

# Rolling Actions Log

## Housing, Homelessness and Fair Work Committee

27 February 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	29.09.22	<a href="#">HRA Budget Strategy</a>	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		<b>Closed March 2023</b> 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	<b>Closed December 2022</b> 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><b><u>Update Dec 2023</u></b> This review is still ongoing.</p> <p><b><u>Update October 2023</u></b> The review of EESSH2 is not yet complete. This action will be progressed once the review is completed.</p> <p><b><u>Update May 2023</u></b> Scottish Government to conclude EESSH2 review and report to go to COSLA leaders first.</p> <p><b><u>Update December 2022</u></b> 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>
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							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><b>Closed March 2023</b> Briefing session held on 25.01.23.</p> <p><b><u>Update December 2022</u></b> 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	<a href="#">Response to motion by Councillor Dalglish – Energy Efficiency Task Force</a>	<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><b>Recommended for closure</b></p> <p>Contact information for both the Energy Advice Service for Council tenants, provided by the environmental charity Changeworks with support from the Council, and Home Energy Scotland for private tenants is available on the Home Energy webpage. Links to Cost of Living support pages were also promoted through the Tenants Courier in Spring 2023 and contact details for the Energy Advice Service were also included in the Autumn 2023 Tenants Courier.</p>
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			school headteachers.				Changeworks provided two staff briefings in 2023 and a further briefing is planned for Spring 2024. These events included colleagues from across the Housing Service and provided advice on guidance on the services and support available to tenants and how staff could support them through the referral process. In addition to this Changeworks colleagues regularly attended community events across all four localities between February 2023 and January 2024 which resulted in over 790 referalls, included in these were 9 <i>Discover</i> school holiday events run by the
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							<p>Council for low income families. These community events to highlight the services available remain a key part of the Energy Advice Service. Services were also highlighted to staff through two staff <i>Newsbeat Articles</i> across the winter.</p> <p><b><u>Update October 2023</u></b></p> <p>An update was included in the Business Bulletin for Committee on 03.10.2023.</p> <p><b><u>Update May 2023</u></b></p> <p>Work on these actions is now underway but have not yet completed. Progress will be</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							updated in the Rolling Actions Log.
3	09.03.23	<a href="#">Gig Economy Task Force – progress update</a>	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		<b>Closed 8 August 2023</b> 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	27 February 2024	<b>Recommended for closure</b> A Business Bulletin update on this is included in the meeting papers for Committee on 27.02.2024.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	09.05.23	<a href="#">Business Bulletin</a>	<p>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.</p> <p>To request that feedback from the Scottish Government on Inchpark Living to be circulated to members.</p>	Executive Director of Place	December 2023		<p><b>Recommended for closure</b></p> <p>This information was shared with the Inch Park Working Group and other stakeholders in January 2024.</p>
5	09.05.23	<a href="#">Damp, mould and condensation in Council homes update</a>	1) To note that the Heat Map requested at the March Committee meeting was still outstanding.	Executive Director of Place	October 2023		<p><b>Closed at meeting 03/10/2023</b></p> <p>Heat map now included in the report for Committee in October 2023 and will be included in future updates.</p>

			<p>2) To agree that the Damp, Mould and Condensation process:</p> <ul style="list-style-type: none"> <li>• will ensure that Tenants will receive a copy of the survey report</li> <li>• 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.</li> </ul>	Executive Director of Place	Implementation from January 2024	<p><b>Update – February 2024</b></p> <p>The additional Housing Officers and Preservation Surveyors are now in place in the dampness team with a dedicated team in each Locality. The Housing Officers support tenants who report damp issues and organise decants where required. As part of the establishment of this team, the roll out of the full process is well underway and all tenants will receive a copy of the survey report with effect from 19 February 2024.</p> <p><b>Update December 2023</b></p> <p>Recruitment to the new Housing Officer</p>
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						<p>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><b>Update October 2023</b></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 surveys into plain English and writing to the tenant to advise what has been found, what</p>
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							work is required, who is doing the work and a rough plan of when the work will start.  Further information is included in the update report on the agenda for Committee on 3 October 2023.
			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		<b>Closed at meeting 03/10/2023</b>  This is included in the report for Committee in October 2023

			<p>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 sourcing all survey work, and for progress towards this aim to be</p>	<p>Executive Director of Place</p>	<p>October 2023</p>	<p><b>Closed at meeting 03/10/2023</b></p> <p>A report on Benchmarking is included on the agenda for Committee on 3 October 2023.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			included in all future reports on this topic.				
6	09.05.23	<a href="#">Capital Funding Opportunities for Council Housing</a>	1) To request a report in two cycles which includes: <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Executive Director of Place	31 October 2023		<b>Closed at meeting 03/10/2023</b> A report on Benchmarking is included on the agenda for Committee on 3 October 2023.

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 1090 480">• A detailed plan for voids which sets out timescales for reducing to 'normal turnover'.</li> <li data-bbox="712 501 1090 868">• 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.</li> </ul>				

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			<b>Closed 8 August 2023</b>



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><b>Closed 5 December 2023</b></p> <p>Letter has been issued – response will be circulated when received.</p> <p><b><u>Update October 2023</u></b></p> <p>A letter is currently being drafted</p>
			4) To agree that these letters and their responses will be shared with committee.	Convener			<p><b>Recommended for closure</b></p> <p>COSLA response circulated 6 December 2023.</p>

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	Ongoing		<p><b>Update – February 2024</b></p> <p>Discussions on this are on-going.</p> <p><b>Update October 2023</b></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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			6) To agree the relevant IIAs would be circulated to members.	Executive Director of Place	May 2023		<p><b>Closed at meeting 03/10/2023</b></p> <p>The Integrated Impact Assessment has now been <a href="#">published</a> on the Council website.</p>

7	08.08.23	<a href="#">Rapid Rehousing Transition Plan – Annual Update on Progress</a>	<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><b>Recommended for closure</b></p> <p>Having explored this request, officers do not believe that additional social work or psychological support is required at present. However, this will continue to be monitored and Committee provided with an update in the RRTP Annual Update on Progress report.</p> <p><b>Update October 2023</b></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</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Committee once the process is complete.
			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		<b><u>Update – December 2023</u></b> This will be included in the next report to Committee in August 2024.

			<p>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.</p>	<p>Executive Director of Place</p>	<p>December 2023</p>	<p><b>Recommended for closure</b></p> <p>Officers have reviewed a sample of the cases where the cause of homelessness resulted from RSL tenancy loss and supported accommodation. The review found that in the majority of cases the reason for the loss of supported accommodation was people presenting as homeless following receipt of a positive decision on their asylum case and therefore moving on from Home Office provided accommodation or accommodation provided as part of a resettlement scheme.</p>
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							<p>For RSL tenancy loss, the review found that in a number of cases this should have been recorded as loss of PRS property. Additional training will be offered to officers to remedy this. In addition, the reasons behind RSL tenancy loss included rent arrears, antisocial behaviour and the accommodation no longer meeting the households needs.</p> <p><b>Update – December 2023</b></p> <p>An update is currently being prepared.</p> <p><b>Update October 2023</b></p> <p>Officers are continuing to</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							investigate this and an update will be provided to Committee in a business bulletin.
			4) To circulate the link to Scottish Government guidance on suitable accommodation.	Executive Director of Place			<p><b>Closed at meeting 03/10/2023</b></p> <p>Link to Scottish Government guidance on the Unsuitable Accommodation Order can be found <a href="#">here</a>.</p>



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			5) To send information on the suitability assessments made on PSL properties by the Council before occupation.	Executive Director of Place	October 2023		<p><b>Closed 5 December 2023</b></p> <p>A briefing note on this was circulated on 2 October 2023.</p> <p><b>Update October 2023</b></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
8	08.08.23	<a href="#">Place Based Investment Programme allocations</a>	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		<b>Update – December 2023</b> 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
9	08.08.23	<a href="#">Fair Work, Gig Economy, and Living Hours City – progress update</a>	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		<b>Update – December 2023</b> 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><b>Update – December 2023</b></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
10	08.08.23	Motion by Councillor Caldwell – Geographic spread of Council Housing in SHIP, Acquisitions & Disposals  (see <a href="#">Agenda</a> 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		<b>Recommended for closure</b>  This is included in the 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		<b>Closed 5 December 2023</b>  Update provided as part of the SHIP 24-29 report on the agenda.

11	31.08.23	<p>City of Edinburgh Council</p> <p><b>Motion by Councillor Mattos-Coelho – Employment Support for Refugees</b></p> <p>(See <a href="#">Agenda</a> 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		<p><b>Recommended for closure</b></p> <p>A report is included in the meeting papers for Committee on 27 February 2024.</p>
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			individuals including refugees.				
12	28.09.23	City of Edinburgh Council <b>Annual Performance Report 2022/23 - referral from the Policy and Sustainability Committee</b>	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		<b>Recommended for closure</b>  A report is included in the meeting papers for Committee on 27 February 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	03.10.23	<a href="#">Retrofitting strategy – response to motion by Councillor Watt</a>	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		<p><b><u>Update – December 2023</u></b></p> <p>The Council’s People Strategy and Strategic Workforce Plan are currently being developed. The information requested will be prepared following completion of these plans.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	03.10.23	<a href="#">Damp, mould and condensation in Council homes update</a>	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			<p><b>Recommended for closure</b></p> <p>Letter issued 21 February 2023. Response will be shared on receipt.</p> <p><b>Update – December 2023</b></p> <p>This letter is currently being drafted.</p>



15	03.10.23	<a href="#">Capital City Partnership: Progress Update</a>	<p>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</p>	Executive Director Place	27 February 2024		<p><b>Recommended for closure</b></p> <p>A report is included in the meeting papers for Committee on 27 February 2024.</p>
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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>				

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16	03.10.23	<a href="#">Housing Service Improvement Plan – Six-monthly Update</a>	1) To note 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	May 2024		<b>Recommended for closure</b> A meeting was arranged for Friday 9 February 2024.
	05.12.23	Rolling Actions Log	2) To request that this be followed up with Councillor Parker to be arrange a meeting in January.				<b>Update – December 2023</b> A meeting is being arranged to discuss this in January 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	03.10.23	By Councillor Flannery - Student Homelessness Response (see <a href="#">Agenda</a> 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			<b>Closed 5 December 2023</b> Letter has been issued – response will be circulated when received.

			<p>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.</p>	<p>Executive Director Place</p>			<p><b>Recommended for closure</b></p> <p>The Council website has been updated to link the Homelessness webpages on the 'report it' page. These pages contain <a href="#">advice on how to seek help if you are homeless or at risk of homelessness</a> and information which allows members of the public to <a href="#">get in touch with the Streetwork (Simon Community) street team</a> if they are worried about someone sleeping rough.</p> <p>An online checker for members of the public who are homeless or at risk of homelessness will be available in April</p>
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							<p>and will be accessed via the EdIndex Pages. This will allow members of the public to gain initial advice on their situation and direct them to the services who can support them. A business bulletin update on this will be provided to Committee once implemented.</p> <p>Regulatory Services are currently looking at the reporting of issues with licensed premises and will report the outcome of this to Regulatory Committee as appropriate.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	03.10.23	By Councillor Parker - Temporary accommodation for asylum seekers and 'hotel maximisation' policy change (see <a href="#">Agenda</a> 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			<b>1) and 2) Closed 5 December 2023</b> Letters have been issued – responses will be circulated when received.
			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	May 2024		<b>Recommended for closure</b> Letter issued 21 February 2023. Response will be shared on receipt.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	05.12.23	<a href="#">Business Bulletin</a>	To note that officers were preparing a response to the Scottish Government's consultation on Housing for Varying Needs and that this would be submitted or circulated to committee.	Executive Director of Place	27 February 2024		<b>Recommended for closure</b> This was circulated to Committee on 19.01.2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
21	05.12.23	<a href="#">UK Shared Prosperity Fund Update</a>	<p>1) To note that a report will be submitted to Committee in February 2024, further detailing recommendations for the spend of the reallocated funds.</p> <p>2) To agree that this additional update report will clearly outline how the projects selected for this spending deliver against the various workplans / strategies which fall under the remit of the Net Zero Edinburgh Leadership Board.</p>	Executive Director of Place	27 February 2024		<p><b>Recommended for closure</b></p> <p>A report is included in the meeting papers for Committee on 27 February 2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) Officers to discuss a potential future report on the Cruise Management Strategy to the Policy and Sustainability Committee, and the issue of Gaelic signage with the Forth Bridges Partnership.				<p><b>Update – February 2024</b></p> <p>Commissioning of a Cruise Management Strategy is underway and the issue of signage will be raised with the Forth Bridges Partnership. An update on the timescale will be provided once the commission is underway.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	05.12.23	<a href="#">Edinburgh Fair Work Charter</a>	To request that the 'scoping and engagement' phase of the timescale includes engagement with third sector and voluntary organisations working on employment and employability for women, disabled people, Black and minority ethnic people, care leavers, unpaid carers and other marginalised groups	Executive Director of Corporate Services			<b>AC to update</b>
23	05.12.23	<a href="#">Strategic Housing Investment Plan (SHIP) 2024-29</a>	1) To call for a report within one cycle exploring the benefits and costs of increasing the size of the Empty Homes Team eg. in Glasgow there are 4 Empty Homes Officers as opposed to 1 in Edinburgh.	Executive Director of Place	27 February 2024		<b>Recommended for closure</b>  A report is included in the meeting papers for Committee on 27 February 2024, within the Empty Homes report.

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			2) To request quarterly pipeline approvals and completions in table format (similar to the table in 4.1.4 Table 2 of this report) on the Business Bulletin, to allow committee to track realistic progress.		May 2024		
			3) To note the estimations on Item 2.9 of the SHIP report and requests committee receives updated impact going forward after the induction of the Short Term Let Control Area.		November / December 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) Officers to circulate the committee report from March 2023 which provided details of the formula for calculating the allocation of the Transfer of Management Development Fund.	Executive Director of Place		February 2024	<b>Recommended for closure</b>  A link to this report was circulated to Committee members on 21.02.2024.
			5) Officers to provide a map of land available for built to rents, council housing, housing association for land that is Council-owned.		Autumn 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
24	05.12.23	<a href="#">Housing Emergency Action Plan</a>	1) To agree that the action plan should form the basis of a programme plan that will be developed and presented to the Housing, Homelessness and Fair Work Committee on the 27 February 2024.	Executive Director of Place	27 February 2024		<b>Recommended for closure</b>  A report is included in the meeting papers for Committee on 27 February 2024.

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			2) Requests the Service Director, Housing and Homelessness, continues to explore all further options to resolve the housing emergency and requests the 'cyclical updates' are present on May 2024 and August 2024 Business Bulletins respectively and the Homelessness Action Plan is annually scheduled as routine for scrutiny.		August 2024/February 2025		



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			3) Requests the May 2024 Business Bulletin update (as above) or a 'Void Turnaround Improvement Strategy' report (as determined suitable) includes the feasibility of 're-decoration vouchers' for properties where repairs / redecoration are the primary barrier to allowing Lets of Void properties (supporting Action Area 1.).		May 2024		

			<p>4) Requests the following action areas are appended to the draft final Housing Emergency Action Plan;</p> <ul style="list-style-type: none"> <li>• Adds Action Area 26. “Ensure there is dedicated resource to liaise across Lothian council areas, when appropriate, to develop a strategic housing partnership across the City of Edinburgh Council, Midlothian Council, East Lothian Council, and West Lothian Council.”</li> <li>• Adds Action Area 27. “Ensure parity, where legislatively possible, between Planning and Housing departments and committees, and increase opportunities for departments and</li> </ul>	Executive Director of Place	27 February 2024		<p><b>Recommended for closure</b></p> <p>A report is included in the meeting papers for Committee on 27 February 2024.</p>
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			<p>committees to co-ordinate to meet Housing Supply Targets in LDP 2016 and City Plan 2030 respectively.”</p> <ul style="list-style-type: none"> <li>• Adds Action Area 28. “Guarantee action areas 1., 14., 16., 17. and 18. prioritise the dignity and wellbeing of residents above all quotas, targets and figures, and recognises the critical work officers currently do to ensure these values are upheld in all transactions.”</li> </ul> <p>5) Requests the final action plan is broken down by practical steps that can be taken now and aspirational actions that require substantial additional capital.</p>				
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			6) Looks forward to engaging with officers and relevant stakeholders, including those with lived experience of the impact of the housing emergency, to develop the plan	Executive Director of Place	27 February 2024		<b>Recommended for closure</b>  A report is included in the meeting papers for Committee on 27 February 2024.
25	05.12.23	<a href="#">Strategy for purchasing land and homes to meet affordable housing need</a>	To agree to receive an update report within three cycles on the feasibility of using CPO powers to bring long-term empty homes back into use and retaining those which align with the council's asset management strategy and disposing of those which do not.	Executive Director of Place	August 2024		
26	05.12.23	<a href="#">Waste and Cleansing Services on Housing Land</a>	Officers to circulate more details in relation to the CoPLAR zoning map, with an explanation of the colour key.	Executive Director of Place			

27	05.12.23	<a href="#">Tenant Participation and Community Engagement 2024/27</a>	<p>1) To recognise that funding to support tenant participation and community engagement is of vital importance.</p> <p>2) To note that Councillors have been asked to agree spending of over £550k of public money without:</p> <p>a) oversight of the SLA which governs the contract;</p> <p>b) a RAG status update (or similar) against the KPIs contained within the SLA;</p> <p>c) explanation of how the proposed spend delivers value for money in the context of other local authorities delivering a similar service differently and at lower cost.</p> <p>3) To consider that for Councillors to approve spending without this</p>	Executive Director of Place	April 2024		
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			<p>information falls short of the level of scrutiny the public expect from Elected Members and is poor governance.</p> <p>4)To request that officers engage with political groups to share the above in advance of the next tranche of funding being awarded to ETF.</p>				
28	05.12.23	<a href="#">Affordable Housing Commuted Sums – referral from the Planning Committee</a>	Given the Housing Emergency and need to develop an Emergency Action Plan, agrees that this Committee will receive a briefing note on this subject as soon as possible.	Executive Director of Place	Summer 2024		

29	05.12.23	<p><b>Motion by Councillor Caldwell - EdIndex during the Housing Emergency</b></p> <p>(See <a href="#">Agenda</a> of 5 December 2023)</p>	<p>Requests:</p> <ol style="list-style-type: none"> <li>1. A report in three cycles which outlines: <ol style="list-style-type: none"> <li>a) Key statistics from EdIndex over FY 23/24, including: <ol style="list-style-type: none"> <li>a. number of applicants registered on EdIndex.</li> <li>b. total number of successful and unsuccessful bids in the FY.</li> <li>c. average number of days applicants on different priority tiers.</li> </ol> </li> <li>b) A full list of partner organisations who are associated with EdIndex and the benefits that EdIndex partners, including the Council, receive.</li> <li>c) What alternative systems</li> </ol> </li> </ol>	Executive Director of Place	August 2024		
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			<p>comparable local authorities use.</p> <p>d) A general summation of feedback from applicants over the last year and any relevant mechanisms/proposals to collect feedback from unsuccessful and successful applicants and third sector partners, as well as any proposals to maximise social equity in the system in the context of the Housing Emergency.</p> <p>2. The information requested in 4. a, b, and c is appended to the annual 'Edinburgh in Numbers' report to ensure transparent public monitoring during</p>				
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			<p>the Housing Emergency.</p> <p>3. Prior to the publication of the above report, a meeting between any elected members, relevant Place Directorate officers and EdIndex Board members (who wish to participate) is arranged to better understand the successes and challenges around EdIndex in the context of Edinburgh's wider Housing Emergency declaration.</p> <p>4. To request that this report also covers detail on what resourcing could be put in place to trial a programme of application support – for example, via scheduled drop in sessions in</p>				
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			libraries, community centres, or over the phone – with oversight of this programme given to the HART team, who already work closely with disabled applicants or those with additional support needs, to ensure consistency in support for applicants from the point of application through to offer and post-offer support / tenancy sustainment, recognising that this is an important tenet of trauma informed working.				

30	05.12.23	<b>Motion by Councillor Hyslop - Discretionary Housing Payments</b> (See <a href="#">Agenda</a> of 5 December 2023)	<ol style="list-style-type: none"> <li>1) Requests a report to HHFW Committee within 2 cycles with an update to committee which outlines the potential for an increase in homelessness and associated costs to the council if DHP's are withdrawn as set out in the briefing note.</li> <li>2) Requests this report seeks input from the Accessible Housing Sounding Board.</li> <li>3) Request that this report also includes an outline of funds in addition to DHP whose general objectives are to prevent homelessness / support tenancy sustainment, outline the</li> </ol>		14 May 2024		
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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>nuances of the policy intentions behind each of these funds, the different criteria attached to them (for example, which funds are eligible for benefit recipients vs non benefit recipients) and the funding streams for them, all with a view to setting out if there are additional considerations which ought to be made when reviewing funding needs for DHP going forward.</p>				