

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

9 May 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.08.22	Rapid Rehousing Transition Plan – Annual Update on Progress	1) To circulate a briefing note with further information on the rise of PSL Properties.	Executive Director of Place	September 2022		Closed September 2022 A PSL Briefing has been organised for 26 September 2022

			<p>2) To request a briefing after the publication of the Accessible Housing Study (Appendix 1, 4.23) to understand more about:</p> <ul 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 of the 	Executive Director of Place	31 March 2023		<p>Recommended for closure</p> <p>Briefing took place on 31.03.23.</p>
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			Accessible Housing Study.				
2	29.09.22	Capital City Partnership - Progress Update	1) To note that the Capital City Partnership events schedule would be shared with members.	Executive Director of Place		13 October 2022	Closed December 2022 Briefing took place on 13 October 2022.

			<p>2) Agrees to bring back a report in 3 cycles on the data gathered, and how this will be monitored in future, in relation to provision of service that reflects support for people in need by reason of age, poor health and wellbeing outcomes, disability, learning disability, marginalised groups including those from low socio-economic backgrounds, single-parent families, ethnic minorities, and people with experience of complex needs</p>	<p>Executive Director of Place</p>	<p>August 2023</p>		
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			including trauma or violence.				
3	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	Closed December 2022 Letters issued on 11.11.22 and 15.11.22. Letters and response issued to members.

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			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	Convener / Council Leader	Autumn 2023		<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 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>
4	29.09.22	Trade Unions in Communities	1) Note that officers will engage with the Trade Unions and community groups to identify what support the Council can offer to support the hub.	Executive Director of Place	March 2023		<p>Recommended for Closure</p> <p>Report was agreed in March 2023.</p>

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			2) Agree that an update will be provided in December 2022.	Executive Director of Place	March 2023		Closed March 2023 Update on agenda for March 2023.
5	29.09.22	Motion by Councillor Caldwell – The Importance of Participatory Budgeting (See Agenda of 29 September 2022)	Requests that the Convener of Housing, Homelessness and Fair Work meet with the Convener of Finance and Resources to explore how we can support Council-led PB alongside local residents and volunteers.	Convener			Recommended for Closure Initial meeting was held with Cllr Meagher & Cllr Watt on 18.01.23, further discussions to take place.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	01.12.22	Edinburgh International Conference Centre – annual update for the year ending 31 December 2021	To note that EICC would offer a briefing session for Elected Members to discuss their plans, in the new year, and that to request that a schedule of planned repayments be presented at this session.	Executive Director of Place			<p><u>Update May 2023</u></p> <p>The EICC is currently updating its carbon report and will arrange to brief members once this work is complete. It should also be noted that the responsibility for oversight of the EICC was move to Finance and Resources Committee following the agreed governance changes at Council. The briefing provided will be shared with members of both committees for continuity.</p>

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7	01.12.22	Strategic Housing Investment Plan (SHIP) 2023-28	1) Agrees that councillors will receive a written briefing within one month setting out the detail of the pipeline of homes including how many sites will provide council owned affordable homes, including the number of homes on each site.	Executive Director of Place		March 2023	Recommended for closure Briefing note circulated 14 March 2023.
			2) To request that a table is provided detailing the percentages of SL homes, social homes, affordable housing on each site.	Executive Director of Place		March 2023	Recommended for closure Briefing note circulated 14 March 2023.

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			3) To note officers would provide members with more detail on the climate impact of building homes, as detailed in the Internal Impact Assessment.	Executive Director of Place		March 2023	Recommended for closure Briefing note circulated 14 March 2023.
			4) To note officers would consult with Councillor Whyte to provide a follow up on the concerns of specific undeveloped SL sites.	Executive Director of Place		January 2023	Closed March 2023 Completed January 2023.

8	01.12.22	Living Hours City – Response to a motion from Councillor Campbell	<p>Agrees to bring back a report in three cycles setting out in more detail what the scoping work for Edinburgh to become a Living Hours City would entail including:</p> <ul style="list-style-type: none"> • An early discussion with Living Wage Scotland about what a journey to a Living Hours City could look like • A preliminary assessment of which departments in the council would be affected alongside staff numbers • A financial assessment of what impact becoming a Living Hours employer could have on future council budgets • Requests that the Living Wage Action Group consider this information and their assessment is included within the report 	Interim Executive Director of Corporate Services	August 2023		
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	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><u>Update May 2023</u></p> <p>Briefing note to be circulated May 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</p>	Executive Director of Place	October 2023		
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			<p>energy sources in the future, such as heat networks</p> <p>ii) Detail about how the use of SIMD, stock condition findings and tenure</p> <p>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</p>				
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			<p>part of WHR work, including:</p> <p>a. options for how any required funding could be secured / provided outwith the HRA for this</p> <p>b. a strategy for workforce recruitment, upskilling and retention to deliver this work, as part of our commitment to a just transition.</p>				
			3) To request a workshop on whole house retrofit approach and an energy strategy.		September 2023		
10	09.03.23	Funding of affordable housing through the Scottish Government's Affordable Housing Supply Programme	1) To note detail would be included in the Rapid Rehousing Transition Plan, coming to Committee in May, as to why there's a higher number of households in temporary accommodation in Edinburgh compared to Glasgow.	Executive Director of Place	August 2023		

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			2) Asks the Convener of the HHFW committee to write to the Cabinet Secretary to ask for further information from the Scottish Government on the numerical formula, and the detailed workings out, for how the funding allocation for Edinburgh's TMDF and SHIF figures were calculated this year.	Convener	May 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	09.03.23	Tenant Hardship Fund (2023/24)	<p>Requests a further briefing note to members which contains:</p> <p>i) the full Equality Impact Assessment about the fund</p> <p>ii) Details about how the fund will be publicised amongst tenants and how tenants will be expected to reach out to ask for support from it - for example, via text, phone, email, face to face - with evidence of due consideration given to the various equalities impacts of this</p>	Executive Director of Place	May 2023		

12	09.03.23	Response to motion by Councillor Dalglish – 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>				<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.				
13	09.03.23	Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement	To note the Chief Executive of EICC would share the details of the reduction of EICC’s carbon footprint since 2019 with members.	Chief Executive of EICC			<p><u>Update May 2023</u></p> <p>The EICC is currently updating its carbon report and will arrange to brief members once this work is complete. It should also be noted that the responsibility for oversight of the EICC was move to Finance and Resources Committee following the agreed governance changes at Council. The briefing provided will be shared with members of both committees for continuity.</p>

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14	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		
			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	August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	09.03.23	Housing Service Improvement Plan – Update	<p>Requests a short briefing note to outline:</p> <ul style="list-style-type: none"> i) what access requirements are currently being considered as part of this work through the HSIP presently; ii) who has been consulted to inform work on this to date; iii) what provisions are in place to tackle digital exclusion through this work and iv) how the accessible housing working group will be able to engage with the implementation plan and delivery milestones relating to this action from the HSIP, once the group is formed. <p>The briefing note should address how accessibility requirements were being considered as part of the Edindex partnership.</p>	Executive Director of Place	May 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	09.03.23	Homelessness Services' Performance Dashboard	To note the Interim Homelessness & Housing Support Senior Manager would circulate a note to members with more detail on figures in Appendix 1 of the report from the Executive Director of Place.	Executive Director of Place	April 2023		Recommended for closure Circulated 6 April 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	09.03.23	Mixed Tenure Improvement Service	<p>Requests a briefing note outlining in more detail:</p> <p>i) whether the current provision of grants and loan support is judged to be sufficient for owners in mixed tenure blocks to be able to agree to improvements through the MTIS</p> <p>ii) what further resources would be required to increase uptake amongst owners</p> <p>iii) how these resources could be financed, and</p> <p>iv) what learning we can take from other local authorities who are doing this work</p>	Executive Director of Place	5 May 2023		Subject to feedback from other Local Authorities to allow benchmarking exercise.
18	09.03.23	Place Directorate - Revenue Budget Monitoring 2022/23 – Month Eight Forecast	To note the Principal Accountant would share the definitions of the rent loss terms in the report with members and include these in future reports.	Executive Director of Place			

19	09.03.23	Motion by Councillor Campbell – Damp and Mould	<p>To agree that officers should develop, with immediate effect, a plan to improve the response to the way the Council dealt with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources.</p> <p>The improvement plan in development also included key areas such as:</p> <ul style="list-style-type: none"> - an end-to-end process review putting tenants' health and wellbeing at the centre; - training for all front-line staff and enhanced technical training for the dampness team; - research and identification of new products for the prevention, treatment and removal of mould; - better use of technology and systems to analyse trends and 	Executive Director of Place	May 2023		<p>Recommended for closure</p> <p>Report on the agenda for 9 May 2023.</p>
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			data capture to inform future investment, including how the stock condition survey will inform capital investment.				

20	09.03.23	Motion by Councillor Caldwell – Taking stock of affordable housing by ward in the City of Edinburgh	<p>1) To request a briefing on the last 5 years (FYs 2017-2022), split into the 17 wards, that made up the City of Edinburgh detailing;</p> <p>i) How many affordable homes, as part of the HRA Business Plan, during those years had been;</p> <ul style="list-style-type: none"> • Granted planning permission. • Underwent construction by the end of FY2022. • Built to completion. <p>ii) How many planning applications were granted where a commuted sum was agreed for the affordable homes.</p>	Executive Director of Place	31 May 2023		<p><u>Update May 2023</u></p> <p>Briefing note to be circulated to committee in May 2023</p>
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			<p>iii) How many approved affordable homes had been delivered within each ward and, in cases where that was not possible, what had happened to the commuted sum.</p> <p>iv) What were the main barriers to affordable housing being delivered on site and what was being done to overcome this.</p> <p>v) The percentage of housing-led development sites (by ward) which did not include affordable housing as part of the New Homes Strategy.</p> <p>2) To request that the information requested included details of the</p>				
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			council's HRA housebuilding programme, all homes built under the AHSP, and all affordable housing built without subsidy.				