

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

4 November 2021

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	November 2021	November 2021	<p>Recommended for Closure – report on agenda for November</p> <p><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></p>

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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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							<p><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></p>

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			2) To request that officers ask the Board for details of how they planned to reduce their carbon footprint.	Executive Director of Place			Recommended for Closure – included in annual update report Committee agreed this action would remain open to request further information and figures on how the EICC planned to reduce their carbon footprint and how much by.
2	05.11.20	Consultation Response: Local Connection	Officers will provide Committee with an update on the impact of these changes six months after implementation.	Executive Director of Place	November 2021	November 2021	Recommended for Closure – update in Business Bulletin for November

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3	14.01.21	Empty Homes Update	Therefore agrees to receive a further report within three cycles setting out the potential to mainstream funding for the EHO post and to greater embed the work of the EHO within the wider homelessness and council tax teams in order to support wider council objectives on ending homelessness.	Executive Director of Place	November 2021	November 2021	Recommended for Closure – report on agenda for November
4	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		

5	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			
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6	03.06.21	Updated Housing Revenue Account (HRA) Capital Programme	Agrees to receive a report in two cycles on the projects outlined in the key priorities in appendix 3. This should include, for large scale projects such as external fabric improvements, status updates on community engagement and consultation, design work, the scope of works and indicative time frames for work to begin.	Executive Director of Place	November 2021	November 2021	Recommended for Closure – report on agenda for November
7	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			Initial workshop took place in September, further workshop to be scheduled (see action 8(2))

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8	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		

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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		Initial workshop took place in September, further workshop to be scheduled (see action 7)
9	10.06.21	Council Fire Safety Policy 2021-24 (from Policy and Sustainability Committee)	Therefore calls for a report to Housing, Homelessness and Fair Work Committee detailing the council's current post-fire procedure should a fire occur on or near council run accommodation and any suggested updates to that procedure within two cycles.	Executive Director of Place	November 2021	November 2021	Recommended for Closure – on agenda for November

10	24.06.21	<p>Motion By Councillor Booth - Suspension of Eviction Action Against Council Tenants for Rent Arrears</p> <p>(from the City of Edinburgh Council)</p>	<p>6) Further agrees that a report will be provided to the Housing, Homelessness and Fair Work Committee within one cycle and that this report should:</p> <p>a. set out options for a review of pre-court engagement with tenants with a view to adopting best practice in encouraging tenants to engage early and constructively with the council when arrears problems first emerge.</p> <p>b. Recognising that the council is the custodian of the HRA for tenants, the report should reflect the views of tenants and tenants' representative organisations and therefore asks officers to consult with tenants representatives about any additional measures that could be put in place to avoid court proceedings</p> <p>c. Recognising further that the biggest risk of homelessness is to tenants in the private rented sector, as the pre-legal requirements in</p>	Executive Director of Place	September 2021	September 2021	<p>Recommended for Closure – report considered on 2 September 2021</p>
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			<p>place for social landlords requiring every action be taken to assist with rent arrears are not in place in the private rented sector. Therefore requests the report includes the most up to date data on evictions across all tenures, and steps the council is taking to support tenants in the PRS to prevent homelessness.</p>				

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11	03.09.21	Young Person's Guarantee Delivery	Notes the importance of Fair Work and Edinburgh's commitment to becoming a Living Wage City. Therefore asks officers to bring back a report on Employer Recruitment Incentives (ERIs) and how we can ensure that where young people's employment is being subsidised through ERIs they are either receiving the Real Living Wage (RLW), or gaining qualifications and skills which will enable them to enter a profession and earn above the RLW on completion of their training.	Executive Director of Place	November 2021		Recommended for Closure – report on agenda for November
12	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		

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13	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			