

# Notice of meeting and agenda

## Housing, Homelessness and Fair Work Committee

**10.00 am Thursday, 20th January, 2022**

Virtual Meeting - via Microsoft Teams

This is a public meeting and members of the public are welcome to watch the webcast live on the Council's website.

The law allows the Council to consider some issues in private. Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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Tel: 0131 553 8242 / 0131 529 3009

## **1. Order of Business**

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- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

## **2. Declaration of Interests**

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- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## **3. Deputations**

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- 3.1 If any.

## **4. Minutes**

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- 4.1 Minute of the Housing, Homelessness and Fair Work Committee of 4 November 2021 – submitted for approval as a correct record 7 - 18

## **5. Forward Planning**

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- 5.2 Housing, Homelessness and Fair Work Committee Rolling Actions Log 25 - 40

## **6. Business Bulletin**

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## **7. Executive Decisions**

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- 7.1 Network of Employability Support and Training – Report by the Executive Director of Place 51 - 90
- 7.2 Employer Recruitment Incentives to Support Fair Work – Report by the Executive Director of Place 91 - 104

<b>7.3</b>	Housing Service Improvement Plan – Update – Report by the Executive Director of Place	105 - 124
<b>7.4</b>	Update on Dampness, Mould and Condensation in Council Homes and Asset Management Strategy – Report by the Executive Director of Place	125 - 134
<b>7.5</b>	Tenant Participation and Engagement – Report by the Executive Director of Place	135 - 142
<b>7.6</b>	Housing Revenue Account (HRA) Budget Strategy (2022-2032) – Report by the Executive Director of Place	143 - 158

## **8. Routine Decisions**

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<b>8.2</b>	Homelessness and Housing Support - Revenue Monitoring 2021/22 – Month Six Position – Report by the Executive Director of Place	167 - 172
<b>8.3</b>	Place Services Internal Audit – Actions Update – Report by the Executive Director of Place	173 - 176
<b>8.4</b>	Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 - referral from the Governance, Risk and Best Value Committee	177 - 192
<b>8.5</b>	Affordable Housing Tenures - referral from the Planning Committee	193 - 204
<b>8.6</b>	Housing Land Audit and Completions Programme 2021 - referral from the Planning Committee	205 - 254

## **9. Motions**

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<b>9.1</b>	If any.	
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## **Nick Smith**

Service Director, Legal and Assurance

### **Committee Members**

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Councillor Kate Campbell (Convener), Councillor Mandy Watt (Vice-Convener), Councillor Jim Campbell, Councillor Cammy Day, Councillor David Key, Councillor Kevin Lang, Councillor John McLellan, Councillor Susan Rae, Councillor Alex Staniforth, Councillor Susan Webber and Councillor Norman Work

### **Information about the Housing, Homelessness and Fair Work Committee**

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The Housing, Homelessness and Fair Work Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council.

This meeting of the Housing, Homelessness and Fair Work Committee is being held virtually by Microsoft Teams.

### **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Jamie Macrae or Sarah Stirling, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242 / 0131 529 3009, email [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) / [sarah.stirling@edinburgh.gov.uk](mailto:sarah.stirling@edinburgh.gov.uk).

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# Minutes

## Housing, Homelessness and Fair Work Committee

10.00am, Thursday 4 November 2021

### Present

Councillors Kate Campbell (Convener), Watt (Vice-Convener), Jim Campbell, Griffiths (substituting for Councillor Day), Key, Lang, McLellan, Mowat (substituting for Councillor Webber, item 9), Rae, Staniforth, Webber (items 1 to 8, 10 onwards) and Work.

### 1. Minutes

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#### Decision

To approve the minute of the Housing, Homelessness and Fair Work Committee of 2 September 2021 as a correct record.

### 2. Work Programme

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The Housing, Homelessness and Fair Work Committee Work Programme for November 2021 was presented.

#### Decision

To note the Work Programme.

(Reference – Work Programme, submitted.)

### 3. Housing, Homelessness and Fair Work Committee Rolling Actions Log

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The Housing, Homelessness and Fair Work Committee Rolling Actions Log for November 2021 was presented.

#### Decision

1) To agree to close the following actions:

- Action 1 (2) – Edinburgh International Conference Centre Annual Update
- Action 2 – Consultation Response: Local Connection
- Action 3 – Empty Homes Update
- Action 6 – Updated Housing Revenue Account (HRA) Capital Programme
- Action 9 – Council Fire Safety Policy 2021-24

- Action 10 – Motion By Councillor Booth - Suspension of Eviction Action Against Council Tenants for Rent Arrears
  - Action 11 – Young Person’s Guarantee Delivery
- 2) To agree to keep open Action 1 (1) – Edinburgh International Conference Centre Annual Update as this would be considered in January 2022
  - 3) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

#### **4. Housing, Homelessness and Fair Work Committee Business Bulletin**

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The Housing, Homelessness and Fair Work Committee Business Bulletin for November 2021 was presented.

##### **Decision**

To note the Business Bulletin.

(Reference – Business Bulletin, submitted.)

#### **5. Place Based Investment Programme Framework**

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The proposed framework for allocating future rounds of Place Based Investment Programme (PBIP) funding over the four-year period of 2022/23 to 2025/26 was set out.

##### **Decision**

- 1) To note the update on the allocations of the Place Based Investment Programme (PBIP) for 2021/22.
- 2) To agree the framework for allocating future rounds of PBIP funding as set out in the report by the Executive Director of Place.

(References – Housing, Homelessness and Committee of 25 June 2021 (Item 1); report by the Executive Director of Place, submitted.)

#### **6. Edinburgh International Conference Centre – Annual Update for the Year Ending 31 December 2020**

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An annual update was provided on the performance of the Edinburgh International Conference Centre (EICC) in the year ending 31 December 2020. The performance reflected the difficulties that COVID-19 had created for the events and conferencing industry; notwithstanding these, EICC had managed to significantly mitigate the impact of COVID-19. Overall, EICC had made a loss of £1,721,998, compared to a profit of £623,483 in the prior year. EICC’s accounts for 31 December 2020 had been signed-off by its auditor.

##### **Decision**

- 1) To note the annual performance update provided by EICC as detailed in Appendix 1 of the report.



- 2) To note the EICC Statement of Accounts for 2020 as reported to CEC Holdings Ltd and the audit findings as detailed in Appendices 2 and 3 respectively.
- 3) To refer the report to Governance Risk and Best Value Committee for information.

(References – Act of Council No. 13 of 20 March 2020; report by the Executive Director of Place, submitted.)

## **7. The EDI Group – Annual Update**

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An annual update was provided on the progress of the transition strategy for The EDI Group Limited which aimed to close it and its subsidiary companies and bring their projects and assets into the Council.

### **Decision**

- 1) To note the report.
- 2) To refer the report to the Governance, Risk and Best Value Committee.

(References – Housing and Economy Committee of 2 November 2017 (Item 20); report by the Executive Director of Place, submitted.)

### **Declaration of Interest**

Councillor Kate Campbell declared a non-financial interest in the above item as a director of the EDI Group.

## **8. Uber: UK Supreme Court Decision – Response to Motion and Establishment of a Gig Economy Task Force**

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In response to a motion by Councillor Watt to the City of Edinburgh Council (CEC) of 11 March 2021, information was provided regarding the UK Supreme Court's decision on the employment status of drivers using the gig economy app, Uber, in a legal case, which was known as *Uber BV and others v Aslam and others*.

Background to the case was set out, the judges' unanimous decision on it, and a review provided on what this would mean for the gig economy and (i) other sectors and employers, (ii) Edinburgh and its wider economy, and (iii) the City of Edinburgh Council.

In line with the Fair Work Action Plan approved by the Housing, Homelessness and Fair Work Committee on 2 September 2021, it was also proposed that a short-life Gig Economy Task Force would be established which would seek to understand the real experiences of, and to explore actions that could improve working conditions, rights and quality of employment for, workers in the gig economy. The findings of this work would be reported Committee in Spring 2022

### **Decision**

- 1) To note the report.
- 2) To note the actions of the Fair Work Action Plan report that was presented to the Housing, Homelessness and Fair Work Committee on 2 September 2021.
- 3) To agree the establishment of a Gig Economy Task Force.

- 4) To discharge the motion from the CEC meeting of 11 March 2021.
- 5) To agree that any minutes/briefings from the Gig Economy Task Force would be shared with HHFW Committee members.

(References – Act of Council No. 10 of 11 March 2021; Housing, Homelessness and Fair Work Committee of 2 September 2021 (Item 7); report by the Executive Director of Place, submitted.)

## **9. Strategic Housing Investment Plan (SHIP) 2022-27**

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On 24 August 2017, the Council agreed the Programme for the Capital - The City of Edinburgh Council Business Plan 2017-22, including a commitment to deliver a programme to build at least 10,000 social and affordable homes over the next five years, with a plan to build 20,000 by 2027.

On 14 January 2021, Committee agreed the Strategic Housing Investment Plan (SHIP) 2021-26. A programme of over 10,000 homes was noted, although additional finance of around £150 million was required to deliver this programme. Despite the impact of Covid-19, over 1,200 affordable homes were approved and over 1,000 completed in 2020/21.

Each year, following submission to the Scottish Government, the SHIP was used by the City of Edinburgh Council to set the Affordable Housing Supply Programme (AHSP), which was the Scottish Government's grant funding programme for new affordable homes.

### **Motion**

- 1) To approve the SHIP 2022-27 for submission to the Scottish Government.
- 2) To note that this was the largest SHIP ever presented to Committee, with a potential 11,188 affordable homes that could be approved for site start and 10,124 that could complete over the next five years.
- 3) To note the short term impact of the pandemic on approvals and completions both locally and nationally.
- 4) To note the key challenges to delivering affordable housing at scale were construction industry capacity, construction materials availability and costs, availability of grant funding and the control of sites for development.
- 5) To note that this was the largest ever Strategic Housing Investment Plan brought forward with a pipeline of 18,688 affordable homes over ten years. To recognise that there was less certainty around sites in later years and this significant increase gave confidence in the deliverability of the council's ten-year commitment to build a programme of 20,000 affordable homes.
- 6) To recognise the challenges of Brexit and the Covid 19 pandemic which had impacted on housebuilding, and particularly on affordable housebuilding, across Scotland with Covid safe practices on site, skills shortages, increased material costs and difficulties with supply chains all impacting on the cost and risk of onsite delivery.

- 7) To welcome the confirmation of the new proposed benchmarks which had been agreed since this report was published, which would help to mitigate the risks and increased costs. However, committee also recognised that the proposed new benchmarks increased the overall Affordable Housing Supply Programme grant requirement to £558.6 million over the SHIP period, or £111.7 million per year on average, which was £64.9 million above current Resource Planning Assumptions (RPAs).
  - 8) To note that in 2017/18 the council's baseline RPA was £29.12m. To note that the administration had made the case for increased RPAs to the Scottish Government throughout this council term, and our current RPAs had increased to £52.42m.
  - 9) To agree that the Convener and Vice Convener would write to the Cabinet Secretary for Social Justice, Housing and Local Government to set out the significant housing challenges in Edinburgh and to request a meeting to discuss how we can further increase the level of grant funding allocated to Edinburgh to build affordable homes.
  - 10) To agree to provide a briefing note with further information on off-site construction of housing, including timescales for delivery, to HHFW Committee and Planning Committee.
- moved by Councillor Kate Campbell, seconded by Councillor Watt

### **Amendment**

- 1) To approve the SHIP 2022-27 for submission to the Scottish Government.
  - 2) To note that this was the largest SHIP ever presented to Committee, with a potential 11,188 affordable homes that could be approved for site start and 10,124 that could complete over the next five years, but to note that the number of homes completed between 2017 and 2022 would fall substantially below the Council's commitment to build 10,000 affordable homes within this timeframe.
  - 3) To note the short term impact of the pandemic on approvals and completions both locally and nationally, but to recognise that, even before the pandemic, the rate of completions was running at a lower rate than would have been needed to meet the 10,000 affordable homes commitment.
  - 4) To note the key challenges to delivering affordable housing at scale were construction industry capacity, construction materials availability and costs, availability of grant funding and the control of sites for development.
  - 5) To agree to provide a briefing note with further information on off-site construction of housing, including timescales for delivery, to HHFW Committee and Planning Committee.
- moved by Councillor Lang, seconded by Councillor Jim Campbell

In accordance with Standing Order 22.12, paragraph 1 of the addendum, as adjusted, was accepted as an amendment to the motion.

### **Decision**

To approve the adjusted motion by Councillor Kate Campbell as follows:

- 1) To approve the SHIP 2022-27 for submission to the Scottish Government.
- 2) To note that this was the largest SHIP ever presented to Committee, with a potential 11,188 affordable homes that could be approved for site start and 10,124 that could complete over the next five years, but to note that the number of homes completed between 2017 and 2022 would fall substantially below the Council's commitment to build 10,000 affordable homes within this timeframe, noting the impact of Covid-19 and Brexit.
- 3) To note the short term impact of the pandemic on approvals and completions both locally and nationally.
- 4) To note the key challenges to delivering affordable housing at scale were construction industry capacity, construction materials availability and costs, availability of grant funding and the control of sites for development.
- 5) To note that this was the largest ever Strategic Housing Investment Plan brought forward with a pipeline of 18,688 affordable homes over ten years. To recognise that there was less certainty around sites in later years and this significant increase gave confidence in the deliverability of the council's ten-year commitment to build a programme of 20,000 affordable homes.
- 6) To recognise the challenges of Brexit and the Covid 19 pandemic which had impacted on housebuilding, and particularly on affordable housebuilding, across Scotland with Covid safe practices on site, skills shortages, increased material costs and difficulties with supply chains all impacting on the cost and risk of onsite delivery.
- 7) To welcome the confirmation of the new proposed benchmarks which had been agreed since this report was published, which would help to mitigate the risks and increased costs. However, committee also recognised that the proposed new benchmarks increased the overall Affordable Housing Supply Programme grant requirement to £558.6 million over the SHIP period, or £111.7 million per year on average, which was £64.9 million above current Resource Planning Assumptions (RPAs).
- 8) To note that in 2017/18 the council's baseline RPA was £29.12m. To note that the administration had made the case for increased RPAs to the Scottish Government throughout this council term, and our current RPAs had increased to £52.42m.
- 9) To agree that the Convener and Vice Convener would write to the Cabinet Secretary for Social Justice, Housing and Local Government to set out the significant housing challenges in Edinburgh and to request a meeting to discuss how we can further increase the level of grant funding allocated to Edinburgh to build affordable homes.
- 10) To agree to provide a briefing note with further information on off-site construction of housing, including timescales for delivery, to HHFW Committee and Planning Committee.

(References – Act of Council No. 7 of 24 August 2017; Housing, Homelessness and Fair Work Committee of 14 January 2021 (Item 5); report by the Executive Director of Place, submitted.)

## 10. Land Strategy Update and Private Sector Engagement

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An update was provided on the progress of the land strategy for Council-led housing developments. A rationale was set out for seeking to supplement the current pipeline with private sector opportunities to be progressed through a market engagement exercise.

### Motion

- 1) To agree that the Council would invite interest from developers, investors and landowners to bring forward opportunities for the Council to accelerate the provision of affordable housing.
- 2) To note that suitable opportunities would be progressed in line with Contract Standing Orders and would be subject to the approval of Council (or the appropriate Committee) in the usual way, prior to any contracts being entered into.
- 3) To note the high-level parameters which would inform the assessment of opportunities.
- 4) To agree that all business cases should include full costs to meet our net zero carbon target of 2030.
- 5) To agree that any lease model would require to include headroom within the business case to ensure that any capital costs or lifecycle costs could be met and contingency was sufficient to ensure there were no unexpected revenue pressures for the council and the long-term affordability of homes would be protected.
- 6) To agree that lease models would only be considered for delivery of Mid-Market Rent, not Intermediate Rent.
- 7) To recognise the intention of the lease model was to increase the supply of affordable housing and ease pressure on homelessness services, therefore:
- 8) To agree that any rents would require to be set at a maximum of 80% of LHA rate at the start of the project and would be capped at 100% of LHA throughout the lease period.
- 9) To agree that any lease model project, regardless of the method of referral into the council, would be brought to the Housing, Homelessness and Fair Work Committee to review to ensure it was in line with the agreed housing strategy ahead of referral to the Finance and Resources Committee.
- 10) To agree that any report on a lease model project would include a cost comparison with a model where the council purchased homes upfront, to enable councillors to ensure that best value was achieved.

- 11) To instruct officers to expedite the process as much as would be possible while keeping the process transparent, fair, open, accountable and able to deliver best value and ensure compliance with procurement regulation.
  - 12) To agree to receive updates on this market engagement process through the Business Bulletin.
- moved by Councillor Kate Campbell, seconded by Councillor Watt

#### **Amendment**

- 1) To agree that the Council would invite interest from developers, investors and landowners to bring forward opportunities for the Council to accelerate the provision of affordable housing.
  - 2) To note that suitable opportunities would be progressed in line with Contract Standing Orders and would be subject to the approval of Council (or the appropriate Committee) in the usual way, prior to any contracts being entered into.
  - 3) To note the high-level parameters which would inform the assessment of opportunities.
  - 4) To agree to receive an update on this market engagement process through the Business Bulletin in six months.
- moved by Councillor Jim Campbell, seconded by Councillor McLellan

#### **Voting**

For the motion - 8 votes  
 For the amendment - 3 votes

(For the motion – Councillors Kate Campbell, Griffiths, Key, Lang, Rae, Staniforth, Watt and Work.

For the amendment – Councillors Jim Campbell, McLellan and Webber.)

#### **Decision**

To approve the motion by Councillor Kate Campbell.

(References – Housing, Homelessness and Fair Work Committee of 14 January 2021 (Item 6); report by the Executive Director of Place, submitted.)

## **11. The City of Edinburgh Council’s Annual Assurance Statement on Housing Services**

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The Scottish Housing Regulator (SHR) required all social landlords to prepare and publish an Annual Assurance Statement (AAS) and Assurance Statement Summary of Compliance to confirm to their tenants and the SHR that they were meeting the requirements of the Regulatory Framework. The deadline for submission was 31 October each year.

The AAS confirmed where the Council met the required standards and outcomes. Information was also provided on areas of improvement and management actions being taken to ensure compliance. The draft AAS for the City of Edinburgh Council was

attached in Appendix 1 of the report by the Executive Director of Place. Once approved, the AAS would be published on the SHR website.

### **Decision**

- 1) To approve the City of Edinburgh Council's Annual Assurance Statement on housing services and Assurance Statement Summary of Compliance for formal submission to the Scottish Housing Regulator (SHR).
- 2) To agree that Housing Property would put together a working group of frontline staff who were users of Northgate and Total Mobile, covering all points of use of the system, including contact centre, locality housing property and in-house tradespeople, nominated by the trades union reps, to review any processes that could be improved.
- 3) The recommendations from this group should form the basis of a plan for cost effective improvements to the technology supporting the housing property service.
- 4) This would be reported back through the housing service improvement plan.

(Reference – report by the Executive Director of Place, submitted.)

## **12. Empty Homes Update**

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On 14 January 2021, the Housing, Homelessness and Fair Work Committee agreed to receive a report setting out the potential to mainstream funding for the role of the Empty Homes Officer (EHO), to embed the work of the EHO within the wider Homelessness and Council Tax teams to support Council objectives on ending homelessness, and to provide details on the processes which were in place for following up debt recovery on properties which were empty.

The role of the EHO and the benefits of mainstreaming funding for the role were outlined. Details were provided on the management and working practices of the EHO with the Homelessness and Council Tax teams in order to support wider Council objectives on ending homelessness.

### **Decision**

- 1) To note the report, which had been produced in response to a report approved by the Housing, Homelessness and Fair Work Committee on 14 January 2021.
- 2) To agree that a business case for the Empty Homes Officer (EHO) post to continue, funded from income generated (as set out in 4.13 and 4.14), would be prepared for consideration as part of the 2022/23 budget setting process.

(References – Housing, Homelessness and Fair Work Committee of 14 January 2021 (Item 8); report by the Executive Director of Place, submitted.)

## **13. Housing Revenue Account (HRA) Capital Programme – Update on Projects**

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On 3 June 2021, the Housing, Homelessness and Fair Work Committee approved the 2021/22 HRA Capital Programme and noted the 2022/23 planned programme and five-

year investment programme. It was agreed that a report would be provided within two committee cycles on key housing investment projects in localities.

An update was provided on the delivery of the HRA Capital Programme; including work that had been commissioned to support the move to whole house retrofit. Appendix 1 of the report contained an update on housing investment projects in localities. The work programme set out in this report formed part of the HRA Budget Strategy and supported delivery of Council commitments on affordable housing and net zero carbon.

### **Decision**

- 1) To note the update on the HRA Capital Programme; including key housing investment priorities in localities.
- 2) To note the contribution that HRA investment would make to the delivery of Council commitments on affordable housing and net zero carbon by 2030.
- 3) To agree to provide a briefing on owner occupied properties within the mixed tenure home improvement pilot and financial hardship.

(References – Housing, Homelessness and Fair Work Committee of 3 June 2021 (Item 10); report by the Executive Director of Place, submitted.)

## **14. Housing Service Response following a Fire Incident**

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On 10 June 2021, the Policy and Sustainability Committee agreed to prepare a report for the Housing, Homelessness and Fair Work Committee detailing the Council's current post-fire procedure should a fire occur on or near Council accommodation and to suggest any updates to the procedure. Information was provided on the follow on response provided by the housing service in the event of a fire or major incident.

The Council's response to an incident such as a fire was determined by the extent and scale of the incident and the instructions from the relevant emergency services who had overall control of the scene during incidents. Follow on processes and actions by officers would take account of the nature of the incident and the support needed by tenants and other affected residents based on their individual household circumstances.

### **Decision**

- 1) To note the information provided on the response and processes in place if a fire or other major incident occurs in or near Council homes.
- 2) To agree to discharge the adjusted motion agreed at Policy and Sustainability Committee on 10 June 2021 to prepare a report for Housing, Homelessness and Fair Work Committee detailing the Council's current post-fire procedure should a fair occur on or near Council run accommodation and to suggest any updates to the procedure.

(References – Policy and Sustainability Committee of 10 June 2021 (Item 18); report by the Executive Director of Place, submitted.)

## **15. Young Person's Guarantee Small Grants Allocations**

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An update was provided on outcome of the recent applications received in response to a call for delivery of Young Person's Guarantee (YPG) activities from October 2021 – March 2022.

Recommendations were made to permit extensions to approved grants and to reopen the application process for projects to be delivered between January and March 2022.

### **Decision**

- 1) To note the process undertaken to promote, assess and award grants for short term projects under the Young Person's Guarantee.
- 2) To agree to delegate authority to the Executive Director of Place to award extensions to grants until 31 March 2022 if they were meeting targets, there was continued demand and the providers had capacity to deliver more.
- 3) To agree to welcome further grant applications for delivery between January and March 2022, with authority to approve applications of up to £20,000 delegated to the Executive Director of Place and applications in excess of £20,000 to the Executive Director of Place in conjunction with the Convener and Vice Convener of Housing, Homelessness and Fair Work Committee.
- 4) To agree to delegate authority to the Executive Director of Place in conjunction with the Convener and Vice Convener of Housing, Homelessness and Fair Work Committee to award extensions to grants of up to 12 months from 1 April 2022 if recommended by the Local Employability Partnership and they were meeting targets, there was continued demand and the providers had capacity to deliver more, and if further funding was made available from Scottish Government.
- 5) To note that an update would be provided to the committee in January 2022.

(References – Housing, Homelessness and Fair Work Committee of 2 September 2021 (Item 5); report by the Executive Director of Place, submitted.)

## **16. Place Directorate - Revenue Monitoring - 2021/22 Month Four Position**

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The month four revenue monitoring position was set out for the 2021/22 Housing Revenue Account (HRA) and Place Directorate General Fund (GF) for services within the scope of the Housing, Homelessness and Fair Work Committee.

### **Decision**

- 1) To note that the HRA was forecasting a contribution of £9.400m to the Strategic Investment Fund from revenue generated in year as part of the capital investment programme funding strategy.
- 2) To note that the Place GF 'business as usual' revenue budget forecast was projecting £1.592m overspend (excluding Covid-19 impact) at month four. Services within the remit of the committee were forecasting an overspend of £0.300m.

- 3) To note that the Place GF Covid-19 impact was projected to cost £12.570m at month four. Services within the remit of the Committee were forecasting a cost of 0.550m which was in line with provision made within the approved budget.

(Reference – report by the Executive Director of Place, submitted.)

## **17. Homelessness and Housing Support - Revenue Monitoring 2021/22 – Month Four Position**

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The 2021/22 projected month four revenue monitoring position was set out for the Homelessness and Housing Support service, based on analysis of actual expenditure and income to the end of July 2021, and expenditure and income projections for the remainder of the financial year.

### **Decision**

- 1) To note a net residual budget pressure of £1.2m for the Homelessness and Housing Support service at month four.
- 2) To note that there was a risk that this pressure could increase further if bed nights continued to increase at the rate seen during April to July.
- 3) To note the potential recurring aspects of this in-year pressure.

(Reference – report by the Executive Director of Place, submitted.)

## **18. Internal Audit: Overdue Findings and Key Performance Indicators as at 11 August 2021 – referral from the Governance, Risk and Best Value Committee**

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The Governance, Risk and Best Value Committee had referred a report on Internal Audit Overdue Findings and Key Performance Indicators as at 11 August 2021, which provided an overview of the status of the overdue Internal Audit (IA) findings as at 11 August 2021 to the Housing, Homelessness and Fair Work Committee for information.

### **Decision**

- 1) To note the report by the Governance, Risk and Best Value Committee.
- 2) To agree to consider the outstanding actions under the remit of the HHFW Committee; to highlight these actions and indicate progress being made on them for future reports.

(Reference – Governance, Risk and Best Value Committee, 21 September 2021 (item 4); referral from the Governance, Risk and Best Value Committee, submitted.)

# Work Programme

## Housing, Homelessness and Fair Work Committee

20 January 2022

No.	Title / description	Purpose/Reason	Directorate and Lead Officer	Progress updates	Expected date
1	Place and Homelessness – Financial Monitoring	Quarterly and annual report	Executive Director of Place Lead Officer: Susan Hamilton 0131 469 3718 <a href="mailto:susan.hamilton@edinburgh.gov.uk">susan.hamilton@edinburgh.gov.uk</a>		January 2022 March 2022
2	Homelessness Services' Performance Dashboard	Six-monthly report	Executive Director of Place Lead Officer: Nicky Brown 0131 469 3620 <a href="mailto:nicky.brown@edinburgh.gov.uk">nicky.brown@edinburgh.gov.uk</a>		March 2022 September 2022
3	EDI Group	Annual Report and six-monthly update	Executive Director of Place Lead Officer: David Cooper 0131 529 6233 <a href="mailto:david.cooper@edinburgh.gov.uk">david.cooper@edinburgh.gov.uk</a>		November 2022

4	Appointments to Working Groups	Annual report	Executive Director of Corporate Services Lead Officer: Jamie Macrae 0131 553 8242 <a href="mailto:jamie.macrae@edinburgh.gov.uk">jamie.macrae@edinburgh.gov.uk</a>		September 2022
5	Capital City Partnership	Annual report	Executive Director of Place Lead Officer: Elin Williamson 0131 469 2801 <a href="mailto:elin.williamson@edinburgh.gov.uk">elin.williamson@edinburgh.gov.uk</a>		September 2022
6	City of Edinburgh Council Assurance Schedule on Housing Services	Annual report	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		November 2022
7	EICC	Annual report	Executive Director of Place Lead Officer: David Cooper 0131 529 6233 <a href="mailto:david.cooper@edinburgh.gov.uk">david.cooper@edinburgh.gov.uk</a>		November 2022
8	Empty Homes Annual Update	Annual Report	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		November 2022
9	Homelessness – Statutory Returns	Annual Report	Executive Director of Place Lead Officer: Nicky Brown 0131 469 3620 <a href="mailto:nicky.brown@edinburgh.gov.uk">nicky.brown@edinburgh.gov.uk</a>		September 2022

10	Housing Revenue Account Capital Programme	Annual report	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		March 2022
11	Land Strategy to Support Delivery of Affordable Housing and Brownfield Regeneration	Annual Report	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		November 2022
12	Rapid Rehousing Transition Plan	Annual report	Executive Director of Place Lead Officer: Nicky Brown 0131 469 3620 <a href="mailto:nicky.brown@edinburgh.gov.uk">nicky.brown@edinburgh.gov.uk</a>		September 2022
13	Strategic Housing Investment Plan (SHIP)	Annual Report	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		November 2022
14	Net Increase in Homes and Acquisition	Six-Monthly Business Bulletin	Executive Director of Place Lead Officer: Elaine Scott 0131 529 2277 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		January 2022

15	Support for Rent Collection	Annual Business Bulletin	Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>		September 2022
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## Housing, Homelessness and Fair Work Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>March 2022</b>		
Housing Revenue Account Capital Programme – Annual Report	Place	Elaine Scott
Edinburgh Living Bi-annual Report	Place	Elaine Scott
Craigmillar Regeneration	Place	Elaine Scott
Enhancing Employment Opportunities for People with a Disability	Place	Elin Williamson
Edinburgh International Conference Centre – Strategic Delivery Agreement	Place	David Cooper
Community-Led Factoring	Place	Nicky Brown
Homelessness Services' Performance Dashboard	Place	Jill Thomson
Prevention Duty Consultation Response	Place	Jill Thomson
Gig Economy Forum	Corporate Services	Ciaran McDonald/Chris Adams
Place and Homelessness Financial Monitoring	Corporate Services	Susan Hamilton

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# Rolling Actions Log

## Housing, Homelessness and Fair Work Committee

20 January 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	31.10.19	<a href="#">Edinburgh International Conference Centre Annual Update</a>	1) To agree that a draft Service Level Agreement (SLA) be prepared and reported in two committee cycles.	Executive Director of Place	March 2022		<i>It is a long standing requirement that all Arms-Length External Organisations of the Council should enter into a Service Level Agreement (SLA) with the Council.</i>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<i>However, given that there is a Shareholder Agreement in place and the company does not offer a direct service to the Council, it is proposed that Strategic Delivery Agreement (SDA) is put in place.</i>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<i>A draft document has been prepared but some of the terms cannot be finalised until the details of other legal documents are also sufficiently developed. These dependencies are unfortunately not entirely within the control of either the Council or the EICC and require agreement from other parties. It is, however, hoped that this will be completed shortly and the SDA will be reported to the June committee for consideration.</i>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	18.03.21	<a href="#">Community-Led Factoring</a>	Agrees to receive a progress update on this work within 12 months, including possible solutions for any areas not currently covered by factoring arrangements.	Executive Director of Place	March 2022		

3	03.06.21	<a href="#">Housing Sustainability Update</a>	<p>Therefore agrees that the Convener will write to the Cabinet Secretary for Net Zero, Energy and Transport, and the Cabinet Secretary for Social Justice, Housing and Local Government, to urge the Scottish Government to:</p> <p>a) accelerate the Heat in Buildings strategy, and</p> <p>b) enhance incentives and introduce regulatory levers as soon as possible to allow local authorities to meet their ambitious carbon reduction and fuel poverty targets, including but not limited to, introducing regulations to set minimum energy efficiency standards at point of sale and major refurbishment to come into force within the next five years, as recommended by the Existing Homes Alliance Scotland in their recent “Pathway to zero carbon homes” report.</p>	Convener			<p><b>Recommended for Closure</b> – letter has been issued.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	03.06.21	<a href="#">Housing Service Improvement Plan – Repairs Update</a>	To agree to a workshop for committee on the monitoring and communication of repairs.	Executive Director of Place	January 2022		<p><b>Recommended for Closure</b> –</p> <p>Initial workshop took place in September, further workshop to be scheduled</p> <p>Further workshop arranged 19 November 2021 (see action 5(2))</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	03.06.21	<a href="#">Approach to Dampness, Mould and Condensation in Council Homes</a>	1) Agrees that a further report will be brought back in six months to update on the asset management strategy, how data is monitored to ensure investment is targeted to where it is needed most alongside an analysis of the implementation of the new processes including data on the number of cases where mould has been removed and reinstatement work carried out. Agrees that report will contain details of the current condition of council stock, and suggestions for how we can measure improvements to the service tenants receive and the condition of homes.	Executive Director of Place	January 2022		<b>Recommended for Closure</b> – report on agenda for January

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To agree to a workshop for committee members to discuss key reporting outcomes which would inform the update report returning in six months' time.	Executive Director of Place	January 2022		<b>Recommended for Closure</b> – Initial workshop took place in September, further workshop to be scheduled  Further workshop arranged 19 November 2021 (see action 4)
6	03.09.21	<a href="#">2022/23 Housing Revenue Account (HRA) Budget Consultation</a>	Agrees to receive a report on the outcome of the consultation and the 2022-32 HRA Budget Strategy in January 2022	Executive Director of Place	January 2022		<b>Recommended for Closure</b> – on agenda for January



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
7	03.09.21	<a href="#">Rent Collection and Assistance for Council Tenants</a>	<p>1) Notes the positive inclusion of the additional step, pre court action, of referrals to the multi-disciplinary team. Recognises that 84% of tenants referred have had positive engagement with the team</p> <p>Therefore, asks that consideration is given to how this team can be effectively expanded, with an emphasis on early intervention, and report back through the RRTP.</p>	Executive Director of Place	June 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To agree to Business Bulletin updates on locality drop in events, as referenced in 4.5.2 of the report. Updates would be circulated to all elected members for information.	Executive Director of Place			
8	04.11.21	<a href="#">Strategic Housing Investment Plan (SHIP) 2022-27</a>	1) Agrees that the Convener and Vice Convener write to the Cabinet Secretary for Social Justice, Housing and Local Government to set out the significant housing challenges in Edinburgh and request a meeting to discuss how we can further increase the level of grant funding allocated to Edinburgh to build affordable homes.	Convener / Vice Convener			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To agree to provide a briefing note with further information on off-site construction of housing, including timescales for delivery, to HHFW Committee and Planning Committee.	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	04.11.21	<a href="#">The City of Edinburgh Council's Annual Assurance Statement on Housing Services</a>	<p>Agrees that Housing Property will put together a working group of frontline staff who are users of Northgate and Total Mobile, covering all points of use of the system, including contact centre, locality housing property and in-house tradespeople, nominated by the trades union reps, to review any processes that could be improved.</p> <p>The recommendations from this group should form the basis of a plan for cost effective improvements to the technology supporting the housing property service.</p> <p>This will be reported back through the housing service improvement plan.</p>	Executive Director of Place	January 2022		<b>Recommended for Closure</b> – included in the Housing Service Improvement Plan
10	04.11.21	<a href="#">Housing Revenue Account (HRA) Capital Programme – Update on Projects</a>	To agree to provide a briefing on owner occupied properties within the mixed tenure home improvement pilot and financial hardship.	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	04.11.21	<a href="#">Internal Audit: Overdue Findings and Key Performance Indicators as at 11 August 2021</a>	To agree to consider the outstanding actions under the remit of the HHFW Committee; to highlight these actions and indicate progress being made on them for future reports.	Executive Director of Place	January 2022		<b>Recommended for Closure</b> – on agenda for January
12	16.12.21	<b>Motion by Councillor Howie - Enhancing Employment Opportunities for People with a Disability</b> (from the <a href="#">City of Edinburgh Council</a> )	6. Council agrees to: - Bring forward a report to Housing, Homelessness and Fair Work Committee within two cycles that: Considers how the Council can best assist and support people with a disability to find and sustain employment, be it within the Council itself but also with other local employers; Considers the advantages for both people with a disability as well as wider society of having more people in employment, disabled or otherwise;	Executive Director of Place	March 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Considers how best to replace the service previously provided by the Department for Work &amp; Pensions and the benefits and advantages of this for people with a disability and others including elected Councillors;</p> <p>And also examine any other ways in which the council can facilitate an increase in the employment of people with a disability, be it within the council or, alternatively, with other local employers, and to consider how the council can give a lead and demonstrate to others by example how this can be achieved successfully and to the benefit of all.”</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Agrees that the report to HHFW Committee should set out the full range of employability services provided or funded by the Council that disabled people can access, from in-house services, contracted services and third party grants. The report should consider how these services can be best used to mitigate any changes to provision in place from the DWP or other agencies.				

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# Business Bulletin

## Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

# Housing, Homelessness and Fair Work Committee

Convener:	Members:	Contact:
<p>Convener Councillor Kate Campbell</p>  <p>Vice Convener Councillor Mandy Watt</p> 	<ul style="list-style-type: none"> <li>• Cllr Jim Campbell</li> <li>• Cllr Cammy Day</li> <li>• Cllr David Key</li> <li>• Cllr Kevin Lang</li> <li>• Cllr John McLellan</li> <li>• Cllr Susan Rae</li> <li>• Cllr Alex Staniforth</li> <li>• Cllr Susan Webber</li> <li>• Cllr Norman Work</li> </ul>	<p>Jamie Macrae Committee Officer Tel: 0131 553 8242</p> <p>Sarah Stirling Assistant Committee Officer Tel: 0131 529 3009</p>

## Recent News

### **Homeless Applicants and Gold Priority**

As part of the EdIndex and homeless assessment processes households with potential mobility needs are referred through to the Home Accessibility Referral Team (HART) who can award gold priority if the household has a need for accessible or ground floor accommodation to meet their needs. There are around 45-50 households per year assessed as homeless who are awarded a gold priority due to their mobility needs.

Most referrals to the HART happen around the time of the homeless assessment however there are cases where individuals may have had a silver priority for some time before their change in circumstances. Silver homeless waiting time of up to six months is now being carried forward automatically onto any gold priority awarded. Cases with waiting time over this amount will be considered individually as part of the referral process to HART to ensure these are managed fairly against other gold property cases with similar needs that may have been waiting some time for suitable housing.

### **Housing Options - Overcrowding**

Households lacking two or more bedrooms to meet their household needs or living in single bedroom homes with children under the age of 16 are awarded a silver priority for bidding under the choice based letting system. To ensure the legal reasonable preference requirements are maintained for certain groups in housing need the additional waiting time for overcrowding is capped at 12 months. There are currently around 1,000 households with this priority on the EdIndex housing register with around half of them actively looking to move.

Even with this priority it is recognised that it can be challenging for overcrowded households to get a suitable move. Contact is therefore being made with overcrowded applicants to make sure they are aware of the range of potential housing options that may be

## Background

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## Recent News

suitable for them. The housing options information for applicants will include:

- Information on the online [mutual exchange](#) register that is free for existing tenants of the EdIndex landlords;
- Directing applicants to the [supply and demand](#) information on the EdIndex website; and
- Information on mid-market rent and the private rented sector.

### **Edinburgh Living Annual Update**

Officers provide an annual report on Edinburgh Living each year to the Housing, Homelessness and Fair Work Committee. Due to the timing of the annual audited accounts, Edinburgh Living's first annual report was submitted for noting in January 2021 and covered the financial year 2019, resulting in a 13 month gap between the end of the year and the report. To make sure that reporting to Committee is more up to date and better aligned with Edinburgh Living's own governance, annual reports will now be delivered each March and report on performance in the previous year. This business bulletin provides highlights for 2020. Further detail will be provided in the 2021 Annual Report to Housing, Homelessness and Fair Work Committee in March 2022 and referred to Government, Risk and Best Value Committee in line with existing governance arrangements.

By the end of December 2020, Edinburgh Living had an additional 112 homes under management, bringing the total to 243. The annual Financial Statements were audited by Azets and set out an underlying profit of £125,000 for the year. Delivery of homes slowed during the year due to the global pandemic and lettings ceased across the industry in line with national restrictions. This protected both staff and members of the public. Twelve homes that remained empty at the beginning of the pandemic were made available for use by the Council's Temporary Accommodation service which avoided homes remaining empty and supported the city-wide

## Background

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Recent News	Background
<p>initiative to reduce the number of people in shared accommodation at the height of the pandemic.</p> <p>At the start of the year, the key goals for 2021 included a focus on delivering another 100 homes in to the LLP and provision of services to our tenants as as restrictions changed.</p>	
<p><b><u>Meadowbank Masterplan Award Wins</u></b></p> <p>The Meadowbank masterplan has been awarded two industry accolades for the masterplan that sets out the vision for the future mixed use development of the site surrounding the new Sports Centre.</p> <p>The project was awarded the Masterplanning Award by the Edinburgh Architectural Association awards at a ceremony on the 28 October 2021. This was followed by the success in the AJ Architectural Journal awards as the winner of the Masterplan category, an achievement for showing the vision of the development.</p> <p>A procurement process is now well underway to appoint a development partner to work with the Council to deliver on the vision that has been set out.</p>	<p><b><u>Contact:</u></b></p> <p><a href="mailto:tricia.hill@edinburgh.gov.uk">tricia.hill@edinburgh.gov.uk</a></p> <p>0131 529 3954</p>
<p><b><u>Update on the Housing Revenue Account (HRA) Acquisitions and Disposals Strategy</u></b></p> <p>The HRA Acquisitions and Disposals (A&amp;D) strategy was originally approved at Health, Social Care and Housing Committee on 26 January 2016. The overarching objective of the strategy is to increase supply and reduce ongoing management and maintenance costs by consolidating HRA assets. Homes are purchased where full block consolidation could be achieved and homes are sold to divest from blocks where the Council is the minority owner.</p> <p>The programme is self-funding, with the proceeds of homes sold being used to purchase homes. Scottish Government grant funding is also levered in to support the purchase of homes for social rent. Since its implementation, 152 homes have been purchased and</p>	<p><b><u>Contact:</u></b></p> <p><a href="mailto:lisa.mallon@edinburgh.gov.uk">lisa.mallon@edinburgh.gov.uk</a></p> <p>0131 529 6291</p>

## Recent News

## Background

94 homes have been sold (as of October 2021). This is a net increase of 58 social rented homes. This has led to 71 blocks where the Council has divested its interest and 46 blocks where the Council has further consolidated its ownership.

In June 2018, Housing and Economy Committee approved the Mixed Tenure Improvement Strategy (MTIS) which set out steps to tackle mixed tenure repairs in previously Council-owned estates including proposals for a revised Scheme of Assistance to provide more flexible support to owners to meet the costs of repairs and improvements to their homes and a dedicated Mixed Tenure Delivery Team to engage with residents, liaise with owners and to support delivery of mixed tenure projects. The mixed tenure improvement pilot is being taken forward in the Murrayburn/Hailesland and Dumbryden areas, to assist this. 39 homes have been purchased in the MTIS pilot area with a potential 31 sales currently in the pipeline (as of October 2021).

In October 2021, Finance and Resource Committee approved the expansion of the A&D purchase criteria to include homes in blocks where the Council owns 50% or more. The expansion will support the purchase of 270 homes over the next three years to be used as temporary accommodation and get people out of unsuitable accommodation.

### **Young Person's Guarantee Small Grants update**

Following approval of Young Person's Guarantee small grants funding at committee on 4 November 2021, officers are delighted to report that all projects have begun to promote their activities and accept referrals from young people.

Following agreement that the fund could be re-opened to organisations to deliver activities between January and March 2022, eight further applications were received. These were scored by a panel of Local Employability Partnership (LEP) members including officers from the Council, Skills Development Scotland, NHS Lothian and Capital City Partnership, with two being recommended for award and subsequently

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approved by the Executive Director of Place under delegated authority as agreed by committee.

These were: **Volunteer Edinburgh** to support four young people, who are currently being supported through Child and Adult Mental Health Service (CAMHS), for further barrier removal and support to progress into volunteering opportunities, and to **Into Work** to support young people with complex barriers, including disability, to progress into training or employment.

All of the projects will be evaluated prior to the end of the financial year with recommendations made as to whether provision should be continued, dependent on future funding awards from Scottish Government.

### **Regeneration Capital Grant Fund (2022/23)**

On 3 June 2021, the Housing, Homelessness and Fair Work Committee directed that the Council put 10 projects forward to the Scottish Government's Regeneration Capital Grant Fund (RCGF). Of these 10 projects, three were withdrawn by the respective project managers prior to submission, with officers ultimately putting seven projects forward. Of these seven projects, two were invited to make a stage two bid to the RCGF. In December 2021, the Council was notified that both stage bids had been successful. The successful projects are:

- Macmillan Hub (awarded £2,000,000): the development of a new multi-use centre at Macmillan Square in Muirhouse/Pennywell entailing the partial replacement of an existing two-storey community arts centre and library with a new four-storey community hub incorporating a nursery, library and skills hub, community arts centre, and six affordable homes, in partnership with the charity North Edinburgh Arts.
- West Shore Studios: (awarded £1,730,000): the refurbishment of a 1970s industrial unit at 20 West Shore Road in the Granton Waterfront into a creative

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enterprise and third sector hub, in partnership with the charity Edinburgh Palette.

### **Scottish Government's Draft Rented Sector Strategy Consultation**

On 20 December 2021 the Scottish Government published a Draft Rented Sector Strategy Consultation – 'A New Deal for Tenants'. The consultation runs until 15 April 2022, and seeks views on how to improve accessibility, affordability choices and standards across the whole rented sector. [A New Deal for Tenants - Draft Strategy Consultation Paper - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/consultations/draft-rented-sector-strategy-consultation/paper/pages/1_to_4.aspx). It is anticipated that the Final Strategy will be published for consultation by the end of 2022 and new legislation will be brought forward in 2023.

Scottish Government states that the Draft Strategy is an important first step in a phased approach to introduce reform during the course of this Parliament. Key actions identified to deliver improvements include:

- Delivering a new deal for private rented tenants to put them on a more equal footing with social rented tenants, through the introduction of a new Housing Bill in the second year of this Parliament;
- Establishing a regulator for the private rented sector that will enforce defined standards and considering the role of the existing Regulator covering social rented housing – through legislation by the end of this Parliament;
- Implementing a national system of rent controls for the private rented sector, whilst exploring what further action we can take to ensure rents in the social rented sector are affordable by 2025;
- Creating a new Housing Standard covering all homes; and
- Regulating to set minimum standards for energy efficiency and zero emissions heating.

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### **The Story Never Ends Campaign**

Forever Edinburgh's [The Story Never Ends](#) campaign promotes Edinburgh to domestic overnight visitors, targeting families and pre-nesters in Scotland and older independents in England and specifically targets Food Loving Culturists and Engaged Sightseers.

Since the last update in July 2021, the Council and partners have successfully secured a further £90,000 from VisitScotland's Market Readiness Fund to extend the campaign over winter (October 2021 – March 2022). The winter campaign capitalises on Edinburgh's fascinating history by curating and sharing inspiring facts and stories that are distinct to the city.

Campaign content is organised into three winter themes with a series of fresh seasonal blog content being created and published, all featuring bookable visitor products. The winter themes are:

1. **Dark Edinburgh**, focussing on Edinburgh's haunted past by featuring spooky attractions, visitor experiences and haunted venues to differentiate the capital from competitor destinations;
2. **Entertaining Edinburgh (winter Sparkles)**, which positions Edinburgh as the UK's top festive city break destination by raising awareness of the city's winter programme and festive offer (Edinburgh's Christmas, seasonal food and drink menus, 'made in Edinburgh' shopping, winter deals and events, as well as the city's festive cultural programme); and
3. **The Next Chapter**, that highlights new reasons to choose Edinburgh by raising awareness of, and inspiring bookings to, new businesses opening in Edinburgh in 2022.

As part of the winter campaign, we also launched [Resident Rewards Edinburgh](#), a new initiative offering high value monthly 'Rewards', exclusive to residents. Each month, a new Resident Reward will be made available to residents so they can enjoy their city for less. Rewards secured so far include 50% off tickets to attractions, tours and experiences as well as discounted

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meals in local restaurants and there is an ambition to continue to offer this beyond the life of the campaign. New [Resident Reward promotional film](#).

As well as engaging residents in the city's cultural offer, Resident Rewards hopes to build advocacy among citizens, increase resident generated content, build civic pride and demonstrate to citizens that the city appreciates their loyalty and custom.

So far, activity has secured coverage in gold-tier media titles with total readership in the billions. Activity outputs include a new [Dog-Friendly Edinburgh](#) video and a competition prize offering a private tour of Edinburgh with multi award-winning author, Ian Rankin OBE.

So far, the The Story Never Ends campaign has delivered the following:

April-December

- 180k pageviews to [www.edinburgh.org/storyneverends](http://www.edinburgh.org/storyneverends) microsite and over 2k referrals to bookable products;
- 17k Resident Reward pageviews in its first month;
- 33k video views at 100%;
- 13.2m impressions across Social, YouTube, Search and Display;
- +180 pieces of press coverage;
- Nine new destination promotional videos of varying lengths ([The Story Never Ends video playlist](#));
- 1.4bn online readership reach in quality titles (national and international); and
- +200 high-res images of Edinburgh for city and partner promotional activity.

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Network of Employability Support and Training

Executive/routine Wards Council Commitments	Executive All <a href="#">7, 31</a>
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### 1. Recommendations

- 1.1 It is recommended that Housing, Homelessness and Fair Work Committee:
  - 1.1.1 Note the purpose and context of the Network of Employability Support and Training (NEST) programme;
  - 1.1.2 Approve the award of third party grants to the services detailed in Appendix 3, up to a maximum value of £936,421;
  - 1.1.3 Note that officers will work with the successful applicants to develop delivery plans for their programmes which it is anticipated may result in some additional funding being released and that there may also potentially be other funding available from Scottish Government which could be used to supplement this fund;
  - 1.1.4 Approve that the applications listed in Appendix 4 be progressed, up to a maximum value of £217,228.89 should additional funding become available and delegate authority to the Executive Director of Place, in consultation with the Convener, Vice Convener and Group Spokespeople, to confirm the allocation of funding;
  - 1.1.5 Note the third party grants applications which are not recommended for award of funding; and
  - 1.1.6 Approve a direct award of up to £250,000 to Capital City Partnership (CCP) for establishing a Vocational Training Framework as the vocational training part of the NEST.

Executive Director of Place

Contact: Philip Ritchie, Business Growth and Inclusion Contracts and Programme Manager

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## Network of Employability Support and Training

### 2. Executive Summary

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- 2.1 This report seeks approval to award funding for a replacement Network of Employability Support and Training (NEST) that will provide person-centred support and complement Edinburgh's current employability services.

### 3. Background

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- 3.1 The Council currently funds, under the banner of NEST, third party employability services to support Edinburgh citizens to access and progress along the Employability Strategic Skills Pipeline with the goal of securing and sustaining training and employment. Currently, NEST funds 17 grants, which are managed by Capital City Partnership (CCP). These agreements are due to end on 31 March 2022.
- 3.2 As noted in the Housing, Homelessness and Fair Work Committee on [3 June 2021](#), a second phase of No One Left Behind (NOLB 2) is shortly to commence. This is intended to provide alignment to national and local employability provision in Scotland and involves the ending of two National Training Programmes (Employability Fund and Community Jobs Scotland) on 31 March 2022, with funding being transferred to local authorities for local employability delivery.
- 3.3 As reported to the Housing, Homelessness and Fair Work Committee on [2 September 2021](#), extensive consultation and co-production has been undertaken on the review and replacement of NEST to include NOLB 2 provision. At the same time, Committee agreed that future NEST provision will consist of two elements, a small grants programme and a vocational training programme.

### 4. Main report

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#### Programme Outline

- 4.1 The NEST programme is designed to provide person-centred support and complement Edinburgh's current employability services. The programme will focus on:
- 4.1.1 A third party grants programme for specialist employability providers offering innovative solutions to gaps in employability provision in Edinburgh for specific target groups; and

4.1.2 A Vocational Training Framework (VTF) to complement current employability support provision. This will offer upskilling and progression opportunities for both those seeking employment and those in employment but facing insecure work or in-work poverty.

### **Third Party Small Grants Programme**

- 4.2 Following Committee approval of the NEST third party grants specification (Appendix 1) on 2 September 2021, it was published on 6 September 2021. Notifications were placed on Public Contracts Scotland and on the Joined Up for Jobs website to promote the funding opportunity with further communications through partner organisations.
- 4.3 A Scoring and Assessment Criteria document (Appendix 2) along with a 'Frequently Asked Question' (FAQ) log were placed on the Joined up for Jobs (JUFJ) website to answer applicants' queries. Applicants were able to submit draft applications for feedback until 1 October 2021.
- 4.4 The applications process closed on 15 October 2021 with a total of 50 applications received.
- 4.5 An Assessment Panel of key stakeholders and Council officers managed the assessment and scoring procedures following the processes recommended by the Council's Contracts and Grants Management Team.
- 4.6 Each application was scored by two separate individuals from the Assessment Panel who then met to agree a moderated score with comments. The moderated score was then presented to the full Assessment Panel on 26, 27 and 28 October 2021 for further comments on strategic fit and moderation if required.
- 4.7 Membership of the Assessment Panel was drawn from strategic partner organisations within the Local Employability Partnership (LEP) including:
- 4.7.1 Capital City Partnership;
  - 4.7.2 City of Edinburgh Council (Business Growth and Inclusion, Education and Children's Services, Corporate Services);
  - 4.7.3 Department of Work and Pensions;
  - 4.7.4 Edinburgh Chamber of Commerce;
  - 4.7.5 Edinburgh College;
  - 4.7.6 EVOC;
  - 4.7.7 NHS Lothian; and
  - 4.7.8 Skills Development Scotland.
- 4.8 Of the applications assessed, 14 Employability Projects are recommended for an award of funding (see Appendix 3). The Panel consider these provide services that strategically fit with the overall employability provision in the city, in terms of ensuring support is provided across all areas in the city and especially Scottish Index of Multiple Deprivation (SIMD) areas 1 and 2, as well as across all ages and target groups (as identified through coproduction).

- 4.9 Total expenditure for the 14 projects would be up to a maximum of £936,421 per annum over the next three years.
- 4.10 Officers will work with the organisations awarded funding to develop delivery plans for each programme. It is expected that the cost of delivery in some programmes may be less than the funding amount requested.
- 4.11 Therefore, in principle approval is sought to agree funding for up to a further four of the applications assessed, up to a maximum value of £217,228.89 per annum over the next three years (see Appendix 4). The Panel consider these applications provide services that would complement the overall employability provision in the city, if further sources of funding could be obtained or savings can be achieved from the applications that have been recommended for funding.

### **Vocational Training Framework (VTF)**

- 4.12 On 2 September 2021, Committee also approved, in principle, to directly award the funding for the VTF to CCP, with strategic oversight for the programme being provided by the LEP.
- 4.13 Appendix 6 sets out the proposed parameters of a VTF. As NOLB 2 funding is still not confirmed, the size of the programme is not yet known but it is anticipated that up to £250,000 will be required to fund this.
- 4.14 A prior information notice was posted on Public Contract Scotland on the 22 November 2021 for organisations to register their interest to be part of the VTF.

## **5. Next Steps**

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- 5.1 If Committee approves the recommendations of this report:
- 5.1.1 Grant recipients would be informed of the outcome of their application and will be offered feedback on their applications;
  - 5.1.2 Officers will work with the funded organisations to develop delivery plans for each programme and will identify if the full amount of funding requested is required for each programme;
  - 5.1.3 Identify if there are further funds available which could be allocated to NEST;
  - 5.1.4 If funding is identified, the Executive Director will consult with the Convener, Vice Convener and Group Spokespeople on the applications which could be funded from the list in Appendix 4, up to a maximum value of £217,228.89; and
  - 5.1.5 CCP will issue an invitation to tender for the VTF through Public Contracts Scotland.
- 5.2 The new NEST programme, including third party grants and VTF will be in place from 1 April 2022.

## **6. Financial impact**

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- 6.1 The Assessment Panel scored the NEST applications and recommended 14 projects for funding, up to a total value of £936,421. The Panel also identified an additional three projects, up to a value of £217,228.89, could be supported if additional funding becomes available.
- 6.2 It is anticipated that up to £250,000 will be directly awarded to CCP to fund the VTF. This will include training allowances for those participating in programmes but unable to access benefits or Education Maintenance Allowance.
- 6.3 While the individual funding allocations for NOLB 2 have not yet been confirmed by Scottish Government with a grant letter, the draft Scottish Budget, published on 9 December 2021, confirms the overall allocation to NOLB at £15.643m, an increase of £8.733m which is attributable to NOLB 2. Any additional costs associated with this programme above the NOLB 2 allocation will be met from the Council's revenue budget currently allocated for employability programmes.

## **7. Stakeholder/Community Impact**

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- 7.1 The current services were originally commissioned using a co-production methodology. The review and subsequent procurement and replacement service specifications have again been co-produced. This work is being undertaken through a fully consultative process that includes and takes account of input from key stakeholders, service providers and service users.
- 7.2 A Project Steering Group, made up of representatives from the LEP including Skills Development Scotland, Department for Work and Pensions, Edinburgh College, NHS Lothian, Edinburgh Chamber of Commerce, Edinburgh Voluntary Organisations Council, Capital City Partnership and City of Edinburgh Council, have overseen the co-production and subsequent commissioning processes. This has included the completion of Integrated Impact and Data Protection Impact Assessments.

## **8. Background reading/external references**

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- 8.1 [Council Commitments – Delivering an Economy for All](#)
- 8.2 [No One Left Behind: Delivery Plan](#)
- 8.3 [No One Left Behind Update: October 2021](#)

## **9. Appendices**

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- 9.1 Appendix 1 – NEST Third Party Grants – Specification
- 9.2 Appendix 2 – NEST Third Party Grants – Scoring and Assessment Criteria
- 9.3 Appendix 3 – Recommendations for NEST Third Party Grants Awards 2022-2025



- 9.4 Appendix 4 – NEST Third Party Grants Applicants 2022-2025 – Potential award subject to additional funding being sourced.
- 9.5 Appendix 5 – NEST Third Party Grants Applicants 2022-2025 - Not Recommended for Funding.
- 9.6 Appendix 6 – NEST Vocational Training Framework (VTF) Proposal.



**City of Edinburgh Council  
NEST Third Party Grants – Specification**

Capital City Partnership on behalf of City of Edinburgh Council (Business Growth and Inclusion) would like to invite applications for the Network of Employability Support and Training (NEST) grants programme. The grants will fund work which supports people experiencing poverty and that are looking to progress towards work or in-work. The ultimate aim of this work is to reduce the impact that poverty has on Edinburgh's citizens and to empower people through fair employment. Through the fund, we are interested in providing funding to and working alongside the organisations we support as part of our "Joined Up for Jobs" strategy. We see this relationship as a partnership rather than that of a traditional funder/grant recipient.

**Overview of grant programme**

Capital City Partnership and City of Edinburgh Council have undertaken significant co-production activities to inform the grant making process. Applicants are advised to consult the results of this co-production on the [Joined up for Jobs Website](#). Broadly summarised, stakeholders (providers, partners, and users of the services) have told us that:

- The Network of Employability Support and Training should offer support for people who are unemployed, inactive and in low-paid employment.
- NEST training and employability programmes should be aligned with occupational growth sectors where there are workforce gaps, including: hospitality, care, retail, digital, construction and industries impacted by Brexit and/or COVID-19.
- Services provided should follow the No One Left Behind ethos and offer holistic, person-centred and locally targeted employability services.
- Activities can include (but should not be limited to): personal development, skills and training; cv and interview prep; applying for jobs; in work support.
- Projects should offer at least six months aftercare to support people in work and to encourage fair work practices.
- Specific target groups that may need additional support from these employability services include care experienced, young parents, young carers, disabled people, people from ethnic minorities, those aged 50+, long-term unemployed, school leavers and those requiring mental health support.

- We are particularly interested in projects which will target individuals from [SIMD1 and SIMD2 areas](#).
- Consideration needs to be given to continued access to benefits for clients while completing programmes. Some eligible clients may be able to access Education Maintenance Allowance while completing programmes. Training allowances are eligible spend for those participating in these employability programmes who are not able to access other benefits.
- An additional NEST Framework will be available at a later date targeting vocational training provision.

## What are we looking for?

The NEST grants programme would like to encourage projects and organisations who can demonstrate the following:

**Person-centred approach.** Applicants should show us that projects are person centred, both for participants and staff. Participants should be fully engaged in the project and how their individual needs will be assessed and met. Staff and volunteers should be treated well, maximising their individual abilities by being managed effectively, well-trained and supported to create a knowledgeable and caring team. Copies of any policies/procedures/plans relating to this will be checked during audits should you be successful.

**Good project management.** Applicants should show us that their project is well-planned and takes in to account the potential risks of delivering projects over a three-year period. They should also show that they, and any partners, have the necessary resources in place to deliver the project, including contingency planning for staff absence or departures, national lockdowns such as the COVID-19 pandemic, and new methods of delivery e.g. remote support for clients via the internet. The project must be able to start on 1 April 2022, with planning and staff recruitment getting underway as soon as a decision is reached on funding (estimated to be January 2022).

**Local knowledge and links.** Applicants should show us that their organisation is at the heart of the community it serves, be this a geographic community or community of interest. They should be able to demonstrate the links they have to other services in the area, which develops the ability to engage with clients and provide a holistic service to participants. Service design and review should involve not only participants, but local stakeholders. Clients must live in the City of Edinburgh.

## How to apply

Organisations can make several applications, but each should be for a separate and distinct project and must aim to support a different cohort of clients.

Grants will be awarded for a maximum of three years. The total budget available will be dependent on the annual Scottish Government allocation of NOLB funds to local authorities. Applicants are advised to consider sustainability of funding as there can be no certainty of continuation of funding. The maximum award for each application will be £75,000 per annum. In previous rounds, the average amount applied for has been c.£50,000.

All applications should make reference to the Strategic Skills Pipeline – a copy of the Pipeline can be found on the [Joined Up for Jobs website](#). Partnership bids are welcomed but a lead partner should complete Part A of the application form.

Applications should be emailed to [craig.dutton@capitalcitypartnership.org](mailto:craig.dutton@capitalcitypartnership.org). The deadline is **Noon, Friday 15<sup>th</sup> October 2021**. Late submissions will not be accepted.

### **Timeline**

- Monday 6<sup>th</sup> September 2021 – Application process opens
- Noon Friday 1<sup>st</sup> October 2021 – Deadline for draft applications
- Monday 4<sup>th</sup> October – Friday 8<sup>th</sup> October 2021 – Draft application feedback
- Noon Friday 15<sup>th</sup> October 2021 – Application process closes
- Thursday 20<sup>th</sup> January 2022 – recommendations discussed by Committee

### **What happens next?**

Upon receipt of your application, we'll send you an acknowledgement email confirming receipt of your application.

A scoring panel made up of members from the Local Employability Partnership will review your application, considering the key criteria outlined in this specification, while following the Scoring and Selection Criteria which is part of the application pack. The scoring panel will then hold a moderation meeting to come up with a consensus on a score and to select the most appropriate applications to fit the programme of support Edinburgh's citizens require.

These applications will then be recommended to the City of Edinburgh Council's *Housing, Homelessness and Fair Work Committee* for approval. If the Committee approve this report, all applicants will be contacted informing them of the decision.

*If you are unsuccessful:*

We'll email you to let you know you've been unsuccessful, as well as sending a letter to the address stated in your application. We will also offer a chance to get some feedback to explain why we've not awarded you funding.

*If you are successful:*

We'll email you to let you know and look to set up an initial meeting asap to discuss the application, including any minor changes we would like to see. We'll then send you an award letter and funding agreement, which will include full details of the award, the terms and conditions of our funding, payment schedule and any specific conditions we need you to meet prior to releasing payment.

We'll ask you to provide bank details for your organisation if we do not already have them and discuss training requirements for our management information system (Helix) and reporting. We'll also agree with you how we'll work together over the course of your funding to maximise the potential of the project.

Once you're ready to start, have signed the funding agreement and returned it to us, with bank details and any additional information we've asked for, we'll pay the first instalment of your funding in advance of the first quarter. This will take place on or after 1 April when the project is officially set to begin.

If you have any questions about making an application, please contact us at [craig.dutton@capitalcitypartnership.org](mailto:craig.dutton@capitalcitypartnership.org). We've provided a number of guidance documents as part of our application pack to make the process and expectations clear, however if you would like some guidance on a draft application, please arrange a meeting with officers from CCP. Draft applications for discussion must be fully completed and submitted to CCP prior to any meeting, with the deadline for draft applications being Noon on Friday 1<sup>st</sup> October 2021. A meeting will be arranged with you to discuss your draft application between Monday 4<sup>th</sup> October and Friday 8<sup>th</sup> October 2021.



**City of Edinburgh Council**  
**NEST Third Party Grants – Scoring and Assessment Criteria**

**INTRODUCTION**

This document provides an overview of the assessment system which is applied in respect of projects or services whose main function is to help improve the employability of the clients it serves; together with detailed guidance on the selection criteria which will be applied to applications.

**ASSESSMENT SYSTEM**

- The criteria outlined in this document will be used to assess aspects of all NEST Third Party Grant applications submitted for funding in financial years 2022-25.
- Membership of the Assessment Panel is drawn from the Local Employability Partnership.
- Each application will be scored independently by two members of the Panel, who will then agree a moderated score and funding recommendation.

Once all applications have been scored, the Panel will also take cognisance of the overall fit with the Employability Pipeline in the city and agree overall programme recommendations.

- The maximum score available for each project is 36 points.
- Any question not attempted will be given 0 points.
- There is a quality bar of 50%: applications scoring 17 points or fewer will not be recommended for funding.
- The scores outlined below reflect the emphasis placed on specific criteria. Numbering aligns with question numbers in the application form.
- Projects will be scored on the basis of the Assessment Panel appraisal of the information provided in the submitted application.
- These criteria have been selected to reflect the objectives and emphasis of *Edinburgh Economy Strategy: Enabling Good Growth* and *NEST Third Party Grants Specification 2022-25*

Following the Assessment Panel scoring process, recommendations are referred to *CEC Housing, Homelessness and Fair Work Committee* for approval.

## PROJECT SCORING

### **B1 Project/programme description**

The description should identify specific target group(s) and propose an appropriate programme to move them towards and/or into work. Client engagement, selection, programme delivery and onward referral should be outlined. Proposed staffing of the project should be outlined. Applicants intending to move participants into work should include employer engagement activity; and actions to support people post job-entry. If a qualification is to be delivered, details of accreditation should be noted and explained further in question B4b. Applicants aiming to move people along the pipeline should indicate progression routes. Referral protocols should be agreed with feeder provision and/or progression destinations as appropriate.

#### **Points:**

- 0** Incoherent account, mismatch of proposed service and target group, lack of relevant detail
- 2** Limited summary, poor match of services to participant needs, inadequate support for participants, appropriate links not made (e.g. to employers, other service providers)
- 4** Adequate summary of proposed project or service, client journey covered, some details omitted
- 6** Full, coherent summary; appropriate services to support participants particularly in stages 1 and 2; client journey clearly articulated; clear referral arrangements

### **B2 Relevance to Employability Programme priorities**

The application should clearly demonstrate that the proposed project or service addresses the priorities in the *NEST Third Party Grants Specification 2022-25*. In addition, you should show how the proposed service fits with Edinburgh's employability pipeline.

#### **Points:**

- 0** Proposed project/service not linked to priorities and pipeline
- 2** Limited linkage to the priorities or fit with the pipeline
- 4** Some links to priorities and fit with the pipeline
- 6** Strong links to priorities and fit with the pipeline

### **B3 Evidence of demand and/or need**

This should include reference to sources of information such as unemployment or deprivation statistics. There should be clear evidence that where appropriate the most relevant and up to date data have been used. In addition, the justification should be consistent with local, regional and national labour market information as appropriate. Your answer should also reflect the extent to which your proposed service enhances rather than duplicates other provision for the client group. If the intended client group may include Fair Start Scotland eligible clients, you must show

how your service will complement rather than duplicate or displace support for these individuals. The project score will be based on the strength of the data used; the level of demand demonstrated; and complementarity with other service provision.

**Points:**

- 0** No evidence offered
- 2** Little evidence of demand or need
- 4** Some evidence of demand or need
- 6** Strong evidence of demand or need

**B4 Targets, progressions and/or outcomes**

This relates to the fit with objectives of the specification, and to the targets and impacts offered by the proposed service for 2022-25. The score will reflect the degree to which the project outputs and results are relevant, realistic, achievable and sustainable. Your answer should give the rationale for your targets and or progressions, showing how these are relevant to the target group(s). Qualifications should be commensurate with the stage of the strategic skills pipeline the project is being delivered. The actual numbers for each year should be given in the tables. You will find the definitions of outcomes in the Joined Up for Jobs outcomes definition included with the guidance notes – it is essential that you adhere to these.

**Points:**

- 0** Relevant outputs/outcomes/impacts not clearly identified
- 1** Minimal identification of relevant outputs, outcomes and/or impacts
- 2** Some clear, measurable and realistic targets for outputs, outcomes and/or impacts
- 3** Clear, detailed, measurable and realistic, but challenging targets for outputs, outcomes and/or impacts

**B5 Value for money**

The score given will reflect the value for money of the project by comparing key quantified outputs and impacts against overall project cost. Details of added value such as partnership or colocation may be used as an indicator of value for money, as could the ratio between client-focussed costs and overheads. A coherent justification for cost per client/outcome should be given in the answer.

**Points:**

- 0** Poor value for money
- 1** Reasonable value for money
- 2** Good value for money compared with other project applications/ existing provision
- 3** Very good to excellent value for money



## **B6 Monitoring and evaluation (Quality Assurance)**

The application should give evidence of effective monitoring and evaluation systems in place to measure the quality and effectiveness of the intervention. These might include:

- Use of monitoring information to improve procedures, policies etc.
- Service user involvement
- Evidence of independent verification of outcomes
- Accessing a range of information sources for evaluation purposes
- Elements of external scrutiny
- Identification and implementation of good practice

### **Points:**

- 0** No evidence of adequate monitoring and evaluation systems
- 1** Little evidence of adequate monitoring and evaluation systems
- 2** Some evidence of monitoring and evaluation systems above the minimum required and feedback sought from service users; identification of good practice
- 3** Strong evidence that monitoring and evaluation proposals are rigorous, use a variety of information sources and include an element of external scrutiny. Good practice is identified and used to continuously improve service delivery. Service user feedback should be embedded in the evaluation system

## **B7 Partnership working**

The project should demonstrate genuine, realistic and appropriate partnership working with relevant agencies and service users in design and delivery of the service. Factors could include:

- Proper local consultation in assessing demand for project and delivery of the priorities in the Local Improvement Plan
- Practical partnership between agencies in the delivery of the project
- Input from partners and service users to project design and delivery
- Employer engagement where relevant
- Leverage of additional resources from other partners (which may be in kind).

### **Points:**

- 0** No evidence of partnership working
- 1** Limited evidence of partnership working
- 2** Some evidence of involvement of appropriate partners and/or community
- 3** Strong evidence of genuine involvement of appropriate partners, and/or local community, and/or communities of interest, and/or employers

## **B8 Evidence for success / track record**

Where applicants have run previous projects, or this project or a similar project has run elsewhere, the score will reflect these results and the likelihood of replicability of results during the next funding period in terms of delivery, outcomes and spend. Projects with no relevant track record will be given 2 points.

**Points:**

- 0** No evidence
- 1** Limited relevant evidence of success
- 2** Some record of success and reasonable likelihood of results being duplicated.
- 3** Strong record of success and high likelihood of results being duplicated

**B9 Location / environment**

The score should reflect the extent to which the project demonstrates a positive approach to location and environmental considerations. The project should demonstrate that it is accessible by adequate and appropriate public transport services or pedestrian means. Factors could include:

- Suitable opening hours
- Premises suited to the needs of the client group
- Safe and accessible location
- Privacy, if relevant
- Good public transport links
- Specific transport provided
- Colocation of services
- Delivery other than in person
- Postcodes of areas of delivery if using outreach

**Points:**

- 0** No or poor consideration of these issues
- 1** Limited accessibility/little consideration of location/environment
- 2** Good consideration of location/environment
- 3** Excellent accessibility and strong rationale for location/environment

**APPENDIX 3**

**Recommendations for NEST Third Party Grants Awards 2022 – 2025**

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Data	Access Data will work with unemployed or in-work/low-income people in Edinburgh. It will recruit individuals who have an interest in developing digital and data skills and progressing towards data/digital jobs.	74,520.00	1-5	Adult	Citywide	Yes
Access to Industry	EdinMe	EdinMe service will to provide employability support for people aged 16-21 (25 if care experienced) with emerging and entrenched mental health issues affecting their progression towards sustained employment.	72,270.00	1-3	Youth	Citywide	Yes
Cyrenians	Key to Potential	Key to Potential offers one-to-one outreach and home visiting support to 16-year-old non-attenders and their families as they transition from school at stage 1. These young people are at high risk of not gaining a positive destination and becoming long-term unemployed.	75,000.00	1	Youth	Citywide	Yes
Cyrenians	Foundations to Employment	Foundations will deliver holistic support to single household individuals across Edinburgh aged over 25+. The work is complex, multi-dimensional and person-centred for those struggling to engage with mainstream provision because of categorical criteria, unfamiliarity or disengagement from the employment process.	75,000.00	1-4	Adult	Citywide	Yes
LinkNet	Mentoring and Training for Employment and Education	LINKnet aims to support employment/education development of people from all minority ethnic groups in Edinburgh 18+ who are: refugees; unemployed; in lower-level jobs not on par with their qualifications; from low-income households, who live on benefits, from the deprived areas; and new migrants.	59,980.00	2-5	Adult	Citywide	No

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Support @ Work	Support @ Work	S@W provides case work support and representation on employment rights to workers/employability service users being supported by health professionals and employability advisers within Edinburgh. Support and representation in the workplace is provided to clients who are not union members.	49,000.00	5	Adult	Citywide	Yes
Volunteer Edinburgh	Voluntary Work Coach	Volunteer Edinburgh will provide one-to-one and group interventions which support individuals to access volunteering opportunities. Target group is 16+ and will recognise unique personal issues which impact on individuals' employability by ensuring that clients' health and welfare is central to service delivery.	73,224.00	1-3	Adult	Citywide	Yes
Action for Children	Youthbuild	Action for Children will deliver YouthBuild, a pipeline Stage 3-4 vocational training programme to equip young people for sustainable employment in construction. Key workers provide holistic/person-centred 1:1 support to meet individual needs.	75,000.00	3-4	Youth	North East/ South East	Yes
Action for Children	Care First	Action for Children (AfC) will deliver CareFirst, our programme of introductory vocational activity at Pipeline Stage 2-3 for young people to access social care opportunities/employment. Key workers provide holistic/person-centred 1:1 support to meet individual needs.	50,000.00	2-3	Youth	North East/ South East	Yes
Citadel Youth	Futureheads	Futureheads is a locality-based service for 16-21 year olds in Leith and North East Edinburgh, who are at stage 2 of the pipeline. This is provided through a range of careers café sessions and workshops, group work sessions and individual support where needed, including specialist mental health support.	50,560.00	2	Youth	North East	Yes
All Cleaned Up	The ABC Academy	ACU and Apex will deliver a cleaning skills academy, targeting those furthest from the labour market including individuals with experience of the criminal justice system and older adults, specifically individuals over 50.	71,485.00	2-4	Adult	South West	No

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Broomhouse Centre (SPACE)	Space Station (Food and Retail)	Space Station will help care experienced people, young parents, young carers, people with additional support needs, ethnic minorities, those aged 50+, long-term unemployed, school leavers, those requiring mental health support and ex-offenders move towards, or find, sustainable employment in the hospitality sector.	60,638.00	2-4	Adult	South West	Yes
Barnardo's	Stage 2	Barnardo's will deliver a tailored, holistic, person-centred programme to support young people aged 16-24 to enter employment, undertake an apprenticeship, enter training/further education or progress along the SSP. Wrap around support with personal development and learning experience at Stage 2 of the SSP.	74,743.78	2	Youth	North West	Yes
Prespect	Prespect Hub CIC	Prespect will work with ethnic minorities groups: including low-income families; active job seeking single parents. Those who are experiencing discrimination such as accent barriers when applying for work. Delivered at a community hub the service will offer 1-2-1 and group work including digital skills sessions.	75,000.00	1-5	Adult	North West	Yes
<b>TOTAL RECOMMENDED FOR FUNDING</b>			<b>£936,421</b>				

APPENDIX 4

NEST Third Party Grants Applicants 2022 – 2025

Potential award subject to additional funding being sourced.

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Progress	Access Progress will take a holistic approach to helping parents towards work by providing education, training, vocational qualifications and employability advice, along with supporting health and wellbeing and personal development and providing practical knowledge to assist parents in overcoming their challenges.	72,270.00	2-5	Adult	Citywide	Yes
Impact Arts	Pathways Hub	Pathways Hub's target group is young people – predominately 16-24 – who are long-term unemployed, with a focus on engaging young parents, those requiring mental health support, care experienced, LGBTQI+ and BAME. Employability support is built around the hook of creative industries.	70,000.00	1-3	Youth	Citywide	Yes
Barnardo's	Stage 3	Barnardo's will deliver a tailored, person-centred programme to equip young people aged 16-24. At Stage 3, our focus is on developing employability skills through training and work experience to enter employment, an apprenticeship, training/further education, or progress to a later stage in the SSP.	74,958.89	3	Youth	North West	Yes
<b>TOTAL MAY BE RECOMMENDED FOR FUNDING</b>			<b>£217,229</b>				

APPENDIX 5

NEST Third Party Grants Applicants 2022 – 2025

Not Recommended for Funding:

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Employment	Access Employment will support people of working age who have lost employment through changes in the labour market, caused by the impact of the pandemic and/or Brexit. They will be people have been in steady jobs within the same sector for a number of years and who now find their industry is changing.	45,630.00	3	Adult	Citywide	Yes
Canongate Youth	CY Edge	CY will focus on those at stage 1, specifically targeting school leavers, young carers and young people requiring mental health support, as well as young people at stage 2, where appropriate, aligning with occupational growth areas and local employment opportunities.	57,498.00	1-2	Youth	Citywide	Yes
CodeClan	CodeClan Young Academy	Young Academy is an eight week training and work placement programme aimed at young people aged 16 - 24 who are leaving school, unemployed or in low paid employment. This programme is designed for young people to learn coding skills that will enable them to move into further training or employment in IT.	55,091.00	3-5	Youth	Citywide	Yes
CodeClan	Programme for Parents and Carers	CodeClan proposes delivering a 20 week, part time Professional Software Development training programme designed for parents and those with caring responsibilities who are unemployed, underemployed, on low incomes or work part time.	67,000.00	3-5	Adult	Citywide	Yes
Cyrenians	Getting Together	Getting Together will be specifically targeted at young Gypsy/Travellers, aged 16 – 24, living on sites and housing across Edinburgh. Using an assertive outreach approach, staff will work across the city, combining 1-to-1 support and a weekly group activity to promote PG/NOLB aims to reduce inequalities.	39,000.00	1	Youth	Citywide	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Edinburgh Leisure	Positive Destinations	Positive Destinations uses the power of sport and physical activity to support young people in Edinburgh aged 16-24 who are leaving school or have left school without education, employment, or training prospects. They face multiple barriers which make it harder for them to progress.	53,142.00	2-3	Youth	Citywide	Yes
Enable	First Steps	"First Steps" is a Stage 1 intervention service for young people experiencing poverty across the authority, aged 16 to 29, and is aimed at engaging those who have multiple, complex barriers, furthest removed from the labour market.	56,652.00	1	Youth	Citywide	Yes
Generation	Train and Place Data bootcamps	Generation propose to run 3 25-person, full-time, 12-week, free bootcamps to train and place 75 unemployed people in Edinburgh into entry-level Data Analyst roles for young people aged 18+ facing barriers to desirable employment, particularly unemployed/inactive/NEET youth from disadvantaged / underrepresented groups.	75,000.00	1-5	Youth	Citywide	Yes
Intowork	First Steps Into Work	Intowork will offer our services to local people with learning disabilities to provide welfare rights service for a full benefits check/household assessment and the wellbeing service for mental health/wellbeing, supporting people who want to aspire to supported employment.	53,678.33	1-2	Adult	Citywide	Yes
Move On	Move On Employability Pathway	MOEP offers employability opportunities to young people (16-26) who have left full-time education, lacking qualifications/positive destinations, along with additional one-to-one support using a trauma-informed and responsive, person-centred, flexible and asset-based approach.	72,500.33	2-4	Youth	Citywide	Yes
OPFS	Childcare Connections	Childcare Connections will work with parents seeking employment or training to overcome one of the major barriers to accessing jobs, education or training: childcare.	44,084.00	1-2	Adult	Citywide	Yes



Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
OPFS	Preparing for the Future	PFF employability support for single parents will be delivered alongside OPFS other support including digital inclusion, health and well-being, housing, financial advice and info and parenting support. PFF will emphasize Stage 1 and 2 activities such as confidence boosting, barrier removal, CV writing and interview preparation.	49,784.00	1-2	Adult	Citywide	Yes
RUTS	Take Life Up a Gear	RUTS bespoke 'Take Life Up A Gear' service is aimed at 16-25 year olds living in Edinburgh with an aim to move them towards and/or into employment prioritizing stages 1-3 of the pipeline, providing a wide-range of academy style programmes adapted to individual need targeted towards youths with multiple barriers.	54,000.00	1-3	Youth	Citywide	Yes
SHE Scotland	Shine Programme for Young Women	SHE SHINE programme aims to tackle barriers and the rise of poor mental health amongst young women which negatively impacts on the aspirations, goals and life choices by providing the tools, guidance and support to make positive change.	44,848.00	1-2	Youth	Citywide	Yes
The Datakirk	DKadelytics	DKadelytics project is designed to help people from minority backgrounds and disadvantaged groups (cared experienced young people) get back to work, and to capitalise on rising opportunities within the digital and data economies.	73,500.00	3-5	Both	Citywide	Yes
Venture Scotland	Step Outside into Employment	Venture Scotland will engage with young people (YP) and support them to move towards employment through a programme of outdoor activity. We will target YP who are struggling with mental health issues and lack the emotional, social and practical skills to transition into employment.	52,270.00	1-3	Youth	Citywide	Yes
Venture Trust	Change Cycle	Venture Trust are seeking support for our Change Cycle (CC) programme. It is a 3-week intensive Stage 2 Employability service with up to 6-months aftercare for young people aged 16-24 who face multiple complex barriers. Employability support is built around the hook of cycling/bike mechanics.	75,000.00	2	Youth	Citywide	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Venture Trust	Inspiring Young Futures	Inspiring Young Futures programme (IYF) is a pre-employability offer (Pipeline Stage 1) for clients facing complex challenges, often with experience of trauma and most have left school with few qualifications. Employability support is built around the hook of outdoor/wilderness activities.	75,000.00	1	Youth	Citywide	Yes
Brave Strong Beautiful	Hair and Beauty Industry Employability and Leadership Programme	Brave Strong Beautiful aims to provide a strategic pipeline to employment, providing Hairdressing Industry training and skills, alongside life skills training, such as money management, conflict resolution, confidence building, selfcare strategic planning for the future and employability training.	23,252.40	2-4	Youth	North East/South East	Yes
Let's Talk	Progress Project	Let's Talk will support young people (aged 15-26) with mental health and employability. They will experience additional barriers to employability, e.g. care experience, young carer, mental health difficulties, be a school leaver without a positive destination, substance use issues or be from a BME background.	50,780.33	1-3	Youth	North East/South East	Yes
Prince's Trust	Start Something – Employability Pathways for Edinburgh's Young People	Prince's Trust focus is to support young people aged 16-30 who present at stage 3 of the employability pipeline. Amongst other barriers this includes young people affected by disability or mental health issues, those leaving the care system, those from SIMD areas 1 and 2, and minority ethnic young people.	62,518.67	3	Youth	North East/South West	Yes
WorkingRite	Edinburgh Youth: Football Works	WorkingRite has developed a partnership with Street Soccer Scotland in Edinburgh, which provides employability training to some of the city's most vulnerable young people primarily aged 16 - 25, especially those experiencing (or at risk of) homelessness.	48,000.00	2	Youth	North East/South West	Yes
U-evolve	Youthroots	Youthroots is an innovative project, creating opportunities for disadvantaged young people from the low SIMD areas (1 and 2) of North Edinburgh to gain employability skills, build confidence and create relationships within professional and charity networks in Edinburgh.	26,522.00	1-4	Youth	North East/West	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Action for Children	Reach Out	Action for Children's (AfC) Pipeline Stage 2 Reach Out programme will address employability barriers, improve mental health/wellbeing and equip young people (YP) with motivation/skills to progress towards the world-of-work.	75,000.00	2	Youth	North East	Yes
WorkingRite	Pioneers	Pioneers programme will provide personal development and employability training to school non-attenders (15–18) in Edinburgh. The programme works in partnership with the Cyrenians, whose seconded KeyWorker works in schools with persistent non-attenders and brings them into the WorkingRite programme.	45,000.00	1-4	Youth	North East	Yes
WHALE Arts	Wester Hailes Works	Wester Hailes Works is an employability programme comprising three discrete projects designed to meet the needs of people living in areas multiple deprivation. The programme will develop the skills, experience and confidence of target groups through individually tailored training, mentoring and progression opportunities.	49,384.00	1-3	Adult	South East	Yes
Community Renewal	Employment Safety Net	The Employment Safety Net project will deliver employability and personal development opportunities for vulnerable and disengaged young people in two of the most disadvantaged areas of Edinburgh - South East Edinburgh (Bingham/Magdalene/Niddrie/Craigmillar) and North Edinburgh (Muirhouse and Pilton)	75,000.00	1	Youth	South East and North East	Yes
Broomhouse Centre (SPACE)	Space for Care	Space for Care will help care experienced people, young parents, young carers, people with additional support needs, ethnic minorities, those aged 50+, long-term unemployed, school leavers, those requiring mental health support and ex-offenders move towards, or find, sustainable employment in the care sector.	58,942.00	2-4	Adult	South West	Yes
CHAI	South-West Employability and Support	CHAI will work with unemployed adults in SW Edinburgh address barriers to employability. This service provides early intervention work, targeting those as SSP 1 and 2. This service is accessible to everyone, including clients with mental health issues, those who are over 50, people with caring responsibilities.	49,702.00	1-2	Adult	South West	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Dunedin Canmore	EVOLS	EVOLS Project uses Outdoor Learning to support and develop young people (16 – 26 years) through a partnership between Dunedin Canmore and Space and Broomhouse Hub. This partnership shares the aims of NOLB i.e. to enable young people to learn new skills, improve self-confidence and achieve a positive destination.	75,000.00	1-2	Youth	South West	Yes
The Larder	Power to Grow 1	The Larder's Power to Grow (PTG) is a programme which offers holistic support for young people (YP), aged 16-24, in Edinburgh. Our work is focused on YP who experience multiple and complex barriers, impeding their attainment and progression.	56,631.00	1	Youth	N/A	Yes
The Larder	Power to Grow 2	The Larder's Power to Grow 2 (PTG2) is stand-alone programme, but one that fits strategically with stage 1 and 3. It is a holistic support programme that will move participants along the SSP and closer to work.	56,631.00	1-3	Youth	N/A	Yes
The Larder	Power to Grow 3	The Larder's Power to Grow 3 (PTG 3) is stand-alone programme but one that fits strategically with the Power To Grow stage 1 and 2 (two other applications submitted). It is a holistic support programme that will move participants along the SSP and closer to work.	64,325.00	3	Youth	N/A	Yes
<b>TOTAL NOT RECOMMENDED FOR FUNDING</b>			<b>£1,860,366</b>				

## APPENDIX 6 – Vocational Training Framework

The NEST VTF will provide employability and vocational training to complement current employability and skills support provisions. It will offer upskilling and progression opportunities for both those seeking employment and those in employment but facing insecure work or in-work poverty.

As recommended in the NOLB 2 committee report, the VTF will support job seekers into jobs within growing sectors and those sectors which are or are expected to, face skills shortages.

Scotland's Economic Strategy<sup>1</sup> identifies sectors where Scotland has a distinct comparative advantage and identifies these as growing or key industries:

- Food and drink (including agriculture and fisheries)
- Creative Industries including digital - figures show Scotland's digital sector is booming, with tech roles increasing by over 25% in Edinburgh)
- Sustainable Tourism
- Energy (including renewables)
- Financial and Business Services
- Health and Life sciences

The same key industries have been identified for Edinburgh and Lothians.<sup>2</sup>

The VTF should therefore provide training to prepare job seekers to move into above sectors. Short vocational training courses aim to provide attendees with basic industry knowledge and, where applicable, introductory certificates to enable entry into the sector. These cannot replace College or University qualifications for those candidates who wish to join highly qualified, specific jobs within some of above industries (i.e., renewable energy engineers or science and health professionals).

The VTF is predominantly designed for entry level 1 and 2 jobs, therefore cannot cover all indicated growing sectors.

CCP have researched current entry level job market within growing sectors and identified key roles that employers are looking to fill:

- Food and drink (including agriculture and fisheries): food production line operatives, administrators, kitchen assistants, drivers
- Creative Industries, including Digital: Help Desk Operators, Digital Media Assistants, Administrators, Marketing Design Assistants, Customer Service Advisors
- Sustainable tourism: reservation agents, kitchen staff, customer service advisors
- Energy: sales representatives, administrative
- Financial and business services: sales support administrators, administrators, call centre operatives
- Health and life science: cleaners, warehouse operatives

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<sup>1</sup> <https://www.gov.scot/publications/growth-sector-statistics/>

<sup>2</sup> [https://businessevents.visitscotland.com/why-scotland/destinations/edinburgh-and-the-lothians/sectors/\)  
with additional Retail and Hospitality \(in Edinburgh\) as a major employer in the city.](https://businessevents.visitscotland.com/why-scotland/destinations/edinburgh-and-the-lothians/sectors/)with additional Retail and Hospitality (in Edinburgh) as a major employer in the city.)

The VTF is also intended to support sectors that currently struggle with skills and staff shortages<sup>3</sup>:

- Health and Social Care - workforce is significantly impacted by Brexit and tighter immigration proposals, in 2020 19% of workforce were workers born abroad; the pandemic has also driven urgent and significant recruitment throughout the Health and Social Care sector; also research shows that H&SC career perception impacted negatively and less people are applying for care jobs
- Early Learning and Childcare (ELC) - the sector has been undergoing a significant expansion in Scotland in recent years as the sector has been preparing to deliver the national commitment to increase the provision of funded ELC from 600 to 1,140 hours per year – most sought-after jobs are those of Nursery Practitioners. Another challenge is the fact that 6.8% of the current ELC workforce are non-UK EU nationals
- Tourism and Hospitality sector – the sector's high reliance on an EU workforce is currently challenged by Brexit and the pandemic with less people applying for jobs in hospitality; roles that have been highlighted by the sector for inclusion on the shortage occupation list (SOL) include specialist chefs - executive chefs, head chefs, sous chefs and specialist chefs, waiting staff/sommeliers, assistant chefs, receptionists, reservations, porters and other hotel workers
- Cultural and Creative industries – there is an increasing impact of exiting the EU on this industry's skills needs; the current requirements includes artist, dancers and choreographers, musicians, arts officers, producers and directors, graphic designers
- Digital and Technology - it is predicted that the digital and tech sector will be the second fastest growing in Scotland between now and 2029 – in 2019, Edinburgh alone advertised 35,786 digital tech roles; current shortage of skills required to meet the demand for digital roles is restricting growth within the digital sector and the wider economy, at entry level the sector is looking for: administrators, digital media administrators, help desk operatives.
- Manufacturing and Construction - sector is and will continue to be largely affected by the new immigration rules, both industries have found the following roles hard to fill: bricklayers, joiners, electricians, labourers, warehouse operatives, plant drivers/operatives
- Logistics and Transport services – there are number of issues identified by stakeholders around the availability of skilled labour in the logistics sector, with a particular concern around recruiting qualified HGV Drivers where industry estimates that there will be a UK-wide shortage of between 35,000 to above 60,000 drivers by 202; there are also concerns regarding other essential occupations across the wider logistics chain such as fork lift drivers, warehouse staff, mechanics, as they also currently have a high proportion of EU nationals working in these roles

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<sup>3</sup> <https://www.gov.scot/publications/scottish-government-response-migration-advisory-committee-2019-20-call-evidence-shortage-occupation-list/pages/4/>

CCP also spoke to employers within the Joined Up For Business network and performed additional independent research to find out what skills, knowledge and qualifications are expected and/or required from employers in each sector from work candidates. Following the research, vocational training has been grouped into lots, corresponding to the growing and/or skills shortage sectors and the jobs employers need help to fill. Qualifications suggested for the framework are based on Scottish qualification and learning programmes on the Scottish Credit and Qualification Framework (SCQF) database<sup>4</sup>.

Expectation around training content and qualification are listed for each lot (based on SCQF and employers expectations), nonetheless we will welcome suggestions and recommendation from training providers themselves in order to make content more accurate, specific, or realistic to achieve by job seekers.

It is recommended that delivery in each lot should follow a set training model:

1. Recruitment and the assessment of the candidates
2. Tailored training intervention
3. Interview prep, confidence building, CV and better off calc/or financial advice
4. Arranged in collaboration with CCP – interviews with recruiting employer (or where possible an adequate placement) and interview.
5. Sign posting to in-work programme or stage 3 provision if no job outcome achieved

Each training providers contracted to specific lots will need to be flexible and resourceful for the VTF to be able to respond to current employer need quickly and accurately, with some elements of training to be removed or added when called off at the time.

Training providers are able to submit “consortium bids” and will have the ability to subcontract. This would mean that where a training provider cannot meet a certain element of the training programme as desired, that training provider could rely on another party to provide such services.

### **Calling off training providers**

When there is a requirement to call-off under the Framework Agreement, CCP will either:

(a) directly award to the first-ranked provider for that lot (and if they cannot meet the requirement, directly award to the second-ranked provider etc); or

(b) hold a mini-competition among the providers to that lot.

Training providers contracted to the lot cannot co-deliver training, but they can subcontract and choose a supplier away from the Framework or seek to collaborate with providers contracted in different lots.

CCP can ask/request providers from different lots to collaborate in relation to the delivery of training where deemed necessary.

If there is an occasion where no providers can deliver the training, there is an option to seek a provider away from the Framework (as mentioned above).

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<sup>4</sup> <https://scqf.org.uk/about-the-framework/scqf-database/>

**Note on Green Skills:**

A session on Green Skills has been included within each of the lots to support the requirement for green skills across industries. As well as more technical skills that are specific to the green recovery (i.e. in construction and manufacturing lots), job postings evidence indicates an ongoing demand for softer, transferable skills across occupations with a green-related component. These include teamwork and collaboration and effective customer service skills and are skills that can be developed and adapted across different sectors and in different occupations. According to SDS' report on Green Skills: "climate competency will become a meta skill required across industry, where there is a need for some level of climate understanding". There is an opportunity therefore for the Framework to capitalise on this demand for softer, transferable skills within green jobs.



## **Indicative Lots**

### **Lot1: Hospitality, including Food Prep**

This Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the Hospitality sector. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes.

The training provider will predominantly focus on preparing delegates to enter the following roles: waiter/waitress, kitchen porter, kitchen food prep assistant, chef assistant, front of the house assistant, customer service assistant, porter.

#### Training elements expected:

- Introduction to Hospitality Sector – roles and expectations of employers
- Introduction to Food and Beverage – roles and expectations of employers
- Guest Care Excellence in Hospitality and Excellence in Hospitality Reception
- Principles of Customer Service with communication skills and complaint handling
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

#### Suggested certification to include in training:

- World Host Certificate Principles in Customer Service (SQA credited)
- Introduction to Food Hygiene (REHIS) certificate (SQA credited)
- Responsible Service of Alcohol Certificate (SQA credited)
- Barista Training

#### Supported employment element:

- Job Application and employability focus -  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process.
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot2: Health and Social Care (H&SC)**

This Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the sector, allowing insight into the practicalities and equipping participants with knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on the H&SC sector and roles such as Support Worker and Care Assistant.

Training providers are expected to moderate the session to show participants how the Care sector is a major growth industry, with opportunities for further SVQ qualifications leading to an increase in salary. Care is an area where individuals can progress quite rapidly into senior positions.

### Training elements expected:

- Introduction to Working in Care
- Communication skills
- Person centered care
- Adult safeguarding,
- Dementia care,
- Personal care and foot care,
- Infection Control plus current Covid regulations (including hand hygiene and PPE)
- Food Hygiene (basic)
- Administering Medication,
- Manual Handling,
- Emergency First Aid at Work,
- Visual Impairment and deafness awareness,
- SSSC Codes of Practice,
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

### Suggested certification to include in training:

- Footcare certificate (optional)
- REHIS Allergy Awareness (optional)
- Moving and Handling certificate (REHIS)
- Emergency First Aid certificate (SQA credited)

### Supported employment element:

- Job Application and employability focus (Identifying personal strengths, natural aptitudes and development areas, focus on job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process.
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in CV / cover letter and interview. Aid with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

Additional support to provide: PVG registration costs paid for at job offer stage

### **Lot3: Early Learning and Childcare (ELC)**

Childcare Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the ELC. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on preparing participants to apply for roles like ELC Support Worker and ELC Practitioner.

It is recommended the training would include sessions and/or certification in:

- Introduction to working in Childcare – ie. SQA Certificate of Work Readiness units: Practical Workplace Skills; Dealing with Work Situations; Responsibilities of Employment, and preparation for working in childcare/social care and/or elements of NC in Early Education and Childcare at SCQF Level 6 and or 7 (RQF Level 3 and 4) and/or elements of SVQ Social Service (Children and Young People) at SCQF Level 6 and/or 7 (RQF level 3 and 4)
- SSSC Codes of Practice
- Infection Control and Hygiene (including Covid regulations, PPE and hand hygiene)
- Food Hygiene Certificate (REHIS)
- Emergency First Aid at Work
- Autism Awareness (National Autistic Society)
- Emergency First Aid (SQA accredited)
- Child Protection and/or Understanding Trauma
- Importance of Play
- REHIS Allergy Awareness
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)
- REHIS Moving and Handling

Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support, and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

Additional support to provide: PVG registration costs paid for at job offer stage

## **Lot4: Manufacturing, Transport and Distribution**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles such as: truck/delivery van Driver, Bus Driver, Warehouse Operative, Assembly Operator, Machine Operator/Process Worker

### It is recommended the training would include sessions and certification in:

- Introduction to electric vehicles – sessions developing skills across areas such as electric/hybrid awareness, system repair and replacement, and routine maintenance
- Elements of forklifting training including pallet track and order picker
- REHIS Manual handling
- Manufacturing Essentials session - an overview of the basic skills required within a manufacturing operations environment (with introduction to pillars of Total Productive Maintenance)
- Introduction to green skills required in Manufacturing, including carbon monitoring, waste management and quality control, and in Transport - environmental understanding, environmental law and policy, monitoring and analytics, climate literacy and competency.
- The Fire Fighting and First Aid session to develop delegates knowledge in the industry (Approved by the First Aid Industry Body)
- Elements of Driver Certificate of Professional Competence (DCPC) – Realities of Transport – session that will give delegates a greater knowledge of:
  - Drivers Licence categories
  - Speed limits for each class of vehicle
  - Electronic data
  - Eco driving and green skills required within the sector with elements of environmental law and policy
  - Vehicle offences and penalties
  - Drink driving within the transport and logistics workplace
- Health and Safety – i.e. The Institution of Occupational Safety and Health (IOSH) credited “Working Safely”
- Customer Service – building positive report with clients and importance of CS
- Elements of Level 2 qualification in Warehousing and Inventory including overview of daily operational protocols, understanding the service pipeline and customer experience.

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process;
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview

- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review
- Advise in regard to accessing professional licenses

## **Lot5: Construction**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles like: Labourer, Groundworker, Plant Operator, Road Maintenance Worker, Construction Apprentice;

It is expected training would include sessions and certification in:

- Certificate in Construction Skills at SCQF level 4 (City and Gilds)
- Elements of Certificate in Supporting Engineering Construction Activities at SCQF Level 5 (ECITB)
- The Construction Skills Certification Scheme (CSCS) Training (CITB approved) to prep candidates for the exam to gain the card (mandatory)
- Elements of Construction Plant Competence Scheme (CPCS) training
- Element of NPORS Construction Operator Card training
- Elements of manufacturing environment and production line safety (including REHIS Manual handling and REHIS Elementary Health and Safety)
- Introduction to green skills including waste management and energy efficiency awareness
- Introduction to Risk Assessment Method Statement
- Advise on how to gain nationally recognised qualifications such as City & Guilds, NVQ and ACS, to help delegates to choose a career path to become qualified construction professional (such as a plumber, electrician, gas engineer, welder or renewable energy engineer, etc).

Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 4 provision
- Advice on how to access CSCS/CPCS/NPORS exams

## **Lot6: Digital and Creative Industries**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles like: Service Desk Technician/Operator/Desktop Support, Data Entry Clerk, Digital Content Assistant.

### Training elements and certification to be considered:

- BCS or elements of BCS Entry Level Award in Digital Skills (ITQ) (Entry 3)
- Introduction to Coding (HTML, CSS, JavaScript etc)
- Elements of HNC in Information technology covering areas such as: current administrative practices, IT skills, interpersonal skills, personal effectiveness, communication skills and presentation techniques
- Introductions to and uses of content management system (CMS)
- Introductions to marketing design - photoshop and using of photoshop scripts
- Introduction to ITIL (practices for IT activities such as IT service management and IT asset management to show delegates how IT services should align with the needs of the business)
- Practicing communication skills and good telephone manner
- Session on Customer service skills and Team Working
- Elements of sector based green skills: climate literacy and competency, understanding of green technologies, data analytics, data cleaning, etc.

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot7: Business and Financial Services**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles such as: Administrator/Office Assistant, Call Centre Operator, Complaints Handler, Data Entry Clerk

### Training elements and certification to be considered:

- Introduction to the World of Work – employers' expectations, acceptable behaviour, dress and appearance, timekeeping, initiative, conflict at work
- Communication and Complaint Handling (AWC) or Award in Customer Service: Principles and Practices (SQA)
- World Host Ambassador (People First)
- An introduction to Sage Accounting System and recording Petty Cash transactions
- IT / Digital and Social Media – an introduction to the use of office based software, including Microsoft Office / 365 (Word, PowerPoint, Excel) and cloud based systems such as One Note.
- Business communication, administration, presentations and presenting business data in an accurate and informative way
- The use of social media /internet; use and practices of online communicating platforms Teams/ Zoom etc.
- Store, retrieve and archive business data and information, GDPR
- Health and Safety within the workplace
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)
- Teamwork – collaborative work importance of and sharing resources

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview.
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review



## **Lot8: Retail**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants onto roles like: Shop Assistant, Stock Controller, Customer Assistant.

### Training elements and certification to be considered

- Introduction to Retail and Hospitality, role types and employers' expectations
- Food Hygiene Certificate (REHIS),
- Customer care – “Skills for Customer Care SCQFC level 4” or “Customer Service: principles and practices” (SCQF level 5)
- Health and Safety Certificate,
- Responsible Service of Alcohol Cert (BIIAB)
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview.
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot9: Miscellaneous**

A Miscellaneous lot will enable CCP to call off training providers to deliver training to answer to general requirements which may arise from time to time/ad hoc. General advice to suppliers would be that the requirement is for flexibility and the ability to react to the developing needs of the employment market (whether the service providers supply the training themselves or whether they use a subcontractor).

Training providers with the broadest range of training programmes (and the most significant experience) will be part of this lot but if providers contracted cannot answer to a specific need at the time, a separate call for providers can be made.

The intention of the miscellaneous lot is not to capture every possible eventuality (as this is simply not practicable in the circumstances), but to cover situations whereby a requirement arises that doesn't quite sit in any of the other lots.

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Employer Recruitment Incentives to Support Fair Work

Executive/routine Wards Council Commitments	Executive All <a href="#">7 and 31</a>
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### 1. Recommendations

- 1.1 It is recommended that Committee:
  - 1.1.1 Notes the change to Edinburgh’s Employer Recruitment Incentive (EERI) for those aged over 25 years. Employers must now pay Real Living Wage (RLW) or above to be eligible;
  - 1.1.2 Notes that, where an employer is not paying RLW to young people under 25, EERI funding will now only be awarded to employers where the offer is for an official apprenticeship or where the individual will obtain a recognised industry qualification; and
  - 1.1.3 Agree that Officers should investigate the possibility of a ‘Bursary’ to support young people most disadvantaged and living in poverty to take up Modern Apprenticeship opportunities and report back to Committee within two cycles.

**Paul Lawrence**

Executive Director of Place

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## Employer Recruitment Incentives to Support Fair Work

### 2. Executive Summary

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- 2.1 This report details how the Edinburgh's Employer Recruitment Incentive (EERI) offer is currently delivered and how the Council can ensure it meets the needs of employers and individuals while also supporting Edinburgh's ambition to be a Living Wage City.

### 3. Background

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- 3.1 The Council has offered Employer Recruitment Incentives (ERIs) and wage subsidies through Scottish Government funding in various guises since 2013. This funding is available to all employers, with a focus on Small and Medium sized Enterprises (SMEs), to encourage employers to offer jobs to individuals with barriers to securing and sustaining employment.
- 3.2 In April 2021, a national ERI Framework (Appendix 1) was agreed between Scottish Government and the 32 Local Authorities. This framework is based on the Edinburgh model and lays out the minimum acceptable standards of a recruitment or wage incentive under No One Left Behind (NOLB) funding.
- 3.3 In line with the Framework, the Council currently offers ERIs to employers who recruit an individual with barriers to employment. Funding amounts vary between £2,000 and £6,000 in the first year of employment, depending on hours and wage offered. Full eligibility criteria and parameters of the funding can be found in the EERI Employer Information Pack - link noted at 8.3.
- 3.4 At present, two different funding streams support this offer, NOLB, for those aged 25 years plus, and the Young Person's Guarantee (YPG) for young people aged 16 – 24. YPG funding is currently only confirmed for new starts before 31 March 2022.
- 3.5 Following a report on the delivery of the YPG at the Housing, Homelessness and Fair Work Committee on [2 September 2021](#), Elected Members asked for a report on [ERIs](#) and how the Council can ensure that, where young people's employment is being subsidised through ERIs, they are either receiving the Real Living Wage (RLW), or gaining qualifications and skills which will enable them to enter a profession and earn above the RLW on completion of their training.

- 3.6 Furthermore, Committee asked officers to:
- 3.6.1 Identify how the Council can subsidise young people who are living in poverty, and who would not be able to take on an apprenticeship, so that those young people have the same opportunities available to them as young people from households not in poverty; and
  - 3.6.2 Ensure that any employment subsidised by ERIs does not offer varying rates of pay depending on age and embeds the principle that people doing the same job should be entitled to the same rate of pay.

## 4. Main report

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### **Review of Current EERI Recipients**

- 4.1 As requested by Committee, a review of the profile of current recipients of EERI funding was carried out.
- 4.2 The review showed that only one of the employers who was awarded funding for an individual aged over 25 years paid below the RLW. In that specific case, the employer had pledged to provide for additional support needs of the employee through the award of EERI funding and committed to review payment of RLW prior to the end of the funding period.
- 4.3 Of the 31 awards to employers for those aged 16 – 24 years this financial year, only five of the employees were paid RLW or above. The remaining 26 were paid between Modern Apprenticeship (MA) rate of £4.30 and National Minimum Wage (NMW) rates of £8.36 per hour. All 31 awards were for official MA or trainee positions.
- 4.4 Officers also performed a review of all EERI awards from 1 April 2020 to 30 September 2021. It was found that, in this time frame, only 17 employers out of a total of 59 paid RLW to anyone under 25 years of age. A total of 43 of the 59 were apprenticeship or trainee positions.

### **Cost review**

- 4.5 The annual cost for 36 hours/week at the MA NMW is £8,049.60. The cost of paying RLW is £17,784, a difference of £9,734.40 (plus on costs). A full table displaying the difference between each NMW rate, employer costs and difference between payment of the RLW is shown in Appendix 2.
- 4.6 Statements from employers have indicated that, when undertaking a Modern Apprenticeship or other qualification, the additional support, training and learning required by the young person and the time taken to 'learn on the job' in their first year of employment, means that paying higher wages would not be feasible for the business. Quotes from employers are included in Appendix 3.
- 4.7 Whilst the current EERI offer is not conducive to encouraging employers to pay a young person on a MA the RLW rate, there is flexibility in the Scottish Government

ERI Framework to award up to 50% of employment costs at RLW for a maximum period of 12 months.

- 4.8 Raising the funding award to this level, would equate to over £10,000 per award to cover wage and on costs. However, this still means that employer will have to commit to paying circa £10,000, which is £6,000 more than they may pay currently. This is illustrated in Appendix 2.
- 4.9 Several employers indicated that, even if supported to pay RLW during the time of the ERI, they would be unable to sustain payment of RLW immediately following the end of the funding period, however all have said that they would consider it.

### **Review Outcome**

- 4.10 Following the review, the funding criteria for those aged over 25 has been amended and, from 1 October 2021, is now only available to employers who pay the RLW or above.
- 4.11 From the review findings it is understood that, if a change is made to the funding parameters to only award funds to employers paying RLW, employers would simply opt not to apply for EERI funding due to the restrictive nature of the fund and instead focus on recruiting young people (likely without barriers to employment) and pay NMW.
- 4.12 Restricting the funding offer to employers paying RLW regardless of age would therefore likely focus future applications on an older age group (18+ or even 20+), and away from any apprenticeships. This could mean that disadvantaged young people aged 16 – 20 would not receive the additional support and may not sustain employment. Sustaining employment is one of the main outcomes recorded.
- 4.13 The review does however show that employers tend to use EERI funding for employees 16-24 years old to support them through a MA or to obtain qualifications. This has now been added as a criterion where the employer does not pay RLW.
- 4.14 Acknowledging that young people living in poverty may be unable to take up an apprenticeship due to the low paid nature of these posts, there may be more value in alternative funding, a form of 'Bursary' to bridge the difference in MA or NMW pay and the RLW, granted to young people who meet certain criteria. This would require further conversation with Scottish Government as it would mean using ERI funding to support the employee rather than the employer, and consideration as to what happens at the end of the Bursary payment if the employer is unable to pay RLW.

## **5. Next Steps**

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- 5.1 The EERI application process has already been amended so that, with regards to employees over 25 years of age, employers will only receive EERI if they agree to pay RLW or above. In cases where the employee is under 25 years of age, EERI funding is only awarded to employers where the wage is either at RLW or higher, or

when the offer is for an official apprenticeship or the individual would obtain a recognised industry qualification.

- 5.2 Officers will also further investigate the possibility of a 'Bursary' to support young people most disadvantaged and living in poverty to take up Modern Apprenticeship opportunities and report back to Committee within two cycles.

## **6. Financial impact**

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- 6.1 The costs for the 2021/22 EERI funding offers are covered under the NOLB and YPG funding awards to the Council.
- 6.2 All organisations who are awarded funding for individuals aged over 25 year will receive either £4,000 or £6,000 funding, depending on contracted hours offered. This equates to between 24 and 36 funding awards per annum based on current budget.
- 6.3 Whilst the Council has received a high level of funding through YPG in the current financial year, it is unclear what funding will be available for 2022/23. Scottish Government have confirmed that only ERI expenditure committed before 31 March 2022 may be carried forward to next year.
- 6.4 If there is no YPG award next year, the NOLB fund would return to an all age offer – available to those aged 16 – 67 and would be £144,000. In 2023/24 onwards there will almost certainly be no YPG funding and therefore only NOLB funding would be available.
- 6.5 If the Council were to offer a higher level of funding for EERIs, this would impact the number of opportunities that can be offered.

## **7. Stakeholder/Community Impact**

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- 7.1 This funding is available to businesses who have committed to offering employment to a person with barriers to securing and sustaining employment. It can be used for a variety of purposes, from equipment, travel costs, training, additional support and wage costs.
- 7.2 There will be very little impact to employers who wish to recruit individuals aged 25+ as almost all employers receiving this funding had previously paid RLW.
- 7.3 Feedback from employers who have received funding to support young people aged 16 – 24 have indicated that it is unlikely that they would recruit a young person if they had to pay RLW for a variety of business reasons.
- 7.4 Employers who received EERI funding since 1 April 2020 were asked for feedback on the proposed change to only supporting those paying RLW. A selection of responses are noted at Appendix 3.

- 7.5 Young people who are already disadvantaged through having barriers to employment, may have their opportunities limited if employers are not receiving funding to support recruitment and sustainment of their employment.

## **8. Background reading/external references**

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- 8.1 [Young Person's Guarantee Delivery](#) – Housing, Homelessness and Fair Work Committee, 2 September 2021
- 8.2 [Scottish Government Funding for Employability Support](#) – Housing, Homelessness and Fair Work Committee, 14 January 2021
- 8.3 [Edinburgh Employer Recruitment Incentive 2021-2022 Information Pack](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Scottish Government ERI Framework.
- 9.2 Appendix 2 – Additional Information
- 9.3 Appendix 3 – Quotes from employers



## Framework for Employer Recruitment Incentive

### BACKGROUND

This document sets out the minimum standards for a public funded Employer Recruitment Incentive (ERI) to help stimulate demand in the labour market while also protecting, supporting, and creating good quality jobs that support a greener, fairer, and stronger labour market. ERIs also play an important role in supporting those with the greatest barriers to employment, to enable them to obtain and remain in sustainable employment.

The ERI has been developed to integrate and link fully with existing employability and skills programmes and is available to use as a contribution to the additional costs of recruiting and sustaining eligible individuals in employment. The ERI can be utilised in several ways such as for additional supervisory costs, training, initial travel to work costs, specialist in work support, or wages. No single use is prescribed. This framework supports the commitment to deliver the No One Left Behind (NOLB) approach to employment support in Scotland including the delivery of Young Person's Guarantee.

The framework is based on principles which underpin the approach contained within the [Partnership Agreement](#) for employability [Local Employability Partnership Framework](#) agreed by Scottish and Local Government.

This framework will help to provide consistency across partners to effectively implement the policy intent for a better aligned and integrated approach to national and local employability support in Scotland, reflecting the need to deliver a more coherent employability provision locally, in line with the Local Outcome Improvement Plan and aligned to the National Performance Framework.

ERIs will build on the strengths of existing employment support services, to better align funding to improve outcomes for individuals and employers.

### OBJECTIVES

The **objectives of the Framework** are to provide consistency across Scotland with flexibility to adapt to local circumstances enabling a responsive approach which meets the needs of individuals and employers. The Framework provides clarification on core minimum standards, consistency in processes and practice in a way that builds trust, achieves improved outcomes, and helps to ensure that there are no unintended consequences such as causing labour market displacement. The specific objectives are:

- To prioritise an inclusive approach to ensure that no one is left behind, including those who were already further from the labour market prior to the impact of Covid-19 and Brexit.
- To align as appropriate with regional and national actions to support recovery and growth.
- To ensure easy access to support with simplified processes.
- To align with emerging future labour market opportunities, including green jobs.
- To tackle inequalities within the labour market, including employment gaps and occupational segregation.
- To ensure the right support is available in the right way at the right time and it equitably provided, specifically to the target groups.
- To support high quality and fair work for all.

The **objectives of the ERI** are to positively contribute to a fairer more inclusive economy and to help address many of the deep-seated challenges of inequality and disadvantage within the Scottish labour market. The specific objectives are:

- To reduce the number of people unemployed.
- To create a person centred, more joined up, flexible and responsive form of support.
- Provide a seamless set of interventions that complement each other.

- To ensure resources are co-ordinated to improve opportunities and outcomes.
- Prevent and reduce the number of people long term unemployed.
- Support more people into sustainable, greener, and fairer employment, and have due regard to tackling inequality in all its forms including occupational segregation.
- Increase the number of people in employment who are engaged in learning and skills development.
- Increase the number of people achieving qualifications.
- To reduce levels of in work poverty by providing security of pay and contract.
- Support career progression.
- Increase the number of people accessing apprenticeships with a specific focus on equalities groups.
- To stimulate demand for employment within the labour market.

## ELIGIBILITY

Individuals, including Graduates, are eligible for ERI support if they are unemployed (or on a paid work experience programme such as Kickstart and Community Jobs Scotland) and if they meet **one or more** of the following criteria:

- Disabled and or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition)
- Care experienced young people
- Primary Carer
- Person with a conviction (including CPO's)
- Person aged over 50 years
- no or limited work experience
- Early leavers from the armed forces, veterans, and ex-forces personnel
- Long-term unemployed (6 months or over) who are not on Community Work Placements
- Person who has failed their ESA Work Capability Assessment
- People from Ethnic Minority backgrounds and racial groups, with a targeted approach informed by local population data.
- Gypsy/travelling community
- Partner of current or ex-Armed Forces personnel
- Person requiring support with language, literacy, or numeracy, including those for whom English is an additional language
- Lone parent
- Low skilled<sup>1</sup>
- A young person who was receiving additional support for learning in school
- Refugee or other granted leave to stay in the UK
- Homeless person (including temporary or unstable accommodation)
- Person affected by substance misuse.
- Living in a household with children in poverty
- Person living in the 15% most employment deprived SIMD geographies (see ESF Scottish Local Authority Employment Deprived Area Postcodes list).
- Person living in an area defined as "rural area"<sup>2</sup> or "very remote rural"<sup>3</sup>.
- Living in a jobless household

***Specific priority should be given to those with multiple barriers to gaining sustainable employment.***

<sup>1</sup> Individual's highest level of qualification is at SCQF Level 4 or below. .

<sup>2</sup> a person residing in thinly populated areas according to the Degree of urbanisation (DEGURBA category 3) classification. Thinly-populated areas means that more than 50 % of the population lives in rural grid cells

<sup>3</sup> in the Scottish Government 8 Fold Urban Rural Classification (see 'Rural Area Rating' column on ESF Scottish Local Authority Rural Area Postcodes list

## EMPLOYMENT

Participants must receive a written contract of employment (it is a legislative requirement that an employee receives a contract of employment within 2 months of starting) - the employment contract should be a permanent contract or a fixed term contract for up to 18 months or more.

Employers who employ individuals on precarious or flexible contracts inappropriately<sup>4</sup> for example zero hour contracts will not be eligible. Participants must work a minimum of 16 hours per week and a maximum of 40 hours per week in line with working time regulations. *(If the post is for an apprentice then the hours per week must be sufficient to enable attainment of the qualification). Exceptions can be applied at local discretion, with the agreement of participants, where it is clear that: i) the participant feels this offers greater flexibility in recognition of their personal circumstances (e.g. due to the nature of the participant's health or disability, caring responsibilities, etc); and ii) participants understand the implications for their employment rights.* The delivery partner must ensure that participants are informed of their employment rights and levels of pay (including National Minimum Wage/other negotiated industry rates), before commencing employment.

## EMPLOYERS

Employers from all sectors are eligible for ERI and there is no restriction on the size of employer, but an emphasis should be given to private SMEs<sup>5</sup> and third sector organisations (including social enterprises).

The number of individuals an employer can recruit and appropriately support using ERI will be determined on a case by case basis and determined by the local delivery partner. All employers in receipt of an ERI should promote and embed fair work in line with the Fair Work First Guidance, [available here](#). The ERI is a beneficiary employment support measure and relates to the resident's post code but the employer can be located throughout Scotland. Employers should use ERI to fill vacancies and create new and additional jobs.

It is also expected that the Employers:

- Ensure that the participant receives formal training as part of their job and as part of their investment in workforce development
- Ensure that quarterly reviews are undertaken to ensure a quality experience for both participant and employer.
- Be proactive in their collection and use of data to address specific equality issues. For example, public sector employers publish their ethnicity pay gap and produce an action plan to deliver identified outcomes.
- Will take action to create a more diverse and inclusive workplace<sup>6</sup>.
- Will provide a commitment to consider payment of the real Living Wage during or at the end of the ERI *(the salary must be greater than funding received)*.
- Ensure a safe and healthy working environment.
- Make a commitment to retain the participant beyond the period of the ERI support

Employers cannot use ERI funding to:

- Create a job to cover sickness or maternity leave.
- Replace a redundant post.

<sup>4</sup> [Fair Work First: guidance to support implementation - gov.scot \(www.gov.scot\)](#)

<sup>5</sup> Micro business and small to medium sized companies or organisations from the Private and Third sectors with up to 250 employees

<sup>6</sup> This could include for example sign up to the Business Pledge; publishing an action plan to tackle pay gaps; publishing an inclusive recruitment and retention plan; providing appropriate flexible working opportunities.

## PAYMENT

Local partnerships will have the flexibility to decide what level and duration of ERI should be allocated, based on the needs of the individual, for example support can last up to 18 months. However the minimum ERI available, if supported by Scottish Government funding, will be:

- A part-time job on minimum wage 16-25 contracted hours per week, paid at an hourly rate between National Minimum Wage and real Living Wage rates - £2,000
- A part-time job on real Living Wage - 16-25 hours at real Living Wage rates or above - £4,000
- A full-time job on minimum wage - 25 hours or above between National Minimum Wage and real Living Wage rates - £4,000
- A full-time job on real living wage - 25 hours or above at real Living Wage rates or above - £6,000

If paid as a wage incentive, then the minimum would be 50% of the National Minimum Wage for 12 months; a £500 supplement will be paid to the employer if they paid the participant the real Living Wage by the end of the period of support.<sup>7</sup>

Local partnerships can decide to use other sources of funding to supplement the ERI. The payment arrangements and financial compliance will be agreed between the funding partner/delivery partner and the employer reflecting public sector financial regulations and procedures.

Payment should not:

- Duplicate costs that will be paid for other programmes such as [Job Start Payment and Access to Work](#). It can be used to pay for support for a period prior to Access to Work funding being established, in order to ensure the job is retained, but it does not replace an employer's duty under the Equality Act to make reasonable adjustments. This is particularly relevant to Public Sector employers, who have a duty to provide reasonable adjustments which must be funded directly.

***The ERI can be aligned to other employability programmes where appropriate to support the sustainability of employment, however they can't be used at the same time.***

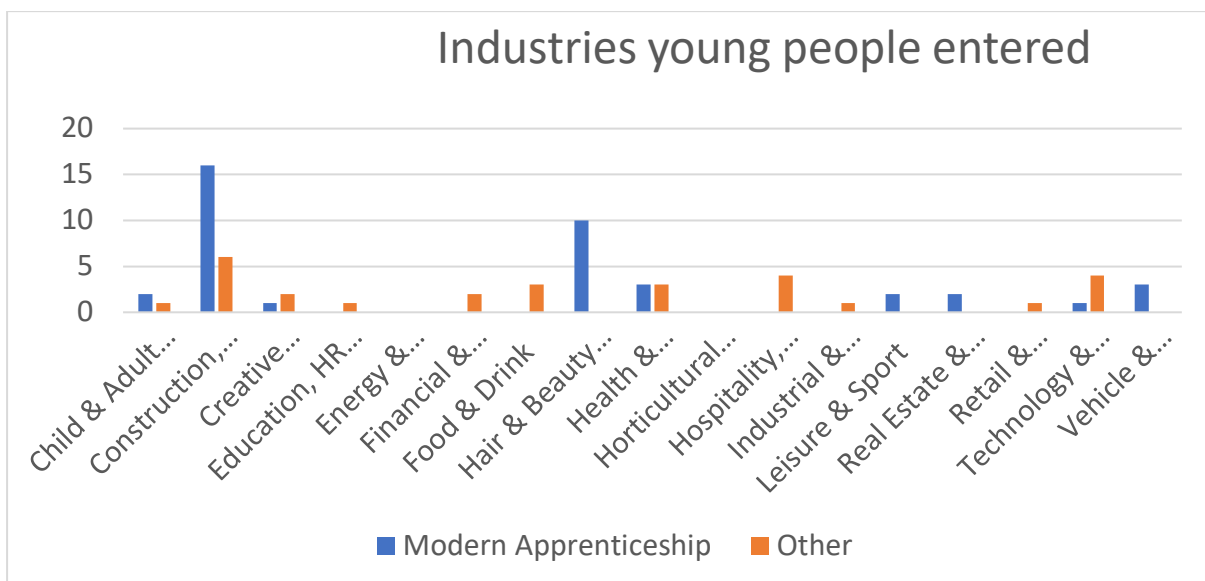
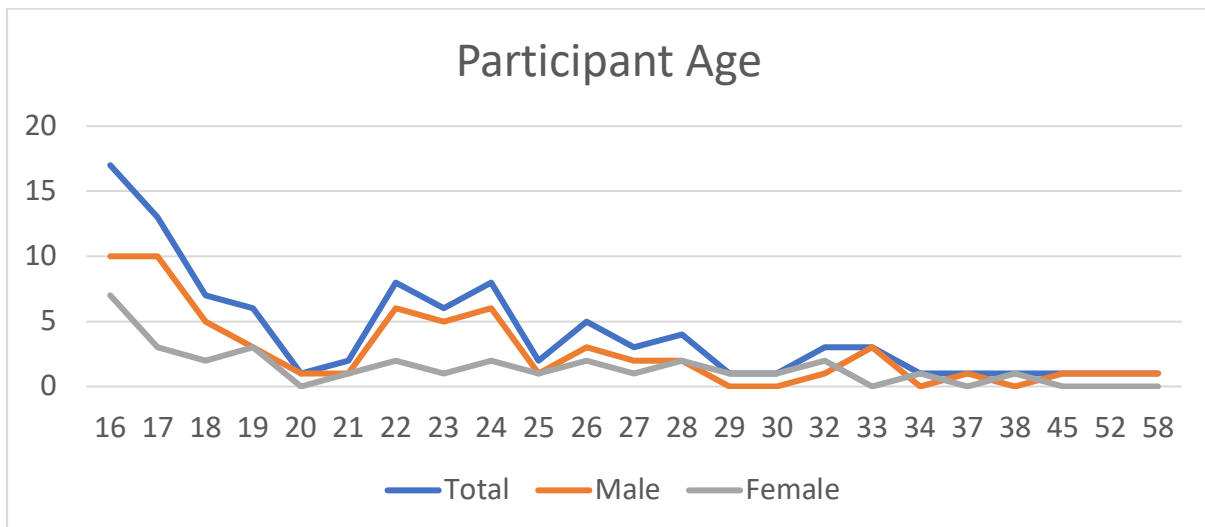
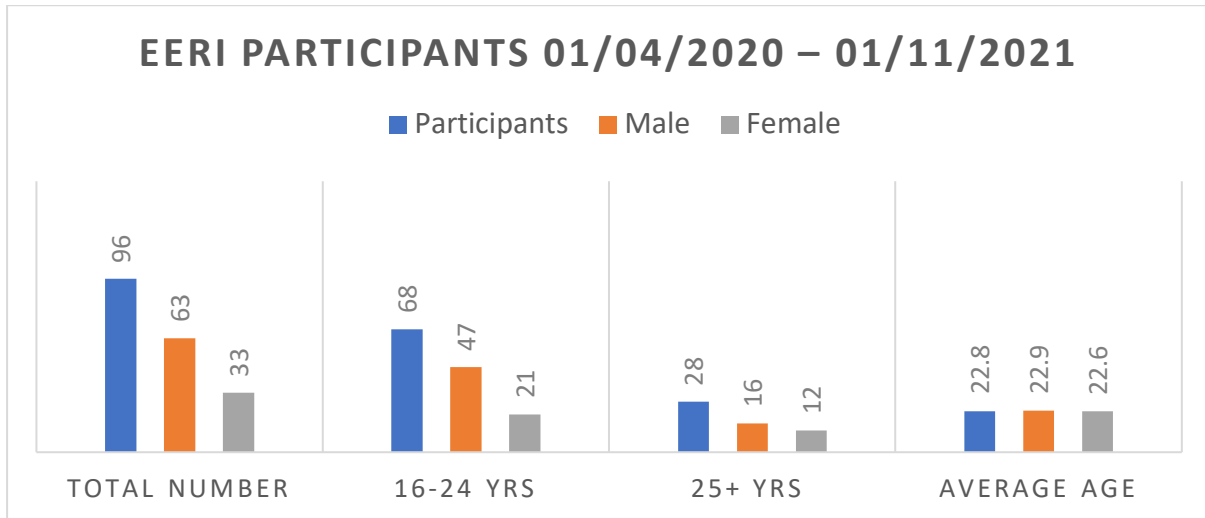
**Further information on the application process, terms, and conditions on ERIs for your area is available from your [local employability lead](#)**

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<sup>7</sup> Payment of the real living wage will be encouraged and 50% support for 12 months is available as an option.

## APPENDIX 2

### ADDITIONAL INFORMATION



### Salary Costs per NMW rate – EERI Contribution – Annual Cost to Employer

Based on 36 hours per week	Hourly Rate	Annual Cost	CURRENT Cost to Employer after receiving EERI*	Additional annual cost to employer if paying RLW and receiving EERI contribution
Real Living Wage	£9.50	£17,532	£11,784	0
23 years +	£8.91	£16,679	£12,679	-£895
21-22 years	£8.36	£15,649	£11,649	£135
18-20 years	£6.56	£12,280	£8,280	<b>£3,504</b>
Under 18	£4.62	£8,648	£4,648	<b>£7,136</b>
Apprentice (first year and/or under 19 years)	£4.30	£8,049	£4,049	<b>£7,735</b>

**Figures correct at 01/01/2022**

The table above shows that young people aged 16 to 18 – and up to age 20 - would potentially lose out if EERI was only awarded on the basis of paying RLW, due to the additional costs to the employer.

## **APPENDIX 3**

### **Quotes from Employers**

#### **RB – Garage Owner**

*It's getting harder and harder to survive as a small business in Edinburgh. We would simply not have been able to take a recent school leaver on and train him up as an apprentice mechanic if we had been required to pay him £9.50 an hour. On the job training takes a lot of our time. The prospect of EERI funding allowed us to make the big decision to take Alan\* on as an apprentice and be able to build his skills up and learn our business from the very start.*

#### **SM – Joiner**

*Apprentices in their first year of training/employment do not bring any financial benefit to the organisation due to the level of training and support they require. In fact, it can actually be costly to us to provide staff support/supervision. It is not until the second year, when they are able to work more independently that we are able to see a financial benefit and are able to take on more work as a result of their training.*

#### **MS – Motorcycle servicing and repairs**

*I could have chosen to bring in someone to my business who already had the training and experience to justify paying RLW. However, I see mentoring and training someone from the start as an investment, both in Bob\* as a long-term employee and in my business for the longer term. My decision was made in full knowledge that, as a young apprentice, B is still learning and training and he wouldn't bring any immediate income to the business for some time. I think this would be the case with most apprentices. Taking him on requires a very time-heavy commitment from me in training him in hands-on work, alongside his college work. The EERI funding has been critical to me being able to do this. As a small business I absolutely could not have justified or been able to afford to pay RLW to Bob\* when there was no immediate increase in business or profitability. I do pay him slightly above the minimum wage and once he starts to bring productivity to the business his pay will rise accordingly. EERI has allowed me to kick-start an apprentice's career and build my business at my own pace.*

#### **LP - Gas Services**

*We took Calum\* on with EERI funding last year and paid him RLW due to his age and experience. However, we actually had to let Calum\* go, as he just wasn't capable of the job, so his contract was terminated. He was a couple months into his trial but we quickly realised, despite being qualified, he wasn't up to the standards that we require. It wasn't an easy decision, and it is not how we like to work things but we were really left with no choice. It is a shame but a learning curve for both parties. We will stick to what has worked in the past - training 16-19 year olds over a 4 year period. EERI has since enabled us to take on 2 young apprentices (rather than 1) at minimum wage, which has been much more successful. This has always worked for us, having brought 2 staff members through this way in the past 5 years.*

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Housing Service Improvement Plan – Update

Executive/routine Wards Council Commitments	Executive All
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### 1. Recommendations

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- 1.1 It is recommended that the Housing, Homelessness and Fair Work Committee:
  - 1.1.1 Notes the progress made with the Housing Service Improvement Plan (HSIP) over the last six months and the forward plan; and
  - 1.1.2 Agrees to receive an update report in six months.

**Paul Lawrence**

Executive Director of Place

Elaine Scott, Housing Services Manager

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## Housing Service Improvement Plan - Update

### 2. Executive Summary

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- 2.1 This report provides an update on the work being taken forward as part of the Housing Service Improvement Plan (HSIP) and the actions planned for the next six months. The measures set out in the improvement plan aim to significantly improve tenant satisfaction, operating performance and reduce costs.
- 2.2 The HSIP is shaped by tenant feedback, with programme activity guided by tenant priorities. Since the outset of the programme, the repairs service has been a key area of focus, as this has consistently been identified as the top priority for tenants.
- 2.3 New systems and procedures have been successfully developed and introduced for repairs with further work to be done to ensure that these systems and processes are being used to their full potential.
- 2.4 A new leadership programme; focused on providing team leaders from across the service with the skills they need to support front-line staff to deliver services is underway.
- 2.5 Tenants have also told us that improving how we communicate with tenants is important and this is best addressed by involving tenants in the design of communications.
- 2.6 This year's rent consultation was designed with substantial input from a dedicated tenant working group and achieved nearly double the number of postal/ online responses compared to the average response rate over the last five years.
- 2.7 This report also reflects on some of the key challenges, particularly the lasting impact of Covid-19 on the delivery of the plan. In recognition of the changing environment that has emerged since the HSIP started in 2019, a mid-point review is being carried out to assess what is working well, challenges and mitigating measures, and to refresh programme priorities.
- 2.8 An update will be reported to the Housing, Homelessness and Fair Work Committee in June 2022.

### 3. Background

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- 3.1 On [6 June 2019](#), Housing and Economy Committee received a report on the HSIP. This set out the approach to redesigning the housing service with a specific focus on developing more effective and responsive services for customers.
- 3.2 Further updates on the HSIP have been provided to the Housing, Homelessness and Fair Work Committee on [20 January 2020](#), [5 November 2020](#) and [3 June 2021](#).

### 4. Main report

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- 4.1 The HSIP was introduced in 2019 with the aim of increasing customer satisfaction, improving operating performance and reducing costs. The HSIP is particularly focused on developing more responsive and accessible services for tenants, with housing teams working within an operating model that is flexible and fit for the future.
- 4.2 The HSIP is driving improvements across a number of workstreams, centred around digital improvements, enhancements to tenant communication, service resilience and efficiencies.
- 4.3 Work has been progressing across all HSIP workstreams. A detailed progress update is included at Appendix 1. Key developments over the last six months include:
  - 4.3.1 **An ongoing focus on digital improvements** with a number of projects now approved and in the development phase following extensive work on detailed proposals with ICT and CGI. This includes an Asset Management ICT project, which will deliver an integrated system to help plan future capital works, and the Verint project which will significantly improve online reporting of repairs through a self-service model.
  - 4.3.2 Work is also ongoing to ensure that systems introduced in recent years; such as Total Mobile, are working effectively and being used to their full potential.
  - 4.3.3 **Improvements to the repairs service:** work over the last six months has developed improved processes for missed and follow-on appointments, which are now being implemented; enhanced tenant communications for servicing appointments and the tenant feedback captured following repairs appointments; and progressed the Gas Service Improvement Plan, which is detailed at Appendix 3.
  - 4.3.4 Improving the process for managing cases of dampness, mould and condensation also remains a key focus, with a separate report on this to this committee
  - 4.3.5 **The creation of a new leadership development programme** which is initially focusing on the team leader staff group across the Housing Service. Launched in November 2021, following staff engagement, the programme is

delivering monthly sessions covering a range of topics including: Leadership Style, Managing Performance, Customer Service, Wellbeing and Resilience. The sessions are designed to be practical and interactive, equipping team leaders with tools to apply to their day-to-day roles.

4.3.6 **Ongoing tenant engagement** to inform the programme and ensure a continued focus on tenant and service priorities.

4.3.7 Engagement over the last six months has included the 2022/23 rent consultation, which was designed with substantial input from a dedicated tenant working group; the annual tenant survey which captured views on a range of topics from 1,000 tenants citywide. As well as, complaints analysis work focused on the repairs service, to support a series of workshops between the Housing Property and Contact Centre teams aimed at improving the service provided to tenants, and to inform an early review of the new process for managing dampness.

4.4 Whilst progress continues to be made across all areas, the HSIP has faced significant challenges which have impacted the pace of progress. Key challenges include:

4.4.1 **The continued operational impact of Covid-19** has disrupted progress and in some areas, has resulted in the service now being in a more challenging position than it was at the outset of the HSIP.

4.4.2 With a significant number of tenants facing changes in their household financial circumstances and the suspension of formal debt recovery measures to ensure tenants were not at increased risk of losing their home, there has been an impact on income collection.

4.4.3 The majority of officers have been working from home throughout the pandemic; whilst there have been some benefits to this model, managing effective service delivery in this way has presented challenges. Going forward, future ways of working are being developed to balance flexible working for staff, service delivery and performance.

4.4.4 For repairs, the service is now dealing with built-up demand for jobs that were not able to be progressed during lockdown, including empty homes (impacted by a pause on re-letting in line with government guidance). As the service works through this built-up demand, safe working practices continue to have an impact on operations.

4.4.5 Limits remain in place for the number of operatives able to safely attend at one time, and an extra 15 minutes continues to be added to every job for essential cleaning, increasing timescales and cost.

4.4.6 Mobile working for operatives was accelerated during the pandemic, which was vital in allowing the service to continue safely, but issues remain with how the system is being used.

- 4.4.7 After a prolonged period where the focus was on vital health and safety, work is now needed to build a culture of improved performance with managers fully equipped with the tools they need to drive sustainable productivity.
- 4.4.8 **ICT timescales and co-dependencies.** The scale of ICT improvements progressing through the programme is significant and there are critical co-dependencies with other projects, business as usual requirements, and limited resources across ICT.
- 4.4.9 Implementation times are taking longer than anticipated, resulting in delays, and costs are routinely coming in higher than forecast. Officers are continuing to work closely with ICT and CGI colleagues to manage the pipeline and an additional ICT post is being recruited on a fixed-term basis, funded through the HSIP budget, to support delivery.
- 4.5 The next phase of the HSIP must support a renewed focus on performance and continuous improvement, with technological enhancements complementing service stabilisation, and building on the groundwork that has been laid in the early years of the programme.
- 4.6 Extensive work has been carried out to develop new systems to modernise the service, including Total Mobile; further work is now required to ensure this is embedded effectively to reach its full potential and achieve lasting change. This will be complemented by the Leadership Programme which is designed to build experience and confidence in performance management, bringing together the systems and staff development to instil performance and customer focus across the service.
- 4.7 Key programme activity planned for the next six months is set out in an Action Plan at Appendix 2. This will be kept under review and refreshed where necessary, informed by the recommendations of the mid-point review detailed at 5.2.

## 5. Next Steps

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- 5.1 Against this backdrop of challenge and change, a mid-point review of the HSIP is being carried out to assess what is working well, key challenges and mitigating measures, and to refresh programme priorities and activities.
- 5.2 The mid-point review includes:
- 5.2.1 In-depth feedback from tenants and staff across the service;
  - 5.2.2 A review of HSIP financial assumptions and savings targets, taking account of changes and emerging pressures;
  - 5.2.3 A review of internal programme governance, reporting arrangements and programme risks; and
  - 5.2.4 A review of programme action plans and priorities, to ensure the programme is continuing to support tenant and service priorities.

- 5.3 The findings of this review will help to shape the future years of the HSIP to ensure the programme continues to operate as effectively as possible. This will be reflected as part of the next six-monthly update report to Housing, Homelessness and Fair Work Committee in June 2022.

## **6. Financial impact**

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- 6.1 The HRA is funded from tenants' rents, fees and service charges for services provided to tenants and assets held on the HRA account. The HRA has a ring-fenced annual budget for the HSIP to fund vital improvement activities. This is regularly monitored to ensure costs are contained within budget.
- 6.2 The pandemic has impacted financially on the HRA, with over £3m of unforecast Covid-19 related spend in 2020/21 and work currently underway to capture the Covid-19 related expenditure for 2021/22.
- 6.3 In addition, the rent freeze agreed for 2021/22 has had a significant financial impact on the long term investment plan, with further detail contained in the Housing Revenue Account (HRA) Budget Strategy 2022-32 report to this committee.
- 6.4 The HSIP aims to reduce operating expenditure by c.12% by 2025/26. Savings to date include £3.4m secured through treasury management and £0.5m achieved over the last six months through an in-depth review of HRA contributions to citywide ground maintenance. Due to the impact of Covid-19, HSIP savings for 2020/21 and 2021/22 (totalling £5.05m) will be tracked as a combined target, to allow for more meaningful monitoring and to ensure savings are attributed to lasting change as opposed to any short-term reductions in spend.
- 6.5 The c.12% reduction in operating expenditure is an ambitious target and detailed work is underway through the HSIP mid-point review to scrutinise the financial assumptions and targets to inform forecasting for future years, taking account of emerging pressures and the investment necessary to drive change.
- 6.6 A dedicated HSIP Accountant post is being recruited on a fixed-term basis to supplement existing finance resources and provide full-time support to the programme. This work will continue to feed into the assumptions for the HRA Business Plan.
- 6.7 The HSIP savings form part of the HRA Budget Strategy for 2022-2032, which is reported separately to this committee. The HRA Budget Strategy 2022/23 to 2031/32, draft 2022/23 one-year revenue budget and five-year capital investment programme will be presented to Finance and Resources on 3 February 2022 before referring to the Council budget meeting on 24 February 2022 for approval.

## **7. Stakeholder/Community Impact**

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- 7.1 The Council has an extensive programme of consultation and engagement with tenants, including surveys, focus groups, working groups, and resident and

community meetings. Methods of engagement were adapted in response to the challenges of Covid-19, adapting to online and telephone methods where required.

- 7.2 A city-wide tenant survey of 1,000 tenants is carried out annually, capturing feedback on service delivery, new initiatives and tenant priorities. The 2021 survey includes the full set of satisfaction indicators set out by the Scottish Housing Regulator, which enables satisfaction to be monitored over time.
- 7.3 Survey feedback informs the HSIP and service priorities, as well as supporting the HRA budget consultation process.
- 7.4 Alongside the annual survey, an annual rent consultation is designed and delivered in conjunction with tenants. Detailed updates on the 2022/23 rent consultation are included in the HRA Budget Strategy 2022-32 report to this committee.
- 7.5 In addition to the annual rent consultation and tenant survey, the Housing Service is in regular contact with tenants and has a wealth of information on tenant satisfaction and priorities from a variety of sources including repairs tenant satisfaction surveys, complaints analysis, an ongoing tenant focus group programme, feedback from frontline housing officers and tenant feedback submitted to the HSIP mailbox.
- 7.6 A dedicated service improvement tenant working group was been set up as part of the HSIP. HSIP programme activity is also supported and informed by ongoing staff working groups. Further detail on both is included at Appendix 1.
- 7.7 A series of elected member workshops for Housing, Homelessness and Fair Work committee members have been carried out to date, focusing on the repairs service. Further elected member engagement on the HSIP will take place in early 2022, aligned to consultation on the detailed capital programme.

## **8. Background reading/external references**

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- 8.1 Housing Service Improvement Update; Housing, Homelessness and Fair Work Committee, [20 January 2020](#).
- 8.2 Housing Service Improvement Plan: Six Monthly Update; Housing, Homelessness and Fair Work Committee, [3 June 2021](#).
- 8.3 Housing Service Improvement Plan: Repairs Update, Housing, Homelessness and Fair Work Committee, [3 June 2021](#).
- 8.4 Gas Service Improvement Plan: Updated Programme, Housing, Homelessness and Fair Work Committee, [3 June 2021](#).
- 8.5 Housing Revenue Account (HRA) Budget Strategy 2021/22; Housing, Homelessness and Fair Work Committee, [5 November 2020](#).
- 8.6 Housing Revenue Account (HRA): Impact of a One-Year Rent Freeze; Housing, Homelessness and Fair Work Committee, [18 March 2021](#).

## **9. Appendices**

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- 9.1 Appendix 1 - HSIP Progress Updates for the last six months.
- 9.2 Appendix 2 - HSIP Forward Plan for the next six months.
- 9.3 Appendix 3 – Gas Service Improvement Plan Progress Updates.



**Appendix 1: Key HSIP progress updates over the last 6 months**

<b>Workstream</b>	<b>Activity</b>	<b>Benefits</b>
<b>Digital Improvements</b>	<b>Asset Management ICT System</b> Proposals agreed and this project is now in the development phase.	This will provide a long-term solution for the Housing Service by delivering effective asset management, with a fully integrated asbestos register. The introduction of one integrated solution will digitalise labour intensive manual processing. The system will hold integral stock condition data, helping to facilitate the planning of future capital works, automating trend and statistical information.
	<b>Verint</b> Proposals agreed to improve the online forms available to report non-emergency repairs. This project is now in the development phase.	This will make the process of reporting a repair online easier for tenants who wish to use the online option. This supports channel shift, as well as, making the process more automated reducing errors and resource requirements.
	<b>Power BI</b> Corporate project which will include real-time repairs performance information; proposals agreed. This is now in the development phase.	Performance information will be more accessible and in a format that enables further investigation and analysis. Information able to be used variably to support differing performance management needs.
	<b>Council web content</b> An ongoing programme of updates and consolidation of housing webpages.	Ensuring information is in an accessible and easy to navigate format. Relevant information on key services, tenants' rights, responsibilities, useful downloads publications and directing customers to other sources of advice and support.
<b>Repairing and Maintaining/ Improving your Home</b>	<b>Follow-on appointments</b> Functionality has been built into the Total Mobile system to enable operatives to book single trade follow-on appointments on their mobile devices while they are in the tenant's home. This has been supported with guidance and training for operatives. Some initial technical issues have been identified and work is underway with CGI to ensure this is operating effectively.	Improved level of service to tenants as they are advised of the follow-on appointment at time of visit.  Reduced call volumes into the Contact Centre from operatives.
	<b>Missed appointments</b> A new carding process has been developed which builds in an additional five-minute wait period when an operative attends to try to assist	Reduces the risk of missed appointments providing an improved service for tenants. Minimises unproductive time for operatives.

Workstream	Activity	Benefits
	<p>with access levels. Operatives will now remain on site for an additional five minutes to allow more time for access. Once fully embedded, text messages to tenants will be introduced as part of this process, advising them that the operative is at their door.</p>	
	<p><b>Tenant Communication</b> Repairs satisfaction survey has been adapted and is now available to all tenants who have had a repair. This is accessible through the Consultation Hub.</p> <p>Text messaging has been introduced for Gas Servicing, as an additional contact method to supplement the letters sent to tenants.</p>	<p>More tenants are now able to share their feedback, supporting the service to continue to improve and address issues. Tenants without online access are able to receive a postal copy to ensure inclusivity. This data is fed into management information to enable regular scrutiny.</p> <p>Maximise opportunities to reinforce servicing appointments to minimise instances of no access.</p>
	<p><b>Managing Dampness, Mould and Condensation</b> New process introduced in June 2021. Review completed after three months of operation and additional actions for improvement identified.</p>	<p>Improved tenant communications.</p> <p>Focus on the resolution of issues. <i>(A detailed update on the revised process is outlined in a separate report to this committee)</i></p>
<b>Finding and Letting a home</b>	<p><b>Tenancy sign up review</b> Review of the existing tenancy sign up process and the documentation/information provided to tenants. Existing documentation has been reviewed, best practice identified, and revised procedures/documents are being developed with input from a frontline staff working group. Accompanying documents for specific circumstances are currently in development, such as for Core Furnishings packages.</p>	<p>To improve the sign-up experience for new tenants, now tailored to tenants needs. Consistent information to be provided at offer/sign up stage to ensure this is most useful for tenants. Housing officers able to deliver a process that is more tenant-focused, with more time at appointments for questions and discussion.</p>
	<b>Improving Northgate Functionality</b>	Improvements to data recording and reporting on tenancy histories.

Workstream	Activity	Benefits
	Improvements being taken forward on new Northgate ICT functionality to support housing officers with core housing management services such as tenancy management. This will be actioned alongside the ongoing work to update procedures/standard documents.	Standard letters and forms on Northgate ensuring consistency in communications for tenants.
<b>Improving your Neighbourhood</b>	<p><b>New approach to estates management services</b> Proposed office accommodation identified to support a locally based model of service. An in-depth review of the HRA estate has been undertaken. Comprehensive staff, partner and tenant engagement on new service objectives and preferred outcomes completed. Indicative resource and cost proposals developed for a responsive local service and essential services tasks agreed in principal.</p>	<p>Much of the foundational work has been completed to support the development of a revised future approach to estates management services, informed by engagement and analysis.</p> <p>An in-depth exercise to review the HRA estate and land maintenance contributions identified savings to the HRA of £0.5m, making an important contribution towards overall HSIP savings targets.</p>
	<p><b>Housing Neighbourhood Environment Projects (NEPs) updates</b> Comprehensive review of all ongoing, in development and banked nominations has been completed citywide and projected spend for 2021/22 updated.</p>	Continued delivery of current projects as agreed locally, to deliver benefits to local communities.
	<p><b>NEPs engagement programme</b> Alongside work to progress current NEPs projects, work has been carried out to develop initial proposals for a revised future approach. This is being informed and shaped by stakeholder engagement, beginning with a series of discussions with the Edinburgh Tenants Federation (ETF).</p>	Maximising tenant involvement in the process and ensuring future proposals will meet the needs of local communities.
<b>Tenant Engagement</b>	<b>Tenant Survey 2021</b>	The data gathered informs the HSIP and service priorities, as well as supporting the HRA budget consultation process.

Workstream	Activity	Benefits
	<p>Annual survey to gather feedback alongside the questions asked for the 2022/23 rent consultation from 1,000 tenants across the city. Carried out between November–December 2021.</p> <p>The 2021 survey also includes the full set of satisfaction indicators set out by the Scottish Housing Regulator.</p>	
	<p><b>Service improvement tenant working group</b> Regular online meetings with a group of tenant representatives to support the delivery of the HSIP. The group met eight times in 2021. Throughout the summer/Autumn of 2021, the working group has been focusing on the development and delivery of the 2022/23 rent consultation. The group worked collaboratively with officers to develop the consultation questions, communications and promotional materials. During this period, the group have also helped shape the Annual Performance Report for tenants which was published at the end of October 2021, as well as feeding into the tenant focus group programme and HSIP mid-point review.</p>	<p>Tenant involvement in shaping programme activity and reporting, with a continued emphasis on making information clear and accessible to tenants.</p> <p>The role of this group will form part of the revised Tenant Scrutiny Framework that is covered in a separate report to this Committee.</p>
	<p><b>2022/23 HRA Rent Consultation</b> The 2022/23 consultation built on previous years, with an increased level of tenant input through the service improvement working group. The group decided to try a different approach this year, with a letter and detailed leaflet sent out to every household and the addition of focus group discussions, alongside the online consultation, tenant survey, promotion through ETF and social media.</p>	<p>This has resulted in almost double the number of postal/ online responses compared to the average responses ver the last five years.</p>

Workstream	Activity	Benefits
<b>Staff Engagement, Leadership and Development</b>	<p><b>Leadership Development programme</b>            Programme developed in collaboration with Learning and Development following a period of extensive engagement with managers and team leaders across housing. The programme will initially focus on the team leader staff group across the Housing Service. The programme delivers monthly sessions covering a range of topics including: Leadership Style, Managing Performance, Challenging Conversations, Customer Service, Wellbeing and Resilience</p>	<p>The sessions are designed to be practical and interactive, equipping team leaders with tools to apply to their day-to-day roles, as well as space to reflect on their development. The investment in staff well-being and development aims to improve staff knowledge and confidence, and support performance management.</p>
	<p><b>Staff Working Groups</b>            Continued role of staff working groups to help shape improvement projects.</p>	<p>Officers across the service are able to input and help shape improvements including updated processes, procedures and accompanying documentation. These groups help ensure improvements are informed by frontline expertise, and support integrated working across the service with frontline officers engaged in improvements from inception.</p>
	<p><b>Customer Journey workshops</b>            Throughout Autumn 2021, colleagues from the Contact Centre and Housing Property came together for a series of workshops focused on improving the service for tenants.            An Action Plan has been developed and is tracked on a monthly basis, with completion of actions targeted for February 2022.</p>	<p>Participatory workshop sessions to collectively identify opportunities for improvements, address blockages/ obstacles which can impact on the level of service provided and build in joint working.</p>
	<p><b>Housing Modern Apprentices (MAs)</b>            A further five MAs started in post in October 2021. Four are based in the localities and one is working directly on the HSIP. The MA programme provides entry level posts into a career in housing.</p>	<p>Of the first 10 Modern Apprentices taken through the programme to date, seven secured full-time posts within the Council and three moved on to alternative employment or further training.</p>

## Appendix 2: HSIP Forward Plan for the next six months

Workstream	Activity	Target Date	RAG	RAG Comments
Digital Improvements	<b>Additional Resource</b> Recruitment for a fixed term senior ICT officer funded from the HSIP to support delivery of digital improvements workstream on a full-time basis.	January 2022	Yellow	Subject to a successful recruitment exercise
	<b>Total Mobile troubleshooting and issues resolution</b> Focused, hands-on 1:1 training, troubleshooting and support is being rolled out for team leaders across all four localities to ensure the Total Mobile system for repairs is embedded effectively within the business and being used to its full potential. This is also picking up frontline feedback and recommendations for improvement.	April 2022	Green	On track
	<b>Total Mobile Phase 3 – design phase</b> This phase covers improvements to empty homes and gas, along with Central Emergency Service (CES) out of hours. Design phase is expected to complete by June 2022 with building, testing and training to follow over the summer.	June 2022	Green	On track
	<b>Asset Management ICT System</b> Full 'go live' date for the new Asset Management system.	June 2022	Green	On track
	<b>RentSense Workflow and Analytics Tool</b> Tool to help officers prioritise rent cases requiring action and to support with rents caseload management. Designed to help promote early intervention and arrears management. Proposal accepted and project is now live in development. Implementation targeted for the start of the next financial year.	April 2022	Yellow	Subject to alignment with essential year-end processes to implement budget decisions
	<b>Verint</b> Full 'go live' date for improved repairs online forms.	March 2022	Green	On track
	<b>CX-Feedback -</b> Detailed proposals to be in place by the summer for a new tenant engagement/survey tool. The next stage will be	May 2022	Yellow	Subject to ICT and CGI co-dependencies

Workstream	Activity	Target Date	RAG	RAG Comments
	project development, with implementation expected later in 2022.			
	<b>Online EdIndex Housing Application</b> Development will follow on from required software upgrades to the Northgate system which are scheduled for December 2021. Expected implementation targeted for April 2022.	April 2022		Subject to ICT co-dependencies
	<b>Online Housing Options Tracker</b> This will follow on from the implementation of the application form. Target date for detailed development work to commence is June 2022.	June 2022		Subject to delivery of the final implementation of the application form
Repairs and Maintenance/ Improving your Home	<b>Scoping greener repairs operating procedures</b> Scoping exercise to be undertaken to assess how Housing Property can contribute to the Council's objectives for Carbon Neutral by 2020. For example, reviewing vehicle and materials usage.	February 2022		On track
	<b>Empty Homes process review</b> The next phase of Total Mobile will include a more fluid process for empty homes. This will remove restrictions limiting access to one operative in the empty home at one time. This will continue to be managed in line with safe working practices.  In parallel, a review of the end-to-end journey of a key through to re-let will be progressed jointly with Housing Property and Housing Management.	April 2022		On track, subject to any ongoing changes to government guidelines
	<b>Gas Service Improvement Plan</b> The majority of actions are now complete, with the remainder due to complete by May 2022. Further detail contained in Appendix 3.	June 2022		Achieving this date is subject to dependencies with CORGI, service recovery following the continued impact of the pandemic, and successful

Workstream	Activity	Target Date	RAG	RAG Comments
				procurement exercises
Finding and Letting a Home	<b>Implement revised tenancy sign up process</b> Improved documentation and processes being implemented, including revised information for tenants and changes to when this is provided. This is aligned to increased use of Northgate functionality for Tenancy Management e.g. documents downloadable from Northgate to ensure citywide consistency.	Incremental rollout from early 2022		On track, noting that Northgate functionality has ICT co-dependencies
	<b>Housing Management Policy and Procedure Updates</b> There remains a continued focus on systematically reviewing and refreshing housing management procedures to reflect changes/improvement, to ensure consistency and to provide training for staff where required. This work is informed by a frontline staff working group.	Ongoing		On track
Income Collection and Tenancy Sustainment	<b>Arrears Management Action Plans</b> Continued focus on income collection and advice and information for tenants. Local action plans include analysis of patches, team leader mentoring, and enhanced support from the Court Team for the management of cases in/into formal stages of debt recovery. This work will be complemented by the rollout of the Rentsense workflow tool which is currently in development.	Ongoing		On track. Plans are regularly reviewed at management group level to monitor progress and share best practice.
Improving your Neighbourhood	<b>Service resumption – estates walkabouts</b> In line with safe working guidelines and an anticipated gradual increase in office capacity, Housing Officers will be able to begin to re-establish a more visible presence in their patch areas. This will include a return to local estate walkabouts to identify and report local estates management issues for resolution in partnership with a range of other service areas; such as Street Enforcement, Waste and Family and Household Support.	Ongoing		Subject to a continued relaxation of government guidelines and service resumption across a range of areas.



Workstream	Activity	Target Date	RAG	RAG Comments
	<b>New approach to estates management services</b> Currently undertaking a land review with Estates team to ensure baseline data is up to date. Thereafter, working with Parks and Greenspace on potential future operational service models.	June 2022		Dependency on baseline modelling work being carried out by Parks and Greenspace team
	<b>NEPs engagement to inform future approach</b> Completion of comprehensive engagement with internal partners, tenants, community stakeholders and local elected members. Targeted completion before financial year-end.	March 2022		On track
Financial/ Value for Money	<b>HRA Revenue Monitoring – enhanced support</b> Staff working group established to enhance the monthly monitoring of the HRA revenue budgets. This will prioritise an initial review and consolidation of budget lines, along with monitoring for key variances to support early identification of issues and corrective actions/ongoing monitoring. Work is underway to deliver training to officers to support these activities; target date for training to complete by January 2022. Work ongoing thereafter.	January 2022		On track
	<b>Review of Assumptions</b> Detailed review of HSIP financials and savings assumptions as part of the HSIP mid-point review.	January 2022		On track
	<b>Additional Resource</b> Recruitment of an Accountant post on a fixed-term basis funded from the HSIP to support the HSIP finance/ value for money workstream on a full-time basis, complementing current finance support for the programme. This post will support in-depth analysis of the Covid-19 impact, lead on driving savings through enhanced ongoing monitoring, investigate and resolve legacy re-charge arrangements that have become out of date, and provide direct financial	January 2022		On track

Workstream	Activity	Target Date	RAG	RAG Comments
	support for new initiatives and improvements developed through the HSIP.			
<b>Tenant Engagement</b>	<b>Tenant Engagement to shape improvements</b> Tenant engagement to help test and develop improvements, starting with the online repairs reporting forms through the Verint project.	February 2022		On track
<b>Staff Engagement, Leadership and Development</b>	<b>Ongoing Leadership Development programme</b> Team Leader programme planned to run throughout 2022 with core monthly sessions and a 'toolkit' of additional resources and support.	Ongoing		On track
	<b>Repairs Working Groups</b> Increased staff and union representative involvement in working groups and ongoing feedback to drive forward improved processes and further improvements. An early priority is input to inform Total Mobile phase 3.	Ongoing		On track

### Appendix 3: Gas Service Improvement Plan Progress Updates

The full Gas Service Improvement Plan, detailing all actions, was reported to the Housing, Homelessness and Fair Work Committee on [3 June 2021](#). The table below gives a progress update and notes that the majority of actions are now complete. There are four outstanding actions which are targeted for completion by June 2022; this is dependent on service recovery from the continued impact of the pandemic and successful procurement exercises.

Activity	Progress Update	RAG
<b>Compliance</b>	<p>Of 10 actions in this section, eight are completed with two not yet started.</p> <ul style="list-style-type: none"> <li>• The two outstanding actions are for CORGI to carry out mock 'Gas Safe' style inspections over 2 stages (2-3 months apart). Each stage is picked up as a separate action, two in total. Target completion for the first inspection by March 2022, with the second to follow by the end of May 2022.</li> <li>• Service delivery was prioritised during Covid Recovery period, resulting in a delay in the roll out of the updated policy and process documents, which the inspections have dependencies on.</li> </ul>	
<b>Skills/Training and Coaching</b>	<p>Of 11 actions, nine are complete with the remaining two in progress, with targeted completion for June 2022.</p> <ul style="list-style-type: none"> <li>• The two outstanding actions are: embedding monthly Toolbox Talks with Gas Team Leaders and Operatives; and meeting CORGI level 3 certification in Gas Audit procedures through the appointment of fixed-term post for Gas Audit Inspector or equivalent, in line with CORGI recommendations.</li> <li>• Key progress updates on the completed actions include: <ul style="list-style-type: none"> <li>○ From November, CORGI have resumed site audit inspections of gas work completed by Housing Property (HP) engineers and engineers appointed by contractors, followed in December by an audit of 'work in progress'. Feedback will inform future training and coaching needs and provide additional customer care feedback.</li> <li>○ All available HP gas team members have now completed Electrical Safety Training and VRQ L2 Gas Safety in Social Housing/Unsafe Situations.</li> <li>○ Gas team leaders have started VRQ L4 Gas Safety in Social Housing qualification and are rolling out updated policies and processes to all team members. This is ongoing self-directed learning over an eighteen-month period. Many Council training events were impacted by Covid-19 due to social distancing restrictions; however, these are now coming back on track due to relaxation of restrictions.</li> </ul> </li> </ul>	
<b>Leadership, Culture and Performance</b>	<p>All three actions in this section are set up and organised. Those are:</p> <ol style="list-style-type: none"> <li>1. Fortnightly service improvement and performance meeting with gas team leaders and relevant operations managers to be set up.</li> <li>2. Annual in-house team planning with service managers and CORGI. Service improvement plan review.</li> <li>3. Monthly performance and compliance reporting to be reviewed – CORGI to review and advise. To review policy, processes, training and coaching programme.</li> </ol> <p>Following on from the initial set up of these meetings they will continue as business as usual, in order to support increased compliance, training and development, productivity and customer satisfaction.</p>	<b>Complete</b>

<b>Health and Safety/ Life and Limb</b>	<p>Both actions in this section are now completed for Gas. Those are:</p> <ol style="list-style-type: none"> <li>1. Continue recruitment process for health and safety/life and limb specialist role with HR/Corporate Health and Safety. Completed - Manger is in post.</li> <li>2. Procurement of Risk Management Consultants specialising in housing health and safety/life and limb specialist role with CH&amp;S input. This action is complete for gas. Other areas of procurement are currently in progress (asbestos, fire safety, electrical and water quality).</li> </ol>	<p>Complete</p>
<b>Ongoing Service Improvement</b>	<p>All three actions in this section are set up and organised. Those are:</p> <ol style="list-style-type: none"> <li>1. Service Improvement Plan Review with wider team. The current version of this was reviewed in December 2021. Wider team review to take place on completion of Gas Service Improvement Plan.</li> <li>2. Quarterly Review of Service Improvement Plan – upcoming meetings scheduled for March 2022 and June 2022.</li> <li>3. Agree timescale and assessment plan for Full CORGI Accreditation – Meeting in diary with CORGI to review February 2022.</li> </ol>	<p>Ongoing</p>

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Update on Dampness, Mould and Condensation in Council Homes and Asset Management Strategy

Executive/routine Wards Council Commitments	Executive All
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### 1. Recommendations

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- 1.1 It is recommended that the Housing, Homelessness and Fair Work Committee notes:
  - 1.1.1 This update on the improvements that have been put in place to manage dampness, mould and condensation issues;
  - 1.1.2 The details of the early review which was carried out and recommendations are being taken forward to improve the process; and
  - 1.1.3 The update on the development of an asset management strategy.

**Paul Lawrence**

Executive Director of Place

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## Update on Dampness, Mould and Condensation in Council Homes and Asset Management Strategy

### 2. Executive Summary

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- 2.1 On [3 June 2021](#), the Housing, Homelessness and Fair Work Committee agreed an improved process to manage issues of dampness, mould and condensation in Council homes and requested an update in six months.
- 2.2 This report provides an update on progress with implementing the new process and, following an early review, on the recommendations that are being taken forward to improve the process. The report also provides an update on the development of an asset management strategy.

### 3. Background

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- 3.1 On [18 March 2021](#), the Housing, Homelessness and Fair Work Committee approved a motion which agreed to provide two additional reports to the June Committee alongside the Housing Service Improvement Plan (HSIP) Update: a report updating on the repairs improvement plan and a report on the process for dampness, mould and condensation.
- 3.2 On [3 June 2021](#), a report to the Housing, Homelessness and Fair Work Committee set out the new process that had been developed to manage issues of dampness, mould and condensation in Council homes. Committee agreed the new process and also approved an amendment from the Coalition which agreed that:
  - 3.2.1 A process should be developed to make sure that data from repairs logged in relation to damp, mould and condensation is collated and then used as part of the asset management strategy to help inform future capital investment, including the whole house retrofit programme as outlined in the housing sustainability report; and
  - 3.2.2 A further report should be brought back in six months to update on the asset management strategy, how data is monitored to ensure investment is targeted to where it is needed most alongside an analysis of the

implementation of the new processes including data on the number of cases where mould has been removed and reinstatement work carried out.

## 4. Main report

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- 4.1 A revised process for managing cases of dampness, mould and condensation in Council homes was introduced in June 2021. This process was designed around the customer journey, with tenants to be given a named point of contact and regular updates throughout the process.
- 4.2 Under the new process, every case reported is surveyed by a qualified dampness surveyor to identify the issue, the cause and the steps required to remedy the issue.
- 4.3 In the short term, issues are addressed through responsive repairs and remedial works where appropriate, with action taken to remove any damp or mould from internal surfaces, and to treat or renew the affected areas and reinstate the property.
- 4.4 Where an underlying issue is found, such as poor external fabric or issues with windows and doors, this may involve capital improvement works. In these instances, remedial works are undertaken to manage the issue until capital works are completed to resolve the underlying cause.
- 4.5 The new process aimed to deliver on a range of objectives including:
  - 4.5.1 Improving communication;
  - 4.5.2 Providing a direct point of contact for customers;
  - 4.5.3 Undertaking a survey for every reported case;
  - 4.5.4 Increased sense of ownership; and ultimately,
  - 4.5.5 All issues resolved to the tenant's satisfaction.
- 4.6 A workshop was held with the Housing, Homelessness and Fair Work Committee members on 18 August 2021 to discuss the new process in further detail. Early case numbers and emerging findings were discussed, along with plans for a comprehensive review to be carried out three-months after the process was introduced. The workshop also considered the updates to be brought back to Committee, including further updates on case numbers and how data is continuing to inform the asset management strategy. The remainder of this report provides an update on the information requested.

### **Early Review - Cases and Causes**

- 4.5 The review at the end of the first three months of the implementation of the new process showed that, as at mid-November, there had been 495 dampness cases received citywide, broken down as follows:

- North West – 230 cases;
  - North East – 81 cases;
  - South East – 95 cases; and
  - South West – 89 cases.
- 4.7 Almost half of these cases were received in the eight weeks prior to mid-November and were yet to be surveyed. A third of the total cases had completed surveys and 10% of cases were closed off, with all necessary works and follow-on checks complete.
- 4.8 Of the 167 cases surveyed, a breakdown of the emerging data on the cause of the issue is set out at Appendix 1. Based on the data emerging from cases surveyed in the review, the source of the issue has predominantly related to defective/missing fans, lack of heating/ ventilation or leaks from above.
- 4.9 These initial findings indicate that there is currently a varied number of sources creating dampness and water ingress within the tenants' homes. Each case requires to be individually assessed in order to identify the works required to rectify the issue.
- 4.10 In around 10% of cases surveyed, further investigation has been required as the source of the issue could not be identified on a first survey. For example, in instances where high levels of moisture are identified behind concealed surfaces such as under floors, behind ceilings or above, it may be necessary to expose the areas and carry out further investigations to accurately identify the problem and appropriate remedial action.
- 4.11 Survey reports record findings and identify further works that may be required (for example, external defects such as harling or roof covering). To date, the majority of the works identified as required have been addressed without having to progress through the capital programme. However, officers will continue to consider issues that could be impacting on a number of properties and might best be addressed through the capital programme as part of each case reported.

### **Three-month Review**

- 4.12 When the new process was introduced, a commitment was made that a comprehensive review would be carried out after a period of three months. This was to allow time for the process to be embedded before making an early assessment of its effectiveness, whilst still enabling improvements to be made at a relatively early stage.
- 4.13 This review was undertaken in October 2021, involving a number of strands of work including:
- 4.13.1 Case analysis;
  - 4.13.2 In-depth officer feedback;



- 4.13.3 Analysis of tenant satisfaction;
  - 4.13.4 Complaints analysis; and
  - 4.13.5 Feedback from Changeworks, who deliver the Energy Advice Service (EAS).
- 4.14 The review found collective agreement that the principles and aims behind the process were correct. However, the process has proved challenging to manage operationally, with additional resources needed to support the delivery.
- 4.15 A number of recommendations were agreed at the conclusion of this review and are being taken forward. These include:
- 4.15.1 Recruitment of an additional qualified dampness surveyor to deal the number of cases being reported;
  - 4.15.2 Administrative support for the officers managing the cases, with a focus on improving the communications with tenants. This includes preparing and issuing comprehensive letters in a timely manner;
  - 4.15.3 Changeworks referral built in earlier in the process to reinforce the advice and information that is available to all tenants through the EAS. Particularly in cases where no major remedial works are required, this advice can be beneficial to support tenants with energy affordability and guidance on heating and ventilating the home;
  - 4.15.4 Enhanced contract management to improve performance and productivity in cases where sub-contractors are deployed. All contracts have robust management arrangements, with key performance indicators and contractual targets set and are monitored continuously throughout the delivery of the contract; and
  - 4.15.5 Review of training and support requirements for staff involved in dealing with cases of dampness, condensation and mould.
- 4.16 An action plan has been created with these recommendations and is being tracked weekly until fully completed.

### **Asset Management Strategy**

- 4.17 The Whole House Retrofit (WHR) approach which is currently being developed will help to prevent some of the current damp and mould issues from reoccurring. The WHR approach will champion a fabric first approach, with the aim of ensuring that a property operates in an energy-efficient manner with energy demand significantly reduced. Central to this will be ensuring that that improvements are carried out in an organised way, with retrofit measures and technologies complementing each other and not working against each other. This will help to ensure that issues such as ventilation, air quality and damp management are managed effectively and holistically to eliminate the build-up of moisture in the home. Tenant engagement will be an essential component of the wider WHR strategy.

- 4.18 As reported on 3 June 2021 the WHR two-year implementation plan is now currently underway and involves three overlapping core workstreams, these are detailed below with current time frames and progress to date. All three workstreams will underpin the final development of the WHR strategy and implementation plan due to be finalised by 2023.
- 4.18.1 **WHR Design Principles** - Phase 1 is currently on track and due to complete in January 2022. This phase is assessing all common housing archetypes and will outline the costs and technical interventions required to meet a range of advanced retrofit standards;
- 4.18.2 Following completion of Phase 1, the most appropriate retrofit standard will be selected to be progressed on to Phase 2 where detailed design and performance specification will be developed for each common archetype. Phase 3 will progress six WHR pilot projects across the six most common housing archetypes. Both Phases 2 and 3 will run consecutively throughout 2022;
- 4.18.3 **Stock condition Surveys (low rise)** – this commission is now live and a software application is being developed by the contractor for the gathering of survey data to ensure compatibility with internal ICT systems. Following this a small number of pilot surveys will be progressed to assess and refine the survey format and data. The wider programme will then then be rolled out across the city from January 2022 with an expected completion of June 2023; and
- 4.18.4 **Stock condition Surveys (high rise)** – the final scope for condition surveys across all high-rise blocks is currently in development and is estimated to be finalised by January 2022. It is estimated that the start date will be Spring 2022 with an 18-month timeframe for completion of the programme.

## 5. Next Steps

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- 5.1 To complete all actions identified from the three-month review as set out at 4.15.
- 5.2 The process will be enhanced by digital improvements including the current Verint project to deliver a self-service portal which will allow tenants to report and track issue online.
- 5.3 A Corporate pilot project is currently in development as part of the Council's Smart Cities initiative to trail new smart home technology environmental sensors to help combat dampness. This should alert Council officers to cases at an earlier stage when dampness presents enabling early action to be taken.
- 5.4 The implementation of a new Asset Management IT system will also be an integral element for the longer-term strategy. This project has now been approved and is in

the development phase, with implementation targeted for June 2022 subject to ICT co-dependencies.

## **6. Financial impact**

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- 6.1 The repairs service is paid for by the Housing Revenue Account (HRA). The HRA is funded from tenants' rents, fees and service charges for services provided to tenants and assets held on the HRA account.
- 6.2 Dampness works are carried out as responsive repairs, which are funded through revenue expenditure and contained within existing budgets.
- 6.3 Where capital investment is required, this would be programmed as part of the capital investment programme. Programmed capital improvements to deliver energy efficiency measures are underway at a number of multi-storey blocks in the North West of the city through the HRA Capital Investment Programme. By delivering large scale upgrades to improve the thermal efficiency of the building and reduce energy consumption, this will assist tenants in heating their homes and therefore have a positive impact in addressing issues of dampness, mould and condensation. Works have started at Gunnet Court, and May Court is due to start in December 2021.

## **7. Stakeholder/Community Impact**

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- 7.1 Repairs satisfaction surveys recommenced in February 2021, having been paused due to Covid-19. The repairs satisfaction survey has been adapted and is now available on the Consultation Hub to all tenants who have had a repair. This means that more tenants are now able to share their feedback, supporting the service to continue to improve and address issues. Tenants without online access are able to receive a postal copy of the survey to ensure inclusivity. This data is fed into management information for regular scrutiny.
- 7.2 A Resolution Team has been introduced to drive a shift from complaints management to complaints resolution. Whilst the revised process for dampness, mould and condensation seeks to ensure robust tenant communication throughout the process and that a team leader will work with the tenant to resolve any issues as they arise, the Resolution Team enables tenants to raise complaints if they are dissatisfied with the service they have received.
- 7.3 As part of the three-month review of the new process, analysis was carried out on the complaints received relating to dampness, mould or condensation. This complemented a previous deep-dive exercise to review a sample of escalated complaints, around half of which related to dampness. The review found that the majority of complaints related to delays, which further reinforces the case analysis

and the recommendations agreed to improve and accelerate the flow of the process.

- 7.4 The three-month review also included a review meeting with the EAS to review how the referral process is working and to pick up any opportunities to further improve this. This has fed into the recommendations to bring this referral forward in the process.

## **8. Background reading/external references**

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- 8.1 [Housing Sustainability Update](#); Housing, Homelessness and Fair Work Committee, 4 November 2020.
- 8.2 [Approach to Dampness Mould and Condensation in Council Homes](#); Housing, Homelessness and Fair Work Committee, 3 June 2021.

## **9. Appendices**

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- 9.1 Appendix 1 - Emerging data on the source of the issue

**Appendix 1 – Emerging source of issue data on cases surveyed (as at mid-November 2021)**

The data below is based on 127 cases where ‘source of issue’ was available (due to a reporting error, ‘source of issue’ data had not been captured in a comparable format for one of the four localities. This has been picked up as part of the review and will be addressed going forward to ensure a complete citywide picture.)

<b>Cause of Issue</b>	<b>No. of cases</b>	<b>% of cases</b>
Defective/Missing Fans	31	24%
Lack of Heating/Ventilation	21	17%
Leak from Above	21	17%
Further Investigation Required	13	10%
Bath/Shower	8	6%
Roof Leak	7	6%
Defective Wet Floor	6	5%
Defective Stack	3	2%
External Render	3	2%
New Ceiling Required	2	2%
Lack of Pipe Insulation/ Defective Pipe	2	2%
Toilet Leak	2	2%
External Water Ingress	2	2%
Leaking Tank	1	<1%
Kitchen/Bathroom Works	1	<1%
Aspergillus Niger (mould)	1	<1%
Cored Hole In Wall	1	<1%
Double Glazing	1	<1%
Boiler	1	<1%

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Tenant Participation and Community Engagement

Executive/Routine Wards Council Commitments	Executive All
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### 1. Recommendations

- 1.1 Housing, Homelessness and Fair Work Committee is asked to:
  - 1.1.1 Agree to fund Edinburgh Tenants' Federation (ETF) for a further two years to 31 March 2024, on a maximum standstill budget of £241,083 per annum;
  - 1.1.2 Agree to fund the Neighbourhood Alliance (NA) for a further year up to 31 March 2023 on a maximum standstill budget of £67,200 per annum;
  - 1.1.3 Note that the funding for both organisations will be released in six-monthly instalments, subject to evidence of delivery against key outputs, outcomes and improvement actions as set in Service Level Agreements (SLAs); and
  - 1.1.4 Approve the approach to the Tenant Scrutiny Framework, which has been developed in conjunction with ETF and the Tenant Information Service (TIS), to support the delivery of the Tenant Participation Strategy (TPS) 2020-2023 objectives and effective scrutiny by tenants on the performance of Council services.

**Paul Lawrence**

Executive Director of Place

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## Tenant Participation and Community Engagement

### 2. Executive Summary

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- 2.1 The report seeks agreement for Edinburgh Tenants' Federation (ETF) to be funded for a further two years from 1 April 2022 to 31 March 2024 and the Neighbourhood Alliance (NA) for one year from 1 April 2022 to 31 March 2023 to support tenant participation and engagement.
- 2.2 The funding for both organisations will be subject to ongoing evidence being provided of delivery of the set outputs, outcomes and improvement actions. Initiatives to support the delivery of Tenant Participation Strategy (TPS) 2020-2023 objectives, areas of improvement and specific actions relevant to each organisation are set out in separate Service Level Agreements (SLAs). The SLAs will be closely monitored and reviewed on a six-monthly basis.
- 2.3 A revised Tenant Scrutiny Framework has been developed in consultation with ETF, local tenant and resident groups, and with independent support from the Tenant Information Service (TIS), to ensure that tenants can continue to participate and scrutinise Council services effectively.

### 3. Background

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- 3.1 The [Housing \(Scotland\) Act 2001](#) requires social landlords to 'consult tenants on proposals that affect them and take account of their views'. All social landlords must also have a TPS which sets out the support, resources and actions to enable tenants to participate. The current TPS for the period 2020-2023 was approved by Committee on [20 January 2020](#).
- 3.2 The [Scottish Housing Regulator](#) monitors tenant participation, emphasising the importance of tenants and social landlords scrutinising services together to improve performance and ensure value for money. This now also forms part of the Annual Assurance Statement for the Housing Service.
- 3.3 Also, within the report on 20 January 2020, Committee agreed to fund ETF up to 31 March 2022. Agreement to fund the NA for one year up to the 31 March 2021 was approved by the Leadership Advisory Panel on [31 March 2020](#). As per the recommendations in this report the funding was subject to delivery against priorities and outcomes set in SLAs.



## 4. Main report

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### Edinburgh Tenants Federation

- 4.1 ETF plays an important role in representing tenants and supporting local residents and Registered Tenants' Organisations (RTOs) to participate and influence decisions. The current funding for ETF was approved for a two-year period up until 31 March 2022. The aim of providing funding over the longer period was to provide more stability for the organisation and to ensure tenants views could continue to be considered in shaping the priorities and changes being implemented through the Housing Service Improvement Programme (HSIP).
- 4.2 The provision of funding was, and will continue to be, subject to delivery of initiatives and areas for improvement that are jointly developed and agreed with ETF and set in an SLA. The SLA is covered by the standard Council terms and conditions and sets out expected outputs and the long-term outcomes.
- 4.3 Throughout the Covid-19 pandemic, ETF have adapted their ways of working to continue to support tenants and ensure they were still able to participate and share their views. They also worked flexibly with Council officers in order to overcome the unique challenges of the pandemic and to continue to deliver against the SLA outcomes where practicable and safe to do so. The required six-monthly reviews were completed, with evidence provided of the progress and delivery against the agreed SLA.
- 4.4 Areas of work taken forward by ETF during the Covid-19 pandemic and as set in the SLA include:
- 4.4.1 Supporting RTOs facing challenges as a result of the pandemic. ETF have continued to maintain strong links to groups, making sure they have the skills, knowledge and resources to provide a local voice for tenants;
  - 4.4.2 Working to encourage new members and potential groups and they have also been able to elect a new member on to their Executive Committee;
  - 4.4.3 Increasing digital engagement, which was a key outcome set in the SLA. ETF utilised opportunities arising from the Covid pandemic to encourage and support tenants to engage digitally. They have continued to operate effectively through on-line meetings with their members, the Council and have also held their last two Annual General Meetings, required under their constitution, as online events; and
  - 4.4.4 Securing additional funding to provide mobile devices to local groups and individual tenant members. They have also shared their learning to help tenants get online and utilise new ways of engaging with the Council and their local communities.
- 4.5 ETF have continued to engage TIS to help them complete the improvements agreed in the SLA around strengthening the governance and conduct practices of members within the organisation. TIS have helped them resolve some challenging issues and embed best practice in tenant participation and engagement. As an

independent organisation TIS have also facilitated the work taken forward to develop the revised scrutiny framework. TIS will continue to provide support to ETFs volunteer members in staff management and development and to help ETF to continue adapt as an organisation to deliver the priorities for the organisation and the SLA requirements.

### **Tenant Scrutiny Framework**

- 4.6 Tenant scrutiny aligns with and builds on other forms of tenant participation and is an important element of improving performance and the standard of services being delivered to tenants. The development of a revised Tenant Scrutiny Framework was agreed as a priority in the last ETF SLA.
- 4.7 Officers from the Council's housing service, ETF and local tenant/resident groups worked together with independent support from TIS to review the established arrangements for tenant participation and scrutiny. The revised framework will continue to cover the service areas that are a priority for tenants and will set out a streamlined governance structure of groups so that tenants can continue to participate and provide scrutiny effectively. Standard principles/codes of conduct will be in place for groups, remits agreed by the group members and clear routes in place to escalate any concerns and to make recommendations. The effectiveness of the framework will be monitored on an ongoing basis and will be adapted as required.
- 4.8 The NA role and the work they undertake on local community engagement is included within the scrutiny framework, but it is noted that their role is focused in the North East Locality.
- 4.9 An overview of the revised Tenant Scrutiny Framework is included in Appendix 1.

### **Neighbourhood Alliance**

- 4.10 The NA continues to provide a range of advocacy support for tenants and community groups/initiatives in the North East Locality. The focus historically and currently remains to support community engagement and influence in relation to the ongoing regeneration of Craigmillar Town Centre and more recent developments such as the estates management investment project in the Magdalene area.
- 4.11 The NA capacity to deliver on the areas covered in the last SLA were impacted by the Covid-19 pandemic. Some changes have been made to the governance of the organisation, which has now merged with the Community Alliance Trust (CAT) in the Niddrie Craigmillar area. NA are continuing to focus on community engagement but are also providing project support to CAT. This is expected to ensure maximum benefit for the local community from the funding available.
- 4.12 The SLA for the NA is being finalised and, as well as supporting the TPS objectives, it also includes outputs and outcomes that focus on current activities in the local community and actions to finalise the changing governance arrangements for the NA Management Committee and the CAT Board. With the changing landscape for community engagement, another key focus for the current SLA will be for the NA to look at innovative ways to engage with tenants and increase local involvement

including through digital channels. The provision of the funding will be subject to evidence of progress against the agreed SLA.

## **5. Next Steps**

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- 5.1 The ETF SLA for 2022/23 will be finalised based around the TPS objectives, the priorities in ETFs workplan agreed with members and HSIP and to build on the progress that has been made on actions during the period of the previous SLA. An updated SLA will be agreed in due course for the subsequent years funding.
- 5.2 The NA SLA for 2022/23 will also support the TPS objectives but will also focus on areas of action to formalise some of the recent changes in governance and to increase local tenant and resident involvement in ongoing community development and regeneration.
- 5.3 Funding for both ETF and NA will be transferred in six monthly blocks and, subject to delivery against their individual SLAs, evidence of the organisation's spend each period and copies of annual accounts being provided.
- 5.4 The revised Tenant Scrutiny Framework will be implemented.
- 5.5 The Tenant and Resident Services Manager will meet regularly with ETF and NA to ensure that the requirements of the SLAs are being delivered and the required evidence of progress, spend and the six-monthly reviews are provided.

## **6. Financial impact**

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- 6.1 The cost to the HRA of extending ETF funding from 1 April 2022 to 31 March 2024 would be £482,166 (£241,083 per annum). The cost of funding to the NA from 1 April 2022 up to 31 March 2023 would be £67,200. Payments will be released in six-monthly blocks with both organisations required to provide thorough six-monthly reports on spend and annual accounts for review.
- 6.2 Social landlords are required to make resources available to support tenant participation and engagement. Provision for the funding being recommended of £549,366 is included within the HRA Business Plan.
- 6.3 Funding for tenant participation and engagement ensures that tenants' views continue to inform and influence the Council's approach to delivering services and the work being taken forward through the HSIP and to support ongoing development and regeneration.

## **7. Stakeholder/Community Impact**

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- 7.1 This report has been informed by ongoing discussions with stakeholders and the services involved to ensure that the approach taken by the organisations through these SLAs supports the implementation of the TP Strategy, the revised Tenant Scrutiny Framework, the HSIP and ensures effective community engagement in areas of the city where there is ongoing development and regeneration.

- 7.2 The revised Tenant Scrutiny Framework sets out the range of ways the housing services works with tenants and provides a structure to enable them to share their views and influence decisions on the services they receive.

## **8. Background reading/external references**

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- 8.1 [Tenant Participation and Community Engagement](#)
- 8.2 [Neighbourhood Alliance- Grant Funding Payment](#)

## **9. Appendices**

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- 9.1 Appendix 1 –Tenant Scrutiny Framework Overview.

## APPENDIX 1

### City of Edinburgh Council – Tenant Scrutiny Framework Overview

The Council consults and engages with tenants to make sure that services are scrutinised and to support the Tenant Participation Strategy. Working with Edinburgh Tenants Federation (ETF), Neighbourhood Alliance (NA), Tenant Groups (RTOs) and individual tenants, a range of methods of engagement are used, such as working groups, Tenant Led inspections (TLIs), consultations and surveys.

The tenant scrutiny framework sets out the range of participation, engagement and independent scrutiny activities and how these activities enable tenants to influence decisions and service improvements.

#### Governance

Housing, Homelessness and Fair Work Committee has executive responsibility for approval of funding, strategy and regulatory assurance that covers tenant participation and engagement. Operational governance of the approved funding is monitored on an ongoing basis, with six-monthly evidence-based reviews of delivery against the service level agreements for ETF and NA and as part of grant funding for RTOs.

#### Tenant Scrutiny Activities

Tenant participation and scrutiny structures cover the range of activities and groups that are in place to involve tenants. This includes;

- City wide Council and ETF meetings on key areas of service;
- Locality based tenant participation, projects and community engagement activity including the NA in the North East locality;
- Specific participation and scrutiny approaches such as TLIs and focus groups;
- Direct engagement with tenants, such as the annual budget consultation, tenant surveys and through individual interested tenants on the Tenant Panel; and
- Regular communications between the Council and tenants.

The recent review identified how the scrutiny structures were working and made recommendations on a revised approach to groups/meetings. An independent scrutiny panel is also now included in the framework. This will help to improve accountability, effectiveness, and support the work being taken forward on Housing Service Improvement.

#### Core Principles and Objectives

- Consistency - remits and member codes of conduct set for groups;
- Support for city-wide groups to be clearly identified e.g. Council, ETF, Tenant Information Service (TIS) development workers;
- Clear lines for reporting, making recommendations and escalation of issues between groups;
- Evidence based assessments and recommendations;
- Focus on influencing decisions for tenants not individual interests and priorities;
- Continue to utilise opportunities for digital participation; and
- Reporting and transparency of activities through regular communications to tenants.

The scrutiny activities and structures have been streamlined and work is underway to complete the required review of groups in line with the revised approach and core principles.

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Housing Revenue Account (HRA) Budget Strategy (2022-32)

Executive/routine Wards Council Commitments	Executive All
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### 1. Recommendations

- 1.1 It is recommended that Housing, Homelessness and Fair Work Committee:
- 1.1.1 Notes the outcome of the annual rent consultation with the majority of tenants supporting a 1.8% rent increase in 2022/23;
  - 1.1.2 Notes the outcome of the annual review of the Business Plan and based on a 1.8% rent increase in 2022/23 (2% per annum thereafter) this would enable a £2.9 billion ten-year investment programme to deliver Council commitments, including 10,000 new affordable homes by 2027 and net zero carbon by 2038 (eight years later than originally planned);
  - 1.1.3 Notes that freezing rent for a second year in a row would either require higher rent increases in future years or the withdrawal/reduction of housing services or a reduction in investment in new and existing homes or a combination of all; and
  - 1.1.4 Notes the risks to the delivery of the plan set out in Appendix 3 and that officers will continue to work with Scottish Government to maximise grant funding for both the new build programme and the transition to net zero carbon to support delivery of the 2030 net zero target and to keep rents affordable; and
  - 1.1.5 Notes that approval will be sought from Finance and Resources Committee and the Council on the draft ten-year capital investment programme and proposed 2022/23 rent increase.

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Executive Director of Place

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## Housing Revenue Account (HRA) Budget Strategy (2022-2032)

### 2. Executive Summary

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- 2.1 In response to the Coronavirus (COVID-19) pandemic, the Council approved a one-year rent freeze in 2021/22, whilst still supporting the £2.8 billion 10-year capital investment programme and £1.3 billion revenue programme. The mitigations required to continue to deliver the long-term investment plan were set out in a report to Housing, Homelessness and Fair Work Committee in March 2021.
- 2.2 The 30-year Business Plan is reviewed each year and assumptions updated and a rent strategy developed for consultation with tenants. This year's consultation set out five rent options ranging from a 5% increase to 1.8% in 2022/23.
- 2.3 The highest option (5%) would completely mitigate last year's rent freeze and enable the Council's original commitment to improve existing homes and neighbourhoods, deliver new affordable homes by 2027 and net zero carbon emissions from Council housing by 2030.
- 2.4 All other rent options have an impact on the timescales improvements to housing and Council commitments could be delivered. A rent freeze option was not put forward, as it was not considered financially viable.
- 2.5 The 2022/23 rent consultation ran for 12 weeks, with the majority of tenants supporting a 1.8% rent increase. The proposed below inflation rent increase is considered to be the lowest possible in a context of rising costs and economic uncertainty that impact on delivery of day to day housing management and maintenance services, as well as, delivery of key Council commitments.
- 2.6 Following the review of Business Plan assumptions and assuming an 1.8% increase, homes could be brought up to net zero carbon standards by 2038 instead of 2030. Officers will continue to work with Scottish government to identify funding strategies that can deliver the 2030 target that has been set.
- 2.7 There would also be a projected deficit of £30.145 million over the 30-year period. The deficit only relates to in-year expenditure exceeding income, and there is enough in the HRA financial reserves to completely offset it.
- 2.8 The Business Plan is extremely ambitious. It seeks to maximise expenditure, whilst minimising the impact on tenant's incomes by driving forward significant efficiencies



through the Housing Service Improvement Plan (HSIP). The HRA is also a strategic enabler that is helping to deliver area based regeneration across the city.

- 2.9 The top five risks to the Business Plan are reduction in rental income, limited grant funding, increasing capital investment costs, an inability to realise savings through HSIP and wider market volatility.
- 2.10 The pandemic has had a significant impact on delivery of both the capital programme and HSIP. The majority of service costs remained and additional costs were also incurred to allow services to be delivered safely.
- 2.11 The construction industry has been severely impacted by materials and skills shortages and delays due to implementation of health and safety measures since the sector came out of lockdown.
- 2.12 Whilst there have been delays in delivering the 2020/21 and 2021/22 capital investment programme during the pandemic, the work underway on the design and planning for delivering a whole house retrofit programme; combined with the new approach to working with owners being piloted at Murrayburn, will enable investment in existing stock to be scaled up in future years.
- 2.13 Expenditure on the new build programme will also increase as housing construction commences on large mixed use sites that are currently in procurement.
- 2.14 A further rent freeze in 2022/23 could not be mitigated through further elongating capital investment; it would either require significant rent increases in future years or the withdrawal/reduction of housing services or a reduction in investment in new and existing homes or a combination of all.
- 2.15 Committee is asked to note that approval will be sought from Finance and Resources Committee and the City of Edinburgh Council on the detailed ten-year capital investment programme and proposed rent increase for 2022/23.

### **3. Background**

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- 3.1 On [18 February 2021](#), the City of Edinburgh Council approved the 2021-2031 HRA budget Strategy following referral from Finance and Resources Committee. This included a plan to invest £2.8 billion over ten years to deliver Council commitments, including the delivery of new homes and net zero carbon emissions by 2030 and a composite motion from the Conservative, Green and Liberal Democrat Groups which agreed 'the recommendations by the Executive Director of Place in the Housing Revenue Account Budget Strategy for 2021-2031 and the outline 10-year HRA capital programme 2021-2031, subject to agreement that there be no rent rise in 2021/22'.
- 3.2 The investment plan is based on priorities identified by tenants through previous consultations, these include:
  - 3.2.1 Building new affordable homes that are of high energy efficiency standards and act as catalyst for housing-led large-scale regeneration;

- 3.2.2 Investing in making existing homes easier and cheaper to heat and working with owners in mixed tenure blocks to improve the external fabric of the buildings and common stairs;
- 3.2.3 Investing in areas immediately outside homes for tenants to take pride of their communities and create well-designed, green, open spaces that encourage people to be active and engage with their local environment; and
- 3.2.4 Improving core housing services, such as day to day housing management and repairs and maintenance, with strong focus to get the basics right and being responsive to tenants' needs, while developing services that help reduce tenants' living costs, including an energy advice service, a tenant discount scheme, low cost broadband service and community food growing.
- 3.3 On [18 March 2021](#), Committee received a report setting out the impact of the one-year rent freeze on the 2021/22 revenue budget, and the potential mitigations that need to be put in place in 2022/23 to secure the ten-year capital investment programme to deliver Council commitments.
- 3.4 A revised two-year capital programme was reported to the Committee on [3 June 2021](#), which included an assessment of the impact of further restrictions due to COVID-19 on timescales and the re-profiling of slippage from 2020/21.
- 3.5 On [2 September 2021](#), Committee agreed to seek tenants' views on the HRA budget strategy with five rent increase options for 2022/23, ranging from 5% to 1.8%, and potential mitigations of the one-year rent freeze for inclusion in the 2022/23 HRA budget report.
- 3.6 Each year the 30-year financial model is reviewed and rolled forward. A detailed review of assumptions is carried out. This year's review of financial assumptions took place against a background of a rent freeze in 2021/22, an increase in costs due to materials and skills shortages across the construction sector and increased pressures on household budgets due to inflation in the wider economy.
- 3.7 The Low Carbon Infrastructure Transition Programme (LCITP) drew to a close in 2021. Scottish Government are developing a successor programme to LCITP as the primary mechanism for deploying zero emissions heat at scale.
- 3.8 Approximately £400 million will be invested over the next five years in large-scale heat decarbonisation infrastructure.
- 3.9 Scottish Government are also committed to extending the Social Housing Net Zero Heat Fund until 2026 and investing £200 million of support to further accelerate the decarbonisation of social housing stock. They will also be considering how this financial support will work in tandem with other funding programmes, such as the Area Based Schemes, to help deliver a more comprehensive approach to decarbonising social housing stock.

## **4. Main report**

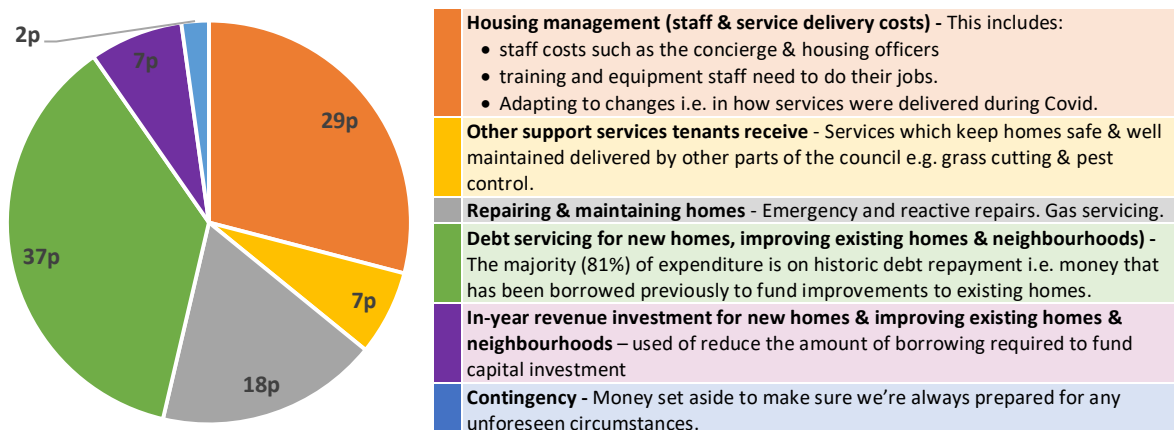
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- 4.1 The budget is prepared annually following consultation with tenants and the regular review of the 30-year HRA Business Plan (the Business Plan) and the Capital

Investment Programme. It is shaped by tenants' priorities, Council commitments, statutory compliance and government targets, as well as, life cycle and health and safety, i.e. maintenance and improvements to keep our homes modern and safe.

- 4.2 The Housing Service is entirely self-financing and receives no funding from the General Fund. The annual revenue budget of c.£100 million is almost exclusively funded from tenants' rents (95%), with the remaining 5% coming from service charges and interests.
- 4.3 Capital investment is funded through a combination of prudential borrowing, Scottish Government grant funding, capital receipts and reserves. The servicing of borrowing accounts for 37% of annual revenue expenditure.
- 4.4 It's important to note that the majority of this revenue expenditure is on historic debt repayment to fund improvements to existing and new homes (i.e. money that has been borrowed previously to fund improvements).
- 4.5 The Capital Investment budget in 2021/22 is £104 million. This accounts for less than 3p of every pound of rent used to service this borrowing in the 2021/22 revenue budget.
- 4.6 The pie chart below sets out how each £1 of rent is spent.

**Chart 1: How every £1 is spent**



- 4.7 During the pandemic the majority of service costs remained (including all staff costs and other support services). Additional costs were also incurred to allow services to be delivered safely (including PPE and cleaning supplies, adapting offices and vehicles, as well as, additional devices for remote and home working).
- 4.8 The pandemic has also had a significant impact on delivery of the capital programme over the last few years. The construction industry has been severely impacted by materials and skills shortages and delays due to implementation of health and safety measures since the sector came out of lockdown. However, the delivery pipeline for new homes remains strong and investment in existing homes is also expected to scale up in future years.
- 4.9 Over half (54%) of respondents supported the overall capital investment plan. A total of 60% of respondents highlighted improvements to existing homes as either their first or second priority for investment. In addition to building new homes and

investment in their wider neighbourhood, respondents stated that more investment should be made on staff training, public facilities and spaces, stairs and mixed tenure blocks, as well as services to enable vulnerable tenants to live independently (e.g. sheltered housing, adaptation and social care, and garden service). All of which remains in line with the current investment plan.

- 4.10 The work underway on the design and planning for delivering a whole house retrofit programme, combined with a new approach to working with owners (through Mixed Tenure Improvement Service pilot), as well as, the development of larger, mixed use sites (Granton and Liberton) across the new build programme will see capital investment more than double in future years.
- 4.11 A stock condition survey is currently underway to better informed future investment required on existing homes. It is anticipating that the survey will also highlight repair and maintenance work required, increasing both revenue and capital expenditures on existing homes.
- 4.12 Almost half (48%) of tenants stated that the repairs and maintenance service should be the top priority for investment. This is in line with the Housing Service Improvement Plan (HSIP) which prioritises the repairs service for improvement. After a prolonged period where the focus of the HSIP shifted to vital health and safety (as a result of the pandemic) work is now refocused on building a culture of improved performance.
- 4.13 Further work is needed to ensure new systems and procedures are being used to their full potential, and managers are fully equipped with the tools they need to drive sustainable productivity across the repairs service. Progress on the HSIP is reported in a six-monthly update report to this Committee.

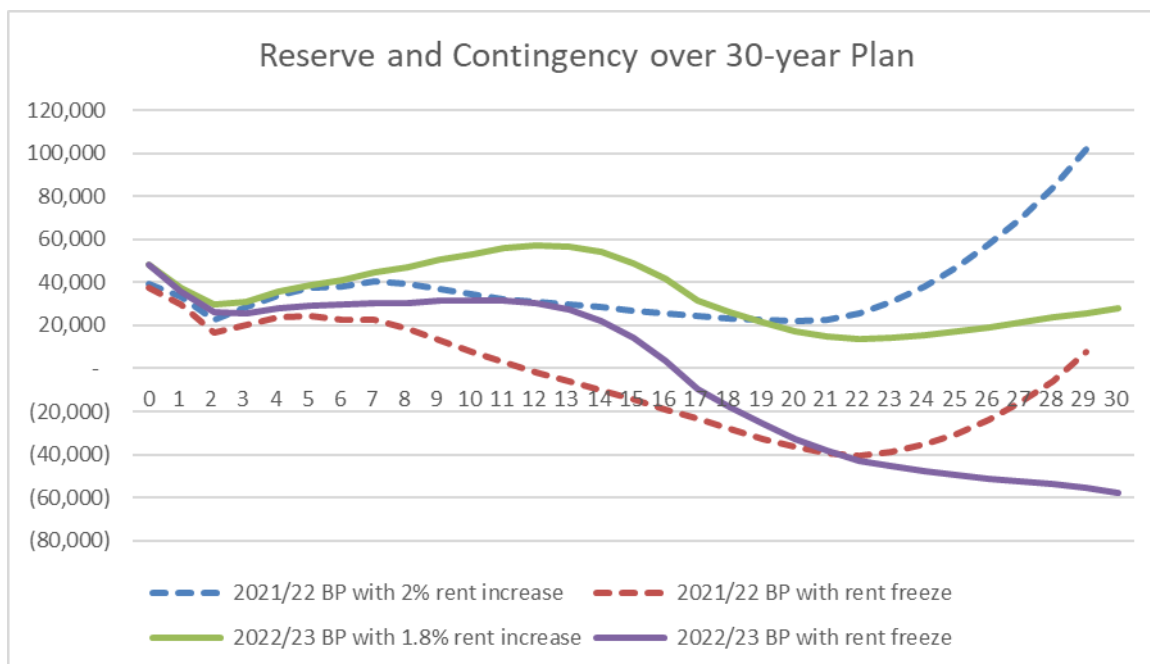
### **Funding the Strategy**

- 4.14 Five rent increase options, ranging from 1.8% to 5% and the associated impact on long term investment were consulted on. The majority (63%) of the tenants opted for 1.8% rent increase in 2022/23.
- 4.15 This would potentially impact on the Council's ability to bring existing homes up to net zero standard by 2030. While this could be addressed in subsequent years by higher rent increases, officers will continue to seek to identify and apply for funding from the Scottish Government (from the funds identified in paragraphs 3.8 and 3.9) or similar enabling funds in order to deliver the Council's Carbon target.
- 4.16 Nearly three quarters (74%) of tenants considered their rent to be good or very good value for money, with around 16% considering it poor or very poor. For the last five years, Council rents have increased by an average of 1.6% which is below average inflation of 2.0%.
- 4.17 Analysis on rent increase options against the welfare status of the respondents (whether the tenants get full help with their rent, some help with their rent, or no help with their rent) found no clear trend/correlation, with the 1.8% rent increase being the most popular choice in all three groups of respondents and 5% being the

second most popular option for tenants getting full help or some help with their rent. Details of the consultation results can be found in Appendix 1.

- 4.18 Private rents have increased by an average of 2.5% a year over the last five years, while the average rent for local authority landlords has increased by 2.6% a year and average housing associations' rent has increased by 2.4% a year over the same period.
- 4.19 The average council rent (two-bedroom flat) is 46% below Local Housing Allowance and 55% below the average market rents in the city. More information on rent levels is set out in Appendix 2.
- 4.20 Between 70-80% of tenants each year receive assistance with their rent payment responsibilities through Housing Benefit or the housing element of Universal Credit (UC).
- 4.21 The amount of help an individual receives is based on their household circumstances. Any increase in the rent charge would normally be fully covered by the same increase in the full or partial benefit received, assuming there are no other changes in the household circumstances that would alter their overall entitlements.
- 4.22 The Council's approach to the collection of rent is based around best practice and aims to prevent tenants getting into debt they cannot afford. During 2020/21 tenant rent arrears did increase due to a significant number of tenants facing changes in their household financial circumstances and the suspension of formal debt recovery measures to ensure tenants were not at increased risk of losing their home during the pandemic.
- 4.23 The Tenant Grant Fund has been introduced to help those who are at risk of homelessness because of rent arrears related to the Covid-19 pandemic restrictions (accrued between 23 March 2020 to 9 August 2021). This fund provides for tenants to request a grant to reduce or clear their Covid-19 related rent arrears. The grant is payable to the landlord and on the condition that both the tenant and landlord agree to stopping eviction proceedings and put in place repayment arrangements for any additional outstanding arrears.
- 4.24 A small team has been created to administer the fund; it is due to close on 31 March 2022.
- 4.25 Tenants continue to be encouraged to engage as early as possible with the Housing Service and a wide range of support and advice services are available to help not just on rent payments but wider household costs.
- 4.26 The Business Plan is extremely ambitious. It seeks to maximise expenditure, whilst minimising the impact on tenant's incomes by driving forward significant efficiencies. Every 1% of rent equals c.£47 million of income over the lifetime of the Business Plan. £1 million of revenue can support c.£18 million capital borrowing.
- 4.27 The 2021/22 rent freeze has meant a reduction of £2.014 million in projected gross rental income in 2021/22. Unless expenditure is further reduced (beyond current HSIP targets) or income is increased in future years to compensate this equates to a £93.921 million reduction over the lifetime of the Business Plan.

- 4.28 A rent freeze option was not deemed viable and therefore was not included as a direct consultation option. However, a dedicated free text box to allow tenants to make further comments in relation to the rent options was included. Less than 7% of respondents opted not to select one of the defined rent options, but instead include a comment which indicated support for a rent freeze.
- 4.29 If a rent freeze was agreed for a further year (2022/23, followed by 2% thereafter), the HRA Business Plan would sink into a significant deficit (£74.9 million from 2035/36 until the end of the Business Plan), with the reserves and ringfenced contingency fully exhausted in 2038.



- 4.30 In order to mitigate the impact of another rent freeze longer term and return the Business Plan to a healthy financial position, there are four potential options:
- 4.30.1 **Increase income in future years** – Rents would need to be increased by a minimum 2.5% over the next four years. If rents were increased by more sooner (i.e. 4% in 2023/24 and 2% thereafter) this would lessen the impact and duration of the deficit. A longer-term rent strategy would be required to ensure the recovery of lost income in early years.
- 4.30.2 **Reduce revenue expenditure** – The HSIP already assumes a 12% reduction in annual expenditure by 2025/26. This is already an ambitious improvement programme. It is therefore not realistic to assume that a further reduction in revenue expenditure could be achieved through efficiencies alone. Service reduction would have to be considered. As set out in Chart 1, around 40% of current annual expenditure is required to service historic borrowing for improvements and therefore cannot be reduced. Around 18% accounts for the responsive repairs and maintenance service and around 30% for housing management costs (including staff costs, management costs and overheads). Any in year surpluses are fully utilised to reduce borrowing in current or future years.

- 4.30.3 **Reduce capital investment** – A reduction in £1.8 million income would mean approximately £32.0 million of capital borrowing may not be supported. Without alternative funding strategies being identified, this could mean a reduction of 160 new social rented homes, or 1,070 homes would not be able to receive whole house retrofit improvements, or homes could be build/upgraded to a lower specification. As the business plan currently makes financial provision to deliver 10,000 Council-led affordable homes by 2027 unless alternative funding is identified.
- 4.30.4 **Elongate the Capital programme** – Elongating capital investment would not be enough to bring the plan back into surplus.
- 4.31 Due to the scale of capital investment and service improvement programmes one-year rent increases are difficult to implement. Longer term strategic outcomes take time to plan and roll out.
- 4.32 An assessment would be required to take account of projects at different stages of design and procurement. Any reduction in service provision would take time and would not necessarily occur in the same year as the rent freeze itself.
- 4.33 Consultation would need to take place with tenants alongside engagement with staff, trade unions and elected members. The longer these savings take to implement the greater the deficit.
- 4.34 A longer-term rent strategy would help to mitigate this risk and avoid abortive costs where financial commitments are already in place. It would also provide tenants would some more certainty.
- 4.35 As part of this year’s consultation tenants were asked if they supported the principal of setting a longer-term rent strategy. 44% said yes, 32% said they did not know and only 24% said they would not support a longer-term strategy.

## 5. Next Steps

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- 5.1 Approval will be sought on HRA Budget Strategy 2022/23 to 2031/32, draft 2022/23 one-year revenue budget and five-year capital investment programme from Finance and Resources Committee and the City of Edinburgh Council on the detailed ten-year capital investment programme and proposed rent increase.
- 5.2 Consultation on the detailed capital programme will be carried out with Elected Members in early 2022. This will inform the 2022/23 Capital Investment Programme report which will presented to Housing, Homelessness and Fair Work Committee for approval in March 2022.
- 5.3 A six-monthly update of the HSIP is included on the agenda for this meeting of Housing, Homelessness and Fair Work Committee, with a further update due in June 2022.

- 5.4 Officers will continue to work with Scottish Government to maximise grant funding for both the new build programme and the transition to net zero carbon to support delivery of Council’s commitments and to keep rents affordable.

## 6. Financial impact

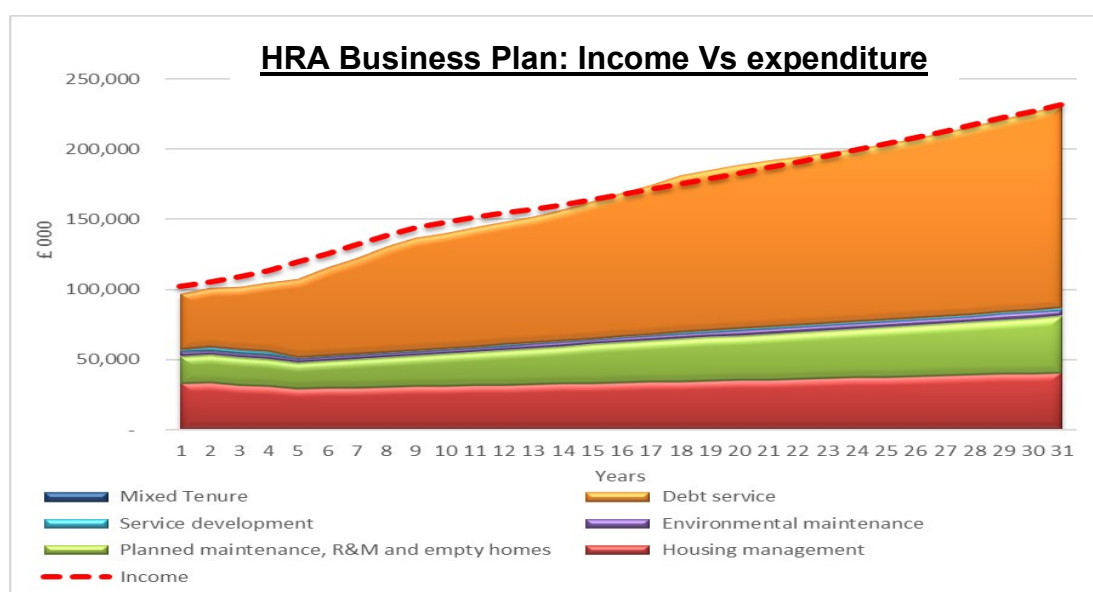
6.1 The rent freeze in 2021/22 increased the overall deficit by 179% from £25.300 million to £70.594 million, lasting two years longer (2029/30–2043/44). The reserves and ringfenced contingency were exhausted by year 13 (five years into the deficit period), only recovering in year 30 of the plan.

6.2 The revised 30-year plan is set out below, based on a 1.8% rent increase in 2022/23, followed by 2% (in line with inflation) thereafter and net zero carbon investment delivered by 2038. The overall impact of the changes has resulted in deficit from 2036/37 to 2043/44 (eight years). Key changes since the consultation report in September 2021 include:

6.2.1 **Reduction in capital expenditure** due to a further alignment on the Whole Housing Retrofit, Mixed Tenure Improvement Pilot (MTIP) and internal stairwell investments to avoid double counting of the investment in existing homes. The capital programme has been further reviewed to take account of the continued impact of Covid-19 and Brexit on the costs and availability of materials, labours and contractors. This has resulted in re-profiling of the programme in the next two years into future years.

6.2.2 **Increased revenue assumptions on CPI** in line with Bank of England latest projection and long-term target, as well as, an increase on employee cost inflation in 2022/23 to align with Council’s General Fund assumption.

6.2.3 **Increased revenue expenditures** based on the latest outturns and increased activities assumed in 2022/23 as the market adjusting to the new operating environment. The employee costs budget has been reviewed to take into account of vacancy, overtime and spinal column point of existing employees.





- 6.3 The total gross deficit over the is projected to be £30.1 million, averaging £3.8 million a year. The deficit only related to in year expenditure exceeding income, there was enough in contingency and reserves to completely offset it. The contingency and reserves balance is at the lowest in 2043/44 at £13.6 million. There is a net surplus over the 30-year period of £81.7million, this equates to less than 1.6% of total revenue. The in-year surplus/deficit is the difference of total income and total expenditure in the year, which have both been indexed (inflation increase) year on year.
- 6.4 The top five risks to the Business Plan are reduction in rental income, limited grant funding, increasing capital investment costs, an inability to realise savings through HSIP and wider market volatility. These risks and potential mitigations are detailed in appendix 3.

## **7. Stakeholder/Community Impact**

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- 7.1 Each year the views of tenants are sought on the HRA budget strategy, investment plan, services and associated rent levels. This year's rent consultation was designed and developed in conjunction with the Housing Service Improvement Group (formerly the Rent Matters Working Group) made up of individual tenants, supported by Edinburgh Tenants Federation (ETF) and Tenant Information Service (TIS). In addition to helping to plan the annual budget consultation, the Housing Service Improvement Group have a role in monitoring and shaping the HSIP.
- 7.2 All tenants received a paper copy of the 2022/23 Council Housing Rent Consultation booklet, which provided information on how the housing service works and the housing investment plan, along with the rent consultation survey.
- 7.3 The booklet was sent in a designed envelope to attract attention and a freepost envelope was provided for tenant to return the postal survey. Tenants could also respond to the consultation survey online through the Consultation and Engagement Hub.
- 7.4 This new approach was different from previous years and resulted in a significant increase in postal and online responses, from 236 (average over last 5 years) to 443 for this year's rent consultation.
- 7.5 In addition, the rent consultation is complimented by the annual Tenant's Survey of 1,000 Council tenants, carried out by an independent third party, procured by the Council. At the time of writing this report 800 surveys have been completed.
- 7.6 The Council provides a random sample of tenants contact details, weighted by locality and property type to be representative of the made up of our tenants.
- 7.7 Two focus groups were also carried out with tenants to seek in depth views on the consultation topics in relation value for money, rent increase options and longer-term rent strategy.
- 7.8 There is also a regular programme of tenant engagement and customer insight. This includes regular satisfaction surveys, focus groups, tenant panels, tenant led

service inspections and scrutiny, resident and community meetings, which help to inform the continuous development of the budget strategy and HSIP.

## **8. Background reading/external references**

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- 8.1 Housing Revenue Account (HRA) Budget Strategy 2021-31, City of Edinburgh Council, [18 February 2021](#)
- 8.2 Housing Revenue Account (HRA): Impact of a One-Year Rent Freeze, Housing, Homeless and Fair Work Committee, [18 March 2021](#)
- 8.3 Updated Housing Revenue Account (HRA) Capital Programme, Housing, Homeless and Fair Work Committee, [3 June 2021](#)
- 8.4 2022/23 Housing Revenue Account (HRA) Budget Consultation, Housing, Homeless and Fair Work Committee, [2 September 2021](#)

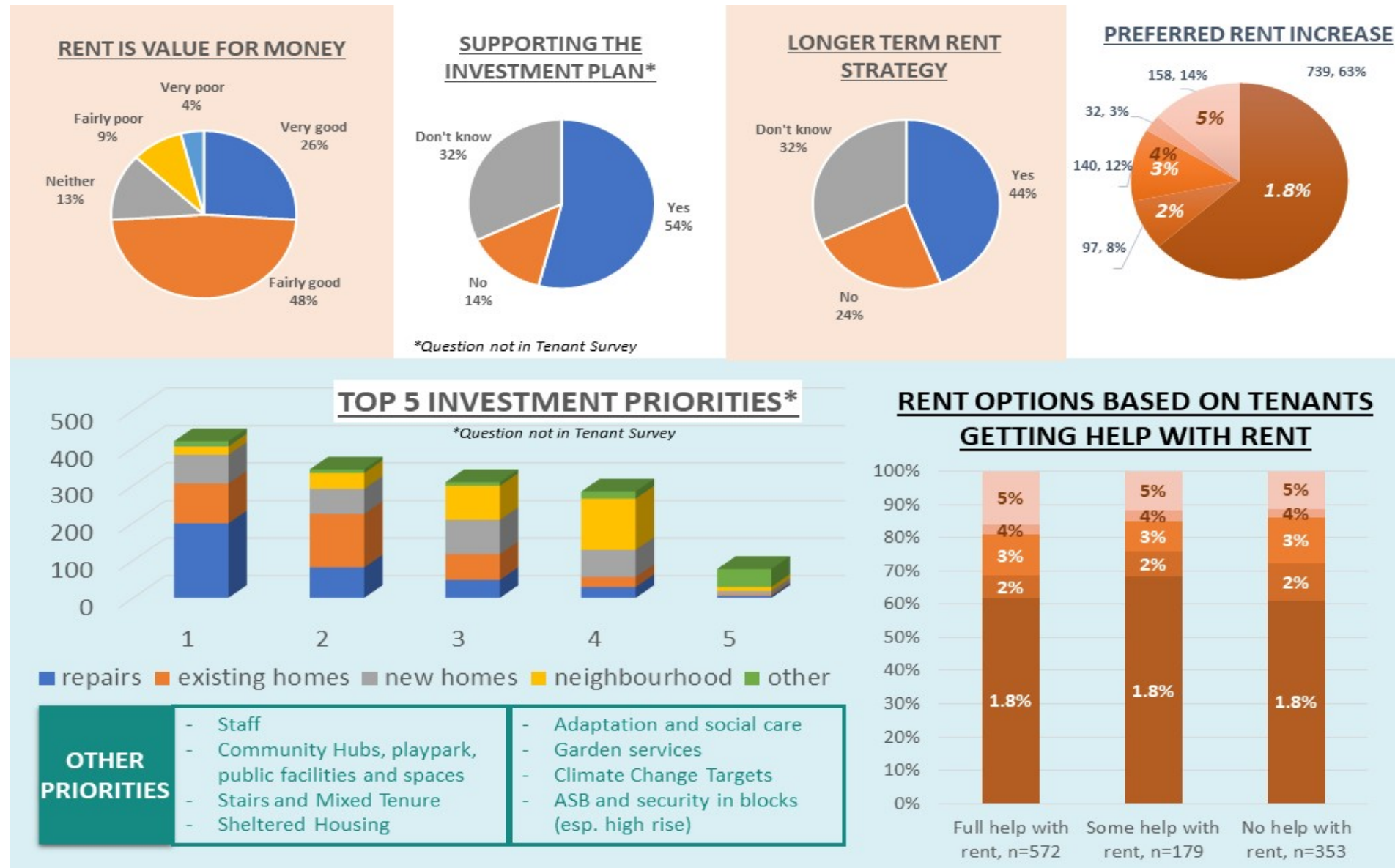
## **9. Appendices**

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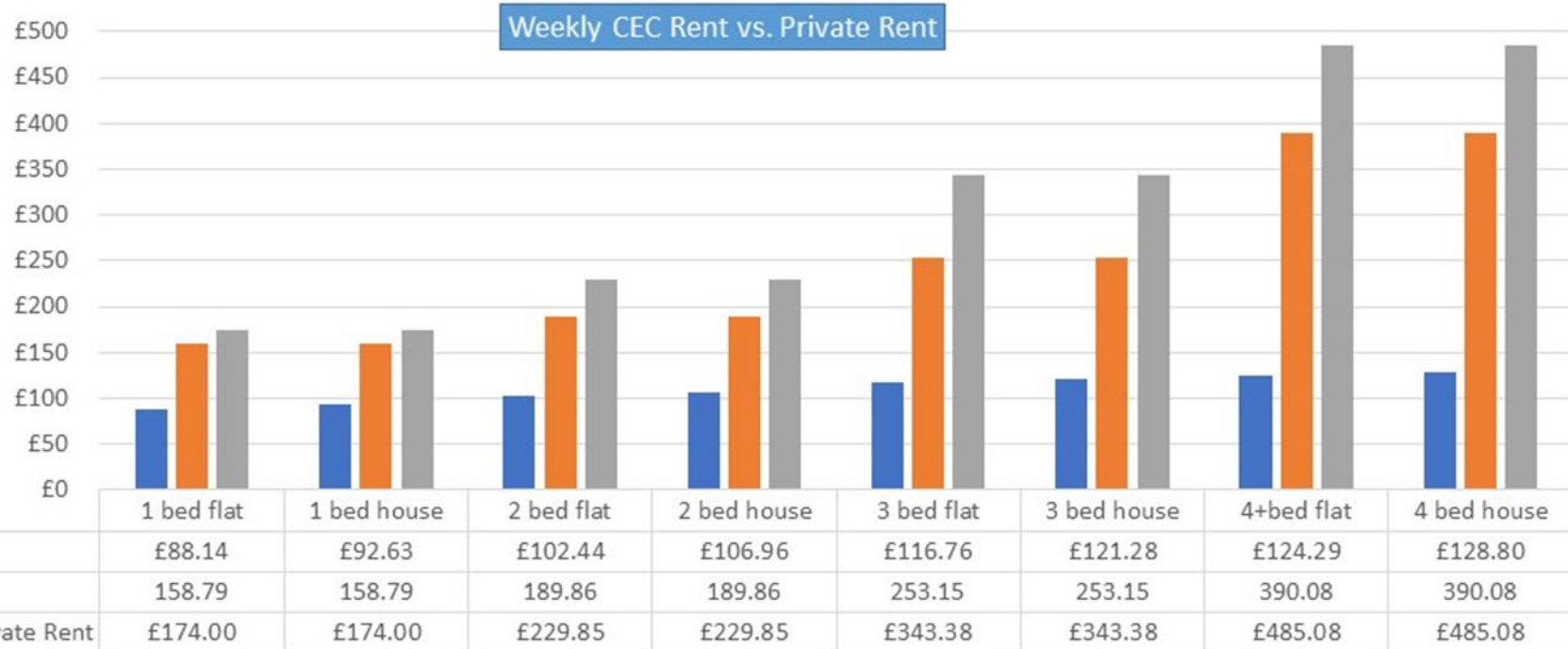
- 9.1 Appendix 1: 2022/23 Council Rent Consultation Results.
- 9.2 Appendix 2: Wider Market Context: Rent levels and rent setting.
- 9.3 Appendix 3: Top five risk to the HRA Business Plan.

## Appendix 1: 2022/23 Council Housing Rent Consultation Results (As of 10 January 2022)

This year's rent consultation ran for 12 weeks between 15 September and 8 December 2021. Below is a summary of the 1,243 responses received (443 from online and postal responses and 800 from the Tenant's Survey):



## Appendix 2: Wider Market Context: Rent levels & rent setting



Average annual increase since 2016 (5-year avg)	
Council rents	1.6%
Inflation	2.0%
Private Rents	2.5%
Local Authority Landlords	2.6%
Housing Associations	2.4%

**Around 1 in 5 Scottish local authorities have confirmed rent increases below 2% in 2022/23. Others are consulting on rent increases ranging between 1% and 4.9%**

## Appendix 3: Top five risks to the HRA Business Plan

Risk	Mitigation
<p><b>Reduction in rental income:</b> Rental income collection falls below the assumed level in the Business Plan, due to ongoing migration of tenants on to Universal Credit (UC) and financial hardship being experienced following Covid-19.</p>	<p>The assumption on number of tenants still to be migrated between now and December 2024 has been increased to take account of the impact of Covid-19 on tenants' income and welfare status.</p> <p>Rent processes have been improved to monitor and track landlord payment from the DWP and early intervention continues to be sought for all tenants moving onto UC.</p> <p>The assumption on bad debt rate for former tenancy rent arrears has been increased based on trend of performance to minimise the impact of non-recovery of former tenancy rent arrears on revenue income. Where arrears are written off for accounting purpose, the Council will still continue to pursue recovery action.</p>
<p><b>Grant funding:</b> The maximum amount of grant funding cannot be achieved for Council Social Rented, resulting in a reduction in the number of homes that can be delivered. Uncertainty on additional grant and Council's on-lending to Edinburgh Living LLPs may reduce its ability to purchase completed homes funded by the HRA, impacting on HRA capital receipts assumed in the business plan. Grant funding to support owners to invest in improvements is reduced, therefore limiting the number of mixed tenure blocks that can be improved.</p>	<p>Edinburgh has a strong track record of spending its Grant Resource Planning Assumptions. Over the last five years it has mopped up £36 million in national underspends. Officers will continue to work with government to maximise grant funding for new supply.</p> <p>Work on Edinburgh Living viable models is underway; taking into account development costs, availability of grant funding and consents.</p> <p>The Mixed Tenure Improvement Pilot (MTIP) is now in the implementation stage. Enhanced Scheme of Assistance measures are in place for extended payment terms. The application to Scottish Government's Energy Efficient Scotland: Area Based Scheme (EES:ABS) grant fund has been aligned with the MTIP in order to maximise funding available to owners to pay for their shares of repairs and fabric improvement work.</p>
<p><b>Increasing capital investment costs:</b> The increase in new build construction and development costs (workforce, materials etc.) could be higher than anticipated due to the impact of Covid-19 and the additional safe working practices, as well as, additional cost implications associated with sustainability targets.</p>	<p>Build cost inflation assumptions are reviewed annually based on market intelligence. In year projections take account of known costs uplifts as a result of Covid-19, but these are not expected to have a sustained long-term impact.</p> <p>The known costs for achieving net zero carbon (including trial innovative technologies, retrofit approaches and carbon offsetting) have been factored into the Business Plan.</p>
<p><b>Reduction in costs efficiencies:</b> The financial efficiency savings assumed in the latest Business Plan are not delivered, thus deepening the deficit.</p>	<p>The HSIP aims to reduce operating expenditure by c.12% by 2025/26. A midpoint review is being progressed to look at the saving targets and phasing of savings to take account of the new operating environment following Covid-19. Early review findings will be used to inform the Business Plan. Progress is reported to Committee every 6 months.</p>
<p><b>Market volatility:</b> Inflation is currently higher than originally projected (4.2% in Oct 2021). This could have a significant impact on borrowing rates. Every 0.1% increase would increase the cost of the capital programme by £4.6 million over the next 10 years.</p>	<p>Business plan is reviewed regularly. It is informed by market intelligence. There is a significant amount of prudence baked into the plan and a contingency fund built up to manage any unforeseen circumstances.</p>

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Place Directorate - Revenue Monitoring - 2021/22 month six position

Executive/routine Wards Council Commitments	Routine All
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### 1. Recommendations

- 1.1 It is recommended that the Committee notes:
- 1.1.1 That the Housing Revenue Account (HRA) is forecasting a contribution of £12.437m to the Strategic Investment Fund from revenue generated in year as part of the capital investment programme funding strategy;
  - 1.1.2 The Place General Fund (GF) 'business as usual' revenue budget forecast is projecting a £0.443m overspend (excluding Covid-19 impact) at month six. Services within the remit of the Committee are forecasting an overspend of £0.250m; and
  - 1.1.3 The Place GF Covid-19 impact is projected to cost £12.423m at month six. Services within the remit of the Committee are forecasting a cost of £0.400m which is in line with provision made within the approved budget.

#### Paul Lawrence

Executive Director of Place

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E-mail: [susan.hamilton@edinburgh.gov.uk](mailto:susan.hamilton@edinburgh.gov.uk) | Tel: 0131 469 3718

## Place Directorate - Revenue Monitoring - 2021/22 month six position

### 2. Executive Summary

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- 2.1 This report sets out the month six revenue monitoring position for the 2021/22 HRA and Place Directorate General Fund (GF) for services within the scope of this Committee.
- 2.2 The month six forecast for the HRA in 2021/22 is a balanced position after providing £12.437m from revenue for the planned capital investment programme in forthcoming years to support investment priorities. This is £2.496m more than the budget of £9.941m. The main drivers for improvement relate to other income and a reduction in debt servicing costs which reflects a combination of effective treasury management practices and the reported slippage in the capital investment programme.
- 2.3 The month six GF 'business as usual' revenue forecast for Place Directorate in this financial year is an overspend of £0.443m. The GF forecast overspend of £0.250m for services within the remit of this Committee is representative of a pressure identified in respect of utility costs for stair lighting within communal stairwells of housing blocks.
- 2.4 The GF Covid-19 impact for services within the remit of this Committee is forecast to be a net cost of £0.400m. This forms part of the overall Place forecast of £12.423m in respect of the cost of the COVID-19 impact and is in line with the provision provided for within the Council's 2021/22 approved budget. This represents the impact on GF Housing related services from continuing adherence with public health guidance to protect staff, tenants and customers; including reduced income generated by Housing Property Services resulting from changes to working practices.

### 3. Background

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- 3.1 The HRA is a ring-fenced statutory account. The HRA is funded from rents for Council housing and related assets and is used to fund the provision of Council housing in line with tenants' priorities. The annual approved HRA budget is derived from the longer-term strategy approved by Council.



## 4. Main report

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### Housing Revenue Account (HRA) – 2021/22 month six forecast

- 4.1 The approved HRA budget for 2021/22 is derived from the longer-term strategy, approved by Council. It comprises a budgeted revenue income of £102.699m and costs of £92.758m. This enables a budgeted contribution of £9.941m to the Strategic Housing Investment Fund in accordance with the finance strategy for the capital investment programme and wider HRA business plan. The month six forecasted income and expenditure as set out in Appendix 1, shows an increased contribution of £12.437m.

### HRA Month six forecast – variance and risk analysis

- 4.2 The summary variances and risks in respect of HRA income, costs and revenue contribution to Strategic Housing Investment Fund are as follows:

4.2.1 **Income** – The income forecast at month six is £103.786m which is £1.087m better than budget. A material element of this is circa £0.800m of unbudgeted income in respect of debt costs incurred by the HRA and reimbursed by Edinburgh Living in respect of the transfer of 104 properties in 2021/2022. Overall collection of rental income is in line with budget at the six-month period. Safe working and the practical challenges of repairing and re-letting available homes during the Covid-19 pandemic has increased re-let times and therefore void rent loss. Safe working remains in place, but processes continue to be adapted to reduce turnaround times as appropriate.

4.2.2 **Costs** – Whilst there is a projected overspend in repairs and maintenance of £0.831m, this is not unexpected as there was an underspend of £2.052m in this area in 2020/21 due to fewer jobs being undertaken whilst following public health guidance to keep employees and tenants safe. This year has seen an element of 'catch up', however the costs will require to be monitored going forward to ensure we meet the efficiencies set out in the Housing Service Improvement Plan. This is also true of increased costs of essential responsive estates management services. The most significant variance against budget relates to debt servicing costs, which is forecasting an underspend of £4.151m. There are two drivers for this cost reduction; effective Treasury Management practices locking into more favourable borrowing rates than assumed and the reported slippage in the capital investment programme which means that less borrowing has been undertaken than budgeted.

4.2.3 An exercise has been undertaken to extract the COVID-19 specific costs from the individual categories of spend in the core cost envelope. The forecast estimated cost is £1.48m which is circa 40% of the reported 2020/21 cost. This figure will form part of the reporting to CoSLA in their returns which gather the costs of the Covid-19 impact on GFs and HRAs.

- 4.3 The impact of the above is that £12.437m is forecast to be transferred to the Strategic Housing Investment Fund as part of the future capital investment programme and wider HRA Business Plan objectives. This is £2.496m more than the budgeted contribution.
- 4.4 Risks, including the impact of Universal Credit and economic conditions on rental income, the impact on repairs and maintenance services as public health guidance is relaxed and extraordinary COVID-19 related costs will be closely monitored and reported as appropriate moving forward. An element of contingency has been factored into the HRA Business Plan in respect of such risks. Whilst this report focuses on the revenue aspects of the services within the remit of this Committee, the increased contribution to the Strategic Housing Investment Fund could assist with managing risks associated with market conditions in executing investment objectives.

#### **General Fund – 2021/22 month six forecast – ‘business as usual’**

- 4.5 The 2021/22 GF forecast for ‘business as usual’ services within the remit of this Committee is a £0.250m overspend. This in the main this relates to an increase in utility costs to light the stairwells of circa 14,000 housing blocks. This is a legacy arrangement therefore the number of blocks does not increase. The service and wider Place Senior Management Team (SMT) are currently working to bring this identified pressure back within the appropriate financial envelope.

#### **2021/22 Budget – Approved Budget Savings**

- 4.6 There are no new approved savings to be delivered by services within the remit of this Committee as part of the 2021/22 budget motion.

#### **2021/23 Budget – Approved Service Investment**

- 4.7 As part of the decisions made by Council on 27 May 2021, Elected Members approved service investments totalling £12.8m in respect of Place Directorate services in 2021/22. Of this, £0.425m budget investment was allocated to services within the remit of the Committee: £0.175m was allocated on a one-off basis to be spent in year on Edinburgh Guarantee for All; as was £0.250m for work to be undertaken on the regulation of short term lets. The forecast assumes these budgets will be fully utilised.
- 4.8 Investment relating to financial year 2022/23 was also approved including £0.525m for services within the remit of this Committee: £0.400m for Disability Employment Services; and £0.125m as year two of funding in respect of regulation of short term lets.

## **General Fund – 2021/22 month six forecast – Covid-19 impact**

- 4.9 The 2021/22 GF month six COVID-19 cost has been estimated at £0.400m and is representative of a part year impact on income generation by Housing Property Services in line with public health guidance. This forecast is circa 19% of the actual net income loss in 2020/21 and is within the provision approved within the Council budget.
- 4.10 The above 2021/22 month six forecast for the HRA and Place GF form part of the overall 'balanced budget' positions set out at Finance and Resources Committee on [9 December 2021](#).

## **5. Next Steps**

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- 5.1 The Place Directorate is committed to delivering mitigating management action to address identified budget pressures wherever possible. Progress will be reported to Committee at agreed frequencies. Work is regularly undertaken to identify and mitigate financial risks as part of a rolling process of budget management.
- 5.2 Risks to 2021/22 budget management strategy will be periodically reassessed based on post COVID-19 service resumption plans and other strategies within the operating context of this Committee and will be reported as part of the routine financial reporting.

## **6. Financial impact**

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- 6.1 The Council's Financial Regulations set out Executive Directors' responsibilities in respect of financial management, including regular consideration of their service budgets. The Executive Director of Place regularly reviews the directorate budget position alongside the identification and implementation of management actions to mitigate budget pressures.

## **7. Stakeholder/Community Impact**

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- 7.1 Consultation was undertaken as part of the HRA and GF budget setting processes.
- 7.2 Successful delivery of the HRA budget will support investments to improve the energy efficiency of Council Homes.

## **8. Background reading/external references**

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- 8.1 Revenue Monitoring Update – 2020/21 Provisional Out-turn and 2021/22 Month three update - Housing, Homelessness and Fair Work Committee [2 September 2021](#).
- 8.2 Revenue Monitoring Update – 2021/22 Month four update – Housing, Homelessness and Fair Work Committee [5 November 2021](#).

## 9. Appendices

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- 9.1 Appendix 1 – Place Directorate – HRA Revenue Projection; 2021/22 – month six position.

**Appendix 1 – Place Directorate - HRA Revenue Projection: 2021/22 – Month Six Position**

	<b>2021/22 Budget £m</b>	<b>2021/22 Forecast £m</b>	<b>2021/22 Forecast Variance £m</b>
<b>Net Income</b>	<b>102.699</b>	<b>103.786</b>	<b>(1.087)</b>
<b>Expenditure</b>			
Housing Management	34.088	34.775	<b>0.687</b>
Repairs and Maintenance	18.268	19.099	<b>0.831</b>
Environmental Maintenance	2.753	2.498	<b>(0.255)</b>
Covid-19 Specific Costs*	0.000	1.480	<b>1.480</b>
Debt Servicing	37.649	33.498	<b>(4.151)</b>
Contribution to Strategic Housing Investment Fund	9.941	12.437	<b>2.496</b>
<b>Total Expenditure</b>	<b>102.699</b>	<b>103.786</b>	<b>1.087</b>

**Notes:**

The Strategic Housing Investment Fund is made up of the Repairs and Renewals Reserve and the Council Tax Discount Fund. It is an element of the funding strategy for the capital investment programme.

\*Denotes additional costs attributable to ways of working which are compliant with public health guidance. This figure will form part of a submission made to the Convention of Scottish Local Authorities.

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Homelessness and Housing Support - Revenue Monitoring 2021/22 – month six position

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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1.1 Members of the Housing, Homelessness and Fair Work Committee are asked to note:

1.1.1 A net residual budget pressure of £2.8m for the Homelessness and Housing Support service at month six; and

1.1.2 The potential recurring aspects of this in-year pressure.

#### **Paul Lawrence**

Executive Director of Place

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## Homelessness and Housing Support - Revenue Monitoring 2021/22 – month six position

### 2. Executive Summary

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- 2.1 The report sets out the 2021/22 projected month six revenue monitoring position for the Homelessness and Housing Support service, based on analysis of actual expenditure and income to the end of September 2021, and expenditure and income projections for the remainder of the financial year.
- 2.2 The projected net residual pressure is £2.8m.
- 2.3 The Interim Service Director, Housing Family Support and Fair Work is fully committed to making all efforts to identify management action to reduce the budget pressures, while addressing the impact of the pandemic.

### 3. Background

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- 3.1 Homelessness and Housing Support is in the process of transferring to the Housing, Family Support and Fair Work service area within the Place directorate.
- 3.2 The 2020/21 net budget for Homelessness and Housing Support was £30.7m, prior to the in-year provision of COVID-19 related additional funding of £8.8m and this has increased to £43.9m in 2021/22 to take account of the full year impact of the increased use of temporary accommodation during the COVID-19 pandemic.
- 3.3 This report sets out the projected position for the Homelessness and Housing Support revenue budget for 2021/22.

### 4. Main report

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#### 2021/22 - month 6 forecasts

- 4.1 The households in temporary accommodation increased from 3,570 at March 2020 to 4,431 at March 2021 as a result of responding to the COVID-19 pandemic. To acknowledge the ongoing financial impact of this growth the Council approved additional funding of £12m for 2021/22. In addition, a further amount of £0.4m was approved to increase preventative services to be used in conjunction with £0.563m



of additional COVID-19 related Rapid Re-housing Transition Plan (RRTP) funding provided by the Scottish Government.

- 4.2 During 2021/22 there have been small monthly increases with 4,525 households in temporary accommodation at September. During October the Welcome Centre opened resulting in an increase to 4,587 households. The financial impact of this growth has been partly mitigated through the renegotiation of B&B rates.
- 4.3 Based on expenditure for April to September and assuming the same level of growth continues for the remainder of the year there is a forecast residual pressure of £2.8m. This pressure may be partially mitigated should the Scottish Government provide further COVID-19 related funding for support during the winter period, as provided in 2020/21.
- 4.4 A significant contributor to the increase in costs seen during the pandemic is the response required to support clients with limited or no recourse to public funds (NRPF). There has been a near six-fold increase in the number of European Economic Area nationals and those with no recourse to public funds requiring to be accommodated to support wider public health objectives. The estimated additional net cost for 2021/22, compared to pre-pandemic levels in 2019/20, is £6m. Research undertaken by CoSLA has shown this to be a specific Edinburgh issue and officers are working with colleagues at CoSLA and the Scottish Government to explore potential funding opportunities to address at least some of the pressure concerned.
- 4.5 The financial responsibility for Housing First was taken on by the Council from 1 October 2021 and is estimated to cost £0.38m this year and this is factored into the above forecast. The full-year costs for 2022/23 are estimated at £0.9m and have been factored into the financial planning assumptions.
- 4.6 The financial impact for the remainder of 2021/22 and future years will depend on a number of factors such as: the number of homeless presentations as restrictions are relaxed, how quickly allocations to permanent accommodation can be made, the implementation of new legislation relating to the removal of local connection and Scottish Government requirements regarding support for clients with no recourse to public funds. The service is also actively working to change the mix of temporary accommodation towards more efficient and suitable accommodation, reduce unit costs through the new Flexible Purchasing System and embed new preventative services, all of which would have a positive financial impact.
- 4.7 The financial planning assumptions for 2022/23 take account of the increased growth seen this year. The additional funding provided this year has been increased by a further £3m to a total of £15m. This is the amount required to support the number of households in place at September 2021. This position will be influenced by the factors identified in 4.6 above and will be kept under constant review with any implications captured in future revenue monitoring and budget development reports to Finance and Resources Committee and this committee.

## **5. Next Steps**

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- 5.1 Work is ongoing to identify mitigating measures and to change the current mix of temporary accommodation, reducing the reliance on expensive and unsuitable accommodation.
- 5.2 The service is also engaging with the Scottish Government through CoSLA in relation to the ongoing cost and support arrangements for clients with NRPF. This is a significant pressure and is a direct impact of complying with Public Health restrictions during the pandemic.
- 5.3 The service is actively implementing preventative services to support households and avoid the need for them to enter temporary accommodation. Services are also being implemented to target households currently in temporary accommodation to ensure all options are being considered in assisting them, where appropriate, to achieve a settled tenancy. The impact of these services will be actively monitored and reported to the Council Leadership Team on a regular basis.
- 5.4 Officers will continue to seek to identify appropriate properties for use as Home Share as instructed by members.
- 5.5 Officers will work with partners and landlords in the city to increase the amount of suitable temporary accommodation available.

## **6. Financial impact**

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- 6.1 The report highlights that additional funding of £15m was approved for 2021/22 to address the ongoing impacts of COVID-19 and at month six there is a residual forecast pressure of £2.8m.
- 6.2 This position is subject to active monitoring, management of risks and identification of further mitigation.

## **7. Stakeholder / Community Impact**

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- 7.1 A detailed report summarising the response to the Council's engagement on budget priorities for 2021/22 and beyond was considered by the Finance and Resources Committee on 2 February and referred on to Council as part of the 2021/22 budget-setting meeting.
- 7.2 There is no direct relevance of the report's contents to impacts on carbon, adaptation to climate change and sustainable development. The Council's revenue budget includes expenditure impacting upon carbon, adaptation to climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

## **8. Background reading / external references**

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8.1 None.

## **9. Appendices**

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9.1 None.

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Place Services Internal Audit – Actions Update

Executive/routine Wards Council Commitments	Routine All
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### 1. Recommendations

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- 1.1 Housing, Homelessness and Fair Work Committee is asked to note the progress made on the overdue Internal Audit management actions relating to the Housing Property and Homelessness services and the audit actions, which have been agreed corporately, and which services which sit within the remit of this Committee are working on.

**Paul Lawrence**

Executive Director of Place

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## Place Services Internal Audit – Actions Update

### 2. Executive Summary

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- 2.1 This report sits alongside the referral report from the Governance, Risk and Best Value Committee on 14 December 2021 on overdue findings and provides an update on progress on management actions arising from Internal Audits which specifically relate to services which fall within the remit of this Committee.

### 3. Background

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- 3.1 On 14 December 2021, the Governance, Risk and Best Value Committee considered a report on overdue findings and key performance indicators presented by Internal Audit. This report was based on information prepared 5 November 2021.
- 3.2 This report was referred to Housing, Homelessness and Fair Work Committee for information and is included on this meeting agenda.

### 4. Main report

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- 4.1 The Internal Audit report includes two management actions which relate to Internal Audit CW1910 – Life Safety. These are referenced in Appendix 2 of the original report. Both actions were low rated findings:
- 4.1.1 Issue 4.1.1 - this management action relates to taking a refreshed approach to water risk assessments. The implementation date has been revised to 31/03/2023 to reflect that a new service will be fully operational by the end of calendar year 2021 and therefore to provide a full year of evidence to support action closure.
- 4.1.2 Issue 4.1.2– this management action related to investigating the feasibility of implementing a technology solution to enable recording of the outcomes of fire inspections in low rise buildings where the Council has responsibility. A technology solution has been progressed and Internal Audit have agreed to close this action.
- 4.2 There are a small number of overdue management actions which relate to Internal Audits on Council processes which are being implemented across all Council

Services. These include services within the remit of this Committee. These include:

#### **RES1809 – Supplier Management Framework and CIS Payments**

- 4.2.1 Outstanding actions relate to support and guidance for contract managers, and risk assessments for tier 1 and 2 contracts. Evidence has now been submitted for action 1.3(3) and closure is awaiting IA review.

#### **CE1902 – Policy Management Framework**

- 4.2.2 Issue 1.2b – relates to a review of the completeness and accuracy of the Council’s policies and online policy register. This action has since been marked as implemented and closure is awaiting Internal Audit review.

#### **CW1702 - Resilience BC**

- 4.3.3 The actions under this audit all now have revised implementation dates to recognise that the Council will prepare new Business Impact Assessments once service resumption post COVID-19 is completed and a new Senior Management Structure for the Council has been implemented.

#### **CW1914 -Unsupported Technology (Shadow IT) and End User Computing**

- 4.3.3 Issue 2 – relates to second line assurance to confirm that relevant security, information and resilience risks associated with ongoing use of shadow IT and end user computing applications are being effectively managed by directorates and divisions. This will be assessed in line with the assurance process for the 2021/22 financial year.

## **5. Next Steps**

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- 5.1 Officers will continue to progress with implementation of management actions arising from Internal Audits and will aim to conclude these within the agreed timescales.

## **6. Financial impact**

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- 6.1 There are no financial impacts arising from this report.

## **7. Stakeholder/Community Impact**

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- 7.1 None.

## **8. Background reading/external references**

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- 8.1 None.

**9. Appendices**

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9.1 None.



# Housing, Homelessness and Fair Work Committee

10.00am, Thursday 20 January 2022

## Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – referral from the Governance, Risk and Best Value Committee

Executive/routine Wards Council Commitments	Executive
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### 1. For Decision/Action

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- 1.1 The Governance, Risk and Best Value Committee has referred the attached report to the Housing, Homelessness and Fair Work Committee for ongoing scrutiny of relevant overdue management actions.

**Stephen S. Moir**  
Executive Director of Corporate Services

Contact: Emily Traynor, Assistant Committee Officer  
Legal and Assurance Division, Corporate Services  
E-mail: [emily.traynor@edinburgh.gov.uk](mailto:emily.traynor@edinburgh.gov.uk)

# Referral Report

## Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – referral from the Governance, Risk and Best Value Committee

### 2. Terms of Referral

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- 2.1 On 14 December 2021, the Governance, Risk and Best Value Committee considered a report on the Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021. The report confirmed the three-month completion date extension agreed by the GRBV Committee in September 2021 had been applied to all open and overdue agreed management actions, with revised dates reflected.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the status of the overdue Internal Audit findings as at 5 November 2021;
  - 2.2.2 To note that the three-month completion date extension agreed at the September 2021 Committee reflecting ongoing Covid-19 pressures across the Council had now been applied to all open and overdue agreed management actions;
  - 2.2.3 To note the status of IA Key Performance Indicators for audits that were either completed or in progress as at 5 November 2021;
  - 2.2.4 To refer the report to the relevant Council committees for ongoing scrutiny of their relevant overdue management actions;
  - 2.2.5 To refer the report to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.
- 2.3 Following requests for clarification on the specific Internal Audit overdue findings that parent executive committees should focus on, an exercise has been completed that maps the findings included in this report to the specific committee based on their responsibilities detailed in the Council's committee terms of reference.
- 2.4 This exercise has identified an anomaly as there is currently no linear relationship between individual audit reports and committees, as it is possible for scrutiny of the actions in one Internal Audit report to be allocated across a number of Committees.

For example, a review of Planning or Licensing could potentially result in operational service delivery actions being allocated to the Planning Committee and/or Regulatory Committee, with actions that relate to the ICT arrangements that these teams use being allocated to the Finance and Resources Committee.

- 2.5 As part of preparations for the new Council following the May 2022 Local Government elections, we will complete further work on this area to determine whether there is a more effective way of ensuring a more linear allocation of responsibility for executive committee and oversight of overdue IA actions.
- 2.6 In the meantime, the information provided to each committee is based upon the allocation of agreed management actions in line with each committee's current terms of reference. A copy of the full report is also available online, with a link include in the background section of this referred report for reference.

### **3. Background Reading/ External References**

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- 3.1 [Minute of the Governance, Risk and Best Value Committee – 14 December 2021](#)
- 3.2 [Governance, Risk and Best Value Committee – 14 December 2021 webcast](#)
- 3.3 [Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – full report to GRBV Committee](#)

### **4. Appendices**

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Appendix 1 – report by the Chief Internal Auditor

# Governance, Risk and Best Value Committee

10:00am, Tuesday, 14 December 2021

## Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021

Item number  
Executive/routine                      Executive  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
- 1.1.1 notes the status of the overdue Internal Audit (IA) findings as at 5 November 2021;
  - 1.1.2 notes that the three-month completion date extension agreed at the September 2021 Committee reflecting ongoing Covid-19 pressures across the Council has now been applied to all open and overdue agreed management actions;
  - 1.1.3 notes the status of IA Key Performance Indicators (KPIs) for audits that are either completed or in progress as at 5 November 2021;
  - 1.1.4 refers this paper to the relevant Council Executive committees for ongoing scrutiny of their relevant overdue management actions; and,
  - 1.1.5 refers this paper to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

**Lesley Newdall**

Chief Internal Auditor

Legal and Assurance Division, Corporate Services Directorate

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## Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021

### 2. Executive Summary

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- 2.1 The three-month completion date extension agreed at the September 2021 Committee has now been applied to all open and overdue agreed management actions, with revised dates reflected in this report.
- 2.2 The impact of the extension is that completion dates for all open management actions that were not currently overdue in October (when the extension was applied) were extended by three months, and all overdue findings had their revised completion dates extended by three months. These revised dates are reflected in Appendix 2.

#### **Progress with Closure of Open and overdue Internal Audit findings**

- 2.3 The overall progress status for closure of overdue IA findings is currently amber (stable with limited change) as at 5 November 2021, based on the average position across the last three months.
- 2.4 Increasing trends in the proportion of open IA findings that are overdue (KPI 3 in Appendix 1); the proportion of low rated overdue findings (KPI 7); and the proportion of findings that are between 90 – 180 days overdue are evident in the last month, together with a decrease in the number of overdue findings currently being reviewed by IA to determine whether they can be closed (KPI 4).
- 2.5 These increasing trends in the last month are partially offset by improvement in the proportion of IA findings that are between six months and one year overdue.
- 2.6 Whilst progress with implementation of agreed management actions has remained relatively stable across the last quarter, there has been an increase in the proportion of overdue management actions in the last month.
- 2.7 Positive progress with management actions where the latest date has been missed, or the date revised more than once in the last month, is mainly attributable to application of the three month completion date extension.
- 2.8 These outcomes confirm that further sustained focus is required on closure of overdue findings, particularly those more than one year, and between three and six

months overdue. It is also important to ensure that open findings that are not overdue are closed by their originally agreed implementation dates.

- 2.9 Further detail on the monthly trends in open and overdue findings is included at Appendix 1.

### **Current position as at 5 November 2021**

- 2.10 A total of 108 open IA findings remain to be addressed across the Council as at 5 November 2021. This excludes open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.
- 2.11 Of the 108 currently open IA findings:
- 2.11.1 a total of 53 (49%) are open, but not yet overdue;
  - 2.11.2 55 (51%) are currently reported as overdue as they have missed the final agreed implementation dates. This reflects a decrease of 2% in comparison to the August 2021 position (53%).
  - 2.11.3 69% of the overdue findings are more than six months overdue, reflecting a decrease of 9% in comparison to August 2021 (78%) with 16% aged between six months and one year, and 53% more than one year overdue.
  - 2.11.4 evidence in relation to 5 of the 55 overdue findings is currently being reviewed by IA to confirm that it is sufficient to support closure; and,
  - 2.11.5 50 overdue findings still require to be addressed.
- 2.12 The number of overdue management actions associated with open and overdue findings where completion dates have been revised more than once since July 2018 is 44, reflecting a decrease of 4 when compared to the August 2021 position (48). This excludes the two completion date extensions applied to reflect ongoing Covid-19 impacts across the Council.

### **Annual Plan Delivery and Key Performance Indicators**

- 2.13 IA Key Performance Indicators (KPIs) to support effective delivery of the 2021/22 IA annual plan has confirmed that action is required to ensure that services are aware of the KPIs that apply to the audit process and engage proactively with IA to ensure that any potential impacts that could cause delays are identified and effectively managed.
- 2.14 The KPIs also highlight areas where IA has not achieved their reporting delivery timeframes.
- 2.15 Reasons for delayed IA annual plan delivery that underpin KPI outcomes were discussed at the November 2021 Committee.

### **3. Background**

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- 3.1 Overdue findings arising from IA reports are reported monthly to the Corporate Leadership Team (CLT) and quarterly to the GRBV Committee.
- 3.2 This report specifically excludes open and overdue findings that relate to the Edinburgh Integration Joint Board (EIJB) and the Lothian Pension Fund (LPF). These are reported separately to the EIJB Audit and Assurance Committee and the Pensions Audit Sub-Committee respectively.
- 3.3 Findings raised by IA in audit reports typically include more than one agreed management action to address the risks identified. IA methodology requires all agreed management actions to be closed in order to close the finding.
- 3.4 The IA definition of an overdue finding is any finding where all agreed management actions have not been evidenced as implemented by management and validated as closed by IA by the date agreed by management and IA and recorded in relevant IA reports.
- 3.5 The IA definition of an overdue management action is any agreed management action supporting an open IA finding that is either open or overdue, where the individual action has not been evidenced as implemented by management and validated as closed by IA by the agreed date.
- 3.6 Where management considers that actions are complete and sufficient evidence is available to support IA review and confirm closure, the action is marked as 'implemented' by management on the IA follow-up system. When IA has reviewed the evidence provided, the management action will either be 'closed' or will remain open and returned to the relevant owner with supporting rationale provided to explain what further evidence is required to enable closure.
- 3.7 A 'started' status recorded by management confirms that the agreed management action remains open and that implementation progress ongoing.
- 3.8 A 'pending' status recorded by management confirms that the agreed management action remains open with no implementation progress evident to date.
- 3.9 An operational dashboard has been designed to track progress against the key performance indicators included in the IA Journey Map and Key Performance Indicators document that was designed to monitor progress of both management and Internal Audit with delivery of the Internal Audit annual plan. The dashboard is provided monthly to the Corporate Leadership Team and quarterly to the Committee to highlight any significant delays that could potentially impact on delivery of the annual plan.

### **4. Main report**

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- 4.1 As at 5 November 2021, there are a total of 108 open IA findings across the Council with 55 findings (51%) now overdue.

4.2 The movement in open and overdue IA findings during the period 11 August to 5 November 2021 is as follows:

Analysis of changes between 11/08/2021 and 05/11/2021				
	Position at 11/08/21	Added	Closed	Position at 05/11/21
<b>Open</b>	96	20	8	108
<b>Overdue</b>	51	8	4	55

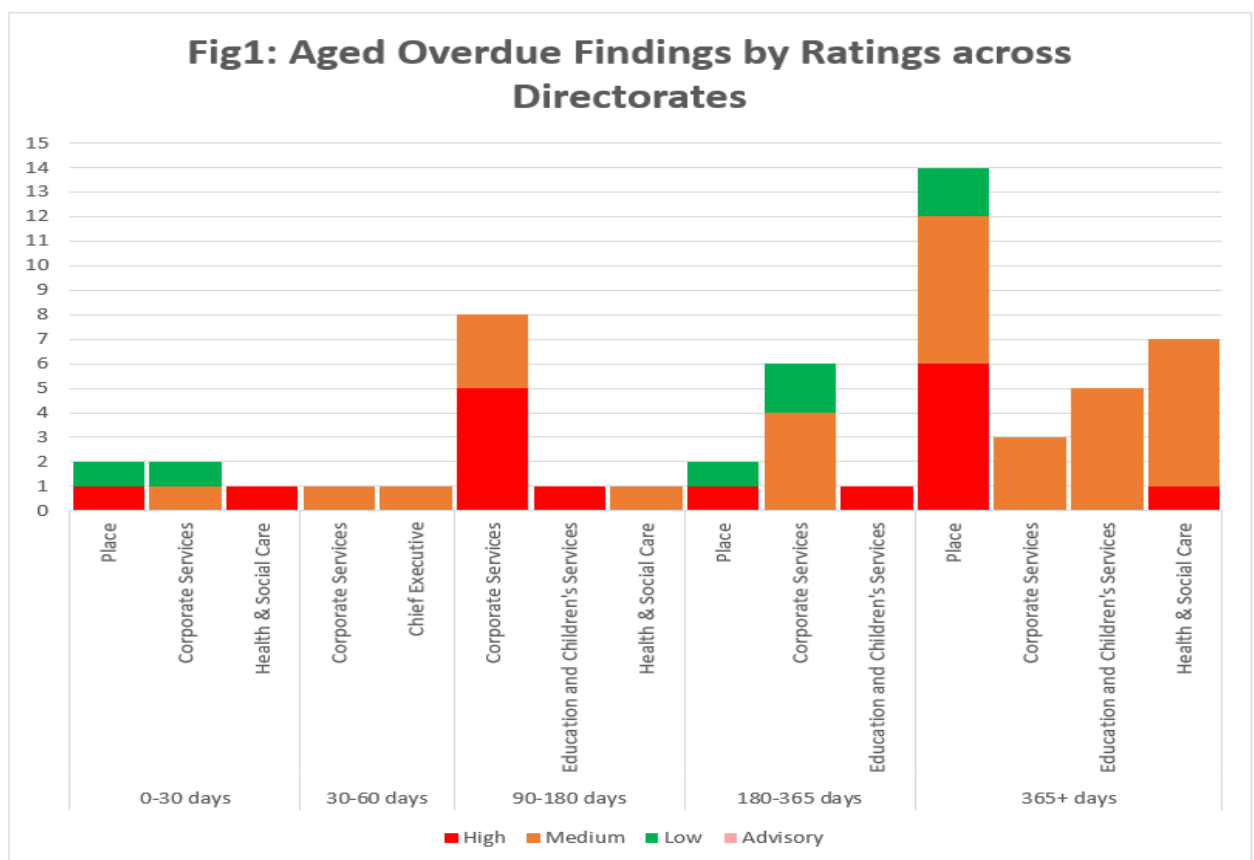
### Overdue Findings

4.3 The 55 overdue findings comprise 17 High; 31 Medium; and 7 Low rated findings.

4.4 However, IA is currently reviewing evidence to support closure of 5 of these findings (2 High; 1 Medium; and 2 Low), leaving a balance of 50 overdue findings (15 High; 30 Medium; and 5 Low) still to be addressed.

### Overdue findings ageing analysis

4.5 Figure 1 illustrates the ageing profile of all 55 overdue findings by rating across directorates as at 5 November 2021.





4.6 The analysis of the ageing of the 55 overdue findings outlined below highlights that Directorates made good progress last quarter with resolving findings less than three months and between six months and one year overdue, as the proportion of these findings has decreased. However, this is offset by an increase in the proportion of findings overdue between three and six months, and a consistent position with findings that are more than one year overdue.

- 7 (13%) are less than 3 months (90 days) overdue, in comparison to 18% as at August 2021;
- 10 (18%) are between 3 and 6 months (90 and 180 days) overdue, in comparison to 4% as at August 2021;
- 9 (16%) are between 6 months and one year (180 and 365 days) overdue, in comparison to 25% as at August 2021; and,
- 29 (53%) are more than one year overdue, which remains the same as the position reported in August 2021.

#### **Management Actions Closed Based on Management's Risk Acceptance**

4.7 During the period 11 August to 5 November 2021, the following management action has been closed on the basis that management has retrospectively accepted either the full or residual elements of the risks highlighted by IA in the original audit report.

4.7.1 Council Wide (all Directorates) First Line Project Governance – Project Management Skills Matrix (medium) - management has accepted the risks associated with not implementing and maintaining a centralised project management skills matrix to ensure that employees with appropriate project management skills and experience are allocated to projects, as this would require resource from both the Strategic Change and Delivery and Human Resources teams. Management has advised that this additional resource is not available, and that existing Strategic Change and Delivery team resources should continue to focus on continuing to support teams across the Council to deliver change.

#### **Agreed Management Actions Analysis**

4.8 The 108 open IA findings are supported by a total of 259 agreed management actions. Of these, 141 (54%) are overdue as the completion timeframe agreed with management when the report was finalised has not been achieved. This reflects a 2% decrease from the August 2021 position (56%).

4.9 Of the 141 overdue management actions, 28 have a status of 'implemented' and are currently with IA for review to confirm whether they can be closed, leaving a balance of 113 to be addressed.

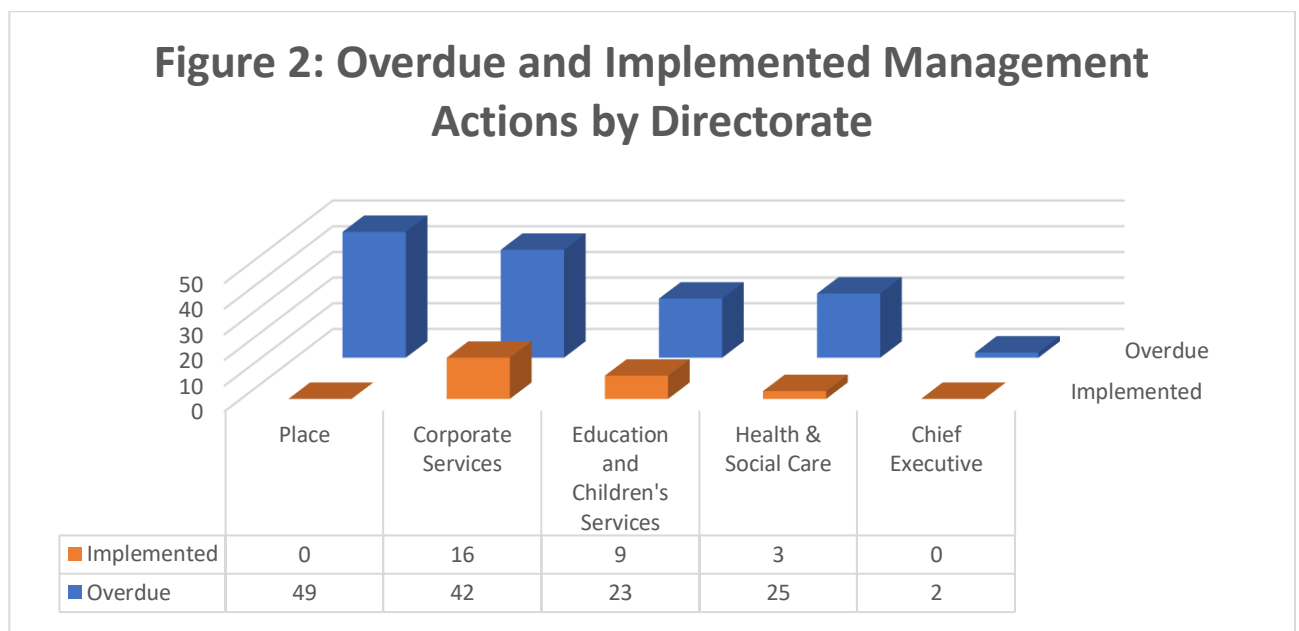
4.10 Appendix 2 provides an analysis of the 141 overdue management actions highlighting:

- their current status as at 5 November 2021 with:

- 28 implemented actions where management believe the action has been completed and it is now with IA for validation;
  - 101 started where the action is open, and implementation is ongoing; and
  - 12 pending where the action is open with no implementation progress evident to date.
- 34 instances (24%) where the latest implementation date has been missed; and
  - 44 instances (31%) where the implementation date has been revised more than once.

4.11 Appendix 2 has also been updated to reflect the relevant Executive Committees that should be responsible for ongoing scrutiny of the overdue management actions.

4.12 Figure 2 illustrates the allocation of the 141 overdue management actions across Directorates, and the 28 that have been passed to IA for review to confirm whether they can be closed.



4.13 IA has continued to achieve its established KPI for reviewing all implemented management actions within four weeks of the date they are proposed for closure by management.

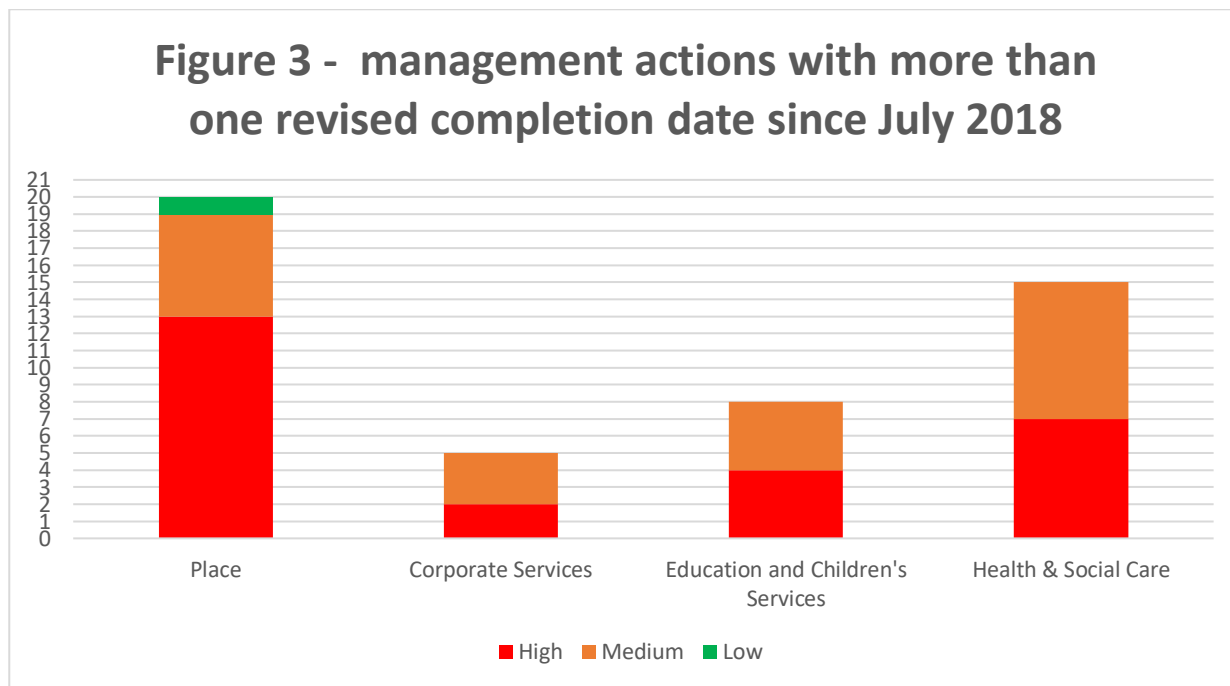
4.14 Where implementation dates longer than four weeks occur, these are supported by feedback to management requesting either additional evidence or a discussion to explain the context of the evidence provided. Where this is not provided by services within a further four weeks, the status of the action is reverted to 'started' until the further information requested is provided.

### **More Than One Revised Implementation Date**

4.15 Figure 3 illustrates that there are currently 48 open management actions (including those that are overdue) across directorates where completion dates have been

revised between two and six times since July 2018. This number excludes the two automatic extensions applied by IA to reflect the impact of Covid-19.

- 4.16 This remains aligned with the position reported in August 2021 (48).
- 4.17 Of these 48 management actions, 26 are associated with High rated findings; 21 Medium; and 1 Low, with the majority of date revisions in the Place directorate.



**Key Performance Themes Identified from the IA Dashboard**

- 4.18 The IA key performance indicator dashboard has been reinstated for 2021/22 to support delivery of the annual plan by both services and the IA team; and prevent delays in completion of audits and finalisation of the IA annual opinion.
- 4.19 Reintroduction of the KPIs supported by monthly reporting to the Corporate Leadership Team and quarterly to the Committee will highlight any significant delays that could potentially impact on delivery of the annual plan, and is aligned with the requirements of both the motion and addendum agreed at Committee in August 2021 requesting that audits will be carried out in line with the timescales set out in the agreed audit plan.
- 4.20 Two audits that were included in the dashboard presented to the Committee in September (Health and Social Care Partnership: Management of Waiting Lists and Assessments; and Place: Active Travel) have been paused and carried forward into the 2022/23 IA annual plan following the rebase of the annual plan approved by the Committee in November 2021, and have now been removed from the dashboard.
- 4.21 The dashboard included at Appendix 3 reflects the current status for the 11 audits in progress where terms of reference detailing the scope of the planned reviews have been issued. This highlights that:

- 4.21.1 Services are consistently taking longer than the 5 day KPI for feedback on draft IA terms of reference, with feedback received within the 5 days for only 2 audits.
- 4.21.2 Executive Directors are generally providing feedback on draft terms of reference within the agreed 5 day response times. Delays are mainly attributable to Council wide audits where responses are not consistently received from all Executive Directors.
- 4.21.3 Internal Audit reporting delays for the Planning and Performance Framework and Health and Safety audits were highlighted in the report presented to Committee in September, and has experienced a further delay with preparing and issuing the Parking and Traffic Regulations audit report. This was mainly attributable to the timing of annual leave.
- 4.21.4 There have also been significant delays with receipt and finalisation of management responses for the Implementation of Asbestos Recommendations and Parking and Traffic Regulations audits, and a delay in finalising Executive Director approval of the Planning and Performance Framework report.

## **5. Next Steps**

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- 5.1 IA will continue to monitor the open and overdue findings position and delivery against key performance indicators, providing monthly updates to the CLT and quarterly updates to the GRBV Committee.

## **6. Financial impact**

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- 6.1 There are no direct financial impacts arising from this report, although failure to close findings and address the associated risks in a timely manner may have some inherent financial impact.

## **7. Stakeholder/Community Impact**

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- 7.1 If agreed management actions supporting closure of Internal Audit findings are not implemented, the Council will be exposed to the service delivery risks set out in the relevant Internal Audit reports. Internal Audit findings are raised as a result of control gaps or deficiencies identified during reviews therefore overdue items inherently impact upon effective risk management, compliance and governance.

## **8. Background reading/external references**

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- 8.1 [Internal Audit Overdue Findings and Key Performance Indicators as at 11 August 2021 – Paper 8.1](#)
- 8.2 [Capacity to Deliver the 2021/22 IA Annual Plan – Paper 8.3](#)

8.3 [Internal Audit Journey Map and Key Performance Indicators - Paper 7.6 Appendix 3](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Monthly Trend Analysis of IA Overdue Findings and Management Actions
- 9.2 Appendix 2 – Internal Audit Overdue Management Actions as at 5 November 2021
- 9.3 Appendix 3 – Internal Audit Key Performance Indicators as at 5 November 2021

# Appendix 1 - Monthly Trend Analysis of IA Overdue Findings and Management Actions

Stable with limited change

As at 5 November 2021

Key Performance Indicator (KPI)	11/06/2021		07/07/2021		11/08/2021		23/09/2021		05/11/2021		Trend	
<b>IA Findings</b>												
1 Open findings	89	100%	85	100%	96	100%	113	100%	108	100%	Not applicable	
2 Not yet due	34	38%	32	38%	45	47%	64	57%	53	49%	Not applicable	
3 Overdue findings	55	62%	53	62%	51	53%	49	43%	55	51%		
4 Overdue - IA reviewing	12	22%	8	15%	3	6%	9	18%	5	9%		
5 High Overdue	18	33%	18	34%	17	33%	16	33%	17	31%		
6 Medium Overdue	30	55%	29	55%	28	55%	29	59%	31	56%		
7 Low Overdue	7	13%	6	11%	6	12%	4	8%	7	13%		
8 <90 days overdue	7	13%	9	17%	9	18%	6	12%	7	13%		
9 90-180 days overdue	8	15%	3	6%	2	4%	6	12%	10	18%		
10 180-365 days overdue	10	18%	15	28%	13	25%	11	22%	9	16%		
11 >365 days overdue	30	55%	26	49%	27	53%	26	53%	29	53%		
<b>Management Actions</b>												
12 Open actions	236	100%	218	100%	233	100%	277	100%	259	100%	Not applicable	
13 Not yet due	96	41%	83	38%	103	44%	154	56%	118	46%	Not applicable	
14 Overdue actions	140	59%	135	62%	130	56%	123	44%	141	54%		
15 Overdue - IA reviewing	40	29%	28	21%	17	13%	35	28%	28	20%		
16 Latest date missed	77	55%	43	32%	70	54%	52	42%	34	24%		
17 Date revised > once	60	43%	51	38%	48	37%	46	37%	44	31%		

## Trend Analysis - key



Adverse trend - action required

Stable with limited change

Positive trend with progress evident

*No trend analysis is performed on open findings and findings not yet due as these numbers will naturally increase when new IA reports are finalised.*

Appendix 2 - Internal Audit Overdue Management Actions as at 5 November 2021

Glossary of Terms

1. Executive Committee – This is the relevant Executive Committee that should have oversight of completion of agreed management actions
2. Project Name – This is the name of the audit report.
3. Issue Type – This is the priority of the audit finding, categorised as Critical; High; Medium; or Low
3. Issue Title - this is the title of the issue in the Original IA Report
4. Owner – The Executive Director responsible for implementation of the action.
5. Recommendation Title - this is the title of the recommendation in the original IA report
6. Agreed Management action – This is the action agreed between Internal Audit and Management to address the finding.
7. Status – This is the current status of the management action. These are categorised as:
  - Pending (the action is open and there has been no progress towards implementation),
  - Started (the action is open, and work is ongoing to implement the management action), and
  - **Implemented** (the service area believes the action has been Implemented and this is with Internal Audit for validation).
8. Estimated date – the original agreed implementation date.
9. Revised date – the current revised date. **Red** formatting in the dates field indicates the last revised date is overdue.
10. Number of revisions – the number of times the date has been revised since July 2018.
11. **Amber** formatting in the dates field indicates the date has been revised more than once.
12. Contributor – Officers involved in implementation of an agreed management action.

Executive Committee	Project Name	Issue Type	Issue Title	Owner	Recommendation Title	Agreed Management Action	Status	Estimated Implement Date	No of Revisions	Revised Implement Date	Contributors
Page 191 All Executive Committees	Assurance Actions and Annual Governance Statements	Medium	CW1903 Issue 1: Assurance Management Framework	Stephen Moir, Executive Director, Corporate Services	CW1903 Issue 1.1c: Develop and implement an assurance management framework	An assurance management framework will be developed and implemented that covers the points raised by Internal Audit and includes: liaison with directorates to assess current and best practice; clearly defined roles and responsibilities for first line directorates and the second line Corporate Governance team; process flow; monitoring / reporting / closure requirements; an assessment of existing automated tools to determine whether they can support the process; issue guidance; The framework will be implemented and rolled out across Council divisions and directorates to support completion of the 2021/22 annual governance statement for inclusion in the Council's 31 March 2022 annual financial statements.	Started	31/12/20	3	30/12/21	Chris Peggie Gavin King Hayley Barnett Laura Callender Layla Smith Michelle Vanhegan Mirka Vybiralova Nick Smith
	Housing, Homelessness and Fair Work	Low	CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes	Paul Lawrence, Executive Director of Place	CW1910 Rec. 4.1.1 Housing Property Services – water risk assessments	1. The Scientific Services team have reviewed the comment above against current legislation and will implement the following refreshed approach: Rather than a rolling programme covering all 20,000 Housing Property Services (HPS) properties equally, different types of property are classed in different priority risk categories. The Council has responsibility for 44 multi storey blocks and 33 Sheltered Housing complexes. These properties are all classed as high risk and assessments will be carried out within the stated two year period currently specified in the Council's water policy, and then every two years going forward. The remaining properties on the Housing estate are considered low level priority and legislation states that these surveys should be undertaken over a five year period. Risk assessments will be carried out on sample properties for these low risk properties. For example, in a street of 100 homes with 20 different house types, only 20 surveys would be required. 2. Providing that Housing Property Services as the risk owner allocate sufficient budget resource, Scientific Services are comfortable that this work will not put a strain on their current resources and as the approach adopted is in line with the Council's Water Safety Policy and applicable regulations, there is no need to record completion in relevant divisional and directorate risk registers.	Started	31/12/20	0	31/03/21	Alison Coburn Gareth Barwell Jemma Tennant Matthew MacArthur Nicky Brown Robbie Beattie Ross Murray
	Housing, Homelessness and Fair Work	Low	CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes	Paul Lawrence, Executive Director of Place	CW1910 Rec. 4.1.2 Housing Property Services – fire safety inspections in low rise properties	Housing Property Services will investigate the feasibility of implementing a technology solution to enable recording of the outcomes of fire inspections in low rise buildings where the Council has responsibility with Digital Services. If a solution is feasible, a change request for implementation of the new system will be prepared and submitted to CGI, the Council's technology partner.	Started	18/12/20	0	18/03/21	Alison Coburn Alistair Latona Matthew MacArthur Nicky Brown Patricia Blore Ross Murray Willie Gilhooly
	Housing, Homelessness and Fair Work	Unsupported Technology (Shadow IT) and End User Computing	High	CW1914 Issue 2: Ongoing shadow IT and end user computing management	Paul Lawrence, Executive Director of Place	CW1914 Rec 2.1b - Second line assurance and oversight (Place)	The following actions were discussed and agreed by the Council's Corporate Leadership Team and will be applied by all first line divisions and directorates. 1. divisions and directorates will confirm whether they are consistently applying shadow IT framework and meet the requirements of the Council's externally hosted ICT services protocol in their annual assurance statements, and with any gaps or instances of non-compliance disclosed; 2. reliance will be placed on third line oversight by Internal Audit (IA), acknowledging that the	Started	30/07/21	1	30/12/21

Appendix 3 - Internal Audit Key Performance Indicators as at 5 November 2021

Directorate	Department	Review	Audit Status	Terms of Ref	Terms of Ref	Close out	Report		Mgt Resps	Final Draft	Director	Final Report	Team Central	Comments
				Service Resps <=5 days post	Director Resps <=5 days post	<=5days after fieldwork complete	Issued by IA <=10 days post close	W/Shop <=5 days after report issued	Agreed <=5days post	to Directors <=5 days post Mgt	Approval <= 3 days from	issued by IA <= 5 days post Director	Updated by IA <=5 days of final report	
Corporate Services	Legal and Assurance	Elections in Covid Environment - design review	Complete	3	2	1	10	N/A	N/A	2	1	1	7	Final report issued to AK 31.5.21 Draft report comments requested by 21/05
Corporate Services	Human Resources	Scottish Local Govt Living Wage - design review	Complete	17	1	8	9	4	1	1	2	5	N/A	Final report issued on 28.10.21. Survey issued on 29.10.21.
Corporate Services	Human Resources	Employee Lifecycle and Data Management	Reporting	13	2	0	0	0	0	0	0	0	0	Fieldwork now complete. Waiting for responses from HR on fieldwork outcomes prior to drafting report.
Corporate Services	Strategic Change and Delivery	Planning and Performance Framework design review	Reporting	26	2	3	35	15	13	9	0	0	0	Report issued to Exec Director on 24th September; awaiting responses.
Council Wide	CHS; P&FM; HPS	Health and Safety - Implementation of asbestos recommendations	Reporting	6	6	34	17	4	0	0	0	0	0	Management responses were due 3 November - not all have been received.
Council Wide	Council Wide	Fraud and Serious Organised Gavin	Fieldwork	74	64	0	0	0	0	0	0	0	0	Draft Tor to Executive Directors 06.09.21, final responses received (Place) 20.10.21. No responses received from some services.
Council Wide	N/A	Implementation of Whistleblowing and Child Protection Recommendations	Fieldwork	7	4	0	0	0	0	0	0	0	0	Fieldwork in progress
Educ & Child Servs	Criminal Justice	Criminal Justice	Fieldwork	12	1	0	0	0	0	0	0	0	0	Fieldwork will commence 8/11/21
Place	Place Mgt, Transport	Parking and Traffic Regulations	Reporting	4	2	3	24	2	0	0	0	0	0	ToR updated to reflect Covid-19 and issued 21/9 - Key contact on leave until 4/10 so due back 8/10 Ongoing discussion re management responses since 18/10/21. Delay in issuing report was due to annual leave in service which delayed confirmation of factual accuracy of findings.
Corporate Services	Digital Services	Digital and Smart Cities Strategy	Fieldwork	49	4	0	0	0	0	0	0	0	0	Fieldwork in progress and ongoing engagement with Executive Director re terms of reference.
Corporate Services	Customer	Council Tax and Business Rates	Fieldwork	7	5	0	0	0	0	0	0	0	0	Fieldwork delayed due to time required to extract data from source systems to support data analytics work.



# Housing, Homelessness and Fair Work Committee

10.00am, Thursday 20 January 2022

## Affordable Housing Tenures – referral from the Planning Committee

Executive/routine  
Wards  
Council Commitments

### 1. For Decision/Action

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- 1.1 The Planning Committee has referred a report on the Affordable Housing Tenures to the Housing, Homelessness and Fair Work Committee for information.

### Stephen Moir

Executive Director of Corporate Services

Contact: Veronica MacMillan, Committee Officer, Legal and Assurance Division,  
Corporate Services

E-mail: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk) | Tel: 0131 529 4283

# Referral Report

## Affordable Housing Tenures

### 2. Terms of Referral

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2.1 On the 1 December 2021, the Planning Committee considered a report that compared delivery of affordable homes through the Affordable Housing Policy (AHP) to housing need figures (estimated in the last Housing Need and Demand Assessment) and addressed the request for an assessment of all homes delivered by this policy in the last three years.

2.2 The Planning Committee agreed:

#### **Motion**

- 1) To agree that the content of the report discharged the remit of the adjusted motion approved By Planning Committee on 19 May 2021 to report back in two cycles on assessment of all homes delivered by the Affordable Housing Policy (AHP) in the last three years.
- 2) To note that an assessment of the impact of Low Cost Home Ownership (LCHO) would be carried out. Informal engagement would take place with private developers, Registered Social Landlords and Scottish Government regarding Golden Share tenure and support for LCHO.
- 3) To refer the report to the Housing, Homelessness and Fair Work Committee for its information.

- moved by Councillor Gardiner, seconded by Councillor Child

#### **Amendment**

- 1) To agree that the content of the report discharged the remit of the adjusted motion approved By Planning Committee on 19 May 2021 to report back in two cycles on assessment of all homes delivered by the Affordable Housing Policy (AHP) in the last three years.
- 2) To agree that an assessment of the impact of Low Cost Home Ownership (LCHO) and Below Market Rent (Mid Market Rent and Intermediate Rent) would be carried out; informal engagement would take place with private developers, Registered Social Landlords and Scottish Government regarding the Golden Share tenure, support for LCHO and Below Market Rent options, and a further report would be presented to committee in Summer 2022.

- 3) To refer the report to the Housing, Homelessness and Fair Work Committee for its information.

- moved by Councillor Booth, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), the Amendment was accepted as an addendum to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Gardiner:

- 1) To agree that the content of the report discharged the remit of the adjusted motion approved By Planning Committee on 19 May 2021 to report back in two cycles on assessment of all homes delivered by the Affordable Housing Policy (AHP) in the last three years.
- 2) To agree that an assessment of the impact of Low Cost Home Ownership (LCHO) and Below Market Rent (Mid Market Rent and Intermediate Rent) would be carried out; informal engagement would take place with private developers, Registered Social Landlords and Scottish Government regarding the Golden Share tenure, support for LCHO and Below Market Rent options, and a further report would be presented to committee in Summer 2022.
- 3) To refer the report to the Housing, Homelessness and Fair Work Committee for its information

## **3. Background Reading/ External References**

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- 3.1 [Webcast - Planning Committee - 1 December 2021](#)

## **4. Appendices**

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- 4.1 Appendix 1 – Report by the Executive Director of Place

# Planning Committee - Appendix 1

2.00pm, Wednesday, 1 December 2021

## Affordable Housing Tenures

Executive/routine Wards Council Commitments	Executive All
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### 1. Recommendations

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- 1.1 It is recommended that Planning Committee:
  - 1.1.1 Agree the content of this report discharges the remit of the adjusted motion approved at Planning Committee on 19 May 2021 to report back in two cycles on assessment of all homes delivered by the Affordable Housing Policy (AHP) in the last three years;
  - 1.1.2 Note that an assessment of the impact of Low Cost Home Ownership (LCHO) will be carried out. Informal engagement will take place with private developers, Registered Social Landlords and Scottish Government regarding the Golden Share tenure and support for LCHO; and
  - 1.1.3 Refers this report to Housing, Homelessness and Fair Work Committee for information.

**Paul Lawrence**

Executive Director of Place

Contact: Elaine Scott, Housing Services Manager

E-mail: [elaine.scott@edinburgh.gov.uk](mailto:elaine.scott@edinburgh.gov.uk) | Tel: 0131 529 2277

## Affordable Housing Tenures

### 2. Executive Summary

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- 2.1 The Affordable Housing Policy (AHP) provides an important source of land to support the delivery of the new supply of affordable housing. This report compares delivery of affordable homes through the AHP to housing need figures (estimated in the last Housing Need and Demand Assessment) and addresses the request for an assessment of all homes delivered by this policy in the last three years.

### 3. Background

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- 3.1 In 2000, Edinburgh was the first local authority to introduce an AHP in Scotland. The AHP is a planning policy which ensures that 25% of homes on all housing sites with 12 homes or more, are required to be affordable. The policy requires private housing developers to transfer a proportion of a housing site/land to affordable housing providers for affordable housing use.
- 3.2 On [24 August 2017](#), Council approved its five-year business plan. The plan sets out an objective to build 20,000 new affordable homes in the city over the following ten years. The AHP is an important delivery mechanism to meet this commitment. Prior to its introduction, the high demand for housing land in the city meant that affordable housing developers were often outbid by private housing developers and failed to acquire suitable land for affordable housing.
- 3.3 On [7 August 2019](#), Planning Committee noted an AHP Delivery report. This set out the strong performance of the AHP, with 3,828 onsite affordable homes being secured between 2013 and 2018. Nine out of ten planning applications of 20 or more homes resulted in onsite delivery of affordable homes.
- 3.4 On [14 January 2021](#), Housing, Homelessness and Fair Work Committee approved the Strategic Housing Investment Plan 2021-2026. This set out a pipeline of 10,036 affordable homes which could be approved for site start, with 11,370 anticipated completions between 2021 and 2026.
- 3.5 On [19 May 2021](#), Planning Committee approved the recommendations of the Affordable Housing Policy Update report. The report set out that delivery of the AHP had been strong and committed sums had assisted the delivery of 195 affordable homes.

- 3.6 In addition to the report recommendations on 19 May 2021, Planning Committee approved an adjusted motion which called for an assessment of all homes delivered by this policy in the last three years to be reported back to Committee within two cycles, and that this assessment should in particular examine the number of low cost home ownership (LCHO) and mid market rent (MMR) homes (subsidised and unsubsidised) delivered, whether the number of each category delivered is consistent with the Council's housing need and demand assessment, and whether a further adjustment to the Council's AHP is required as a result of that assessment.
- 3.7 On [29 September 2021](#), Planning Committee approved the recommendations of the City Plan 2030 - Approval of Proposed Plan for Statutory Representation Period report. The proposed plan, which includes the policy of 35% affordable housing as part of new residential developments, was approved for publication for the representation period.

## 4. Main report

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### Housing Need and Demand Assessment

- 4.1 A "Housing Need and Demand Assessment" uses past and present data to estimate future housing need. The six "South East Scotland" local authorities of Edinburgh, East Lothian, Midlothian, West Lothian, Fife and Scottish Borders carry out a joint Housing Needs and Demand Assessment.
- 4.2 A third South East Scotland Housing Need and Demand Assessment is underway, with the results expected in 2023. This considers the figures from the second "Housing Need and Demand Assessment", commonly referred to as "HoNDA2", which was estimated based on information from the preceding period and was given "robust and credible" status by Scottish Government in 2015.
- 4.3 Average household income in 2015 was set out in the Council's AHP as being £39,067. The current average household income figure is £45,443, which is an increase of 16%. However, this figure has not been updated since 2019 because of the Covid-19 pandemic, the resulting uncertain and fluctuating economic impact and the short-term impact of furlough schemes on household income.
- 4.4 The average house price in Edinburgh in January 2015 was £217,355, compared to an average house price in July 2021 which was £291,434, an increase of 34%. CityLets latest statistics show that Edinburgh rents have increased by around 14% in the last five years and 48% over the last ten years. The average rent is now £1,157 per calendar month.
- 4.5 HoNDA2 set out four possible scenarios for predicting future housing need; "Default", "Steady Recovery", "Wealth Distribution" and "Strong Economic Growth" with varying levels of economic recovery. Using those scenarios, it was projected that between 67,996 and 96,394 homes in total would be required over the period 2012 to 2032. These are split into number of social rent, below market rent, Private Rented Sector and owner occupied.

## **Social Rent**

4.6 The AHP enabled 563 social rented homes to be completed between 2018/19 to 2020/21. The total social rent need for Edinburgh in HoNDA2 is estimated at between 32,278 and 43,507 over the period 2012 to 2032, with an estimated need for between 1,281 and 2,271 social rented homes in the period 2017-2021. The Council's Affordable Housing Planning Policy has an aspiration that 70% of all new affordable housing should be social rent. It should be noted that 2,271 social rented homes would need grant funding of around £163 million and that not all sites are suitable or viable for social rent.

### **Mid Market Rent and Intermediate Rent**

4.7 Both Mid Market Rent (MMR) and Intermediate Rent contribute towards what the HoNDA defines as "below market rent", which is affordable housing for rent made available to households with average or below average household income (average household income in Edinburgh is currently £45,443 per annum). Private Residential Tenancies are the tenancy agreements used for both tenures. MMR is provided by Registered Social Landlords (RSLs) with grant subsidy. Intermediate Rent is used as an affordable tenure in "Build To Rent" developments, where the affordable housing is provided by developers with no grant funding required.

4.8 The number of below market rent homes required in Edinburgh is noted as being between 9,590 and 12,944, for the HoNDA period 2012 to 2032. For the period 2017- 2021 this is estimated as being between 434 and 606. This is a small proportion of the total below market rent need and does require continued significant below market rent delivery in future years.

4.9 In the three years covered by this report (2018/19, 2019/20 and 2020/21), no IR homes have completed, the first of these being approved in the years 2019/20 and 2020/21; over 550 have been approved to date. 465 MMR homes completed during the period that were enabled by the AHP. This is roughly equivalent to the projected need for the period.

4.10 However, the HoNDA2 does not, and could not, take into account individual development viability. Between 2018/19 and 2020/21 there were 11 developments that completed which were a mix of social rent and MMR. In total, 407 social rent homes were delivered by these schemes, with a further 262 MMR. RSLs use MMR to cross subsidise social rent, enabling onsite affordable housing where this may not be feasible if only social rent could be provided. Because rents for MMR are higher, this enables more borrowing, which in turn can help deliver onsite affordable housing where social rent alone would not be viable. A mix of social rent and MMR can help support onsite delivery, minimise the need for offsite affordable housing contributions, and help deliver the Council's aspiration for mixed tenure sustainable communities.

4.11 People who are eligible for MMR and Intermediate Rent are on below average incomes, but unlikely to be able to access a social rented home. MMR starting rents must be below Local Housing Allowance. Intermediate Rents must be at or below

the Lothians Broad Rental Market Area 30<sup>th</sup> Percentile. Both are published by Government each year.

- 4.12 Local Housing Allowance is set annually by UK Government for each Broad Rental Market Area (BRMA) across the UK. It is set either at the 30<sup>th</sup> Percentile of the BRMA or as a percentage increase on the last years Local Housing Allowance levels. Both Local Housing Allowance and BRMA 30<sup>th</sup> Percentile rents are currently at the same level, although historically, this has not always been the case. Local Housing Allowance in Edinburgh and the Lothians had been significantly lower than the BRMA 30<sup>th</sup> Percentile but was adjusted to match in 2020 because of the impacts of the Covid-19 pandemic on people's income.
- 4.13 Both Local Housing Allowance and BRMA 30<sup>th</sup> Percentile rents are currently £688 per calendar month for a one-bedroom home and up to £1,097 per month for a three-bedroom home. This compares to average market rents which range from £799 per month for a one-bedroom home to £1,544 per month for a three-bedroom home. This means that renting through MMR or Intermediate Rent could save a household between £1,330 and £5,360 per year compared to renting on the private market.

#### **Low Cost Home Ownership (LCHO)**

- 4.14 Need for LCHO is not addressed in HoNDA2 and figures are not provided in the housing need estimates. The 2008 Update of the Lothian Housing Need and Demand Study set out that, at that time, 27% of people in housing need may be able to afford LCHO. However, an updated assessment of the impact of LCHO is recommended, alongside engagement with LCHO providers (RSL and Developers) and Scottish Government.
- 4.15 With current average house prices in the city so high, LCHO can assist people on low incomes to afford to purchase a stake in a home. However, LCHO makes up a small percentage of the homes delivered through the AHP. Between 2018/19 and 2020/21 there were 1,216 affordable homes delivered through the AHP but only 188 (15%) were LCHO.

#### **Golden Share**

- 4.16 Golden Share (GS) is a LCHO tenure where the purchase price is fixed at 80% of market value, and this is restricted in the title deeds in order that homes might remain affordable in perpetuity. The GS homes are made available by housebuilders to people who could not afford to purchase the property at full market value. Guidance states that GS properties can have a value of up to £214,796, which is roughly 80% of average house prices in Edinburgh. House price inflation means that the affordability of GS homes in perpetuity can no longer be guaranteed, as house prices are increasing more quickly than incomes.
- 4.17 141 of the 188 LCHO homes completed between 2018/19 and 2020/21 were GS. No grant funding is required for GS. Two thirds of the Golden Share homes delivered to date have been provided onsite by three housebuilders.



- 4.18 There are other LCHO tenures which can assist potential home owners who cannot afford to purchase a home at full market value. The Scottish Government's Low-cost Initiative for First Time Buyers scheme is a shared equity scheme that has helped over 700 people in Edinburgh to purchase their first home in the last three years. Scottish Government commit funding for this scheme annually and can help buyers by covering between 10% to 40% of the value of the home.
- 4.19 GS values are increasing as market values increase. The average GS price in 2015 was £174,000, compared to average GS value in 2021 of almost £200,000, and average GS full market value is now almost £250,000. An average deposit is £40,000, which is roughly 20% of property value. GS resale market values in some areas of the city are now exceeding £300,000.
- 4.20 GS values are checked at planning application stage and again before homes are marketed. However, there can be a gap of years between application and GS homes coming to market. It seems likely that in new developments, even with current GS values at or around £200,000, these values are likely to increase to above the current cap when these homes come to market.
- 4.21 Although initially conceived as a tenure which could deliver affordable homes in perpetuity, rising house prices mean that GS homes which are resold often have a value which would not be achievable for family earning less than average income. As incomes are not rising as quickly as house prices, there is an increasing disconnect between average income and GS affordability.
- 4.22 For these reasons, officers will carry out an assessment of the impact of LCHO tenures and plan to engage informally with private developers, developing RSLs and Scottish Government regarding future support for LCHO, including the role of the GS tenure.
- 4.23 Views will be sought on the impact of LCHO on wider development, need and demand, financial impact, viability and deliverability, alternative LCHO tenures and if LCHO can support social rent delivery, as this is the affordable housing for which there is the greatest need. All thirteen Golden Share providers to date will be contacted, as will RSLs who are actively developing in Edinburgh. These views will help inform next steps in relation to LCHO.
- 4.24 If changes are required to the Council's Affordable Housing Policy, Scottish Government guidance is that these should be consulted on. In line with [Council's Consultation Approach](#), approved by Policy and Sustainability Committee on 20 April 2021, any consultation would run for at least 12 weeks.
- 4.25 A report on the assessment of LCHO and the outcome of the engagement will be presented to Planning Committee in summer 2022.

## **5. Next Steps**

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- 5.1 Officers will carry out an assessment of the impacts of LCHO and will engage with Housebuilders, RSLs and Scottish Government regarding LCHO and the future of LCHO tenures.

- 5.2 Further changes to AHP may be considered as part of the preparation of future guidance to support relevant policies in the City Plan 2030. As set out in national Planning Policy Guidance, any significant changes to the AHP would be subject to consultation.

## **6. Financial impact**

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- 6.1 GS values are increasing as market values increase. The average GS value in 2021 is almost £200,000 and average GS full market value is now almost £250,000. An average mortgage deposit is £40,000, which is roughly 20% of property value. The financial impact of LCHO tenures will be part of the engagement with private developers, RSLs and Scottish Government.

## **7. Stakeholder/Community Impact**

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- 7.1 The AHP has been successful in delivering mixed tenure communities and providing affordable housing in diverse areas across the city.
- 7.2 The Council and RSLs, through delivery of social and mid-market rent, place community engagement at the centre of housing development projects and go far beyond statutory planning requirements.
- 7.3 Affordable homes delivered by the Council and RSLs are built to high standards and as such contribute to the public sector equality duty and advances equality of opportunity. Homes secured through the AHP increase access to affordable housing and well designed, energy efficient, safer and cleaner communities. It contributes to improved health by increasing the supply of good quality homes, reducing fuel poverty and providing homes which are physically accessible.
- 7.4 The majority of new build properties delivered by the Council and its housing association partners are accessible for people of limited mobility, meaning particular needs housing requirements can often be met through allocation of a standard general needs property.

## **8. Background reading/external references**

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- 8.1 [Annual Review of Guidance](#), Planning Committee, 3 February 2021
- 8.2 [COVID-19 engagement and consultation approach](#), Policy and Sustainability Committee, 20 April 2021
- 8.3 [Affordable Housing Policy Update](#), Planning Committee, 19 May 2021

## **9. Appendices**

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- 9.1 List of Abbreviations.

## **Appendix 1 – List of Abbreviations**

1. AHP (Affordable Housing Policy) - The Council's Affordable Housing Planning Policy which requires 25% of homes to be affordable.
2. BRMA (Broad Rental Market Area) – Is defined by UK Government as an area “where a person could reasonably be expected to live taking into account access to facilities and services” including employment and travel. The Lothians BRMA covers the local authority areas of Edinburgh and the Lothians (East, West and Midlothian).
3. GS (Golden Share) – Affordable homes with values restricted to 80% of market value.
4. HoNDA2 (Housing Need and Demand Assessment 2) - The second Housing Need and Demand Assessment covering the South East Scotland area.
5. LCHO (Low Cost Home Ownership) – Affordable home ownership tenures including Golden Share
6. MMR (Mid Market Rent) – Affordable rented housing with rents higher than social rent but below market rent.
7. RSLs (Registered Social Landlords) – Affordable Housing provider, usually a housing association or local authority, who can provide social rented homes and is regulated by the Scottish Housing Regulator.

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# Housing, Homelessness and Fair Work Committee

10.00am, Thursday 20 January 2022

## Housing Land Audit and Completions Programme 2021 – referral from the Planning Committee

Executive/routine  
Wards  
Council Commitments

### 1. For Decision/Action

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- 1.1 The Planning Committee has referred a report on the Housing Land Audit and Completions Programme 2021 to the Housing, Homelessness and Fair Work Committee for information.

### Stephen Moir

Executive Director of Corporate Services

Contact: Veronica MacMillan, Committee Officer, Legal and Assurance Division,  
Corporate Services

E-mail: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk) | Tel: 0131 529 4283

# Referral Report

## Housing Land Audit and Completions Programme 2021

### 2. Terms of Referral

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- 2.1 On the 1 December 2021, the Planning Committee considered a report that summarised findings of the 2021 annual Housing Land Audit and Completions Programme.
- 2.2 The audit demonstrated that there was more than enough unconstrained housing land to meet the remaining housing land requirement in full and that the five-year completions programme was above target.
- 2.3 The Planning Committee agreed:
- 1) To note the findings of the report including Appendix 1 'The Housing Land Audit and Completions Programme 2021'.
  - 2) To refer the report to the Scottish Government for information.
  - 3) To refer the report to the Housing, Homelessness and Fair Work Committee for its information.

### 3. Background Reading/ External References

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- 3.1 [Webcast - Planning Committee - 1 December 2021](#)

### 4. Appendices

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- 4.1 Appendix 1 – Report by the Executive Director of Place

# Planning Committee - Appendix 1

2.00pm, Wednesday, 1 December 2021

## Housing Land Audit and Completions Programme 2021

Executive/routine Wards Council Commitments	Executive All <a href="#">1,4 and 10</a>
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### 1. Recommendations

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- 1.1 It is recommended that Planning Committee:
  - 1.1.1 Notes the findings of this report including Appendix 1, 'The Housing Land Audit and Completions Programme 2021';
  - 1.1.2 Agrees to refer this report to the Scottish Government for information; and
  - 1.1.3 Refers this report to the Housing, Homelessness and Fair Work Committee for information.

**Paul Lawrence**

Executive Director of Place

Contact: Iain McFarlane, Programme Director City Plan

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## Housing Land Audit and Completions Programme 2021

### 2. Executive Summary

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- 2.1 The purpose of this report is to summarise the findings of the 2021 annual Housing Land Audit and Completions Programme. A series of recommendations are proposed for Committee's approval.
- 2.2 The Housing Land Audit and Completions Programme (HLACP) is used to assess the supply of land for housing and the delivery of new homes within the City of Edinburgh Council area. It records the amount of land available for house building; identifies any constraints affecting development; and assesses the land supply against the housing supply target and housing land requirement set by the Strategic Development Plan (SDP) for South East Scotland.
- 2.3 The Covid-19 pandemic and the national lockdown during the second quarter of 2020 has resulted in the number of completions over the year to April 2021 being lower than recent years. Housebuilding activity is now back to the pre-pandemic level with expected completions over the next five years averaging 2,600 per year.
- 2.4 The audit demonstrates that there is more than enough unconstrained housing land to meet the remaining housing land requirement in full and that the five-year completions programme is above target.

### 3. Background

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- 3.1 The SDP for Edinburgh and South East Scotland was approved by Scottish Ministers in June 2013. Supplementary guidance on housing land was approved in 2014 and sets the Housing Supply Target for the City of Edinburgh Council area for the period to 2024. The adopted Edinburgh Local Development Plan (2016) extended the target to 2026.
- 3.2 Scottish Planning Policy (SPP) requires local authorities to maintain a five year supply of effective housing land at all times to ensure that the housing land requirement is met. The annual HLACP is used to monitor the effective housing land supply. It will also be used to inform infrastructure decisions through the Local Development Plan (LDP) Action Programme.
- 3.3 On [6 October 2016](#), the Planning Committee considered a report on the Housing Land Audit and Delivery Programme 2016 that utilised a new approach to auditing



land for housing and housing delivery. Previously, the housing land supply was measured in terms of the anticipated output or completions programme.

- 3.4 The conclusion was that, although there was sufficient effective housing land to meet the housing land requirement set by the SDP, the anticipated delivery of new homes was below the five year completions target. The report acknowledged that there was a need to increase delivery of new homes in the short term and set out several ways that the Council was seeking to do so.
- 3.5 On [12 October 2017](#), Planning Committee considered a report on the Housing Land Audit and Delivery Programme 2017 which further enhanced the audit process by identifying the steps needed to increase housing delivery on a site by site basis.
- 3.6 The approach to assessing the amount of land available for housing and the rate of delivery of new homes as separate issues has been consistently applied since Committee approval in 2016.

## 4. Main report

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- 4.1 For a housing site to be considered 'effective', it must be free of all constraints that would prevent development. Sites are considered against a range of criteria set out in Planning Advice Note 2/2010 "Affordable Housing and Housing Land Audits" (PAN 2/2010). These include ownership, physical (e.g. slope, aspect, stability, flood risk, access), contamination, deficit funding, marketability, infrastructure and land use. PAN 2/2010 also states that "The contribution of any site to the effective land supply is that portion of the expected output from the site which can be completed within the five year period".
- 4.2 The alternative approach to measuring housing land supply and delivery, approved by Planning Committee, recognised that delivery of new homes can be affected by many economic and demand factors unrelated to the land supply. As well as the anticipated completions programme, the Council also considers the capacity of unconstrained land available for development.
- 4.3 The schedules within the 2021 HLACP have been discussed and agreed as reasonable with Homes for Scotland.

### **Housing Land Supply**

- 4.4 As at 31 March 2021, there was enough land free of planning constraints and available for development for 22,411 houses. There was also land for a further 8,228 houses on sites where there was a constraint as set out in schedule 4 of Appendix 1.
- 4.5 The effective land supply is varied in type, size and location. It is spread over a range of locations and includes brownfield (54%) and greenfield (46%) sites as shown on the map attached as Appendix 2.

## **Housing Supply Target and Housing Land Requirement**

- 4.6 The housing supply target is the policy view of the number of homes that will be delivered over the LDP period. For the City of Edinburgh, this was set by the South East Scotland SDP and its supplementary guidance. To ensure that the housing supply target can be met, additional land must be made available to allow for flexibility of range and choice.
- 4.7 On [29 September 2021](#), Planning Committee approved a new proposed LDP, City Plan 2030, for its statutory period of representation. The plan includes new housing supply targets and housing land requirements along with proposals for a generous supply of land to meet the targets. Once adopted, the housing targets and land requirements will replace those in the LDP (2016) set by the SDP. New proposals in Proposed City Plan 2030 do not count towards the current targets and housing land requirements and are not contained in Housing Land Audit and Completions Programme 2021. However, some of the sites that were allocated in LDP (2016), and have not yet been delivered, have been carried over as proposals into the new proposed plan.

## **Housing Delivery**

- 4.8 Delivery of new homes is influenced by a range of factors including economic fluctuations, supply of skills and materials, movement in the local and national housing market and other commercial considerations.
- 4.9 Following the recession from 2008, the market recovered and completions increased from 1,191 in 2012/13 to 2,967 in 2019/20. The Covid-19 pandemic and national lockdown in the second quarter of 2020 caused a fall in completions to 1,700 for the year to April 2021. However, the fall in housebuilding activity was temporary and anticipated completions for the next five years averages at 2,600 per annum.
- 4.10 Emerging from the 2008 recession, the delivery of new housing was helped by an increase in the building of affordable homes. Prior to that, affordable tenures accounted for around 17% of all houses built in the city but nearly 50% for 2011-2015. Recovery in the mainstream housing market, along with continued high affordable completions, mean the all tenure completion rate is now above the pre-recession level. The rate of delivery of new homes will also be influenced by the impact of Build to Rent developments, where the pace of delivery seeks to meet strong rental demand and is not constrained by the mortgage market and potentially also by improvements in construction methods.
- 4.11 Table 1 compares the availability of effective housing land against the remaining housing land requirement, and anticipated completions over the next five years, against housing supply target. It demonstrates that there is sufficient unconstrained land to meet the remaining housing land requirement in the city and that the five year completions programme exceeds the five year completions target.

**Table 1. Housing Land Supply and Anticipated Completions Programme**

Housing Supply Target 2009 to 2019	22,300
Housing supply Target 2019 to 2024	7,210
Housing Supply Target 2024 to 2026	2,884
<b>Housing Supply Target 2009 to 2026</b>	<b>32,394</b>
<b>Housing Land Requirement 2009 to 2026</b>	<b>35,633</b>
Completions 2009 to 2021	23,651
<b>Housing Supply Target 2021 to 2026</b>	
<b>8,743</b>	
<b>Supply</b>	<b>Output</b>
Remaining Housing Land Requirement <b>11,982</b>	Completions Target 2021 to 2026 <b>8,743</b>
Effective Housing Land Supply <b>22,411</b>	5 year completions programme* <b>12,843</b>

\* Previously referred to as the five year effective land supply

- 4.12 At current build rates, there is enough effective housing land in Edinburgh to last for eight years.

### **Windfall sites**

- 4.13 These are sites that are not specifically allocated for housing in the LDP but come through the planning system as planning applications. The LDP assumed that a certain amount of development would occur on windfall sites contributing to meeting the housing supply target (4,656 units). Since April 2015, 8,225 homes have been granted planning permission on such sites and of those, 2,344 are for affordable homes. Some 87% are on brownfield land.

### **National Planning Framework 4**

- 4.14 Scottish Government is currently preparing National Planning Framework 4 (NPF4) – the long-term plan for development and investment across Scotland which will set out national planning policies, national developments and strategy. In November 2020, Scottish Government published a [position statement](#) which detailed potential changes that are being considered to national planning policies.
- 4.15 A key change being considered is to replace the current focus on maintaining a five year supply of effective housing land with a longer term perspective to enable future plans to promote immediate deliverability and viability, and steer development to appropriate locations in line with LDP spatial strategy, informed by an infrastructure-first approach. Land take-up would be monitored through completions with additional land releases triggered in line with the development plan, when the need for additional capacity is demonstrated.

- 4.16 The Council's approach to monitoring land supply and delivery of homes is closely aligned with the Scottish Government's considered policy change with a focus on the factors that are affecting delivery on individual sites alongside the anticipated rates of delivery. This helps to identify where there is potential to increase delivery of homes on the current land supply and when additional land releases may be required to maintain current rates of delivery.
- 4.17 Homes for Scotland are consulted during the preparation of the HLACP and advise on the likely delivery rates for each site. The 2017 HLACP was the first audit to include an assessment of factors that could accelerate delivery and this approach has been continued. Twelve different actions were identified and applied on an individual site by site basis broadly grouped as relating to ownership or control of a site, the planning system and other regulatory processes and the development industry. Details of these are on pages 12 and 13 of Appendix 1.

### **Increasing Housing Delivery**

- 4.18 On [24 August 2017](#), Council approved its five year business plan including an objective to build 20,000 new affordable homes over the next ten years. The Strategic Housing Investment Plan (SHIP) sets out the delivery plan for new affordable homes and is reported to the Housing, Homelessness and Fair Work Committee each year. The latest SHIP, covering the period 2021/26, was approved by Housing, Homelessness and Fair Work Committee on [14 January 2021](#). It identifies a pipeline of 10,036 affordable homes that could be approved for site start and 11,370 potential completions delivered over the next five years through a mix of grant funding, private finance raised by Registered Social Landlords and private developers and HRA funding. The report identifies the challenges to delivering affordable housing at scale as construction industry capacity, availability of grant funding for social rented homes and control of sites for development.
- 4.19 In [March 2018](#), a report was presented to the then Housing and Economy Committee on Delivering Land for Affordable Housing. This report set out a series of actions that should be taken to secure land and increase control over the pace of housing development. The actions include increased engagement with private land owners, exploring the potential for re-provisioning industrial estates, a review of the Affordable Housing Policy (AHP) and establishing a public sector land and property group.
- 4.20 In [January 2021](#), the Housing, Homelessness and Fair Work Committee considered a report on the land strategy to support delivery of affordable housing and brownfield regeneration. The report recognised that building on brownfield land maximises the use of existing infrastructure and mitigates the sizeable financial impact on the Council of delivering infrastructure. Council owned land supply is becoming increasingly limited as is the potential to acquire sites on the open market. Therefore, alternative models to deliver regeneration and affordable housing on private sector sites needs to be explored. The strategy set out in the report is intended to support the delivery of place-based area regeneration in partnership with local communities with the Council acting as enabling developer, de-risking Planning and infrastructure requirements. A strategy that prioritises

brownfield land for development will require significant and active intervention by the Council, potentially using compulsory purchase powers. Private and public sector partnerships are identified as key mechanisms for securing investment and developing sites that cannot be acquired and developed by the Council. The HRA Business Plan includes £125m for land acquisition over the next ten years.

### **Conclusions**

- 4.21 There is more than enough effective land available for development in the City for Edinburgh to meet the current housing land requirement set by the Strategic Development Plan for South East Scotland.
- 4.22 The five-year completions programme (previously referred to as the five year effective land supply) is now 47% above the five year completions target.
- 4.23 Based upon current rates of delivery, there is enough effective land in Edinburgh to last for eight years.

## **5. Next Steps**

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- 5.1 The next annual Housing Land Audit and Completions Programme will be carried out in Spring 2022 and reported to Planning Committee in Autumn 2022.

## **6. Financial impact**

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- 6.1 This report and its recommendations have no financial impact on service or Council budgets.

## **7. Stakeholder/Community Impact**

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- 7.1 No formal consultation is required in connection with this report. However, the contents of the schedules within the housing land audit and completions programme were agreed as reasonable with the representative body of the private house building industry, Homes for Scotland.
- 7.2 There is no equalities impact arising as a result of this report's analysis and recommendations. Therefore, it was not considered necessary to carry out a full Integrated Impact Assessment.
- 7.3 There are no direct sustainability impacts arising from this report.

## **8. Background reading/external references**

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- 8.1 [Planning Committee: 6 October 2016. Item 7.1 - Housing Land Audit and delivery programme 2016](#)
- 8.2 [Planning Committee: 12 October 2017. Item 5.1 Housing Land Audit and Delivery Programme 2017](#)
- 8.3 [Planning Committee: 29 September 2021. Item 6.1 - City Plan 2030 – Approval of Proposed Plan for statutory representation period](#)
- 8.4 [Housing and Economy Committee: 22 March 2018. Item 6.2 – Delivering land for affordable housing](#)
- 8.5 [Housing, Homelessness and Fair Work Committee: 14 January 2021. Item 7.1 Strategic Housing Investment Plan \(SHIP\) 2021-2026](#)
- 8.6 [Housing, Homelessness and Fair Work Committee: 14 January 2021. Item 7.2 Land Strategy to Support Delivery of Affordable Housing and Brownfield Regeneration](#)
- 8.7 [Planning Committee: 7 August 2019. Item 8.1 Affordable Housing Policy Delivery](#)
- 8.8 [Fourth National Planning Framework: Position Statement](#)
- 8.9 [Strategic Development Plan for Edinburgh and South East Scotland, SESplan, 2013](#)
- 8.10 [Local Development Plan](#)
- 8.11 [City Housing strategy](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Housing Land Audit and Completions Programme 2021.
- 9.2 Appendix 2 – Map of the established land supply in City of Edinburgh.

Appendix 1

# Housing Land Audit and Completions Programme 2021

# Housing Land Audit and Completions Programme 2021

## 1. Introduction

## 2. Housing Land Supply

- Established land supply
- Effective land supply
- Constrained land
- Greenfield / Brownfield analysis

## 3. Housing Delivery

- Completions
- Factors affecting delivery
- Affordable housing
- Windfall development
- Accuracy of the audit

## 4. Housing Land Requirement and Housing Supply Target

## 5. Schedules

### 1. INTRODUCTION

The Housing Land Audit and Completions Programme (HLACP) 2021 is an assessment of the housing land supply in the City of Edinburgh Council area as at 31 March 2021. The audit attempts to programme expected housing completions over the audit period, April 2021 to March 2026 and details completions that took place over the year April 2020 to March 2021.

Sites included in the HLACP are housing sites under construction, sites with planning consent, sites in adopted or finalised Local Plans and, as appropriate, other buildings and land with agreed potential for housing development. The audit does not include new proposals from the proposed City Plan 2030. All new development, redevelopment, conversion and subdivision of both houses and flats are included but rehabilitation of existing housing is excluded. The HLACP gives a detailed picture of the supply of housing land in terms of the number of housing units that the land can accommodate. It also sets out a programme of expected completions over the next 5 years and in the longer term.

The HLACP comprises schedules for each housing site with four or more units. Smaller sites are not detailed individually but are included as an aggregate figure only. Based upon past completion rates, the audit assumes that 75% of small sites will be developed over the five year period but does not attempt to identify which ones. The estimates of programmed completions are prepared by the City of Edinburgh Council in consultation with Homes for Scotland, other private sector house builders, Housing Associations and public agencies. A summary of the housing land supply, site details including completions programme, details of



units completed over the previous 12 months and a list of constrained sites are contained in schedules 1 to 4 at the end of this report.

## 2. HOUSING LAND SUPPLY

### **Established Land Supply**

The established land supply is all land identified for housing including sites allocated in the local development plan, sites which have been granted planning consent for housing and other land with agreed potential for new house building. The established land supply is made up of “effective housing land” - land free of all constraints that would prevent development taking place and “constrained” sites - sites which cannot be developed without some form of remedial action.

On 31 March 2021, the established land supply in the City of Edinburgh Council area was 30,639. This included land free of all planning constraints for 22,411 dwellings and land for a further 8,228 dwellings on sites that are currently considered constrained.

### **Effective land supply**

For a housing site to be considered **effective**, it must be free of all constraints that would prevent development. Sites are considered against a range of criteria set out in Planning Advice Note 2/2010 “Affordable Housing and Housing Land Audits” (PAN 2/2010). These criteria include ownership, physical (e.g. slope, aspect, stability, flood risk, access), contamination, deficit funding, marketability, infrastructure and land use.

When assessed against the criteria contained in PAN 2/2010, there is land free of planning constraints for 22,411 dwellings in the City of Edinburgh Council. This includes 7,607 dwellings on sites currently under construction, 8,973 dwellings on sites with planning consent but where development has not yet started and a further 5,566 dwellings on sites that have not yet received planning consent – mostly sites allocated in the Local Development Plan. The remaining 265 dwellings are on small sites that are not listed separately in the audit.

Figure 1 below shows how the established land supply in Edinburgh has changed over the last sixteen years. Prior to 2016, only units programmed for development over the first 5 years were considered to represent the effective land supply. Since 2016, the HLACP considers the **supply** of land separately from programmed **delivery** and defines land as either:

**‘Effective’**. Land free of development constraints and available for the construction of housing; and

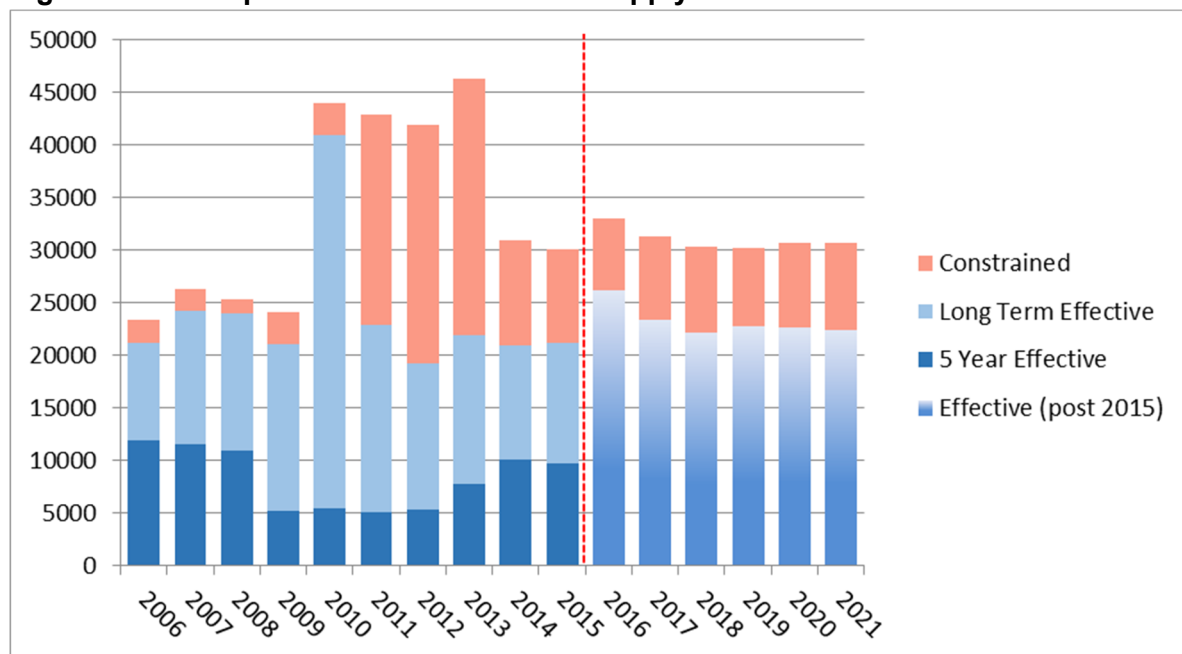
**‘Constrained.’** Land on which development cannot currently take place without remedial action.

The chart, therefore, shows three categories of land up to 2015 - the effective land supply programmed for development over the next five years, effective land supply programmed in

the longer term and constrained land. From 2016, only two categories of land are shown – effective and constrained.

The five year effective land supply fell dramatically following the credit crunch and subsequent recession in 2008/09. As reduced credit availability affected both the development industry and house buyers, the rate of development slowed, reducing the five-year programme of development intentions. Fewer new applications were submitted on windfall land, resulting in the reduction of the overall land supply as completions on land already partially developed outstripped new land entering the supply. Between 2009 and 2012, the five-year effective supply fell to around 5,200 (1,050 per year) – around half the level of the previous three years. Following the adoption of the current Local Development Plan in 2016, the effective land supply increased to over 2,500 units – the highest it has been since the early 2000s. The exception to this was of 2010 where there was a spike in effective eland supply caused by a local plan allocation and an application for around 18,000 units at Leith Docks. As consent was not issued, the site was moved from the long term effective supply into constrained in 2011. Following a change in Forth Ports’ intentions to concentrate on port-related activities and changes to the national and local planning policy context, a large part of the area around Leith Docks was removed from the housing land supply entirely in 2014, reducing the capacity from 18,000 to around 5,600. This has been reduced further in 2016 to 2,700 following the publication of the LDP report of examination. Over the last 4 years the effective and established land supply have remained stable suggesting that new land coming forward as windfall is at a similar rate to the number of units completed each year.

**Figure 1: Make-up of the established land supply**



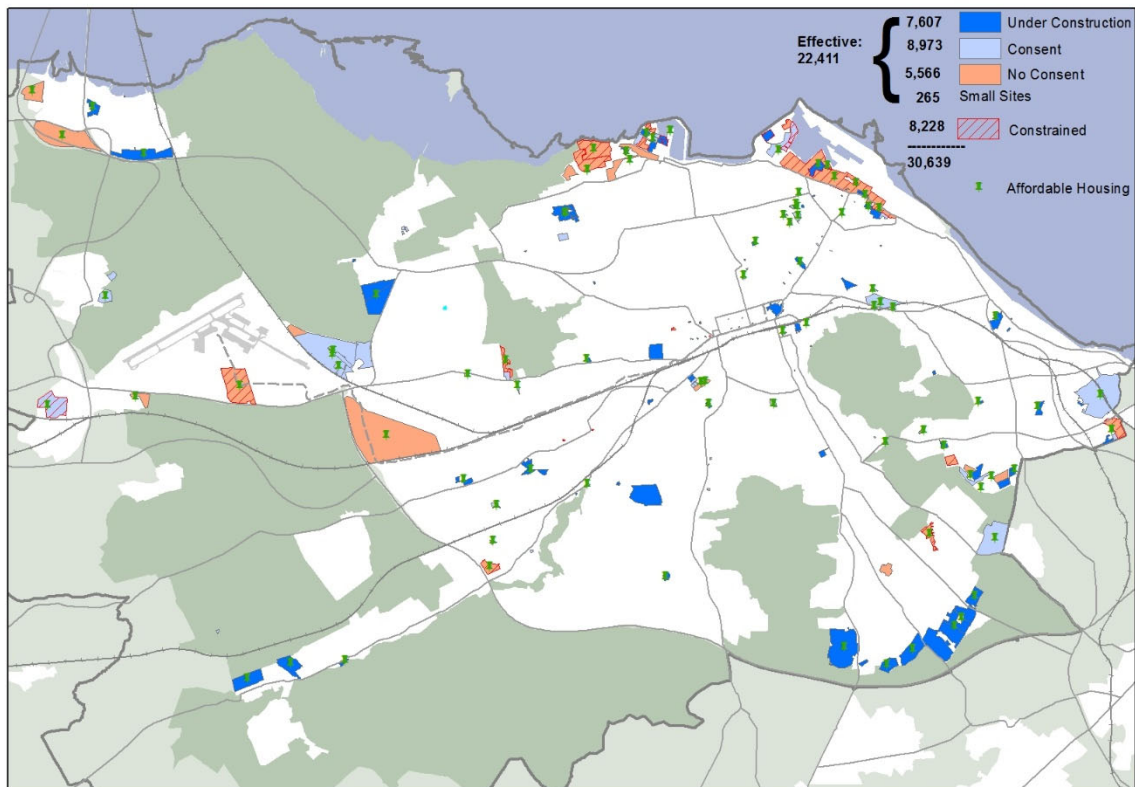
## Constrained Land

Constrained sites are those on which development cannot take place without some form of remedial action. Such constraints include:

- Ownership: the site is in the ownership or control of a party which can be expected to develop it or to release it for development. Where a site is in the ownership of a local authority or other public body, it should be included only where it is part of a programme of land disposal;
- Physical: the site, or relevant part of it, is free from constraints related to slope, aspect, flood risk, ground stability or vehicular access which would preclude its development. Where there is a solid commitment to removing the constraints in time to allow development in the period under consideration, or the market is strong enough to fund the remedial work required, the site can be included in the effective land supply;
- Contamination: previous use has not resulted in contamination of the site or, if it has, commitments have been made which would allow it to be developed to provide marketable housing;
- Deficit funding: any public funding required to make residential development economically viable is committed by the public bodies concerned;
- Marketability: the site, or a relevant part of it, can be developed in the period under consideration;
- infrastructure: the site is either free of infrastructure constraints, or any required infrastructure can be provided realistically by the developer or is committed to by another party to allow development;
- Land use: housing is the preferred use of the land in planning terms, or if housing is one of a range of possible uses, other factors such as ownership and marketability point to housing being a realistic option.

Map 1 below shows the land supply in terms of effective and constrained sites. A schedule of constrained sites, including the nature of constraint, is included as schedule 4.

## Map 1. Housing Land Supply 2021



### Greenfield / Brownfield analysis

Excluding small sites, 10,272 units of the remaining capacity of effective sites (22,146) are categorised as being on greenfield land. This represents 46% of the total. Ten years ago, less than 10% of the effective land supply was greenfield. The Local Development Plan allocated over 8,500 units on greenfield land and this has been a major factor in increasing the overall proportion of greenfield sites in the city. It is expected that the proportion of greenfield land will decrease in future years as the current greenfield sites are built out and future windfall sites are likely to be mainly brownfield land.

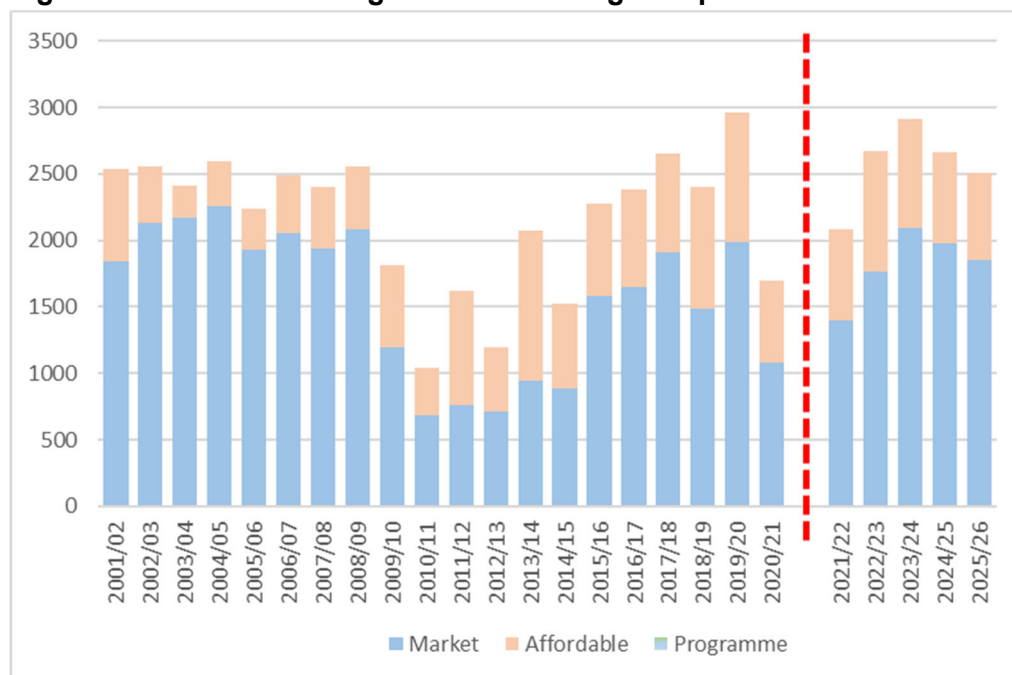
## 3. HOUSING DELIVERY

### Completions

Mirroring the situation with the changes to the effective land supply, the effect of the credit crunch and subsequent recession was followed by a steep decline in the annual number of completed dwellings. Completions have been increasing since 2013 with the number of completions in 2019/20 being the highest recorded since 1998. The national lockdown in response to the Covid-19 pandemic in March 2020 has resulted in a considerable reduction in completions over the year to March 2021. Development activity has returned to pre-pandemic levels and an increase in completions over the next few years is anticipated.

The actual number of completions in the future could be higher than programmed as it is likely that some additional housing completions will take place on windfall sites that are not yet in the land supply. Figure 2 below charts historic housing completions and programmed completions for the next 5 years.

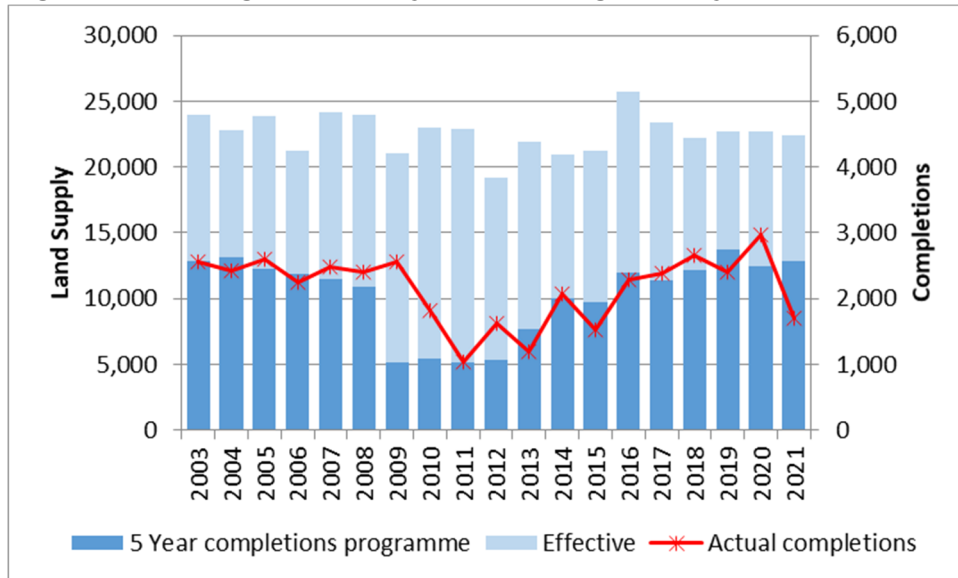
**Figure 2. Historic and Programmed Housing Completions**



### Factors Effecting Housing Delivery

Delivery of new homes is not solely dependent on the supply of effective land. The housing market will react to both local and national changes in the economy causing completions rates to increase and decrease. This was particularly noticeable following the credit crunch in the late 2000s. Reduced credit availability affected both purchasers’ ability to obtain a mortgage, thus vastly decreasing real demand for new homes and also developers’ ability to secure loans to enable development to take place. With no real change to the availability of effective housing land, delivery rates fell to less than half of previous rates. In the second quarter of 2020, the national lockdown in response to the Covid-19 pandemic caused development to temporarily halt resulting in a reduction of completions from nearly 3,000 in 2019/20 to 1,700 over the year to March 2021. Figure 3 below shows the effective land supply, the five year completions programme (previously referred to as the five year effective land supply) and the number of completions that actually took place over the period 2003 to 2021. As the land supply and five year completions programme relate to a period of five years and the number of completions refers to a single year, they are shown against different scales on the chart.

**Figure 3. Housing land supply and housing delivery**



### Affordable Housing

Affordable housing tenures account for around 27% of the current effective land supply (6,096 units). Between 2001 and 2011, affordable tenures accounted for 19% of all dwellings completed in Edinburgh. Over the last few years, affordable completions have accounted for a much higher proportion, averaging over 37% of all dwellings completed since 2011. Numerically, affordable housing completions have increased in recent years but the large proportional shift is more a consequence of a reduction in market completions following the credit crunch. The number of market completions has increased again markedly over the last few years, from 890 in 2014/15 to an average of 1,600 per year since.

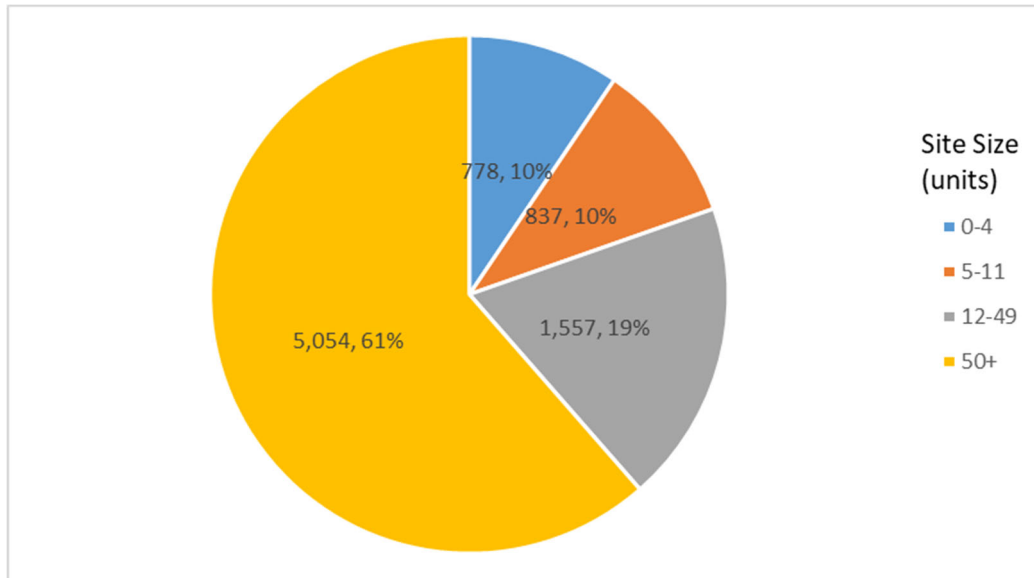
### Windfall Development

To avoid over allocating housing land, the Local Development Plan assumed a certain amount of development would occur on unplanned sites that would come through the planning system. Development on these unallocated sites would still contribute to meeting the housing supply target set by the Strategic Development Plan. The adopted LDP assumed a contribution of 4,656 units from windfall sites – 1,694 to be delivered by 2019 with the remaining 2,962 between 2019 and 2026.

Since April 2015, 8,226 homes have received planning consent on windfall sites. Of these 2,344 units will be affordable.

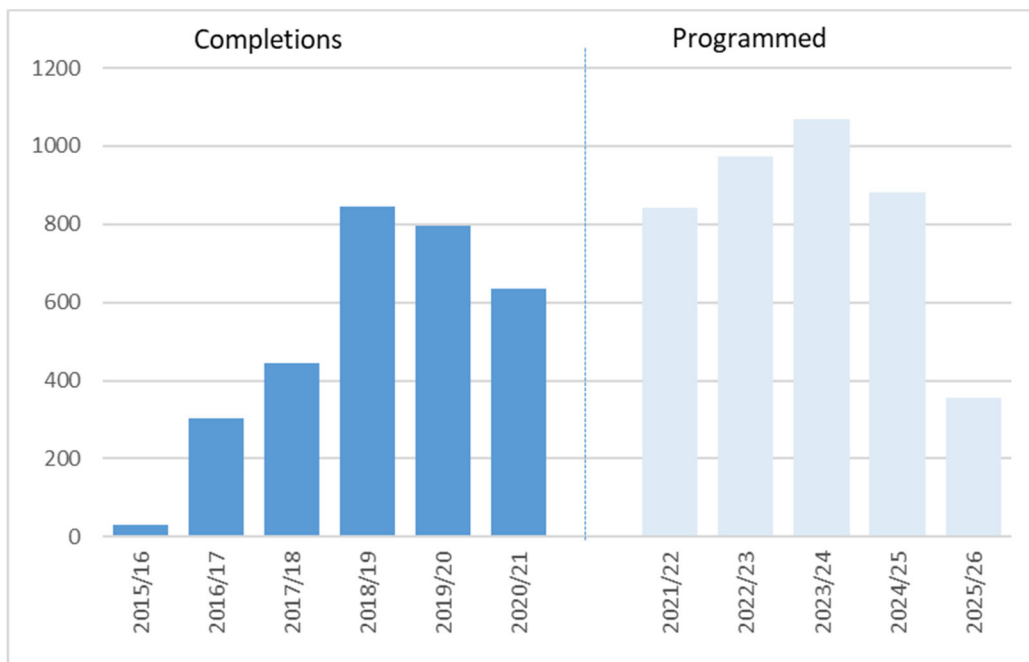
The windfall sites cover a range of sizes with over half the consented units being major developments (sites of over 50 units). The size distribution of windfall sites is show in figure 4 below.

**Figure 4 Housing units consented on windfall sites since 2015 by size of site**



Between 2015 and 2019, there were 1,621 units completed on windfall sites – slightly below the target of 1,690. However, with 1,433 homes completed since 2019 and a further 4,121 programmed over the next 5 years the remaining LDP target of 1,602 is likely to be significantly surpassed. The actual number of windfall completions is likely to be higher still as additional windfall sites receive planning consent. The number of units completed since 2015 and units programmed over the next five years are shown in Figure 5. The number of units completed starts very low and rises each year. This is to be expected as there is a lead in time between consent and completions and only sites gaining consent after 2015 are regarded as windfall.

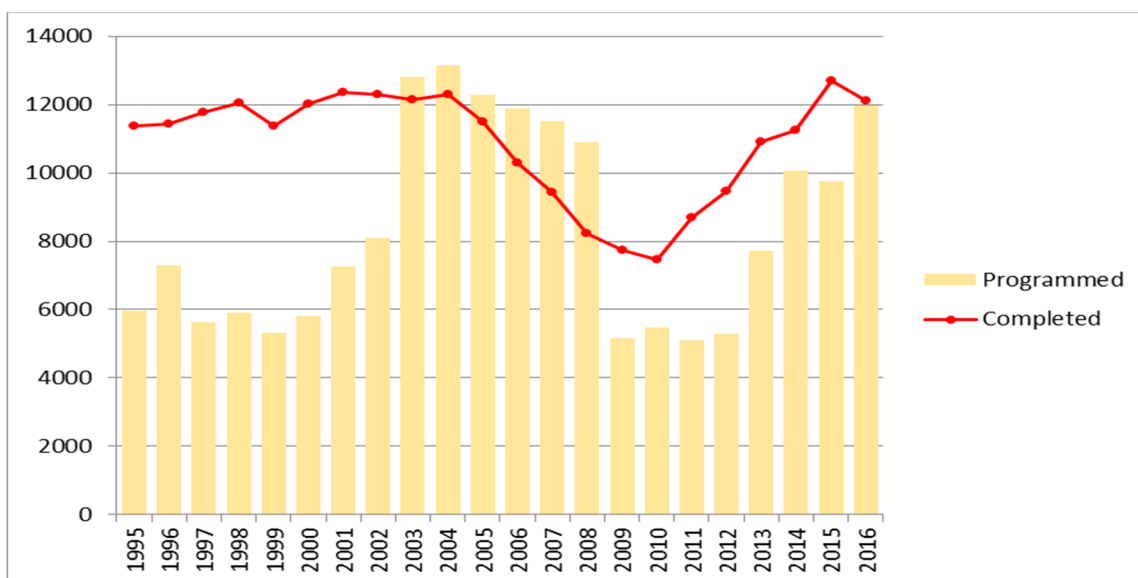
**Figure 5 Units completed and programmed on windfall sites**



**Accuracy of Completions Programme**

Estimating future completions for the delivery programme is not an exact science – some sites will be built out faster than anticipated and some slower. Further, some sites may not be developed at all or be developed for uses other than housing and additional windfall sites will provide completions not anticipated at the base date of the audit. Figure 6 below compares the number of completions programmed over a five year period to the number of completions that actually occurred over the same five year period for each housing audit since 1995.

**Figure 6: 5 Year completions programme and actual completions over the five year period**





During the mid 1990s to early 2000s, far fewer units were programmed than the number of completions that actually took place. This may be due to development taking place at a faster pace with many windfall sites gaining consent and being built out in the five year period in question. From 2003 until 2008, the audit programme was much closer to actual completions. The programme was actually slightly higher than actual completions, the difference increasing up to 2008. This period of time included the credit crunch which caused a steep decline in completions which wasn't anticipated when the audits were programmed. The opposite effect can be seen for 2009 and 2010 when anticipated completions were low, but as recent completion rates have started to increase once more, the five year completions count has been higher than was anticipated at the base date of the audits. It should also be noted that only land allocated for housing at any given year is programmed in the above figures – the actual completions figures will include additional windfall sites that come forward in future years.

#### 4. HOUSING SUPPLY TARGET AND HOUSING LAND REQUIREMENT

SPP defines the Housing Supply Target as “*a policy view of the number of homes the authority has agreed will be delivered in each housing market area over the periods of the development plan and local housing strategy, taking into account wider economic, social and environmental factors, issues of capacity, resource and deliverability, and other important requirements ...*”

The housing supply target for the City of Edinburgh is set by the approved 2013 Strategic Development Plan (SDP) and its supplementary guidance on housing land (SG). The SG sets the housing supply target for the city at 22,300 units for the period to 2019 and a further 7,210 for the period to 2024. The LDP Report of Examination recommended extending the supply target by an additional 2,884 for the two years to 2026. To ensure that the target can be met, additional land must be made available to allow for flexibility of range and choice. An additional 10% is added to the target to obtain the housing land requirement.

The annual average supply target for the period up to 2019 is considerably higher than for the periods beyond 2019. This is due to two factors:

- The Housing Needs and Demand Study identified a significant backlog of households currently in need of affordable housing which should be addressed early. This backlog is on top of newly arising need and demand and is all added to the housing land requirement of the first period.
- House building during the first period has been affected by the credit crunch and subsequent recession resulting in lower completion rates than required. The shortfall is added to the remaining requirement of the first period raising the annual average needed even further, to a level nearly 15% above the highs achieved in the early 2000s.

Table 1 below compares the supply of effective land available for housing in the City of Edinburgh to the remaining housing land requirement. The table also shows the 5 year completions programme (previously referred to as the five year effective land supply)

compared to the output target for the next 5 years – the remaining housing supply target for the LDP (2016).

**Table 1: Effective housing land supply against requirement by period**

Housing Supply Target 2009 to 2019	22,300
Housing supply Target 2019 to 2024	7,210
Housing Supply Target 2024 to 2026	2,884
<b>Housing Supply Target 2009 to 2026</b>	<b>32,394</b>
<b>Housing Land Requirement 2009 to 2026</b>	<b>35,633</b>
Completions 2009 to 2021	23,651
<b>Housing Supply Target 2021 to 2026</b>	
<b>8,743</b>	
<b>Supply</b>	<b>Output</b>
Remaining Housing Land Requirement <b>11,982</b>	Completions Target 2021 to 2026 <b>8,743</b>
Effective Housing Land Supply <b>22,411</b>	5 year completions programme* <b>12,843</b>

\* Previously referred to as the 5 year effective land supply

The table demonstrates that there is enough land, free from development constraints, to meet the remaining development plan housing land requirement. The table further demonstrates that programmed delivery to 2026 will surpass the entire development plan housing supply target.

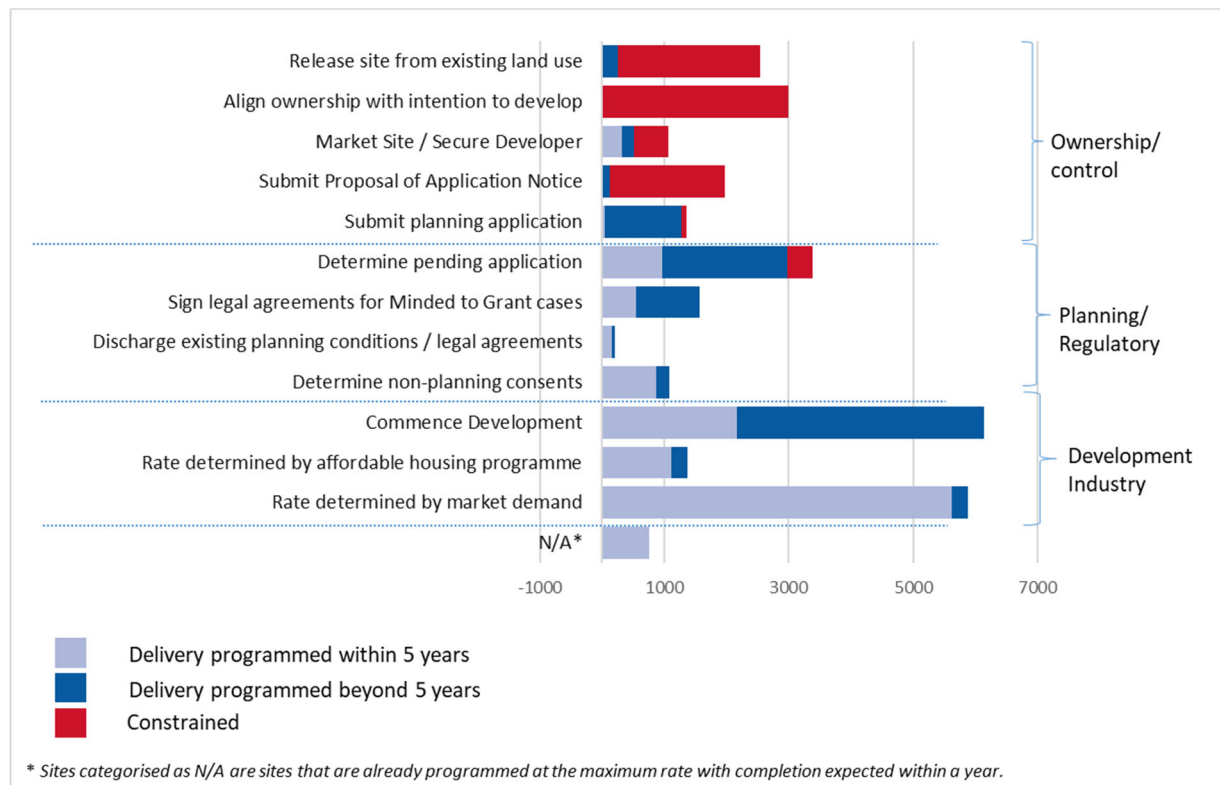
### **Increasing Housing Delivery**

Further to identifying constraints that prevent delivery of new homes, HLACP2021 also attempts to identify the actions required to increase the delivery rates on effective sites. These factors affecting delivery were discussed and agreed with Homes for Scotland alongside the programmed delivery rate. These factors are not intended to be viewed as solutions in themselves to increasing delivery, rather they should be viewed as identifying the steps that would need to be taken in order for the agreed delivery rates to be accelerated. In many cases, the site may already be being developed at an acceptable rate. Twelve different actions were identified and applied on an individual site by site basis. The twelve factors can be broadly grouped as;

- factors relating to ownership or control of a site
- factors related to the planning system
- factors related to the development industry

Figure 7 below shows the numbers of units (excluding small sites) affected by each of the 12 delivery factors. For each factor, the graph shows the number of units programmed for completion within 5 years as a lighter shade and units programmed beyond 5 years as a darker shade.

**Figure 7. Factors affecting the delivery of homes**



Sites categorised as affected by factors related to the development industry have a greater proportion of units programmed within the next 5 years than sites affected by other factors. These sites are already in the control of house builders with planning consent secured and in many cases, are already under construction.

Sites affected by factors related to the planning system are fewer in number than those affected by development industry factors but, due to uncertainty around the issuing of planning permission/legal agreements, have a higher proportion of units programmed beyond the five year period. In total, there are 3,285 units programmed beyond the five year period on effective sites affected by factors related to the planning system.

Finally, there are 1,800 units programmed beyond the five year period on effective sites affected by factors related to ownership or control. These are largely allocated sites that are not yet in the control of a house builder or sites for which a planning application has yet to be submitted. The majority of constrained sites are constrained by factors relating to ownership or control of the site, especially sites that are still in use for other purposes and sites that are not being promoted for housing development by the land owner.



## 5. SCHEDULES

The following schedules give further details of the housing land supply in the City of Edinburgh Council area including:

1. Summary of the housing land supply and completions programme
2. Completions programme on site by site basis
3. Actual housing completions 2020/21 by site
4. Schedule of constrained sites
5. Housing sites broken down by factors affecting delivery rates
6. List of sites removed from the audit since HLACP 2020. This list includes all sites that are no longer regarded as housing sites. It does not include sites which have been completed. These sites will be included in Schedule 3 – Housing Completions.

The locations of housing sites within this audit can be viewed on the [Council's online Atlas](#).

# Schedule 1 – Established Land Supply

## Housing Land Audit and Completions Programme 2021

### Schedule 1. Land supply and delivery summary

Status	Housing Land Supply				Completions Programme								
	Total site capacity	Total affordable units	All completions by 31/3/21	Total dwellings remaining	21/22	22/23	23/24	24/25	25/26	Total 21/26	26/27	27/28	Post 2028
Under Construction	10,061	3,194	2,454	7,607	2,011	2,216	1,489	811	539	7,066	386	103	52
Consent	8,973	1,986	0	8,973	22	340	1,178	1,416	1,438	4,394	1,074	829	2,676
No Consent	5,566	1,577	0	5,566	0	64	197	379	478	1,118	644	694	3,110
Small Sites	266	2	1	265	53	53	53	53	53	265	0	0	0
<b>Total Effective Supply</b>	<b>24,866</b>	<b>6,759</b>	<b>2,455</b>	<b>22,411</b>	<b>2,086</b>	<b>2,673</b>	<b>2,917</b>	<b>2,659</b>	<b>2,508</b>	<b>12,843</b>	<b>2,104</b>	<b>1,626</b>	<b>5,838</b>
<i>Market</i>	<i>18,107</i>	<i>0</i>	<i>1,792</i>	<i>16,315</i>	<i>1,397</i>	<i>1,769</i>	<i>2,091</i>	<i>1,981</i>	<i>1,856</i>	<i>9,094</i>	<i>1,447</i>	<i>1,315</i>	<i>4,459</i>
<i>Affordable</i>	<i>6,759</i>	<i>6,759</i>	<i>663</i>	<i>6,096</i>	<i>689</i>	<i>904</i>	<i>826</i>	<i>678</i>	<i>652</i>	<i>3,749</i>	<i>657</i>	<i>311</i>	<i>1,379</i>
Constrained	8,587	2,361	359	8,228									
<b>Total Established Supply in City of Edinburgh</b>	<b>33,453</b>	<b>9,120</b>	<b>2,814</b>	<b>30,639</b>									

# Schedule 2 – Site Details



Housing Land Audit and Completions Programme 2021

Schedule 2: Site Details

Site Ref	Site Name /Address	Developer (Or Owner)	Area	Brf/Grf	Consent			Housing Land Supply					Completions Programme									
					/ha	Type	Date	U/C	Total Dwellings	Houses	Flats	Total affordable units	Complete Remaining		Expected Completions							
													by 04/21	as at 04/21	21/22	22/23	23/24	24/25	25/26	Total 21-26	26/27	27/28
<b>LDP Allocations</b>																						
3825	LDP CC2: New Street	Artesan	0.78 B	FULL	Dec-16	Sep-19		167	10	157	0	0	167	37	50	50	30	0	167	0	0	0
4338.5	LDP CC3: Fountainbridge	Fountain North Ltd.	0.60 B	FULL	Nov-19	Mar-21		125	0	125	0	0	125	0	60	65	0	0	125	0	0	0
4338.6	LDP CC3: Fountainbridge	Moda Living (Springside) Ltd.	0.61 B	FULL	Nov-18	Mar-21		205	0	205	0	0	205	0	100	105	0	0	205	0	0	0
4338.7	LDP CC3: Fountainbridge	Moda Living (Springside)	1.09 B	OUT	Dec-16			140	0	140	0	0	140	0	0	0	70	70	140	0	0	0
4900.1A	LDP CC3: Fountainbridge (Phase 1.1)	City Of Edinburgh Council	0.48 B	FULL	May-19			64	0	64	32	0	64	0	0	64	0	0	64	0	0	0
	<i>Market Affordable</i>							32			0	0	32	0	0	32	0	0	32	0	0	0
								32			32	0	32	0	0	32	0	0	32	0	0	0
													0									
4900.1B	LDP CC3: Fountainbridge (Phase 1.1)	City Of Edinburgh Council.	0.40 B	FULL	Oct-19			113	0	113	113	0	113	0	0	0	50	63	113	0	0	0
4900.1	LDP CC3: Fountainbridge (Phase 1)	City of Edinburgh Council	3.70 B	NONE				258	0	258	0	0	258	0	0	0	0	78	78	90	90	0
4900.2	LDP CC3: Fountainbridge (Vastint)	Vastint	1.17 B	NONE				234	11	223	58	0	234	0	0	0	50	50	100	50	50	34
	<i>Market Affordable</i>							176			0	0	176	0	0	0	50	21	71	21	50	34
								58			58	0	58	0	0	0	0	29	29	29	0	0
5245	LDP Del 4: Edinburgh Park / South Gyle	LDP Site	121.75 G	NONE				1,737	0	1,737	434	0	1,737	0	0	0	50	100	150	100	100	1,387
	<i>Market Affordable</i>							1,303			0	0	1,303	0	0	0	40	75	115	75	75	1,038
								434			434	0	434	0	0	0	10	25	35	25	25	349
3424.11	LDP EW 1A: Western Harbour	Forth Properties Limited.	17.60 B	FULL	Jun-20			938	0	938	0	0	938	0	0	0	50	100	150	100	100	588
3424.10	LDP EW 1A: Western Harbour- Sandpiper Drive	Robertson Living.	0.00 B	FULL	Oct-19	Mar-20		40	0	40	40	0	40	40	0	0	0	0	40	0	0	0
3424.1C	LDP EW 1C: Salamander Place phase 3 and 4	Cruden and Teague	1.03 B	FULL	Nov-17	Mar-18		199	0	199	199	0	199	100	99	0	0	0	199	0	0	0
3424.1D	LDP EW 1C: Salamander Place Phase 5	Teague Homes (UK), Miller Homes & Cruden	2.73 B	FULL	Sep-19	Mar-21		155	44	111	0	0	155	0	0	50	50	55	155	0	0	0
3424.1E	LDP EW 1C: Salamander Place Phase 6 and 7	Cruden Homes (East) Ltd / Teague Homes	1.08 B	FULL	Nov-19			151	0	151	151	0	151	0	0	0	0	50	50	50	51	0
3424.5A	LDP EW 2A: West Shore Road - Forth Quarter	City of Edinburgh Council	4.32 B	NONE	Oct-03			444	0	0	257	0	444	0	0	50	100	100	250	100	94	0
	<i>Market Affordable</i>							187			0	0	187	0	0	20	30	30	80	30	77	0
								257			257	0	257	0	0	30	70	70	170	70	17	0
3733A.5	LDP EW 2B: Upper Strand Phs 3	Places for People	0.54 B	FULL	Mar-19	Jun-19		89	0	89	33	0	89	40	49	0	0	0	89	0	0	0
	<i>Market Affordable</i>							56			0	0	56	25	31	0	0	0	56	0	0	0
								33			33	0	33	15	18	0	0	0	33	0	0	0
3733A	LDP EW 2B: Waterfront WEL - Central Dev Area	City of Edinburgh Council	7.10 B	NONE	Jul-03			1,149	0	0	402	0	1,149	0	0	0	0	50	50	50	100	949
	<i>Market Affordable</i>							747			0	0	747	0	0	0	0	38	38	38	75	596
								402			402	0	402	0	0	0	0	12	12	12	25	353
3744A.3	LDP EW 2C: Granton Harbour - Plot 3	Port Of Leith Housing Association.	0.70 B	FULL	Dec-16	Mar-19		104	0	104	104	0	104	0	50	54	0	0	104	0	0	0
3744A.7	LDP EW 2C: Granton Harbour Plots 26 and 27	Link	1.90 B	FULL	Jun-06	Mar-18		264	0	264	264	132	132	0	0	0	0	0	0	132	0	0
3744A.8	LDP EW 2C: Granton Harbour Plots S1 and S2	Port of Leith HA	2.16 B	FULL	Aug-17	Mar-21		302	0	302	302	0	302	0	0	50	50	50	150	50	50	52
3744A.9	LDP EW 2C: Granton Harbour Plots 9a/9b	Granton Central Developments Ltd.	0.81 B	FULL	Mar-20			104	0	104	0	0	104	0	0	0	50	54	104	0	0	0
3744A.10	LDP EW 2C: Granton Harbour	GCD Ltd.	8.26 B	FULL	Mar-19			171	18	153	0	0	171	0	0	21	40	40	101	40	30	0
3744A.11	LDP EW 2C: Granton Harbour	GCD Ltd.	8.26 B	FULL	May-20			98	0	98	0	0	98	0	0	0	38	60	98	0	0	0
4893A	LDP EW1B: Central leith Waterfront A	CALA Management Ltd.	5.25 B	FULL	Aug-18	Mar-19		390	33	357	97	60	330	72	87	112	59	0	330	0	0	0
	<i>Market Affordable</i>							293			0	60	233	72	72	72	17	0	233	0	0	0
								97			97	0	97	0	15	40	42	0	97	0	0	0
3760	LDP HSG 1: Springfield	Cala	11.97 G	NONE				176	89	87	44	0	176	0	12	43	31	50	136	40	0	0
	<i>Market Affordable</i>							132			0	0	132	0	12	28	31	50	121	11	0	0
								44			44	0	44	0	0	15	0	0	15	29	0	0
3747	LDP HSG 5: Hillwood Rd	Taylor Wimpey	4.93 G	NONE				132			33	0	132	0	20	49	63	0	132	0	0	0
	<i>Market Affordable</i>							99			0	0	99	0	20	33	46	0	99	0	0	0
								33			33	0	33	0	0	16	17	0	33	0	0	0
4773	LDP HSG 11: Shrub Place	Places For People (Shrubhill) Ltd.	2.08 B	FULL	May-16	Mar-17		376	0	376	225	201	175	73	102	0	0	0	175	0	0	0
	<i>Market Affordable</i>							151			0	49	102	0	102	0	0	0	102	0	0	0
								225			225	152	73	73	0	0	0	0	73	0	0	0

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Housing Land Audit and Completions Programme 2021

Schedule 2: Site Details

Site Ref	Site Name /Address	Developer (Or Owner)	Area /ha	Brf/Grf	Consent Type	Consent Date	U/C	Housing Land Supply					Completions Programme											
								Total Dwellings	House	Flats	Total affdble units	Complete by 04/21	Remaining as at 04/21	Expected Completions										
								21/22	22/23	23/24	24/25	25/26	Total 21-26	26/27	27/28	Post 2028								
3965	LDP HSG 12: Albion Road	Places for People	2.70 B		FULL	Mar-14	Mar-15	205	48	157	0	175	30	30	0	0	0	0	0	0	0	0	0	0
3754	LDP HSG 17: Greendykes (areas K and L)	Craigmillar JVC	15.79 B		NONE			129	0		0	0	129	0	0	0	0	0	0	0	29	50	50	
3754.6	LDP HSG 17: Greendykes Road (areas N,Q,P,R)	Taylor Wimpey	3.93 B		FULL	Sep-18	Mar-20	169	111	58	0	0	169	20	50	50	49	0	0	0	0	0	0	0
3753.5	LDP HSG 18: New Greendykes Areas C & D	Sheratan Ltd + Persimmon Homes (East S)	2.93 G		FULL	Sep-17	Mar-19	145	115	30	0	81	64	32	32	0	0	0	0	0	64	0	0	0
3753.6	LDP HSG 18: New Greendykes Areas A,E	Persimmon Homes.	4.04 G		OUT	Jul-10		163	112	51	0	0	163	0	0	50	50	50	50	150	13	0	0	0
3753.7	LDP HSG 18: New Greendykes Areas HI/AH1	Persimmon Homes.	4.82 G		OUT	Jul-10		128	110	18	25	0	128	0	0	0	28	50	78	50	50	0	0	0
	Market							103			0	0	103	0	0	0	28	35	63	40	0	0	0	0
	Affordable							25			25	0	25	0	0	0	0	15	15	10	0	0	0	0
5246.1	LDP HSG 19: Maybury East	Taylor Wimpey UK Limited.	12.99 G		FULL	May-20		250	205	45	63	0	250	22	57	70	75	26	250	0	0	0	0	0
	Market							187			0	0	187	22	45	55	55	10	187	0	0	0	0	0
	Affordable							63			63	0	63	0	12	15	20	16	63	0	0	0	0	0
N 5246.2.1	LDP HSG 19: Maybury Central - 1	West Craigs Ltd & Dunedin Canmore.	0.07 B		FULL	May-20		5	5	0	0	0	5	0	5	0	0	0	5	0	0	0	0	0
N 5246.2.2	LDP HSG 19: Maybury Central - 2	Dunedin Canmore.	2.82 G		FULL	Dec-20		158	35	123	158	0	158	0	58	100	0	0	158	0	0	0	0	0
N 5246.2.3	LDP HSG 19: Maybury Central - 3	Dunedin Canmore.	2.63 G		FULL	Dec-20		142	43	99	142	0	142	0	42	100	0	0	142	0	0	0	0	0
5246.2	LDP HSG 19: Maybury Central	West Craigs Ltd.	58.82 G		OUT	Sep-19		1,400	0	0	70	0	1,400	0	50	100	100	300	550	300	300	300	250	250
	Market							1,330			0	0	1,330	0	50	100	100	265	515	265	300	250	250	250
	Affordable							70			70	0	70	0	0	0	0	35	35	35	0	0	0	0
5246.3	LDP HSG 19: Maybury West	Roseberry Estates	4.53 G		NONE			130	0	0	33	0	130	0	0	0	0	0	0	25	50	55	55	55
	Market							97			0	0	97	0	0	0	0	0	0	15	35	47	47	47
	Affordable							33			33	0	33	0	0	0	0	0	0	10	15	8	8	8
5247A	LDP HSG 20: Cammo	CALA Management Ltd	28.18 G		FULL	Jan-20	Mar-20	197	83	114	0	0	197	41	62	61	33	0	197	0	0	0	0	0
5247B	LDP HSG 20: Cammo	BDW Trading Ltd	28.18 G		FULL	Jan-20	Mar-20	458	185	273	164	0	458	80	84	80	80	60	384	74	0	0	0	0
	Market							294			0	0	294	40	40	40	40	60	220	74	0	0	0	0
	Affordable							164			164	0	164	40	44	40	40	0	164	0	0	0	0	0
5248	LDP HSG 21: Broomhills	BDW Trading Ltd.	24.60 G		FULL	May-17	Mar-18	671	540	93	158	429	242	120	80	42	0	0	242	0	0	0	0	0
	Market							513			0	323	190	95	53	42	0	0	190	0	0	0	0	0
	Affordable							158			158	106	52	25	27	0	0	0	52	0	0	0	0	0
5251.1	LDP HSG 24: Gilmerton Station Road	Miller Homes Ltd	7.86 G		FULL	Mar-17	Mar-18	198	151	47	0	151	47	47	0	0	0	0	47	0	0	0	0	0
5251.2	LDP HSG 24: Gilmerton Station Road	Persimmon Homes	9.72 G		FULL	Jun-18	Mar-20	294	237	57	74	26	268	74	60	44	40	50	268	0	0	0	0	0
	Market							220			0	16	204	34	40	40	40	50	204	0	0	0	0	0
	Affordable							74			74	10	64	40	20	4	0	0	64	0	0	0	0	0
5251.3	LDP HSG 24: Gilmerton Station Road	BDW	12.37 G		FULL	Jun-18	Dec-19	315	270	45	78	23	292	62	61	36	36	36	231	36	25	0	0	0
	Market							237			0	23	214	12	33	36	36	36	153	36	25	0	0	0
	Affordable							78			78	0	78	50	28	0	0	0	78	0	0	0	0	0
5252	LDP HSG 25: Candlemaker's Park	Taylor Wimpey / South East Edinburgh D	6.87 G		FULL	May-18	Mar-19	149	125	24	37	67	82	30	52	0	0	0	82	0	0	0	0	0
	Market							112			0	67	45	16	29	0	0	0	45	0	0	0	0	0
	Affordable							37			37	0	37	14	23	0	0	0	37	0	0	0	0	0
5254.2	LDP HSG 27: Newcraighall East Phase 4	Avant Homes	17.05 G		FULL	Jan-20	Mar-21	37	37	0	10	0	37	17	20	0	0	0	37	0	0	0	0	0
	Market							27			0	0	27	17	10	0	0	0	27	0	0	0	0	0
	Affordable							10			10	0	10	0	10	0	0	0	10	0	0	0	0	0
5254.3	LDP HSG 27: Newcraighall East Phase 5	Avant Homes	17.05 G		FULL	Mar-21		29	29	0	6	0	29	0	0	29	0	0	29	0	0	0	0	0
	Market							23			0	0	23	0	0	23	0	0	23	0	0	0	0	0
	Affordable							6			6	0	6	0	0	6	0	0	6	0	0	0	0	0
5710	LDP HSG 28: Ellens Glen Road	LDP site	4.04 B		NONE			240	0	0	60	0	240	0	0	0	0	0	0	60	60	120	120	120
	Market							180			0	0	180	0	0	0	0	0	0	45	45	90	90	90
	Affordable							60			60	0	60	0	0	0	0	0	0	15	15	30	30	30
5711	LDP HSG 29: Brunstane	EDI	48.29 G		OUT	Nov-20		1,330	0	0	332	0	1,330	0	0	37	100	100	237	100	100	893	893	893
	Market							998			0	0	998	0	0	25	75	75	175	75	75	673	673	673
	Affordable							332			332	0	332	0	0	12	25	25	62	25	25	220	220	220

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Site Ref (N=New site in 2020)	Site Name /Address	Developer (Or Owner)	Area /ha	Brf/ Grf	Consent			Housing Land Supply					Completions Programme									
					Type	Date	U/C	Total	Complete			Remaining		Expected Completions						Post 2028		
								Dwellings	Houses	Flats	affdble units	by 04/21	as at 04/21	21/22	22/23	23/24	24/25	25/26	Total 21-26		26/27	27/28
5712	LDP HSG 32: Buileyon Road Market Affordable	CALA	38.41 G		NONE		840 630 210	0	0	210 0 210	0 0 0	840 630 210	0 0 0	0 0 0	25 25 12	50 38 12	50 38 12	125 101 24	100 75 25	100 75 25	515 379 136	
5713	LDP HSG 33: South Scotstour Market Affordable	Taylor Wimpey East Scotland.	18.83 G		FULL	Jun-19	Mar-20	339 254 85	247	92	85 0 85	11 11 0	328 243 85	15 15 0	70 55 15	80 60 20	80 60 20	83 53 30	328 243 85	0 0 0	0 0 0	0 0 0
5716	LDP HSG 37: Newmills Road Market Affordable	Cala Management Ltd.	11.33 G		FULL	Jul-17	Mar-18	206 155 51	91	115	51 0 51	178 154 24	28 1 27	28 1 0	0 0 0	0 0 0	0 0 0	28 1 27	0 0 0	0 0 0	0 0 0	
5706	LDP HSG 38: Raveirig Road Market Affordable	CALA Management Ltd.	14.02 G		FULL	Apr-17	Mar-18	140 104 36	116	24	36 0 36	101 65 36	39 39 0	27 27 0	12 12 0	0 0 0	0 0 0	39 39 0	0 0 0	0 0 0	0 0 0	
5717	LDP HSG 39: Lasswade Road Market Affordable	Persimmon / Miller	14.21 G		FULL	Jan-18	Mar-19	260 195 65	227	33	65 0 65	150 85 65	110 110 0	50 50 0	50 50 0	10 10 0	0 0 0	0 0 0	110 110 0	0 0 0	0 0 0	0 0 0
5714	LDP HSG 40: SE Wedge South - Edmonstone Market Affordable	Snaefell Holdings (UK) Ltd.	27.23 G		FULL	Sep-18		696 522 174	298	398	174 0 174	0 0 0	696 522 174	0 0 0	0 0 0	15 15 10	30 20 10	60 45 15	105 80 25	60 45 15	60 45 15	471 352 119
5720	Abbey Mount	Abbey Mount Estates Ltd C/O Agent	0.05 B		FULL	May-19	Mar-21	11	0	11	0	0	11	11	0	0	0	0	11	0	0	0
6028	Almondhill	Almond Hill Kirkliston Ltd.	1.74 G		FULL	Dec-19		11	11	0	0	0	11	0	11	0	0	0	11	0	0	0
6024	Aiva Street	Phoenix Developments.	0.03 B		FULL	Apr-20	Mar-21	6	0	6	0	0	6	0	6	0	0	0	6	0	0	0
6112	Ashley Place Market Affordable	Cornhill Building Services Limited.	0.47 B		NONE			65 51 14	0	65	14 0 14	0 0 0	65 51 14	0 0 0	0 30 14	35 21 0	0	0	65 51 14	0 0 0	0 0 0	0 0 0
6152	Barnton Avenue West	Barnton Avenue West Ltd.	0.21 B		FULL	Sep-18		7	0	7	0	0	7	0	7	0	0	0	7	0	0	0
6271	Barnton Avenue West	New Age Developers.	0.42 B		FULL	Jan-20		15	0	15	0	0	15	0	15	0	0	0	15	0	0	0
N 6297	Barnton Brae	Mr L Rennie.	0.34 B		FULL	Apr-20		11	0	11	0	0	11	0	11	0	0	0	11	0	0	0
6210	Bath Road	Kindplease Ltd.	0.02 B		FULL	Jul-19		6	0	6	0	0	6	0	6	0	0	0	6	0	0	0
4893B	Bath Road Market Affordable	BDW Trading Ltd.	1.68 B		FULL	Aug-19	Mar-21	212 159 53	0	212	53 0 53	0 0 0	212 159 53	0 0 0	86 33 53	60 60 0	54 54 0	12 12	212 159 53	0 0 0	0 0 0	0 0 0
N 6299	Bell's Brae	Sundial Properties.	0.05 B		FULL	Oct-20		11	0	11	0	0	11	0	11	0	0	0	11	0	0	0
5993	Bernard Street	J & M Cameron Properties Ltd	0.08 B		FULL	Jun-17	Mar-19	11	0	11	0	0	11	11	0	0	0	0	11	0	0	0
6282	Bonnington Road Lane Market Affordable	John Lewis Partnership.	1.91 B		OUT	Feb-20		453 340 113	0	453	113 0 113	0 0 0	453 340 113	0 0 0	0 0 0	150 110 40	0	150 110 40	150 110 40	0 0 0	153 120 33	
6211	Braid Road	Pentland Investments Ltd.	0.15 B		FULL	Jun-20		7	0	7	0	0	7	0	7	0	0	0	7	0	0	0
4402	Brunstane Road South	South Castle Properties Limited.	0.54 B		FULL	May-14	Mar-12	12	12	0	0	11	1	1	0	0	0	0	1	0	0	0
N 6307	Burdiehouse Road Market Affordable	BDW and Hallam land management	7.55 G		FULL	May-20	Mar-21	116 86 30	95	21	30 0 30	0 0 0	116 86 30	35 20 15	45 30 15	36 36 0	0 0 0	0 0 0	116 86 30	0 0 0	0 0 0	0 0 0
4917A	Calder Road	The City Of Edinburgh Council.	2.60 B		FULL	Nov-15	Mar-18	184	35	149	184	64	120	40	40	40	0	0	120	0	0	0
N 6308	Calton Road Market Affordable	Square & Crescent Ltd Square & Crescen	0.07 B		FULL	Jul-20		22 17 5	0	22	5 0 5	0 0 0	22 17 5	0 0 0	0 0 5	22 17 0	0	0	22 17 5	0 0 0	0 0 0	0 0 0
N 6309	Cammo Road	Mr Terry Heneaghan	0.27 B		FULL	Oct-20	Mar-21	7	7	0	0	0	7	0	7	0	0	0	7	0	0	0
6080	Canaan Lane	Mr Phillip Sunderland	0.03 B		FULL	Nov-18		10	0	10	0	0	10	0	10	0	0	0	10	0	0	0
6122	Canon Street	Thistle Property Group.	0.03 B		FULL	Dec-18		11	0	11	0	0	11	0	11	0	0	0	11	0	0	0
N 6311	Castle Street	Middlebrook Properties Ltd.	0.03 B		FULL	Apr-20		9	0	9	0	0	9	0	9	0	0	0	9	0	0	0
N 6313	Clovenstone Gardens	J Smart & Co (Contractors) PLC.	0.57 G		FULL	Jan-21		69	0	69	69	0	69	0	0	30	39	0	69	0	0	0

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					/ha	Type	Date	U/C	Total Dwellings	Houses	Flats	Total affordable units	Complete by 04/21	Remaining as at 04/21	Expected Completions							Post 2028					
															21/22	22/23	23/24	24/25	25/26	Total 21-26	26/27		27/28				
	(N=New site in 2020)																										
6135	Colinton Road	Rutherford Colinton.	0.02 B		FULL	Oct-19	Mar-20	5	0	5	0	0	5	5	0	0	0	0	0	0	5	0	0	0	0	0	0
N 6314	Colinton Road	Eastern Properties Ltd & Westerwood Lt	0.37 B		FULL	Jun-20	Mar-21	19	0	19	0	0	19	0	9	10	0	0	0	19	0	0	0	0	0	0	0
5898	Constitution Street	GA Group Ltd.	0.07 B		FULL	Oct-19		9	0	9	0	0	9	0	0	0	0	0	0	9	0	0	0	0	0	0	0
N 6315	Corbiehill Road	Mr Rupinder Bal.	0.09 B		FULL	May-20		5	0	5	0	0	5	0	0	5	0	0	5	0	0	0	0	0	0	0	0
N 6316	Corbieshot	Robertson Living Ltd.	2.35 G		FULL	Nov-20	Mar-21	54	50	4	13	0	54	27	27	0	0	0	54	0	0	0	0	0	0	0	0
	Market							41			0	0	41	27	14	0	0	0	41	0	0	0	0	0	0	0	0
	Affordable							13			13	0	13	0	13	0	0	0	13	0	0	0	0	0	0	0	0
N 6317	Corstorphine Road	Sundial Dundas (Corstorphine) Ltd.	1.62	#Error	FULL	Sep-20		76	0	76	0	0	76	0	0	16	30	30	76	0	0	0	0	0	0	0	0
N 6318	Corstorphine Road	AMA (New Town) Ltd.	0.76 B		FULL	Aug-20	Mar-21	28	5	23	7	0	28	0	14	14	0	0	28	0	0	0	0	0	0	0	0
	Market							21			0	0	21	0	14	7	0	0	21	0	0	0	0	0	0	0	0
	Affordable							7			7	0	7	0	0	7	0	0	7	0	0	0	0	0	0	0	0
5423	Craighouse Road	Edinburgh Napier University And Craigh	19.77 B		FULL	Nov-14	Mar-17	145	43	102	0	30	115	30	40	45	0	0	115	0	0	0	0	0	0	0	0
N 6320	Craigmillar Park	Cala Management Ltd	1.41 B		FULL	Nov-20	Mar-21	48	21	27	0	0	48	0	13	35	0	0	48	0	0	0	0	0	0	0	0
N 6323	Dickson Street	Dickson Street Limited	0.03 B		FULL	Dec-20		7	0	7	0	0	7	0	0	7	0	0	7	0	0	0	0	0	0	0	0
6280	Duddingston Road West	KLN Properties.	0.77 B		OUT	Feb-20		120	0	120	30	0	120	0	0	30	30	30	90	30	0	0	0	0	0	0	0
	Market							90			0	0	90	0	0	30	15	15	60	30	0	0	0	0	0	0	0
	Affordable							30			30	0	30	0	0	0	15	15	30	0	0	0	0	0	0	0	0
N 6305	Duddingston Road West	Stone Acre Projects Ltd	0.40 B		FULL	Jun-20	Mar-21	8	8	0	0	0	8	0	8	0	0	0	8	0	0	0	0	0	0	0	0
6177	Duddingston Row	21st Century Homes.	0.57 B		FULL	Jul-19	Mar-21	40	2	38	40	0	40	20	20	0	0	0	40	0	0	0	0	0	0	0	0
6349	Dumbiedykes Road	Mr F Martone	0.02 B		FULL	Aug-20		11	0	11	0	0	11	0	0	11	0	0	11	0	0	0	0	0	0	0	0
N 6328	Dumbryden Drive	Robertson Partnership Homes	0.99 B		FULL	Nov-19		49	14	35	49	0	49	0	15	34	0	0	49	0	0	0	0	0	0	0	0
N 6329	Edinburgh Road	PANACEA Property.	0.03 B		FULL	Jan-21		5	0	5	0	0	5	0	0	5	0	0	5	0	0	0	0	0	0	0	0
N 6329	Eyre Place	Mr Lindsay McArthur.	0.01 B		OUT	May-20		7	0	7	0	0	7	0	0	7	0	0	7	0	0	0	0	0	0	0	0
N 6330	Eyre Terrace	The Royal Bank Of Scotland	0.43 B		OUT	Jan-21		70	0	70	17	0	70	0	0	35	35	0	70	0	0	0	0	0	0	0	0
	Market							53			0	0	53	0	0	35	18	0	53	0	0	0	0	0	0	0	0
	Affordable							17			17	0	17	0	0	0	17	0	17	0	0	0	0	0	0	0	0
N 6331	Falcon Road West	AMA (New Town) Ltd.	0.10 B		FULL	Dec-20		11	0	11	0	0	11	0	0	11	0	0	11	0	0	0	0	0	0	0	0
5918	Figgate Street	Figgate Street Developments	0.04 B		FULL	Jun-17	Mar-20	6	0	6	0	0	6	6	0	0	0	0	6	0	0	0	0	0	0	0	0
6025	Fishwives Causeway	Barratt	4.93 B		FULL	Apr-18	Mar-19	435	76	359	108	108	327	87	50	50	50	50	287	40	0	0	0	0	0	0	0
	Market							327			0	108	219	87	25	25	25	25	187	32	0	0	0	0	0	0	0
	Affordable							108			108	0	108	0	25	25	25	25	100	8	0	0	0	0	0	0	0
6187	Frederick Street	Plumbing Pensions UK Ltd.	0.05 B		FULL	May-19		5	0	5	0	0	5	0	0	5	0	0	5	0	0	0	0	0	0	0	0
4946	Gayfield Square	MacTagart and Mikel	0.05 B		FULL	Jun-18		11	0	11	0	0	11	0	11	0	0	0	11	0	0	0	0	0	0	0	0
6190	George Street	Lightstorm Estates Ltd.	0.02 B		FULL	May-19	Mar-21	6	0	6	0	0	6	0	6	0	0	0	6	0	0	0	0	0	0	0	0
6061	Gorgie Road	AMA (New Town) Ltd.	0.66 B		FULL	Jan-19	Mar-19	48	9	39	0	0	48	9	39	0	0	0	48	0	0	0	0	0	0	0	0
6040	Great Junction Street	Glenprop2.	0.12 B		FULL	Jan-20	Sep-19	37	0	37	0	0	37	37	0	0	0	0	37	0	0	0	0	0	0	0	0
4728	Groathill Road South	Beaufort Property Company Ltd.	0.13 B		FULL	Aug-15	Mar-19	9	0	9	0	0	9	9	0	0	0	0	9	0	0	0	0	0	0	0	0
N 6338	Hailes Avenue	Apex Hotels Ltd.	0.21 B		FULL	May-20		11	4	7	0	0	11	0	0	4	7	0	11	0	0	0	0	0	0	0	0
6200	Hopetoun Crescent	K & S Mir Ltd.	0.05 B		FULL	Jun-19		6	0	6	0	0	6	0	0	6	0	0	6	0	0	0	0	0	0	0	0
N 6350	Jeffrey Street	Leonardo John Dalton House Ltd.	0.34 B		FULL	Oct-20		31	0	31	8	0	31	0	0	0	0	0	0	31	0	0	0	0	0	0	0
	Market							23			0	0	23	0	0	0	0	0	0	23	0	0	0	0	0	0	0
	Affordable							8			8	0	8	0	0	0	0	0	8	0	0	0	0	0	0	0	0
6285	Lanark Road	John Clark (Holdings) Ltd.	0.42 B		FULL	Feb-20		57	0	57	12	0	57	0	0	57	0	0	57	0	0	0	0	0	0	0	0
	Market							45			0	0	45	0	0	45	0	0	45	0	0	0	0	0	0	0	0
	Affordable							12			12	0	12	0	0	12	0	0	12	0	0	0	0	0	0	0	0
6281	Lanark Road	Haynes Asset Management.	0.08 B		FULL	Feb-20	Mar-21	9	0	9	0	0	9	0	9	0	0	0	9	0	0	0	0	0	0	0	0
5947	Lanark Road West	George Dunbar And Sons Builders Ltd.	0.98 B		FULL	Jun-17	Mar-19	53	0	53	12	12	41	11	30	0	0	0	41	0	0	0	0	0	0	0	0
	Market							41			0	0	41	11	30	0	0	0	41	0	0	0	0	0	0	0	0
	Affordable							12			12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6178	Lasswade Road	Bellway / Miller	18.61 G		FULL	Mar-19	Sep-19	335	299	36	83	67	268	50	50	50	50	68	268	0	0	0	0	0	0	0	0
	Market							252			0	51	201	23	30	30	50	68	201	0	0	0	0	0	0	0	0
	Affordable							83			83	16	67	27	20	20	0	0	67	0	0	0	0	0	0	0	0
N 6354	Leith Walk	Mr George Duff.	0.11 B		FULL	Dec-20		10	0	10	0	0	10	0	0	0	10	0	10	0	0	0	0	0	0	0	0
5027	London Road	Drum Property Group.	0.81 B		FULL	Aug-20		116	0	116	29	0	116	0	0	0	56	60	116	0	0	0	0	0	0	0	0
	Market							87			0	0	87	0	0	0	56	31	87	0	0	0	0	0	0	0	0
	Affordable							29																			

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					/ha	Type	Date	U/C	Total Dwellings	Houses	Flats	Total affordable units	Complete		Expected Completions					Post 2028		
													by 04/21	as at 04/21	21/22	22/23	23/24	24/25	25/26		Total 21-26	26/27
6067	London Road Market Affordable	Place Development, City Of Edinburgh C	11.62 B		FULL	Oct-20		596	0	596	149	0	596	0	0	25	50	50	125	50	100	321
								447			0	0	447	0	0	25	35	35	95	35	75	242
								149			149	0	149	0	0	0	15	15	30	15	25	79
6001	Long Dalmahoy Road	Mr C Hardy	0.32 B		FULL	Jan-19		7	7	0	0	0	7	0	7	0	0	0	7	0	0	0
5800	Longstone Road Market Affordable	Castle Rock Edinvar Housing Associatio	5.63 G		FULL	Nov-16	Mar-18	157	50	107	38	153	4	4	0	0	0	4	0	0	0	
								119			0	115	4	4	0	0	0	4	0	0	0	
								38			38	38	0	0	0	0	0	0	0	0	0	
5801	Madeira Street	Port Of Leith Housing Association.	0.12 B		FULL	May-16	Mar-17	12	0	12	12	8	4	0	0	0	0	0	4	0	0	
5544	Marionville Road Market Affordable	Dandara Limited.	0.45 B		FULL	Jan-21		113	10	103	28	0	113	0	0	0	72	41	113	0	0	
								85			0	0	85	0	0	0	54	31	85	0	0	
								28			28	0	28	0	0	0	18	10	28	0	0	
5803	Maritime Lane	Zonal Retail Data System Ltd.	0.05 B		FULL	Aug-18	Mar-21	8	0	8	0	0	8	8	0	0	0	8	0	0	0	
6161	Meadowbank	City Development Office Ltd.	0.04 B		FULL	Mar-19		11	0	11	0	0	11	0	0	11	0	11	0	0	0	
N 6359	Melville Street	MSC Development LLP.	0.07 B		FULL	Aug-20	Mar-21	11	0	11	0	0	11	0	11	0	0	11	0	0	0	
6233	Melville Street	Dragon Development Edinburgh.	0.06 B		FULL	Sep-19	Mar-20	11	0	11	0	0	11	11	0	0	0	11	0	0	0	
6158	Mitchell Street	J.N.L. Property Investments.	0.02 B		FULL	Mar-19		9	0	9	0	0	9	0	9	0	0	9	0	0	0	
6029	Newhaven Road Market Affordable	Queensberry Properties	0.38 B		FULL	Feb-19	Sep-19	52	0	52	13	15	37	37	0	0	0	37	0	0	0	
								39			0	15	24	24	0	0	0	24	0	0	0	
								13			13	0	13	13	0	0	0	13	0	0	0	
N 6076	Niddrie Mains Road	CCG (Scotland) Ltd.	1.36 B		FULL	Feb-20	Mar-20	136	0	136	136	0	136	68	68	0	0	136	0	0	0	
N 6069	North Castle Street	Ms Dawn Shan.	0.02 B		FULL	Nov-20	Mar-21	6	0	6	0	0	6	6	0	0	0	6	0	0	0	
N 6023	Ocean Drive Market Affordable	S1 Developments Ltd.	1.14 B		FULL	Nov-20		338	0	338	85	0	338	0	0	0	50	100	150	100	88	
								253			0	0	253	0	0	0	38	75	113	75	65	
								85			85	0	85	0	0	0	12	25	37	25	23	
N 6000	Ocean Drive	Abercastle Developments Ltd.	0.03 B		FULL	Sep-19	Mar-21	5	0	5	0	0	5	0	5	0	0	5	0	0	0	
6134	Oxgangs Green	Hopefield Partnership Ltd.	1.51 B		FULL	May-19	Mar-20	85	6	79	85	0	85	35	50	0	0	85	0	0	0	
6046	Peffermill Road	21st Century Homes.	0.34 B		FULL	Jan-19	Mar-21	30	0	30	30	0	30	30	0	0	0	30	0	0	0	
4996.4	Pennywell Road Market Affordable	CEC	2.21 B		OUT	Sep-13		68	2	66	20	0	68	0	0	0	30	38	68	0	0	
								48			0	0	48	0	0	0	30	18	48	0	0	
								20			20	0	20	0	0	0	20	20	0	0	0	
5159.3	Pennywell Road Market Affordable	Urban Union	7.74 B		FULL	Jan-18	Jun-19	315	140	175	181	12	303	25	50	50	50	225	50	28	0	
								134			0	12	122	25	24	20	0	69	25	28	0	
								181			181	0	181	0	26	30	50	156	25	0	0	
5159.2	Pennywell Road	City Of Edinburgh Council.	3.24 B		FULL	Dec-17	Sep-19	136	0	136	0	12	124	0	24	50	50	124	0	0	0	
N 6374	Pinkhill Market Affordable	Dandara.	0.42 B		FULL	Jun-20		46	0	46	11	0	46	0	0	30	16	46	0	0	0	
								35			0	0	35	0	0	24	11	35	0	0	0	
								11			11	0	11	0	0	6	5	11	0	0	0	
6113	Pitt Street	Buckley Building UK Ltd.	0.01 B		FULL	Jan-19		8	0	8	0	0	8	0	8	0	0	8	0	0	0	
6039	Prestonfield Avenue	First Construction Ltd.	0.08 B		FULL	Oct-18		9	0	9	0	0	9	0	9	0	0	9	0	0	0	
6228	Princes Street	ECF Edinburgh Retail.	0.11 B		FULL	Aug-19		17	0	17	0	0	17	0	0	0	17	0	0	0		
6166	Randolph Crescent	Square & Crescent Ltd	0.05 B		FULL	Mar-19	Mar-20	8	0	8	0	0	8	8	0	0	0	8	0	0	0	
6207	Randolph Crescent		0.04 B		FULL	Jul-19	Mar-20	7	0	7	0	0	7	7	0	0	0	7	0	0	0	
6050	Randolph Crescent	Randolph Development LLP.	0.04 B		FULL	Nov-18	Mar-20	8	0	8	0	0	8	8	0	0	0	8	0	0	0	
5834	Restalrig Road	A'ila Modaraba.	0.04 B		FULL	Sep-20	Mar-21	6	0	6	0	0	6	6	0	0	0	6	0	0	0	
5836	Rosefield Place	Badenoch Homes Ltd.	0.13 B		FULL	Jul-20	Mar-18	6	0	6	0	0	6	6	0	0	0	6	0	0	0	
3762	RWELP HSG : Ferrymuir Gait Market Affordable		4.66 B		FULL	Oct-20	Mar-21	125	89	36	31	0	125	0	0	50	25	125	0	0	0	
								94			0	0	94	0	0	50	35	94	0	0	0	
								31			31	0	31	0	0	0	15	16	31	0	0	
N 6382	Sciennes Road Market Affordable	Downing Students (Meadows) LP Inc.	1.47 B		FULL	Aug-20		126	8	118	31	0	126	0	0	26	50	126	0	0	0	
								95			0	0	95	0	0	26	19	50	95	0	0	
								31			31	0	31	0	0	0	31	0	0	0	0	
6254	Simon Square	Seven Hills Property Ltd.	0.02 B		FULL	Nov-19	Mar-21	6	0	6	0	0	6	6	0	0	0	6	0	0	0	
6191	South Fort Street Market	Blake Property Company LLP & BDW Trad	0.73 B		FULL	May-19		115	0	115	28	0	115	0	0	93	22	115	0	0	0	
								87			0	0	87	0	0	65	22	87	0	0	0	

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Schedule 2: Site Details

Site Ref (N=New site in 2020)	Site Name /Address	Developer (Or Owner)	Area /ha	Brf/ Grf	Consent			Housing Land Supply					Completions Programme													
					Type	Date	U/C	Total Dwellings	Houses	Flats	Total affdble units	Complete by 04/21	Remaining as at 04/21	Expected Completions							Post 2028					
														21/22	22/23	23/24	24/25	25/26	Total 21-26	26/27		27/28				
	Affordable							28			28	0	28	0	0	28	0	0	0	0	0	28	0	0	0	
4793	St James Centre	TIAA Henderson Real Estate.	0.49	B	FULL	Sep-16	Mar-19	150	0	150	0	0	150	75	75	0	0	0	0	150	0	0	0	0		
6289	St John's Road	Maclaggart And Mickel Commercial Devel	0.52	B	FULL	Mar-20		36	4	32	9	0	36	0	0	4	16	16	36	0	0	0	0	0		
	Market							27			0	0	27	0	0	4	7	16	27	0	0	0	0	0		
	Affordable							9			9	0	9	0	0	0	9	0	9	0	0	0	0	0		
6157	Stead's Place	McGregor MOT Centre.	0.04	B	FULL	Mar-19		11	0	11	0	0	11	0	0	11	0	0	11	0	0	0	0	0		
6022	The Wisp	Springfield Properties PLC	1.63	G	FULL	Mar-20	Mar-20	139	0	139	35	0	139	39	50	50	0	0	139	0	0	0	0	0		
	Market							104			0	0	104	39	35	30	0	0	104	0	0	0	0	0		
	Affordable							35			35	0	35	0	15	20	0	0	35	0	0	0	0	0		
N 6387	Timber Bush	Office Suites UK Ltd & James Hay Pensi	0.03	B	FULL	Nov-20		5	0	5	0	0	5	0	5	0	0	0	5	0	0	0	0	0		
6160	Viewforth	CALA Management Ltd.	0.88	B	FULL	Mar-19	Sep-19	104	0	104	17	20	84	54	30	0	0	0	84	0	0	0	0	0		
	Market							87			0	20	67	54	13	0	0	0	67	0	0	0	0	0		
	Affordable							17			17	0	17	0	17	0	0	0	17	0	0	0	0	0		
5546	Warriston Road	Canonmills No. 5 LTD.	0.07	B	FULL	Apr-19	Mar-21	11	0	11	0	0	11	11	0	0	0	0	11	0	0	0	0	0		
5983	Warriston Road	Artisan Cannonmills	0.72	B	FULL	Jul-17	Mar-19	180	0	180	45	0	180	60	60	60	0	0	180	0	0	0	0	0		
	Market							135			0	0	135	45	45	45	0	0	135	0	0	0	0	0		
	Affordable							45			45	0	45	15	15	15	0	0	45	0	0	0	0	0		
6244	Wellflats Road	Dandara Limited.	5.35	G	FULL	Aug-20		108	102	6	27	0	108	0	10	60	38	0	108	0	0	0	0	0		
	Market							81			0	0	81	0	10	40	31	0	81	0	0	0	0	0		
	Affordable							27			27	0	27	0	0	20	7	0	27	0	0	0	0	0		
5924	Wellington Place	Deborah Bailey	0.14	B	NONE			32	0	32	32	0	32	0	32	0	0	0	32	0	0	0	0	0		
5926	West Bowling Green Street	HB Villages Developments Limited.	0.39	B	FULL	Sep-18	Mar-20	24	0	24	0	0	24	24	0	0	0	0	24	0	0	0	0	0		
6021	West Bowling Green Street	WBG Partnership.	0.36	B	FULL	Jul-18	Mar-20	77	0	77	19	0	77	37	40	0	0	0	77	0	0	0	0	0		
	Market							58			0	0	58	37	21	0	0	0	58	0	0	0	0	0		
	Affordable							19			19	0	19	0	19	0	0	0	19	0	0	0	0	0		
4502	West Coates	Cala Evans Restoration Ltd And City &	7.42	B	FULL	Jun-16	Mar-17	203	0	203	0	157	46	22	24	0	0	0	46	0	0	0	0	0		
6076	West Granton Road	ED Consilium Ltd.	0.07	B	FULL	Jun-19		11	0	11	0	0	11	0	11	0	0	0	11	0	0	0	0	0		
Small Sites								266			2	1	265	53	53	53	53	53	265	0	0	0	0	0		
<b>All Sites</b>								<b>24,866</b>			<b>6,759</b>	<b>2,455</b>	<b>22,411</b>	<b>2,086</b>	<b>2,673</b>	<b>2,917</b>	<b>2,659</b>	<b>2,508</b>	<b>12,843</b>	<b>2,104</b>	<b>1,626</b>	<b>5,838</b>				
Market								18,107			0	1,792	16,315	1,397	1,769	2,091	1,981	1,856	9,094	1,447	1,315	4,459				
Affordable								6,759			6,759	663	6,096	689	904	826	678	652	3,749	657	311	1,379				

# Schedule 3 – Completions 2020/21

## Housing Land Audit and Completions Programme 2021

### Schedule 3: Completions 2020/21

Site Ref (C= Site completed during 2020/21)	Site Name	Developer	Brf/ Grf	Total				Completions up to 03/20			Completions 04/20 to 03/21			Units Remaining		
				Dwellings	Houses	Flats	affordable units	Total	Market	Affordable	Total	Market	Affordable	Total	Market	Affordable
<b>LDP Allocations</b>																
	4893A LDP EW1B: Central leith Waterfront A	CALA Management Ltd.	B	390	33	357	97	38	38	0	22	22	0	330	233	97
	3744A.7 LDP EW 2C: Granton Harbour Plots 26 and 27	Link	B	264	0	264	264	0	0	0	132	0	132	132	0	132
	3965 LDP HSG 12: Albion Road	Places for People	B	205	48	157	0	137	137	0	38	38	0	30	30	0
C	3756.9 LDP HSG 14: Niddrie Mains	21st Century Homes	B	194	66	128	108	0	0	0	194	86	108			
C	3756.8 LDP HSG 14: Niddrie Mains Road	Cruden Homes (East) Ltd.	B	149	79	70	38	115	85	30	34	26	8			
C	3755 LDP HSG 16: Thistle Foundation Phase 3	Places For People.	B	149	45	104	149	78	0	78	71	0	71			
C	3754.4 LDP HSG 17: Greendykes Road (areas D and J)	BDW Trading Ltd	B	158	123	35	0	152	152	0	6	6	0			
	3753.5 LDP HSG 18: New Greendykes Areas C & D	Sheratan Ltd + Persimmon Homes (East S)	G	145	115	30	0	35	35	0	46	46	0	64	64	0
	5248 LDP HSG 21: Broomhills	BDW Trading Ltd.	G	671	540	93	158	340	236	104	89	87	2	242	190	52
	5249 LDP HSG 22: Burdiehouse Road	Hallam Land Management Ltd & BDW Tradi	G	210	145	65	52	193	141	52	17	17	0			
	5251.3 LDP HSG 24: Gilmerton Station Road	BDW	G	315	270	45	78	0	0	0	23	23	0	292	214	78
	5251.2 LDP HSG 24: Gilmerton Station Road	Persimmon Homes	G	294	237	57	74	0	0	0	26	16	10	268	204	64
	5251.1 LDP HSG 24: Gilmerton Station Road	Miller Homes Ltd	G	198	151	47	0	134	134	0	17	17	0	47	47	0
	5252 LDP HSG 25: Candlemaker's Park	Taylor Wimpey / South East Edinburgh D	G	149	125	24	37	37	37	0	30	30	0	82	45	37
C	5254.1 LDP HSG 27: Newcraighall East phas 1-3	Avant Homes	G	176	152	24	44	140	120	20	36	12	24	0	0	0
	5713 LDP HSG 33: South Scotstoun	Taylor Wimpey East Scotland.	G	339	247	92	85	0	0	0	11	11	0	328	243	85
	5716 LDP HSG 37: Newmills Road	Cala Management Ltd.	G	206	91	115	51	141	117	24	37	37	0	28	1	27
	5706 LDP HSG 38: Ravelrig Road	CALA Management Ltd.	G	140	116	24	36	93	57	36	8	8	0	39	39	0
	5717 LDP HSG 39: Lasswade Road	Persimmon / Miller	G	260	227	33	65	110	52	58	40	33	7	110	110	0
<b>Other Completions</b>																
C	5698 Beaverbank Place	Dunedin Canmore Miller Homes Limited & Bonnington	B	41	0	41	41	0	0	0	41	0	41			
C	5732 Bonnington Road Lane	Part	B	201	0	201	50	135	94	41	66	57	9			
C	4635 Broughton Street Lane	Prosper Holdings	B	11	11	0	0	0	0	0	11	11	0			
	4402 Brunstane Road South	South Castle Properties Limited.	B	12	12	0	0	8	8	0	3	3	0	1	1	0
C	4917B Calder Road	The City Of Edinburgh Council.	B	132	73	59	0	92	92	0	40	40	0			
	4917A Calder Road	The City Of Edinburgh Council.	B	184	35	149	184	30	0	30	34	0	34	120	0	120
C	5280 Canonmills Bridge	Glovart Holdings Ltd.	B	9	3	6	0	0	0	0	9	9	0			
C	6218 Chambers Street	Mackenzie And Mackenzie LLP. Edinburgh Napier University And Craig	B	9	0	9	0	0	0	0	9	9	0			
	5423 Craighouse Road		B	145	43	102	0	8	8	0	22	22	0	115	115	0
C	5547 Craigleith Road	Motor Fuel Limited.	B	8	8	0	0	0	0	0	8	8	0			
C	5899 Crewe Road Gardens	Robertson Partnership Homes.	B	26	0	26	26	16	0	16	10	0	10			
C	6055 East Trinity Road	Inverleith Property Holdings Ltd.	B	5	2	3	0	2	2	0	3	3	0			
C	6154 Ferrymuir	J.Smart & Co (contractors) PLC.	G	44	0	44	44	0	0	0	44	0	44			
	6025 Fishwives Causeway	Barrat	B	435	76	359	108	38	38	0	70	70	0	327	219	108
C	5941 Kinnear Road	Mr Ali Afshar	B	16	0	16	0	0	0	0	16	16	0			
	5947 Lanark Road West	George Dunbar And Sons Builders Ltd.	B	53	0	53	12	0	0	0	12	0	12	41	41	0



Housing Land Audit and Completions Programme 2021

Schedule 3: Completions 2020/21

Site Ref (C= Site completed during 2020/21)	Site Name	Developer	Brf/ Grf	Total				Completions up to 03/20			Completions 04/20 to 03/21			Units Remaining		
				Dwellings	Houses	Flats affordable units	Total	Market	Affordable	Total	Market	Affordable	Total	Market	Affordable	
C	6178 Lasswade Road 6215 Leven Street	Bellway / Miller Scotmid Co-operative Castle Rock Edinvar Housing	G B	335 8	299 0	36 8	83 0	0 0	0 0	0 0	67 8	51 8	16 0	268	201	67
C	5800 Longstone Road 6096 Main Street	Associatio Undefined	G B	157 7	50 0	107 7	38 0	107 0	107 0	0 0	46 7	8 7	38 0	4	4	0
C	5809 Mill Lane	F3 Building Surveyors	B	6	0	6	0	0	0	0	6	6	0			
C	6059 Milton Road West	83S Ltd	B	11	0	11	0	0	0	0	11	11	0			
C	5707 Morrison Crescent 6029 Newhaven Road	Fountain North Ltd And Dunedin Canmore Queensberry Properties	B B	19 52	0 0	19 52	19 13	0 0	0 0	0 0	19 15	0 15	19 0	37	24	13
C	5159.3 Pennywell Road 6026 Queen Street	Urban Union Glenmorison Group.	B B	315 7	140 0	175 7	181 0	0 0	0 0	0 0	12 7	12 7	0 0	303	122	181
C	6102 Queensferry Road	Greenstead Properties Ltd	B	6	6	0	0	4	4	0	2	2	0			
C	6108 South Learmonth Gardens	Square & Crescent.	B	6	0	6	0	0	0	0	6	6	0			
C	5850 Sunnybank Place	Enemetric.	B	35	0	35	35	0	0	0	35	0	35			
C	5857 Trinity Road	Mr John and Moira Paterson	B	5	5	0	0	0	0	0	5	5	0			
C	6037 Union Street	Blagden Property (One) Ltd	B	11	0	11	0	0	0	0	11	11	0			
C	6160 Viewforth	CALA Management Ltd.	B	104	0	104	17	0	0	0	20	20	0	84	67	17
C	5370 West Bowling Green Street	J Smart & Co.	B	97	0	97	24	91	67	24	6	6	0			
C	4502 West Coates 6125 York Place	Cala Evans Restoration Ltd And City & S1 Developments.	B B	203 6	0 0	203 6	0 0	110 0	110 0	0 0	47 6	47 6	0 0	46	46	0
	Sall Sites										89	89	0			
<b>Total Completions 2020/21</b>											<b>1700</b>	<b>1080</b>	<b>620</b>			

# Schedule 4 – Constrained Sites

## Housing Land Audit and Completions Programme 2021

### Schedule 4: Constrained Sites

Ref	Address	Developer/applicant	Total	Housing Units			Last Consent		Constraint
				Afford.	Comp.	Remain	Type	Date	
5244	LDP Emp 6 IBG	LDP Site	350	88	0	350	NONE		No housing use established
3424	LDP EW 1A: Western Harbour	Forth Properties Limited.	669	0	0	669	NONE		Consent expired - flood risk
3424.1	LDP EW 1A: Western Harbour - Platinum Point	Gregor Shore Plc.	452	0	226	226	FULL	Apr-04	Owner not ready to market
3424.6	LDP EW 1A: Western Harbour View	AB Leith Ltd.	258	0	0	258	NONE		Owner not ready to market
4893	LDP EW 1B: Central Leith waterfront	Various	2138	535	0	2138	NONE		Multiple ownership - Site mostly in use
4894	LDP EW 1C: Leith Waterfront -Salamander Place		719	180	0	719	NONE		Much of site in use (Commercial)
3105B	LDP EW 2A: West Shore Road - Forth Quarter	City of Edinburgh Council	779	273	0	779	NONE		Some land contamination - no consent
3744B	LDP EW 2C: Granton Harbour	Various	347	190	0	347	NONE		Site in use (commercial)
3744A.2	LDP EW 2C: Granton Harbour	Gregor Shore PLC.	288	0	133	155	FULL	Jul-05	Owner not ready to market
3744A.6	LDP EW 2C: Granton Harbour - Plot 29	Hart Estates Ltd.	36	0	0	36	NONE		Owner not ready to market
3744A.4	LDP EW 2C: Granton Harbour - Plot 31		97	0	0	97	NONE		Consent Expired
3733B	LDP EW 2D: Waterfront - WEL - North Shore	Various	988	346	0	988	NONE		Not viable in current climate
5132	LDP HSG 4: West Newbridge	Lp Site	490	245	0	490	NONE		Not marketed
4897	LDP HSG 7: Edinburgh Zoo		80	20	0	80	NONE		Site in alternative use
4157	LDP HSG 15: Castlebrae	LP site	145	0	0	145	NONE		Lp site. No consent
3754.3	LDP HSG 17: Greendykes Road	Craigmillar Eco Housing Co-op	10	10	0	10	NONE		Consent expired - no further activity
5254	LDP HSG 27: Newcraighall East (East Part)	LDP Site	88	22	0	88	NONE		Railway line/ Electricity pylons
5257	LDP HSG 30: Moredunvale Road	LDP Site	200	200	0	200	NONE		Not currently in Council's disposal plan
5256	LDP HSG 31: Curriemuirend	CEC	188	188	0	188	NONE		Not currently in Council's disposal plan
6248	Ardshiel Avenue	Southside Company Services Ltd	6	0	0	6	FULL	Nov-19	Site not progressed.
5888	Belford Road	AMA (Belford) Ltd.	52	0	0	52	FULL	May-17	Consent Now expired (Aug 2020)
5919	Ford's Road	AMA (New Town) Ltd.	9	0	0	9	FULL	Jun-17	Consent Now expired (Aug 2020)
5928	Gorgie Road	Caledonian Heritable	11	0	0	11	FULL	Dec-19	Site In use as public bar
6017	London Road	Murascot Ltd.	30	7	0	30	FULL	Nov-18	Latest consent is for student housing
6011	Ocean Drive	Port of Leith HA	57	57	0	57	FULL	Jan-18	Consent Expired (Jan 2021)
5011	Shandwick Place	Mr Tom Diresta c/o Agent	11	0	0	11	FULL	Apr-19	No progress - Viability
	Small Sites		89			89			
	<b>Total Constrained Capacity</b>		<b>8587</b>	<b>2361</b>	<b>359</b>	<b>8228</b>			

# Schedule 5 – Delivery Factors

# Housing Land Audit and Completions Programme 2021

## Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5
<b>Completion rates at maximum</b>								
5720	Abbey Mount	Abbey Mount Estates Ltd C/O Agent	11	0	0	11	11	0
6294	Alva Street	Phoenix Developments.	6	0	0	6	6	0
5993	Bernard Street	J & M Cameron Properties Ltd	11	0	0	11	11	0
4402	Brunstane Road South	South Castle Properties Limited.	12	0	11	1	1	0
6309	Cammo Road	Mr Terry Heneaghan	7	0	0	7	7	0
6135	Colinton Road	Rutherford Colinton.	5	0	0	5	5	0
6314	Colinton Road	Eastern Properties Ltd & Westerwood Lt	19	0	0	19	19	0
6325	Duddingston Road West	Stone Acre Projects Ltd	8	0	0	8	8	0
5918	Figgate Street	Figgate Street Developments	6	0	0	6	6	0
6190	George Street	Lightstorm Estates Ltd.	6	0	0	6	6	0
6040	Great Junction Street	Glenprop2.	37	0	0	37	37	0
4728	Groathill Road South	Beaufort Property Company Ltd.	9	0	0	9	9	0
6281	Lanark Road	Haynes Asset Management.	9	0	0	9	9	0
3424	LDP EW 1A: Western Harbour- Sandpiper Drive	Robertson Living.	40	40	0	40	40	0
3733	LDP EW 2B: Upper Strand Phs 3	Places for People	89	33	0	89	89	0
3965	LDP HSG 12: Albion Road	Places for People	205	0	175	30	30	0
5251.1	LDP HSG 24: Gilmerton Station Road	Miller Homes Ltd	198	0	151	47	47	0
5706	LDP HSG 38: Ravelrig Road	CALA Management Ltd.	140	36	101	39	39	0
5800	Longstone Road	Castle Rock Edinvar Housing Associatio	157	38	153	4	4	0
5803	Maritime Lane	Zonal Retail Data System Ltd.	8	0	0	8	8	0
6359	Melville Street	MSC Development LLP.	11	0	0	11	11	0
6233	Melville Street	Dragon Development Edinburgh.	11	0	0	11	11	0
6029	Newhaven Road	Queensberry Properties	52	13	15	37	37	0
6276	Niddrie Mains Road	CCG (Scotland) Ltd.	136	136	0	136	136	0
6369	North Castle Street	Ms Dawn Shan.	6	0	0	6	6	0
6290	Ocean Drive	Abercastle Developments Ltd.	5	0	0	5	5	0
6046	Peffermill Road	21st Century Homes.	30	30	0	30	30	0
6050	Randolph Crescent	Randolph Development LLP.	8	0	0	8	8	0
6166	Randolph Crescent	Square & Crescent Ltd	8	0	0	8	8	0
6207	Randolph Crescent		7	0	0	7	7	0
5834	Restalrig Road	A'ila Modaraba.	6	0	0	6	6	0
5836	Rosefield Place	Badenoch Homes Ltd.	6	0	0	6	6	0
6254	Simon Square	Seven Hills Property Ltd.	6	0	0	6	6	0

## Housing Land Audit and Completions Programme 2021

### Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5
5546	Warriston Road	Canonmills No. 5 LTD.	11	0	0	11	11	0
5866	West Bowling Green Street	HB Villages Developments Limited.	24	0	0	24	24	0
4502	West Coates	Cala Evans Restoration Ltd And City &	203	0	157	46	46	0
<b>Rate Determined by Market Demand</b>								
4893B	Bath Road	BDW Trading Ltd.	212	53	0	212	212	0
6307	Burdiehouse Road	BDW and Hallam land management	116	30	0	116	116	0
6316	Corbieshot	Robertson Living Ltd.	54	13	0	54	54	0
6318	Corstorphine Road	AMA (New Town) Ltd.	28	7	0	28	28	0
5423	Craighouse Road	Edinburgh Napier University And Craigh	145	0	30	115	115	0
6320	Craigmillar Park	Cala Management Ltd	48	0	0	48	48	0
6025	Fishwives Causeway	Barrat	435	108	108	327	287	40
6061	Gorgie Road	AMA (New Town) Ltd.	48	0	0	48	48	0
5947	Lanark Road West	George Dunbar And Sons Builders Ltd.	53	12	12	41	41	0
6178	Lasswade Road	Bellway / Miller	335	83	67	268	268	0
3825	LDP CC2: New Street	Artesan	167	0	0	167	167	0
4338.5	LDP CC3: Fountainbridge	Fountain North Ltd.	125	0	0	125	125	0
4338.6	LDP CC3: Fountainbridge	Moda Living (Springside) Ltd.	205	0	0	205	205	0
4894.1D	LDP EW 1C: Salamander Place Phase 5	Teague Homes (UK), Miller Homes & Crud	155	0	0	155	155	0
4893A	LDP EW1B: Central Ieth Waterfront A	CALA Management Ltd.	390	97	60	330	330	0
4773	LDP HSG 11: Shrub Place	Places For People (Shrubhill) Ltd.	376	225	201	175	175	0
3754.6	LDP HSG 17: Greendykes Road (areas N,Q,P,R)	Taylor Wimpey	169	0	0	169	169	0
3753.5	LDP HSG 18: New Greendykes Areas C & D	Sheratan Ltd + Persimmon Homes (East S	145	0	81	64	64	0
5247B	LDP HSG 20: Cammo	BDW Trading Ltd	458	164	0	458	384	74
5247A	LDP HSG 20: Cammo	CALA Management Ltd	197	0	0	197	197	0
5248	LDP HSG 21: Broomhills	BDW Trading Ltd.	671	158	429	242	242	0
5251.3	LDP HSG 24: Gilmerton Station Road	BDW	315	78	23	292	231	61
5251.2	LDP HSG 24: Gilmerton Station Road	Persimmon Homes	294	74	26	268	268	0
5252	LDP HSG 25: Candlemaker's Park	Taylor Wimpey / South East Edinburgh D	149	37	67	82	82	0
5254.2	LDP HSG 27: Newcraighall East Phase 4	Avant Homes	37	10	0	37	37	0
5713	LDP HSG 33: South Scotstoun	Taylor Wimpey East Scotland.	339	85	11	328	328	0
5716	LDP HSG 37: Newmills Road	Cala Management Ltd.	206	51	178	28	28	0
5717	LDP HSG 39: Lasswade Road	Persimmon / Miller	260	65	150	110	110	0
5159.2	Pennywell Road	City Of Edinburgh Council.	136	0	12	124	124	0
5159.3	Pennywell Road	Urban Union	315	181	12	303	225	78
3762	RWELP HSG : Ferrymuir Gait		125	31	0	125	125	0

## Housing Land Audit and Completions Programme 2021

### Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5
4793	St James Centre	TIAA Henderson Real Estate.	150	0	0	150	150	0
6022	The Wisp	Springfield Properties PLC	139	35	0	139	139	0
6160	Viewforth	CALA Management Ltd.	104	17	20	84	84	0
5983	Warriston Road	Artisan Cannonmills	180	45	0	180	180	0
6021	West Bowling Green Street	WBG Partnership.	77	19	0	77	77	0
<b>Rate determined by affordable housing programme</b>								
4917A	Calder Road	The City Of Edinburgh Council.	184	184	64	120	120	0
4900.1B	LDP CC3: Fountainbridge (Phase 1.1)	City Of Edinburgh Council.	113	113	0	113	113	0
4894.1C	LDP EW 1C: Salamander Place phase 3 and 4	Crudren and Teague	199	199	0	199	199	0
4894.1E	LDP EW 1C: Salamander Place Phase 6 and 7	Cruden Homes (East) Ltd / Teague Homes	151	151	0	151	50	101
3744A	LDP EW 2C: Granton Harbour - Plot 3	Port Of Leith Housing Association.	104	104	0	104	104	0
3744B	LDP EW 2C: Granton Harbour Plots S1 and S2	Port of Leith HA	302	302	0	302	150	152
5246.2.2	LDP HSG 19: Maybury Central - 2	Dunedin Canmore.	158	158	0	158	158	0
5246.2.3	LDP HSG 19: Maybury Central - 3	Dunedin Canmore.	142	142	0	142	142	0
5801	Madeira Street	Port Of Leith Housing Association.	12	12	8	4	0	4
6184	Oxgangs Green	Hopefield Partnership Ltd.	85	85	0	85	85	0
<b>Commence Development</b>								
6028	Almondhill	Almond Hill Kirkliston Ltd.	11	0	0	11	11	0
5882	Ashley Place	Cornhill Building Services Limited.	65	14	0	65	65	0
6271	Barnton Avenue West	New Age Developers.	15	0	0	15	15	0
6299	Bell's Brae	Sundial Properties.	11	0	0	11	11	0
6211	Braid Road	Pentland Investments Ltd.	7	0	0	7	7	0
6080	Canaan Lane	Mr Phillip Sunderland	10	0	0	10	10	0
6317	Corstorphine Road	Sundial Dundas (Corstorphine) Ltd.	76	0	0	76	76	0
6205	Duddingston Row	21st Century Homes.	40	40	0	40	40	0
6249	Dumbryden Drive	Robertson Partnership Homes	49	49	0	49	49	0
6187	Frederick Street	Plumbing Pensions UK Ltd.	5	0	0	5	5	0
4946	Gayfield Square	MacTaggart and Mikel	11	0	0	11	11	0
4900.1	LDP CC3: Fountainbridge (Phase 1)	EDI	258	0	0	258	78	180
4900.1A	LDP CC3: Fountainbridge (Phase 1.1)	City Of Edinburgh Council	64	32	0	64	64	0
3424.11	LDP EW 1A: Western Harbour	Forth Properties Limited.	938	0	0	938	150	788
5246.2	LDP HSG 19: Maybury Central	West Craigs Ltd.	1400	70	0	1400	550	850
5246.2.1	LDP HSG 19: Maybury Central - 1	West Craigs Ltd & Dunedin Canmore.	5	0	0	5	5	0

# Housing Land Audit and Completions Programme 2021

## Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5	
5246.1	LDP HSG 19: Maybury East	Taylor Wimpey UK Limited.	250	63	0	250	250	0	
5711	LDP HSG 29: Brunstane	EDI	1330	332	0	1330	237	1093	
5704	LDP HSG 40: SE Wedge South - Edmonstone	Snaefell Holdings (UK) Ltd.	696	174	0	696	105	591	
6067	London Road	Place Development, City Of Edinburgh C	596	149	0	596	125	471	
6001	Long Dalmahoy Road	Mr C Hardy	7	0	0	7	7	0	
5544	Marionville Road	Dandara Limited.	113	28	0	113	113	0	
6158	Mitchell Street	J.N.L Property Investments.	9	0	0	9	9	0	
6113	Pitt Street	Buckley Building UK Ltd.	8	0	0	8	8	0	
6191	South Fort Street	Blake Property Company LLP & BDW Tradi	115	28	0	115	115	0	
6387	Timber Bush	Office Suites UK Ltd & James Hay Pensi	5	0	0	5	5	0	
5984	Wellington Place	Deborah Bailey	32	32	0	32	32	0	
6076	West Granton Road	ED Consilium Ltd.	11	0	0	11	11	0	
<b>Market Site / Secure Developer</b>									
6248	Ardshiel Avenue	Southside Company Services Ltd & Rothe	6	0	0	6	6	0	Constrained
6210	Bath Road	Kindplease Ltd.	6	0	0	6	6	0	
3744A.10	LDP EW 2C: Granton Harbour	GCD Ltd.	171	0	0	171	101	70	
3744A.11	LDP EW 2C: Granton Harbour	GCD Ltd.	98	0	0	98	98	0	
3744A.7	LDP EW 2C: Granton Harbour Plots 26 and 27	Link	264	264	132	132	0	132	
3744A.9	LDP EW 2C: Granton Harbour Plots 9a/9b	Granton Central Developments Ltd.	104	0	0	104	104	0	
5132	LDP HSG 4: West Newbridge	FAO Mr Campbell Black	490	245	0	490	0	490	Constrained
6017	London Road	Murascot Ltd.	30	7	0	30	0	30	Constrained
6161	Meadowbank	City Development Office Ltd.	11	0	0	11	11	0	
5011	Shandwick Place	Mr Tom Diresta c/o Agent	11	0	0	11	0	11	Constrained
<b>Secure non-planning consents</b>									
6152	Barnton Avenue West	Barnton Avenue West Ltd.	7	0	0	7	7	0	
6297	Barnton Brae	Mr L Rennie.	11	0	0	11	11	0	
6308	Calton Road	Square & Crescent Ltd Square & Crescen	22	5	0	22	22	0	
6122	Canon Street	Thistle Property Group.	11	0	0	11	11	0	
6311	Castle Street	Middlebrook Properties Ltd.	9	0	0	9	9	0	
6313	Clovenstone Gardens	J Smart & Co (Contractors) PLC.	69	69	0	69	69	0	
5898	Constitution Street	GA Group Ltd.	9	0	0	9	9	0	
6315	Corbiehill Road	Mr Rupinder Bal.	5	0	0	5	5	0	
6323	Dickson Street	Dickson Street Limited	7	0	0	7	7	0	
6177	Dumbiedykes Road	Mr F Martone	11	0	0	11	11	0	



# Housing Land Audit and Completions Programme 2021

## Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5	
6328	Edinburgh Road	PANACEA Property.	5	0	0	5	5	0	
6331	Falcon Road West	AMA (New Town) Ltd.	11	0	0	11	11	0	
6338	Hailes Avenue	Apex Hotels Ltd.	11	0	0	11	11	0	
6200	Hopetoun Crescent	K & S Mir Ltd.	6	0	0	6	6	0	
6350	Jeffrey Street	Leonardo John Dalton House Ltd.	31	8	0	31	0	31	
6285	Lanark Road	Abbotswell Developments	57	12	0	57	57	0	
6354	Leith Walk	Mr George Duff.	10	0	0	10	10	0	
5027	London Road	Drum Property Group.	116	29	0	116	116	0	
3623	Ocean Drive	S1 Developments Ltd.	338	85	0	338	150	188	
6374	Pinkhill	Dandara.	46	11	0	46	46	0	
6039	Prestonfield Avenue	First Construction Ltd.	9	0	0	9	9	0	
6228	Princes Street	ECF Edinburgh Retail.	17	0	0	17	17	0	
6382	Sciennes Road	Downing Students (Meadows) LP Inc.	126	31	0	126	126	0	
6289	St John's Road	Mactaggart And Mickel Commercial Devel	36	9	0	36	36	0	
6244	Wellflats Road	Dandara Limited.	108	27	0	108	108	0	
<b>Discharge existing planning conditions / legal agreements</b>									
6329	Eyre Place	Mr Lindsay McArthur.	7	0	0	7	7	0	
3753.7	LDP HSG 18: New Greendykes Areas H/AH1	Persimmon Homes.	128	25	0	128	78	50	
4996.4	Pennywell Road	CEC	68	20	0	68	68	0	
<b>Sign legal agreements for Minded to Grant cases</b>									
6282	Bonnington Road Lane	John Lewis Partnership.	453	113	0	453	150	303	
4338.7	LDP CC3: Fountainbridge	Moda Living (Springside)	140	0	0	140	140	0	
5712	LDP HSG 32: Buileyon Road	CALA	840	210	0	840	125	715	
3747	LDP HSG 5: Hillwood Rd	Taylor Wimpey	132	33	0	132	132	0	
<b>Determine pending application</b>									
5888	Belford Road	AMA (Belford) Ltd.	52	0	0	52	0	52	Constrained
6280	Duddingston Road West	KLN Properties.	120	30	0	120	90	30	
6330	Eyre Terrace	The Royal Bank Of Scotland	70	17	0	70	70	0	
4900.2	LDP CC3: Fountainbridge (Vastint)	Vastint	234	58	0	234	100	134	
5245	LDP Del 4: Edinburgh Park / South Gyle	LDP Site	1737	434	0	1737	150	1587	
5244	LDP Emp 6 IBG	LDP Site	350	88	0	350	0	350	Constrained
3105A	LDP EW 2A: West Shore Road - Forth Quarter	City of Edinburgh Council	444	257	0	444	250	194	
3760	LDP HSG 1: Springfield	Cala	176	44	0	176	136	40	

# Housing Land Audit and Completions Programme 2021

## Schedule 5: Factors affecting delivery

Ref	Site Name	Developer/applicant	Capacity	Affordable	Complete	Remaining	Delivery in 5 years	Delivery beyond year 5	
3753.6	LDP HSG 18: New Greendykes Areas A,B	Persimmon Homes.	163	0	0	163	150	13	
5254.3	LDP HSG 27: Newcraighall East Phase 5	Avant Homes	29	6	0	29	29	0	
<b>Submit planning application (if PAN period concluded for major applications)</b>									
5919	Ford's Road	AMA (New Town) Ltd.	9	0	0	9	0	9	Constrained
3733A	LDP EW 2B: Waterfront WEL - Central Dev Area	Various	1149	402	0	1149	50	1099	
3754	LDP HSG 17: Greendykes (areas K and L)	Craigmillar JVC	129	0	0	129	0	129	
3754.3	LDP HSG 17: Greendykes Road	Craigmillar Eco Housing Co-op	10	10	0	10	0	10	Constrained
6011	Ocean Drive	Port of Leith HA	57	57	0	57	0	57	Constrained
<b>Submit Proposal of Application Notice (major applications)</b>									
3424	LDP EW 1A: Western Harbour	Forth Ports	669	0	0	669	0	669	Constrained
3105B	LDP EW 2A: West Shore Road - Forth Quarter	City of Edinburgh Council	779	273	0	779	0	779	Constrained
5246A	LDP HSG 19: Maybury West	Roseberry Estates	130	33	0	130	0	130	
5257	LDP HSG 30: Moredunvale Road	LDP Site	200	200	0	200	0	200	Constrained
5256	LDP HSG 31: Curriemuirend	CEC	188	188	0	188	0	188	Constrained
<b>Align ownership with intention to develop</b>									
3424.1	LDP EW 1A: Western Harbour - Platinum Point	Gregor Shore Plc.	452	0	226	226	0	226	Constrained
3424.6	LDP EW 1A: Western Harbour View	AB Leith Ltd.	258	0	0	258	0	258	Constrained
4893	LDP EW 1B: Central Leith waterfront	Forth Ports	2138	535	0	2138	0	2138	Constrained
3744A.2	LDP EW 2C: Granton Harbour	Gregor Shore PLC.	288	0	133	155	0	155	Constrained
3744A.6	LDP EW 2C: Granton Harbour - Plot 29	Hart Estates Ltd.	36	0	0	36	0	36	Constrained
3744A.4	LDP EW 2C: Granton Harbour - Plot 31		97	0	0	97	0	97	Constrained
5254	LDP HSG 27: Newcraighall East (East Part)	LDP Site	88	22	0	88	0	88	Constrained
<b>Release site from existing land use</b>									
5928	Gorgie Road	Caledonian Heritable	11	0	0	11	0	11	Constrained
4894	LDP EW 1C: Leith Waterfront -Salamander Place		719	180	0	719	0	719	Constrained
3744B	LDP EW 2C: Granton Harbour	Various	347	190	0	347	0	347	Constrained
3733B	LDP EW 2D: Waterfront - WEL - North Shore	Various	988	346	0	988	0	988	Constrained
4157	LDP HSG 15: Castlebrae	LP site	145	0	0	145	0	145	Constrained
5710	LDP HSG 28: Ellens Glen Road	LDP site	240	60	0	240	0	240	
4897	LDP HSG 7: Edinburgh Zoo		80	20	0	80	0	80	Constrained
6157	Stead's Place	McGregor MOT Centre.	11	0	0	11	11	0	

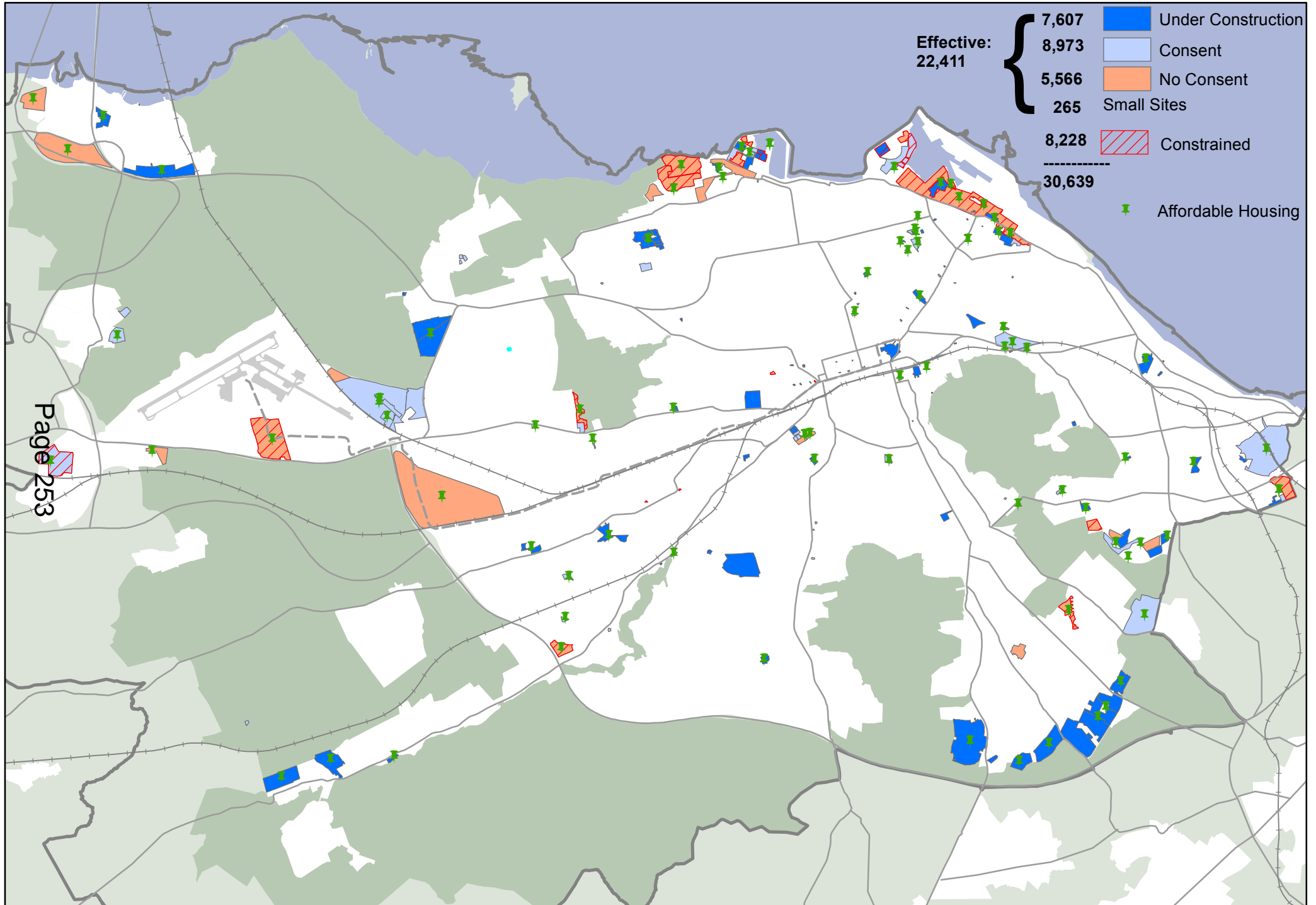
# Schedule 6 – Deleted Sites

## Housing Land Audit and Completions Programme 2021

### Schedule 6: Sites deleted since Housing Land Audit and Completions Programme 2020

Ref	Site Name /Address	Developer (Or Owner)	Capacity 2020	Reason for deletion
3733A.1	LDP EW 2B: Granton Park Avenue	Buredi + Waterfront Edinburgh Ltd.	81	Part of site was complete. Remaining part of site is not zoned for housing in new Waterfront Masterplan Consent for plot expired. Plot is now part of capacity for wider site 3733A
3733A.6	LDP EW 2B: West Harbour Road	Waterfront Edinburgh Limited.	42	
6014	Bonnington Road Lane	James Watts	14	Site superceded by new application on larger site - ref 6282
6066	Easter Road	Edinburgh Intelligent Mortgage Advice.	5	Consent has now expired
6020	Newtoft Street	Abbey Property Partnership		Consent has now expired
6372	Peffer Place	Keyworkers living Ltd.	64	Not mainstream housing
5980	Telford Drive	Mr Adam Dzierzek	8	Consent for site has expired. No new applications submitted

# Appendix 2 - Established Land Supply 2021



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