

Saffron Community Meeting

DATE: Tuesday, 14 May 2024
TIME: 5:30 pm
PLACE: Aylestone Leisure Centre,
2 Knighton Lane East,
Leicester, LE2 6LU

Conduct Guidance

The behaviour of people at ward community meetings is important to the success of the meeting. Everyone attending today's meeting is kindly asked to comply with the following arrangements:

- Respect the views of others
- Keep to the Agenda
- One person speaks at a time
- Keep disruption to the minimum (mobile phones on silent) and no side discussions

YOUR community. YOUR voice.

Your Ward Councillors are:

Councillor Ted Cassidy MBE
Councillor Elly Cutkelvin

If anyone does not comply with the guidance, they may be warned that they may be asked to leave the meeting.

Making Meetings Accessible to All

Access – Meetings are held in a variety of community venues. We will only hold meetings in venues where there is suitable access for wheelchairs. If you have any concerns about accessing a venue by wheelchair, please contact the Community Engagement Officer on the number given below. If you feel you may not be able to hear what's being discussed at a meeting, please contact the Community Engagement Officer on the number below.

Braille / Audio tape / Translation

If you require this, please contact the Community Engagement Officer (production times will depend upon equipment/facility availability).

Social Media - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. If you wish to film proceedings at a meeting, please let us know as far in advance as you can so that it can be considered by the Chair of the meeting who has the responsibility to ensure that the key principles set out below are adhered to at the meeting.

Key Principles. In recording or reporting on proceedings you are asked:

- ✓ to respect the right of others to view and hear debates without interruption.
- ✓ to ensure that the sound on any device is fully muted.
- ✓ where filming, to only focus on those people actively participating in the meeting.
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

1. AGENDA

Appendix E

Help us to make improvements!

Please help us to improve Community Meetings by filling in an **Evaluation sheet** to let us know what you thought of the meeting. Thank you.

For further information, please contact

Punum Patel (Community Engagement Officer)

Phone Number: 0116 454 1940
Email: Punum.Patel@leicester.gov.uk

or

www.leicester.gov.uk/communitymeetings