

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

1 October 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	Ongoing		<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. 	Interim Executive Director of Place	Implementation from January 2024		<p><u>Recommended for closure</u></p> <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</p>

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							<p>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><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</p>

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							<p>contacts to be implemented.</p> <p><u>Update October 2023</u> 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 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>

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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.	Interim Executive Director of Place	Ongoing		<p><u>Update – October 2024</u></p> <p>An update is included in the report on Support for Refugees, Asylum Seekers and Displaced People on the agenda for Committee on 1 October 2024.</p> <p><u>Update – February 2024</u></p> <p>Discussions on this are on-going.</p> <p><u>Update October 2023</u></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</p>

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							when an update is received.
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 year’s update to include ‘Responsible for Dependant’.	Interim 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>
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	Interim Executive Director of Place	Ongoing		<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</p>

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			for a decision on 2025/26 funding				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
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</p>	Executive Director of Corporate Services	December 24		<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></p>

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			short-life Gig Economy Task Force and that a further update on progress will be available for consideration by Committee in December 2023	Director of Place			This work will be carried out in conjunction with actions outlined in the Edinburgh Fair Work Charter programme and reported to Committee accordingly.
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.	Interim Executive Director of Place	March 2025		<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>

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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, disabled people, Black and minority ethnic people, care leavers, unpaid carers and other marginalised groups	Executive Director of Corporate Services	December 2024		
9	05.12.23	Housing Emergency Action Plan	Requests the final action plan is broken down by practical steps that can be taken now and aspirational actions that require substantial additional capital	Interim Executive Director of Place	December 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>

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10	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 retaining those which align with the council's asset management strategy and disposing of those which do not.	Interim Executive Director of Place	December 2024		<p><u>Update August 2024</u> This will be included/reported as part of the Annual Update on Strategy for Purchasing Land and Homes to Meet Affordable Housing Need.</p> <p>An interactive map provides details of each zone and colour code.</p>
11	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>	Interim Executive Director of Place	October 2024		<p><u>Update – May 2024</u> Information and draft SLA are currently being prepared.</p>

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			<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 information falls short of the level of scrutiny the public expect from Elected Members and is poor governance.</p>				

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			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.				
12	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.	Interim Executive Director of Place	Autumn 2024		<u>Update – August 2024</u> Briefing note will be drafted and circulated in Autumn 2024
13	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).	Interim 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
14	27.02.24	Affordable Childcare for Working Parents	To request a cross-committee briefing session, including members of this committee,	Interim Executive	Autumn 2024		<u>Update August 2024</u> A Business Bulletin is included on the agenda

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			Education, Children and Families, and the Edinburgh Partnership, on the proposed future business model for this service.	Director of Place			for this meeting and a briefing planned for later in the autumn once the service is up and running.
15	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 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	Interim Executive Director of Place	October 2024		<p><u>Recommended for Closure</u></p> <p>An update on the HRA Budget is included on the agenda for this meeting</p> <p><u>Update August 2024</u></p> <p>This will be included in the HRA Budget Report to Committee in October</p>

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			<p>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>	Interim 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>
16	27.02.24	Responding to the Housing Emergency Declaration	<p>1) Agrees that, as part of the next stage of work with the Housing Emergency plan, consideration is given to hosting a Housing Emergency summit is held to discuss the plan with all stakeholders in one place, with a particular focus on exploring what outcomes are expected to be achieved in relation to the various</p>	Executive Director of Place	August 2024	August 2024	<p>CLOSED 26.08.24.</p> <p>Update – May 2024</p> <p>This is being planned, although given the range of stakeholders it may be appropriate to host a series of summits to ensure relevant representation for specific actions.</p>

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			<p>different actions contained in the plan to date.</p> <p>2) Further agrees that some consideration will be given to how members of the public can contribute their ideas / views about the plan in advance of this summit, with their ideas to be discussed during the summit too.</p>	Interim Executive Director of Place			<p><u>Update – August 2024</u> Customer and tenant engagement plan currently being developed.</p> <p><u>Update – May 2024</u> Tenant engagement is a theme within the HEAP and this will be factored into final plans for a summit(s).</p>
17	27.02.24	Support for Refugees, Asylum Seekers and Displaced People	1) Requests the Convenor liaise with the Council Leader to write to the Secretary of State for Foreign, Commonwealth and Development Affairs highlighting the success of the Welcome Hub since	Convener	October 2024		<p><u>Recommended for Closure</u> Report on the agenda for this meeting</p> <p><u>Update – May 2024</u> The Convener is meeting with the Council Leader on Friday 10th May to discuss, and a letter is being drafted.</p>

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			<p>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 information for committee in the form of a report to Housing, Homelessness and Fair Work Committee.</p>	Executive Director of Children, Education and Justice Services	October 2024		<p><u>Recommended for Closure</u></p> <p>Added to the Committee Work Programme – first of the 6-monthly reports expected October 2024</p>

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			3) Officers to provide details of the impact of free bus passes.	Executive Director of Children, Education and Justice Services	October 2024		<u>Recommended for Closure</u> Report on the agenda for this meeting
18	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	Interim Executive Director of Place	October 2024		
19	14.05.24	2024/25 Housing Revenue Account (HRA) Capital Programme	To note that the original 3-year pilot programme for the MTIS is due for completion in June 2024. 1) To therefore, agree it would be appropriate to bring an updated report to committee on the MTIS strategy to cover:	Executive Director of Corporate Services	October 2024		<u>Recommended for Closure</u> Report on the agenda for this meeting

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			<ul style="list-style-type: none"> a) An evaluation of the MTIS programme from the first pilot, including lessons learned around communication and engagement with residents. b) What specific support is available for private tenants throughout the process. 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 				

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			<p>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 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>				

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20	14.05.24	Update: Strategic Housing Investment Plan 2024/25 – 2028/29	<p>Committee, therefore, requests that:</p> <ol style="list-style-type: none"> 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 implementation, clearly set out. 2) Requests this in one cycle with referral to the following Finance and Resources Committee. 	Interim Executive Director of Place	December 2024		
21	22.08.24 (Policy and Sustainability Committee)	A Visitor Levy for Edinburgh – Draft Scheme	<ol style="list-style-type: none"> 1) To request that a report on the breakdown of this spend would come to Housing, Homelessness and Fair Work Committee in 2 4 cycles to explore specific details of how the money could be 	Chief Executive	13 May 2025		

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			<p>spent to support social housing.</p> <p>2) To further request that this report will set out the relationship between this funding and the Strategic Housing Investment Plan, and annual HRA budget setting process</p>				
22	27.08.24	Affordable Housing Programme Update 2024/25	<p>(Background note: Notes ongoing work to look at remodelling the way affordable housing is funded, including exploration with the Scottish Government around the permissibility of transferring funds from the General Fund to the HRA.)</p> <p>To agree that a briefing note would be circulated to Housing, Homelessness and Fair Work Committee members with an update on conversations with the</p>	Interim Executive Director of Place	December 2024		

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			Scottish Government on this point, as well as an outline of the “key reporting timetables” described in 4.12 of the report, to support political groups with the budget setting process for 2025-2026				
23	27.08.24	Westfield Court	<p>1) Agrees to a further report/briefing note exploring other forms of funding to support a subsidy for owners</p> <p>2) To note that the contract for the communal gas supply at Westfield Court was in place until the end of the financial year (2024-2025). To agree a briefing note be circulated to ward Councillors and Committee members setting out plans for</p>	<p>Interim Executive Director of Place</p> <p>Interim Executive Director of Place</p>	December 2024		

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			<p>the negotiation of the new energy contract and how it would constitute best value for money for residents in terms of unit cost and standing charges, including a comparison with the existing deal (noting that the unit cost of the existing contract had still not been shared, despite this being requested).</p> <p>3) To agree that this information would also be communicated to residents.</p> <p>4) To note that there were other Council housing blocks which relied on communal heating and considered that any decision to subsidise communal heating</p>	<p>Interim Executive Director of Place</p> <p>Interim Executive Director of Place</p>	<p>October 2024</p>		

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			<p>charges in one block should apply across the board and be sustainable in the long-term. To therefore, agree that further work be completed to look at options for possible subsidies to be applied to communal heating blocks across the full housing estate to act as a kind of energy “price cap”, and agree that these options be presented to Councillors as part of the budget strategy paper due in October 2024</p> <p>5) To recognise the particular vulnerability of households with communal or district heating systems given</p>	Councillor Meagher			

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			<p>the lack of price caps or protections in place for them. To therefore, agree that the Convener would write to the UK Government to raise this issue and encourage the instatement of an energy price cap for communal or district heating customers as soon as possible.</p> <p>6) To note that the Council had frozen communal heating charges for Council tenants at Maidencraig Court, Cables Wynd House, Greendykes, 22 Wauchope Terrace, Ferniehill Drive and Saughton Mains Terrace citing “ongoing issues with systems providing heat and</p>	Interim Executive Director of Place			

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			<p>determining the appropriate charging tariff for energy use". To therefore, request an urgent briefing note for Committee members setting out the status of the heating systems in each of these blocks, and information about if residents were experiencing the same issues as at Westfield Court.</p> <p>6) To note that the refreshed High-Rise Strategy was intended to address many of the failings outlined in the report by the Service Director, Housing and Homelessness. To therefore, agrees that this strategy be shared with Housing,</p>	Interim Executive Director of Place			

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			Homelessness and Fair Work Committee members as soon as possible, and appended to the report as part of its referral to Governance, Risk and Best Value Committee.				
24	27.08.24	Internal Audit Update Report: Quarter 4 2023/24 - referral from the Governance, Risk and Best Value Committee	To request a report to the Housing, Homelessness and Fair Work Committee (in an acceptable number of cycles) exploring the options for an in-sourced scaffolding service, including all the associated costs	Executive Director of Corporate Services	March 2025		
25	27.08.24	Opportunities for Nature on HRA Land	1) To agree to a further report within one cycle to outline how a proportion of the monies allocated to EIP could be accessed by community groups to allow them to deliver and manage agreed	Interim Executive Director of Place	December 2024		A Business Bulletin update is provided in October 2024

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			<p>proposed projects, and before the November EIP deadline.</p> <p>2) (Background: Agrees to host a roundtable discussion to explore how, in line with Community Wealth Building principles, the HRA's EIP budget could be restructured to better empower 3rd / voluntary sector and community growing organisations to work in closer partnership with Housing Officers, as well as colleagues in Neighbourhood Environment Services, Thriving Greenspaces and nature recovery, to deliver projects which more readily support the Council's</p>	Interim Executive Director of Place	December 2024		

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			<p>“Right to Grow” agenda and wider aims to tackle the nature emergency.</p> <p>Agrees that invitations to this roundtable will include relevant Council officers working on Community Wealth Building, Right to Grow, Thriving Greenspaces, nature recovery and procurement, as well as relevant 3rd / voluntary sector and community growing organisations.?</p> <p>To agree that this roundtable discussion would take place before the tendering for the renewed EIP was completed in the Autumn, and that a write up from the</p>				

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			roundtable with next steps be included in the Business Bulletin of the next Housing, Homelessness and Fair Work Committee meeting.				
26	27.08.24	Motion by Councillor Parker – Expanding Edinburgh’s Successful Student Housing Co-op (Full text)	Notes that, as part of the Local Housing Strategy, CEC staff are doing a lot of work to understand the nature of the problem of student housing and how it fits into our overall housing strategy. Notes the following actions currently underway: <ul style="list-style-type: none"> Housing and Homelessness staff are arranging an engagement session with student representatives across the four universities to feed into the Local Housing Strategy. 	Interim Executive Director of Place	December 2024		

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			<ul style="list-style-type: none"> • Planning colleagues are setting up a further Edinburgh Student Housing Engagement Event for early October, bringing together Council officers, elected members, the Universities and student representatives. • In advance this, a session is being organised with Cllrs across HHFW, Planning & Development Management Sub-Committee to explore feedback gathered through the LHS which has relevance across housing and planning - with student housing one of the main issues 				

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			<p>the session will focus on.</p> <p>Therefore, agrees that the draft Local Housing Strategy, which would come to committee in December, would include the work outlined above, as well as information about what work had taken place to explore housing co-operative models as part of the Housing Emergency Action Plan to date and ideas about <u>if</u> the Council could support the Student Housing Co-operative with its expansion plans.</p> <p>To agree that officers engage with the Student Housing Co-op, and other relevant stakeholders, when writing this report.</p>				
27	27.08.24	Motion by Councillor Parker -	1) To request a report in 2 cycles to outline	Interim Executive	December 2024		

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		Accessible Housing Summit and Council Adaptations Process (Full text)	what work was taking place to strengthen partnership working between health and social care partners and the housing and homelessness service, with a particular focus on the adaptations process, agreeing that the report should cover: a) The governance processes for adaptations, and how these could be strengthened and improved. b) What consideration is given to completing preventative adaptations (as opposed to reactive adaptations), and how this could be	Director of Place			

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			<p>strengthened and improved, including information about what factors are considered when determining “accessibility.”</p> <p>c) The funding arrangements for adaptations work, and whether these are fair and appropriate.</p> <p>2) To further agree that the report should cover:</p> <p>a) Progress against actions from the Accessible Housing Study in 2022, for example work to improve data around Council housing stock, as well as information about any barriers to delivery of these actions, for</p>				

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			<p>example resourcing and/or budget constraints, and how these could be circumvented.</p> <p>3) To agree to host an Accessible Housing Summit in the new year, inviting organisations across the city to discuss how a similar register to Home 2 Fit could be developed for Edinburgh, including representation from Edindex partners, Health and Social Care partners, representatives from the private rented sector, letting agencies / estate agents, Disabled People's Organisations, relevant Council</p>				

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			<p>officers, committee members and any other relevant bodies. Report referred to above would include a proposal for an agenda and attendance at the summit to be discussed at Committee.</p>				