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## CARMARTHENSHIRE COUNTY COUNCIL

### COVID 19 TEMPORARY MEASURES FOR PUBLIC PARTICIPATION AT VIRTUAL MEETINGS

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Members of the public can view virtual meetings of Carmarthenshire County Council live online on the Council and Democracy pages of the Authority's [website](#)

In accordance with the Council's constitution, the public have certain rights to address meetings of the Planning Committee and to ask questions at Council, Executive Board and Scrutiny Committees. External participants may also be invited to attend Scrutiny Committee meetings. These rights are set out in the protocols and procedure rules for these meetings.

The [Protocol for Representations at meetings on Planning Applications](#) applies to meetings held remotely, as per protocol any representations are limited to a maximum of 5 minutes each.

Please be aware that meetings of the Council are filmed for live and subsequent broadcast via the Council's internet site and that, by accepting the invitation to attend the meeting, you will be consenting to being filmed and to the use of images and sound recordings as outlined above.

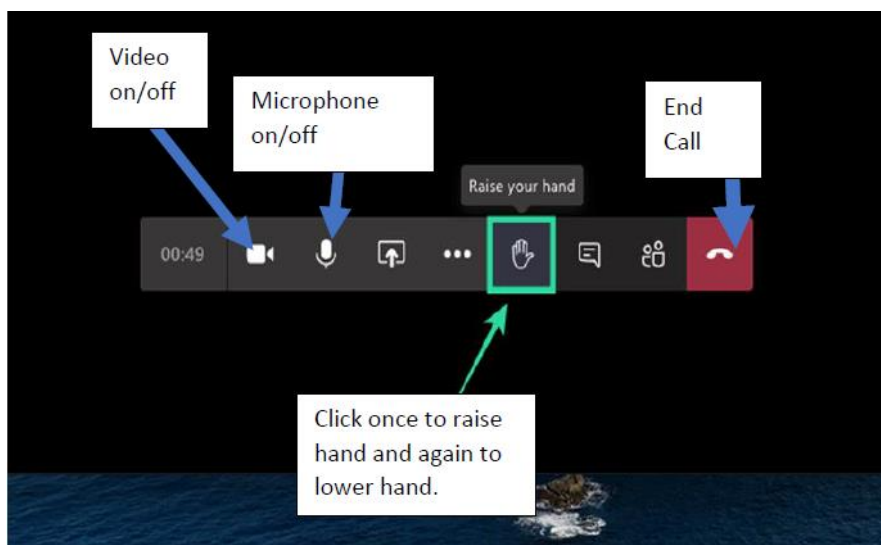
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#### *Instructions for meeting participants:*

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The Council currently uses Microsoft Teams as its platform for virtual meetings. Microsoft Teams is available to download from the Microsoft website, Apple App Store or Google Play.

If you join by Video Conference the buttons you will need to use are available on screen:-



*Notes:*

*Updated 24<sup>th</sup> June 2020*

*Please note there are separate procedures for Licensing Committee and Licensing Sub Committees.*

You can attend meetings remotely by one of the following 3 options:-

- via a computer, laptop or other smart device with an internet connection, with participation by video link (access credentials/instructions to the virtual platform will be provided by the Host, by email, or telephone in advance of the meeting). You will need to download the Teams app and insert your full name as a guest user. You will be able to hear the proceedings and technology interruptions/difficulties permitting, see and be seen by Councillors, other registered speakers and observers, such as members of the public and press; or
- by telephone (access credentials/instructions to the virtual platform will be provided by the Host, by email phone, in advance of the meeting); or
- if you do not have either of the access methods referred to above or have a disability which makes it difficult for you to make use of the public speaking service, your written question or statement will be read at the meeting by the Chairman during the relevant part of the meeting.

*Please note:-The fallback position in the event of technological access difficulties, is for the public question or written representations previously submitted to be put to the meeting on your behalf by the Chair.*

At least 48 hours before the meeting, if you have registered and been advised that you can make representations at the meeting, you will be provided with access instructions. These instructions will either be a "Joint Microsoft Teams Meeting" link provided via email or a direct line telephone number (telephone access only) provided over the phone.

Please Note: You should click the meeting link at least 10 minutes before the start of the meeting and will be placed in a virtual lobby before being invited to join the meeting.

Once you have spoken, no further statements will be allowed and you will have no additional rights to address the meeting, unless a question is put directly to you. You may continue to observe the meeting via the Teams platform for as long as the meeting is in open public session.

For clarification purposes, notification of joining arrangements will be provided as follows: --

- Public Questions to Council, Executive Board or Scrutiny – access arrangements will be provided by the Democratic Services Officer.
- Requests to speak at Planning Committee, - access arrangements will be provided by the Planning Division once your request to speak has been approved.

A Democratic Services Officer will act as 'Host' and will call you in to the meeting before the meeting starts. You will be muted until called to speak by the Chair. The Democratic Services Officer reserves the right to mute your microphone once you have asked your question/made your representations.

*Notes:*

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The Council reserves the right to password protect a meeting, 'lock', limit or vary access to a meeting once it has begun and to satisfy that those joining the meeting are bona fide guests. Muting disruptive participants will be the Council's default position although the Chairman may call for the suspension of a meeting at any time if she or he deems it necessary to maintain good order.

Once the meeting starts the Chair will as part of their introduction explain the procedure for your participation which will reflect those relevant elements of the above. You must adhere to this procedure.

You will be invited by the Chairman to speak at appropriate points. Your microphone will be muted by the Host, until you are invited by the Chairman to speak. Your camera will remain live unless you choose to switch this off. Once you have finished speaking please remember to turn your microphone and camera off.

**If you experience technical difficulties during the meeting, please telephone 01267 224028 for assistance.**

If you require Welsh to English simultaneous translation, a telephone number for this service can be found on the front page of the agenda or alternatively on the webcast page for the meeting. (For call charges contact your service provider)

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### ***General Meeting Etiquette:***

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The meeting is open to the public or webcast so it is important to conduct yourself as you would in any public meeting.

Make sure your equipment is fully charged or plugged in to a mains socket as remote meetings can use a lot of battery.

Make sure your mobile phone is switched off or on silent.

Consider your background, check what people can see behind and in front of you. Remember once on camera everyone can see your surroundings, try to ensure you are in a room by yourself with no distractions (i.e. family members or pets will be seen in the background). If possible, arrange for a non-descript background.

Speak clearly, and remain courteous, you should not speak over or interrupt another speaker. Again, the Host reserves the right to mute your microphone if you interrupt another speaker.

If you cannot attend the meeting or the Video/Audio Link fails before or during the meeting, the meeting will take into account your question/or previously written statement and will proceed to make its decision or will provide you with a written answer if you had requested to ask a public questions.

*Notes:*

*Updated 24<sup>th</sup> June 2020*

*Please note there are separate procedures for Licensing Committee and Licensing Sub Committees.*