

Protocol for Virtual Planning Briefings

Live Streaming:

1. The meeting will be held on MS Teams and speakers will be able to join via invite only. Any person who wishes to speak at the meeting must contact Committee Services at: committees@baberghmidsuffolk.gov.uk at least 24 hours before the start of the meeting.
2. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below:
https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

Recording of proceedings:

1. Proceedings will be conducted in video format.
2. A Second Governance Officer will be present and will control the TEAMS call and Livestreaming.
3. Members should display the Corporate Background whilst in attendance at meetings: the working together logo should be used for joint meetings.
4. If you are experiencing slow refresh rates and intermittent audio you should turn off incoming video to improve your connection to the meeting (if this also does not work turn off your own camera).

Roll Call:

1. A roll call of all Members present will be taken during the Apologies of Absence/ Substitutions to confirm Members present at the meeting.

Disclosable Pecuniary Interests:

1. A Councillor declaring a disclosable pecuniary interest will not be permitted to participate further in the meeting or vote on the item. Where practicable the Councillor will leave the virtual meeting, by moving to a 'lobby' space and be invited to re-join the meeting by the Governance Officer at the appropriate time. Where it is not practicable for the Councillor to leave the virtual meeting, the Governance Officer will ensure that the Councillor's microphone is muted for the duration of the item.

Questions and Discussion:

1. Once an item has been introduced, the Chair will ask if there are any questions. Members will be asked to use the "Hands Up" function within TEAMS. The Chair will then ask Members to speak.