

# Briefing Note



## Public Participation at Meetings

Pages 1 and 2 of these notes explain how you can engage with meetings and what our rules are. Pages 3 and 4 provide technical guidance for joining meetings by video or audio conference.

## Public Attendance

The law requires that most of our meetings are held in public and the agenda will indicate if it is not a public meeting. Members of the public can either attend in person, join via Microsoft Teams if they have registered to ask a question, or speak on an item or watch online. All of our public meetings will be either live streamed or uploaded shortly after the meeting to the Council's YouTube channel: [www.youtube.com/user/MiltonKeynesCouncil](http://www.youtube.com/user/MiltonKeynesCouncil).

From time to time there are technical problems which could mean we are unable to stream the meeting, or enable remote participation. When this happens, our meetings will continue, and we will do our best to provide alternative participation methods (such as telephone conferencing) and upload a recording of the meeting after it takes place.

Although cameras are not usually directed to the public gallery, if you do attend physically, you may be filmed and by attending the meeting you are consenting to this.

## Public Participation

Members of the public can register to ask questions, or to speak about items that are on the agenda at our meetings. This can either be in person or online.

Our constitution sets out the rules and deadlines for registering to speak, but you should still try to give us as much notice as possible. A summary of the deadlines is provided on page 5. To register, email us at [democracy@milton-keynes.gov.uk](mailto:democracy@milton-keynes.gov.uk).

If you are attending by way of a video conference, we recommend that you provide a copy of the speech you wish to make, or your supplementary question (initial questions must be submitted 48 hours in advance) so that it can be read aloud at the meeting, if there are any technical issues.

## Video Conference

Further technical guidance on how to join and participate by video at our meetings is provided on pages 3 and 4.

We'll need to send the invites for video conferencing in advance of the meeting and we'll be able to provide some basic technical support to help you, in advance of the meeting, if you need it.

### **Audio Conference**

Audio conference means that you will be able to hear the members of the committee and they will be able to hear you. The telephone number to join an audio conference is 01908 088 098 and we also **strongly suggest you dial 141 first so that your telephone number is not visible** to those in the meeting or watching online. You'll need a pin number to join the meeting and this will be provided along with the link to join the meeting, once you have registered to speak. When you're not speaking, you may be muted and will need to dial \*6 to unmute.

### **How Long Can I Speak For?**

- If you have registered to speak on an agenda item, you'll have a maximum of three minutes.
- If you're asking a question, you'll have one minute to ask your question. After the Councillor responds, you'll be able to ask a supplementary question (related to the original question or answer) for up to a minute.
- If you are presenting a petition (Council meetings only), you'll be able to speak for three minutes. The relevant Councillor will respond, and you will be able to speak on their response for a further one minute.

Please note that the total time set aside for questions is 30 minutes and for speaking on agenda items is limited to 15 minutes. Questions and speakers will be taken in the order in which they registered.

There are separate rules for public speaking at our Planning Committee /Panel and Licensing or Regulatory Sub-Committees.

### **How do I Register to Speak?**

You can email [democracy@milton-keynes.gov.uk](mailto:democracy@milton-keynes.gov.uk) and we'll make the relevant arrangements. For Planning Committee / Panel, please use [planning-speaking-requests@milton-keynes.gov.uk](mailto:planning-speaking-requests@milton-keynes.gov.uk).

The relevant deadlines for registering are set out in more detail on page 5.

If you need further help and support or have questions, please email us using the address above or contact the officer listed on the first page of the agenda.

**Participating at Remote Meetings – Technical Guidance**

We use Microsoft Teams as our video/audio conferencing tool. This is how members of the public who choose not to attend meetings in person can ask questions or make representations at Council meetings. This guide will explain how you can join and participate in meetings, using a device or telephone.

**Before the Meeting**

Find a space which is quiet and is free from distractions. We suggest that you try and avoid other people in your household using the internet at the same time, or it may affect your video and audio quality.

Please only join the meeting on one device at a time, or it may cause feedback issues. If you are watching the meeting from YouTube on another device, please turn off the sound on the other device before joining the meeting.

Make sure you know what time the meeting starts and join in good time. Sometimes we'll give an indication of what time we'll reach a particular agenda item, but to be sure you should join from the start.

If you can't join the meeting as agreed / planned, please let us know. If this is after the meeting has started please email [democracy@milton-keynes.gov.uk](mailto:democracy@milton-keynes.gov.uk).

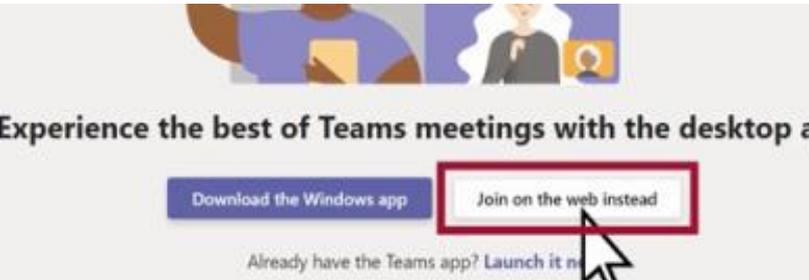
**Joining the Meeting**

When you have registered to speak at a meeting on-line you will be sent a link to join as a guest. If you can't join using a device with a video, you can also join by telephone. The number to dial and the pin number (conference id) will be included with the joining details.

<p><a href="#">Join Microsoft Teams Meeting</a></p> <p>+44 1908 088098 United Kingdom, Milton Key</p> <p>Conference ID: 299 200 975#</p>
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If you join the meeting by telephone, you should dial 141 before the number, so your telephone number is not visible to others in the meeting or those watching proceedings on YouTube. Remember that you'll need to dial \*6 to unmute yourself.

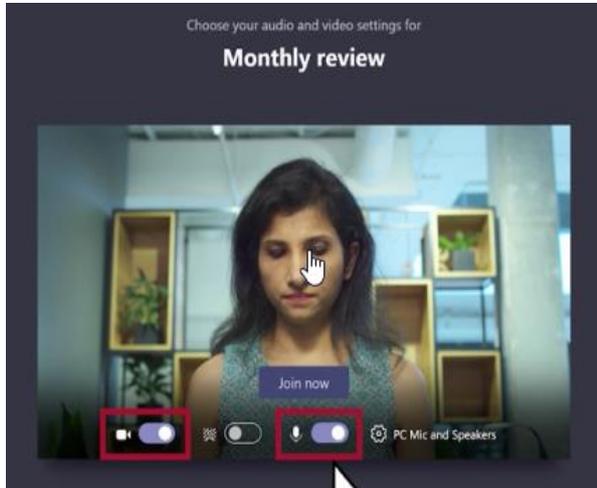
For the best experience, we recommend you download the Teams app to either your computer or laptop. When clicking on the link it will ask if you would like to join using the app, or via a browser (the web).



Not everyone will have the app on their device. The link will also allow you to join using your internet browser instead. We recommend using Google Chrome.

When you join the meeting, a member of the team will verify you have registered to speak before admitting you from the lobby. This may take a few moments.

If you join via the web you will be asked to enter your name. This may be pre-populated depending on the computer's settings. Please enter a name that corresponds to the one you used when requesting to ask a question, or speak at the meeting, or you may not be admitted. Avoid using an email address as this will also be visible to others in the meeting or those watching on YouTube (and sometimes email addresses make it difficult for us to identify you).



Prior to joining the meeting, please disable your camera and microphone (so that there is a line through them) then select 'join now'. We also recommend that you blur your background (this feature is not available on all devices).

When you are called to speak you can enable both the microphone and camera. Please don't speak or enable your camera when you have not been invited to do so, or you may be removed from the meeting.

After you have asked your question or spoken, we recommend that you leave the meeting (you can continue to follow proceedings on YouTube if the meeting is being live-streamed).

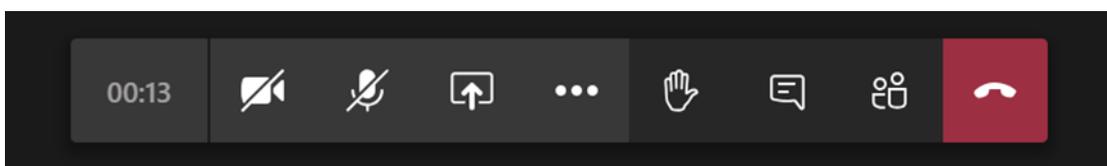
### During the Meeting

Because of the number of participants at our meetings, it is not uncommon for the meeting administrator to mute the microphones of all participants, except for the Chair. You can unmute yourself using the buttons below. If you have joined the meeting by phone you can unmute by pressing star and then 6 (\*6).

### What Are the Buttons?

Depending on the version of Teams on your device, the buttons may be at the bottom of the screen or in the top right-hand corner and will appear once you have joined the meeting.

By pressing the video and microphone buttons, you can enable and disable your microphone or camera. By pressing the hands up button, you can alert the Chair to something. Please note though, that you can only usually speak or ask a question for the part of the agenda for which you have registered. To leave the meeting, simply press the red button. Please **do not** use any other buttons.



## Summary of Public Speaking Registration/Submission Rules

Meeting type	Public Speaking Registration/Submission Rules		
	Questions	Speaking on agenda items	Petitions
Council	48 hours prior to the start of the meeting*	15 minutes before the start of the meeting	48 hours prior to the start of the meeting
Cabinet and other Committees			48 hours prior to the start of the meeting*
Scrutiny Committees			
Planning Committee / Panel	48 hours prior to the start of the meeting*	Noon 48 hours before the start of the meeting	
Licensing Sub-Committee		15 minutes before the start of the meeting**	
Planning Committee / Panel	Formal written submissions (those included with the late papers for the committee), must be submitted by noon the day before the meeting.		
Scrutiny Management Committee	Submissions requesting scrutiny of a particular item or service must be submitted not later than 12 noon eight clear working days before the date of the meeting.		

\* The question itself must be submitted when registering. 48 hours does not include weekends and public holidays.

\*\* Only the applicant/applicant's representative and those who made representations on the application are allowed to speak.