

**Public Meetings of the Planning  
Committee Virtual sittings  
SUPPLEMENTARY GUIDANCE**

Contents

<b>1. PURPOSE OF THIS DOCUMENT</b>	<b>2</b>
<b>2. PUBLIC ACCESS TO VIRTUAL PLANNING COMMITTEE MEETINGS</b>	<b>2</b>
<i>How do I know if a meeting will be held electronically?</i>	<i>2</i>
<i>How do I request to participate electronically in a physical meeting?</i>	<i>3</i>
<b>3. TAKING PART IN A VIRTUAL PLANNING COMMITTEE MEETING</b>	<b>3</b>
<i>Prior to joining a Virtual Planning Committee Meeting – useful tips:</i>	<i>3</i>
<b>4. TROUBLESHOOTING &amp; FAQs</b>	<b>5</b>
<i>Can I call in to the meeting if my internet is not working/I do not have the internet?</i>	<i>5</i>
<b>5. Contacts</b>	<b>6</b>

## **1. PURPOSE OF THIS DOCUMENT**

The Planning Committee (Constitution) Order and Standing Orders allow for meetings to be held in person, electronically or a combination of the two. The Planning Committee Public Speaking Guidance, made under the Standing Orders, sets out the process and should be referred to.

This informal document should be read in conjunction with the Public Speaking Guidance and aims to add information in relation to the technical aspects when either a meeting is held by electronic means, or an individual participates in a 'normal' meeting by such means. Nothing in this document should be viewed as a formal undertaking by the Department to make either electronic meetings or participation available.

## **2. PUBLIC ACCESS TO VIRTUAL PLANNING COMMITTEE MEETINGS**

### **How do I know if a meeting will be held electronically?**

- The dates for forthcoming Planning Committee meetings are published on the website ([www.gov.im/planningcommittee](http://www.gov.im/planningcommittee)). The agenda for the meeting will set out whether or not the meeting is to be held in person or electronically. The agendas for meets are published at least 2 working days in advance of the meeting ([www.gov.im/planningagendas](http://www.gov.im/planningagendas)).

### **How do I participate in an electronic meeting?**

- The general process as set out in the public speaking guide is unchanged. The following advice applies to all speakers, be they objectors, applicants or Local Authorities.
- Registration to speak must accord with the Department's stated policy for Public speaking. It is necessary for anyone wishing to speak to please provide their name, the application (Item number), email address (to which the meeting link will be sent), a reachable telephone number and have access to Microsoft Teams.
- Attendees must register under this policy and provide an email address. The speakers email address will be added to the meeting group.
- By registration, the attendee is aware of and will adhere to the Directorates Privacy policy [DEFA P&BC Privacy Policy](#)
- Where you have registered to speak and where you may be concerned to the robustness of your internet connection (should it fail during the meeting) it is recommended you supply the Planning Administration Team a copy of your 3 minute speech/notes. This should be submitted so that it reaches the administration team at least an hour before the start of the meeting – therefore by e-mail to [planning@gov.im](mailto:planning@gov.im) with Planning Committee, the date of the meeting and the application number in the subject heading. Should a connection be lost during the presentation, and where they have been provided, the Secretary may read out your notes.

### **How can I listen to a meeting if I have not registered to speak?**

- Whilst the Department is striving to provide a listen only facility where possible should such anonymous service be unavailable a meeting link can be provided upon request by phoning or emailing the Department on the working day PRIOR to the meeting.

### **How do I request to participate electronically in a physical meeting?**

- If a meeting is to be held at Murray House and you wish to participate electronically, please contact us on tel: 01624 685950 to see if this can be accommodated.

## **3. TAKING PART IN A VIRTUAL PLANNING COMMITTEE MEETING**

Those who have registered to speak are asked to join the meeting **10 minutes** before it is due to start to test their link. Once tested, you should switch off your microphone and camera until invited to speak by the Secretary or their Deputy at the appropriate time. We are not able to offer support when the meeting has commenced due to resources.

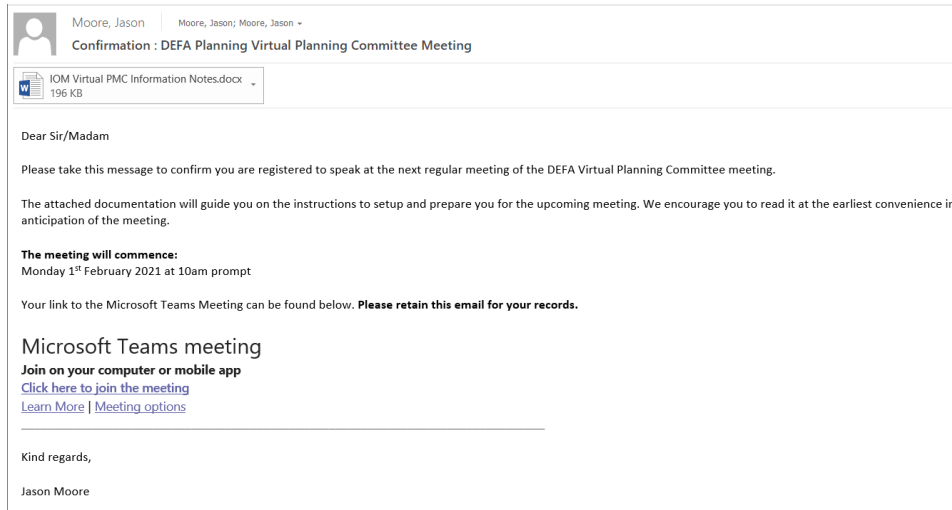
### **Prior to joining a Virtual Planning Committee Meeting – useful tips:**

- Ensure that you have the Microsoft Teams application installed on your device – you can access Teams via your web browser, but we recommend you download the app if you are able to.
- You can join a virtual planning Committee meeting from a range of devices, we would recommend a laptop or desktop PC, but you can use a tablet or smart phone.
- Disconnect any **non-essential** devices from the internet, disable any applications you are not using on your computer / iPad / mobile device and turn off any streaming or download services. We recommend you use a laptop or desktop PC where possible.
- Ensure that your device if mobile is fully charged and that you have easy access to a charger to ensure you do not run out of battery.
- Choose a location in your home where you may take part in meetings without disruption to yourself and to the other meeting participants.
- Where you feel your connection may be unreliable you may consider hard connection to you router by use of an ethernet cable to ensure you have the most robust connection.

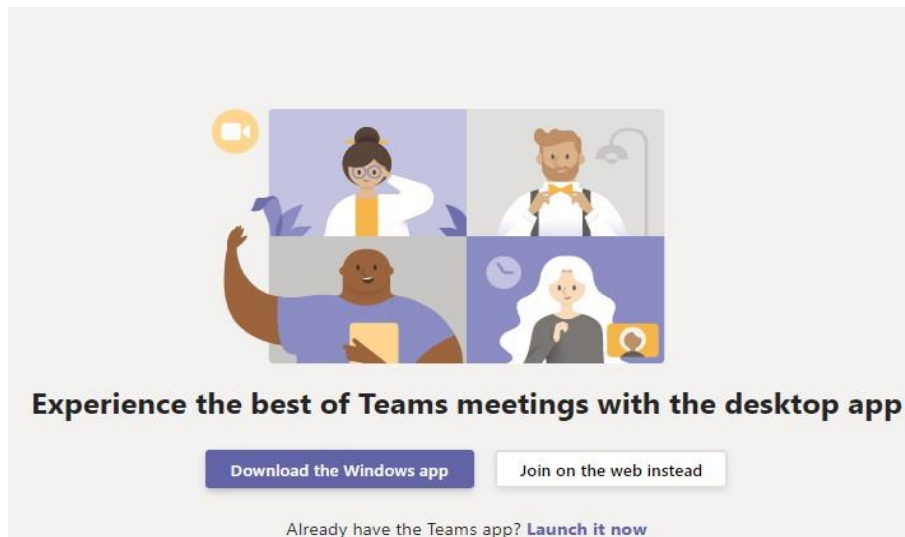
### **Joining the Meeting**

- Upon registration all participants in a meeting will be sent a link to join the meeting via email. By clicking this link the Teams application should open automatically or be given a choice (See Fig. 1 & 2).
- The below images may vary slightly from device to device. Please ensure you test your access to Microsoft Teams in advance of the meeting and notify the Planning Administration Team of potential issues. Device specific guides can be found on Microsoft Teams Website.

**Fig1**

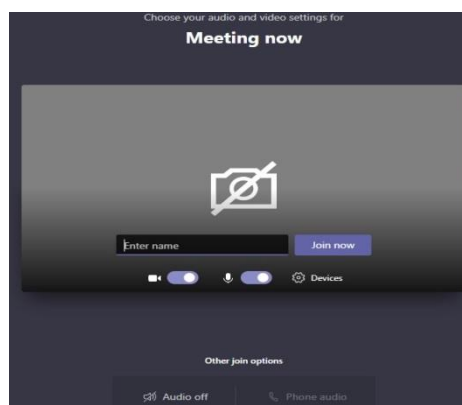


**Fig 2:**

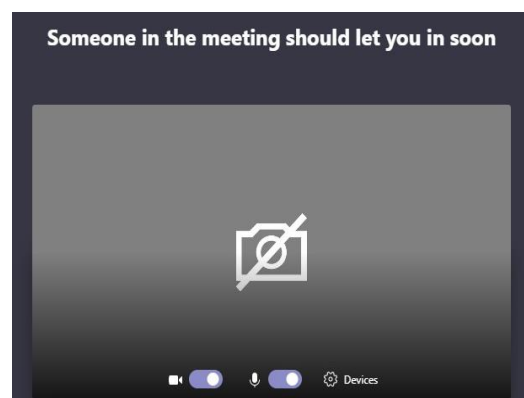


- You will/may need to enter your name; it **must be the same name you registered to speak** as the meetings' Secretary will need to know you are waiting. The Secretary is instructed only to admit those registered to speak. Once you have entered your name click on Join now (Fig 3). You will then be put into the meeting "lobby" and the Secretary will let you in once they have checked the speakers register (Fig 4).

**Fig 3:**



**Fig 4:**



- The Secretary will note your arrival and ask **after testing your link** that you have your camera and mic switched off (Fig 6). Registered Speakers **must not** activate their camera or mic unless the Secretary on testing on proceedings instructs them to do so (Fig 7).

- 

**Fig 6. Off**



**Fig 7. On**



- The Secretary will lead the access to the virtual meeting on the Chairman's instruction. Items will be dealt with in agenda order as follows:

#### **4. TROUBLESHOOTING & FAQs**

The Planning Administration Team will do their best to ensure that registered speakers can access the Virtual Planning Meeting however it is not always possible for them to resolve all of your issues. Registered speakers are advised to do everything they can to ensure they have access to a good connection and have tested their access to Microsoft Teams in advance.

Registered speakers are encouraged to consult their devices' technical documentation and/or their service provider if such issues sit beyond the Planning Administration Teams scope to assist.

##### **How will the Virtual Planning Committee vote?**

- In order for all parties to be clear on how the vote has gone the Chair will normally operate a roll call. The Chair will ask each member, by name, to confirm their vote and will summarise the result at the end of the roll call.

##### **Can I call in to the meeting if my internet is not working or I do not have the internet?**

In the event that you cannot access the meeting via the internet connections explained and/or pending a view/listen only connection service being available (by other software services or connectivity) you may be able phone into the meeting to participate on a LISTEN ONLY basis. Please contact the Secretary BEFORE close of business on the working day prior to the meeting who may be able to provide a phone number to allow a listen only access.

## 5. Contacts

- Planning Administration Team: E: [Planning@gov.im](mailto:Planning@gov.im) T: 685950
- All Planning case queries should be directed to the case officer.
- For more information on this document:
- Email: [planning@gov.im](mailto:planning@gov.im)

DEFA Planning and Building Control  
Murray House  
Douglas  
Isle of Man  
IM1 2SF

<https://www.gov.im/planningcommittee>