

**PRACTICES AND POLICIES OF COUNCILS OUTSIDE OF EAST KENT – USE OF ELECTRONIC COMMUNICATION DEVICES AT MEETINGS**

	<b>Policy – use of mobile phones / recording at meetings</b>	
	Committee Members	Members of the Public
<b>Kent County Council</b>	<p><b>Constitution</b> (currently published): <b>Appendix 4 Part 2: Rules applying to council and committee meetings</b></p> <p><b>Recording meetings:</b>                      2.2 (1) “No audio or visual recording shall be made at meetings except for the official recording by the clerk or recordings agreed by the Chairman to be made by a media organisation.”                      2.2 (2) “Recording of council proceedings will be made available by the Clerk to any Member who requests them.”</p>	
<b>Maidstone Borough Council</b>	<p><b>Constitution</b> (currently published): <b>Rule of Procedure 3 – Records of Proceedings/Photographs at Town Hall</b></p> <p>(b) “No one will film, photograph or record any of the public proceedings of any meeting of the authority unless a request to do so has been received by the Director of Regeneration and Communities who will determine the request in consultation with the chairman of the body concerned.”</p>	
<b>Brighton &amp; Hove City Council</b>	<p><b>Constitutional change – Council Procedure Rule 31</b></p> <p>CPR 31.2 was amended at the council meeting on 20 October to read (new wording underlined; former wording in italics and in brackets):</p> <p>“Any person attending a meeting of the council or of a Committee or Sub Committee (<i>wording removed: “shall observe the Council’s rule that mobile telephones must be switched off at all times during such meetings”</i>) <u>may use a mobile communications device and audio record and transmit proceedings provided that:</u></p> <ul style="list-style-type: none"> <li>i) <u>Any mobile communications device shall be kept in silent mode throughout the meeting;</u></li> <li>ii) <u>There shall be no use of any voice facility to make calls, receive calls or check voice messages. Only text or non-voice uses can be made of mobile phones</u></li> <li>iii) <u>The person presiding at the meeting may require all mobile phones to be switched off and any audio recording cease at any time if they consider that the use of devices is not conducive to the proper running of the meeting</u></li> <li>iv) <u>There shall be no recording or transmission of council proceedings when exempt business is discussed or at meetings of the Licensing Committee Panels.”</u></li> </ul> <p><sup>2</sup><b>See below</b> for policy on cameras / TV cameras</p>	

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<b>Wyre Forest District Council</b>	<p><b>Constitution</b> (currently published) <b>Council procedure rule 3.15:</b></p> <p><b>3.15 (i)</b> “Council will record and broadcast all of its meetings with the exception of exempt items ... unless there is the express consent of the Chairman individuals shall be prohibited from taking photographs, film video or sound recordings, or using of any radio transmitting equipment at any meeting of the Council or any Committee”.</p> <p><b>3.15 (iii)</b> “Members of a Committee are prohibited from using ICT to access social media, texting, emailing or social media texts or emails during a meeting of Council or any Committee.”</p> <p><b>3.15 (iv)</b> “Members and officers are prohibited from using ICT to make or receive calls at meetings held in public and all mobile phones / handheld devices that allow calls to be made or received are to be turned to silent or off.”</p>	<p><b>Council procedure rule 3.15 (ii)</b></p> <p>“The use of social media by the press and public is permitted although this should be read in conjunction with paragraph 3(i)” - see “committee members section”</p>
<b>Salford City Council</b>	<p><b>Council agenda for 19 September 2012:</b></p> <p>“Councillors are requested to ensure that their electronic equipment is on silent and not used during the Council meeting”.</p> <p><b>Council agendas prior to that:</b></p> <p>“Members are requested to ensure that their mobile telephones are switched off during the council meeting” .</p> <p>(Constitution searched for reference to use of mobile phones – none found)</p>	

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<b>Hyndurn Borough Council</b>	<p><b>Part 5L of constitution</b> (currently published) – <b>use of mobile phones, social media, filming and recording of meetings</b></p> <p><b>3.1</b> “To minimise disruption to others attending the meeting, all attendees must ensure that their phone or other mobile devices are switched off or set to silent mode during the meeting”.</p> <p><b>3.2</b> “... The full attention of Councillors who are members of the meeting (full Council, Cabinet, Committee, etc) is required at all times and these Councillors must not be distracted by using social media or any mobile devices.”</p> <p><b>3.3</b> “No Councillor in attendance, whether a decision-maker or observer, is permitted to use social media or mobile devices during a private session, or to disclose in any way the content of the items under discussion.”</p>	<p><b>Part 5L of constitution – use of mobile phones, social media, filming and recording of meetings</b></p> <p><b>3.1</b> “To minimise disruption to others attending the meeting, all attendees must ensure that their phone or other mobile devices are switched off or set to silent mode during the meeting”.</p> <p><b>3.2</b> The use of social media in formal meetings is permitted for members of the public, press and Councillors who are <u>not</u> members of the meeting, so long as this does not cause any disruption or disturbance. The Chair’s decision on this point is final .</p>
<b>Oxford City Council</b>	<p><b>Minutes of Council meeting on 16 July 2012:</b></p> <p><b>(As part of Lord Mayor’s announcements)</b></p> <p>“Members should switch off mobile devices unless:</p> <ul style="list-style-type: none"> <li>- they were expecting an urgent call in which case they should use the vibrate mode for incoming calls and messages</li> <li>- they were using a mobile device to read the council agenda”.</li> </ul>	

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<b>Milton Keynes Council</b>	<p><u>Practice – Council meetings</u></p> <p>Council agendas state:</p> <ul style="list-style-type: none"> <li>- “Please ensure that your mobile phone is switched to silent or is switched off completing during the meeting”;</li> <li>- “The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meetings”</li> </ul> <p>(constitution searched for reference to use of mobile phones – nothing found)</p>	
<b>East Devon District council</b>	<p><u>Practice – mobile phones</u></p> <p>Council agenda front sheets state:</p> <ul style="list-style-type: none"> <li>- “Councillors and members are minded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting”.</li> <li>-</li> </ul> <p><u>Policy – recording of proceedings</u></p> <p>Constitution, Part 4 – Rules of Procedure, 4.1 Procedural Standing Orders</p> <p>Rule 19.1 – removal of member of the public</p> <p>“If a member of the public interrupts proceedings or is found to be unlawfully recording the proceedings of the meeting, the Chairman will warn the persons concerned. If they continue to interrupt or record the meeting, the Chairman will order their removal from the meeting room and the forfeiture of the unauthorised recording.”</p>	

<sup>1</sup> **Constitution CPR 31.1: Brighton & Hove City Council – policy on Cameras/TV Cameras:** Subject to prior approval, which shall be at the absolute discretion of the person presiding at the meeting, one or more accredited representatives of newspapers (including representatives of news agencies, radio and television organisations etc) or any other person may be permitted to film, video or photograph the proceedings at Council meetings except for that part of the meeting where the public are excluded ...