

From: [REDACTED]

Sent: 11 February 2021 16:57

To: Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>; Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>

Cc: [REDACTED]; [REDACTED]; Director for Housing and Social Justice <DirectorHSJ@gov.scot>; Gilbert B (Brad) <Brad.Gilbert@gov.scot>

Subject: Short term lets - papers for stakeholder working group?

Importance: High

[REDACTED], Jeanette

Following on from my e-mail below, please find attached three of five working group papers:



~~Short Term Lets - Short Term Lets - Short Term Lets -
Working Group... Working Group... Working Group...~~

Papers 3 and 4 are not ready and could issue next week. [REDACTED – exchange of views]

Happy to discuss.

Many thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

[REDACTED]

From: [REDACTED] **On Behalf Of** Minister for Local Government, Housing and Planning

Sent: 15 February 2021 11:06

To: [REDACTED] Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>; Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>

Cc: [REDACTED][REDACTED]; Director for Housing and Social Justice <DirectorHSJ@gov.scot>; Gilbert B (Brad) <Brad.Gilbert@gov.scot>

Subject: RE: Short term lets - papers for stakeholder working group?

[REDACTED]

Mr Stewart is content with agenda and accompanying documents.

Thanks

[REDACTED]

Assistant Private Secretary
Office of Minister for Local Government, Housing & Planning
The Scottish Government
St Andrews House, Regent Road, Edinburgh, EH1 3DG
Tel. [REDACTED]

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From: [REDACTED]

Sent: 17 February 2021 09:32

To: Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>; Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>

Cc: [REDACTED] ; [REDACTED]; Director for Housing and Social Justice <DirectorHSJ@gov.scot>; Gilbert B (Brad) <Brad.Gilbert@gov.scot>

Subject: Short term lets - stakeholder working group?

Importance: High

[REDACTED], Jeanette

(We're **meeting at 11.30 am** and can discuss this e-mail as part of that meeting.)

When I spoke with the Minister on Monday night (in the context of the Licensing Order being withdrawn), he agreed that the working group scheduled for 2 pm tomorrow (Thursday 18 February) should proceed but this first meeting should focus on gathering the stakeholder issues. We have the working group meeting arranged for tomorrow. But now the vote on the SSIs will take place next week, after the working group meeting – never the original intention!

We propose to issue the membership, terms of reference and conduct paper before the meeting, not least so members know who else is on the group. An updated version of this paper I sent up on 11 February:



~~Short Term Lets--
Working Group~~

[REDACTED – free and frank provision of advice / exchange of views]

Many thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 26 February 2021 16:40

To: Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>; Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>

Cc: Gilbert B (Brad) <Brad.Gilbert@gov.scot>; [REDACTED]; Cabinet Secretary for Communities and Local Government <CabSecCLG@gov.scot>; Director for Housing and Social Justice <DirectorHSJ@gov.scot>; [REDACTED]**Subject:** Short Term Lets - Working Group and Forward Plan

[REDACTED], Jeanette

FOR INFORMATION – [REDACTED – relates to a recommendation, and so covered by exchange of views]

Website

1. As requested, we have updated our webpages - Short-term lets: regulation information - gov.scot (www.gov.scot) – and created a new page for the stakeholder working group - Short-Term Lets Stakeholder Working Group - gov.scot (www.gov.scot). We are being proactive in publishing information about the working group. We have set out the membership of the group on this page and published the agenda and terms of reference considered at the first meeting. We intend to publish future papers and all the notes of the meetings, once they have been agreed.
2. We expect the working group to attract significant interest and we have already received our first FOI about the group.

Note of the meeting of 18 February 2021

3. Here is the draft of the note of the meeting which we intend to circulate to the group for approval early next week:

[FINALISED NOTE PUBLISHED AT FOLLOWING WEBPAGE: Short-Term Lets Stakeholder Working Group - gov.scot (www.gov.scot)]

4. We have tried to demonstrate through this note that we have listened and are taking stakeholder concerns seriously. We think it is important to record in broad terms the comments made by stakeholders and to reflect the variety of views in the room.
5. Mr Ewing is anxious to see this note and we intend to share it with him when we circulate it to the working group.

Community groups and residents

6. Community groups and residents are asking about the working group. We have set up two events dedicated to community groups and residents with an open invite on

9 March (afternoon) and 11 March (evening), the latter for those for whom an evening slot is more convenient. The two events are publicised on the website and being offered to anyone who took part in the consultations or who writes in about getting involved. [REDACTED – exchange of views]

Forward work plan

[REDACTED – out of scope of request]

I hope this is helpful. We would be happy to discuss.

Thanks, [REDACTED]

[REDACTED]

Head of Housing Markets, Strategy and North Programmes, More Homes Division

The Scottish Government

Area 2-J(N), Victoria Quay, Edinburgh EH6 6QQ

Phone: [REDACTED]

[REDACTED]

[Short-term lets briefing contribution for meeting between Mr Ewing and Scottish Tourism Alliance – 9 March 2021]

Short-Term Lets

Short-Term Let Working Group

Can we please seek assurance based on Kevin Stewart's letter to the LGCC of 9th February that the Working Group, which includes many representatives from this Forum, is really charged with identifying any changes to the legislation that may be needed, including the treatment of traditional B&Bs, and finding ways to resolve the challenges faced by the sector(1).

- The 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.
- Scottish Government officials will make every effort to find appropriate solutions to issues identified by stakeholders.
- Issues raised so far include the treatment of traditional B&Bs, and EPC requirements.
- It is, however, outside the scope of the working group to debate whether to implement a licensing scheme or control areas.
- Final decisions on any changes to regulations rest with the Scottish Ministers.

Background:

- Further details can be found in the working group terms of reference.
- The membership and terms of reference for the working group has been published, and can be found here: [Short-Term Lets Stakeholder Working Group - gov.scot \(www.gov.scot\)](http://www.gov.scot/Short-Term Lets Stakeholder Working Group)
- Control Area Regulations were approved by the Scottish Parliament on 24 Feb, and come into force on 1 April.

Lines to take on the questions:

1. What room is there for amending definitions, eg B&Bs?

- We will listen to any solutions to real issues put forward by working group members.
- However, any changes must be carefully considered to avoid potential loopholes or unintended consequences.
- Safety of those using short-term lets is vital and we remain committed to delivering on proposals which ensure that all short-term lets across Scotland adhere to a common set of safety standards as well as allowing local authorities to tackle issues such as antisocial behaviour.

2. Why are professional self-catering businesses not receiving the same outrage from MSPs and other quarters, as B&Bs in terms of their inclusion in the scope of the regulations?

- You would have to ask each MSP for their own views on this.
- Professional self-catering businesses and B&Bs have always been within the scope of the proposals for regulation.
- At the heart of our licensing scheme is a set of mandatory standards which will help to protect the safety of guests and neighbours in short-term lets across Scotland.
- It is right that we are taking action to ensure that all short-term lets adhere to a common set of standards.
- Many hosts will already be following these standards as a matter of compliance with existing law or best practice. We do not consider them to be onerous.

3. What changes will be possible to the definitions within, and the implementation of, the licensing and planning regulations?

Planning:

- The Control Area Regulations were voted on and approved by Parliament in February 2021. They will come into force on 1 April 2021.

Licensing:

- We will work with stakeholders to allay any unfounded concerns and actively explore solutions to any real issues.
- We are aware that stakeholders have raised a number of issues, such as the treatment of traditional B&Bs and EPC requirements.
- We will listen to any solutions put forward by working group members.
- This Government remains committed to delivering a licensing scheme that will ensure that all short-term lets across Scotland comply with basic safety requirements.
- Final decisions on any changes to regulations rest with the Scottish Ministers.
- This Government remains firmly of the view that legislation is needed and we want to reassure affected residents and communities across Scotland of our commitment to deliver this, subject to the outcome of the election. Our timetable remains the same, giving councils time to tailor their scheme to local needs and we know they want to take action to protect visitors and residents.

4. As the Guidance will be advisory rather than statutory, is it safe to assume that each Local Authority will interpret it as they see fit, rather than as it should be interpreted?

- We are working closely with local authorities in the development of guidance, so that it is clear, helpful and concise for those who will be administering the schemes, as well as those applying for licences. We will continue to engage with local authorities as they prepare for implementation. We expect local authorities to adhere to the guidance as they prepare for implementation.
- We intend to set out details on fee parameters that local authorities may wish to consider, such as lower fees for smaller properties or those sharing a room in a home. However, the actual levels of fee are up to local authorities and are likely to include higher and lower tiers.
- Our licensing scheme introduces a requirement for all short-term lets to adhere with basic safety requirements.
- In addition local authorities will have discretion to introduce further measures to tackle issues such as littering or anti-social behaviour.

- It is right that we are empowering local authorities to strike a balance between the needs and concerns of their local communities, with the wider economic and tourism benefits of short-term lets.

From: [REDACTED] **On Behalf Of** Minister for Local Government, Housing and Planning

Sent: 18 March 2021 17:28

To: [REDACTED]; Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>

Cc: Cabinet Secretary for Communities and Local Government <CabSecCLG@gov.scot>; DG

Communities <DGCommunities@gov.scot>; Director for Housing and Social Justice

<DirectorHSJ@gov.scot>; Gilbert B (Brad) <Brad.Gilbert@gov.scot>; Tyrer P (Paul)

<Paul.Tyrer@gov.scot>; MacKean C (Catriona) <Catriona.MacKean@gov.scot>; MacDougall A

(Audrey) <Audrey.MacDougall@gov.scot>; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>

Subject: RE: Short Term Lets - Policy Development - Submission No.5 - Scope of Amendments to Licensing Order - 15 March 2021

[REDACTED]

Mr Stewart would like a call tomorrow to discuss this, I will send a scheduler out soon

Thanks

[REDACTED]

Assistant Private Secretary
Office of Minister for Local Government, Housing & Planning
The Scottish Government
St Andrews House, Regent Road, Edinburgh, EH1 3DG
Tel. [REDACTED]

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4. [REDACTED – out of scope]

5. [REDACTED – out of scope]

For information only

Draft note of working group meeting from 17 March:

[Published at: [Short-Term Lets Stakeholder Working Group - gov.scot \(www.gov.scot\)](#)]

Note of the two workshops with residents on 9 and 11 March:

[Published at: [Short-Term Lets Stakeholder Working Group - gov.scot \(www.gov.scot\)](#)]

Thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 27 May 2021 15:23

To: Cabinet Secretary for Social Justice, Housing & Local Government <CabSecSJHLG@gov.scot>

Cc: Minister for Social Security and Local Government <MinisterSSLG@gov.scot>; DG Communities

<DGCommunities@gov.scot>; DG Economy <DGEconomy@gov.scot>; Minister for Parliamentary

Business <MinisterPB@gov.scot>; Minister for Public Finance, Planning & Community Wealth

<MinisterPFPCW@gov.scot>; Minister for Business, Trade, Tourism & Enterprise

<MinisterBTTE@gov.scot>; Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>;

Director for Housing and Social Justice <DirectorHSJ@gov.scot>; Tyrer P (Paul)

<Paul.Tyrer@gov.scot>; MacDougall A (Audrey) <Audrey.MacDougall@gov.scot>; Gilbert B (Brad)

<Brad.Gilbert@gov.scot>; MacKean C (Catriona) <Catriona.MacKean@gov.scot>; Dicks C (Caroline)

<Caroline.Dicks@gov.scot>; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: Short Term Lets - Policy Development - Submission No. 6 - Revised Licensing Order and

Guidance - 27 May 2021

[REDACTED]

Please find attached a submission for Ms Robison on short-term lets and, in particular, on plans for laying the Licensing Order. Ms Robison is due discuss this with [REDACTED], [REDACTED] and Jeanette Campbell at **10.30 am on Wednesday 2 June**.

[SUBMISSION ATTACHED SEPARATELY]

Many thanks, [REDACTED]

[REDACTED]

Head of Housing Markets, Strategy and North Programmes, More Homes Division

The Scottish Government

Area 2-J(N), Victoria Quay, Edinburgh EH6 6QQ

Phone: [REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 02 June 2021 12:18

To: Cabinet Secretary for Social Justice, Housing & Local Government <CabSecSJHLG@gov.scot>

Cc: Minister for Social Security and Local Government <MinisterSSLG@gov.scot>; DG Communities

<DGCommunities@gov.scot>; DG Economy <DGEconomy@gov.scot>; Minister for Parliamentary

Business <MinisterPB@gov.scot>; Minister for Public Finance, Planning & Community Wealth

<MinisterPFPCW@gov.scot>; Minister for Business, Trade, Tourism & Enterprise

<MinisterBTTE@gov.scot>; Campbell J (Jeanette) (Special Adviser) <Jeanette.Campbell@gov.scot>;

Director for Housing and Social Justice <DirectorHSJ@gov.scot>; Tyrer P (Paul)

<Paul.Tyrer@gov.scot>; MacDougall A (Audrey) <Audrey.MacDougall@gov.scot>; Gilbert B (Brad)

<Brad.Gilbert@gov.scot>; MacKean C (Catriona) <Catriona.MacKean@gov.scot>; Dicks C (Caroline)

<Caroline.Dicks@gov.scot>; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: RE: Short Term Lets - Policy Development - Submission No. 6 - Revised Licensing Order and

Guidance - 27 May 2021

[REDACTED]

OFFICIAL – SENSITIVE

[REDACTED] and [REDACTED] met with Ms Robison and Jeanette Campbell this morning to discuss the next steps on the regulation of short-term lets. Here is a draft note of the discussion:

Summary

1. [REDACTED – out of scope]
2. We noted that the greatest concern amongst tourism stakeholders seemed to be around the cost of the licence fee (once the EPC requirements had been revised). Ms Robison asked for more information about how the licence fee was derived and might be mitigated.
3. [REDACTED – out of scope]

Action points

- a) [REDACTED – out of scope]
- b) [REDACTED – out of scope]
- c) [REDACTED – out of scope]

We will provide further advice on the timetable, handing and comms shortly.

Many thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

Note: message dictated using voice recognition software

From: [REDACTED] **On Behalf Of** Cabinet Secretary for Social Justice, Housing & Local Government
Sent: 28 June 2021 12:00
To:[REDACTED]; Cabinet Secretary for Social Justice, Housing & Local Government
<CabSecSJHLG@gov.scot>
Cc: [REDACTED]
Subject: RE: HOLD 1530 -16:00 Short-Term Let Regulatory Framework - briefing required?

Hi [REDACTED],

The purpose of the meeting is to discuss the direction of the short-term lets working group.

Ms Forbes office was sent an email from Fiona Campbell, which reads as follows; 'As representatives of Scotland's tourism sector and business community, we are writing to request an urgent meeting with you to discuss our industry-backed proposals for short-term lets regulation.'

I believe there was attached letter, which we don't have, so it may be worth contacting Ms Forbes office for a copy.

Kind Regards,

[REDACTED]

[REDACTED]

Assistant Private Secretary to Cabinet Secretary for Social Justice, Housing and Local Government – Shona Robison MSP
The Scottish Government
St Andrews House, Regent Road, Edinburgh, EH1 3DG

Please see the [Ministerial preferences](#) which may be of assistance to you.

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From: [REDACTED]**Sent:** 28 June 2021 11:51
To: Cabinet Secretary for Social Justice, Housing & Local Government <CabSecSJHLG@gov.scot>
Cc: [REDACTED]**Subject:** RE: HOLD 1530 -16:00 Short-Term Let Regulatory Framework - briefing required?

[REDACTED] / [REDACTED]

[REDACTED – out of scope]

Thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

Note: message dictated using voice recognition software

From: [REDACTED] **On Behalf Of** Cabinet Secretary for Social Justice, Housing & Local Government

Sent: 28 June 2021 11:29

To: [REDACTED]; Cabinet Secretary for Social Justice, Housing & Local Government

<CabSecSJHLG@gov.scot>

Cc: [REDACTED]

Subject: RE: HOLD 1530 -16:00 Short-Term Let Regulatory Framework - briefing required?

Morning [REDACTED],

Yes please, if we could have a light briefing and confirmation of official support by COP on Tuesday.

As this meeting is still a HOLD, there is no guarantee that it will go ahead on this date/time – just depends on Ms Forbes availability.

Will keep you posted if there are any changes.

Thanks,

[REDACTED]

[REDACTED]

Assistant Private Secretary to Cabinet Secretary for Social Justice, Housing and Local Government – Shona Robison MSP
The Scottish Government
St Andrews House, Regent Road, Edinburgh, EH1 3DG

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From: [REDACTED]

Sent: 28 June 2021 11:21

To: Cabinet Secretary for Social Justice, Housing & Local Government <CabSecSJHLG@gov.scot>

Cc: [REDACTED]

Subject: RE: HOLD 1530 -16:00 Short-Term Let Regulatory Framework - briefing required?

[REDACTED]

Does Ms Robison need any briefing from us for this meeting on Wednesday?

Many thanks, [REDACTED]

[REDACTED]

Mobile: [REDACTED]

Note: message dictated using voice recognition software

-----Original Appointment-----

From: Cabinet Secretary for Finance and Economy <CabSecFE@gov.scot>

Sent: 25 June 2021 16:15

To: Cabinet Secretary for Finance and Economy; Robison S (Shona); 'Shona.Robison.msp@parliament.scot'; [REDACTED]; Kate Forbes; Cabinet Secretary for Social Justice, Housing & Local Government; Minister for Business, Trade, Tourism & Enterprise

Subject: FW: HOLD 1530 -16:00 Short-Term Let Regulatory Framework

When: 30 June 2021 15:30-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where:

-----Original Appointment-----

From: Cabinet Secretary for Finance and Economy <CabSecFE@gov.scot>

Sent: 25 June 2021 15:26

To: Cabinet Secretary for Finance and Economy; Kate Forbes; Cabinet Secretary for Social Justice, Housing & Local Government; Minister for Business, Trade, Tourism & Enterprise

Subject: HOLD 1530 -16:00 Short-Term Let Regulatory Framework

When: 30 June 2021 15:30-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where:

Hi all,

Moving this hold to an alternative slot due to a diary clash. Grateful if you could hold this time in your Ministers diary until we can confirm this.

Many thanks,
[REDACTED]