

Guide to viewing a virtual meeting

During the Covid-19 Pandemic, Fareham Borough Council has had to adapt in order to allow for Democracy to continue. At the current time, in order to observe the Government Guidelines on social distancing, meetings are not being held at the Civic Offices.

As such, new Regulations set out in the Coronavirus Act 2020, allow meetings to be held virtually via Microsoft Teams. The link to view a meeting will be published, along with the relevant meeting's agenda and reports, on the Council's website – [Fareham Borough Council Committee Meetings](#)

There are various options for making a Deputation whilst we hold our meetings virtually and one option is to make a Deputation in person to the virtual meeting. Once a request to speak has been confirmed, the Committee Team will send an invitation to the relevant meeting along with instructions. The Council would ask that respectful behaviour is adhered to at all time during the meeting.

It is possible to view the live stream on most devices, but we recommend that anyone wishing to view one of the Council's meetings check individual device specifications in advance of the start time to ensure you can access the meeting via Microsoft Teams.

This link to the Microsoft website can assist with individual system needs – [Microsoft Support](#)

If at any point during the meeting there is a technical problem meaning the connection is lost, please wait for the meeting to restart. If a prolonged issue is experienced, or the meeting is abandoned due to technical reasons then updates will be posted on the Council's website.

The Council is not able to provide any technical support to members of the public but if you do have any questions with regards to this revised procedure or require assistance in obtaining the relevant links to view the meeting, then please contact the Committee Team on 01329 824594