

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

29 September 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	December 2022		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.

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							<p>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.</p>

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							<p>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 then be reported to Committee for consideration.</p>

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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		<p>Recommended for closure</p> <p>An update was included in the Craigmillar Regeneration Update report in March 2022.</p>

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3	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	September 2022		<p>Recommended for closure</p> <p>An update on the work of the team was provided in the RRTP annual update on progress agreed by committee on 4 August which noted that the team continue to provide intensive support to tenants dependant on individual circumstances and will seek to develop the service over the coming year.</p>

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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			
4	24.03.22	2022/23 Housing Revenue Account (HRA) Capital Programme	Agree to receive a progress report within three committee cycles on progress with the stock condition survey, mixed tenure area regeneration and the development of the whole house retrofit programme	Executive Director of Place	September 2022		Recommended for closure On the agenda for this meeting.
5	24.03.22	Gig Economy Task Force	1) Agree to consider a report by Autumn 2022 on progress on plans for delivery of task force priority recommendations 1 and 2	Executive Director of Place	November 2022		

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			2) Agree to development of a forward work programme with proposed timelines and resources needed for implementation of task force recommendations 3 to 7 by Autumn 2022	Executive Director of Place	November 2022		
6	23.06.22	Business Bulletin	To agree that officers would circulate information on the location of acquisitions and disposals in the city.	Executive Director of Place	August 2022		Recommended for closure Circulated 10.08.22.
7	23.06.22	Parental Employability Support	1) To further agree that a report will come back to Committee in one cycle, following officer engagement with Canongate Youth, with more detail on the project and outcomes, for a decision from Committee.	Executive Director of Place	August 2022		Closed 04.08.22

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			2) To request that a briefing note on the employability delivery model be circulated to committee members.	Executive Director of Place	September 2022		Recommended for Closure Briefing note will be circulated by 29 September 2022.

8	23.06.22	UK Shared Prosperity Fund and Levelling Up Fund	<p>1) To request an urgent briefing for Councillors which set out:</p> <ul style="list-style-type: none"> • Whether the investment plan was for three years or one year. • Which projects currently funded under the European Structural Fund would be put forward, and whether there was any funding gap for these projects. • Detail on what applications were being invited from third parties, and whether these were for revenue or capital, or both. • The criteria for the applications for third parties, and what outcomes were attached to these. <p>2) To request that the call for applications communication that was sent to third</p>	Executive Director of Place	August 2022		<p>Recommended for closure</p> <p>Briefing took place in June 2022.</p>
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			<p>parties be circulated to Committee members.</p> <p>3) To request that a list of third-party agencies that had received the call for applications communication be circulated to Committee members.</p>				

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9	04.08.22	Update on the Housing Service Improvement Plan	<ol style="list-style-type: none"> 1) To arrange a workshop in advance of the next Committee update for further scrutiny. 2) To circulate a briefing note on the consultation and engagement methodology, including a breakdown of the ethnic minority groups involved. 3) To include a further update on the complaints handling process in the next HSIP, including the progress with the new process and the resolution team. 	Executive Director of Place	<p>December 2022</p> <p>October 2022</p> <p>March 2023</p>		

10	04.08.22	Rapid Rehousing Transition Plan – Annual Update on Progress	<ol style="list-style-type: none"> 1) To circulate a briefing note with further information on the rise of PSL Properties. 2) To request a briefing after the publication of the Accessible Housing Study (Appendix 1, 4.23) to understand more about: <ol style="list-style-type: none"> a. The detail of the IIA referenced in the report. b. The relationship between – and overlap with – housing demand amongst homeless households and disabled households in the city. c. The findings and recommendations 	Executive Director of Place	<p>September 22</p> <p>December 22</p>		<p>1) Recommended for closure</p> <p>A PSL Briefing has been organised for 26 September 2022</p> <p>2) Accessible Housing Study report going to HHFW in December</p>
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			of the Accessible Housing Study.				
11	04.08.22	Repairs, Maintenance, and Investment to Lifts in Multi Storey Tower Blocks	<ol style="list-style-type: none"> 1) To circulate further information on the total out of service time of lifts that were noted in the report to be out of service for '5+ days'. 2) To circulate the total number of tower blocks in the City that are not provided with a concierge service. 3) To circulate figures on lift damage and a percentage of the total damage rates where the cause was vandalism. 	Executive Director of Place	September 2022		<p>Recommended for closure</p> <p>Details circulated on 6 September 2022.</p>