

57550 Councillors and the Planning Process

Scope: Requirements for a councillor to serve on the City of Edinburgh Planning Local Review Body (LRB), including eligibility/selection, training, and sign-off.

Date range: 1 January 2023 – present (or latest versions in force on 18 June 2025).

Please provide:

Constitution & appointment

o The current governance documents setting out how LRB membership is constituted/appointed (e.g., Standing Orders extracts, Scheme of Delegation, LRB Protocols), including:

eligibility criteria and any exclusions (e.g., executive roles, ward interests)

[This is a matter for individual councillors and their political groups, the Council does not impose any restrictions or criteria.](#)

how members are selected/allocated/rotated to panels

[Each political group is allocated a set number of places on each committee, and it is for them to determine which councillor\(s\) take those positions.](#)

quorum and Convener/Vice-Convener arrangements

[Included in Standing Orders.](#)

any substitution rules.

[Included in Standing Orders.](#)

[Please find our Governance documents on our website.](#)

Training/competency requirements

o The mandatory training required before a councillor may sit on the LRB (module titles, learning outcomes, delivery method, pass/attendance criteria, and refresher frequency).

[Members are required to receive a training session from officers in the Planning service before they can sit on the LRB. This is a onetime requirement. Sessions are focussed for a specific committee, for example, one will be for the Planning Committee, one for LRB and one for Development Management Sub-Committee. However, if a councillor has undertaken training for Planning Committee or Regulatory Committee, this is deemed as acceptable to allow them to sit on an LRB meeting.](#)

o Any induction packs, guidance notes, or checklists issued to LRB members (especially on predetermination/bias, relevant vs irrelevant considerations, forming lawful reasons, and the use of planning/legal advice).

[None, these issues are covered in the training session.](#)

Verification/sign-off

o Who is responsible for verifying that members have completed required training before sitting (e.g., Monitoring Officer/Committee Services), and the process used

Member Services keeps a record of all training completed by councillors. It also keeps a record of which councillor sits on any committee requiring training (for example, Planning, LRB etc) and, where a councillor who has not completed the specific/required training arrangements will be made to provide that training.

- o Any requirement for formal sign-off or certification, and copies/templates of that sign-off.

The training is organised by Member Services but carried out by the Planning officers (for LRBs). Once the training has been provided, either Planning officers inform Member Services or Member Services ask Planning officers if that training has now been completed, and if so, their training record will be updated to reflect this.

Compliance records (limited and factual)

- o Completion/compliance records for Councillors David Yey and Alys Mumford

We consider such information to be the personal information of the individuals concerned. It would not be appropriate to place such information in the public realm.

Any recorded exceptions/waivers since 1 Jan 2023 where a member sat before completing required training.

None.

Changes & publication

- o A note of any changes to LRB membership/training requirements since 1 Jan 2023 and the dates they took effect.

None.

- o Where these documents are published (links or document titles/paths), if public.

These are not published.