

Housing, Homelessness and Fair Work Committee

10.00am, Tuesday 27 August 2024

Work Programme 2024/25

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| Executive/routine | N/A |
| Wards | N/A |

1. Recommendations

- 1.1 To approve the Housing, Homelessness and Fair Work Committee Work Programme for 2024/25.

Dr Deborah Smart

Executive Director of Corporate Services

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Report

Work Programme 2024/25

2. Executive Summary

- 2.1 This report seeks approval of the committee work programme for 2024/25 following a workshop held with members in August 2024.

3. Background

- 3.1 Council agreed in September 2023 to trial a new format for executive committee work programmes. These would be informed by workshops with committee members and aimed to help committees to plan and manage their workload and give a clear steer to officers of the main priorities of the committee. Members would have the opportunity at the workshops to suggest amendments and additions to the work programme while directors could inform members of any impact on capacity for additional work.
- 3.2 At the end of the year a new workshop would take place to self-assess the past year's achievements and plan for the new year in advance of a committee annual report. Council agreed the approach should be trialled for a year with a review of its effectiveness taking place thereafter.

4. Main report

- 4.1 A workshop was held with Housing, Homelessness and Fair Work Committee members and relevant officers on 12 August 2024. A proposed work programme was circulated in advance and comments invited from members at the meeting.
- 4.2 During discussion, members stated that they would like the Work Programme to link with the Housing Emergency Action Plan. Officers noted this, and suggested exception reporting to show actions which had been completed, actions that had been started, and actions that were ongoing.
- 4.3 Members raised concerns that information which was included in the Housing, Homelessness and Fair Work Committee business bulletin was not included on the work programme. They asked if information which was in the business bulletin could be included on the work programme so the work programme was more representative of the information Committee were receiving throughout the year.

- 4.4 There were concerns from members and officers around reporting timelines and the titles of reports. It was requested that report titles were amended to more accurately reflect when routine reports were being considered. It was also requested that officers look at reports which were being considered at other committees, and whether these could come to Housing, Homelessness and Fair Work Committee sooner as an update.
- 4.5 It was requested that either a workshop was held or routine reporting at end of the financial year was produced for the HRA Budget Strategy to give members more assurance on the process.
- 4.6 Members and officers also agreed to close actions on the rolling actions log which had been completed in order for the document to be more transparent and concise for members, officers and the public. It was suggested that a teams space was considered to allow discussions and updates rather than leaving actions that were closed on the rolling actions log for context.

5. Next Steps

- 5.1 A further workshop will be held in May 2025 to review progress against the approved work programme and self-assess the committee's achievements. A review of this process will be undertaken for a decision to be made on whether to continue this approach.

6. Financial impact

- 6.1 There is no financial impact arising from this report.

7. Equality and Poverty Impact

- 7.1 Equalities impacts arising from committee business will continue to be considered as part of the council's overall governance and political management frameworks.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate or environmental impacts arising from this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 The revised work programme process should have a positive impact on executive committee governance arrangements by encouraging discussion between members and officers and improving forward planning. The review which will be undertaken after the trial period in May 2025 will allow improvements to be identified and incorporated into any future approach.

- 9.2 Failure to appropriately plan executive committee business can increase risk to the council. The revised process will ensure consistency across committees and directorates.

10. Background reading/external references

- 10.1 [Minute of City of Edinburgh Council, September 2023](#)
10.2 [City of Edinburgh Council, September 2023, webcast](#)
10.3 [Governance Documentation](#), September 2023

11. Appendices

- 11.1 Appendix 1 – Housing, Homelessness and Fair Work Committee Work Programme 2024/25

Housing, Homelessness and Fair Work Committee Work Programme

27 August 2024

| Date | Type | Item |
|--------------|-----------------|--|
| August 2024 | Regular Reports | <ul style="list-style-type: none"> • Cyclical Assurance Report • City of Edinburgh Council Assurance Schedule on Housing Services (Annual) • Edinburgh Living (Annual) • UK Shared Prosperity Fund (Annual) • Support for Rent Collection (Annual BB) |
| | Other items | <ul style="list-style-type: none"> • Affordable Housing Programme Update 2024/25 • Environmental Improvements • EdIndex during the Housing Emergency • Westfield Court • Place Based Investment Programme - 2025/26 Provisional Allocations • NOLB Stage 1 ASN provision - outcome of grant process • Co-production of the Network of Employability Support and Training (NEST) • UK Shared Prosperity Fund Update |
| October 2024 | Regular | <ul style="list-style-type: none"> • Cyclical Assurance Report |

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| | Reports | <ul style="list-style-type: none"> • Place and Homelessness – Financial Monitoring • Edinburgh strategy for support to asylum seekers, refugees and displaced people (Six-Monthly) • Capital City Partnership (Annual) |
| | Other items | <ul style="list-style-type: none"> • HRA Budget Strategy • Property Acquisition with Existing Tenant • Update report on all the Housing audits • Rent Rebates related to Extended Damp and Mould and Compensation for Tenants (personal effects ruined by dampness) • MTIS Strategy • Edinburgh Fair Work Charter • Support to asylum seekers, refugees and displaced people • Housing Service Improvement plan update on the ‘Lift Replacement Programme’ and lift asset integration into the new Asset Management System |
| December 2024 | Regular Reports | <ul style="list-style-type: none"> • Cyclical Assurance Report • Place and Homelessness – Financial Monitoring • EDI Group (Annual Report) • Land Strategy to Support Delivery of Affordable Housing and Brownfield Regeneration (Annual) • Strategic Housing Investment Plan (Annual) • Housing Emergency Action Plan (Annual) • Rapid Rehousing Transition Plan (Annual) |

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| | | <ul style="list-style-type: none"> • Homelessness – Statutory Returns (Annual) • Empty Homes (Annual) |
| | Other items | <ul style="list-style-type: none"> • |
| February 2025 | Regular Reports | <ul style="list-style-type: none"> • Cyclical Assurance Report • Empty Homes Update (Annual) • Housing Emergency Action Plan Update (Six-monthly) |
| | Other items | <ul style="list-style-type: none"> • UK Shared Prosperity Fund Update |
| May 2025 | Regular Reports | <ul style="list-style-type: none"> • Cyclical Assurance Report • Place and Homelessness – Financial Monitoring • EDI Group (Six-Monthly update) • Housing Revenue Account Capital Programme (Annual) • Edinburgh strategy for support to asylum seekers, refugees and displaced people (Six-Monthly) |
| | Other items | <ul style="list-style-type: none"> • |

Other Items to be confirmed

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