

Return to face to face meetings in The Salford Suite at the Civic Centre from 1st September 2021

It is planned to return to face to face meetings in The Salford Suite in the Old Town Hall Building at the Civic Centre from Wednesday 1st September 2021.

The Salford Suite is the only available room that is large enough to hold meetings and still comply with social distancing and Covid safe guidelines, as advised by Public Health.

Everyone involved has worked hard to ensure that the transfer of face to face meetings to the Salford Suite will be held in a COVID-19 secure environment. Your safety is our utmost priority, whilst also supporting transparency, accountability and effective decision making.

This briefing note outlines the arrangements in place and the guidelines that we are all asked to adhere to ensure everyone is kept safe and the city council's decision making remains legally compliant.

1. General guidelines for meetings

- a. It should be possible to hold most of the decision making meetings back in the Salford Suite but **it will not be possible to hold the meetings of the Council, the Health and Wellbeing Board, Licensing and Safety Regulatory Panel (taxis) and Planning and Transportation Regulatory Panel**, due to the number of people required to attend and so they will remain at 100 Embankment for the foreseeable future. There may also be times, when the date and times of meetings clash, that one may need to move to 100 Embankment.

2. Using the Salford Suite for face to face meetings

It is very important, for everyone's safety, that you only visit the Salford Suite when attending meetings.

a. Where to enter the building

You **must** enter the building by the main front door of the Old Town Hall building. You will need to be let into the building as a pass is required so an officer from Democratic Services should be on hand to direct you safely to The Salford Suite.



Please note: If you are attending an evening meeting and you have difficulty entering via the main front door shown above, please use the intercom at the Main Reception (in the grey building behind the Old Town Hall Building shown above) to contact the security officer to gain access.

b. Areas of the building that are closed to people attending meetings

- Extensive rebuilding renovations are taking place in the Civic Centre so access to rooms and space is very limited. Most of the building will remain closed and many contractors will be working on site.
- Other members of the public are also using the building to access the Registrars offices and the ceremony rooms and arrangements are in place for them to do so safely, so **there will be no access to the Registrars corridor and the ceremony room's corridor**.

c. Toilets

- The toilets on the first floor on the committee room corridor **must** be used. The Registrars corridor will not be open to members, officers and members of the public attending meetings in The Salford Suite.
- The accessible toilet can be used on the Registrars corridor if required and an officer from Democratic services will act as a marshal on the corridor so members can use it. Please alert the clerk in attendance at the meeting on the day.

3. Guidance for attending the meetings in a COVID-secure manner

a. Lateral flow testing and PCR tests

- A vital element of our COVID-secure plans is that everyone attending **should complete a COVID-19 lateral flow home tests** three days before the meeting and on the morning of the meeting. You can order or collect a home testing kit by:
 - [Ordering](#) a box of test kits to be delivered to your home
 - [Collecting](#) a box of test kits from a local collection point
- If you test positive before or on the day you were meant to attend the meeting **under no circumstances should you attend**. If your lateral flow test is positive you will then need to book a complementary PCR Test and follow national guidance on self-isolating.
- Despite all the COVID-secure measures we have put in place there remains a residual risk and coronavirus can make anyone seriously ill. For some of you the risk is higher, particularly if you are clinically extremely vulnerable or if they are at significant risk or you have one or more health conditions as a number of risk factors may interact as well as health conditions.
- You may wish to take medical advice about your particular circumstances, if either of the above applies to you before you make a decision about attending face to face meetings.

b. Attending the meeting on the day in The Salford Suite

- Please arrive at least 20 minutes before the start of the meeting to allow for controlled access to the building and meeting space.
- The meeting will be run in line with Government guidance, and using the principle of 'hands, face, space and fresh air'. You are asked to regularly wash and sanitise your hands, wear a face covering unless you hold a

medical exemption, and please maintain a social distance (1.5m) from others at all times whilst attending meetings.

- You may remove your mask when you are seated but please wear your face covering when moving around the room or when on the corridor.
- Movement around the meeting spaces will be kept to an absolute minimum with pre-defined entrances and exits and restricted areas, as outlined above.

4. Meetings continuing at 100 Embankment

a. Lateral flow testing and PCR tests

The guidance listed under 3a above also applies at 100 Embankment.

b. Travelling to 100 Embankment

- There are a range of travel options to 100 Embankment, and full details can be found at this link: <https://embankmentmanchester.com/transport-options>.
- It is a 4 minute walk from Manchester Victoria train and tram stations
- The Free Bus stops outside both Salford Central Station and 100 Embankment
- There is secure cycle storage and showers on site.

c. Parking at 100 Embankment

- There is onsite parking in the underground QPark (Deansgate North) immediately below the building. Discounts are available for parking booked in advance (<https://www.q-park.co.uk/en-gb/cities/manchester/deansgate-north/>). Cleminson Street remains the closest Salford City Council parking.
- Taxi drop off is available immediately to the front door of the building.