



Calderdale Local Plan Examination

Stage 2 hearings - virtual event on Zoom

Instructions for participants

This note provides guidance to participants on how to join and take part in the Stage 2 hearing sessions.

The Stage 2 hearing sessions will be held virtually using 'Zoom' and will commence on **Tuesday 6th October 2020**. A full timetable of the sessions can be viewed separately in the Hearings Programme.

Zoom is an online video conferencing system which allows virtual meetings to be held. The use of this technology allows us to progress with the Local Plan hearings despite the restrictions imposed by Covid-19. Therefore, you will be able to take part at home or from a safe place.

Joining the event as a participant

These notes are for Windows/PC users. If you are using a tablet (IOS or Android) or a Mac, the steps and controls may vary. They are intended as an informal guide to help you join and use Zoom during the hearing process.

We recommend that you download Zoom prior to the hearing.

The Programme Officer will send you an email invitation for the relevant sessions where you are due to participate. The email will contain a link and a passcode.

1. **IMPORTANT:** If you are speaking on more than one Matter, make sure you open the email/appointment that refers to the relevant session (See Hearings Programme)
2. Click on the link (URL) in the email to join the meeting
3. Make a note of the meeting passcode (in case it is needed)
4. Select 'Join meeting'

If you have used Zoom before go to step 10 below

If you are using Zoom for the first time, it will ask if you want to download and run Zoom. Complete the following steps to do this:

5. Select 'download and run Zoom'
6. The Zoom installer will download

7. If the installer does not start by itself, open the Zoom installer, usually located on the bottom left hand side of your browser window
8. When the installer has finished, follow the instructions on the screen
9. Select Join meeting
10. You will be instructed to wait, the meeting host will let you in
11. When you are admitted click 'join with computer audio'
12. While you are waiting, check your camera is turned off and your microphone is muted, and complete steps 13 and 14 below
13. Click on blue button in top right hand corner and select 'gallery view'
14. Hover over the video icon and click on the up arrow located at the top righthand of the icon. This will bring up a menu, click 'Video Settings'. In the new menu scroll down the menu and tick 'Spotlight my video when I speak'

All participants should ensure that they join the meeting **at least 30 minutes** prior to the start. This should allow sufficient time for any problems to be resolved. There will be a number of people joining at the same time, so please be patient, the host knows you are there and will admit you as soon as possible.

If you experience any problems joining the event on the day, please immediately call or email the Programme Officer for assistance (07799 724690 or miny.schofield@calderdale.gov.uk). If you are late the Programme Officer will try and let you into the meeting as soon as possible.

Alternative via telephone

Participants without access to the internet can dial-in to the virtual hearing by telephone. The telephone number, ID number and participant number will be provided in the invitation. Please note there is charge for accessing Zoom via the telephone. This varies depending on the type of phone you use and your service contract. Please speak to the Programme Officer by 25th September 2020 if you intend to use the telephone function.

If you are a telephone participant using the following controls.

1. Enter *6 on your keypad to mute/unmute your microphone
2. Enter *9 on your keypad to raise your hand

Watching the hearing

The sessions will be available for non-participants and the public to watch live on the internet. A link will be available on the Calderdale Local Plan examination webpage to the Council's YouTube channel. This will enable people to watch the hearings as they would a physical hearing. It will also enable those in the same organisation or team as participating colleagues to keep up with proceedings in real time.

Format of the hearing and using the Zoom controls

The aim is to make the virtual hearings as similar as possible to physical hearings in the way that they are run and the way you participate. The purpose of the hearings is for the Inspector to gain the information needed to examine the soundness of the Plan.

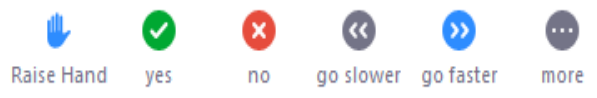
The Inspector will lead the discussion, introduce each topic, and ask specific questions.

Raising your hand

If you wish to respond to a question or to speak at the meeting, you must use the 'raise hand' facility to alert the Inspector.

To raise your hand, you will need to:

- click on 'participants' this will bring up a panel to the side of the screen
- click the 'raise hand' icon at the bottom of the screen (see image below)
- the hand icon will appear next to your name in the participants list



How to speak

Only one participant will be invited to speak at a time. When the Inspector invites you to speak, you must switch your audio and video on. The Inspector will try and bring you into the discussion as soon as possible. The Inspector can see the order in which participants are queuing to speak.

When you are ready to speak please state your name and, if any, your organisation or who you represent. Only the person speaking and the Inspector should be visible on the screen at any one time.

Please make responses brief and focused and stick to the agenda. You do not need to repeat your case in full as the Inspector will have read all of your representations. The Inspector may ask questions about aspects of your verbal or written submissions. Participants should aim to speak only once on each separate matter on the agenda. If, exceptionally, you have already spoken on a particular matter but believe that you could help further on the subject, you can raise your hand again. However, please use this facility sparingly and only when you have important and relevant evidence.

When you have finished speaking you should switch off your camera and mute your microphone.

Documents and evidence

The examination library on the Council's website contains all of the relevant documents for the hearings

(<https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/planning-policy/local-plan>).

The hearing will therefore not use the document sharing facility in Zoom. Nor should you hold a document in front of your camera. Please note that new documents will NOT be accepted at the hearings, unless it is something that the Inspector specifically requests.

The chat facility in Zoom will not be used during the hearings.

Preparation for the event

Please ensure that your working environment is quiet and that the hearing is not disrupted by any external noise. Other distractions and movements are also discouraged.

You may wish to have water or a drink handy at your desk. Tea/coffee breaks will also be built into the programme.

Please familiarise yourself with Zoom before joining the event.

If you experience internet connectivity issues during the event, try switching off other devices or moving closer to the router. If you lose connection during the event, please try to re-join using the electronic link in your email. The hearing may continue in your absence. As a back-up you can re-join by telephone using the number in your invitation. Transferring from wifi to mobile data or making a wifi hotspot are other contingencies you may wish to consider. If you are having on-going problems please alert the Programme Officer on 07799 724690 or miny.schofield@calderdale.gov.uk.

If you are using a mobile phone to access the event please ensure it is fully charged/plugged in, so you do not get cut-off.

Participants are encouraged to read the relevant Hearing Statements and other key evidence in the examination library prior to the event. At the hearing you should have a copy of the agenda to hand (these will be available on the Council's website).

Test event

The Council is running a test event for anyone who is unfamiliar with Zoom or who wishes to practice joining a virtual hearing. This will be held at **2.30pm on Tuesday 29th September 2020**. If you would like to attend this event please contact the Programme Officer, Miny Schofield on 07799 724690 or email miny.schofield@calderdale.gov.uk.

Privacy advice

Please have regard to the Council's and the Planning Inspectorate's privacy notices. These will be sent to participants and posted on the Council's examination webpage once they are concluded.

Each hearing session will be livestreamed on the internet. Please ensure your camera is positioned to provide a clear view of your face. If you don't want your image to be seen you can keep your camera turned off. Please inform the Programme Officer before the event if you intend to do this.

Please ensure your background is cleared of any personal item/information. If you prefer, Zoom allows you to blur your background, but please do not use any of the other backgrounds that are available on Zoom.

If you are dialling into the event using a telephone and wish to keep your number hidden, please pre-fix the number by 141 or whatever alternative number your network uses to hide your number.

The meeting will be recorded by the Council for reference. Please do not make your own recording.

As other people will be watching/listening the hearing you are advised to avoid disclosing private and confidential material. If you feel that you need to do so to support your case, please seek procedural advice from the Programme Officer in advance.

Further information

If you need any further advice before the event or have any technical or procedural questions, please contact the Programme Officer (Miny Schofield tel. 07799 724690 or email miny.schofield@calderdale.gov.uk).

However, please note that Calderdale Council, the Planning Inspectorate and the Programme Officer will not be able to provide IT support to participants on the day and are not responsible for the performance of your own computer.