

<b>POL</b>	<b>SEATING ARRANGEMENTS FOR COUNCIL MEETINGS</b>	<b>AC2</b>
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<b>POLICY CODE:</b>	AC2
<b>DIRECTORATE:</b>	Executive Services
<b>BUSINESS UNIT:</b>	Executive Support
<b>SERVICE UNIT:</b>	Executive Support
<b>RESPONSIBLE OFFICER:</b>	Director, Governance & Community Services
<b>FILE NO.:</b>	182/001
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	14 September 2017
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AC2
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

**BACKGROUND:**

The seating arrangements for Council meetings have previously been left for administration to arrange following the Annual election of Mayor and Deputy Mayor and the appointment of Committees.

**PURPOSE:**

To enable the elected Mayor of the day to allocate seating in the Council Chamber in a consistent manner, and to ensure some formality to seating arrangements.

**POLICY:**

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:-

The elected Mayor will be seated at the head of the table, facing the public gallery. The C.E.O. will also be seated at the head of the table, immediately to the left of the Mayor. The elected Deputy Mayor will be seated immediately to the right of the Mayor. Immediately to the right of the Deputy Mayor will be other Councillors, representing the same Ward as the Deputy Mayor. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped

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together, wherever possible) and all other persons who are to be seated in the Council Chamber.