

PUBLIC INFORMATION

SAFE USE OF COUNCIL MEETING ROOMS

The local authority is required to make all its public meeting spaces Covid-19 secure.

To comply with this the local authority -

- will aim to keep in person meetings as short as possible, to last for no longer than one hour.
- will apply socially distanced seating arrangements in its public meeting rooms.
- requires all attendees, unless medically exempt, to wear a face covering. Guidance on face covering can be found on the [Government's website](#).
- requests all attendees to undertake a lateral flow test before attending meetings, and if positive you must not attend this meeting. These are free, and are available at certain sites or kits can be acquired for home testing. Please see the [Council's website](#) for more details.
- requests all attendees to wash their hands thoroughly or use sanitiser before entering the meeting rooms.
- requires all attendees to scan the QR code via NHS COVID-19 App to check-in before being admitted entry to the meeting rooms.

Council Meetings are open to the press and public to attend, except where personal or confidential matters are being discussed.

As a result of Covid-19 secure measures, spaces for public viewing are extremely limited and will be allocated based on a first come, first served basis. Consideration and weighting will also be given to the role attendees will play at the meeting.

Full Council and Planning Board/Area Committee meetings will be filmed, for live webcasting through the [Council's website](#). Other meetings will be recorded and added to the Council's YouTube Channel shortly after the meeting has finished. The recording of this meeting will be available to view for one year after the meeting.

If you are attending a meeting you are requested to contact Committee Services by email at committees@royalgreenwich.gov.uk or telephone on 020 8921 4350 at least two days before the meeting, stating the capacity in which you will be attending i.e. to observe the proceedings, speak on an item of business.

For all meetings the general rule is that the Chair has discretion with regard to speakers and speaking times. Some committees have defined specific rules. The Chair will take into account the safe capacity of the room. This may mean that the Chair will only permit a certain number in at any one time.

On arrival at the Town Hall, please see the relevant Officer who will confirm you are on the list of attendees and who will either direct you to the meeting room, or to a waiting room depending on the circumstance.