STATUTORY INSTRUMENTS

1968 No. 1032

INDUSTRIAL TRAINING

The Industrial Training (Distributive Board) Order 1968

Made - - - -	1*st July* 1968
Laid before Parliament	12*th July* 1968
Coming into Operation	25*th July* 1968

The Secretary of State after consultation with organisations and associations of organisations appearing to be representative respectively of substantial numbers of employers engaging in the activities hereinafter mentioned and of substantial numbers of persons employed in those activities and with the bodies established for the purpose of carrying on under national ownership industries in which the said activities are carried on to a substantial extent and in exercise of her powers under section 1 of, and paragraphs 1 and 7 of the Schedule to, the Industrial Training Act 1964(a) (hereinafter referred to as " the Act ") and of all other powers enabling her in that behalf hereby makes the following Order:—

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Industrial Training (Distributive Board) Order 1968 and shall come into operation on 25th July 1968.

(2) The Interpretation Act 1889(b) shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

Establishment of Industrial Training Board

2. An industrial training board to be known as the Distributive Industry Training Board (hereinafter referred to as " the Board ") is hereby established to exercise in relation to the activities specified in Schedule 1 to this Order as the activities of the distributive industry the functions conferred on industrial training boards by the Act.

Membership and proceedings of the Board

3. The provisions of Schedule 2 to this Order shall have effect in relation to the Board.

1st July 1968.

Barbara Castle,
First Secretary of State and Secretary of State for Employment and Productivity.

(a) 1964 c. 16.

(b) 1889 c. 63.

SCHEDULE 1

THE DISTRIBUTIVE INDUSTRY

1. Subject to the provisions of this Schedule, the activities of the distributive industry are the following activities in so far as they are carried out in Great Britain:—

(*a*) dealing in goods;

(*b*) operating a broadcast relay station;

(*c*) letting out on hire audio or video receiving apparatus;

(*d*) the installation, testing, inspection or repair of audio or video receiving apparatus or of transmission lines connected with such apparatus, being operations carried out in furtherance of an agreement made between a person carrying on the business of selling or hiring out such apparatus or of operating a broadcast relay station and a person to whom such apparatus has been sold or hired or who is a subscriber to the service provided from such a station;

(*e*) operating a trading stamp scheme;

(*f*) operating a business of check trading;

(*g*) any activities (other than those above mentioned), being—

(i) related activities incidental or ancillary to principal activities of the distributive industry; or

(ii) activities undertaken in the administration, control or direction of one or more establishments, being establishments engaged wholly or mainly in principal activities of that industry, in related activities incidental or ancillary thereto, or in the administration, control or direction of one or more other establishments engaged in such principal or related activities;

and carried out, in either case, by the employer engaged in those principal activities or, where that employer is a company, by the company or by an associated company of the company;

(*h*) any activities of industry or commerce (other than distributive activities) carried out at or from an establishment mainly engaged—

(i) in distributive activities; or

(ii) in distributive activities and in activities described in the Appendix to this Schedule, but to a greater extent in distributive activities than in activities described in that Appendix in relation to any one industry.

2. Notwithstanding anything contained in this Schedule, there shall not be included in the activities of the distributive industry:—

(*a*) the activities of any establishment engaged—

(i) mainly in activities not being distributive activities or activities described in the Appendix to this Schedule; or

(ii) to a less extent in distributive activities than in activities described in that Appendix in relation to any one industry;

(*b*) the activities of any establishment engaged wholly or mainly in related activities, being activities—

(i) incidental or ancillary to the activities of one or more establishments (in this sub-paragraph hereafter referred to as " the principal establishment ") engaged wholly or mainly in any activities not being principal activities of the distributive industry; and

(ii) carried out by the employer carrying on the principal establishment or, where that employer is a company, by the company or by an associated company of the company;

(*c*) the activities of any establishment engaged wholly or mainly in—

(i) any activities of a kind specified in an entry (not being item No. 21) in the second column of the next following Table (being activities undertaken in relation to all or any of the goods specified in the corresponding entry in the third column of that Table) or in two or more of such entries; or

(ii) any activities of a kind specified in item No. 21 in the second column of the said Table, being activities undertaken in relation to any goods comprised in one or two (but not more than two) of the categories specified in the corresponding entry in the third column thereof;

TABLE

Item No.	*Activity*	*Relevant Goods*
1.	Dealing.	Fleeces, textile fibres and tops.
2.	Dealing (not being selling by retail).	Yarn.
3.	Dealing.	Iron, steel and tinplate.
4.	Dealing (not being selling by retail) with persons engaging in the construction industry.	Building, plumbing, decorating, heating, ventilating or air-conditioning materials or equipment, architectural and builders' ironmongery and cloakroom fittings.
5.	Dealing in the capacity of agent or broker.	Ships.
6.	Dealing.	Wood (not being charcoal, cork or firewood) battenboard, blockboard, chipboard, fibre building board, flaxboard, laminboard, plywood and veneer.
7.	Dealing.	Motor vehicles, trailers and tyres for motor vehicles or trailers.
8.	Dealing (not being selling by retail).	Components, replacements, spare parts and accessories (not being tyres) for motor vehicles or trailers.
9.	Dealing.	Transport service equipment.
10.	Dealing.	Agricultural and horticultural machinery or equipment.
11.	Dealing.	Liquefied petroleum gas, aviation fuel, motor spirit, kerosene, white spirit, diesel fuel, gas oil, lubricating oil and any similar product.
12.	Dealing, where the person carrying on the establishment is engaged in the manufacture of sensitive materials for the purposes of photography or of recording sound or vision.	Photographic materials or equipment.
13.	Dealing (not being selling by retail) by the user of a trade mark specified in the third column hereof.	Any drug or medicine that is either— (i) manufactured, for the user of a trade mark in respect of such drug or medicine or of a class of such goods, by another person in pursuance of a contract so to do; or (ii) imported into Great Britain by such a user in a state in which it is ready for sale in the United Kingdom of

Item No.	*Activity*	*Relevant Goods*
13.—*continued*		Great Britain and Northern Ireland or in which, prior to such sale, it requires no further processing other than final assembly or packaging.
14.	Dealing.	Wood pulp.
15.	Dealing (not being selling by retail).	Paper, paperboard and fibreboard.
16.	Publishing.	Any of the following publications or any publications similar thereto— (i) books, booklets, calendars, catalogues, diaries, directories or timetables; (ii) magazines, newspapers, periodicals or professional, technical or trade journals; (iii) art reproductions, greeting cards or picture postcards; (iv) charts, globes or maps.
17.	Dealing.	Photographs that have been taken by the person carrying on the establishment.
18.	Dealing (not being selling by retail).	Bread, flour, flour confectionery, yeast, milk, ice cream, any commodity similar to ice cream, meat, fish, horticultural produce, intoxicating liquor, soft drink, tea and raw or green coffee.
19.	Dealing (not being selling by retail).	Shell eggs.
20.	Dealing by an employer engaged substantially in the production of hens' eggs.	Shell eggs.
21.	Selling by retail.	Goods comprised in one or two (but not more than two) of the categories following— (i) bread, flour, flour confectionery and yeast; (ii) milk, ice cream and any commodity similar to ice cream; (iii) meat; (iv) bacon; (v) fish; (vi) horticultural produce.
22.	Dealing.	Grain, other cereals, pulse, seeds, vegetable, animal, whale or fish oil (whether crude, refined or processed), oilseeds, feeding stuffs intended for use as food for animals, hay and straw.
23.	Dealing.	Hides, the skins of animals and raw, dressed or dyed furs or fur skins.
24.	Dealing.	Any garments, shapes, plates or shells manufactured from furs or fur skins.

Item No.	*Activity*	*Relevant Goods*
25.	Dealing.	Artificial teeth, dentures and orthodontic appliances.
26.	Dealing.	Glasses and the frames thereof.
27.	Dealing.	Hearing aids.
28.	Dealing.	Bullion.
29.	Dealing for purposes of exhibition.	Cinematograph films.
30.	Dealing.	Waste products or materials of any kind.

(*d*) the activities of any establishment engaged wholly or mainly in business as follows—

(i) in banking, finance or insurance, not being activities specified in sub-paragraph (*e*) or (*f*) of paragraph 1 of this Schedule;

(ii) as exporters, not being activities to which sub-paragraph (*g*)(i) of the said paragraph 1 applies;

(iii) as futures brokers; or

(iv) as shipping and forwarding agents;

(*e*) the activities of—

(i) an Air Corporation or the British Airports Authority;

(ii) the British Broadcasting Corporation;

(iii) the Electricity Council, the Central Electricity Generating Board, an Area Electricity Board, the North of Scotland Hydro-Electric Board or the South of Scotland Electricity Board;

(iv) the Gas Council or an Area Gas Board;

(v) the Home-Grown Cereals Authority;

(vi) the Independent Television Authority;

(vii) a local authority;

(viii) a marketing board;

(ix) statutory water undertakers within the meaning of the Water Act 1945(a) or regional water boards or water development boards within the meaning of the Water (Scotland) Act 1967(b), being the activities of such undertakers or boards in the exercise of their powers or duties as such;

(x) the Sugar Board; or

(xi) the United Kingdom Atomic Energy Authority;

(*f*) the activities of any company, association or body that is required by its constitution to apply its profits, if any, or other income in promoting its objects and is prohibited thereby from paying any dividend to its members, and that has for its sole or principal object or among its principal objects the provision of facilities for any of the purposes mentioned in section 15(1) of the Disabled Persons (Employment) Act 1944(c) (which relates to the provision for registered persons who are seriously disabled of work or training);

(*g*) any work, occupation or training that is provided in accordance with arrangements made by a local authority under the Disabled Persons (Employment) Act 1958(d) or any other enactment that authorises or requires the provision of arrangements for persons suffering from illness, severe physical defect or disability or from mental disorder, or for persons who have been suffering from illness or whose care is undertaken with a view to preventing them from becoming ill, or for old people;

(*h*) the activities following—

(i) any activities undertaken personally in the exercise of his profession as such by an individual who is a registered pharmacist or a registered optician;

(ii) any operations when carried out by a member of the crew of an aircraft, by the master or a member of the crew of a ship or by a person ordinarily

(a) 1945 c. 42.
(b) 1967 c. 78.
(c) 1944 c. 10.
(d) 1958 c. 33.

employed as a seaman who is employed in or about a ship in port by the owner or charterer thereof on work of a kind ordinarily done by a seaman on a ship while it is in port; or

(iii) dock work performed by a registered dock worker; or

(*i*) the supply of food or drink to persons being a supply—

(i) for immediate consumption;

(ii) of hot fried fish or hot chipped potatoes; or

(iii) by means of an automatic vending machine at or in connection with a restaurant, café, snack bar, canteen, mess room or similar place of refreshment.

3. In this Schedule unless the context otherwise requires—

" agricultural and horticultural machinery or equipment " means any machinery, plant, equipment or appliance designed primarily or adapted for use in agriculture or horticulture;

" Air Corporation " means the British Overseas Airways Corporation or the British European Airways Corporation, and includes B.O.A.C. Associated Companies Limited and BEA Helicopters Limited;

" animals " includes birds, fishes and reptiles;

" architectural and builders' ironmongery " means fittings or attachments to doors or windows or the frames thereof, being fittings or attachments constructed wholly or mainly of metal or of metal and plastics material;

" audio or video receiving apparatus " does not include apparatus used or intended for use on a ship;

" bread " includes rolls, baps, fancy loaves, milk loaves, malt loaves and fruit loaves;

" broadcast relay station " means a station for the re-transmission by cable or wire, to the customers of the persons operating the station, of broadcast radio or television programmes which those persons receive either by cable or wire or by wireless from the persons who broadcast the programmes;

" business " means a trade or business carried on for the purposes of gain;

" business of check trading " means a business carried on by any person in the course whereof financial facilities are provided in relation to the acquisition of goods from that or any other person and, in connection with the provision of those facilities, there are supplied, for a consideration payable in a lump sum or by instalments or in some other manner, any checks, orders, vouchers, tallies or similar documents or things issued to facilitate the acquisition of goods;

" company " includes any body corporate, and " subsidiary " has the same meaning as by virtue of Section 154 of the Companies Act 1948(a) it has for the purposes of that Act;

" dealing " means by way of business and in the capacity of principal, agent or broker—

(i) in relation to goods situate in Great Britain, buying or selling such goods;

(ii) in relation to goods situate elsewhere, importing such goods into Great Britain;

but does not include any transaction in the nature of an auction;

" distributive activities " means any one or more of the principal activities of the distributive industry and the activities included in that industry by virtue of paragraph 1(*g*) of this Schedule;

" dock work " and " registered dock worker " have the same meanings as in the Docks and Harbours Act 1966(b);

" fish " includes freshwater fish, sea fish, shellfish, crustaceans and molluscs of any kind and any parts of fish as so defined, but does not include any product that is bottled or canned or that is frozen and packed in printed cartons or in printed wrappers;

(a) 1948 c. 38. (b) 1966 c. 28.

" flour confectionery " includes cakes, oatcakes, shortbread, biscuits and articles of food made wholly or partly of pastry, but does not include any product that is frozen and packed in printed cartons or in printed wrappers;

" glasses " means any appliances designed to correct, remedy or relieve any defect of sight, and includes spectacles of the kind known as sunglasses;

" goods " includes all chattels personal other than things in action and money, and in Scotland all corporeal moveables except money, but does not include emblements, industrial growing crops or things attached to or forming part of the land;

" hearing aids " means appliances designed to correct, remedy or relieve, any defect of hearing;

" horticultural produce " includes fruit, nuts, hops, potatoes, vegetables, watercress, fungi, bulbs, corms, rhizomes, tubers, flowers, pot, bedding or herbaceous plants, decorative foliage, herbs, shrubs and trees, but does not include fruit or vegetables that are bottled or canned or that are frozen and packed in printed cartons or in printed wrappers;

" intoxicating liquor " has the same meaning as in section 307(1) of the Customs and Excise Act 1952(a);

" iron " and " steel " include respectively alloy iron and alloy steel containing in each case more than 55 per cent. of pure iron by weight;

" local authority " means—

(i) in relation to England and Wales, a local authority within the meaning of the Local Government Act 1933(b) or the Common Council of the City of London, and includes a joint board or joint committee of such authorities;

(ii) in relation to Scotland, a county council, town council or district council, and includes any joint board or joint committee of such authorities appointed under any enactment, order or scheme;

" marketing board " means the Aberdeen and District Milk Marketing Board, the British Egg Marketing Board, the British Wool Marketing Board, the Hops Marketing Board, the Milk Marketing Board, the North of Scotland Milk Marketing Board, the Potato Marketing Board or the Scottish Milk Marketing Board;

" meat " means the flesh (including edible offal and fat) of animals or birds that is intended for human or animal consumption and includes sausages and sausage meat, but does not include bacon, ham, meat paste, poultry paste, sausage casings or any products that are canned or that are frozen and packed in printed cartons or in printed wrappers;

" milk " includes cream and separated milk, but does not include condensed, evaporated or dried milk or canned cream;

" motor vehicles " means mechanically propelled vehicles intended or adapted for use on roads, and includes tram-cars and trolley vehicles, but does not include implements for cutting grass that are not capable of being used or adapted for any other purpose, or contractors' plant; and for the purposes of this definition " contractors' plant " means machinery, plant or equipment of a kind intended for use in operations on the site of any building work or civil engineering work, but does not include lorries, ready-mixed concrete vehicles or other mechanically propelled vehicles mainly used for the carriage of goods on roads;

" office premises " has the same meaning as in section 1(2) of the Offices, Shops and Railway Premises Act 1963(c);

" principal activities of the distributive industry " means activities which, subject to the provisions of paragraph 2 of this Schedule, are specified in paragraph 1, other than sub-paragraphs (*g*) and (*h*) thereof, as activities of the distributive industry;

(a) 1952 c. 44. (b) 1933 c. 51.
(c) 1963 c. 41.

" publishing " in relation to any publication of a kind referred to in item No. 16 of the Table in paragraph 2(*c*) of this Schedule means, by way of business, issuing the same for sale or distribution to the public;

" related activities " means any of the following activities, that is to say—

(i) research, development, design or drawing;

(ii) buying, selling, letting out on hire, testing, advertising, packing, distribution, transport or any similar operations;

(iii) operations of a kind performed at office premises or laboratories;

(iv) operations of a kind performed at stores, warehouses or similar places;

(v) cleaning, washing or garaging vehicles or carrying out running repairs or minor adjustments thereto;

(vi) training of employees or apprentices;

" seeds " includes agricultural or horticultural seeds, cereal seeds, vegetable seeds, flower seeds, seeds of grasses whether used for agricultural, horticultural or other purposes, seeds of trees and seed potatoes, but does not include oilseeds;

" selling by retail " in relation to any goods means selling such goods by way of business to a person buying otherwise than for the purpose of re-sale, use in manufacture or processing, and includes in relation to any article of food or drink selling the same to a person for use in connection with an establishment carried on by him in the hotel and catering industry or for use in connection with the supply to persons in his employment of food or drink for immediate consumption, when such selling takes place at or in connection with a shop engaged in the sale by retail of articles of food or drink to the general public;

" ship " includes any description of ship, vessel, boat or other floating craft, but does not include a hovercraft or any article that is inflatable by air, gas or liquid;

" soft drink " has the same meaning as in Regulation 2(1) of the Soft Drinks Regulations 1964(**a**);

" textile fibres " means any fibres consisting, or including more than 15 per cent. by weight, of animal fibres of any kind or mixture, and includes any other fibres or continuous filaments when used or intended for use in a textile factory for the production of yarns or fabrics by a system of manufacture similar to one commonly employed in the production of woollen or worsted yarns or fabrics;

" trade mark " includes a registered trade mark and an unregistered trade mark, but does not include a certification trade mark, and for the purposes of this definition " certification trade mark " has the same meaning as in section 37 of the Trade Marks Act 1938(**b**);

" trading stamp scheme " has the meaning assigned to that expression by section 10(1) of the Trading Stamps Act 1964(**c**);

" trailers " means trailers drawn by motor vehicles;

" transport service equipment " means plant or equipment of a kind used in the testing or analysis of performance of motor vehicles or trailers, in their repair or in their recovery when damaged;

" yarn " means yarn consisting of textile fibres.

4.—(1) References in this Schedule to the provisions of any enactment shall be construed as references to those provisions as amended by or under any subsequent enactment.

(2) For the purposes of this Schedule, two companies shall be taken to be associated companies if one is a subsidiary of the other or both are subsidiaries of a third company, and " associated company " shall be construed accordingly.

(**a**) S.I. 1964/760 (1964 II, p. 1605). (**b**) 1938 c. 22.
(**c**) 1964 c. 71.

APPENDIX

The activities that would be included in an industry specified in Column 1 hereof by virtue of the industrial training order specified in the corresponding entry in Column 2, if the provisions specified in Column 3 were omitted from that order.

Column 1	Column 2	Column 3
The wool, jute and flax industry	The Industrial Training (Wool Industry Board) Order 1964 as amended by the Industrial Training (Wool, Jute and Flax Board) Order 1968(a)	Schedule 1 Paragraph 1(*s*)
The iron and steel industry	The Industrial Training (Iron and Steel Board) Order 1964(b)	Schedule 1 Paragraph 1(*j*)
The construction industry	The Industrial Training (Construction Board) Order 1964 as amended by the Industrial Training (Construction Board) Order 1967(c)	Schedule 1 Paragraph 1(*l*)
The engineering industry	The Industrial Training (Engineering Board) Order 1964 as amended by the Industrial Training (Engineering Board) Order 1967(d)	Schedule 1 Paragraph 1(*l*)
The shipbuilding industry	The Industrial Training (Shipbuilding Board) Order 1964(e)	Schedule 1 Paragraph 1(*d*)
The ceramics, glass and mineral products industry	The Industrial Training (Ceramics, Glass and Mineral Products Board) Order 1965(f)	Schedule 1 Paragraph 1(*n*)
The furniture and timber industry	The Industrial Training (Furniture and Timber Industry Board) Order 1965(g)	Schedule 1 Paragraph 1(*r*)
The man-made fibres producing industry	The Industrial Training (Man-made Fibres Producing Industry Board) Order 1966(h)	Schedule 1 Paragraph 1(*d*)
The carpet industry	The Industrial Training (Carpet Board) Order 1966(i)	Schedule 1 Paragraph 1(*d*)
The knitting, lace and net industry	The Industrial Training (Knitting, Lace and Net Industry Board) Order 1966(j)	Schedule 1 Paragraph 1(*j*)

(a) S.I. 1964/907, 1968/898 (1964 II, p. 1928; 1968 II, p. 2376).
(b) S.I. 1964/949 (1964 II, p. 2127).
(c) S.I. 1964/1079, 1967/924 (1964 II, p. 2384; 1967 II, p. 2757).
(d) S.I. 1964/1086, 1967/279 (1964 II, p. 2402; 1967 I, p. 999).
(e) S.I. 1964/1782 (1964 III, p. 3928).
(f) S.I. 1965/1391 (1965 II, p. 4062).
(g) S.I. 1965/2028 (1965 III, p. 5998).
(h) S.I. 1966/143 (1966 I, p. 257).
(i) S.I. 1966/245 (1966 I, p. 499).
(j) S.I. 1966/246 (1966 I, p. 506).

APPENDIX (*cont.*)

Column 1	Column 2	Column 3
The cotton and allied textiles industry	The Industrial Training (Cotton and Allied Textiles Board) Order 1966(a)	Schedule 1 Paragraph 1(*p*)
The agricultural, horticultural and forestry industry	The Industrial Training (Agricultural, Horticultural and Forestry Board) Order 1966(b)	Schedule 1 Paragraph 1(*m*)
The road transport industry	The Industrial Training (Road Transport Board) Order 1966(c)	Schedule 1 Paragraph 1(*o*)
The hotel and catering industry	The Industrial Training (Hotel and Catering Board) Order 1966(d)	Schedule 1 Paragraph 1(*e*)
The civil air transport industry	The Industrial Training (Civil Air Transport Board) Order 1967(e)	Schedule 1 Paragraph 1(*h*)
The petroleum industry	The Industrial Training (Petroleum Board) Order 1967(f)	Schedule 1 Paragraph 1(*h*)
The rubber and plastics processing industry	The Industrial Training (Rubber and Plastics Processing Board) Order 1967(g)	Schedule 1 Paragraph 1(*k*)
The chemical and allied products industry	The Industrial Training (Chemical and Allied Products Board) Order 1967(h)	Schedule 1 Paragraph 1(*s*)
The paper and paper products industry	The Industrial Training (Paper and Paper Products Board) Order 1968(i)	Schedule 1 Paragraph 1(*j*)
The printing and publishing industry	The Industrial Training (Printing and Publishing Board) Order 1968(j)	Schedule 1 Paragraph 1(*n*)
The food, drink and tobacco industry	The Industrial Training (Food, Drink and Tobacco Board) Order 1968(k)	Schedule 1 Paragraph 1(*q*)

(a) S.I. 1966/823 (1966 II, p. 1907).
(b) S.I. 1966/969 (1966 II, p. 2333).
(c) S.I. 1966/1112 (1966 III, p. 2712).
(d) S.I. 1966/1347 (1966 III, p. 3669).
(e) S.I. 1967/263 (1967 I, p. 968).
(f) S.I. 1967/648 (1967 I, p. 2032).
(g) S.I. 1967/1062 (1967 II, p. 3151).
(h) S.I. 1967/1386 (1967 III, p. 4049).
(i) S.I. 1968/787 (1968 II, p. 2194).
(j) S.I. 1968/786 (1968 II, p. 2185).
(k) S.I. 1968/1033 (1968 II, p. 2721).

SCHEDULE 2

MEMBERSHIP

1. The appointment of a member of the Board shall be for such term as the Secretary of State may determine and, subject to the provisions of this Schedule, a member shall hold and vacate office in accordance with the terms of the instrument appointing him to be a member.

2. A person who has held office as a member of the Board shall be eligible for reappointment.

3. A member of the Board may resign his office by notice in writing to the Secretary of State and the resignation shall have effect on such date as the Secretary of State shall appoint.

4. If a member of the Board—

(*a*) is absent from meetings of the Board for more than six months consecutively unless his absence is due to illness or some other reason approved by the Secretary of State; or

(*b*) becomes in the opinion of the Secretary of State unfit to continue in office or incapable of performing his duties;

the Secretary of State may declare the office of that member to be vacant and shall notify the fact in such manner as she shall think fit, and thereupon the office of the member shall become vacant.

PROCEEDINGS AND MEETINGS

5. At a meeting of the Board one-third of the members shall be the quorum, or if the number so ascertained includes a fraction the nearest higher whole number of members.

6. The chairman or if absent the deputy chairman (if any) shall preside at all meetings of the Board at which he shall be present, but if at any meeting the said chairman and any deputy chairman be not present within 10 minutes of the time appointed for holding the meeting the members present shall choose some one of their number to be chairman of the meeting.

7. At a meeting of the Board a resolution put to the vote on any matter not relating to the imposition of a levy shall be decided on a show of hands of the members present and voting; each member shall have one vote and if the votes are equally divided the chairman of the meeting shall have a second or casting vote.

8.—(1) If at a meeting of the Board a resolution relating to the imposition of a levy is put to the vote of the members appointed as mentioned in paragraph 3(*a*) of the Schedule to the Act, each such member shall have one vote, and the resolution shall be decided on a show of hands of those members present and voting unless a poll is demanded by any such member (before or on the declaration of the result of the show of hands) in which case the poll shall be taken forthwith and the votes may be given either personally or by proxy.

(2) The instrument appointing a proxy shall be in writing under the hand of the appointor, and the proxy shall be a member of the Board appointed as mentioned in paragraph 3(*a*) of the Schedule to the Act.

(3) An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:—

I.....of..... in the county of.....being a member of the Distributive Industry Training Board appointed as mentioned in paragraph 3(*a*) of the Schedule to the Industrial Training Act 1964, hereby appoint .....of..... or failing him.....of.....as my

proxy to vote for me on my behalf on any matter relating to the imposition of a levy at the meeting of the said Board to be held on the.....day of .....19.....and at any adjournment thereof.

Signed this.....day of.....19.....

(4) A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy, provided that no intimation in writing of any such death, insanity or revocation shall have been received by the Board at its office before the commencement of the meeting or adjourned meeting at which the proxy is used.

9. Minutes shall be kept of the proceedings of the Board and any such minutes shall, if signed by any person purporting to have acted as chairman of the meeting or at a meeting at which they were read, be evidence of the proceedings at the first-mentioned meeting, and a meeting to which any such minutes relate shall, unless the contrary is proved, be taken to have been regularly convened and constituted.

10. The Board shall have an office at which communications and notices will at all times be received and shall notify to the Secretary of State the address of that office and any change of that address.

EXECUTION AND ISSUE OF INSTRUMENTS

11. The seal of the Board shall be authenticated by the signature of the chairman of the Board or some other member of the Board authorised by the Board to act in that behalf and of the secretary or some other person authorised by the Board so to act.

12. Every document purporting to be a document duly executed or issued either under the seal of the Board authenticated in the manner provided by this Schedule or on behalf of the Board, or purporting to be signed by the secretary or any other person, being a member, officer or servant of the Board authorised to act in that behalf, shall, until the contrary be proved, be deemed to be a document so executed or issued or so signed as the case may be.

EXPLANATORY NOTE

(This Note is not part of the Order.)

This Order, which is made under the Industrial Training Act 1964, establishes an industrial training board to be known as the Distributive Industry Training Board, and defines the industry to which it relates. Provision is made as to the membership of the Board and its meetings and proceedings.