



Saltash Town Council



Policy/Procedure:

Guildhall Covid-19 Physical Face to Face Meetings Protocol

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

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Guildhall Covid-19 Physical Face to Face Council Meetings Protocol

HANDS

FACE

SPACE

Introduction

The legislation permitting remote meetings of Saltash Town Council came to an end at midnight on 6th May 2021. As it currently stands, all Council meetings held on, or after 7th May, must therefore return to a face-to-face format.

This protocol details the format and processes required to enable meetings of the Council to take place in a face-to-face format, to enable the business of the Council to be transacted, whilst ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.

A Covid-19 Face to Face Council Meetings Risk Assessment has been undertaken which has informed this protocol.

A Members Briefing Session is to be held on the virtual Zoom platform w/c 17th May 2021 to give Members the opportunity to ask questions, raise concerns, and review the Guildhall Risk Assessment.

Venue

All meetings of the Council shall take place in the Guildhall (long room) same layout pre covid that has been assessed in line with the Covid-19 risk assessment until 21st June 2021 – at which point all restrictions on indoor gatherings are expected to have been lifted allowing Council meetings to return to the Council Chamber.

The Guildhall (long room) is designated as a Covid-19 Secure workplace venue. As such, larger groups are permitted to meet, subject to adherence of Covid-19 secure guidelines which are detailed in this Protocol and the Risk Assessment.

Layout

The Guildhall shall be laid out in a horseshoe shape, as normal. Where it is not possible for Councillor seats to be at a 2m distance, Covid-19 secure venues are permitted to enable seating at '1m plus', provided mitigating measures are in place - Please refer to the Covid-19 Physical Face to Face Council Meetings Risk Assessment.

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Before the meeting

Upon entering the building, Councillors and members of the public will be welcomed by the Councils Casual Caretaker and asked to use the automatic hand sanitising dispenser, at that point your temperature will be taken by the Casual Caretaker and recorded.

Both Councillors and members of the public are asked to use the QR Code to register their attendance at the venue for NHS Track and Trace purposes. Those not able to use this facility will be asked their name and contact number, the details will be safely kept for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.

Councillors will be asked to arrive in staggered time slots to minimise congestion within the building. **Please arrive on time.** Councillors will be asked to take their seats, which will be named, alphabetically in order of Wards to allow easy access to your seat.

The lift will be available for those with accessibility requirements, one person at a time.

Unfortunately, at this stage Saltash Town Council are not in a position to live stream Council meetings to minimise the number of persons wishing to attend, however, this is something we are working towards.

At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

During the meeting

All persons attending the meeting must remain seated unless required to stand to use the toilet facilities or to declare an interest at which point a face covering must be worn unless medically exempt and the Risk Assessment adhered to.

All persons attending the meeting must **not** move any of the furniture.

Members should access agendas and report documents via Civica – Modern.gov prior to attending the meeting and via their own device at the meeting to reduce the need to handle paper. Members **should not share** their writing material with others, to reduce the risk of transmitting the virus.

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After the meeting

Members of the public will be asked to leave first, via the same entrance in an orderly single filed manner, maintaining social distancing requirements, using the automatic hand sanitiser located in the foyer. Members of the public should immediately disperse once outside the building.

Councillors will be asked to leave in their entry Wards via the fire exit back door of the Guildhall (long room) lead by the Assistant Town Clerk, using the automatic hand sanitiser located by the back door. Members should immediately disperse once outside the building.

Those with accessibility requirements are permitted reverse access by using the lift. One person at a time.

Members must take any writing material or refreshments home with them and leave nothing on site.

General Housekeeping

There will be no refreshments, any person wishing to have refreshments will need to bring their own for their sole use, and take away with them at the end of the meeting.

Toilet facilities are prohibited unless absolutely necessary - persons wishing to use the toilet facilities will exit the Guildhall (long room) and use the toilet facilities available on the first floor landing. Those with accessibility requirements will be permitted to use the fully accessible toilet on the ground floor via the lift.

All persons must use the sanitising stations upon re-entering the meeting located in the Guildhall (long room).

Attendees must not mingle or congregate – if a queue does form whilst awaiting entry to the Guildhall, attendees must stand on the socially distanced space markers on the floor whilst others take their seats.

All attendees should dress appropriately for the weather conditions of the evening – windows and doors will be open and floor standing fans in operation to ensure adequate ventilation of the room and building.