

## **Attendance at Council/Committee Meetings – Protocol**

The number of spaces available to observers wishing to attend Council meetings is limited by public health guidance. Members of the public wishing to attend a meeting are asked to contact the Committee Team by email at [CommitteeTeam@threeivers.gov.uk](mailto:CommitteeTeam@threeivers.gov.uk) at least two working days prior to the meeting, after which a confirmation will be sent. Please do not attend without receiving confirmation.

Before attending any Council or Committee meeting, visitors are encouraged to take a lateral flow test on the day of the meeting, and attend only in the event of a negative result. Anyone who is experiencing, or has come into close contact with someone displaying, Covid-19 symptoms should give their apologies for any meeting they were due to attend.

Speakers/observers are asked to arrive at the venue from 18:45hrs on the day of the meeting. Attendance will be registered by two members of staff. This information will be used for the purposes of Track and Trace if required and will be kept for 21 days prior to being destroyed.

Hand sanitiser units have been positioned throughout the venue and all attendees are asked to use these on entry and at regular intervals during the meeting.

Unless medically exempt, visitors will be encouraged to wear a face covering while moving around in the building, and these may be removed once seated.

The use of stairs, in lieu of lifts, is encouraged wherever possible.

Members of the Committee and Council Members observing the meeting will have a dedicated area in the Penn Chamber, with a seat, table and individual microphone. These will be cleaned prior to and after the meeting. Additional cleaning supplies will be available should they be required. A Perspex screen will be in place at the front of each area. Members are asked to stay in their designated area for the duration of the meeting.

Members of the public will each have a seat available within the meeting room. There will be a 1m+ distance between each chair, and members of the public registered to speak on an agenda item will have a seat, table and individual microphone as above.

After the meeting attendees are asked to leave by the main entrance, ensuring social distancing is maintained at all times.

Everyone attending the meeting is invited to bring their own drinking water if required.

*The contents of this document will be reviewed as necessary in line with any changes to prevailing Government advice.*