

BHCC Guidance Note – City Plan Part 2 online (virtual) examination hearings

Examination Hearing Sessions

In view of the ongoing Covid-19 pandemic the City Plan Part Two examination hearing sessions will take place online/ virtually by means of video conferencing through Microsoft Teams.

The Inspector has provided a guidance note on how the virtual examination hearings will be run: [Inspector's Guidance Note on Virtual Hearings published 10 September 2021\(INSP05\)](#). This note is to be read alongside INSP05 and provides specific advice on participating at the virtual hearings, and for members of the public who wish to observe.

Participants

The Programme Officer, Pauline Butcher will contact registered participants with an email invitation to join the relevant Microsoft Teams hearing session. Please note the invite will be within the body of the email.

Please note, participants are limited to those who submitted duly made representations at the Regulation 19 Proposed Submission Consultation in 2020 and who have communicated to the Programme Officer that they wish to participate by the 4th October 2021 deadline.

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. This is an informal guide to help you join and use Microsoft Teams during the hearing sessions.

How to join the hearing session

1. Open the email invitation you have been sent by the Programme Officer with the teams meeting link included in the body of the email and select the link to **join the meeting**, it will look like this:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#) |

[Learn More](#) | [Meeting options](#)

Please note that if you are participating in more than one hearing session you will receive a separate invitation for each session.

This will take you to the '**Choose your video and audio options**'

Please refer to the Inspector's Guidance note on use of backgrounds.

You're given the option to switch your microphone (mic) and camera on before you join the meeting.

Keep your microphone muted when you're not speaking. This helps cut down background noise.

2. Select '**Join now**'

3. You will be held in a virtual 'lobby' until you are let into the hearing session by the Programme Officer.

How to turn your camera and microphone on and off

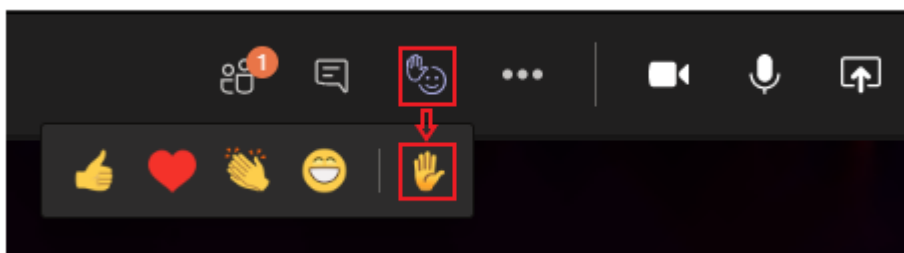
When it's your turn to speak, unmute your mic. Use the microphone icon button at the top of the screen to switch on/off, or use the keyboard shortcut CTRL + shift + M. Do this again to switch your mic off.

Use the camera icon button at the top of the screen to turn your camera on and off. You can also use the keyboard shortcut CTRL + shift + O.

For the hearings, the Inspector has confirmed she would like the opportunity to see all participants on screen if possible. In small sessions she will ask participants to have cameras on all the time; in larger hearing sessions people will be asked to turn their cameras off.

Raise your hand

When you want to join the discussion or ask a question, raise your hand. This will let the Inspector know that you want to speak. To raise your hand, select the 'show reactions' icon which looks like an emoji with a hand and select the hand icon:



Hearing Session breaks

At mid-session breaks participants should not log out, but please ensure that cameras and microphones are turned off.

At the end of each hearing session the Inspector will ask all participants to log out.

To log out/ leave the meeting, select the red 'Leave' button to leave.

Participants without access to the internet

Participants without access to the internet can dial-in to the virtual hearing by telephone. The telephone number and ID will be provided in the invitation if you have specified to the Programme Officer by 4th October that you need the telephone option. It will look like this:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+xx xx xxxx xxxx, xxxxxxxx#](#) United Kingdom, London

[xxxx xxxx xxxx xxxx xxxxx#](#) United Kingdom (Toll-free)

Phone Conference ID: xxx xxx xxx#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

If you are a telephone participant, once admitted to the meeting, you can use the following controls:

1. Enter *6 on your keypad to mute/unmute your microphone
2. Enter *5 on your keypad to raise and lower your hand

When participants join using the Dial-In option the phone number is masked for all participants including meeting organiser.

How to view the hearings if not participating

The hearing sessions will be streamed live on the council's YouTube Channel: [BHCC Democracy - YouTube](#) for non-participants and the public to watch as they would for in person hearings.

The streaming link to each Hearing session will become available via the Channel when each Hearing Session begins. To view the hearing session live, please follow the link to You Tube: [BHCC Democracy - YouTube](#), click on the

relevant hearing session link under the 'upcoming live stream'. Please note, you are not required to log into YouTube or create an account in order to watch the live-streaming.

These live streams will not be available to watch after the hearing sessions have ended.

Privacy

Please read the council's [Privacy Notice](#) (BHCC24) and the Planning Inspectorate's Privacy Notice: <https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice> before viewing or participating in the Hearings.

Draft Hearings Programme

Updated Draft Hearings programmes and agendas will be published on the examination webpage as they are issued by the Inspector. The draft hearings programme v1 10 Sep 2021 (INSP04) can be viewed [here](#).

The Draft Hearings Programme should be read in conjunction with the Inspector's Matters, Issues and Questions (INSP03), the Inspector's Guidance Note (INSP02) and the Inspector's Guidance for participants and observers in Virtual Hearings (INSP05).

A list of participants for each Session will be provided shortly by the Programme Officer.