



17 September 2018

Dear Sir/Madam

A meeting of the Licensing and Appeals Committee will be held on Tuesday, 25 September 2018 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 10.00 am.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	E H Atherton	R D MacRae
	D Bagshaw	J C Patrick
	D A Burnett BEM (Chair)	M E Plackett
	M J Crow	K E Rigby
	T A Cullen	P D Simpson
	W J Longdon (Vice-Chair)	A W G A Stockwell

## A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. PROCEDURE

PAGES 1 - 2

The Committee is asked to agree the procedure for the meeting.

4. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.**

5. EMPLOYMENT MATTERS

PAGES 2 – 12  
BUNDLE A  
BUNDLE B

# Agenda Item 3.

## PROCEDURE FOR LICENSING AND APPEALS COMMITTEE (DISCIPLINARY APPEAL)

1. The **appellant or representative** shall put the case to the Committee in the presence of the relevant officer.
2. The **Committee** may ask questions of the appellant.
3. The **Chair of the Ad Hoc Committee or relevant officer** shall put the case to the Committee in the presence of the appellant and representative.
4. The **Committee** may ask questions of the relevant officer.
5. The Committee will establish that all parties have made all representations they wish to make.
6. The Chair of the Ad Hoc Committee and relevant officer, the appellant and representative to withdraw.
7. The Committee with the officers appointed as advisers shall deliberate in private only recalling the Chair of the Ad Hoc Committee/and relevant officer and appellant/and representative to clear points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding that only one is concerned with the point giving rise to doubt.
8. **The Chair of the Committee** will announce the decision orally to both parties at the end of the hearing. This is subsequently to be confirmed to the parties in writing.

This page is intentionally left blank