



FREEDOM OF INFORMATION REQUEST

Please note the text of this request has been reproduced exactly as received.

FOI Reference number: 52/2026

Date: 27 October 2026

Request:

- I. Could I please have a copy of the section 75 completed for NIPB's updated Standing Order 2026, along with the Section 75 completed for NIPB's updated Standing Order for versions dated 2023, 2024 and 2026 version 1.
- II. I would also appreciate a copy of your previous standing orders for the past five years.

Answer:

- I. Since 2023 the updates to the Board's Standing Orders have been minor in nature and therefore a full equality screening exercise was not considered necessary.
- II. Standing Orders June 2026 – available on the Board's website [Northern Ireland Policing Board Standing Orders \(June 2026\) | Northern Ireland Policing Board](#)
As such the exemption at Section 21 (Information accessible to the applicant by other means) is engaged and we are not required to provide a copy of the document.
- III. Standing Orders May 2020 - April 2026 are appended.

If you have queries about this request or the decision, please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should contact the Board's Chief Executive -

Via Email: foi@nipolicingboard.org.uk

Or in writing at the following address:

Northern Ireland Policing Board
James House
Block D
2 – 4 Cromac Avenue
The Gasworks
Belfast
BT7 2JA

You should contact the Board within 40 working days of this response.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commission's Office (ICO). Generally, the ICO cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. You should make complaints to the ICO within six weeks of receiving the outcome of an internal review.

The Information Commission's Office can be contacted at the following web link –

[Contact us | ICO](#)

or in writing at:

Information Commission's Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL

Helpline number: 0303 123 1113

Please be advised that our replies under Freedom of Information may be released into the public domain via our website @ www.nipolicingboard.org.uk.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

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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). The Chairperson, or in his/her absence the Vice-Chairperson, may make such alterations in the arrangements for any such meeting as in his/her opinion are justified.
- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.

- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.
- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent;
 - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson 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) Chairperson's Report to the Board;
 - (vi) Chief Executive's Report to the Board;
 - (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7;
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision;
 - (ix) Chief Constable's Report to the Board;
 - (x) Questions on the Chief Constable's Report;
 - (xi) Questions from Committees for the Chief Constable;
 - (xii) Questions from individual Members for the Chief Constable;
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered; and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- (a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairperson having been elected, he/she will assume the Chair.
- (c) The candidates for election to Chairperson (and then the Vice-Chairperson) 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) Act 2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairperson and Vice-Chairperson 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 Chairperson, a further election will be held. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, 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 Chairperson or Vice-Chairperson ceasing to hold office before the expiry of his/her term, the election of a new Chairperson or Vice-Chairperson will be conducted in the same manner as the election of a Chairperson or Vice-Chairperson on the establishment of a new Board. In such circumstances the person

elected to replace the Chairperson or Vice-Chairperson will remain in post for the period for which his / her predecessor was appointed.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place; an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.
- (b) 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 Chairperson.
- (c) The Chairperson shall put the question "May the minutes of the meeting held on theday ofbe approved as a correct record".
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board's website.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.¹

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 8 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 recorded in a manner 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/she proposed to move it at some later meeting, or has since withdrawn it in writing.

¹ Copies are available from Corporate Services Branch

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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.

- (j) 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 7 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 Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.
- (c) Subject to paragraph (g) below, all questions to the Chief Constable falling within the remit of the Board or of a Committee shall normally be asked through the relevant Committee.
- (d) The question should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The response to questions should normally be returned to the relevant Committee. The Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.

- (g) With the agreement of the Chairperson of the Board an urgent matter may be raised with the Chief Constable orally. Normally such a matter shall be one of significant public interest which requires an urgent response from the Chief Constable.
- (h) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.
- (i) Responses to questions will not normally exceed 3 minutes.
- (j) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.
- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.

- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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 is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.

A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.

- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

- (d)

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus.
- (b) Except when otherwise stated in these Standing Orders, every motion, resolution or recommendation shall be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

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), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.
- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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 disruption or threat of disruption by a member

of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to take part. The Chairperson may ask those causing the disruption to leave the meeting.

- (ii) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (iii) If there is further disruption the Chairperson 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 Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed at the beginning of each financial year.
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee, and shall not be Chairperson or Vice-Chairperson of any committee except the Special Purposes Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of committees they shall have no voting rights.
- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).
- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.

- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
 - (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
 - (v) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
 - (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes

Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

Where any question arises which would normally be referred to the Board or a committee but cannot await the next scheduled meeting and the Chairperson, or in his/her absence the Vice-Chairperson, of the Board or committee considers it inappropriate to convene a special meeting, the matter may be decided by the Chairperson, or in his absence the Vice-Chairperson.

Decisions taken under these circumstances must be taken in consultation with the Chairperson, Vice-Chairperson and the Chief Executive of the Board and be reported to the next meeting of the Board or 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 act in accordance with the Code.

23. SUSPENSION OF STANDING ORDERS

(a) 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 Chairperson, 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 15 or fewer Members.

- (b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor NIPB organisational performance and continuous improvement;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations and progress as appropriate the Board's responsibilities in relation to the work of the Historical Investigations Unit;
- 1.6 meet with the National Crime Agency Director on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers for PSNI and the NIPB's CEO

Northern Ireland Policing Board

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NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

Adopted 1 December 2022

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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). The Chairperson, or in his/her absence the Vice-Chairperson, may make such alterations in the arrangements for any such meeting as in his/her opinion are justified.
- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.

- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.
- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent;
 - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson 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) Chairperson's Report to the Board;
 - (vi) Chief Executive's Report to the Board;
 - (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7;
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision;
 - (ix) Chief Constable's Report to the Board;
 - (x) Questions on the Chief Constable's Report;
 - (xi) Questions from Committees for the Chief Constable;
 - (xii) Questions from individual Members for the Chief Constable;
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered; and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- (a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairperson having been elected, he/she will assume the Chair.
- (c) The candidates for election to Chairperson (and then the Vice-Chairperson) 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) Act 2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairperson and Vice-Chairperson 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 Chairperson, a further election will be held. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, 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 Chairperson or Vice-Chairperson ceasing to hold office before the expiry of his/her term, the election of a new Chairperson or Vice-Chairperson will be conducted in the same manner as the election of a Chairperson or Vice-Chairperson on the establishment of a new Board. In such circumstances the person

elected to replace the Chairperson or Vice-Chairperson will remain in post for the period for which his / her predecessor was appointed.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place; an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.
- (b) 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 Chairperson.
- (c) The Chairperson shall put the question "May the minutes of the meeting held on theday ofbe approved as a correct record".
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board's website.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.¹

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 8 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 recorded in a manner 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/she proposed to move it at some later meeting, or has since withdrawn it in writing.

¹ Copies are available from Corporate Services Branch

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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.

- (j) 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 7 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 Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.
- (c) Subject to paragraph (g) below, all questions to the Chief Constable falling within the remit of the Board or of a Committee shall normally be asked through the relevant Committee.
- (d) The question should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The response to questions should normally be returned to the relevant Committee. The Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.

- (g) With the agreement of the Chairperson of the Board an urgent matter may be raised with the Chief Constable orally. Normally such a matter shall be one of significant public interest which requires an urgent response from the Chief Constable.
- (h) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.
- (i) Responses to questions will not normally exceed 3 minutes.
- (j) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.
- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.

- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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 is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.

A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.

- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus.
- (b) Except when otherwise stated in these Standing Orders, every motion, resolution or recommendation shall be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

15. ADMISSION OF MEMBERS OF THE PUBLIC AND OTHERS

- (a) In accordance with paragraph 19 of Schedule I to the Police (NI) Act 2000, (as revised by paragraph 4(1) of the Police (NI) Act 2003), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.
- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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 disruption or threat of disruption by a member

of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to take part. The Chairperson may ask those causing the disruption to leave the meeting.

- (ii) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (iii) If there is further disruption the Chairperson 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 Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed at the beginning of each financial year.
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee, and shall not be Chairperson or Vice-Chairperson of any committee except the Special Purposes Committee. The Vice-Chairperson of the Board shall chair the Discipline Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of Committees they shall have no voting rights.
- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).
- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.
- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
 - (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
 - (v) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.

- (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

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

23. SUSPENSION OF STANDING ORDERS

- (a) 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 Chairperson, 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 15 or fewer Members.

- (b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor NIPB organisational performance and continuous improvement;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations.
- 1.6 meet with the National Crime Agency Director on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers and Staff for PSNI and the NIPB's CEO

NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

Adopted 6 April 2023

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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). The Chairperson, or in his/her absence the Vice-Chairperson, may make such alterations in the arrangements for any such meeting as in his/her opinion are justified.
- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.
- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.

- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent;
 - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson 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) Chairperson's Report to the Board;
 - (vi) Chief Executive's Report to the Board;

- (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7;
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision;
 - (ix) Chief Constable's Report to the Board;
 - (x) Questions on the Chief Constable's Report;
 - (xi) Questions from Committees for the Chief Constable;
 - (xii) Questions from individual Members for the Chief Constable;
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered; and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- (a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairperson having been elected, he/she will assume the Chair.
- (c) The candidates for election to Chairperson (and then the Vice-Chairperson) 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) Act 2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairperson and Vice-Chairperson 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 Chairperson, a further election will be held. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, 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 Chairperson or Vice-Chairperson ceasing to hold office before the expiry of his/her term, the election of a new Chairperson or Vice-Chairperson will be conducted in the same manner as the election of a Chairperson or Vice-Chairperson on the establishment of a new Board. In such circumstances the person elected to replace the Chairperson or Vice-Chairperson will remain in post for the period for which his / her predecessor was appointed.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place; an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.
- (b) 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 Chairperson.

- (c) The Chairperson shall put the question “May the minutes of the meeting held on theday ofbe approved as a correct record”.
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board’s website.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.¹

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 8 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 recorded in a manner which shall be open to the inspection of every Member.

¹ Copies are available from Corporate Services Branch

- (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/she 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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.
- (j) 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 7 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 Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.
- (c) Subject to paragraph (g) below, all questions to the Chief Constable falling within the remit of the Board or of a Committee shall normally be asked through the relevant Committee.
- (d) The question should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The response to questions should normally be returned to the relevant Committee. The Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.
- (g) With the agreement of the Chairperson of the Board an urgent matter may be raised with the Chief Constable orally. Normally such a matter shall be one of significant public interest which requires an urgent response from the Chief Constable.
- (h) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.

- (i) Responses to questions will not normally exceed 3 minutes.
- (j) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.
- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.
- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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.and shall not have the effect of rescinding the original motion.
- (f) If an amendment is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.

A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.
- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus.
- (b) Except when otherwise stated in these Standing Orders, every motion, resolution or recommendation shall be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

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), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.
- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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 disruption or threat of disruption by a member of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to

take part. The Chairperson may ask those causing the disruption to leave the meeting.

- (ii) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (iii) If there is further disruption the Chairperson 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 Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed at the beginning of each financial year.
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee, and shall not be Chairperson or Vice-Chairperson of any

committee except the Special Purposes Committee. The Vice-Chairperson of the Board shall chair the Discipline Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of Committees they shall have no voting rights.

- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).
- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.
- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
- (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (v) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

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

23. SUSPENSION OF STANDING ORDERS

(a) 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 Chairperson, 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 15 or fewer Members.

(b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor NIPB organisational performance and continuous improvement;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations.
- 1.6 meet with the National Crime Agency Director on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers and Staff for PSNI and the NIPB's CEO

NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

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- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.
- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.

- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent;
 - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson 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) Chairperson's Report to the Board;
 - (vi) Chief Executive's Report to the Board;

- (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7;
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision;
 - (ix) Chief Constable's Report to the Board;
 - (x) Questions on the Chief Constable's Report;
 - (xi) Questions from Committees for the Chief Constable;
 - (xii) Questions from individual Members for the Chief Constable;
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered; and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- (a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairperson having been elected, he/she will assume the Chair.
- (c) The candidates for election to Chairperson (and then the Vice-Chairperson) 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) Act 2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairperson and Vice-Chairperson 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 Chairperson, a further election will be held. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, 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 Chairperson or Vice-Chairperson ceasing to hold office before the expiry of his/her term, the election of a new Chairperson or Vice-Chairperson will be conducted in the same manner as the election of a Chairperson or Vice-Chairperson on the establishment of a new Board. In such circumstances the person elected to replace the Chairperson or Vice-Chairperson will remain in post for the period for which his / her predecessor was appointed.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place; an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.
- (b) 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 Chairperson.

- (c) The Chairperson shall put the question “May the minutes of the meeting held on theday ofbe approved as a correct record”.
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board's website.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.¹

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 8 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 recorded in a manner which shall be open to the inspection of every Member.

¹ Copies are available from Corporate Services Branch

- (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/she 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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.
- (j) 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 7 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 Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.
- (c) Subject to paragraph (g) below, all questions to the Chief Constable falling within the remit of the Board or of a Committee shall normally be asked through the relevant Committee.
- (d) The question should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The response to questions should normally be returned to the relevant Committee. The Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.
- (g) With the agreement of the Chairperson of the Board an urgent matter may be raised with the Chief Constable orally. Normally such a matter shall be one of significant public interest which requires an urgent response from the Chief Constable.
- (h) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.

- (i) Responses to questions will not normally exceed 3 minutes.
- (j) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.
- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.
- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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.and shall not have the effect of rescinding the original motion.
- (f) If an amendment is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.

A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.
- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus or majority support.
- (b) At the request of Members, a motion, resolution or recommendation may be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

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), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.
- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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 disruption or threat of disruption by a member of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to

take part. The Chairperson may ask those causing the disruption to leave the meeting.

- (ii) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (iii) If there is further disruption the Chairperson 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 Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed at the beginning of each financial year.
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee, and shall not be Chairperson or Vice-Chairperson of any

committee except the Special Purposes Committee. The Vice-Chairperson of the Board shall chair the Discipline Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of Committees they shall have no voting rights.

- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).
- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.
- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
- (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (v) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

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

23. SUSPENSION OF STANDING ORDERS

(a) 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 Chairperson, 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 15 or fewer Members.

(b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor NIPB organisational performance and continuous improvement;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations.
- 1.6 meet with the National Crime Agency Director on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers and Staff for PSNI and the NIPB's CEO

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DOCUMENT TITLE

Northern Ireland Policing Board Standing Orders

ONLINE FORMAT

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DISCLAIMER

While every effort has been made to ensure the accuracy of the information contained in this document, the Northern Ireland Policing Board will not be held liable for any inaccuracies that may be contained within.

NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

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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). The Chairperson, or in his/her absence the Vice-Chairperson, may make such alterations in the arrangements for any such meeting as in his/her opinion are justified.
- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.
- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.

- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent;
 - (ii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson 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) Chairperson's Report to the Board;
 - (vi) Chief Executive's Report to the Board;

- (vii) Consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7;
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision;
 - (ix) Chief Constable's Report to the Board;
 - (x) Questions on the Chief Constable's Report;
 - (xi) Questions from Committees for the Chief Constable;
 - (xii) Questions from individual Members for the Chief Constable;
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered; and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- (a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board. The Chairperson having been elected, he/she will assume the Chair.
- (c) The candidates for election to Chairperson (and then the Vice-Chairperson) 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) Act 2000 and paragraph 14 of the Board's Standing Orders.
- (d) The Chairperson and Vice-Chairperson 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 Chairperson, a further election will be held. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, 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 Chairperson or Vice-Chairperson ceasing to hold office before the expiry of his/her term, the election of a new Chairperson or Vice-Chairperson will be conducted in the same manner as the election of a Chairperson or Vice-Chairperson on the establishment of a new Board. In such circumstances the person elected to replace the Chairperson or Vice-Chairperson will remain in post for the period for which his / her predecessor was appointed.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place; an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.
- (b) 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 Chairperson.

- (c) The Chairperson shall put the question "May the minutes of the meeting held on theday ofbe approved as a correct record".
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board's website.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.¹

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 8 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 recorded in a manner which shall be open to the inspection of every Member.

¹ Copies are available from Corporate Services Branch

- (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/she 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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.
- (j) 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 7 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 Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.
- (c) Subject to paragraph (g) below, all questions to the Chief Constable falling within the remit of the Board or of a Committee shall normally be asked through the relevant Committee.
- (d) The question should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The response to questions should normally be returned to the relevant Committee. The Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.
- (g) With the agreement of the Chairperson of the Board an urgent matter may be raised with the Chief Constable orally. Normally such a matter shall be one of significant public interest which requires an urgent response from the Chief Constable.
- (h) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.

- (i) Responses to questions will not normally exceed 3 minutes.
- (j) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.
- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.
- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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.and shall not have the effect of rescinding the original motion.
- (f) If an amendment is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.

A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.
- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus or majority support.
- (b) At the request of Members, a motion, resolution or recommendation may be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

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), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.
- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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 disruption or threat of disruption by a member of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to

take part. The Chairperson may ask those causing the disruption to leave the meeting.

- (ii) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (iii) If there is further disruption the Chairperson 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 Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed every two years (at the beginning of the financial year).
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee, and shall not be Chairperson or Vice-Chairperson of any

committee except the Special Purposes Committee. The Vice-Chairperson of the Board shall chair the Discipline Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of Committees they shall have no voting rights.

- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).
- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.
- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
- (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (v) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

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

23. SUSPENSION OF STANDING ORDERS

(a) 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 Chairperson, 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 15 or fewer Members.

(b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor NIPB organisational performance and continuous improvement;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations.
- 1.6 meet with the National Crime Agency Director on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers and Staff for PSNI and the NIPB's CEO

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DOCUMENT TITLE

Northern Ireland Policing Board Standing Orders

ONLINE FORMAT

This document is available in PDF format from our website. This document may also be made available upon request in alternative formats or languages. Requests should be made to the Northern Ireland Policing Board.

DISCLAIMER

While every effort has been made to ensure the accuracy of the information contained in this document, the Northern Ireland Policing Board will not be held liable for any inaccuracies that may be contained within.

NORTHERN IRELAND POLICING BOARD

STANDING ORDERS

April 2026

Version Number	Version Date	Summary of Changes/Updates	Changes processed by:	Approved by Board	Document Location
2	April 2026	Section 3 - Order of business Section 4 - Election of Chairperson and Vice Chairperson Section 10 – Questions at Board meetings Section 22 - Code of Conduct for Policing Board Members Appendix 1 – Board meetings – Responsibilities	SP&G	Full Board	CM: 667960
1	April 2024	(amended Sept 24)	SP&G Manager	Sept 2024	CM: 587923

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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). The Chairperson, or in his/her absence the Vice-Chairperson, may make such alterations in the arrangements for any such meeting as in his/her opinion are justified.
- (c) The Chairperson, with the agreement of the Vice-Chairperson, may authorise a special meeting of the Board on a day, at a time and a venue to be agreed by the Chairperson or the Vice-Chairperson, as the case may be, to consider any business brought forward by the Chairperson or Vice-Chairperson.
- (d) The Chairperson, or in his/her absence the Vice-Chairperson, shall 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.
- (e) However, in relation to inquiries under Section 60 (Inquiry by Board following report by Chief Constable) of the Police (NI) Act 2000, amended by the Police (NI) Act 2003 paragraph 18 of Schedule 1 to the Act shall apply.
- (f) The Chairperson may require the Chief Constable to attend a meeting with the Board.
- (g) The Chief Constable may at any time ask for a meeting with the Board. The Board will normally accede to such a request.
- (h) 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.

- (i) If present at a meeting of the Board the Chairperson, or in his/her absence the Vice-Chairperson, 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 Chairperson, 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 Chairperson of the meeting if the Chairperson and Vice-Chairperson are absent.
 - (ii) Declaration of any conflicts of interest and Members to agree agenda for the meeting.
 - (iii) Confirmation of the minutes of the last meeting as a correct record and signature by the Chairperson of the meeting.
 - (iv) Chief Constable's Report to the Board.
 - (v) Questions on the Chief Constable's Report.
 - (vi) Questions from Committees for the Chief Constable.

- (vii) Questions from individual Members for the Chief Constable.
 - (viii) Receipt and consideration of reports and recommendations of Committees of the Board including any matters considered by the Committee which require Board consideration/decision.
 - (ix) Consideration of the substantive matters of business requiring Board consideration and decision (**Board Business**), including consideration of motions in the order duly received by the Chief Executive in accordance with Standing Order No 7.
 - (x) Consideration of any matters arising from the minutes of the last meeting and any business remaining from the last meeting. (**Board Action Log**).
 - (xi) Chairperson's Report to the Board.
 - (xii) Chief Executive's Report to the Board.
 - (xiii) Any other business relating to the functions of the Board which the Chairperson of the meeting rules may be considered, and
 - (xiv) Any Communication issue arising from the meeting.
- (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 Chairperson 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 CHAIRPERSON AND VICE-CHAIRPERSON

- a) The Chairperson and Vice-Chairperson 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 Chairperson and Vice-Chairperson of the Board. The Chair for the election will be taken by the Chief Executive of the Board.
- c) In accordance with paragraphs 3(10), 11(4) and paragraph 17 of Schedule 1 to the Police (NI) Act 2000 and paragraph 14 of the Board's Standing Orders, the Chairperson and Vice-Chairperson 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
- d) The Chief Executive at the outset of the meeting at which the election is to take place will circulate a nomination form and invite nominations for the role of Chair. Nominations can be self-nominations or nominations of other members. Nominations can only be made by a member present at the meeting. Only one nomination can be made by a member. A member may choose not to make a nomination. Nomination forms should be returned to the Chief Executive and Board Secretary.
- e) The Chief Executive will then advise the meeting of the nominations made and will check that the members nominated are content to receive the nomination. If a member is not content to receive a nomination their name will be removed from the nominations list.
- f) The Chief Executive will then circulate a voting paper on which members will be invited to consider the remaining nominated members and vote for the member they would wish to see elected as Chair. Only members present can cast a vote. Each member can only cast one vote. All voting forms will be returned to the Chief Executive and Board Secretary who will count the votes for those nominated. The meeting will be adjourned to allow this process to take place.
- g) In order to be named Chairperson of the Board a nominee must achieve an absolute majority of those members present and voting ie if 19 Members are present and voting, a nominee can only be named Board Chair if they achieve 10 or more votes¹. Should there be more than 2 nominees where an absolute

¹ For 19 Member Board:

- 12/13 Members present and voting – 7 votes required to achieve election.
- 14/15 Members present and voting – 8 votes required to achieve election.
- 16/17 Members present and voting – 9 votes required to achieve election.
- 18/19 Members present and voting – 10 votes required to achieve election.

majority as outlined above is not achieved in the first vote, the candidate with the lowest votes will withdraw from consideration and a further vote will be taken. This process will be repeated until only 2 candidates remain and an absolute majority of Members present and voting is achieved.

- h) Following an adjournment, the Chief Executive will reconvene the meeting and advise Members of the nominee who has achieved the requisite number of votes in accordance with the paragraph 4(g) above. That nominee will then be named as the Chairperson of the Board. In the event of an equality of votes, a further vote will be held [in accordance with the steps above] until an absolute majority of Members present and voting is achieved.
- i) The process set out above will be re-run for the election of the vice-chair of the Board. In the event of an equality of votes being cast for Vice-Chairperson, the Chairperson, in accordance with paragraph 17(4) of Schedule 1 to the Police (NI) Act 2000 shall have a second or casting vote.
- j) The meeting will be adjourned in order to facilitate the nomination and voting processes outlined above.
- k) In order to facilitate a smooth transition, the election process for a new Board Chair and Vice-Chair will typically take place at the last meeting of the current Board Chair and Vice-Chair's tenure.

5. MEETING PAPERS AND MINUTES

- (a) The Chief Executive shall be responsible for the preparation and issue of Board papers. Seven calendar days before any meeting of the Board, there shall be issued to every member and member's researcher a notice convening the meeting giving its time and place: an agenda for the meeting and all papers along with reports or other documents to be read with the agenda. If a copy of paper, report or other document cannot for exceptional reason be circulated with the agenda, it may nevertheless be tabled and

considered. If due notice of any meetings, or any agenda, is not issued to any member, those defects shall not affect the validity of the meeting or any subsequent meeting.

- (b) 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 Chairperson.
- (c) The Chairperson shall put the question "May the minutes of the meeting held on theday ofbe approved as a correct record".
- (d) 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 Chairperson shall sign the minutes.
- (e) In the minutes of any Board meeting the names of Members present and officers/visitors in attendance at the meeting shall be recorded.
- (f) Once approved by the Board, minutes of Board meetings which are not protectively marked will be published on the Board's website along with a copy of the agenda for the meeting.

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 or a recommendation of the Chairperson, 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, amended by the Police (NI) Act 2003, and the Code of Practice on Reports and Inquiries issued by the Secretary of State shall apply.²

² [Police \(Northern Ireland\) Act 2000](#) or available from SP&G Branch

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 8 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 recorded in a manner 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/she 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/her 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 7, motions relating to the 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) Amendments to minutes.
- (i) 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.
- (j) 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 7 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

To the Board Chair

- (a) A Member may ask the Chairperson any question provided that it relates to a matter which falls within the functions of the Board.
- (b) When a reply to any question to the Chairperson 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/she desires a copy of the reply.

Written questions to the Chief Constable

- (c) Subject to paragraph (h) below all questions to the Chief Constable falling within the remit of the Board or of a Committee may be asked through the relevant Committee, or by a Board Member submitted directly to Board officials.

- (d) The questions should be in writing and should be responded to in writing by the Chief Constable within 14 days of submission.
- (e) The responses to written questions will be referred to the Chief Executive/SMT for consideration as to which is the appropriate Committee for the response to be referred to, or whether referral to the Board is more appropriate. The Board or Committee should consider whether the response is satisfactory, whether a supplementary question should be posed to the Chief Constable and whether the matter should be referred to the Board. Written responses will be shared with the Member who asked the question advising them which Committee (or if appropriate, the Board) the written response has been referred to for consideration.
- (f) Supplementary questions in writing shall normally be dealt with in a similar manner.
- (g) All written responses will be included with the Board papers for consideration at the next full meeting of the Board.

Oral Questions to the Chief Constable

- (h) At each Board meeting Members will have the opportunity to put oral questions to the Chief Constable. In advance of each Board meeting and based on the Chief Constable's monthly report to the Board, Members will be asked to advise of the questions they would like to put to the Chief Constable in both public and private sessions. These questions may also relate to urgent matters which may be of significant public interest, and which require an urgent response from the Chief Constable
- (i) In putting a question orally to the Chief Constable or the Chairperson, Members will confine themselves to a period not exceeding 60 seconds.
- (j) Responses to questions will not normally exceed 3 minutes.
- (k) The order in which questions from individual Members shall be taken will be at the discretion of the Chairperson, or in his/her absence the Vice-Chairperson.

11. CONDUCT OF DEBATE

- (a) A Member shall, when speaking, address the Chairperson. If two or more Members wish to speak, the Chairperson shall decide who shall speak first.

- (b) A Member shall not speak on any subject for more than two minutes, or on more than one occasion, without the express permission of the Chairperson.
- (c) The Chairperson shall have power to direct a Member to discontinue speaking in the event of his/her comments being, in the Chairperson's opinion, irrelevant, disrespectful or out of order.
- (d) Any ruling from the Chairperson on a point of order or upon the admissibility of a personal explanation shall be final and shall not be open to discussion.
- (e) If after two warnings from the Chairperson a Member persists in disregarding the authority of the Chair, the Chairperson may order the Member responsible to retire for the remainder of the meeting and in the event of his/her refusal to do so may order his/her removal.
- (f) In the event of disorder at any meeting, the Chairperson shall have power to order a withdrawal from the meeting of any Member or Members or any visitor present who, in his/her opinion, is or are responsible for the disorder and, without prejudice to that power, the Chairperson may, if he/she thinks fit adjourn the proceedings of the meeting.
- (g) No Member (unless he/she speaks on a point of order and identifies the relevant Standing Order) may interrupt the speech of another Member.
- (h) No Member may impute improper motives to or use disrespectful expressions concerning any Member, official or other parties.
- (i) The Chairperson's interpretation of the Standing Orders shall be final and no debate may arise thereon.
- (j) At all times, Members should adhere to the Board policy on the use of electronic devices during meetings.

12. ORDER IN DEBATE UPON MOTIONS

- (a) Every motion or amendment complying with Standing Orders 7 and 8 shall be moved and seconded and if the Chairperson so directs shall be reduced to writing and handed to the Chairperson 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.
 and shall not have the effect of rescinding the original motion.
- (f) If an amendment is rejected, other amendments may be moved on the original motion.
- (g) If an amendment is 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 Chairperson, 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.
 A Member may move that the Board do now proceed to the next business and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved for no longer than 2 minutes 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 is adjourned and if the motion is seconded it shall be seconded formally without a speech and put by the Chairperson without debate.
- (b) A second motion that the Board do now adjourn or that a debate on a question is adjourned shall not be made within thirty minutes of the meeting resuming unless it be moved by the Chairperson.

- (c) When an adjournment debate is resumed, the Member who moved the adjournment shall be entitled to speak first for no longer than 2 minutes.

14. VOTING

- (a) The Board will, where possible, reach decisions by consensus or majority support.
- (b) At the request of Members, a motion, resolution or recommendation may be determined by a recorded vote, meaning that the names of all the Members who voted for the proposal, voted against the proposal or abstained on the proposal shall be recorded.
- (c) 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. Approvals for inquiries require a minimum of 8 Members to be present and voting.
- (d) Whilst any decision is being taken or motion or resolution or recommendation determined, no Member shall leave the room unless authorised by the Chairperson.
- (e) In the event of an equality of votes on any motion or resolution or recommendation, the Chairperson shall have and may exercise the right to give a second or casting vote. All casting votes shall be recorded in the minutes.

15. ADMISSION OF MEMBERS OF THE PUBLIC AND OTHERS

- (a) In accordance with paragraph 19 of Schedule I to the Police (NI) Act 2000, (as revised by paragraph 4(1) of the Police (NI) Act 2003), the Board will hold at least 8 public meetings each year for the purpose of receiving a report prepared by the Chief Constable for the meeting.
- (b) With the exception of meetings held in accordance with paragraph 19 of Schedule 1 to the Police (NI) Act 2000, it shall be agreed in advance of the

meeting by the Chairperson, with the agreement of the Vice-Chairperson, who will attend the meeting.

- (c) A member of the public or other person permitted by the Chairperson to be present at a private meeting of the Board may not address that meeting without the permission of the Chairperson. A member of the public attending a public meeting of the Board may not address that meeting without the permission of the Chairperson.
- (d) While any member of the public or other person is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
- (e) 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 Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (f) 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.
- (g) In the event of disruption or threat of disruption by a member of the public or other person attending a public meeting, the Chairperson will pause the proceedings and ask those responsible to cease the interruption. The Chairperson may remind those attending that the public is present to observe the proceedings not to take part. The Chairperson may ask those causing the disruption to leave the meeting.
- (h) If there are continuing problems then the Chairperson will adjourn the meeting for a short period. Members may be asked to remain seated, unless in physical danger, in which case the Chairperson will ask Members to leave the room. After the adjournment has elapsed the meeting will be restarted.
- (i) If there is further disruption the Chairperson may ask those misbehaving to leave and the meeting may be adjourned for a further period after which the meeting will be resumed.

- (j) If there is further disruption the Chairperson 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 Chairperson 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/her 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.
- (d) A schedule of sealed documents shall be regularly received by the Board.

17. SIGNING OF DOCUMENTS

- (a) The Chief Executive and such other officers as may be designated by the Chief Executive 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. EXECUTIVE FUNCTIONS

Unless specifically authorised to do so by the Board, a Member shall not issue any

order to any employee of the Board respecting any executive functions.

19. CONTRACTS

Before entering into any contract for the supply of goods or services or the execution of works, financial matters etc., the Board shall comply with such requirements as the Minister of Justice may direct, in accordance with the Management Statement/Financial Memorandum (MSFM).

20. COMMITTEES

- (a) In accordance with paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board may constitute committees of five or more of its Members as the Board may appoint. The Terms of Reference for all committees should be approved by the Board prior to the committee being established and reviewed every two years (at the beginning of the financial year).
- (b) The Board may also suspend, disband or review the workings of a committee.
- (c) The Chairperson and Vice-Chairperson of the Board shall be ex-officio Members of every committee of the Board except the Audit & Risk Assurance Committee and shall not be Chairperson or Vice-Chairperson of any committee except the Special Purposes Committee. The Vice-Chairperson of the Board shall chair the Discipline Committee. Where the Chairperson and Vice-Chairperson are ex-officio Members of Committees they shall have no voting rights.
- (d) The Board may delegate to any committee, constituted in accordance with (a) above, any of the functions of the Board subject to such limitations, including financial, as may be prescribed by the Board.
- (e) The Board or a committee may form a sub-group to take forward its business under specific Terms of Reference. The Terms of Reference shall be approved by the Board or the Committee as appropriate prior to the sub-group beginning its business. The Terms of Reference should include the following details – membership of the sub-group (including the Chairperson); remit of the sub-group; reporting arrangements – frequency and nominate of the Committee; and level of decision delegated to the sub-group (if any).

- (f) The Members of committees shall be appointed by the Board.
- (g) 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 set out in the Terms of Reference for that 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/her predecessor was appointed.
- (i) 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.
- (j) 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 Chairperson and, if so present, may be required by the Chairperson 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 Chairperson.
 - (iii) While any visitor is present, the Chairperson may direct that any business be not then commenced or proceeded with and he/she may intervene in any debate to give such a direction.
 - (iv) A Member may move that any visitor be required to withdraw from the meeting and if such a motion is seconded, it shall be put to the vote provided that the Chairperson may, and his/her 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 Chairperson may require any visitor present to withdraw pending a decision.
- (k) A Member of the Board may attend and speak at a meeting of a committee, with the exception of the Special Purposes Committee and the Audit and Risk Management Committee, of which he/she is not a Member but shall not be entitled to vote on any matter.

21. URGENT/EXCEPTIONAL DECISIONS

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

23. SUSPENSION OF STANDING ORDERS

- (a) 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 Chairperson, 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 15 or fewer Members.

- (b) No suspension shall extend more than 6 months.

24. 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.

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

“Vice-Chairperson” means the Vice-Chairperson for the time being of the Board and where the context permits the Vice-Chairperson 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.

“Minister of Justice” means the Minister of the Department of Justice of Northern Ireland.

‘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.

“Independent Member” means a Member of the Board holding office as such by virtue of the operation of paragraph 8 of Schedule 1 of the Police (NI) Act.

- (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 the Northern Ireland Assembly.

25. REVIEW OF STANDING ORDERS

The Board will undertake a review of Standing Orders at the start of each new Board.

Board Meetings – Responsibilities

1. Responsibilities

The Board will:

- 1.1 set the strategic direction of the Board through the development of its corporate and business plans and other key corporate cross cutting strategies and policies;
- 1.2 monitor effectiveness of Board and its Committees;
- 1.3 co-ordinate the development of the Policing / Performance Plan;
- 1.4 assess PSNI Performance against the Annual Policing / Performance Plan;
- 1.5 receive updates on significant legacy investigations.
- 1.6 discharge Board's oversight responsibilities with regard to the operation of the National Crime Agency in Northern Ireland on a six-monthly basis;
- 1.7 co-ordinate the Board's Research Programme;
- 1.8 appoint and dismiss Senior and Chief Officers and Staff for PSNI and the NIPB's CEO and assist the NIPB CEO in the appointment of the Board's Directors (SMT).

