

**REPORT TO:** Cabinet

**MEETING DATE:** 26 January 2022

**BY:** Executive Director for Place

**SUBJECT:** Proposed Development of the Next Local Housing Strategy (LHS) 2023-28

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## **1 PURPOSE**

1.1 The purpose of this report is threefold:

- To provide an update on progress of the delivery of actions within the LHS 2018-23.
- To update on relevant changes to the national policy and planning context for the development and delivery of the East Lothian LHS.
- To outline and agree the project plan for the development of the next LHS 2023-28.

## **2 RECOMMENDATIONS**

Cabinet is recommended to:

- 2.1 approve the development of the next LHS 2023-28.
- 2.2 note the progress which has been made to date to deliver the actions set out in the 2018-23 LHS, despite the significant challenges of the pandemic.
- 2.3 note the Scottish Government's publication of the 2019 LHS Guidance and the Scottish Government's Housing to 2040 agenda.

## **3 BACKGROUND**

- 3.1 The Housing (Scotland) Act 2001 requires local authorities to prepare a Local Housing Strategy (LHS) for their area, supported by an assessment of housing need and demand. The Act also states that the LHS must be supported by an assessment of housing provision and related services,

that it must be submitted to Scottish Ministers and that local authorities must keep their LHS under review.

3.2 The LHS is the sole strategic document for housing, bringing together a wide range of housing-related priorities into one place and enabling a co-ordinated response in terms of action. The LHS plays a number of important roles, including:

- Setting out the strategic direction of the Council and its partners to delivering high quality housing and related services, to meet identified need across the county.
- Outlining the Council's approach to meeting its statutory housing responsibilities, i.e. in relation to fuel poverty, house condition and homelessness.
- Summarising the response to national housing priorities, i.e. the Scottish Housing Quality Standard; town centre living; reduction in carbon emissions and supporting the development of sustainable communities, while also reflecting the needs and priorities of the local area.
- Demonstrating how housing can contribute to improvements in health and wellbeing and influence the effective integration of health and social care.

3.2 The current LHS approved at Cabinet in June 2018 sets out the strategy, priorities and plans for the delivery of housing and related services across East Lothian from 2018-23. It was recommended that this strategy should be updated annually as required, following a review in August of each year throughout the period 2018-23, with any changes reported through the Members' Library Service.

3.3 An update was reported in August 2019 to senior officers. However, further reports have not been lodged due to a combination of factors, including the disruptive impact of COVID-19 upon the work of the team. For the 2019-20 Update, the decision was taken to delay until 2021 due to the impact of COVID-19.

### **LHS Guidance 2019 Update**

3.4 It is now time to begin the process for the next LHS and we have taken this opportunity to provide an update to the current LHS as well as providing you with an update to the changes in Scottish Government guidance and the wider Housing to 2040 agenda.

3.5 In 2019, the Scottish Government published updated [LHS Guidance](#) succeeding the 2014 Guidance. The Updated Guidance sets out the statutory functions of the LHS, incorporating the following new requirements:

- Local Housing Strategies are required to state the local authority's plans to publish lists of those interested in acquiring land for self-build

in their areas, what advice/information/assistance is available locally and how this can be accessed.

- The policy area of homelessness has seen the largest number of updates due to the scale of new legislation and policy. Local Housing Strategies must contain a short summary on the local Rapid Rehousing Transition Plan (RRTP) and ensure there is a strategic fit. The following areas should be considered: a summary of preventative action being taken; temporary accommodation plans; plans around the provision of settled accommodation including the role of RSLs in this; what partnership working there has been in the development of the RRTP; and details of which LHS outcomes are aligned with RRTP priorities/outcomes.
- Within the chapter on Specialist Provision, Local Housing Strategies should demonstrate that consideration has been given to the specialist provision requirements for those of all ages, in all types of households, across all tenures to the following updated groups:
  - People with high support needs currently either in long-term care in hospital or out-of-area placement, those discharged from hospital or in a similar institution.
  - Young people transitioning to independent living for the first time
  - Members of the LGBTQI community
  - Where evidence suggests there is a requirement for action to provide suitable housing for key workers, the LHS should include a policy on this. This could be to assist in the employment and retention of people vital to the delivery of and improving essential local services.
  - The LHS must include a statement on the evidence in providing a target for wheelchair accessible housing in all tenures, and how Housing & Planning Departments will work together to ensure this is delivered in the private sector.
- Local Housing Strategies should demonstrate the links between climate change, fuel poverty and housing policies by:
  - Providing a summary of and aligning with Local Heat and Energy Efficiency Strategies (LHEES)
  - Providing an explanation of how technology is being used to delivery net zero greenhouse emissions targets
  - Providing robust fuel poverty and greenhouse gas emissions outcomes through the delivery of Home Energy Efficiency Programmes: Area Based Schemes (HEEPS: ABS)

## **Housing to 2040**

- 3.6 Since their 2019 LHS Guidance Update, the Scottish Government has subsequently published [Housing to 2040](#) (H2040), Scotland's first twenty-year strategy for housing. At the time of writing, the Scottish Government has stated that they do not plan to provide further updates to the LHS Guidance.
- 3.7 H2040 sets out a vision for housing in Scotland to 2040 and a route map for achieving it. H2040 sets out a framework for the delivery of a robust and strong housing system that will deliver fairness and equality for people and communities in Scotland over the next twenty years.
- 3.8 H2040 provides a route map across four priority areas:
- More homes at the heart of great places: for everyone to have a safe, high-quality home that is affordable and meets their needs in the place they want to be.
  - Affordability and choice: everyone to have access to a home that is affordable and choices about where they live no matter what.
  - Affordable warmth and zero emissions: housing to contribute to tackling climate change by 2045 by delivering homes that are warm and affordable to heat and reducing the emissions caused by housing and housing constriction.
  - Improving the quality of all homes: all homes to be good quality, whether they are new build or existing, meaning everyone can expect the same high standards no matter what kind of home or tenure they live in.

## **2021 East Lothian LHS Update**

- 3.9 The 2021 LHS Update does not seek to re-align the LHS with any new or forthcoming document, given the scale of change proposed in Housing to 2040 and the close proximity of LHS 2023-2028. Instead, the update has taken a light touch approach and highlights progress on existing actions.
- 3.10 COVID-19 has impacted on the delivery of a number of actions within the LHS. As the local authority remains in business continuity mode, and a significant proportion of strategic works includes strong partnership working, non-statutory requirements have been delayed.
- 3.11 Despite the pressures on East Lothian Council and East Lothian Health and Social Care Partnership (ELH&SCP) due to the COVID-19 pandemic, Brexit, and the care at home crisis, a number of significant developments have been made, including those which require intensive partnership working.
- 3.12 **Highlights of our Key Achievements** in meeting targets identified within the LHS action plan include:

- Delivering 279 units of affordable housing in East Lothian during 2019/20.
- The Council, in partnership with ELH&SCP, met the target in the provision of 40 units of core and cluster accommodation for people with a learning disability, mental health condition and complex care needs.
- Successful funding bid in partnership with Women's Aid East and Midlothian (WAEML) and East Lothian Housing Association for the provision of Housing First via Scottish Government's Third Sector Homelessness Fund.
- £2 million was secured from the Scottish Government through HEEPS: ABS for the delivery of external wall insulation of privately owned properties through-out the County, reducing fuel poverty and property disrepair.

### 3.13 Key Areas of Risk

- A range of policies associated with private sector housing are now out of date. These include the Scheme of Assistance, Below Tolerable Standards policy and Housing Renewal Areas.
- A review of both of these policies will be prioritised where resources allow in the coming year 2022/23.

### 3.14 Key Areas for Improvement

- The publication of Housing to 2040, and the scale of change it proposes combined with the proximity of the new LHS, provides a key opportunity for a range of actions in the current LHS to be met during the research and consultation of the new LHS. For example:
  - Improve knowledge of housing need & demand in rural areas; and
  - Carry out research into the experience of people with dementia who also have protected characteristics i.e. BME, learning disabilities, mental illness or physical disabilities.
- The current LHS set out an action for 300 units of specialist housing for older people to be delivered over a 5-year period to 2023. Best practice and evidence on the development of older people's housing, will need to be reviewed in light of lessons learned from the COVID-19 experience.

- 3.15 In line with our commitment to review and update annually, Appendix A sets out the updates and any amendments to the action plan.

### **Next LHS 2023-28**

- 3.16 We are required to develop and implement a new Local Housing Strategy for submission to the Scottish Government by August 2023.
- 3.17 The purpose of the new LHS will be to:
- Establish an understanding of key housing issues across all tenures and housing related services and set out a clear vision for housing in East Lothian over a five year period that supports public sector reform principles and national / local priority outcomes.
  - Prepare and submit to Scottish Ministers an East Lothian Housing Strategy for the period 2023-2028 and associated documentation, in accordance with Scottish Government LHS Guidance (2019).
- 3.18 A PID has been developed (Appendix B) which sets out the project brief. To oversee this process, it is recommended that the East Lothian Housing Partnership is set up with the following broad functions:
- To oversee the development of the Local Housing Strategy and any associated documents.
  - To monitor the implementation of the Local Housing Strategy
  - To receive reports from LHS Project Team and any associated groups set up to research and evidence key themes such as affordable housing, homelessness and fuel poverty.
  - To ensure links with other key strategic planning structures e.g. Community Planning, Health & Social Care Partnership, Children's Services
  - To set up any other groups to ensure that it performs its function
  - To report to the East Lothian Partnership Governance Group
- 3.19 It is proposed that the Partnership is chaired by the Head of Housing with membership from all key stakeholders, as described in the PID (Appendix B).
- 3.20 A consultative draft will be brought to cabinet in Autumn/Winter 2022 prior to a public consultation, with the final LHS being presented in spring 2023 prior to submission to the Scottish Government. The proposed timeline is set out within the PID in Appendix B.
- 3.21 The timing of the LHS 2023-2028 provides a unique opportunity for closer working with colleagues in Planning and the East Lothian Health & Social Care Partnership (ELH&SCP). The consultation process within the LHS aligns with the indicative timescales for the Evidence Report for the LDP, with the publication of the LHS anticipated for autumn 2023, when a draft

LDP is also proposed. In addition, the LHS aligns with the ELH&SCP Strategic Plan consultation and delivery. Discussions are ongoing to ensure partnership working and collaborations for consultations in a way that benefits communities in East Lothian and demonstrates the important strategic links.

#### **4 POLICY IMPLICATIONS**

4.1 There are no policy implications arising from this report.

#### **5 INTEGRATED IMPACT ASSESSMENT**

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial – There are no financial implications arising from this report.

6.2 Personnel - Significant staff time will be required to complete, monitor and oversee the development of the LHS.

#### **7 BACKGROUND PAPERS**

7.1 LHS Update 2021 – Appendix A

7.2 LHS Project Team PID – Appendix B

7.3 [Local Housing Strategy Guidance \(2019\)](#) Scottish Government

7.4 [Housing to 2040](#) Scottish Government

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## Introduction

East Lothian’s Local Housing Strategy (LHS) covers the period 2018-2023. It provides the strategic direction to tackle housing need and demand to inform the future investment in housing and related services across the local authority area. The Scottish Government’s best practise guidelines state that local authorities should provide annual updates of the LHS. The decision was taken in 2020 to delay the 2019-2020 update due to the COVID-19 Pandemic. As such this, second update of the current LHS, will cover the period 2019-2021.

The LHS is the sole strategic document for housing in East Lothian. It outlines the housing system in East Lothian, including key trends, local pressures and challenges. The LHS sets out a proposed vision for East Lothian across all tenures with a range of outcomes which enable the Council and partners to meet the vision over a five year period. The LHS brings together a wide range of housing related priorities into one place and enables a co-ordinated response in terms of action.

As far as possible the LHS was aligned with other key strategic documents within East Lothian Council and East Lothian Health and Social Care Partnership (ELH&SCP). These documents are listed within the LHS 2018-2023.

Previously, the LHS update has allowed East Lothian Council to re-align the LHS with any new or forthcoming documents. However, in March 2021 the Scottish Government published Housing to 2040 which sets out a vision for housing in Scotland to 2040 and a route map to get there. It aims to deliver a vision for everyone to have a safe, good quality and affordable home that meets their needs in the place they want to be. The scale of change, new strategic documents and policy proposals is not to be underestimated. As such, this update will only provide updates on existing actions in the LHS, and Housing to 2040 will be central to the next LHS 2023-28.

Each priority outcome will be taken in turn, with key related legislation and policy highlighted. Thereafter, achievements of the period 2018-19 and key priorities for the coming year 2019-20 will be set out. Each section will conclude with the monitoring table of the action plan for the relevant outcome.

<b>Table x: Progress Indicators</b>		
Little / no progress	Continuing process made – some are longer term actions over the period of the LHS	Actions or targets achieved or on track

**Priority Outcome 1: Sustainable and vibrant communities are created and maintained**

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2019 Progress	2019-2021 Progress
<b>Theme 1: Strategic Approach to Sustainable and Vibrant Communities</b>							
Continue to support the town centre first principle	The Town centre 1 <sup>st</sup> Principle is applied within LDP 2018 and the individual Town Centre Strategies.	Principle supported in LDP	Town Centre Principle supported in LDP, LHS and key Council Strategies.	March 2023	Regeneration / Planning / Housing Strategy & Development	Ongoing.	Ongoing.
Prepare an East Lothian Town Centre Regeneration Strategy	Individual town centre strategies in place. No overall strategy.	Approved Strategy in place	Project team established  Evidence review complete  Approved Strategy in place	June 2023	Regeneration	No progress to date.	No progress to date – plan to link to renewed Economic Development Strategy and LDP2
Improve knowledge and understanding of town centre data, i.e. stock condition, energy efficiency, fuel poverty, empty homes etc	Basic understanding as displayed in Local Housing Strategy	Report on town centre data provided to Member's Library	Project team established  Stock conditions survey complete  Recommendations	March 2023	Regeneration / Planning / Housing Strategy & Development	Private housing stock condition has been assessed for Tranent and Dunbar as part of CARS bids. This covers the	No further progress

			Report to Members Library			designated town centres only.	
Ensure housing play a key role in relation to major proposed flood prevention work i.e. in the Musselburgh area to maximise opportunities for town centre living	Ongoing partnership working	Masterplan complete		March 2020	Planning / Regeneration / Housing Strategy & Development	EDSI represented on MFPS Project Board, development and scoping ongoing.	Ongoing involvement by Economic Development to maintain links and identify opportunities
<b>Theme 2: Delivery of Quality Sustainable Housing in Town Centres/Rural Areas</b>							
Invest in affordable housing development in town centres via Affordable Housing Supply Programme (AHSP)	Ongoing	Number affordable homes completed	Development of SHIP 2019/2020	March 2023	New Build Team / Housing Strategy & Development	Hillcrest HA are currently negotiating the delivery of 15 affordable units in Tranent town Centre. ELC also have 12 units on site which will complete in 20/21 and are exploring a further 28 units including 7 specialised in Tranent	Hillcrest are currently on site. ELC 12 units complete. 28 units has planning permission.
Bring empty town centre properties back into use, where appropriate,	Continuing work within town centres	-Number empty homes brought back into use for affordable housing	Identification of empty properties Empty Homes report complete	March 2023	Regeneration Team / Housing Strategy & Development	Tranent CARS – 1 empty flat brought back into use, former Co-op store being	Opportunities are sought on an ongoing basis, funding for Dunbar

for affordable housing			Strategic Approach agreed for delivery			converted into 15 affordable units.	CARS secured and gives opportunity to address a number of vacant properties in that town.
Increase supply of affordable housing in rural areas.	Ongoing	Number affordable homes completed	Development of SHIP 2019/2020	March 2023	New Build Team / Housing Strategy & Development	The new build team are continuing to explore new opportunities to deliver affordable housing in rural EL.	Housing engaging through Rural Economy Group as the New Build Team continue to explore new opportunities to delivery affordable housing in rural EL.
Bring empty rural properties back into use for affordable housing	No strategic approach to empty properties in rural areas.	-Number empty homes brought back into use for affordable housing in rural areas	Identification of empty properties -empty homes report complete - Strategic approach agreed for delivery	March 2023	New Build Team / Housing Strategy & Development	Empty Homes Strategy complete and waiting sign off.	As previously reported
Explore opportunities in relation to	No policy in place	Report to Members Library	Review of best practice / national policy	March 2023	Housing Strategy & Development / New Build Team /	No progress to date.	Investigation underway into a site in

community land ownership & community led housing including custom build and self-build housing		and Policy in place.	-Establish a baseline position -Co-ordination of information / opportunities -Prepare guidelines / policy / information and advice as appropriate				Prestonpans to possibly do a self-build site.
Maximise opportunities to restore historic buildings including residential homes i.e. via Town Heritage and Conservation Area Regeneration funding	Ongoing investment in opportunities	Number of successful funding schemes in place	-Number of historic areas/ buildings restored -Improved understanding of levels of dilapidation -Proposals in place for external funders -Developing support packages / funding schemes	March 2023	Regeneration / Planning / Housing Strategy & Development / Economic Development	Tranent CARS in yr5 of 5, circa £6m invested in Town Centre by private individuals and public bodies. Dunbar CARS in preparation for bid.	Funding for Dunbar CARS secured.
<b>Theme 3: Supporting People and Communities</b>							
Support community led activity that seeks to improve town centres and rural areas	Ongoing work by Area Partnerships in Towns	Town Centre Action Plans in place	Town Centre Action Plans agreed  Area Partnership Sub-groups in place	March 2023	Regeneration / Planning / Area Partnerships	Action plans in preparation for Tranent and North Berwick. These will build on Area Partnership plans.	No further progress

			Community led activities				
Improve digital infrastructure to support independent living and self-help for vulnerable groups via technology enabled care	No Review in place	Review of digital infrastructure complete.	Review of TEC complete  Number TEC devices in use  Number TEC projects in place	March 2023	Transformation Team / Adult Wellbeing / Housing Strategy & Development / HSCP	East Lothian TEC team currently has over 2,200 clients with analogue connected alarms and 4,301 connected telecare products (as from July 2019)	Digital gap analysis included in COVID recovery funding via Economic Development. Although the scope still to be defined.

**Priority Outcome 2: The supply of housing is increased and access to housing improved across all tenures**

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
<b>Theme 1: Clear strategic direction for housing investment</b>							
Prepare a revised Housing Need & Demand Assessment (SESplan HNDA3) for the South East	HNDA 2 in place	Robust and Credible Assessment / publication of SESplan HNDA3	Baseline position established  Agreement over best body to take HNDA3 forward	March 2022	Housing Strategy & Development / SESplan authorities	SESHoF have prepared options report to take HNDA3 forward. This paper is being presented to the	A SESplan HNDA3 has been completed and will seek sign off from

Scotland (SESplan) area			Working group and resources in place			City Region Deal Directors meeting this calendar year.	Heads of Housing and Planning in January 2022 before being submitted to CHMA.
Agree Housing Supply Targets for SESplan HNDA3	HNDA2 Housing Supply Targets	Housing Supply Targets formally agreed	As above	May 2022	Housing Strategy & Development / SESplan authorities	As above	HSTs will be set once HNDA3 has signed off as robust and credible by CHMA.
Develop a Local Investment Framework to improve knowledge & understanding of local areas. This information will be used to ensure a balance of affordable tenures / house types is delivered on all new proposed developments	No LIF in place	Approved LIF in place	PID prepared Working group established Resources agreed Approved PID in place.	December 2022	Housing Strategy & Development	Revised deadline to December 2020 due to lack of resources.	PID prepared and a structure for taking forward to commence in January 2022.
Complete Supplementary Planning Guidance (SPG) for Affordable Housing		Approved Supplementary Planning Guidance		Approved February 2019	Housing Strategy & Development	Supplementary Planning Guidance for Affordable Housing has been approved	As previously reported.



						alongside the Local Development Plan.	
Improve knowledge of housing need & demand in rural areas	Limited knowledge of housing need and demand in rural areas	Approved research on housing need and demand in rural areas	PID prepared  Working group established  Resources agreed  Approved research in place.	December 2022	Housing Strategy & Development	Deadline put back due to lack of resources.	Deadline put back due to lack of resources. Will be examined as part of LHS 2023-28 preparation.
<b>Theme 2: Increase housing supply</b>							
Deliver 189 affordable units per annum as per Housing Supply Target – including RSLs	Ongoing	Number affordable homes completed	Annual SHIP	March 2023	New Build	2016/17 – 204 2017/18 – 292 2018/19 - 137	2019/20 - 279
Maximise opportunities to accelerate affordable housing	Ongoing	% allocation spent		March 2023	Housing Strategy & Development / New Build	ELC have increased the number of open market acquisitions over the last 3 years and continue to explore opportunities to bring forward housing earlier in partnership with RSL partners and the Scottish Government	ELC are continuing to bring forward housing as early as possible.

Work with RSL partners to deliver affordable housing	Ongoing	Number affordable homes completed	Annual SHIP	March 2023	Housing Strategy & Development / New Build	2016/17-60 2017/18-166 2018/19 - 83 2019/20 – 22	2019/20 –22 total for social rent plus 38 MMR through RSL partners.
Explore alternative / innovative financial models	Limited alternative financial models in place.	Appraisal of financial models complete  SPV established		March 2023	Housing Strategy & Development / New Build	East Lothian Mid-Market Homes MMR established in April 2019 with commitment to the delivery of 50 units by end of October 2019. Also continuing to explore other opportunities	A further 2 properties have been taken on under ELMMH. Continued exploration of opportunities particularly with Housing to 2040.
Deliver the Councils own new build programme	Ongoing	Number affordable homes completed	Ongoing	March 2023	New Build	During the period 2018/19, 20 units were completed. For the period 2019/20, a projected total of 70 units.	2019/20 – a total of 104 were delivered by the Council. During 2020/21, 93 units delivered. A total of 105 are projected for 21/22

Affordable Housing delivered by other stakeholders	Ongoing	Number affordable homes completed	Ongoing	March 2023	New Build	For the period 2018/19, 23 units were provided by RSLs and a further 34 units by other bodies. The projections for 2019/20, are 58 units by RSLs and 121 by other developers.	2019/20 -157 2020/21 - 28
Prepare / implement a survey in relation to empty homes, analyse responses and provide recommendations	No survey in place	Survey complete and recommendations made	PID established Survey implemented Report complete Recommendations in place.	March 2023	Housing Strategy & Development	A survey was sent to all owners of empty properties in East Lothian during November-December 2018. This achieved a response rate of 1/3. The strategy along with associated action plan is currently awaiting sign off.	As previously reported.
Take a strategic approach to bringing empty properties / land back into use including consideration of CPOs	No strategic approach in place.	Strategic approach approved	Approved Empty Homes Strategy Recommendations in place.	March 2023	Housing Strategy & Development / Public Health / Environmental Protection	It is recommended that this action is revised in light of the approved recommendations from the Empty Homes Strategy.	As previously reported.

Explore opportunities for the effective support of community-led housing / self-build / custom build	No formal procedures in place.	Report approved	Research undertaken  Policies and procedures in place.	Dec 2020  2023	Housing Strategy & Development	Now an option within Scottish Planning Guidance. No opportunities have come forward to date.	No opportunities have come forward to date. To be explored in LDP2.
Ensure mainstream accommodation is future proofed as far as possible, built to a standard to accommodate wheelchair users and capable of being adapted to suit a range of needs		Revised standard specification in place		March 2023	New Build / Housing Strategy & Development / Health and Social Care Partnership	Health & Social Care Partnership – case by case basis. Long term, ongoing. Also deliver a number of amenity, ambulant disabled and wh/chair housing with input from the Housing OTs into design	Wheelchair Accessible Housing JSNA complete. Wheelchair Target to be signed off by Council 2022. New Build team to them take forward spec.
<b>Theme 3: Improve access to housing</b>							
Consider making an application to Scottish Ministers for the designation of a 'rent pressure zone'	No application in place.	Application to Scottish Ministers as appropriate	Research undertaken.	March 2023	Housing Strategy & Development	Research from City of Edinburgh Council estimated that it would take between three to four years for a local authority to make an application for a RPZ due to the amount of data required by the	As previously reported.

						Scottish Government. A Proposed Fair Rents (Scotland) Bill has been introduced in recognition of the complexity of RPZ's.	
Review existing Council Housing Allocations Policy	Previous Allocation Policy in place.	Approved revised Council Housing Allocations Policy in place	Working Group established  Consultation on allocations policy  Revised Allocations Policy in place.	March 2019	Community Housing	East Lothian Council's Allocation Policy was approved in March 2019.	As previously reported.
☀ Revise procedures for applying for a HMO in an East Lothian Council tenancy.	Procedure in place which doesn't recognise SHR standards	Approved procedure in place	Review current HMO procedure  Revise with recommended changes	March 2020  January 2022	Private Sector Team / Housing Strategy & Development / Community Housing	New action – no progress	Review is underway to streamline process.

**Priority Outcome 3: Homelessness is prevented as far as possible, with appropriate support in place to promote positive health outcomes and tenancy sustainment**

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
<b>Priority Outcome 1: Homelessness is prevented as far as possible</b>							
Recruit an additional Prevention Officer	No resource in place	Resource in place	RRTP in place  Funding allocated  Recruit Prevention Officer	April 2020	ELC Housing Options	RRTP money allocated for year 1, discussions ongoing re HRA funding	Post in place Jan 2021
Review and evaluate prevention /early intervention activities	No review in place	Review complete	Working group established  Review complete	March 2022	ELC Housing Options	Revised performance management framework agreed, setting out baseline figures, to inform review	Revised PMF in place to enable improved understanding of prevention & early intervention. Work ongoing to inform Prevent1 Guidance.

Implement a spend to save prevention fund	No scheme in place	Scheme operational – Targets TBC	Review of schemes nationally Establish criteria / finance arrangements  Scheme in place	December 2022	ELC Housing Options	No progress	Draft documentation prepared for Spend to Save Scheme and rollout anticipated by March 2022
Review protocol arrangements for young people leaving care to enable a planned approach	A comprehensive review of young people and homelessness is underway	Protocol in place	Prepare draft report  Approve final report	December 2021	ELC Housing Options; ELC Children’s Services	Comprehensive review of young people and homelessness underway, due to complete October 2019. This will help inform a review of protocol arrangements	Independent facilitated session arranged August 2021
Implement pre-tenancy checks for early identification of vulnerabilities	No formal process in place	Formal process in place	Prepare draft paper  Approval final paper	Dec 2020	ELC Community Housing	Complete	Complete - Continued and consistently high rates of tenancy sustainment
Develop an information & advice newsletter for landlords	No newsletter in place	Resource in place	Prepare branding  Agree branding and content	Dec 2022	Housing Strategy & Development; ELC Licensing; Private Landlord Forum	Ongoing – content agreed, branding process ongoing	Complete - regular bulletin provided to 3,000+ private landlords, launched autumn 2019

Re-establish mechanisms for private landlord / tenant engagement	No mechanism in place	Mechanisms in place		Dec 2020	Housing Strategy & Development; ELC Licensing; Private Landlord Forum	No progress	<p>Culture change across Housing Options Team, formal training provided to staff on PRS changes, increased interaction with private landlords via eviction and rent deposit scheme.</p> <p>Improved relationship with private landlords, active contacting re properties / investment opportunities, enabling increased stock / positive negotiation</p>
<b>Priority Outcome 2: Access to existing housing for homeless households is improved across all tenures</b>							
Implement a rolling programme to re-designate temporary accommodation as	Rolling programme ongoing	30 per annum	Rolling programme in place	Ongoing	ELC Housing Options; ELC Community Housing	Currently re-designating 2-3 properties per month.	Programme established and ongoing – criteria to be



permanent tenancies							reviewed January 2022
Review the proportion of allocations to homeless applicants	Awaiting approval	ELC Cabinet Approval re new targets	New targets in place	April 2019	ELC Community Housing	ongoing	Complete - Increased flow through system; shorter time to accommodate in permanent accommodation and reduced time in TA
Refer long-term cases to re-housing panel for additional points	Ongoing	Targets TBC		Ongoing	ELC Housing Options; ELC Community Housing	Ongoing, currently 2-4 a month to the re-housing panel.	Targeting of households with the longest length of stay in TA through the rehousing panel process has enabled long-term complex cases to be accommodated, with procedures in place and embedded. 17 households were referred in 2019/20 (including 9 converted tenancies).
Explore options re increasing	Ongoing	Agreement in place		Ongoing	ELC Community Housing; RSLs	Using existing stock, agreement	Ongoing discussions with

proportion of RSL allocations to homeless applicants						in principle for provision of specific accommodation over 3 year period (focus on domestic abuse, young people starter homes / flatshare.)	RSL's. Agreement with ELHA to provide 4 units for HF for women experiencing domestic abuse.
Explore flat-share arrangements for single people in temporary accommodation / B&B & implement	No scheme in place.	Scheme in place Target 40 tenancies	Procedures in place  Procedures reviewed	March 2023	ELC Housing Options; Housing Strategy & Development	Ongoing – formal recording yet to take place but 3 tenancies currently in place.	Flat share piloted and embedded as alternative to unsuitable TA.
Discharge duties into the private rented sector	Limited discharge of duties	125	Training complete  Revised performance management framework in place  Annual increase evident	Ongoing	ELC Housing Options	Ongoing	Complete – significant increase in take up of rent deposit scheme evidenced.

Maximise use of rent deposit scheme	Scheme in place	30 per annum	Review / revise procedures  Revise Homelessness Operations Policy	Dec 2021	ELC Housing Options; Housing Strategy & Development	Ongoing – Informal review complete, procedures revised. 24 rent deposits complete in Q1 and 2 of 2019/20 compared with 11 in 2018/19	Complete – sustained growth evident. 49 households accommodated in 2019/20 and 46 in 2020/21 compared with 16 in 2017/18 (RRTP baseline year).
Promote & enable access into Mid-Market rent housing for homeless households in employment through awareness raising.	No measures in place	Housing Options Leaflet for Mid-Market Rent.	Prepare leaflet  Deliver alongside information presentation to area teams and Housing Options Teams.	March 2023	Housing Strategy & Development	Review in progress. Maximise use of MMR for individuals who fit the criteria. During 2018/19, three households facing homelessness were able to access MMR tenancies.	Criteria revised to make MMR more attractive to homeless households.
<b>Priority Outcome 3: Homelessness systems and processes are more efficient and effective</b>							
Review Homelessness Operations Policy	Draft Policy in place	Review complete	Plan in place re changes to Policy	2022	ELC Housing Options; ELC Community Housing	Ongoing – Policy revised re equalities, lost contacts / case closure, rent deposit, AVD	Work in progress via dedicated resource in place April 2021. A range of letters / procedures revised and

							made more efficient to enable ongoing work during Covid-19. Homeless Operations Policy in progress.
Implement void policy, process review & prioritisation re homelessness		Review complete Target 10 days		March 2021	ELC Community Housing; ELC Property Maintenance	Complete.	Cabinet approval November 2019. Subgroup has begun to review procedures.
Carry out training and awareness raising sessions across the Council	No training or awareness sessions in place	150 members of staff in receipt of awareness raising / training	Awareness sessions prepared  One Council approached delivered.	December 2020	ELC Housing Options	10 awareness raising sessions delivered  One Council approach planned	Complete
<b>Priority Outcome 4: Access to support is improved for homeless people where appropriate</b>							
Implement a 'Housing First' initiative	No HF initiative in place	50 HF tenancies (10 per annum)	Procedures /protocols in place and agreed	April 2023	ELC Housing Options	Demand led. ELC own 'Housing First' which is not in line with Scottish Government definition. 3 tenancies in progress	Complete - 4 pilot cases trialled re localised version of Housing First and HF subsequently ongoing, with protocols / procedures and

							additional staff in place. Further 12 tenancies confirmed via WAEAML, ELC and ELHA partnership. Ongoing monitoring in place and HF embedded.
Explore opportunities for collaborative working with public health / East Lothian Health & Social Care Partnership	Limited collaborative working	Projects operational		Ongoing	ELHSCP, Housing Strategy & Development; Housing Options	3 training / awareness raising sessions delivered, joint presentation, early intervention framework in preparation	3 awareness raising sessions held to explore opportunities. Revised approach to information sharing in place. Significant joint working during pandemic and beyond.
Ensure targeted support to households in temporary and permanent accommodation	Additional resource required	Additional resource in place	RRTP in place. Funding allocated  Recruit additional Tenancy Support Officer	April 2020	ELC Housing Options	RRTP money allocated for year 1, discussions ongoing re HRA funding	Additional Tenancy Support Officer post in place Jan 2021.

Consider how local communities can reduce social isolation & implement schemes		Projects operational		Ongoing	Housing Strategy & Development; Housing Options	Projects include; A new Community Connections Worker funded by North Berwick & Costal AP to reduce social isolation; A range of community food initiatives which reduce social isolation and tackle food poverty, including Our Community Kitchen (Haddington), Lunch with the Bunch (Prestonpans), and Hungry Hatch via The Ridge in Dunbar – all supported by the Aps.	No progress although ability to build on significant community support evident during Covid-19
Establish a starter pack scheme, optimising support from local churches	No starter pack in place.	Scheme in place	Research undertaken  Contract in place	2022	Housing Options; local churches; ELVON; Fresh Start	Complete	The service delivered 966 starter packs in 2019/20 for 196 households. ELC has committed to funding the service for 3

							years and 11 churches signed up to providing regular donations. Meetings took place in 2019/20 to consider how church support for homelessness could be further extended, although not progressed due to Covid-19.
Explore opportunities in respect of the Council's Sustainable Procurement Policy & associated community benefits	Limited opportunities available re homelessness and community benefits	Policy agreed	Revision to policy  Community benefits realised	Dec 2020	Housing Strategy & Development; Procurement; Housing Options	Ongoing	No progress
Link with employability & training services i.e. digital skills development & pre-tenancy training	Limited links in place	Projects in place	TBC	Ongoing	Housing Strategy & Development; Housing Options	Ongoing – service mapping event planned early 2020	No progress

Explore potential for increased numbers of vulnerable young people including care experienced young people to receive support to attain SQA's accredited Tenancy Award	Programme ongoing via Bridges Project	Targets TBC	Awareness raising session  Framework in place  Increased no of SQA's	March 2020	ELC Children's Services; ELC Housing Options; Bridges Project	Ongoing	Training and awareness raising session held Dec 2019. Bridges Project Independent Living Worker recruited Feb 2020, and additional post recruited November 2021
<b>Priority Outcome 5: Supply of new permanent housing is increased across all tenures</b>							
Targeted purchasing of Open Market Acquisitions (OMA)	Ongoing	10 per annum	No. property acquisitions	Annually	Housing Strategy & Development & Housing Options	12 OMA were purchased during 2018/19.	2019/20 – 21 2020/21 – 13 2021/22 - 35
Implement innovative private rented sector investment model	Project viability under consideration	76 tenancies	Meetings held  Financial appraisal  Agreement to progress	March 2024	Housing Strategy & Development, Housing Options & Finance; Midlothian Council; Cyrenians; National Homelessness Property Fund; SG	In progress, financial appraisal ongoing	No formal agreement in place – unlikely to progress
Commission / develop a supported accommodation service for	Project ongoing	4 units	Works complete  HMO licence in place	April 2019	ELC Housing Options & Children's Services; BTHA	Complete	4 additional units of supported accommodation developed for



vulnerable young people			Properties occupied				young vulnerable care leavers with BTHA in spring 2019
Provide 4 additional units of refuge accommodation	10 units in place	14 units	Identify properties Agree housing model Refurb properties Handover properties	December 2019	Housing Strategy & Development; Mid & East Lothian Women's Aid	Discussions underway to identify properties.	Scottish Government Third Sector Homelessness Fund agreed / MLR submitted
Acquire 12 off the shelf units & bring up to standard for use as permanent / supported accommodation	No units in place	12 units	Acquire properties Refurbish properties Handover properties	Dec 2019	Housing Strategy & Development	Properties purchased, works complete and awaiting completion of works re Scottish Water prior to handover	12 units acquired and used as permanent accommodation for homeless households from September 2020.
Develop one or two new build sites in high demand areas, providing circa 30 units of smaller properties	No sites developed	30 units	Identify site Prepare business plan Agree finance Site start	March 2023	Housing Strategy & Development ELC Housing Options	Potential site identified for 16 units, business plan in progress	Projects under consideration although no substantive progress to date

			Site completion				
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**Priority Outcome 4: A wider range of specialist housing is provided to enable independent living where appropriate.**

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
<b>Theme 1: Older People</b>							
Develop 300 units of specialist housing for older people over a five-year period to 2023 (60 units per annum). This could include extra care housing or retirement housing, which could be		60 additional units developed per annum		March 2023	Housing Strategy & Development / East Lothian Health & Social Care Partnership	There is currently a programme of older persons housing coming forward over the next 5 years. This year has seen the completion of 4 new build amenity units in Aberlady. Herdmanflat Hospital Site was also acquired this year and a brief	112 units of amenity housing have been developed between 2018 and 2021. Herdmanflat Hospital Site has also been acquired for the provision of housing for older people, although housing won't be delivered on site within the

purpose built or remodelled from existing provision & developed by the public or private sector <sup>1</sup>						will be prepared to deliver a number of older persons housing in the coming years.	lifetime of this LHS.
Carry out a comprehensive review of sheltered housing	No Review in Place	Approved report in place with recommendations	Working Group established  Literature Review completed  Interviews and focus groups completed  Report and recommendations in place.	September 2022	East Lothian Health and Social Care Partnership / Housing Strategy & Development	The Review of Sheltered Housing was complete in October 2018. It has still to be signed off.	As previously reported. Awaiting sign off.
Explore potential models of rural care provision to enable more	No protocol in place	Revised approach to rural care provision	Working group established  Strategic Overview of Care Requirements in East Lothian established	Dec 2018	East Lothian Health & Social Care Partnership	H&SCP have developed a Strategic Overview of Care Requirements throughout East	As previously reported.

<sup>1</sup> For clarity, work has been undertaken at time of LHS publication (June 2018) to assess the requirements for hospital re-provision in East Lothian and public consultation is ongoing in relation to this. The 300 units specified as being required in the LHS have been identified on the basis of detailed analysis of demographic change / projections. Any requirement for accommodation arising as a result of hospital re-provision will be over and above the requirements set out in the LHS 2018-23.

effective delivery of care			Clustering of care provision in place.  Ongoing review			Lothian. This has led to the clustering of care provision towards specific geographies. Work will be ongoing in this area alongside the Shifting the Balance of Care change board.	
Investigate the implications of significant projected numbers of older couple households for specialist housing	No understanding	Improved understanding of the implications	Literature review completed  Understanding and recommendations regarding implications in place.	Dec 2018	Housing Strategy & Development	Through the Review of Sheltered Housing and the Joint Strategic Needs Assessment of Older People in East Lothian, an improved understanding of the implications of the increase in couple households has been achieved.	As previously reported.
Target resources more effectively in relation to the provision of practical	Ongoing	Annual budget agreed		March 2023	East Lothian Health & Social Care Partnership	Ongoing work through grant funding to provide community	As previously reported.

assistance & low-level interventions / support						support and H&SCP initiatives such as START (the Short Term Assessment & Rehabilitation Team)	
Embed a culture change in relation to a more proactive, preventative approach to adaptations i.e. early identification of aids required to prevent delayed discharge.	Ongoing	Preventative approach in place	Identify grants / allocation of money for prevention projects	March 2023	Community Housing / East Lothian Health & Social Care Partnership	A number of schemes including; Healthy Independent Living with Daily Activities (HILDA) and the Wellwynd HUB Early Intervention Clinic and the Discharge2Assess team	As previously reported.
Target the provision of housing information and advice at younger older people, with housing health checks carried out from age 55 across all tenures, or where a	No housing health checks in place.	Housing health checks in place  Number carried out per annum	Establish project team  Prepare housing information  Prepare strategic planning document on roll out.  Staff training  Information and Approach Approved	2023	Housing Strategy & Development / Community Housing / EL Health & Social Care Partnership	Target date delayed due to lack of resources	Target date delayed due to COVID-19 pandemic and lack of resources.

diagnosis of dementia is made (to include information for carers)							
Increase capacity building within communities to support older people to remain in their own homes for longer & live independently i.e. community health; day activities; befriending services; respite care & support for carers.	Ongoing	Projects in place	Projects agreed and funding in place.	March 2023	East Lothian Health & Social Care Partnership	<p>START – Short Term Assessment &amp; Rehabilitation Team work with older people in Tranent, Prestonpans &amp; Port Seton with a focus on helping people to become more active and independent after illness.</p> <p>Area Partnership Activities - Fa'side Area Partnership held an Ageing Well event for 50+ in Tranent. Community's event day in Musselburgh brought over 800 members of the community together to find</p>	In progress/ on track. H&SCP Community Transformation Project.

						out more information on the type of activities, support and services delivered locally.	
Carry out research into the experience of the following groups and dementia in East Lothian - BME, learning disabilities, mental health issues and physical disabilities.	No research in place	Research complete	Working group established  Literature review in place  Research in place.  Recommendations given	March 2023	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date due to lack of resources	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028.
☀ Transforming Care for Older People – NHS Lothian and ELC to transform services for older people in East Lothian through working in collaboration with HUB Southeast approach to agree future of	Extra Care Housing Review	Completed report approved by IJB and cabinet	Maximise independent living  Provide specific interventions according to the needs of the service user Provide a clear care pathway which connects services  Contribute to preventing	March 2023	EL Health & Social Care Partnership / Housing Strategy & Development	New action – no progress to date	In progress and led by East Lothian Health and Social Care Partnership.

Eskgreen and Abbey Care Homes and Edington and Belhaven Hospitals.			unnecessary hospital admission				
<b>Theme 2 /3: Mental Health, Learning Disabilities and Autism.</b>							
Make available 8 units of core & cluster housing per annum (40 in total over the lifetime of the LHS) primarily for people with a learning disability, to also accommodate people with a mental health condition / people with autism / people with a physical disability where appropriate <sup>2</sup>		40 units of core and cluster housing in place per annum		Mar 2023	Housing Strategy & Development / EL Health & Social Care Partnership	Elder Street – 12 new build units, May 2020  During the 2018/19, the re-housing panel supported 7 households to move to suitable housing, where there current housing was unsuitable due to a mental health problem, learning disabilities or autism. An additional 24 households were supported to move to suitable	Complete

<sup>2</sup> For clarity, the 8 units per annum (40 in total over the lifetime of the LHS) is proposed for a range of vulnerable groups including people with a learning disability; people with a mental health condition; people with autism and people with a physical disability. It is likely that people may have a combination of the above.



						accommodation by the Health and Housing Panel.	
Link core & cluster housing to place-making on a small scale i.e. promoting health & well-being, resilience & employability	Ongoing – as and when, no guidance in place.	Guidance developed in linking core & cluster housing to place-making on a small scale	Project team established  Guidance in place	March 2023	Housing Strategy & Development / EL Health & Social Care Partnership / The Works / Public Health	No progress to date.	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
Establish a strategic approach to planning for housing for people with a learning disability, mental health issues and physical disabilities	No strategic approach in place	Strategic approach in place	Working group established  Relevant data gathered complete  Strategic agreement in place	December 2019	Housing Strategy & Development / EL Health & Social Care Partnership / Community Housing	Operational agreement in place between H&SCP and Community Housing which gathers required data and allocates accordingly	Complete
☀️ Joint working with East Lothian Health & Social Care Partnership conduct a joint needs	No review	Review approved by Cabinet and IJB	Project team established  Review of Cameron Cottage and alternative models of service provision	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	New action – no progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to

assessment for people with a mental health condition.			Review complete  Agreement of service specification and business plan for new service to be commissioned				inform LHS 2023 - 2028
Conduct a housing needs assessment for individuals with a learning disability which includes a feasibility report on developing the recommended accommodation or service.	2017 needs assessment in place	Needs assessment complete with feasibility report on developing recommended accommodation or service	Working group established  Review of current housing  Review of best practice models  Report complete  Agreement of a service specification for recommended service/accommodation	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date	In progress as part of Herdmanflat development, and will be covered within the JSNA on Specialist Provision for the LHS 2023-28.
Develop Housing Specification Guide for all particular needs groups	No Guide in Place	Guide in place	Working group established  Housing specification guide in place.	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
<b>Theme 4: Violence Against Women and Girls (Domestic Abuse)</b>							

Provide an additional 8 units of refuge accommodation (to ensure a total of 14) as a matter of priority	10 units currently in place.	14 units of refuge accommodation in place	Agreement and funding in place.	December 2020	Homelessness Service / East and Midlothian Women's Aid	A further 4 units agreed in principle.	Complete
Implement a programme of training and awareness raising sessions, with a focus on MARAC, in conjunction with the Public Protection Partnership	No training in place.	Training programme complete	Training program in place.	March 2023	Homelessness Service / East and Midlothian Women's Aid	Public Protection Partnership run a series of training on MARAC throughout the year for which housing colleagues now have guaranteed spaces.	Complete
Review housing procedures to ensure a more efficient and effective response to women experiencing domestic violence including; women who have co-occurring	Literature review complete. Focus Group with service users at women's aid.	Revised procedures in place  Trauma informed approach in place  Review in place	Working Group established  Key Policies Agreed  Key Policies Reviewed  Key Policies and Procedures in place	Dec 2019	Housing Strategy & Development / Homelessness / East and Midlothian Women's Aid	In June 2019 a Housing and Domestic Abuse Working Group was brought together to meet the CIH 'Make a Stand' campaign. Work is ongoing to produce an overarching domestic abuse policy.	In 2019, the Scottish Government passed the Domestic Abuse (Protection) Act 2019, which would be central to the revision of any policies. At the time of writing, the Scottish Government anticipated that it

substance misuse and/or mental health issues, and those with accompanying children							will take to 2023 until the Legislation can be enacted by local authorities. As such, small improvements and learnings are being made in the interim.
<b>Theme 5: People with a Conviction</b>							
Work with Community Justice Partnership and the SPS to implement the Sustainable Housing on Release for Everyone (SHORE) standards. This should include establishing formal joint working arrangements & develop a housing protocol with the Scottish Prison Service (SPS) to ensure	No protocol in place	SHORE standards and protocol in place	Data sharing agreement signed between SPS and East Lothian Council. - Protocol in Place with SPS.	December 2019	Housing Strategy & Development / Housing Options / SPS / Community Justice Partnership	Data sharing agreement has been signed and operational guidelines awaiting sign off by Getting It Right for Offenders Sub-Group which has replaced Reducing Re-offending Group. Surveys conducted with 40% of individuals with an East Lothian address in HMP Edinburgh.	Complete

smooth transitions from custody to release							
<b>Theme 6: Refugees &amp; Asylum Seekers; Gypsy/Travellers &amp; Travelling Show People</b>							
Explore options around the third sector assisting with the integration and support of refugees	No third sector organisations in place.	Third sector assistance with integration and support of refugees  Projects in place	Understanding of need and demand  Projects in place	December 2020	Community Housing / Housing Strategy & Development	No progress.	Work underway via East Lothian Horizons Community Sponsorship Group
Carry out agreed physical improvements to the existing Gypsy / Traveller site, in accordance with revised standards	No improvements scheduled	Gypsy / Traveller site meets with revised standards	Understanding of improvements needed  Funding confirmed  Improvements in place.	March 2019	Housing Strategy & Development / Community Housing / Midlothian Council	All improvement works were completed in March 2019 with funding now being sought to further improve standards.	Improvement works completed March 2019 with funding in place to further improve standards. Work has currently stalled on this however.
Review the provision of information and advice relating to Gypsy / Travellers & make recommended changes	Existing information and advice in place	Information and advice service in place	Existing information and advice reviewed  Information and advice service in place.	Dec 2020	Housing Strategy & Development / Midlothian Council	Review of existing information and advice underway through Strategic and Operational Gypsy/Traveller Planning Groups.	As per previous update

Develop a protocol for unauthorised encampments, which reflects Scottish Government Guidance for Local Authorities	Informal protocol in place.	Protocol for unauthorised encampments in place	Best practise researched  Formal process in place.	Dec 2019	Housing Strategy & Development / Engineering Services & Building Standards / Police Scotland	Completed and awaiting sign off from Midlothian Council.	As per previous update
Target Period Poverty resources to Gypsy/Travellers on site	No procedure in place	Procedure in place	Consult with tenants of Gypsy/Traveller site to establish need  Procedure in place	November 2019	Housing Strategy & Development / Policy & Performance (Equalities)	Consultation and need established. Procedure in place to provide site tenants with sanitary products.	As per previous update
Develop a process to collecting meaningful data on Gypsy/Traveller in the Lothian's to help inform a Gypsy/Traveller Action Plan for East and Mid Lothian.	No formal procedure for collecting data	Procedure in place	Prepare Survey  Carry out Survey  Analyse findings and prepare Action Plan	December 2020	NHS Lothian / MECOPP	Survey drafted alongside NHS Lothian and MECOPP. Project will be overseen by Lothian Steering Group on Gypsy/Travellers	Due to a change in staffing, NHS Lothian were no longer able to lead this project.
<b>Theme 7: Veterans/Armed Forces Community</b>							
Work with SVGCA to develop six new		Six new build units complete	Local lettings plan to be agreed	January 2020	New Build Team / Housing Strategy &	6 units are currently on site and due for	Complete

build units for veterans					Development / SVGCA	completion early next year.	
<b>Theme 8: Young People (transitioning to independent living for the first time)</b>							
☀ Create a Peer Flatmate Scheme for Care Experienced Young People	No Flatshare scheme in place	Flatshare scheme in place	Application to the Life Changes Trust  10 properties purchased on the open market  Housing Support Service procured  Peer Flatmates and Young People Selected  Sustainability of Scheme established	January 2021	Housing Strategy & Development / Children's Services/ Community Housing / The Rock Trust / QMU	Currently on track, 3 properties purchased. The Rock Trust secured as the housing support provider. One property currently occupied.	My Place – the peer flatmate scheme is now in operation in East Lothian.
Review protocol arrangements for young people leaving care to enable a planned approach	Protocol outdated	Protocol in place	Project team established  Needs Assessment completed  Review of protocol arrangements completed  Protocol in place	September 2022	ELC Children's Services / Housing Strategy & Development / ELC Housing Options	A review of Young People and Homelessness is currently underway and due to complete in November 2019. This will help inform a review of protocol arrangements.	A Joint Strategic Needs Assessment with Children's Services to include CEYP will be undertaken to inform the JSNA for specialist provision.

☀️ Create a 15+ Housing and Support Panel	No housing panel	Panel in place	Review current arrangements for joint-working  Panel in place	June 2019	Children's Services / Housing Options Team / Community Housing / Partner Services	15+ Housing Panel in place	As per 2018/19 update.
☀️ Prepare a 'Home and Belonging Strategy for Care Experienced Young People in East Lothian'	No strategy in place	Strategy approved by ELC cabinet & IJB	Project team established incl. Champs Board  Literature review on the concepts of home and belonging  Strategy approved and recommendations agreed.	March 2023	Housing Strategy & Development / Who Cares? Scotland / Children's Services / H&SCP / Education	Funding secured from Life Changes Trust for a Research and Link Worker (managed by Who Cares? Scotland) to work alongside Housing Strategy and Children's Service to prepare the strategy. Worker began post in October 2019.	'Home and Belonging: Being Care Experienced in East Lothian' was completed in March 2021. A Members Library Report will be lodged towards the end of 2021. The Corporate Parenting Board will lead on the recommendations.
Explore potential for increased numbers of vulnerable young people including care experienced young people to	No targets in place	Targets TBC	Review current provision of a tenancy award.  Implement new provision	March 2020	ELC Children's Services / Housing Options / SQA	No progress to date	No progress to date. However, funding has been re-allocated through My Place for intensive housing support to CEYP to ensure they are tenancy



receive support to attain SQA's accredited Tenancy Award							ready. A case load of 8 young people is currently underway.
☀️ Conduct a housing needs assessment for young people in East Lothian	No review	MLR to cabinet noting needs assessment	Project team established  Consultation with young people  Needs Assessment complete and recommendation given	2022	Housing Strategy & Development / Children's Services / Housing Options / Adult Services / Community Justice Partnership	New action - No progress to date.	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
<b>Theme 9: Key Workers</b>							
☀️ Conduct a housing needs assessment on the requirement to provide suitable housing for key workers	No assessment in place	Needs Assessment approved.	Establish project team  Prepare housing needs assessment	October 2020	Housing Strategy & Development / Economic Development / The Works East Lothian / Education	New action – no progress to date.	A needs assessment on affordability and mid-market rents is in progress. The findings will be reported to Council as part of East Lothian Council new Supplementary Planning Guidance early in 2022.
<b>Theme 10: LGBT</b>							

☀️ Conduct a housing needs assessment for individuals who identify as LGBT including older adults.	Evidence for LHS A 2017	Needs Assessment in place.	Establish a project team.	2023	Housing Strategy & Development / Community Housing / Housing Options	New action – no progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
<b>Theme 11: Physical Disabilities / People with high support needs in long term care in hospital or out of area placement</b>							
☀️ Conduct an evidence gathering exercise to establish a target for wheelchair accessible housing in all tenures	No target in place	Target in place	Project team established  Review completed	January 2020	Housing Strategy & Development / H&SCP	New action – no progress to date	A needs assessment was completed in October 2021 to inform the Strategic Housing Investment Plan submission. The paper will go to Council early 2021.
☀️ Conduct an evidence gathering exercise to establish the scope of people with high support needs in long term care in hospital and/	No evidence	Report to the Members' Library Service & recommendations approved by ELC Cabinet and Integrated Joint Board	Project team established  Review completed  Recommendations implemented	October 2020	Housing Strategy & Development / H&SCP / Complex Needs Change Board	New action – no progress to date	A needs assessment was completed in October 2021 to inform the Strategic Housing Investment Plan submission. The paper will go to Council early 2021.

or out of area placement and the potential contribution of housing and/or housing related services							
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**LHS Priority Outcome 5: The condition, energy efficiency and management of existing and future stock is improved, contributing to a reduction in fuel poverty.**

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
<b>Theme 1: Strategic Approach</b>							

Carry out a review of housing quality, stock condition and energy data for Local Authority housing, including the integration and configuration of asset management systems.	No review in place.	Data integrity Exercise	Project team established.  Gaps identified in data  Report to Programme Board	December 2019	Community Housing / Property Maintenance	The review is a 4 month long process which is currently 50% complete and on track for completion in December 2019	Asset Management systems are now configured, holding best led intelligence data of our housing stock. The ongoing cyclical survey programme continues to supplement stock data and new configurations are added as required.
Develop, implement and accelerate an ongoing housing quality, stock condition and energy survey regime to inform capital and investment programmes.	No review in place	Data integrity exercise	Project team established  Accelerate surveying regime to improve stock condition data  Programme completed	December 2020	Community Housing / Property Maintenance	The review is currently on track for completion as it relies on the data from the Review of Housing Quality, Stock Condition and Energy Data, which is due to be completed in December 2019.	This has been developed and implemented in the line with the ARC requirements. The cyclical surveying programmes include data validation and inform capital

							investment programmes as well regulatory standards.
Improve knowledge and understanding of stock condition in the private sector, with a focus on town centres and rural areas	Basic knowledge of stock conditions in the private sector	Report on private sector data provided to Members' Library	Project team established  Evidence gathered  Members Library Report submitted	September 2022	Housing Strategy & Development	No progress to date – lack of resources.	No progress - will be progressed as part of Local Investment Framework.
Develop a Council Housing Asset Strategy	Council Housing Asset Strategy not in place.	Approved Council Housing Asset Strategy in place	Project team established  Evidence base complete  Strategy Approved	August 2020	Community Housing / Property Maintenance	On track for completion, evidence base being established through accelerated stock condition surveys	Not commenced
Review the East Lothian Scheme of Assistance	Outdated Scheme of Assistance.	Review complete  Revised Scheme of Assistance in place	Project team established  Best Practice review complete  Review recommendations	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources

			Revised Scheme of Assistance approved.				
Review Policy on Housing Renewal Areas	Outdated Housing Renewal Area Policy	Review complete  Revised Policy on Housing Renewal Areas in place	Project team established  Best Practice review complete  Review recommendations  Revised Housing Renewal Area Policy approved	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources
<b>Theme 2: Stock Condition</b>							
Continue to invest in improvement of existing stock and manage expenditure to budget across all capital modernisation programmes  Ongoing compliance with	Ongoing investment	% properties compliant with SHQS	Ongoing investment  Review with yearly SHR submissions	Mar 2023	Community Housing / Property Maintenance / RSLs	For 2018/19, 96.7% of stock met SHQS standard. This is higher than the national average of 94.1%. Of the properties not meeting the standard; 0.2% are exempt, 3% are abeyances	For 20/21 97.6% of stock met SHQS standard. Of the properties not meeting the standard; 0.17% are exempt, 2.22% are

Scottish Housing Quality Standard (SHQS)						and 0.1% are failing.	abeyances and 0.17% are failing.
Provide suitable adaptations to support independent living for people with specific housing needs	Ongoing adaptations support.	<p>% adaptations completed</p> <p>% households satisfied with adaptations</p> <p>Average time to complete medical adaptations</p>	Ongoing investment in adaptations support	Mar 2023	Housing Strategy & Development / Community Housing / Care and Repair East Lothian	The average time to complete medical adaptations during 2018/19 was 47.2 days.	The average time to complete medical 2019/20 – 45.65 days 2020/21 – 58.74 days. The 2020/21 figure was substantially affected by Covid. The programme was put on hold April-June last year and then worked at a reduced

							capacity for the rest of the year.
Review the East Lothian Strategy for Below Tolerable Standard (BTS) dwellings	Outdated BTS Strategy	Review complete  Revised BTS Strategy in place	Working group established  Best Practice review complete  Review recommendations  Revised BTS Strategy approved	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources
<b>Theme 3: Energy Efficiency</b>							
Meet Energy Efficiency Standard for Social Housing (EESH2) by December 2032	No LHEES in place	Local Heat and Energy Efficiency Strategy approved	PID agreed  Working Group established  LHEES in place.	March 2023	Housing Strategy & Development / Sustainable Energy & Climate Change Officer	Changeworks consultancy conducted a SG funded pilot to test the LHEES concept and build a knowledge base for local authorities, should the LHEES become a statutory duty.  Scottish Government guidance is	As previously reported. LHEES is to be made a statutory duty, with all local authorities required to have an LHEES by 2023. East Lothian



						awaited on whether or not LHEES is a statutory duty. This action will be revised as appropriate.	Council are currently taking part in a Scottish Government funded pilot.
Meet Energy Efficiency Standard for Social Housing (EESH2) by December 2032	Ongoing	% properties compliant with EESH	Ongoing investment	Dec 2020	Housing Strategy & Development / Community Housing / Property Maintenance / RSLs	At the end of 2018/19, 58.5% of properties met the EESH standard. This is significantly below the national average of 84.5%. However, an additional projected 20.8% are expected to meet EESH standard within a year.	At the end of 2020-21, 86.55% of properties met the EESH standard. It is slightly under the SHR Scottish Avg of 88.67%.
Maximise funding opportunities for energy efficiency measures across all tenures		Number offers of grant awarded		Mar 2023	Housing Strategy & Development / Community Housing / Property Maintenance / RSLs	Through Scottish Governments Home Energy Efficiency Scotland Programmes: Area Based Schemes (HEEPS; ABS), £315,000	Through Scottish Governments Energy Efficiency Scotland: Area Based Schemes (EES; ABS),

						<p>was secured by East Lothian Council which contributed to delivering the installation of external wall insulation to 29 private owned units. A further £802,894 was awarded for the period 2019/20 to deliver energy efficiency measures to a further 100 private properties</p>	<p>£937,000 was secured by East Lothian Council which will be used to offer the installation of external wall insulation to around 90 private owned units. Using economies of scale we are also looking to install EWI on 40 ELC properties. A further £1,100,000 was awarded for the period 2021/22 to deliver energy efficiency measures to a further 100 private properties.</p>
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Conduct a feasibility study on renewable energy generation through installing solar panels on the roofs of selected ELC housing stock and monitoring energy generation	No feasibility study in place	Feasibility study complete	Project team established  Feasibility study on renewable energy  Recommendations complete  Feasibility study approved	Dec 2020	Energy Transformation Board	A supplier has been procured with installation due to start in Autumn 2019	A supplier has been procured and installation began in August 2021

<b>Theme 4: Reducing Fuel Poverty</b>							
Improve knowledge of the levels, extent and nature of fuel poverty and energy efficiency of housing, with a focus on town centres, rural areas and hard to treat stock	Ongoing	Report on fuel poverty and energy efficiency provided to Members' Library	Approve projects	March 2023	Community Housing / Housing Strategy & Development	Changeworks prepared a Local Heat and Energy Efficiency Strategy for the private rented sector in East Lothian, in October 2019. Currently in draft form, it sets out the nature of fuel poverty in the private rented sector alongside recommendations for improvements.	A part of EES; ABS project work continues to identify hard to treat properties through-out East Lothian.

						A part of HEEPS; ABS project work continues to identify hard to treat properties through-out East Lothian.	
Continue to target energy efficiency advice at households most at risk of fuel poverty.	Ongoing	Contracts in place  Number of households assisted	Approve projects	March 2023	Housing Strategy & Development / Community Housing	Changeworks delivers East Lothian's Energy Advice Service. During the reporting period 2018/19, 8 community engagement events were held,	During 2019/20, 320 households engaged with energy advice. Changeworks held 8 community engagement events and 4 front line staff training events.
Reduce the cost of fuel to households and communities where practical via a range of measures	Ongoing	Number of households with reduced fuel costs	Approve projects	March 2023	Housing Strategy & Development / Community Housing	Changeworks deliver East Lothian Energy Advice Service. During 2018/19, the service generated £100k savings through energy advice billing. 320 households engaged with the	During 2019/20, the advice service £100k savings through energy advice and billing.

						service during this period.	
☀ Create an affordable tariff for all East Lothian residents through collaboration with an Energy Services Company	No affordable tariff in place	Affordable tariff delivered	Working group established  Tariff in place	Dec 2020	Energy Transformation Board / Housing Strategy & Development	Interest has been received from a number of potential suppliers and presentations are being arranged	Peoples Energy Company (PEC) were appointed and had begun to offer East Lothian residents a preferential rate. However, they have since closed and no longer able to offer this service.
☀ Identify and explore opportunities for the development of district heating networks (DHN)	Little information on opportunities for DHN	Feasibility studies of potential DHNs are completed	Working group established  Feasibility studies completed  Recommendations in place	Dec 2023	Energy Transformation Board / Planning	ELC has been named on a framework linked to the development of DHNs from the Millerhill Energy From Waste plant to facilitate DHN development	ELC continue to explore options
<b>Theme 5: Exceed Climate Change Targets</b>							
☀ Building Standards: Insist	Standards not in place	Energy Efficiency	Project group established	March 2023	Planning / New Build Team /	No progress, new action.	No progress as we await

on and enforce Energy Efficiency Standards for new houses / buildings (energy efficiency, insulation etc) which meet current Building Standard Regulations and LDP Policies.		Standards for East Lothian housing / buildings	Policy drafted  Policy approved and implemented		Sustainable Energy & Climate Change Officer		Heat in Buildings Strategy from the Scottish Government.
☀ Prepare and Implement Energy Efficiency standards for all local authority new builds which meet current Building Standard Regulations and LDP Policies.	Standards not in place.	Energy Efficiency Standards for Local Authority Housing in East Lothian	Project group established  Policy drafted  Policy approved and implemented	March 2023	New Build Team	No progress, new action.	No progress as we await Heat in Buildings Strategy from the Scottish Government.

**LOCAL HOUSING STRATEGY 2023-2028**

**PROJECT INITIATION DOCUMENT**

Release: Version 0.1

Date: October 2021

**PRINCE 2**

Author: RP

Document Number: PID 0.1

## Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

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### Document Location

Housing Strategy and Development, John Muir House Haddington

**Revision History:** N/A

**Date of this revision:** October 2021

### Date of Next revision:

Revision date	Previous revision date	Summary of changes	Description of changes

### Approvals

This document requires the approval of the East Lothian Housing Partnership. Signed approval forms are filed within the Economic Development and Strategic Investment Unit, John Muir House, Haddington

Name	Signature	Title	Date of Issue	Version
David Ogilvie		Service Manager, Housing Strategy & Development		
Wendy McGuire		Head of Housing		
Douglas Proudfoot		Executive Director of Place		



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## Project Initiation Document

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### Purpose of Document

The purpose of this document is to set out the proposed approach to preparing the East Lothian LHS 2023-2028. It seeks to define the Strategy to be developed, give clear direction to the LHS Project Team, establish the deliverables and expectations of their work and identify targeted timescales and resources provided. It enables associated risks and issues surrounding the Strategy to be identified and mitigated and provides a tool to be used in the assessment of overall success of the work of the LHS Project Team.

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### 1. Background

The Local Housing Strategy (LHS) is a local authority's sole strategic document for housing in its area.

The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to prepare an LHS which sets out its strategy, priorities and plans for the delivery of housing and related services. The Act states that the LHS must be supported by an assessment of housing provision and related services, that it must be submitted to Scottish Ministers and that local authorities must keep their LHS under review.

The Scottish Government published revised LHS Guidance in September 2019 to support local authorities in developing their LHS, which supersedes LHS Guidance (2014). Since the publication in 2019, Housing to 2040 (H2040) has been published, the Scottish Government's first twenty year strategy. H2040 sets out a framework for the delivery of a robust and strong housing system that deliver fairness and equality for people and communities in Scotland over the next twenty years. At the time of writing (October 2021) the Scottish Government did not have plans to update the 2019 LHS Guidance.

The Scottish Government Guidance states that the LHS should be part of the local authority's approach to inclusive growth, support the development sustainable communities, and draw on place based approaches to deliver positive place based outcomes. The LHS should be based on the following four pillars of public service reform:

- A focus on prevention;
- Integration of local public services through strong partnership working, collaboration and effective delivery in support of the place principle;
- Investment in people who deliver services through enhanced workforce development and effective leadership;
- A focus on improving performance, through transparency, innovation and the use of digital technology.

Investing in and increasing the supply of affordable homes is central to H2040. The LHS must set out the joint and strategic approach of the local authority and its partners to delivering high quality affordable homes, which meet people's needs and accompanying housing related services. Importantly, the LHS must use HNDA3 as a key part of the evidence base, forming the basis for setting Housing Supply Targets (HST), and delivering homes across all tenures.

The LHS must demonstrate how statutory requirements are being fulfilled and how local policies and actions will support a range of Scottish Government targets, including; rapid rehousing, private sector house conditions, climate change, fuel poverty, and child poverty.

The strategic response to national outcomes and national housing priorities must clearly be set out in the LHS i.e. the Scottish Housing Quality Standard (SHQS); town centre living; housing's contribution to the reduction of carbon emissions; improving environmental and design standards and supporting the development of sustainable communities.

Although not cited in the LHS Guidance (2019), H2040 sets out the key role that equality and human rights considerations should have ensuring that equality considerations are central to the development and implementation of Local Housing Strategies. The right to an adequate home is enshrined in International Law.

The National Planning Framework is a long-term plan that sets out where development and infrastructure is needed to support sustainable and inclusive growth in Scotland. NPF4 will be the long-term spatial plan for Scotland to 2050, and will also incorporate Scottish Planning Policy, setting out Scottish Government national planning policies. National Planning Framework 4 (NPF4) is expected to be published in autumn 2021 and will align planning and housing delivery at the local level by linking up LHS and LDPs. This will help to deliver the right type and mix of homes in the right locations, including housing for older people, disabled people and for families within the six priority groups outlined in SGs Tackling Child Poverty Delivery Plan. It's expected to focus on achieving four key outcomes: net-zero emissions; resilient communities; a wellbeing economy; and better, greener places.

H2040 sets out how during the Covid-19 Pandemic, housing became a public health tool as people were asked to "stay at home". LHS Guidance (2019) highlights the key role of housing on influencing health inequalities in Scotland. A Housing Advice Note for Integration Authorities, Health Boards and Local Authorities focusses on housing services as integral part of person-centered approaches and wider delivery of health and social care integration. LHS Guidance (2019) states that LHS' should include information on how the local authority's housing services will work with the Integration Authority to deliver the outcomes in its Strategic Commissioning Plan that will have been informed by a Joint Strategic Needs Assessment. The LHS should also include a summary of the shared outcomes and priorities contained within the HCS and should clarify what support services have been delegated to the Integration Authority to deliver and which are the responsibility of the local authority.

Housing and housing related policy has been moving at speed for a number of years now. H2040 provides guidance on when new policies may come forward. As these do, and where it affects the LHS, this PID will be updated. A summary of policies coming forward during the research phase and lifetime of the LHS 2023-28 is given in Appendix B.

## **2. Project Definition**

### **2.1 Project Objectives**

The objectives of the project are:

- (a) To establish an understanding of key housing issues across all tenures and housing related services and set out a clear vision for housing in East Lothian over a five year period, that supports public sector reform principles and national / local priority outcomes.

- (b) To prepare and submit to Scottish Ministers an East Lothian Housing Strategy for the period 2023-2028 and associated documentation, in accordance with Scottish Government LHS Guidance (2019).

## 2.2 Project Scope

The scope of the project is wide ranging. It will consider all aspects of housing and related services required to deliver a fit for purpose LHS, based on the principles of public sector reform and the recommendations of the Christie Commission.

The LHS will show how partners intend to meet housing need and demand across all tenures in East Lothian, providing clear strategic direction for housing investment.

Setting out an agreed vision and priorities for the future of housing, the LHS will show how the housing objectives integrate with East Lothian Council's strategic plans across a wide range of functions and responsibilities. In particular the LHS will state how the Council and its partners will draw on housing supply, place-making and housing related services to promote positive outcomes across a range of social and economic factors, noting that quality housing promotes health, education; employment; community safety; social connectedness and community resilience.

The project therefore requires wide and effective Consultation and Participation Plan to ensure that individuals, tenants, communities, registered social landlords, and third sector partners among others are consulted and involved in the LHS process.

## 2.3 In-Scope

- Prepare LHS document and associated documentation
- Produce Local Housing Systems Analysis (LHSA) and co-ordinate / facilitate associated research
- Develop and deliver a Consultation and Participation Plan, to support meaningful engagement
- Undertake an Integrated Impact Assessment to examine the potential impact of the LHS in relation to equality, poverty, the economy and the environment
- Undertake a Strategic Environmental Assessment (SEA) where appropriate
- Establish a comprehensive overview of key housing issues and challenges
- Jointly agree a strategic vision and outcomes to be delivered by the LHS
- Appraise and agree options / actions to meet approved outcomes
- Prepare a SMART action plan with associated resources for delivery
- Establish a framework to monitor, evaluate and review the LHS action plan
- Jointly agree LHS actions that support and contribute to achieving the Scottish Government National Outcomes including Public Health priorities
- Participate in the Scottish Government LHS peer review process
- Ensure the statutory requirements of the LHS and Scottish Government targets are adhered to, including, although not restricted to:

## Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

Legislation	Statutory Requirements
Housing (Scotland) Act 2001	Homelessness <ul style="list-style-type: none"> <li>- Assessment of nature and extent of homelessness</li> <li>- Strategy for preventing and alleviating homelessness</li> </ul>
	Housing Support and Specialist Provision <ul style="list-style-type: none"> <li>- Assessment of provision of housing and related services</li> <li>- Provide housing support services for people which should include specialist provision</li> </ul>
	Consultation <ul style="list-style-type: none"> <li>- Involve, consult and engage with partners and communities as widely as possible.</li> </ul>
House Condition - Section 10 of Housing (Scotland) Act 2006	<ul style="list-style-type: none"> <li>- Scheme of Assistance</li> <li>- Strategy for Below Tolerable Standard dwellings</li> <li>- Policy for Housing Renewal Areas</li> </ul>
Climate Change (Scotland) Act 2009	Energy Efficiency Standard for Social Housing (EESH 2) <sup>1</sup> <ul style="list-style-type: none"> <li>- All social housing meets, or can be treated as meeting, EPC Band B, or is as energy efficient as practically possible, by the end of December 2032 and within the limits of cost, technology and necessary consent.</li> <li>- No new social housing should be below EPC Band D should be re-let from December 2025, subject to temporary specified exemptions.</li> </ul>
Equality Act 2010 and Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, 2015, and 2016	The Equality Act creates a duty on public bodies to have due regard when carrying out their functions to eliminate inequalities and advance equality of opportunity between those who share a relevant protected characteristic and those who don't.
Public Bodies (Joint Working) (Scotland)	<ul style="list-style-type: none"> <li>- Requires Integration Authorities, Health Boards</li> </ul>

<sup>1</sup> The Scottish Government proposes to review the EESH2 in 2023 to strengthen and realign the standard with the target for net zero heat in houses from 2040, as set out in the Climate Change Update, the Head it Buildings Strategy, and the Housing to 2040 Route Map. The review will look at progress towards EESH2, elements of the standard, air quality, alignment with the net zero target, and how the standard fits with changes needed across tenures.

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Date: October 2021

Act 2014 (Section 53)	and Local Authorities to have regard to Housing Advice Note Guidance when exercising functions under the Act. The guidance explains that the Housing Contribution Statements are an integral part of the Strategic Commissioning Plan.
Children and Young People (Scotland) Act 2014	The aim of the Act is to make Scotland the best place to grow up by putting children and young people at the heart of planning and delivery of services and ensuring their rights are respected across the public sector.
Community Empowerment Act (Scotland) 2015	Provides a mechanism for communities to have a more proactive role in having their voices heard in how services are planned and delivered, and places community planning partnerships on a statutory footing.
Child Poverty (Scotland) Act 2017	Sets out targets to reduce the number of children living in poverty by 2030. The four targets are set on an after housing costs basis, meaning they will be influenced by action to reduce or prevent increases in rent or mortgage costs;
Fuel Poverty (Targets, Definitions and Strategy) (Scotland) Act 2019	<ul style="list-style-type: none"> <li>- By 2040, as far as reasonably possible, no household, in any Local Authority area, in Scotland is in fuel poverty;</li> <li>- And, in any event, no more than 5% of households, in any local authority area, in Scotland are in fuel poverty;</li> <li>- No more than 1% of households are in extreme fuel poverty;</li> <li>- And the median fuel poverty gap of households in fuel poverty in Scotland is no more than £250 in 2015 prices before adding inflation.</li> </ul>

### 2.4 Out-of-Scope

- Implementation, monitoring and evaluation of LHS Action Plan

## **2.5 Method of Approach**

The project will adopt a PRINCE-Lite project management method.

This document (PID) will form the basis for the project and will be the document against which the final delivered outcomes will be measured.

The project will use internal resources to manage and progress tasks although call on external resources where necessary.

The Project Manager will report regularly to the East Lothian Housing Partnership.

## **2.6 Project Deliverables and/or Desired Outcomes**

An East Lothian LHS and associated documentation, which is compliant with LHS Guidance (2019), receives positive feedback via the Scottish Government Peer Review process and is submitted to Scottish Ministers in accordance with agreed timescales.

An LHS which provides a detailed understanding of the key housing issues across all tenures and housing related services, sets out a clear vision for housing in East Lothian over a five year period and supports public sector reform principles / national and local priority outcomes.

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## **3. Assumptions**

The LHS will be produced with the participation of key partners and stakeholders, identified through the East Lothian Housing Partnership.

The Partnership recognises that the existing LHS is no longer fit for purpose.

The Partnership wishes to produce a Strategy which is fit for purpose.

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## **4. Business Case for the Project**

The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to produce a LHS and submit to Scottish Ministers.

The existing LHS covers the period 2018-23, but is no longer considered fit for purpose, given the changing national and local strategic and policy direction, publication of LHS Guidance (2019) and Housing to 2040, and the COVID-19 Pandemic.

The LHS, as the sole strategic document for housing, is central to corporate planning activities, showing how the housing objectives integrate with the local authority's strategic plans across the range of its functions and responsibilities. The LHS is a key corporate document to be agreed and supported by all relevant local authority departments.

Housing Advice Note on the Public Bodies (Joint Working) (Scotland) Act 2014 comprises Statutory Guidance to Integration Authorities, Health Boards and Local Authorities. It sets out a clear expectation

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that housing services are co-ordinated with health and social care in order to achieve a joined up, person centred approach, necessitating strategic co-ordination between LHSs and Strategic Plans.

The LHS is a critical component of the Scottish Government's modernised development planning framework as set out in the Planning etc. (Scotland) Act 2019 and corresponding Scottish Planning Policy (SPP) (2014). The planning framework stipulates close strategic alignment across development planning, Housing Need and Demand Assessment and LHS processes.

A wide range of statutory requirements must be addressed in the LHS i.e. homelessness; energy efficiency and house condition.

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## 5. LHS Development and Implementation Structure

### 5.1 East Lothian Housing Partnership

#### 5.1.1 Membership

The following people are proposed as members of a newly formed East Lothian Housing Partnership:

▪ Wendy McGuire	Head of Housing (Chair)
▪ David Ogilvie	Housing Strategy & Development - Service Manager
▪ James Coutts	Community Housing & Homelessness – Service Manager
▪ Paul Grant	Property Maintenance – Service Manager
▪ Caitlin McCorry	Communities and Partnership - Service Manager
▪ Paolo Vestri	Corporate Planning – Service Manager
▪ Keith Dingwall	Planning – Service Manager
▪ Jamie Baker	Economic Development & Regeneration – Team Manager
▪ Rebecca Pringle	Housing Strategy – Team Manager
▪ Paul Currie	H&SCP Strategic Integration – General Manager
▪ Ian Gorman	Head of Operations
▪ Judith Tait	Head of Children's Services
▪ Chair	East Lothian Tenant and Residents Panel
▪ RSL Partners	ELHA, Homes for Life, PFP etc
▪ VCEL Rep	Third Sector
▪ Rep	Public Health Scotland

#### 5.1.2 Purpose

The purpose of the Partnership is as follows:

- To oversee the development of the LHS including oversight of the Local Investment Framework (LIF) and Local Housing Systems Analysis (LHSA)
- Approve key stages in relation to the preparation of the LHS
- To monitor and evaluate the implementation of the LHS
- To oversee and direct the development and operation of a wider East Lothian Housing Market Partnership
- To receive regular reports from the LHS Project Team
- To set up any other groups required to ensure that it performs its function
- To report to the East Lothian Governance Partnership

- To ensure links with other key strategic planning structures as appropriate

### 5.1.3 Frequency of Meetings

The Partnership meets a minimum of 4 times per year.

### 5.1.4 Reported to by

The Partnership is reported to by the LHS Project Team

## 5.2 LHS Project Team

### 5.2.1 Membership

The following people are proposed as members of the LHS Project team:

- David Ogilvie Housing Strategy & Development – Service Manager (chair)
- Rebecca Pringle Housing Strategy – Team Manager (Project Manager)
- Emma Watson Housing Strategy Officer
- James Bee Housing Development – Team Manager
- Steph Irvine Community Housing Service Development & Support – Team Manager
- Nicky Sandford Housing Options Team – Team Manager
- Martin Robertson Community Housing -Performance Officer
- Robin Edgar Planning Policy & Strategy – Team Manager
- Scott Barclay Housing Assets – Team Manager
- Claire Goodwin H&SCP - Assistant Strategic Manager
- Christine Johnstone H&SCP Planning & Performance – Team Manager
- Patsy King Development Officer – ELTRP
- Rep Communities & Area Partnership

### 5.2.2 Purpose

The purpose of the LHS Project Team is as follows:

- Produce and Implement the LHS Project Initiation Document
- Report progress / key stages in relation to preparing the LHS to the East Lothian Housing Partnership for approval
- Provide a communication link from the East Lothian Housing Partnership to other strategic planning structures and vice versa
- Ensure consistency in housing strategies development in East Lothian and that Strategy Groups and groups within other strategic planning structures fully inform the LHS development process
- Prepare reports as directed by the East Lothian Housing Partnership for the East Lothian Governance Group.

### 5.2.3 Frequency of Meetings

The LHS Project Team will meet on a two-monthly basis or as required, to receive updates from the Project Manager and to fundamentally develop the project.

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## 6. Communications

### 6.1 Project Management



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The East Lothian Housing Partnership will be kept informed of the development of the project via progress reports from the Project Manager.

## 6.2 Wider Communication

The project will require links with a wide range of stakeholders and local communities. As part of the development of a Consultation and Participation Plan, the LHS Project Team will need to consider how stakeholders and local communities can input into the process and be regularly updated on progress.

## 7. Project Quality Plan

### 7.1 Quality Standards

Plain English, readable and understandable

### 7.2 Change Control Procedure

If there is a change to the specification during the project, these changes will be required to go through a formal Change Management procedure. The Project Manager will draft a request to the East Lothian Housing Partnership highlighting the reason for the change, the nature of the change and the implications in terms of time and cost. It will be at the discretion of the Partnership to agree this change.

### 7.3 Configuration Management

The Project Manager will keep control of all documentation products. Draft documents will have a version of 0. Subsequent versions will 0.1, 0.2, 0.3, etc., until the final version is authorised as version 1.

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## 8. Initial Project Plan

### 8.1 Duration

The completion date of the project is estimated to be 30 August 2023.

### 8.2 Tasks

An overview Project Plan sets out key tasks in detail on page 14.

### 8.3 Project Resources and Costs

The following resources and software are required by the project.

Staff / Team	Skills
David Ogilvie – Housing Strategy & Development Service Manager	Managerial Support and direction Quality check Procedural assurance
Rebecca Pringle – Housing Strategy Team Manager (Project Manager)	Project management Managerial support and direction Quality check Research / Consultation and Engagement
Housing Strategy Officer (x3)	Research Data management

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	Consultation and engagement skills
Community Housing Service Development & Support	Data management Information sharing and support

Software	Reasons
Online Consultation Facility	

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## 9. Project Controls

### 9.1 Project Initiation

The draft PID will be distributed to the East Lothian Housing Partnership ahead of its meeting. The meeting will review the PID; agree any changes and sign-off the PID before work commences on the first stage of the project.

### 9.2 East Lothian Housing Partnership Meetings

The East Lothian Housing Partnership meetings will take place a minimum of 3 times a year and will assess actual progress against planned progress as well as providing strategic direction.

### 9.3 Project Team Meetings

Project Team meetings will be held at regular intervals, initially every two months, or as deemed to be necessary by the Project Manager. The Project Manager will report progress and review risks and issues that are affecting the project at these meetings.

### 9.4 Progress / End Reports

The Project Manager will produce a short report for each meeting of the East Lothian Housing Partnership to confirm progress and report issues. This report will also highlight the work that will be carried out during the next reporting period.

At the end of the project the Project Manager will produce a report on how the project met its original objectives and how time and costs compared with planned figures. Lessons learned on the project and any follow on actions will be documented.

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## 10. Exception Process

Any exceptions to the achievability of the total project or key milestones should be reported immediately to Esther Wilson who will consider whether the issue needs to be escalated immediately or can wait until the next East Lothian Housing Partnership meeting.

### 11. Initial Risk Log

Risks and issues will be logged as soon as they are identified on the Risk Database. A risk will be assigned a probability and severity and be assigned an owner, whose job it is to monitor it. The key risks associated with this project are set out as follows:

Risk	Probability	Severity	Mitigating Action
Staff resources to oversee LHS development process	Medium	High	Recruit to vacant posts / reprioritise workload
Continuation of Covid-19 pandemic and impact on staff resources	Medium	High	Reprioritise workloads
Staff time to commit to Project Team	Medium	High	Reprioritise staff workloads
Availability of information to deliver LHSA	Medium	High	Commission data analysis/research externally where necessary, develop statistically robust proxies where necessary
Staff / financial resources to implement Consultation and Participation Plan	High	Medium	Ensure Plan is costed at outset and adjusted to reflect resources available / establish alternative staff resources at outset / utilise online methods of consultation
Staff skills to deliver online consultation in an inclusive manner	High	High	Training for staff
Full completion of Consultation and Participation Plan with specialist provision client groups due to COVID-19 risk.	High	Medium	Regularly liaise with H&SCP and third sector partners to monitor situation and examine non-traditional methods of consultation
Skills to deliver Strategic Environmental Assessment (SEA) where required	Low	Medium	Determine if SEA required and availability of in-house resource at outset
Lack of up to date LHS Guidance within the context of Housing to 2040 and NPF4	Medium	Low	Seek advice from the Scottish Government and views from elected members at outset.

## Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	
LHS 2018-23 Update																					
LHS to Cabinet																					
East Lothian 'Place' Partnership Launched																					
LHSA																					
JSNA Specialist Provision																					
Housing Contribution Statement																					
Consultation Events																					
Draft LHS																					
Impact Assessment																					
Draft LHS to Cabinet																					
Public Consultation																					
Review & Update Final LHS																					
Head of Housing Sign off																					
Cabinet approval																					
Scottish Government approval																					
Publication																					