



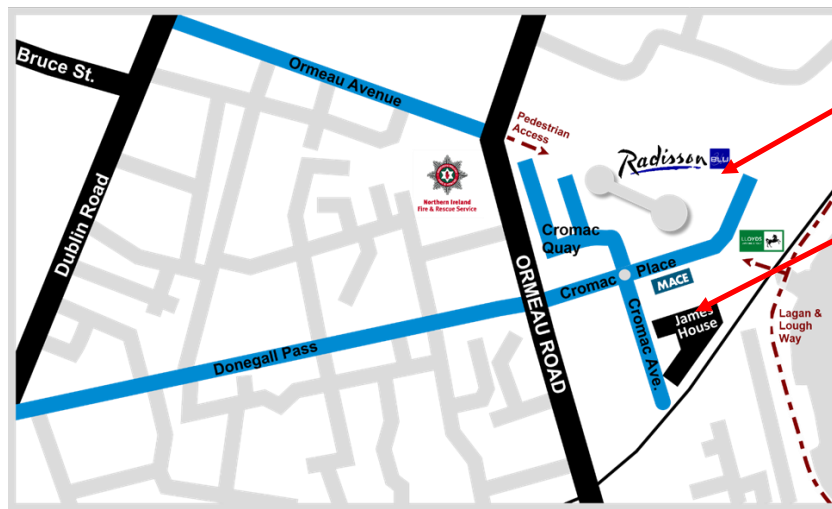
GUIDELINES FOR MEMBERS OF THE PUBLIC ATTENDING SOCIAL CARE COUNCIL (NISCC) BOARD MEETINGS

Letting us know you want to attend:

- Members of the public may have seen the public notice of the Board meeting on our website and are requested to inform the Chief Executive's office of their attendance by the date given in the notice.
- Meetings are normally held in Social Care Council offices, James House, The Gasworks, 2 Cromac Avenue, Belfast. In exceptional circumstances a virtual meeting may be convened and you will be provided with a meeting joining link.
- All visitors to the building are asked to report to security desk on the ground floor, James House on arrival. Members of the public attending a Board meeting will be escorted to the venue by a member of the Business Support team.
- Members of the public are asked to provide the Chief Executive's PA with a contact number in the event of the Board meeting being cancelled or postponed at the last minute.
- In the event that the meeting is being held in another location you will be advised of this in advance together with details of the venue.

Important - fire safety information:

- Should an emergency evacuation take place during the meeting, members of the public must leave the premises immediately and follow the same evacuation procedure as Board Members and staff.
- If the fire alarm sounds, please leave by the safest exit. You will be guided to the nearest exit stairwell and our fire wardens will be on hand to guide you.
- The fire assembly point is at the front of the nearby Radisson Blu Hotel, The Gasworks, 3 Cromac Place. We need you to check in with our staff at the assembly point to ensure everyone is accounted for.



Fire evacuation
assembly point at lake
at front of hotel

We are here

This is a non-smoking
building – that includes
vaping and e-cigarettes.

What to expect when you arrive:

- A set of Board papers will be made available and members of the public are asked to return them to the Chief Executive's PA after the meeting has concluded.
- Members of the public do not have speaking rights and must not interrupt the meeting for any reason.
- The meeting will last approximately 2 hours. We would ask if you need to leave the meeting before business is completed, where possible, please wait until a break between agenda items

During the meeting:

- Please ensure that mobile phones are switched off.
- Members of the public are asked to abide by any requests from the Chair to leave the meeting, for example, during a closed session. A closed session is a discussion on a matter which has not been identified in the public meeting agenda.
- The use of recording devices or photographic equipment is not permitted anywhere inside James House. This includes the use of mobile phones as a recording device.
- Only those who have applied in advance can address the meeting and will be advised when it is their opportunity to speak to the meeting and when their allocated time is completed.

Following the meeting:

- Refusal to adhere to any of the above may result in the member of the public being asked to leave the room.

- Once the meeting has concluded, members of the public are asked to return their security passes before they leave the building and ensure they have returned their set of papers.

If you would like to provide feedback on the service you received from the Social Care Council we would be pleased to hear from you. Please contact Maureen Martin on 028 9536 2952 or email to BusinessSupport@niscc.hscni.net

Thank you for taking the time to attend a Social Care Council Board meeting and for complying with these guidelines.