



Brent Connects

Agenda and Guidance

Agenda Tuesday 25 January 2022, 6 to 8pm https://us02web.zoom.us/j/87313757061 Meeting ID: 873 1375 7061 Passcode: 123456	
17:50 to 18:00	Join Session
18:00 to 18:05	Welcome and meeting overview Councillor Promise Knight Lead Member for Community Safety and Engagement
18:05 to 18:30	Draft Budget Consultation 2022-23 Cllr Mohammed Butt Leader of the Council
18:30 to 19:00	Let's Talk Climate: waste and green space Cllr Krupa Sheth Lead Member for Environment
ACTIVITY - Breakout Rooms	
19:00 to 19:05	Welcome and housekeeping Brent Connects Chairs
19:05 to 19:35	Discussion on community approaches for protecting Brent's environment
19:35 to 19:50	Discussions on: 1. Local plans for the Queen's Platinum Jubilee celebrations 2. How can we better promote the Covid Vaccine Campaign
19:50 to 20:00	Soapbox
20:00	Close

Brent Connects guidance and ground rules

Meetings will be conducted via Zoom (see below for how to join a zoom meeting)

Participants at Brent Connects meetings must be respectful, polite and adhere to the following ground rules:

Ground Rules

1. Participants will be expected to conduct themselves in a professional manner, as they would do at a physical meeting.
2. All participants will be muted to manage any background noise. If a participant wishes to speak or ask a question they should either raise their hand or write their question/comment into the chat box.
3. Should a participant become disruptive, they will be issued with a warning and may be asked to leave the meeting.
4. Participants will not be allowed to share their screen during the meeting.

Guidance

1. Ensure that your device is fully charged prior to the meeting.
2. Where possible, use a headset with a microphone.
3. You are encouraged to use your camera if possible, but it is not necessary if you do not wish to do so.
4. Once given a link to join the meeting, you must ensure that you do not share the meeting link with anyone else.
5. You will need to ensure you provide your full name e.g. Jane Smith when joining the meeting. Instructions for changing your name can be found in 'How to join a Zoom meeting' below.
6. If you are dialling in, you will need to inform brent.connects@brent.gov.uk the number you will be dialling in from for authentication. **Please note if you are dialling in you will be charged call costs.**
7. It is recommended that you find a suitable location where you can be seen and heard by the meeting participants but not disturbed. Please set yourself up with a neutral background and be **mindful of what is on display in the background, i.e. where you live and the security of your home.**
8. You are encouraged to join the meeting at least five minutes before the scheduled start time in order to avoid disrupting the meeting. Please note you will be asked to enter a virtual waiting room until the host admits you at the start of the meeting.
9. If you encounter any problem such as losing sound, post a message in the chat or email brent.connects@brent.gov.uk and an admin will help you.

What is the soapbox slot?

The soapbox slot is your chance to have your say on any issue that concerns you, your neighbours or your community. Take the opportunity to share your views and concerns with the audience, councillors and council officers present by taking up one of four 3 minute slots within the soapbox section of your Brent connects area forum.

What are the rules for soapbox?

In order that everyone gets the same opportunity and that no offence is caused to any member of the forum audience, certain ground rules will apply and we would ask everyone who participates to respect them.

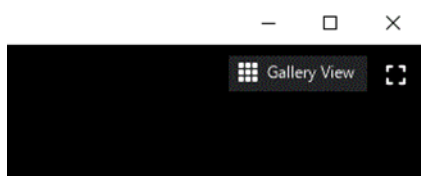
Soapbox topics or issues discussed must be relevant to the area and its communities, and can be of a social, economic or environmental nature. Equal opportunities guidelines will be applied and no inappropriate topics or comments will be allowed. Three minutes maximum will be allowed for each slot, and the chair will monitor timekeeping. If appropriate, the council will provide a response, either on the night, or in writing at a later date.

How to join a Zoom meeting

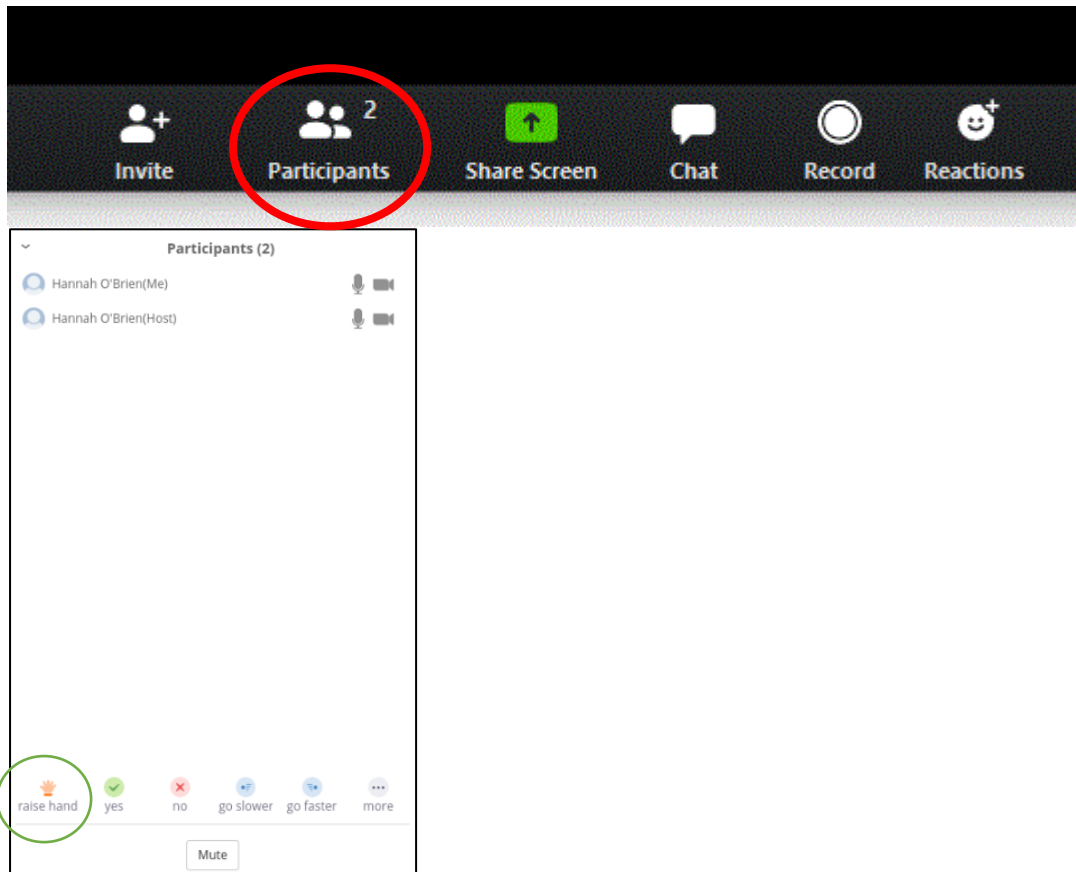
1. The system allows for both video and sound.
2. Once issued with a link to join the meeting, you must ensure that you do not share the meeting link with anyone else.
3. If you have been sent an invite to a zoom meeting and have the application, click the link in the invitation and it should take you directly to the meeting. You may need to click 'allow' for the application to run and will need to input the meeting password that will have been included in the meeting invitation. Alternatively, you can open the application, click 'join a meeting' and input the meeting ID and password into the application manually.
4. If you do not have the application go to <https://zoom.us/join> or find the joining instructions and click the link you have received. Select join by web browser. **You must ensure that you use Google Chrome when joining by browser as Zoom does not work on Internet Explorer.**
5. When prompted, enter the meeting ID and your full name. Your name may autofill to the name you used when you signed up to your account. If this differs from your full name you must change this in your account settings prior to the meeting by changing the display name. Ensure you do this as you may not be admitted to the meeting otherwise. You will also be asked to enter the password provided in the meeting invitation.

During the meeting

1. In order to see all participants (up to 42) on your screen at once, navigate to the top right hand side of the Zoom window and click on 'gallery view'



2. During the meeting, you will be able to hear and usually see the other participants. If you want to speak you should raise your hand virtually and wait for the Chair / host to invite you to speak. You will need to wait until the host unmutes you to speak. To raise your hand click “participants” at the bottom of the screen and then ‘raise hand’ icon at the bottom of the participant list



3. Make sure you mute your microphone after you have finished speaking. You can do this by clicking ‘mute’

