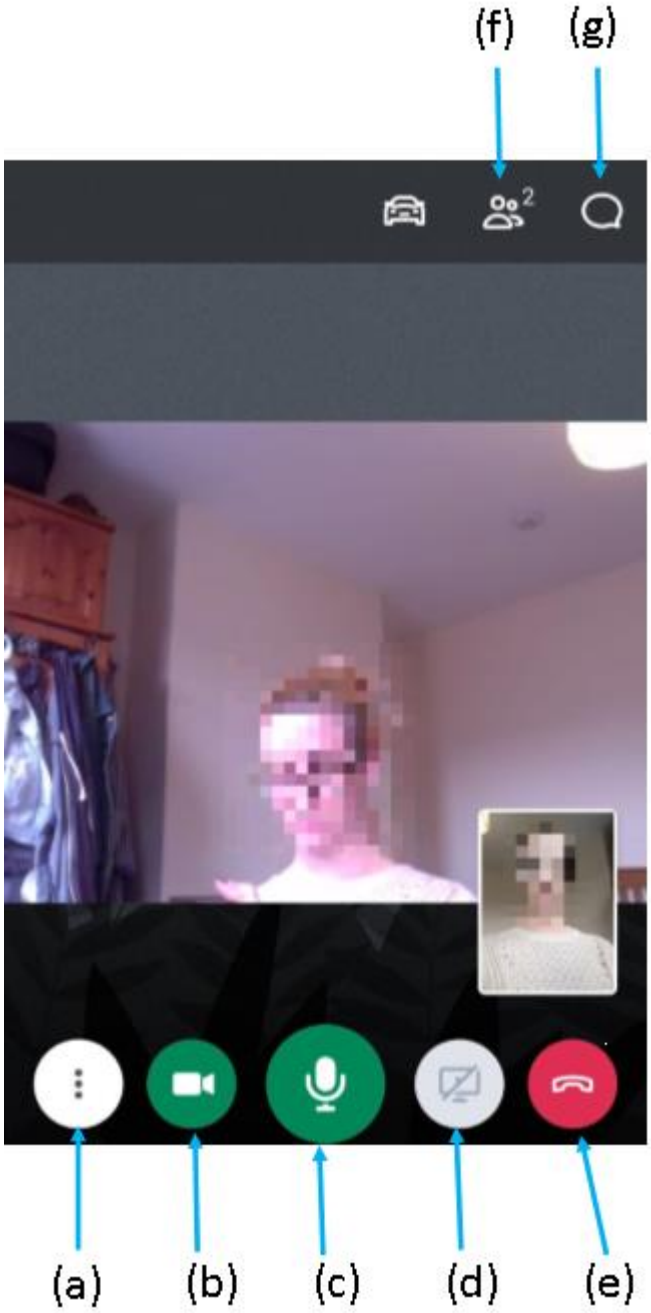
7. Once you have joined the meeting, your camera and microphone will not be turned on automatically. You will need to click the 'Camera' and 'Microphone' icons at the bottom of the screen. If these icons are not showing straight away, tap the screen once and the main meeting control icons should appear.



8. Before your camera shares with other participants you will be shown a preview of the display from your camera—please click 'Share' to begin sharing with other participants.
9. Once connected, this is how your screen will be set out. Your own camera will display in in a small isolated box, with other participants in the main body of the screen. Depending on the size/make of your device, you will either be able to see multiple participants, or the participant who is currently speaking will automatically display.

10. The main meeting controls that participants should be aware of are as follows:
(a) More options—this will allow you to alter various settings.
(b) Microphone – click this icon to mute/unmute yourself in line with the participation guidance above. You are muted when the icon shows as red with a diagonal line through it (as shown).
(c) Camera – click this icon to enable/disable your camera.
(d) Share Screen – please ignore this function and do not click the icon.
(e) Leave meeting – please only click this icon once the Chairman has confirmed that the meeting has concluded.
These icons will display in the bottom centre of your screen. Should they vanish, please tap this area of your screen once and they should re-appear.

11. Other controls available are:
(f) Attendees – a list of currently connected participants.
(g) Chat – allows you to send direct instant messages to all participants. Please only use as instructed in the participation guidance above.



12. Once the Chairman has advised that the meeting has concluded, participants should leave the meeting by clicking icon (e) in the main controls.

SECTION (iii) - <u>Accessing GoToMeeting via a Telephone Call</u>

1. The Democratic Services Officer will have provided, in advance of the meeting, a telephone number for you to call to gain access to the meeting, along with a 9-digit Access Code.

2. After dialling and connecting, you will be asked to enter an Access Code followed by the hash sign (#) using your phone's keypad.
Please use the 9-digit code previously provided to you by the Democratic Services Officer.

3. When asked to enter an Audio PIN, please immediately enter the hash sign (#) to be connected to the meeting.

4. Most telephones (whether mobile or landline) will have the capacity to mute their microphones, however it will vary depending on the device. For most mobile phones it'll be an option on the screen while the call is ongoing. For landlines it is less predictable, it'll likely be a function on the main body of the machine (as opposed) to the receiver. We suggest you spend some time familiarising yourself with how to mute your device before the meeting starts.

5. Once the Chairman has advised that the meeting has concluded, please disconnect from the call.