

The One City Environmental Sustainability (ES) Board supports transparency and openness in the following ways:

- Terms of reference are published on the Bristol One City website;
- Agendas for quarterly formal meeting agendas and key points and actions, will be made available on the Bristol One City website, giving people an opportunity to see what is being discussed;
- Members of the public are able to observe these meetings (see information below);
- Written statements or suggestions may be shared with the Board via envrionment@bristolonecity.com which can then be considered for future meetings

Information for public observers

Public observers at the Environmental Sustainability Board's formal quarterly meetings are welcome, but they may not be involved in the business of the meeting.

Public observers might be interested:

- members of the public;
- members of the press;
- representatives from business, community groups and/or other organisations.

Public observers would be expected to read and understand the code of conduct (see below).

How will the board meeting run?

At the start of the meeting the chair(s) will introduce him or herself. These will normally start with minutes and actions from the previous meeting before moving on to the business of the meeting.

There may be occasions when the meeting needs to be held in private, for example if referring to confidential information. In these cases, public observers may be asked to leave the room to allow such business to be conducted.

How to register to be a public observer

The space available for public observers will depend on the room size and configuration. The number of spaces will be stated on the registration site.

Observers are asked to register to attend the meeting to observe via by 5pm one working day before the scheduled day of the meeting, when registration will close. These will be on a first come first served basis.

Code of conduct for public observers

- Public observers will be able to watch and listen to the business of the meeting, but not participate in the discussion, make verbal statements or ask questions – written statements or suggestions may be shared with the Board via envrionment@bristolonecity.com which can then be considered for future meetings.

- Audio or video recording, live reporting and photographing, of board meetings is not allowed by public observers.
- Public observers are asked to refrain live reporting of board meeting proceedings.
- Children under the age of 18 will not be permitted to attend as public observers.
- If a public observer causes any disruption, the chair(s) may ask for the individual to leave and/or suspend the meeting. Any public observers causing such disruption may be restricted from attending future meetings.

Register for meetings

Date & Time	Location	Register
19 November 2019 (2.30-5.00pm)	Ashton Court Mansion House	https://esboard19nov.eventbrite.co.uk