MEETING WITH CONTRACTORS POLICY

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
1.0	LWMA BOARD	N/A	N/A	Muhammad Saley

Policy relating to meetings between LWMA staff and contractors

A. Purpose

1. The purpose of this policy is to ensure that meetings between staff of the Landscape and Waste Management Agency ("**LWMA**" or "**the Agency**") and contractors are conducted in a professional, ethical and respectful manner, in compliance with public sector standards of transparency, confidentiality and integrity.

B. Scope

2. This policy applies to all staff of LWMA that are engaged in meetings with contractors, and to all contractors that have a contract for services with the Agency or are seeking to enter into such a contract for services.

C. Meeting protocols

Scheduling and agenda

3. All meetings between LWMA staff and contractors must, as far as possible, be scheduled in advance.

4. Where appropriate, a clear agenda should be prepared in advance and circulated to participants.

5. The agenda may be proposed by LWMA and/or the contractor.

Venue

6. Meetings should, for the most part, be held at the Agency's offices, but may, in exceptional circumstances and where this is agreed by the Chief Executive Officer ("**CEO**") of LWMA in writing, be held on site or at the contractor's offices or business premises.

Participants

7. LWMA will ensure all relevant staff that are required to attend the meeting are invited.

8. LWMA will, for the most part, seek to ensure that meetings are attended by more than one member of staff.

9. The contractor may bring along other attendees, but only where this has been agreed upon in writing by the CEO of LWMA in advance of the meeting.

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D. Use of mobile phones and other devices during meetings

10. Mobile phones and other similar devices must be silenced or turned off during meetings.

11. Use of mobile phones or other devices for texting, calling or browsing during meetings is discouraged, unless (a) required for official reference or documentation, or (b) authorised by the meeting lead/chair.

12. Unauthorised photography, audio recording or video recording during meetings is strictly prohibited.

E. Recording of meetings

13. Meetings will, as a general rule, be recorded by LWMA for record-keeping purposes using an appropriate recording device.

14. Recording (whether audio or video) of meetings by contractors is not permitted unless explicitly authorised by LWMA.

15. The authorisation requirements in respect of paragraph 14 above are as follows:

    a. A request must be made by the contractor to the meeting lead/chair, explaining why the contractor wishes to record the meeting.

    b. Such a request will only be approved by the meeting lead/chair if all participants at the meeting are informed of the request and consent to the recording.

16. Any approval or other consent provided under this policy shall be recording in the minutes or summary of the relevant meeting.

17. Where a contractor is permitted to record a meeting pursuant to paragraphs 14 and 15 above, the contractor shall not use the recording for any purpose other than as a record of the meeting. In particular, the contractor shall not disseminate the recording in any form or medium.

18. Any failure to comply with paragraph 17 may lead to a warning letter being issued against the contractor and such other action as the Agency considers appropriate in the circumstances of the individual breach.

F. Minutes of meetings

19. LWMA will ensure any recordings it makes of meetings are kept on file and will, as a general rule, prepare minutes or summaries of all meetings.

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20. LWMA will ensure that sensitive discussions are carefully documented and stored securely and appropriately in line with its own internal policies and relevant data protection legislation.

G. Use and publication of this policy

21. This policy will be disseminated to all contractors and those persons who are bidding for future work with the Agency.

22. It will also be made available on the Agency's website and will be brought to the attention of every contractor at the beginning of meetings held with LWMA staff.

H. Review of policy

23. This policy will be reviewed at least once every two years.

This policy was approved unanimously by the LWMA Board on 31st July 2025, via email circulation.

Radley Weber (Mr)
Chairman
LWMA Board