

Community Councils

Community Councillor
Induction Pack
May 2025



Table of Contents

1. Foreword	3
2. The Role of Community Councillor, Responsibilities and Governance Requirements	5
3. Communicating with your residents	27
4. Planning – Community Council Training	43
5. The Community Empowerment and Engagement Team	75
6. Licensing Service Overview	86
7. Information Management in Community Councils	94
8. Edinburgh Association of Community Councils	106
9. Councillor Jack Caldwell Presentation	108



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Foreword

Lezley Marion Cameron

Depute Lord Provost, City of Edinburgh Council



On behalf of the Lord Provost and Elected Members of The City of Edinburgh Council, our congratulations, and our grateful thanks for standing and becoming a Community Councillor.

We hope you will find representing your local community's views, needs, and aspirations together with your fellow Community Councillors both rewarding and fulfilling.

For over 50 years now, Edinburgh's Community Councils have influenced, informed, and enriched the local government decision making process of Scotland's Capital City.

We know from that rich experience, and wholeheartedly believe, that better, more inclusive decisions for our neighbourhoods and the wider city are reached because of the energy and insights of Edinburgh Community Councillors' engagement, participation, and representation.

We look forward to working with all of Edinburgh's Community Councils and send all good wishes to each, and every one of you for this new Community Council term.

Jane Meagher

Leader, The City of Edinburgh Council



Community councils are a key element in grass roots democracy representing communities to the council and our partners.

I am always heartened when I hear about the hard work our community councils do to enhance their local communities.

I have the privilege of attending community council meetings as an ex-officio member and I am inspired by the enthusiasm and energy our volunteer community councillors bring to their meetings. I look forward to working in partnership with community councils to explore ways we can deliver better services for local communities and Edinburgh.

Paul Lawrence, Chief Executive, The City of Edinburgh Council



Community councils play a key role within their local communities, providing an invaluable wealth of local knowledge and expertise that the Council can tap into to plan and deliver better services.

There are many ways you can influence and engage with the Council's decision-making processes, including discussing matters with your local councillor, raising matters with officers, submitting petitions and making deputations to committees and Council.

Community councils have a statutory right to be consulted on planning applications and are competent objectors to all licence applications lodged with the City of Edinburgh Council.

I am aware that community councils go well beyond their statutory purpose and undertake a wide range of activities to enhance the well-being of areas they represent and promote the individual identities of their communities. The city as a whole, is a better place for the hard work of our dedicated community councillors.

The Role of Community Councillor, Responsibilities and Governance Requirements

Gavin King

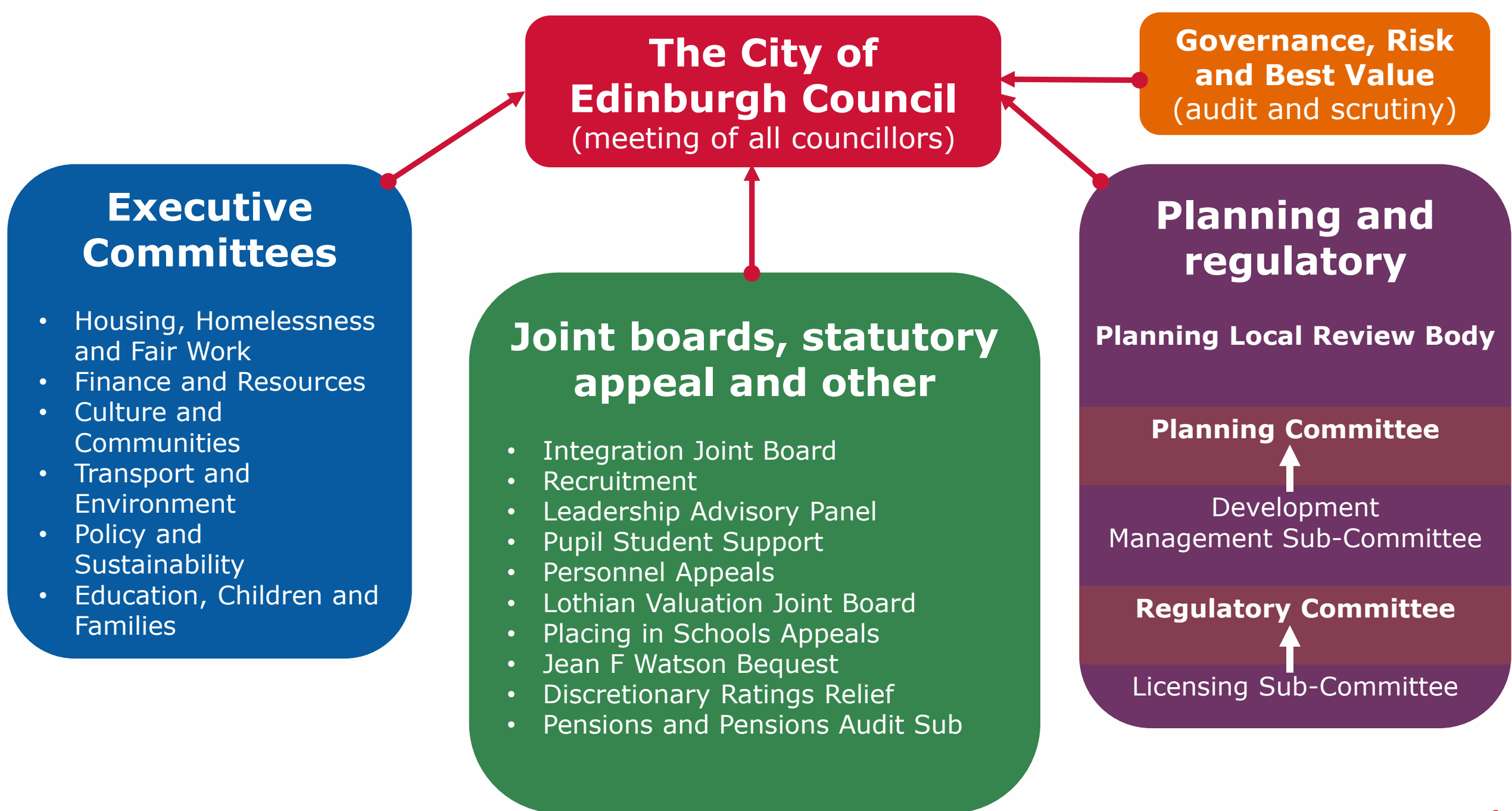
Head of Democracy and Governance

Objectives

- To provide an overview of the key CC governance framework.
- Explore the role and responsibilities of a community councillor.

The Council Structure

- The City of Edinburgh Council is elected under proportional representation and there are 63 councillors in 17 multi-member wards.
- The Council is bound by legislation in how it makes decisions
- The Council can delegate decisions to committees, sub-committees or officers
- The Council meeting is made up of all the councillors elected to the City of Edinburgh Council
- The Council usually meets monthly



Why are Community Councils important to the democratic process?

- Grass roots local democracy representing communities to the council and our partners.
- Key role within local communities and democracy.
- Undertake a wide range of activities and events to enhance the well-being of areas they represent and promote the individual identities of their communities.
- Provide a wealth of local knowledge and experience that the Council can tap into to deliver better services.
- Understand their local needs better than anyone.
- Council makes better decisions when community councils are engaged with the decision making process.
- Good partnership working helps the council to plan and deliver better local outcomes.

How can community councils influence decisions

- Statutory consultee
- Partnership working
- Raising and discussing matters with your local Councillor
- A petition
- Specific engagement exercises e.g. budget
- Deputations - requests must be submitted by email or in writing to the Clerk – contact details can be found on the Council/Committee agenda.

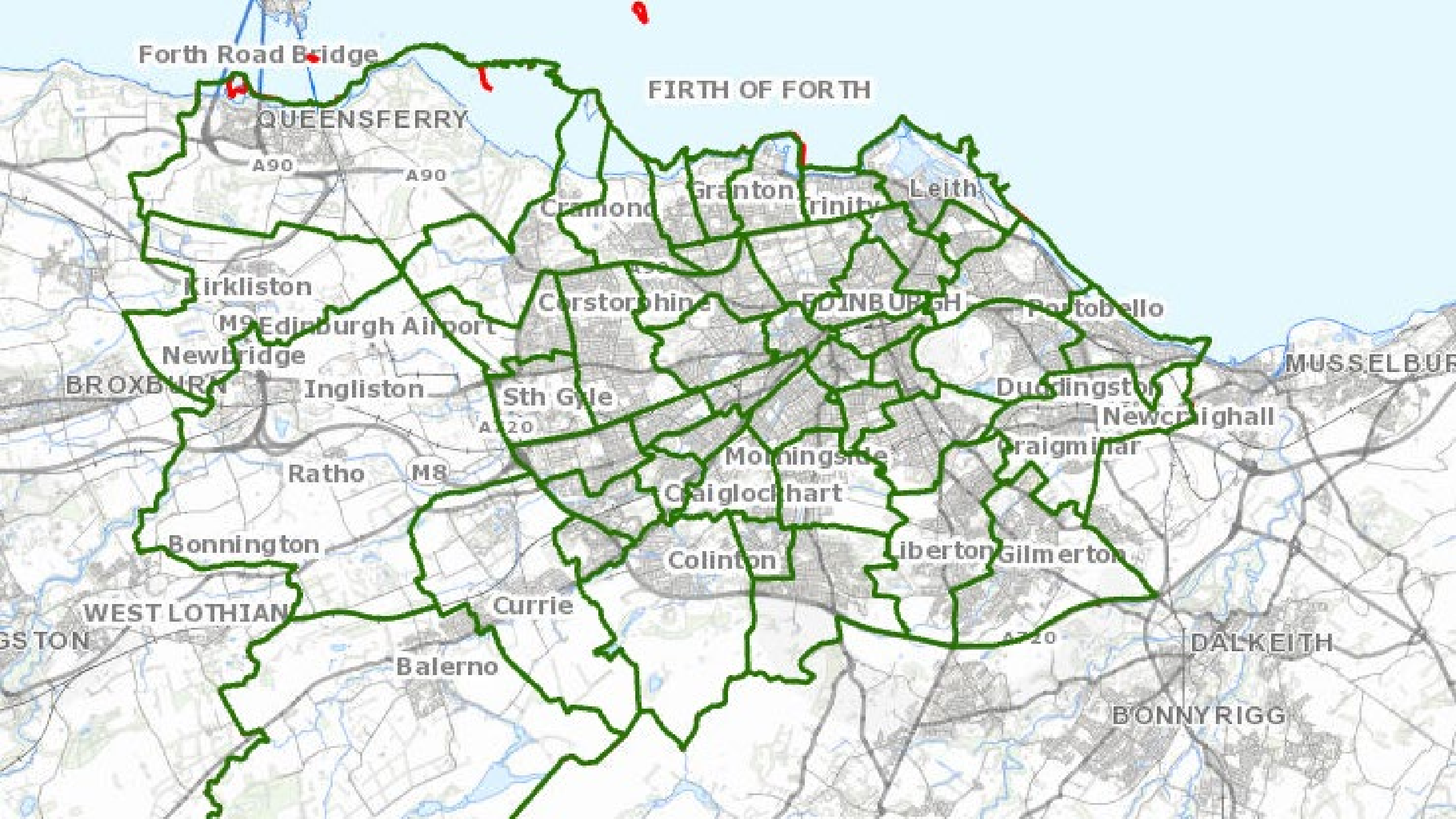
Legal Framework for Community Councils?

- Established under the Local Government (Scotland) Act 1973
- Duty on each local authority to prepare a community council Scheme (including boundaries) for their area.
- Current Scheme and Boundaries for Edinburgh was approved by Council 26 September 2024 and took effect on 28 March 2025.
- Provision for 47 community councils in current Scheme.

Purpose of a Community Council

Section 51(2) of the Local Government (Scotland) Act 1973:

"In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"



Forth Road Bridge

FIRTH OF FORTH

QUEENSFERRY

A90

A90

Cramond

Granton

Trinity

Leith

Kirkliston

M9 Edinburgh Airport

Newbridge

Corstorphine

EDINBURGH

Portobello

BROXBURN

Ingliston

Sth Gyle

A20

Duddingston

Newcraig

MUSSELBURGH

Ratho

M8

Morningside

Craiglockhart

Warriston

Bonnington

Colinton

Liberton

Gilmerton

WEST LOTHIAN

Currie

Balerno

A20

DALKEITH

BONNYRIGG

Key governance points from the Scheme

- **3.10** – A community council shall be non-party political in all its activities.
- **9.1** – Community councils should hold one Annual General Meeting and at least six ordinary meetings each year.
- **9.11** - Copies of all minutes of meetings of the community council and of committees thereof shall be approved at the next prescribed meeting of the community council but the draft minute shall be circulated at least 7 days before the date of the meeting to community council members and the City of Edinburgh Council. Approved minutes must be provided to the City of Edinburgh Council within 10 working days of approval.

Key governance points from the Scheme

- **9.12** - All meetings of the community council and its committees shall be open to members of the public.
- **9.15** - Community councils must supply their independently examined annual statement of accounts to the City of Edinburgh Council by the last working day of August each year with the exception of a community council election year where they must be supplied within 10 working days of their approval.

Community Council Scheme Guidance

- The community council guidance includes more information, forms and templates which may assist community councils when providing updates in membership and accounts to the Governance Team.
- The Scheme, Guidance and further resources are at:
<https://www.edinburgh.gov.uk/community-planning/community-councils>

Community Council Members

Members are elected for a period of 4 years (or until the next election).

- **Elected Members** - Must be on the electoral roll for the area of the community council.
- **Nominated Members** - Must be voluntary members of a local interest group e.g. tenants association, environmental group.
- **Ex-Officio Members** - Councillors, MPs, MSPs and MSYPs.
- **Associate Members** - Must have specific skills or knowledge which would be of assistance to the community council, cannot vote or hold office.

Community Councillor Code of Conduct

- The Code of Conduct in Schedule 3 to the Scheme sets out the standards and principles of conduct that individual community council members are required to adhere to in performance of their duties.
- Failure of any individual to comply with the Code will be dealt with according to the Community Councillor Complaints Procedure.
- Breaches should be reported to governance@edinburgh.gov.uk

Community Councillor Code of Conduct – key points

- Conduct and behaviour
- Objectivity and accountability
- Honesty and Integrity
- Gifts and hospitality – report anything over £10 to secretary
- Bullying and harassment
- Financial Probity
- Complaints

Role of Office-Bearer

4 office-bearer roles in the Scheme.

- **Chair** - Chief spokesperson for community council and chair of meetings.
- **Secretary** – usually first point of contact, deals with correspondence and organisation of meetings. May take minutes.
- **Treasurer** – keeps accounting records, submits accounts.
- **Engagement and Inclusion Officer** – responsible for leading and coordinating the engagement activities of the community council.

Office Bearers

- 6.30 of the Scheme "A member shall hold no more than two of the following offices at any one time: Chairperson, Secretary or Treasurer and shall not hold office on more than one community council unless they are a nominated representative members of a local interest group or express approval has been given by the City of Edinburgh Council"
- Co-opted members and nominated representative members of local interest groups can hold office bearer positions.
- It is recommended that office bearer vacancies remain a standing agenda item until the position is filled.

Office bearer contact details

- Office bearer names are displayed on the community council directory pages.
- 6.33.4 of the Scheme "*Email address for office bearer (this will be publicly displayed on the Council's website). It is recommended that a generic email address is provided rather than a personal email address*".

Administrative Allowance

- The City of Edinburgh Council pays an administrative allowance to community councils.
- This currently includes a base grant of £522 per community council and in addition a population element is awarded of £0.02 per person in the boundary area and where applicable an accommodation element up to a maximum of £150.00.

Administrative Allowance - purpose

- The principal purpose of the administrative allowance is to cover administrative expenses e.g. postage, photocopying, production of leaflets and newsletters and any other means of consulting with or expressing the views of the community.

Role of the Governance Team

The Council's Governance Team can provide the following services to community councils:

- Governance advice limited to the Scheme for Community Councils and its guidance notes.
- Receipt and processing of the independently examined annual accounts and where applicable, subsequent processing of the annual administrative allowance.
- Receipt and archiving of community council meeting minutes, agendas and AGM reports.
- Processing and administering the Community Council Complaints Procedure.

Contacting the Governance Team

- Email to: governance@edinburgh.gov.uk
- Post to: Governance Team, Level 2.1, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.
- Whilst the Governance Team do not have a direct telephone number, if you make contact via the routes above and supply your telephone number, you will be contacted as soon as practicable.

Communicating with your residents

Communications team

May 2025

Communications – why it matters

- Effective two-way communications are central to engaging with people in your community
- Creating a conversation with residents and ensuring their voice is part of the decision-making process
- Increasing understanding and trust
- Changing behaviour, perceptions...even lives
- It's everyone's responsibility!

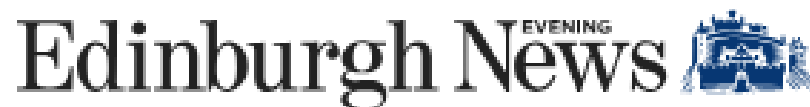
Finding your community council's voice

- Positive, open and active
- Conversational
- Colourful and assertive
- Authenticity – suiting style and personality





Forwarded this email? [Subscribe here](#) for more



Working with local media



Source of news

% of adults 16+ in Scotland using each source for news nowadays

Tv



69%

Social Media



56%

Other websites



22%

Radio



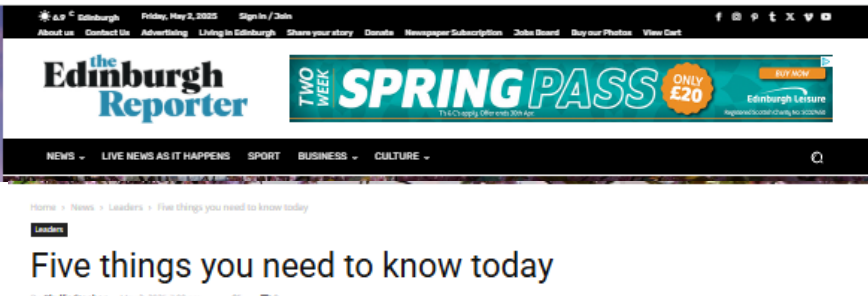
47%

Newspapers



24%

Local media landscape



Bellfield Party

The crowdfunder for Bellfield Party's Big Build has raised £162,515. This will help to raise more finance and will also count towards the improvements planned for the community building.

Around 30,000 people visit during one year, but the realisation was that so much more could happen at Bellfield if they had more usable space. They plan to remove the Celebration Foyer, the ground floor pews and dais and move the pulpit. The ground floor will be levelled and resurfaced and two new kitchens and toilets will be created. An upper floor is in the plans and proposals to repair the stained glass windows and install secondary glazing.

Keep up to date with their news on Facebook.



- 24-hour news
- Everyone's a journalist...
- Ever quicker escalation of stories
- Sourcing of 'news' from social media
- Web-only content
- Digital first – fluid deadlines

Local news outlets

- Edinburgh Evening News – Your World
- Edinburgh Live
- Edinburgh Reporter – Share Your Story
- Edinburgh Minute

Good media relations

Build lasting/trusting relationships

- Be the 'go-to' person
- Be available
- Be interesting

Responding to questions

- Take time to think, seek advice, do your research
- Call back/email your response

Local media contacts

Edinburgh Evening News

- News Editor: Rhoda Morrison
Rhoda.Morrison@nationalworld.com
07712 634813
- Community Reporter: Neil Johnstone
Neil.Johnstone@nationalworld.com
07771 338787
- Political Editor: Ian Swanson
Ian.Swanson@nationalworld.com
07712 010876

STV

- Editor: Nichola Kane
Nichola.Kane@stv.tv 0131 200 8015
- Political Reporter: Laura Alderman:
laura.alderman@stv.tv 0141 300 3360

BBC Scotland

- Newsroom: 0131 248 4215
- Yana Thandrayen (Edinburgh newsroom editor) yana.thandrayen@bbc.co.uk
- Angie Brown (online)
angie.brown@bbc.co.uk

Forth One

- Jack Foster:
jack.foster@bauermedia.co.uk
- Newsroom: 0131 556 9255
news@radioforth.com

Local Democracy Reporter

- Joe Sutherland
Joe.Sutherland@reachplc.com
07391 414446

Edinburgh Reporter

- Phyllis Stephen
editor@theedinburghreporter.co.uk
07791 406498

Edinburgh Live

Newsroom:
news@edinburghlive.co.uk

Broughton Spurtle

- Newsroom: spurtle@hotmail.co.uk
07455 770474

North Edinburgh News

- Newsroom:
northedinnews@gmail.com
07918 173836

Currie and Balerno News

- Paul Fisher Cockburn
editor@candbnews.com

The Sentinel (Wester Hailes)

- digitalsentinel@whalearts.co.uk
0131 458 3267

Portobello Reporter

- <https://porty.org.uk/>

The Edinburgh Minute

- Contact via the website:
edinburghminute.substack.com



**Making the
most of social
media**

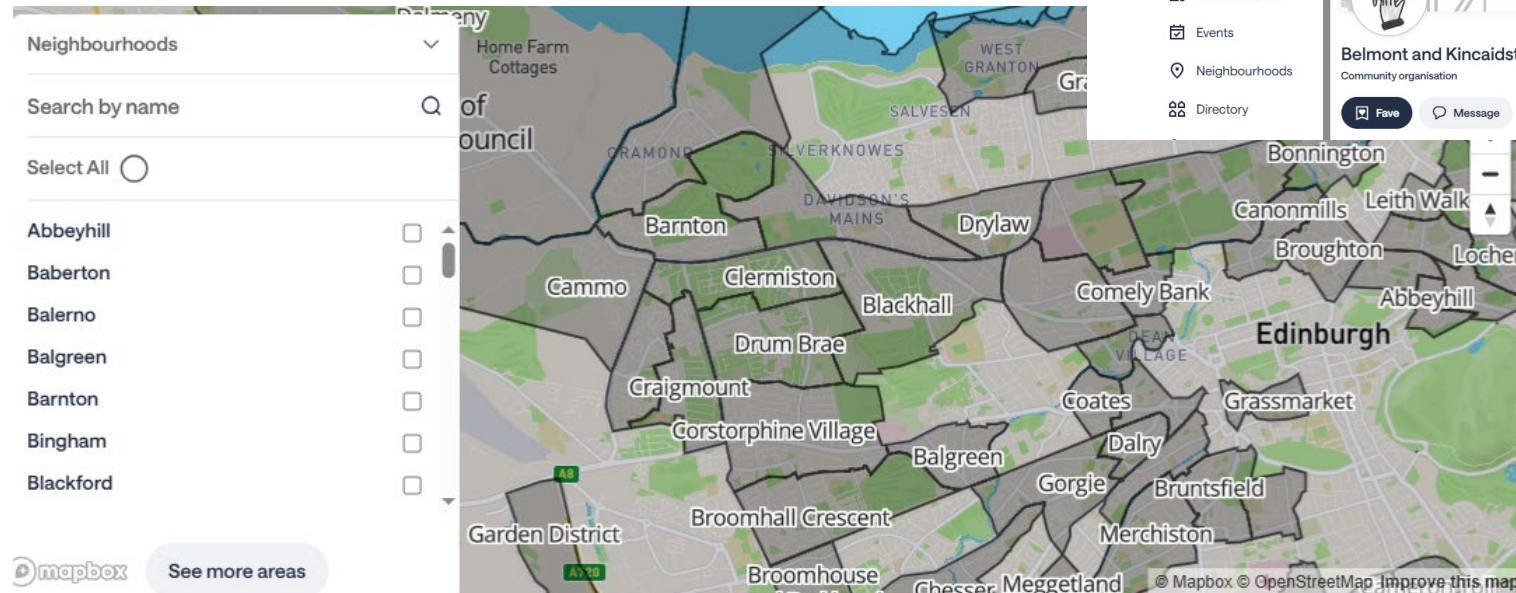
Why use social media?

- Cheap, easy and useful additional form of citizen engagement
- Keep residents up to date with what you're doing for them and the difference you have made
- Get info out quickly, easily and widely
- Perfect for advertising events such as drop ins and meetings
- Help you to present a human face
- Keep up your profile

Social media trends

Nextdoor.co.uk

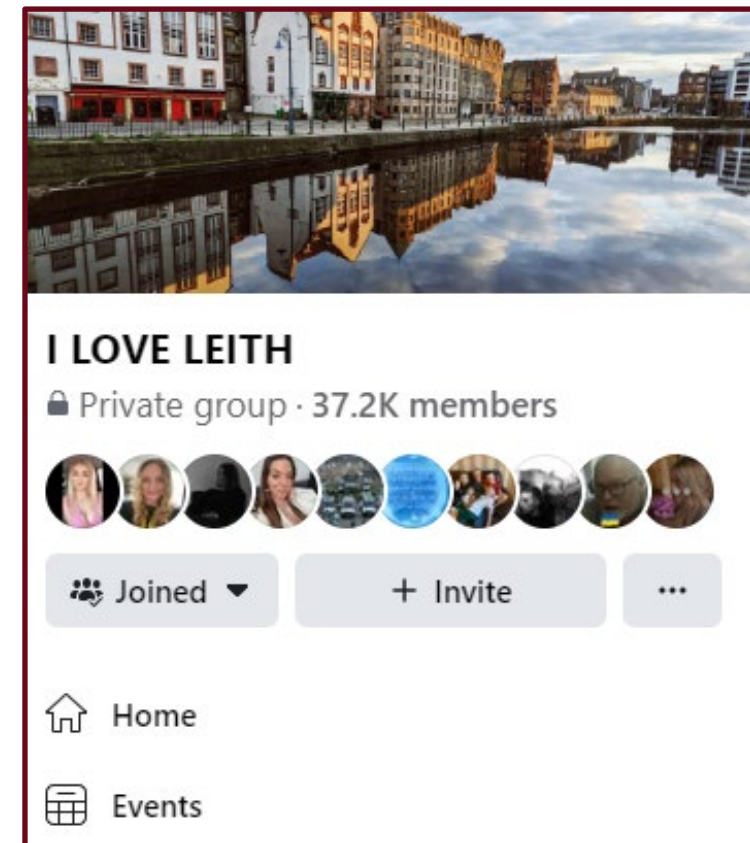
- 136 neighbourhoods
- 87,049 members
- 69,505 claimed households



Social media trends

Facebook groups – ready made audiences

- Gorgie-Dalry & Neighbours – 8.7k members
- Ask the Ferry Folk. Local Recommendations for South Queensferry – 6.7k members
- I Love Morningside – 19k members
- East Craigs Community Page Edinburgh – 3.3k members
- Murrayburn/Sighthill/Broomhouse/Parkhead/Wester Hailes Community Forum – 1.4k members
- Portobello Community People – 7.9k members



Social media trends

New formats

- Reels
- Stories



Accessibility

Being inclusive

- Equality Act 2010
- Alt text
- Captions
- Avoid text heavy images/graphics
- Details in post text



Resources: Community Councils Scotland

www.communitycouncils.scot

- Ideas for events
- Community engagement
- Using digital media
- Participatory budgeting
- Community Empowerment Act
- Skills and learning
- [#FollowMe: A social media guide for community councillors](#)
- [Facebook page](#)



Thank you. Any questions?



PLANNING – COMMUNITY COUNCIL TRAINING

May 2025

David Givan
Chief Planning Officer and Head of Building Standards

WHY A PLANNING SYSTEM?





KAY'S PLAN OF EDINBURGH

Containing all the
Improvements
TO THE PRESENT TIME
1836.

Drawn & Engraved by Kirkwood & Son
Being a continuation of their former Plan laid down from
survey on a scale of 10 furlongs to the Mile.



















The Fruitmarket
Gallery

SL57 XGO



SCIENCE FESTIVAL
SCIENCEFESTIVAL.CO.UK

MARKET STREET
hotel

Postlethwaite
Postlethwaite







HOW DOES PLANNING WORK?



PURPOSE

“The purpose of planning is to manage the development and use of land in the long term public interest.”



Town and Country Planning (Scotland) Act 1997

CHAPTER 8

DEVELOPMENT

Development means: the carrying out of **building, engineering, mining or other operations** in, on over or under land or the making of any **material change in the use** of any buildings or other land



Town and Country
Planning
(Scotland)
Act 1997

CHAPTER 8

HOW DECISIONS ARE MADE

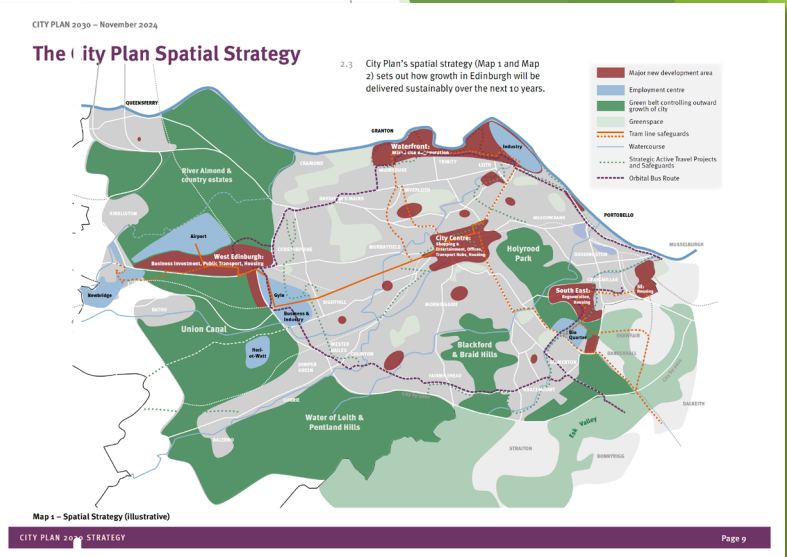
Regard is to be had to the **development plan** and the determination is, **unless material considerations indicate otherwise**, to be made in accordance with that plan.



Town and Country Planning (Scotland) Act 1997

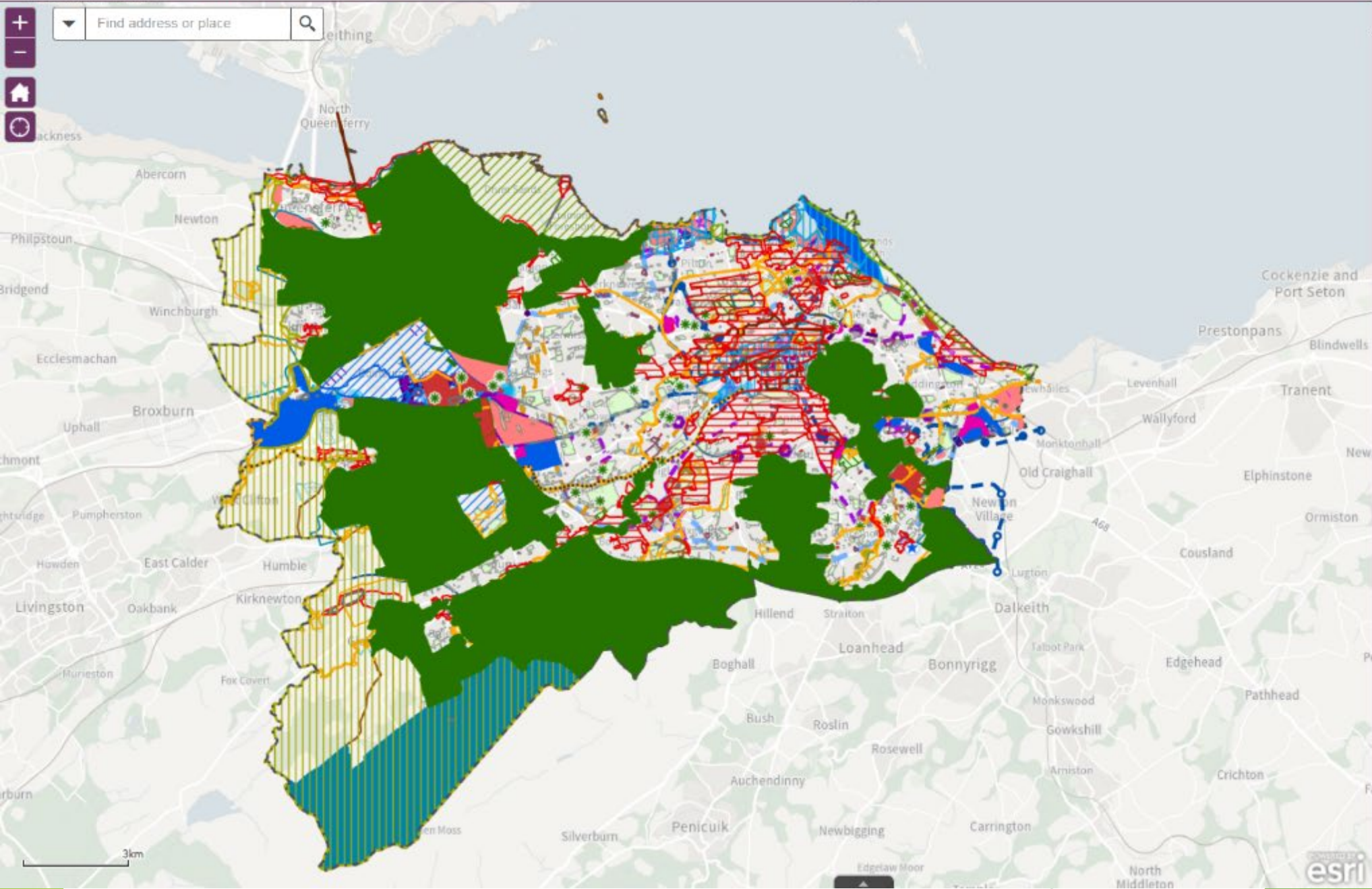
CHAPTER 8

THE DEVELOPMENT PLAN



•EDINBURGH• City Plan 2030 Proposals Map

THE CITY OF EDINBURGH COUNCIL

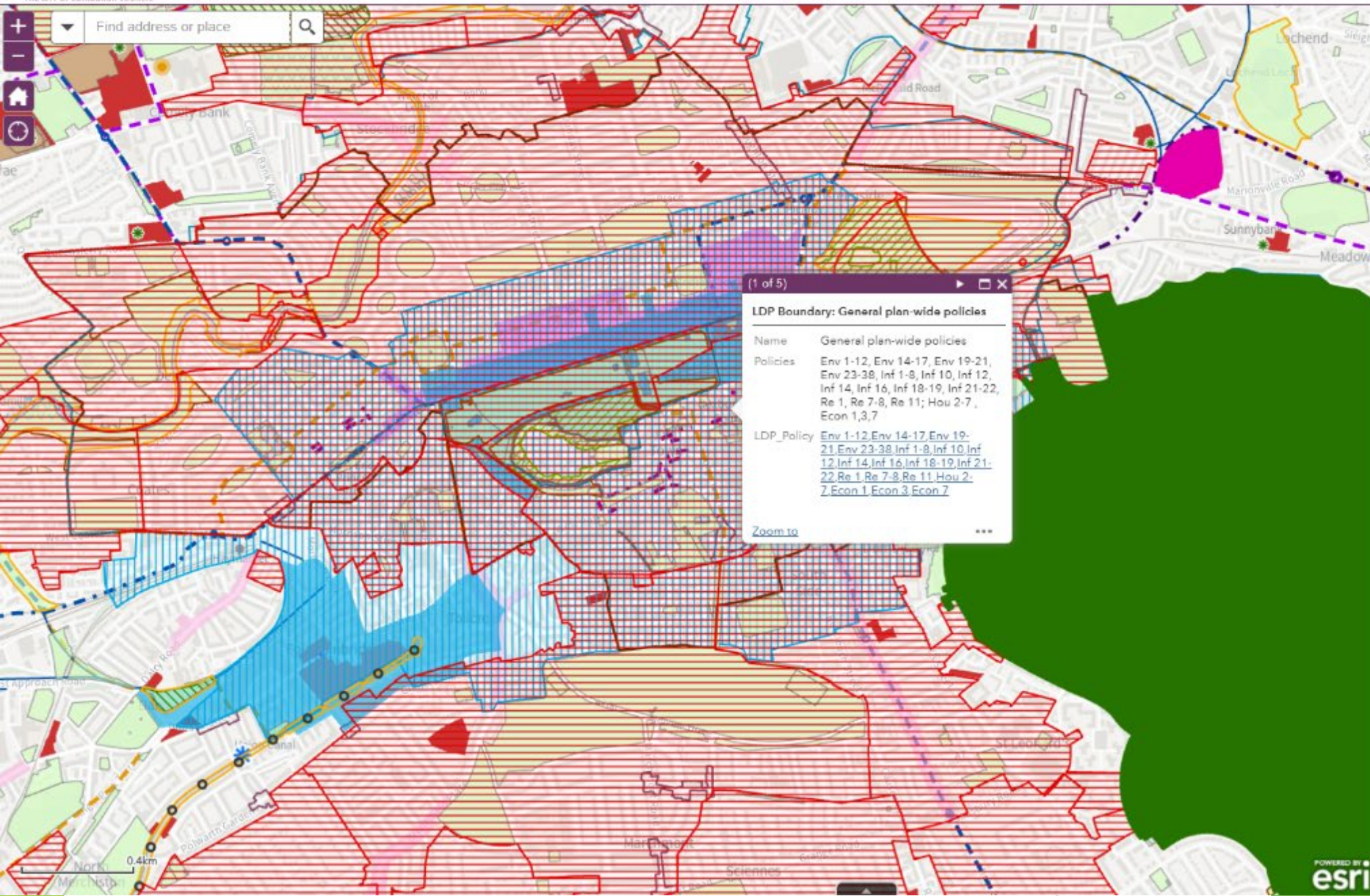


Layer List

Layers

- ☒ LDP 2030
- ☒ Council Boundary
- ☒ Green Belt and Countryside
- ☒ Conservation and Heritage
- ☒ Natural Heritage and Open Space
- ☒ City Centre and Waterfront
- ☒ Housing Proposals
- ☒ Economy, Business and Industry
- ☒ Retail and Commercial
- ☒ Transport and Mobility
- ☒ Education Infrastructure
- ☒ Other Proposals and Safeguards

•EDINBURGH• City Plan 2030 Proposals Map



Layer List

Layers

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☒ Retail and Commercial

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☒ Education Infrastructure

☒ Other Proposals and Safeguards

GUIDANCE

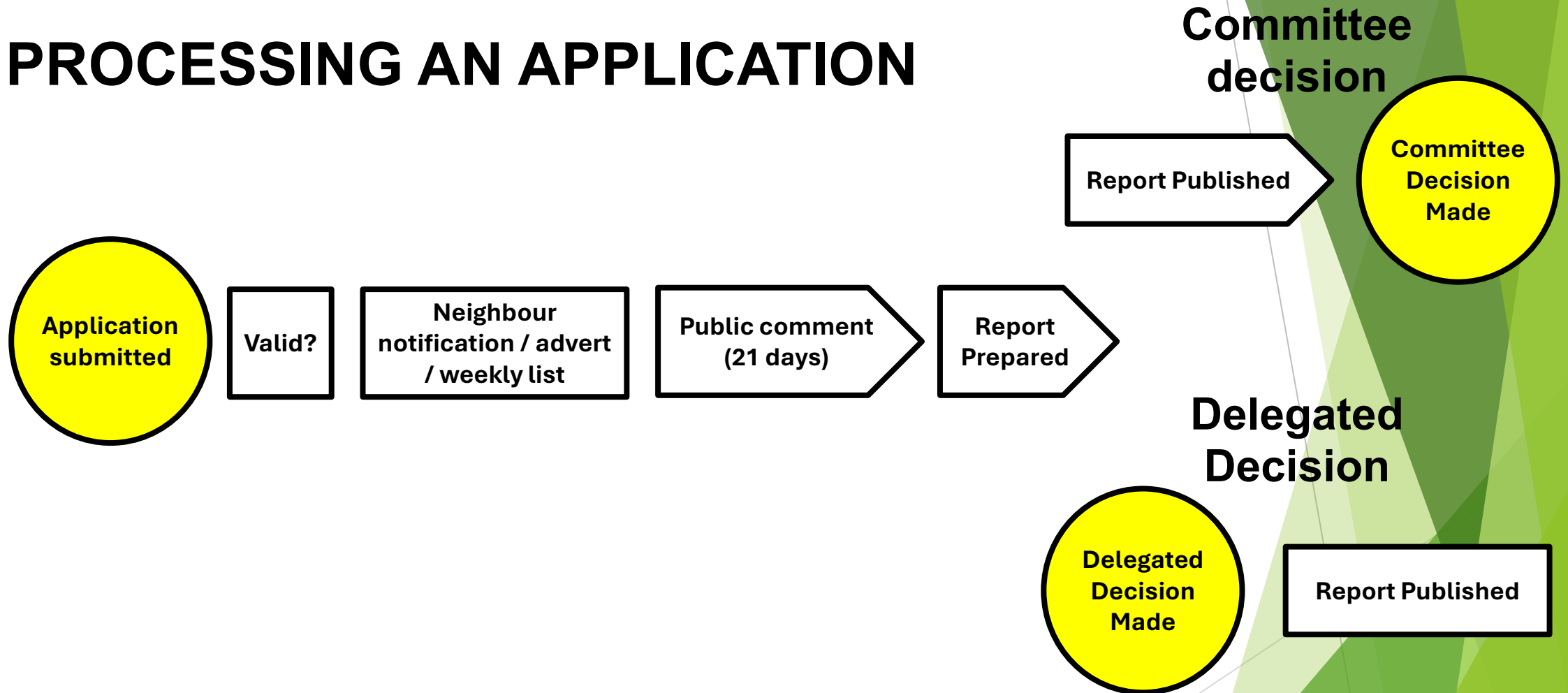


West Edinburgh Placemaking Framework 13 November 2024



Figure 1: (Collective Architecture)

PROCESSING AN APPLICATION



COMMITTEE / DELEGATED

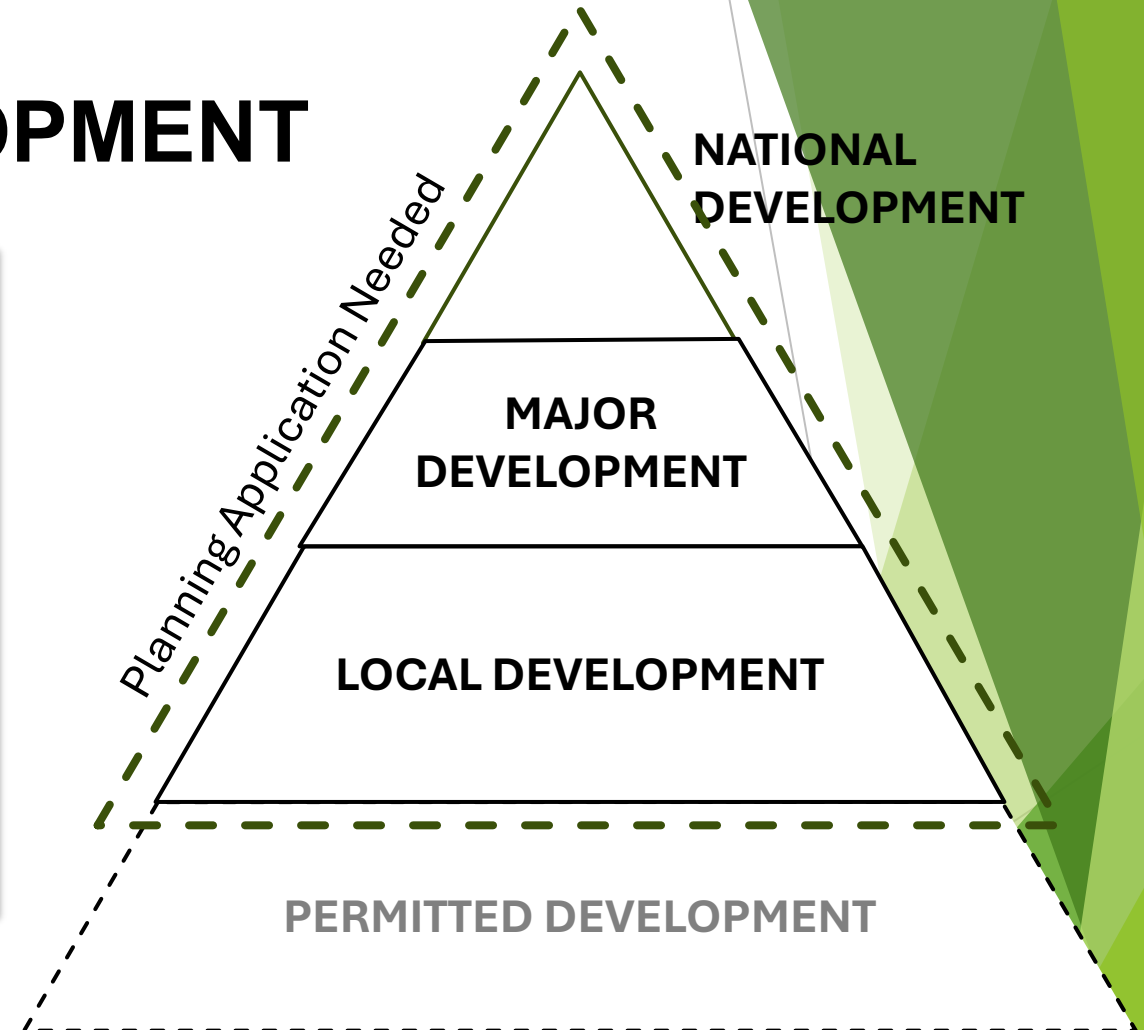
CITY OF EDINBURGH COUNCIL SCHEME OF DELEGATION TO OFFICERS

THE CITY OF EDINBURGH COUNCIL LOCAL DEVELOPMENTS SCHEME OF DELEGATION	
Status	
1	The Council, as planning authority, has made this Scheme of Delegation for the purposes of section 43A of the Town and Country Planning (Scotland) Act 1997 (the Act) and Part
2	of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 (the Regulations). It provides for the determination of local developments by the Chief Planning Officer subject to certain exceptions.
2	The Council has delegated other planning functions to the Executive Director of PLACE and the Chief Planning Officer under section 56 of the Local Government (Scotland) Act 1973. These are listed in the Council's Scheme of Delegation to Officers published on the Council's website.
Appointed Officer	
3	For the purposes of section 43A (1) of the Act, the Council authorises the Chief Planning Officer to appoint suitable officers to determine applications for local developments in accordance with this Scheme.
Delegated Powers	
4	Subject to the qualifications and exceptions listed below, the Council delegates authority to the appointed officer to determine: <ul style="list-style-type: none">• applications for planning permission ¹• applications for consent, agreement or approval required by a condition imposed on a grant of planning permission In respect of local developments, as defined by Sections 3A(4)(b) and 26A of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.
Qualifications and Exceptions	
5	In exercising authority under this Scheme, the appointed officer should be satisfied that: <ul style="list-style-type: none">• the decision is in accordance with the statutory Development Plan (Strategic Development Plan and Local Development Plan)• the decision does not remove or amend conditions originally added by Committee;
6	An appointed officer shall not determine an application which has been submitted: <ul style="list-style-type: none">• by, or on behalf of, an elected member of the Council or by the partner, close friend or relative of an elected member of the Council;• by, or on behalf of, an officer involved in the statutory planning process or by a partner, close friend or relative of such officer.
7	An appointed officer shall not determine an application:
¹ The meaning of "application" shall be taken to include applications for planning permission; planning permission in principle; applications for consent, agreement or approval required by condition imposed on a grant of consent for local developments.	

Committee Decisions:

- Not in accordance with development plan
- Application by councillor or planning officer, partner, close friend or relative
- Elected member requests for Committee decision within 21 day period for public comment
- Unresolved objections from statutory consultees
- Controversial, significant public interest, significant impact on environment
- Refuse recommended more than 20 support
- Grant recommended more than 20 in objection

HIERARCHY OF DEVELOPMENT



DEVELOPMENT MANAGEMENT SUB-COMMITTEE

- Applications that are not delegated
- Applications for National Development which are decided via a Hearing



DEVELOPMENT MANAGEMENT SUB-COMMITTEE

- 1 Order of Business
- 2 Declarations of interests
- 3 Minutes
- 4 **General Applications, Miscellaneous Business and Pre-Application Reports**
- 5 Returning Applications
- 6 Applications for Hearing
- 7 **Applications for Detailed Presentation**
- 8 Returning applications following site visit



WEEKLY LISTS

Planning Applications within Edinburgh

WEEKLY PLANNING BULLETIN

Date: **3 March 2025**

The Weekly Planning Bulletin is organised by ward. Under each ward you will find the following sections:-

- Section 1 – Recently registered planning applications;
- Section 2 – Proposal of Application Notices received;
- Section 3 – Proposals for tree work in conservation areas;
- Section 4 – Proposals for tree works where there is a Tree Preservation Order;
- Section 5 – Prior Notification of Telecommunications;
- Section 6 – Certificate of Lawfulness Existing;
- Section 7 – Certificate of Lawfulness Proposed.

If there are no applications or notices in a ward, the space underneath will be blank.

Section 8 at the end of the document contains consultations from other planning authorities.

Planning decisions are on a separate document.

Wards – click on the links below

[Ward B01 – Almond](#)
[Ward B02 – Pentland Hills](#)
[Ward B03 – Drum Brae/Gyle](#)
[Ward B04 – Forth](#)
[Ward B05 – Inverleith](#)
[Ward B06 – Corstorphine/Murrayfield](#)
[Ward B07 – Sighthill/Gorgie](#)
[Ward B08 – Colinton/Fairmilehead](#)
[Ward B09 – Fountainbridge/Craiglockhart](#)
[Ward B10 – Morningside](#)
[Ward B11 – City Centre](#)
[Ward B12 – Leith Walk](#)
[Ward B13 – Leith](#)
[Ward B14 – Craigentinny/Duddingston](#)
[Ward B15 – Southside/Newington](#)
[Ward B16 – Liberton/Gilmerton](#)
[Ward B17 – Portobello/Craigmillar](#)

Where can I see the documents?

You can view the plans, forms and other documents at [Planning and Building Standards Online Services](#).

What Can I Comment on?

Under statutory legislation, you should only make comments to the City of Edinburgh Council on those applications appearing in Section 1 – recently registered planning applications.

Planning is about the development and use of land and buildings so any comments made on applications should be relevant to this. These are called 'material considerations'. If you submit comments which are non-material they will not be taken into account. This can be difficult to understand so we have given you some examples below. It should be noted that the legislation governing the control of advertisements does not include any provision for a period for representations to be submitted. Therefore, the Planning service may determine an application for advertisement consent prior to the date set out in this list

Planning Decisions within Edinburgh

WEEKLY PLANNING BULLETIN

Date: **3 March 2025**

Decision List

Applications contained in **this** Decision List were determined during the week ending **3 March 2025**. Full details of the decision and the application report can be found on the [Planning and Building Standards Online Services](#).

Wards

[Ward B01 – Almond](#)
[Ward B02 – Pentland Hills](#)
[Ward B03 – Drum Brae/Gyle](#)
[Ward B04 – Forth](#)
[Ward B05 – Inverleith](#)
[Ward B06 – Corstorphine/Murrayfield](#)
[Ward B07 – Sighthill/Gorgie](#)
[Ward B08 – Colinton/Fairmilehead](#)
[Ward B09 – Fountainbridge/Craiglockhart](#)
[Ward B10 – Morningside](#)
[Ward B11 – City Centre](#)
[Ward B12 – Leith Walk](#)
[Ward B13 – Leith](#)
[Ward B14 – Craigentinny/Duddingston](#)
[Ward B15 – Southside/Newington](#)
[Ward B16 – Liberton/Gilmerton](#)
[Ward B17 – Portobello/Craigmillar](#)

If you have any questions about the decisions please contact the Planning Help Desk at planning@edinburgh.gov.uk

City Plan 2030 – City Plan 2030 is now our adopted local development plan and will be used to inform planning decisions. See our [webpage](#) for more information.

Keep up to date with Planning & Building Standards changes by signing up to the [Planning Blog](#)

IMPORTANT INFORMATION – CONSTRAINTS: The constraints data on this site is for information only.

Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.


Simple [Advanced](#) [Weekly/Monthly Lists](#) [Property](#) [Map](#)

Applications [Appeals](#) [Enforcements](#)

Status:

All ▾

Enter a **keyword**, **reference number**, **postcode** or **single line of an address**.



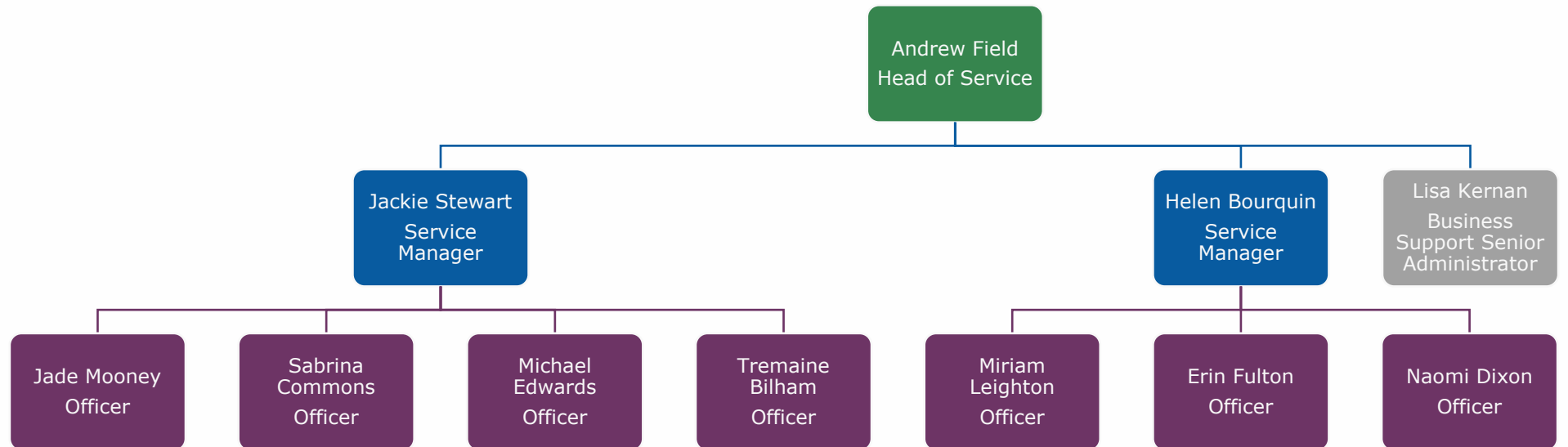
Search

The Community Empowerment and Engagement Team

What our team does

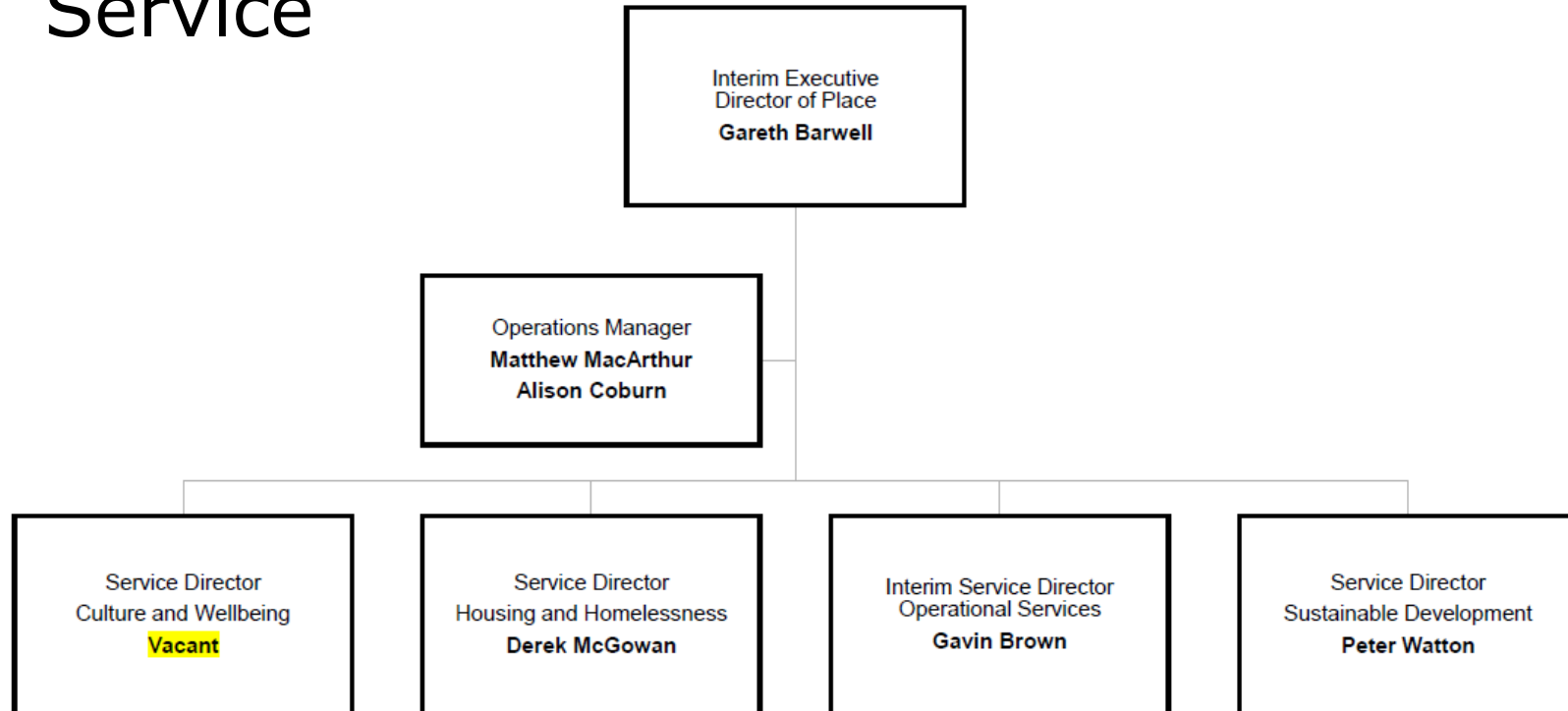
1. Administer local community grants across the City.
2. Strategic development of the Council's approach to the city's community centres.
3. Support partnership work and community networks in different parts of the City.
4. Provide a point of contact with the Council when it's unclear which of our services would deal with a specific request or enquiry.
5. Provide guidance on how community councils can be established.

Community Engagement and Empowerment Team



Where we sit in the Council

- Place Directorate, Culture and Wellbeing Service



What is the Community Grants Fund?



- A small grants scheme provided by City of Edinburgh Council.
- For small scale activity that will benefit local communities.
- Offering grants of up to £5,000 across 13 neighbourhood areas.
- £405k in total, divided up based on population figures in each area.
- Awarded by funding panels consisting of elected members and organisational representatives (except Leith Chooses).
- Panel recommendations are reviewed and signed off by the Council budget holder (Head of CEE Service).

Community Councils and Community Engagement



- The general purpose of a community council is to ascertain, coordinate and express the views of the community it represents.
- Every member of your community can be a valuable member of society with something to contribute.
- Community Councils should attempt to engage with a wide range of people to create a diversity of perspectives and insights which can help the Community Council to achieve more and act more proactively.
- Community engagement is about building open and honest relationships between citizens and Community Councils, based on mutual trust.

Community Engagement Support

Our team has been working on developing support for community councils to build confidence and skills in carrying out community engagement activities

We engaged via an online questionnaire and focus group to develop our offer.

As a result of this we:

- Created a Community Engagement Toolkit (link to be shared).
- Are developing a community engagement training offer for community councils and other community groups.
- Are working to improve collaboration across Council teams, external partners, and communities.

Community Engagement Toolkit Overview



- What is Community Engagement?
- Roles and Responsibilities
 - Engagement and Inclusion Office Bearer
- National Standards for Community Engagement
- Engagement Methods
 - Planning, Methods, Facilitation Tips, Accessibility and Inclusion, Evaluation and Impact
- Expressing your views
- Resources- links to external guides, videos, case studies, training, etc.
- [Community Engagement Toolkit is available here](#)

Community Engagement is Adaptable

- Think about your **local context** and the existing groups, events, and spaces that you can tap into.
- Use a **variety of strategies** to engage with different groups.
- **Be creative** and try new things.
- **Learn** from what works and what doesn't.
- **Stay curious** and involved in your community.

Contact our team if

- You have issues or questions regarding the Community Engagement Toolkit
- You are looking for advice on your community engagement activities.
- You need help connecting with the right officer or service area within the Council.
- You are interested in applying for the Community Grants Fund or nominating a representative for your local funding panel.
- You want to get in touch with a Community Centre

Email us at communityengagement@edinburgh.gov.uk

Questions

Licensing Service - Overview 26 April 2025

Catherine Scanlin
Licensing Manager

Licensing Service

- Licensing Team is part of Regulatory Services within the Directorate of Place
- Located at Level 10, City Chambers and 33 Murrayburn Road
- Circa 60 staff: administrative officers, inspection officers and vehicle examiners
- We process up to 25,000 licence applications every year
- Support the Licensing Board in exercising its functions
- Licensing Sub-Committee and Regulatory Committee
- Training Centre – Taxi and Private Hire, Liquor Licence Training
- Purpose of licensing – **securing public safety**

Licensing Service – Types of Applications

- Alcohol and gambling: licensed premises, occasional licences (events), personal licences, casinos, bingo premises, betting shops etc.
- Houses in Multiple Occupation
- Civic and miscellaneous: short term lets, public entertainment, street trader, market operator, cinema, skin piercing and tattooing, second hand dealers, late hours catering, parades and processions, animal boarding, animal breeding, hypnotism...
- Taxi and Private Hire – driver, vehicle and booking office applications

Licensing Service – Application Process

- Applications are received via the licensing online portal
- Saved and allocated a reference number
- Checked by officer
- Processed and sent for consultation
- Once consultation has concluded, application is progressed to a decision
- Licence is issued (if applicable)

Licensing Service Consults with

- Police Scotland
- NHS
- Licensing Enforcement
- Environmental Health
- Public Safety
- Planning
- Building Standards
- Transport Network and Enforcement
- Parks and Green Spaces
- **Community Councils**
- Members of the public

Licensing Service – Ways to Access Information

Licensing webpages:

<https://www.edinburgh.gov.uk/business>

Licensing (City Chambers):

licensing@edinburgh.gov.uk or 0131 529 4208

Licensing Hub (Murrayburn) - Taxi and PHC:

licensinghub@edinburgh.gov.uk or 0131 529 4049

X (Formerly Twitter): **@Edin_Licensing**

Licensing – Current Challenges

- Short Term Let Licensing Scheme effective 1 October 2022
- Licensing Hub (including vehicle examination centre) moving to the Gyle
- Improving applicant experience – licensing webpages, software update
- Policy Review – Short Term Lets, Street Trading and Markets, Public Entertainment and more

Thank you


The background features two large, overlapping, curved lines. One line is a light blue color and the other is a light green color. They are positioned in the top right and bottom left corners, framing the central text.

Information Management in Community Councils

Zaruhi Karapetian




Purpose of this presentation

- Support community councils in managing information effectively
 - Clarify responsibilities and best practices
 - Ensure compliance with legislation and best practices.
- 



Key Responsibilities

- Maintain accurate, accessible, and up-to-date records
 - Transferring records and providing access under the relevant legislation
 - Roles responsible for information handling
- 



Community Councils Information

- Create, receive, use, and manage a variety of information in the course of business.
- Minutes of meetings and supporting records, correspondence, planning information, reports, financial transactions, survey data, administration information.
- Records are transferred to CeC's custody routinely and comprehensively.
- Retained for at least the retention periods required.
- Sensitive or personal data are securely destroyed, and disposal is documented
- Community council officers transfer to treasurer/secretary when no longer part of it



Good Practice for Records Management

- Organise records
- Store securely and provide access as appropriate
- Keep only as long as needed
- Use simple file-naming conventions
- Keep destruction logs

Why Good Records Management Matters

- Promotes transparency and accountability
- Supports sound decision-making
- Ensures compliance
- Democratic, and builds public trust



Managing Personal Data

- Collect only necessary data
- Process lawfully fairly and in a transparent manner
- Be transparent about data use
- Store securely and limit access
- Keep data up to date
- Report data breaches to Information Governance Unit information

Handling Requests

- UK GDPR/ DPA 2018
- Subject Access Requests (SAR): provide access to personal data
- A calendar month to respond
- Maintain a log of requests and responses
- Review and dispose of SARs log

Personal data breaches

- Personal information uploaded to the website in error
- Records damaged or destroyed by fire, flood or other means
- The theft or loss of hardware (e.g. laptops, portable devices)
- Disclosure of personal information in error (e.g. a letter or email sent to the wrong constituent)
- The theft or loss of records containing personal information (e.g. portable devices, paper files)

If a breach does occur, please report it to the Information Governance Unit as quickly as possible so we can support and provide advice on what actions to take.




Information Compliance

- To comply with data protection principles, it is advised that community councils nominate someone as the person responsible for data protection matters.
- Register with the ICO

Further information on the registration process can be found on the [ICO website](#).



Next steps

- Review current practices
 - Assign information roles
 - Plan training or updates
 - Use the template policy in the guidance
- 

Final Comments

Questions?

Information.compliance@edinburgh.gov.uk

Useful Links

[THE CITY OF EDINBURGH COUNCIL
SCHEME FOR COMMUNITY COUNCILS](#)

[Good Practice Guidance for Local
Authorities and Community Councils](#)

[Guidance on Privacy Templates](#)



<https://www.edinburghcommunitycouncils.org.uk/>

Edinburgh Association of Community Councils

CEC Governance: Community Council Induction Events: 26 / 28 April 2025:

Community Councils embrace their neighbourhoods and anchor grass-roots local democracy.

Their undertaking: Promote neighbourhood ‘place’, ‘space’, amenity and wellbeing.

The civic triangle: Community Councils - City Chambers - CEC Managers at Waverley Court.

EACC – the network hub for Edinburgh’s Community Councils. EACC speaks *of* you, not *for* you.

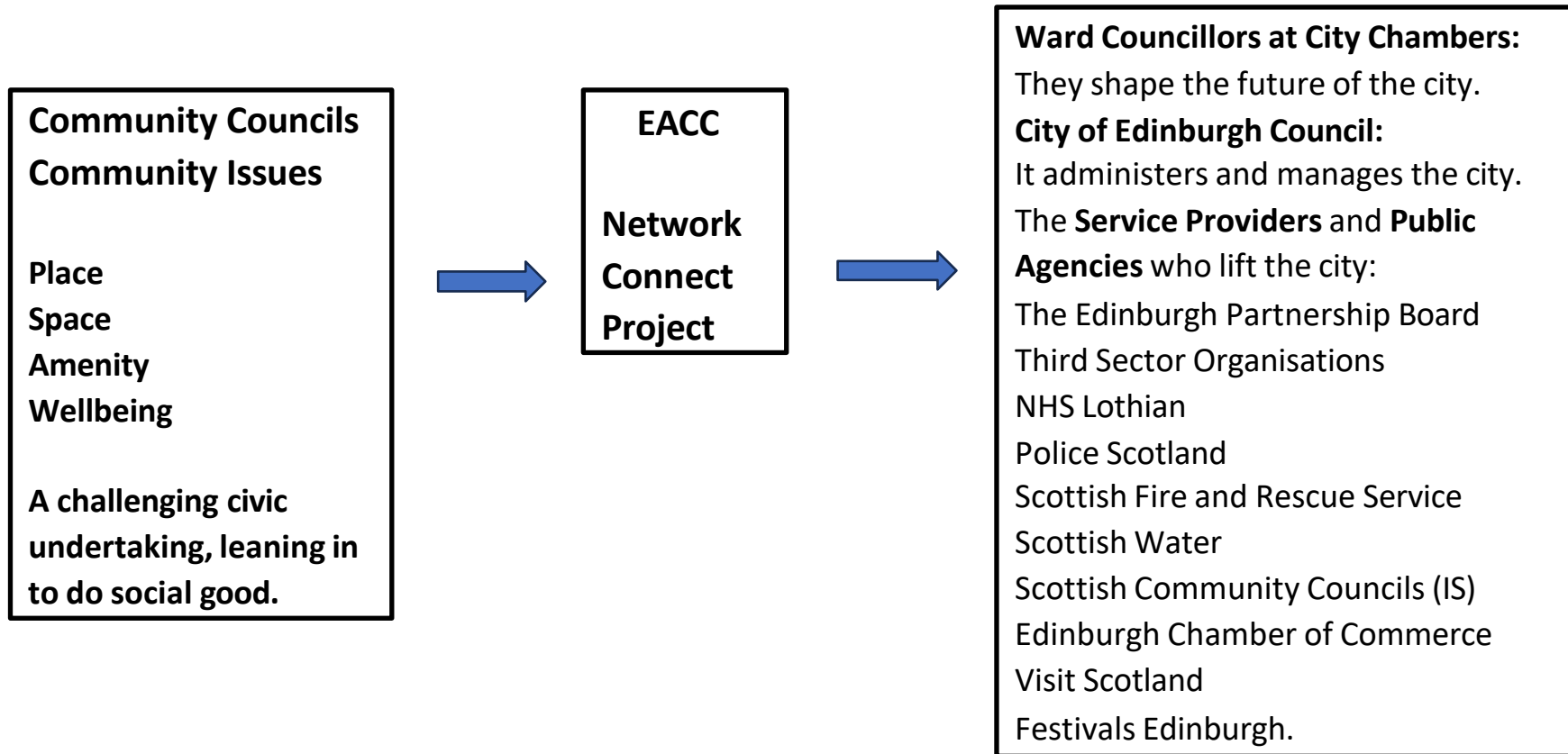
As community councillors, you must speak for yourselves ... with purpose and ambition.

EACC will share your commitment, reinforce your effort, spread your message.




<https://www.edinburghcommunitycouncils.org.uk/>

Edinburgh Association of Community Councils

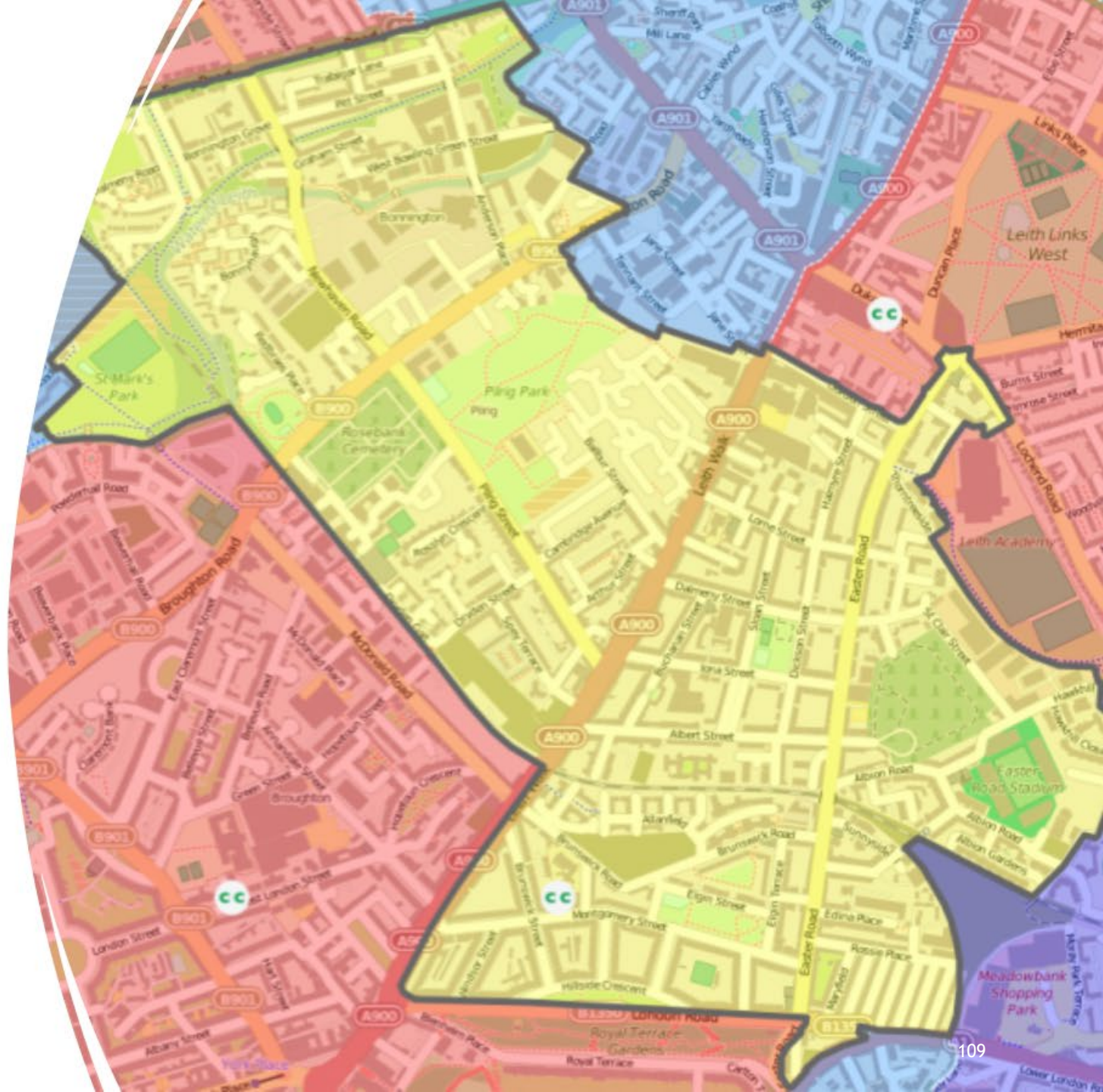


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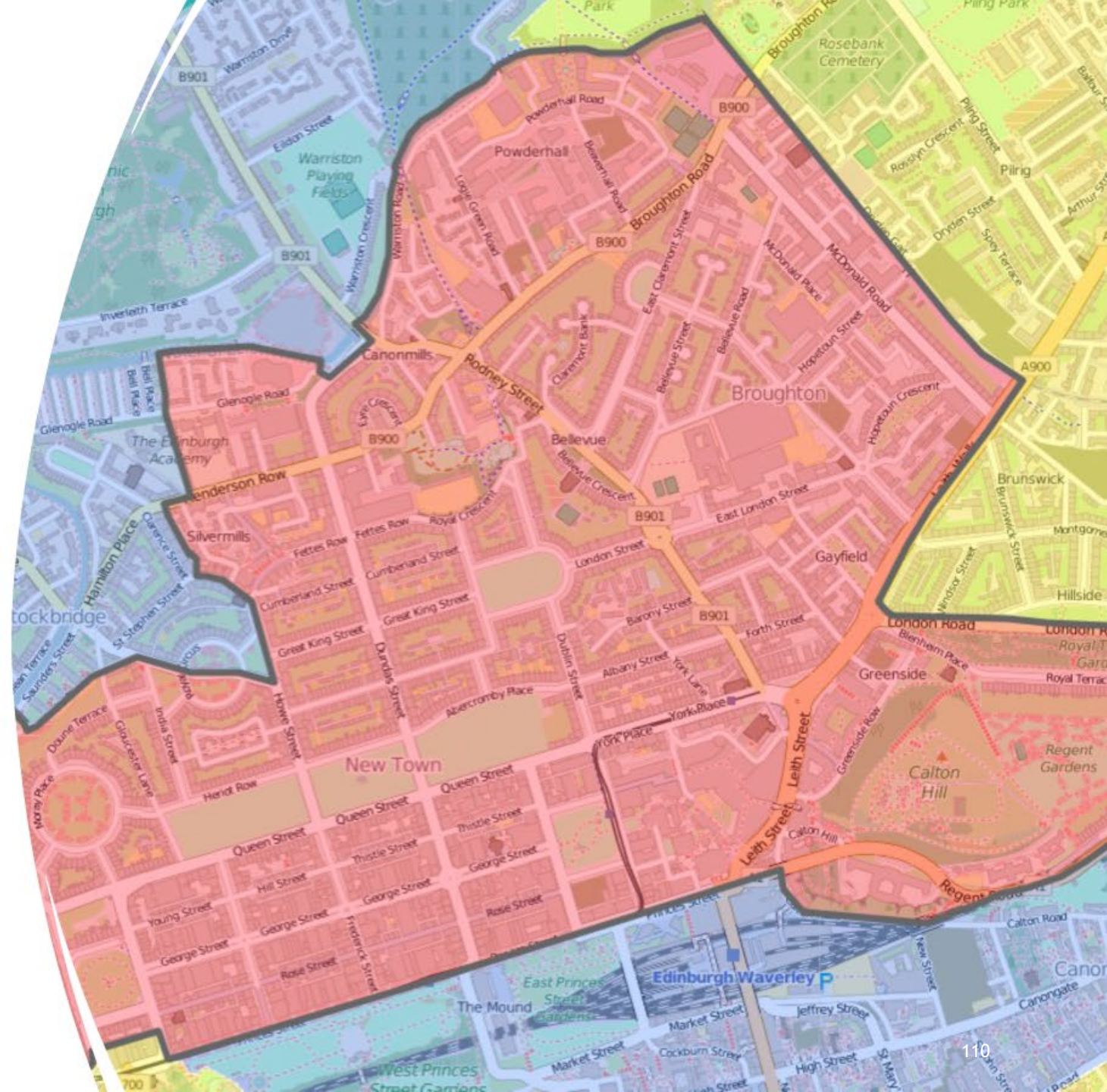
Experience as a Community Councillor

- Councillor Jack Caldwell
 - Ward Councillor for Leith Walk ward (North East Locality)
 - (covered by *Leith Central Community Council* and *New Town and Broughton Community Council*)
 - **Former member of Leith Central Community Council 2017 - 2022**
- 
- A series of yellow dashed lines in the bottom right corner, forming a curved shape.

Map of the area covered: Leith Central



Map of the area covered: Broughton and New Town



Working relationships between Edinburgh Council and Community Councils

- I REALLY dislike the phrase “Partnership Working”, BUT...



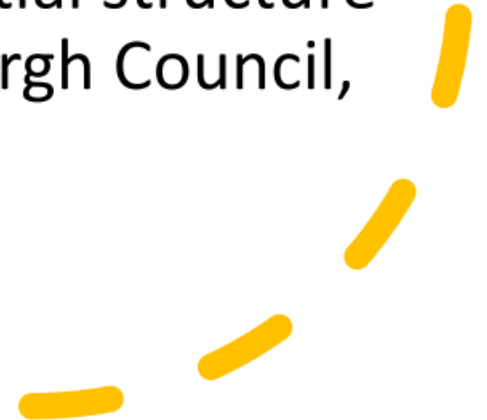
Working relationships between Edinburgh Council and Community Councils

- I REALLY dislike the phrase “Partnership Working”, BUT...
- Community Councils working with the City of Edinburgh Council can be a great example of real partnership working to move things forward.



Working relationships between Edinburgh Council and Community Councils

- I REALLY dislike the phrase “Partnership Working”, BUT...
- Community Councils working with the City of Edinburgh Council can be a great example of real partnership working to move things forward.
- The relationship is also an essential structure for scrutiny of the City of Edinburgh Council, and offering alternatives.



Example 1: Save Leith Walk - Stead's Place



Rendering from Save Leith Walk campaign website



Large planning application for student accommodation and hotel.



Initial proposals included the demolition of a red sandstone building.



It was saved due to the knowledge of individuals with Planning policies and legislation.



A presentation was made to the Planning committee.

Example 2: Parking controls



The Abbeyhill Colonies were a free car park for the City Centre, as was the rest of Leith Walk.

That needed to change.

Printed out leaflets, got a petition going.

Got a win: Leith Walk was considered for parking controls.

Liaised with ward councillors post-implementation.

Example 3: Scrutinising large Council infrastructure project



Rendering from Edinburgh.gov.uk/TramsToNewhaven

Trams to Newhaven
Project

Costs around £207.3m.

Radically changed the
face of Leith Walk.

Example 4: Distributing Council Community Grants Fund



“Leith Chooses” has been running for 11 years.

It distributes the Community Grant Fund through public voting.

It engages residents and third sector organisations.

The model is being used as an example going forward.

Summary

- Some of the above examples were ideologically driven, and some were purely in the interest of the community we served.
- Every single person in this room will have your own approach of how you want to shape your communities and listen to your constituents.
- It will be a constant learning experience.
- It can be tough, but you can make real change (or keep “real status quo”).
- THANK YOU

Stead's Place
Development

PLANNING

Parking Controls

TRANSPORT

Tram project

PAVEMENTS

Leith Chooses

FUNDING