

Governance, Risk and Best Value Committee

10.00am, Tuesday, 31 July 2018

Licensing Forum: Update on Review of Constitution and Membership

Item number	7.4
Report number	
Executive/routine	
Wards	All
Council Commitments	

Executive Summary

The Local Licensing Forum ('the Forum') is a lay advisory body set up by the Council as required by the Licensing (Scotland) Act 2005. The Forum is a separate legal entity from the Council and is not a Council committee. The Council has a legal duty to establish a Forum, to appoint the membership of the Forum, and to provide support and assistance as required.

This report updates the committee on steps taken to move forward with this work.

Licensing Forum: Update on Review of Constitution and Membership

1. Recommendations

- 1.1 The Governance, Risk and Best Value Committee is asked to note:
 - 1.1.1 the appointment of three temporary Licensing Forum members representing the community which returns the Licensing Forum to a membership of 21; and
 - 1.1.2 notes the progress made on reviewing the appointment process and constitution, with a revised process and constitution to be submitted to the City of Edinburgh Council for approval in September 2018.

2. Background

- 2.1 The Licensing (Scotland) Act 2005 ('the Act') requires local authorities to establish a 'Local Licensing Forum'. Whilst Licensing Boards have been in place as separate legal entities for many years, Licensing Forums were created by the Act. However, both are independent of the Council and its structures. The Act does not provide any mechanism by which the Council could exercise governance over the Forum.
- 2.2 The Act sets out the functions of the Forum, specifically:
 - 2.2.1 keeping under review the operation of the Act in the Forum's area, and the exercise by the local Licensing Board of its functions; and
 - 2.2.2 giving advice and making recommendations to the Board in relation to those matters as the Forum considers appropriate.
- 2.3 The Act makes it clear that the Forum's role is not to review, give advice or make recommendations to the Board in relation to the exercise of their functions in relation to particular cases.
- 2.4 The operation, membership and constitution of the Forum was reviewed in 2012, shortly after the local government elections. All reports relating to the Forum have been dealt with by full Council, as none of the existing executive committees have the Licensing Forum within their remit.
- 2.5 The constitution of the Forum was reviewed in 2017 and Council agreed those changes in [November 2017](#). Following meetings of the Governance Risk and Best Value Committee earlier this year a further review of the constitution commenced in March 2018.

3. Main report

Review of Forum Membership Appointment Process and Constitution

- 3.1 As requested by the Committee, a review the current appointment process is to be progressed to ensure that it is transparent, fair and fully understood. A written process has been drafted, setting out how the Council will recruit, select and appoint members of the Forum, together with minor recommended changes to the Constitution.
- 3.2 Additionally, using the approach used to recruit lay members of similar public bodies, an outline description of a person specification has been drafted, to allow volunteers interested in applying to better understand what might be expected of them. These documents are currently out for consultation but the current drafts are attached at Appendices 2 - 5 for the committee's information.
- 3.3 These were to be discussed at a Licensing Forum meeting on 30 May 2018 however unfortunately this meeting was not quorate. Officers informally briefed those Forum members who were there and all Forum members were then provided with a copy of the documents by email, and asked to provide comments and suggestions on the draft documents.
- 3.4 The feedback from this consultation is currently being considered. It is planned to make any amendments necessary to the documents following this informal consultation, with a report being prepared and reported to Council for approval. It is expected that this work will be reported in September 2018.
- 3.5 Thereafter, as previously reported, the current Forum will be disbanded and a full selection and appointment process will be undertaken later in the year.

Current Licensing Forum

- 3.6 The current Forum will continue in the meantime, to ensure that the work of the Licensing Board is able to proceed timeously in reviewing its Statement of Licensing Policy including the required statutory consultation process with the Forum.
- 3.7 As at the beginning of 2018 there were three vacancies for Licensing Forum members representing the community. At the request of the committee a short recruitment exercise has been undertaken to identify interested volunteers to fill these vacancies. All councillors were invited to ensure that any person whom they thought might wish to volunteer to be a community representative was aware that these temporary vacancies were being recruited to, and to invite such persons to reply. It has been made clear to all interested parties that these vacancies will be filled on a temporary basis, and that the Forum will be disbanded prior to a full recruitment process being undertaken for appointment to the new Forum later this year.
- 3.8 As at 27 June 2018 three volunteers had applied and a short interview was undertaken by three Councillors from the Committee. These members have since

been appointed on the recommendation of that recruitment panel using delegated powers.

4. Measures of success

- 4.1 The Council supports and encourages an active local Licensing Forum, which reflects the proposed membership set out within the Licensing (Scotland) Act 2005.

5. Financial impact

- 5.1 The costs of supporting the Forum are minimal and are contained within the Place revenue budget.

6. Risk, policy, compliance and governance impact

- 6.1 The Local Licensing Forum is independent of the Council and governance arrangements therein.

7. Equalities impact

- 7.1 Guidance will be sought from the Equalities Commission to ensure that best practice for appointing members of a public body is incorporated as appropriate within the revised selection and appointment process.

8. Sustainability impact

- 8.1 There are no sustainability issues arising out of the contents of this report.

9. Consultation and engagement

- 9.1 Consultation on changes to the Forum constitution and membership is detailed in paragraphs 3.1 to 3.5 above.

10. Background reading/external references

- 10.1 [Report to Full Council November 2017](#)
10.2 [Report to Full Council September 2012](#)
10.3 [Licensing \(Scotland\) Act 2005](#)

Paul Lawrence

Executive Director of Place

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11. Appendices

- 11.1 Appendix 1 – Forum Members as at 7 December 2017
- 11.2 Appendix 2 – Current Licensing Forum Constitution
- 11.3 Appendix 3 - Draft Licensing Forum Constitution
- 11.4 Appendix 4 - Draft recruitment procedure
- 11.5 Appendix 5 - Draft person specification for lay member of Licensing Forum

APPENDIX 1: FORUM MEMBERS AS AT 7 DECEMBER 2017

1. Licensing Standards Officer
 - Ken Fairgrieve

2. Licence Holders and Persons with Relevant Interests
 - Graeme Arnott
 - Marshall Bain
 - Rosaleen Harley (Convener)
 - Paul Togneri (Scottish Beer and Pub Association)
 - Dennis Williams
 - John Lee
 - Peter Swanson
 - James Nicholson

3. Police Scotland
 - Sgt John Young

4. Health, Education & Social Work
 - Jim Sherval

5. Young Persons
 - Jenna Kelly

6. Community/residents:
 - Penny Richardson (North rep.)
 - Vacant (East rep.)
 - Vacant (West rep.)
 - Norman Tinlin (South West rep.)
 - Bridget Stevens (additional)
 - Samuel Piacentini (City Centre/Leith rep.)
 - Robin Morris (South rep.)
 - Chris Wigglesworth (Friends of the Meadows (additional))

The City of Edinburgh Licensing Forum

Constitution and Remit

City of Edinburgh Licensing Forum Constitution

1 Title

2 Introduction

3 Definitions

4 Terms of Reference

5 Functions

6 Membership

7 Convener

8 Meetings

9 Method of Voting

10 Special Meetings

11 Conduct of Members

12 Attendance at Meetings

13 Resignation etc

14 Alterations to Constitution and powers to make or amend rules 1 Title

1.1 The Forum shall be known as the City of Edinburgh Licensing Forum.

2 Introduction

2.1 The City of Edinburgh Licensing Forum has been established to represent the views of people concerned with the operation of the licensing system in the geographical boundaries of the City of Edinburgh Council. The Forum has been established in accordance with

Sections 10 and 11 and Schedule 2 of the Licensing (Scotland) Act 2005. It is the role of the Forum to keep the operation of the licensing regime, and the use of licensing powers, under review in the Edinburgh area. The Forum is also responsible for giving advice and recommendations to the City of Edinburgh Licensing Board.

2.2 This document sets out the Forum's constitution.

3 Definitions

3.1 'Act' in this constitution means the Licensing (Scotland) Act 2005 as amended from time to time.

3.2 'The City of Edinburgh Licensing Forum' or 'the Forum' means that body established by the City of Edinburgh Council ('the Council') in accordance with Section 10 of the Act.

3.3 'Licensing Board' or 'the Board' means the City of Edinburgh Licensing Board.

3.4 'Licensing Standards Officer' or 'LSO' means a person employed by the Council and qualified as required by the provisions of the Act.

3.5 'Edinburgh' means that area administered by the Council incorporated under the Local Government etc (Scotland) Act 1994.

4 Terms of Reference of the Forum

4.1 To keep the liquor licensing system in the Council area under regular review and to seek to stimulate debate on matters relevant to the system.

4.2 To respond to consultation exercises undertaken by the Board and the Scottish Government.

4.3 To consider the implications of relevant local data and statistics for the liquor licensing system in the Council area;

4.4 To meet the Board at least once per year.

4.5 To give advice and make recommendations to the Board on relevant matters, except individual licensing applications.

5 Functions

5.1 The Forum will review the operation of the liquor licensing regime and the exercise of licensing powers in Edinburgh, and give advice and make recommendations to the Board.

5.2 The Forum will give advice and make recommendations to the Board in relation to policy and other appropriate areas of concern.

5.3 The Forum will have no involvement in the exercise of the Board's powers in any particular case or application.

5.4 Forum members will take all reasonable steps to encourage all relevant people to make their views known to the Forum, and to represent their views. This may include any relevant organisations and residents within the Edinburgh Council area.

5.5 It is inappropriate for any member to use the Forum to pursue their own interests or resolve personal issues. Unless he or she has been specifically appointed to represent that organisation, a member of the Forum must not express or promote the views of any organisation of which he or she is also a member.

5.6 The Forum is entitled, on request, to be provided with copies of any statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement.

6 Membership

6.1 Membership of the Forum must always be between five and 21 people. This number will be subject to review by the Council, from time to time, on request by the Forum, the Board or the Council's Executive Director of Place ('the Director').

6.2 In order to be eligible for membership of the Forum, a person must be:

- Aged 18 years or above (with the exception of a member who is a 'young person')
- Able to show that he or she has an interest in the licensing system

6.3 Residents' representatives will be appointed to represent each of the four Community Planning Areas (one for each area). In addition one representative shall be appointed to represent Ward 11 (City Centre), and one to represent Edinburgh Association of Community Councils.

- South East
- South West
- North West
- North East
- Ward 11 (City Centre)

6.4 Membership will be representative of the five key interest areas including holders of premises and individual licences and young people.

6.5 A Licensing Standards Officer, a person nominated by the Health Board, a representative nominated by the Chief Constable and a person nominated by the Chief Social Worker will be appointed as members of the Forum.

6.6 A nominee of the City of Edinburgh Council's Executive Director of Communities and Families will be appointed to represent Education.

6.7 Once the Council has appointed Forum members, it shall delegate power to the Director to reappoint members in consultation with the convener of the Forum ('the Convenor').

6.8 Members will be appointed initially for a period of three years. On a rolling basis, one third of members will be reappointed every three years.

6.9 Members are expected to make every effort to attend meetings. Should a member be unable to attend, he or she should contact the Convenor before

the meeting. The member may formally nominate a substitute, to express views on his or her behalf. The substitute must be eligible for the same category of membership as the non-attending member.

6.10 Ex officio members: The Forum may invite other persons to attend and participate in meetings, should this be required. Any such invitation is at the discretion of the Convener. Any such person shall not be entitled to vote in any decision made by the Forum. Neither shall such a person be entitled to vote in choosing a Convener.

6.11 The Council will provide facilities and reasonable expenses to assist the Forum. This may involve access to administrative support and the use of Council premises for meetings. Such facilities must only be used in carrying out Forum duties.

7 Convener

7.1 At its first meeting and at the first meeting in each Council year the Forum will elect a Convener from its members. Any member of the Forum may stand for election as Convener. The Convener will hold office until the first meeting in the following year unless he or she resigns or is dismissed.

7.2 If the Convener is unable to attend a meeting of the Forum, he or she must send his or her apologies to the Community Safety Senior Manager. The Convener may nominate a substitute to express views on his or her behalf. The Forum should nominate another one of the usual members to chair that meeting.

If the Convener is not present at any meeting, or is unable to act for any reason, the meeting may be chaired by any other member present.

7.3 The Convener is responsible for ensuring that meetings are conducted in an orderly fashion. The Convener should also manage the discussion so that everyone has a chance to speak, while ensuring that all agenda items are discussed in the available time. All Forum members will have a responsibility to promote participation.

8 Meetings

8.1 The Forum will have at least four meetings in each Council year.

8.2 The Forum will meet with the Board at least once in each Council year.

8.3 All Forum meetings will be held in public and will be open to the media.

8.4 Meetings will be arranged by the Forum, in consultation with the Council, to ensure that appropriate facilities are available.

8.5 Dates and times of meetings, the agenda, and any connected papers will normally be issued by email or by post (if a member so requests) to the Forum members in advance of the meeting.

8.6 Forum papers will be posted on the Council website. This will include agenda, minutes of previous meetings, and other materials relevant to the Forum's operation.

8.7 The minimum number of members present for any meeting of the Forum is eight. If this minimum does not attend, the meeting will be adjourned to a later date.

8.8 All members may put forward suggestions for agenda items. The Convener is responsible for arranging this.

8.9 The Director will arrange for a note to be kept of every meeting of the Forum. This note will include:

- The names of members in attendance
- A brief note of topics dealt with
- A record of all decisions taken by the Forum

8.10 A note of each meeting will be submitted for approval at the next meeting.

9 Method of Voting

9.1 All members have an equal vote, with the convener having a casting vote in the event of a tie.

9.2 Ex officio members have no voting rights.

9.3 Where the Forum agrees to make a recommendation to the Board, the wording of the recommendation shall be recorded in the action note. The Convener shall thereafter ensure that it is communicated to the Clerk of the Licensing Board.

10 Special Meetings

10.1 A Special Meeting of the Forum can be called at any time by the convener, or if at least eight Forum members request it in writing. The convener will decide on the date and place of the Special Meeting.

11 Conduct of members

11.1 Members must behave in a respectful and courteous manner towards others at all times while exercising Forum functions. With respect to the manner in which the Forum's business is carried out, the convener's decision is final.

11.2 Members should be open about their decisions and the reasons behind them.

11.3 All members are accountable for the Forum's decisions and actions. Each member must ensure that advice given, or recommendations made, reflects the views of the whole Forum.

11.4 The Forum is encouraged to produce an annual action plan setting out regular and short term pieces of work that it will undertake to monitor the licensing system. Any action plan will be discussed with the Board at its annual joint meeting.

12 Attendance at Meetings – Forum members

12.1 If a member does not attend a meeting of the Forum for 2 consecutive meetings, without reasonable explanation. The Forum may consider the circumstances and if not satisfied that the member had a reasonable explanation for failing to attend, members from the Forum may vote to remove that member from the Forum.

13 Attendance at Meetings – members of the public

13.1 Members of the public are welcome to attend Forum meetings, but are expected to sit at the side rather than in the body of Forum Members.

13.2 Should members of the public wish to speak at a Forum meeting then they should indicate notice of attendance to the Convener a week before the meeting; and will be given a maximum of five minutes to address the Forum, or otherwise at the discretion of the Convener.

14 Resignation

14.1 Members wishing to resign may do so, in writing, to the Executive Director.

15 Alterations to Constitution and Powers to Make or Amend Rules

15.1 The Forum at any time may submit a report to the Council asking it to amend the constitution of the Forum, or to make or amend rules relating to the Forum.

The City of Edinburgh Licensing Forum Constitution and Remit

City of Edinburgh Licensing Forum Constitution

15 Title

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1.1

2.1

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3.3 'Council year' means from May to May each year.

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3.5 'Licensing Standards Officer' or 'LSO' means a person employed by the Council and qualified as required by the provisions of the Act.

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5.3 The Forum will have no involvement in the exercise of the Board's powers in any particular case or application.

5.4 Forum members will take all reasonable steps to encourage all relevant people to make their views known to the Forum, and to represent their views. This may include any relevant organisations and residents within the Edinburgh Council area.

5.5 It is inappropriate for any member to use the Forum to pursue their own interests or resolve personal issues. Unless he or she has been specifically appointed to represent that organisation, a member of the Forum must not express or promote the views of any organisation of which he or she is also a member.

5.6 The Forum is entitled, on request, to be provided with copies of any statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement.

6 Membership

6.1 Membership of the Forum must always be between five and 21 people. This number will be subject to review by the Council, from time to time, on request by the Forum, the Board or the Council's Executive Director of Place ('the Director').

6.2 In order to be eligible for membership of the Forum, a person must be:

- Aged 18 years or above (with the exception of a member who is a 'young person')
- Able to show that he or she has an interest in the licensing system

6.3 The forum membership shall include members required as set out in Paragraph 2 (2) of Schedule 2 of the Act specifically;

- A Licensing Standards Officer,
- A representative of the Health Board.

6.4 The forum membership shall thereafter be appointed to reflect Paragraph 2 (5) of Schedule 2 of the Act and these are as follows:

- a) Not less than six residents' representatives will be appointed to specifically
 - a. four representatives, one for each Community Planning Areas within the City
 - b. one additional seat to represent Ward 11 (City Centre), and
 - c. one additional seat to represent Edinburgh Association of Community Councils.
- b) A minimum of six places shall be reserved for holders of premises or personal licences.
- c) A representative of the City of Edinburgh Council's Executive Director of Communities and Families to represent young people.
- d) A representative of the Chief Social Worker
- e) A representative of the Chief Constable
- f) The remaining four seats from any other interested person up to a statutory maximum of 21 members whilst maintaining a balance wherever possible between community and trade representatives.

{The consultation welcomes views on how the Council should allocate the six seats available for community representatives to ensure that the all areas of the city are appropriately represented}

Establishing the forum and reappointments

- 6.5 Once the Council has established and appointed Forum members, it shall delegate power to the Director to reappoint members in consultation with the convener of the Forum ('the Convenor').
- 6.6 Members will be appointed initially up to three years. On a rolling basis, one third of members will be reappointed every three years. When the forum is established each community and trade representative will be allocated randomly a number 1, 2 or 3. Members with a number (1) shall require to be reappointed 1 years after initial appointment, members with a number (2) shall require to be reappointed 2 years after initial appointment, members with a number (3) shall require to be reappointed 3 years after initial appointment. Thereafter the process will continue until such time as the Council may direct.
- 3.1
- 4.1 Method of Selection and Appointment.
- 5.1
- 6.7 Where a representative of an organisation is appointed to the forum it will be for that organisation to select the representative. E.g. NHS Lothian shall select a representative.
- 6.1
- 6.8 In relation to representatives of the community the Executive Director of Place shall prepare guidance a guidance on how the community representatives shall be nominated for appointment including a person specification.
- 7.1
- 8.1
- 6.9 In relation representatives of the trade the Executive Director of Place shall recruit volunteers from the trade by advertising the opportunity to serve on the forum and shall appoint suitably interested parties using an agreed person specification.
- 9.1
- 6.10 Where a vacancy occurs the Executive Director of Place shall recruit a replacement using the process as outlined in 6.8 and 6.9 above to fill said vacancy. Should a vacancy occur the forum shall continue to operate and a vacancy will not affect the validity of any proceedings.
- 6.11 Members are expected to make every effort to attend meetings. Should a member be unable to attend, he or she should contact the Convener before the

meeting. The member may formally nominate a substitute, to express views on his or her behalf. The substitute must be eligible for the same category of membership as the non-attending member.

6.12 Ex officio members: The Forum may invite other persons to attend and participate in meetings, should this be required. Any such invitation is at the discretion of the Convener. Any such person shall not be entitled to vote in any decision made by the Forum. Neither shall such a person be entitled to vote in choosing a Convener.

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7.2 If the Convener is unable to attend a meeting of the Forum, he or she must send his or her apologies to the Regulatory Services Manager. The Forum should nominate from those members in attendance a member to chair that meeting. The Convener may nominate a substitute to express views on his or her behalf

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9.3 Where the Forum agrees to make a recommendation to the Board, the wording of the recommendation shall be recorded in the action note. The Convener shall thereafter ensure that it is communicated to the Clerk of the Licensing Board.

10 Special Meetings

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11.4 The Forum is encouraged to produce an annual action plan setting out regular and short term pieces of work that it will undertake to monitor the licensing system. Any action plan will be discussed with the Board at its annual joint meeting.

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13 Attendance at Meetings – members of the public

13.1 Members of the public are welcome to attend Forum meetings, but are expected to sit at the side rather than in the body of Forum Members.

13.2 Should members of the public wish to speak at a Forum meeting then they should indicate notice of attendance to the Convener a week before the meeting; and will be given a maximum of five minutes to address the Forum, or otherwise at the discretion of the Convener.

14 Resignation

14.1 Members wishing to resign may do so, in writing, to the Executive Director.

15 Alterations to Constitution and Powers to Make or Amend Rules

15.1 The Forum at any time may submit a report to the Council asking it to amend the constitution of the Forum, or to make or amend rules relating to the Forum

Appendix 4- Draft recruitment procedure

PROCEDURE FOR RECRUITING MEMBERS OF THE LICENSING FORUM.

When establishing the membership of the Licensing Forum or appointing a further member in the event of a vacancy the following procedure will be undertaken. The Forum shall continue to operate notwithstanding any vacancy which occurs from time to time.

Community Representatives

1. The Executive Director of Place shall prepare recruitment plans which reflect the community planning arrangements in effect at that time and shall consult the Democratic, Resilience and Governance Senior Manager and the Convenor of the various Locality Committees on these plans.
2. Localities will be asked to form selection panels involving a broad of community groups in that area. These selection panel will be asked to nominate a representative for each locality or community planning area.
3. For the representative of the City Centre ward, the relevant locality shall form a selection panel involving a broad of community groups in the City Centre Ward.
4. Edinburgh Community Council Association shall nominate a member in accordance with its own governance arrangements.
5. Having established selection panels for each area the Council will advertise vacancies for community members of the forum and invite applications from interested parties. Applicants will be provided with a person specification and asked to fill in a short application form.
6. A selection panel shall be provided copies of the applications received for the relevant area and will shortlist and interview applicants. The selection panel will nominate a preferred candidate for the Executive Director of Place to appoint.
7. Should a vacancy occur in any of the posts filled by a community representative or when any such representative is required to be reappointed then the above process will be followed.

Trade Representatives

1. The Executive Director for Place will establish a selection panel to recruit and nominate trade representatives.
2. Having established selection panels for each area the Council will advertise vacancies for trade members of the forum and invite applications from interested parties. Applicants will be provided with a person specification and asked to fill in a short application form.
3. A selection panel shall be provided copies of the applications received for the relevant area and will shortlist and interview applicants. The selection panel will nominate 6 preferred candidates for the Executive Director of Place to appoint.
4. Should a vacancy occur in any of the posts filled by a community representative or when any such representative is required to be reappointed then the above process will be followed.

Additional Members

1. The forum constitution allows up to 21 members and in addition to the 6 community and trade representatives set out above there are up to 4 additional members who may be appointed to bring that number up to 21.
2. The Executive Director of Place must wherever possible ensure that the balance between Community and Trade representatives remains equal when appointing additional members.
3. Additional members will be identified as possible.
 - a. Community representatives: When the forum is established each selection panel can nominate any applicant(s) who meets the person specification as an additional member.
 - i. Where the number of nominees is less than or equal to the number of additional seat available they shall be appointed by the Executive Director for Place.
 - ii. Where the number of nominees is more than the number of additional seat available the executive director for place shall appoint additional members by drawing lots. Any remaining shall be on a reserve list.
 - iii. Where a vacancy occurs in an additional member these shall be filled from the reserve list, selected if necessary by drawing lots. If there is no one on the reserve list then city wide recruitment will take place.
 - b. Trade representatives: When the forum is established the selection panel can nominate an applicant(s) who meets the person specification as an additional member.
 - i. Where the number of nominees is less than or equal to the number of additional seat available they shall be appointed by the Executive Director for Place.
 - ii. Where the number of nominees is more than the number of additional seat available the executive director for place shall appoint additional members by drawing lots. Any remaining shall be on a reserve list.
 - iii. Where a vacancy occurs in an additional member these shall be filled from the reserve list, selected if necessary by drawing lots. If there is no one on the reserve list then city wide recruitment will take place.

Appendix 5- Draft person specification for lay member of Licensing Forum

Person Specification

Position Title	Lay member of the City of Edinburgh Licensing Forum
Service Area	Supported by the Place Directorate
Responsible To	n/a

Person Specification

**Qualifications,
training &
professional
membership**

Members of the forum are volunteers, the person specification is intended to set out the skills and attributes necessary to serve on the forum.

- Community members need not hold a formal qualification but should be able to demonstrate that they are active in their local community and have an interest in Liquor Licensing.
- Trade members should normally hold a premises licence or a personal licence. Alternatively they should be able to demonstrate an active interest in the licensed trade within the City or alternatively show that they represent a trade group with an active interest in the licensed trade within the City.
- Qualifications are not essential but where a person can show be a legal, licensing or health qualification or equivalent this will be desirable.
- Any relevant membership of a voluntary group or trade association/body.

Essential

Essential

Desirable

Desirable

- Experience of volunteering or membership of a lay body. Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

REPRESENTATION

- Able to represent the interests of the organisation or group who the member is appointed to represent Essential
- Able to feedback to the organisation or group who the member is appointed to represent

Essential

ASSESSMENT OF INFORMATION

- Ability to consider evidence provided to the forum, submissions made and reach a considered view on how these relate to the functions of the licensing board. Essential
- Awareness of the Licensing (Scotland) Act 2005 and apply their understanding to the discussions and decisions of the forum Essential

WORKING EFFECTIVELY WITH OTHERS

- Can demonstrate the skills of working effectively with a range of forum members and other stakeholders to deliver effective discharge of the forum's functions Essential

- Supporting other forum members to contribute effectively Essential

COMMUNICATIONS

- Able to participate and speak at public meetings Essential
- Able to communicate views of groups or organisation who the member represents in a clear and balanced Essential
- Occasionally prepare a short written report or similar material Essential

Planning and Decision Making

- Able to contribute to the planning of future business of the forum Essential
 - Ability to participate in decision making processes in an open, transparent manner and which supports a wider range of contributions. Essential
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