**PROCEDURE FOR RECRUITING MEMBERS OF THE LICENSING FORUM**.

When establishing the membership of the Licensing Forum or appointing any further members in the event of a vacancy the following process will be followed.

The Forum will continue to operate, notwithstanding any vacancy which occurs from time to time.

**Community Representatives**

1. There will be up to eight (8) places on the Forum for Community Representatives - six (6) community representatives (made up of five (5) geographically appointed representatives and one (1) representative appointed by Edinburgh Association of Community Councils), and two (2) additional community representatives.
2. The Executive Director of Place will prepare recruitment plans which will take into account the community planning arrangements in effect at the relevant time and will consult with the Governance Senior Manager (or their successor or equivalent from time to time) and the Convenors of the various Locality Committees on the content of these plans.
3. Each community planning area will be asked to form separate selection panels involving a representative range of community groups in that area. These selection panels will be asked to nominate a representative for each community planning area and provide a list of any and all individuals it considers appropriate for adding to the Additional Members (Community Representatives) Reserve List.
4. Ward 11 (City Centre) will be asked to form a selection panel involving a representative range of community groups in the city centre ward. This selection panel will be asked to nominate a representative for Ward 11 (City Centre) and provide a list of any and all individuals it considers appropriate for adding to the Additional Members (Community Representatives) Reserve List.
5. The Edinburgh Association of Community Councils (EACC) will be asked to nominate a member in accordance with its own governance arrangements.
6. Having established selection panels for each area, the City of Edinburgh Council (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 and submit it to the Council within a specified timescale.
7. A selection panel will be provided with copies of the applications received for the relevant area and will be asked to shortlist and interview applicants using a standard methodology to ensure consistency across people/areas.
8. The selection panel will nominate a preferred candidate for the Executive Director of Place to appoint and will provide to the Executive Director of Place a list of any and all individuals it considers appropriate for adding to the Additional Members (Community Representatives) Reserve List.
9. Should a vacancy occur in any of the posts filled by a community representative or when any such representative is required to be reappointed (with the exception of a vacancy in an Additional Members (Community Representatives) post and the post filled by EACC) then the Council will advertise the vacancy / vacancies and invite applications from relevant interested parties. The Council will provide to the relevant selection panel copies of the applications received. This selection panel will be asked to shortlist, interview applicants, and nominate a preferred candidate for the Executive Director of Place to appoint.

**Trade Representatives**

1. The Executive Director for Place will establish a selection panel to recruit and nominate holders of premises or personal licences to be known as trade representatives.
2. Having established a selection panel the Council will advertise vacancies for trade representatives on 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 and submit it to the Council within a specified timescale.
3. The selection panel will be provided with copies of the applications received and will shortlist and interview applicants using a standard methodology to ensure consistency across people/areas.
4. The selection panel will nominate up to six (6) preferred candidates for the Executive Director of Place to appoint and will provide a list of any and all individuals it considers appropriate for adding to the Additional Members (Trade Representatives) Reserve List.
5. Should a vacancy occur in any of the posts filled by a trade representative, with the exception of a vacancy in an Additional Members(Trade Representatives , or when any such representative is required to be reappointed then the above process will be followed.

**Additional Members**

1. The Forum’s Constitution allows the Forum to have up to twenty-one (21) members. In addition to the five (5) statutorily determined representatives, the six (6) community representatives and six (6) trade representatives set out above, there are up to four (4) places for additional members who may be appointed to bring that number up to twenty-one (21).
2. The Executive Director of Place will, insofar as practically possible, seek to ensure that the balance between community and trade representatives remains equal when appointing additional members to the Forum. Where there is a need to recruit Additional Members the Executive Director of Place will determine the number of Additional Members (Community Representatives) and the number of Additional Members (Trade Representatives) that are required.
3. Additional Members will be identified as follows.
   1. Community representatives: Selection panels will provide to the Council a list of any and all individuals they each consider appropriate for adding to the Additional Members (Community Representatives) Reserve List.
      1. Where the number of nominees is less than or equal to the number of additional seats available for Additional Members (Community Representatives) they will be appointed by the Executive Director for Place.
      2. Where the number of nominees is more than the number of additional seats available for Additional Members (Community Representatives) the Executive Director for Place will draw lots, and depending on the outcome of drawing lots rank all the nominees in order. The nominee / nominees at the top of the list will be appointed to the vacant place / places and the remaining nominees will be placed in order on the Additional Members (Community Representatives) Reserve List.
      3. Thereafter, where a vacancy occurs for Additional Members (Community Representatives) these shall be filled from the Additional Members (Community Representatives) Reserve List in the order ranked (as per 3(a)(ii)). If there is no one on the Additional Members (Community Representatives) Reserve List then the Council will advertise, share applications with relevant selection panels and ask for nominations. Nominees will be added to the Additional Members (Community Representatives) Reserve List in the order determined by the drawing of lots with posts being filled from the top of the list downwards.
   2. Trade representatives: The selection panel will provide to the Council a list of any and all individuals they each consider appropriate for adding to the Additional Members (Trade Representatives) Reserve List.
      1. Where the number of nominees is less than or equal to the number of additional seats available for Additional Members (Trade Representatives) they will be appointed by the Executive Director for Place.
      2. Where the number of nominees is more than the number of additional seats available for Additional Members (Trade Representatives) the Executive Director for Place will draw lots, and depending on the outcome of drawing lots rank all the nominees in order. The nominee / nominees at the top of the list will be appointed to the vacant place / places and the remaining nominees will be placed in order on the Additional Members (Trade Representatives) Reserve List.
      3. Thereafter, where a vacancy occurs for Additional Members (Trade Representatives) these shall be filled from the reserve list in the order ranked (as per 3(b)(ii)). If there is no one on the Additional Members (Trade Representatives) Reserve List then the Council will advertise, share applications with the selection panels and ask for nominations. Nominees will be added to the Additional Members (Trade Representatives) Reserve List in the order determined by the drawing of lots with posts being filled from the top of the list downwards.