



## **THE VALE OF GLAMORGAN COUNCIL**

### **PLANNING COMMITTEE - PROCEDURE**

**This procedure has been issued in response to the Coronavirus (COVID-19) pandemic and regulations. It applies to the process around the Planning Committee and will continue to do so until 30<sup>th</sup> April 2021 unless withdrawn earlier pursuant to a decision of the Planning Committee or Managing Director under his Emergency Powers. The content is based on guidance issued by the Welsh Government.**

**Issued: June 2020**

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

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## INTRODUCTION

Please note that the (Coronavirus) (Meetings) (Wales) Regulations 2020 states that substitutions of Members on Planning Committee are now permitted until 30 April 2021. Also, public access to documents, agendas etc. will be electronic (the existing timelines still apply), and the requirement to give access to meetings is suspended until 30 April 2021.

However, the Planning Committee will still be required to have a quorum of 50% of its membership (9 members in the Vale of Glamorgan Council) and to include no more than one Member from each ward, as per The Size and Composition of Local Planning Authorities Committees (Wales) Regulations 2017.

The Coronavirus Act Regulations mean that measures have to be put in place for the determination of planning applications which cannot be dealt with under the Scheme of Delegation to Officers and are not deemed appropriate to be dealt with pursuant to the Managing Director's Emergency Powers.

What these mean for the Planning Committee is that they may decide to hold a meeting using remote access provided:

- All parties can fully present their case;
- Each person participating has access to an electronic device to permit them to **hear and be heard**, and where possible use a live video link to also see and be seen.

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 PLANNING PROCESS DURING THE CORONAVIRUS (COVID-19) OUTBREAK**

The Planning Committee, with delegated powers

- (1) To deal with all matters relating to development control, including planning applications.
- (2) To deal with all matters relating to building control, including dangerous and dilapidated buildings and structures, and trees.
- (3) To consider and determine applications for modification of the Definitive Map and Statement made under Section 53 of the Wildlife and Countryside Act 1981 and any statutory modifications made thereunder.

## **Planning Committee Membership:**

The Planning Committee of the Council consists of 17 members, as outlined below.

Where wards have more than one elected member, only one member may sit on the Planning Committee, in order to allow other ward members to perform the representative role for local community interests.

Chairman: Councillor Jonathan Bird;

Vice-Chairman: Councillor Ben Gray;

Councillors: Lis Burnett, Christine Cave, Pamela Drake, Vince Driscoll, Stewart Edwards, Nic Hodges, Ian Johnson, Gordon Kemp, Peter King, Andrew Parker, Leighton Rowlands, Neil Thomas, Margaret Wilkinson, Eddie Williams and Marguerita Wright.

The Officers who support the Planning Committee are:

- Marcus Goldsworthy – Head of Regeneration and Planning (Based at The Docks Office) (01446) 704630 [MJGoldsworthy@valeofglamorgan.gov.uk](mailto:MJGoldsworthy@valeofglamorgan.gov.uk)
- Victoria Robinson – Operational Manager for Planning and Building Control (Based at The Docks Office) (01446) 704661  
[VLRobinson@valeofglamorgan.gov.uk](mailto:VLRobinson@valeofglamorgan.gov.uk)
- Sarah Feist, Ian Robinson and Stephen Butler (Principal Planners) (Based at The Docks Office) (01446) 704690 [sjfeist@valeofglamorgan.gov.uk](mailto:sjfeist@valeofglamorgan.gov.uk), (01446) 704777 [IRobinson@valeofglamorgan.gov.uk](mailto:IRobinson@valeofglamorgan.gov.uk) and (01446) 704624  
[SButler@valeofglamorgan.gov.uk](mailto:SButler@valeofglamorgan.gov.uk)
- James Docherty – Principal Lawyer (Based in Civic) (01446) 709781  
[jdocherty@valeofglamorgan.gov.uk](mailto:jdocherty@valeofglamorgan.gov.uk)
- Jennifer Butler – Senior Lawyer (Based in Civic) (01446) 704454  
[jbutler@valeofglamorgan.gov.uk](mailto:jbutler@valeofglamorgan.gov.uk)
- Elaine Edgerton – Business Support Supervisor (Based at The Docks Office). The Business Support Supervisor will supply Democratic Services with the Planning Committee agenda papers as well as any Matters Arising (01446) 704657 [EEEdgerton@valeofglamorgan.gov.uk](mailto:EEEdgerton@valeofglamorgan.gov.uk)

In some circumstances technical and/or other officers from the Council, such as Mike Clogg (Operational Manager – Highways and Engineering) will attend the meetings to answer specific technical issues of an application.

## **Role of the Democratic Services Officer to the Planning Committee meeting.**

Each Planning 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**

Planning Committee Meetings are usually held on a Wednesday starting at 4pm.

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 Vale of Glamorgan website at the same time where possible.

All agendas which are subject to Access to Information legislation are translated into Welsh.

## **Site Visits**

Any site visits, if agreed, will be undertaken in line with Welsh Government guidance. Given this guidance is for the duration of the pandemic site visits are to be avoided given the current circumstances and that it would not be appropriate for meetings to be arranged on or adjacent to a site. As an alternative, Members can use Google Earth or other similar tool or may be able to view the site themselves at their leisure possibly from a car (however this should only be done having regard to current WG guidance on essential journeys etc). Another option is for the planning officer to record a site visit (on video) that is then played to the committee. This presupposes however, that it is safe for an officer to undertake the site visit within social distancing guidelines.

## **Matters Arising (formerly known as Late Representations)**

The deadline for these is 12 noon, on the day before the meeting and are usually provided to Democratic Services by the Planning Department. The Planning Department will email matters arising/late representations to all Vale of Glamorgan members and Democratic Services will email the documents to Members of the Planning Committee and those registered to speak.

## **Public Speaking/Written Representation at Planning Committee meetings remotely**

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

<http://www.valeofglamorgan.gov.uk/Documents/Living/Planning/Guidance/Guide-Public-Speaking-Planning-Committee.pdf>

## **Registering to speak at Planning Committee remotely**

The Register to Speak form will be available on the Vale of Glamorgan Council website from 8.30am on the day following the despatch of the agenda and will close at 5pm two days 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 5pm on the Monday before the meeting).

If an individual has **not registered to speak** on an application 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 Planning Committee Chairman**. There are no exceptions to these.

Members of the Vale Council, not on the Planning 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**.

A representative of the relevant Town or Community Council will be required to register to speak.

As members of the public are able to speak at a Vale of Glamorgan Council Planning Committee meeting any Vale of Glamorgan Council Councillor, even with a prejudicial/personal interest, will also have the right to speak. The ability to vote as a Vale of Glamorgan Council Member of the Planning Committee will depend on whether the Standards Committee has granted a dispensation to vote. It should be noted that the Member will be allocated **3 minutes** in line with other Vale Councillors who are not members of the Committee. **The Member(s) should leave the meeting as soon as they have made their representations**.

### **Written Representations**

Please note that if a member of the public does not wish to speak in the meeting then they can submit a written copy of their speech (via email to [democratic@valeofglamorgan.gov.uk](mailto: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.

We would also strongly advise any members of the **Public and Town and Community Councillors who register to speak** to provide the Democratic Services Officer(s) with a **written transcript** of what they intend to say in case they lose connection or cannot connect to the meeting on the day and thereby ensuring that their comments are considered by the Committee.

### **Remote meeting attendance**

Having regard to the current pandemic and the provision for remote meetings the Council will undertake the Planning Committee meeting 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 Vale of Glamorgan 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 the Planning 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, such as ‘Zoom’.** **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 as Members contact to advise 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.

**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 Head of Regeneration and Planning) will be limited and will have to be prioritised according to business need. Therefore, **the running order or schedule of the Planning Committee’s agendas maybe very different from normal.**

**Step 7: Planning Applications** (please also see the [guidance for public speaking \(pdf\)](#) which goes into the steps and running order of this on the Vale of Glamorgan Council website):

- (i) At the meeting, the **Planning Officer(s)** will present the report.
- (ii) Those **objecting to the applications** will be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Committee. **Members of the Committee** who wish to raise

points of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way. (Please note that each individual speaker will be allowed no more than **3 minutes** to address the Committee, provided that (regardless of the number of speakers) those speaking for and against will be allocated the same amount of time in total. For example, in the event that two or more persons are registered to speak against an application, where there is only one person registered to speak in favour, he/she will be allocated **6 minutes to speak**. This is to ensure that there is equality of time afforded to those speaking for and against any application).

- (iii) Any Councillors of the Vale of Glamorgan Council **not on the Planning Committee** will then be entitled to address the Committee, subject to a time limit of **3 minutes** per Councillor.
- (iv) A representative of the relevant **Town or Community Council** will then be entitled to address the Committee, subject to a time limit of 3 minutes per councillor.
- (v) Those **supporting the application** will then be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Committee. Members of the Committee who wish to ask questions of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way.
- (vi) The **Council's Officers** may then comment on the representations made.
- (vii) The **Committee** will proceed to **debate the application and make a decision**. The **Planning Officer** may be asked by the **Chairman** to address any issues raised during the debate. The **minutes of the meeting will include the reasons for the decision**.
- (viii) **Please note** there will be no right of reply and no requirement for speaking/representation to be "balanced" if there is no speaker/written representation in a certain slot.

## **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 applicants, objectors, other 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 interrupt's 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.*

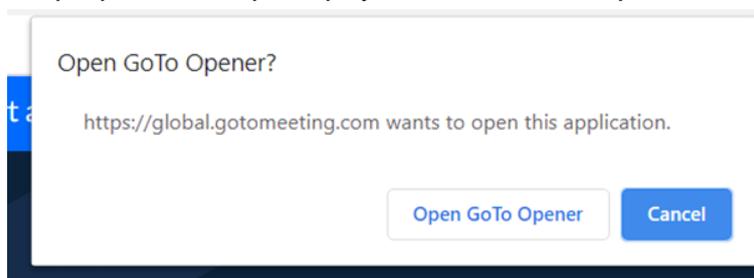
### **SECTION (i) - Accessing GoToMeeting on a Computer or Laptop**

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>

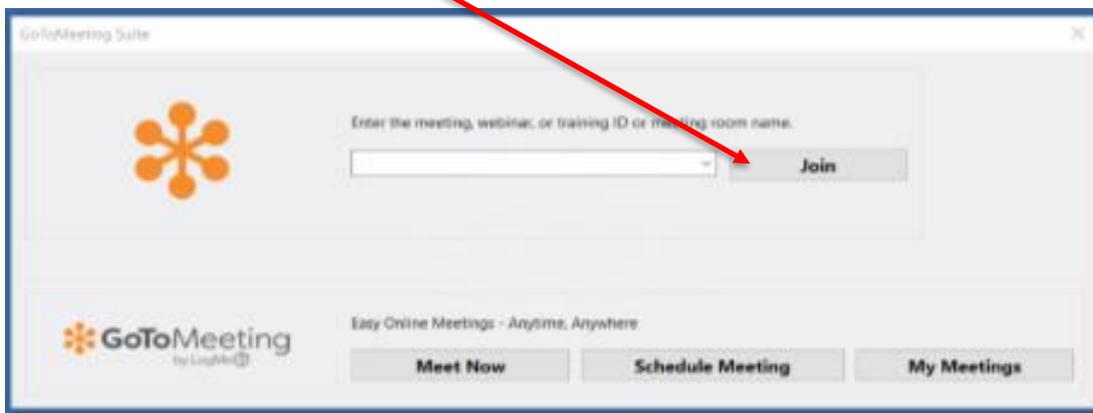
2. Upon receiving notification from the Democratic Services Officer advising when the meeting is ready to start, **click this link**, or enter it manually into your internet browser (e.g. Internet Explorer, Google Chrome, Safari). The Democratic Services Officer will also provide you with a **password**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



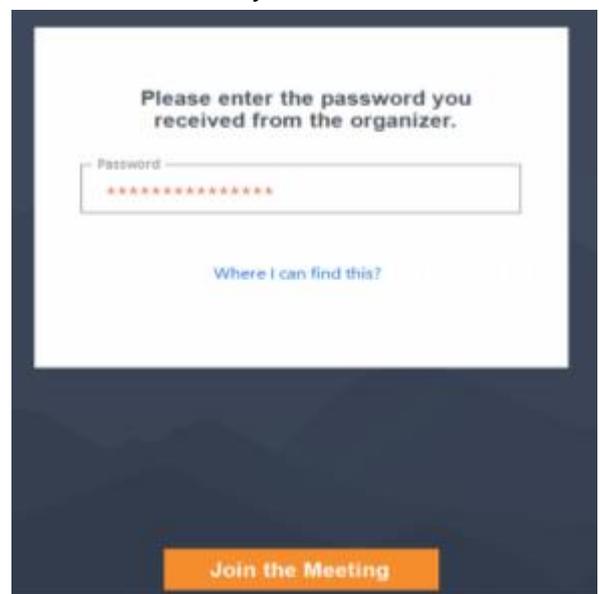
4. Confirm that you are happy for the software to run, and it will start downloading and installing. This shouldn't take more than a minute or so.  
*Please note you will be able to uninstall any software downloaded once the meeting has finished.*

**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:

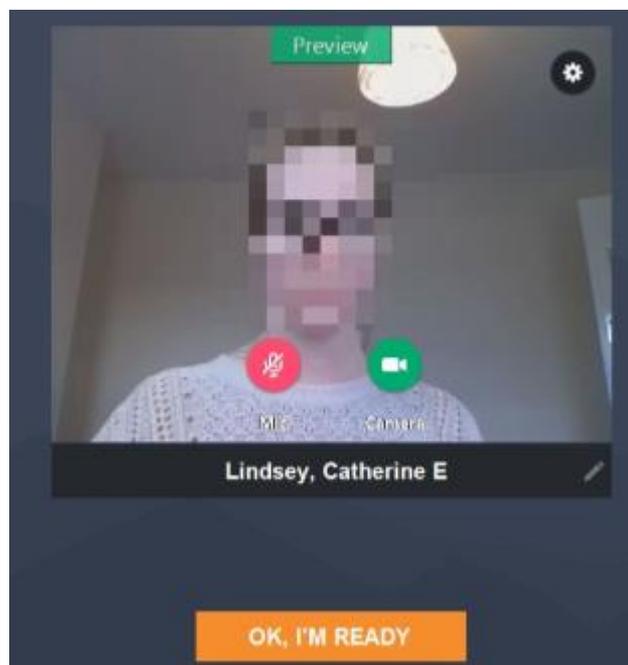


6. During this time, GoToMeeting will have opened up as an app and will be accessible in your taskbar (or dock if using an Apple device), as seen below. If you find yourself having lost the GoToMeeting screen, as first port of call check your taskbar/dock and see if you can click back on to it from there.

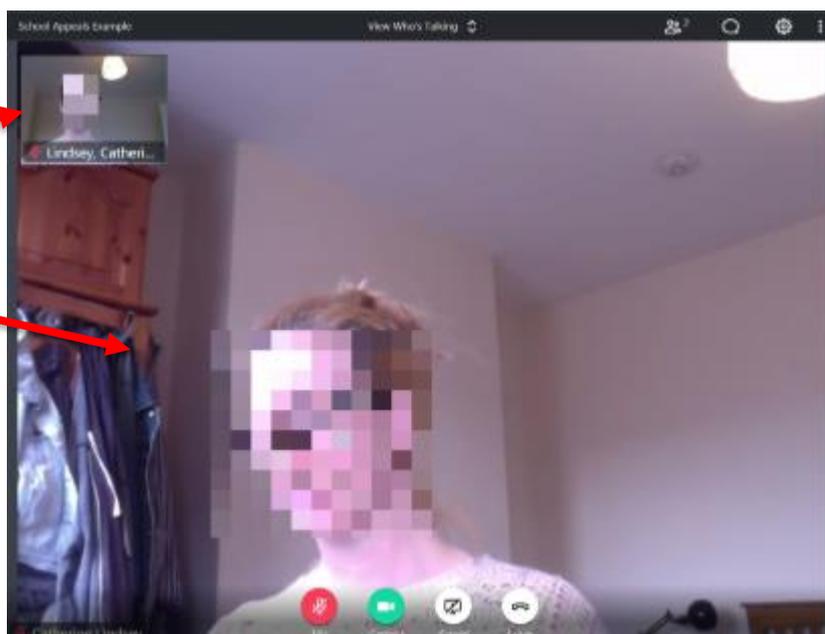


7. You will be asked to select your audio options (please click 'Computer' and then 'Save and Continue') and confirm your microphone and speaker settings. Generally GoToMeeting will automatically pick the best options available, however if you have other options you'd prefer to use please indicate your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

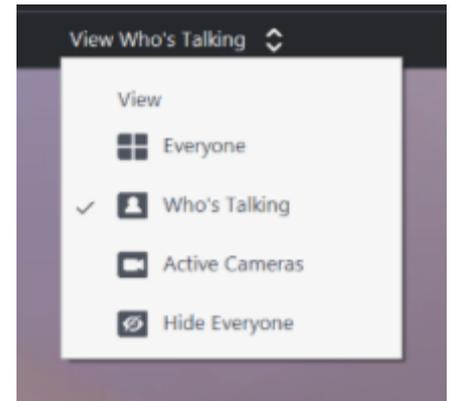
8. GoToMeeting will then give a preview of how you will appear on other participants' screens once you have joined. To turn your camera on/off before joining the meeting, please click the icon labelled 'Camera' until happy. Once ready to join the meeting, please click 'OK, I'm ready' to continue. *You 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.



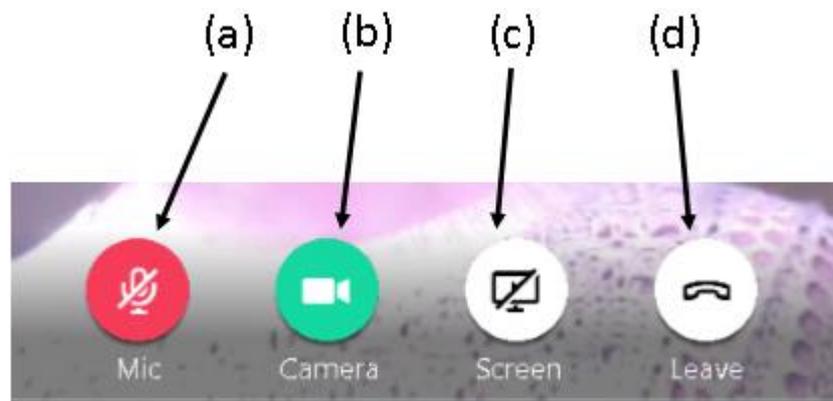
10. Depending on your preference, you can use the dropdown menu 'View Who's Talking' in the top centre of your screen to decide whether you would like to view all participants simultaneously ('Everyone'), or for the screen to swap to display the participant who is currently speaking ('Who's Talking').



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

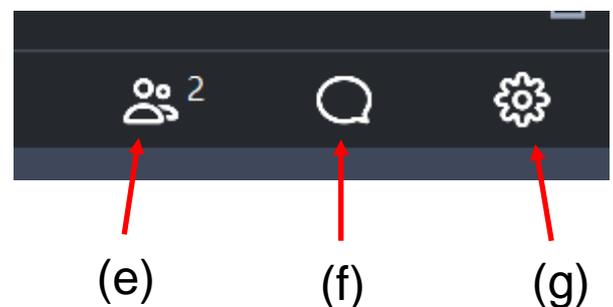
- (a) Microphone – click this icon to mute/unmute yourself in line with the [participation guidance above](#). You are muted when the icon shows as red with a diagonal line through it (as shown), and unmuted when the icon is green.
- (b) Camera – click this icon to share/disable your camera.
- (c) Share 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.

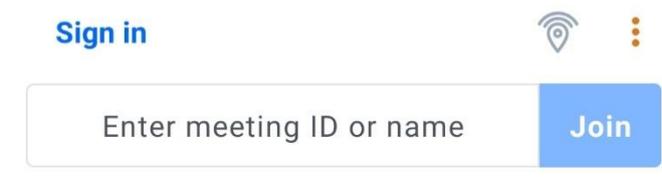
## **SECTION (ii) - Accessing GoToMeeting on a Mobile Device**

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'

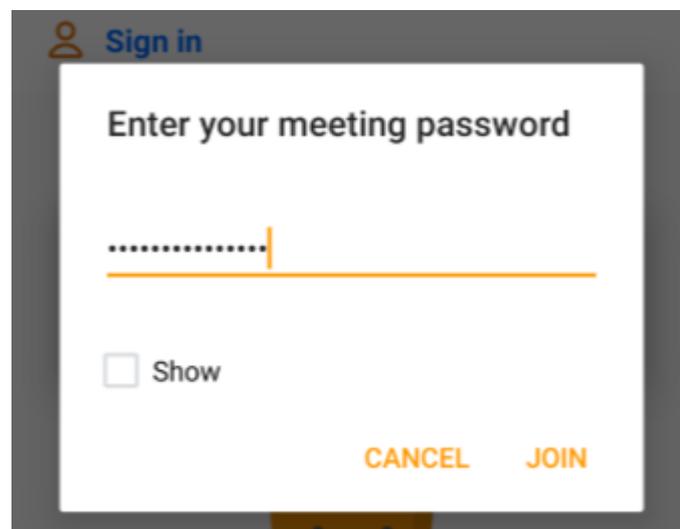


**Alternatively**, you can download the app ahead of your meeting date. Search for GoToMeeting on your device's app store (Google Play for Android or App Store for iOS) and download the app. Once you have received the call from the Democratic Services Officer to join the meeting, please open the app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

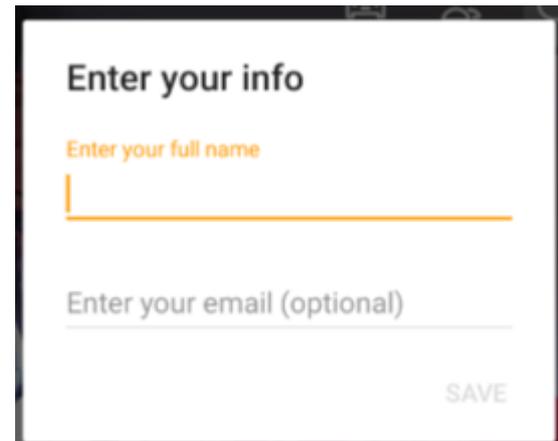
4. You will be prompted to enter a password, as seen here. Once you have done this please click 'Join'.

The Democratic Services Officer will provide the password to you.

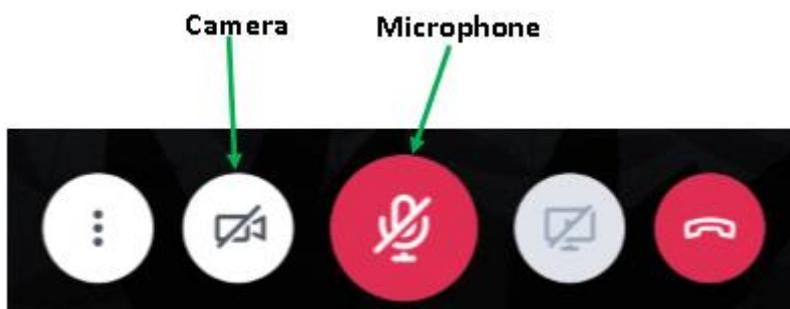
5. When prompted please allow GoToMeeting access to your mobile device's audio. *Your device may refer to this as 'recording' your audio - please note that the meeting **will be recorded**.*



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.

A screenshot of a mobile application form titled "Enter your info". It features two input fields: "Enter your full name" with an orange underline and "Enter your email (optional)" with a grey underline. A "SAVE" button is located in the bottom right corner.

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 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.

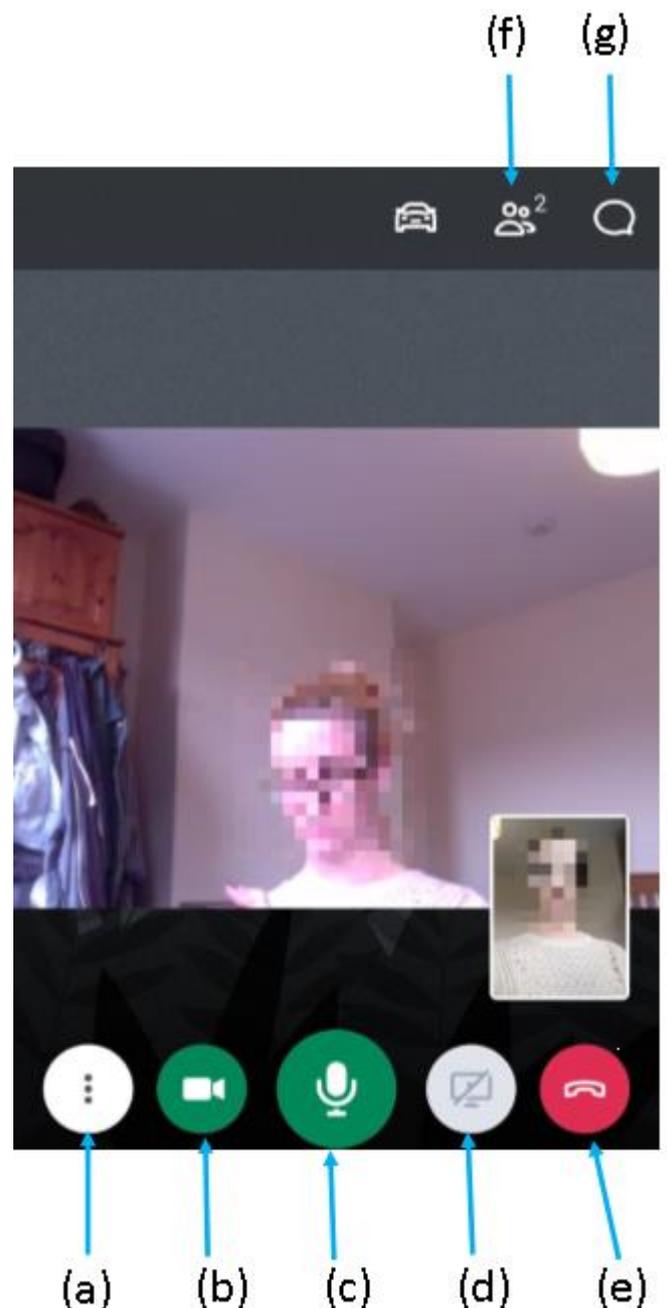
10. The main meeting controls that participants should be aware of are as follows:

- (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) - Accessing GoToMeeting via a Telephone Call**

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.