

**PROCEDURE FOR THE MEETING OF  
POLICE AND CRIME COMMISSIONER TO CONSIDER  
(i)WHETHER AN APPLICATION TO THE HOME OFFICE FOR A  
CERTIFICATE OF FORFEITURE IS WARRANTED; OR  
(ii)TO DETERMINE WHETHER A POLICE PENSION SHOULD BE  
FORFEITED AND THE EXTENT OF FORFEITURE  
(paragraphs 7 and 8)**

1. The Chairperson will open the meeting introducing all present (and the Director will briefly outline the procedure to be followed at the meeting).
2. The officer / former officer or their representative will make oral representations based upon their written representations.
3. The Chief Constable will then respond to those representations if necessary.
4. The Police and Crime Commissioner will then clarify any outstanding issues.
5. The officer / former officer and their representative and the Chief Constable will then leave the meeting.
6. The Police and Crime Commissioner will make his or her decision in private with advice from the Director and legal advisers, as appropriate.
7. The Director will convey the decision to the officer/former officer and/or legal representative in writing, within 14 days of the meeting.