

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

27 August 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	29.09.22	HRA Budget Strategy	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	October 2024		<p><u>Update Dec 2023</u> This review is still ongoing.</p> <p><u>Update October 2023</u></p> <p>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></p> <p>Scottish Government to conclude EESSH2 review and report to go to COSLA leaders first.</p> <p><u>Update December 2022</u></p> <p>Scottish Government will set out its intentions on</p>

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							<p>funding for EESSH2 in 2023.</p> <p>A report can then be submitted and discussions at COSLA leaders meeting would provide the opportunity for the case to be made.</p>
2	09.05.23	Damp, mould and condensation in Council homes update	<p>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><u>Update – May 2024</u> An update is provided in the Housing Service Improvement Plan report on 14.05.2024.</p> <p><u>Update – February 2024</u> 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</p>

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							<p>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><u>Update December 2023</u> 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><u>Update October 2023</u> This action is in</p>

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							<p>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 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>
3	09.05.23	Capital Funding Opportunities for Council Housing	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><u>Update – February 2024</u></p> <p>Discussions on this are on-going.</p>

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							<p><u>Update October 2023</u> 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>
4	08.08.23	Rapid Rehousing Transition Plan – Annual Update on Progress	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	Executive Director of Place	December 2024		<p><u>Update – August 2024</u> The next report is now scheduled for December 2024.</p> <p><u>Update – December 2023</u> This will be included in the next report to Committee in August 2024.</p>

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			year's update to include 'Responsible for Dependant'.				
5	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	August 2024		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p> <p><u>Update – May 2024</u> An update is included in the Business Bulletin on 14.05.2024.</p> <p><u>Update – December 2023</u> 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>

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6	08.08.23	Fair Work, Gig Economy, and Living Hours City – progress update	<p>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.</p> <p>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</p>	<p>Executive Director of Corporate Services</p> <p>Executive Director of Place</p>	<p>October 2024</p> <p>October 2024</p>		<p><u>Update – December 2023</u> This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.</p> <p><u>Update – December 2023</u> This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.</p>

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7	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		<p><u>Update – May 2024</u> The People Strategy was approved by Policy and Sustainability Committee in March 2024.</p> <p><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.</p>
8	05.12.23	Edinburgh Fair Work Charter	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,	Executive Director of Corporate Services	October 2024		

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			disabled people, Black and minority ethnic people, care leavers, unpaid carers and other marginalised groups				
9	05.12.23	Strategic Housing Investment Plan (SHIP) 2024-29	<p>1) 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</p> <p>2) To note the estimations on Item</p>	Executive Director of Place	May 2024		<p><u>Recommended for closure</u></p> <p>This now forms part of the cyclical performance reporting</p> <p><u>Update – May 2024</u> An update on the SHIP is provided for Committee on 14.05.2024 and an update on completions and approvals of new build property is included in the Cyclical Assurance report on 14.05.2024</p> <p><u>Update – August 2024</u> This will be included in</p>

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			<p>2.9 of the SHIP report and requests committee receives updated impact going forward after the induction of the Short Term Let Control Area</p> <p>3) Officers to provide a map of land available for built to rents, council housing, housing association for land that is Council-owned.</p>	<p>Place</p> <p>Executive Director of Place</p>	<p>December 2024</p>		<p>the Annual SHIP update report that will be presented to committee in December</p> <p><u>Update – August 2024</u> This will be included in the Annual SHIP update report that will be presented to committee in December</p>
10	05.12.23	Housing Emergency Action Plan	<p>1) 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</p>	Executive Director of Place	August 2024/ February 2025		<p>Recommended for closure</p> <p>An update is provided in the Business Bulletin for Committee in August 2024 alongside the cyclical assurance report.</p>

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			<p>August 2024 Business Bulletins respectively and the Homelessness Action Plan is annually scheduled as routine for scrutiny.</p> <p>2) 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>	Executive Director of Place	October 2024		<p><u>Update – August 2024</u> This will be discussed at an upcoming members' briefing.</p> <p><u>Update – May 2024</u> The plan has now been finalised and will shortly be published.</p> <p>A further members briefing will be organised to talk through the detail of the HEAP programme plan.</p>
11	05.12.23	Strategy for purchasing land and homes to meet affordable housing need	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	Executive Director of Place	December 2024		<u>Update August 2024</u> This will be included/reported as part of the Annual Update on Strategy for Purchasing Land and

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			retaining those which align with the council's asset management strategy and disposing of those which do not.				Homes to Meet Affordable Housing Need. An interactive map provides details of each zone and colour code.
12	05.12.23	Tenant Participation and Community Engagement 2024/27	<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</p>	Executive Director of Place	October 2024		Update – May 2024 Information and draft SLA are currently being prepared.

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			<p>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 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>				

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13	05.12.23	Affordable Housing Commuted Sums – referral from the Planning Committee	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	Autumn 2024		<u>Update – August 2024</u> Briefing note will be drafted and circulated in Autumn 2024
14	05.12.23	Motion by Councillor Caldwell - EdIndex during the Housing Emergency (See Agenda of 5 December 2023)	Requests: 1) A report in three cycles which outlines: a) Key statistics from EdIndex over FY 23/24, including: i) number of applicants registered on EdIndex. ii) total number of successful and unsuccessful bids in the FY. iii) average number of days	Executive Director of Place	August 2024		<u>Recommended for Closure</u> Report on the agenda for this meeting

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			<p>applicants on different priority tiers.</p> <p>b) A full list of partner organisations who are associated with EdIndex and the benefits that EdIndex partners, including the Council, receive.</p> <p>c) What alternative systems 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</p>				

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			<p>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 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</p>				

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			<p>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 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.</p>				

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15	27.02.24	Rolling Actions Log (PBSA Findings Review)	To request an update on the request to the Scottish Government to publish the PBSA Findings Review, as agreed by committee in October 2023 (Action 17 of the February 2024 Rolling Actions Log).	Executive Director of Place	October 2024		<u>Update August 2024</u> It is hoped to provide an update on this action to Committee in October 2024
16	27.02.24	Affordable Childcare for Working Parents	To request a cross-committee briefing session, including members of this committee, Education, Children and Families, and the Edinburgh Partnership, on the proposed future business model for this service.	Executive Director of Place	Autumn 2024		<u>Update August 2024</u> A Business Bulletin is included on the agenda for this meeting and a briefing planned for later in the autumn once the service is up and running.
17	27.02.24	Increasing Affordable Homes Delivery	1) Requests that officers further engage with Scottish Government officials to explore the questions raised in 1.4 and identify the parameters around when approval for the transfer of funds would and would	Executive Director of Place	October 2024		<u>Update August 2024</u> This will be included in the HRA Budget Report to Committee in October

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			<p>not be given (with particular focus on what purposes would be permissible for this, e.g. to bring voids back into use, to retrofit homes, etc), reporting back to committee in 2 cycles to allow political groups adequate time to build this into their budget plans for 2025-2026.</p> <p>2) To request that details of the total cost of “off the shelf” purchases from the last few years be shared</p>	Executive Director of Place	December 2024		<p>Update – August 2024</p> <p>This will be included in the annual update of the ‘Land Strategy to Support Delivery of Affordable Housing & Brownfield regeneration’ report</p>
18	27.02.24	Cyclical assurance on service performance	1) Requests the status of Voids be reported in the Business Bulletin in each cycle:	Executive Director of Place	August 2024		<p><u>Recommended for Closure</u></p> <p>This information is now captured in the cyclical</p>

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			<ul style="list-style-type: none"> - voids returned to stock for letting. - new voids added during period. - balance of voids for re-letting. - breakdown of voids unable to be let <p>2) Requests reporting in each Business Bulletin on progress made to eradicate Damp and Mould as a factor impacting the lives of Council tenants and their families, in line with the approved tenant engagement process:</p> <p>Reporting to include:</p> <ul style="list-style-type: none"> - Number of homes by Ward reported as having damp 				assurance reports for Committee.

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			<p>and mould at date of report</p> <ul style="list-style-type: none"> - Average waiting time for a dampness survey - Number of homes by Ward having been cleared of Damp and Mould since formation of the Dedicated Team (first report) / since last report (ongoing) as recorded by the Damp and Mould Team - as confirmed by Tenant sign off - New Damp and Mould Cases reported since date of last report by Ward 				

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			<p>to be discussed during the summit too.</p> <p>3) Agrees that additional actions will be added into the plan to look at how the Council can support private tenants as a preventative spend / action against homelessness – for example, by exploring options for reinstating the Tenant Grant Fund – and that these additions will be reported at the next Housing, Homelessness and Fair Work committee.</p>	Executive Director of Place			<p>and this will be factored into final plans for a summit(s).</p> <p><u>Recommended for closure</u></p> <p>The current PRS fund has been assessed and there is sufficient funding to support private rented tenants. The PRS team has recently been expanded and they will continue to review the fund. Should additional funding be required, this can be supported by RRTP funding.</p> <p><u>Update – May 2024</u> Business Bulletin updates are provided</p>
20	27.02.24	Support for Refugees, Asylum	1) Requests the Convenor liaise with the Council Leader to write to the Secretary	Convener	October 2024		<p><u>Update – May 2024</u> The Convenor is meeting with the Council Leader on Friday 10th</p>

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		Seekers and Displaced People	<p>of State for Foreign, Commonwealth and Development Affairs highlighting the success of the Welcome Hub since February 2022 and outlining the Council's opposition to the new restriction, requesting a recommencement of the Ukraine Family Scheme.</p> <p>2) Agrees to receive a twice-yearly update on progress towards the development of the "Edinburgh strategy for support to asylum seekers, refugees and displaced people" outlined in section 9.4 of the report, including updates on service level demand and any other relevant</p>	Executive Director of Children, Education and Justice Services	October 2024		<p>May to discuss, and a letter is being drafted.</p> <p>Added to the Committee Work Programme – first of the 6-monthly reports expected October 2024</p>

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			<p>information for committee in the form of a report to Housing, Homelessness and Fair Work Committee.</p> <p>3) Officers to provide details of the impact of free bus passes.</p>	Executive Director of Children, Education and Justice Services	October 2024		
21	27.02.24	Edinburgh Local Heat and Energy Efficiency Strategy and Delivery Plan – referral from the Policy and Sustainability Committee	Officers to provide further details on decarbonising gas appliances and to provide a timescale for the Retrofitting Strategy coming forward	Executive Director of Place			
22	27.02.24	Motion by Councillor Parker - Opportunities for nature on HRA land	1) Requests a report to Housing, Homelessness and Fair Work committee in 2 cycles to set out:	Executive Director of Place	August 2024		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p>

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		(See Agenda of 27.02.24)	<p>a) A timetable and update for the Living Landscape mapping project concerning HRA land, with specific information about how this output will be integrated into wider workplans within the Housing service.</p> <p>b) Recommendations for how resources allocated from the Neighbourhood Environment Programme in 24-25 while still being led by residents can be better utilised to support aims for nature, including how these projects can dovetail with other Council strategies working on nature and biodiversity, and what additional data ought</p>				

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			<p>to be collected against these projects in order to evidence this going forward.</p> <p>c) Recommendations for what specific outcomes for nature could be included as part of the NEPs programme when it is retendered later this year, including KPIs to be included as part of this.</p> <p>d) Recommendations for how the above actions can be monitored through committee going forward, including a proposed future reporting schedule around “Opportunities for nature on HRA land” / tackling the Nature Emergency on HRA</p>				

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			<p>land, cognisant of the possible overlapping of projects and reporting with Culture & Communities committee and suggestions about how this should be managed.</p> <p>e) The cost implications and officer time of taking on this work.</p> <p>2) Once the report is available then committee should consider whether the Local Housing Strategy will include a specific topic paper focused on improving opportunities for nature as part of it, and that this will be developed in consultation with relevant officers /</p>	Executive Director of Place	August 2024		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p>

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			external groups with expertise on nature and biodiversity.				
23	14.05.24	2024/25 Housing Revenue Account (HRA) Capital Programme	<p>To note that the original 3-year pilot programme for the MTIS is due for completion in June 2024.</p> <p>1) To therefore, agree it would be appropriate to bring an updated report to committee on the MTIS strategy to cover:</p> <p>a) An evaluation of the MTIS programme from the first pilot, including lessons learned around communication and engagement with residents.</p> <p>b) What specific support is available for private tenants</p>	Executive Director of Corporate Services	October 2024		

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			<p>throughout the process.</p> <p>c) An analysis / comparison of the different assistance schemes and repayment terms from other Local Authorities against the Council's offer, and reflections on if / how the Council's offer could be improved for future works, in line with a climate justice approach and with a view to scaling up the programme, if that is appropriate.</p> <p>d) Possible revisions to the scheme of assistance available following the publication of the</p>				

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			<p>Green Heat Finance Taskforce</p> <p>2) To further agree that this report would also set out governance arrangements for the MTIS works, including via the Whole House Retrofit / MTIS dashboard which features in the Cyclical Assurance on Service Performance report, heard at each committee meeting.</p>				
24	14.05.24	Update: Strategic Housing Investment Plan 2024/25 – 2028/29	<p>Committee, therefore, requests that:</p> <p>1) Officers prepare a report on new financial approaches which could help mitigate the challenge of the budget cut with key risks, and pathways to</p>	Executive Director of Place	October 2024		

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			<p>implementation, clearly set out.</p> <p>2) Requests this in one cycle with referral to the following Finance and Resources Committee.</p>				