

ARRANGEMENTS FOR ATTENDANCE AND PUBLIC SPEAKING AT REGULATORY COMMITTEE

Please note that these arrangements have been updated to reflect the current legislation required around Covid-19 and the fact that, in accordance with this legislation and government guidance, the Committee must now be held as a virtual meeting. (NB This position may change if the regulations regarding the holding of meetings and the gathering of people are amended).

This document has been prepared to assist the public and any other interested parties to participate in virtual Regulatory Committees at Redcar and Cleveland Borough Council as a consequence of the Coronavirus outbreak.

Legislation was amended to facilitate virtual decision-making and to allow Members to continue to make democratic decisions in the public domain whilst remaining socially distanced. These provisions also extend the participation of others in the meeting where required.

By virtue of provisions within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the authority intends, where a meeting cannot be deferred, to deliver Committee meetings virtually via a virtual meeting platform.

Meetings of Redcar and Cleveland Borough Council will be held virtually through the Microsoft Teams platform and livestreamed to the public.

Registering to Speak

You should notify the Development Management Section (contact Lynne Aspery on 01287 612471, Allison Edwards 01287 612628 or Debra Campbell on 01287 612627) as soon as possible in advance of the meeting that you wish to speak on an application.

You must register to speak at Committee three days in advance of the meeting.

It is recommended that you provide a copy of your representation by email in case you lose connection during the meeting (see Troubleshooting & FAQs for more details). Copies should be sent by email to planning_admin@redcar-cleveland.gov.uk three days in advance of the meeting. You will be required to provide an email address and a phone number when you register to speak so we can provide additional information and a link to the meeting.

If you wish the Committee to consider information such as photographs or written statements that you will be referring to when speaking, **you must send the information by email to planning_admin@redcar-cleveland.gov.uk by 1.00pm three days before Committee** otherwise they will not be circulated to Members. The use of audio / video by public speakers as part of their presentations is not permitted.

As the Council offices and libraries are currently closed, the Council is unable to provide hard copies of documents at these locations. All documents are available on our website, if you need assistance to locate them please contact Democratic Services or Development Management.

The Development Services Manager's presentation will also be included in the agenda and committee reports.

You should be ready to join the meeting via Microsoft Teams 15 minutes before the actual Committee begins and before the live broadcast starts, to ensure everyone is present in good time and that connections can be checked.

How to join the Virtual Meeting

Prior to joining a Virtual Planning Committee Meeting:

- Ensure that you have the Microsoft Teams desktop application installed on your device. You can download this here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- To achieve best results, it is suggested that you disconnect any non-essential devices from the internet, disable any applications you are not using on your computer / iPad / mobile device and turn off any streaming services. We recommend you use a laptop where possible and connect it to your router via an ethernet cable to achieve the best connection.
- Ensure that your device is fully charged and that you have easy access to a charger to ensure you do not run out of battery.
- Choose a location in your home where you may take part in meetings without disruption.

Joining a Virtual Planning Committee Meeting

- You can join a virtual planning Committee meeting from a range of devices, but we would recommend a laptop or tablet for the best experience.
- Please ensure you test your access to Microsoft Teams in advance of the meeting and notify the Development Management Team of any potential issues.
- All participants in a meeting will be sent a link to join the meeting via email. Follow the instructions in this email to access the meeting.

Procedure for using Microsoft Teams during the Virtual Planning Committee Meeting:

The Democratic Services Officer will note your arrival and ask that you ensure your camera and microphone are switched off. Registered Speakers must not activate their camera or microphone unless the Chair instructs them to do so. Speakers who activate their microphones/cameras at other times may have them muted via the Democratic Services Team.

The Chair will lead the meeting and will inform everyone present on the procedure for the meeting and order of proceedings. Items will be dealt with in agenda order as follows:

1. Chair's welcome and introductions
2. Apologies for absence
3. Declarations of interest
4. Minutes of the last meeting
5. Planning applications (in agenda order):
 - (a) The Planning Officer will be invited to present
 - (b) Registered speakers will be invited to speak (one at a time, the Chair will call names) – Speakers will be taken in the following order; objectors, supporters, Parish / Town Council, Ward Members, Applicant or Agent
 - (c) Members will be invited to ask registered speakers questions if they need to clarify any points raised.
 - (d) The Planning Officer will be invited to respond to points raised by the speakers
 - (e) Members will be invited to share their views (debate the application)
 - (f) The Chair will clarify any additional or amended conditions / informatives following a motion before the substantive vote
 - (g) A vote will take place via roll call. Members will be asked to vote for or against motion or declare that they are abstaining.

Each speaker has a **maximum of 3 minutes.**

A maximum of 3 objectors and 3 supports will be permitted to address the meeting. Residents should agree amongst themselves who will speak on an application if there are more than 3 people interested in the application. Where an agreement can not be reached names will be picked from those who have expressed an interest in speaking.

Public access to the meeting

Members of the public who will not be speaking in the meeting are able to watch and listen to a livestream of the meeting as it happens. Details of how to access the meeting will be available on the meeting notice which will be published on the website.

Troubleshooting & FAQs

Please note: Democratic Services will do their best to ensure that registered speakers can access the Virtual Meeting, however, it is not always possible for them to resolve all of your issues. Registered speakers are advised to do everything they can to ensure they have access to a good connection and have tested their access to Microsoft Teams in advance.

1. What if I can't access, or do not want to use Microsoft Teams?

The Democratic Services Officer will try to assist you so that you can access the Teams platform. If they are unable to help you or you do not wish to use this platform you can send in a written speech that may read on your behalf.

2. How will the Virtual Planning Committee vote?

In order for all parties to be clear on how the vote has gone the Chair will operate a roll call. The Chair will ask each member, by name, to confirm their vote and will summarise the result at the end of the roll call.

3. What happens if a Member loses connection?

If a member of the Regulatory Committee loses connection, the Democratic Services Officer will attempt to bring them back into the meeting. If they are unsuccessful, and the meeting is quorate, the meeting will proceed without that member. If the member is able to re-join the meeting at a later time they will be able to participate in, and vote on, any items during which they have been present for the entire duration of the consideration of that item.

Members must not participate in, or vote on, any items which they were not present for in their entirety.

4. What happens if a registered speaker loses connection?

Ofcom recently published advice on staying connected to your Wi-Fi during the Coronavirus outbreak. As networks are under increased demand with many families home working and home schooling, it is good practice to follow this advice when you join a meeting to reduce the chances of losing connection. If a registered speaker loses connection the Democratic Services Officer will attempt to bring you back into the meeting. They will try the following:

1. Invite you back to the Teams platform
2. Call you (if you have provided a phone number for us to do this)
3. Read your representation out on your behalf (if you have supplied a copy in advance for us to do this)

Note: If we cannot re-connect registered speakers, the virtual meeting will proceed in your absence. It is therefore recommended that you supply the Development Management Team with a copy of your representation in advance, so they are able to read this on your behalf.