

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

14 May 2024

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.

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 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	Closed December 2022 Letters issued on 11.11.22 and 15.11.22. Letters and response issued to members.

			<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 Dec 2023</u> This review is still ongoing.</p> <p><u>Update October 2023</u> 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> Scottish Government to conclude EESSH2 review and report to go to COSLA leaders first.</p> <p><u>Update December 2022</u> Scottish Government will set out its intentions on funding for EESSH2 in 2023. A report can then be submitted and discussions at COSLA leaders</p>
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							meeting would provide the opportunity for the case to be made.
			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
3	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		Closed at meeting 03/10/2023 Heat map now included in the report for Committee in October 2023 and will be included in future updates.

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			<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	Implementation from January 2024		<p>Update – May 2024</p> <p>An update is provided in the Housing Service Improvement Plan report on 14.05.2024.</p> <p>Update – February 2024</p> <p>The additional Housing Officers and Preservation Surveyors are now in place in the dampness team with a dedicated team in each Locality. The Housing Officers support tenants who report damp issues and organise decants where required. As part of the establishment of this team, the roll out of the full process is well underway and all tenants will</p>
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							<p>receive a copy of the survey report with effect from 19 February 2024.</p> <p>Update December 2023</p> <p>Recruitment to the new Housing Officer posts for this area is now complete and the team will be in place from January 2024. This additional capacity will enable the full process of sharing survey reports with tenants and establishing local contacts to be implemented.</p> <p>Update October 2023</p> <p>This action is in progress but not fully complete.</p> <p>Due to the technical and commercial information</p>
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							<p>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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		Closed at meeting 03/10/2023 This is included in the report for Committee in October 2023

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			<p>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 sourcing all survey work, and for progress towards this aim to be</p>	Executive Director of Place	October 2023		<p>Closed at meeting 03/10/2023</p> <p>A report on Benchmarking is included on the agenda for Committee on 3 October 2023.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			included in all future reports on this topic.				
4	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>Closed at meeting 03/10/2023</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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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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

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			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			<p>Closed 5 December 2023</p> <p>Letter has been issued – response will be circulated when received.</p> <p><u>Update October 2023</u></p> <p>A letter is currently being drafted</p>
			4) To agree that these letters and their responses will be shared with committee.	Convener			<p>Closed 27 February 2024</p> <p>COSLA response circulated 6 December 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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	Ongoing		<p>Update – February 2024</p> <p>Discussions on this are on-going.</p> <p>Update October 2023</p> <p>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.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			6) To agree the relevant IIAs would be circulated to members.	Executive Director of Place	May 2023		<p>Closed at meeting 03/10/2023</p> <p>The Integrated Impact Assessment has now been published on the Council website.</p>

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5	08.08.23	Rapid Rehousing Transition Plan – Annual Update on Progress	<p>1) To note the high proportion of 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	27 February 2024		<p>Closed 27 February 2024</p> <p>Having explored this request, officers do not believe that additional social work or psychological support is required at present. However, this will continue to be monitored and Committee provided with an update in the RRTP Annual Update on Progress report.</p> <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</p>
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							Committee once the process is complete.
			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		<u>Update – December 2023</u> This will be included in the next report to Committee in August 2024.

			<p>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.</p>	<p>Executive Director of Place</p>	<p>December 2023</p>	<p>Closed 27 February 2024</p> <p>Officers have reviewed a sample of the cases where the cause of homelessness resulted from RSL tenancy loss and supported accommodation. The review found that in the majority of cases the reason for the loss of supported accommodation was people presenting as homeless following receipt of a positive decision on their asylum case and therefore moving on from Home Office provided accommodation or accommodation provided as part of a resettlement scheme.</p>
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							<p>For RSL tenancy loss, the review found that in a number of cases this should have been recorded as loss of PRS property. Additional training will be offered to officers to remedy this. In addition, the reasons behind RSL tenancy loss included rent arrears, antisocial behaviour and the accommodation no longer meeting the households needs.</p> <p>Update – December 2023</p> <p>An update is currently being prepared.</p> <p>Update October 2023</p> <p>Officers are continuing to</p>
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							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			<p>Closed at meeting 03/10/2023</p> <p>Link to Scottish Government guidance on the Unsuitable Accommodation Order can be found here.</p>

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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		<p>Closed 5 December 2023</p> <p>A briefing note on this was circulated on 2 October 2023.</p> <p>Update October 2023</p> <p>This briefing note will be circulated in advance of Committee on 03.10.2023.</p>

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	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	August 2024		<p>Update – May 2024</p> <p>An update is included in the Business Bulletin on 14.05.2024.</p> <p>Update – December 2023</p> <p>The call for projects has gone out to ward councillors and a closing date for proposals has been set as 31 March 2024. A report to committee will follow as soon as possible thereafter</p>

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7	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	August 2024		Update – December 2023 This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.
			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	August 2024		Update – December 2023 This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	03.10.23	Retrofitting strategy – response to motion by Councillor Watt	To note that a People Strategy and Strategic Workforce Plan is being developed to support recruitment, retention and development of staff and requests that - once this Plan has been completed - a note on how this interacts with the specific challenges outlined in this report is circulated to members of the Housing, Homelessness and Fair Work Committee and the Finance and Resources Committee.	Executive Director Place	Ongoing		<p><u>Update – May 2024</u></p> <p>The People Strategy was approved by P&S in March 2024.</p> <p><u>Update – December 2023</u></p> <p>The Council’s People Strategy and Strategic Workforce Plan are currently being developed. The information requested will be prepared following completion of these plans.</p>

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9	05.12.23	Edinburgh Fair Work Charter	To request that the 'scoping and engagement' phase of the timescale includes engagement with third sector and voluntary organisations working on employment and employability for women, disabled people, Black and minority ethnic people, care leavers, unpaid carers and other marginalised groups	Executive Director of Corporate Services	August 2024		
10	05.12.23	Strategic Housing Investment Plan (SHIP) 2024-29	1) To call for a report within one cycle exploring the benefits and costs of increasing the size of the Empty Homes Team eg. in Glasgow there are 4 Empty Homes Officers as opposed to 1 in Edinburgh.	Executive Director of Place	27 February 2024		Closed 27 February 2024 A report is included in the meeting papers for Committee on 27 February 2024, within the Empty Homes report.

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			2) To request quarterly pipeline approvals and completions in table format (similar to the table in 4.1.4 Table 2 of this report) on the Business Bulletin, to allow committee to track realistic progress.		May 2024		Update – May 2024 An update on the SHIP is provided for Committee on 14.05.2024 and an update on completions and approvals of new build property is included in the Cyclical Assurance report on 14.05.2024
			3) To note the estimations on Item 2.9 of the SHIP report and requests committee receives updated impact going forward after the induction of the Short Term Let Control Area.		November / December 2024		

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			4) Officers to circulate the committee report from March 2023 which provided details of the formula for calculating the allocation of the Transfer of Management Development Fund.	Executive Director of Place		February 2024	Closed 27 February 2024 A link to this report was circulated to Committee members on 21.02.2024.
			5) Officers to provide a map of land available for built to rents, council housing, housing association for land that is Council-owned.		Autumn 2024		

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11	05.12.23	Housing Emergency Action Plan	1) To agree that the action plan should form the basis of a programme plan that will be developed and presented to the Housing, Homelessness and Fair Work Committee on the 27 February 2024.	Executive Director of Place	27 February 2024		<p>Closed 27 February 2024</p> <p>A report was included in the meeting papers for Committee on 27 February 2024.</p>

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Requests the Service Director, Housing and Homelessness, continues to explore all further options to resolve the housing emergency and requests the 'cyclical updates' are present on May 2024 and August 2024 Business Bulletins respectively and the Homelessness Action Plan is annually scheduled as routine for scrutiny.		August 2024/February 2025		

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			3) Requests the May 2024 Business Bulletin update (as above) or a 'Void Turnaround Improvement Strategy' report (as determined suitable) includes the feasibility of 're-decoration vouchers' for properties where repairs / redecoration are the primary barrier to allowing Lets of Void properties (supporting Action Area 1.).		May 2024		Recommended for closure An update is provided in the Business Bulletin on 14.05.2024.

			<p>4) Requests the following action areas are appended to the draft final Housing Emergency Action Plan;</p> <ul style="list-style-type: none"> • Adds Action Area 26. “Ensure there is dedicated resource to liaise across Lothian council areas, when appropriate, to develop a strategic housing partnership across the City of Edinburgh Council, Midlothian Council, East Lothian Council, and West Lothian Council.” • Adds Action Area 27. “Ensure parity, where legislatively possible, between Planning and Housing departments and committees, and increase opportunities for departments and 	Executive Director of Place	27 February 2024		<p>Closed 27 February 2024</p> <p>A report was included in the meeting papers for Committee on 27 February 2024.</p>
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			<p>committees to co-ordinate to meet Housing Supply Targets in LDP 2016 and City Plan 2030 respectively.”</p> <ul style="list-style-type: none"> • Adds Action Area 28. “Guarantee action areas 1., 14., 16., 17. and 18. prioritise the dignity and wellbeing of residents above all quotas, targets and figures, and recognises the critical work officers currently do to ensure these values are upheld in all transactions.” 				

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			5) Requests the final action plan is broken down by practical steps that can be taken now and aspirational actions that require substantial additional capital.	Executive Director of Place	May 2024		<p>Update – May 2024</p> <p>The plan has now been finalised and will shortly be published.</p> <p>A further members briefing will be organised to talk through the detail of the HEAP programme plan.</p>
			6) Looks forward to engaging with officers and relevant stakeholders, including those with lived experience of the impact of the housing emergency, to develop the plan	Executive Director of Place	27 February 2024		<p>Closed 27 February 2024</p> <p>A report was included in the meeting papers for Committee on 27 February 2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	05.12.23	Strategy for purchasing land and homes to meet affordable housing need	To agree to receive an update report within three cycles on the feasibility of using CPO powers to bring long-term empty homes back into use and retaining those which align with the council's asset management strategy and disposing of those which do not.	Executive Director of Place	August 2024		Recommended for closure An interactive map provides details of each zone and colour code.
13	05.12.23	Waste and Cleansing Services on Housing Land	Officers to circulate more details in relation to the CoPLAR zoning map, with an explanation of the colour key.	Executive Director of Place			AC to check

14	05.12.23	Tenant Participation and Community Engagement 2024/27	<p>1) To recognise that funding to support tenant participation and community engagement is of vital importance.</p> <p>2) To note that Councillors have been asked to agree spending of over £550k of public money without:</p> <p>a) oversight of the SLA which governs the contract;</p> <p>b) a RAG status update (or similar) against the KPIs contained within the SLA;</p> <p>c) explanation of how the proposed spend delivers value for money in the context of other local authorities delivering a similar service differently and at lower cost.</p> <p>3) To consider that for Councillors to approve spending without this</p>	Executive Director of Place	May 2024		<p><u>Update – May 2024</u></p> <p>Information and draft SLA are currently being prepared.</p>
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			<p>information falls short of the level of scrutiny the public expect from Elected Members and is poor governance.</p> <p>4)To request that officers engage with political groups to share the above in advance of the next tranche of funding being awarded to ETF.</p>				
15	05.12.23	Affordable Housing Commuted Sums – referral from the Planning Committee	Given the Housing Emergency and need to develop an Emergency Action Plan, agrees that this Committee will receive a briefing note on this subject as soon as possible.	Executive Director of Place	Summer 2024		

16	05.12.23	<p>Motion by Councillor Caldwell - EdIndex during the Housing Emergency</p> <p>(See Agenda of 5 December 2023)</p>	<p>Requests:</p> <ol style="list-style-type: none"> 1. A report in three cycles which outlines: <ol style="list-style-type: none"> a) Key statistics from EdIndex over FY 23/24, including: <ol style="list-style-type: none"> a. number of applicants registered on EdIndex. b. total number of successful and unsuccessful bids in the FY. c. average number of days applicants on different priority tiers. b) A full list of partner organisations who are associated with EdIndex and the benefits that EdIndex partners, including the Council, receive. c) What alternative systems 	Executive Director of Place	August 2024		
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			<p>comparable local authorities use.</p> <p>d) A general summation of feedback from applicants over the last year and any relevant mechanisms/proposals to collect feedback from unsuccessful and successful applicants and third sector partners, as well as any proposals to maximise social equity in the system in the context of the Housing Emergency.</p> <p>2. The information requested in 4. a, b, and c is appended to the annual 'Edinburgh in Numbers' report to ensure transparent public monitoring during</p>				
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			<p>the Housing Emergency.</p> <p>3. Prior to the publication of the above report, a meeting between any elected members, relevant Place Directorate officers and EdIndex Board members (who wish to participate) is arranged to better understand the successes and challenges around EdIndex in the context of Edinburgh's wider Housing Emergency declaration.</p> <p>4. To request that this report also covers detail on what resourcing could be put in place to trial a programme of application support – for example, via scheduled drop in</p>				
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			<p>sessions in libraries, community centres, or over the phone – with oversight of this programme given to the HART team, who already work closely with disabled applicants or those with additional support needs, to ensure consistency in support for applicants from the point of application through to offer and post-offer support / tenancy sustainment, recognising that this is an important tenet of trauma informed working.</p>				

17	05.12.23	Motion by Councillor Hyslop - Discretionary Housing Payments (See Agenda of 5 December 2023)	<ol style="list-style-type: none"> 1) Requests a report to HHFW Committee within 2 cycles with an update to committee which outlines the potential for an increase in homelessness and associated costs to the council if DHP's are withdrawn as set out in the briefing note. 2) Requests this report seeks input from the Accessible Housing Sounding Board. 3) Request that this report also includes an outline of funds in addition to DHP whose general objectives are to prevent homelessness / support tenancy sustainment, outline the 	Executive Director of Corporate Services	14 May 2024		<p>Recommended for closure</p> <p>This report is included on the agenda for Committee on 14.05.2024</p>
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			<p>nuances of the policy intentions behind each of these funds, the different criteria attached to them (for example, which funds are eligible for benefit recipients vs non benefit recipients) and the funding streams for them, all with a view to setting out if there are additional considerations which ought to be made when reviewing funding needs for DHP going forward.</p>				

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18	27.02.24	Rolling Actions Log	To request an update on the request to the Scottish Government to publish the PBSA Findings Review, as agreed by committee in October 2023 (Action 17 of the February 2024 Rolling Actions Log).	Executive Director of Place			
19	27.02.24	Capital City Partnership Service Level Agreement	Officers to look into whether there was any existing Council training on green skills that could be shared.	Executive Director of Place			<p>Recommended for closure</p> <p>There is no existing training but officers are working to understand needs and develop relevant training.</p>

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20	27.02.24	UK Shared Prosperity Fund Update	<p>1) Officers to look into whether this funding could be a source for third sector organisations, given the Council budget did not include the regenerative futures fund.</p> <p>2) Officers to check whether cargo bikes in Princes Street Gardens are replacing existing vehicles and provide an update to members.</p>	Executive Director of Place			<p>Recommended for closure</p> <p>(1) The governance of the programme does not enable this.</p> <p>(2) The cargo bikes are replacing existing vehicles.</p>

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21	27.02.24	Affordable Childcare for Working Parents	To request a cross-committee briefing session, including members of this committee, Education, Children and Families, and the Edinburgh Partnership, on the proposed future business model for this service.	Executive Director of Place	Autumn 2024		

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22	27.02.24	Increasing Affordable Homes Delivery	1) Requests that officers further engage with Scottish Government officials to explore the questions raised in 1.4 and identify the parameters around when approval for the transfer of funds would and would not be given (with particular focus on what purposes would be permissible for this, e.g. to bring voids back into use, to retrofit homes, etc), reporting back to committee in 2 cycles to allow political groups adequate time to build this into their budget plans for 2025-2026.	Executive Director of Place			
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			2) To request that details of the total cost of “off the shelf” purchases from the last few years be shared.	Executive Director of Place			

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23	27.02.24	Cyclical assurance on service performance	<p>1) Requests the status of Voids be reported in the Business Bulletin in each cycle:</p> <ul style="list-style-type: none"> - voids returned to stock for letting. - new voids added during period. - balance of voids for re-letting. - breakdown of voids unable to be let <p>2) Requests reporting in each Business Bulletin on progress made to eradicate Damp and Mould as a factor impacting the lives of Council tenants and their families, in line with the approved tenant engagement process:</p> <p>Reporting to include:</p>	Executive Director of Place			
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			<ul style="list-style-type: none"> - Number of homes by Ward reported as having damp and mould at date of report - Average waiting time for a dampness survey - Number of homes by Ward having been cleared of Damp and Mould since formation of the Dedicated Team (first report) / since last report (ongoing) as recorded by the Damp and Mould Team - as confirmed by Tenant sign off - New Damp and Mould Cases reported since 				
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			date of last report by Ward				
24	27.02.24	Responding to the Housing Emergency Declaration	1) Agrees that, as part of the next stage of work with the Housing Emergency plan, consideration is given to hosting a Housing Emergency summit is held to discuss the plan with all stakeholders in one place, with a particular focus on exploring what outcomes are expected to be achieved in relation to the various different actions contained in the plan to date.	Executive Director of Place			<u>Update – May 2024</u> This is being planned, although given the range of stakeholders it may be appropriate to host a series of summits to ensure relevant representation for specific actions.

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			2) Further agrees that some consideration will be given to how members of the public can contribute their ideas / views about the plan in advance of this summit, with their ideas to be discussed during the summit too.	Executive Director of Place			<u>Update – May 2024</u> Tenant engagement is a theme within the HEAP and this will be factored into final plans for a summit(s).

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			3) Agrees that additional actions will be added into the plan to look at how the Council can support private tenants as a preventative spend / action against homelessness – for example, by exploring options for reinstating the Tenant Grant Fund – and that these additions will be reported at the next Housing, Homelessness and Fair Work committee.	Executive Director of Place			<u>Update – May 2024</u> Business Bulletin updates are provided
			4) To request that the presentation slides be published alongside the meeting papers.	Executive Director of Corporate Services			Recommended for closure Slides are published alongside the committee papers.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
25	27.02.24	Support for Refugees, Asylum Seekers and Displaced People	1) Requests the Convenor liaise with the Council Leader to write to the Secretary of State for Foreign, Commonwealth and Development Affairs highlighting the success of the Welcome Hub since February 2022 and outlining the Council's opposition to the new restriction, requesting a recommencement of the Ukraine Family Scheme.	Convenor			<u>Update – May 2024</u> The Convenor is meeting with Cammy on Friday 10 th May to discuss, and a letter is being drafted.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Agrees to receive a twice-yearly update on progress towards the development of the “Edinburgh strategy for support to asylum seekers, refugees and displaced people” outlined in section 9.4 of the report, including updates on service level demand and any other relevant information for committee in the form of a report to Housing, Homelessness and Fair Work Committee.	Executive Director of Children, Education and Justice Services	August 2024		Added to the Committee Work Programme – first of the 6-monthly reports expected August 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) Officers to check and confirm the reason the decision was made to employ a Russian speaking teacher.	Executive Director of Children, Education and Justice Services			Recommended for closure Complete and a response has been sent to the relevant councillor.
			4) Officers to provide details of the impact of free bus passes.	Executive Director of Children, Education and Justice Services	August 2024		
26	27.02.24	Edinburgh Local Heat and Energy Efficiency Strategy and Delivery Plan – referral from the Policy and Sustainability Committee	Officers to provide further details on decarbonising gas appliances and to provide a timescale for the Retrofitting Strategy coming forward	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
27	27.02.24	Internal Audit reports Management of Ad hoc Mixed Tenure Works (PL2302), Housing Stock Condition – Tenant Safety, Damp and Mould (PL2303), Repairs Right First Time (PL2306) and service area responses for (PL2303) and (PL2306) – referral from the Governance Risk and Best Value Committee	Requests a briefing note is circulated to Committee members prior to 28th March 2024 with further details about the organisational review, proposed changes to the service and how these will address the issues identified in the internal audit reports, and other reports discussed at Committee. This briefing note should also outline what consultation / engagement has happened with unions.	Executive Director of Place			

28	27.02.24	<p>Motion by Councillor Parker - Opportunities for nature on HRA land</p> <p>(See Agenda of 27.02.24)</p>	<p>1) Requests a report to Housing, Homelessness and Fair Work committee in 2 cycles to set out:</p> <p>a) A timetable and update for the Living Landscape mapping project concerning HRA land, with specific information about how this output will be integrated into wider workplans within the Housing service.</p> <p>b) Recommendations for how resources allocated from the Neighbourhood Environment Programme in 24-25 while still being led by residents can be better utilised to support aims for nature, including how these projects can dovetail with other Council strategies</p>	Executive Director of Place	August 2024		
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			<p>working on nature and biodiversity, and what additional data ought to be collected against these projects in order to evidence this going forward.</p> <p>c) Recommendations for what specific outcomes for nature could be included as part of the NEPs programme when it is retendered later this year, including KPIs to be included as part of this.</p> <p>d) Recommendations for how the above actions can be monitored through committee going forward, including a proposed future reporting schedule around “Opportunities for nature on HRA land” / tackling the</p>				
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Nature Emergency on HRA land, cognisant of the possible overlapping of projects and reporting with Culture & Communities committee and suggestions about how this should be managed.</p> <p>e) The cost implications and officer time of taking on this work.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Once the report is available then committee should consider whether the Local Housing Strategy will include a specific topic paper focused on improving opportunities for nature as part of it, and that this will be developed in consultation with relevant officers / external groups with expertise on nature and biodiversity.	Executive Director of Place	August 2024		