

**SHORT-TERM LETS WORKING GROUP: MEETING 2****PAPER 1: MEMBERSHIP, TERMS OF REFERENCE & CONDUCT  
(UPDATED – FOR APPROVAL)****Membership**

1. The following individuals and organisations have agreed to be members of the working group (in brackets denotes awaiting confirmation):

| <b>Name</b>                    | <b>Organisation</b>  |
|--------------------------------|--|
| Marie Lorimer                  | Airbnb   |
| Tony Cain                      | ALACHO (Local Authority Housing Officers)                            |
| Fiona Campbell                 | Association of Scotland's Self Caterers                              |
| James Foice                    | Association of Serviced Apartment Providers                          |
| (TBC)                          | Booking.com  |
| Chris McKie                    | City of Edinburgh Council  |
| Laura Caven                    | COSLA  |
| Wayne Mackay                   | Electrical Safety First  |
| Jean-Philippe Monod            | Expedia  |
| Barry McCulloch                | Federation of Small Businesses                                       |
| Jo Millar                      | Gilson Gray  |
| David Littlejohn               | Heads of Planning Scotland   |
| Alastair McKie                 | Law Society of Scotland, Planning Law Sub-committee                  |
| Hazel Stevenson                | Local Authority Environmental Health Officers                        |
| (Ricky Hutton)                 | Police Scotland  |
| Deborah Heather                | Quality in Tourism   |
| Russel Griggs                  | Regulatory Review Group  |
| David Weston                   | Scottish Bed & Breakfast Association                                 |
| Chris Getty / James Clark      | Scottish Fire and Rescue Service                                     |
| Gavin Mowat                    | Scottish Land & Estates  |
| Marc Crothall                  | Scottish Tourism Alliance  |
| (TBC)                          | SOLACE   |
| Gary Munro & Kimberley Langley | SOLAR Scotland (Scottish Local Authority Lawyers and Administrators) |
| Willie Macleod                 | UK Hospitality   |
| Shomik Panda                   | UK Short-Term Accommodation Association                              |
| Patrick O'Shaughnessy          | VisitScotland  |

2. We intend to publish the membership list on the Scottish Government website.

## Terms of reference

3. In September 2020, the Scottish Government published a (second) consultation paper on short-term lets: *Consultation on a licensing scheme and planning control areas in Scotland*<sup>1</sup>.
4. The consultation paper set out our position in relation to guidance:  
  
*3.11 In order to help local authorities and others prepare for the implementation of the new regulations, the Scottish Government intends to produce two guidance documents in spring 2021, one aimed at local authorities and the other for hosts and platforms.*
5. On 10 December the Scottish Government published a report<sup>2</sup> on the 2020 consultation. The report outlined changes that had been made to our proposals following careful consideration of responses and evidence provided during the consultation process. It also set out a number of commitments in relation to guidance.
6. This working group has been established to:
  - a) assist the Scottish Government in the production of guidance for hosts and local authorities on the short-term lets licensing scheme and planning control areas;
  - b) identify and resolve stakeholder issues and concerns; and
  - c) make suggestions to the Scottish Government on any changes to legislation which may be needed.
7. It is outside the scope of the working group to debate whether to implement a licensing scheme or control areas.

## Developing the guidance

8. The working group will provide valuable input to the process of developing guidance that is comprehensive, helpful and easy to understand for those who will be administering schemes within local authorities, and for applicants and operators of short-term lets.
9. Members of the group are invited to use their knowledge and experience to provide both broad steers on the scope and style of the guidance as well as specific advice and assistance on the drafting of the guidance.

## Conduct

10. The Scottish Government will chair and provide secretariat support to the working group. Scottish Government officials will make every effort to find appropriate solutions to issues identified by stakeholders. The local authority

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<sup>1</sup> [Short-term lets - licensing scheme and planning control areas: consultation - gov.scot](https://www.gov.scot/consultations/Lets/Short-term-lets-licensing-scheme-and-planning-control-areas-consultation)  
([www.gov.scot](https://www.gov.scot))

<sup>2</sup> [Short-term lets – licensing scheme and planning control areas: consultation analysis - gov.scot](https://www.gov.scot/consultations/Lets/Short-term-lets-licensing-scheme-and-planning-control-areas-consultation-analysis)  
([www.gov.scot](https://www.gov.scot))

guidance will be subject to the agreement of local government through the established governance processes of the Convention of Scottish Local Authorities. Ownership of the guidance documents rests with the Scottish Government and the final decisions on the guidance and any changes to legislation rest with the Scottish Ministers.

11. Members are asked to make every effort to ensure they, or a substitute, attends working group meetings. We may also ask members to engage in the work of the group through correspondence, as circumstances dictate.
12. Papers issued to the working group can be shared with others for the purposes of identifying issues and solutions and developing the guidance. However, to facilitate open and effective communications at meetings, we ask members to treat the discussion itself in confidence and not to quote the views expressed by other members (or officials) without first seeking permission to do so.
13. Members are expected to work constructively with the group to find solutions and deliver products that are comprehensive and helpful for the end users.
14. Membership of the working group is, of course, without prejudice to members' freedoms to express their sectors' views and represent their interests in the media and other fora.

**Scottish Government  
March 2021**