

GENERAL LICENSING COMMITTEE

PROCEDURE FOR HEARINGS TO APPLY THE STATUTORY “FIT AND PROPER” TEST TO DRIVERS IN THE EVENT OF A COMPLAINT (WHERE THE COMPLAINANT HAS CHOSEN TO ATTEND IN PERSON), OR FOR AN EX PARTE HEARING

1. CHAIR OF COMMITTEE:

- opens the meeting
- introduces Members and Officers
- confirms details of any party in attendance before the committee
- outlines procedure to be followed as set out in this document

2. LICENSING MANAGER OUTLINES THE MATTERS CONTAINED WITHIN THE WRITTEN REPORT TO MEMBERS

- summary to be given emphasising key points

3. QUESTIONS TO LICENSING MANAGER FOR CLARIFICATION FROM:

- Committee members
- The Driver and/or Legal Representative
- Complainant or their representative (if chosen to attend)

4. DRIVER AND LEGAL REPRESENTATIVE, AND ANY COMPLAINANT, INVITED TO LEAVE ROOM IF ANY EX PARTE EVIDENCE TO BE PRESENTED

- Licensing Manager to introduce ex parte evidence from any supporting witnesses
- Committee members to ask questions as appropriate

5. THE DRIVER AND/OR THEIR LEGAL REPRESENTATIVE, AND ANY COMPLAINANT, INVITED BACK INTO ROOM

6. THE DRIVER AND/OR THEIR LEGAL REPRESENTATIVE, MAKE REPRESENTATIONS REGARDING THE MATTER FOR CONSIDERATION

7. QUESTIONS TO THE DRIVER AND/OR LEGAL REPRESENTATIVE FROM:

- Committee members
- The Licensing Manager
- Complainant

8. THE COMPLAINANT, IF ANY, MAKES REPRESENTATION ABOUT THE COMPLAINT

9. QUESTIONS TO COMPLAINANT (if ANY) FROM:

- Committee members
- Driver and/or legal representative
- Licensing Manager

10. COMPLAINANT INVITED TO SUM UP

11. LICENSING MANAGER INVITED TO SUM UP

12. THE DRIVER, AND/OR THEIR LEGAL REPRESENTATIVE, INVITED TO SUM UP

13. DECISION MAKING

- The Committee will retire to make the decision (all persons other than members of GLC to leave the room)

14. NOTICE OF DECISION

To be provided within 7 days of decision being taken

NB – this will contain details of any right of appeal