

Edinburgh Licensing Forum - member recruitment pack

Edinburgh Licensing Forum ('the Forum') is seeking to recruit members. The role of Forum members is to keep the liquor licensing system in Edinburgh under regular review and to seek to stimulate debate on relevant issues.

We want to recruit one member to represent each of the four localities (South East, South West, North East and North West), one member to represent the city centre (Ward 11) and one member to represent the Edinburgh Association of Community Councils (EACC). We also want to recruit six members from the licensed trade – both on and off-sales.

Forum members should be able to:

- keep the liquor licensing system in Edinburgh under regular review and to seek to stimulate debate on relevant issues
- respond to consultation exercises undertaken by the Licensing Board and the Scottish Government
- consider the implications of relevant local data and statistics for the liquor licensing system in Edinburgh
- give advice and make recommendations to the Licensing Board on relevant matters (but not about specific licence applications)

What is Edinburgh Licensing Forum?

Edinburgh Licensing Forum is an advisory body set up by the Council as required by the Licensing (Scotland) Act 2005.

The Forum's Constitution can be found [here](#). Further information relevant to the work of the Forum can be found [here](#). Details of previous meetings can be found [here](#).

How to apply

If you are interested in becoming a Forum member, please complete the relevant ['expression of interest' form](#) and send it to isla.burton@edinburgh.gov.uk by 31 May 2025. For informal discussions about the Forum contact isla.burton@edinburgh.gov.uk.

Tasks you will be expected to carry out

As a Licensing Forum member, you will be expected to:

- attend around six meetings per year (usually at the City Chambers on the High Street in Edinburgh)
- attend a joint meeting of the Forum and the Licensing Board at least once per year

Skills and qualities you need

- ability to contribute to group discussions
- enthusiasm
- commitment
- teamwork

What you can expect from us

- support or training – the Forum is provided with reasonable assistance by the Council

- a clear description of your responsibilities, including the length of time you are expected to be involved
- to be introduced to other Forum members, with their roles explained to you
- to be treated as an equal partner, with your views taken seriously
- to be sent meeting papers in your preferred format, at least one week before the meeting
- to be told what has happened as a result of your involvement
- to be consulted about decisions which affect you

Your name will appear on notes of Forum meetings which are available to the public.

Length of appointment

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