

## **Public Attendance / Participation**

All our meetings are open to the public to attend. Public health measures remain in place at Civic and the number of people who will be able to physically attend this meeting to observe proceedings, continues to be limited – please let us know in advance if you plan to attend.

We use our best efforts to stream meetings on YouTube. From time to time there are technical problems which could mean we are unable to stream the meeting. When this happens, our meetings will continue, and we will do our best to upload a recording of the meeting after it takes place. Meeting minutes form the formal record and are published within 15 working days of a meeting.

For those registering or entitled to speak, facilities will be in place to do so in person or via video / audio conferencing, but this is not guaranteed. From time to time there are technical problems which mean we are unable to enable remote participation. When this happens our meetings will continue, although we will try to provide alternatives options, for example through a telephone call as opposed to a video call.

If you wish to speak at a meeting, we recommend reading our guide to *Public Participation at Meetings* first to understand the process and technology behind participation. This information is available at: [www.milton-keynes.cmis.uk.com/milton-keynes/](http://www.milton-keynes.cmis.uk.com/milton-keynes/).

## **Agenda**

Agendas and reports for the majority of the Council's public meetings can be accessed at: [www.milton-keynes.cmis.uk.com/milton-keynes/](http://www.milton-keynes.cmis.uk.com/milton-keynes/).

## **Webcasting and Permission to be Filmed**

Please note that this meeting will be filmed for live broadcast on the internet and can be viewed online at [www.youtube.com/user/MiltonKeynesCouncil](http://www.youtube.com/user/MiltonKeynesCouncil) . Generally, the public gallery is not filmed, but by entering the meeting room and using the public seating area you are consenting to being filmed. All recording will be undertaken in accordance with the Council's Standing Orders.

## **Recording of Meetings**

The proceedings at this meeting (which will include those making representations by video or audio conference) will be recorded and retained for a period of six months, for the purpose of webcasting and preparing the minutes of the meeting.

In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting. Guidance from the Department for Communities and Local Government can be viewed at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)