

Councillor Elliott - MoN - Amendment to Code of Practice for Meeting Procedures

Tuesday, 28 November 2023
Council

Council Member
Councillor David Elliott

Public

Contact Officer:
Michael Sedgman - Chief
Operating Officer

MOTION ON NOTICE

Councillor David Elliott will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:

'That Council resolves to amend 4.4 of the Code of Practice for Meeting Procedures to read:

1. Mobile telephones must be switched off or in vibration or silent mode during Council and Committee meetings. Members of Council shall not send text messages or emails, or make or receive telephone calls, during Council and Committee meetings when present in the Council Chamber or Colonel Light Room.
2. Tablet devices shall, during Council and Committee meetings, only be used for accessing meeting papers.'

ADMINISTRATION COMMENT

1. Council's Code of Practice for Meeting Procedures [\[Link One\]](#) was endorsed by Council in September 2023.
2. Part 4.4 of the Code of Practice is provided below.

4.4 Recording of Meetings and Use of Mobile Phones

Recording of meetings (including audio, photographs and/or video) by members or third parties will only be allowed with the prior approval of the Presiding Member.

If the public session of the meeting is being recorded and/or streamed live to the internet, the Presiding Member or the Chief Executive Officer will announce this at the opening of the meeting.

Mobile phones (including other devices capable of emitting sound, should be turned off or in silent mode during Council and Committee Meetings, workshops and Chief Executive Officer Briefings).

Members should limit their use of mobile phones during Council and Committee meetings, workshops and Chief Executive Officer Briefings. If members need to access to their phone, members are required to leave the Council Chamber or Colonel Light Room to take a call without disruption to the meeting.

3. It is noted that Members may have commitments that require them to be contactable at all times. If this is the case, it is suggested that Members bring it to the attention of the Presiding Member prior to the meeting.
4. If the Motion is supported, the Code of Practice will be amended to reflect Council's decision.

Should the motion be carried, the following implications of this motion should be considered. Note any costs provided are estimates only – no quotes or prices have been obtained:	
Public consultation	Not applicable
External consultant advice	Not applicable

Legal advice / litigation (eg contract breach)	Not applicable
Impacts on existing projects	Not applicable
Budget reallocation	Not applicable
Capital investment	Not applicable
Staff time in preparing the workshop / report requested in the motion	Not applicable
Other	Not applicable
Staff time in receiving and preparing this administration comment	To prepare this administration comment in response to the motion on notice took approximately 4.5 hours.

- END OF REPORT -