




Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



PUBLIC ATTENDANCE AT MEETINGS GUIDANCE

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www.npt.gov.uk

Introduction

Thank you for your interest in attending one of Neath Port Talbot County Borough Council's official Council Meetings.

This guide will provide you with all of the information you require to join a meeting of The Council.

Background

The Council offer hybrid meetings, which enables attendees to join the meeting via Microsoft Teams or in the Council Chamber setting.

All participants including Elected Members, Officers and members of the public have the choice in regards to how they wish to join a meeting.

Should you wish to attend a meeting as a **participant** i.e. as a planning applicant or objector, then you must request to do so with Democratic Service. Your right to attend the meeting as a participant will be verified in line with the Council's policies. Once you have requested to attend a meeting of The Council, and your attendance approved, Democratic Services will send the invitation to your email address. This can be used as a diary marker, and will contain the Microsoft Teams link in order to join the meeting virtually.

By attending this meeting, your email address will be visible to those in attendance. Due to the use of the Microsoft TEAMS platform, the Council is unable to hide email addresses of those in attendance and your participation in the meeting is your express consent to your email address being visible in this manner.

A copy of the Council's Privacy Statement is available at [Privacy Statement – Neath Port Talbot Council \(npt.gov.uk\)](https://www.npt.gov.uk/privacy-statement)

Should you wish to view Council meetings live without taking part (**Observer**), all public meetings are now live streamed. You can access a link to the live stream for each meeting at the top of that meetings agenda. By accessing the stream you will not be able to participate in the meeting and you will not be visible to the participants.

Technical Requirements

Microsoft Teams as a participant

To join the meeting:

On the [Microsoft Website](#) you will find user friendly guidance and videos to the software

Please follow the below instructions on how to join the meeting or watch the following [video](#).

Join a Teams meeting from the app:

1. From your **Calendar**, select **Join** on an in-progress meeting.
2. Choose the audio and video settings you want.
3. Select **Join now**.

Join a Teams meeting on the web:

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.

(Please do not forward this invite to any separate invitees. if you know of anyone who additionally wishes to attend the meeting, please ask them to contact democratic services accordingly on democratic.services@npt.gov.uk)

You can also use a dial-in number and conference ID from the email to call in.

2. You have two choices:
 - **Download the Windows app:** Download the Teams app.
 - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Microsoft Teams as an observer

To join the meeting:

On the Microsoft Website you will find user friendly guidance and videos to the software

Please follow the below instructions on how to view the meeting.

1. Find and select the meeting that you wish to view in the [Council's list of meetings](#).
2. Select "browse minutes and agendas" under the meeting you wish to view.
3. Find the date of the meeting you wish to view and select it.
4. Click on "Agenda Report Pack".
5. You will find a link to the live stream at the top of the agenda front page.
6. Select the link and you will be provided options on how you wish to proceed in accessing the meeting.
7. You have two choices:
 - a. Download the Windows app: Download the Teams app.
 - b. Join on the web instead: Join a Teams meeting on the web.
8. Choose the audio and video settings you want.
9. Select Join now.
10. The meeting will start automatically when the meeting goes live.

Attending in person

To join the meeting in person: Public meetings of the Council are held across varying Council buildings and the specific room and location will be detailed on the meeting agenda.

If you wish to attend in person, please make Democratic Services aware via email (democratic.services@npt.gov.uk).

On the day of the meeting, please arrive at least 15 minutes before the start time of the meeting. Please report to Reception and they will direct you to the meeting room. If you are unsure as to where the meeting you wish to attend is located please contact Democratic Services in advance..

You will be required to sit in the public gallery, which will be pointed out to you when entering the room.

Helpful Tips

In attending a meeting of the Council you are required to abide by the following rules:

1. Ensure that your camera and microphone are turned off when joining the meeting via Microsoft Teams.
2. Please ensure that your demeanour and surroundings, as well as any profile photographs, are appropriate; as by attending the meeting you are giving your consent for your image to be included in any meeting footage that will be subsequently uploaded to the Council's webpages.
3. Please refrain from speaking, using your electronic hand or the Chat function during the meeting. The Chair can remove you from the meeting if the meeting is being disrupted.
4. Please refrain from displaying any written material i.e banners

5. If there are any private items being discussed in the meeting you will be asked to leave by the Chair.

Questions and Support

If you have any questions concerning this process or have difficulty in utilising the system please contact Democratic Services for any issues prior to the meeting on:

Democratic.services@npt.gov.uk

Or visit our website for any information on meetings:

<https://www.npt.gov.uk/1149>