

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

20 January 2022

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

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							<i>However, given that there is a Shareholder Agreement in place and the company does not offer a direct service to the Council, it is proposed that Strategic Delivery Agreement (SDA) is put in place.</i>

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							<i>A draft document has been prepared but some of the terms cannot be finalised until the details of other legal documents are also sufficiently developed. These dependencies are unfortunately not entirely within the control of either the Council or the EICC and require agreement from other parties. It is, however, hoped that this will be completed shortly and the SDA will be reported to the June committee for consideration.</i>

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2	18.03.21	Community-Led Factoring	Agrees to receive a progress update on this work within 12 months, including possible solutions for any areas not currently covered by factoring arrangements.	Executive Director of Place	March 2022		

3	03.06.21	Housing Sustainability Update	<p>Therefore agrees that the Convener will write to the Cabinet Secretary for Net Zero, Energy and Transport, and the Cabinet Secretary for Social Justice, Housing and Local Government, to urge the Scottish Government to:</p> <p>a) accelerate the Heat in Buildings strategy, and</p> <p>b) enhance incentives and introduce regulatory levers as soon as possible to allow local authorities to meet their ambitious carbon reduction and fuel poverty targets, including but not limited to, introducing regulations to set minimum energy efficiency standards at point of sale and major refurbishment to come into force within the next five years, as recommended by the Existing Homes Alliance Scotland in their recent “Pathway to zero carbon homes” report.</p>	Convener			<p>Recommended for Closure – letter has been issued.</p>
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4	03.06.21	Housing Service Improvement Plan – Repairs Update	To agree to a workshop for committee on the monitoring and communication of repairs.	Executive Director of Place	January 2022		<p>Recommended for Closure –</p> <p>Initial workshop took place in September, further workshop to be scheduled</p> <p>Further workshop arranged 19 November 2021 (see action 5(2))</p>

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5	03.06.21	Approach to Dampness, Mould and Condensation in Council Homes	1) Agrees that a further report will be brought back in six months to update on the asset management strategy, how data is monitored to ensure investment is targeted to where it is needed most alongside an analysis of the implementation of the new processes including data on the number of cases where mould has been removed and reinstatement work carried out. Agrees that report will contain details of the current condition of council stock, and suggestions for how we can measure improvements to the service tenants receive and the condition of homes.	Executive Director of Place	January 2022		Recommended for Closure – report on agenda for January

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			2) To agree to a workshop for committee members to discuss key reporting outcomes which would inform the update report returning in six months' time.	Executive Director of Place	January 2022		Recommended for Closure – Initial workshop took place in September, further workshop to be scheduled Further workshop arranged 19 November 2021 (see action 4)
6	03.09.21	2022/23 Housing Revenue Account (HRA) Budget Consultation	Agrees to receive a report on the outcome of the consultation and the 2022-32 HRA Budget Strategy in January 2022	Executive Director of Place	January 2022		Recommended for Closure – on agenda for January

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7	03.09.21	Rent Collection and Assistance for Council Tenants	<p>1) Notes the positive inclusion of the additional step, pre court action, of referrals to the multi-disciplinary team. Recognises that 84% of tenants referred have had positive engagement with the team</p> <p>Therefore, asks that consideration is given to how this team can be effectively expanded, with an emphasis on early intervention, and report back through the RRTP.</p>	Executive Director of Place	June 2022		

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			2) To agree to Business Bulletin updates on locality drop in events, as referenced in 4.5.2 of the report. Updates would be circulated to all elected members for information.	Executive Director of Place			
8	04.11.21	Strategic Housing Investment Plan (SHIP) 2022-27	1) Agrees that the Convener and Vice Convener write to the Cabinet Secretary for Social Justice, Housing and Local Government to set out the significant housing challenges in Edinburgh and request a meeting to discuss how we can further increase the level of grant funding allocated to Edinburgh to build affordable homes.	Convener / Vice Convener			

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			2) To agree to provide a briefing note with further information on off-site construction of housing, including timescales for delivery, to HHFW Committee and Planning Committee.	Executive Director of Place			

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9	04.11.21	The City of Edinburgh Council's Annual Assurance Statement on Housing Services	<p>Agrees that Housing Property will put together a working group of frontline staff who are users of Northgate and Total Mobile, covering all points of use of the system, including contact centre, locality housing property and in-house tradespeople, nominated by the trades union reps, to review any processes that could be improved.</p> <p>The recommendations from this group should form the basis of a plan for cost effective improvements to the technology supporting the housing property service.</p> <p>This will be reported back through the housing service improvement plan.</p>	Executive Director of Place	January 2022		Recommended for Closure – included in the Housing Service Improvement Plan
10	04.11.21	Housing Revenue Account (HRA) Capital Programme – Update on Projects	To agree to provide a briefing on owner occupied properties within the mixed tenure home improvement pilot and financial hardship.	Executive Director of Place			

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11	04.11.21	Internal Audit: Overdue Findings and Key Performance Indicators as at 11 August 2021	To agree to consider the outstanding actions under the remit of the HHFW Committee; to highlight these actions and indicate progress being made on them for future reports.	Executive Director of Place	January 2022		Recommended for Closure – on agenda for January
12	16.12.21	Motion by Councillor Howie - Enhancing Employment Opportunities for People with a Disability (from the City of Edinburgh Council)	6. Council agrees to: - Bring forward a report to Housing, Homelessness and Fair Work Committee within two cycles that: Considers how the Council can best assist and support people with a disability to find and sustain employment, be it within the Council itself but also with other local employers; Considers the advantages for both people with a disability as well as wider society of having more people in employment, disabled or otherwise;	Executive Director of Place	March 2022		

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			<p>Considers how best to replace the service previously provided by the Department for Work & Pensions and the benefits and advantages of this for people with a disability and others including elected Councillors;</p> <p>And also examine any other ways in which the council can facilitate an increase in the employment of people with a disability, be it within the council or, alternatively, with other local employers, and to consider how the council can give a lead and demonstrate to others by example how this can be achieved successfully and to the benefit of all.”</p>				

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			<p>Agrees that the report to HHFW Committee should set out the full range of employability services provided or funded by the Council that disabled people can access, from in-house services, contracted services and third party grants. The report should consider how these services can be best used to mitigate any changes to provision in place from the DWP or other agencies.</p>				