

Virtual Public Meeting Protocol

Due to the current COVID 19 restrictions, meetings of the North York Moors National Park Authority are being held using the Lifesize video conferencing facility. This enables Members, Officers and members of the public to attend the Authority's meetings by video conference or telephone.

This protocol sets out the practical considerations for the smooth running of a meeting.

Administration of the meeting

The meeting Administrators and the meeting Moderator will, between them:

- Ensure all persons attending the meeting are provided with the relevant information to access the meeting
- Moderate the video conference meeting including ensuring that microphones are turned on/off as required and share PowerPoint presentations as and when required to do so
- Minute the meeting

Agenda Papers

The Meeting Chair, Deputy Chair, plus key Officers will run through the papers in private session prior to the Public meeting at the Chairs Briefing, again this will be conducted via Lifesize.

Agenda papers will be uploaded to the NYMNPA website, and in relation to Planning Committee, Plans List reports uploaded to the documentation list of the relevant application reference number on the Planning Explorer section of the Authority's website, plus made available to Authority Members via the Members Extranet. Planning will also publish the Officers' PowerPoint presentations.

Attending the virtual meeting

- Members and relevant officers will be emailed by the Meeting Moderator with information explaining how to attend the meeting including details of the various methods of access
- Information explaining how to view the Public stream of the meeting will be available on the NYMNPA Website. For NPA question time, the Chair will raise each question at the meeting in the order the questions were received. Questioners will be provided with an e-mail the day before the meeting with a link to join the meeting to hear their question answered by the Chair. With regard to Planning Committee, the applicant/agent, third parties who have made representations and provided a contact email address and Parish/Town Council will be notified of the Meeting and provided with a link to the Public Speaking at Virtual Planning Committee Guidance Note. Those who formally register to speak at the meeting will be provided with an email the day before the meeting with a link to join the meeting

Public Participation in the virtual meeting

Members of the public will have the opportunity to participate in both NPA and Planning Committees. Any person wishing to pose a question at an NPA Committee should do so in writing to the Head of Corporate Services at least two clear working days before the meeting, having referred to the Public Question Time item on the agenda beforehand. With regard to Planning Committee, members of the public should register with the Development Management Administration Team by email, by 12 noon the day before the meeting.

Consideration for attendees

- Members and Officers who will be participating in the meeting will be required to have **one** of the following in order to access the meeting:
 - A tablet with the Lifesize Video Conferencing App installed
 - A computer (PC or laptop) with the Google Chrome browser installed
 - A telephone
- Attendees should note that by default, with the exception of the Chair, all microphones will be muted unless indicated by the Chair
- Officers should turn off their video function if not presenting as this will enable more members to be seen in the viewing screen
- Members of the public registered to speak at the planning committee meeting should turn off their video function until the Chair notifies them it is their opportunity to address members
- Anyone attending the meeting using a tablet or computer will be invited to input their name. They should include both their forename and surname for easy identification
- Anyone attending the meeting using a telephone only and who will also be participating in the meeting, either as a Member, Officer or public speaker, should provide the meeting Administrator/Meeting Moderator with the telephone number they will be using to access the meeting to enable the administrator to easily identify them in the meeting room. Please be advised telephone numbers will be visible during the meeting, unless those who dial in are using a telephone with a number withheld facility
- During the meeting Members and NP Officers should use the raised hand function on Lifesize if they wish to speak

Rules of debate

The following procedure will be followed on each substantive item to enable engagement from Members and Officers whether joining by video conference or telephone

- The Chair will introduce the Officer presenting the report
- The Officer will provide a verbal reminder of the report and the key issues for consideration
- Public Speaking at planning committee. The Chair will invite those registered to speak for three minutes – moderator will unmute the mic. **Please note that no comment may exceed 3 minutes in length. A warning will be given by the Moderator at 2 minutes 30 seconds and at 3 minutes you will be asked to finish your sentence.**

- The Chair will invite Members to verbally submit questions to the officer by using the raised hand function to indicate they wish to speak.
- The Officer will be invited to respond to the questions
- The Chair will invite Member's comments, again using the raised hands function
- Following all comments the Chair will invite the Officer, the Chief Executive, plus other Directors and Heads of Service to provide any further input
- The Chair will invite Members to vote on the recommendation by asking each Member in turn how they are voting. Members should vote by responding "For", "Against", or "Abstain". Alternatively votes may be cast using the raised hand function. The Moderator should make sure all hands are lowered prior to voting. The Member should then vote on the recommendation responding either "For", "Against", or "Abstain". Votes will not be recorded unless requested by the Member at the time of their vote
- If a Member loses connection to a virtual meeting or leaves at any point during a virtual meeting they must abstain from voting for the item or items they missed
- The Chair should ensure that meeting attendees are clear when the meeting is about to go into private session and work with the meeting moderator to ensure that only those required to attend private session do so

Please note: at the Chair's discretion changes to the above protocol may occur during meetings.