

Attendance at Physical Council/Committee Meetings – Protocol Document

At our Council/Committee meetings there will be limited spaces to observe the meeting. The number of spaces available will depend on how the room is being used and the layout required for that meeting.

Members of the public, Councillors not sitting on a committee and County/Parish Councillors wishing to attend a meeting, are asked to contact the Committee Team by email at CommitteeTeam@threerivers.gov.uk 48 hours beforehand, who will confirm a place as soon as one has been allocated.

Anyone feeling unwell or required to self-isolate is advised to stay at home. All attendees are strongly encouraged to have a LFT on the day of the meeting and also to take a test if showing symptoms of Coronavirus. If an attendee tests positive for Coronavirus they should not attend the meeting.

Three Rivers House will be accessible via the front door from 6.30pm on the day of meeting for all attendees. A member of the Committee Team will be on site from 6.45pm.

All attendees are asked to follow a one-way route in and out of the building. Members will enter and exit the meeting rooms via the Penn Chamber and members of the public will enter via the Dickinson Room and exit via the Dickinson Room.

Hand sanitiser units will be positioned throughout the venue and all attendees are encouraged to use these on entry and at regular intervals during the meeting.

All attendees must wear a face covering whilst moving around the building and while seated and should only remove the face covering when speaking unless medically exempt.

Members of the Committee and Members observing the meeting will have an area in the Penn Chamber, with a seat, table and microphone. The meeting room will be cleaned before and after the meeting. Additional cleaning materials will be available during the meeting in the rooms.

Members of the public will have a seat available within the meeting rooms. Members of the public wishing to speak will have a seat, table and microphone.

Members of the public are asked to be present for items of business in which they have an interest, rather than stay until the meeting has concluded. Occasionally it may be possible to attend for the whole meeting, and the Committee Team officer overseeing the administration of the meeting will advise.

All attendees are requested to bring their own refreshments to the meeting if required.

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