

Friday, 17 July 2020

OVERVIEW AND SCRUTINY TASK-AND-FINISH GROUP

A meeting of **Overview and Scrutiny Task-and-Finish Group** will be held on

Monday, 27 July 2020

commencing at **1.30 pm**

The meeting will be held remotely via Zoom (the links to the meeting are set out below)

<https://us02web.zoom.us/j/82777808124?pwd=aitZSE9mYTU2RWVndFhXbDU5a3RjQT09>

Meeting ID: 827 7780 8124 Password: 532064

One tap mobile

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Members of the Committee

Councillor Howgate (Chairman)

Councillor Barrand

Councillor Doggett

Councillor Brown

Councillor Foster

Councillor Bye

Councillor Kennedy

Councillor Carter

Councillor Loxton

Councillor Mandy Darling

Councillor Stockman

A prosperous and healthy Torbay

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Amanda Coote, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

OVERVIEW AND SCRUTINY TASK-AND-FINISH GROUP AGENDA

1. **Introduction and Background** (Pages 4 - 54)
Background information and the focus on creating and developing healthy and sustainable places and communities..

(a) What measures are currently in place

(b) Supporting Information

(c) Additional Steps

(d) Outcomes

2. **Instructions for the Press and Public for joining the meeting**
If you are using an iPad you will need to install Zoom which can be found in the App Store. You do not need to register for an account just install the software. You only need to install the software once. For other devices you should just be taken direct to the meeting.

3. **Joining a meeting**
Click on the link provided on the agenda above and follow the instructions on screen. If you are using a telephone, dial the Zoom number provided above and follow the instructions. (**Note:** if you are using a landline the call will cost up to 13p per minute and from a mobile between 3p and 55p if the number is not covered by your inclusive minutes.)

You will be placed in a waiting room, when the meeting starts the meeting Host will admit you. Please note if there are technical issues this might not be at the start time given on the agenda.

Upon entry you will be muted and your video switched off so that only the meeting participants can be seen. When you join the meeting the Host will unmute your microphone, ask you to confirm your name and update your name as either public or press. Select gallery view if you want see all the participants.

If you have joined the meeting via telephone, your telephone number will appear on screen and will be displayed for all to see until the Host has confirmed your name and then they will rename (4) your telephone number to either public or press.

4. **Meeting Etiquette - things to consider when attending a virtual meeting**
- Background – the meeting is public and people will be able to see what is behind you therefore consider what you will have on display behind you.
 - Camera angle – sit front on, upright with the device in front of you.

- Who else is in the room – make sure you are in a position where nobody will enter the camera shot who doesn't want to appear in the public meeting.
- Background noise – try where possible to minimise background noise.
- Aim to join the meeting 15 minutes before it is due to start.