

### **Outline Procedure Consideration of Interim Steps.**

This is intended as a general guide only as there is no required procedure or necessity to hold a meeting or consider representations in respect of a summary review application.

In this case the Licensing Authority has given the Police applicant for summary review and the Licence holders the opportunity to make representations to the Members of the sub committee considering whether interim steps are necessary in this case.

If the applicant or Licence Holders do not attend or are not represented the consideration will proceed with consideration of the application and certificate and any written representations received and any oral representations from those present.

The consideration by Members will be informal and take the form of a discussion led by the Authority; both the Police and the licence holders will have an opportunity to make representations to members and may be asked questions by Members to clarify any issues related to the licensing objectives.

The Chairman **may** allow parties to ask questions of each other for clarification. It should be noted that circumstances may remain the subject of ongoing Police investigations in to criminal offences.

Officers of the Authority present will be there to take a note of the meeting, provide legal advice and to answer any questions on licensing. The licensing representative will not be present for any decision making by members and the other officers will take no part in any decision other than to clarify legal or technical matters.

1. The Chairman will open the session and ask those Members and officers present to identify themselves and ask Members to confirm whether there are any interests or lobbying matters that they wish to declare.
2. The Chairman will ask the Police and Licence Holders, if present, to identify themselves.
3. The Chairman will check that the report and appendices have been seen and read by all parties.
4. The Police applicant for review or his representative will be asked to make any representations in support of their application, (if any information cannot be disclosed to other parties then, explaining why, the applicant should indicate this to Members. Members can then decide whether to hear any such information without other parties being present if the public interest in doing so outweighs the public interest in not doing so. If Members decide not to hear such information without the other parties being present it is open to the Police to present without that information).
5. Members may ask any questions of clarification of the Police and Chairman may allow questions of clarification from the Licence Holders if appropriate.
6. The Licence Holders or their representative may then make representations on the summary review application and requested steps to Members.
7. Members may ask questions of clarification of the licence holders and may allow questions of clarification from the Police if appropriate.

8. The sub Committee will check with the legal advisor that they have nothing further to consider.
9. Members of the sub committee will retire to discuss the matter and make their decision on any interim steps necessary accompanied by the Authority's legal Advisor.
10. The Chairman will give the decision and reasons for that to the Police and licence holders immediately and this will be followed by a written decision.