

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

3 October 2023

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>
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------	----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

2	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 October 2023</u></p> <p>An update was included in the Business Bulletin for Committee on 03.10.2023.</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>
---	----------	-------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			school headteachers.				
3	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		Closed 8 August 2023 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	Ongoing		The Licensing Board are currently considering this and a briefing note will be prepared once an update is received.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	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	December 2023		An update on this is in progress and will be shared with Committee as soon as possible.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	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		Closed at meeting 03/10/2023 This information is included in the Housing Service Improvement Plan update for Committee on 03.10.2023.

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		Recommended for closure A briefing note covering this was circulated on 15 November 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		Closed at meeting 03/10/2023 Added to the Work Programme

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		Closed at meeting 03/10/2023 This information is included in the Housing Service Improvement Plan update for Committee on 03.10.2023.

			<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		<p>Recommended for closure</p> <p>A briefing note covering this was circulated on 15 November 2023.</p>
--	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	--------------	--	----------------------------------------------------------------------------------------------------------------

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		Recommended for closure A briefing note on this was circulated on 2 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		Recommended for closure A briefing note covering this was circulated on 15 November 2023.
6	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.

			<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 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 contained within the survey reports officers are converting the</p>
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	----------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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>
			<p>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.</p>	Executive Director of Place	October 2023		<p>Closed at meeting 03/10/2023</p> <p>This is included in the report for Committee in October 2023</p>

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			sourcing all survey work, and for progress towards this aim to be included in all future reports on this topic.				
7	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"> <li data-bbox="712 300 1077 480">• A detailed plan for voids which sets out timescales for reducing to 'normal turnover'. <li data-bbox="712 504 1077 866">• 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. 				

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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>Recommended for closure</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			To be circulated on receipt

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 / Corporate Services?	Ongoing		<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>
			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>

8	09.05.23	<p>By Councillor Campbell - Waste and Cleansing Services on Council Housing Estates (see Agenda)</p>	<p>To request 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 instruction of the 	Executive Director of Place	December 2023		<p>Recommended for closure</p> <p>This report is included in the papers for Committee on 5 December 2023.</p> <p>September 2023 Update</p> <p>Report deferred to December committee</p>
---	----------	--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	---------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	08.08.23	Business Bulletin	1) To agree any upgrades to secure door entry systems which were already in progress would continue while new installations would be paused until a report on the programme is brought to Committee.	Executive Director of Place	October 2023		Closed at meeting 03/10/2023 A report on the programme is included on the agenda for Committee on 3 October 2023.
			2) To extend an invitation to members of all political groups to meet to discuss income maximisation and tenant hardship fund.	Executive Director of Place			Recommended for closure This was discussed at the Place Directorate briefing for Committee members on 8 November 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To provide Cllr Dobbin with information on the spread of damp and mould sensors across Almond ward.	Executive Director of Place			Closed at meeting 03/10/2023 This information has been shared with Councillor Dobbin.
			4) To note that an update would be provided on void properties contributing to the £800k 'gross rent receivable' loss, the number of homes in this category and the reasons for these being void.	Executive Director of Place			Closed at meeting 03/10/2023 An update has been shared with Councillor Parker on this.

10	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>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 Committee once the process is complete.</p>
----	----------	-----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	------------------	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.	Executive Director of Place	December 2023		<p>Update – December 2023</p> <p>An update is currently being prepared.</p> <p>Update October 2023</p> <p>Officers are continuing to investigate this and an update will be provided to Committee in a business bulletin.</p>
			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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			5) To send information on the suitability assessments made on PSL properties by the Council before occupation.	Executive Director of Place	October 2023		<p>Recommended for closure</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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	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	Summer 2024		<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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	08.08.23	UK Shared Prosperity Fund	1) To agree the recommended additional spend, subject to further detailed discussion with group spokespeople, on projects delivering People and Skills Interventions, and feasibility studies under the Regional Prosperity Framework, to ensure that Edinburgh's UK SPF allocation, including Multiply, is fully utilised in 2023/24.	Executive Director of Place	3 October 2023		<p>Closed at meeting 03/10/2023</p> <p>The requested information was circulated after Committee and, following confirmation that Elected Members were happy with the approach, the recommendations have been implemented.</p>

			<p>2) To request that additional information about the projects proposed for additional funding is shared before a decision to award additional funding is made and that this information includes:</p> <ul style="list-style-type: none"> • what percentage of total project spend the additional funding represents; • a brief description of the performance of projects to date, including how they are currently meeting targets; a brief description of what additional benefits will be realised as a result of the additional funding. 				<p>Recommended for closure</p> <p>The requested information was circulated after Committee and, following confirmation that Elected Members were happy with the approach, the recommendations have been implemented (the intention was to close 2) and 3) at the October meeting).</p>
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To agree the information requested would be circulated immediately following the meeting.				
13	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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		<p>Update – December 2023</p> <p>This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	08.08.23	Motion by Councillor Caldwell – Geographic spread of Council Housing in SHIP, Acquisitions & Disposals (see Agenda of 8 August 2023)	1) To request an Acquisition and Disposals update on the business bulletin, within 3 cycles which includes an updated figure of the disposals and acquisitions since the scheme's inception, broken down by ward, and how disposals in these two localities are being offset by Acquisitions in the same localities.	Executive Director of Place	27 February 2024		To be included on Business Bulletin on 27 February 2024.
			2) To request an update to efforts being made to build new Council Housing in the Northeast and Southeast localities to be included in the next Strategic Housing Investment Plan Report.	Executive Director of Place	December 2023		Recommended for closure Update provided as part of the SHIP 24-29 report on the agenda.

15	31.08.23	<p>City of Edinburgh Council</p> <p>Motion by Councillor Mattos-Coehlo – Employment Support for Refugees</p> <p>(See Agenda of 31 August 2023)</p>	<p>1) To agree that the Housing, Homelessness and Fair Work Committee will receive a report in 3 cycles outlining the direct Council support open to asylum seekers and refugees to access employment and what scope there is for respective Council teams to identify and support refugees and asylum seekers overcome some of the likely barriers faced.</p> <p>2) To request that the report also provides a brief progress and monitoring update on the specific priority activities that were outlined on the framework to reduce digital exclusion for vulnerable</p>	Executive Director of Place	27 February 2024		
----	----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	------------------	--	--

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			individuals including refugees.				
16	28.09.23	City of Edinburgh Council Annual Performance Report 2022/23 - referral from the Policy and Sustainability Committee	Council requests that a review is undertaken of the Council apprenticeship scheme with actions being taken to meet or exceed target being reported to the Housing, Homelessness and Fair Work Committee within two cycles.	Executive Director of Place	27 February 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	03.10.23	Whole House Retrofit	1) To request a briefing note outlining what training around biodiversity / nature has already been in place for workers in the housing service, and what regular training programme is planned for workers on this going forward to ensure that future works successfully deliver co-benefits for nature / biodiversity.	Executive Director Place			<p>Recommended for closure</p> <p>A briefing note on this was circulated on 15 November 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To also request that this briefing note includes information about how tenants are kept informed about estate changes relating to biodiversity / nature, and how they are encouraged to participate in this – for example, through citizen science projects and community growing spaces to be circulated.	Executive Director Place			<p>Recommended for closure</p> <p>A briefing note on this was circulated on 15 November 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	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		<u>Update – December 2023</u> The Council's People Strategy and Strategic Workforce Plan are currently being developed. The information requested will be prepared following completion of these plans.
19	03.10.23	Housing Revenue Account Budget Strategy 2024/25	Officers to circulate written guidance to all groups regarding how the HRA could be supplemented from the general fund for investments – for example, retrofitting and wider environmental estate improvements.	Executive Director Place			Recommended for closure Briefing note circulated 21 November 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	03.10.23	Tenant Participation and Community Engagement 2024/2027	To request a briefing note covering spend and financial commitments of the ETF for every financial quarter of the current funding period and for the future period of funding.	Executive Director Place	December 2023		Recommended for closure A briefing note on this was circulated on 21 November 2023.
21	03.10.23	Damp, mould and condensation in Council homes update	To request that the Convener write to the UK Department of Levelling Up, Housing and Communities, as well as the Scottish Government's Local Government and Housing Directorate, to express the committee's support for a national programme for home insulation, which may assist with sustainability of the improvement plan and EESSH(2) targets going forward.	Convener			Update – December 2023 This letter is currently being drafted.

22	03.10.23	Capital City Partnership: Progress Update	1) To request that the updated SLA includes an increased and renewed focus on green skills and the green economy so that the work of CCP complements the Council's climate strategy and helps to answer the workforce needs / skill gaps identified in that strategy. Additionally requests that consideration is given as to how CCP could include a workstream / programme focused on retraining workers in carbon intensive industries to transition into green jobs, in line with a just transition approach, and as a preventative	Executive Director Place	27 February 2024		
----	----------	-----------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	------------------	--	--

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>action against unemployment.</p> <p>2) To request that these points are captured in the new SLA objectives and that officers engage with groups in the development of these ahead of the report to committee in January 2024.</p>				
23	03.10.23	Housing Service Improvement Plan – Six-monthly Update	To notes the work ongoing relating to voids and repairs and request information about how circular economy principles are embedded in this work, either through future, routine updates / reporting in the HSIP (and the performance dashboard) or initially via a separate briefing / discussion.	Executive Director of Place	January 2024		<p>Update – December 2023</p> <p>A meeting is being arranged to discuss this in January 2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
24	03.10.23	Family and Household Support Service	To agree that a Member briefing session on the work of the Family and Household Support Service to be arranged.	Executive Director Place			<p>Recommended for closure</p> <p>This briefing took place on 11 October 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
25	03.10.23	By Councillor Flannery - Student Homelessness Response (see Agenda of 3 October 2023)	1) To request that the Convener write to stakeholders from the recent meeting on Student Homelessness and Housing at the City Chambers between representatives from Council, Student Union, Housing Co-Op, Slurp and the four Edinburgh Universities to agree a partnership-direction and timeframe to support communication, data access, and early interventions to mitigate homelessness potential in the student population.	Convener			1) Recommended for closure Letter has been issued – response will be circulated when received.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request that Officers review edinburgh.gov.uk and particularly the 'Report It' page journey to ensure adequate signposting is available to report homelessness or concerns with an HMO property.	Executive Director Place			
26	03.10.23	By Councillor Parker - Temporary accommodation for asylum seekers and 'hotel maximisation' policy change (see Agenda of 3 October 2023)	1) To request that the Convener and Council Leader write to the UK Government outlining opposition to the "hotel maximisation policy" and set out the challenges the local authority will face when implementing it.	Convener / Council Leader			1) and 2) Recommended for closure Letters have been issued – responses will be circulated when received.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request that the Convener and Council Leader write to the relevant Scottish Government ministers seeking funding to mitigate the impact of the changes and raise through the appropriate channels at CoSLA.	Convener / Council Leader			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To request that the Convener takes appropriate steps to liaise with both the two hotels and relevant Council departments and seek assurance on how safeguarding and health standards are being met in asylum accommodation in light of the June 2023 UK Government policy update, and that any assurances are reported via a business bulletin update no later than 3 cycles.	Convener / Executive Director of Place			