

SHORT-CUT PAGES
READ THIS FIRST WHEN YOU ACQUIRE THE FOLDER

If you have just acquired your folder, and/or have not yet brought it up to date, you should find it consists of the original pages (printed in the year 2000) and eight bundles of 'update' pages, one for each of 2001-2008. If it doesn't, get in touch with the Principal Clerk's office before you even attempt to go any further with this.

The slow way to bring the folder up to date is to work your way right through each of these eight sets of updates. This is not altogether a worthless exercise, especially if you're not terribly familiar with all the material, because it is a very good way of getting to know your way round it all and begin to get the hang of its contents. However it will take you quite a few hours to do it all, especially for 2003 and 2004 where quite a bit of new material was produced. You'll be adding things in at the early stages only to remove them again later.

The fast way to bring the folder up to date is to use these pages. You'll still need the other eight bundles, but the instructions that follow will hugely short-circuit the process and get you quickly to the point where your folder is up-to-date. Fill in the little form at the beginning of the volume and send it to us, and you will receive a set of updates pages in 2009, before the 3rd edition of the volume is produced thereafter.

The Clerks are grateful to Richard Begg, who did preliminary work on this project.

M.A.MacLean, Depute Clerk

Every time you insert a new page (or sequence of pages) from one of the bundles, I suggest you mark on it in pencil the year's bundle it came from, because that won't be very obvious once it's been slotted in but will be very useful later on.

Throw out:

- All the sets of index pages, from the original volume and years 2001-2007, keeping only the 2008 version. **Do not throw out 'updates' pages yet; you're going to need them later.**
- The original pages 11-20 and replace with new pages 11-12 from the 2004 bundle, so there are now no pp 13-20.
- The original pages 25-6 and replace with new pages 25, 26 and 26a from the 2004 bundle
- The original pages 31-74 and replace with new pages 35-41 from the 2006 bundle, so there are now no pp 31-34 nor 42-74.
- The original pages 81-112 and replace with (i) new pages 81-86 ONLY from the 2004 bundle, (ii) new pages 87-90a from the 2007 bundle, (iii) new pages 91-98 from the 2006 bundle; and (iv) new pages 99-105 from the 2008 bundle. There are now no pp 106-112.
- The original pages 117-8 and 123-4 – they are not replaced.
- The original pages 125-182 and replace with (i) new pages 125-149 from the 2006 bundle, (ii) new pages 151-2 from the 2007 bundle (iii) 161-184 ONLY from the 2004 bundle, (so there will now no longer be any pp 153-160)

- Regulations pages 1-10, 33-44 – these are not replaced.
- Regulations 67-68 – for replacement see below.
- Regulations 91-2

Add in, in appropriate page order of course:

- 2008 Index
- pages 185-190 (ONLY) from the 2007 bundle and slot in the page 186a-b from the 2008 bundle in numerical sequence *without* removing the other 186 you just put in.
- pages 191-196 from the 2008 bundle
- pages 199-203 from the 2007 bundle. (You will see that there are now no pp 197-98, but the text runs straight from 196 to 199. Also there are now no pp 204-210.)
- pages 211-226j from the 2006 bundle (there are no pages 227-230 now). Slot in the page 222a-b from the 2008 bundle *without* removing the page 222 you just put in.
- pages 231-254a from the 2008 bundle
- pages 255-262 from the 2006 bundle
- pages 263-266 from the 2004 bundle
- pages 267-278b from the 2006 bundle
- pages 279-280 from the 2005 bundle
- pages 281-2 from the 2006 bundle
- pages 283-302 from the 2007 bundle
- page 303 from the 2008 bundle
- pages Regulations 67-68 from the 2006 bundle
- pages Regulations 79-82 from the 2003 bundle
- pages Regulations 85-91 from the 2005 bundle
- pages Regulations 93-94 and 101-106 from the 2007 bundle (please score through the whole of page 93, leaving only the text on page 94 to use, and likewise score through page 101 and top half of 102 i.e. before Reg V 2007)
- pages Regulations 71-74 (there are now no pp 75-78) , 83, 95-100c, and 107-113 from the 2008 bundle

Any other Acts or Regs pages can be discarded, keeping the ‘updates’ pages from each year except 2001. You now have about an hour or two’s work left, I should think. This is where the pencilling-in of years may be useful, because an instruction will of course NEVER refer to a page published in a later year. So if a page has been replaced, you can be sure that any instruction given before that replacement happened can be ignored, as it would have been incorporated in the re-print of the page.

At the beginning of the volume somewhere, make a note that, throughout, references to ‘re-appraisal’ and ‘re-adjustment’ should be read as ‘appraisal’ and ‘adjustment’ respectively.

ACTS

Page 1	Strike out Act XIX
P 8 line 14	First word should read 'name'
P 9 third line up	Fifth word should read 'seek'
P 10	In section 2, the first line, after 'his' add 'or her'
P21-22	Strike out page 21 and top para of page 22
P 24	First para should now end '... thereto as may be conveniently arranged.'
P 27 top half	In section 2 line three seventh word should read 'shall'
P 29	In section 2 change the Act reference to 'Act III 2000, so far...'
P 30	On the end of section 11 add the words '... in matters of life and doctrine.' In section 3 further down, correct the spelling of 'meeting'.
P 75-6	Strike out the whole of 75 and the rest of Act V on 76
P 80	In section 12(b) correct the spelling of 'except' Strike out lower half of page.
P 114	Add note below title of Act XI saying that it should be interpreted in conformity with Act X 2004.
P 115 para (d)	In third line correct to read 'of each Probationer'
P 116	Strike out whole text
P 119	Strike out all text above title of Act VII
P 120 3 lines up	After 'his' add 'or her'
P 122	Strike out Act III
P 181	In section 5(1)(c) the reference to the Board of Practice and Procedure should become reference to the Legal Questions Committee. Generally, in the legislation, this same change may be presumed, unless common sense tells you it should clearly be the Assembly Arrangements Committee.
P 182	in section 10(2) the same change applies
P 261	In section5 in the first line, supply the missing word 'Act'

REGS

R11	Strike out all text above Reg V
R15	Strike out Reg IV
R27	Re-number 1.1 as 2.1
R 31-32	Strike out Regs II 1991, III 2000, and V 1986.
R 45-46	Strike out all text on page 45, and on 46 above Reg VI
R 47	Section 3 should begin 'The Minister's'
R 65	In Reg II line 1 replace the reference to Act IX 1996 with a reference to Act VIII 2003
R 86-7	strike out all text (but keep because of reverse sides)
R 89	strike out lower half of text
R 90	strike out all text
R 94	strike out all text

Now, using the updates pages from 2002-2008, fulfil the following instructions

2002 bundle, fulfil instruction relating to page Regs 46 only

2003 bundle, fulfil instructions relating to pages:
10 (both, but it's no longer the same page 11, so no corrections there), 29
Regs 11-12, 50-65(i)

2004 bundle, fulfil instructions relating to pages:
Acts 24, 28
Regs 52

2005 bundle, fulfil instructions relating to pages:
Acts 11, 27, 29, 76, 78, 79-80, 85, 86, 114-5, 163, 168, 176, 263, 265
Regs 11, 16, 62, 63, 79, 80
Styles pages

2006 bundle, fulfil instructions relating to pages:
Acts 4, 5, 166 and 178
Regs 66

2007 bundle, fulfil **all** the instructions **except** Acts 244 and Regs 71

2008 bundle, fulfil all instructions. You ought not to end up with any 2008 pages left over, as none of them can have been amended or repealed yet!

As a general note, any references to the Assembly's Parish Appraisal Committee (or Reappraisal Committee) should be deemed to refer to the Ministries Council's Planning and Deployment Committee, and you may want to make a note to that effect beside Acts VI 1984, V 1989 and VII 2003, as well as Regs I 1998 (on page Regs 60).

If you're in any doubt how anything should look, check the [Acts](#) and [Regs](#) as they appear on this web-site. You'll find them in a tidied, i.e. collated, version. Your hard copy is more portable, though, so worth having for committee work etc.

Once you're finished, and happy it's all correct, throw out everything you've not put into the folder (including the cardboard packaging, it will be much thicker bundle than what's now in the folder), and you should now have a completely up-to-date volume.