

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

8 August 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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>	<p>Recommended for closure</p> <p>Report on the agenda for 8 August 2023.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			including trauma or violence.				
2	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>

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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>

3	01.12.22	Edinburgh International Conference Centre – annual update for the year ending 31 December 2021	<p>To note that EICC would offer a briefing session for Elected Members to discuss their plans, in the new year, and to request that a schedule of planned repayments be presented at this session.</p>	<p>Executive Director of Place</p>			<p>Recommended for closure</p> <p>Briefing circulated 20 June 2023.</p> <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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4	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 	Executive Director of Corporate Services	August 2023		<p>Recommended for closure</p> <p>Report on the agenda for August 2023.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	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>Recommended for closure</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</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		Workshop arranged for 6 September 2023 – invites sent on 10 July.
6	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		<p>Recommended for closure</p> <p>Report on the agenda for August 2023.</p>

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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		Recommended for closure Letter issued 3 July 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
7	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		<p>Recommended for closure</p> <p>Briefing note circulated 5 June 2023.</p>

8	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 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.				

9	09.03.23	Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement	<p>To note the Chief Executive of EICC would share the details of the reduction of EICC’s carbon footprint since 2019 with members.</p>	<p>Chief Executive of EICC</p>			<p>Recommended for closure</p> <p>Briefing note circulated 20 June 2023</p> <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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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	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		Recommended for closure 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	August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	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		<p>Recommended for closure</p> <p>Briefing note circulated on 18 July 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	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		<p>Recommended for closure</p> <p>Briefing note circulated 22 May 2023</p>
13	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			<p>Recommended for closure</p> <p>Briefing note circulated 20 June 2023.</p>

14	09.03.23	Motion by Councillor Campbell – Damp and Mould	<p>Agrees to receive an update report on damp and mould in one cycle which:</p> <ul style="list-style-type: none"> • Sets out detail of the current systems in place so that councillors can consider these in line with the request from the Scottish Housing Regulator including analysis on performance • Detail of current cases including case length and location, timeframes for repairs to be completed, tenant satisfaction , performance on 'getting it right first time' and causes of damp and mould • Updates on the outstanding actions at 4.15 	Executive Director of Place			<p>Recommended for closure</p> <p>Reported to committee in May 2023.</p>
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			<p>from the report in January 2022</p> <ul style="list-style-type: none"> • Sets out an additional decant process to be added to the current commitment which includes a risk assessment and looking at the health and wellbeing of tenants including risk factors such as age and existing health conditions such as respiratory or other illnesses • A heat map of damp and mould cases across the city aligned with the a map showing the proposed capital programme for whole house retrofit • Detail of the process for using damp and mould repairs case data 				
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			<p>to help inform the long term capital programme and asset management strategy.</p> <ul style="list-style-type: none"> • Detail of how data from damp and mould repairs cases can be used to prioritise the sequencing of stock condition surveys <p>Further agrees that officers should develop, with immediate effect, a plan to improve the response to the way the Council deals with damp and mould with a commitment to establish an in-house dampness team with the recruitment of additional resources. The improvement plan in development also includes key areas such as:</p> <ul style="list-style-type: none"> • an end-to-end process review 				
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			<p>putting tenants' health and wellbeing at the centre;</p> <ul style="list-style-type: none">• 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 data capture to inform future investment, including how the stock condition survey will inform capital investment.				
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15	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>Recommended for closure</p> <p>Briefing note circulated 5 June 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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			council's HRA housebuilding programme, all homes built under the AHSP, and all affordable housing built without subsidy.				
16	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			

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17	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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 recurring Housing Service Improvement Plan report.	Executive Director of Place	October 2023/April 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		

			<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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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		
18	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			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<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			

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		

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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.	Executive Director of Place	October 2023		

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			5) 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 included in all future reports on this topic.	Executive Director of Place			

19	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. • 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 	Executive Director of Place	31 October 2023		
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			years and 3 years and longer.				
			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			

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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			
			4) To agree that these letters and their responses will be shared with committee.	Convener			
			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?			

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			6) To agree the relevant IIAs would be circulated to members.	Executive Director of Place			
20	09.05.23	UK Shared Prosperity Fund Update	1) To agree sustainability details would be included in the next report to committee in August 2023.	Executive Director of Place	August 2023		Recommended for closure On the agenda for August 2023.
			2) To issue a briefing note on lifelong learning capacity for the project and whether any of this would be outsourced.	Executive Director of Place			Recommended for closure Covered in the report on the agenda for August 2023.

21	09.05.23	<p>By Councillor Campbell - Waste and Cleansing Services on Council Housing Estates (see Agenda)</p>	<p>To requests 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 	Executive Director of Place	31 October 2023		
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			<p>instruction of the 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. 				