HPC MEETINGS BEFORE 21ST JUNE 2021

It is clear that the legal position is that local councils need to meet face-to-face, rather than remotely, and be open to attendance in person from the public.

Any face-to-face meeting should be held in line with restrictions and public health advice in place at the time. So, in practical terms, local councils will have no choice but to control the numbers of people physically in the meeting room at any one time in order to comply with the Government’s Covid restrictions.

If there is a large influx of the public for a meeting which exceeds the room’s safe capacity as stated, then the permitted number of attendees should not be exceeded. Local councils should manage as they would usually any disruptive behaviour or health and safety risks.

If the assessment is that the room cannot hold a safety meeting and no other venue is available or there is no outside space then, the local council will need to take appropriate mitigating actions including delaying meetings until after 21 June.

Councils may also want to encourage members of the public to make written representations on issues rather than attending in person.

HPC have chosen a different venue than before – as larger capacity and more outside space as required.

**TO COMPLY WITH COVID REGULATIONS, RISK ASSESSMENT & HEALTH AND SAFETY AT WORK**

The room will be well ventilated (doors and windows open).

One-way access should be provided if possible.

* Those attending to bring own hand sanitiser
* Staggering arrival and exit times for staff, councillors and members of the public
* Placing seating at least 2-metres apart
* Ensuring everyone wears face masks
* If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
* Arranging seating so people are not facing each other directly.
* All attendees to register details on arrival (for track and trace)

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

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