

OMAGH DISTRICT POLICING PARTNERSHIP STANDING ORDERS

For regulating the transaction of the business of the Omagh District Policing Partnership

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

1. In accordance with Paragraph 9(1) of the Third Schedule of the Police Act (Northern Ireland) 2000, the Chairman and Vice-Chairman of the District Policing Partnership shall be appointed by the Council from amongst the political members.

MEETINGS

Meetings in Public

2. The District Policing Partnership shall hold a minimum of six public meetings per annum. Such meetings must be held at least once every two months, subject to any deviation in the schedule which special circumstances may render necessary, though the District Policing Partnership shall not meet during the month of August. The dates, times and venues of the meetings are to be agreed by the District Policing Partnership.

Planning Meetings

3. In addition to public meetings, the District Policing Partnership may meet in private for planning purposes. It shall be the responsibility of the District Policing Partnership to set the schedule for the holding of planning meetings and the Chairman to determine if and when it is necessary to hold special meetings.

ATTENDANCE AT PLANNING MEETINGS OF THE DISTRICT POLICING PARTNERSHIP

4. Attendance at planning meetings of the District Policing Partnership will be restricted to Members of the Partnership and relevant officers except as otherwise determined.

NOTIFICATION OF PUBLIC MEETINGS

5. At least twenty-one days before the date on which the District Policing Partnership is to meet, the Police District Commander shall be informed in writing of the date, place and time of the meeting.

At least fourteen days before the date on which a meeting is due to be held, it shall be publicly advertised.

At least three days before the date on which the District Policing partnership is to meet, the Members shall be sent notice of the meeting and business to be transacted.

ADMISSION OF THE PUBLIC AND PRESS

6. The public shall be restricted to the specific area of the venue designated for their accommodation at public meetings of the District Policing Partnership. Members of the public will be admitted by admission card only. Admission cards will be available from the Reception Desk at the specified meeting venue no earlier than half an hour prior to the meeting and will be allocated on a first come, first served basis. Pre-booking will be strictly prohibited.

The Partnership will make appropriate arrangements and provide the media with reasonable facilities for the purpose of reporting proceedings at the meeting. Cameras, tape recorders or other equipment shall not be permitted at meetings of the District Policing Partnership, unless prior permission has been given by the DPP.

QUORUM

7. The quorum as fixed by Paragraph 12 (1) of the Third Schedule of the Police (Northern Ireland) Act 2000 is five members of the District Policing Partnership.

CHAIR TO BE TAKEN

8. At each meeting of the District Policing Partnership the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

ABSENCE OF CHAIRMAN AND VICE-CHAIRMAN

9. If the Chairman and Vice-Chairman are absent from a meeting, those present shall elect one of the Members of the Partnership to act as Chairman.

If the Chairman is in attendance he or she must preside over the business of the meeting or, in the Chairman's absence, the Vice-Chair shall preside.

ORDER OF BUSINESS AT PUBLIC MEETINGS

10. The order of business at every public meeting of the District Policing Partnership shall be as follows:
 - (a) apologies;
 - (b) declarations of interest;
 - (c) confirmation of minutes;
 - (d) official announcements;
 - (e) presentations;
 - (f) minutes of the proceedings of the several Sub-Groups or Committees and their recommendations;
 - (g) reports of District Commanders;
 - (h) reports on related matters;
 - (i) questions from the public; and
 - (j) consideration of motions or other relevant items of which notice had been given.

Order of business at any meeting may be altered or varied if it is expedient to do so in the opinion of the majority of the members present.

MINUTES TO BE CONFIRMED

12. The minutes of the District Policing Partnership to be confirmed shall be taken as read and signed as correct, provided that a copy of the minutes shall have been sent to each Member of the District Policing Partnership at least forty-eight hours previously, and no motion or discussion shall be allowed upon the minutes except as to their accuracy, and any objection upon that ground must be made by motion.

AMENDMENTS

13. When a motion is under debate at any meeting of the District Policing Partnership an amendment or further motion shall not be received, except the following:-

- (a) To amend the motion; or
- (b) That the District Policing Partnership do now adjourn; or
- (c) That the debate be adjourned; or
- (d) That the question be now put; or
- (e) That the District Policing Partnership do proceed to the next business.

(a) TO AMEND THE MOTION

An amendment must be legitimate and pertinent and within the scope of the notice convening the meeting. It must not be a mere negative, must be relevant to the motion which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the motion which it purports to amend, must not be in effect a new proposition on a different matter and must not lay a greater burden on the meeting than the original motion.

When an amendment upon an original motion has been moved and seconded, a second or subsequent amendment shall not be moved until the first amendment be disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the question upon which any further amendment may be moved.

The Chairman may require that an amendment must be reduced to writing if it is considered to be so complex as to require detailed consideration.

(b) THAT THE DISTRICT POLICING PARTNERSHIP DO NOW ADJOURN

Any Member of the District Policing Partnership may move "that the District Policing Partnership do now adjourn". Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the motion, which shall be put to the vote without debate.

In the event of the motion for the adjournment being carried, the Chairman shall (unless stated in the motion) fix the date for the adjourned meeting for the continuation of the debate on the motion or amendment under discussion at the time of the adjournment, and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.

If a motion to adjourn is not carried, a second motion "that the District Policing Partnership do now adjourn" shall not be made, unless in the opinion of the Chairman the circumstances are materially altered.

(c) THAT THE DEBATE BE ADJOURNED

Any Member of the District Policing Partnership who has not already spoken to any motion or amendment then under debate may move “that the debate be adjourned”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

Before putting to the meeting a motion “that the debate be adjourned”, the Chairman shall call on the mover of the motion or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a motion to reply on the original question, shall put to the vote without further debate the motion for adjournment of the debate.

If the motion is carried, the District Policing Partnership shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the District Policing Partnership unless a special meeting of the District Policing Partnership shall be called for the purpose.

On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second motion “that the debate be adjourned” shall not be made within half-an-hour. A Member shall not move or second more than one motion for the adjournment of the same debate.

(d) THAT THE QUESTION BE NOW PUT

Any Member who has not already spoken to any motion or amendment then under debate may move “that the question be now put”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.

If the Chairman is of the opinion that the subject before the District Policing Partnership has been sufficiently discussed, he shall put to the vote without debate the motion “that the question be now put” and if same is carried the motion or amendment under discussion shall be put to the District Policing Partnership.

A second motion “that the question be now put” shall not be made on the discussion of the same question within half-an-hour.

A Member shall not move or second more than one motion “that the question be now put” on the discussion of the same question.

If a motion "that the question be now put" is carried, the proposer of the original motion under discussion shall have the right of reply prior to a vote on the matter being taken.

(e) THAT THE DISTRICT POLICING PARTNERSHIP DO PROCEED TO THE NEXT BUSINESS

Any Member of the District Policing Partnership who has not already spoken to any motion or amendment then under debate may move “that the District Policing Partnership do proceed to the next business”. Such a motion must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the motion which shall be put to the vote without debate.

When a motion “that the District Policing Partnership do proceed to the next business” is carried, the question under discussion shall not be considered any further.

A second motion “that the District Policing Partnership do proceed to the next business” shall not be made on the same question within half-an-hour.

A Member shall not move or second more than one motion “that the District Policing Partnership do proceed to the next business” on the discussion of the same question.

DEPUTATIONS/PRESENTATIONS TO THE DISTRICT POLICING PARTNERSHIP

14. Deputations may only be admitted to the District Policing Partnership provided the Secretary shall have received 10 days’ notice of the intended deputation and a statement of object thereof. The purpose of such deputation shall be confined to the presentation of a statement or copy of resolutions, and the making of not more than two short addresses by members of the deputation. The duration of any deputation’s submission shall not exceed ten minutes.

Members may put questions to the deputation members as necessary but no discussion shall take place by the Partnership on the subject matter until the deputation has withdrawn.

SUBMISSION OF REPORTS

15. Once every six months, as part of its responsibility to monitor the performance of the Police, the District Policing Partnership should ask the Police District Commander to present to a public meeting of the District Policing Partnership a report on the policing of the district. This report will identify the progress which the Police are making in meeting their published targets and objectives. In order to achieve this, the District Policing Partnership should ask for information which will enable it to assess Police performance in the following areas:
 - (a) the progression of policing within the community as the core function of all Police within the district;
 - (b) the contribution which the Police are making to any community safety projects within the district;

- (c) the progress made in achieving targets set out in the local Policing Plan and in the Annual Policing Plan; and
- (d) the progress achieved in meeting targets relative to crime prevention in the district. The District Policing Partnership should pay particular attention to such targets as have been published in the report setting out the strategy for gaining with the Police the co-operation of the public in preventing crime.

QUESTIONS

16. At Meetings in Public, a written question, which must be relevant and pertinent to the operation of the District Policing Partnership, will be accepted from any person living or working in the district or any person directly affected by the policing of the district. At the discretion of the Chairman, members of the Public may also be given the opportunity to raise a question verbally, through the Chairman, at an appropriate point in the proceedings.

In relation to meetings of the District Policing Partnership, members of the public should be informed that:

- a) written questions should be submitted 10 days in advance of the meeting or may be submitted in person at the start of the meeting?
- b) a question submitted at the start of, or in the course of a meeting is unlikely to receive a detailed response on that occasion and may be carried over to a future meeting.
- c) not all questions have to be dealt with at the public meeting and some questions may receive a written response.

VOTING

17. All questions at a District Policing Partnership shall be decided by a majority of the Members present and voting by show of hands, unless otherwise resolved by the District Policing Partnership before a vote is taken. Should the District Policing Partnership so decide, the voting on any question shall be recorded so as to show whether each Member present and voting gave his vote for or against that question.

In the case of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.

RULING OF THE CHAIRMAN

18. The ruling of the Chairman upon all questions of order, and of matters arising in debate, shall be final and shall not be open to discussion.

ORDER OF SPEAKING

19. The Chairman shall determine the order of speaking by the Members. If a member wishes to speak he should do so by raising his hand until acknowledged by the Chairman.

No Member shall continue speaking when the Chairman is speaking.

MODE OF ADDRESS

20. Members of the District Policing Partnership shall address and speak of one another at all times in a respectful and courteous manner.

OFFENSIVE EXPRESSION

21. A Member shall not impute motives or use offensive expression in reference to any Member of the District Policing Partnership.

DISORDERLY CONDUCT

22. The Chairman of the District Policing Partnership, or a Member of the District Policing Partnership in the role of Chairman, may order the removal from the meeting of any member of the public whose behaviour represents a threat to the orderly conduct of the business to be transacted.

If at a meeting any Member of the District Policing Partnership, in the opinion of the Chairman, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the District Policing Partnership, the Chairman or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

If the Member named continues his/her misconduct after a motion under the foregoing paragraph has been carried:-

- (i) the Chairman or any other Member may move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); and
- (ii) the Chairman may adjourn the meeting of the District Policing Partnership for such period as he/she in his/her discretion shall consider expedient.

When the Chairman is of the opinion that the due and orderly dispatch of business is impossible, he/she, in addition to any other power vested in him/her, may, without question put, adjourn the meeting of the District Policing Partnership for such period as he/she in his/her discretion shall consider expedient.

LOSS OF QUORUM

23. Upon the attention of the Chairman being called to the fact that there is not a quorum present, the Chairman shall declare the meeting at an end.

ATTENDANCES

24. The Secretary of the District Policing Partnership shall enter in the minute book the names of all Members present at meetings of the District Policing Partnership and Sub-Groups and shall keep a Register showing the number of meetings attended by the Members.

FINANCIAL ARRANGEMENTS

25. The District Policing Partnership will draw up and maintain, in conjunction with the Policing Board, such financial regulations as are deemed necessary to administer its operations and functions as provided for in the Code of Practice on the Exercise of Functions and Responsibilities of District Policing Partnerships.

DISTRICT POLICING PARTNERSHIP ANNUAL REPORT

26. The District Policing Partnership shall produce an Annual Report. The Report shall be issued to the Council, the Policing Board and a range of persons and Bodies as specified in the Code of Practice on the Exercise of Functions and Responsibilities of District Policing Partnerships.

COMMITTEES

27. In accordance with paragraph 15(1) of the Third Schedule of the Police (Northern Ireland) Act 2000, a District Policing Partnership may constitute Committees of five or more of its Members and delegate to a Committee so constituted any of the functions of the District Policing Partnership.

The powers of any Committee of the District Policing Partnership shall be exercised, and the proceedings of the Committee shall be regulated, in accordance with and subject to directions given by the District Policing Partnership.

MOBILE TELEPHONES AT MEETINGS

28. Mobile telephones shall at all times be switched off or put on silent during the course of meetings of the Partnership, sub committees and working groups.

GENERAL

AMENDMENTS TO STANDING ORDERS AND REPEALS

29. These Standing Orders may be altered by resolution of the District Policing Partnership passed at one meeting and confirmed at another meeting of the same and approved by the Northern Ireland Policing Board.

SUSPENSION OF STANDING ORDERS

30. For the purpose of affording greater freedom of debate, any of the Standing Orders may be suspended at any meeting of the District Policing Partnership so far as regards any business at such meeting, upon a motion duly made, seconded and carried. Previous notice of any such motion shall not be necessary.

June 2004