

Face to face public meetings in The Salford Suite at the Civic Centre

Face to face public meetings have been held 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 in line with Covid safe guidelines, as advised by Public Health. Your safety is our upmost priority, whilst also supporting transparency, accountability and effective decision making.

This briefing note outlines the arrangements in place and the guidelines that we request that all attendees at our meetings are asked to follow to and keep everyone as safe as possible while infection rates remain high.

1. General guidelines for meetings

- a. We are holding most public decision making meetings in the Salford Suite but it is not possible at this time to hold the meetings of **the Council, 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

There are also construction works be carried out in the Civic Centre so 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. *For evening meetings, if you cannot get access via the main front door please walk around to the main Reception and press the out of hours buzzer 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 **and to help us manage the numbers of people in the building so access is restricted to the Registrars corridor and the ceremony room's corridor during the day.**

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 during the day.
- 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-safe manner**

a. Testing for meetings

- Testing guidance in England has changed. Most people without COVID-19 symptoms do not need to get lateral flow tests, if you have been in contact with someone who has COVID-19 or who has displayed symptoms and you suspect they may have COVID-19, **it is requested that you take a lateral flow test before attending.**
- In line with current Government guidance, **if you have symptoms of COVID-19 you are advised get a PCR test as soon as possible if you have any of these symptoms, even if mild:**
 - a high temperature
 - a new, continuous cough
 - a loss or change to your sense of smell or taste
- In line with current Government guidance, if you have symptoms of COVID-19, you should stay at home and avoid contact with other people. Get advice about staying at home and avoiding contact with others
- 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 for the meeting giving yourself plenty of time of the meeting to allow for controlled access to the building and meeting space.

- The meeting will be run in line with Public Health guidance, and using the principle of 'hands, face, space and fresh air'. You are requested to regularly wash and sanitise your hands and wear a face covering whilst attending meetings.
- 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. Testing for meetings

The advice 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.