

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

3 October 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	29.09.22	HRA Budget Strategy	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		Closed March 2023 Report on agenda for March 2023.

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			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 EESSH2 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	<p>Closed December 2022</p> <p>Letters issued on 11.11.22 and 15.11.22.</p> <p>Letters and response issued to members.</p>

			<p>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</p>	<p>Convener / Council Leader</p>	<p>Ongoing</p>	<p><u>Update October 2023</u></p> <p>The review of EESSH2 is not yet complete. This action will be progressed once the review is completed.</p> <p><u>Update May 2023</u></p> <p>Scottish Government to conclude EESSH2 review and report to go to COSLA leaders first.</p> <p><u>Update December 2022</u></p> <p>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>
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			4) To request a briefing note providing more detail on the TMDF/SHIF.	Executive Director of Place	March 2023		<p>Closed March 2023 Briefing session held on 25.01.23.</p> <p><u>Update December 2022</u> 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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	09.03.23	2023/24 Housing Revenue Account (HRA) Capital Programme	<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"> • Homes in design and development • Homes approved • Homes currently on site • Homes completed this financial year (22/23) 	Executive Director of Place	May 2023		<p>Closed 8 August 2023</p> <p>Briefing note circulated 5 June 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 energy sources in the future, such as heat networks</p> <p>ii) Detail about how the use of SIMD, stock</p>	Executive Director of Place	October 2023		<p>Recommended for closure</p> <p>A report on this is included on the agenda for Committee on 3 October 2023.</p>
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			<p>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</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 part of WHR work, including:</p> <p>a. options for how any required funding could be secured / provided outwith the HRA for this</p>				
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			b. a strategy for workforce recruitment, upskilling and retention to deliver this work, as part of our commitment to a just transition.				
			3) To request a workshop on whole house retrofit approach and an energy strategy.		September 2023		<p>Recommended for closure</p> <p>This workshop took place on 6 September 2023.</p>

3	09.03.23	Response to motion by Councillor Dalgleish – Energy Efficiency Task Force	<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>	Executive Director of Place			<p><u>Update October 2023</u></p> <p>An update is included in the Business Bulletin for Committee on 03.10.2023.</p> <p><u>Update May 2023</u></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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			school headteachers.				
4	09.03.23	Gig Economy Task Force – progress update	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		Closed 8 August 2023 Report on the agenda for 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	December 2023		This action will be updated in advance of December Committee

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5	09.05.23	Business Bulletin	To request feedback from the Inch Park Levelling Up fund bid was provided to relevant community groups and that officers continue to assist them to explore alternative funding streams and options.	Executive Director of Place	December 2023		This action will be updated in advance of December Committee

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6	09.05.23	Response to motion by Councillor Campbell – Coillesdene House Lifts	1) To agree 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 useability of that data for performance analysis and planning.	Executive Director of Place	October 2023		<u>Recommended for closure</u> This information is included in the Housing Service Improvement Plan update for Committee on 03.10.2023.

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			2) To request that officers carry out an analysis and provide a briefing note on the risk to council tenants with limited mobility or who use wheelchairs, particularly in the case of fire. This should include analysis of the number of council tenants 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	Executive Director of Place	October 2023		

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			3) To 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.	Executive Director of Place	October 2023/April 2024		Recommended for closure Added to the Work Programme

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			4) To 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 of the report) and resolution actions that are being taken.	Executive Director of Place	October 2023		<u>Recommended for closure</u> This information is included in the Housing Service Improvement Plan update for Committee on 03.10.2023.

			<p>5) To request a further briefing note setting out:</p> <p>i) what pro-active communication and support procedures are in place to support council tenants residents with limited mobility when lifts are not working, including risk assessments and plans for emergencies during these cases.</p> <p>ii) how many council tenants residents with a gold priority / known to have mobility issues were housed in a multi-storey block in the past year.</p> <p>iii) how many council tenants residents known to have mobility issues are</p>	Executive Director of Place	October 2023		
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			currently living in multi-storey blocks iv) how many council tenants 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				
			6) To request a briefing note with an explanation of the costs of the lift project and increases.	Executive Director of Place	October 2023		

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			7) To confirm how residents had been informed of how to report repairs and if communications had been issued with Repairs Direct contact details.	Executive Director of Place	October 2023		
7	09.05.23	Damp, mould and condensation in Council homes update	1) To note that the Heat Map requested at the March Committee meeting was still outstanding.	Executive Director of Place	October 2023		Recommended for closure Heat map now included in the report for Committee in October 2023 and will be included in future updates.

			<p>2) To agree that the Damp, Mould and Condensation process:</p> <ul style="list-style-type: none"> • will ensure that Tenants will receive a copy of the survey report • will establish a team of nominated officers 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. 	Executive Director of Place	A further update will be provided in December 2023		<p>Update October 2023</p> <p>This action is in progress but not fully complete.</p> <p>Due to the technical and commercial information contained within the survey reports officers are converting the surveys into plain English and writing to the tenant to advise what has been found, what work is required, who is doing the work and a rough plan of when the work will start.</p> <p>Further information is included in the update report on the agenda for Committee on 3 October 2023.</p>
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			3) To agree 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.	Executive Director of Place	October 2023		Recommended for closure This is included in the report for Committee in October 2023

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			4) To agree 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. To request that officers provide a briefing note with expected timeline for this move to in	Executive Director of Place	October 2023		<u>Recommended for closure</u> A report on Benchmarking is included on the agenda for Committee on 3 October 2023.

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			sourcing all survey work, and for progress towards this aim to be included in all future reports on this topic.				
8	09.05.23	Capital Funding Opportunities for Council Housing	<p>1) To request a report in two cycles which includes:</p> <ul style="list-style-type: none"> 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. 	Executive Director of Place	31 October 2023		<p>Recommended for closure</p> <p>A report on Benchmarking is included on the agenda for Committee on 3 October 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<ul style="list-style-type: none"> • 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. 				

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			2) To request 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.	Convener			Closed 8 August 2023
			3) To further request 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.	Convener			<u>Update October 2023</u> A letter is currently being drafted

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			4) To agree that these letters and their responses will be shared with committee.	Convener			To be circulated on receipt
			5) To request an update on the national approach to visas and long term planning for Ukrainian people in Scotland once available.	Executive Director of Place / Corporate Services?	Ongoing		Update October 2023 This is ongoing and has been raised with both the Scottish Government Cabinet Secretary Shirley-Ann Sommerville and UK Government Housing Minister Felicity Buchan. A full member briefing will be prepared when an update is received.

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			6) To agree the relevant IIAs would be circulated to members.	Executive Director of Place	May 2023		<p>Recommended for closure</p> <p>The Integrated Impact Assessment has now been published on the Council website.</p>

9	09.05.23	<p>By Councillor Campbell - Waste and Cleansing Services on Council Housing Estates (see Agenda)</p>	<p>To request a report in two cycles which sets out:</p> <ul style="list-style-type: none"> • 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 	Executive Director of Place	December 2023		<p>September 2023 Update</p> <p>Report deferred to December committee</p>
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			<p>delivery of those services.</p> <ul style="list-style-type: none"> • 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. 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	08.08.23	Business Bulletin	1) To agree any upgrades to secure door entry systems which were already in progress would continue while new installations would be paused until a report on the programme is brought to Committee.	Executive Director of Place	October 2023		Recommended for closure A report on the programme is included on the agenda for Committee on 3 October 2023.
			2) To extend an invitation to members of all political groups to meet to discuss income maximisation and tenant hardship fund.	Executive Director of Place			Arrangements are in progress for this discussion.

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			3) To provide Cllr Dobbin with information on the spread of damp and mould sensors across Almond ward.	Executive Director of Place			Recommended for closure This information has been shared with Councillor Dobbin.
			4) To note that an update would be provided on void properties contributing to the £800k 'gross rent receivable' loss, the number of homes in this category and the reasons for these being void.	Executive Director of Place			Recommended for closure An update has been shared with Councillor Parker on this.

11	08.08.23	Rapid Rehousing Transition Plan – Annual Update on Progress	<p>1) To note the high proportion individuals assessed as homeless reporting mental health challenges and welcome the developing link of social work into the Multi-Disciplinary Team (MDT) as well as the 'Psychology for Hostels' pilot. To request exploration of embedding of a social work officer and/or psychologist into the MDT expansion to RSL (once possible as per 2.8.6 in the report), Homelessness to Home, and PRS teams respectively, to the service's discretion.</p>	Executive Director of Place	31 March 2024		<p>Update October 2023</p> <p>Officers are currently investigating this request. If the decision is to proceed there will be financial implications. An update will be provided to Committee once the process is complete.</p>
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			2) To note the impact that homelessness has on potentially vulnerable individuals with potentially limited agency such as young people under 17, care-experienced people, and individuals with disabilities outlined in the Equality Act; together with parents, guardians, and carers, and as such requests that additional data is collected under 'Support Needs' for next year's update to include 'Responsible for Dependant'.	Executive Director of Place	August 2024		This will be included in the next report.

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			3) To agree the statutory return report due to Committee in October would contain information on reasons and trends behind the increase in homelessness resulting from RSL tenancy loss and supported accommodation.	Executive Director of Place	December 2023		Update October 2023 Officers are continuing to investigate this and an update will be provided to Committee in a business bulletin.
			4) To circulate the link to Scottish Government guidance on suitable accommodation.	Executive Director of Place			Recommended for closure Link to Scottish Government guidance on the Unsuitable Accommodation Order can be found here .

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			5) To send information on the suitability assessments made on PSL properties by the Council before occupation.	Executive Director of Place	October 2023		Update October 2023 This briefing note will be circulated in advance of Committee on 03.10.2023.
12	08.08.23	Place Based Investment Programme allocations	To agree that a call for projects to be funded in 2025/26 be issued to all councillors, supplemented by engagement on a locality basis, with the outcome brought back to Committee for a decision on 2025/26 funding	Executive Director of Place			

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13	08.08.23	UK Shared Prosperity Fund	1) To agree the recommended additional spend, subject to further detailed discussion with group spokespeople, on projects delivering People and Skills Interventions, and feasibility studies under the Regional Prosperity Framework, to ensure that Edinburgh's UK SPF allocation, including Multiply, is fully utilised in 2023/24.	Executive Director of Place	3 October 2023		<p>Recommended for closure</p> <p>The requested information was circulated after Committee and, following confirmation that Elected Members were happy with the approach, the recommendations have been implemented.</p>

			<p>2) To request that additional information about the projects proposed for additional funding is shared before a decision to award additional funding is made and that this information includes:</p> <ul style="list-style-type: none"> • what percentage of total project spend the additional funding represents; • a brief description of the performance of projects to date, including how they are currently meeting targets; a brief description of what additional benefits will be realised as a result of the additional funding. 				
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			3) To agree the information requested would be circulated immediately following the meeting.				
14	08.08.23	Fair Work, Gig Economy, and Living Hours City – progress update	1) To note the initial work underway to assess the impact of living hours accreditation on Council services, and that a further report on the findings of this assessment will be available for consideration by Committee in October 2023.	Executive Director of Place	December 2023		This action will be updated in advance of the December Committee

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			2) To note the progress towards other actions recommended by the short-life Gig Economy Task Force and that a further update on progress will be available for consideration by Committee in December 2023.	Executive Director of Place	December 2023		This action will be updated in advance of the December Committee

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15	08.08.23	Affordable Housing Policy Update 2023 – referral from the Planning Committee	Officers to check whether a timescale is available yet for Scottish Ministers' consideration of City Plan 2030.	Executive Director of Place			<p>Recommended for closure</p> <p>An update on the Development Plan Scheme timeline was considered by Planning Committee on 13 September 2023. It is currently expected that the Report of Examination of City Plan 2030 will be received in early 2024. The Council will then have three months to consider the recommendations.</p>

16	08.08.23	<p>Motion by Councillor Meagher – Family and Household Support</p> <p>(see Agenda of 8 August 2023)</p>	<ol style="list-style-type: none"> 1) To recognise the role played by Family and Household Support officers in working to help to prevent homelessness and dealing with anti-social behaviour. 2) To note that the service currently reports to the Culture and Communities committee. 3) To acknowledge that it will be more effective for that service to report via the Housing, Homelessness and Fair Work Committee. 4) Therefore, to call for a report to HHFW Committee in October on the work of the FHS Service; to request the report includes a general overview of the service, 	Executive Director of Place	October 2023		<p>Recommended for closure</p> <p>A report on Family and Household Support is included on the agenda for Committee on 3 October 2023.</p>
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			<p>including information about:</p> <ul style="list-style-type: none"> • The size and structure of the team, and details of any internal / external partnerships • What budget is attached to the work, including detail about funding streams • What data is collected within Family and Household Support in cases of anti-social behaviour, and how this data is routinely shared with and used by the housing service to support tenants / promote tenancy sustainment • How trauma informed 				
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			working is promoted in the team, including how the team support both victims and perpetrators of anti-social behaviour within the housing service.				
17	08.08.23	Motion by Councillor Caldwell – Geographic spread of Council Housing in SHIP, Acquisitions & Disposals (see Agenda of 8 August 2023)	1) To request an Acquisition and Disposals update on the business bulletin, within 3 cycles which includes an updated figure of the disposals and acquisitions since the scheme's inception, broken down by ward, and how disposals in these two localities are being offset by Acquisitions in the same localities.	Executive Director of Place	27 February 2024		

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			2) To request an update to efforts being made to build new Council Housing in the Northeast and Southeast localities to be included in the next Strategic Housing Investment Plan Report.	Executive Director of Place	December 2023		