

Physical meetings guidance protocol (July 2022)

Physical attendance

1. All attendees are encouraged to take a Covid lateral flow test and have a negative test result prior to attending committee meetings.
2. All attendees are asked to wear face masks unless speaking or exempt. All attendees will wear masks while moving around unless exempt.
3. Maximum capacity of the meeting room will be clearly signposted.
4. Hand sanitiser will be available.

Committee participation

5. In order for an elected councillor to take part in the meeting, they must be physically present.
6. Ward councillors and other councillors, if they wish to give evidence at the meeting, must be physically present.
7. In order for a member of the public to take part in the meeting, they must be physically present.
8. Key officers to the committee must be physically present. Other officers may, with the agreement of the chair, attend remotely.
9. If there are more people who wish to take part in the meeting than the room's capacity, people will enter the room to give their representations and leave afterwards to allow others the same capacity.
10. If there are more people who wish to attend than the room's capacity, priority will be given to people who wish to give evidence and take part in the meeting.

Livestreaming/viewing the meeting

11. Most meetings will be livestreamed, wherever possible, to the council's YouTube channel: <https://www.youtube.com/user/southwarkcouncil>.
12. Members of the public and any other interested parties who wish to watch the meeting may watch the livestream on the council's YouTube channel, which will remain available after the meeting ends.
13. Members of the public who are not speaking at the meeting are encouraged to watch the livestream. If they wish to attend in person, they will be required to register to attend the meeting, up to the room's capacity, and priority will be given to people who are attending to take part in the meeting.