

Below is a list of the current mitigations that were agreed and put in place as part of the Council resolution.

- (iii) *That the guidance set out at section 3.10.7 of the report be adopted, and additional guidance that emerges from risk assessments to support more secure physical meetings where they do take place.*

3.10.7 Members will be asked to work within the following guidance at any physical meetings that went ahead, to adhere to government COVID-19 guidance and help minimise our risks:

Guidance and expectations

- Entrance / exit will be separate points and movement will be staggered and co-ordinated.
- Masks must be worn by Members and Staff unless speaking. *Those participating should wear masks where not speaking (unless exempt) and are free to remove for any questions or speaking.* The Chairman may call on a participant to confirm they are exempt, if applicable.
- Non-Committee Members should watch the meeting via YouTube, and if they have pre-arranged with the Chairman to ask a question, this will be done via Microsoft (MS) Teams and projected to a TV in the room.
- Public meeting access will be by virtual streaming and remote public participation will take place via MS Teams.
- Members and staff taking part in the meetings will apply for and complete regular lateral flow tests to reduce the risk of infection and register results ahead of the meeting.
- The Member attendance book will be virtual.

MITIGATION	RATIONALE / BENEFITS	ISSUES
2 metre distancing and Maximum 17 in the Council Chamber	NHS and government guidance is to try to stay at least 2 metres (3 steps) away from people you're not meeting with, to help reduce the transmission of droplets	£200 per meeting cost to hire offsite venue. Additional 2 officers per offsite meeting to Manage PA (Public Address) system.
Streaming meetings to YouTube to encourage online viewing	Those not taking part in decision making can access online. Where we do not have enough space for attendance, we are still transparent and available to our residents. More democratic visibility and greater public engagement with our meetings as a result of being online. We are set up and established digitally	Additional 1 officer for every meeting to manage the stream - currently being absorbed by Committees and ICT resource but adding pressure outside of pre-covid activity.

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MITIGATION	RATIONALE / BENEFITS	ISSUES
	should the government re-introduce remote meeting legislation	
Those in the meeting wear masks, that can be removed to talk (and shields are also provided)	<p>Although a face covering is not a legal requirement nationally, it is still a recommended mitigation.</p> <p>They reduce risk of droplet transmission by people with asymptomatic, pre-asymptomatic and mild Covid.</p>	<p>Small cost to provide shields.</p> <p>Member feedback that use of shields has made it hard to hear on occasions (Mitigated through use of PA system offsite and mics in chamber).</p>
All Members, officers and public register prior to the meeting and confirm a negative lateral flow test result	<p>Prompts attendees to lateral flow test and reduces risk of asymptomatic people attending and coming into contact with others.</p> <p>Provides a list for Chairmen of those Members that are not working within the Council resolution.</p>	<p>Chairmen have not been enforcing this, and not all Members have engaged.</p> <p>Committee Services have to manage the process including reminder emails to Members.</p>
Non-Committee Members do not attend in person, and watch via YouTube	<p>Allows management of numbers in the Chamber.</p> <p>Means that only those with a business reason for coming into contact with each other are doing so.</p>	Some Members have adhered to this and others have not, making number management of maximum 17 in the chamber difficult.
Public participants have to pre-register to attend, and numbers managed	<p>Allows management of numbers in the Chamber.</p> <p>Keeps a record of those public attending for possible track and trace.</p> <p>Allows us to remind attendees of meeting procedure and request lateral flow test submission.</p>	There have been occasions where space doesn't accommodate and instead the public have watched on YouTube (but this hasn't resulted in any complaints).
One-way system for entrance and exit to the meetings	Reduces risk of people crossing paths and potential contact.	

Future options for consideration

Option	Issues	Benefits
1 Continue with current meeting arrangements and mitigations	<p>Cost of venue hire for Council and District Planning will be ongoing.</p> <p>Resource impact across ICT and Committee Services will be ongoing (to the extent of a 0.5 Full Time Equivalent (FTE) additional requirement).</p>	All mitigations in place reduce risk of Covid transmission in meetings, or Members / Officers becoming unavailable for meetings if they become a close contact in a meeting and have to isolate.

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Option	Issues	Benefits
<p>2 Continue with current meeting arrangements and mitigations but reduce the Committee Schedule of Meetings to manage resource impact</p>	<p>Would require a review of the Committee Schedule of Meetings and decision on which Committee meetings could be removed.</p> <p>Non-urgent items of business may take longer to progress.</p>	<p>Would reduce the impact / pull on resources to deliver the current physical covid-secure set up.</p> <p>Would support current arrangements for Covid mitigations.</p>
<p>3 Move all meetings back to the chamber, removing social distancing, but with other current mitigations and protocols in place, with live streaming</p>	<p>Removing the 2 meter social distancing space will increase risk of droplet transmission, and likelihood of those in a meeting counting as a close contact that has to isolate if a an attendee is infected.</p> <p>We will also need to remove the 'sneeze screen' mitigation so that Members can fit in the room, making masks and visors the only barrier in place.</p> <p>Still a 0.3 FTE additional requirement for streaming resource.</p> <p>We will be unlikely to accommodate public observers at large Committees, Council or District Planning Committee.</p>	<p>Removes hall hire cost and reliance on Stadium availability.</p> <p>Removes officer resource needed to manage the PA system (2 additional staff per offsite meeting).</p> <p>Removes officer resource to move and store screens and equipment between offsite meetings.</p>
<p>4 Move all meetings back to the chamber, removing social distancing with other current mitigations but no live streaming</p>	<p>Removing the 2 meter social distancing space will increase risk of droplet transmission, and likelihood of members in a meeting counting as a close contact that has to isolate if a member is infected.</p> <p>We will also need to remove the 'sneeze screen' mitigation so that Members can fit in the room, making masks and visors the only barrier in place.</p> <p>Public more likely to want to attend, and if we don't have space to facilitate this, there is no way to view meetings.</p> <p>Less democratic - those who have been engaging with the YouTube videos may never attend in person, cutting off an access point.</p> <p>Stopping streaming would mean we</p>	<p>Removes hall hire cost and reliance on availability.</p> <p>Removes officer resource needed to manage the PA system offsite (2 additional staff per offsite meeting).</p> <p>Removes officer resource to move and store screens and equipment between offsite meetings.</p> <p>Removes additional officer required to stream every meeting (therefore back to the resource of a pre-covid committee meeting).</p>

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Option	Issues	Benefits
	<p>would not be as well placed to respond should the government legislate for remote meetings in the future, and we would move to audio recording only, which is less clear for the public following.</p> <p>Environmental impact of those not required for the meeting having to attend in person.</p>	

Please Note: option 1 and 3 will both incur an additional resource cost, that we will need to identify.