

Conditions of attendance and participation at public meetings

Public Access to Meetings

1. All public council meetings are streamed live on the council's website. Members of the public can view the live stream and past meetings on our YouTube channel.
2. Members of the public may also attend and observe any public meetings of the council. The majority of these meetings are held in person and take place at County Hall, Glenfield. A list of upcoming meetings, their start times and location can be found in the council's calendar of meetings.

Public areas

3. Members of the public must remain within designated public areas and must not enter offices, meeting preparation areas, secure corridors or other restricted areas unless authorised to do so by a Council officer.
4. Tailgating through controlled access doors or attempting to gain access to restricted areas without authorisation is prohibited.

Meeting Information

5. The agendas and minutes for meetings are normally published online 5 clear working days before a meeting is due to take place. Notification that the agendas and minutes have been published are also posted on the council's democracy account on X (*formerly known as Twitter*).
6. The Forward Plan of key decisions to be considered by the Cabinet shows what major decisions are to be discussed and when. This is published 28 days before the Cabinet meeting at which they are to be considered, and a copy is also displayed on the County Hall notice board which can be viewed during normal office hours.

Confidential Information

7. If confidential or exempt information is to be discussed at a meeting, we will ask members of the public to leave while that discussion takes place. Items like this are put at the end of the agenda wherever possible. We will always explain why members of the public are being asked to leave the meeting.

Recording and Broadcasting

8. The Chairman at the start of a meeting will make an announcement to advise that this will be filmed and a notice to this effect will be posted at the entrance of the meeting room. By remaining in the meeting room following the announcement, attendees acknowledge that they may be filmed and included in the live stream or recording.
9. Those attending the meeting, including in the public gallery, are entitled to film, record and report the public proceedings of meetings they are permitted to attend, in accordance with the Council's Standing Orders. This right relates to the proceedings of the meeting.
10. Attendees must not deliberately photograph, film, record or publish:
 - a. confidential or exempt information;
 - b. personal data belonging to other attendees;
 - c. security arrangements, security personnel, screening processes or security equipment in a manner that may compromise security;
 - d. the contents of councillors', officers' or attendees' documents, laptops, tablets or mobile phones.

11. Anyone who believes they may have inadvertently captured such information should not publish or share it and should notify Democratic Services.

Conduct and Behaviour

12. Attendees are requested to respect other attendees. The interruption of proceedings including booing and heckling, bullying or harassment will not be tolerated, and attendees may be removed from the meeting if they cause disruption. The meeting could also be suspended.
13. The Council may prohibit attendance at future meetings where an individual has previously engaged in serious misconduct, violence, threats, harassment, significant disruption or repeated breaches of these conditions of attendance, where such action is lawful and proportionate.

Seating Arrangements

14. Attendees will be seated in the public gallery in order of arrival until the area is fully occupied.
15. If an attendee wishes to ask a question, it must be submitted in advance. Please follow the guidance here:

<https://www.leicestershire.gov.uk/about-the-council/how-the-council-works/public-involvement/ask-a-question-at-a-committee-or-board-meeting>

Safety and Security

16. The Council is committed to providing a safe, secure and welcoming environment for councillors, officers, visitors and members of the public attending meetings.
17. Security measures are designed to protect all attendees, safeguard Council premises and ensure that meetings can be conducted safely and without disruption. Any security arrangements implemented by the Council will be proportionate to the circumstances and applied in a fair and non-discriminatory manner.

Consent to Security Screening

18. By seeking entry to Council premises or attending a Council meeting, attendees acknowledge and consent to any security screening measures in operation as a condition of entry.
19. Such measures may include identity checks, bag inspections, visual examination of belongings, handheld metal detection devices and other proportionate security procedures. Attendees acknowledge that the operation of handheld screening equipment may involve incidental physical contact.
20. Attendees may be required to open bags, containers, cases, briefcases, coats or other outer garments for inspection as part of any security screening measures in operation. Refusal to comply with a reasonable request made for security purposes may result in refusal of entry to the premises.
21. Attendees are encouraged to allow sufficient time to sign in with their personal information at reception and for any security screening checks including bag searches which may be required before entry to the meeting.
22. Compliance with any security screening measures in operation, including bag inspections and screening equipment, is a condition of entry to the premises.
23. Unattended bags, packages or other items may be removed, isolated or reported to the police where reasonably considered necessary for security purposes.

Suspicious behaviour

24. Attendees should immediately report any suspicious behaviour, unattended items, security concerns or potential threats to a Council officer or member of security staff.

Accessibility

25. Security arrangements will be applied in a fair, proportionate and non-discriminatory manner. Reasonable adjustments will be considered where required to accommodate disabilities, medical devices or other protected characteristics.
26. Attendees who have a pacemaker, implanted medical device or other medical condition that may be affected by security screening equipment should notify security staff on arrival so that appropriate alternative arrangements can be considered.

Prohibited materials

27. Attendees must not bring weapons, hazardous materials, fireworks, flares, illegal substances, placards, banners or any item reasonably considered by the Council to present a safety or security risk.
28. The Council reserves the right to refuse entry to any person carrying prohibited items, including weapons, tools capable of causing injury, hazardous substances, fireworks, flares, laser devices or any item that may reasonably be considered a risk to safety, security or the orderly conduct of the meeting. Security staff may require prohibited items to be removed from the premises before entry is permitted.
29. Liquids may be subject to inspection and restrictions as part of any security arrangements in operation. Security staff may refuse entry to premises with liquids where this is reasonably considered necessary for safety or security purposes.
30. Members of the public are requested not to bring large bags or backpacks and will not be allowed to take placards or banners into the meeting room.
31. Attendees may be required to temporarily remove face coverings for identification purposes where reasonably necessary for security reasons.

CCTV

32. CCTV operates throughout County Hall for security, safety, crime prevention and incident investigation purposes. Recordings may be retained and processed in accordance with applicable data protection legislation.

Evacuation in case of emergency

33. In the event of a fire evacuation or other emergency, please follow instructions from council officers to leave via the nearest fire exits.
34. Attendees must promptly comply with any lawful instructions given by the Chair, Council officers, reception staff, security personnel or emergency services personnel.
35. If an attendee has accessibility needs and wishes to attend a meeting, they are to contact democracy@leics.gov.uk for support.

Additional Safety Measures

36. The Council reserves the right to implement additional security measures where reasonably considered necessary following a risk assessment or in response to specific security concerns.