

Rolling Actions Log

Housing, Homelessness and Fair Work Committee

3 December 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	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</p>

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							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.
3	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>Recommended for closure</u></p> <p>This information is not currently captured as it is not a requirement for the Scottish Government Statutory Returns.</p> <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</p>

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							the next report to Committee in August 2024.
4	08.08.23	Place Based Investment Programme allocations <u>1 October 2024</u> <i>Officers to provide members with an update on the process</i>	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	Interim Executive Director of Place	Ongoing		<u>Update – May 2024</u> An update is included in the Business Bulletin on 14.05.2024. <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
5	08.08.23	Fair Work, Gig Economy, and Living Hours City – progress update	1) To note the initial work underway to assess the impact of living hours accreditation on Council services, and that a	Interim Executive Director of Place / Executive	25 February 2025		<u>Update – December 2023</u> This work will be carried out in conjunction with actions outlined in the

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			<p>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>Director of Corporate Services</p> <p>Interim Executive Director of Place</p>	25 February 2025		Edinburgh Fair Work Charter programme and reported to Committee accordingly.
6	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	Interim Executive Director of Place	March 2025		Update – May 2024 The People Strategy was approved by Policy and Sustainability Committee in March 2024.

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			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.				<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.
7	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	Interim Executive Director of Place / Executive Director of Corporate Services	25 February 2025		

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8	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	25 February 2025		<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>
9	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>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p> <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</p>

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							Affordable Housing Need. An interactive map provides details of each zone and colour code.
10	05.12.23	Tenant Participation and Community Engagement 2024/27 1 October 2024 Officers to confirm the current position with and if required recommend for closure	1) To recognise that funding to support tenant participation and community engagement is of vital importance. 2) To note that Councillors have been asked to agree spending of over £550k of public money without: <ul style="list-style-type: none"> a) oversight of the SLA which governs the contract; b) a RAG status update (or similar) against the KPIs 	Interim Executive Director of Place	October 2024		<u>Recommended for closure</u> This action has been completed. <u>Update – May 2024</u> 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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11	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
12	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	February 2025		<u>Update August 2024</u> It is hoped to provide an update on this action to Committee in October 2024
13	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.	Interim Executive Director of Place	Autumn 2024		<u>Recommended for closure</u> A written briefing has been circulated to Committees. <u>August 2024</u> A Business Bulletin is included on the agenda for this meeting and a

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							briefing planned for later in the autumn once the service is up and running.
14	27.02.24	Increasing Affordable Homes Delivery	To request that details of the total cost of “off the shelf” purchases from the last few years be shared	Interim Executive Director of Place	December 2024		<p><u>Recommended for closure</u></p> <p>This information is included in the Strategy for Purchasing Land report for Committee on 3 December 2024.</p> <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>
15	27.02.24	Responding to the Housing Emergency Declaration	1) Agrees that, as part of the next stage of work with the Housing Emergency plan, consideration is given to	Executive Director of Place	August 2024	August 2024	<p><u>CLOSED</u></p> <p>26.08.24.</p> <p>Update – May 2024</p> <p>This is being planned,</p>

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			<p>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 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	Early 2025		<p>although given the range of stakeholders it may be appropriate to host a series of summits to ensure relevant representation for specific actions.</p> <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>

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16	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		
17	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</p>	Executive Director of Corporate Services	October 2024		PART 1 CLOSED

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			<p>engagement with residents.</p> <p>b) What specific support is available for private tenants 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>				

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			<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>	Interim Executive Director of Corporate Services	December 2024		<p><u>Recommended for closure</u></p> <p>Part 2 – this is included in the Cyclical Assurance report.</p>
18	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</p>	Interim Executive Director of Place	December 2024		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p>

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			<p>help mitigate the challenge of the budget cut with key risks, and pathways to implementation, clearly set out.</p> <p>2) Requests this in one cycle with referral to the following Finance and Resources Committee.</p>				
19	22.08.24 (Policy and Sustainability Committee)	A Visitor Levy for Edinburgh – Draft Scheme	<p>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 spent to support social housing.</p> <p>2) To further request that this report will set out the relationship</p>	Chief Executive	13 May 2025		

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			between this funding and the Strategic Housing Investment Plan, and annual HRA budget setting process				
20	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 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</p>	Interim Executive Director of Place	December 2024		

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			groups with the budget setting process for 2025-2026				
21	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 the negotiation of the new energy contract and how it would constitute best value for money for residents</p>	<p>Interim Executive Director of Place</p> <p>Interim Executive Director of Place</p>	Early 2025		<p><u>Actions 1 – 3, 5 and 6 Recommended for closure</u></p> <p>Briefing note circulated on 30 September 2024 and resident letter sent out on 26 September 2024. Letter sent by the Convener in November 2024.</p>

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			<p>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 charges in one block should apply across the board and be sustainable in the long-term. To</p>	<p>Interim Executive Director of Place</p> <p>Interim Executive Director of Place</p>	October 2024		

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			<p>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 the lack of price caps or protections in place for them. To therefore, agree that the Convener would write</p>	Councillor Meagher	November 2024		

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			<p>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 determining the appropriate charging tariff for energy use”.</p> <p>To therefore, request an urgent briefing note</p>	Interim Executive Director of Place	November 2024		

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			<p>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>7) 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.</p> <p>To therefore, agrees that this strategy be shared with Housing, Homelessness and Fair Work Committee members as soon as possible, and appended to the report</p>	Interim Executive Director of Place	Awaiting update		

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			as part of its referral to Governance, Risk and Best Value Committee.				
22	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		
23	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 proposed projects, and before the November EIP deadline.	Interim Executive Director of Place	December 2024		<p><u>Recommended for Closure</u></p> <p>A Business Bulletin update is provided in December 2024.</p> <p>A Business Bulletin update was provided in October 2024</p>

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			2) (<u>Background:</u> 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 3 rd / 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 "Right to Grow" agenda and wider	Interim Executive Director of Place	December 2024		<u>Recommended for closure</u> A Business Bulletin update is provided to the meeting in December 2024

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			<p>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 roundtable with next steps be included in</p>				

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			the Business Bulletin of the next Housing, Homelessness and Fair Work Committee meeting.				
24	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	25 February 2025 (Part of the Draft Local Housing Strategy)		

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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>				
25	27.08.24	Motion by Councillor Parker -	1) To request a report in 2 cycles to outline	Interim Executive	December 2024		<u>Recommended for Closure</u>

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		Accessible Housing Summit and Council Adaptations Process (Full text)	<p>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:</p> <p>a) The governance processes for adaptations, and how these could be strengthened and improved.</p> <p>b) What consideration is given to completing preventative adaptations (as opposed to reactive adaptations), and how this could be</p>	Director of Place			Report on the agenda for this meeting

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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>				
26	26.09.24 (Council)	Housebuilding – motion by Councillor Key (See Agenda frontsheets)	<p>In light of this significant investment, to request an update to the next Strategic Housing Investment Plan (SHIP) report due in December 2024 at Housing, Homelessness and Fair Work Committee to detail:</p> <p>a) how this funding would translate into existing plans and investment to help with a robust house-building</p>	Interim Executive Director of Place	December 2024 (part of the SHIP report)		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p>

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			<p>programme for Edinburgh;</p> <p>b) projected number of new homes to be delivered;</p> <p>c) the timeline for completion;</p> <p>d) how this initiative would support the commitment to sustainable, affordable housing and tackling homelessness across the city.</p>				
27	26.09.24 (Council)	Purpose Build Student Accommodation – motion by Councillor Flannery (See Agenda frontsheets)	To call on the leader of the Council to write to Scottish Government to seek publication of the report into PBSAs in Scotland as a matter of urgency, particularly considering the issues raised above, with an update to the Business Bulletin of Full Council, Housing, Homelessness and Fair	Council Leader Interim Executive Director of Place	February 2025		The Leader has written to the Scottish Government. An update will be provided to Committee through the Business Bulletin when available.

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			Work, Planning, Policy and Sustainability, Finance and Resources and Transport and Environment Committees.				
28	01.10.24	Housing Revenue Account Budget Strategy 2025/26	<p>1) To request that officers provide political groups with written guidance setting out how they could include proposals in their budgets in February 2025 to use the General Fund to support the HRA, including timescales or milestones they would need to meet in order for proposals to be deemed competent. To further request that this written guidance be also shared with group finance leads.</p> <p>2) To also request that officers provide</p>	<p>Interim Executive Director of Place</p> <p>Interim Executive</p>	<p>February 2025</p> <p>February 2025</p>		

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			political groups with detailed information about Council Fees and Charges agreed at budget time which related to the housing service or HRA – for example, communal heating charges, management fees charged for the Mixed Tenure Improvement Service or recharges to the HRA – so that political groups could fully consider the impact of any proposed changes to these as part of the budget setting process.	Director of Place			
29	01.10.24	Response to the Monitoring Officer Report on	To instruct the Service Director – Housing and Homelessness to provide a	Interim Executive	February 2025		

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		Conflicting Legal Obligations	costed plan with milestones and a long stop date of one year to end the practice of housing homeless households in unlicensed temporary accommodation to the next meeting of the Committee for scrutiny and approval. This plan to provide a business case for use of Council owned or on contract accommodation rather than off contract waivers to bring down the cost per unit, comply with all necessary standards and reduce the uncapped budget pressure on the service.	Director of Place			
30	01.10.24	Rent Rebates and Compensation for Tenants Affected by Damp and Mould	To note that Housing Officers in the Dampness team would work with tenants to support them with referrals to sources of financial or practical support that was available to help mitigate any loss they had experienced as a result	Interim Executive Director of Place	December 2024		Recommended for closure An update is provided in the Business Bulletin for Committee on 3 December 2024

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			<p>of damp or mould in their home:</p> <ul style="list-style-type: none"> • agree in exceptional cases, Housing Officers could consider making a discretionary ex-gratia payment of up to £250 • agree that the process for submitting a claim to the Council's insurer be published clearly on the Council Website and be available as an online form and that the current paper Claim Form be made available in Council Offices and 3rd Sector Organisations • agree a that Housing Officers would as standard practice inform new tenants of the Council arranged Home Insurance policy, to be 				

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			<p>recorded as a process accordingly.</p> <p>To agree to bring back an updated report addressing the above in one cycle.</p>				
31	01.10.24	Draft Climate Ready Edinburgh Plan – referral from the Policy and Sustainability Committee	To request that Officers engage with committee members and officers from across the Council, including members of CLT (if required), to bring forward a proposal about how Committee papers could better reflect considerations from within the Climate Ready Edinburgh plan and build adaptation governance into routine Committee decision making going forward.	Interim Executive Director of Place	May 2025		
32	01.10.24	Mixed Tenure Improvement Service Pilot – Strategy and Completion Report	1) To agree that, in advance of the budget setting process in February 2025 and in discussion with political groups,	Interim Executive Director of Place	February 2025		

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			<p>officers provide a briefing note to set out options for alternative models for financing MTIS works which would include options for reducing Council management fees, leveraging recommendations from the Green Heat Finance Taskforce (when these were available), for consideration in the round as part of the Council's budget setting process in February 2025.</p> <p>2) To further agree that this briefing note would also set out how Council resource and intelligence between the LHEES project management office,</p>	Interim Executive Director of Place	February 2025		

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			central climate team and MTIS team was being pooled to ensure consistency in messaging and approach towards residents as part of MTIS works, recognising the clear overlap between the aims of projects managed by these different parts of the Council.				
33	01.10.24	By Councillor Meagher – Grenfell Inquiry Report (See Agenda frontsheet)	To request a report to Housing, Homelessness and Fair Work Committee in one cycle providing assurance on the fire safety measures the Council had in place, in conjunction with Scottish Fire and Rescue Service	Interim Executive Director of Place	3 December 2024		<u>Recommended for closure</u> Report on the agenda for this meeting