

## Record of Decision

Please note that this form should be used to record non-key decisions made by officers.

<b>Decision Maker</b>	Chief Executive
<b>Subject Matter</b>	Protocol for attendance at physical meetings held before 21 June 2021
<b>Date Taken</b>	Tuesday, 18 May 2021
<b>Contact Officer</b>	Rebecca Dobson, Democratic Services Manager (Rebecca.Dobson@scams.gov.uk)
<b>Date Published</b>	Tuesday, 18 May 2021

### Consultation

***Record below all parties consulted in relation to the decision.***

The Chief Executive has consulted with the Chair and Leader of the Council in order to ensure that access to meetings continues to be fully upheld, whilst protecting those whose presence is necessary.

<b>Final decision</b>	<b>Reason(s)</b>
To agree the attached Protocol.	<p>The risks associated with COVID-19 mean the Chief Executive is obliged to require attendees at meetings to comply with safety measures.</p> <p>The safety measures which have been put in place are based on risk assessment of the venue in which meetings will be held, and with regard to government guidance.</p>

Please contact decision maker for further details and / or signed copy.