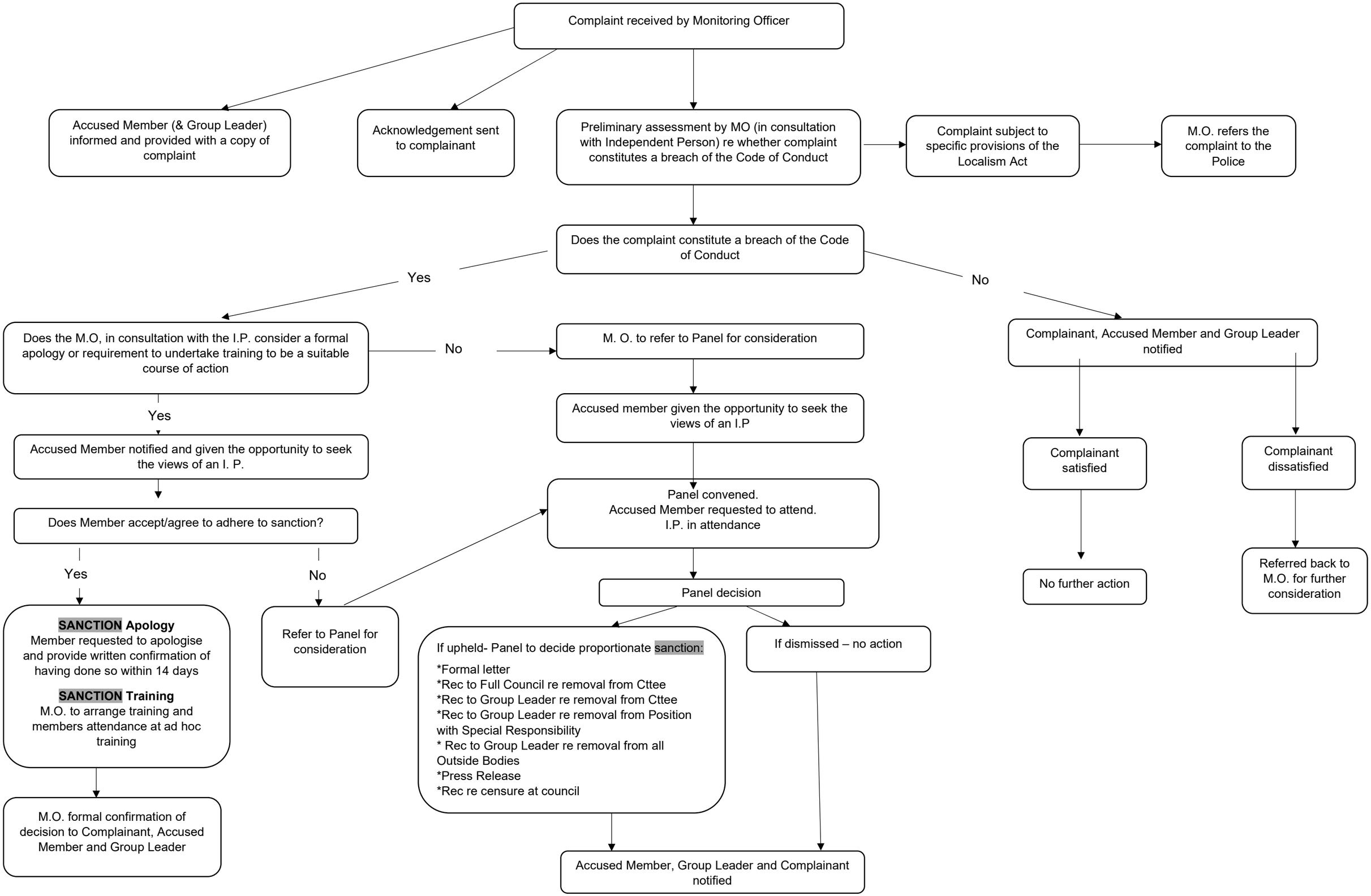Decision Making Procedure under Local Code of Conduct (Approved 19/12/19)