

# Notice of meeting and agenda

## Housing, Homelessness and Fair Work Committee

**10.00am, Tuesday, 9th May, 2023**

Dean of Guild Court Room - City Chambers

This is a public meeting and members of the public are welcome to attend or 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

### Contacts

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## **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 9 March 2023 – submitted for approval as a correct record  | 7 - 38  |
| 4.2 | Minute of the Housing, Homelessness and Fair Work Committee of 19 April 2023 – submitted for approval as a correct record | 39 - 42 |

## **5. Forward Planning**

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| 5.2 | Housing, Homelessness and Fair Work Committee Rolling Actions Log | 49 - 78 |

## **6. Business Bulletin**

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| 6.1 | Housing, Homelessness and Fair Work Committee Business Bulletin | 79 - 92 |
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## **7. Executive Decisions**

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<b>7.2</b>	Response to motion by Councillor Campbell – Coillesdene House Lifts – Report by the Executive Director of Place	99 - 110
<b>7.3</b>	Damp, Mould and Condensation in Council Homes – Report by the Executive Director of Place	111 - 132
<b>7.4</b>	Capital Funding Opportunities for Council Housing – Report by the Executive Director of Place	133 - 142
<b>7.5</b>	Parental Employability Support – Report by the Executive Director of Place	143 - 160

## **8. Routine Decisions**

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<b>8.1</b>	Employability Diversity and Equality reporting – Report by the Executive Director of Place	161 - 174
<b>8.2</b>	UK Shared Prosperity Fund – Report by the Executive Director of Place	175 - 178

## **9. Motions**

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### **9.1** By Councillor Campbell - Waste and Cleansing Services on Council Housing Estates

“Committee,

Notes that the city wide deep clean which was funded through the 2022-2023 council budget appears not to have included some of our streets and neighbourhoods most in need of deep cleaning and predominantly in areas of SIMD 1 and 2.

Understands this may be because of land which has been designated as Housing Revenue Account (HRA) land, and therefore is not the responsibility of the mainstream waste and cleansing services paid for by the general fund.

Understands that the HRA does make payments to the general fund in order to secure services on housing land but recognises

that the detail of this has not been reported to committee.

Recognises further that there is a very great need for better management of waste, fly tipping and street cleaning within our council owned housing estates and therefore requests a report in two cycles which sets out:

- The detail of payments made to the General Fund from the HRA for waste and cleansing services, including the full amounts and the service that is expected to be delivered for that payment.
- Details of the contract spend to external organisations for waste and cleansing services on HRA land
- The waste and cleansing management plan for HRA land included responsibilities for delivering different services (i.e street cleaning, fly tipping etc) and for management and instruction of the delivery of those services
- A map or access to an interactive, online map which shows the location of HRA land across the city which should also be made available to all councillors for their wards
- Details of the future plans for management of waste and cleansing, including fly tipping, within our council housing estates”

## **Nick Smith**

Service Director, Legal and Assurance

## **Committee Members**

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Councillor Jane Meagher (Convener), Councillor Graeme Bruce, Councillor Jack Caldwell, Councillor Kate Campbell, Councillor Stuart Dobbin, Councillor Pauline Flannery, Councillor Simita Kumar, Councillor Ben Parker, Councillor Tim Pogson, Councillor Susan Rae and Councillor Iain Whyte

## **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 in the City Chambers, High Street, Edinburgh and virtually by Microsoft Teams.

### **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242, email [rachel.gentleman@edinburgh.gov.uk](mailto:rachel.gentleman@edinburgh.gov.uk).

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to the Council's online [Committee Library](#).

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If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services ([committee.services@edinburgh.gov.uk](mailto:committee.services@edinburgh.gov.uk)).

# Minutes

## Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 9 March 2023

### Present

Councillors Meagher (Convener), Bruce, Caldwell, Campbell, Dobbin, Kumar, Mumford (substituting for Councillor Rae) (item 10 onwards), Parker, Rae (items 1-9), Ross (substituting for Councillor Flannery), Watt and Whyte.

### 1. Minutes

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#### Decision

To approve the minute of the Housing, Homelessness and Fair Work Committee of 1 December 2022 as a correct record.

### 2. Work Programme

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

#### Decision

To note the Work Programme.

(Reference – Work Programme, submitted.)

### 3. Rolling Actions Log

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

#### Decision

- 1) To agree to close the following actions:
  - Action 1 (1&2) – Gig Economy Task Force
  - Action 2 (3) – Update on the Housing Service Improvement Plan
  - Action 4 (1&2) – Homelessness Services' Performance Dashboard
  - Action 6 – The City of Edinburgh Council's Annual Assurance Statement on Housing Services
  - Action 7 (1&4) – HRA Budget Strategy
  - Action 8 (2) – Trade Unions in Communities
  - Action 10 – RAL – December 2022

- Action 11 – Housing Land Strategy Report
- Action 12 - The EDI Group – annual update for the year ending 31 December 2021
- Action 14 (4) – Strategic Housing Investment Plan (SHIP) 2023-28
- Action 15 (1,2 and 3) – UK Shared Prosperity Fund Update
- Action 16 – Contract Extensions for Activity Agreement Hubs and Joint Co-Production with No-one Left Behind – Phase 3
- Action 18 – Accessible Housing Study
- Action 19 – Empty Homes Annual Report

2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

#### 4. Business Bulletin

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The Business Bulletin was presented.

##### Decision

- 1) To request the Acquisitions and Disposals Update was reported annually via the Business Bulletin, with a table showing comparative year on year figures.
- 2) To note the Business Bulletin.

(Reference – Business Bulletin, submitted.)

#### 5. 2023/24 Housing Revenue Account (HRA) Capital Programme

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##### a) Shelter Scotland

The deputation advised the committee that there was a need for more social homes and encouraged members to consider challenges of the housing crisis in Edinburgh, including the increase to the cost of building and cuts to funding etc. The recent budget approved by the City of Edinburgh Council factored 2400 social homes over 10 years, a reduction of 200 homes. Urgent action was required to address the housing emergency, and the deputation advised the Council to prioritise the delivery of more social homes.

##### b) Report by the Executive Director of Place

Details were provided on the Housing Revenue Account (HRA) capital programme of £173.361 million for 2023/24. Priority projects in the localities, as previously identified by ward Councillors, formed part of the HRA capital programme. Work underway throughout 2022/23 on the design and planning for delivering a whole house retrofit (WHR) programme, combined with the successful approach to working with owners would see investment in existing stock scaled up in 2023/24 to help meet ambitious Council Commitments around net zero carbon. The WHR approach, combining energy retrofit and wider building/estate improvements, would be implemented across four areas of the city. This would help embed a more proactive approach to long term asset management that focuses on building



improvements and energy performance that help to reduce future maintenance and repair risks.

### **Motion**

- 1) To agree the 2023/24 planned Housing Revenue Account (HRA) capital programme for investment of £173.361 million in Council homes and estates.
- 2) To note the significant design and development work progressed throughout 2022/23 to transition towards a holistic whole house retrofit (WHR) approach and also the additional pipeline of design and development work that will continue to be progressed throughout 2023/24.
- 3) To note the key risks to programme delivery as set out in Appendix 5 of the report by the Executive Director of Place.
  - moved by Councillor Meagher, seconded by Councillor Watt

### **Amendment 1**

- 1) To agree the 2023/24 planned Housing Revenue Account (HRA) capital programme for investment of £173.361 million in Council homes and estates.
  - 2) To note the significant design and development work progressed throughout 2022/23 to transition towards a holistic whole house retrofit (WHR) approach and also the additional pipeline of design and development work that will continue to be progressed throughout 2023/24.
  - 3) To note the key risks to programme delivery as set out in Appendix 5 of the report by the Executive Director of Place.
  - 4) Notes the reduction in the ten year programme from £2.9 billion as approved in 2022 to £1.7 billion approved this year, and the reduction in the ten year council house building programme from 5,000 homes to just 2,400 homes.
  - 5) Agrees that all future capital programmes need to set out the detailed process and plan for how capital expenditure can be used to prioritise homes affected by damp and mould, and to treat the underlying structural causes of damp and mould.
  - 6) Agrees that a briefing note will be provided that sets out, in the form of tables, the current council housebuilding programme, by site, broken down into:
    - Homes in design and development
    - Homes approved
    - Homes currently on site
    - Homes completed this financial year (22/23)
- moved by Councillor Campbell, seconded by Councillor Dobbin

### **Amendment 2**

- 1) To agree the 2023/24 planned Housing Revenue Account (HRA) capital programme for investment of £173.361 million in Council homes and estates.

- 2) To note the significant design and development work progressed throughout 2022/23 to transition towards a holistic whole house retrofit (WHR) approach and also the additional pipeline of design and development work that will continue to be progressed throughout 2023/24.
- 3) To note the key risks to programme delivery as set out in Appendix 5 of the report by the Executive Director of Place.
- 4) Welcomes the move towards the “new holistic Whole House Retrofit (WHR) approach, combining energy retrofit and wider building / estate improvements” in order to meet challenging EESSH2 standards, reducing energy bills for tenants and helping the Council to meet its commitments to addressing the climate and nature emergencies.
- 5) Notes detail on the benefits of a holistic WHR approach in terms of reduced energy demand and improved air quality, damp management, and ventilation in homes for tenants.
- 6) Further notes, however, that the report does not detail all benefits which could be realised through a WHR approach, especially in terms of ensuring Council homes were adapted to meet the needs of the changing climate.
- 7) Therefore, agrees for a further report to HHFW in 2 cycles which will outline:
  - i. What further building / estate improvements could be built into WHR works to address the climate and nature emergencies beyond energy efficiency measures, including:
    - Consideration of new approaches to more sustainable water management through changes to roofing, guttering and drainage, including the use of SuDS and nature-based solutions as part of this.
    - Consideration of actions which could be taken to decarbonise heat / energy sources within homes, for example, by preparing homes to be ready to connect to alternative, zero carbon energy sources in the future, such as heat networks.
  - ii. Detail about how the use of SIMD, stock condition findings and tenure mix will inform which areas will be prioritised for investment and in what order, including explaining how this sequencing will represent a climate justice approach.
  - iii. How the WHR work aligns with existing Council strategies and work programmes such as the 2030 Climate Strategy (and IPB), forthcoming Edinburgh Adapts plan (and climate change risk assessment) and Vision for Water Management, amongst others.
  - iv. What additional resourcing may be required to deliver against further building / estate improvements outlined in 1.1.7 i) a, b as part of WHR work, including:
    - options for how any required funding could be secured / provided out with the HRA for this.

- a strategy for workforce recruitment, upskilling and retention to deliver this work, as part of our commitment to a just transition.

- moved by Councillor Parker, seconded by Councillor Rae

In accordance with Standing Order 22(12), Amendment 1 was accepted as addendum to the motion, and Amendment 2 was adjusted and accepted as an addendum to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To agree the 2023/24 planned Housing Revenue Account (HRA) capital programme for investment of £173.361 million in Council homes and estates.
- 2) To note the significant design and development work progressed throughout 2022/23 to transition towards a holistic whole house retrofit (WHR) approach and also the additional pipeline of design and development work that will continue to be progressed throughout 2023/24.
- 3) To note the key risks to programme delivery as set out in Appendix 5 of the report by the Executive Director of Place.
- 4) To note the reduction in the ten year programme from £2.9 billion as approved in 2022 to £1.7 billion approved this year, and the reduction in the ten year council house building programme from 5,000 homes to just 2,400 homes.
- 5) To agree that all future capital programmes would need to set out the detailed process and plan for how capital expenditure could be used to prioritise homes affected by damp and mould, and to treat the underlying structural causes of damp and mould.
- 6) To agree that a briefing note would be provided that sets out, in the form of tables, the current council housebuilding programme, by site, broken down into:
  - Homes in design and development
  - Homes approved
  - Homes currently on site
  - Homes completed this financial year (22/23)
- 7) To welcome the move towards the “new holistic Whole House Retrofit (WHR) approach, combining energy retrofit and wider building / estate improvements” in order to meet challenging EESSH2 standards, reducing energy bills for tenants and helping the Council to meet its commitments to addressing the climate and nature emergencies.
- 8) To note detail on the benefits of a holistic WHR approach in terms of reduced energy demand and improved air quality, damp management, and ventilation in homes for tenants.

- 9) To further note, however, that the report did not detail all benefits which could be realised through a WHR approach, especially in terms of ensuring Council homes were adapted to meet the needs of the changing climate.
- 10) To therefore agree for a further report to the Housing, Homelessness and Fair Work Committee in 3 cycles which would outline:
- i. What further building / estate improvements could be built into WHR works to address the climate and nature emergencies beyond energy efficiency measures, including:
    - Consideration of new approaches to more sustainable water management through changes to roofing, guttering and drainage, including the use of SuDS and nature-based solutions as part of this.
    - Consideration of actions which could be taken to decarbonise heat / energy sources within homes, for example, by preparing homes to be ready to connect to alternative, zero carbon energy sources in the future, such as heat networks.
  - ii. Detail about how the use of SIMD, stock condition findings and tenure mix would inform which areas would be prioritised for investment and in what order, including explaining how this sequencing would represent a climate justice approach.
  - iii. How the WHR work aligned with existing Council strategies and work programmes such as the 2030 Climate Strategy (and IPB), forthcoming Edinburgh Adapts plan (and climate change risk assessment) and Vision for Water Management, amongst others.
  - iv. What additional resourcing may be required to deliver against further building / estate improvements outlined in 1.1.7 i) a, b of the report by the Executive Director of Place as part of WHR work, including:
    - options for how any required funding could be secured / provided out with the HRA for this.
    - a strategy for workforce recruitment, upskilling and retention to deliver this work, as part of our commitment to a just transition.

11) To request a workshop on whole house retrofit approach and an energy strategy.

(References – Housing, Homelessness and Fair Work Committee of 4 August 2022 (item 5) and 1 December 2022 (item 9); Act of Council No. 4 of 23 February 2023; Finance and Resources Committee of 26 January 2023 (item 6); report by the Executive Director of Place, submitted.)

## **6. Funding of affordable housing through the Scottish Government's Affordable Housing Supply Programme**

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An update was provided on the current position with allocation of Transfer of the Management of Development Funding (TMDF) and an analysis of Strategic Housing Investment Framework (SHIF) funding allocations.

## **Motion**

- 1) To note the arrangements under which Edinburgh received grant funding and the risks to remaining in the Transfer of the Management of Development Funding (TMDF) arrangement and the risks of Edinburgh becoming funded from the Strategic Housing Investment Framework (SHIF).
- 2) To note that any changes in funding allocations would require the support of COSLA Leaders and Scottish Government consent.
- 3) To agree that the content of the report discharged the motion approved at Housing, Homelessness and Fair Work Committee on 29 September 2022 to report on the current position with allocation of TMDF and an analysis of Strategic Housing Investment Framework (SHIF) funding allocations.
- 4) To agree that officers establish a working group with key stakeholders to develop a funding case that sets out the unique challenges in the capital and the reasons why Edinburgh requires increased Resource Planning Assumptions, regardless of whether this comes from TMDF, SHIF or other Scottish Government budgets.
  - moved by Councillor Meagher, seconded by Councillor Watt

## **Amendment**

- 1) To note the arrangements under which Edinburgh received grant funding and the risks to remaining in the Transfer of the Management of Development Funding (TMDF) arrangement and the risks of Edinburgh becoming funded from the Strategic Housing Investment Framework (SHIF).
- 2) To note that any changes in funding allocations would require the support of COSLA Leaders and Scottish Government consent.
- 3) To agree that the content of the report discharged the motion approved at Housing, Homelessness and Fair Work Committee on 29 September 2022 to report on the current position with allocation of TMDF and an analysis of Strategic Housing Investment Framework (SHIF) funding allocations.
- 4) To agree that officers establish a working group with key stakeholders to develop a funding case that sets out the unique challenges in the capital and the reasons why Edinburgh requires increased Resource Planning Assumptions, regardless of whether this comes from TMDF, SHIF or other Scottish Government budgets.
- 5) Agrees that progress from this working group will be reported back every six months, including the membership list, and that councillors can advise if they believe there were additional stakeholders that should be included.
- 6) To ask the Convener of the Housing, Homelessness and Fair Work Committee to write to the Cabinet Secretary to ask for further information from the Scottish Government on the numerical formula, and the detailed workings out, for how the funding allocation for Edinburgh's TMDF and SHIF figures were calculated this year.

- moved by Councillor Campbell, seconded by Councillor Dobbin

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 Meagher:

- 1) To note the arrangements under which Edinburgh received grant funding and the risks to remaining in the Transfer of the Management of Development Funding (TMDF) arrangement and the risks of Edinburgh becoming funded from the Strategic Housing Investment Framework (SHIF).
- 2) To note that any changes in funding allocations would require the support of COSLA Leaders and Scottish Government consent.
- 3) To agree that the content of the report discharged the motion approved at Housing, Homelessness and Fair Work Committee on 29 September 2022 to report on the current position with allocation of TMDF and an analysis of Strategic Housing Investment Framework (SHIF) funding allocations.
- 4) To agree that officers establish a working group with key stakeholders to develop a funding case that sets out the unique challenges in the capital and the reasons why Edinburgh requires increased Resource Planning Assumptions, regardless of whether this comes from TMDF, SHIF or other Scottish Government budgets.
- 5) Agrees that progress from this working group will be reported back every six months, including the membership list, and that councillors can advise if they believe there were additional stakeholders that should be included.
- 6) To ask the Convener of the Housing, Homelessness and Fair Work Committee to write to the Cabinet Secretary to ask for further information from the Scottish Government on the numerical formula, and the detailed workings out, for how the funding allocation for Edinburgh's TMDF and SHIF figures were calculated this year.
- 7) To note that detail would be included in the Rapid Rehousing Transition Plan, coming to Committee in May, as to why there was a higher number of households in temporary accommodation in Edinburgh compared to Glasgow.

(References – Housing, Homelessness and Fair Work Committee of 1 December 2022 (item 9); Act of Council No. 4 of 23 February 2023; report by the Executive Director of Place, submitted.)

## **7. Tenant Hardship Fund (2023/24)**

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An update was provided on the establishment of a Tenant Hardship Fund (THF) to support tenants, including those who could not access benefits. There was already a wide range of support and services available to support tenants to pay rent and maximise their income with tenants encouraged to contact their housing officer, at the earliest opportunity, if they were experiencing difficulties in making rent payments. An award of THF would provide financial relief for a tenant experiencing financial hardship but it was

not a long-term solution. It would be of most benefit if offered alongside advice and support to maximise income with signposting to services that can provide employability and other support to tenants.

### **Motion**

- 1) To note the arrangements in place for assessing and managing requests for funding from the Tenant Hardship Fund.
  - 2) To note that updates on support for tenants to make rent payments and the Tenant Hardship Fund will be reported to Committee in the Business Bulletin.
  - 3) To agree to discharge the motion to City of Edinburgh Council on 24 November 2022 for officers to report back to Committee on the possibility of a Tenant Hardship Fund to support tenants who were least able to afford a rent increase.
- moved by Councillor Meagher, seconded by Councillor Watt

### **Amendment**

- 1) To note the arrangements in place for assessing and managing requests for funding from the Tenant Hardship Fund.
- 2) To note that updates on support for tenants to make rent payments and the Tenant Hardship Fund will be reported to Committee in the Business Bulletin.
- 3) To agree to discharge the motion to City of Edinburgh Council on 24 November 2022 for officers to report back to Committee on the possibility of a Tenant Hardship Fund to support tenants who were least able to afford a rent increase.
- 4) Regrets that the report fails to contain an Equality Impact Assessment or detail about how the fund will be publicised to tenants when it goes live.
- 5) Notes concerns around some arrangements in place for the fund, including:
  - the assessment process which seeks to determine the “appropriateness” of making a payment to tenants.
  - the timescales involved in undertaking an assessment to determine whether an award will be made, the impact this delay will have on those in need, and the lack of meanwhile payments in place whilst this process was ongoing.
  - the burden on tenants, who will be experiencing financial hardship which was frequently associated with stress, anxiety and depression, to provide ‘proof’ of their financial hardship.
  - the presumption that the fund will end on 31st March 2024 without further consideration of need at that point in time.
- 6) Requests a further briefing note to members which contains:
  - the full Equality Impact Assessment about the fund
  - details about how the fund will be publicised amongst tenants and how tenants will be expected to reach out to ask for support from it - for example, via text, phone, email, face to face - with evidence of due consideration given to the various equalities impacts of this

- 7) Agrees modifications to the administering of the fund as follows:
- The fund should be ‘easy access’ and where arrears have been accrued in the 23/24 financial year, an initial payment should be automatic following referral, whilst income maximisation assessment was underway.
  - There will be no presumption that the fund will end in 2024. Instead, a review and decision about continuation will be made by HHFW committee at the appropriate time later this year.
- moved by Councillor Campbell, seconded by Councillor Parker

In accordance with Standing Order 22(12), the Amendment 1 was accepted as an addendum to the motion.

### **Amendment 2**

To agree the original motion as proposed by Councillor Meagher.

- moved by Councillor Whyte, seconded by Councillor Bruce

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	9 votes
For Amendment 2	-	2 votes

(For the motion: Councillors Meagher, Caldwell, Campbell, Dobbin, Kumar, Parker, Rae, Ross and Watt.

For Amendment 2: Councillors Bruce and Whyte.)

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To note the arrangements in place for assessing and managing requests for funding from the Tenant Hardship Fund.
- 2) To note that updates on support for tenants to make rent payments and the Tenant Hardship Fund will be reported to Committee in the Business Bulletin.
- 3) To agree to discharge the motion to City of Edinburgh Council on 24 November 2022 for officers to report back to Committee on the possibility of a Tenant Hardship Fund to support tenants who were least able to afford a rent increase.
- 4) To regret that the report failed to contain an Equality Impact Assessment or detail about how the fund would be publicised to tenants when it went live.
- 5) To note concerns around some arrangements in place for the fund, including:
  - the assessment process which sought to determine the “appropriateness” of making a payment to tenants.
  - the timescales involved in undertaking an assessment to determine whether an award would be made, the impact this delay would have on those in need, and the lack of meanwhile payments in place whilst this process was ongoing.



- the burden on tenants, who would be experiencing financial hardship which was frequently associated with stress, anxiety and depression, to provide ‘proof’ of their financial hardship.
  - the presumption that the fund would end on 31<sup>st</sup> March 2024 without further consideration of need at that point in time.
- 6) To request a further briefing note to members which contained:
- the full Equality Impact Assessment about the fund
  - details about how the fund would be publicised amongst tenants and how tenants would be expected to reach out to ask for support from it - for example, via text, phone, email, face to face - with evidence of due consideration given to the various equalities impacts of this.
- 7) To agree modifications to the administering of the fund as follows:
- The fund should be ‘easy access’ and where arrears have been accrued in the 23/24 financial year, an initial payment should be automatic following referral, whilst income maximisation assessment was underway.
  - There would be no presumption that the fund would end in 2024. Instead, a review and decision about continuation would be made by the Housing, Homelessness and Fair Work Committee at the appropriate time later this year.

(References – Act of Council No. 4 of 23 February 2023; report by the Executive Director of Place, submitted.)

### **Declarations of Interest**

Councillor Caldwell made a transparency statement as a Council tenant.

## **8. Edinburgh Living Annual Update 2022**

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Edinburgh Living’s annual update was submitted. Details were provided of the activities carried out by Edinburgh Living in 2022, the financial statement for the previous year (2021) as agreed by the Corporate Body, and the interim financial position at the end of 2022. Edinburgh Living purchased its first home in 2019 and owned 502 homes by the end of December 2022.

### **Decision**

- 1) To note Edinburgh Living’s annual update for 2022.
- 2) To note Edinburgh Living’s positive impact on tackling housing need through the provision of new affordable homes across the city.
- 3) To refer the report by the Executive Director of Place to the Governance, Risk and Best Value Committee in line with Edinburgh Living’s governance arrangements.

(References – Housing, Homelessness and Fair Work Committee of 24 March 2022 (item 8); report by the Executive Director of Place, submitted.)

## 9. Trade Unions in Communities

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An update was provided on the support offered to the Trade Unions to help create a community hub in Craigmillar. Officers had met with the Trade Unions and training and support has been agreed.

### Decision

To note the support provided to the Trade Unions to date and that officers would continue to work closely with them to identify any further support the Council can offer to support the hub.

(References – Act of Council No. 3 of 30 June 2022; report by the Executive Director of Place, submitted.)

### Declaration of Interest

Councillor Campbell made a transparency statement as a member of Unite the Union.

## 10. UK Shared Prosperity Fund Update

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An update was provided on the UK Shared Prosperity Fund (SPF) in Edinburgh following the confirmation of funding from UK Government.

### Motion

- 1) To note that UK Government had now approved Edinburgh's UK Shared Prosperity Fund Investment Plan and confirmed the previously announced Edinburgh allocation of UK Shared Prosperity Funding for 2022/23.
- 2) To note the progress made confirming funding to successful projects so that they could progress with project delivery.
- 3) To agree that the funding intended for the one project that had withdrawn from delivery would be reallocated to regional activities (in line with the previously agreed plan for surplus funding).
- 4) To note the ongoing sign off process for the Regional Prosperity Framework Delivery Plan and the intention to align funding with the projects agreed in the Delivery Plan.

- moved by Councillor Meagher, seconded by Councillor Watt

### Amendment

- 1) To note that UK Government had now approved Edinburgh's UK Shared Prosperity Fund Investment Plan and confirmed the previously announced Edinburgh allocation of UK Shared Prosperity Funding for 2022/23.
- 2) To note the progress made confirming funding to successful projects so that they could progress with project delivery.
- 3) To agree that the funding intended for the one project that had withdrawn from delivery would be reallocated to regional activities (in line with the previously agreed plan for surplus funding).

- 4) Notes the ongoing sign off process for the Regional Prosperity Framework Delivery Plan and the intention to explore a similar offer as ACE IT from other organisation(s) who were unsuccessful at initiation stage of funding allocation. If no such organisation was identified, then to align funding with projects agreed in the Delivery Plan.

- moved by Councillor Kumar, seconded by Councillor Campbell

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

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To note that UK Government had now approved Edinburgh's UK Shared Prosperity Fund Investment Plan and confirmed the previously announced Edinburgh allocation of UK Shared Prosperity Funding for 2022/23.
- 2) To note the progress made confirming funding to successful projects so that they could progress with project delivery.
- 3) To agree that the funding intended for the one project that had withdrawn from delivery would be reallocated to regional activities (in line with the previously agreed plan for surplus funding).
- 4) To note the ongoing sign off process for the Regional Prosperity Framework Delivery Plan and the intention to explore a similar offer as ACE IT from other organisation(s) who were unsuccessful at initiation stage of funding allocation. If no such organisation was identified, then to align funding with projects agreed in the Delivery Plan.

(References – Housing, Homelessness and Fair Work Committee of 1 December 2022 (item 11); report by the Executive Director of Place, submitted.)

## **11. Response to motion by Councillor Dalglish – Energy Efficiency Task Force**

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In response to a motion by Councillor Dalglish, agreed by the Council on 15 December 2022, details were provided of the complex landscape for providing advice and information in relation to energy efficiency. Officers recommended that the Council did not establish an Energy Efficiency Task Force, recognising that there were already a number of forums in place to signpost to advice and information.

### **Motion**

- 1) To note the information provided in this report on advice and information available for residents and businesses on energy efficiency.
  - 2) To agree that the Council would not establish an Energy Efficiency Task Force.
- moved by Councillor Meagher, seconded by Councillor Watt

## **Amendment**

- 1) Note the information provided in this report on advice and information available for residents and businesses on energy efficiency.
- 2) To agree that the Council would not establish an Energy Efficiency Task Force.
- 3) Agrees that the information and signposting of the services outlined in this report were updated on the 'Home Energy' webpage, and requests Corporate Services initiate an ambitious new campaign directing residents to it. This will include notifications of the new/refreshed page to all library managers and school headteachers.

- moved by Councillor Caldwell, seconded by Councillor Ross

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 Meagher:

- 1) Note the information provided in this report on advice and information available for residents and businesses on energy efficiency.
- 2) Decide whether to proceed with the establishment of an Energy Efficiency Task Force.
- 3) To agree that the information and signposting of the services outlined in this report would be updated on the 'Home Energy' webpage, and request that Corporate Services initiate an ambitious new campaign directing residents to it.
- 4) To ask the Executive Director of Place to negotiate with the Head of Communications about how this kind of information should be included. This would include notifications of the new/refreshed page to all library managers and school headteachers.

(References – Act of Council No. 15 of 15 December 2022; report by the Executive Director of Place, submitted.)

## **12. Parental Employability Support**

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Details were provided on the work already undertaken by City of Edinburgh Council and local employability partners to put in place services for parents. In anticipation that additional funding will be made available in 2023/24, approval was sought for a plan which would quickly implement extended services. The plan would only be implemented if additional funding materialised.

### **Motion**

- 1) To note the expectation that additional funding would be allocated to the City of Edinburgh Council in 2023/24 for Parental Employability Support (PES), to be fully utilised in 2023/24.
- 2) To note the urgency in developing and implementing a comprehensive programme to ensure delivery can take place before 31 March 2024.

- 3) Subject to additional funding being allocated to the Council:
  - 3.1) To agree to allocate up to £300,000 on a one-off basis to continue the Disabled PES programme, pending confirmed outcomes and Local Employability Partnership (LEP) approval.
  - 3.2) To delegate authority to the Executive Director of Place, in consultation with the Economy Spokespeople, for individual one-off grant funding awards of up to £250,000 to expand the existing PES programme.
  - 3.3) To note that any awards would be reported retrospectively to Committee.
- moved by Councillor Meagher, seconded by Councillor Watt

#### **Amendment 1**

- 1) To note the expectation that additional funding would be allocated to the City of Edinburgh Council in 2023/24 for Parental Employability Support (PES), to be fully utilised in 2023/24.
- 2) To note the urgency in developing and implementing a comprehensive programme to ensure delivery can take place before 31 March 2024.
- 3) Subject to additional funding being allocated to the Council:
  - 3.1) To agree to allocate up to £300,000 on a one-off basis to continue the Disabled PES programme, pending confirmed outcomes and Local Employability Partnership (LEP) approval.
  - 3.2) To call for one-off emergency meeting of the Housing, Homelessness and Fair Work Committee to consider and consult on grant funding awards of up to £250,000 to expand the existing PES programme.
  - 3.3) To note that any awards would be reported retrospectively to Committee.
- moved by Councillor Campbell, seconded by Councillor Dobbin

#### **Amendment 2**

- 1) To note the expectation that additional funding would be allocated to the City of Edinburgh Council in 2023/24 for Parental Employability Support (PES), to be fully utilised in 2023/24.
- 2) To note the urgency in developing and implementing a comprehensive programme to ensure delivery can take place before 31 March 2024.
- 3) Subject to additional funding being allocated to the Council:
  - 3.1) To agree to allocate up to £300,000 on a one-off basis to continue the Disabled PES programme, pending confirmed outcomes and Local Employability Partnership (LEP) approval.
  - 3.2) To delegate authority to the Executive Director of Place, in consultation with the Economy Spokespeople, for individual one-off grant funding awards of up to £250,000 to expand the existing PES programme.
  - 3.3) To note that any awards would be reported retrospectively to Committee.

- 4) Welcomes the anticipated additional funding for Parental Employability Support.
- 5) Notes that over 90% of lone parents were women, and that women's poverty was inextricably linked with child poverty.
- 6) Therefore agrees that any decision-making mechanism(s) agreed by Committee takes due regard of the gendered impacts of spending allocations.
  - moved by Councillor Parker, seconded by Councillor Mumford

In accordance with Standing Order 22(12), Amendment 1 was accepted as an amendment to the motion and Amendment 2 was accepted as an addendum to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To note the expectation that additional funding would be allocated to the City of Edinburgh Council in 2023/24 for Parental Employability Support (PES), to be fully utilised in 2023/24.
- 2) To note the urgency in developing and implementing a comprehensive programme to ensure delivery can take place before 31 March 2024.
- 3) Subject to additional funding being allocated to the Council:
  - 3.1) To agree to allocate up to £300,000 on a one-off basis to continue the Disabled PES programme, pending confirmed outcomes and Local Employability Partnership (LEP) approval.
  - 3.2) To call for one-off emergency meeting of the Housing, Homelessness and Fair Work Committee to consider and consult on grant funding awards of up to £250,000 to expand the existing PES programme.
  - 3.3) To note that any awards would be reported retrospectively to Committee.
- 4) To welcome the anticipated additional funding for Parental Employability Support.
- 5) To note that over 90% of lone parents were women, and that women's poverty was inextricably linked with child poverty.
- 6) Therefore to agree that any decision-making mechanism(s) agreed by Committee should take due regard of the gendered impacts of spending allocations.

(Reference – Housing, Homelessness and Fair Work Committee of 23 June 2022 (item 5); report by the Executive Director of Place, submitted.)

### **13. Employer Recruitment Incentives – Targeted Additional Funds for Young People living in poverty**

---

Details were provided of how additional funding support to employers through Edinburgh's Employer Recruitment Incentive (ERI) had been used to enable young people who were care experienced and/or living in poverty to access a Modern

Apprenticeship (MA) opportunity by ensuring the MA was paid at the Real Living Wage (RLW) rate.

### **Motion**

- 1) To note the report and evidence gathered to show the impact of the targeted additional Employer Recruitment Incentive funds for young people.
  - 2) To agree not to continue the pilot.
  - 3) To agree to extend and expand the current Promising Young People programme to provide paid placements in private, public or third sector, for young people who:
    - 3.1) Were Care Experienced
    - 3.2) Were from a jobless household
    - 3.3) Resided in Scottish Index of Multiple Deprivation decile area 1 or 2.
- moved by Councillor Meagher, seconded by Councillor Watt

### **Amendment**

- 1) To note the report and evidence gathered to show the impact of the targeted additional Employer Recruitment Incentive funds for young people.
  - 2) To agree not to continue the pilot.
  - 3) To agree to extend and expand the current Promising Young People programme to provide paid placements in private, public or third sector, for young people who:
    - 3.1) Were Care Experienced
    - 3.2) Were from a jobless household
    - 3.3) Resided in Scottish Index of Multiple Deprivation decile area 1 or 2.
  - 4) Agrees for council officers to liaise with Children's, Education and Community Justice Committee to link with existing work and provide updates to the Corporate Parenting Board as appropriate.
- moved by Councillor Kumar, seconded by Councillor Dobbin

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 Meagher:

- 1) To note the report and evidence gathered to show the impact of the targeted additional Employer Recruitment Incentive funds for young people.
- 2) To agree not to continue the pilot.
- 3) To agree to extend and expand the current Promising Young People programme to provide paid placements in private, public or third sector, for young people who:

- 3.1) Were Care Experienced
- 3.2) Were from a jobless household
- 3.3) Resided in Scottish Index of Multiple Deprivation decile area 1 or 2.
- 4) To agree for council officers to liaise with Children's, Education and Community Justice Committee to link with existing work and provide updates to the Corporate Parenting Board as appropriate.

(References – Housing, Homelessness and Fair Work Committee of 24 March 2022 (item 11); report by the Executive Director of Place, submitted.)

## **14. Young Person's Guarantee Grants Extension Proposal**

---

Approval was sought to award funding to four organisations to continue their work with young people and to approve additional funding for the Vocational Training Framework (VTF).

### **Decision**

- 1) To note the Scottish Government's decision to not continue funding Local Employability Partnerships to deliver the Young Persons Guarantee in 2023/24.
- 2) To note that No One Left Behind funding from 2021/22 had been approved to be carried forward into 2023/24.
- 3) To approve the extension of four existing Young Person's Guarantee Grants, for a 12-month period from 1 April 2023 until 31 March 2024, at a total maximum value of £300,000, to be funded from carried forward funding.
- 4) To approve the allocation of £75,000 to the Vocational Training Framework, delivered by Capital City Partnership, to add capacity specifically for young people to access sector specific training and qualifications.

(References – Housing, Homelessness and Fair Work Committee of 20 January 2022 (item 8); report by the Executive Director of Place, submitted.)

## **15. Edinburgh International Conference Centre – Shareholders' Agreement and Strategic Delivery Agreement**

---

Details were provided on the proposed amendments to the Shareholder's Agreement between the Council and Edinburgh International Conference Centre Limited (EICC) to reflect EICC's involvement in the hotel and hotel school project (previously agreed by Committee). A proposal was put forward that the Council enter into a new Strategic Delivery Agreement (SDA) with Edinburgh International Conference Centre Hotels Limited (EICCH) to give the Council additional oversight of the project.

### **Motion**

- 1) To agree the Heads of Terms for revision to the Shareholders' Agreement between the Council and Edinburgh International Conference Centre Limited and the new Strategic Delivery Agreement between the Council and Edinburgh International Conference Centre Hotels Limited.



- 2) To delegate authority to the Executive Director of Place to execute the Shareholders' Agreement and Strategic Delivery Agreement.
- 3) To note that an Annual Business Plan for the EICC and its Hotel subsidiary required to be approved by Council following referral from the Finance and Resources Committee or other suitable Council Committee.
- 4) To require that paragraph 3.1.3 of the SDA be updated to include reference to these Council approved annual business plans.
- 5) To refer the report to the City of Edinburgh Council for final approval.
  - moved by Councillor Meagher, seconded by Councillor Watt

**Amendment 1**

- 1) To agree the Heads of Terms for revision to the Shareholders' Agreement between the Council and Edinburgh International Conference Centre Limited and the new Strategic Delivery Agreement between the Council and Edinburgh International Conference Centre Hotels Limited.
- 2) To agree to amend 3.6 of the Shareholder's Agreement to update the quorum to four Directors with representation from a minimum of 2 Councillors (including 1 from administration and 1 from opposition) and one Non-Executive Director.
- 3) To delegate authority to the Executive Director of Place to execute the Shareholders' Agreement and Strategic Delivery Agreement.
- 4) To refer the report to the City of Edinburgh Council for final approval.
  - moved by Councillor Campbell, seconded by Councillor Dobbin

**Amendment 2**

- 1) To agree the Heads of Terms for revision to the Shareholders' Agreement between the Council and Edinburgh International Conference Centre Limited and the new Strategic Delivery Agreement between the Council and Edinburgh International Conference Centre Hotels Limited.
- 2) To delegate authority to the Executive Director of Place to execute the Shareholders' Agreement and Strategic Delivery Agreement.
- 3) To refer the report to the City of Edinburgh Council for final approval.
  - moved by Councillor Whyte, seconded by Councillor Bruce

In accordance with Standing Order 22(12), amendment 1 was accepted as an addendum to the motion.

**Voting**

The voting was as follows:

For the Motion (as adjusted)	-	9 votes
For Amendment 2	-	2 votes

(For the Motion: Councillors Meagher, Caldwell, Campbell, Dobbin, Kumar, Mumford, Parker, Ross and Watt.

For Amendment 2: Councillors Bruce and Whyte.)

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To agree the Heads of Terms for revision to the Shareholders' Agreement between the Council and Edinburgh International Conference Centre Limited and the new Strategic Delivery Agreement between the Council and Edinburgh International Conference Centre Hotels Limited.
- 2) To agree to amend 3.6 of the Shareholder's Agreement to update the quorum to four Directors with representation from a minimum of 2 Councillors (including 1 from administration and 1 from opposition) and one Non-Executive Director.
- 3) To delegate authority to the Executive Director of Place to execute the Shareholders' Agreement and Strategic Delivery Agreement.
- 4) To note that an Annual Business Plan for the EICC and its Hotel subsidiary required to be approved by Council following referral from the Finance and Resources Committee or other suitable Council Committee.
- 5) To require that paragraph 3.1.3 of the SDA be updated to include reference to these Council approved annual business plans.
- 6) To refer the report to the City of Edinburgh Council for final approval.
- 7) To note the Chief Executive of EICC would share the details of the reduction of EICC's carbon footprint since 2019 with members.

(References – Housing, Homelessness and Fair Work Committee of 1 December 2022 (item 8); Act of Council No. 11 of 28 October 2021; report by the Executive Director of Place, submitted.)

### **Declaration of Interest**

Councillor Whyte made a transparency statement as a Director of Edinburgh International Conference Centre (EICC).

## **16. Gig Economy Task Force – progress update**

---

Details were provided of progress towards delivery of actions identified by the Gig Economy Task Force to date and approval was sought for a future programme of work.

### **Motion**

- 1) To note the progress made in 2022 to implement the findings of the Gig Economy Task Force.
- 2) To note the proposed programme of work for the next few months.
- 3) To note Committee would be kept updated on progress on the actions set out in Appendix 1 of the report by the Executive Director of Place.
- 4) To note that this work was carried out in parallel with other policy commitments to develop fair work actions, including commitments to scope the potential for Edinburgh to become a Living Hours City.

- moved by Councillor Meagher, seconded by Councillor Watt

### **Amendment 1**

- 1) To agree to implement the Gig Economy Task Force Recommendations as reported to HHFW committee on 24<sup>th</sup> March 2022.
- 2) To note the progress made in 2022 to implement the findings of the Gig Economy Task Force.
- 3) To request an updated report and proposed programme of work to committee in 2 cycles.
- 4) To note that this work was carried out in parallel with other policy commitments to develop fair work actions, including commitments to scope the potential for Edinburgh to become a Living Hours City.

- moved by Councillor Kumar, seconded by Councillor Campbell

### **Amendment 2**

- 1) To note the progress made in 2022 to implement the findings of the Gig Economy Task Force.
- 2) To note the proposed programme of work for the next few months.
- 3) To note Committee would be kept updated on progress on the actions set out in Appendix 1 of the report by the Executive Director of Place.
- 4) To note that this work was carried out in parallel with other policy commitments to develop fair work actions, including commitments to scope the potential for Edinburgh to become a Living Hours City.
- 5) Notes the proposed action under “Alternative gig economy business models” and request that the August report outlining next steps would include details of which co-operatives, social enterprises and other alternative business model users in Edinburgh and Scotland would be engaged with, and how.
- 6) Notes that in October 2022 Full Council endorsed the Get Me Home Safely Campaign, acknowledging the links between this campaign and the recommendations of the Gig Economy Taskforce.
- 7) Further notes that the amended motion passed called for a variety of reports, guidance and actions to different committees and groups.
- 8) Therefore, requests an additional briefing note to all elected members setting out progress on the Council’s support for the Get Me Home Safely campaign and associated actions, and how these were being integrated with the actions set out in this report.

In accordance with Standing Order 22(12), Amendment 1 (as adjusted) and Amendment 2 were accepted as addenda to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To note the progress made in 2022 to implement the findings of the Gig Economy Task Force.
- 2) To note the proposed programme of work for the next few months.
- 3) To note Committee would be kept updated on progress on the actions set out in Appendix 1 of the report by the Executive Director of Place.
- 4) To note that this work was carried out in parallel with other policy commitments to develop fair work actions, including commitments to scope the potential for Edinburgh to become a Living Hours City.
- 5) To agree to implement the Gig Economy Task Force Recommendations as reported to HHFW committee on 24<sup>th</sup> March 2022.
- 6) To note the progress made in 2022 to implement the findings of the Gig Economy Task Force.
- 7) To request an updated report and proposed programme of work to committee in August 2023.
- 8) To note the proposed action under “Alternative gig economy business models” and requests that the August report outlining next steps includes details of which co-operatives, social enterprises and other alternative business model users in Edinburgh and Scotland will be engaged with, and how.
- 9) To note that in October 2022 Full Council endorsed the Get Me Home Safely Campaign, acknowledging the links between this campaign and the recommendations of the Gig Economy Taskforce.
- 10) To further note that the amended motion passed called for a variety of reports, guidance and actions to different committees and groups.
- 11) Therefore, to request an additional briefing note to all elected members setting out progress on the Council’s support for the Get Me Home Safely campaign and associated actions, and how these were being integrated with the actions set out in the report by the Executive Director of Place.

(References – Act of Council No. 10 of 11 March 2021; Housing, Homelessness and Fair Work Committee of 4 November 2021 (item 8) and 24 March 2022 (item 14); report by the Executive Director of Place, submitted.)

## **17. Edinburgh Discretionary Business Support Fund – Muirhouse Millennium Centre**

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Approval was sought to set aside up to £40,000 for Muirhouse Millennium Centre in 2023/24 to support the Centre to meet its operational commitments. Officers would continue to work with the Board of the Centre to identify financial and other support available and they would be invited to be fully engaged in the Council’s development of a new community centre strategy.

## **Motion**

To agree to set aside up to £40,000 from the Edinburgh Discretionary Business Support Fund to support Muirhouse Millennium Centre in 2023/24, subject to negotiations between officers and the Muirhouse Millennium Centre.

- moved by Councillor Meagher, seconded by Councillor Watt

## **Amendment**

- 1) To agree to set aside up to £40,000 from the Edinburgh Discretionary Business Support Fund to support Muirhouse Millennium Centre in 2023/24.
- 2) Given funding approval, the funding should be transferred to the Millennium Centre with urgency as close to the start of the new financial year as feasible so that the Centre can forward plan with certainty and stability.

- moved by Councillor Dobbin, seconded by Councillor Kumar

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

## **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To agree to set aside up to £40,000 from the Edinburgh Discretionary Business Support Fund to support Muirhouse Millennium Centre in 2023/24, subject to negotiations between officers and the Muirhouse Millennium Centre.
- 2) Given funding approval and appropriate due diligence, to agree that the funding should be transferred to the Millennium Centre with urgency as close to the start of the new financial year as feasible so that the Centre can forward plan with certainty and stability.

(References – Housing, Homelessness and Fair Work Committee of 29 January 2021 (item 1); Act of Council No. 37 of 9 February 2022; report by the Executive Director of Place, submitted.)

## **18. Housing Service Improvement Plan – Update**

---

An update was provided on the Housing Service Improvement Plan (HSIP) which was established with the aim of improving tenant satisfaction, operating performance, and reducing costs. Details were provided of progress against the key workstreams and actions, along with HSIP-related service performance indicators.

## **Motion**

- 1) To note the progress made with the Housing Service Improvement Plan (HSIP) over the previous six months.
- 2) To note the revised reporting format, with an Action Tracker to measure workstream progress and a HSIP-related service performance dashboard, as previously requested by Committee.
- 3) To note that the next update on the HSIP would be presented to Committee in six months.

- 4) To note that an updated report on dampness, mould and condensation would be presented to the next Committee, with regular updates thereafter.
  - moved by Councillor Meagher, seconded by Councillor Watt

### **Amendment**

- 1) To note the progress made with the Housing Service Improvement Plan (HSIP) over the previous six months.
- 2) To note the revised reporting format, with an Action Tracker to measure workstream progress and a HSIP-related service performance dashboard, as previously requested by Committee.
- 3) To note that the next update on the HSIP would be presented to Committee in six months.
- 4) To note that an updated report on dampness, mould and condensation would be presented to the next Committee, with regular updates thereafter.
- 5) Note Action 2 in the “HSIP Action Tracker – Key Projects” (Appendix 1) relating to Edindex and how “accessibility requirements were being considered as part of this project”.
- 6) Note that the working group established from the Accessible Housing Study will include work looking at allocation processes, including Edindex.
- 7) Request a short briefing note to outline:
  - 7.1) what access requirements were currently being considered as part of this work through the HSIP presently.
  - 7.2) who has been consulted to inform work on this to date.
  - 7.3) what provisions were in place to tackle digital exclusion through this work and;
  - 7.4) how the accessible housing working group will be able to engage with the implementation plan and delivery milestones relating to this action from the HSIP, once the group was formed.
  - moved by Councillor Parker, seconded by Councillor Mumford

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

### **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To note the progress made with the Housing Service Improvement Plan (HSIP) over the previous six months.
- 2) To note the revised reporting format, with an Action Tracker to measure workstream progress and a HSIP-related service performance dashboard, as previously requested by Committee.

- 3) To note that the next update on the HSIP would be presented to Committee in six months.
- 4) To note that an updated report on dampness, mould and condensation would be presented to the next Committee, with regular updates thereafter.
- 5) To note Action 2 in the “HSIP Action Tracker – Key Projects” relating to Edindex and how “accessibility requirements were being considered as part of this project”.
- 6) To note that the working group established from the Accessible Housing Study would include work looking at allocation processes, including Edindex.
- 7) To request a short briefing note to outline:
  - 7.1) what access requirements were currently being considered as part of this work through the HSIP presently.
  - 7.2) who had been consulted to inform work on this to date.
  - 7.3) what provisions were in place to tackle digital exclusion through this work.
  - 7.4) how the accessible housing working group will be able to engage with the implementation plan and delivery milestones relating to this action from the HSIP, once the group was formed.
- 8) To request the number of decant properties be included in the total figures in future reports.

(References – Housing, Homelessness and Fair Work Committee of 20 January 2022 (item 10); report by the Executive Director of Place, submitted.)

### **Declaration of Interest**

Councillor Parker made a transparency Statement as an Associate of Housing Options Scotland.

## **19. Homelessness Services’ Performance Dashboard**

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An update was provided on the first three quarters of 2022/23. The Council’s Internal Audit service recommended that Homelessness Services, in addition to providing an annual report on the service’s statutory returns, should provide additional performance information to the Committee.

### **Decision**

- 1) To note the content of the performance dashboard for Quarter 1 to Quarter 3 2022/23.
- 2) To note the Interim Homelessness & Housing Support Senior Manager would circulate a note to members with more detail on figures in Appendix 1 of the report from the Executive Director of Place.

(References – Housing, Homelessness and Fair Work Committee of 3 June 2021 (item 16); report by the Executive Director of Place, submitted.)

## 20. Mixed Tenure Improvement Service

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Details were provided of progress of the Mixed Tenure Improvement Services (MTIS), reflecting on the work carried out in year one and two of the programmed delivery to March 2023. The original pilot programme in Murrayburn, Dumbryden and Hailesland would be complete in 2024 and was on target to deliver upgrades to approximately 170 blocks. Work had begun to develop a programme for around 230 blocks in Restalrig and Lochend.

### Motion

To note the progress of the Mixed Tenure Improvement Service (MTIS) to help support common repairs and maintenance in blocks where there was a mix of Council and privately-owned homes.

- moved by Councillor Meagher, seconded by Councillor Watt

### Amendment

- 1) To note the progress of the Mixed Tenure Improvement Service (MTIS) to help support common repairs and maintenance in blocks where there was a mix of Council and privately-owned homes.
- 2) Welcomes the work of the Mixed Tenure Improvement Service (MTIS) and recognises the urgent need to improve the energy efficiency of housing stock across the city in the context of the climate and nature emergencies, as well as for the benefit of residents.
- 3) Notes the variety of support available to private owners who live in mixed tenure blocks where the Council was seeking to make improvements to housing stock
- 4) Recognises that, despite this support, rising building costs and the cost-of living crisis might mean that private owners in mixed tenure blocks struggle to finance improvements to their homes, especially when these were extensive such as whole house retrofit.
- 5) Therefore, requests a briefing note outlining in more detail:
  - 5.1) whether the current provision of grants and loan support was judged to be sufficient for owners in mixed tenure blocks to be able to agree to improvements through the MTIS.
  - 5.2) what further resources would be required to increase uptake amongst owners.
  - 5.3) how these resources could be financed, and;
  - 5.4) what learning we can take from other local authorities who were doing this work

- moved by Councillor Parker, seconded by Councillor Mumford

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



## Decision

To approve the following adjusted motion by Councillor Meagher:

- 1) To note the progress of the Mixed Tenure Improvement Service (MTIS) to help support common repairs and maintenance in blocks where there was a mix of Council and privately-owned homes.
- 2) To welcome the work of the Mixed Tenure Improvement Service (MTIS) and recognise the urgent need to improve the energy efficiency of housing stock across the city in the context of the climate and nature emergencies, as well as for the benefit of residents.
- 3) To note the variety of support available to private owners who lived in mixed tenure blocks where the Council was seeking to make improvements to housing stock
- 4) To recognise that, despite this support, rising building costs and the cost-of living crisis might mean that private owners in mixed tenure blocks struggled to finance improvements to their homes, especially when these were extensive such as whole house retrofit.
- 5) Therefore, to request a briefing note outlining in more detail:
  - 5.5) whether the current provision of grants and loan support was judged to be sufficient for owners in mixed tenure blocks to be able to agree to improvements through the MTIS.
  - 5.6) what further resources would be required to increase uptake amongst owners.
  - 5.7) how these resources could be financed.
  - 5.8) what learning could be taken from other local authorities who were doing this work.

(References – Housing, Homelessness and Fair Work Committee of 29 September 2022 (item 8); report by the Executive Director of Place, submitted.)

## 21. Place Directorate - Revenue Budget Monitoring 2022/23 – Month Eight Forecast

---

Details were provided of the month eight 2022/23 revenue monitoring position for the Housing Revenue Account (HRA), Homelessness Services and Place Directorate General Fund (GF), focusing on services within the scope of this Committee.

### Decision

- 1) To note that the Housing Revenue Account (HRA) was forecasting a contribution of £4.768m to the Strategic Housing Investment Fund (SHIF) from revenue generated in 2022/23 as part of the capital investment programme funding strategy (a reduced contribution from £5.534m reported at month five).
- 2) To note the Homelessness Service was projecting an overspend of £8.040m at month eight in 2022/23 (no change from the position reported at month five).

- 3) To note the Place General Fund (GF) services within the remit of the Committee were forecasting an underspend of £0.530m in 2022/23 after drawing down £0.454m from Council provisions made to cover inflationary impacts.
- 4) To note the Place GF Covid-19 impact for services within the remit of the Committee was forecast to be nil at month eight.
- 5) To note the Principal Accountant would share the definitions of the rent loss terms in the report with members and include these in future reports.

(References – Housing, Homelessness and Fair Work Committee of 1 December 2022 (item 18); report by the Executive Director of Place, submitted.)

## **21. Motion by Councillor Campbell – Damp and Mould**

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The following motion by Councillor Campbell was submitted in terms of Standing Order 17:

“Council:

- 1) Notes that there are over 130 structures of public art or monuments across the city of Edinburgh.
- 2) Regrets that of those structures, 79 represent or commemorate men with just 8 representing women, less than the total number of structures dedicated to animals (15).
- 3) Recognises the cultural significance of statues and what values and ideas they commemorate.
- 4) Notes the motion by Councillor Cameron agreed at full council on 22 August 2019 and the subsequent report to Planning Committee, which agreed that, “when a street is named after a person, a woman’s name is given priority”, further notes that this policy does not currently apply to public art or monuments.
- 5) Notes the work of the Edinburgh Slavery and Colonialism Legacy Review, and in particular recommendation 2 that that structures “...associated with slavery and colonialism are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement, , and recommendation 7, that “a significant public artwork be commissioned acknowledging Edinburgh’s links with slavery and colonialism”, and that this “initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city...”.”

### **Motion**

To approve the motion by Councillor Campbell.

- moved by Councillor Campbell, seconded by Councillor Dobbin

### **Amendment**

- 1) Notes that there are over 130 structures of public art or monuments across the city of Edinburgh.

- 2) Regrets that of those structures, 79 represent or commemorate men with just 8 representing women, less than the total number of structures dedicated to animals (15).
  - 3) Recognises the cultural significance of statues and what values and ideas they commemorate.
  - 4) Notes the motion by Councillor Cameron agreed at full council on 22 August 2019 and the subsequent report to Planning Committee, which agreed that, “when a street is named after a person, a woman’s name is given priority”, further notes that this policy does not currently apply to public art or monuments.
  - 5) Notes the work of the Edinburgh Slavery and Colonialism Legacy Review, and in particular recommendation 2 that that structures “...associated with slavery and colonialism are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement, , and recommendation 7, that “a significant public artwork be commissioned acknowledging Edinburgh’s links with slavery and colonialism”, and that this “initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city...”.”
  - 6) Committee further agrees that officers should develop, with immediate effect, a plan to improve the response to the way the Council deals with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources.
  - 7) The improvement plan in development also includes key areas such as:
    - an end-to-end process review putting tenants’ health and wellbeing at the centre;
    - training for all front-line staff and enhanced technical training for the dampness team;
    - research and identification of new products for the prevention, treatment and removal of mould;
    - better use of technology and systems to analyse trends and data capture to inform future investment, including how the stock condition survey will inform capital investment.
- moved by Councillor Meagher, seconded by Councillor Watt

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

### **Decision**

To approve the following adjusted motion by Councillor Campbell:

- 1) To note that there were over 130 structures of public art or monuments across the city of Edinburgh.
- 2) To regrets that of those structures, 79 represented or commemorated men with just 8 representing women, less than the total number of structures dedicated to animals (15).

- 3) To recognise the cultural significance of statues and what values and ideas they commemorated.
- 4) To note the motion by Councillor Cameron agreed at full council on 22 August 2019 and the subsequent report to Planning Committee, which agreed that, “when a street is named after a person, a woman’s name is given priority”, and to further note that this policy did not currently apply to public art or monuments.
- 5) To note the work of the Edinburgh Slavery and Colonialism Legacy Review, and in particular recommendation 2 that that structures “...associated with slavery and colonialism are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement”, and recommendation 7, that “a significant public artwork be commissioned acknowledging Edinburgh’s links with slavery and colonialism”, and that this “initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city...”.
- 6) To further agree that officers should develop, with immediate effect, a plan to improve the response to the way the Council dealt with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources.
- 7) The improvement plan in development also included key areas such as:
  - an end-to-end process review putting tenants’ health and wellbeing at the centre;
  - training for all front-line staff and enhanced technical training for the dampness team;
  - research and identification of new products for the prevention, treatment and removal of mould;
  - better use of technology and systems to analyse trends and data capture to inform future investment, including how the stock condition survey will inform capital investment.

## **21. Motion by Councillor Caldwell – Taking stock of affordable housing by ward in the City of Edinburgh**

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The following motion by Councillor Campbell was submitted in terms of Standing Order 17:

“Committee

Notes

- 1) The 2017 - 2022 Council term’s committed target to producing 10,000 affordable homes by 2022.
- 2) The 2022 – 2027 Council term’s committed target to producing 25,000 Council affordable homes by 2032.
- 3) That this needs to be achieved in partnership both with existing Council-owned land and developments, and developers within the private sector.

- 4) In 2022, the Council approved an annual HRA budget strategy which included a 10 year £2.9bn capital programme and £1.3bn revenue programme, predicated on a minimum 2% annual rent increase, and that Council deferred decision on the agreed FY 2023-24 3% rent increase expenditure to the Housing, Homelessness and Fair Work committee due 11th May 2023.
- 5) There is disparity between both SIMD quadrants and Council wards across the city in terms of both affordable housing amenity and deprivation levels.
- 6) Land value and cost of development varies across the city and is further complicated by other local factors such as the number of conservation areas.

#### Requests

- 7) A briefing on the last 5 years (FYs 2017-2022), split into the 17 wards, that make up the City of Edinburgh detailing;
  - 7.1) How many affordable homes, as part of the HRA Business Plan, during those years have been;
    - Granted planning permission.
    - Underwent construction by the end of FY2022.
    - Built to completion.
  - 7.2) How many planning applications were granted where a commuted sum was agreed for the affordable homes.
  - 7.3) How many approved affordable homes have been delivered within each ward and, in cases where that was not possible, what has happened to the commuted sum.
  - 7.4) What were the main barriers to affordable housing being delivered on site and what is being done to overcome this.
  - 7.5) The percentage of housing-led development sites (by ward) which did not include affordable housing as part of the New Homes Strategy.”

#### **Motion**

To approve the motion by Councillor Caldwell.

- moved by Councillor Caldwell, seconded by Councillor Ross

#### **Amendment**

Adds:

At points 1-5, that the information requested includes details of the council's HRA housebuilding programme, all homes built under the AHSP, and all affordable housing built without subsidy.

- moved by Councillor Campbell, seconded by Councillor Dobbin

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

## Decision

To approve the following adjusted motion by Councillor Caldwell:

- 1) To note the 2017 - 2022 Council term's committed target to producing 10,000 affordable homes by 2022.
- 2) To note the 2022 – 2027 Council term's committed target to producing 25,000 Council affordable homes by 2032.
- 3) To note that this would need to be achieved in partnership both with existing Council-owned land and developments, and developers within the private sector.
- 4) To note that in 2022, the Council approved an annual HRA budget strategy which included a 10 year £2.9bn capital programme and £1.3bn revenue programme, predicated on a minimum 2% annual rent increase, and that Council deferred decision on the agreed FY 2023-24 3% rent increase expenditure to the Housing, Homelessness and Fair Work Committee due 11<sup>th</sup> May 2023.
- 5) To note there was disparity between both SIMD quadrants and Council wards across the city in terms of both affordable housing amenity and deprivation levels.
- 6) To note land value and cost of development varied across the city and was further complicated by other local factors such as the number of conservation areas.
- 7) To request a briefing on the last 5 years (FYs 2017-2022), split into the 17 wards, that made up the City of Edinburgh detailing;
  - 7.1) How many affordable homes, as part of the HRA Business Plan, during those years had been;
    - Granted planning permission.
    - Underwent construction by the end of FY2022.
    - Built to completion.
  - 7.2) How many planning applications were granted where a commuted sum was agreed for the affordable homes.
  - 7.3) How many approved affordable homes had been delivered within each ward and, in cases where that was not possible, what had happened to the commuted sum.
  - 7.4) What were the main barriers to affordable housing being delivered on site and what was being done to overcome this.
  - 7.5) The percentage of housing-led development sites (by ward) which did not include affordable housing as part of the New Homes Strategy.
- 8) To request that the information requested included details of the council's HRA housebuilding programme, all homes built under the AHSP, and all affordable housing built without subsidy.

# Minutes

## Housing, Homelessness and Fair Work Committee (Special Meeting)

10.00am, Wednesday, 19 April 2023

### Present

Councillors Watt (in the Chair), Bruce, Caldwell, Campbell, Dobbin, Flannery, Griffiths (substituting for Councillor Meagher), Kumar, Parker, Rae and Whyte.

### 1. Chair

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#### Decision

In the absence of the Convener, Councillor Watt was appointed as Chair for the meeting.

### 2. Parental Employability Support

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Details were provided of the work already undertaken by the City of Edinburgh Council and local employability partners to put in place services for parents. A plan for quickly implementing extended services was recommended, with the additional funding being made available by the Scottish Government in 2023/24.

#### Motion

- 1) To note the indicative funding to be allocated for Parental Employability Support (PES) delivery in Edinburgh in 2023/24.
- 2) To approve the proposed programme of activity, as detailed in Appendices 1 and 2 of the report by the Executive Director of Place.
- 3) To agree to commission a small grants programme as follows:
  - 3.1) Two grants of up to £50,000 to deliver Money Advice and Whole Family Support services.
  - 3.2) Four grants of up to £75,000 to deliver services for migrant parents.
  - 3.3) One grant of up to £50,000 to deliver a service for parents who had recently experienced removal of a child (or children).
- 4) To note that officers would proceed with commissioning a small grants programme. While it was intended that the outcome of this would be reported to Committee on 9 May 2023, the timeline for this was extremely tight and it was anticipated that the report would not be available until 5 May 2023.

- moved by Councillor Watt, seconded by Councillor Griffiths

## **Amendment**

- 1) To notes the indicative funding to be allocated for Parental Employability Support (PES) delivery in Edinburgh in 2023/24.
- 2) To approve the proposed programme of activity, as detailed in Appendices 1 and 2 of the report by the Executive Director of Place.
- 3) To agree to commission a small grants programme as follows:
  - 3.1) Two grants of up to £50,000 to deliver Money Advice and Whole Family Support services.
  - 3.2) Four grants of up to £75,000 to deliver services for migrant parents.
  - 3.3) One grant of up to £50,000 to deliver a service for parents who had recently experienced removal of a child (or children).
- 4) To note that officers would proceed with commissioning a small grants programme. While it was intended that the outcome of this would be reported to Committee on 9 May 2023, the timeline for this was extremely tight and it was anticipated that the report would not be available until 5 May 2023.
- 5) To note that not all parents and guardians who may made use of these services had internet access or the time to explicitly seek them out. To note the Childcare information website interactive map and booking system was projected to cost £80,000. Therefore, to request any underspend on, including but not limited to, the Childcare information website, was ringfenced for an offline campaign such as posters and promotional material in community centres, libraries, community boards in supermarkets and GP surgeries.

- moved by Councillor Flannery, seconded by Councillor Caldwell

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

## **Decision**

To approve the following adjusted motion by Councillor Meagher:

- 1) To notes the indicative funding to be allocated for Parental Employability Support (PES) delivery in Edinburgh in 2023/24.
- 2) To approve the proposed programme of activity, as detailed in Appendices 1 and 2 of the report by the Executive Director of Place.
- 3) To agree to commission a small grants programme as follows:
  - 3.1) Two grants of up to £50,000 to deliver Money Advice and Whole Family Support services.
  - 3.2) Four grants of up to £75,000 to deliver services for migrant parents.
  - 3.3) One grant of up to £50,000 to deliver a service for parents who had recently experienced removal of a child (or children).
- 4) To note that officers would proceed with commissioning a small grants programme. While it was intended that the outcome of this would be reported to



Committee on 9 May 2023, the timeline for this was extremely tight and it was anticipated that the report would not be available until 5 May 2023.

- 5) To note that not all parents and guardians who may made use of these services had internet access or the time to explicitly seek them out. To note the Childcare information website interactive map and booking system was projected to cost £80,000. Therefore, to request any underspend on, including but not limited to, the Childcare information website, was ringfenced for an offline campaign such as posters and promotional material in community centres, libraries, community boards in supermarkets and GP surgeries.

(References – Housing, Homelessness and Fair Work Committee of 9 March 2023 (item 12); report by the Executive Director of Place, submitted.)

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# Work Programme

## Housing, Homelessness and Fair Work Committee

9 May 2023

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>		November 2023 May 2024
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>		November 2023 May 2024
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 2023 May 2024

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>		November 2023
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>		May 2024
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>		August 2023
7	Edinburgh Living Annual Report	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 2024
8	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 2023
9	Empty Homes Annual Update	Annual Report	Executive Director of Place Lead Officer: Andrew Mitchell 0131 469 5822 <a href="mailto:andrew.mitchell@edinburgh.gov.uk">andrew.mitchell@edinburgh.gov.uk</a>		November 2023

10	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>		August 2023
11	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 2024
12	Land Strategy to Support Delivery of Affordable Housing and Brownfield Regeneration	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 2023
13	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>		August 2023
14	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 2023
15	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>		August 2023

16	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>		August 2023
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Report Title	Directorate
<b>August 2023</b>	
City of Edinburgh Council Assurance Schedule on Housing Services	Place
Homelessness – Statutory Returns	Place
Rapid Rehousing Transition Plan	Place
Net Increase in Homes and Acquisition	Place
Support for Rent Collection	Place

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# Rolling Actions Log

## Housing, Homelessness and Fair Work Committee

9 May 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.08.22	<a href="#">Rapid Rehousing Transition Plan – Annual Update on Progress</a>	1) To circulate a briefing note with further information on the rise of PSL Properties.	Executive Director of Place	September 2022		<b>Closed September 2022</b> A PSL Briefing has been organised for 26 September 2022

			<p>2) To request a briefing after the publication of the Accessible Housing Study (Appendix 1, 4.23) to understand more about:</p> <ul style="list-style-type: none"> <li>a. The detail of the IIA referenced in the report.</li> <li>b. The relationship between – and overlap with – housing demand amongst homeless households and disabled households in the city.</li> <li>c. The findings and recommendations of the</li> </ul>	Executive Director of Place	31 March 2023		<p><b>Recommended for closure</b></p> <p>Briefing took place on 31.03.23.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Accessible Housing Study.				
2	29.09.22	<a href="#">Capital City Partnership - Progress Update</a>	1) To note that the Capital City Partnership events schedule would be shared with members.	Executive Director of Place		13 October 2022	<b>Closed December 2022</b> Briefing took place on 13 October 2022.

			<p>2) Agrees to bring back a report in 3 cycles on the data gathered, and how this will be monitored in future, in relation to provision of service that reflects support for people in need by reason of age, poor health and wellbeing outcomes, disability, learning disability, marginalised groups including those from low socio-economic backgrounds, single-parent families, ethnic minorities, and people with experience of complex needs</p>	<p>Executive Director of Place</p>	<p>August 2023</p>		
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			including trauma or violence.				
3	29.09.22	<a href="#">HRA Budget Strategy</a>	1) To agree a report in two cycles on the financial strategy setting out the current position with allocation of Transfer of the Management of Development Funding (TMDF), and an analysis of Strategic Housing Investment Framework (SHIF) funding allocations.	Executive Director of Place	March 2023		<b>Closed March 2023</b> Report on agenda for March 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To agree the Convener would write to the COSLA President and the Cabinet Secretary to set out the significant challenges that Edinburgh faces in relation to ESSH2 delivery, and request that serious consideration was given to applying a funding formula based on need to the Social Housing Net Zero Heat Fund (SHNZHF) as well as request an increase to the overall fund and to ask for RPAs for 5 years and a further review of the increase in benchmarks.	Convener	October 2022	December 2022	<b>Closed December 2022</b> Letters issued on 11.11.22 and 15.11.22.  Letters and response issued to members.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To agree to ask the Council Leader to make the case for, and vote for, a funding formula based on need when the SHNZHF report is in front of COSLA Leaders	Convener / Council Leader	Autumn 2023		<p><b><u>Update May 2023</u></b> Scottish Government to conclude EESSH2 review and report to go to COSLA leaders first.</p> <p><b><u>Update December 2022</u></b> Scottish Government will set out its intentions on funding for EESSH2 in 2023. A report can then be submitted and discussions at COSLA leaders meeting would provide the opportunity for the case to be made.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) To request a briefing note providing more detail on the TMDF/SHIF.	Executive Director of Place	March 2023		<p><b>Closed March 2023</b> Briefing session held on 25.01.23.</p> <p><b><u>Update December 2022</u></b> Details of this are covered in the SHIP 23-28 report to Committee in December 2022.</p> <p>A detailed report on TMDF/SHIF will be brought to Committee in March 2023 in response to Councillor Campbell's motion.</p>
4	29.09.22	<a href="#">Trade Unions in Communities</a>	1) Note that officers will engage with the Trade Unions and community groups to identify what support the Council can offer to support the hub.	Executive Director of Place	March 2023		<p><b>Recommended for Closure</b></p> <p>Report was agreed in March 2023.</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Agree that an update will be provided in December 2022.	Executive Director of Place	March 2023		<b>Closed March 2023</b> Update on agenda for March 2023.
5	29.09.22	Motion by Councillor Caldwell – The Importance of Participatory Budgeting  (See <a href="#">Agenda</a> of 29 September 2022)	Requests that the Convener of Housing, Homelessness and Fair Work meet with the Convener of Finance and Resources to explore how we can support Council-led PB alongside local residents and volunteers.	Convener			<b>Recommended for Closure</b>  Initial meeting was held with Cllr Meagher & Cllr Watt on 18.01.23, further discussions to take place.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	01.12.22	<a href="#">Edinburgh International Conference Centre – annual update for the year ending 31 December 2021</a>	To note that EICC would offer a briefing session for Elected Members to discuss their plans, in the new year, and that to request that a schedule of planned repayments be presented at this session.	Executive Director of Place			<p><b><u>Update May 2023</u></b></p> <p>The EICC is currently updating its carbon report and will arrange to brief members once this work is complete. It should also be noted that the responsibility for oversight of the EICC was move to Finance and Resources Committee following the agreed governance changes at Council. The briefing provided will be shared with members of both committees for continuity.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
7	01.12.22	<a href="#">Strategic Housing Investment Plan (SHIP) 2023-28</a>	1) Agrees that councillors will receive a written briefing within one month setting out the detail of the pipeline of homes including how many sites will provide council owned affordable homes, including the number of homes on each site.	Executive Director of Place		March 2023	<b>Recommended for closure</b> Briefing note circulated 14 March 2023.
			2) To request that a table is provided detailing the percentages of SL homes, social homes, affordable housing on each site.	Executive Director of Place		March 2023	<b>Recommended for closure</b> Briefing note circulated 14 March 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To note officers would provide members with more detail on the climate impact of building homes, as detailed in the Internal Impact Assessment.	Executive Director of Place		March 2023	<b>Recommended for closure</b> Briefing note circulated 14 March 2023.
			4) To note officers would consult with Councillor Whyte to provide a follow up on the concerns of specific undeveloped SL sites.	Executive Director of Place		January 2023	<b>Closed March 2023</b> Completed January 2023.

8	01.12.22	<a href="#">Living Hours City – Response to a motion from Councillor Campbell</a>	<p>Agrees to bring back a report in three cycles setting out in more detail what the scoping work for Edinburgh to become a Living Hours City would entail including:</p> <ul style="list-style-type: none"> <li>• An early discussion with Living Wage Scotland about what a journey to a Living Hours City could look like</li> <li>• A preliminary assessment of which departments in the council would be affected alongside staff numbers</li> <li>• A financial assessment of what impact becoming a Living Hours employer could have on future council budgets</li> <li>• Requests that the Living Wage Action Group consider this information and their assessment is included within the report</li> </ul>	Interim Executive Director of Corporate Services	August 2023		
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	09.03.23	<a href="#">2023/24 Housing Revenue Account (HRA) Capital Programme</a>	<p>1) Agrees that a briefing note will be provided that sets out, in the form of tables, the current council housebuilding programme, by site, broken down into:</p> <ul style="list-style-type: none"> <li>• Homes in design and development</li> <li>• Homes approved</li> <li>• Homes currently on site</li> <li>• Homes completed this financial year (22/23)</li> </ul>	Executive Director of Place	May 2023		<p><b><u>Update May 2023</u></b></p> <p>Briefing note to be circulated May 2023.</p>

			<p>2) Agrees for a further report to HHFW in 3 cycles which will outline:</p> <p>i) What further building / estate improvements could be built into WHR works to address the climate and nature emergencies beyond energy efficiency measures, including:</p> <p>a. Consideration of new approaches to more sustainable water management through changes to roofing, guttering and drainage, including the use of SuDS and nature-based solutions as part of this</p> <p>b. Consideration of actions which could be taken to decarbonise heat / energy sources within homes, for example, by preparing homes to be ready to connect to alternative, zero carbon</p>	Executive Director of Place	October 2023		
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			<p>energy sources in the future, such as heat networks</p> <p>ii) Detail about how the use of SIMD, stock condition findings and tenure</p> <p>mix will inform which areas will be prioritised for investment and in what order, including explaining how this sequencing will represent a climate justice approach</p> <p>iii) How the WHR work aligns with existing Council strategies and work programmes such as the 2030 Climate Strategy (and IPB), forthcoming Edinburgh Adapts plan (and climate change risk assessment) and Vision for Water Management, amongst others</p> <p>iv) What additional resourcing may be required to deliver against further building / estate improvements outlined in 1.1.7 i) a, b as</p>				
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>part of WHR work, including:</p> <p>a. options for how any required funding could be secured / provided outwith the HRA for this</p> <p>b. a strategy for workforce recruitment, upskilling and retention to deliver this work, as part of our commitment to a just transition.</p>				
			3) To request a workshop on whole house retrofit approach and an energy strategy.		September 2023		
10	09.03.23	<a href="#">Funding of affordable housing through the Scottish Government's Affordable Housing Supply Programme</a>	1) To note detail would be included in the Rapid Rehousing Transition Plan, coming to Committee in May, as to why there's a higher number of households in temporary accommodation in Edinburgh compared to Glasgow.	Executive Director of Place	August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Asks the Convener of the HHFW committee to write to the Cabinet Secretary to ask for further information from the Scottish Government on the numerical formula, and the detailed workings out, for how the funding allocation for Edinburgh's TMDF and SHIF figures were calculated this year.	Convener	May 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	09.03.23	<a href="#">Tenant Hardship Fund (2023/24)</a>	<p>Requests a further briefing note to members which contains:</p> <p>i) the full Equality Impact Assessment about the fund</p> <p>ii) Details about how the fund will be publicised amongst tenants and how tenants will be expected to reach out to ask for support from it - for example, via text, phone, email, face to face - with evidence of due consideration given to the various equalities impacts of this</p>	Executive Director of Place	May 2023		

12	09.03.23	<a href="#">Response to motion by Councillor Dalgleish – Energy Efficiency Task Force</a>	<p>1) To agree that the information and signposting of the services outlined in this report would be updated on the 'Home Energy' webpage, and request that Corporate Services initiate an ambitious new campaign directing residents to it.</p> <p>2) To ask the Executive Director of Place to negotiate with the Head of Communications about how this kind of information should be included. This would include notifications of the new/refreshed page to all library managers and</p>				<p><b><u>Update May 2023</u></b></p> <p>Work on these actions is now underway but have not yet completed. Progress will be updated in the Rolling Actions Log.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			school headteachers.				
13	09.03.23	<a href="#">Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement</a>	To note the Chief Executive of EICC would share the details of the reduction of EICC’s carbon footprint since 2019 with members.	Chief Executive of EICC			<p><b><u>Update May 2023</u></b></p> <p>The EICC is currently updating its carbon report and will arrange to brief members once this work is complete. It should also be noted that the responsibility for oversight of the EICC was move to Finance and Resources Committee following the agreed governance changes at Council. The briefing provided will be shared with members of both committees for continuity.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	09.03.23	<a href="#">Gig Economy Task Force – progress update</a>	1) To request an updated report and proposed programme of work to HHFW committee in 2 cycles in August 2023.	Executive Director of Place	August 2023		
			2) To request an additional briefing note to all elected members setting out progress on the Council's support for the Get Me Home Safely campaign and associated actions, and how these are being integrated with the actions set out in this report.	Executive Director of Place	August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	09.03.23	<a href="#">Housing Service Improvement Plan – Update</a>	<p>Requests a short briefing note to outline:</p> <ul style="list-style-type: none"> <li>i) what access requirements are currently being considered as part of this work through the HSIP presently;</li> <li>ii) who has been consulted to inform work on this to date;</li> <li>iii) what provisions are in place to tackle digital exclusion through this work and iv) how the accessible housing working group will be able to engage with the implementation plan and delivery milestones relating to this action from the HSIP, once the group is formed.</li> </ul> <p>The briefing note should address how accessibility requirements were being considered as part of the Edindex partnership.</p>	Executive Director of Place	May 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	09.03.23	<a href="#">Homelessness Services' Performance Dashboard</a>	To note the Interim Homelessness & Housing Support Senior Manager would circulate a note to members with more detail on figures in Appendix 1 of the report from the Executive Director of Place.	Executive Director of Place	April 2023		<b>Recommended for closure</b> Circulated 6 April 2023.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	09.03.23	<a href="#">Mixed Tenure Improvement Service</a>	<p>Requests a briefing note outlining in more detail:</p> <p>i) whether the current provision of grants and loan support is judged to be sufficient for owners in mixed tenure blocks to be able to agree to improvements through the MTIS</p> <p>ii) what further resources would be required to increase uptake amongst owners</p> <p>iii) how these resources could be financed, and</p> <p>iv) what learning we can take from other local authorities who are doing this work</p>	Executive Director of Place	5 May 2023		Subject to feedback from other Local Authorities to allow benchmarking exercise.
18	09.03.23	<a href="#">Place Directorate - Revenue Budget Monitoring 2022/23 – Month Eight Forecast</a>	To note the Principal Accountant would share the definitions of the rent loss terms in the report with members and include these in future reports.	Executive Director of Place			

19	09.03.23	Motion by Councillor Campbell – Damp and Mould	<p>To agree that officers should develop, with immediate effect, a plan to improve the response to the way the Council dealt with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources.</p> <p>The improvement plan in development also included key areas such as:</p> <ul style="list-style-type: none"> <li>- an end-to-end process review putting tenants' health and wellbeing at the centre;</li> <li>- training for all front-line staff and enhanced technical training for the dampness team;</li> <li>- research and identification of new products for the prevention, treatment and removal of mould;</li> <li>- better use of technology and systems to analyse trends and</li> </ul>	Executive Director of Place	May 2023		<p><b>Recommended for closure</b></p> <p>Report on the agenda for 9 May 2023.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			data capture to inform future investment, including how the stock condition survey will inform capital investment.				

20	09.03.23	Motion by Councillor Caldwell – Taking stock of affordable housing by ward in the City of Edinburgh	<p>1) To request a briefing on the last 5 years (FYs 2017-2022), split into the 17 wards, that made up the City of Edinburgh detailing;</p> <p>i) How many affordable homes, as part of the HRA Business Plan, during those years had been;</p> <ul style="list-style-type: none"> <li>• Granted planning permission.</li> <li>• Underwent construction by the end of FY2022.</li> <li>• Built to completion.</li> </ul> <p>ii) How many planning applications were granted where a commuted sum was agreed for the affordable homes.</p>	Executive Director of Place	31 May 2023		<p><b><u>Update May 2023</u></b></p> <p>Briefing note to be circulated to committee in May 2023</p>
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			<p>iii) How many approved affordable homes had been delivered within each ward and, in cases where that was not possible, what had happened to the commuted sum.</p> <p>iv) What were the main barriers to affordable housing being delivered on site and what was being done to overcome this.</p> <p>v) The percentage of housing-led development sites (by ward) which did not include affordable housing as part of the New Homes Strategy.</p> <p>2) To request that the information requested included details of the</p>				
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			council's HRA housebuilding programme, all homes built under the AHSP, and all affordable housing built without subsidy.				

# Business Bulletin

## Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

# Housing, Homelessness and Fair Work Committee

Convener:	Members:	Contact:
<p>Convener: Councillor Jane Meagher</p> 	<p>Councillor Graeme Bruce Councillor Jack Caldwell Councillor Kate Campbell Councillor Stuart Dobbin Councillor Pauline Flannery Councillor Simita Kumar Councillor Ben Parker Councillor Susan Rae Councillor Mandy Watt Councillor Iain Whyte</p>	<p><a href="#">Jamie Macrae</a> Committee Officer Tel: 0131 553 8242</p>



**Purchase of Liberton Hospital site to support city-wide housing delivery**

Following approval by the Finance and Resources Committee in [November 2022](#), the Council has purchased the site of Liberton Hospital and the former Blood Transfusion Centre from NHS Lothian for affordable housing led redevelopment. NHS Lothian will continue to use the site over the next two years while the remaining services are relocated to other NHS premises by March 2025.

The ambition for the redevelopment of Liberton Hospital is to create a green neighbourhood full of energy efficient homes with a focus on elderly and specialist needs. The regeneration of the site will deliver around 380 new mixed tenure homes for sale and rent, at least 35% of which will be affordable with at least 10% being fully wheelchair adapted. The development will also retain the existing historic hospital and gatehouse buildings facing Lasswade Road.

The Liberton Hospital redevelopment will retain as many of the existing trees as possible and incorporate them into green routes through the site. This will allow for active travel connections out with the site to Burdiehouse Burn Valley Park, St Katharine's Park and Liberton Park. Community engagement and consultation will be key to the success of the project.

A Prior Information Notice (PIN) seeking interest from potential development partners has now been issued and the outcome from this exercise will inform future procurement routes.

During the pre-development period, work will be carried out to prepare for construction, including developing detailed designs and setting out a net zero carbon energy solution for the site, contributing to the Council's [ambitious target to reach net-zero emissions by 2030](#). Ward Members and key stakeholders will be kept up to date on the progress of the project at key milestones.

**Contact:** [Hazel Ferguson](#),  
Development and Regeneration  
Manager

### Affordable Housing Supply Update

The Council manages grant funding for affordable housing on behalf of Scottish Government.

The table below provides a summary of new affordable housing supply in 2022/23, this includes homes for social rent, mid-market rent and low-cost home ownership:

	2022/23	Estimated for 2022/23 within the SHIP 2023 – 2028
New Affordable Homes approved	734	800
New Affordable Homes completed	1,215	1,246

This shows that the actual approvals and completions were slightly lower than anticipated, which was due to adverse market conditions. This is reflected elsewhere in Scotland, with the Scottish Government's quarterly statistics to the end of September 2022 (published March 2023) reporting that, across Scotland, private led new builds reduced by 11% and housing association new build approvals dropped by 27%.

#### *Affordable Housing Supply Programme*

Outturn figures for the grant funded element of the programme (Affordable Housing Supply Programme) for 2022/23 show:

	2022/23	Additional Information
Number of homes started on site	904	
Number of homes approved	484	
Number of homes completed	650	This was 10% higher than

**Contact:** [Lisa Mallon](#), Housing Operations Manager

		<p>originally estimated. In line with Scottish Government targets, of the homes completed:</p> <ul style="list-style-type: none"> <li>• 69% were for social rent;</li> <li>• 29% for mid-market rent; and</li> <li>• 2% for shared equity housing.</li> </ul>
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In total, £55.2 million was received from the Scottish Government as part of the Affordable Housing Supply Programme (AHSP) (an original award of £45.2 million with an additional £10 million added (this was funded from national underspends)). This is the highest allocation the Council has received in a single year.

The funding has continued to support the ongoing construction of affordable homes across the city and a number of strategic projects; including the acquisition of the Liberton Hospital site, the West Craigs development (which is expected to deliver 300 affordable homes) and affordable housing development in Granton. The programme also supported the purchase of 23 homes for social rent from the Ministry of Defence, on the former Dreghorn Barracks site, near the Pentland hills.

Following the report on Funding for Affordable Housing considered by Committee in [March 2023](#), a funding case for Edinburgh will be developed with partners and the annual Strategic Housing Investment Plan report will be presented to Committee for approval in October 2023.

**UK Living Wage Places Network**

On 25 May 2023 Edinburgh will be playing host to the first ever in person UK Living Wage Places event. Organised by the UK Living Wage Foundation and held in the Council Chamber, this all day conference will bring together individuals and organisations who are members of recognised Living Wage Places Action Groups or are

**Contact:** [Chris Adams](#), Strategy Manager

## Recent News

## Background

working towards becoming a recognised Living Wage Places from all across the UK.

Alongside the Edinburgh Living Wage Action Group, who are playing an active role in shaping the event, confirmed attendees so far include delegates from areas such as Cardiff, Sunderland, Dundee, Salford, Greater Manchester, Norwich, and Scottish Borders amongst others.

The event will provide a great opportunity to showcase the progress made in Edinburgh to date, take part in the shaping of national campaigns, and learn from best practice in the promotion of fair work in partner cities across the UK. Committee members are welcome to attend and take part in the event and officers will be happy to arrange registrations on request.

This event comes after another successful quarter for the campaign to promote the real Living Wage in Edinburgh. During January to March 2023 a total of 30 employers achieved accreditation for committing to pay a real Living Wage to all their workers, well ahead of the target of 25. These employers join a community of 633 Living Wage accredited employers in Edinburgh, collectively employing over 200,000 workers.

Since the launch of the Edinburgh Living Wage City Action Group in November 2021, a total of 160 new employer accreditations have been recorded resulting in some 1,500 workers receiving a direct pay increase in line with the cost of living.

### **West Pilton - Community Week of Action**

A number of local primary school children helped out the Council and commercial partners to give West Pilton a good spring clean from 27 – 30 March 2023. As a thank you, over 1,000 Easter eggs have been shared out to local children, including a number to local community centres and libraries.

Residents and partners were invited to lend a hand and pickers, bags and gloves were handed out to all volunteers. Four areas were identified for focus given the

**Contact:** [George Norval](#),  
Housing Operations Manager

high levels of historical fly tipping and general waste accumulations.

- **Monday 27 March**, 9am to 2pm, 2 West Pilton Crossway
- **Tuesday 28 March**, 9am - 2pm, 74 Ferry Road Drive
- **Wednesday 29 March**, 9am- 2pm, 30 Ferry Road Avenue
- **Thursday 30 March**, 9am - 2pm, 2 West Pilton Park

These events help promote community spirit, keep neighbourhoods clean and add financial and social value that benefit Edinburgh citizens.

Coordinated by North West Housing Operations team, the tidy up was also supported by Council colleagues from Neighbourhood Environmental Services.

These events were supported by 11 organisations (that provide services to the Council) through the Community Benefits provision within their contracts, giving valuable time and resources to help with waste collection, weeding, litter picking and equipment to help ensure a week of success.



## Recent News

## Background

### Essential Edinburgh - City Centre Business Improvement District - Renewal Ballot – March 2023

Essential Edinburgh was formed in 2008 and is Edinburgh's only, and Scotland's second largest, Business Improvement District (BID). A BID is a defined area where businesses vote to invest collectively in local improvements. A BID is not a substitute for central or local government investment, but an additional investment by private business to strengthen the local economy and give local businesses a unified voice.

As reported to Committee on [1 December 2022](#), Essential Edinburgh gave notice under the Planning etc (Scotland) Act 2006, Business Improvement Districts (Scotland) Regulations 2007 on a Ballot to renew their mandate.

Any owner of property within the BID area was entitled to vote in the ballot. This included the Council, as the owner of two properties within the BID area (the Assembly Rooms and the Bus Station). As agreed by Committee in December, the casting of the Council's vote, which was in favour of supporting the BID, was [delegated](#) to the Executive Director of Place, in consultation with the Conveners of Housing, Homelessness and Fair Work and Finance and Resources Committees, and the local ward members.

The result of ballot, which was announced on 24 March 2023 was in favour of continuing the BID for the next five years. Council officers will continue to engage and support the BID throughout the next term.

**Contact:** [Elin Williamson](#), Head of Business Growth and Inclusion

### Place Based Investment Programme Update

Work is ongoing to deliver the projects identified by the Housing, Homelessness and Fair Work Committee [on 4 August 2022](#) to be supported from the Place Based Investment Programme. The current allocations for 2022/23 to 2024/25 are set out in Appendix 1 (funds for 2025/26 have not yet been provisionally allocated).

**Contact:** [Kyle Drummond](#), Programme Development Officer

Recent News	Background
<p>Funding for 2023/24 was formally confirmed by the Scottish Government in April 2023. Council officers and external partners are now working to deliver the four projects allocated funding for 2023/24 (The Causey; Coalie Park Improvements; Portobello Potteries 1906 Kiln restoration; and Queensferry Town Centre).</p>	
<p><b>UK Levelling Up Fund Update</b></p> <p>In March 2023 officers received summary feedback from UK Government on unsuccessful bids made to the UK Levelling Up Fund Round 2 process. This feedback did not provide formal scores for bids, but instead focused on areas of strength and areas that can be improved with a view to strengthening bids for future funding opportunities.</p> <p>With regard to the Inch Park Regeneration Project, feedback described the bid as “a compelling application which provided reassurance of competent delivery” and was strong on elements relating to community engagement and involvement, meeting local needs, and alignment with other Council strategies. Areas for improvement in the bid were identified, including a need for more quantifiable detail and evidence on some the aspects of the economic case, a more detailed options appraisal, and a clearer assessment of the market need for additional cultural space in this location.</p> <p>With regard to the city wide cultural capital project, feedback described this as “a very well-prepared bid, with considerable amounts of supporting information”. Areas of strength included “very broad engagement with otherwise dislocated communities around the seven venues”, a strong case for investment, and strong fit with city, city region, Scotland and UK wide strategic programmes. The feedback note that due to the scale of the project much of the supporting documentation was necessarily high-level in nature, and that an area of improvement would be to provide more detail on the economic case and deliverability of individual workstreams given the number of project elements and partners involved.</p>	<p><b>Contact:</b> <a href="#">Chris Adams</a>, Strategy Manager</p>



Recent News	Background
<p>Project leads for these bids are considering this feedback with a view to pursuing other funding opportunities where required, including consideration of future Levelling Up fund bids.</p> <p>UK Government contacts have confirmed that the intention for a third round of Levelling Up Fund applications during 2023, but no timescale is available at present for this process. A full report to committee on opportunities for Council bids to future Levelling Up Fund rounds will be prepared when further information is available.</p>	
<p><b>Accessible Housing Study</b> There is no update on the Accessible Housing Study. An update will be prepared for Committee in August.</p>	<p><b>Contact:</b> <a href="#">Elaine Scott</a>, Head of Housing Strategy and Development</p>
<p><b>House Land Strategy Update</b> In December last year Committee agreed a revised Housing Land Strategy which included working more closely with the owners of strategic development sites in the city. The principal purpose being to identify new delivery models that can increase the levels of affordable housing being built and accelerate the delivery of those sites.</p> <p>Good progress has been made and the Council has now signed a Memorandum of Understanding with West Town Edinburgh Ltd regarding their land at West Edinburgh. This sets out how both parties will work together to prepare a delivery strategy for the West Town land, which is identified in City Plan 2030 and has a capacity of some 7,000 homes along with all the other supporting uses you would expect to find in a new urban quarter of this size. The land provision on this site, combined with its strategic location allows for a natural extension for the west of Edinburgh, and will provide a new, deliverable '20-minute neighbourhood' with existing tram, rail, cycle and road connections creating a strategic gateway to the city. Subject to progress with City Plan and relevant consents, it is expected that work will start on site next year with the first phase of homes and amenity being ready for occupation from early 2026.</p>	<p><b>Contact:</b> <a href="#">David Cooper</a>, Head of Development and Regeneration</p>

**Recent News****Background**

It is expected that a report will be taken to Finance and Resources Committee towards the end of the year setting out how the partnership with West Town could be taken forward in accordance with all relevant Council policies. Housing, Homelessness and Fair Work Committee members will be briefed as proposals develop.

## Appendix 1 – Place Based Investment Programme Funding Allocations

Project	2022/23	2023/24	2024/25
The Causey	£0	£231,572	£468,428
Coalie Park Improvements	£0	£191,037	£0
Granton Gasholder	£1,183,641	£0	£75,072
Macmillan Hub	£500,000	£0	£0
Portobello Potteries 1906 Kiln restoration	£0	£172,750	£0
Powderhall civic square	£0	£0	£171,946
Queensferry Town Centre	£7,359	£617,641	£425,000
Wester Hailes Regeneration	£50,000	£0	£72,554
<b>Total</b>	<b>£1,741,000</b>	<b>£1,213,000</b>	<b>£1,213,000</b>

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# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## The EDI Group – six monthly update

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

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- 1.1 It is recommended that Housing Homelessness and Fair Work Committee notes the report.

**Paul Lawrence**

Executive Director of Place

Contact: David Cooper, Head of Development and Regeneration

E-mail: [david.cooper@edinburgh.gov.uk](mailto:david.cooper@edinburgh.gov.uk) | Tel: 0131 529 6233

## The EDI Group – six monthly update

### 2. Executive Summary

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- 2.1 This report updates Committee on the progress of the transition strategy for The EDI Group Limited, which aims to close it and its subsidiary companies and bring their projects and assets into the Council.

### 3. Background

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- 3.1 The EDI Group Limited (EDI) is an arm's length company of the City of Edinburgh Council.
- 3.2 On [7 February 2017](#) and [23 February 2017](#), Economy Committee and the Finance and Resources Committee respectively agreed to close EDI and its subsidiaries and bring certain activities and assets in-house.
- 3.3 On [2 November 2017](#), Housing and Economy Committee agreed a transition strategy for the closure.
- 3.4 The most recent annual update on EDI – including the audited accounts for the year ending 31 December 2021 – was considered by Housing, Homelessness and Fair Work Committee on [1 December 2022](#).

### 4. Main report

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- 4.1 The transition strategy continues to be implemented. All ongoing projects are now delivered by Council officers and the majority of EDI assets have transferred to the Council or otherwise disposed of.
- 4.2 The EDI Board, comprising two elected members, continues to meet quarterly. A scheme of delegation has been agreed which enables minor and routine decisions to be taken by Council officers.
- 4.3 Appendix 1 provides an update on each remaining project and Appendix 2 sets out the residual property assets held by the EDI group.

## **5. Next Steps**

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- 5.1 The company activities will continue through to full corporate closure and update reports will continue to be provided to Committee.

## **6. Financial impact**

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- 6.1 The projected special dividend to the Council from closing EDI is currently forecast at £7.908m. This is a reduction on the projected figure of £8.288m reported on [1 December 2022](#). This reduction is due primarily to a decision by the EDI Board to provide the Council with £380,000 towards the costs of upgrading unadopted roads in the Craigmillar neighbourhood of Edinburgh to enable them to be adopted.

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

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- 7.1 Consultation and engagement with local communities and delivery partners is ongoing as part of individual projects.

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

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- 8.1 None.

## **9. Appendices**

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- 9.1 Appendix 1 – Remaining project updates.  
9.2 Appendix 2 – Residual property assets held by EDI.

## Appendix 1 – Remaining project updates

<b>40-52 West Harbour Road (Caledonia Waterfront (Harbour Road) Limited)</b>	
<b>Description</b> Subsidiary company of EDI set up to hold land at Granton Waterfront in a joint venture.	
<b>Position as of March 2023</b> Caledonia Waterfront (Harbour Road) Limited is a joint venture company that owns land at West Harbour Road in Granton, Edinburgh in which EDI holds a 42.5% interest. The joint venture cannot be dissolved at this time; it is proposed that EDI's interest in the joint venture could potentially be transferred to C. E. C. Holdings Limited to enable EDI to be closed down.	
<b>RAG status</b>	Amber
<b>Brunstane (The EDI Group Limited)</b>	
<b>Description</b> A housing development site with planning permission in place on land owned by EDI and option agreement in place with adjoining landowner. The Council also has an entitlement for profit share in relation to access rights.	
<b>Position as of March 2023</b> The sale of the west field at New Brunstane concluded missives in mid-2021. The remaining land at New Brunstane (the east field) is currently being marketed. Following the sale of the remaining land, the closure of EDI can begin.	
<b>RAG status</b>	Green
<b>Craigmillar (PARC Craigmillar Limited)</b>	
<b>Description</b> Land and buildings at Craigmillar.	
<b>Position as of March 2023</b> PARC Craigmillar Limited holds two remaining assets: the White House and the South Park at Greendykes. It is anticipated that these remaining assets will transfer to the Council during 2023 after which PARC Craigmillar Limited can be closed down.	
<b>RAG status</b>	Green
<b>Joint ventures (New Laurieston (Glasgow) Limited)</b>	
<b>Description</b> Inactive joint venture company establish to carry out private housing development.	
<b>Position as of March 2023</b> New Laurieston (Glasgow) Limited does not hold any significant assets. Agreement has been reached with the Miller Group (the joint venture partner) to close down the company. This is expected to be completed during 2023.	
<b>RAG status</b>	Green
<b>The EDI Group Limited (remainder of company)</b>	
<b>Description</b> The parent company of all subsidiaries.	
<b>Position as of March 2023</b> Other than New Brunstane and shares in the joint venture company Caledonia Waterfront (Harbour Road) Limited, no projects sit directly within the parent company. The projected company closure date is now expected to be 2023-2024 as some transactions will now complete during 2023.	
<b>RAG status</b>	Green



## Appendix 2 – Residual property assets held by EDI

Asset	Owner	Status
Greendykes land at South Park	PARC Craigmillar Limited	Land at Greendykes, Craigmillar on which the South Park (a new park with SUDS infrastructure beneath it) has been developed. The land is planned to be transferred to the Council in 2023. It is assumed to have nil value.
White House, 70 Niddrie Mains Road	PARC Craigmillar Limited	A historic former roadhouse in Craigmillar, currently leased to Community Alliance Trading Enterprises Limited which operates as a restaurant and function space. On 27 April 2022, the Board approved in principle the transfer of the asset to the Council. The transaction is expected to take place in 2023.
Land at New Brunstane	The EDI Group Limited	The East Field at New Brunstane comprises approximately 51 acres of land of which approximately 35 are judged to be developable, with an indicative capacity of approximately 500 residential units. The site forms part of planning permission in principle 16/04122/PPP. EDI has appointed Justin Lamb Associates and Savills as joint marketing agents for the disposal of the East Field. Justin Lamb Associates and Savills brought the site to the market in January 2023, inviting potential buyers to submit notes of interest to receive full details of the sales process and the required form of offer. A closing date will be set for headline offers, following which shortlisted bidders will be invited to submit more detailed offers, with a view to identifying a preferred bidder later in 2023. While the marketing of the site is ongoing, work is being undertaken to assess any technical matters relating to the development of the site.
West Harbour Road, plots D & E	The EDI Group Limited	Brownfield development land at West Harbour Road in Granton Waterfront owned by the joint venture company Caledonia Waterfront (Harbour Road) Limited in which The EDI Group Limited (WEL) owns a 42.5% interest with the remainder being owned by Caledonian Regeneration

Asset	Owner	Status
		Investments Limited (CRIL). EDI has held discussions with CRIL around options for taking forward the development of the land. A potential option would be to transfer EDI's interest in the joint venture up to C. E. C. Holdings Limited to enable EDI to be closed if this matter cannot be resolved timeously; advice is being taken on tax implications.

## Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

### Response to motion by Councillor Campbell – Coillesdene House Lifts

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:
  - 1.1.1 Note the updated information provided on the performance, processes and programme in place to maintain, repair and invest in lifts in multi storey tower blocks; and
  - 1.1.2 Discharge the adjusted motion agreed by the Council on [9 February 2023](#) to prepare a report for Housing, Homelessness and Fair Work Committee setting out lift performance information and providing a clear procedure for the reporting, prioritising and undertaking of lift repairs; and for tenants and residents to be informed of lift repair timescales and kept updated throughout the lift repair completion process.

**Paul Lawrence**

Executive Director of Place

Contact: Sarah Burns, Head of Housing Operations

E-mail: [sarah.burns@edinburgh.gov.uk](mailto:sarah.burns@edinburgh.gov.uk) | Tel: 0131 529 7662

## Response to motion by Councillor Campbell – Coillesdene House Lifts

### 2. Executive Summary

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- 2.1 This report has been prepared in response to an adjusted motion by Councillor Campbell on Coillesdene House Lifts. The report provides information for the 102 lifts across the 44 multi storey block sites managed by the Council and includes information on lift and repairs performance, service delivery and costs.

### 3. Background

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- 3.1 On [4 August 2022](#), the Housing, Homelessness and Fair Work Committee approved a report which provided information on processes and programmes in place to maintain, repair and invest in lifts in multi storey tower blocks. The report included recommendations to review the storage of bespoke spare parts to reduce repair times and improve communications with tenants.
- 3.2 On [9 February 2023](#), the Council approved an adjusted motion which set out that residents of Coillesdene House faced lengthy delays to lift repairs. The motion asked for a report in two cycles, providing details of the performance of all Council managed lifts over the last five years, how repairs were managed, and investment was prioritised. The motion asked for information on how costs were shared with private owners and how communications with residents could be improved.
- 3.3 On [9 March 2023](#), Housing, Homelessness and Fair Work Committee noted a Business Bulletin item providing an update on the lift performance issues at Coillesdene House. The Council is working with the private owners to explore options for investment in the existing lifts.
- 3.4 The Council maintains 102 lifts at 44 multi storey tower block sites. Some of these sites contain more than one tower block. Within these blocks, 3,587 properties are owned by the Council and 559 by owner occupiers and private landlords.
- 3.5 Concierge services are based in 10 multi storey tower blocks sites, which support a further 27 nearby or adjacent blocks. Concierge staff provide an initial point of contact for tenants and residents to help them live in a safe, clean and well-maintained environment.

- 3.6 The five sites with minority Council ownership have a lower level of service from the Concierge team but do still have access to repairs reporting through Repairs Direct. Concierge Team Leaders conduct site visits to these blocks every two to four weeks.
- 3.7 Specialist supported accommodation is provided at 13 Leith Street and 65 Bruntsfield Place. Lifts at these sites are managed and maintained by the Council and the replacement of the current lift systems is included in the investment programme, but are not multi storey residential blocks and are not supported by the Concierge service. It should be noted that in the previous report to Committee these blocks have been included the number of nearby or adjacent sites supported by the concierge with the total being reported as 29. This figure should have been reported as 27 and the correct information is provided in this report.
- 3.8 It is not possible to provide detailed information on all areas of performance over long periods of time as this is not currently held in a single system. An Asset Management system is being introduced as part of the Housing Service Improvement Plan which will improve the quality of data available in the future and support an improved approach to asset management and capital investment planning. The detailed information that is available on each lift and block can be found at Appendix 1.

## 4. Main report

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### **Lift Maintenance and Repair Performance**

- 4.1 Most lifts date back to the 1960's and sourcing bespoke parts can delay repairs. It is not possible to stock all bespoke parts as many have to be manufactured for the specific lift and repair issue.
- 4.2 Specialist parts, which have been salvaged from older lifts which have already been replaced through the investment programme, are being stockpiled. This will help to reduce repair times until the lift replacement programme is completed. An in-house stock of lift parts is also maintained by the Council and contractors to reduce the response time for common faults. However, sometimes delays cannot be prevented as parts are not available or cannot be stockpiled and must still be specifically sourced.
- 4.3 Contractors have a target to attend sites within four hours. When someone is trapped in a lift, the response time is one hour. A lift is considered out of service if it cannot be repaired in one day.
- 4.4 Over the last year, there were a total of 566 lift outages across all 102 lifts across the city. Due to the age of lifts, there have been occasions where both lifts have been out of service. This risk increases as lifts get older and where one lift in a block is already out of service while the lift replacement programme is completed. Over the past five years, records indicate that there were seven occasions where both lifts were out of service in a block at the same time. Six were fixed after one

day and one was repaired after two days. Detail on individual lift performance can be found at Appendix 1.

- 4.5 A regular servicing programme is in place for all lifts which are serviced within a two-to-six-month period depending on age and usage. Lift monitoring system data is used to identify wear and tear and plan for any repairs to prevent outages in service. Additional checks are conducted bi-annually by Zurich Engineering, the Council's insurance inspectors.
- 4.6 Officers have monthly contract meetings with contractors to review performance and ensure that KPIs are being met. Failure to meet KPIs and agreed performance levels is raised with contractors at the contract meetings and an action plan is agreed to restore service delivery. Failure to improve service delivery is dealt with through the appropriate routes set out in the terms of the contract and ultimately can result in termination of contract.
- 4.7 In a number of blocks where there have been lift replacements in recent years, there are a higher number of repairs being carried out than would be expected with a renewed lift system. These repairs tend to be more quickly dealt with and, if parts are required, more easily sourced therefore resulting in less downtime. Nonetheless, this is a matter for concern and is discussed with contractors to ensure that any issues affecting lift performance are addressed.
- 4.8 The average annual contracted maintenance and repairs service costs for each lift is between £1,200 and £1,800. Some repairs are not included within the contract and will be charged as an additional cost, such as repairs as a result of misuse or vandalism. A full list of additional non-contracted costs for each lift over the past three years is available in Appendix 1.

#### **Modernisation of in Lifts in Multi Storey Blocks**

- 4.9 Over the next three years, the investment programme to fully replace lifts in multi storey blocks where the Council has majority ownership is planned to be completed. This includes modernising and standardising lift motor room equipment which should reduce the need for future repairs. While there is not an automated system in place that provides analysis of data, the investment programme is kept under review by key officers involved in the management of the lift contract and the lift investment programme. Prioritisation of the lift programme is informed by the age, tenure mix, repairs performance, lift monitoring data and servicing reports.
- 4.10 Over the last five years, over £3.5 million has been invested to replace 44 lifts in 21 multi storey blocks. Further work is currently underway to replace 14 lifts within eight blocks in 2023/24. The planned investment over the following two years has been programmed to include another nine majority owned blocks and 16 separate lifts at an estimated cost of almost £2 million. A 25-year lift replacement programme will be adopted to bring future investment in line with other cyclical replacement. The investment cost to replace the lift system in each block is available in Appendix 1.
- 4.11 The Council has minority ownership at five multi storey sites and investment in those blocks can only progress with private owners' agreement. Private owners

pay a share of all maintenance and investment costs based on the rateable value of their homes and are recharged their share of costs once work is complete.

### **Coillesdene House**

- 4.12 Coillesdene House is one of the five sites with minority ownership, with the Council owning seven flats and the remaining 34 being owned privately. The lifts in the block were performing reliably until late 2022 when there were multiple breakdowns and numerous repairs required, causing significant disruption to residents and visitors.
- 4.13 The Council held a meeting with the residents of Coillesdene House on 8 March 2023 to discuss how work could be taken forward to explore future investment options for the lifts. Following verbal agreement at this meeting, the Council's Shared Repairs Service organised a vote amongst owners to determine whether there was majority support for the Council to organise a survey to explore options for the future of the lifts. The Council has since received majority agreement and is now taking this survey forward on behalf of all the owners.

### **Reporting Issues and Communicating with Residents**

- 4.14 The safety and welfare of residents is the Council's highest priority. When someone is trapped in a lift, the contractor is required to respond within one hour.
- 4.15 If a lift is out of service, the Concierge service often become aware of the issue first and will report it immediately. However, residents can report faults with lifts directly to Repairs Direct (who can be contacted 24 hours a day) or they can contact the Concierge Service if they prefer and the issue will be reported if it has not already been.
- 4.16 As noted in paragraph 3.5, Concierge services are based in ten blocks and provide support for 27 adjacent and nearby sites. Concierge staff work closely with locality patch officers to address any complaints, repairs or maintenance issues and support communications with tenants.
- 4.17 Where Concierge are not based in a block, but the block is still supported by the service, daily checks are carried out to ensure stairs and landing spaces are clear and common areas are clean. Vandalism or emergency repairs will be reported and Concierge can communicate with all residents in the event of an emergency through intercom systems, where they are present.
- 4.18 Tenants and residents are able to join an 'opt-in' service for additional support and engagement with Concierge if they live alone, are vulnerable or have mobility issues. Concierge will contact tenants through the handset, visit their home and may alert emergency services or Social Care Direct if they have any concerns about residents welfare. Concierge will contact tenants and residents included in the 'opt-in' service to make sure they are aware of any ongoing repairs and check if they need any assistance. This service was readvertised to all residents in multi storey tower blocks in March/April 2023.
- 4.19 A new system, CX Feedback, is being developed that will improve the range of options available to officers to communicate with tenants and is expected to be

introduced over the summer of 2023. This will allow directed messages to be sent by email and text and could be used to notify tenants when a lift is out of service. The system could also be used to send updates on how repairs are progressing.

- 4.20 Officers have met with the lift contractors to reinforce the importance of regular and accurate updates on lift repairs and contractors have committed to more frequent updates to frontline staff to enable them to keep residents informed. Information and updates on lift repairs are now provided to Concierge teams on a more regular basis. When there is an ongoing issue with an out of service lift, posters will prominently displayed in multi storey blocks on each floor and on notice boards to keep residents updated.
- 4.21 The Council is the minority owner in five sites, which only receive a limited Concierge service and it is recognised that regular communication with residents in these blocks is more challenging as there is not the same level of on-site presence. Concierge Team Leaders visit the blocks every two to four weeks and residents should report any repairs or lift outages to Repairs Direct. Residents can also contact their Concierge for updates and contact details are displayed in the blocks.
- 4.22 A majority of private owners can agree to appoint a private registered property factor and decide what level of services they would like to receive. Any factoring services would be charged equally and the Council would pay its proportionate share as an owner in the block. Edinburgh Shared Repairs Service can provide advice and support to owners who may wish to explore this as an option.

## **5. Next Steps**

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- 5.1 The CX Feedback system will be introduced over the summer of 2023. This will provide a smart and easy way of letting tenants know when a lift is out of service and provide regular updates on repairs.
- 5.2 A store of bespoke parts, salvaged from old systems which are being replaced, will continue to be stockpiled to reduce the time to complete lift repairs.
- 5.3 The investment programme will continue to use information gathered through the lift monitoring system and other sources to keep the lift replacement programme under review.
- 5.4 The Council will continue to work with the owners at Coillesdene House and will build on the approach that is being taken to work with private owners in other blocks where it has minority ownership.

## **6. Financial impact**

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- 6.1 There are no new financial impacts arising as a result of this report.



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

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- 7.1 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 Housing Service Improvement Programme mailbox.
- 7.2 The Council acts as Property Factor for the 44 multi storey sites across the city and provide a level of service to all residents. The service is set out in the Council's Written Statement of Service which is sent to owners and is available on the Council's website.

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

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- 8.1 2023/2024 Housing Revenue Account (HRA) Capital Programme - Housing Homeless and Fair Work Committee, [9 March 2023](#).
- 8.2 Housing Service Improvement Plan Update - Housing Homeless and Fair Work Committee, [9 March 2023](#).

## **9. Appendices**

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- 9.1 Appendix 1: Information on Lift Performance, Repairs and Investment.

## Appendix 1: Information on Lift Performance, Repairs and Investment

Property Block Name	Number of Lifts	Mixed Tenure Split - % Private	Lifts Installed	Year Replacement Completed (C) or Proposed for Replacement (P)	Next Proposed Replacement	Replacement costs over the last 5 years and expected future costs per block	The number of times the lifts have been out of action and required repairs over the last year	The number of days any building has had both the odd and evens lifts out at the same time (Where data available)	Cost of Repairs last 3 years outwith the contract costs
Cobbinshaw North (18)	2	3	1968	2011 (C)	2036	Complete	3	0	£0.00
Cobbinshaw South (16)	2	3	1968	2011 (C)	2036	Complete	3	0	£0.00
Dunsyre North (31)	2	4	1968	2013 (C)	2038	Complete	17	0	£300.00
Dunsyre South (33)	2	4	1968	2013 (C)	2038	Complete	27	0	£150.00
Medwin North (21)	2	1	1968	2014 (C)	2039	Complete	12	0	£0.00
Medwin South (22)	2	1	1968	2014 (C)	2039	Complete	18	0	£0.00
Castleview House	2	4	1966	2018/19 (C)	2044	£187,615	15	1	£650.00
Forteviot house	2	7	1966	2018/19 (C)	2044	£187,615	16	1	£1,100.00
Marytree House	2	3	1970	2018/19 (C)	2044	£187,615	16	0	£0.00
Moncrieffe House	2	8	1966	2018/19 (C)	2044	£195,370	10	0	£650.00
Moredun house	2	7	1966	2018/19 (C)	2044	£195,370	18	0	£150.00
Northview Court	2	2	1983	2019 (C)	2044	£179,860	29	1	£100.00
Littlefrance House	2	3	1966	2019 (C)	2044	£179,860	10	0	£300.00
Hailesland Block 1	2	8	1971	2019 (C)	2044	£179,860	2	0	£300.00
Hailesland Block 2	2	22	1971	2019 (C)	2044	£187,615	1	0	£0.00
Hailesland Block 3	2	15	1971	2019 (C)	2044	£195,370	4	0	£0.00
Hutchison House	2	32	1959	2019 (C)	2044	£164,560	17	0	£0.00
Moat House	2	40	1958	2019 (C)	2044	£164,560	9	0	£100.00
Birnies Court	2	2	1961	2020 (C)	2045	£88,000	4	0	£0.00
Fidra Court	2	2	1961	2020 (C)	2045	£88,000	16	0	£0.00
Cables Wynd House	4	2	1986	2020 (C)	2045	£169,600	37	N/A	£550.00

Property Block Name	Number of Lifts	Mixed Tenure Split - % Private	Lifts Installed	Year Replacement Completed (C) or Proposed for Replacement (P)	Next Proposed Replacement	Replacement costs over the last 5 years and expected future costs per block	The number of times the lifts have been out of action and required repairs over the last year	The number of days any building has had both the odd and evens lifts out at the same time (Where data available)	Cost of Repairs last 3 years outwith the contract costs
Craigmillar Court	2	4	1966	2020 (C)	2045	£85,200	13	0	£1,950.00
Peffermill Court	2	2	1966	2020 (C)	2045	£85,200	9	0	£2,050.00
Linksvie House	2	1	1966	2022 (C)	2047	£185,000	10 (7 during refurb)	N/A	£850.00
Kirkgate House	2	19	1968	2022 (C)	2047	£220,000	12 (5 during refurb)	N/A	£5,900.00
Hawkhill Court	2	12	1969	2022 (C)	2047	£230,000	15	0	£850.00
Nisbet Court	2	8	1969	2022 (C)	2047	£230,000	8	0	£550.00
Inchmickery Court	2	1	1962	2023 (P)	2047	£185,000	30	N/A	£100.00
Oxcars Court	2	3	1961	2023 (P)	2047	£185,000	15	N/A	£250.00
Holyrood Court	2	34	1963	2023 (P)	2048	£240,000	5	N/A	£0.00
Lochview Court	2	41	1963	2023 (P)	2048	£240,000	21	N/A	£200.00
Greendykes House	2	0	1966	2023 (P)	2048	£240,000	14	1	£600.00
Wauchope House	2	2	1966	2023 (P)	2048	£240,000	6	0	£0.00
65 Bruntsfield Place	1	N/A*	Not known	2023 (P)	2048	£120,000	0	0	£0.00
13 Leith Street	1	N/A*	1995	2023 (P)	2048	£120,000	0	0	£0.00
Inchkeith Court	2	28	1957	2024 (P)	2049	£240,000	7	1	£8,000.00
Inchcolm Court	2	0	1956	2024 (P)	2049	£240,000	8	0	£800.00
Inchgarvie Court	2	2	1957	2024 (P)	2049	£240,000	4	0	£100.00
May Court	1	8	1961	2024 (P)	2049	£120,000	12	N/A	£0.00
Gunnat Court	1	0	1961	2024 (P)	2049	£120,000	5	N/A	£0.00
Persevere Court	2	10	2006	2025 (P)	2050	£250,000	9	0	£4,950.00
Citadel Court	2	9	2005	2025 (P)	2050	£250,000	18	0	£1,200.00
Lochend House	2	24	1968	2025 (P)	2050	£250,000	6	0	£1,150.00

Property Block Name	Number of Lifts	Mixed Tenure Split - % Private	Lifts Installed	Year Replacement Completed (C) or Proposed for Replacement (P)	Next Proposed Replacement	Replacement costs over the last 5 years and expected future costs per block	The number of times the lifts have been out of action and required repairs over the last year	The number of days any building has had both the odd and evens lifts out at the same time (Where data available)	Cost of Repairs last 3 years outwith the contract costs
Restalrig House	2	43	1967	2025 (P)	2050	£250,000	14	0	£100.00
Saunders Street	1	77	1976	2026 (Proposed Subject to Owner Consent)	2051	£125,000	4	0	£0.00
Saunders Street	1	77	1976	2026 (Proposed Subject to Owner Consent)	2051	£125,000	5	0	£0.00
Saunders Street	1	77	1976	2026 (Proposed Subject to Owner Consent)	2051	£125,000	0	0	£0.00
Saunders Street	1	77	1976	2026 (Proposed Subject to Owner Consent)	2051	£125,000	3	0	£0.00
Maidencraig Court	3	88	1955	2026 (Proposed Subject to Owner Consent)	2051	£375,000	5	N/A	£0.00

Property Block Name	Number of Lifts	Mixed Tenure Split - % Private	Lifts Installed	Year Replacement Completed (C) or Proposed for Replacement (P)	Next Proposed Replacement	Replacement costs over the last 5 years and expected future costs per block	The number of times the lifts have been out of action and required repairs over the last year	The number of days any building has had both the odd and evens lifts out at the same time (Where data available)	Cost of Repairs last 3 years outwith the contract costs
Portobello High St	1	50	1968	2026 (Proposed Subject to Owner Consent)	2051	£125,000	12	N/A	£800.00
Coillesdene House	2	83	1967	2027 (Proposed Subject to Owner Consent)	2052	£250,000	7	2	£650.00
Westfield Court	6	66	1952	2027 (Proposed Subject to Owner Consent)	2052	£750,000	5	N/A	£0.00
Total	102	NA	NA	NA	NA	£9,116,270	566	7	£35,400

\* These blocks are supported accommodation and are not residential high rise blocks and therefore tenure split is not applicable.

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# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## Damp, mould and condensation in Council homes update

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 notes:
  - 1.1.1 This update on dealing with damp, mould and condensation in Council homes;
  - 1.1.2 The improvement plan set out in Appendix 2 to address concerns about damp, mould and condensation in Council homes;
  - 1.1.3 That recruitment is underway to establish a dedicated Damp and Mould team to support delivery of the actions set out in the improvement plan; and
  - 1.1.4 That an update report will be presented to Committee in October 2023, with a Business Bulletin update on progress in August 2023.
- 1.2 It is also recommended that Committee agrees to discharge the actions requested by the Council and by Housing, Homelessness and Fair Work Committee, as set out in Section 3 of this report.

**Paul Lawrence**

Executive Director of Place

Sarah Burns, Head of Housing Operations

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## Damp, mould and condensation in Council homes update

### 2. Executive Summary

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- 2.1 This report provides an update on the Council's current approach to dealing with damp, mould and condensation in Council homes and sets out the changes being implemented to improve the response to reports of these issues. The improvements planned put tenants' health and wellbeing at the centre of the process.

### 3. Background

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- 3.1 On [3 June 2021](#), a report to Housing, Homelessness and Fair Work Committee set out a new process that had been developed to manage issues of dampness, mould and condensation in Council homes. This process is attached as Appendix 1.
- 3.2 The new process aimed to deliver on a range of objectives including:
- 3.2.1 Improving communication;
  - 3.2.2 Providing a direct point of contact for customers;
  - 3.2.3 Undertaking a survey for every reported case;
  - 3.2.4 Increased sense of ownership; and
  - 3.2.5 All issues resolved to the tenant's satisfaction.
- 3.3 On [20 January 2022](#), an update on a review that had been undertaken of the new process was presented. The review identified that while some aspects of the new process had been embedded, including the completion of a survey for every report, there were a number of areas that required to be addressed to enable the process to be rolled out in full. The key pressure was around capacity, particularly as reports of damp and mould were increasing and the end to end process was resource intensive at a time when resources were under significant pressure, both internally and amongst contractors.
- 3.4 The review identified a number of recommendations including:
- 3.4.1 Recruitment of an additional qualified dampness surveyor;



- 3.4.2 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;
  - 3.4.3 Changeworks referral built in earlier in the process to reinforce the advice and information that is available to all tenants through the Energy Advice Service;
  - 3.4.4 Enhanced contract management to improve performance and productivity in cases where sub-contractors are deployed; and
  - 3.4.5 Review of training and support requirements for staff involved in dealing with cases of dampness, condensation and mould.
- 3.5 In response to the recommendations made in January 2022, an additional damp, mould and condensation Surveyor was recruited and started in September 2022. Two Responsive Team Leaders were re-aligned to create two dedicated Damp, Mould and Condensation Team Leaders. The dedicated team of four, two Team Leaders and two Surveyors were split across the city, one pair is responsible for the West of the city and the other pair is responsible for the East of the city. This has led to improved contract management, tenant communication and technical support for colleagues who have any damp, mould or condensation specific queries.
- 3.6 Following the publication of the coroner's report into the tragic death of two year old Awaab Ishak in Rochdale in December 2020, the Scottish Housing Regulator wrote to all social landlords on [1 December 2022](#) with advice on the importance of timely and effective action on damp and mould for tenant safety. The letter asked, "*all governing bodies and committees to consider the systems they have in place to ensure their tenants' homes are not affected by mould and dampness and that they have appropriate, proactive systems to identify and deal with any reported cases of mould and damp timeously and effectively.*"
- 3.7 On 21 February 2023, "[Putting Safety First](#): a briefing note on damp and mould for social housing practitioners" was published jointly by Association of Local Authority Chief Housing Officers (ALACHO), Chartered Institute of Housing (CIH), Scottish Federation of Housing Associations (SFHA) and the Scottish Housing Regulator (SHR).
- 3.8 On [23 February 2023](#), the Council approved the Housing Revenue Account (HRA) Budget Strategy 2023/24 – 2032/33. The motion presented recognised that the proposed rent increase could be used to further tackle problems of mould and damp by establishing a team to conduct in-depth surveys of the level of damp and mould in the Council's housing stock and to prioritise remedial action, with the exact spend to be determined following a report to Committee in two cycles.
- 3.9 At its meeting on [9 March 2023](#), Committee considered an update on the Housing Service Improvement Plan (HSIP). This report included a brief update on a project to install damp sensors into 500 Council homes and committed to a report providing an update on this project and more broadly on how the Council is managing damp, mould and condensation in Council homes in one cycle.

- 3.10 Committee also approved a motion by Councillor Campbell and an Addendum by Councillor Meagher. The motion requested an update that sets out the current processes, details of current performance, and an update on actions agreed at the Housing, Homelessness and Fair Work Committee on [20 January 2022](#). This update was also requested to provide details of a new decant process that takes account of tenants' health and wellbeing, a heat map of damp and mould cases across the city and details of how data can be used to inform the capital programme and stock condition survey. The approved addendum requested a plan be developed to improve the response to the way the Council deals with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources.

## **4. Main report**

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- 4.1 Tackling the problem of damp, mould and condensation in Council homes is an absolute priority. The tragic death of Awaab Ishak in December 2020 has brought greater awareness than ever before of the serious impact the presence of damp and mould can have on the health of the residents in their home. It is imperative that the Council continues to put the health and wellbeing of tenants at the heart of everything it does and that preventative approaches are prioritised to achieve this.

### **Reporting damp mould and condensation**

- 4.2 The number of tenants reporting problems with damp, mould and condensation in their homes has increased noticeably since October 2022. Some of this increase is seasonal, due to adverse weather conditions in the winter months, but the heightened awareness of the impact on health has undoubtedly also contributed to this.
- 4.3 Another contributory factor is thought to be the cost of living crisis, with tenants understandably being worried about the costs of heating their homes. This also impacts on tenants feeling concerned about switching on ventilation fans and opening windows and vents to allow air to circulate.
- 4.4 This increase in reporting from tenants is welcomed. Reports from tenants, as well as other steps being taken to gather a picture of the condition the Council's housing stock (through the stock condition survey currently underway), is essential to provide a clear understanding of the scale of the problem and to enable action to be taken.

### **Service performance 2022/23**

- 4.5 A breakdown of performance is provided in Appendix 3, broken down by ward. This shows that cases are being reported across all wards, broadly proportionate with the percentage of Council housing stock in those wards. However, it does show that the highest number of reported damp and mould cases is in the Forth ward (17.7% of all surveys) followed by Pentland Hills (13.5%) then Liberton/Gilmerton (12.3%). These are the three wards in the city with the highest number of Council tenancies, however the number of cases in the Forth ward is disproportionately higher than the percentage of all stock in this ward (with 12.4% of all Council tenancies in the city).

- 4.6 A sample of 341 surveys completed between December 2022 and March 2023 was used to identify the root causes of the presence of damp and mould. A breakdown of the root causes from those surveys shows:
- Ventilation – 159 (47%);
  - Water leak – 115 (34%);
  - Gutter / downpipes – 30 (9%);
  - Fabric defects – 22 (6%); and
  - Damp proof course – 15 (4%).
- 4.7 The motion approved on 9 March 2023 requested a heat map showing where cases are arising. It has not been technically possible to produce a visual map plotting where all the cases in the city have been reported. However, analysis of the same sample of reports between December 2022 and March 2023 show that the areas in each Locality with the highest number of reports were Niddrie in the North East Locality, Granton in North West, Oxfgangs and Dumbryden / Murrayburn in South West and Burdiehouse / Southhouse in South East. There was no particular trend of the root cause identified in these samples, with the source of the problem broadly corresponding with the citywide sample shown in paragraph 4.6. Officers are working on more detailed analysis of where cases are arising and common root causes, in particular geographical areas or house types, but there are cases reported in both multi storey and low rise blocks.
- 4.8 While average service performance in 2022/23 for surveys and completion of works respectively is 19.7 days and 41.7 days, the time taken to respond has increased in recent months due to the increase in demand and resource shortages. Currently the average time to complete a survey (at April 2023) is four to six weeks, and to complete dampness works is 56 days. Steps are being taken to make interim changes to the process and to secure additional resources to address this.

### **Process**

- 4.9 As noted in paragraph 3.4, a number of the recommendations were made in January 2022 to improve the Council's response to the processes for dealing with reports of damp and mould in Council homes.
- 4.10 Some of these actions have been progressed, including the recruitment of an additional Preservation Surveyor and an increase in capacity to support contract management and tenant communications with the addition of a further Team Leader. However, resources have continued to be an issue and insufficient capacity has meant that it has not been possible to fully roll out the tenant communications improvements set out in the process or to carry out the review of training for all staff. Training has been prioritised for staff directly involved in dealing with damp and mould.
- 4.11 Recognising the importance of addressing that the remaining improvements, Appendix 1 has been updated with the steps which are being taken to address these gaps and other actions taken in April 2023. These gaps will be further

addressed through the improvement plan and, critically, through the recruitment of additional resources.

- 4.12 Since the process was developed in June 2021, a number of other challenges and lessons learned have emerged, including:
- 4.12.1 The commitment to carry out a preservation survey as the first action following every report has affected the timeliness of the Council's initial response as volumes of requests increase as this has put pressures on the surveying capacity, particularly since October 2022;
  - 4.12.2 While an additional Preservation Surveyor was successfully recruited in late 2022, this increase in in-house capacity has not been sufficient to deal with the significant increase in requests for surveys and contractors have reported difficulties in recruiting surveyors to meet demand;
  - 4.12.3 This delay in surveys being completed has meant that, in some cases, the opportunity to take early action to identify cases where there are health vulnerabilities and a decant to another property may have been recommended have been missed;
  - 4.12.4 In some cases, repeat visits are made to the same tenancy to identify all the root causes. The most common reason for this is that there are often multiple issues contributing to the problem and the surveyors do not have access to the right tools (to carry out intrusive works) or are unable to gain access to the roof space/external roof;
  - 4.12.5 All remedial works related to addressing dampness and mould are currently contracted out to external contractors. However, the current contracts in place with the preservation contractors only include internal works. Where external works are also required, multi trade contractors are deployed leading to longer end to end timescales for full completion of the works required; and
  - 4.12.6 More generally, contractors are experiencing difficulties with capacity and securing the resources needed to carry out surveys and repairs. A procurement exercise was carried out in February 2023 to identify additional contractors to support dampness work but there was no interest from the market. This has made it exceptionally difficult to deliver the quality and responsiveness required and has impacted significantly on service levels. A further attempt to procure additional contractors is being repeated in April / May 2023.

### **Improvement plan**

- 4.13 An improvement plan has been developed and is attached as Appendix 2. This comprehensive plan has been structured around the briefing note "*Putting Safety First: a briefing note on damp and mould for social housing practitioners,*" using the headings within that document to ensure that the Council is responding to all of the guidance and recommendations.

- 4.14 An officer working group has been set up to take forward the actions and oversee implementation of the improvement plan.
- 4.15 The key outcomes to be delivered through this improvement plan are:
  - 4.15.1 Earlier identification of cases where immediate action is required to reduce the risks of the presence of damp and mould being presented to the household, with access to advice from Public Health colleagues where required. Consideration will be given to the make up of the household and any health vulnerabilities to prioritise cases where decants may be required;
  - 4.15.2 Quicker and more comprehensive identification of all the root causes, with fewer repeat visits to the tenancy by surveyors and contractors;
  - 4.15.3 More work carried out in house, with a full surveying team eventually carrying out all surveys and smaller scale remedial works carried out by the Council's in-house team;
  - 4.15.4 Improved, informed, empathetic communication with tenants with highly trained staff who are empowered to take early action, make appropriate referrals and monitor cases through from end to end, maintaining contact with tenants throughout;
  - 4.15.5 A better approach to how more extensive work is carried out, with contracts in place with contractors who will carry out all works required in the tenancy (both internal and external);
  - 4.15.6 Adoption of a "best practice" approach in how damp and mould is treated, researching products that are available to effectively remove, treat and prevent of mould, and better use of technology; and
  - 4.15.7 Better recording of information relating to damp and mould cases and improved use of that data to inform future investment in the housing stock.
- 4.16 As part of the improvement plan, the process will be reviewed and updated to ensure these outcomes can be fully met. In the interim, a number of measures have been put in place to improve the current response:
  - 4.16.1 Improvements have been made to the pro-forma that is used to capture the initial report from the tenant to gather more information to assist with prioritisation of cases;
  - 4.16.2 A weekly meeting is held in each Locality to review all new reports and determine next steps for each case. This enables earlier identification of potential decants or other immediate actions;
  - 4.16.3 An additional officer has joined the team to provide support for tenant communications; and
  - 4.16.4 A link has been established with colleagues in Public Health to provide professional input on individual cases where required.
- 4.17 In addition, the Council will now install new ventilation in all void properties as standard. Upgrading ventilation is one way of helping tenants to manage levels of

moisture in their homes and it is prudent to take the opportunity to do this before letting the property to new tenants. Officers are currently reviewing the standard for void properties before re-letting and will consider any other positive steps that can be taken (through the void process) to make further improvements to reduce the risk of damp and mould occurring in the home.

### **Damp and Mould team**

- 4.18 The review of the Council's approach to dealing with damp and mould has highlighted the need for additional resources to support the processes required to prevent and, where issues are reported, to take swift action to address the root cause.
- 4.19 To ensure that the new process is fully embedded and all tenants experience a high quality, person centred service that considers their health and wellbeing as a priority, it is proposed to increase the number of posts within this team.
- 4.20 The current team of five includes Preservation Surveyors, Team Leaders and a Support Officer. The proposed structure increases the number of posts within the team and will:
  - 4.21.1 Increase management support for the team, with leadership from a qualified surveyor;
  - 4.21.2 Increase capacity and volume of surveys being carried out in-house, with the intention of removing all dependency on external contractors for surveys over time;
  - 4.21.3 Introduce dedicated Housing Officers to act as first point of contact for tenants, to carry out the initial triage to determine initial response and to support sensitive and effective communications with tenants;
  - 4.21.4 Introduce a multi trade team to carry out some remedial works in-house and provide a quick response that surveyors can call on to support more invasive inspections when required; and
  - 4.21.5 Create a team of labourers who can provide a quick remedial response for urgent cases by removal and initial treatment of mould to mitigate the immediate risk of presence of mould.
- 4.21 Recruitment has proven to be challenging for many posts across the Council and failure to fill these roles is a key risk to being able to deliver the required improvements. However, recruitment is underway and filling of these roles will be prioritised above vacancies elsewhere in the service as suitable candidates are identified. Work is also underway as part of the HSIP to look at different approaches to recruitment, promoting the Council as an employer, and building the apprenticeship programme within the service.

### **Damp sensors – pilot project**

- 4.22 A key priority moving forward is to take a more proactive approach to reducing the risk of damp and mould before it becomes a risk for our tenants.

- 4.23 Work is well underway to deploy environmental sensors in 500 council homes as part of a pilot project. The aim of the project is to alert the Damp and Mould team where homes are showing readings above the normal tolerance. This will trigger contact with the tenant to discuss the best course of action to prevent mould, damp or condensation.
- 4.24 Deployment is progressing across the city to deploy sensors in void properties as part of the works required to return them to be let to new tenants. Full deployment across 500 properties is expected to be complete by end of June 2023.
- 4.25 Officers will also engage with tenants who have previously experienced damp and mould to seek their agreement to deploy sensors in their homes to identify any recurrence before it becomes a problem.
- 4.26 Following the final sensor installation, an evaluation on the quality of the data being captured will be carried out before making recommendations on the future of the pilot and whether this should be rolled out further across the Council stock.
- 4.27 Officers will arrange a briefing for Committee after the summer recess on the findings of the data from these sensors.

#### **Capital investment programme and stock condition surveys**

- 4.28 The wider Housing Capital Investment Programme will also seek to address damp and mould issues through a fabric first approach. The holistic design of the whole house retrofit (WHR) programme means that air tightness is considered alongside adequate ventilation to ensure homes are breathable. The programme will also look to design out poor building performance that leads to damp and mould (such as thermal bridges and cold spots). However, it is acknowledged that the WHR programme is a long-term investment programme.
- 4.29 Aligned with the WHR programme are the stock condition surveys currently underway which will help to identify defects and improvements that may indicate water ingress problems (from the roof, gutters and / or downpipes, and harling defects) and therefore potentially dampness and mould issues. As these issues are identified, a rolling capital programme for remedial interim repairs will be carried out. Importantly, properties identified for urgent repair through the stock condition survey will also be cross referenced with properties that have been referred to the dampness surveyors to ensure there is joined up working. Also, if the dampness surveyors identify clusters of damp and mould referrals in a particular area, the stock condition programme can be rerouted to carry out external surveys to determine if defects are present.
- 4.30 To implement this moving forward, the low-rise condition survey reports will provide a priority listing with the completed surveys uploaded into the new asset management system which will utilise a detailed scenario planning tool that can run reports to detail out a programme of work and budget costs for doing so. The asset management system has been integrated into NEC (formerly Northgate) which is expected to be able to begin running reports in summer 2023. Stock condition information will be baselined against areas with a high percentage of homes in the most deprived areas, areas with a high percentage of Council homes in mixed

tenure blocks, low Energy Efficiency in Social Housing (ESSH2) compliance, and repairs information (prioritising damp and mould related repairs) to collectively inform the strategic approach that will sit behind the wider WHR programme.

## **5. Next Steps**

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- 5.1 The implementation of the improvement plan will be taken forward by the officer working group and progress will be reported to Committee in a Business Bulletin update in August 2023 and a progress report in October 2023.
- 5.2 The recruitment of the additional resources to form the enhanced Damp and Mould team is underway and filling of these posts will be prioritised amongst other vacancy recruitment.

## **6. Financial impact**

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- 6.1 The remedial work to carry out repairs and investment to address damp and mould in Council tenants' homes will be managed within the respective HRA revenue and capital budgets.
- 6.2 The HRA Business Plan is reviewed annually and will take account of these changes. The HRA capital programme is planned over five years with opportunity to bring forward investment if required to deliver capital works to address dampness and mould.

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

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- 7.1 The improvement plan has been developed based on input from a wide range of officers and informed by the experience of tenants, based on analysis of complaints received.
- 7.2 In addition to monitoring complaints, a new customer satisfaction system, CX Feedback, will be implemented later in 2023. This will allow the Council to engage with tenants throughout the tenant's journey of a repair and we will be able to carry out targeted surveys amongst, for example, tenants who have had damp and mould repairs carried out or tenants in specific geographical areas.
- 7.3 Engagement with Edinburgh Tenants Federation will be carried out to invite views on the updated process and a tenants focus group will be developed to inform the ongoing review and development of the process moving forward.

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

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- 8.1 None.



## **9. Appendices**

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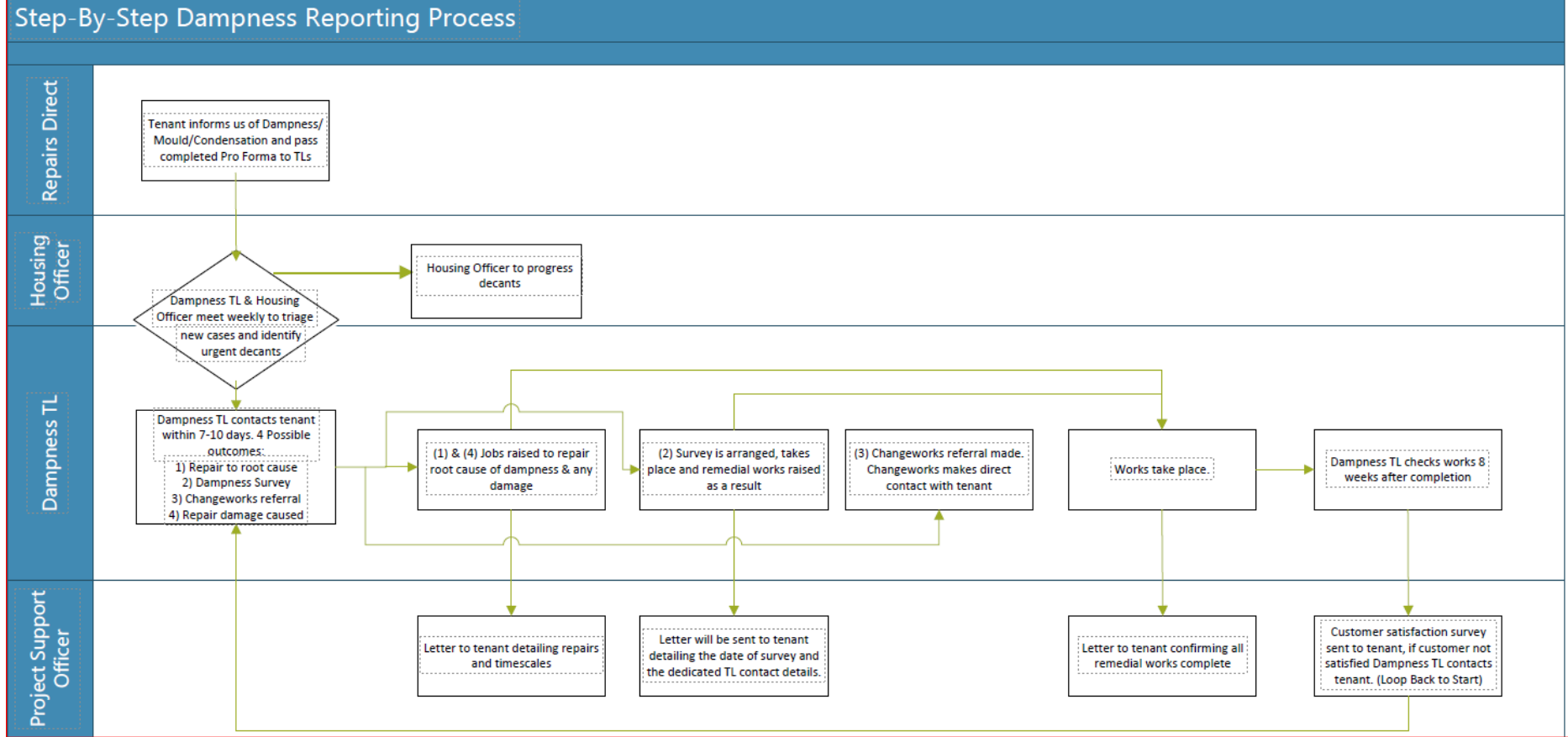
- 9.1 Appendix 1 – Dampness process (June 2021) with updated actions.
- 9.2 Appendix 2 – Dampness, Preservation and Mould Service Improvement Plan.
- 9.3 Appendix 3 – Performance information 2022/23.

## Appendix 1 - Dampness process (June 2021) with updated actions

This note sets out the steps in the process designed in June 2021 and actions implemented in April 2023 to improve on the delivery of the process pending a further process review.

Process Step	Process designed in June 2021	Interim actions implemented - April 2023
Step 1	Tenant reports dampness, mould or condensation to Repairs Direct. A pro-forma has been developed to ensure key information is captured.	Pro forma updated to ask additional relevant questions to help triage cases more effectively.
Step 2	Appointment raised for survey for all reported cases of dampness, mould and condensation cases. Locality team leader to be named as the point of contact for the report.	Noted that letters to tenants have not been routinely issued.  Additional resources allocated to support preparation of letters to tenants, with survey date, and dedicated Dampness Team Leader contact name and number.
<b>NEW STEP 3</b>		Dampness and Locality Team Leaders meet weekly to assess new cases and determine if any action needs to take place prior to the survey. This will include early identification of potential requirements for decants.
Step 4	Survey carried out by in-house surveyor or specialist sub-contractor (both follow the same process). The target timescale for a survey to be carried out is 21 days from date of request.	To reduce waiting time for dampness surveys the following actions have been taken: <ul style="list-style-type: none"> <li>• Seeking to procure additional contractors. Although an initial round failed, second attempt with change in pricing structure to be progressed.</li> <li>• Agency instructed to seek dampness / preservation surveyors on a temporary basis (up to 6 months initially).</li> <li>• Contact made with contractors on Professional Services Framework to discuss how current resources may be temporarily allocated to Housing Services.</li> </ul>
Step 5	The team leader will review the survey report and will contact the tenant to check if any additional assistance or information is required before works are progressed. They will then arrange suitable appointments for all necessary work to be carried out, including anti-fungal treatments and painting where required. If a decant is required at this stage, the team leader will liaise with the Housing Officer.	
Step 6	The tenant will be contacted in writing to confirm the outcome of the survey, the next steps and timescales for any required works to be carried out. This communication will also include information on steps the household can take to help ensure the long-term effectiveness of repairs. Tenants will also be offered a referral through their housing officer to the Energy Advice Service (EAS) through Changeworks. The EAS can offer further advice on making the home more energy efficient, reducing energy use	

<b>Process Step</b>	<b>Process designed in June 2021</b>	<b>Interim actions implemented - April 2023</b>
	and costs, and advice to help reduce moisture within the home.	
Step 7	The team leader will ensure all work takes place as arranged, taking account of individual circumstances and any additional support required for the tenant. An inspection of all works will be carried out following completion.	
Step 8	A follow up inspection will be scheduled for eight weeks after the repair to ensure they have resolved the issue. If the issue has been resolved, no further action is required.	Noted that letters to tenants have not been routinely issued.  Additional resources allocated to support preparation of letter informing tenants that all works are completed along with advice and support given by Changeworks.
Step 9	If the works have not fully resolved the issue, the team leader will carry out further investigation to ensure the issue is resolved. Step 7 would be repeated to ensure the issue is resolved.	



**DAMPNESS, PRESERVATION AND MOULD SERVICE IMPROVEMENT PLAN**

**RAG status key**

**Red (R) = Overdue**

**Amber (A) = At risk**

**Green (G) = On track**

**Blue (B) = Not yet started**

**Black (Bk) = Complete**

**1. ASSURANCE**

	<b>Action</b>	<b>Start Date</b>	<b>Estimated completion date</b>	<b>Actual Completion Date</b>	<b>RAG Status</b>
1.1	Agree all roles, responsibilities and document within operating procedure	22/02/23	28/06/23		<b>G</b>
1.2	Set up quality standards and checkpoints for the process	01/04/23	30/05/23		<b>G</b>
1.3	Set up quality assurance on a quarterly / annual basis, in addition to current Compliance audits	01/06/23	01/09/23		<b>B</b>
1.4	Implement a risk based and informed interim process using early intervention approach to include: <ul style="list-style-type: none"> <li>• connections with other services (Housing Officers/Changeworks/Advice Shop)</li> <li>• following up on each new case with tenants</li> <li>• dealing with repeat cases of dampness and mould in the same property</li> <li>• dealing with condensation levels where no dampness or mould is detected</li> <li>• Incorporation of site visits to assess tenant concerns and subcontractor quality of works</li> </ul>	22/02/23	30/05/23		<b>G</b>
1.5	Agree and recruit dedicated, competent resources for damp, mould and condensation to meet demand	01/03/23	01/07/23		<b>G</b>

**2. TAKING A PROFESSIONAL APPROACH**

	<b>Action</b>	<b>Start Date</b>	<b>Estimated completion date</b>	<b>Actual Completion Date</b>	<b>RAG Status</b>
2.1	Research best practice for social landlord property management to dampness, mould and condensation	27/02/23	30/06/23		<b>G</b>

2.2	Establish links with NHS and Environmental Health to ensure appropriate guidance is available for officers to support decision making	23/02/23	12/06/23		G
2.3	Review Housing Ombudsman's report to confirm CEC process takes account of recommendations and incorporate ALACHO masterclass themes from for managing dampness, mould and condensation to become best practice	03/03/23	30/04/23	28/04/23	Bk
2.4	Include early intervention step within the process immediately	22/02/23	04/04/23	20/03/23	Bk
2.5	Review and amend process according to research and best practice	03/03/23	30/06/23		G

### 3. IDENTIFYING THE PROBLEM

	Action	Start Date	Estimated completion date	Actual Completion Date	RAG Status
<b>3.1</b>	<b>BEING PROACTIVE</b>				
3.1.1	Take action to improve speed of initial response when dampness is reported: <ul style="list-style-type: none"> <li>Procure more contractors</li> <li>Review internal surveyor capacity – different way of working, reduce checks</li> <li>Review Contractor performance and take appropriate action of not meeting KPI's</li> </ul>	20/02/23 22/03/23 20/02/23	30/05/23 30/05/23 30/05/23		G
3.1.2	Develop system to include and record dampness visual inspections within homes when operatives/Housing Officers make home visits	19/06/23	04/09/23		B
<b>3.2</b>	<b>ENCOURAGE TENANTS TO RAISE CONCERNS</b>				
3.2.1	Review existing template used to capture information at the point of reporting. Review questions asked by Repairs Direct when tenant raises concern to get best outcome	13/03/23	10/05/23		G
3.2.2	Carry out workshop with tenants to review the new process to ensure it meets their needs	01/06/23	30/06/23		B
<b>3.3</b>	<b>HOW TO RESPOND</b>				
3.3.1	Review Changeworks contract capacity and KPI's	13/03/23	01/05/23		G
3.3.2	Comms team to provide wording/tone guidance for lettering, email and contact points of process	01/12/22	30/04/23	28/04/23	Bk
<b>3.4</b>	<b>FOCUS ON ROOT CAUSE</b>				
3.4.1	Ensure that person carrying out initial inspection has the skills, knowledge and experience to identify root cause of dampness, mould or condensation	03/04/23	24/04/23	17/04/23	Bk
3.4.2	Lettable standard for empty homes to be reviewed to include works which will reduce risk of damp, mould or condensation	04/04/23	30/05/23		G
<b>3.5</b>	<b>FOLLOW UP</b>				
3.5.1	Introduce automated system to gather customer satisfaction feedback	01/06/23	01/08/23		B

#### 4. DATA MANAGEMENT

	Action	Start date	Estimated completion date	Actual Completion Date	RAG Status
<b>4.1</b>	<b>RECORD KEEPING</b>				
4.1.1	Develop approach to ensure data is used to inform operational procedures and future investment plans: <ul style="list-style-type: none"> <li>• Business as usual and ongoing continuous improvement</li> <li>• For future Capital investment and HRA 10/20/30 yr plans</li> </ul>	07/08/23 07/08/23	25/09/23 25/09/23		B B
4.1.2	Set up system so stock condition survey data can inform capital programme priority in terms of minimising risk of damp, mould or condensation	04/04/23	01/07/23		G
4.1.3	Set up system to track progress of dampness cases	01/02/23	30/04/23	28/04/23	Bk
<b>4.2</b>	<b>SET THE RIGHT TARGETS</b>				
4.2.1	Set KPIs for the new process	01/06/23	01/07/23		B
4.2.2	Monthly review of internal resource performance to be set up as BAU	27/02/23	30/05/23		G
4.2.3	Monthly review of contract management performance to be set up as BAU	27/02/23	30/05/23		G
4.2.4	Establish weekly triage meeting with all dampness operational and housing teams	13/03/23	26/04/23	13/04/23	Bk
4.2.5	Monthly performance and compliance reporting to be set up – Consider Power BI	03/04/23	24/06/23		G

#### 5. COMMUNICATION INTERNALLY/ EXTERNALLY

	Action	Start date	Estimated completion date	Actual Completion Date	RAG Status
5.1	Review guidance information for tenants and update including web, posters etc.	24/03/23	16/6/23		G
5.2	Analyse self-service usage template to report dampness within the home and set up tenants working groups to establish how it can be improved	03/07/23	21/8/23		B
5.3	Develop communications plan to raise awareness with tenants	24/03/23	19/06/23		G
5.4	Set up annual in-house team planning with service managers and dampness team	12/06/23	03/07/23		B
5.5	Improve dampness survey reports including tone and language	10/04/23	10/06/23		G

**6. RESPONDING TO COMPLAINTS AND DISREPAIR CLAIMS**

	Action	Start Date	Estimated Completion Date	Actual completion date	RAG Status
<b>6.1</b>	<b>COMPLAINTS</b>				
6.1.2	Resolution Team to review how dampness complaints are managed and make changes if required	15/04/23	15/05/23		G
<b>6.2</b>	<b>LEARNING FROM COMPLAINTS</b>				
6.2.1	Resolution Team to analyse what is causing the complaints	03/04/23	17/05/23		G
6.2.2	Tenant focus group to find out what we need to do differently / better	05/04/23	30/06/23		G
6.2.3	Implement Customer Feedback system to capture customer satisfaction	01/03/23	01/08/23		G

**7. SKILLS, TRAINING AND COACHING**

	Action	Start Date	Estimated Completion Date	Actual completion date	RAG Status
7.1	Set up and deliver training plan for all for next 12 months, including new products, process, behaviours, customer care	27/03/23	24/06/23		G
7.2	Include dampness, mould and condensation work within the complementary skilling project	01/05/23	04/09/23		B
7.3	Site visits to be re positioned as part of a Quality Management System	08/05/23	05/07/23		B
7.4	Guidance to be provided on appropriately signposting tenants to other support and advice	13/03/23	17/06/23		G
7.5	Guidance to be provided on how to recognise and support vulnerable tenants	13/03/23	17/06/23		G
7.6	Organise Coaching for Team Leaders on Contract Management	30/03/23	17/06/23		G
7.7	Housing Officer coaching/training to assist with spotting potential increased risk of dampness – fuel poverty etc.	27/03/23	30/06/23		G
7.8	Up skill Craft Operatives on damp, mould and condensation repairs	01/04/23	01/12/23		G



## 8. SERVICE INNOVATION AND TECHNOLOGY

	Action	Start Date	Estimated Completion Date	Actual completion date	RAG Status
8.1	Smart City – dampness sensor pilot installation	01/02/23	30/06/23		G
8.2	Smart City Pilot evaluate success	01/06/23	28/08/23		B
8.3	Smart City – decision required if pilot is to progress to Business As Usual – Business case written	29/08/23	25/10/23		B
8.4	Automation of dampness survey results into work orders	01/08/23	29/09/23		B

## 9. TAKING A HOLISTIC APPROACH

	Action	Start Date	Estimated Completion Date	Actual completion date	RAG Status
9.1	Analyse data to establish trends to dampness, property - architectural type, age, location of home and tenancy make up	24/04/23	31/07/23		G
9.2	Establish how Stock condition and EESSH data can be incorporated in the dampness process to try and eradicate common dampness issues, particularly in older properties.	29/05/23	28/08/23		B
9.3	Include upgrade of ventilation system to all void and capital works where appropriate	30/03/23	30/ 05/23		G

## 10. ENERGY EFFICIENT BUILDING SAFETY WORK

	Action	Start Date	Estimated Completion Date	Actual completion date	RAG Status
10.1	Agree process for homes with low EPC ratings	01/05/23	15/06/23		B
10.2	Whole House Retrofit pilot programme to be delivered	03/04/23	30/06/24		G

### Appendix 3 – Performance information – 2022/23

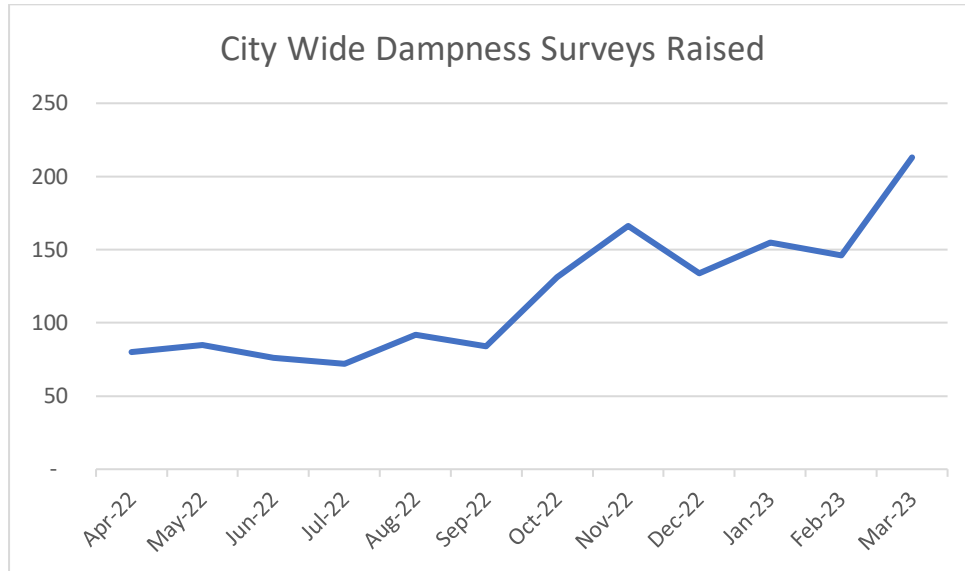
Table 1: Dampness surveys raised by ward

Locality	Ward	Total no. of CEC homes in ward	Surveys raised in 22/23	% of total surveys raised	Surveys completed in 22/23	Average no. of days to complete survey from date survey raised	Average no. of days to complete dampness works from date works raised
<b>North East</b>	Craigentenny/ Duddingston Ward	1,985	101	7.0%	89	16.7	36.0
	Leith Walk Ward	330	30	2.1%	22	16.8	35.5
	Leith Ward	959	66	4.6%	55	18.9	35.0
	Portobello/ Craigmillar Ward	1,900	114	7.9%	93	19.8	28.8
<b>North East Total</b>		<b>5,174</b>	<b>311</b>	<b>21.7%</b>	<b>259</b>	<b>18.3</b>	<b>33.4</b>
<b>North West</b>	Almond Ward	1,542	129	9.0%	105	21.7	56.4
	Corstorphine/ Murrayfield Ward	168	11	0.8%	10	18.3	61.8
	Drumbrae/ Gyle Ward	655	65	4.5%	53	20.9	42.4
	Forth Ward	2,504	254	17.7%	210	20.0	50.4
	Inverleith Ward	561	32	2.2%	25	19.9	43.8
	<b>North West Total</b>		<b>5,430</b>	<b>491</b>	<b>34.2%</b>	<b>403</b>	<b>20.5</b>
<b>South East</b>	City Centre Ward	557	32	2.2%	31	19.8	33.3
	Liberton/ Gilmerton Ward	2,553	176	12.3%	149	17.1	36.0

	Morningside	25	3	0.2%	1	10.0	n/a
	Southside/ Newington Ward	530	34	2.4%	29	21.5	30.3
<b>South East Total</b>		<b>3,665</b>	<b>245</b>	<b>17.1%</b>	<b>210</b>	<b>18.1</b>	<b>35.1</b>
<b>South West</b>	Colinton /Fairmilehead	607	38	2.6%	26	19.5	62.1
	Fountainbridge/ Craiglockhart Ward	367	32	2.2%	29	21.6	55.0
	Pentland Hills Ward	2,858	193	13.5%	146	20.4	49.2
	Sighthill/ Gorgie Ward	2,137	124	8.6%	97	21.6	46.7
<b>South West Total</b>		<b>5,969</b>	<b>387</b>	<b>27.0%</b>	<b>298</b>	<b>20.9</b>	<b>50.4</b>
<b>TOTAL</b>		<b>20,238</b>	<b>1,434</b>		<b>1,170</b>	<b>19.7</b>	<b>41.7</b>

Table 2: Surveys raised by month (April 2022 – March 2023)

Month	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total
<b>City Wide Surveys Raised</b>	<b>80</b>	<b>85</b>	<b>76</b>	<b>72</b>	<b>92</b>	<b>84</b>	<b>131</b>	<b>166</b>	<b>134</b>	<b>155</b>	<b>146</b>	<b>213</b>	<b>1,434</b>



# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## Capital Funding Opportunities for Council Housing

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 make up to 100 void Council homes available for housing Ukrainian Displaced People, on the basis that Scottish Government Capital Funding is provided for returning them to the letting standard;
  - 1.1.2 Note that officers will continue to work with the Scottish Government and other partners to identify sites where Scottish Government funding could be sought to provide additional long term housing options in the city;
  - 1.1.3 Agree in principle that, where long term strategic housing options identified in this report align with the Council Business Plan and Housing Revenue Account Business Plan, the Council should submit further bids to the Scottish Government for Capital Funding for providing housing to Ukrainian Displaced People;
  - 1.1.4 Note that any acquisition of land or buildings for the long term strategic options will be reported to Finance and Resources Committee for approval; and
  - 1.1.5 Note that regular service updates will be provided to Committee to ensure full awareness of progress on these recommendations.

#### Paul Lawrence

Executive Director of Place

Contact: Derek McGowan, Service Director, Housing and Homelessness

E-mail: [derek.mcgowan@edinburgh.gov.uk](mailto:derek.mcgowan@edinburgh.gov.uk) | Tel: 0131 529 2437

## Capital Funding Opportunities for Council Housing

### 2. Executive Summary

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- 2.1 This report sets out options available to the Council to access Scottish Government funding to support Ukrainian Displaced People, where doing so would provide a range of short, medium and long term benefits for both Ukrainian Displaced People and the Council's housing stock and rental income.
- 2.2 The report seeks approval to allocate up to 100 currently void Council homes for Ukrainian Displaced People and to submit a funding bid to meet the capital cost of repairing and furnishing these properties to the Scottish Government's Longer Term Ukraine Resettlement Fund.
- 2.3 Approval is sought to develop business cases and, subject to the approval of Finance and Resources Committee, to submit bids to the Scottish Government for capital funding for the long term strategic housing options identified in this report (aligned with the Council Business Plan and Housing Revenue Account Business Plan). Initially any properties acquired or developed would be allocated to Ukrainian Displaced People for the duration of their visa.

### 3. Background

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- 3.1 The humanitarian crisis arising from the Russian invasion of Ukraine has led to an estimated eight million Ukrainians fleeing their homeland to find safety.
- 3.2 The Scottish Government launched the Warm Scottish Welcome scheme in early 2022 to allow Ukrainian Displaced People to enter Scotland with the Scottish Government as visa sponsor. Edinburgh Airport quickly became the main point of arrival in Scotland.
- 3.3 Over 45,000 Visa applications have been made by Ukrainian Displaced Persons to enter Scotland, with over 38,000 visas issued and over 24,000 arrivals. To date almost 10,500 Ukrainian Displaced People have passed through the Welcome Hub at Gogarburn.
- 3.4 Council Officers have been instrumental in the success of the Welcome Hub, and so far around 3,000 Ukrainian Displaced People have settled in Edinburgh, either in hotels, private hosted arrangements, temporary accommodation provided by the Council, accommodation they have sought themselves, or on the MS Victoria.

- 3.5 The MS Victoria is a cruise ship, commissioned by the Scottish Government in August 2022, to house up to 1,700 Ukrainian Displaced. The contract was renewed in December 2022, and the Scottish Government have now confirmed to the Council and all on board that the contract will end on the 11 July 2023. There are currently around 1,150 Ukrainian Displaced People on the MS Victoria, all of whom will require settled accommodation upon disembarkation.
- 3.6 With the disembarkation of the MS Victoria required by 11 July 2023, there is a concern that sufficient accommodation will not be available in Edinburgh. Council officers are meeting regularly with Scottish Government officers, other Local Authorities, Social Housing providers and the private rented sector to resolve these concerns.

### **Scottish Government Longer Term Ukrainian Resettlement Fund**

- 3.7 The Scottish Government undertook a review of the Warm Scottish Welcome scheme in late 2022 and agreed a new scheme of governance to oversee efforts to provide settled accommodation for all Ukrainian Displaced People in Scotland.
- 3.8 On the 30 September 2022 they announced a £50m Longer Term Ukraine Resettlement Fund to provide social housing providers with support to temporarily rehouse Ukrainian Displaced People for a period of up to three years.

### **Demand for Social Housing**

- 3.9 The disembarkation of the MS Victoria comes at a time when there is a high level of demand for social housing in Edinburgh, to which the Council is responding by delivering the largest social housing new build programme in Scotland. Council officers are keen that the Council remains an important part of the solution for providing settled accommodation for Ukrainian Displaced People, and that the Council continues to work with the Scottish Government and other Scottish Local Authorities to achieve an equitable distribution of Ukrainian Displaced People across Scotland.

## **4. Main report**

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- 4.1 Through the £50m Longer Term Ukraine Resettlement Fund there is an opportunity to access funding to make accommodation in the city available for Ukrainian Displaced People. As noted above, the support is available to temporarily rehouse Ukrainian Displaced people for up to three years, in line with their visa duration.
- 4.2 Through this fund, the Council could access funds to renovate and or / purchase accommodation that would otherwise not be affordable or prioritised due to the work required to bring them to letting standard. Accessing the Longer Term Ukraine Resettlement Fund would provide key benefits to Ukrainian Displaced People currently on the MS Victoria, and to the Council operating as a landlord.
- 4.3 Many Ukrainian Displaced People who have been living on the MS Victoria have expressed a desire to remain in the city or nearby, and the provision of settled accommodation for the duration of their visa would provide a level of assurance to them that this could be possible. As Ukrainian Displaced People, through their visa,

have the right to work and to benefits, the provision of Council accommodation to them would ensure full rental income for the duration of their tenancy, which would reduce the level of void rent loss experienced.

### **Housing for Ukrainian Displaced People in Edinburgh**

4.4 There are two approaches being proposed to secure funding from the Longer Term Ukrainian Resettlement Fund for Edinburgh:

4.4.1 Prioritising up to 100 properties which are currently void require medium to large scale repairs to return them to the lettable standard, as noted in paragraphs 4.5 - 4.7 below; and

4.4.2 Investment in longer term options for the purchase or development of assets which could be converted to suitable accommodation.

### **Prioritising existing Council properties**

4.5 It is proposed to submit a bid to the Longer Term Ukraine Resettlement Fund to bring forward up to 100 properties that are currently void and require medium to large scale repairs to return them to the lettable standard. This would include up to 30 properties which require more extensive work such as fire and water damaged properties or those requiring structural work and would otherwise not be prioritised in the short to medium term. This would return them to a lettable standard at no cost to the Council.

4.6 A contractor would be procured to deliver this programme of 30 properties, bringing additional capacity to accelerate the return of these properties to lettable standard. It is anticipated that the return of the properties will be phased over a number of months with the first 20 properties becoming available in May 2023. It should be noted however that the properties requiring more extensive work will take longer and may be up to six months before they can be occupied.

4.7 In addition to the Capital investment cost for these properties, once occupied, the Council will benefit from the rental for the duration of the visa held by the occupiers. At the end of the visa period, the properties will be returned to the Council stock for allocation to people bidding for housing in the city.

4.8 It is estimated that the investment cost for up to 100 properties (based on their current condition) is likely to be in the region of £1.3m. In addition, an allocation of up to £0.42m will be applied for to purchase and install furniture, white goods and provide essentials such as crockery and cutlery. The work explained above requires funding of up to £1.72m, and if approved, officers will submit a funding bid for that amount.

4.9 Initial estimates on financial benefits have been developed, and these show that for full year occupation of 100 properties on the current average Council rent, this equates to £0.460m. Assuming the phased handover in 2023/24 and full occupancy in the years 2024/25 and 2025/26, this could provide up to £1.280m rental income, while freeing up the Capital costs for investment in our mainstream void properties. Cumulative financial benefit to the Council over the next three years is therefore



projected at up to £1.280m revenue and £1.72m capital from this potential bid alone, which can be reinvested in landlord services.

- 4.10 Committee is asked to note that it is possible that two of the properties returned to a lettable standard may be used for housing families from Dnipro.

### **Longer Term Options**

- 4.11 Council Officers are also working on a series of other longer term options that could benefit from funding from the £50m Longer Term Ukraine Resettlement Fund (and potentially from HRA or Affordable Housing Supply Programme). This would bring similar benefits through the purchase of assets that could be converted to suitable accommodation and added to the Housing Revenue Account once visas for Ukrainian Displaced People have expired.
- 4.12 A list of other potential sites has been included in Appendix 1 (B agenda) for reference. If these are acquired/developed, they will deliver a mix of properties from one bedroom to five bedrooms.
- 4.13 It is more difficult to quantify financial benefits for the strategic sites we are considering. However, as there are a potential 298 units that could be unlocked through achieving capital funding for these sites at an estimated minimum cost of £60m, at current average rent this would equate to up to £1.78m rental income per financial year, in addition to the properties being transferred to the Housing Revenue Account at no cost to the Council. There is therefore potential for both a significant contribution to the Housing Revenue Account and a significant step towards the Council's target of new homes in the city.

### **Accommodation on Disembarkation**

- 4.14 As noted in the background section of this report, the Scottish Government have confirmed that the contract for the MS Victoria will end on 11 July 2023.
- 4.15 As it will not be possible to have all of the accommodation outlined in this report available for disembarkation, alternative plans are being developed to ensure that suitable accommodation is available to Ukrainian Displaced People in the short term. This accommodation (which is likely to be mostly hotel accommodation) will be paid for by the Scottish Government.

### **Impact of Advertising Council Homes on Edindex**

- 4.16 The Council advertises Council homes on Edindex for bids to be submitted by households seeking a Council home. By contracting specific work related to this bid to outside contractors, it is intended to bring these void properties up to letting standard at a pace which would not otherwise be achieved. The long term benefit of this work is that properties will be returned to letting standard and advertised on Edindex at that new standard once the occupant's visa expires. This will provide a medium term benefit for people seeking social housing.
- 4.17 It is important in this context that officers continue to return void properties for advertising and letting as quickly as possible, and the provision of external support for these specific properties will allow Housing Operations staff to focus on core

work and ensure we keep parity of allocation across Ukrainian Displaced People and other households in housing need.

## **5. Next Steps**

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- 5.1 If Committee approve the recommendations in this report, officers will:
  - 5.1.1 Proceed with a bid to the Scottish Government £50m Longer Term Ukraine Resettlement Fund for £1.72m to return up to 100 void council homes to letting standard and to furnish them to temporary accommodation standard; and
  - 5.1.2 Continue to pursue opportunities to acquire land or properties which could become longer term housing for the city which could be suitable for Ukrainian Displaced People and to engage with Scottish Government officials on the potential for the purchase of strategic sites utilising the £50m Longer Term Ukraine Resettlement Fund. Where suitable sites are identified, a business case will be developed. These will be reported to the Council for approval at the appropriate time.
- 5.2 Council Officers will continue to develop delivery programmes as required to ensure that any agreed funding bids have agreed timelines and milestones.
- 5.3 Service updates will be issued to the Committee at appropriate intervals to ensure transparency of process and delivery.

## **6. Financial impact**

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- 6.1 The Scottish Government have provided business case templates for bidding for funding from the £50m Longer Term Ukraine Resettlement Fund. If approval is granted through this report these will be developed and submitted as required.
- 6.2 The financial implications of investment in the Council's existing properties is outlined in the main report (paragraphs 4.8 – 4.9).
- 6.3 The financial implications of the longer term housing options cannot be fully quantified at this stage, as the cost of acquisition and/or development are not yet known. However, the estimated cost and anticipated income is outlined in paragraph 4.13 to illustrate the potential economic advantages.
- 6.4 The financial risk of the void property proposal is considered to be low risk as the £50m Longer Term Ukraine Resettlement Fund is proposed to pay for the work required, which would be seen as an investment in Council stock over the long term if required to be used.

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

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- 7.1 No consultation has been undertaken for this proposal. As the void properties are dispersed across the city, there is considered to be a low risk of any adverse community impact.
- 7.2 This is based on the experience of having around 3,000 Ukrainian Dispersed People already in the city, in various types of accommodation and spread across the city, with no significant adverse community impact. The strategic sites being explored will require community and integrated impact assessments to be undertaken if approved.
- 7.3 An Integrated Impact Assessment has been completed and will be shortly uploaded to the Council website (<https://www.edinburgh.gov.uk/directory/10244/integrated-impact-assessments-ia-/category/10496>).
- 7.4 All relevant legislation and guidance will be complied with in developing and implementing these proposals, most notably the guidance on the use of the Housing Revenue Account and the Scottish Housing Regulator Engagement Plan.
- 7.5 It is intended, where possible, to ensure that the properties meet EESH2 standard.

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

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- 8.1 Response to Motion by Councillor Day - Ukraine Support - Policy and Sustainability Committee, [21 March 2023](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Long Term Property Options (B Agenda).

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by virtue of paragraph(s) 9 of Part 1 of Schedule 7A  
of the Local Government(Scotland) Act 1973.

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# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## Parental Employability Support

Executive/routine  
Wards

Executive  
All

### 1. Recommendations

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- 1.1 It is recommended that Housing, Homelessness and Fair Work Committee:
- 1.1.1 Note the small grants process which was initiated to meet needs identified in the development of the Parental Employability Support programme for 2023/24;
  - 1.1.2 Approve the award of third party grants to the services detailed in Appendix 3, up to a maximum value of £451,605.60;
  - 1.1.3 If recommendation 1.1.2 is agreed, note that officers will work with the successful applicants to finalise funding agreements (to be issued as soon as the Scottish Government grant offer letter is received); and
  - 1.1.4 Note that one application is not recommended for an award of funding.

#### Paul Lawrence

Executive Director of Place

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## Parental Employability Support

### 2. Executive Summary

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- 2.1 Following on from the report to Committee on [19 April 2023](#) on Parental Employability Support (PES), this report sets out the recommendations to award grant funding to third party organisations, up to the value of £451,605.60 to support parents into, and to progress in, employment. This will complement the activities approved by Committee in April and is funded by the Scottish Government.

### 3. Background

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- 3.1 PES funding is provided by the Scottish Government under the [Tackling Child Poverty strategy](#) and is intended to complement the [No One Left Behind strategy](#), (NOLB) by specifically delivering services to support parents into, and to progress in, employment.
- 3.2 The client groups who are eligible and benefitting from the PES fund are:
- 3.2.1 Lone Parents who are unemployed or experiencing in work poverty;
  - 3.2.2 Parents with a disability or families who are unemployed or experiencing in work poverty and have a disabled child;
  - 3.2.3 Parents who are unemployed or experiencing in work poverty and have 3 or more children;
  - 3.2.4 Parents from a minority ethnic background who are unemployed or experiencing in work poverty;
  - 3.2.5 Parents who are unemployed or experiencing in work poverty and have a youngest child <1; and
  - 3.2.6 Parents who are aged <25 who are unemployed or experiencing in work poverty.
- 3.3 Delivery in Edinburgh takes place through various projects and in April 2023, Committee agreed an enhanced programme of PES services to support parents into, or to progress in, employment.
- 3.4 At the same time, Committee further agreed to commission additional PES small grants under three lots as follows:
- 3.4.1 Lot A: Four grants of up to £75,000 to deliver services for migrant parents;



3.4.2 Lot B: Two grants of up to £50,000 to deliver Money Advice and Whole Family Support services; and

3.4.3 Lot C: One grant of up to £50,000 to deliver a service for parents who have recently experienced removal of a child/ren.

## **4. Main report**

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### **Funding Opportunity**

- 4.1 Following Committee approval to proceed with a small grants process, a call for applications was published on 19 April 2023 on the Joined Up for Jobs (JUFJ) website to promote the funding opportunity. Further communications were also issued through partner organisations including the Local Employability Partnership, EVOC's Children, Young People and Families Network, the Council's Parent and Carers' Collaborative and Edinburgh Health and Social Care Partnership.
- 4.2 Scoring and Selection Criteria Guidance documents (Appendix 1 and 2) were published on the JUFJ website.
- 4.3 The applications process closed at 12 noon on 3 May 2023 with a total of 11 applications received: seven applications for Lot A, three applications for Lot B and one application for Lot C.

### **Assessment Panels**

- 4.4 Three assessment panels, one for each lot (consisting of key partners (from strategic partner organisations within the Local Employability Partnership (LEP)) and Council officers) managed the assessment and scoring procedures following processes recommended by the Council's Contracts and Grants Management Team.
- 4.5 Each application was scored by the relevant assessment panel on 3 or 4 May 2023 and moderated scores with comments were then presented to a full assessment panel on 4 May 2023 for further comments on strategic fit and moderation.

### **Award of Funding**

- 4.6 The projects recommended for an award of funding is provided in Appendix 3.
- 4.7 The panels consider these services most closely meet the requirements of the specifications provided to bidders, which detailed the support required for parents in the specific target groups requested.
- 4.8 Although the specification had confirmed a total of seven grants to be made available (as outlined in paragraph 3.4), the size of the applications means that it is possible to award funding to 10 projects:
  - 4.8.1 Six in Lot A;
  - 4.8.2 Three in Lot B; and
  - 4.8.3 One in Lot C.

- 4.9 The total cost of the grants recommended for award will be up to a maximum of £451,605.60 (with the final sums being agreed with projects in finalising the funding agreements).
- 4.10 The resulting programme is very slightly over budget but can be met within the PES fund allocation.
- 4.11 A summary of projects not recommended for funding is provided in Appendix 4.

## **5. Next Steps**

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- 5.1 If Committee approves the recommendations of this report, bidders will be informed of the outcome of their application and will be offered feedback on their applications.
- 5.2 At the time of writing, the Scottish Government has not yet provided grant offer letters to Local Authorities, confirming their allocation of funding for Employability services, including PES. Funding agreements will be confirmed as soon as confirmation of the grant award is received. However, in the meantime, officers will work with the organisations to finalise the funding agreements and associated conditions.

## **6. Financial impact**

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- 6.1 The award of funding as part of this small grants programme will have no direct financial impact to the Council as the costs will be met from the Scottish Government's PES fund.
- 6.2 The grants will be contract managed by Capital City Partnership (CCP) in line with the existing Service Level Agreement, financed by the staffing element of the PES funding reported to Committee in April.

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

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- 7.1 The impact on this client group as a whole will be positive as the projects will enable them to enhance their employability and develop new skills to help them to secure or progress in employment. There is also a link to income maximisation advice which will ensure that families benefit in real financial terms.
- 7.2 Partnership working is at the heart of the development of these grants, both between the Council and other partners and the programme has been designed to complement the current strategic skills pipeline. This includes undertaking Integrated Impact Assessments to ensure no-one is adversely affected by these proposals and programmes.

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

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- 8.1 [Council Commitments – Delivering an Economy for All](#)
- 8.2 [Scottish Government's Parental Employment Support Fund](#)
- 8.3 [Scottish Government - Tackling Child Poverty Delivery Plan 2022-26](#)
- 8.4 [Scottish Government's No-one Left Behind policy](#)

## **9. Appendices**

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- 9.1 Appendix 1 – PESF Specification 2023-24
- 9.2 Appendix 2 – PESF Scoring and Assessment Guidance Criteria 2023-24
- 9.3 Appendix 3 – Applications recommended for an award of 2023/24 PES funding
- 9.4 Appendix 4 – Applications not recommended for an award of 2023/24 PES funding

## City of Edinburgh Council – Parental Employment Support Fund Grants

Following funding from Scottish Government’s Tackling Child Poverty [Parental Employment Support Fund](#), The City of Edinburgh Council (Business Growth and Inclusion) would like to invite applications for Third Party organisations to deliver our programme of grant-funded projects. This fund will be integrated with our existing Employability Third Party Grants Programme, [NEST](#) (Network of Employment Support and Training).

### 1 Invite for applications

Applications are invited for provision of services at any stage of the Strategic Skills Pipeline which will support **parents** to progress into employment or to progress within employment.

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.

All applications should make reference to the Strategic Skills Pipeline – a copy of the Pipeline can be found [here](#).

Applications should be emailed to [roisin.bathe@capitalcitypartnership.org](mailto:roisin.bathe@capitalcitypartnership.org)

**The deadline is NOON, Wednesday 3<sup>rd</sup> May, 2023.** If you want to talk through your application please contact [kate.kelman@capitalcitypartnership.org](mailto:kate.kelman@capitalcitypartnership.org)

**Unfortunately, late submissions cannot be accepted.**

### 2 Best Start: Bright Futures

Parental Employability Support (PES) funding is provided by the Scottish Government under the Tackling Child Poverty strategy and is intended to complement the No One Left Behind strategy (NOLB) by specifically delivering services to support parents into, and to progress in, employment.

The client groups who are eligible to benefit from PES are:

- Lone Parents who are unemployed or experiencing in work poverty;
- Parents with a disability or families who are unemployed or experiencing in work poverty and have a disabled child;

- Parents who are unemployed or experiencing in work poverty and have 3 or more children;
- Parents from a minority ethnic background who are unemployed or experiencing in work poverty;
- Parents who are unemployed or experiencing in work poverty and have a youngest child <1; and
- Parents who are aged <25 who are unemployed or experiencing in work poverty.

The Edinburgh Parental Support Grants will engage with these families and progress will be reported to the Edinburgh Child Poverty Group which is focussing on the recommendations of the Edinburgh Poverty Commission.

Fair work and sustainable long-term employment will be a goal of this fund, contributing to the economic resilience of the City and of the families supported. Grant-funded projects should aim at supporting individuals into sectors where there is likely to be jobs and growth in the short to medium term. This is likely to be in care (child, health and social care), online retail and distribution, and digital. Detailed information on potential growth sectors can be found in Skills Development Scotland's analysis [here](#)

## 2 Focus of grant programme

Capital City Partnership and City of Edinburgh Council will conduct a grants programme to support families in line with the principles of the Scottish Government's Tackling Child Poverty Delivery Plan 2022-26 [Best Start, Bright Futures](#)

The fund will be focussed on parents from two main groups:

- **Those who are out of work and in receipt of benefits**
- **Those who are in low income employment**

There are three main areas of need which our co-production activities have evidenced as requiring service. We will commission these through 3 'lots' each with ring-fenced funding.

### **LOT A – Total potential budget £300,000, individual grants to be of no more than £75,000**

This Lot will focus on the needs of parents who are refugees or displaced people. The grants will have a focus on the Ukrainian community but also encompass the wider refugee community, including people who have come to Edinburgh from Afghanistan, Syria, and Hong Kong. Consideration should be given to parents who are from other ethnically diverse communities and experience disproportionate disadvantage in finding and sustaining work.

Any proposal under LOT A should consider appropriate provision of language support, ESOL and translation and funds can be ring-fenced for this kind of support. However, the focus should be progression into employment or progression in work.

### **LOT B – Total potential budget of £100,000**

This Lot will add additional resource to the Whole Family Equality Project which is managed by Capital City Partnership. Ideally, we will fund two projects which will

provide additional capacity in Family Support and Money Advice/Income Maximisation for parents involved in the project. However, we are open to innovative ways of offering this additional capacity. The Whole Family Equality Project, is taking a systems change approach to offering employability support to parents who are from ethnically diverse backgrounds.

Any proposal under LOT B should consider appropriate provision of language support, ESOL and translation and funds can be ring-fenced for this kind of support. However, the focus should be progression into employment or progression in work.

### **LOT C – Total potential budget of £50,000**

This Lot will fund a pilot project to investigate the best method of providing employability support to parents who have recently had their child or children removed from the family home. We know that removal of a child can have a significant impact on household income and parents may be under pressure to move into employment. We are looking for an organisation to test and learn suitable approaches with parents, considering a whole family approach.

## **3 Delivery of services**

Applicants should be aware of the following parameters for this grants programme:

- All individuals in receipt of support must be parents domiciled in Edinburgh City with dependent children and be in one or more of the parental groups detailed above. Expectant parents are also eligible.
- All participants should be supported to develop an action plan with milestones based on a strengths-focussed assessment.
- Participants should engage with the grant-funded programme for a minimum of 5 hours per week.
- Grant-funded services should include a range of supports and include: skills development, health support, money advice and motivational support with the goal of either entering employment or progressing/retaining employment.
- Delivery should include skills and training which is directly aligned with labour market needs.
- Support should continue for the duration of the programme, clients who are engaged as unemployed and subsequently enter employment should be supported to move to higher paid or higher-skills level jobs.
- Projects must demonstrate a clear pathway to enter or progress within key growth sectors.

Partnership bids are welcomed but a lead partner should complete Part A of the application form. Applicants are advised to consider sustainability of funding after the twelve month period, as there can be no certainty of continuation of funding.

Targeted outcomes are detailed in the PESF Grant Management Guidance. All provision should be client-focused.



**City of Edinburgh Council Parental Employment Support Fund 2023-24 Application  
Form – Part B**

**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 Parental Employment Support Fund (PESF) applications submitted for funding in financial year 2023-24.
- Membership of the Assessment Panel for this funding is drawn from the JUFJ strategic partner organisations including:
  - City of Edinburgh Council
  - Edinburgh Poverty Commission
  - Skills Development Scotland
  - Department for Work and Pensions
  - Capital City Partnership
  - Edinburgh and South East Scotland City Region Deal
  - EVOC
  - NHS Lothian
  - Scottish Refugee Council
- Each application will be scored independently by all members of the Panel, who will then come together to 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 *the Parental Employment Support Fund 2023-24 Specification*.



## PROJECT SCORING

### B1 Project/programme description

The description should identify parents from specific target group(s) and propose an appropriate programme to support them into work or to progress to higher wages in 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. 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. Those working with parents in employment should demonstrate ability to support clients to either progress in their current employment or seek new/additional employment to improve their income.

#### 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; client journey clearly articulated; clear referral arrangements; clear employer engagement and employer support

### B2 Relevance to Employability Programme priorities

The application should clearly demonstrate that the proposed project or service addresses the priorities in the *Parental Employment Support Fund 2023-24 Specification*. 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. You should consider your proposal's impact on Child Poverty in the area. Your answer should 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 2023-24. 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). The actual numbers for the year should be given in the tables. You will find the definitions of outcomes in the *CCP Grant Management Guide* 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 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. This should refer to the *CCP Grant Management Guidance* in the application pack. 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
- Use of online delivery to meet Scottish Government social distancing guidelines.

**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: Applications recommended for an award of 2023/24 PES funding

Organisation and Project Name	Project Description	Recommended allocation for 2023/24
<b>Lot A - Services for Migrant Parents</b>		
Survivors of Human Trafficking in Scotland – SOHTIS Project Integrate	SOHTIS will take a holistic key worker approach. A minimum of 30 parents will benefit from weekly 1:1 support, seeking to understand their personal circumstances, helping them using a Work Readiness Assessment (WRA) to see their route to employment and supporting them to develop personalised action plans to achieving their goal.	£53,193.00
The Welcoming Association – Get Ready for Opportunities and Work - GROW	This project will target 120 new participants, focusing primarily on supporting Ukrainian parents from the six priority family groups over 12 months. Many of the participants want to work, but due to many barriers, they find it challenging to secure job interviews and employment.	£55,710.00
Barnardo's – Bright Family Futures	Bright Family Futures (BFF) will support parents who have been displaced to progress into employment or within employment. It's a collaboration between a well-established employability service, Barnardo's Works, and a support service for displaced people, Barnardo's Welcome (Ukraine) Service [Welcome Service]. While focusing on supporting parents who have been displaced from Ukraine, BFF will also work with parents from Afghanistan, Syria, Hong Kong and other ethnically diverse communities.	£75,000.00
Volunteering Matters – Project Scotland Parental Support	<p>This model meets the needs of all six priority family groups, focusing on supporting parents who are New Scots (Refugees/Asylum Seekers/Displaced), BAME and/or experience disadvantage to accessing employability supports and employment.</p> <p>It will support the employability journey of 25 parents, building soft skills and confidence, working to improve wellbeing, English skills (as required), expanding networks, gaining insight into employment through volunteering, furthering career or education/training.</p>	£51,849.60
Equate Scotland - Ukrainian Parents (women) STEM Career Pathways (UPCSP) Programme	This project will support refugee parents with employability skills, with a focus on Ukrainian displaced women and non-binary people, that are looking to reskill, upskill, increase confidence or retrain to access pathways into STEM (Science, Technology, Engineering and Built Environment, Maths) industries.	£40,000.00

Space @ The Broomhouse Hub – Living and working in Scotland	This project will provide tailored support to parents from a minority ethnic background who are unemployed or experiencing in work poverty, namely Ukrainian parents pipeline stages 3-5, by delivering two extra sessions per week that focus specifically on their needs.	£18,676.00
<b>Lot B - Money Advice and Whole Family Support services</b>		
Community Help and Advice Initiative (CHAI) – Whole Family Equality Project Advice Worker	CHAI will provide one Advice Worker to support parents in Stages 1-2 of the Employability Pipeline within the model of the Whole Family Equality Project. The Advisor will sit within the 'Advice for Families' Team, within the wider CHAI Advice Service, offering benefits, housing and debt advice as well as 'in-work' calculations.	£36,774.00
Passion4Fusion – Ubuntu Connections	This project will provide tailor-made support to African parents especially migrants with no recourse to public funds and those with underlying health issues. The project will focus on providing training, mentoring, and job placement services to parents while providing whole family support to include children as well.	£20,760.00
Volunteering Matters – Volunteers Supporting Parents	The Volunteers Supporting Parents (VSP) project will empower parents across all six priority groups to improve their quality of life and reduce their vulnerabilities by using volunteers from their communities to help build resilience and aspirations and move towards/enter employment. Volunteers are recruited from the local community, from diverse backgrounds and provided with extensive training so they can provide tailored, emotional and practical mentoring support.	£49,643.00
<b>Lot C – Pilot Service for Parents Who Have Recently Experienced Removal of a Child or Children</b>		
Dean and Cauvin's Young People's Trust - Connected Care and Transition project	The clients of this service deal with issues of poverty, poor housing, long-term unemployment, social anxiety, poor mental health, ruptured family relationships, limited parenting capacity and experiences of care. These issues create <i>and</i> reinforce barriers to employment.  A Project Lead Worker will ensure residential and/or community-based key workers collaborate to deliver employability work alongside the additional practical, social support required to address the other areas of life needed to enable a positive transition to independent life	£50,000.00
<b>Total</b>		<b>£451,605.60</b>

#### Appendix 4: Applications not recommended for an award of 2023/24 PES funding

Lot A - Services for Migrant Parents		
Edinburgh College – Get into CARE	We propose to deliver two eight week online and practical face-to-face course will introduce approximately 30 students to a career in Social Care, where opportunities are many and varied.	Not recommended as the programme duplicates existing services and is not tailored to the client group



# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## Employability Diversity and Equality reporting

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

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- 1.1 It is recommended that Housing, Homelessness and Fair Work Committee note:
  - 1.1.1 The work undertaken on diversity and equality reporting within employability services to ensure priority groups are clearly defined and reports on data are gathered in line with the Scottish Government's Shared Measurement Framework; and
  - 1.1.2 The continued monitoring and evaluation of data to ensure diversity and equality in the delivery of employability services in Edinburgh.

**Paul Lawrence**

Executive Director of Place

Contact: Elin Williamson, Head of Business Growth and Inclusion

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## Employability Diversity and Equality reporting

### 2. Executive Summary

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- 2.1 This report responds to the request for diversity and equality reporting within employability services to be strengthened with priority groups clearly defined. The report clarifies the data currently gathered and how this will be monitored in future.

### 3. Background

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- 3.1 The Council's employability services focus on supporting the development of a more inclusive labour market, working in collaboration with third sector providers and other partners to maximise the impact of its activities on the city.
- 3.2 One such partner is Capital City Partnership (CCP), an Arm's Length External Organisation (ALEO), with charitable limited liability company status, that is wholly owned by the City of Edinburgh Council.
- 3.3 CCP contract manage all of the Council's externally delivered employability contracts and grants, and report back to the Council on progress.
- 3.4 On [29 September 2022](#), Housing, Homelessness and Fair Work Committee considered a progress update report on the Service Level Agreement (SLA) which is in place between the Council and CCP.
- 3.3 In noting the report, an Addendum was approved stating that diversity and equality reporting should be strengthened in relation to outcomes and that priority groups should be defined clearly.
- 3.4 The Addendum also requested a report back within three cycles on the data gathered and how this will be monitored in future in relation to provision of service that reflects support for people in need by reason of age, poor health and wellbeing outcomes, disability, learning disability, marginalised groups including those from low socio-economic backgrounds, single-parent families, ethnic minorities, and people with experience of complex needs including trauma or violence.

### 4. Main report

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- 4.1 Employability services delivered by local authorities are measured nationally as part of Scottish Government reporting on No One Left Behind (NOLB) activity through a [Shared Measurement Framework](#). The Framework was introduced in 2020 and

updated in December 2022. This ensures a consistent national standard of measurement for the delivery of services and the impacts achieved.

4.2 To ensure consistency, the Council's own investment in employability services is also commissioned and managed alongside this framework.

4.3 The Council's total employability portfolio is £3,021,606 p.a. (listed below) and includes 1,491 clients tracked annually.

Project	Client/ Purpose	Amount
Subsidised Childcare for Working Parents	Provides subsidised childcare to working parents and links to employability and upskilling.	£872,572
Encompass	Preventative service for those with long term trauma; including substance abuse, criminal behaviour and homelessness	£250,000
All in Edinburgh	Supported employment model for those with a disability and/or long-term health condition	£1,360,000
Next Step	Provide high-quality integrated support to help people looking for work, which is person-centred, one-to-one support.	£360,000
Advance	In-work employment support service for clients who are experiencing in-work poverty, supporting progression and upskilling to progress or retain their roles.	£179,034

4.4 The total NOLB portfolio is £2,880,820 (listed below) and includes 1,853 clients tracked annually.

Project	Client/ Purpose	Amount
Network of Employment Support and Training (NEST) Grants	Supports clients from 16-67 across all stages of the Strategic Skills Pipeline, with a focus on Stages 1-3.	£901,152
NEST Vocational Training Framework	Delivery of sector specific courses for those who are unemployed or wishing to upskill	£250,000
NOLB Activity Agreements	Supports young people aged 15.5-19 (or up to 26 with multiple barriers) to encourage and support them in taking the next step towards a positive destination.	£200,000
Parental Employment Support Fund	Provides employability and other holistic support for parents both in and out of work, helping to tackle in-work poverty.	£196,250
Disabled Parental Employment Support Fund	Programme to support families where the parent has a disability or long-term health condition (6 months Oct-Mar 23)	£268,000
Young Person's Guarantee	Scottish Government initiative to improve opportunities for 16- to 24-year-olds in the wake of the economic impact of Covid (now ended).	£1,065,418

4.5 CCP is tasked with the data gathering, governance, and producing coherent performance reporting on all the above programmes.

4.6 All terminology comes with specific definitions, as set by the Scottish Government, which go into detail in areas such as health and personal details, with separate options for autism spectrum disorder, learning disability, learning difficulty and other developmental disorders.

4.7 All the groups of people referenced in the Addendum of 29 September 2022 are recorded but generally not with the exact language used. For example, there is no single data term for 'marginalised groups' or 'poor health' but these are captured

through separate fields including ethnicity, religion, trans status, sexual orientation, and an extensive list of options under health.

- 4.8 There was no national system for NOLB reporting to be recorded so, using City Region Deal funding, CCP procured and created a new regional management information system (Helix) to incorporate and run the Shared Measurement Framework.
- 4.9 Each client participating in a funded programme completes a registration form (see example form in Appendix 1) which covers a wide range of health information, personal details and employment history. The wording of the questions is standardised across all programmes to allow comparative analysis.
- 4.10 Evidence to support registration data is also collated, in accordance with the Shared Framework, as illustrated in Appendix 2.
- 4.11 Helix also has a database of Post Codes, which cross references the client record with the Scottish Index of Multiple Deprivation (SIMD) to confirm which quintile they reside in.
- 4.12 Historical data, which has been moved from the previous case management system to Helix, often attributes to activity under European Social Fund (ESF) which has a different data reporting framework to NOLB. This poses challenges if someone progresses across what was an ESF funded programme onto a NOLB one as the data fields do not match.
- 4.13 In addition, CCP contract manages, and is responsible for, the data gathering and processing of the UK Shared Prosperity Fund (SPF) portfolio for Edinburgh. The UK Government require reporting against a range of outcomes and outputs for the three UK SPF themes:
  - 4.13.1 Supporting Local Business;
  - 4.13.2 People and Skills; and
  - 4.13.3 Communities and Place.
- 4.14 So far, the UK Government has not set out any requirements for demographic data relating to SPF beneficiaries but by making use of Helix and existing registration forms, CCP has committed to collecting and reporting on demographic data wherever reasonable and appropriate to the project.
- 4.15 In addition to the quantitative data outlined, specific qualitative measurements are also used. As an example, in projects with a family focus SHANNARI (see below) is often used, as this is the recognised standard for tracking household/family outcomes:

<b>Safe</b>	Children and families living in safer environment
<b>Healthy</b>	Children and families with improved well-being and resilience
<b>Achieving</b>	Children more engaged in Education
<b>Nurtured</b>	Families with improved relationships with each other
<b>Active</b>	Families feel like they belong and are connected to their communities
<b>Respected</b>	Children, young people and families are heard, and their experiences are understood
<b>Responsible</b>	Children and families feel supported to reach their goals
<b>Included</b>	Families feel like they belong and are connected to their communities

- 4.16 Delivery partners are actively considering capturing wellbeing and poverty alleviation outcomes to better understand the impact of the interventions funded. Where financial advice is offered, the measurement is of the number of people who have experienced improved household finances, less debt and the financial gains achieved by the household.
- 4.17 In addition, specific project evaluations are routinely carried out, where external evaluators are given access to anonymised data from the Helix system to analyse the impact of the service. Recently, external evaluations have been carried out on the All in Edinburgh project, the Rural Urban Training Scheme and the Review of Advice Services in Edinburgh.
- 4.18 The Fraser of Allander Institute at the University of Strathclyde are also currently undertaking an analysis of the data tracking people with disabilities (particularly learning disabilities) in their work journey.

## 5. Next Steps

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- 5.1 There has been continual improvement and standardisation on diversity and equality data collection in employability services.
- 5.2 The measurement, monitoring and evaluation of employability services will continue (using the Helix management information system) with reference to the Scottish Government's Shared Measurement Framework.
- 5.3 Performance on Council-funded employability services will continue to be reported on a quarterly basis to officers and CCP's Board, as well as on an annual basis to Committee. This will also highlight how well the services meet their targets with regards to their identified target engagement groups.
- 5.4 The Local Employability Partnership (LEP) will continue to monitor demand and make recommendations on service provision based on needs.

## 6. Financial impact

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- 6.1 The Council pay £70,000 per annum for the upkeep and maintenance of Helix. This is budgeted for as part of the core allocation funding made to CCP under the SLA.

6.2 This report is for noting only and no financial implications arise directly from it.

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

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7.1 The impact of current contract and grant provision is dependent on the commissioning strategy of what projects have been funded to do and which groups have been prioritised and targeted. The Scottish Government often ring fence funding for defined groups, which will skew the data towards that and show a higher percentage of engagement with that specific group.

7.2 The LEP has recently invested in the revamped Edinburgh partnership survey which will engage with 4,000 citizens and have questions built in around employability, skills qualifications, and work.

7.3 Each employability service that is commissioned has been through extensive co-production exercises, taking on board service user and provider feedback, and delivery is continuously monitored and evaluated to ensure the quality of services.

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

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8.1 None.

## **9. Appendices**

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9.1 Appendix 1 - Example of a Client Registration form data collection fields.

9.2 Appendix 2 - NOLB Minimum Evidence Standards.

## APPENDIX 1 - Example of a Client Registration form data collection fields

1: Forename

2: Surname

3: Address Line 1

4: Address Line 2

5: Address Line 3

6: Address Line 4

7: Postcode

8: Phone Number

9: Mobile Number

10: Contactable

- Contactable by email
- Contactable by phone
- Contactable by SMS

11: Registration Date

12: How did you hear about us?

13: NI Number

14: Employment Status at Start Date

- Employed
- Self Employed
- Unemployed
- Economically Inactive
- School Pupil
- Not Recorded

15: If employed, in which sector?

16: Rate of Pay at Start Date (if employed)

17: Email Address

18: Length of Time Out of Work

- 12 months up to 2 years
- 2 years up to 5 years
- 5 years or more
- 6 months up to 12 months
- Less than 6 months
- Never worked
- Not Recorded

19: Highest Level of Qualification at start date

- ISCED Level 0 - No Qualification
- ISCED Level 1
- ISCED Level 2
- ISCED Level 3
- ISCED Level 4
- ISCED Level 5
- ISCED Level 6
- ISCED Level 7
- ISCED Level 8

20: Date of Birth

21: Gender

- Female
- Male

- Prefer not to say

22: Trans status

- No
- Yes- non-binary
- Yes- trans man
- Yes- trans woman
- Yes- other (please describe if you wish)
- Prefer not to say

23: Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

24: NOLB Scottish Government Health Related Questions

- Autism Spectrum Disorder
- Deafness or partial hearing loss
- Blindness or partial sight loss
- Learning disability
- Learning difficulty
- Other developmental disorder
- Physical disability
- Mental health condition
- Long-term illness, disease or condition
- Full or partial loss of voice or difficulty speaking
- Other condition

25: If you have answered yes to any of the proceeding questions does your condition or illness reduce your ability to carry-out day-to-day activities

26: Select if the participant has no long-term health conditions- haven't answered yes to any of the questions in Q25

27: Ethnic Origin

- African Other
- Asian-Bangladeshi, Bangladeshi Scottish, Bangladeshi British
- Asian - Chinese, Chinese Scottish, Chinese British
- Asian - Indian, Indian Scottish or Indian British
- Asian- Other
- Asian - Pakistani, Pakistani Scottish, Pakistani British Black, Black Scottish, Black British
- Caribbean or Black - Other
- Caribbean, Caribbean Scottish, Caribbean British
- Mixed or multiple ethnic group
- Not Known
- Other ethnic group
- Prefer not to say
- White Gypsy Traveller
- White - Irish
- White-Other
- White - Other British
- White-Polish
- White-Scottish
- White - Roma
- White Showman/showwoman

28: Religion, religious denomination or body

- None - Religion



- Church of Scotland
- Roman Catholic
- Other Christian
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Pagan
- Other religion
- Prefer not to say

29: Sexual Orientation

- Heterosexual / Straight
- Gay / Lesbian
- Bisexual
- Other
- Prefer not to say - Sexual Orientation

30: Participant characteristics and circumstances

- Armed Forces veteran
- Asylum seeker
- Criminal convictions
- Homeless or affected by housing exclusion
- No or Limited work experience
- Refugee
- Substance related conditions
- Childcare
- Transport
- Current Substance Use
- Care experienced - Barriers
- Caring Responsibilities
- At risk of becoming NEET
- From Employment Deprived Areas
- From Remote Rural Areas
- From Rural Areas
- Living in a jobless household
- Living in a jobless household with dependent children
- Living in a single adult household with dependent children
- Long term physical illness
- Long term unemployed - Barriers
- Looked after young person
- Low Income Employed
- Low Income Household
- Low Skilled
- Mental health issues
- Migrants people with a foreign background, minorities (including marginalised communities such as the Roma)
- Primary carer of a child/children (under 18) or adult
- Underemployed

31: Parental Status

- Parental Status must be provided (Select only one Parental Status)

- Parent in a couple
- No Children
- Single Parent

32: Family Information

- Number of dependent children
- Disabled child or adult within family?
- Age of youngest dependent child
- Are you living with dependent children?

33: Accessing funded childcare

34: Accessing eligible 2-year-old place

35: Initial Employment Information (Subsidised Employment)

- Employment Subsidy Type
- Employment Subsidy Start Date
- Employment subsidy end date

36: Programme

37: Advisor

38: What stage on the employability pipeline is the client currently in?

## APPENDIX 2 - NOLB Minimum Evidence Standards

### NOLB Minimum Evidence Standards – Participant Eligibility, Characteristics, Circumstances, Progression & Outcomes (Updated 03.03.23)

Evidence should be dated within twelve (12) months of the participant start date – with the exception of a benefit letter when issued over a prolonged period (i.e. ESA Letters) and where valid and unexpired identification is being provided (i.e. Passport; Driving Licence; Birth Certificate; NI Card / Letter).

Participant Eligibility, Characteristics, and Circumstances	Definition	Evidence examples may include but are not limited to:
<b>Reside in Scotland</b>	Participant must reside in the Local Authority Area – <b>as per grant offer letter</b>	<ul style="list-style-type: none"> <li>• UK Driving Licence (Full or Provisional)</li> <li>• Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account</li> <li>• Bank Statement</li> <li>• Utilities Bill</li> <li>• Letter from Local Authority</li> <li>• Other Verification from a Public / Statutory Body (e.g. DWP, SQA, NHS, etc.)</li> </ul>
<b>Working Age</b>	Participants who are within six months of their school leaving date, up to 67 years (pensionable age) – <b>as per grant offer letter</b>	<ul style="list-style-type: none"> <li>• UK Driving Licence (Full or Provisional)</li> <li>• Passport</li> <li>• National Identity Card (EU)</li> <li>• Birth Certificate</li> <li>• Other Verification from a Public / Statutory Body (e.g. DWP, SQA, NHS etc.)</li> <li>• Proof of Age Cards that display the DOB; include the PASS hologram; and/or have been issued by a government agency / Public / Statutory body e.g. Young Scot Card, Citizen Card, etc.</li> <li>• UK Residence Permit Card</li> <li>• Verification the individual is in receipt of a Working Age Benefit (e.g. Award Letter / Correspondence from DWP / JCP, Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account, etc.)</li> </ul>
<b>Right to Live &amp; Work in UK</b>	Participant must have the legal right to live and work in the UK – <b>as per grant offer letter</b>	<ul style="list-style-type: none"> <li>• UK Passport</li> <li>• UK Birth / Adoption Certificate</li> <li>• NI Card or Letter confirming NI No.</li> <li>• Previous Contract of Employment confirming NI No.</li> <li>• P45 confirming NI No.</li> <li>• Previous wage slip confirming NI No.</li> <li>• P60 confirming NI No.</li> <li>• Correspondence from HMRC / DWP / JCP / Pension Service with NI No.</li> <li>• Award Letter confirming the individual is in receipt of State Benefits / Pension</li> <li>• Desktop or Smart Device Screen shot(s) / print off(s) from a client's UC Online Account</li> <li>• Correspondence from DWP / JCP / Pension Service confirming the individual is in receipt of State Benefits / Pension</li> <li>• Non-EU Passport - must be valid, unexpired and endorsed 'indefinite leave to remain – proceed' (settled status) <b>OR</b> includes work or residency permits <b>OR</b> visa stamps (unexpired) <b>AND</b> all related conditions met</li> <li>• Identity Card issued by the Home Office in place of a visa - confirming the individual's right to stay, work or study in the UK</li> <li>• Residency permit for foreign nationals</li> </ul>

Participant Eligibility, Characteristics, and Circumstances	Definition	Evidence examples may include but are not limited to:
		<ul style="list-style-type: none"> <li>• EU, EEA &amp; Swiss Nationals Settlement Status – print out from the <a href="#">Home Office Right to Live &amp; Work Checking Service</a> demonstrating 'settled' or 'pre-settled' status</li> <li>• Marriage / Civil Partnership certificate (provided that it can be evidenced that the individual's partner has a legal right to live in the UK)</li> <li>• If an Asylum Seeker - Copy of individual's Application Registration Card (ARC)</li> <li>• If a Refugee: <ul style="list-style-type: none"> <li>➤ a Residency Permit Card with the status of Refugee</li> <li>➤ a Home Office letter confirming status and permission to work</li> <li>➤ a Home Office Certificate of Identity</li> <li>➤ a benefits notification letter</li> <li>➤ an Immigration Status Document</li> <li>➤ Ukrainian – UK approved Visa</li> <li>➤ Ukrainian – Valid Ukrainian International Passport (or an Expired Ukrainian International Passport with a formal extension stamp issued by the Ukrainian Government), endorsed with a 6-month entry stamp from UK Border Force officials</li> <li>➤ Ukrainian – a Residency Permit Card with the status of Ukrainian Scheme</li> </ul> </li> </ul>
Participant Characteristics & Circumstances	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Participant declaration as part of a detailed registration and assessment process (with the exception to the participant's age, as this must be evidenced as per <i>Working Age</i> above)</li> </ul>
Child Poverty Information	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Participant declaration as part of a detailed registration and assessment process</li> </ul>
Progression & Outcomes	Definition	Evidence examples may include but are not limited to:
Initial Employment Information	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Offer of Employment</li> <li>• Contract of Employment</li> <li>• Payslip</li> <li>• Employer or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> <li>➤ A signed declaration form</li> <li>➤ Email confirmation</li> <li>➤ Key Worker case notes with details of declaration from employer or participant (e.g. telephone call)</li> </ul> </li> </ul>
Other Progression (Work experience / Volunteering)	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Participant training plan</li> <li>• Health &amp; Safety Assessment</li> <li>• Attendance records</li> <li>• Participant reviews</li> <li>• Correspondence with participant, employers, partners, etc.</li> <li>• Case notes of participant contact, support, etc.</li> </ul>
Accredited Training &	As per the Shared Measurement	<ul style="list-style-type: none"> <li>• Copy of Certificate</li> <li>• Participant declaration. This may include but is not limited to:</li> </ul>

Participant Eligibility, Characteristics, and Circumstances	Definition	Evidence examples may include but are not limited to:
<b>Outcomes</b> (Courses expected to last less than one academic year)	Framework Data Guidance	<ul style="list-style-type: none"> <li>➤ Participant signed declaration form</li> <li>➤ Participant email <ul style="list-style-type: none"> <li>➤ Key Worker case notes with details of declaration from participant (e.g. telephone call)</li> </ul> </li> </ul>
<b>Further / Higher Education and Outcomes</b> (Courses expected to last at least one academic year)	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Offer from Training Provider</li> <li>• Copy of Certificate</li> <li>• Training Provider or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> <li>➤ A signed declaration form</li> <li>➤ Email confirmation <ul style="list-style-type: none"> <li>➤ Key Worker case notes with details of declaration from training provider or participant (e.g. telephone call)</li> </ul> </li> </ul> </li> <li>• Data Hub extract</li> </ul>
<b>School</b>	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• School or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> <li>➤ A signed declaration form</li> <li>➤ Email confirmation</li> <li>➤ Key Worker case notes with details of declaration from school or participant (e.g. telephone call)</li> </ul> </li> </ul>
<b>Employment, FE / HE, School Follow Ups</b>	As per the Shared Measurement Framework Data Guidance	<ul style="list-style-type: none"> <li>• Offer of Employment / Training</li> <li>• Contract of Employment</li> <li>• Payslip</li> <li>• Employer, Training Provider, School or Participant declaration. This may include but is not limited to: <ul style="list-style-type: none"> <li>➤ A signed declaration form</li> <li>➤ Email confirmation</li> <li>➤ Key Worker case notes with details of declaration from employer, training provider, school or participant (e.g. telephone call)</li> </ul> </li> <li>• Data Hub extract</li> </ul>

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# Housing, Homelessness and Fair Work Committee

10.00am, Tuesday, 9 May 2023

## UK Shared Prosperity Fund Update

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 It is recommended that Committee notes the interim report provided to UK Government and the progress made so far with UK Shared Prosperity Fund (SPF) programme delivery in Edinburgh.

**Paul Lawrence**

Executive Director of Place

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

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# Report

## UK Shared Prosperity Fund Update

### 2. Executive Summary

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- 2.1 This report provides a summary of the interim report provided to the UK Government on the UK Shared Prosperity Fund (SPF) programme delivery in Edinburgh.

### 3. Background

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- 3.1 The Housing, Homelessness and Fair Work Committee have previously agreed the programme of projects delivering the UK SPF in Edinburgh.
- 3.2 On [1 December 2022](#), Committee agreed that regular reports would be provided updating on the progress of UK SPF delivery.

### 4. Main report

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- 4.1 Due to the delayed confirmation of funding nationally, the reporting schedule from UK Government was amended and an interim report on programme spend was submitted to UK Government on the 17 March 2023.
- 4.2 Forecast programme spend for 2022/23 was detailed as per the table below.

Priority	Forecast Spend at end of 2022/23 Financial Year
Communities & Place	£309,692.20
Local Business	£50,744.00
People & Skills	£211,911.00
Multiply	£0.00
Management & Administration	£39,362.20

- 4.3 A request has been made to UK Government to carry forward the unspent 2022/23 allocation (£672,440.80 for UKSPF and £647,290 for Multiply). It is anticipated that this will be added to Edinburgh's allocation in 2023/24 and all delivery partners have reprofiled their expected outcomes accordingly.
- 4.4 A full report on 2022/23 delivery is due for submission to UK Government in May 2023.



- 4.5 The Multiply programme activity has been planned and agreed by the Council's Lifelong Learning team and the Edinburgh Community Learning and Development Partnership but delivery has been delayed due to capacity issues. These issues have now been resolved and delivery is scheduled to commence imminently.
- 4.6 The Council's Sustainability Team have completed their assessment of the successful capital funded projects and their carbon impact. Support is provided to projects by the Edinburgh UK SPF Programme Management Office (PMO) to implement recommendations and also to ensure that the recording of outcomes and outputs, relating to carbon impact for future reporting, is consistent across projects.
- 4.7 Two officers have now been recruited by Capital City Partnership for the PMO in Edinburgh. They will support the Council's SPF Contract Manager with the monitoring, compliance and development of Edinburgh's UK SPF programme.
- 4.8 The PMO will continue to make links across projects, including networking and training sessions. The communications plan for the programme will ensure that actions are in place to promote opportunities available and showcase Edinburgh's SPF projects.

## **5. Next Steps**

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- 5.1 Council officers and the PMO will continue to liaise with projects on the implementation of the Edinburgh programme of delivery.
- 5.2 A further update on progress will be provided to Committee following the next report that is submitted to UK Government.

## **6. Financial impact**

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- 6.1 No additional costs to the Council are expected for the delivery of programmes outlined in this paper.

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

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- 7.1 To support the development of Edinburgh's UK SPF Investment Plan, engagement and promotion activities were held with stakeholders as outlined in previous reports.

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

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- 8.1 [UK Shared Prosperity Fund Prospectus](#),

## **9. Appendices**

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- 9.1 None.

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## Addendum by the SNP Group

### Housing, Homelessness & Fair Work Committee

9 May 2023

#### Item 7.2 – Response to motion by Councillor Campbell – Coillesdene House Lifts

Adds

1.1.3 Agrees that the next HSIP plan will include a detailed update on the Asset Management System that is being introduced and that this should include expected timescales for implementation, detail of the type of information that will be included and the accessibility and usability of that data for performance analysis and planning.

1.1.4 Notes that there were 566 outages across 102 lifts in the last year, where lifts were not able to be repaired within one day. Further notes there were seven occasions over the last five years where both lifts in a multistorey were out of service at the same time, and that as lifts age the risk of outages increases.

1.1.5 Therefore requests that officers carry out an analysis and provide a briefing note on the risk to residents with limited mobility or who use wheelchairs, particularly in the case of fire. This should include analysis of the number of residents with gold priority who are housed in multistorey blocks and the suitability of multistorey blocks for people who require gold priority while the lift replacement programme is incomplete.

**Moved by: Councillor Kate Campbell**

**Seconded by: Councillor**

# Addendum by the Liberal Democrat Group

## Housing Homelessness and Fair Work Committee

9 May 2023

### Item 7.2 – Response to motion by Councillor Campbell – Coillesdene House Lifts

Committee

Adds;

1.1.3 Request that going forward updates from the ‘Lift Replacement Programme’ (part of the wider ‘Lift Investment Programme’) and lift asset integration into the new Asset Management System are appended annually to the to the recurring Housing Service Improvement Plan report.

1.1.4 Request that the next update appended to the Housing Service Improvement Plan includes a statement of reasons as to why a sizable minority of lifts, which have been upgraded since 2013, showed more than 15 ‘out of action’ periods in the last year (as detailed in Appendix 1) and resolution actions that are being taken.

**Moved by: Councillor Jack Caldwell**

**Seconded by: Councillor Pauline Flannery**

# Addendum by the Green Group

## Housing, Homelessness & Fair Work Committee

9 May 2023

### Item 7.2 – Coillesdene House Lifts

Adds:

1.1.3 Recognises that lift outages affect some residents more than others, particularly disabled people and older adults who may have limited mobility, and that these groups are disproportionately affected in buildings such as Coillesdene House where lifts serve different floors, even when one lift is functional

1.1.4 Further recognises the heightened risks associated with lift outages for these residents, especially during emergencies

1.1.5 Therefore, requests a further briefing note setting out:

- i) what pro-active communication and support procedures are in place to support residents with limited mobility when lifts are not working, including risk assessments and plans for emergencies during these cases
- ii) how many residents with a gold priority / known to have mobility issues were housed in a multi-storey block in the past year
- iii) how many residents known to have mobility issues are currently living in multi-storey blocks
- iv) how many residents known to have mobility issues and currently living in multi-storey blocks make use of the “opt-in” service to receive additional support from Concierge

**Moved by: Councillor Ben Parker**

**Seconded by: Councillor**

# Addendum by the SNP Group

## Housing Homelessness & Fair Work Committee

9 May 2023

### 7.3 – Damp, mould and condensation in Council homes update

Adds:

at the end of 1.2 “..other than the Heat Map requested at the March Committee meeting”

1.3 Agrees that the Damp, Mould and Condensation process:

- will ensure that Tenants will receive a copy of the survey report
- will establish a nominated officer in each locality who will be responsible to ensure that council tenants living in an environment that is hazardous to their health are removed to a decant as a priority

1.4 Agrees that the next HSIP will include an analysis of the practicalities of offering Tenants who receive a decant the option to remain in the decant on a permanent basis.

1.5.1 Welcomes the planned increased in-house capacity for the Damp and Mould Team but notes the significant challenges around workforce recruitment both within the Housing Property Service but also across the council more generally, with workforce and service delivery both being graded as at critical level in the council’s risk register.

1.5.2 Further notes that the spinal column pay grades in Edinburgh for skilled trades are reportedly lower than other local authorities.

1.5.3 Agrees the updated HSIP must include analysis and benchmarking of spinal column pay against other local authorities and the private sector workforce in Edinburgh and a review of the level required to enable recruitment, noting increased workforce capacity, both of trades and surveyors in house, will be crucial for Edinburgh to meet our significant obligations on tenant safety.

**Moved by Councillor Stuart Dobbin**

**Seconded by Councillor Kate Campbell**

# Addendum by the Green Group

## Housing, Homelessness & Fair Work Committee

9 May 2023

### Item 7.3 – Damp, mould and condensation in council homes

Adds:

1.3 Welcomes the move to increase capacity and volume of surveys being carried out in-house, and the intention to remove dependency on external contractors for surveys over time

1.4 Requests that officers provide a briefing note with expected timeline for this move to in sourcing all survey work, and for progress towards this aim to be included in all future reports on this topic

**Moved by: Councillor Ben Parker**

**Seconded by: Councillor**

# Amendment by the SNP Group

## Housing Homelessness & Fair Work Committee

9 May 2023

### 7.4 – Capital Funding Opportunities for Council Housing

Deletes 1.1.3 and replaces with:

1.1.3 Agrees that where long term strategic housing options identified in this report align with the Council Business Plan and Housing Revenue Account Business Plan, a proposal should be brought to committee in order for the Council to submit further bids to the Scottish Government for Capital Funding for providing housing to Ukrainian Displaced People. Where this is not possible within timescales agreement will be sought with spokespeople from each political group and a report brought to the next HHFW meeting

Adds:

1.1.6 Regrets that this funding which could be spent on additional housing is being spent on existing housing stock that should have been repaired through existing programmes of investment and repair within the Housing Revenue Account

1.1.7 Further regrets that this funding will be spent externally with a contractor instead of being used to increase in-house capacity at a time when our workforce is currently sitting at a critical level within the council risk register

1.1.7 Notes that around £3m was lost in rent due to voids in the last financial year – about equivalent to a 3% rent increase

1.1.8 Notes that there is majority political support for in-housing of services and therefore requests a report in two cycles which includes:

- Analysis and benchmarking of spinal column pay against other local authorities and the private sector workforce in Edinburgh and a review of the level required to enable recruitment and retention of an increased void team
- A detailed plan for voids which sets out timescales for reducing to 'normal turnover'
- Details of average void length per property and details of how many properties have been void for over 6 months, over a year, over 2 years and 3 years and longer



1.1.9 Further notes that there may be opportunities to work with third sector partners to bring voids back into use in the short term, while work is being undertaken to increase capacity within the voids team, and agrees this would be preferable to solely outsourcing, therefore requests officers engage with partners in the third sector to look at what provision there could be for other partnerships to bring void properties back into use, for example to increase provision for Housing First.

**Moved by Councillor Kate Campbell**

**Seconded by Councillor Stuart Dobbin**

# Addendum by the Green Group

## Housing, Homelessness & Fair Work Committee

9 May 2023

### Item 7.4 – Capital Funding Opportunities for Council Housing

Adds:

1.1.6 Welcomes that funding is available from the Scottish Government to provide additional long-term housing options in the city for Ukrainian displaced people

1.1.7 Notes the acute need for housing Ukrainian people in Edinburgh, and recognises that there are other refugee communities in the city who are also in housing need

1.1.8 Further notes that climate change will mean that the number of displaced people seeking refuge in the UK will increase in the coming years

1.1.9 Believes it is right that we support refugees, asylum seekers and new Scots, and that everyone has a right to a warm, safe and secure home

1.1.10 Therefore, requests that the Convener writes to the relevant Scottish Government ministers, setting out the housing needs of all refugee communities in the city and requesting details from the Scottish Government of their long-term plan to support the Council to address this

1.1.11 Further requests that the Convener writes to COSLA to request an update on their work to review guidance for local authorities around no recourse to public funds

1.1.12 Finally, agrees that these letters and their responses will be shared with committee

**Moved by: Councillor Ben Parker**

**Seconded by: Councillor**