

**TIMETABLE FOR THE DISCLOSURE OF INFORMATION
RELATING TO THE CONSIDERATION BY POLICE AND CRIME
COMMISSIONER OF:-**

- (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 Chief Constable must prepare a detailed report with supporting documentation, addressing the matters set out in the Home Office Guidance Circular 18/2009.
2. The report and all supporting documentation will be sent by the Director to the officer / former officer and/or their representative. A copy will be sent to any other interested parties, eg dependants of the officer / former officer, subject to the prior written consent of the officer / former officer. (This disclosure will be subject to the data protection and confidentiality considerations set out in paragraph 10.3).
3. The officer / former officer and/or their representative and any interested parties will be invited to make written representations to the Director upon the report, together with details of any mitigating circumstances they would wish the Police and Crime Commissioner to take into account, within 21 days from the date of receipt of the report.
4. The Chief Constable will be afforded the opportunity to clarify material errors of law and fact, if any, by way of supplemental report, within 21 days from his receipt of the written representations from the officer / former officer or any interested party.
5. On receipt of all documentation or after the expiry of the time limits, the Director will convene a Special Meeting of the Police and Crime Commissioner to consider whether an application to the Home Office for a Certificate of Forfeiture is warranted; or to determine whether the pension should be forfeited and, if so, the extent of forfeiture. At this meeting consideration will be given to the following documentation:
 - The report of the Chief Constable and any supporting documentation;
 - The written representations of the officer / former officer and/or their representative and any supporting documentation;
 - The written representations of any interested party;
 - The supplemental report of the Chief Constable (if any).