

# **STANDING ORDERS**

**(incorporating the Code of Conduct for Board  
Members and Role of Committees)**

**Revised March 2006**

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# STANDING ORDERS FOR THE NORTHERN IRELAND POLICING BOARD

## 1. MEETINGS OF THE POLICING BOARD

- (a) The meetings of the Board shall ordinarily be held in Belfast but the Board may, at any time, resolve to hold a meeting in any other place in Northern Ireland.
- (b) The meetings shall be held on such dates, at such times and at such places as the Board may decide, subject to paragraph 19 of Schedule 1 to the Police (NI) Act 2000, amended by the Police (NI) Act 2003, Section 4(1) and (2).
- (c) The Chairman, or in his absence the Vice-Chairman, may make such alterations in the arrangements for any such meeting as in his opinion are justified. The Chairman, or in his absence the Vice-Chairman, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairman or the Vice-Chairman, as the case may be, to consider any business brought forward by the Chairman or Vice-Chairman.
- (d) The Chairman, or in his absence the Vice-Chairman, may authorise a special meeting if requested to do so by seven or more members giving written notice to the Chief Executive of their wish for such a meeting and of the business they request the Board to consider at such a meeting; no business other than that specified in the notice shall be considered at such a special meeting.

However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, paragraph 18 of Schedule 1 to the Act shall apply.

- (e) The Board shall conduct all elections and appointments at the first meeting of the Board following its establishment for a new term of office, or as otherwise agreed by the Board, and thereafter in accordance with Standing Orders for the remainder of each term of office.
- (f) If present at a meeting of the Board the Chairman, or in his absence the Vice-Chairman, must chair the meeting.

## **2. QUORUM**

The quorum for a meeting of the Board shall be seven. However, in accordance with paragraph 17 (2) of Schedule 1 to the Police (NI) Act 2000 the quorum for a meeting of the Board at which any appointment is to be made under paragraph 3 (10) or 11 (4) shall be:-

- (a) 12, if the Board consists of 19 members
- (b) 11, if it consists of 16, 17 or 18 members
- (c) 10, if it consists of less than 16 members.

If a quorum is not present within thirty minutes from the time appointed for the meeting, the meeting shall stand adjourned. If during any meeting the Chairman, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned.

## **3. ORDER OF BUSINESS**

- (a) Except as otherwise provided by paragraph (b) of this Standing Order, the order of business at every meeting of the Board shall be as follows:-
  - (i) Election of a person to act as Chairman of the meeting if the Chairman and Vice-Chairman are absent.
  - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairman of the meeting.

- (iii) Consideration of any matters arising from the minutes of the last meeting.
  - (iv) Consideration of any business remaining from the last meeting.
  - (v) Chairman's Business.
  - (vi) Chief Executive's Business.
  - (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 6.
  - (viii) Receipt and consideration of reports and recommendations of Committees of the Board.
  - (ix) Receipt and consideration of reports and recommendations of officers of the Board.
  - (x) Any other business relating to the functions of the Board which the Chairman of the meeting rules may be considered.
  - (xi) Receipt and consideration of reports and recommendations of the Chief Constable.
  - (xii) Questions from the Committees for the Chief Constable.
  - (xiii) Questions from individual members for the Chief Constable.
- (b) The order of business at any meeting of the Board, other than business falling under (i), may be varied either at the discretion of the Chairman or by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

#### **4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- (a) The Chairman and Vice-Chairman shall be elected on each occasion to serve for a period of two years.

- (b) The following procedures will be followed for the election of the Chairman and Vice-Chairman of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairman having been elected, he will assume the Chair.
- (c) The Candidates for election to Chairman (and then the Vice-Chairman) will each require a proposer and seconder. Voting shall be in accordance with paragraphs 3(10), 11(4) and paragraph 17 of Schedule 1 to the Police (NI) Act2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairman and Vice-Chairman will be elected provided that the following number of members of the Board are present and voting:-
  - 12 if the Board consists of 19 members
  - 11 if it consists of 16, 17 or 18 members
  - 10 if it consists of less than 16 members
- (e) In the event of an equality of votes being cast for Chairman, a further election will be held. In the event of an equality of votes being cast for Vice-Chairman, the Chairman, in accordance with paragraph 17(4) of Schedule 1 to the Police (NI) Act 2000 shall have a second or casting vote. In the event of a Chairman or Vice-Chairman ceasing to hold office before the expiry of his term, the election of a new Chairman or Vice-Chairman will be conducted in the same manner as the election of a Chairman or Vice-Chairman on the establishment of a new Board.

## 5. **MINUTES**

- (a) The Chief Executive shall be responsible for preparation of the minutes of proceedings at all meetings of the Board and copies thereof shall be sent to each member at least seven calendar days before the meeting next following that to which the minutes relate unless otherwise agreed by the Chairman.

- (b) The Chairman shall put the question "May the minutes of the meeting held on the ..... day of .....be approved as a correct record".
- (c) Any question of the accuracy of the minutes shall be raised by motion. If such a question is raised, then as soon as it has been disposed of, the Chairman shall sign the minutes.

**6. DECISIONS OF THE BOARD**

- (a) Decisions of the Board may be made on foot of a motion carried with or without amendment in accordance with Standing Orders, or by endorsement by a majority of members present of a recommendation of the Chairman, a committee of the Board, an officer of the Board or the Chief Constable.
- (b) In respect of reports under Section 59(1) and inquiries under Section 60 of the Police (NI) Act 2000, paragraph 18 of Schedule 1 to the Act and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.

**7. NOTICES OF MOTION**

- (a) Every notice of motion shall relate to a function of the Board and except as provided for in Standing Order No 7 shall be in writing signed by the member or members giving the notice and shall be delivered, (subject to the different arrangements for inquiries under Section 60 of the Act as specified in paragraph 18 of Schedule 1 to the Police (NI) Act 2000) at least ten working days before the next meeting, at the office of the Chief Executive by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every member.
- (b) The Chief Executive shall set out in the summons for every meeting all motions of which notice has been duly given in the order in which they

have been received, unless the member giving such a notice intimated in writing, when giving it, that he proposed to move it at some later meeting, or has since withdrawn it in writing.

If a motion, notice of which is specified in the summons to the meeting, be not moved either by the member who has given the notice or by some other member on his behalf when the same comes up for consideration in due course, it shall, unless postponed by leave of the Board, be treated as abandoned.

The subject matter of any motion of which notice has been duly given, and which has been duly proposed and seconded, may be referred to such committee or committees as the Board may determine, for consideration and report.

## **8. MOTIONS NOT REQUIRING NOTICE**

Notwithstanding the provisions of Standing Order No 6, motions relating to following matters may be moved without notice:-

- (a) An item appearing on the summons or in a report to the meeting at which the motion is moved.
- (b) That leave be given to withdraw a motion.
- (c) That the order of business be varied.
- (d) That the question be now put.
- (e) That the debate be now adjourned.
- (f) That a motion be referred to a committee or committees of the Board for consideration and report.
- (g) Amendments to motions.
- (h) That the public or particular members of the public be excluded from a meeting or part of a meeting. This paragraph does not apply to meetings

held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000.

- (i) That the Board do adjourn.

## **9. RESCINDING OF PREVIOUS DECISIONS**

No motion to rescind any decision passed within the preceding six months may be proposed by a Member unless the notice thereof given in pursuance of Standing Order No 6 bears the names of at least one-third of all members. When any such motion has been disposed of, it shall not be competent for any member to propose a similar motion within a further period of six months.

## **10. QUESTIONS AT BOARD MEETINGS**

- (a) A member may ask the Chairman any question relating to a matter which falls within the functions of the Board.
- (b) When a reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if within ten calendar days of the meeting a written answer is supplied to the questioner and to any other member who states at the meeting that he desires a copy of the reply.
- (c) A member may ask the Chief Constable any question relating to a matter which falls within the remit of the Board.
- (d) Questions arising from or outside the content of the Chief Constable's monthly report shall be submitted by members to the Chief Executive at least 7 calendar days in advance of the meeting. Supplementary questions will be permitted, at the discretion of the Chairman.
- (e) An urgent matter may be raised with the Chief Constable.
- (f) The order in which questions from individual members shall be taken will be at the discretion of the Chairman, or in his absence the Vice-Chairman.

**11. CONDUCT OF DEBATE**

- (a) A member shall, when speaking, address the Chairman. If two or more members wish to speak, the Chairman shall decide who shall speak first.
- (b) A member shall not speak on any subject for more than ten minutes, or on more than one occasion, without the express permission of the Chairman.
- (c) The Chairman shall have power to direct a member to discontinue speaking in the event of his speech being, in the Chairman's opinion, irrelevant or out of order.
- (d) Any ruling from the Chair on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion. The Chairman's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (e) If after two warnings from the Chairman a member persists in disregarding the authority of the Chair, the Chairman may order the member responsible to retire for the remainder of the meeting and in the event of his refusal to do so may order his removal.
- (f) In the event of disorder at any meeting, the Chairman shall have power to order a withdrawal from the meeting of any member or members or any stranger present who, in his opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairman may, if he thinks fit, suspend or adjourn the proceedings of the meeting.
- (g) No member (unless he speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another member. No member may impute motives to or use offensive expressions concerning any member.

**12. ORDER IN DEBATE UPON MOTIONS**

- (a) Every motion or amendment shall be moved and seconded and if the Chairman so directs shall be reduced to writing and handed to the Chairman or to the Chief Executive and shall then be read before it is further discussed or put to the Board.
- (b) A motion or amendment once moved and seconded shall not be withdrawn without the consent of the Board.
- (c) Every amendment shall be relevant to the motion on which it is moved.
- (d) When an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of but notice of any number of amendments may be given.
- (e) An amendment shall be for one of the following purposes only:-
  - (i) to leave out words;
  - (ii) to leave out words and add others; or
  - (iii) to insert or add words.
- (f) If an amendment be rejected, other amendments may be moved on the original motion.
- (g) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the question to be put to the Board or upon which any further amendment may be moved.
- (h) With the permission of the Chairman, it may be moved at any time on any question under debate that the question be now put, which motion, when duly seconded, shall be decided without debate. If the decision is in the affirmative the main question shall be at once put and decided without further notice.
- (i) A member may move that the Board do now proceed to the next business and, if the motion be seconded, it shall be seconded without a speech. The Chairman shall then call on the mover of the motion under discussion

to speak to the motion just moved and, subject thereto, the motion shall forthwith be put to the vote.

**13. ADJOURNMENT**

- (a) A member may move that the Board do now adjourn or that a debate on a question be adjourned and if the motion be seconded it shall be seconded formally without a speech and put by the Chairman without debate.
- (b) A second motion that the Board do now adjourn or that a debate question be adjourned shall not be made within thirty minutes after the previous motion unless it be moved by the Chairman.
- (c) When an adjournment debate is resumed, the member who moved the adjournment shall be entitled to speak first.

**14. VOTING**

Except when otherwise stated in these Standing Orders every motion shall be accepted by the Board by a simple majority of those present and voting at the meeting. However, in dealing with inquiries by the Board under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, voting shall be as specified in paragraph 18 of Schedule 1 to the Act.

The Board will, where possible, reach decisions by consensus.

Every motion or recommendation shall be determined by a show of hands unless three or more members require a decision by way of recorded or paper vote. If by recorded vote, the Chief Executive shall call the roll and take the vote of each member, counting the number for and against and the number of abstentions, and inform the Chairman, who shall then announce the result, which, together with the manner of voting, shall be recorded in the minutes. If a paper vote is required, the Chief Executive shall arrange accordingly, count the number of votes for and against and the number of abstentions, and inform the Chairman who shall announce the result, which shall be recorded in the minutes.

Whilst any decision is being taken or motion or recommendation determined, no member shall leave his seat.

In the event of an equality of votes on any motion or recommendation, the Chairman shall have and may exercise the right to give a second or casting vote.

**15. ADMISSION OF MEMBERS OF THE PUBLIC AND OTHERS**

- (a) In accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, (as revised by paragraph 4(1) of the Police (NI) Act 2003), members of the public may attend 8 meetings in each year for the purpose of hearing a report on policing from the Chief Constable prepared for the meeting.
- (b) Except in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, a member of the public or other person shall not be present at a meeting without the permission of the Chairman and, if so present, may be required by the Chairman to withdraw from the meeting at any stage.
- (c) A member of the public or other person permitted to be present at a meeting of the Board may not address that meeting. A question may be received from a member of the public which will be put to the Chief Constable by a Board member. The same conditions will apply to such questions as apply to questions from members.
- (d) While any member of the public or other person is present, the Chairman may direct that any business be not then commenced or proceeded with and he may intervene in any debate to give such a direction.
- (e) The Chairman may at any time invite the Chief Constable to a meeting with the Board.
- (f) The Chief Constable may at any time ask for a meeting with the Board.
- (g) A member may move that a member of the public or other person be required to withdraw from the meeting and if such motion is seconded, it shall be put to the vote provided that the Chairman may, and his decision

on this shall not be open to discussion, allow a debate on the motion before it is put to the vote. If such a debate is allowed, the Chairman may require any stranger present to withdraw pending a decision. This paragraph does not apply to meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000.

- (h) The following procedures will apply in the event of disruption at a meeting held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000.
  - (i) In the event of disorder by a member of the public or other person attending a public meeting, the Chairman will pause the proceedings and ask those responsible to cease the interruption. The Chairman may remind those attending that the public is present to observe the proceedings not to take part. The Chairman may ask those causing the disruption to leave the meeting.
  - (ii) If there are continuing problems then the Chairman will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger in which case the Chairman will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
  - (iii) If there is further disruption the Chairman may ask those misbehaving to leave and the meeting may be adjourned for a further period after which the meeting will be resumed.
  - (iv) If there is further disruption the Chairman will advise members that the meeting will be continued in private and may ask members to move to another room to continue the meeting. The Chairman may seek the assistance of the police in removing a person from the building.

## **16. SEALING OF DOCUMENTS**

- (a) All documents to which the common seal shall require to be affixed shall be sealed in pursuance of a resolution in relation to the subject matter of the document, provided that a resolution authorising the doing of any act which should be recorded or effected by means of a document under seal shall be sufficient authority for sealing any document necessary to record or give effect to the resolution.
- (b) The common seal shall, when applied to a document, be attested by the signatures of two members and the Chief Executive or other officer authorised to act in his stead on that behalf.
- (c) A record of every sealing of a document shall be made and consecutively numbered including a record of the persons attesting the sealing.

**17. SIGNING OF DOCUMENTS**

- (a) The Chief Executive and such other officers as may be designated shall be authorised to sign on behalf of the Board all documents which are intended to give effect to decisions of the Board and which are not required to be under seal.
- (b) When any document will be a necessary step in legal proceedings on behalf of the Board, it shall be signed by the Chief Executive, unless any enactment otherwise requires or authorises or the Board shall have given the necessary authority to some other person for the purpose of such proceedings.

**18. INSPECTION OF LANDS, PREMISES, ETC**

Unless specifically authorised to do so by the Board, a member shall not issue any order respecting any works which are being carried out by or on behalf of the Board or claim by virtue of his membership any right to inspect or to enter upon any lands or premises which the Board have the power or duty to inspect or enter.

**19. CONTRACTS**

Before entering into any contract for the supply of goods or services or the execution of works, the Board shall comply with such requirements as the Secretary of State may direct.

20. **COMMITTEES**

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of such five or more of its members as the Board may appoint. Political members of Board committees may nominate another political member from their party as substitute for any committee meeting which they cannot attend. The substitute shall have full voting and other rights at that meeting. In exceptional circumstances, where a political member, who is Chairman or Vice-Chairman of a standing committee, has a genuine reason for absence from the Corporate Policy, Planning and Performance Committee, that member may nominate a substitute political member from their own party to attend the committee in his or her place, such substitutes have full voting and other rights.
- (b) The Chairman and Vice-Chairman of the Board shall be ex-officio members of every committee and sub-committee of the Board but with the exception of the Corporate Policy, Planning and Performance and Community and Human Rights Committees shall not be Chairman or Vice-Chairman of any committee. Where the Chairman and Vice-Chairman are ex-officio members of committees they shall have no voting rights.
- (c) The Corporate Policy, Planning and Performance Committee shall comprise:
- the Chairman and Vice-Chairman of the Board, who shall be Chairman and Vice-Chairman of the Committee;
  - the Chairmen and Vice-Chairmen of the standing committees, or in the absence of any such Chairmen or Vice-Chairman, where the Chairman and Vice-Chairman of a standing committee is a political member, a substitute nominated in accordance with standing order 20(a) above; and
  - if so determined by the Board, up to two members appointed on a rotational basis by the Board to serve for a period of 12 months.

- (d) The Board may delegate to any committee, constituted in accordance with (b) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) Without prejudice to the power of the Board to delegate all or any of its functions to a committee, the responsibilities of the standing committees of the Board shall be as set out in the Appendix I to these Standing Orders.
- (f) With the exception of the Corporate Policy, Planning and Performance and Community and Human Rights Committees, the Board shall elect the Chairman and Vice-Chairman of each committee annually. The Chairman and Vice-Chairman of the Community and Human Rights Committee shall be the Vice-Chairman and Chairman of the Board respectively.
- (g) With the exception of Corporate Policy, Planning and Performance and Community and Human Rights Committees, a member of the Board shall not occupy the position of Chairman of the same committee for more than two consecutive years nor at the same time be Chairman of more than one committee. A member shall not occupy the position of Vice-Chairman of the same committee for more than two consecutive years nor at the same time be Vice-Chairman of more than one committee. A member shall not at the same time be Chairman of one committee and Vice-Chairman of another committee.
- (h) An appointment to fill a casual vacancy upon a committee shall be made by the Board as and when such a vacancy arises. A person appointed to fill a casual vacancy shall remain a member of the committee concerned for the period for which his predecessor was appointed.
- (i) The quorum of every committee shall be three members of the committee.
- (j) The business of committees, so far as appropriate, shall be conducted in accordance with the arrangements laid down for Board meetings and set

out in Standing Orders 1-14, except that a reference to the Board shall, where appropriate, be construed as a reference to a committee.

In relation to the admission of visitors at meetings of committees, the following shall apply:-

- (i) A visitor shall not be present at a meeting without the permission of the Chairman and, if so present, may be required by the Chairman to withdraw at any stage.
- (ii) A visitor permitted to be present at a meeting of a Committee may not address that meeting without the permission of the Chairman.
- (iii) While any visitor is present, the Chairman may direct that any business be not then commenced or proceeded with and he may intervene in any debate to give such a direction.
- (iv) A member may move that a visitor or any be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairman may, and his decision on this shall not be open to discussion, allow a debate on the motion before it is put to the vote. If such a debate is allowed, the Chairman may require any stranger present to withdraw pending a decision.
- (k) A committee shall not appoint a sub-committee without the approval of the Board.
- (l) A member of the Board may attend and speak at a meeting of a committee of which he is not a member but shall not be entitled to vote on any matter.
- (m) One-third of the members of every committee will retire every two years; and a member will not normally serve continuously on the same committee for more than three years. This paragraph does not apply to the Corporate

Policy, Planning and Performance Committee.

(n) A committee shall be subject to re-appointment annually, or at such other interval as the Board may determine, unless appointed for a specific purpose, in which case the committee shall cease to exist upon completion of the task assigned to it. This paragraph does not apply to the Corporate Policy, Planning and Performance Committee.

(o) The Board may at any time disband a committee.

## **21. URGENT DECISIONS**

Where any question arises which would normally be referred to a committee but cannot await the next scheduled meeting of that committee, and the Chairman, or in his absence the Vice-Chairman, of the committee considers it inappropriate to convene a special meeting of the committee, the matter may be decided by the Chairman, or in his absence the Vice-Chairman. Decisions taken under these circumstances must be taken in consultation with the Chairman of the Board and be reported to the next meeting of the committee.

## **22. CODE OF CONDUCT FOR POLICING BOARD MEMBERS**

On appointment, members shall familiarise themselves with the 'Code of Conduct for Policing Board Members' and shall sign an undertaking to act in accordance with the Code, set out in Appendix II of these Standing Orders.

## **23. FINANCIAL MATTERS**

All financial matters, including estimates, payments and accounts, income, stocks and stores, insurance, accounting, auditing and delegations shall be in accordance with relevant finance instructions for the Board or with such other arrangements as may be determined by the Board from time to time.

## **24. SUSPENSION OF STANDING ORDERS**

Upon motion moved on a notice duly given in accordance with these Standing

Orders, or in any case of urgency upon motion moved with the permission of the Chairman, any one or more of these Standing Orders may be suspended at any meeting, so far as regards any business at such meeting, provided that the following number of Members of the Board are present and voting shall so decide:-

- 10 if the Board consists of 18 or 19 Members
- 9 if it consists of 16 or 17 Members
- 8 if it consists of 16 or less Members

## **25. INTERPRETATION**

- (a) Throughout these Standing Orders, if not inconsistent with the context, the following terms shall have the meanings hereafter assigned to them:-

“Board” means the Northern Ireland Policing Board.

“Chairman” means the Chairman for the time being of the Board and where the context permits the Chairman of a meeting of the Board or a committee.

“Vice-Chairman” means the Vice-Chairman for the time being of the Board and where the context permits the Vice-Chairman of a meeting of the Board or a committee.

“Member” means a member of the Board.

“Chief Executive”, who shall act as “Secretary” to the Board, means the senior officer for the time being of the Board.

“Chief Constable” means the Chief Constable or a senior officer representing the Chief Constable.

“Officer” means an officer of the Board not below the grade of Executive Officer.

“Secretary of State” means the Secretary of State for Northern Ireland.

“Political member” means a member of the Board holding office as such during devolved government by virtue of the operation of paragraph 7 of Schedule 1 to the Police (NI) Act 2000 or, during suspension of devolved government, a member of the Board who is a member of the Northern Ireland Assembly.

- (b) The Interpretation Act (Northern Ireland) 1954 shall, save when the context otherwise requires, apply to these Standing Orders as it applies to the interpretation of an Act of Parliament.
- (c) References to male persons shall include female persons.

## **26. REVIEW OF STANDING ORDERS**

The Board will undertake a review of Standing Orders every two years.

## **AUDIT AND RISK MANAGEMENT COMMITTEE**

The role of the Audit and Risk Management Committee is:

### **In respect of the police service:**

1. To monitor reports on financial audits of the police service and make recommendations to the Resources and Improvement Committee.
2. To consider year-end financial statements for the PSNI, from an audit perspective, making recommendations as appropriate.

### **In respect of the Board:**

3. To review the Corporate Governance and risk management arrangements of the Board and making recommendations to the Corporate Policy, Planning and Performance Committee so as to ensure that appropriate arrangements are in place to reduce or eliminate risk.
4. To review the annual Statement of Internal Control.
5. To consider the annual Internal Audit programme including terms of reference, scope of work, planning documents and reports with a view to securing an effective and efficient service.
6. To ensure that weaknesses in internal control are addressed.
7. To consider year-end financial statements for the Board, from an audit perspective, making recommendations as appropriate.
8. To consider reports made by the Northern Ireland Audit Office.
9. To review reports on the financial audits of District Policing Partnerships and make recommendations to the Community and Human Rights Committee.
10. To monitor occurrences of fraud.
11. To periodically review the Members Hospitality, Gifts and Entertainment Register

### **Delegated Matters:**

The Committee has delegated authority to act for the Board in respect of the following matters:

- To approve the annual Internal Audit programme for the Board.

**COMMUNITY AND HUMAN RIGHTS COMMITTEE**

The role of the Community and Human Rights Committee is:

1. To develop, promote, support and monitor the effectiveness of the District Policing Partnerships
2. To secure, support and monitor the implementation of Policing with the Community as the core function of the police service
3. To oversee and monitor the implementation of police service strategies as they impact upon crime prevention, community safety and the community in general
4. To consider police performance at DCU level as it impacts on policing with the community and relates to the work of District Policing Partnerships
5. To develop, promote and oversee activities which secure community involvement in policing, including community consultation strategies
6. To develop and implement a framework for monitoring the performance of the police service in complying with the Human Rights Act
7. To monitor police performance in public order situations
8. To consider and review the police service Code of Ethics and its implementation
9. To keep informed about the implementation of section 75 within the police service in order to ensure that policing is conducted in an impartial manner
10. To keep informed about the complaints process and to monitor trends and patterns in complaints against police officers
11. To consider reports produced by the Police Ombudsman under Section 61 of the Police (NI) Act 1998
12. To liaise with the Police Ombudsman in relation to policy and practice investigations
13. To keep informed about claims against the police service, suspended officers and the outcome of disciplinary procedures to ensure that lessons are learned and that best practice is promoted
14. To oversee the role and operation of the Custody Visitors Scheme and the Independent Community Observer Scheme

**In respect of the Board:**

15. To consider complaints about services provided by the Board and to make recommendations to Corporate Policy, Planning and Performance Committee for any necessary action

**Delegated Matters:**

The Committee has delegated authority to act for the Board in respect of the following matters:

- To undertake the Board's responsibilities in relation to the establishment, operation and effectiveness of DPPs
- To undertake the Board's responsibilities in respect of the Custody Visitors Scheme and the Independent Community Observer Scheme
- To undertake the Board's responsibilities in respect of monitoring the compliance of the PSNI with the Human Rights Act including publication of Human Rights monitoring reports
- To approve expenditure on specific projects within approved budget limits up to a maximum of £10,000

## **CORPORATE POLICY, PLANNING AND PERFORMANCE COMMITTEE**

The role of the Corporate Policy, Planning and Performance Committee is:

### **In respect of the police service:**

1. To oversee and co-ordinate the Board's work in relation to police service policies and strategies
2. To oversee the development, implementation and monitoring of the Annual Policing Plan
3. To oversee and support the police service in the implementation of agreed changes to policing including consideration of HMIC, Oversight Commissioner and other external reports
4. To undertake the Board's duties in respect of senior police service personnel including appointment, dismissal and terms and conditions of employment
5. To make arrangements for police appeals tribunals under the Appeals Regulations 2000 and to consider appeals in respect of legal and financial support in cases of actions by police officers
6. To consider matters which have been referred back from the Police Ombudsman for Northern Ireland as not being within the remit of that office
7. To oversee policing performance, particularly in respect of non-DCU functions including Headquarters functions and Crime Operations
8. To consider operational policing policies not covered by the remit of any other Committee
9. To oversee the police service external communications strategy and profile within Northern Ireland and beyond

### **In respect of the Board:**

10. To oversee and co-ordinate work in relation to the Board's duties, policies and strategies
11. To develop and oversee the Board's planning and performance management regime including the development of the Corporate Plan
12. To oversee the equality, human rights and related policies and practice of the Board
13. To review and update the Board's Committee structure, Standing Orders and Members Code of Conduct
14. To promote high standards of conduct by members, to assist Members in observing the Code of Conduct and to monitor adherence to the Code

15. To undertake the Board's responsibilities in respect of Board staff including Human Resource policies, organisation structures, appointment of the Chief Executive, Deputy Chief Executive and Directors and staff terms and conditions of employment
16. To approve and oversee the Board's research programme
17. To develop, implement and monitor a Communications Strategy for the Board covering both internal and external dimensions
18. To explore and maximise opportunities for communicating and promoting Board policies and strategies
19. To oversee the preparation of the Board's Annual Report and the public relations aspects of other Board publications and activities
20. To consider other strategic issues which may arise and which do not fall within the remit of any other Committee

**Delegated Matters:**

The Committee has delegated authority to act for the Board in respect of the following matters:

- To undertake the Board's duties in respect of senior police service personnel including appointment, dismissal and terms and conditions of employment
- To make arrangements for police appeals tribunals under the Appeals Regulations 2000 and to consider appeals in respect of legal and financial support in cases of actions by police officers
- To undertake the Board's responsibilities in respect of Board staff including Human Resource policies, organisation structures, appointment of the Chief Executive, Deputy Chief Executive and Directors and staff terms and conditions of employment
- To approve and oversee the Board's research programme
- To approve the schedule of Board publications
- To approve expenditure on specific projects within approved budget limits up to a maximum of £10,000

## **HUMAN RESOURCES COMMITTEE**

The role of the Human Resources Committee is:

1. To secure, promote and monitor the implementation of the Human Resources Planning strategy and related policies in the police service
2. To secure, promote and monitor the implementation of the Training, Education and Development strategy in the police service
3. To oversee the development of all other police service Human Resources strategies, policies and activities not covered by 1 and 2 above
4. To monitor trends and patterns in the recruitment of police and police support staff and to promote and to support efforts to secure a representative police service in terms of gender and community background
5. To oversee police pay, allowances and conditions of service with the exception of senior police service personnel
6. To undertake the Board's responsibilities under Police and Police Pension Regulations
7. To undertake the Board's responsibilities in relation to the secondment of PSNI officers up to and including the rank of Chief Superintendent

### **Delegated Matters:**

The Committee has delegated authority to act for the Board in respect of the following matter:

- To undertake the Board's responsibilities in respect of monitoring PSNI strategies for Human Resources and Training, Education and Development. Approval of strategies remains with the Board
- To undertake the Board's responsibilities under Police and Police Pension Regulations. (Note: the Human Resources Quorum Committee deals with allocated routine items of business under this delegated authority)
- To approve secondments of PSNI officers up to and including the rank of Chief Superintendent
- To approve expenditure on specific projects within approved budget limits up to a maximum of £10,000

**RESOURCES AND IMPROVEMENT COMMITTEE**

The role of the Resources and Improvement Committee is:

**In respect of the Police Service:**

1. To oversee the development of a continuous improvement and Best Value regime within the police service
2. To monitor the effectiveness of the police service strategic financial planning process
3. To consider annual estimates and medium/long term financial plans for the police service prior to submission to the NIO
4. To monitor police service expenditure and the cost of all areas of police service expenditure with a view to securing efficiencies
5. To consider and approve expenditure outside delegated limits
6. To consider in-year financial bids by PSNI
7. To consider year-end financial statements for the PSNI
8. To consider and approve business cases including capital expenditure and Patten Non-Severance funding
9. To consider and monitor police support services strategies and policies including information and communications technology and estates
10. To consider issues relating to borrowing, sponsorship, special payments, write-off of losses and the acquisition and disposal of land and property
11. To consider novel or contentious expenditure
12. To monitor, and approve as appropriate, the settlement of civil actions against the Chief Constable
13. To approve the granting of Exemptions under Article 84(b) of The Licensing (NI) Order 1996 and Article 51 of The Registration of Clubs (NI) Order 1996
14. To consider other related issues which do not come under the remit of any other Committee [SPED, Relocation Expenses, Charitable Donations]

**In respect of the Board:**

15. To oversee the development of a continuous improvement and Best Value regime within the Board
16. To consider estimates for Board purposes

17. To monitor the effectiveness of the Board's strategic financial planning process
18. To consider annual estimates for the Board prior to submission to the NIO
19. To consider year-end financial statements for the Board
20. To monitor Board expenditure and the cost of all areas of Board expenditure with a view to securing efficiencies
21. To consider expenditure outside delegated limits
22. To monitor, and consider as appropriate, the settlement of civil actions against the Board

**Delegated Matters:**

The Committee has delegated authority to act for the Board in respect of the following matters:

- To undertake the Board's responsibilities in respect of Best Value for PSNI and the Board
- To undertake the Board's responsibilities in respect of monitoring PSNI and Board expenditure. Approval of annual budgets remains with the Board
- To approve expenditure outside of delegated limits for the PSNI and the Board
- To undertake the Board's responsibilities in respect of monitoring PSNI strategies for Information Systems, Estates and other strategies relating to the usage of resources. Approval of strategies remains with the Board
- To approve settlements of civil actions against the PSNI
- To approve the granting of Exemptions under Article 84(b) of The Licensing (NI) Order 1996 and Article 51 of The Registration of Clubs (NI) Order 1996
- To approve SPED moves and relocation expenses for PSNI officers
- To approve expenditure on specific projects within approved budget limits up to a maximum of £10,000

## INTRODUCTION

1. This document sets out the Code of Conduct for Members of the Northern Ireland Policing Board (the Board) which should govern their conduct during their term of appointment as a Member of the Board.
2. Members of the Board are responsible for ensuring that they fulfil their statutory duties under the Police (NI) Act 2000 and other relevant legislation. In carrying out these responsibilities Members, like others who serve the public, should follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life. These are:-

**Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

<b>Openness</b>	Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.
<b>Honesty</b>	Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
<b>Leadership</b>	Holders of public office should promote and support these principles by leadership and example.

## **ROLE OF THE BOARD CHAIRMAN AND VICE-CHAIRMAN**

3. The Chairman and Vice-Chairman of the Board are key positions in leadership and work of the Board.

The role of the Chairman is to:

- ensure that all Members of the Board, when taking up office, are fully briefed on the terms of their appointment, and on their duties and responsibilities;
- provide effective strategic leadership on matters such as formulating the Board's strategy for discharging its statutory duties;
- encourage the development of consensus and a corporate view on issues which arise in the course of the Board discharging its statutory duties;
- ensure that the Vice-Chairman is briefed as necessary so that he may fulfil his role as set out below;

- encourage high standards of propriety, and promote efficient and effective use of staff and other resources throughout the organisation;
- ensure that the Board, in reaching decisions, takes proper account of guidance provided by the Secretary of State for Northern Ireland; and
- represent the views of the Board to the general public.

The role of the Vice-Chairman is to:

- support the Chairman in fulfilling the responsibilities set out above
- deputise for the Chairman as required and carry out the role as set out above during these periods.

## **ROLE OF CHAIRS AND VICE CHAIRS OF COMMITTEES**

4. The main responsibilities of the Chair of a Committee are to:

- chair meetings of the Committee;
- act as Board spokesperson on issues within the Committee's remit;
- represent the Committee at relevant meetings / events;

The main responsibilities of the Vice-Chair of a Committee are to:

- support the Chair of the Committee in the conduct of Committee business, including attendance at relevant meetings / events along with the Chair;
- to deputise in the Chair's absence.

## **GENERAL RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS**

5. Members of the Board have a general duty to act in the public interest at all times, avoiding conflicts between personal and public interests.

In fulfilling their statutory responsibilities Members must at all times:

- observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to stewardship of public funds and the management of the Board;
- maximise value for money through ensuring that services are delivered in the most efficient, effective and economical way, within available resources, and with independent validation of performance achieved where practicable;
- be accountable to users of services, the community, the Chairman of the Board and (through the Secretary of State) to Parliament for the activities of the Board, their stewardship of public funds and the extent to which key performance targets and objectives have been met; and
- ensure that dealings with the public are in accordance with the principle of Openness (see paragraph 2);
- act with full regard to the duties and obligations expected of a Member of a public body including respect for equality, human rights and diversity.

## **REGISTRATION OF INTERESTS**

6. All Members should declare any personal or business interests, financial or otherwise, which might reasonably be thought by others to conflict with their responsibilities as a Board Member. The following procedures are aimed at ensuring that any potential conflicts are identified at an early stage and appropriate action taken to resolve them.

## **REGISTER OF INTERESTS**

7. The Board will maintain a Register of Interests for each Member.

## **DUTY OF MEMBERS TO REGISTER INTERESTS**

8. It is a Member's own responsibility to ensure any personal or business interests, financial or otherwise, which the public might reasonably think could influence a Member's judgment.
9. Members should also declare any relevant past interests or potential future interests where the public could reasonably perceive these to influence Members' judgment.
10. Members will be requested to notify Secretariat of all such registerable interests. Any subsequent changes or additions to a Member's registration should be notified immediately in writing to Secretariat. Secretariat will ask Members to confirm the accuracy of the Register of Interests every six months.
11. If any Members is uncertain whether they are required to register a particular interest, they should consult with the Chairman or Chief Executive.

## **PUBLICATION OF MEMBERS INTERESTS**

12. The interests listed for each Member in the Register, and the fact that the public have access to this Register, will be reported once a year in the Board's Annual Report.

## REGISTRATION EXEMPTIONS

13. Members may be exempted from listing an interest in the public Register of Interests if such a disclosure could compromise the security of the Member or their family. For Members, this exemption will be at the discretion of the Chairman who may seek advice from the PSNI. An exemption in respect of the Chairman will be at the discretion of the Board, with authority delegated to the Chief Executive.
14. A record of all such exemptions will be maintained by Secretariat.

## DECLARATION OF INTERESTS DURING THE CONDUCT OF BUSINESS

15. Members must declare a personal or business interest, financial or otherwise, immediately upon becoming aware of the potential conflict or before discussion on an agenda item begins. Interests of immediate family members and persons living in the same household should also be declared. Members should consider whether they also need to disclose relevant interests of other connected persons or past and potential interests which might be perceived to affect their consideration of any matter.
16. As a general rule, Members should not take part in, and normally should not be present for, discussions or decisions if they have a personal or business interest, financial or otherwise, in the matter under consideration. In determining whether withdrawal from the proceedings is appropriate, the following test should be applied:-

*Would a member of the public, knowing the facts of the situation, reasonably think that their presence could influence the judgment of the Member or other Members present?*

17. The minutes of the meeting will record any declaration of interest made by a Member.
18. Additionally, as the Board is required to follow Generally Accepted Accounting Practice (GAAP), Board Members must facilitate compliance with the requirement, under Financial Reporting Standard 8, for material transactions with related parties to be disclosed in financial statements. 'Related parties' include family members or members of the same household who may be expected to influence, or be influenced by, Board Members or senior management.
19. Members are reminded that certain provisions in the Local Government Act (NI) 1972 apply to them (a summary of the relevant provisions are attached at Annex 1).

## **MISUSE OF POSITION**

20. Members have a duty to maintain the reputation of the Policing Board through fair, open and impartial dealings with external contacts. Therefore Members:-
  - (a) should conduct themselves in relation to whosoever they may come into contact in their capacity as Members in the same manner as they would expect to be dealt with themselves;
  - (b) must not conduct themselves in such a manner as to bring the Board into disrepute;
  - (c) must not use their position to promote their private interests;
  - (d) must not use their position to secure privileges or exemptions for themselves or others;

- (e) must not assert or imply to any police officer of whatever rank that membership of the Board carries with it any advantage or entitlement not enjoyed by other citizens;
- (f) must be careful not to inadvertently conduct themselves in such a manner as to appear to be acting in contravention of (a) – (e) above;
- (g) acting as members of political delegations and having contact with government or police officers must not purport to be acting in their capacity as Board Members; and
- (h) should be careful to avoid any words or conduct in relation to Board officers which might give rise to an allegation of bullying. In the event of any such allegation being made it will be dealt with in accordance with the procedure set out in the Board's Dignity at Work Policy.

## **LEGAL PROCEEDINGS**

21. Although any legal proceedings initiated by a third party are likely to be brought against the Board, in exceptional cases proceedings (civil or, in certain cases, criminal) may be brought against the Chairman, Vice-Chairman or other individual Board members. For example, a Board Member may be personally liable if he makes a fraudulent or negligent statement which results in loss to a third party.
22. A Board Member who misuses information gained by virtue of his position may be liable for breach of confidence under common law.
23. Board Members who want further advice in connection with their duties as Board Members, may consult the Board's legal advisers, provided that, in the opinion of the Board's legal advisers, no conflict of interests arises.

## **PUBLIC COMMENT**

24. (a) The Chairman is the official spokesperson of the Board.
- (b) When he considers it desirable or appropriate the Chairman may designate the Vice-Chairman, a Chairman of a Committee or another Member to comment publicly on a specific subject, consistent with the Board's position on the subject in question. The Chairman of a Committee may comment publicly on a specific subject directly relating to the work of the Committee and consistent with the Committee's position on the subject in question.
- (c) In the absence of the Chairman, the Vice Chairman or the Chief Executive may determine what information is to be made public.
- (d) An official shall, wherever practicable, accompany a Member giving an interview on behalf of the Board.
- (e) Whenever a Member expresses a personal or political opinion on an issue touching the Board or its statutory functions it must be made clear from the outset that the Member is not purporting to speak on behalf of the Board. The Chairman and Vice-Chairman shall be mindful of their representative positions on behalf of the Board in making public comments of a personal or political nature touching on the Board or its statutory functions.
- (f) A Member expressing a personal or political party opinion on an issue touching the Board or its statutory functions must be careful when doing so not to embarrass or impede the Board in the performance of its statutory functions,

## CONFIDENTIALITY

25. (a) No Member shall disclose to any person, other than another Member or an authorised Board official, any information, whether written or verbal or electronically recorded, generated or received by the Member in his capacity as such which breaches the level of confidentiality placed on the information by the Board or which would be injurious to the interests of the Board or unfairly prejudicial to any other body or person without the authorisation of the Chairman of the Board.
- (b) No Member shall disclose to any person, other than another Member or an authorised Board official, the contents of any document or any part thereof or an electronic record bearing any of the protective markings listed in the Northern Ireland Office "Guide to Protective Markings" annexed hereto without the authorisation of the Chairman of the Board
- (c) It is the duty of Members to safeguard all documents (including copies thereof) furnished to them by Board officials either by retaining the same at the Board offices or by placing them in the secure cabinets provided to all Members. It is also the duty of Members to take appropriate steps to safeguard equivalent electronic records.
- (d) Members who do not adhere to, or do not give, an undertaking on appointment that they will comply with the requirements of confidentiality will limit the ability of the Board to conduct its business and limit the information made available to them and other Members. It may also result in exclusion from attendance at confidential briefings.
- (e) Where information relating to the Board's functions is proffered to the Chairman, and/or the Vice-Chairman, on the basis that it is confidential and is not to be disclosed to the Board they may normally only receive that information and withhold it from the Board if it is agreed between the Chairman and the Vice-Chairman that it is in the best interests of the Board that the information be received and not disclosed to the Board.

“Note:

1. ‘An authorised Board officer’ means a Board officer duly authorised by the Chief Executive.
2. ‘Any person’ includes family members, legal advisers, political party colleagues not represented on the Board.”

## **RELATIONSHIP BETWEEN CHAIRMAN/VICE-CHAIRMAN AND BOARD MEMBERS**

26. (a) The Chairman and Vice-Chairman may require any approach to either of them by any individual Member or group of Members designed to influence the Chairman or Vice-Chairman in relation to any aspect of the Board’s statutory functions to be minuted by a Board officer and disclosed to all other Members.
- (b) Members may seek advice from the Chairman or Vice Chairman in relation to any aspect of the Member’s role or the Board’s statutory functions. However, the Chairman and Vice Chairman have the right to disclose to the Board any such approach and the advice given if the Chairman or the Vice Chairman, as the case may be, considers that it is in the interests of the Board so do to.

## **RELATIONSHIP BETWEEN BOARD MEMBERS AND BOARD OFFICIALS**

27. (a) The proper channel of communication between Members and Board officers in relation to any aspect of the Board’s statutory functions is through the Chief Executive, or a Board officer duly nominated by the Chief Executive to communicate with Members in relation to a statutory function of the Board.
- (b) A Member must not seek to issue instructions to any Board officer, except in accordance with (a) above.

- (c) A Member who has a complaint in relation to any Board officer should report the complaint to the Chief Executive or the Chairman or Vice-Chairman.

## **HOSPITALITY, GIFTS AND ENTERTAINMENT**

- 28. As a result of carrying out official Board duties, Members may on occasion be offered gifts/hospitality from third parties. Before accepting, Members should consider if it would be acceptable to the public for such a gift/hospitality to be received. Where a Member, having considered this issue accepts a gift/hospitality, it should be notified immediately to Secretariat to be recorded in the Hospitality, Gifts and Entertainment Register. This disclosure requirement also relates to gifts/hospitality, which are presented to a Member's immediate family and persons living in the same household.
- 29. The Hospitality, Gifts and Entertainment Register will be periodically reviewed by the Audit and Risk Management Committee.
- 30. Members may only offer hospitality, at the expense of the Board, with the prior approval of the Chairman or in his absence the Vice-Chairman. A pre-condition for any such hospitality is that it will be in the direct interests of the Board and will assist the Board in fulfilling its statutory responsibilities. As a minimum requirement, there must be one person present who is not a Member of the Board or its staff.

## **BREACH OF CODE**

- 31. If an incident occurs where there may be a breach of the Code, or if there is an allegation of a breach, it will in the first instance, be referred to the Chairman of the Board. If necessary, the incident or allegation will then be referred to the Corporate Policy, Planning and Performance Committee for consideration.

## **ARRANGEMENTS FOR REVIEW**

32. Any queries regarding the application of this Code should be directed to the Chairman of the Board.
  
33. This Code will be reviewed every two years, in conjunction with the review of Standing Orders, to ensure it continues to meet the Board's needs and to identify any areas where it could be improved. Members will be consulted about proposed changes and a revised copy of the Code issued.