

Guidance notes for non-members attending HPC meetings and Committees

Non-members should aim to arrive for the beginning of the meeting and remain until the end to avoid disturbing discussion.

Non-members may only address the meeting on the specific invitation of the Chairman, in which case they may be invited to sit at the meeting table. In the event of an address being made without permission, the Chairman may order the offending individual to be removed from the meeting or may order that part of the room which is open to the public be cleared.

All meetings are open to the public. The meeting will move into private session (non members will be asked to leave the room) when the business under consideration concerns:

- information relating to a registrant, former registrant or application for registration;
- information relating to an employee or office holder, former employee or applicant for any post or office;
- the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- negotiations or consultation concerning labour relations between the Council and its employees;
- any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- action being taken to prevent or detect crime or to prosecute offenders;
- the source of information given to the Council or Committee in confidence;
- any other matter which, in the opinion of the President, or Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's or Committee's functions.

In order that members are able to speak freely photograph or recording of HPC meetings, other than written notes, is prohibited. Minutes of public meetings are made available on the HPC website.

Animals are not normally allowed at Park House, other than guide dogs, hearing dogs and other assistance dogs. Smoking is forbidden at Park House.

Closed circuit cameras have been fitted to some HPC meeting rooms to ensure the security and safety of the premises and people using it. They will only be activated when there is deemed to be a risk to employees or to the public. You will be notified if the cameras have been activated.