

SOUTHEND ON SEA BOROUGH COUNCIL PUBLIC SPEAKING PROCEDURE AT REMOTE MEETINGS

The Council's Constitution allows some public participation in Council meetings. There are provisions for the public to ask questions at meetings of the Council, Scrutiny Committees and the Southend Health and Wellbeing Board. There are also limited rights for members of the public to address meetings of Development Control Committee, Licensing Sub-committee and certain other panels. These same rights can be exercised when Council meetings are conducted remotely as far as possible.

This Procedure Note and the Council's Supplementary Standing Orders (and associated Protocol) relating to meetings held remotely, set out the details.

In order to speak at a meeting held remotely you will need to contact Democratic Services in advance to register this fact and to discuss the logistics by email at committeesection@southend.gov.uk.

You will also need to load Microsoft Teams onto your device, as this is the platform used for all Council meetings being conducted remotely: Details of how to do this are on the Council's website and the Democratic Services Team will provide assistance"

Members of the public are reminded that the remote meetings are webcast live on the Council's website. Therefore, any comments you make will be a matter of public record.

When participating in a remote meeting you must adhere to this Procedure Note.

1. Public Questions at Meetings of the Council, Scrutiny Committees, Health & Wellbeing Board

- 1.1 When a member of the public has registered to ask a question at a relevant meeting of the Council, a scrutiny committee or the Health and Wellbeing Board, they will be invited to attend the remote meeting to put their question(s) in person.
- 1.2 When joining the meeting using Microsoft Teams, you will be entered to the "lobby" area. You will be admitted to the meeting by the meeting organiser following instruction by the Chair.
- 1.3 Anyone invited to attend the remote meeting should mute their microphone until invited by the Chair to put their question.
- 1.4 The questioner should then unmute their microphone, introduce themselves clearly giving their name and then read their question(s).

- 1.5 Once the questioner has put their question(s), they should mute their microphone again and wait for the response(s) from the Cabinet Member(s).
- 1.6 The relevant Cabinet Member will then be invited by the Chair to respond. The Cabinet Member will then unmute their microphone and give the response.
- 1.7 Following receipt of the response(s) to questions, the questioner(s) will be asked to leave the meeting. In the event that they do not leave the meeting, the organiser of the meeting will terminate the questioner's participation at the meeting.
- 1.8 At no time shall a member of the public engage in any debate or disrupt the meeting in anyway. Any such activity will result in the participation at the meeting being terminated by the Chair.
- 1.9 At no time should the meeting chat facility on MS Teams be used by a member of the public.

2. Development Control Committee

- 2.1 The rules regarding public participation at remote meetings of the Development Control Committee are set out in the Supplementary Procedure Rules.
- 2.2 If the objector who has requested to address the Committee is unable to attend the remote meeting for any reason, they will be offered an opportunity to submit a statement of up to 450 words in lieu of speaking, in which case they need to submit the statement by 9.00 am on the day prior to the date of the meeting. If the speaker exercises his/her right to submit a statement, this will be read out by the clerk.
- 2.3 When an objector has registered to speak at the remote meeting they will be invited to attend the remote meeting by the meeting organiser via MS Teams. The organiser will also send an invitation to the applicant or their agent whoever is to respond to the objector.
- 2.4 When joining the meeting using Microsoft Teams, you will be entered to the "lobby" area. You will be admitted to the meeting by the meeting organiser at the appropriate time just prior to the commencement of consideration of the relevant application and on instruction by the Chair.

- 2.5 Anyone invited to attend the remote meeting should mute their microphone until invited by the Chair to address the committee. Upon invitation by the Chair, the meeting organiser will allow the objector to the meeting from the meeting “lobby”.
- 2.6 The objector must then unmute their microphone, introduce themselves clearly giving their name and then address the committee for up to a maximum of 3 minutes.
- 2.7 Once the objector has completed their address, they should mute their microphone again.
- 2.8 The applicant or agent will then be invited by the Chair to attend the meeting to respond for the same time limit of up to a maximum of 3 minutes. They will be asked to unmute their microphone, introduce themselves and give the response accordingly.
- 2.9 Following receipt of the response, the respondent must mute their microphone once more. Both the objector and respondent may remain at the meeting until the completion of the application being considered. Both the objector and respondent will be asked to leave the meeting. In the event that they do not leave the meeting, and upon the direction of the Chair, the organiser of the meeting will terminate the questioner’s participation at the meeting at the direction.
- 2.10 At no time shall either the objector or respondent present any documents or plans at the remote meeting or engage in any debate or disrupt the meeting in anyway. Any such activity will result in the participation at the meeting being terminated by the Chair.
- 2.11 At no time should the meeting chat facility on MS Teams be used by the objector or respondent. Any use of this facility during the meeting may result in the termination of their participation.

3. Licensing Sub Committee

- 3.1 All parties to the application being considered will be invited to the remote meeting by the meeting organiser via MS Teams.
- 3.2 Microphones should be muted at all times unless you have been given leave to speak by the Chair of the meeting.
- 3.3 The Chair will introduce themselves and explain the procedure for the hearing.

- 3.4 The Chair will invite each person attending the meeting to introduce themselves in turn.
- 3.5 The meeting will be run in accordance with the existing procedures although participants are requested to ensure their address is succinct and focussed.
- 3.6 Whenever, a participant addresses the sub committee they should state their name before doing so. This is for the purposes of the live webcast.
- 3.7 All parties must ensure all documentation is circulated to all parties in advance of the meeting. No new documentation will be presented at the meeting.
- 3.8 In the event that any party is unable to attend the meeting for any reason, they may submit a written submission which will be read out by the committee officer on instruction by the Chair.
- 3.8 At no time shall either the applicant, responsible authorities or objectors engage in any debate or disrupt the meeting in anyway. They may only speak at the invitation of the Chair. Any such activity will result in the participation at the meeting being terminated by the Chair.
- 3.9 At no time should the meeting chat facility on MS Teams be used.