

**Proposed Procedure for the meeting of the extraordinary Regulatory Services
Committee, 23 September 2026**

As a Committee of the council, the regulatory committee would normally follow the rules of procedure within the Council's constitution.

However, it is normal practice across the country for hearings to follow a specific procedure to ensure they are fair and provide sufficient opportunity for the Committee to consider evidence as to whether the licensee remains a fit and proper person.

With this in mind, it is proposed that the Committee agrees to follow the procedure as set out below, which largely replicates the procedure followed by the Council's licensing sub-committee.

1. The Chair will introduce the members of the Committee and officers present
2. The Chair will ask members to make any declarations of interest
3. The Chair will invite the licensing officer to provide a factual outline of the case
4. The Committee may ask any questions to the Licensing Officer
5. The License Holder may ask any questions to the Licensing Officer
6. The License Holder to put their case to the Licensing Committee
7. The Committee may ask questions to the License Holder
8. Any witnesses or other persons present may make representations
9. The Committee may ask questions to the witnesses or other persons present
10. The License Holder may ask questions to the witnesses or other persons present
11. The Licensing Officer to make their closing statement
12. The License Holder to make their closing statement
13. The Chair to confirm that there are no further points the License Holder wishes to make
14. The Committee to retire to make their decision, accompanied by the Committee Clerk and Lawyer present.

For clarity, where this procedure refers to the License Holder, this may include any representative the License Holder has appointed to act on their behalf.

The Regulatory Committee is requested to approve this as the procedure to be used.