

Name: Mick Sheridan

Statement Number: 1

Dated: 8th November 2020

IN THE MATTER OF THE LICENSING ACT 2003

APPLICATION FOR A REVIEW OF THE PREMISES LICENCE

IN RESPECT OF

THE PHEASANT INN, READING

WITNESS STATEMENT OF

MICK SHERIDAN

I, **MICK SHERIDAN**, of, Admiral Taverns Limited, Milton Gate, 60 Chiswell Street, London, CE1Y 4AG, will say as follows:

1. I am a Business Development Manager for Admiral Taverns Limited. Admiral Taverns are one of the largest pub companies in the UK – the smallest of the “big six” pub companies. In the time I have worked for them, I have found them to be a credible and responsible operator, and indeed they were crowned the “Leased and Tenanted Pub Company of the Year” at the Publican Awards in 2019.
2. I started working for Admiral Taverns in December 2018 and am responsible for around fifty premises across a geographical area that spans from Swindon towards London and takes in the Northern Home Counties. The

responsibilities of my role include recruitment of tenants, ensuring premises are compliant with regulations, assisting tenants with business development and providing other, general support to tenants.

3. Prior to starting work for Admiral Taverns, I have worked for other pub companies such as Greene King, Spirit and Punch Taverns. In all, I have been an Area Manager since 1989 and have always covered areas of London and the Home Counties. Following a two-month induction, I took responsibility for looking after the Pheasant Inn at the start of February 2019.
4. During my induction at Admiral Taverns, I was given an overview of each of the premises that I was going to be responsible for and I discussed each one with my Regional Director. I was therefore aware that there had been some issues with the premises and that it was a challenging site. There was investment planned for the Pheasant, but prior to investing, the right tenant to operate the premises post-investment needed to be found. It was under temporary management whilst that recruitment process was ongoing.
5. I was aware that there had been a number of management companies at the premises and that none of them had operated to the desired standard, so when I took over responsibility for the site, I changed the management company to one that I trusted and that I had worked with for almost twenty years through my previous roles. They went in to the premises on a temporary basis, but with a view to trialling it and taking a more permanent agreement if they could make it work. John Aitken was the Designated Premises Supervisor when they took over in October 2019 and they allowed him to continue in that role as they familiarised themselves with the premises.
6. In February 2020, John Aitken's father became ill and he therefore had to leave the premises. It was expected that this would only be on a temporary basis but, recognising the need to have somebody with experience present whilst the premises was operating, they installed Jane Brookes. They did not change the Premises Licence to make Jane the Designated Premises Supervisor because it was only anticipated that John would be absent for a week or two.

During that two weeks, Jane proved herself to be a credible and capable operator. She grew up in the area and has lived in the area her whole life and that meant she knew the clientele in a way that, with the benefit of hindsight, John Aitken did not. In the first couple of weeks that she was at the premises, she banned a good number of people that she did not believe were desirable to have as customers.

7. Around two weeks after Jane had been installed at the premises, there was a serious incident on 17th March 2020. The incident meant that the Police quite rightly wanted to understand who was in charge at the premises, so the management company told John that he had to either come back immediately or they would need to put Jane in charge on a more permanent basis. John's father's condition meant he would be unable to return so the position of Designated Premises Supervisor was changed to Jane and she moved into the premises.
8. Negotiations with the management company in relation to a permanent tenancy were ongoing when the national lockdown happened in March. Since reopening in July, there has been a great deal of uncertainty in hospitality and that has resulted in most operators being reluctant to commit to tenancies that are medium or long term. It is therefore understandable that negotiations for a more permanent tenancy agreement at the Pheasant have not concluded, but it is still hoped that a deal can be done with the current operating company. They will be staying to operate the premises in the meantime.
9. I believe that their intention to commit to the Pheasant Inn on a more long term basis is evidenced by the investment that was undertaken at the premises during lockdown, when the premises underwent what is known in the industry as "a sparkle". The parts of the premises that were looking tired, both internally and externally were painted, repaired and uplifted. A lot of the work was undertaken by Jane and all of the work was funded by the management company.

10. The sparkle has made a significant difference to the premises. As I state above, Jane had already removed an element of the customer base that she did not want, but the improvements in the appearance of the premises resulted in a different kind of customer coming to the pub. Those customers are locals, older and easier to manage. The financial performance of the premises has also improved. Whilst making a profit is extremely difficult with covid measures in place, the premises has gone from an average weekly take of around £3,000 before lockdown to an average weekly take of around £4,500 post-lockdown. I have attached some details at Appendix 1.

11. I was taken by surprise when I was made aware of the application to review the Premises Licence. Whilst I was aware there had been previous issues at the premises and whilst I was aware of incident in March and acknowledge how serious that incident was, I believe that Jane did everything she could have done. The incident could not have been predicted, but she reacted to it appropriately and she called the Police.

12. I understood that following that incident, the Licensing Team at Admiral Taverns were in dialogue with the Police with the intention of agreeing some conditions to be incorporated into the Premises Licence by way of a minor variation. I had discussed the conditions proposed by the Police with the Licensing Team and understood that the only issue to be resolved was the wording of a condition concerning the use of toughened glass. That was the position just before the national lockdown in March, although those discussions will have stopped when the Licensing Team was on furlough during the national lockdown.

13. I can confirm that I have read the review. I cannot comment too much on matters prior to January 2019 because I was not working for Admiral Taverns and so had no involvement with the site. I do not believe there have been many incidents since then although I do of course acknowledge that the incident in March was a serious one. The review application was the first that I had heard of several of the issues raised by the Police.

14. It is not the case that I am not willing to work with the Police and I know from experience that it is not the case that Admiral Taverns are unwilling to engage or to work with the authorities. That has never been the position of Admiral Taverns in the time I have worked for them. I am aware that at certain parts of the review application, the Police state that they have not had responses to their communications, but I know that is not accurate in some of the instances. I attach some e-mails to demonstrate that from Rebecca Farley who worked in the Licensing Team at Admiral Taverns (she has since left the company) and also one from our solicitor to the Police which attempted to start some constructive dialogue, but which I understand was never responded to. The e-mails are attached at Appendix 2.
15. I do not understand why the Police are requesting revocation of the Premises Licence in the review application. In March, they asked for what I considered to be appropriate and proportionate conditions to be incorporated by way of minor variation and six months later in September, that had escalated to a request for revocation. This is despite the fact that there have been very few substantiated incidents in the interim and despite the fact that the premises was closed for over three months.
16. I have been in dialogue with the Designated Premises Supervisor and with our advisors and, using the conditions that the Police requested in March as a starting point, we have come up with a set of conditions that I believe are an appropriate response to the review application. Those conditions are attached at Appendix 3. The conditions are reflective of many things that the Designated Premises Supervisor has already introduced and I believe we have evidenced that those measures work because the number of incidents has significantly decreased.
17. I believe it would be entirely disproportionate to revoke the premises licence. Jobs would be lost and a building would become vacant and unused in a situation where it can already be seen that things are improving. I believe that because some of the conditions that the Police propose in the review

application are so extreme, to impose them on the licence would have the same effect as revocation.

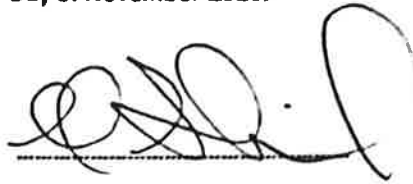
18. I therefore urge the committee to impose the conditions attached to Annex 3 of this statement. I believe they are a proportionate response and I believe that it can already be seen that they are working.

STATEMENT OF TRUTH

I believe that the contents of this Witness Statement are true.

Dated this 8th Day of November 2020.

Signed:

A handwritten signature in black ink, appearing to be 'Mick Sheridan', written over a horizontal line.

(Mick Sheridan)

APPENDIX 1

The Pheasant Inn

End of Week	Take	
01/03/2020	£	3,001.25
08/03/2020	£	2,737.55
15/03/2020	£	3,327.25
22/03/2020	£	-
05/07/2020	£	-
12/07/2020	£	4,618.30
19/07/2020	£	4,618.30
26/07/2020	£	5,231.15

APPENDIX 2

Malcolm Ireland

From: Rebecca Farley - [REDACTED]@AdmiralTaverns.co.uk>
Sent: 26 October 2020 14:37
To: Malcolm Ireland
Subject: [External] FW: Pheasant, Reading - Requested information

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Rebecca Farley
Licensing Paralegal
T: [REDACTED]

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From: Rebecca Farley - [REDACTED]@AdmiralTaverns.co.uk>
Sent: 01 March 2018 11:51
To: 'Narancic, Peter' <[REDACTED]@reading.gov.uk>
Subject: Pheasant, Reading - Requested information

Dear Peter,

Apologies for the delay on this, I am still awaiting confirmation from our solicitor with regard to the CCTV.

I can confirm that following your site visit on Thursday 25th January 2018, all concerns were addressed with the management of the site and the site were fully compliant. This was followed up by a visit from the area manager Nicola on the 5th February 2018. A due diligence check list was also completed at this time and signed by the DPS to confirm that all requirements were in place. Admiral Taverns have contacted the premises management and I am awaiting requested information regarding the alleged incident on 24/02/2018.

The management of the site have confirmed the following:-

1. There were around fifty people in the premises (including beer garden and staff)
2. The staff training documentation has been provided and completed by the site.
3. The management of the site have confirmed that there were no drinks permitted outside after 23:00.
4. I am awaiting confirmation of the dispersal policy and re-entry policy from the premises, we provide them with the documents for them to implement.
5. There was no risk assessment made by the management.

I am sorry that there is not more information at this time. Our company solicitor has confirmed that he would be happy to meet with you and the police, should this be something you wish to do.

Many Thanks,

Malcolm Ireland

From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Sent: 26 October 2020 14:42
To: Malcolm Ireland
Subject: [External] FW: Pheasant. Reading

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Rebecca Farley
Licensing Paralegal
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From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Sent: 26 March 2020 12:12
To: 'Smyth Declan' <[REDACTED]>
Subject: RE: Pheasant. Reading

Hi Declan,

There have been queries/concerns raised with regards to this condition:-

15. The Premises Licence Holder shall ensure that no drinking glasses, other than toughened glasses, not capable of forming shards when broken, may be used for serving of drinks.

All pint glasses are now BSA toughened glass, however gin/mixers/wine glasses are not. Would this apply to pint glasses only?

I do have some amendments, I will send them over to you once confirmed the above. There are a lot of repeated conditions on the list that are already on the premises licence, this is why I asked if this were to replace the operating schedule in its entirety.

No worries, completely understood – I think we are all in the same boat. As the premises are closed it may be unlikely that we are able to submit the minor variation prior to pubs being given the green light to trade, this is for the purposes of displaying the notice and also ensuring we can get a CCTV quote/install when it is safe for us to do so.

Many Thanks,


Rebecca


Rebecca Farley
Licensing Paralegal

admiral

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From: Smyth Declan <[REDACTED]>
Sent: 25 March 2020 15:08
To: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Subject: RE: Pheasant. Reading

Hi Rebecca,

I'm not in my office today and I don't know if and when I will have access over the coming week, so I don't have direct access to the premises folder to look at the current operating schedule.
Are you in a position to suggest what conditions you would like to have removed?

Kind Regards

Declan Smyth

Declan Smyth C2107
Licensing Officer (Reading)
Police Station,
Castle St,
Reading RG1 7TH.

[REDACTED]
(Office hours: Monday to Thursday 08:00 to 16:00 / Friday 08:00 to 15:30)

NOT RESTRICTED



From: Rebecca Farley [mailto:[REDACTED]@AdmiralTaverns.co.uk]
Sent: 25 March 2020 09:41
To: Smyth Declan [REDACTED]
Subject: RE: Pheasant. Reading

Morning Declan,

I am just reviewing the conditions that you have sent over, please can you confirm if the suggested conditions are intended to replace the operating schedule in its entirety?

Kind Regards,

Becky

Rebecca Farley
Licensing Paralegal

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From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>

Sent: 20 March 2020 14:53

To: 'Smyth Declan' <[REDACTED]>

Subject: RE: Pheasant. Reading

Hi Declan,

Thank you for sending this over, I will come back you with regards to this early next week. An order has been raised for the CCTV so I will keep you up to date with this.

Many Thanks,

Becky

Rebecca Farley
Licensing Paralegal

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From: Smyth Declan <[REDACTED]>

Sent: 20 March 2020 13:46

To: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>

Subject: RE: Pheasant. Reading

Hi Rebecca,

Thank you for making contact today and for updating me on the current circumstances around the outgoing and incoming DPS.

By way of performance managing the premises and as promised please find attached the Thames Valley Police proposed conditions. If you are willing to accept the attached measures being placed as conditions onto the premises licence please do so by way of a minor variation.
If you have any questions or require any further assistance please don't hesitate in contacting me directly to discuss.

Kind Regards

Declan Smyth

Declan Smyth C2107
Licensing Officer (Reading)
Police Station,
Castle St,
Reading RG1 7TH.

[REDACTED]
(Office hours: Monday to Thursday 08:00 to 16:00 / Friday 08:00 to 15:30)

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From: Rebecca Farley [mailto:[REDACTED]@AdmiralTaverns.co.uk]
Sent: 19 March 2020 09:52
To: Smyth Declan <[REDACTED]>
Subject: RE: Pheasant. Reading

Morning Declan,

Thank you for taking the time to discuss this with me yesterday,

We have advised the premises to close in this circumstance and have not given them the opportunity to put forward another DPS, whilst we consider our actions with the tenant at this site. I am currently due to review this situation today with the management team (at Admiral) as to how we move forward with this. I have also raised concern with regards to the conduct of the staff at the premises whilst the police were in attendance. An action plan has been put forward further to a call with the Area Manager yesterday. This however does need to be agreed/discussed.

The site will not re-open until we have made an agreement between us here and with yourself. The difficulty here in the usual circumstance our Area Manager would go to site.

The current tenant of the premises is ABC pub company.

Please feel free to call me to discuss should you need any further clarity.

Kind Regards,

Rebecca

Rebecca Farley
Licensing Paralegal
[REDACTED]

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From: Smyth Declan <[REDACTED]>
Sent: 19 March 2020 08:39
To: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Subject: RE: Pheasant. Reading

Dear Rebecca,

I hope this finds you well and thank you for making contact to discuss this matter.
Are you in a position to confirm what actions the Area manager and or the tenant has taken over the last 24 hours?
The actions of the premises and its management, at this stage, will determine my next step.

Can you also confirm who the tenant at the premises is?

Kind Regards

Declan Smyth

Declan Smyth C2107
Licensing Officer (Reading)
Police Station,
Castle St,
Reading RG1 7TH.

[REDACTED]
(Office hours: Monday to Thursday 08:00 to 16:00 / Friday 08:00 to 15:30)

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From: Rebecca Farley [mailto:[REDACTED]@AdmiralTaverns.co.uk]
Sent: 18 March 2020 14:12
To: Smyth Declan <[REDACTED]>
Subject: FW: Pheasant. Reading

Rebecca Farley
Licensing Paralegal
[REDACTED]

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From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Sent: 18 March 2020 14:11
To: 'declan.smyth' <[REDACTED]>
Cc: 'licensing@reading.gov.uk' <licensing@reading.gov.uk>
Subject: Pheasant. Reading

Dear Declan,

Thank you for you time this afternoon,

I can confirm that in the first instance we have advised the premises to close, I am awaiting email confirmation from our Area Manager to confirm that this has taken place. Once I have established what senior management would like to do here regarding the incident reported, I will come back to you and discuss. I have put your suggestion of agreement of conditions (with CCTV/Training) over to them and have asked for comment.

I will update you as soon as possible.

Kind Regards,

Rebecca
Rebecca Farley
Licensing Paralegal
[REDACTED]

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Malcolm Ireland

From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Sent: 26 October 2020 14:44
To: Malcolm Ireland
Subject: [External] FW: Pheasant, Reading - Inspection
Attachments: RE: Pheasant, Reading - Premises Licence

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Rebecca Farley
Licensing Paralegal
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From: Rebecca Farley <[REDACTED]@AdmiralTaverns.co.uk>
Sent: 11 September 2020 14:54
To: Smyth Declan <[REDACTED]>
Subject: Pheasant, Reading - Inspection

Hi Declan,

I hope you are well,

I have been contacted by our DPS of the above premises further to an inspection. Jane confirmed that there were issues highlighted at the time of visit, one being that the updated premises licence was not available at the time of the visit. I can confirm that this has not been received (please see email correspondence with Robert Smalley attached).

With regards to this list of conditions that are currently not being adhered to (as listed below) the following action has been taken:-

1. Pubwatch – Please can you provide contact details of the local PW scheme (if you have not already done so)
2. Challenge 21 and 25 age verification policy and signage have been supplied to the premises. A staff training log book will follow when I am able to access the office (some time next week).
3. Anti-drug promotional posters provided to the premises and a drug policy template (so that this can be tailored to the premises)
4. Staff training log book to be supplied to the premises (again when I can access the office).
5. Signage has been provided to request that customers leave the premises in a quiet and orderly manner.
6. Sound monitoring log book to be sent to the premises. They have been asked to conduct regular checks to ensure that noise levels are at an acceptable level and record this for the time being until the booklet arrives.

7. The premises have been provided with a dispersal policy to assist with dispersal of customers out of the area at the close of hours.
8. Risk assessment document provided and to be recorded in the sound monitoring log book.

I understand that the issues highlighted as part of the visit is not great, however please do bare in mind that the DPS was transferred to Jayne on the same week as lockdown commenced. This was put into place due to the previous DPS absconding from the premises.

It has also been highlighted that CCTV is a condition of the premises licence. Please could you confirm this as currently it isn't however we did discuss a minor variation prior to lockdown – there were amendments to be agreed to this prior to submission.

Should there be anything I have missed here, please do let me know.

Many Thanks,

Becky

Rebecca Farley
Licensing Paralegal

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Malcolm Ireland

From: Malcolm Ireland
Sent: 28 October 2020 09:29
To: simon.wheeler [REDACTED]
Subject: FW: The Pheasant Inn, Reading: Application for Review of Premises Licence

Good morning PC Wheeler,

Just a short introductory note.

Are you by chance around for a call over the next few days? It would be helpful to speak to get a fuller feel for the police position on this.

Kind regards,

From: Malcolm Ireland
Sent: 28 October 2020 09:23
To: [REDACTED]
Cc: licensing@reading.gov.uk
Subject: The Pheasant Inn, Reading: Application for Review of Premises Licence

Morning Peter,

Hope all is well with you.

Just a short note to advise that I have been instructed in respect of the above matter and the hearing, which I understand has been listed for 09:30 on Tuesday 10th November 2020.

Could I ask that you direct any further communications in respect of the matter to me directly?

Many thanks,

APPENDIX 3

IN THE MATTER OF THE LICENSING ACT 2003

APPLICATION FOR A REVIEW OF THE PREMISES LICENCE

IN RESPECT OF

THE PHEASANT INN, READING

CONDITIONS PROPOSED BY THE PREMISES

LICENCE HOLDER

CCTV

1. The premises shall be equipped with a digitally recording CCTV system. The cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV and an appropriate number of cameras shall be installed to cover the external areas immediately outside the premises. Data recordings shall be made immediately available to an authorised officer of Reading Borough Council or a Thames Valley Police officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. Recorded images shall be of such a quality as to be able to identify the recorded person in any light. A sign advising customers that CCTV is in use shall be positioned in a prominent position. A fully trained person who can operate the system shall be available at all times when the premises is open to the public.

STAFF TRAINING

2. Any staff who are involved in the sale of alcohol will undergo training prior to employment or during induction. Said training will include, but will not be limited to the premises' Challenge 25 proof of age checking policy, dealing with refusal of sales, proxy purchasing, identifying persons under the influence of drugs, drug prevention training and identifying intoxicated persons to purchase alcohol. Such training sessions are to be documented and refreshed every 12 months. Records of training shall be kept for a minimum of 1 year and be made available for inspection to an authorised officer of Thames Valley Police and Reading Borough Council.

3. The Designated Premises Supervisor shall ensure they and staff who are authorised to sell alcohol, are able to converse with customers and representatives of Statutory Agencies to a level that they are able to satisfactorily meet the four licensing objectives as contained in the Licensing Act 2003.

- i. The Prevention of Crime and Disorder.
- ii. Public Safety.
- iii. Public Nuisance.
- iv. The Protection of Children from Harm.

AGE VERIFICATION AND REFUSALS

4. No person under 18 years of age shall be admitted to any part of the Premises at any time. Notices shall be displayed outside the premises or relevant part thereof advising of the restrictions on the admission of children;

5. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years from making such a purchase without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, military ID or proof of age card showing the 'Pass' hologram (or any other nationally accredited scheme) are to be accepted as identification.

6. Notices advertising the Challenge 25 policy shall be displayed in prominent positions on the premises.

7. A refusal log (either written or electronic) shall be in operation at the premises. All staff involved in the sale of alcohol shall be trained in how to use and maintain said log. The log shall contain the following:

- a) Description of person attempting to purchase alcohol
- b) Time said person attempted to purchase alcohol
- c) The reason for refusing a person alcohol

d) Name of staff member dealing with the refusal

The log shall be signed off weekly by the Designated premises supervisor or nominated representative and shall be made available for inspection to officers of Reading Borough Council and Thames Valley Police.

INCIDENT LOG (Which May Be Electronic)

8. An incident log (either written or electronic) shall be used, maintained and kept at the premises. The log shall record any incident that undermines the promotion of the licensing objectives and any incident that involves police attendance at the premises. The log should contain the following:

- Description of incident
- Time of incident
- Action taken in relation to the incident
- Description of any person involved in the incident

The incident log shall be made available to authorised officers of Reading Borough Council and Thames Valley Police upon request.

PREVENTION OF PUBLIC NUISANCE

9. Clearly legible and suitable notices shall be displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and immediate area quietly. Staff shall be available to assist in the dispersal of customers at the cessation of licensable activities each evening.

10. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents.

11. All external doors/windows must be kept closed, other than for access and egress, when events involving amplified music or speech are taking place and in any case after 22:00 hours whenever the premises is open for licensable activity. Where such doors and windows remain shut, a suitable ventilation system shall be provided allowing a minimum of eight air changes per hour.

12. During operating hours the Designated Premises Supervisor or nominated representative shall be available to receive and respond to nuisance related complaints and a contact number shall be readily available to residents upon request.

13. The placing of refuse, such as bottles, into receptacles outside the premises shall only take place between the hours of 08:00 and 20:00.

14. Arrangements must be in place to ensure that waste collection contractors do not collect refuse between the hours of 20:00 and 08:00.

15. The beer garden shall not be used for the consumption of food or drink between 23:00 and 01:00.

POLICIES AND RISK ASSESSMENTS

16. An entry, closure and dispersal policy for controlling the opening and closing of the premises and the departure of customers from the premises at the conclusion of the licensed activities shall be put in place and shall be actively operated. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police.

17. An effective written policy against the use and supply of illegal drugs in the premises shall be implemented and signs promoting that policy shall be displayed at the premises. The written policy shall be made available to a Police Officer or authorised officer of the Reading Borough Council upon request.

18. A written risk assessment shall be carried out before any licensable activity involving regulated entertainment is carried on. The risk assessment must be available upon request by a Police Officer or authorised officer of Reading Borough Council.

19. A current written authorisation list shall be displayed in a prominent position on the premises confirming the details of all current staff that have been authorised to sell alcohol by a Personal Licence Holder. The authorisation list shall include, the name of the staff member authorised, the name and personal licence details of the person authorising them to sell alcohol. This list shall also contain the date and signature of the staff member authorised and countersigned by the authorising Personal Licence Holder.

SECURITY

20. Prior to each occasion on which the premises carries on licensable activities, the premises shall risk assess the requirement for SIA approved door supervisor(s). An appropriate number of door supervisors will be utilised in accordance with said risk assessment which will take cognisance of local events such as, Bank Holiday weekends, Christmas and New Year's Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police. *[As a minimum, two door supervisors will be utilised on Friday and Saturday evenings from 20:00 until the last customer has left the premises.]*

21. When employed, a register of Door Supervisors shall be kept. The register must show the following details:

(i) Full SIA registration number and name.

(ii) Date and time that the Door Supervisor commenced duty, countersigned by the Duty Manager.

(iii) Date and time that the Door Supervisor finished work, countersigned by the Duty Manager.

(iv) Any occurrence or incident of interest involving crime & disorder or public safety must be recorded giving names of the Door Supervisor involved.

(v) A record will be kept on site of all monthly SIA checks that are made via the register of licence holders via the www.sia.homeoffice.gov.uk website to check the validity of all door staff licences. A scan, photocopy or photographic image of the SIA badge held by each door supervisor shall be recorded and retained in a register along with an ID photo of the individual to ensure that the badge is held by the "correct" person. All records to be retained for twelve months in line with (vi) below.

(vi) The Door Supervisor register shall be kept at the premises and be available for inspection by an authorised Officer from Reading Borough Council or Thames Valley Police upon request, and shall be retained for a period of twelve months.

22. All SIA door supervisors employed at the premises will be trained in respect of a Door Supervisors Operational Policy which must be written and provided to authorised officers of Reading Borough Council and Thames Valley Police upon request.

23. It will be ensured that a written operational policy relating to the safe removal of persons from the premises and/or its immediate vicinity by staff and door supervisors shall be put in place, actively operated and included within the Door Supervisors Operational policy. The policy shall be in written format and made available upon request to an authorised officer of Reading Borough Council and Thames Valley Police. This shall include but not be limited to:

(a) Persons who have been identified by staff as being vulnerable or at risk.

(b) Persons who are refused entry to the premises or refused service within the premises.

(c) Persons who are ejected from the premises

24. It shall be ensured that upon induction all door supervisors employed at the premises receive as a minimum standard written training in a) control and restraint techniques and b) legal training covering the powers and policies relevant to their role. Refresher training shall be provided every 12 months and signed records shall be produced upon request to authorised officers of Thames Valley Police and Reading Borough Council. Written records for both induction and refresher training are to be kept for a minimum of 1 year of the date of training.

25. No externally promoted events or bookings shall be undertaken and no external promoters utilised at the premises.

26. A written search policy will be implemented at the premises (following discussion with Thames Valley Police) to minimise the risk of illegal weapons and drugs being brought onto the premises, including search, detection, confiscation, storage and disposal of drugs procedures.

27. Notices shall be displayed advising the public that the right to conduct an outer body search is reserved as a condition of entry, and that Thames Valley Police shall be informed if anyone is found in possession of illegal drugs or offensive weapons.

OTHER INITIATIVES

28. Before any person is employed at the premises sufficient checks will be made of their bona fides to ensure they are legally entitled to employment in the UK. Such checks will include:

- Proof of identity (such as a copy of their passport)
- Nationality
- Current immigration status
- Employment checks will be subject of making copies of any relevant documents produced by an employee, which will be retained on the premises and kept for a minimum period of one year. Employment records as they relate to the checking of a person's right to work will be made available to an authorised officer of Reading Borough Council or Thames Valley Police upon request.

29. The Designated Premises Supervisor or duly nominated representative shall be an active member of the local pub watch scheme if such as scheme is operative.

30. Existing fire safety precautions shall be maintained and it shall be ensured that a written fire risk assessment is available upon request for inspection by a Police Officer or authorised officer of Reading Borough Council.

31. The licensee shall monitor the number of people inside the premises and shall ensure that a maximum permitted occupancy of 80 people, including staff members, is not exceeded.

32. All drinks which are served on draught will be served in containers made of toughened glass, plastic, polycarbonate or an equivalent material which is not capable of forming shards when broken.

33. The venue shall actively partake in drugs initiatives run by TVP (including, but not limited to, drug itemiser, passive drug dogs and spiked drinks campaigns).