

Protocol for Hybrid Committee Meetings

1. The meeting will be held in person, with Officers and external speakers able to join the meeting virtually via MS Teams. Speakers will be able to join via invite only. Any person who wishes to speak at the meeting must contact Committee Services on committees@baberghmidsuffolk.gov.uk at least 24 hours before the start of the meeting.
2. Members of the Committee, the presenting Case Officers, the Planning Lawyer, and the Governance Officer must all be present in person.
3. 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_0D13zmeqAf5Qv_aZSg
4. Participants should ensure that they have downloaded the MS Teams software ahead of the meeting to ensure that there is time to deal with any problems which may arise.
5. An email link will be sent to participants prior to the meeting. This email link is personal to the recipient and must not be shared. Participants are advised to follow the meetings proceedings via the livestream and join the meeting when the relevant item is to be considered.
6. Attendees are asked to ensure that the setting behind them is appropriate for the meeting. Please note that any person(s) in the background could be seen and heard by all attending the meeting and could be viewed on the live stream and recording.
7. Participants will be live on YouTube and in the Council Chamber once they have joined the meeting.
8. Participants should keep their microphones off at all times, unless addressing the meeting.
9. Participants should raise their hand using the hands up function to indicate to the Chairman that they wish to speak.
10. Participants joining the meeting virtually will be introduced by the Chair of the meeting at the appropriate point in the proceedings.
11. Please do not interrupt other speakers or hold separate conversations whilst others are speaking.
12. If you are attending the meeting to speak and persistently interrupt the meeting, you may be ejected from the proceedings.

Confidential items:

1. The Public and Press may be Excluded from the meeting by resolution in accordance with normal procedural rules. The Committee Officer will ensure that any members of the public and press are disconnected from the meeting.

Continuity plans / issues:

- We advise that a written copy of the representation be supplied for use in the event of unforeseen technical difficulties preventing participation at the meeting itself.
- Anyone wishing to speak virtually does so with the risk that they may not be able to join the meeting.

- The meeting may be adjourned briefly to allow attendees joining virtually to access the meeting, however if they are unable to do so the meeting will continue without them.