

Attendance at Physical Council/Committee Meetings – Protocol Document

There are a limited number of spaces to attend meetings as an observer due to the current Coronavirus restrictions.

Members of the public are asked to contact the Committee Team by email at CommitteeTeam@threerivers.gov.uk two working days prior to the meeting taking place, who will confirm a place as soon as possible. Please do not attend without receiving confirmation.

Before attending any Council or Committee meeting attendees are encouraged to take a lateral flow test on the day of the meeting, and only attend if they have received 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.

Attendees are asked to arrive at Three Rivers House, Northway, Rickmansworth, WD3 1RL from 18:45 on the day of the meeting, entering via the main entrance at the front of Three Rivers House. Your 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 and then deleted.

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

All attendees will be required to wear a face mask when inside the building unless speaking or medically exempt. Attendees are asked to keep their mask on throughout the meeting, unless addressing the Chair.

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

Members of the Committee will have a dedicated area in the Penn Chamber, with a seat, table and individual microphone. These will be cleaned prior to the meeting 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 observing the meeting will have a dedicated area in the Penn Chamber with a seat. A microphone will be provided for any Member wishing to speak on any item of business at the meeting.

Members of the public will have a seat available within the meeting room. There will be a 1m+ distance between each chair. Members of the public wishing to speak 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.

Attendees are requested to bring their own water to the meeting, if required.

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