

City Chambers
DUNDEE
DD1 3BY

18th October, 2024

Dear Colleague

You are requested to attend a MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** to be held in the Council Chamber, City Chambers, City Square, Dundee and also to be held remotely on Monday, 28th October, 2024 following the meetings of the City Council and Children, Families and Communities Committee called for 5.00pm

The meeting will be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link www.dundee.gov.uk/live or alternatively they may attend in person.

Should you require any further information please contact Committee Services on telephone (01382) 434228 or by email at committee.services@dundee.gov.uk.

Yours faithfully

GREGORY COLGAN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision making.

2 EMPTY HOMES STRATEGY - Page 1

(Report No 282-2024 by the Executive Director of Neighbourhood Services, copy attached).

3 REGULATION OF SOCIAL HOUSING IN SCOTLAND – ANNUAL ASSURANCE STATEMENT - Page 23

(Report No 286-2024 by the Executive Director of Neighbourhood Services, copy attached).

4 DUNDEE STRATEGIC HOUSING INVESTMENT PLAN 2025-2030 - Page 31

(Report No 291-2024 by the Executive Director of Neighbourhood Services, copy attached).

5 RAPID REHOUSING TRANSITION PLAN (RRTP) – REVIEW OF YEAR 5 - Page 49

(Report No 293-2024 by the executive Director of Neighbourhood Services, copy attached).

6 REVIEW OF RENTS AND OTHER HOUSING CHARGES - Page 91

(Report No 294-2024 by the Executive Director of Neighbourhood Services, copy attached).

7 EMPOWERED COMMUNITIES, N2329 - CITY WIDE BOUNDARY WALL IMPROVEMENT WORKS SOURCING STRATEGY - Page 103

(Report No 305-2024 by the Executive Director of City Development, copy attached).

8 PROCUREMENT OF CONTRACTOR TO DELIVER COMPLEX FIRE DAMAGED VOIDS - Page 107

(Report No 301-2024 by the Executive Director of City Development, copy attached).

9 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY - Page 111

(Report No 304-2024 by the Executive Director of City Development, copy attached).

ITEM No ...2.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING & ESTATE MANAGEMENT
COMMITTEE – 28 OCTOBER 2024

REPORT ON: EMPTY HOMES STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 282-2024

1.0 PURPOSE OF REPORT

1.1 This report seeks approval of the Council's Empty Homes Strategy for Dundee which sets out and consolidates the measures for bringing empty homes back into service.

2.0 RECOMMENDATIONS

2.1 It is recommended that Committee approves the contents of this report and remits the Executive Director of Neighbourhood Services to continue with the work and efforts currently being exercised to bring empty homes back into service which provides the benefit of additional residential properties being made available.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising for the Council as a direct result of approving this report.

4.0 BACKGROUND

4.1 A privately owned property that has been vacant for 6 months or more is classed as an empty home. In addition to the loss of housing, empty homes can also attract antisocial issues such as vandalism, fly tipping, graffiti and break-ins, and in turn, place an unnecessary burden on the resources of the local Council as well as the emergency services.

4.2 Dundee City Council employs 1 part-time (0.5FTE) Empty Homes Officer whose specific role is to identify properties that have been empty for over 6 months and which have the potential for being brought back into good quality housing which can provide much needed residential accommodation.

4.3 The Empty Homes Officer will liaise with colleagues in Finance to identify from Council Tax records which properties have been empty for more than six months and will thereafter contact the owners and can offer information, assistance and support for the purposes of bringing the properties back into residential housing.

4.4 There are a number of benefits to the community and the owners in bringing empty homes back into service and these include:

- The potential for providing a form of accommodation for someone in housing need.
- The general condition of the property will not deteriorate as quickly if it is occupied.
- Savings to the owner if they choose to rent or sell the property.
- The outlook of a neighbourhood can improve and reflect on local house prices.
- The local economic benefits attached, for example improved spending in local business.

4.5 In the periods where Dundee City Council has employed an Empty Homes Office, a total of 132 properties which have lain empty and have since been brought back into use and have provided valuable residential accommodation for the families now occupying them. In 2023, the Empty Homes Officer for Dundee City Council received the award of Empty Homes Rising Star in recognition of the efforts and success to-date from the Scottish Empty Homes Partnership ([Awards | Scottish Empty Homes Partnership](#)).

- 4.6 The steps and approach which have been so-far taken with the empty homes initiative are set out on the Council's webpage. This information includes a note of General Guidance and contact details. The approach has now been consolidated and documented into a formal Strategy in-line with the Guidance provided by the Scottish Empty Homes Partnership.
- 4.7 In compiling this Strategy, a formal consultation exercise was carried out over a four-week period and the consultees included Shelter, Homes for Scotland, Scottish Empty Homes Partnership and the Scottish Fire and Rescue Service. Also included in the consultations were a range of organisations that attended the recent Housing Event held by DCC Housing in Discovery Point on June 26th this year. The finalised version of the Strategy includes feedback from the consultation exercise.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been subject to the pre-IIA screening tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an integrated impact assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 CONSULTATIONS

- 6.1 The Council Leadership Team were consulted in the preparation of this report and agree with its content.
- 6.2 External consultees include Shelter, the Scottish Empty Homes Partnership and Scottish Fire and Rescue Service.

7.0 BACKGROUND PAPERS

- 7.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Tom Stirling
Head of Communities, Safety & Protection

30 September 2024



Dundee City Council
Private Sector Services Unit

Empty Homes Strategy



2024-2027

Working in partnership with the
Scottish Empty Homes Partnership

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1 Introduction

Dundee City Council is pleased to present this Empty Homes Strategy covering the period 2024 - 2027.

This document has been compiled in conjunction with the framework and template as provided and recommended for use by the Scottish Empty Homes Partnership.

This Strategy seeks to:

- set a clear target for further reducing the number of empty homes in Dundee over the next two years and thereafter in line with the future updates to this strategy.
- support homeowners in bringing empty homes back into use, increasing local housing stock options and meeting housing needs.
- enable housing regeneration, placemaking and neighbourhood improvement activity which improves community safety, environmental quality and housing standards.
- raise awareness of the issues of empty homes across the general community.

Within this Empty Homes Strategy, empty homes have been classified using the following definitions:

- **Long term empty properties.** These are dwellings that have been empty for 6 months or more and are liable for council tax
- **Unoccupied exemptions.** These are properties which are empty and exempt from paying council tax, for example, properties which are unfit for habitation.

For owners, empty homes can have considerable financial impacts in terms of lost rental income, mortgage payments, council tax, insurance, maintenance and security. Empty Homes can therefore pose the potential for significant financial loss.

From a wider community perspective, empty homes can cause a negative appearance, undermine regeneration efforts, prevent common works from taking place and lower the value of nearby properties. Furthermore, properties which are inactive within the housing market do not contribute to economic activity within communities and do not help with homelessness prevention or meeting housing need.

This Empty Homes Strategy focuses on long-term empty properties (6 months or more), setting out the approaches that the Council will take to bring homes back into use. It should be noted however that unoccupied exemptions may include properties which may have sensitive circumstances, e.g. where the previous owner has died and/or properties that have been repossessed. The Strategic Empty Homes Framework also sets out the appropriate approaches for bringing these properties back to use.

This Empty Homes Strategy can therefore deliver significant economic and financial benefits to Dundee City Council, communities, local businesses, owners, landlords and residents by contributing to:

- enhancing housing supply to meet housing need.
- reducing homelessness by increasing housing options.
- reducing neighbourhood complaints and the avoidable deployment of public resources.
- reducing requirements for Police and Fire Services to attend empty homes.
- Providing a financial return for owners by realising asset value or generating rental income.
- improving aesthetic appearance and sense of place within a community.
- progressing common works to improve housing standards across other adjacent and nearby homes.

2 The Legislative and Policy Context for Empty Homes

There is a wide policy context for tackling empty homes in Scotland, which supports the delivery of empty homes activity and influences the contribution that empty homes can make to national, local and community objectives.

It is important that this Empty Homes Strategy supports and helps deliver national housing outcomes and targets, whilst also reflecting the local needs and priorities set out by community planning and housing market partnerships.

This Empty Homes Strategy is set within the wider Community Planning and Local Housing Strategy framework for the Council and its partners. The Strategy defines the contribution that empty homes can make to local strategic priorities and meeting the targets set out in Scotland's first national Housing Strategy: 'Housing to 2040'. The national and local strategic framework that supports and enables the delivery of the Strategic Empty Homes Framework is set out in more detail below.

2.1 Statutory Requirements

There are a number of statutory requirements placed on Dundee City Council, with those that relate directly or indirectly to bringing empty homes back into use, as follows:

- Local Government Finance (Unoccupied properties etc.) (Scotland) Act 2012. This allows local authorities to charge increased Council Tax on certain homes that have been empty for over a year. In Dundee, such properties may be liable for 200% council tax.
- The Housing (Scotland) Act 2011 which places a duty on local authorities to develop a Local Housing Strategy (LHS) which sets out the local authority's and local partners' vision for the supply of housing across all tenures and types of housing provision.
- Local authorities duties to homeless people, including a statutory responsibility to anyone threatened with, or experiencing, homelessness.
- House Condition (Housing (Scotland) Act 2006, Section 10) creates duties to have in place a Below Tolerable Standard Strategy, Housing Renewal Area Policy and Scheme of Assistance Strategy.
- Tackling the effects of Climate Change – Section 44 of the Climate Change (Scotland) Act 2009.
- Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019 introduces a new statutory target for reducing fuel poverty. The target is that by 2040, as far as reasonably possible, no household, in any Local Authority area, in Scotland is in fuel poverty; and, in any event, no more than 5% of households, in any local authority area in Scotland are in fuel poverty. No more than 1% of households in Scotland should be in extreme fuel poverty.
- Under the Building (Scotland) Act 2003, enforcement action can be taken by the local authority where a building has fallen into a dangerous condition.

This legislative framework not only places powers and duties on Local Authorities but offers advice and assistance which can reduce the number of empty homes.

National Policy Context for Empty Homes

The national policy context places the empty homes agenda within a framework of strategic ambitions around housing, place, community, net zero and the Scottish economy. Whilst there are currently no statutory requirements for local authorities regarding empty homes, the Scottish Government is keen to encourage empty homeowners to bring properties back into use and in particular, to increase affordable housing supply in Scotland to tackle shortages in this sector.

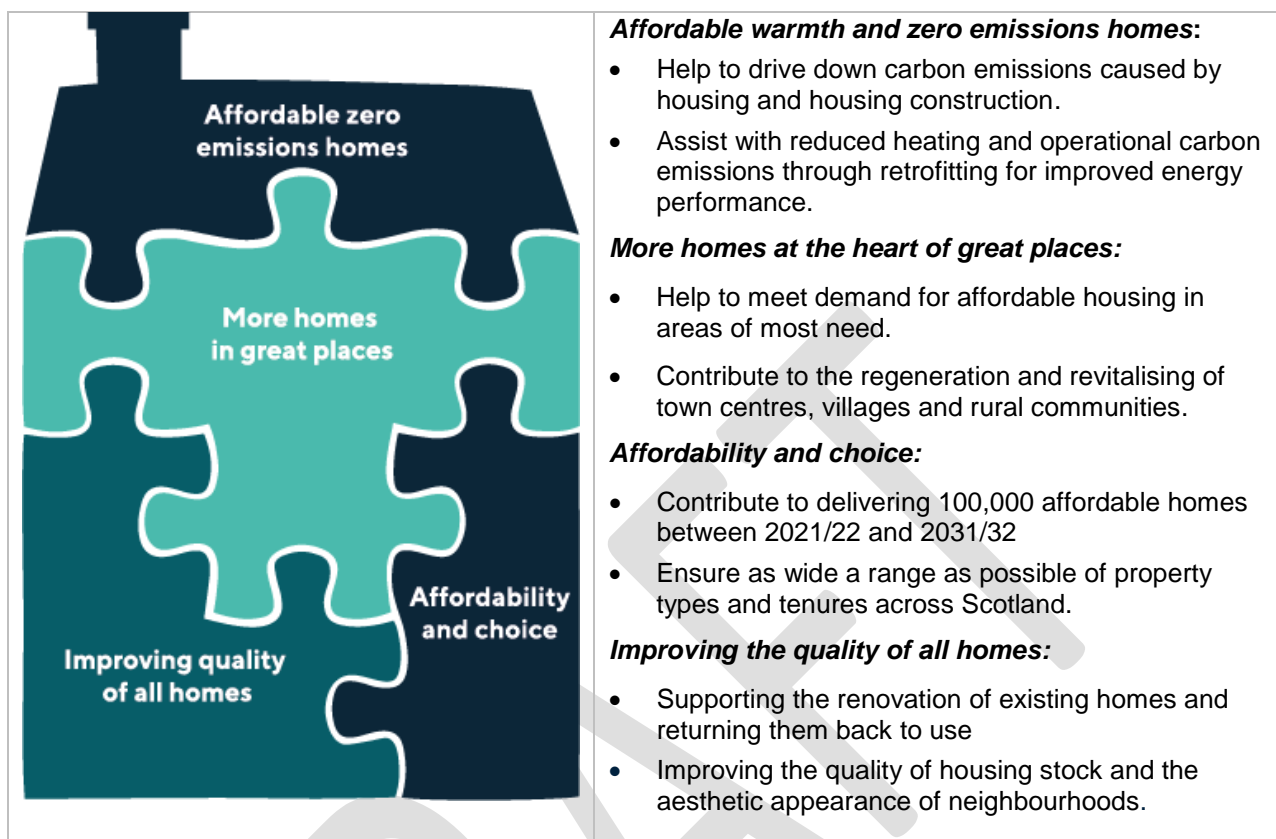
The National Outcomes listed below describe what the Scottish Government wants to achieve. By proactively tackling empty homes and bringing them back into use, the Council and partners can contribute to the delivery of these as show below.

National Outcome	Empty Homes Contribution
Economy: We have a globally competitive, entrepreneurial, inclusive and sustainable economy	Assisting and enabling empty homeowners to bring their properties back into use, provides greater housing choice, improves the aesthetic appearance of communities and can contribute to making communities more robust and resilient through investment, job creation and greater local spend
Fair work and business: We have thriving and innovative businesses, with quality jobs and fair work for everyone	Empty homes can contribute to fair work and local business agendas through job creation, spend on materials and resources, learning and development of a skilled workforce and increasing the number of households accessing services, amenities
Communities: We live in communities that are inclusive, empowered, resilient and safe	Tackling empty homes improves community safety, encouraging greater levels of resident occupation to reduce security risks and enhance neighbourhood quality
Poverty: We tackle poverty by sharing opportunities, wealth and power more equally	Empty homes that are brought back into use can contribute to increasing the supply of affordable housing and therefore assist in tackling the poverty agenda.
Environment: We value, enjoy, protect and enhance our environment	<p>Refurbishment and retrofitting have significantly less impact on the environment and carbon emissions than newbuild housing activity. Empty homes can contribute to increasing housing choice and supply whilst reducing the impact on consumption and production.</p> <p>Bringing empty homes back into use safeguards properties at risk by allowing works to be carried out not only for that property but others where there are communal repairs. Ensuring properties are protected and lived in increases housing supply and provides a better environment for those who wish to live in communities in the future</p>
Health: We are healthy and active	The well-being of people who live in the same street as an empty home can be adversely affected as the condition of the house deteriorates and it becomes the focus of anti-social behaviour. Bringing empty homes back to use can help people to rediscover a sense of place and remove the negative stresses and risks to physical health that people living next door to an empty home may face.

Table 3.1: Empty Homes impact on achieving National Outcomes

Empty homes have an important role to play in helping to deliver the right homes, in the right places for people across Scotland. The Scottish Government's Housing to 2040 strategy sets an ambitious vision of what housing should look like over the next two decades and a plan on how to achieve this vision.

Bringing empty homes back into use will help deliver all priorities set out in the Housing to 2040 strategy as follows:



Furthermore, the new National Planning Framework 4 (NPF4)¹ Policy 9 'Quality Homes', encourages the delivery of homes across different tenures and by a range of providers. In doing so, it places an emphasis on sustainability and opportunities for tackling climate change, as well as adopting the approach of building reuse. NPF4 therefore promotes the sustainable reuse of buildings such as empty homes.

Within NPF4 Policy 9 'Quality Homes' there is recognition and encouragement for a significant contribution to housing targets to be made by existing empty homes, or buildings not currently used for residential purposes, being returned or converted to use as homes. This provides an opportunity to consider how bringing housing back into effective use through remodeling and rehabilitation of existing properties could be promoted through our Council's LHS and Local Development Plan.

2.2 The Local Policy Context for Empty Homes

Dundee City Council's LHS is at the heart of the arrangements for housing and planning through its links with the Local Development Plan and its strategic role in directing investment in housing and housing related services.

Our LHS sets out a strategic vision for the delivery of housing and housing services and the outcomes that partners are seeking to achieve to meet housing need. The LHS sets out the approach to increasing housing supply, meeting housing need and demand, preventing and alleviating homelessness, delivering specialist housing, improving private sector housing condition and energy efficiency, addressing fuel poverty and

¹ <https://www.transformingplanning.scot/media/2832/policy-9-quality-homes-pdf-199kb.pdf>

delivering the housing contribution to meeting net zero targets. More specifically, the LHS defines tackling empty homes as a key area for action, partnership and investment.

The Community Empowerment (Scotland) Act 2015 (CE Act) introduced a requirement for all local Community Planning Partnerships (CPP) to prepare and publish a Local Outcomes Improvement Plan (LOIP) which: sets out the local outcomes which the CPP will prioritise for improvement to reduce inequalities and add maximum value to each community, and; identifies smaller areas within the local authority area which experience the poorest outcomes, leading to Locality Plans to improve outcomes on agreed priorities for these communities being prepared and produced. In Dundee, the Local Outcome Improvement Plan is called the City Plan.

The vision for Dundee City Council's City Plan is that:

- Dundee will be a caring city which has tackled the root causes of poverty and delivered fairness in incomes, education and health.
- Dundee will have a strong, creative, smart and sustainable city economy with jobs and opportunities for all.
- Dundee will be a greener city, made up of strong communities where people feel empowered, safe and proud to live.

The City Plan includes the following strategic priorities:

- Dundee will be a more attractive place to live and work with excellent education provision, leisure facilities, transport links, good quality housing and employment opportunities
- Communities will have an enhanced sense of pride, identity and influence, resulting in improved quality of life and satisfaction with living in the area.
- Mental health of our citizens will improve through accessible community supports.
- All residents will have pride in Dundee and a sense of identity and belonging to the area.
- Dundee will have a stable population with reduced areas classified as in multiple deprivation.
- Sustainable transport will be more accessible, and it will be easier to get around Dundee.

3 Evidencing the Need to Tackle Empty Homes in Dundee City Council

This Strategic Empty Homes Framework has been informed by a clear understanding of the extent and nature of empty homes across Dundee City Council and their impact on neighbourhoods, communities, homeowners and local residents. To achieve this, an evidence base has been developed by the Council detailing the number and types of empty homes across the City, as well as important contextual information on tenure estimates, unmet housing need, the incidence of homelessness, the role of the private rented sector and housing condition and quality issues.

This evidence base provides us with a strong understanding of the scale of empty homes as well as the challenges faced in bringing them back into use. This analysis is crucial to informing our decisions on how partnerships, investment and innovation should guide empty homes activity and interventions. Our analysis of empty homes arising from this evidence, is detailed below:

3.1 Profiling Empty Homes

Table 3.1 details the scale of ineffective housing stock within the City and provides a helpful measure of the number of homes which are not in use and are not contributing to meeting housing need on a permanent basis.

Ineffective Housing Stock	Dundee City Council
Total Dwellings	75,839
Long-term Empty Dwellings	1,067
Dwellings with Unoccupied Exemptions	1,671

Table 3.1 shows that empty homes, both 'long-term empty dwellings' and 'dwellings with unoccupied exemptions', account for 3.6% of all dwellings in Dundee City Council

3.2 Long Term Empty Homes

Table 3.2, sets out how levels of long term empty and unoccupied dwellings within Dundee City Council compare with levels in Scotland as a whole.

Geography	% of dwellings long term empty (all)	% of dwellings long term empty (12 months+)	% of dwellings unoccupied exempt	% of Scottish Housing Stock	% of Scottish vacant housing stock
Dundee City Council	1.4% (1,067)	0.6% (485)	2.2% (1,671)	2.81%	2.31%
Scotland	1.7% (46,217)	1.05% (28,280)	1.75% * (47,293)		

*Total number of dwellings in Dundee 75,839. Total number of dwellings in Scotland 2,701,104.

While unoccupied exemptions include properties which are empty and unfurnished for less than 6 months, local authority dwellings awaiting demolition, and some other homes empty for less than six months; the term also covers privately owned properties that are empty due to the property being repossessed, the death of a previous owner, the owner being in long term care or detention, dwellings last occupied by charitable bodies, dwellings empty under statute and some other privately owned homes that have been empty for six months or longer.

If brought back to use, these properties may contribute towards delivery of national policy outcomes and LHS priorities. However, there is a high likelihood of them remaining empty without the intervention of our Empty Homes Officer.

3.3 Housing Need and Demand

Empty homes activity contributes to increasing housing supply to meet the demand for affordable and market housing in Dundee City Council. Bringing empty homes back to use can also support our council to; meet its statutory duty to the prevent homelessness wherever possible and to mitigate the impact of homelessness where it cannot be prevented; increase provision of specialist housing units across categories such as wheelchair, amenity and sheltered. Where the private rented sector plays a large part in market housing provision, long term empty homes may be of interest to private investors. Equally where supply has outstripped demand for privately rented properties, former rental properties may be of interest for buyback or acquisition schemes.

A comprehensive list of information is used to inform development of the Local Housing Strategy, the main input is the Housing Need and Demand Assessment (HNDA) which was published in November 2022. Key points from the HNDA are:

- Dundee has experienced minimal population growth at 2% between 2000-2019. In terms of population projections, the population in Dundee is projected to change by less than 1% across the period 2018-43.
- 2018 based population projections suggest that between 2018 and 2028, the population of Dundee City is projected to decrease from 148,750 to 148,350. This is a decrease of 0.3%, which compares to a projected increase of 1.8% for Scotland as a whole.
- Dundee is expected to have a 4% increase in the number of households between 2021 and 2043. 2018 based household projections suggest that Dundee's household numbers will increase slightly between 2018 and 2028 from 70,337 to 71,581.

- According to Scottish Government income estimates for 2018, the median income in Dundee in 2018 was £24,440. It is the lowest median income within the Tayside partner area.

Housing affordability levels is a concern across the country, with many more people stating they are experiencing serious financial difficulties. Housing solutions for lower income households need careful consideration as most options, even at entry level, can be unaffordable.

In 2020, 59 of the 188 (31%) of Dundee data zones were in the top 15% most deprived areas, this was an increase of 4 from the 55 data zones in 2016. There are only three local authorities who have a higher percentage of data zones in the 15% most deprived category (Glasgow, Inverclyde and West Dunbartonshire).

Dundee City Council manages 12,635 houses including 1622 sheltered houses, of which 59 are adapted for wheelchair use. There are a total of 8918 houses managed by Housing Associations in the City giving a total social rented portfolio of 21,553 houses at 31st March 2024. As at 31st March 2024 there were 7,453 applicants on the housing register for Dundee City Council and it's Common Housing Register partners (Hillcrest, Caledonia, Abertay HA)

Preventing and Addressing Homelessness

Homeless presentations in the City have been fairly constant at around the 1400 level for the past decade.

There were 1430 new homeless applications made to Dundee City Council in 2022/2023. This was approximately a 3% increase from the previous year and a 2% increase from the baseline position. However, this needs to be considered in the wider context of increasing levels of homelessness throughout Scotland and unprecedented pressures on housing.

The proportion of households' not containing children is currently at 79% compared to 71% in 2017/2018. This appears to be a result of an increase in the number of applications from households without children and a decrease in the number of households with children rather than a large increase or decrease from one cohort.

Single males continue to be the most common household group and make up approximately half of all applications. The proportion of applications from single females has increased from 21% in 2017/2018 to 25% in 2022/2023. There has been a significant percent change in applications from both 16-17 year olds and applicants over 60 years of age.

As the vast majority of presentations from this group are due to being asked to leave or a relationship breakdown with parents, we have made some changes to this pathway for 2022/2023 in recognition of this increase to focus more on prevention and conflict resolution.

There were a total of 1472 cases closed during 2022/2023. For those where there was a duty to rehouse by Dundee City Council, 786 were rehoused into a Scottish Secure Tenancy and 52 in the private rented sector during 2022/2023. As a proportion of all outcomes 76% of applicants where an outcome was recorded secured settled accommodation.

Private Rented Sector

The Local Housing Allowance across Dundee (£571) averages at 30% less than the costs of market rents (£744) and as a result 6 in 10 households cannot afford to rent privately when applying a 25% income to rent ratio and 5 in 10 cannot afford to rent privately applying a 30% income rent ratio.

Private rent prices rose to an average of £800 in April 2024, an annual increase of 11.4% from £718 in April 2023. This was higher than the rise in Scotland (10.0%) over the year. According to Citylets, average private rents in Dundee have increased on average by 36.9% in the last three years to 2024 and rents average at £879 at quarter 1 of 2024

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4 Local Action, Challenges & Barriers in Tackling Empty Homes

As well as evidencing the need to tackle empty homes in our Council, the Strategic Empty Homes Framework builds upon the activity and interventions which have succeeded in bringing empty homes back into use; as well as specific local challenges and barriers to tackling empty homes.

This Strategy therefore builds on successes that have been achieved by projects and initiatives within our Council, as well as innovation in empty homes activity across Scotland, other parts of the UK and elsewhere as the basis of piloting or programming future activity.

4.1 Empty Homes Projects and Initiatives in Dundee City Council.

Key Commitments:

Continue to provide tailored and targeted advice and assistance to empty home owners to bring properties back into use.

Continue partnership working with relevant services to identify and engage with empty home owners throughout Dundee (Private Sector Services Unit; Council Tax; Scottish Empty Homes Partnership).

Continue to promote the benefits of returning empty homes back into residential use to registered landlords.

Consider the introduction of new initiatives aimed at bringing empty properties back into use, including both residential and commercial space.

Consider the use of Compulsory Purchase Orders for empty residential properties where appropriate.

Consider the use of empty homes work in support of future regeneration projects. Increase the number of empty homes brought back into use using the Dundee Property Matchmaker Scheme – which aims to help prospective buyers and sellers of empty properties find each other more easily.

Develop and implement a pilot Private sector enhancement project in a selected area to comprehensively tackle housing and environmental conditions of social issues.

Other initiatives include providing:

- Guidance regarding VAT discounts.
- Assistance in securing merchants discounts.
- Assistance with requesting discretion from Council Tax surcharge
- Advice on renting and becoming a Private Registered Landlord
- Advice on selling through an estate agent.
- Advice on selling using alternative methods.

- Property Matchmaker Service which aims to connect prospective buyers and sellers of empty properties.

The Council currently operates an Open Market Acquisitions Programme which aims to purchase properties from the market to be utilised for Affordable Housing.

The Housing Service aim to identify suitable properties on the market for acquisition, to be brought up to appropriate lettings standards and let via the Common Housing Register at Affordable Rents capped by Local Housing Allowance levels.

The acquisitions programme may be able to purchase empty dwellings subject to investigation to determine value for money (purchase and on-going management costs), subject to funds being available. For more information and to discuss the Acquisitions Programme further, visit the housing website.

The Community Impact Initiative is a not-for-profit organisation which uses the renovation of empty homes to help people gain skills, achieve qualifications, connect with others in their community and move towards employment. After 8 years of delivering projects down in Wales, The Cii has received funding from the Scottish Empty Homes Partnership to start an empty homes regeneration project here in Dundee. The multi-year program will regenerate empty homes in Dundee to provide housing for people in need. The Cii will work with local community groups and DCC in order to learn about the community and local need.

Fraser & Fraser are a Genealogist and International probate research company. We have an agreement with Fraser & Fraser who offer a free search & location service for local authorities to help identify absent owners where no records can be found. They can assist with finding a deceased owners next of kin or legal representatives.

4.2 Challenges and Barriers to Tackling Empty Homes

There are a number of key challenges and barriers to tackling empty homes in our Authority which require to be proactively addressed by the development and delivery of this Strategic Empty Homes Framework.

These challenges have been identified through the development of the empty homes evidence base and by engaging with local partners and stakeholders involved in empty homes activity.

Some of the key local barriers to developing and implementing a strategic approach to empty homes includes:

- **EHO Capacity:** Competing priorities for action and intervention alongside operational responsibilities
- **Resources:** Lack of/limited grant assistance and loan schemes to support investment in empty homes. Consideration is to be given to the allocation of reinvesting funds from e.g. additional council tax income, into incentives for putting empty homes back in to service.
- **Competing priorities:** Balancing operational workload issues with new projects, initiatives and reporting requirements
- **Legal complexities:** Challenging cases where owners can't be traced, or ownership is in dispute can be extremely time consuming.
- **Legal or financial constraints:** Reluctance or inability to use Compulsory Purchase Orders due to costs involved in purchase or legal resource not available to pursue cases.

- **Other legal or administrative processes:** Including de-crofting, establishing status of properties subject to repossession proceedings, or obtaining grants of confirmation where owners and next-generation heirs are deceased.
- **Access to data:** Data sharing agreements are not in place and/or there is lack of appetite to resolve data barriers and/or collection of data within council is insufficient to support a strategic approach to empty homes work.
- **Rigid application of empty homes council tax surcharge:** Limited or no discretion to delay imposition of empty homes surcharge where it may enable owner to complete work required to bring property up to habitable standard.
- **Resource intensive activities for limited outcomes:** Small number of empty homes brought back into use annually compared to costs/time involved in doing so.
- **Wider understanding and appreciation of contribution empty homes makes to corporate and community objectives:** Lack of knowledge and understanding of how empty homes links to LHS and wider local authority plans and priorities.
- **Lack of awareness of empty homes work and the opportunities for advice and assistance:** Empty homes agenda is not understood or bought into by partners, stakeholders and wider public with greater marketing and communication required to raise awareness and encourage engagement.
- **Shortage of tradespeople or materials:** Limited availability of building trade professionals or materials leading to delay in completing projects and increased average cost for building and renovation work.
- **Socio-economic factors:** Large number of systemic vacancies as a result of economic decline/depopulation/limited employment opportunities etc.

5 The Strategic Framework for Tackling Empty Homes in Dundee City Council

This Strategic Empty Homes Framework sets out how our Council and partners will work together initially over the next 2 years to proactively tackle the impact of empty homes on communities, neighbourhoods, homeowners and residents across our Council. Our aim reflects that of the Scottish Empty Homes Partnership to 'bring as many privately-owned empty homes back into affordable housing as possible'.

The following specific objectives are used as a basis to achieve the overarching aim of reducing the number of empty homes:

- Support the Scottish Governments commitment to addressing empty homes and ensuring that homes are not left empty for significant periods of time without good reason.
- Provide support for key housing strategies.
- Offer home owners information and advice to help bring their properties back into use
- Increase the availability of housing supply to meet demand and provide housing for those in need.
- Improve amenity of neighbourhoods within Dundee.

6 Empty Homes Action Plan

The following Action Plan has been developed to enable the Council and partners to plan, deliver, monitor and evaluate the impact of empty homes activity. It sets a framework for partnership working and investment that reflects strategic objectives and creates a route map for delivering the aim of the Strategic Empty Homes Framework.

The Action Plan sets out a range of milestones detailing the activity associated with implementation, setting target timescales and details of the lead agency for implementation. The Action Plan, activities and targets will be reviewed annually to ensure partners are able to respond flexibly to changes in need across our Council.

Strategic Objective 1: Support the Scottish Governments commitment to addressing empty homes and ensuring that homes are not left empty for significant periods of time without good reason. A 5-year target of reducing the percentage of overall empty housing stock by 1.2% to 5%.

Strategic Objective 2: Provide support for key housing strategies. The Council's Local Housing Strategy which is due to be reissued in the Winter of 2024, sets out the measures which will be in place to meet this.

Strategic Objective 3: Targeting homeowners with information and advice to help bring their properties back into use. Where necessary, advise that empty homes may be liable for 200% council tax rates. The on-going remit of the Empty Homes Officer includes a 'live' workload of working with 10% of all empty homes owners, with a view to working towards the lowest number of empty homes possible.

Strategic Objective 4: Increase the availability of housing supply to meet demand and provide housing for those in need. To identify empty homes which are able to meet social housing needs (including particular needs) and bring them back into use using the Council's Open Market Purchases policy or by promoting them to housing association partners for inclusion in the Affordable Housing Investment Programme.

Strategic Objective 5: Improve amenity of neighbourhoods within Dundee. The Council's City Plan sets out a 10-year long-term plan designed to improve a wide range of neighbourhood amenities and is being measured via the associated strategy monitoring provisions.

7 Monitoring Progress and Evaluating Impact

The actions scheduled under each strategic objective will be regularly monitored against the supporting guidance and key Plans and documents.

Whilst there are limited resources allocated specifically to the Empty Homes initiatives, regular reviews take place with the Section Manager and Service Manager to monitor progress and review the data associated with the reduction in the number of empty homes.

7.1 Evaluation

Regular evaluation of progress will provide the Council and partners with an opportunity to understand:

- the progress that has been achieved
- current position
- delivery improvements required.

This approach will provide an assessment of the successes and challenges associated with tackling empty homes and provides a transparent approach to improvement planning and scrutiny. Progress reports will be made available and be published on the Council's website with any supporting documents. Progress will also be reported to Committee as part of the Neighbourhood Service Plan updates.

7.2 Successes To-Date

Between 2022 and 2024 70 empty homes have been successfully returned to service, 27 of which were vacant for more than 2 years and a further 6 are currently on the market.

In 2023, the Empty Homes Officer for Dundee City Council received the award of Empty Homes Rising Star in recognition of the efforts and success to-date with returning back in to useful and meaningful service.

7.3 Case Studies

Case Study 1 – A townhouse on Hill Street had lain empty since early 2014. The Empty Homes Officer made contact with the owner of the property in March 2023. The Empty Homes Officer provided advice and assistance to sell the property via the Empty Homes Initiatives Property Matchmaker Scheme and facilitated contact between the new owner and Building Standards. The property was returned into service in December 23 when it was let to a family.

Case Study 2 – A detached property on Dundee Road had lain empty since March 2020 and was purchased by the current owner in June 2021 with the intention to renovate prior to moving in. The Empty Homes Officer made contact with the owner of the property in July 2022. The Empty Homes Officer provided assistance with a discretion request for the council tax surcharge. Discretion was applied for a period of 5 months which freed up some finances which went towards the renovation costs. The property was returned into service in February 2024 when the owner moved in with his family.

Case Study 3 – A terraced house in Finella Gardens had lain empty since the owner passed away in June 2020. The Empty Homes Officer received a report in May 2023 from a concerned neighbour stating that the property was attracting vermin and anti-social behavior. As the owner had passed away the Empty Homes Officer used a finders service provided by Fraser & Fraser in order to find the heir. Once contact was made in July 2023 and the new owner was informed of the issues they decided to sell the property. The property was returned into service in December 2023 when the sale completed and the new owner moved in.

8 Consultation & Engagement

This version of our Council's Empty Homes Strategy has sought the views and input from our stakeholders, partners and groups/forums which are associated with housing, communities and related matters

A range of partners and groups with which we regularly liaise were invited to comment and provide feedback and a 4-week consultation period was allowed. Such bodies include the Scottish Empty Homes Partnership, Shelter, the Scottish Fire and Rescue Service and the Scottish Association of Landlords. Specific feedback was requested on the following points:

- In addition to the actions and measures that are followed in liaising with owners of empty homes, what other steps or actions do you think may act as encouragement to return empty homes into service?
- In addition to the areas of empty housing outlined within this strategy, what other sources of property could be looked into for the purposes of providing domestic residential housing?
- What financial support could be considered for being made available to owners to assist with bringing empty homes up to standard for being returned into suitable residential housing?

8.1 Feedback from the Consultation

In general, this draft Empty Homes Strategy was welcomed by the consultees and viewed as a useful process and set of measures for progressing with the on-going work in returning empty homes into useful affordable housing. Feedback from the consultation exercise has been included into the finalised version.

ITEM No ...3.....

**REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING & ESTATE MANAGEMENT
COMMITTEE – 28 OCTOBER 2024**

**REPORT ON: REGULATION OF SOCIAL HOUSING IN SCOTLAND – ANNUAL ASSURANCE
STATEMENT**

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 286-2024

1. PURPOSE OF REPORT

1.1. To seek approval of the Annual Assurance Statement for submission to the Scottish Housing Regulator.

2. RECOMMENDATION

2.1. It is recommended that the Committee:

2.1.1 Notes the requirements of the Scottish Housing Regulator's Framework for the Regulation of Social Housing in Scotland.

2.1.2 Notes the range of existing opportunities for tenants and Elected Members to scrutinise the operation and performance of the Council in relation to its duties as a social landlord.

2.1.3 Approves the Annual Assurance Statement at Appendix 1.

2.1.4 Authorises its submission to the Scottish Housing Regulator and publication on the Council's website.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications resulting from this report.

4. BACKGROUND

Requirements of the Regulatory Framework

4.1 The Scottish Housing Regulator published its revised Regulation Framework in February 2019. This framework set out how they regulate both Registered Social Landlords (RSLs) and the housing and homelessness services provided by local authorities. The framework and associated indicators are to be reviewed during 2024/25 and the new indicators to be reported in 2025/26.

4.2 In addition, further guidance on the expectations in relation to landlords approaches to equalities and human rights has been published, setting out the requirements for data collection in this area, asking landlords to consider their approach to complying with this. The Council is committed to taking a human rights-based approach to its policies and practices through good participation and empowerment, accountability, non-discrimination and meeting legal requirements. This can be demonstrated by the Council's support and adoption of the recommendations within the Dundee Fairness and Child Poverty Action Plan.

4.3 Dundee City Council are working closely with both the UK and Scottish Governments to support the Humanitarian Response. Accolades received by the partnership since it was established five years ago include a COSLA Gold award for the Get Ready for Work

Programme, and the Scottish Social Services Council (SSSC) award, 'Silo buster,' recognising joined up thinking, working and delivering.

Dundee City Council in partnership with local registered social landlords are currently supporting 315 (145 households) people in the community in a mixture of hosted accommodation (37 households), private lets supported by our Homefinder team (18 households), Local Authority housing (80 households) and RSL properties (75 households). In addition, 2 new build properties have been purchased on the open market specifically for Ukrainian families.

The Council also contributes to the Vulnerable Persons Resettlement scheme (VPRS) and the Vulnerable Children's Resettlement Scheme (VCRS) and will continue with its humanitarian approach to those in need in the future.

- 4.4 This Annual Assurance statement covers the period 1st April 2023 to 31st March 2024. The Regulatory Framework requires every landlord to:
- Submit an Annual Return on the Charter to the Scottish Housing Regulator (SHR) each year in accordance with its published guidance;
 - Prepare an Annual Assurance Statement in accordance with published guidance and submit it to the SHR between April and the end of October each year, and make it available to tenants and other service users;
 - Involve tenants, and where relevant other service users, in the preparation and scrutiny of performance information; and
 - Report its performance in achieving or progressing towards Charter outcomes and standards to its tenants and other service users.
- 4.5 Landlords must ensure that they meet all their legal duties and responsibilities and that they adhere to relevant guidance and the requirements of other regulators. Local authorities must confirm that they meet these duties in their Annual Assurance Statement or set out how they are addressing any material non-compliance.
- 4.6 The Regulatory Framework states that it is important that landlords involve tenants and other service users in the scrutiny of their performance and in discussions about affordability and what their rent covers. To meet the requirement to involve tenants, service users and elected members, we employ a range of methods to give assurance that we are meeting all statutory and legal requirements.
- 4.7 The Council already has a robust approach to self-assurance which is evidenced through our Annual Governance Statement and Risk Management Strategy. The Housing Service is included within these assessments, and both are reported to the Scrutiny and City Governance Committees (previously Policy & Resources Committee).
- 4.8 The Council's Performance Framework reports progress against our strategic plans and policies. These plans incorporate a comprehensive range of actions and performance indicators for the Housing Service which will be reported to City Governance Committee and Scrutiny Committee for the City Plan, Council Plan, Neighbourhood Services Plan and Local Government Benchmarking Framework. Revenue and Capital Plans and budget monitoring reports are considered by City Governance Committee.
- 4.9 There is also scrutiny of Housing Services through annual reporting on complaints and relevant Internal Audit Reports which are reported to Scrutiny Committee. In addition to the arrangements for formal reporting to the Council, the Housing Service has a comprehensive framework for reporting performance and including tenants and other service users in the scrutiny of its services. These include:

- Housing Best Value Review Group – this working group comprises tenants’ representatives, Elected Members Trades Unions and Shelter. The group meets quarterly to consider a wide range of housing policy and performance issues including Repairs Performance, Housing Service updates, Policy changes and consultation feedback.
- Dundee Federation of Tenants Associations (DFTA) - these are meetings between the Neighbourhood Regeneration, Housing and Estates Management Convener, senior staff in the Housing Service and the DFTA Executive Committee, in addition to bi-monthly housing management meetings with the DFTA, to discuss housing performance and any issues of interest or concern.
- HRA Methodology and Rent Setting – we comply with Guidance on the Operation of Local Authority Housing Revenue Accounts (HRAs) in Scotland by publishing an annual Housing Revenue Account Methodology. This has been developed by a tenant/officer working group and outlines how the Council sets its rent and what rent charges pay for. We hold a face to face information workshop “How your rent is spent,” together with an on-line survey, annually which helps to explain the rent-setting process to tenants and to give tenants an opportunity to input to the subsequent rent-setting priorities and consultation.
- A housing seminar held in June 2024 bringing together people from across the sector, elected members, tenants' representatives and service users, to understand the scale and scope of our local challenges around housing in the city and how we work more collegially to improve housing outcomes for people in Dundee
- In addition, the Council is required to undertake a consultation exercise annually on the proposals for the following years rent charges. In 2023/24 responses were received from 2,330 households which is 18.6% of all Council properties

4.10 As has been demonstrated above, the Council has a comprehensive framework for assurance and performance monitoring about the Housing Service. A review of these frameworks already used by the Council and on-going service improvement activity have identified areas of concern as highlighted in the Assurance Statement.

4.11 Every year the Scottish Housing Regulator (SHR) sets out how they will engage with each landlord in an engagement plan. Through this the SHR will seek assurance (backed by evidence) that landlords are complying with regulatory requirements.

During 2023/24, the Scottish Housing Regulator reviewed and compared the data for all local authorities from the Scottish Government’s national homelessness statistics. They also spoke to all local authorities to gather further information and assurance about their homelessness services. To assess the risks to people who are threatened with or experiencing homelessness they will engage with all local authorities during 2024/25 with a focus on the provision of appropriate temporary accommodation.

They will engage with Dundee City in particular about the following areas:

- the provision of temporary accommodation by Dundee City to people who are homeless; and
- outcomes for people who are homeless.

In addition, we are required to

- send them the information they require in relation to our homelessness service;
- continue best efforts to meet our statutory duty to provide temporary accommodation when we should and to comply with the Unsuitable Accommodation Order;

- keep the regulator updated on our capacity to meet our statutory duty to provide temporary accommodation when we should and to comply with the Unsuitable Accommodation Order;
 - tell the regulator if there are any material adverse issues which might affect our capacity to manage the risks associated with RAAC; and
 - send the regulator monthly updates on our progress to improve the quality of its data used to report compliance with the electrical safety requirements of the SHQS and on achieving compliance with electrical safety requirements;
- 4.12 Article V of the minute of meeting of the Neighbourhood Services Committee of 7th January 2019 agreed Dundee City Councils Rapid Rehousing Transition Plan and annual updates have continued to be submitted to Scottish Government and Committee since approval.
- 4.13 The use of temporary accommodation has continued to be at a higher level than pre-pandemic. This is due to sustained pressures on the availability of permanent accommodation.
- 4.14 To meet demand for temporary accommodation, the Housing service has been required to continue the use of bed and breakfast accommodation. The use of bed and breakfast accommodation had reduced but has since increased as a result of the sustained pressures. The use of bed and breakfast accommodation is never the preference but is permissible, in urgent situations, in order to temporarily accommodate homeless persons. Where alternatives did not exist, the service had to make use of such accommodation and where used, the Unsuitable Accommodation Order requires the authority to find alternative accommodation within 7 days.
- 4.15 Due to the continued demands on temporary accommodation during this period, the Council was unable to identify move-on accommodation and meet the 7-day limit for stays in in bed and breakfast accommodation for some people. The Council did ensure that it met its statutory duty by providing temporary accommodation on all occasions. The order was breached on 227 occasions during 2023/2024.

As documented in the recent SOLACE report, there is an ever-increasing risk to compliance with our statutory duties due to the overall housing pressures. Key issues highlighted in the report include; record and rising numbers in temporary accommodation, the cumulative impact of a wide range of humanitarian and asylum seeker programmes which would benefit from improved planning and co-ordination, continuing shortfall in the supply of mainstream social housing lets, a shrinking private rented sector, and unintended consequences of emergency legislation.

The temporary accommodation situation is well documented and the most immediate risk area. Our ability to secure permanent accommodation, particularly for single applicants who still make up the vast majority of applications is a particular area of challenge given the increasing demands on our stock.

- 4.16 The Scottish Housing Quality Standard (SHQS) requires properties to have safe electrical systems and from 2021/22 it was required to inspect every 5 years. At the end of 2023/24 1,000 properties failed SHQS as they did not have a current electrical certificate. Of those tests carried out in 2023 /24 1,222 were completed beyond the 5 year anniversary of the previous test.
- 4.17 All landlords have a duty to carry out an annual safety check on all gas appliances. Through our checks we identified that 4 gas safety checks had been missed. As a result, we carried out a full audit on all gas safety checks from March 2023, when the original one was identified, until November 2023. We also carried out a full review of our gas safety processes across both Housing and Construction.

- 4.18 RAAC - During 2023/24, DCC identified Reinforced Aerated Autoclaved Concrete (RAAC) in the roofs of 81 blocks of flats and 293 cottages in Dundee. Although used elsewhere in floors and wall panels, in Dundee RAAC was used solely in roofs. Of the affected properties, 2 blocks of flats and 131 cottages are privately owned. DCC Structural Engineers have inspected all of the 79 blocks of flats which are either mixed tenure or wholly owned by DCC, and the 162 cottages owned by DCC during 2024 and have categorised them by frequency of re-inspection required: 12 months, 6 months or remedial action required. Of the two blocks of flats and two individual flats where remedial action is required, a project is currently being designed to remove and replace the roofs. Additional support works recommended by the Institution of Structural Engineers are currently being designed to be implemented at 5 different pilot properties by the end of 2024, with the aim of gathering information to inform the treatment of the remainder of RAAC properties. DCC is committed to a transparent communication strategy to ensure tenants and owners are fully involved in the remediation process.
- 4.19 During 2024/25 a damp and mould oversight board comprising Housing & Construction staff has been re-established to review lessons learned, update guidance for tenants, review re-occurring cases, and drive compliance in this critical sphere.
- 4.20 In May 2024 a recovery plan to address the backlog of void properties was agreed at committee. The purpose being to drive up performance and improve outcomes for tenants and residents in Dundee, reducing the number of people in temporary accommodation, achieving the objectives set out in our rapid rehousing plan and reducing void rent loss. By returning void properties to permanent lets we can eliminate the number of people staying in B and B accommodation and therefore the subsequent breaches of the unsuitable accommodation order
- 4.21 The draft Annual Assurance statement for Dundee City Council is attached at Appendix 1 and Committee is asked to approve this for submission to the Scottish Housing Regulator and publication on the Council's website.

5. POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6. CONSULTATIONS

- 6.1 The Council Leadership Team and Dundee Federation of Tenants' Associations have been consulted in the preparation of this report and agree with its content.

7 BACKGROUND PAPERS

- 7.1 Regulation of Social Housing in Scotland: Our Framework. Scottish Housing Regulator. February 2019. <https://www.housingregulator.gov.scot/for-landlords/regulatory-framework/>

Scottish Housing Regulator - Engagement Plan for Dundee City Council 2023/24
<https://www.housingregulator.gov.scot/landlord-performance/landlords/dundee-city-council/engagement-plan-from-31-march-2023-to-31-march-2024/>

Tony Boyle
 Executive Director of Neighbourhood Services

Olga Clayton
 Interim Head of Housing & Construction

30 September 2024

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APPENDIX 1

Dundee City Council Annual Assurance Statement 2023/2024

To comply with the Scottish Housing Regulator's Framework for the Regulation of Social Housing in Scotland, Dundee City Council confirms that the Council has met all its legal obligations associated with housing and homelessness services, equality and human rights, and tenant/resident safety with regard to:

- The relevant regulatory requirements set out in Chapter 3 of the Regulatory Framework
- All relevant standards and outcomes in the Scottish Social Housing Charter
- All relevant legislative duties

However, Dundee City Council did breach the Homeless Persons (Unsuitable Accommodation) Order (2014) during 2023/24 in relation to the length of stay in bed and breakfast accommodation as a result of the pressure on temporary accommodation on 227 occasions.

This statement requires the Council to notify the Scottish Housing Regulator of any tenant and resident safety matters which have been reported or are being investigated by the Health and Safety Executive, or reports from regulatory or statutory authorities, or insurance providers, relating to safety concerns. There are no reports or investigations ongoing concerning Dundee City Council's Housing Service.

The Scottish Housing Regulator identified one area in its Engagement Plan for Dundee 2023/24 where they required further information in relation to Dundee's homelessness service. In addition, have asked for regular information on electrical testing.

Neighbourhood Services Committee agreed Dundee City Councils Rapid Rehousing Transition Plan in 2019, and annual updates have continued to be submitted to Scottish Government and Committee.

At the end of 2023/24 1,000 properties failed SHQS as they did not have a current electrical certificate. Of those tests carried out in 2023/24, 1,222 were completed beyond the 5 year anniversary of the previous test. We continue to work with tenants to carry out this work with legal action undertaken where required.

In addition, 4 properties did not have their annual gas safety check carried out within the 1-year anniversary of the previous check

All properties have been surveyed for the presence of Reinforced Aerated Autoclaved Concrete (RAAC) and 5 pilot remedial projects are about to commence. We are committed to a transparent communication strategy to ensure tenants and owners are fully involved in the remediation process.

Dundee City Council is committed to taking a human rights-based approach to its policies and Practices through good participation and empowerment, accountability, non-discrimination and meeting legal requirements. The Council has a robust framework for Equality Impact Assessment of its policies which was recently reviewed. I confirm that the Council has sufficient assurance and scrutiny processes in place to support this statement.

Signed: Mark Flynn

Convener of Neighbourhood Regeneration, Housing & Estate Management

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ITEM No ...4.....

**REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING & ESTATE MANAGEMENT
COMMITTEE – 28 OCTOBER 2024**

REPORT ON: DUNDEE STRATEGIC HOUSING INVESTMENT PLAN 2025-2030

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 291-2023

1. PURPOSE OF REPORT

1.1 To seek approval of the Strategic Housing Investment Plan (SHIP) 2025-2030. (See Appendix I).

2. RECOMMENDATION

2.1 It is recommended that the Neighbourhood Regeneration, Housing & Estate Management Committee approves:

2.1.1 The content of the Strategic Housing Investment Plan 2025-2030.

2.1.2 Submission of the Strategic Housing Investment Plan to the Scottish Government.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications associated with this report. The costs of any future investments associated with this programme together with details of how they are funded will be brought back to members for consideration in due course.

4. BACKGROUND

4.1 The Strategic Housing Investment Plan (SHIP) is the key statement of affordable housing development priorities within local authority areas. In previous years the Scottish Government has issued Resource Planning Assumptions (RPA) to inform the SHIP. In financial year 2024/25 the RPA was reduced from £17.230 million to £13.673 million. At the time of writing there are no RPA's for future years but we have been guided by Scottish Government to operate carry forward limits of 80% of the 2024/25 programme for 2025/26, 60% in 2026/27 and 40% in 2027/28 within this SHIP. The SHIP contains plans for funding developments in 2025/26 up to £14.8 Million, this is above the level of grant for the previous year but gives leeway for adjustment when the grant budget is announced.

4.2 To promote the delivery of the SHIP, Dundee City Council (DCC) Neighbourhood Services will continue to work in partnership with: DCC City Development; Scottish Government; Registered Social Landlords; and the Private Housing Sector to explore all possible housing development options that will help maximise delivery of social housing. In addition, the SHIP looks to support the delivery of the City Centre Strategic Plan through the investment and development of social housing within the city centre.

- 4.3 An example of this successful, partnership collaboration can be observed at Table 1, which demonstrates a significant number of affordable rented new-build houses that are currently on site. Appendix II displays examples of recent completed sites and sites currently under construction.

Table 1. Dundee SHIP Commissioned New-Build Affordable Rented Housing (Wards in Brackets):

Name of Development	Tenure	Number of Houses	Estimated Completion
Seagate (Maryfield)	MMR	28	November 2024
Ellengowan Drive (Maryfield)	SR/MMR	130	December 2024
Buttar's/Brownhill Place/Gourdie Place/Invercraig Place, Charleston (Lochee)	SR	66	November 2024
Murraygate (Maryfield)	SR	31	November 2024
Gellatly Street (Maryfield)	SR	49	February 2025
Ballindean Road (East End)	SR/SE	73	March 2025
Buchanan Street (Maryfield)	SR	14	Completed
Park Hotel (Lochee)	SR	18	February 2025
Whitfield/Lothian Crescent (North East)	SR	18	June 2025
Former St Vincents P.S. (East End)	SR	21	April 2025
Mill o' Mains Phase IV (North East)	SR	48	September 2025
Tenure SR: Social Rented Tenure MMR: Mid-Market Rent Tenure SE: Shared Equity			

- 4.4 Committee's approval of the SHIP 2025-2030 will ensure that the city continues to successfully deliver new-build affordable housing rental options for the citizens of Dundee. Thereby, positively contributing to one of the key outcomes of the city's Local Housing Strategy to meet housing need and demand.

To ensure that housing built is of a high quality, the Council will work with partners to ensure that all new build properties constructed within the investment programme will meet or surpass the current building regulations and will meet the Energy Efficiency Standard for Social Housing post 2020. Additionally, energy efficiency measures such as insulation, solar energy, wind power or other suitable measures will be integrated where possible. This will assist in reducing carbon emissions, addressing fuel poverty and will ensure that tenants live in warm, affordable homes.

4.5 MARKET CHALLENGES

- 4.5.1 It is important to recognise that, while we remain ambitious in our plans and are committed to delivering an increase in the supply of affordable housing in the city, there are some significant challenges. The main delivery risk to the city's affordable housing supply programme is the reduction in grant from Scottish Government together with high prices for material and labour.
- 4.5.2 Though inflation has abated somewhat in the past year, costs continue to be high, driven by material and labour costs. This has been exacerbated by regulatory changes around building safety, Housing 2040, EESSH2, Net Zero and decarbonisation efforts.
- 4.5.3 In addition to the local and global construction market challenges, it should be noted that Dundee City Council develop on what is known as brownfield sites across the city. To clarify, a brownfield site refers to 'land which has previously been built on, which is or was occupied by a permanent structure'. Development of brownfield sites can be a challenge for social housing provision owing to financial constraints and grant funding availability for this sector. However, Dundee has a good track record of overcoming the issues associated with brownfield redevelopment. The benefits of brownfield redevelopment to placemaking, climate change, biodiversity enhancement and health and well-being are fundamental aims of National Planning Framework 4, our Local Development Plan (LDP) and the Council's overall priorities

4.6 OPEN MARKET ACQUISITION STRATEGY

- 4.6.1 Under Article III of the minute of meeting of the Neighbourhood Services Committee of 22 August 2022, the Open Market Acquisition Strategy was approved, which looks to increase the supply of housing for social rent through the purchase of suitable properties on the open market, to complement the existing new build Council housing programme and the activities of our Strategic Housing Investment Plan (SHIP) partners in the local social housing sector. In the last year Dundee City Council have purchased 23 properties under this strategy.

5. POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6. CONSULTATIONS

- 6.1 The Council Leadership Team has been consulted in the preparation of this report and agrees with its contents.

7. **BACKGROUND PAPERS**

7.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Olga Clayton
Interim Head of Housing & Construction

2 October 2024



Dundee Strategic Housing Investment Plan

2025 - 2030

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Introduction

Dundee's Strategic Housing Investment Plan (SHIP) 2025-30 sets out the priorities of the Council and its partners for the expenditure of the Scottish Government's Affordable Housing Supply Programme funding. The SHIP is a rolling plan/programme covering a period of five years. It delivers the affordable Housing priorities set out in the Local Housing Strategy (LHS) the City Centre Strategic Investment Plan and the Local Development Plan. The SHIP is embedded in Dundee's Community Partnership Planning Framework. It reflects the affordable housing priorities within the city's eight Local Community Planning Partnership areas and multi member ward boundaries. In addition, it is aligned with Dundee Health and Social Care Partnership's Strategic housing requirements and the city's Rapid Rehousing Transition Plan, and Child Poverty Action Report.

Resources to Deliver the SHIP Programme

In previous years, Scottish Government issued Resource Planning Assumptions to aid the SHIP. The RPA for 2024/25 was reduced for that year from £17.230M to £13.037M. Scottish Government have advised local authorities to commit no more than 80% of the £13.037M forward to 2025/26, 60% in 2026/27 and 40% in 2027/28 for SHIP Planning purposes.

Risks to programme delivery

The main delivery risk to the City's Affordable Housing Supply (AHS) Programme is the reduction in grant from Scottish Government together with high prices for materials and labour. Though inflation has abated somewhat over the last year, costs of construction materials remain high. Further to these headwinds is the availability and ownership of land suitable for the development of new housing. Negotiations are underway between Registered Social Landlords (RSLs) and owners of land in private ownership, but ultimately land values must be capable of being supported by the finance available to deliver affordable, new-build housing within Scottish Government's development benchmark costs.

Additional risks to the City's delivery programme relate to issues regarding the disposal of surface drainage water in new housing developments. This sometimes involves the development of very expensive site drainage infrastructure design. As a result, these additional costs are presenting challenges to the viability of some SHIP development sites. The Council continues to work closely with Scottish Water and the Scottish Government to address these issues. However, it is anticipated that owing to the infrastructure and highly urbanised nature of all sites in the city, surface water drainage will continue to cause difficulty and additional costs for many of the City's SHIP development sites.

Identification/Prioritisation of Sites

At the centre of the identification/prioritisation of SHIP development sites is DCC Council / Registered Social Landlord (RSL) strategic planning framework. Within this framework, RSLs submit details of their proposed SHIP developments on an annual basis. DCC Neighbourhood Services (NS) also follows this process for sites that it has identified. RSL and DCC NS submissions primarily focus on the following housing development aspects:

- Location of Development
- Name of Developer
- Number of proposed units to be developed
- Number of general needs units to be developed
- Number of particular needs units to be developed
- Level of Scottish Government Grant funding required for development.

Submitted development sites are reviewed collectively by DCC: Neighbourhood Services (Housing); City Development (Planning); and City Development (Property). Prioritisation assessment criteria is used to rank each site. Ranking order ranges from high, medium or low priority. The categories used within the assessment criteria are as follows:

- Sites within regeneration areas including the City Centre Strategic Investment Plan
- Sites identified within the previous SHIP
- Site prioritisation in the Local Development Plan
- Improving housing and tenure balance in the area
- Provide an appropriate mix of property types and sizes
- Meet affordable housing need in the area
- Sustaining existing stable neighbourhoods; mitigating further deterioration and deprivation in these communities
- Innovation and Sustainability
- Provide housing for particular needs housing groups
- Land Ownership • Deliverability.

Furthermore, the prioritisation process is complemented by formal discussions with representatives from individual RSLs; DCC Neighbourhood Services; and Dundee Health and Social Care Partnership.

The area team of Scottish Government's More Homes Division regularly meets with the Council to discuss current issues and progress with the delivery of the Affordable Housing Supply Programme. The Housing Service chairs bi-monthly meetings with representatives from all the developing RSLs, Dundee City Council City Development, Scottish Government, Scottish Water and Dundee City Council Planning representatives. These meetings have

been well-attended and a useful forum for driving forward delivery of the Affordable Housing Supply Programme.

All developments supported by the prioritisation assessment criteria are included and prioritised in the SHIP.

Those developments with a higher priority will attract funding first. When a higher priority development starts on site, subject to agreement with the Scottish Government, it will continue to receive SHIP funding until the development is complete.

Future Priorities: Increasing Housing Options in the City

The approved City Centre Strategic Investment Plan (CCSIP) identifies opportunities for housing development within the City Centre. As such, we will prioritise development opportunities for the Affordable Housing Investment Plan in future years.

In addition, the Council and Housing Associations will consider the purchase of suitable, open-market or off the shelf properties to meet the City's social housing needs, which includes the housing requirements of extended families, and people with particular needs.

Housing for Particular Needs

The SHIP aims to achieve a minimum of ten social rented wheelchair standard houses per annum. In addition, other particular-needs housing will be incorporated into developments to meet the needs identified in the Dundee Health and Social Care Partnership's Strategic Needs Assessment and Strategic Plan.

Gypsy Roma and Traveller Site: Capital Works

Dundee City Council (DCC) has one Gypsy Roma and Traveller site. The site has 14 pitches, and is situated in Balmuir Wood by Tealing, Angus. DCC has a leasing agreement with Angus Council but is responsible for delivering all site management services. Residents provide their own accommodation. Each pitch has a kitchen and bathroom amenity block.

There is a site office and a dedicated Council Liaison Officer, who is based at the local housing office.

Child Poverty Action Report

The city is committed to the priorities set out in the Scottish Government's Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022 to 2026 and has set the ambitious goal of matching the Scottish Government's overall national target of reducing child poverty to less than 10% of children living in relative poverty.

The Council's combined Fairness and Local Child Poverty report outlines how the experience of people living in poverty is crucial in taking forward policies, and how local solutions are being developed to tackle poverty in city neighbourhoods.

The action plan highlights work that is ongoing across the city including the Cost of the School Day project, the Dundee Community Food Network, the Discover Work service, digital inclusion and the Alcohol and Drug Partnership's action plan for change following the report of the Dundee Drug Commission.

Dundee's affordable housing programme plays a significant role in addressing child poverty at local and national levels through the delivery of family housing and is inextricably linked to a variety of housing related services; including the city's Rapid Rehousing Transition Plan and housing support provision.

Sustainability

In June 2019, the Council declared a Climate Emergency, recognising the serious and accelerating environmental, social and economic challenges faced by climate change. To respond to this challenge, a partnership Climate Action Plan has been prepared which has been the culmination of collaborative work, led by Dundee City Council and co-designed with public, private and community organisations, recognising that a concerted city-wide effort is required. It represents the first set of actions in a long-term pathway to first surpass the Covenant of Mayors target of 40% reduction in greenhouse gas emissions by 2030 and then to achieve net zero greenhouse gas emissions by 2045 or sooner.

Dundee City Council has adopted a statutory Local Heat and Energy Efficiency Strategy (LHEES). The Council's Asset Management Strategy sets out how efficient management of housing assets is already contributing to the council's net zero ambitions by refurbishing and insulating social housing stock and our future plans are highlighted in the Energy Efficiency and Net Zero Strategy 2023 - 2027.

We have continued to modernise our own council houses by installing fuel efficient gas central heating, district heating systems along with new kitchens and bathrooms to meet the Scottish Housing Quality Standard (SHQS) and insulate over 5000 properties across the city including 2500 Dundee City Council homes with external wall insulation (EWI) to meet energy efficient standards in social housing and reduce fuel poverty. The key drivers are the decarbonisation of heat to meet the local and national target of Net Zero by 2045 and removing poor building energy efficiency as a cause of fuel poverty while meeting national targets. For our housing stock, LHEES will identify potential heat network zones and delivery areas for various energy efficiency improvements at building level.

We will work with partners to ensure that all new build properties constructed within the investment programme will meet or surpass the current building regulations and that energy efficiency measures such as insulation, solar energy, wind power or other suitable measures are integrated. This will assist in reducing carbon emissions, address fuel poverty and ensure that tenants live in warm, affordable homes.

Equalities

All procurement strategies and contracts will be screened and where appropriate undergo an Equalities Impact Assessment screening to ensure that actions associated with this strategy support the equalities agenda of the government, council and its partners.

A specific aim of this strategy is to deliver affordable and good quality housing for:

- Ethnic Minorities including economic migrants
- Particular Needs Housing Groups • Gypsy Roma and Traveller
- Homeless people.

In May this year the Scottish government has declared a national housing emergency. Declaring an emergency is a signal of systemic failure in the homelessness system and confirmation that the current situation is not working and there needs to be intervention. Local authorities are facing a range of issues. The housing situation had been caused by a “combination” of issues - including pressure on homelessness services, rising property prices, high levels of temporary accommodation, austerity, inflation, labour shortages linked to Brexit, and a freeze to local housing allowance rates. By declaring an emergency, the Scottish government is formally recognising the housing problem and calling for cuts to its capital budget to be reversed.

An increase of appropriate provision for these groups will be encouraged over the period of plan.

In addition, it should be noted that the accommodation needs of individuals with particular needs requiring new-build supported, adapted or wheelchair housing have been taken account of within the SHIP. Discussions on the appropriate models of accommodation, number of houses, locations, and funding for these types of housing over the period of the SHIP are currently ongoing with commissioners.

Strategic Housing Investment Plan Programme

The details of the programme are outlined at Tables 1 and 2.

Table 1: Details the development programme for 2025/2026 to 2026/27. This includes sites which have existing commitment; but where all funding has not yet been drawn down (carry forward). It also contains new sites where DCC Neighbourhood Services expects there to be approvals and grant claims prior to the end of financial year 2026/27. Note that start dates relate to draw down of grant (which may cover costs such as site acquisition, architects or other fees etc.) and not necessarily physical building on site.

Table 2: Identifies pipeline projects for 2026 to 2029. Where appropriate, projects may be brought forward should funding be available.

Table 1: SHIP Housing Programme 2025/26 - 2026/27

Project Name	Housing Developer	No. of Units	Tenure	Total Grant (£M)	Est. Spend 2024-25	Est. Spend 2025-26	Site Start	Completion
Burnside Mill, Lochee (Lochee)	Hillcrest HA	54	SR	4.530	3.030	0	April 2024	March 2027
Mill O' Mains (Phase4), Mill O' Mains (North East)	Home HA	48	SR	5.078	3.078	0	Oct 2023	Sept 2025
Whitfield Drive/ Lothian Crescent Phase1 (North East)	Angus HA	18	SR	2.193	0.500	0	Oct 2023	June 2025
Ellengowan Ph2 (Maryfield)	Hillcrest	14 46	SR MMR	3.800	2.350	0	March 2024	March 2027
Whitfield Drive Phase IIa (North East)	Angus HA	18	SR	2.000	0	2.000	April 2026	March 2027
Former Gowriehill Primary School (Lochee)	Angus HA	36	SR	3.500	2.500	1.000	April 2025	June 2026
Former Mossgiel Primary School, Linlathen (East End)	Abertay HA	44	SR	4.332	2.332	2.000	April 2025	July 2026
Angus Street (Lochee)	Abertay HA	8	SR	1.000	1.000	0	April 2025	March 2026
Grand Total		SR: 240 MMR: 46		26.433	14.79	5.0		

HA: Housing Association DCC: Dundee City Council TBC: To be confirmed Tenure: SR - Social Rented, MMR – Mid market rent

Table 2: SHIP Housing Programme: Pipeline Projects 2027-2029

Project Name	Housing Developer	No. of Units	Tenure	Total Grant (£M)	Tender Submission
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Former playing fields, Clepington Road (Coldside)	Abertay HA	32	SR	3.46	2025
Gowrie Court, Menzieshill (Lochee)	Caledonia HA	31	SR	3.300	2025
Balcairn Place (North East)	DCC	55	SR	4.000	2025
Bank Street (Lochee)	Hillcrest HA	32	TBC	2.600	2026
Francis Street (Coldside)	Hillcrest	12	SR	1.000	2026
North Lindsay Street (Maryfield)	Hillcrest	29	SR	2.300	2025
Trades Lane / Former Stagecoach (Maryfield)	Hillcrest	TBC	SR/MMR	TBC	TBC
Main Street (Coldside)	Hillcrest	121	SR/MMR	TBC	2025/26
St Lukes Church (Lochee)	Hillcrest	21	SR	1.700	2025/26
Former St Mary's PS (Lochee)	Hillcrest	42	SR	1.728	2025
Balgowan Square, St Mary's (Strathmartine)	Angus HA	8	SR	0.650	TBC
Ferry House, Gray Street (The Ferry)	Hillcrest	5	SR	0.405	2025
Hillbank Place (Coldside)	Hillcrest	2	SR	0.162	2026
Sugarhouse Wynd (Maryfield)	Hillcrest	8	SR	0.648	2026
Cairn Centre, Rattray Street (Maryfield)	Hillcrest	6	SR	0.486	2025
Haldane Tce (Strathmartine)	Angus HA	6	SR	0.492	2028
St Marys/St Fillans (Strathmartine)	Angus HA	17	SR	1.392	2028
Mill O' Mains Phase 5 (North East)	Home HA	40	SR	4.200	2026
Hilltown (Coldside)	DCC	30	SR	1.500	2027
Morgan Street, Stobswell (Maryfield)	Caledonia HA	40	SR	4.300	2027/28

HA: Housing Association DCC: Dundee City Council TBC: To be confirmed Tenure: SR - Social Rented, MMR – Mid market rent

Caledonia HA - Maxwelltown



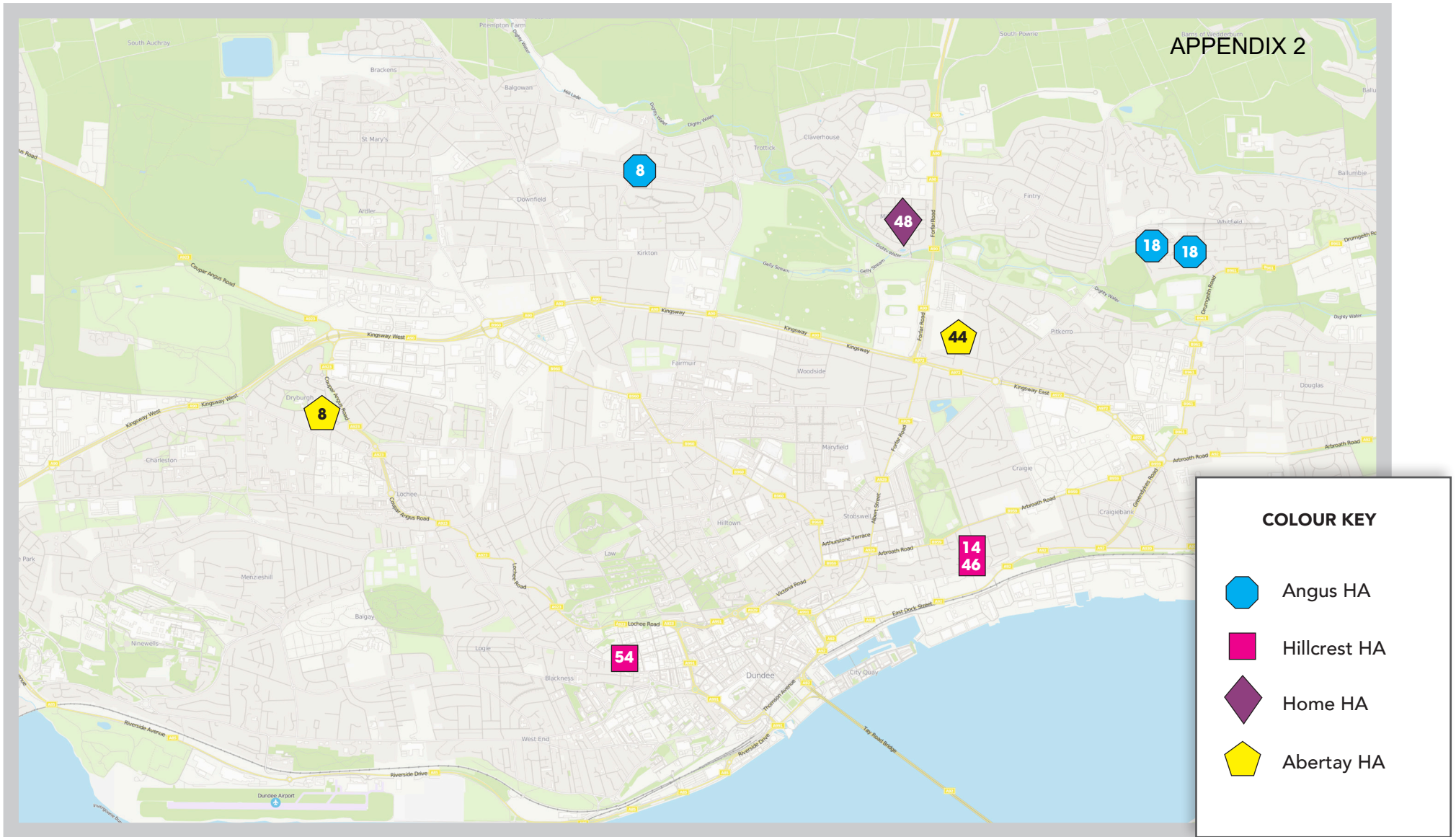
Home HA - Pitkerro Road



Hillcrest HA - Ellengowan Road

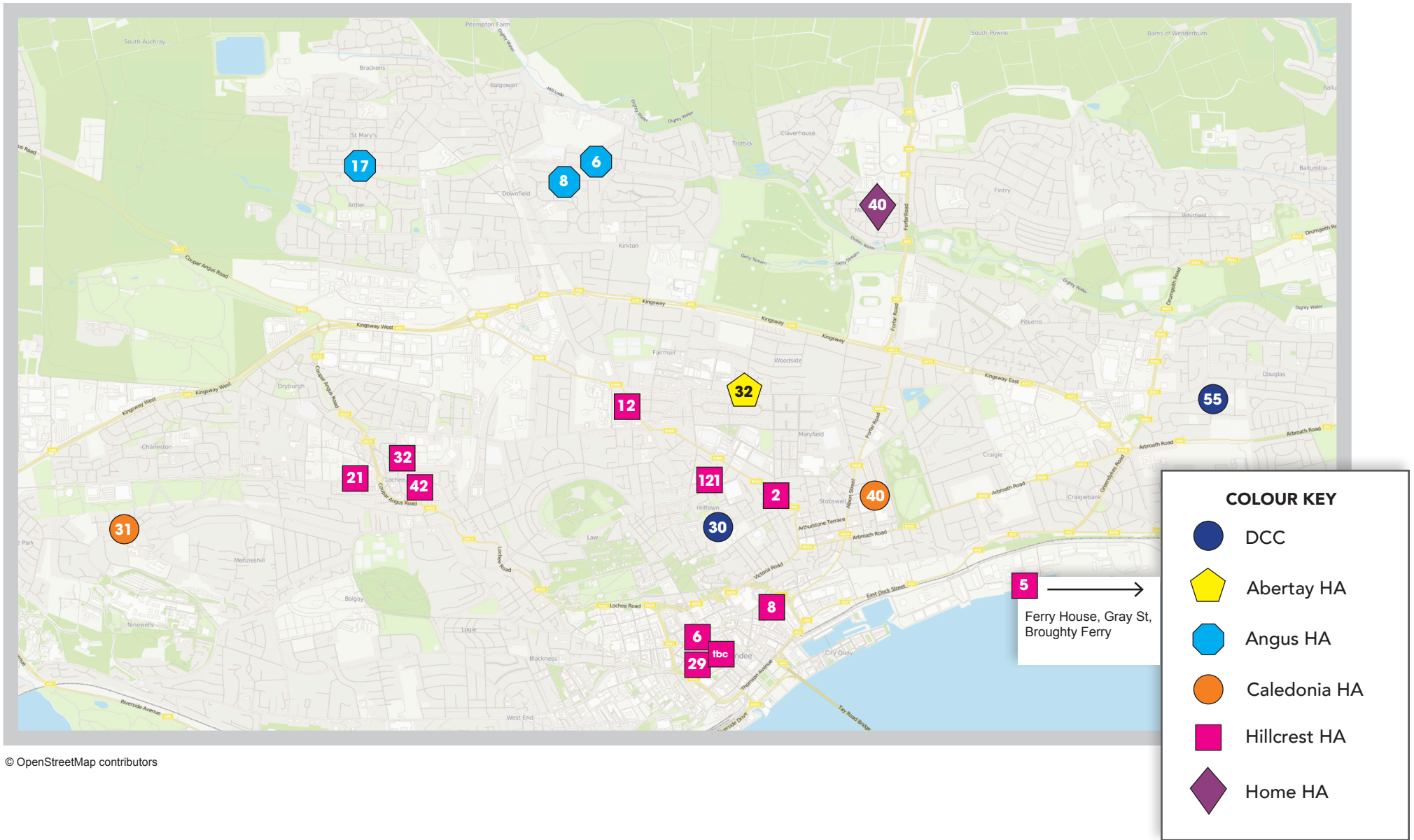


APPENDIX 2



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SHIP Housing Programme | Pipeline Projects 2027 - 2029



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ITEM No ...5.....

**REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT
COMMITTEE– 28 OCTOBER 2024**

REPORT ON: RAPID REHOUSING TRANSITION PLAN (RRTP) - REVIEW OF YEAR 5

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 293-2024

1. PURPOSE OF REPORT

1.1 To provide an update on year 5 of the implementation of the Rapid Rehousing Transition Plan, as approved by Neighbourhood Services Committee on 7th January 2019 Article V refers.

2. RECOMMENDATIONS

2.1 It is recommended that Committee note the content of this report and the attached year 5 update on the Rapid Rehousing Transition Plan.

3. FINANCIAL IMPLICATIONS

3.1 There are no financial implications from this report.

4. MAIN TEXT

4.1 Background

Under Article V of the minute of meeting of the Neighbourhood Services Committee of 7th January 2019, the Council's Rapid Rehousing Transition Plan (RRTP) was approved by the Council's Neighbourhood Services Committee and submitted to the Scottish Government. A subsequent update of the plan was submitted to Neighbourhood Services Committee in each of the subsequent years (Article V of the minute of meeting of this Committee of 4th December 2023 and Article V of the minute of meeting of this Committee of 26th September 2022 and Article II of the minute of meeting of this committee of 22nd November 2021 refers).

4.2 The RRTP Investment Plan is funded largely by the Scottish Government with local authorities expected to reshape services and redirect mainstream funding to meet Plan objectives throughout its lifespan.

To date the Scottish Government has confirmed the total allocated funding levels for the Rapid Rehousing Transition Plan for each financial year as follows:

- 2018/19 £68,000 (initial planning)
- 2019/20 £300,000
- 2020/21 £457,000
- 2021/22 £271,000
- 2022/23 £271,000
- 2023/24 £286,000
- 2024/25 £286,000 (additional year)

This funding is included within the Neighbourhood Services Revenue Budget over the period of the plan.

- 4.3 Rapid Rehousing is about taking a housing-led approach for rehousing people who have experienced homelessness ensuring that they reach a settled housing option as quickly as possible rather than spending too long staying in temporary accommodation.

The initial RRTP approved in 2019, set out the local homelessness context, provided a baseline position of temporary accommodation supply, set out a 5-year vision, identified support needs and how we would achieve our vision for temporary accommodation and settled housing options for homeless households.

- 4.4 Where Homelessness cannot be prevented, Rapid Rehousing means:

- A settled, mainstream housing outcome as quickly as possible;
- Time spent in any form of temporary accommodation reduced to a minimum, with the fewer transitions the better;
- When temporary accommodation is needed, the optimum type is mainstream, furnished within a community.

For people with multiple needs beyond housing, it means:

- Housing First as the first response for people with complex need and facing multiple disadvantages;
- Highly specialist provision within small, shared, supported and trauma informed environments i.e. specialist supported accommodation, if mainstream housing, including Housing First, is not possible or preferable.

- 4.5 As with many local authorities the Covid-19 pandemic had a major impact on the demand for and provision of temporary accommodation. Dundee City Council and partners have continued to work under the ethos of the 5-year RRTP. This has required significant culture change, creativity and partnership working to deliver improved service delivery and outcomes for those experiencing homelessness.

As a result of these challenges, the Scottish Government provided an additional year of RRTP funding for 2024/2025.

While the aims and objectives of the Rapid Rehousing Transition Plan remain unchanged, the timelines for delivery of these goals have been reviewed in terms of the impact of challenges facing the economy and the Humanitarian response.

- 4.6 To prepare for the conclusion of the plan, we are intending to develop a new sustainment, prevention and homelessness strategy during 2024/2025. This will be informed by people with lived experience and designed and delivered by Dundee City Council in partnership with Dundee Health & Social Care Partnership and our strategic planning group partners.

4.7 **Housing First**

- 4.7.1 Towards the end of year 2 of the RRTP, the service in partnership with DHSCP and 3rd sector partners successfully mainstreamed the service, through the reconfiguration of existing resources from hostel/temporary accommodation services in the City to more person-centred support services. Transform Community Development, as the lead provider from the original consortium, are delivering Housing First Support in Dundee.

In addition to this resource, it should be noted that we have also funded Dundee Women's Aid to deliver gender specific Housing First support through our Rapid Rehousing Transition Plan and

Action for Children, through Corra Foundation, have received funding to deliver Youth Housing First.

The intended funding route for mainstreaming and enhancing Housing First resources was always intended to be through the reconfiguration of existing support services delivered across the temporary accommodation supply in the City.

4.8 Year Five Update

4.8.1 The attached report highlights the position at the end of Year 5 in regard to homelessness and temporary accommodation. It is worth highlighting that we satisfied our statutory duty to provide accommodation to everyone who needed it in 100% of cases. In addition:

- 1386 new homeless application throughout the year. This was a 3% decrease from the previous year
- 1106 assessments concluded that the applicant was homeless or threatened with homelessness. There was a full duty to rehouse in 993 applications
- The number of homeless applicants awaiting an offer of permanent accommodation was 759 as at 31 March 2024
- Average duration of homeless case was 249 days for those closed during 2023/2024
- Permanent accommodation was secured for 721 applicants
- 885 individual households moved into temporary accommodation throughout the year, when combined with households who were living in temporary accommodation at the end of the last reporting period, there were approximately 1179 households living in temporary accommodation throughout 2023/2024
- Temporary accommodation capacity increased by 38% from the previous year but B&B accommodation continued to be used to meet temporary accommodation demand
- Average total length of stays within temporary accommodation was 190 days
- There were 456 households living in temporary accommodation on 31 March 2024, this is a 27% increase from the previous year
- 109 households containing dependent children were living in temporary accommodation at the end of the year. These households contained 262 children

4.8.2 The attached report highlights the activities which the Local Authority has undertaken during 2023/2024 and will undertake during 2024/2025 to achieve the actions set out in the Rapid Rehousing Transition Plan including:

- Housing First has been mainstreamed following the success of the Housing First Pathfinder in partnership with DHSCP and 3rd Sector partners. The service now has a capacity to support 84 tenancies. There have been no evictions from a Housing First tenancy. As this was people with a history of repeat homelessness, there will have been a reduction in expenditure as a result of preventing homelessness. During 2023/2024, 33 new Housing First tenancies were started.
- Dundee City Council's Homefinder Service delivered the Rent Deposit Guarantee Scheme and Rent in Advance Scheme to improve access to the private rented sector by allocating funding from RRTP. Dundee Homefinders service supported 46 households securing accommodation in the private rented sector with the assistance of this project during 2023/2024. This project will continue during 2024/2025 with the aim of providing private rented accommodation to those who are homeless or at risk of homelessness. It is hoped that a minimum of 80 households can be assisted to access accommodation but it must be acknowledged that there are currently issues with the availability of private rented accommodation. This project is already mainstreamed and supplemented by the RRTP. A proposal is included in the plan to

significantly increase the scope of this project to deliver an enhanced service which would allow a more interactive service for PRS landlords whereby the team could assist landlords with creating tenancy agreements and other tenancy notices and providing ongoing support and assistance to maintain and sustain tenancies.

- In recognition of the support needs and reasons for homelessness being different between men and women, Dundee City Council have also worked with Dundee Women's Aid, Dundee Health and Social Care Partnership and the Council's Violence against women partnership to provide gender specific temporary accommodation. This has been achieved by repurposing existing temporary accommodation. The purpose of this accommodation is to provide a safe, supported environment for women experiencing homelessness. This will continue to be funded by the RRTP during 2024/2025.
- During 2023/2024 a post created to support the delivery of the Plan was mainstreamed. This was an additional member of staff to ensure effective assessment and case management of homeless cases and the delivery of housing options to prevent homelessness. A further Lettings Officer role was mainstreamed by utilising existing staff resources at no additional cost. An existing Lettings Officer post now incorporates sourcing suitable properties for the delivery of Housing First.
- A dedicated Homeless Prevention Officer was employed by Dundee City Council for 2 years of the plan. This post was made permanent during Year 5. This officer is based within our Housing Options Service and focuses on providing outreach advice services and community capacity building to identify a risk of homelessness or housing issues at an early stage. This is also complimented with preventative case work and the administration of section 11 notifications.
- In partnership with Action for Children, the RRTP funded the delivery of a young person's prevention team containing Youth Housing Options and Family Sustainment Service. These services have been provided with funding since the beginning of the plan.

The Youth Housing Options Service provided advice and support to approximately 75 young people during 2023/2024. This preventative work has great benefits to the individual as well as a reduction in expenditure.

The Family Sustainment Service within Action For Children have worked with over 150 families with children to help sustain their tenancies in the private rented sector. Due to the varied needs of the families, this service works alongside families to produce a whole Family Support Plan, identify outcomes, support families to access holistic packages of support and working in partnership with other services. The family plans identify support required, including support to maintain their current property, liaise with landlords, moving home, budgeting and benefits support, support to access legal advice, support for tribunals, advocacy and well-being support. This service was recognised by [Crisis](#) as good practice in homelessness prevention.

- In Year 5 RRTP funding was made available to support people who were homeless and rough sleeping over the winter months through support providers in the Third Sector and Dundee City Council. The budget was used to provide practical, immediate support to those who were rough sleeping or at risk of rough sleeping. This included, travel passes, mobile phones, emergency rent payments and utility top ups. A limited fund will be available for this use during 2024/2025.
- Dundee City Council have also used RRTP funds to provide 53 fully furnished permanent lets during 2023/2024. The properties are carpeted and have white goods provided. The purpose of this is to allow homeless people to move into their permanent accommodation as soon as they have signed for the property. This project will continue to be funded by the RRTP during 2024/2025, and slightly expanded to also include the opportunity to be involved in community initiatives such as up-cycling.

5. ADDITIONAL PRESSURES

- 5.1 There are well publicised pressures on homelessness services across Scotland. While the pressures will vary from area to area, common themes are pressures on temporary accommodation, insufficient supply of social housing to meet demand and increasing rental charges in the private rented sector.
- 5.2 SOLACE published a report in July 2023 titled “Housing in Scotland: current context and preparing for the future”. This report sets out the unsustainable pressure on local authority housing, the challenges and barriers that are limiting the supply of new homes and social rent tenancies and recommends action needed to implement change at pace and scale.
- 5.3 All of the pressures detailed in the report are impacting Dundee City Council and the progress of our RRTP. Temporary accommodation use remains considerably higher than pre-pandemic, B&B use continues, length of time in temporary accommodation is significantly longer than anticipated and the supply of permanent accommodation is insufficient to meet demand. These pressures will be exacerbated further by increased levels of homelessness and additional humanitarian responses. The Scottish Parliament declared a national “housing emergency” in May 2024.
- 5.4 The mitigations proposed by Dundee City Council to address these pressures on the delivery of the RRTP include:
- Reduce the use of B&B accommodation by bringing void properties back into use through our Void recovery improvement plan
 - Matching homeless applicants to suitable void properties at an earlier stage of the allocation process to allow for flipping of properties
 - Review the temporary accommodation position at the conclusion of the plan and create additional units of temporary furnished flats if required (although it should be acknowledged that this will reduce supply of permanent accommodation)
 - Explore a procurement strategy to source temporary accommodation in the private sector
 - Trial the use of small scale shared temporary accommodation in 2 bedroom flats
 - Secure permanent accommodation at the earliest possible opportunity by maximising the limited number of permanent lets available. This will be achieved by securing a reasonable offer of accommodation in any area of Dundee and any property type for homeless applicants in line with statutory duties.
 - Use the private rented sector where it is suitable to do so for applicants who wish to be housed in particular areas or house types
 - Increase the number of temporary furnished flats that can be ‘flipped’ to permanent accommodation by relaxing the criteria required to qualify for this
 - Increase preventative measures through a strategic working group with a focus on homelessness prevention

6. CONSULTATIONS

- 6.1 The Council Leadership Team have been consulted in the preparation of this report and agree with its content.

7. POLICY IMPLICATIONS

- 7.1 The content of this report was previously considered by the Neighbourhood Services Committee of 22nd November 2021, Article II refers, and remains valid. The original report was subject to an Integrated Impact Assessment. An appropriate senior manager has checked and agreed with this assessment. For follow-ups relating to initial reports agreed prior to 22/8/22 a copy of the Integrated

Impact Assessment is available on the Council's website at www.dundee.gov.uk/ia. For follow-ups relating to initial reports created after this date, a copy of the Integrated Impact Assessment is included as an Appendix to that initial report.

8. **BACKGROUND PAPERS**

8.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

Olga Clayton
Interim Head of Housing & Construction

30 September 2024

Scotland's transition
to rapid rehousing



RAPID REHOUSING TRANSITION PLAN

**YEAR FIVE
UPDATE**

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1. Introduction

Dundee City Council submitted an initial Rapid Rehousing Transition Plan to the Scottish Government in December 2018. This plan was approved by the Neighbourhood Services Committee in January 2019 and covered the period 2019-2024. It was confirmed by the Scottish Government that due to the impact of the pandemic that a further year of funding will be made available for 2024/2025.

This document will provide an update on Year 5 of the plan and planned projects in the additional year of the plan. All contextual data relating to homeless applications, homeless assessments, outcomes and the use of temporary accommodation has been updated.

This plan must be read with the understanding that pressures on housing homelessness services across Scotland are at unprecedented levels and are well documented, in addition to the declaration of a national housing emergency by Scottish Government.

There are changes to some of projections in previous iterations of the plan. Due to uncertainty in how the current housing and economic situation will impact on levels of homelessness, many of the projections contained within this iteration will require monitoring throughout the year.

Despite the current uncertainty the original intention and vision of the plan still remains the same which is to:

- End Rough Sleeping
- Prevent homelessness from occurring
- Improve the standards and types of temporary accommodation
- Reduce time spent in temporary accommodation
- Increase supply of permanent accommodation options
- Provide appropriate support and accommodation

The Rapid Rehousing Transition Plan is based on partnership working with Dundee Health & Social Care Partnership and third sector organisations. This holistic approach to addressing homelessness in the City will continue with the creation of a new sustainment, prevention and homelessness, strategy to complement and build on this plan.

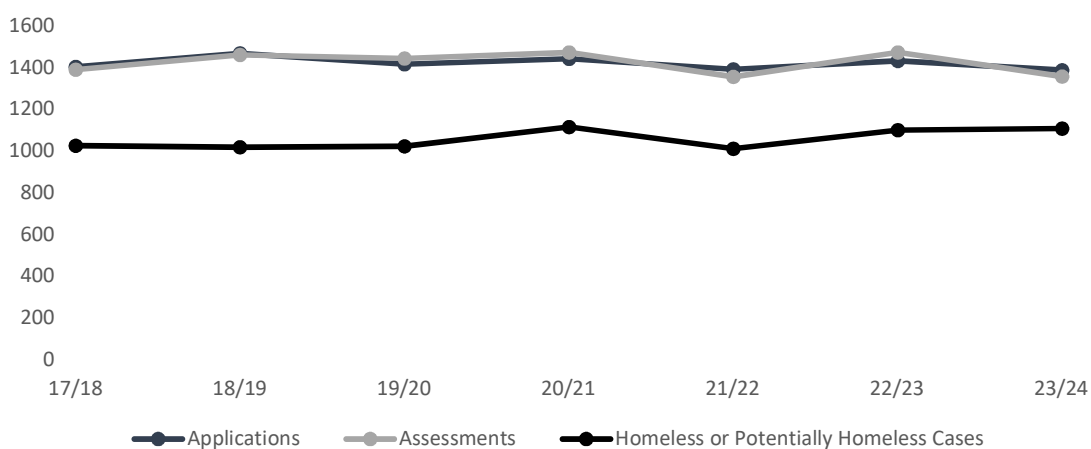
2. Homelessness position

This section provides details of homeless applications, assessments and outcomes recorded by Dundee City Council in 2023/2024 compared to subsequent years of the plan and the baseline position in 2017/2018.

2.1. Homelessness applications

There were 1386 new homeless applications made to Dundee City Council in 2023/2024. This was approximately a 3% decrease from the previous year and a 1% decrease from the baseline position. This figure is within the expected range of our standard assumptions set out in the original plan. It had been hoped there would be a year on year reduction throughout the plan but instead there has been minor fluctuations. However, this needs to be considered in the wider context of increasing levels of homelessness throughout Scotland and unprecedented pressures on housing.

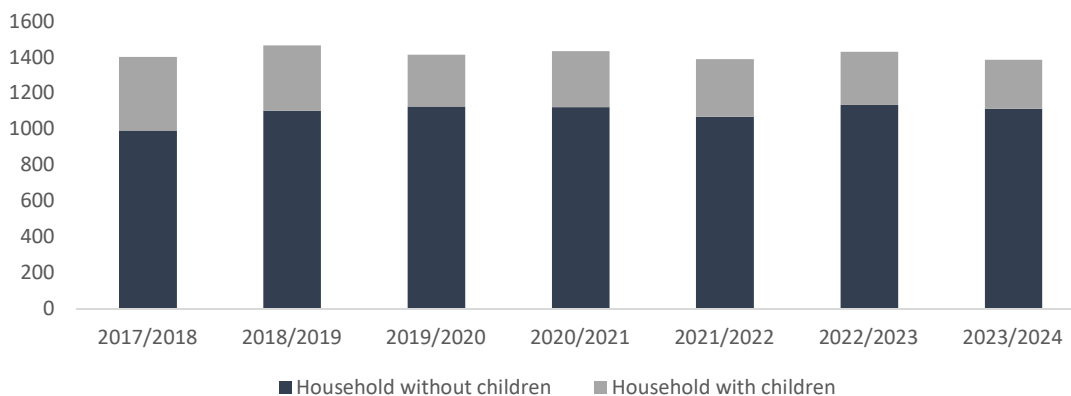
Homeless applications and those assessed as unintentionally homeless 2017/2018 – 2023/2024



Source: Dundee City Council HL1 2023/2024

The proportion of households' **not containing children** is currently at 80% compared to 71% in 2017/2018. This appears to be a result of an increase in the number of applications from households without children and a decrease in the number of households with children rather than a large increase or decrease from one cohort.

Breakdown of household composition in homeless applications 2017/2018 to 2023/2024



Source: Dundee City Council HL1 2022/2023

Single males continue to be the most common household group and make up over half of all applications (55% in 2023/2024). Most applications from households containing children continue to be headed by female applicants (93% of applications containing children).

Applications from Parental/family home/relatives and Friends/partners now make over half of all applications (54%). This has increased from 47% in the baseline year. This was initially attributed to be a result of people being asked to leave due to the pandemic. However, this has continued and seems to be becoming a longer-term trend.

Being asked to leave is the most common reason for homelessness in the City and accounts for almost 30% of applications (up from 23% of applications in 2017/2018).

Domestic abuse continues to be a significant reason for homelessness and has remained at relatively constant levels throughout the duration of the plan.

There has been a slight decrease in people applying from prison (87 in 2023/2024 compared to 93 at the baseline position). The numbers on remand are higher than in previous years so there is concern about future demand.

Applications from the Private Rented Sector made up 12% of applications in 2023/2024. This has reduced from 20% in 2017/2018. Levels throughout the plan have remained lower than expected, this can mainly be attributed to measures to prevent evictions through emergency legislation. There is significant concerns that this will eventually rise back to pre-pandemic levels.

2.2. Rough Sleeping

87 applicants stated on their application that they slept rough in the 3 months preceding their application. Of these, 60 also stated they slept rough the night before their application. This is a 50% reduction in people stating on their application that they slept rough in the 3 months preceding their application and a 14% decrease in people stating they slept rough the night before their application from the baseline position. However, it is an increase on the previous year. It is important to note this is a self-reported indicator and there is no physical evidence of rough sleeping in Dundee when more reliable checks have been carried out.

2.3. Homelessness assessments

Dundee City council had a duty to find settled accommodation for 993 new applicants who were assessed as unintentionally homeless during 2023/2024. As a proportion of all assessments this was 73% compared to 63% in 2017/2018. There were also a further 91 applicants assessed as unintentionally threatened with homelessness. Only 22 people were assessed as intentionally homeless or threatened with homelessness during 2023/2024.

Approximately 11% of all assessments were closed without a determination. While most of these were people who resolved their own homelessness prior to an assessment decision or chose to withdraw their application, there was 42 cases closed as lost contact before an assessment decision (approximately 3% of all assessments compared to 8% in 2017/2018).

2.4. Local Connection

On 29 November 2022, the Homeless Persons (Suspension of Referrals between Local Authorities) (Scotland) Order 2022 came into force. This legislation suspends referrals between Scottish local authorities for homeless households on the basis of their local connection.

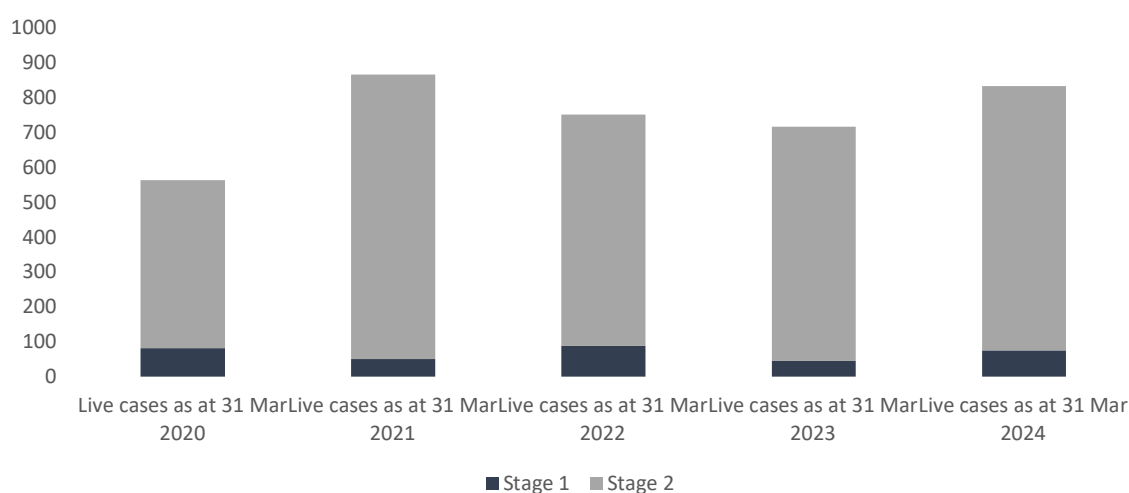
Prior to this change in legislation, approximately 3% of applications made to Dundee City Council were assessed as having no local connection to Dundee City Council. In 2023/2024, this increased to

8% of assessments. This must be caveated with the proviso that not all of these applications will have come under the scope of the legislative changes (for example if they have a local connection to an English or Welsh Authority or have no local connection to any Local Authority).

2.5. Open cases at 31st March

As at 31 March 2024, there were 759 households which still had a live case awaiting discharge of duties. There were also 75 cases awaiting an assessment. The baseline position was 489 open assessed cases and 103 awaiting an assessment. The number of live cases open awaiting discharge of duties has increased and is higher than we would like it to be. The focus in 2024/2025 is to reduce this by increasing the number of outcomes for homeless applicants and a concentrated effort to flip temporary accommodation to permanent accommodation. This exercise will commence at the conclusion of the void recovery plan.

Open cases at end of financial year 2019/2020 to 2023/2024



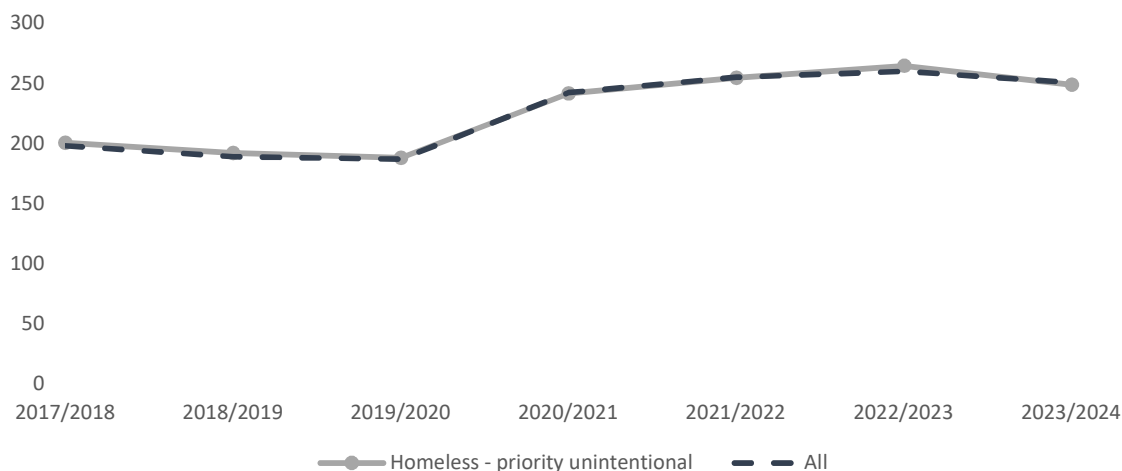
Source: Dundee City Council HL1 2023/2024

2.6. Average length of cases closed during the financial year

The average case duration in 2023/2024 for those assessed as unintentionally homeless was 249 days. This is an increase of 49 days from 2017/2018¹ but a decrease of 15 days from the previous year. It is expected that this may rise as we address the backlog of people who have been waiting to be rehoused from previous years.

¹ This was incorrectly reported in the original plan as 172 days in 2017/2018

Average length of case (days) for unintentionally homeless cases 2017/2018 to 2023/2024

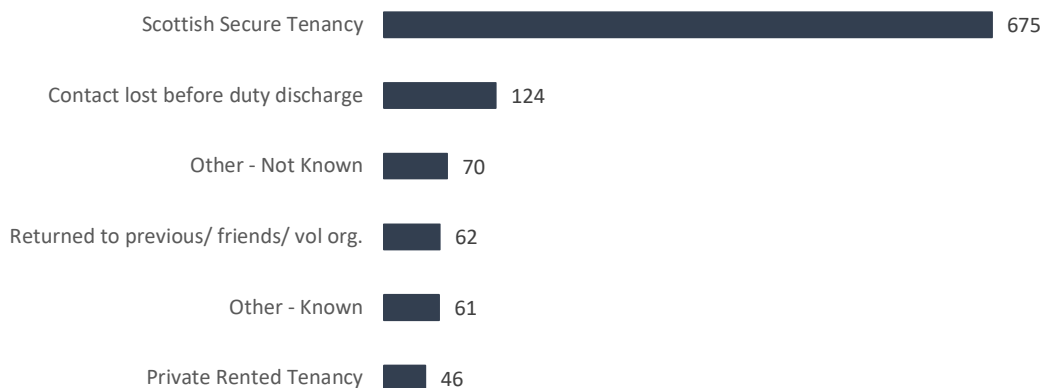


Source: Dundee City Council HL1 2023/2024

2.7. Outcomes

There were a total of 1286 cases closed during 2023/2024. For those where there was a duty to rehouse by Dundee City Council, 675 were rehoused into a Scottish Secure Tenancy and 46 in the private rented sector during 2023/2024. As a proportion of all outcomes 79% of applicants where an outcome was recorded secured settled accommodation².

Outcomes for cases assessed as unintentionally homeless 2023/2024



Source: Dundee City Council HL1 2023/2024

During 2023/2024, Dundee City Council let 471 properties to homeless applicants, this was approximately 52% of all lets. There was a similar percentage of DCC properties to the previous year but a decrease in numbers (down from 605 lets in 2022/2023). The large proportion of sheltered stock in our lets dilutes the potential number of lets available to homeless applicants. The figure for RSLs within the Common Housing Register was 201 lets to homeless applicants which represented approximately 45% of all lets.

² Percentage of applicants securing a LA tenancy, RSL tenancy or private sector tenancy

Using just those assessed as unintentionally homeless in the financial year, lets across all sectors met 73% of new demand. This is a decrease from the baseline position of 81%. Due to the backlog created during 2020/2021, it only accounted for about 43% of all statutory demand during the year. It reduces to 40% of all demand if cases where there is a threat of homelessness also need to be rehoused.

3. Temporary accommodation position

This section of the plan describes the position of temporary accommodation in Dundee City during 2023/2024. The broad descriptions used for temporary accommodation types are the same as those used in the Rapid Rehousing Transition Plan guidance. These are:

- Emergency accommodation – Provided at first point of contact and only used as short term accommodation
- Interim – Accommodation provided on an interim basis before the LA has discharged its duty into settled accommodation
- Temporary Furnished Flats (TFF) – Self-contained flats in the community used as temporary accommodation
- Other – Anything else used as temporary accommodation (e.g. Refuge accommodation)

3.1. Capacity

As a response to the pandemic, a significant amount of additional temporary accommodation was created to mitigate no permanent lets being made. Most additional capacity was met by creating additional temporary furnished flats. We have also needed to utilise B&B accommodation. This has continued to be used for emergency placements with alternative accommodation being sourced as quickly as possible.

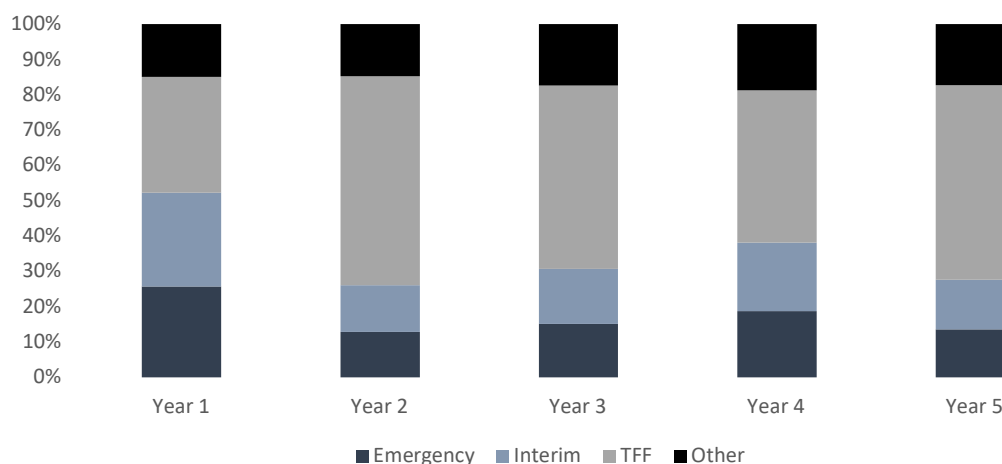
There were 479 units of potential temporary accommodation capacity at 31 March 2024 (excluding B&B and hotels). This accommodation is spread throughout the city and comprises of flats, hostels, supported accommodation and supervised units. This is approximately a 38% increase from the previous year and a 67% increase from the baseline.

The total capacity can fluctuate throughout the year depending on demand and flipping of temporary accommodation to permanent stock.

3.2. Type of provision

Based on the overarching type of the accommodation, the composition of Dundee City Council's provision of temporary accommodation at 31/03/2024 was:

Proportion of temporary accommodation types across plan



Source: Dundee City Council

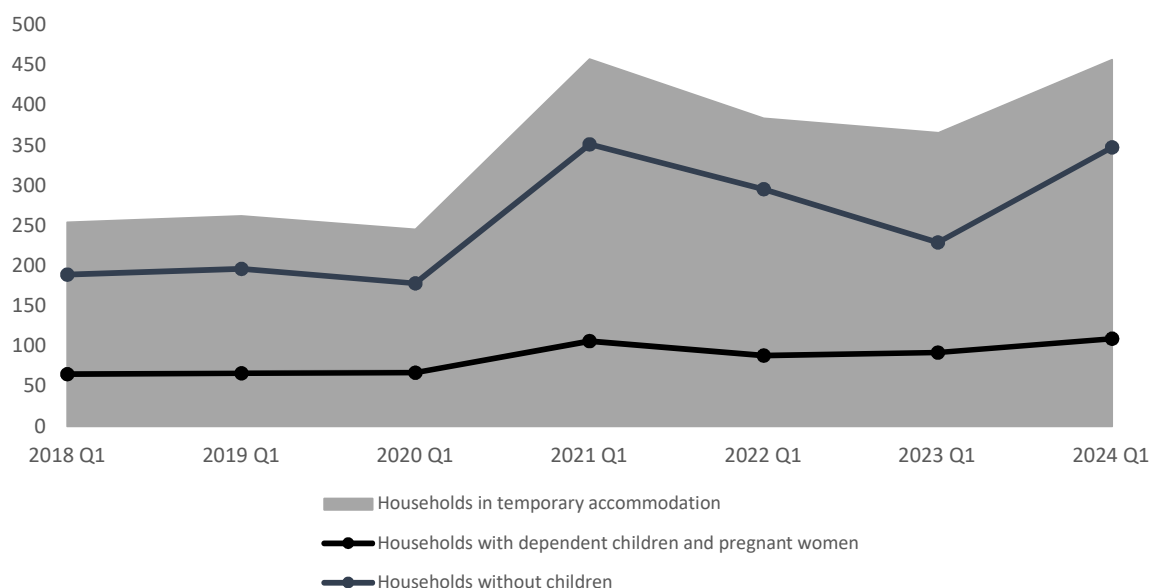
Throughout the year 120 new temporary furnished flats were created to increase temporary accommodation capacity in response to demand. As a result, over half of our temporary accommodation is now temporary furnished flats. The creation of this type of accommodation gives us the greatest flexibility when adjusting our capacity.

The 'other' category includes Women's refuge accommodation and unfurnished flats which can be used for applicants with their own furniture. B&B accommodation is not included in our capacity but has been used to meet surplus demand when normal capacity is exhausted.

3.3. Households in temporary accommodation at end of year

The backlog of households living in temporary accommodation increased through the year from 364 on 31/03/2023 to 464 on 31/03/2024. This was a 27% increase in the number of households staying in temporary accommodation.

Number of households in temporary accommodation at end of financial year 2017/2018 to 2023/2024



Source: Dundee City Council HL3 2023/2024

3.4. Number of households living in temporary accommodation during 2023/2024

During 2023/2024 there were 885 individual households that started new temporary accommodation placements, this was an increase on the 799 households that started new placements in 2022/2023. When these figures are added to the applicants who were in temporary accommodation from the previous reporting period there were an estimated 1179 households living in temporary accommodation throughout 2023/2024.

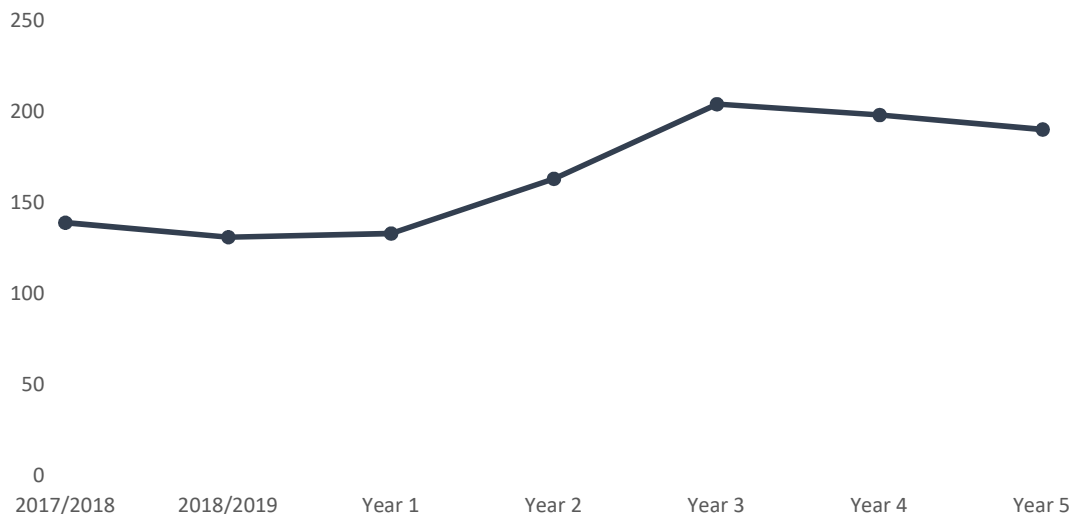
3.5. Type of households

During 2023/2024 there were 1179 unique households living in temporary accommodation. Approximately 79% of these households were single persons. This proportion has increased from 75% in 2017/2018. The majority of multiple placements were made by households without children.

3.6. Length of placements

The total length of stay in temporary accommodation has risen by almost 50 days from the baseline position to 190 days. There is some variance between household types (mainly due to size of accommodation required) but the overall averages for households containing children is higher than for single people at approximately 225 days.

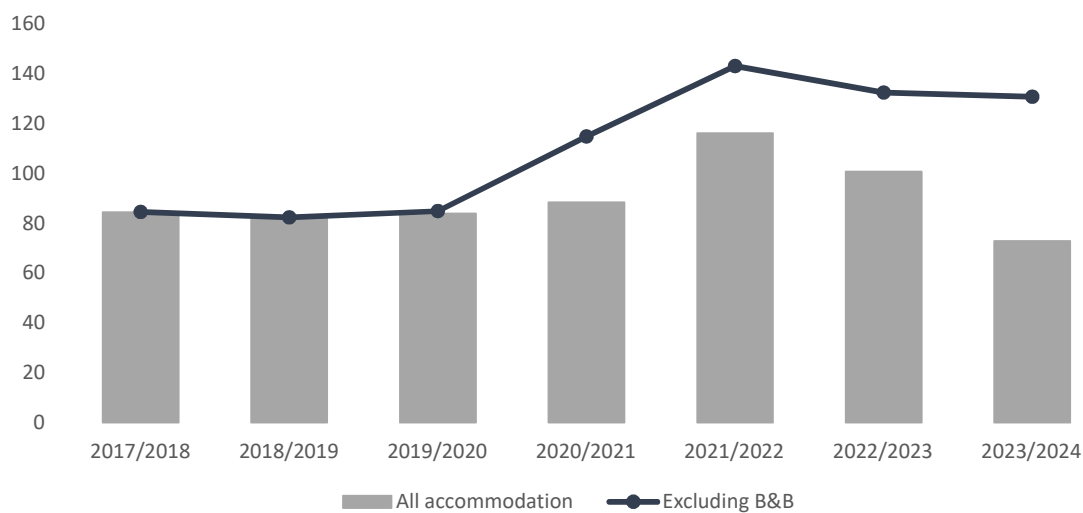
Average length of stay across all placements during plan



Source: Dundee City Council HL1 2022/2023

The average length of stay in temporary accommodation placements in 2023/2024 was 73 days this was a 27% decrease from 2022/2023 and actually an 11 day decrease from 2017/2018. However, this is a result of 848 B&B/hotel placements at an average of 5.8 days. With B&B removed, the average length of stay per placement was 131 days. This is a 47 day increase since the baseline.

Average length of stay per placement in temporary accommodation 2017/2018 to 2023/2024



Source: Dundee City Council HL3 2023/2024

The longest average length of placements was in temporary furnished flats at 219 days. However, there is significant variance within this category.

Average length of placements within interim accommodation was approximately 187 days. There is still some variance between the length of stay between accommodation providers in this type of accommodation. There is some speculation that this will rise next year due to people not being housed in previous years.

'Other' temporary accommodation includes a variety of temporary accommodation such as women's refuge, B&B and unfurnished properties, as such there is significant variance in this category. The average length of placements in Emergency B&B/hotel accommodation were considerably shorter at 5.8 days than other types of temporary accommodation. Applicants tend to be accommodated in this type of temporary accommodation initially before being moved on to other types of temporary accommodation.

4. Temporary accommodation projections

It was projected that the Rapid Rehousing Transition Plan would reduce the need for temporary accommodation by the end of Year 5 through the review and remodelling of temporary accommodation as set out in our original Rapid Rehousing Transition Plan.

As a result of the Covid-19 pandemic these assumptions required to be revisited and have resulted in the creation of models well out-with the range of the original assumptions. Divergence from the original plan occurred during Year 2, 3 and 5. All models in the original plan were linear in nature and based on relatively predictable variables which is no longer the case.

It is still unknown what the ongoing trend will be. As a result, there will be models created with various assumption. There are concerns that there may be an increase in homelessness and demand for accommodation as a result of the current economic situation and recently declared national housing emergency.

4.1. Assumptions

This section of the original plan was based on the primary assumption that there would be a small reduction in homelessness applications, 50% of applicants would require temporary accommodation and a 5% void rate in temporary accommodation. Alternative models were also created for different assumptions.

For this year, the worst-case scenario is that temporary accommodation demand increases, applications rise and lets do not recover back to pre-pandemic levels.

The middle scenario is that lets increase, homeless applications rise slightly and temporary accommodation demand continues at around 50% of new applicants.

The best-case scenario for this year will be for homelessness applications to remain relatively static, demand to remain at around 50% of new applications but backlog in temporary accommodation shrinks, reducing overall temporary accommodation demand as the backlog in void properties is addressed.

4.2. Temporary accommodation capacity

Over the five years of the plan it was envisaged that the supply of temporary accommodation would be reduced considerably. This was mainly through much shorter length stays due to providing settled accommodation in reduced timescales, making better use of the existing supply and transforming units into permanent supported accommodation to provide settled accommodation.

The increase in temporary accommodation demand and capacity since the pandemic has made the original plan obsolete.

To achieve an improved position at the end of 2024/2025, we would need to reduce our average total length of stay in temporary accommodation which is reliant on other variables such as the number of applications, demand for temporary accommodation and lets.

It is not expected that temporary accommodation capacity will significantly reduce during 2024/2025. The main goal in relation to temporary accommodation will be to stop the use of B&B and hotel accommodation. It is envisaged that this will mainly be achieved through an increase in lets to address the backlog in temporary accommodation. The position will be reviewed after 6 months and additional temporary furnished flats will be created if this proves insufficient.

4.3. Types of households

It is not envisaged that the general profile of applicants requiring temporary accommodation will change over the remainder of the plan.

In the baseline model, single people have the greatest need for temporary accommodation and make up the majority of placements. It is likely that this will continue to be the case during the course of the plan.

If evictions increase from the Private Rented Sector following the removal of emergency legislation, there is a potential for an increase in families containing children ending up as homeless and requiring temporary accommodation. The cost of living crisis could also be a driver of this.

4.4. Type of provision

A key aspect of the plan is to reduce the reliance on hostel-type accommodation and move towards a temporary accommodation model which has greater reliance on temporary furnished flats and interim temporary accommodation where on-site support is provided and the occupant provided with self-contained fully furnished accommodation.

The majority of new supply created over the pandemic was temporary furnished flats. It is felt that these will give the greatest flexibility in adjusting our capacity as the ongoing demand becomes clearer.

To provide greater flexibility and effectively use our 2 bedroom stock to meet demand for single households, a trial will take place of providing shared accommodation for 2 individual households within a 2 bedroom property. To comply with the unsuitable accommodation order, this would require the consent of the individual involved to be placed in this type of accommodation.

4.5. Time in Temporary Accommodation

Our initial 5-year RRTP target was to reduce the average total length of stay in temporary accommodation to approximately 70 days per case. During the first year of the plan there was a decrease and we appeared to be on target to meet this goal. However, the pandemic has changed all assumptions relating to this target as length of stay in temporary accommodation has generally increased.

Any placement in temporary accommodation will be for as short a time as possible until settled accommodation is available. However, where emergency accommodation is provided at point of contact a move to more suitable temporary accommodation will need to be arranged.

5. Support Needs

The provision of the appropriate level of support for each applicant will be a key determinant of the success of the transition to rapid rehousing.

- Housing First is the first response for people with complex needs and facing multiple disadvantages where assertive, intensive housing support will be provided.
- Where mainstream housing, including Housing First, is not possible highly specialised supported accommodation with on-site support provision.
- Within tenancies housing support services.

The baseline and predicted levels of support needs are documented in this section of the plan. A more detailed assessment of support needs is required. As part of this assessment, dedicated Social Workers are now available to the Housing Options service as part of our RRTP.

5.1. Type of support needs

Based on HL1 assessment data in 2023/2024, 65% of applicants who were assessed as homeless or threatened with homelessness had no support needs and a further 20% had one identified support need. Two support needs make up 8% of those assessed and 7% have 3 or more support needs. Since the baseline position there has been a significant rise in the proportion with no or one support need and a decrease in those with 2 or more support needs. Anecdotal evidence suggests that although the proportion of applicants with high support needs is decreasing, the level of support that is required for these individuals is significantly increasing.

Of those with identified support needs in 2023/2024, the most common support needs identified were for mental health (36%) and Basic housing management/independent living skills (24%). Drug and/or alcohol dependency was a recognised support need for 12% applicants who were identified as having support needs. In the baseline position Basic housing management was the most common support need but this has now been surpassed by mental health.

5.2. No/low support needs

The majority of homeless applicants to Dundee City Council will fall into this category. These applicants will have no or low support needs except for assistance in being provided with suitable accommodation. Based on current data this is currently at 65%. This group of applicants would need case management and housing options assistance to source a suitable property as well as sign-posting and low-level housing support provided by housing providers.

5.3. Medium support needs

This proportion of homeless cases would be approximately 17-18% on an annual basis. This is based on the proportion of applicant's who have been assessed as requiring support excluding applicants who fall into other categories. This group would be capable of sustaining mainstream housing with the support of visiting housing support, along with other statutory and third sector supports.

5.4. SMD/Complex needs

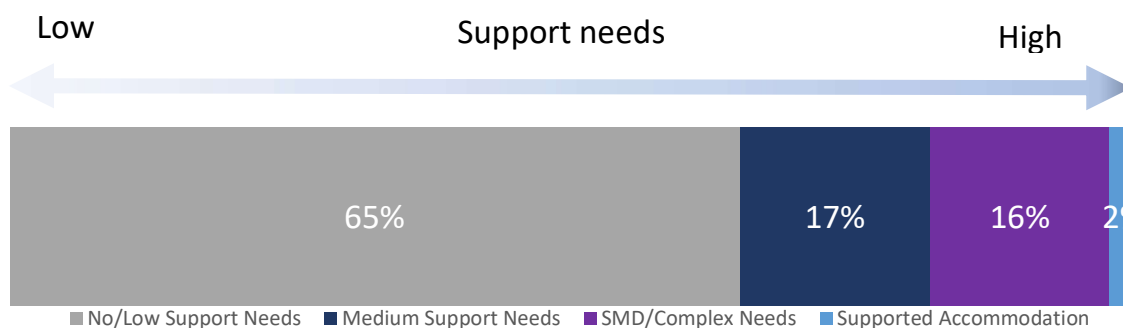
Based on research carried out by Heriot-Watt University, Dundee City Council has one of the highest incidences of Severe and Multiple Disadvantage/Complex needs on Scotland. This includes applicants with history of involvement with homelessness, criminal justice and substance misuse. By applying this methodology to HL1 data from subsequent years, approximately 16% of applicants assessed as homeless could fall into this category. With suitable multi-agency planning a proportion

of this cohort would be capable of sustaining a mainstream tenancy with housing support and other professional supports. This may reduce the proportion requiring a more intensive support-based approach, such as housing first. This approach should reduce the likelihood of repeat homelessness and as a result it could be expected that this proportion would reduce in subsequent years.

5.5. Supported Accommodation

This category would contain applicants where independent living within the community is not possible and permanent supported accommodation would be the most appropriate outcome. It is expected that the proportion of applicants requiring this form of accommodation would be lower, with perhaps only 1- 2% of cases per annum falling into this category. It is expected that the proportion could drop once appropriate supported accommodation is available for all applicants that require this type of accommodation. The supply for this accommodation could be met by realigning from existing temporary accommodation stock.

Proportion of support requirements across plan



Source: Dundee City Council

6. Rapid Rehousing Plan

This section will contain the main plans, targets and projects to achieve the overall aims of our rapid rehousing plan over the course of the plan. It is acknowledged the plan will remain dynamic and the main focus will be on plans for the next year and will be continually monitored and adapted.

6.1. Proportion and numbers for rehousing supply requirements to meet demand over plan

The backlog of cases at the end of Year 1 was 478, this has now risen to 759. To reduce this backlog will require an increase in lets across all housing providers and tenures. Due to the uncertainty over the number of lets which will become available and the level of homeless applications in the future, this element of the plan remains extremely changeable.

The baseline assumption was a small annual decrease in homeless applications but an increase to 75% of applicants being assessed as unintentionally homeless, that model required the total lets to homeless households across all sectors to be in the region of 1,000 per annum across the 5 years of the plan (not including those requiring supported accommodation). However, there was still some lost contacts, applicants who make their own arrangements or return to previous arrangements which would reduce the total number of lets required.

A void recovery plan will operate alongside this plan from May 2024 to October 2024. It is intended that this will make a significant improvement in the number of void properties that DCC hold. The plan is to reduce the number of voids from c.500 to c.200. The majority of these properties will be targeted at homeless applicants.

Using the central assumptions of 1400 homeless applications. In order to reduce the backlog to reasonable levels, the following targets and assumptions will be required:

- Based on the assumption that the void improvement plan clears the backlog of properties and voids return to pre-pandemic levels. These additional properties being made available for let would result in an at least 800 lets from Dundee City Council and 200 lets from Registered Social Landlords in the CHR.
- An increase in lets from Registered Social Landlords not currently in the Common Housing Register. This would result in approximately 60 lets.
- Approximately 80 private sector tenancies per year. This is a significant increase on the baseline position and would be achieved through increased use of the rent deposit guarantee scheme.
- Approximately 8% of lost contacts after discharge of duties. This would be an improved position but should be achievable through improved case management
- 10% of applicants resolving their homelessness through other means such as returning to family or remaining in their accommodation
- This would see the backlog reduce to under 500 applicants by the end of the year.
- This would be the highest number of outcomes achieved over the plan

Either an increase in homelessness or a decrease in lets would likely see the backlog increase. A worst-case scenario where there is an increase in homelessness in the remaining year of the plan and a reduction social sector lets would see the backlog increase significantly if the other variables remained constant.

6.2. Securing accommodation under homelessness legislation

Due to pressures on housing stock and temporary accommodation, all applicants that are being assisted under homelessness legislation will be required to maximise their housing options. This means that all tenures, areas and property types will be considered when securing accommodation.

This will apply to all applicants that Dundee City Council consider to be homeless or threatened with homelessness. It will also apply to applicants that have been allocated notice to quit points to prevent homelessness from occurring.

6.3. Working with social housing providers to optimise the rehousing process

Dundee City Council have an established Common Housing Register including Abertay Housing Association, Caledonia Housing Association and Hillcrest Housing Association as full partners. These housing providers also share a Common Allocations Policy with Dundee City Council. The agreed quota of lets to homeless applicants is 55%.

There are several Registered Social Landlords that have housing in Dundee but are not part of the Common Housing Register. Where Dundee City Council nominate or refer to another landlord to secure accommodation, it will be for all property types and areas as per above. Individual applications can also be made to these landlords and it is expected that housing options will be maximised to enhance prospects.

The Registered Social Landlords are currently developing new build housing throughout the city and have committed to nominations and referrals from Dundee City Council for all developments.

6.4. Rehousing solutions in the private sector

The Rapid rehousing Transition Plan will require increased utilisation of the Private Rented Sector. This will be used for applicant's requiring housing in areas or property types which have a low turnover in the social rented sector.

Homefinder, our Rent Deposit Guarantee Scheme will work to increase accessibility to the PRS. This team will provide specialised support to liaise with private sector landlords, facilitate viewings and secure private sector housing for applicants in housing need to alleviate and prevent homelessness. This was also supplemented with a rent in advance scheme during Year 5 to further enhance accessibility to this sector and will continue this year.

This will be required to be used where an applicant has a preference for a particular property type or area. Where no suitable properties are identified in the private sector, Dundee City Council will look to secure an offer of social housing in all areas and house types that we deem to be reasonable.

During 2024/2025, we aim to deliver an enhanced PRS Access Scheme incorporating the existing Rent Deposit Guarantee Scheme. This proposal would see the Homefinder team qualified to deliver an enhanced service which would allow a more interactive service for PRS landlords whereby the team could assist landlords with creating tenancy agreements and other tenancy notices and providing ongoing support and assistance to maintain and sustain tenancies.

Included in the service redesign would be further support to assist both landlords and tenants to manage and sustain tenancies in a responsible manner. This could significantly reduce the number of evictions from the private rented sector to ease pressure on homeless services.

Action For Children Family Sustainment Service work in partnership with Dundee City Council to prevent families residing in private rented accommodation from eviction. The service works with the

families to maximize their income and overcome any disputes they may have with the Landlord. The service assisted 37 families which contained 92 children over the last year. Homelessness was prevented in all but 3 cases.

Positive Steps provide supported accommodation within the private rented sector. This service provides furnished properties to vulnerable individuals who require substantial support to maintain and engage a tenancy. These properties are leased from both the social and private sector and decorated and furnished by Positive Steps. The individual is supported for a minimum of 2 years and when independence is reached, the property is signed over to the tenant and they become the tenant of the social or private landlord from which the property is leased. This service provides homes to over 50 individuals at any one time and properties are dispersed throughout the city. This provides choice of area and properties to the individuals that are supported. This service has been operational for more than 15 years and has now also purchased properties to expand this service within Dundee.

6.5. Converting temporary furnished flats to settled home/Scottish Secure Tenancies

The original plan featured a target to convert 20 temporary furnished flats to Scottish Secure Tenancies. As a result of a significant increase in temporary furnished flats being created to provide temporary accommodation during the pandemic this was increased in Year 2 as part of our recovery plan. There have now been well over 100 units of temporary accommodation converted to permanent accommodation. During Year 5 there were 32 flipped properties against the target of 24 properties over the course of the year (average of 2 per month). The target for this year will be increased to 36 (3 per month). This will also be reviewed following the completion of the void improvement plan to determine whether there is scope to accelerate this project.

This would provide permanent housing which minimises disruption for the household. The suitability of the accommodation will always be considered as well as the demand for accommodation in the area. This model will be mainstreamed at the end of the R RTP

6.6. Housing First

The initial plan outlined the transition and mainstreaming of Housing First if successful, would be funded through the reconfiguration of existing support services being delivered across the hostel/temporary accommodation supply in the city. This commenced in March 2020 when the partnership closed one of the largest hostels in the city with Transform Community Development and reconfigured the service to deliver outreach housing support aligned with Housing First principles. In year 3 of our R RTP, this service was mainstreamed to deliver Housing First support to residents of Dundee.

Transform Community Development will continue to provide a community-based Housing First programme in partnership with Dundee City Council and the Dundee Health & Social Care Partnership. Hillcrest and Home Group also form an integral part of the partnership by providing permanent tenancies for the project. Funding for this project has increased due to the closure of a supported accommodation unit. This now gives a staff team of 12 with capacity for 84 participants. There were 33 new housing First tenancies started in 2023-2024 with the project running at capacity throughout the year.

There is an acceptance that for some households mainstream housing or community based housing first will not be appropriate. An assessment of need will take place during this year to develop housing based solutions for this group with appropriate support. This demand could be met by the reconfiguration of units currently used as temporary accommodation.

6.7. Furnished tenancies

Dundee City Council used RRTP funds to provide furnished permanent lets during year 5 of the plan. The properties were carpeted, have basic furnishings and white goods provided. The purpose of this was to allow homeless people to move into their permanent accommodation as soon as they have signed for the property.

53 tenancies were set up using this fund during year 5. This investment will continue during 2024/2025 but will also expand to include community involvement and the opportunity to be involved in the upcycling of second hand furniture for use in their property.

This will particularly be targeted at those moving on from temporary accommodation who would struggle to obtain their own furnishings. The intention of this is to reduce time in temporary accommodation and allow for successful integration into the local community.

Dundee City Council also provide grant funding to Transform Community Development to enable provision of furniture at a reduced cost for people by referral from support organisations.

6.8. Particular Pathways

Our original plan identified 3 particular pathways that required particular responses as part of our Rapid Rehousing Transition Plan.

These pathways will continue to develop in the following ways -

People leaving prison

A pilot was carried out by Positive Steps where they provided supported housing in a private sector flat for people leaving prison directly on release. This pilot was expanded in Year 5 of the plan where a housing first tenancy is provided on liberation. This is a Dundee City Council property which Positive Steps lease and let as a Private Residential Tenancy to the applicant with housing support. This will continue in 2024/2025, where up to 33 tenancies can be provided for this purpose.

A dedicated support programme, Positive Pathways, will support offenders on liberation. This support can range from tenancy support, sourcing storage of personal goods, benefit and poverty support, sign posting to specialised external agencies, addressing substance use, relationship issues, sourcing accommodation on liberation, meet and greet on liberation, etc. the aim is to reduce repeat homelessness, support will continue for 12 months after liberation. The service enables individuals to move to settled accommodation on release and for staff to support with preventative and reactive assistance.

Gendered approach

The scope of the original domestic abuse pathway has increased to a gendered approach to service provision.

Following research from University of Dundee and Dundee Women's Aid we have repurposed a temporary accommodation unit to a gender specific service for homeless females. This accommodation will provide 11 self-contained 1-bedroom flats along with gender specific support.

Gender specific support has also been recognised as a key factor in sustainment and part of the RRTP funding has continued to be allocated to provide 2 gender specific support workers with Dundee Women's Aid.

Young People

Action For Children will continue to deliver Youth Prevention Service in partnership with Dundee City Council. This service has been set up to proactively prevent young people leaving the family home, if it is safe to do so. AFC support young people and families to take a solution focus approach through facilitated conflict resolution until a permanent outcome is achieved. This service assisted 75 young people in the last year and it is expected that numbers will be similar in the coming year. There is also longer term early intervention work carried out such as delivering housing and homeless awareness sessions in local schools (HEY Dundee). Temporary accommodation is also provided by AFC for homeless young people within dedicated blocks of supported temporary accommodation.

7. Investment

The successful implementation of this plan will rely on the appropriate resources being available. Some of these actions such as increasing quotas of social lets will have no additional cost.

This section will mainly focus on planned investment using existing allocations and will adapt as further resources and allocations are known.

Scottish Government funding for the additional year will be invested in the following initiatives.

Activity	Description
Private Sector Rent Deposit	<p>Dundee Homefinders provides access to the private rented sector through a rent deposit guarantee scheme and rent in advance. This is a vital component of our Rapid Rehousing Transition Plan and maximises housing options.</p> <p>Arrange training through Landlord Accreditation Scotland (LAS) for Homefinder staff. A fully qualified Homefinder team can offer to prepare lease agreements and prepare/issue other tenancy notices and offer a dedicated Tenancy Officer service to assist with any tenancy issues which may arise signposting to relevant teams/agencies. Full details of proposal at Appendix B</p>
Youth Housing Options Service	<p>Working in partnership with Action For Children to provide tailored housing options and prevention advice to young people. This forms part of our youth specific pathway</p>
Family Sustainment Service	<p>This service supports families who reside in private rented tenancies and are at risk of homelessness. Strongly focussed on early intervention and prevention of homelessness. Support includes budgeting, benefit maximisation, setting up repayment plans for rent arrears, and mediation between tenants and landlords.</p>

Support for those at risk of rough sleeping	To enable support workers to provide immediate support to people rough sleeping or at risk of rough sleeping through the provision of accommodation or other support.
Women's Aid Housing First Support Workers	Housing First support workers provide creative permanent housing and support solutions, whilst providing gender specific support consistent with current best practice and housing first fidelities
Furnished tenancy initiative	To provide white goods and furnishings to allow homeless people to move from temporary accommodation to a permanent tenancy without delay.

7.1. Activities

Activities in 2024/2025 will be focussed on the following three elements of the plan.

Temporary Accommodation Remodelling and Increase Supply of Settled/Supported Accommodation

Over the next year we aim to:

- Continue to ensure compliance with temporary accommodation standards and factor this within the review of hostel accommodation.
- Explore use of shared temporary accommodation in 2 bedroom flats
- Continue maximising access to the Private Rented Sector through our Homefinder Service
- Continue with increased lets to homeless applicants as part of our void recovery plan to work through the backlog of cases.
- Continue the programme to flip temporary accommodation to permanent
- Use a housing options approach to maximise use of available stock to rehouse homeless applicants
- Develop and implement a Personal Housing Action Plan for Homeless applicants to facilitate rehousing and support in quickest possible timescales.

End Rough Sleeping

- Ensure appropriate support and accommodation is available to those at risk of rough sleeping and deliver this in partnership with 3rd Sector organisations.
- Implement recommendations and outcomes from development of temporary accommodation charter led by Shelter Scotland
- Provide funding for 3rd Sector support focusing on individuals rough sleeping or at risk of.
- Continue to provide Housing First support for those with the most complex needs who are most at risk of rough sleeping

Prevent Homelessness from occurring

- Ensure service delivery across our Housing Options Team is accessible and provide community based surgeries to maximise opportunities to prevent homelessness
- Work in partnership with Action For Children to continue delivering Youth Housing Options and Family Sustainment with a focus on prevention of homelessness.
- Review our Housing Options and Homeless Strategy.
- Review our Housing Options and Homeless Policy

7.2. Monitoring

This Rapid Rehousing Transition Plan is intended to:

- End Rough Sleeping
- Prevent homelessness from occurring
- Improve the standards and types of temporary accommodation
- Reduce time spent in temporary accommodation
- Increase supply of permanent accommodation options
- Provide appropriate support and accommodation

These intended outcomes are monitored on a monthly and an annual basis. In addition the Homeless Strategic Partnership monitors quarterly to ensure that the implementation is successful and that appropriate resources are harnessed to deliver the RRTP.

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8. Appendix A Temporary Accommodation Provision

Accommodation Type	Name of accommodation	Description	Number of units at 31/03/2024
Temporary Furnished Flats	Network Flats (including Single Network Flats)	Dundee City Council fully furnished properties in various property sizes	244
	Single Supervised Unit - DCC	Supported accommodation block for single people. Support provided by Housing First	11
	RSL Managed Accommodation	Temporary accommodation block managed and supported by Hillcrest Housing Association	9
Interim	Transform Community Development	Supported temporary accommodation managed by Transform Community Development within self-contained flats	22
	Salvation Army	Supported temporary accommodation managed by Salvation Army within self-contained flats	20
	Dundee Survival Group Phase 2	Supported temporary accommodation managed by Dundee Survival Group within self-contained flats	14
	Action For Children	Supported temporary accommodation for young people managed by Action For Children within self-contained flats	11
Emergency	Dundee Survival Group Phase 1	Direct access temporary accommodation managed by Dundee Survival Group	14
	Salvation Army	Direct access temporary accommodation managed by Salvation Army	25
	Lily Walker Centre	Direct Access Assessment provided by Dundee City Council	26
Other	Low Management Accommodation	Dundee City Council Unfurnished and part furnished temporary accommodation in various sizes	64
	Dundee Women's Aid	Refuge accommodation provided by Dundee Women's Aid	19

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9. Appendix B Homefinders Proposal

Dundee Homefinder Service - Enhanced Service Proposal

Purpose – To plan and deliver an enhanced PRS Access Scheme incorporating existing Rent Deposit Guarantee Scheme. This proposal would see the Homefinder team qualified to deliver an enhanced service which would allow a more interactive service for PRS landlords whereby the team could assist landlords with creating tenancy agreements and other tenancy notices and providing ongoing support and assistance to maintain and sustain tenancies.

Included in the enhanced service proposal would see the current title of Contact & Assessment Officer role changed to PRS Tenancy Officer (sustainment) with the aim to provide a service for private sector landlords/letting agents and tenants in the Dundee area, to assist both landlords and tenants to manage and sustain tenancies in a responsible manner. With an effective PRS Tenancy Officer Service (TOS), the main aim would be to provide good quality affordable private sector housing and provide tenancy assistance and significantly reduce the number of evictions from the private rented sector to ease pressure on homeless services.

Also, to enable Homefinder to construct the Private Residential Tenancy Agreement and any other formal tenancy notices on behalf of landlords, the lead person of the Service would be required to undertake formal letting agent qualification delivered by Landlord Accreditation Scotland through its LETWELL Programme.

Plan (Landlords/Letting Agents) – Encourage private landlords/letting agents to sign up to receive the enhanced service on the condition properties provided are managed by landlords/letting agents registered with local authority, and the properties offered are of good standard and meet all legislative requirements. A fully qualified Homefinder team can offer to prepare lease agreements and prepare/issue other tenancy notices and offer a dedicated Tenancy Officer service to assist with any tenancy issues which may arise signposting to relevant teams/agencies. In return property rentals must be set at pre-agreed affordable levels (within 10-15% of LHA).

Plan (Tenants) – Prospective tenants agree to work with Tenancy Officer to develop tri-party working relationship alongside landlord with focus on the tenancy being managed and sustained appropriately, rental/deposit agreements being adhered to, properties being looked after with any repairs reported and dealt with promptly. PRS Tenancy Officer would provide ongoing advice, assistance and signposting to relevant support agencies.

-
- Develop Tenancy Officer Service (TOS) agreement for landlord/tenants
 - TOS would be managed and staffed employing existing resources with Dundee Homefinder Service
 - 1 x Project Co-ordinator
 - 2 x PRS Tenancy Officers (Sustainment)
 - Arrange training through Landlord Accreditation Scotland (LAS) for Homefinder staff to enable the team to create Private Residential Tenancies and other applicable notices on behalf of participating landlords.

Participating private sector landlords/letting agents would be required to:

- Be registered as a landlord with local authority
- Ensure smoke/heat detection conform with legislative requirements
- Provide current valid gas safety certificate
- Provide current valid electrical installation condition report (EICR)
- Provide current energy performance certificate (EPC)
- Adhere to Repairing Standard legislation
- Provide confirmation of PAT testing
- Set monthly rental of said property at no more than 10-15% over Local Housing Allowance levels
- Ensure any fixtures/fittings, soft furnishings including floor coverings are in good condition and property meets Repairing Standard legislation.

- Have established contacts with maintenance professionals to provide an efficient and reactive repairs service.
- Lodge all deposits with Safe Deposit Schemes

Dundee Homefinder Service would agree to carry out/provide:

- Tenant finding service
- Previous housing reference checks
- Employee reference checks
- Affordability checks
- Prepare lease agreements and any other formal tenancy notices
- Dedicated Tenancy Officer
- Advice and assistance in dealing with local authority departments
- Advice and assistance in dealing with Department of Work & Pensions to ensure set up of Housing Costs
- Arrange for housing costs to be paid directly to landlords (where appropriate and available)
- Regular tenancy review visits (Quarterly)

Contact has been made with Elspeth Boyle (Landlord Accreditation Scotland) regarding formal PRT & NTQ training for Homefinder staff. Costing for this training in 2024 was £324 per course per person (costs for 2025 are not yet available).

Contact has also been established with Landlord Accreditation Service re LETWELL Programme regarding full training for the lead person in the service (Homefinder) to undertake formal Letting Agent training. Cost of full training in 2024 was £2,220 per person which included all five courses including qualification with CIH (costings for LETWELL Programme training beginning January 2025 are not yet available)

In Dundee and every other local authority area, there are huge pressures placed upon local authorities to provide all types of housing. In Dundee there are more private sector properties than social properties for rent and it is essential that we work closer with private landlords/letting agents to be able to source more of these properties to help alleviate ever-increasing waiting lists for housing.

We are seeing more and more private landlords opting to either sell properties, or place properties in the hands of letting agents to manage as they find it too onerous to manage themselves. According to FOISA figures provided upon request to DCC's Landlord Registration Team, over 1,000 private landlords have left the sector, with the loss of some 4,000 PRS properties since 2020.

Once properties are placed with letting agents, this typically see's the monthly rentals increase by as much as £100 - £200 over the set Local Housing Allowance rates, and as a result placing these properties out of financial reach of a large proportion of the general public who are in receipt of welfare benefits or on low incomes, which then would see a continuing rise in the number of people being placed on waiting lists, or indeed homeless presentations.

Using the existing resources of Dundee Homefinder Service (albeit with a job title amendment from Contact & Assessment Officer to PRS Tenancy Officer (Sustainment), Dundee City Council could again lead the way by working even closer with our private sector housing partners to enhance the opportunities of the general public to secure good quality affordable private sector housing that has been inspected to ensure each property meets all legislative standards required of private rented sector housing.

This plan, if approved, would continue to see private sector landlords/letting agent being responsible for carrying out repairs and maintenance, registering deposits etc. It would also allow for the local authority to consider whether there is a need to create a Social Letting Agency which would see revenue being generated through landlord fees, with the possibility for the local authority to also investigate whether establishing a Mid-Market Rent service would be feasible which again has the possibility of generating additional income for the local authority and offset the costs of operating Dundee Homefinder Service.

Integrated Impact Assessment

Committee Report Number: 293-2024

Document Title: Rapid Rehousing Transition Plan Year 5 Update

Document Type: Other Description:

Yearly update of 5 year Rapid Rehousing Transition Plan Intended

Outcome:

To reduce time spent in temporary accommodation for homeless applicants

Period Covered: 01/04/2024 to 31/03/2025 Monitoring:

Monthly, quarterly and annual monitoring of homelessness statistics and projects Lead

Author:

Ross Lyons, Housing Options & Lettings Manager, Neighbourhood Services,

ross.lyons@dundee.gov.uk , 01382307249,

169 Pitkerro Road

Director Responsible:

Tony Boyle, Executive Director of Neighbour Services, Neighbourhood Services

tony.boyle@dundee.gov.uk, 01382 434538

5 City Square

Equality, Diversity and Human Rights

Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregnancy & Maternity: No Impact

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

Fairness & Poverty

Geographic Impacts & Implications

Strathmartine:	No Impact
Lochee:	No Impact
Coldside:	No Impact
Maryfield:	No Impact
North East:	No Impact
East End:	No Impact
The Ferry:	No Impact
West End:	No Impact

Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

Lone Parent Families: No Impact

Household Group Impacts and Implications

Single Female Households with Children: No Impact

Greater number of children and/or young children: No Impact

Pensioners - single / couple: No Impact

Unskilled workers or unemployed: No Impact

Serious & enduring mental health problems: No Impact

Homeless: Positive

The plan is intended to minimise time spent in temporary accommodation for homeless people

Drug and/or alcohol problems: No Impact

Offenders & Ex-offenders: No Impact

Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: No Impact

Income: No Impact

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: No Impact

Fuel Poverty: No Impact

Cost of Living / Poverty Premium: No Impact

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income Maximisation Positive

Family Sustainment Service provides benefits advice to prevent rent arrears and homelessness for families in the private rented sector

Employment Opportunities: No Impact

Education: No Impact

Health: No Impact

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: No Impact

Neighbourhood Satisfaction: No Impact

Transport: No Impact

Environment

Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

Resource Use Impacts

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

Built Environment Impacts

Built Heritage: No Impact

Housing: No Impact

Is the proposal subject to a Strategic

Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

Corporate Risk

Corporate Risk Impacts

Political Reputational Risk: No Impact

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: No Impact

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.

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ITEM No ...6.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 28 OCTOBER 2024

REPORT ON: REVIEW OF RENTS AND OTHER HOUSING CHARGES

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 294-2024

1. PURPOSE OF REPORT

1.1. The purpose of this report is to set out the proposed rent and other housing charges for the financial year 2025/26 and seek approval to consult with tenants on these proposals.

2. RECOMMENDATIONS

2.1. It is recommended that Committee:

- (i) approve that the Executive Director of Neighbourhood Services consults with tenants for a two-month period on the proposed options for the rent increase for 2025/26 as outlined in this report;
- (ii) note the Provisional Revenue Budgets for 2026/27 and 2027/28 detailed in Appendix 1 and the indicative rent increases for each of these years outlined in paragraph 8.3;
- (iii) note the proposed other housing charges included in Appendix 2 to this report that would become effective from 7 April 2025;
- (iv) agree that only the rent options which have been the subject of consultation with tenants over the 2-month period be used to set the 2025/26 Housing Revenue Account (HRA) Revenue Budget and rent and other housing charges;
- (v) Note that a report outlining the final budget and proposed rent and other charges for 2025/26 will be brought back to City Governance Committee for approval on 20 January 2025.

3. FINANCIAL IMPLICATIONS

3.1 The tenant consultation exercise will cost no more than £1,000 and this will be contained within the Housing (HRA) Revenue Budget 2024/25.

4. BACKGROUND

4.1 This report sets out the Provisional Housing (HRA) Revenue Budget 2025/26 and the rent levels that would be required to fund this expenditure. The HRA cannot be subsidised by any other Council funds. All of the proposed options that are being recommended for consultation will result in the 2025/26 Housing HRA Revenue Budget being self-balancing.

5. PROVISIONAL REVENUE BUDGET 2025/26

5.1 In January 2024, the Housing (HRA) Revenue Budget 2024-27 and Other Housing Charges 2024/25 was approved by members (Article VI of the minute of the meeting of the City Governance Committee on 22 January 2024, Report No: 20-2024 refers).

5.2 Over the past few months the Executive Director of Neighbourhood Services, has reviewed the Provisional Housing (HRA) Revenue Budget 2025/26 that was included in the above report. The budget has been updated to reflect any necessary cost pressures and savings that have been identified through the 2024/25 revenue monitoring process to date. In addition, any new cost pressures that are expected to emerge in 2025/26 are included along with any additional

investment that are proposed in the budget. The total expenditure requirement for 2025/26 amounts to £2.546m and is further detailed in Appendix 1 to this report.

- 5.3 The Budget for 2025/26 includes an overall additional allowance to reflect any anticipated shortfall in the 2024/25 pay award together with a further assumed pay award in 2025/26. If there is any change in this assumption for 2025/26 then funding would need to be identified within existing resources to fund this additional cost. Allowance has also been made for other specific and general price inflation, where appropriate. The key overall variances include the following:

Staff Costs (Increase of £0.219m)

Mainly due to an estimated pay overall award increase for 2025/26, as well as provision for the anticipated shortfall in the 2024/25 pay award, adjustments for increments payable and allowances for staff turnover.

Property Costs (Increase of £1.894m)

This mainly reflects the increased cost of works on responsive repairs, relets and open space maintenance based on the anticipated volume of works that will be required over the year. This will include the impact of anticipated pay increases, inflationary pressures for materials.

Supplies & Services (Increase of £0.196m)

This increase mainly reflects pay inflation applicable to internal recharges for the caretaking/ concierge service, anti-social behaviour team, homelessness team and the quality and performance teams. In addition, this includes allowance for annual software licence fees, planned upgrade to the IT software licence and an increase in liabilities insurance.

Capital Financing Costs (increase of £1.026m)

Loan charges have increased, based on borrowing of £17m projected to be undertaken in 2024/25 to fund capital expenditure. The budgeted interest rate is assumed at 4.2%. Additional provision of £0.620m has also been included that will allow for additional capital expenditure of approx. £10.5m which will be invested in works that will be identified through the stock condition survey including further energy efficiency improvements aimed to improve the stock and also support tenants in fuel poverty.

- 5.4 The budget detailed in Appendix 1 makes assumptions relating to other housing charges for financial year 2025/26. These include a proposal for a 6.8% increase to sheltered warden service charge. The cost of the sheltered warden service is fully recovered by the service charge and almost three quarters of the expenditure for the service relates to staff costs which are subject to inflationary increases. The 2024/25 approved budget included a general assumption of 3.5% for the pay award. National negotiations on the 2024/25 pay award continue although the latest offer for lower paid staff is greater than previously provided. For context, the latest offer for this group of staff is expected to be equivalent to an average increase of 5.7% compared to an uplift of 3.5% that was assumed when the 2024/25 budget was agreed. Finally, the revised budget also makes further provision for pay inflation for 2025/26. In addition, these charges propose an increase for car parking in garage / lock ups and garage sites by 2.00% to recover the cost of maintaining these properties. Details of all these charges are included in Appendix 2.
- 5.5 The budget 2025/26 detailed in Appendix 1 currently shows a deficit of £2.546m. This deficit would be removed by applying a rent increase of 4.50%. As with previous years, it is proposed that council house tenants are given the opportunity to indicate their preference on other rent increase options that would provide for additional expenditure in key priority areas in exchange for a greater rent increase. The available options are summarised below and further details including the specific impact on service delivery are provided in Appendix 3.

Option	Increase (%)	Average Weekly Increase
1	4.50	£3.92
2	4.75	£4.14
3	5.00	£4.36

Please note that the above weekly figures relate to increases from the approved 2024/25 average rent level.

5.6 As noted above, the budget detailed in Appendix 1 shows a deficit of £2.546m. To set a balanced budget, this is the level of savings that would require to be made if a 0% rent increase was proposed.

5.7 In preparing the above statements, the Executive Director of Neighbourhood Services has considered the key strategic, operational and financial risks facing the Council over the period. The main factors considered were:

- the possibility of new or emerging cost pressures and responsibilities;
- the inherent uncertainty surrounding matters such interest rates and price inflation;
- any impact of the Prudential Code for Capital Finance;
- continuing impact of the cost-of-living crisis and ongoing Welfare Reforms specifically in relation to on tenants' ability to pay their rent.

By way of exemplification, the following table shows the potential financial impact of any variations against the current key budget assumptions:

Budget Area	Current Assumption	Example Variation	Financial Impact
Pay Awards	2.5%	+0.5%	£35k
Price Inflation	Various	+0.5%	£182k
Interest Rate (Consolidated Loans Fund Average Rate)	4.2%	+0.5%	£41k

6 CLIMATE CHANGE

6.1 Dundee City Council declared a climate emergency in June 2019, followed by the launch of Dundee's Climate Action Plan in support of the transition to a net-zero and climate resilient future. With this declaration and action plan, the Council are investing additional capital expenditure of approx. £10.5m which will be targeted for work identified through the stock condition survey including further energy efficiency improvements aimed at improving the existing housing stock and supporting tenants in fuel poverty.

6.2 Complimentary projects and initiatives in the coming years to assist in tackling this issue are outlined in the approved Housing Energy Efficiency and Net Zero Strategy (Article IV of Neighbourhood Regeneration, Housing and Estate Management Committee, 4 December 2023, report 344-2023 refers).

7 COST OF LIVING

7.1 The under-occupancy (more commonly known as the Bedroom Tax) charge continues to be fully mitigated by the Scottish Government. (£2.762m for year ending 2024/25). Since 2014 mitigation has been provided to the value of over £24m. The funding provided by the Scottish Government is included within the General Fund Revenue Budget.

- 7.2 Universal Credit (UC) continues to be rolled out and it is expected that full migration of cases from Housing Benefit (HB) to UC will complete in 2028. There are currently 5,413 Local Authority tenants claiming UC (Housing Cost element) and 1,530 Local Authority tenants in receipt of HB yet to migrate to UC Overall, 73% of Council tenants are recipients of either HB or UC.
- 7.3 UC continues to have a negative impact on the level of tenant rent arrears, this is monitored on an ongoing basis and support provided to tenants where appropriate. Scottish Government have introduced full Benefit Cap mitigation in January 2023, since then funding of £546k has been provided (£0.289m for 2024/25). The Council's Benefit Delivery and Advice Services Teams continue to work together to support tenants affected by the Cap ensuring maximisation of claims.
- 7.4 The purpose of the Hardship Fund is to assist Council tenants experiencing financial hardship in the payment of rent as a result the ongoing Cost of Living crisis. To continue to mitigate the impact on council tenants, the fund, which was fully utilised in financial year 2023/24, and on track to be fully spent in 2024/25. It is proposed to continue this provision at £0.500m for financial year 2025/26 for ongoing assistance.

8 PROVISIONAL REVENUE BUDGETS 2026/27 & 2027/28

- 8.1 In line with last financial year, Provisional Revenue Budgets for 2026/27 and 2027/28 are detailed within Appendix 1 of this report. These budgets include an estimated allowance for pay awards of 2.0% for 2026/27 and 2.0% for 2027/28 for all staff. Provision has also been included for other specific and general price inflation, where appropriate.
- 8.2 These budgets assume the estimated level of capital financing costs that will arise because of the planned significant investments included in the latest Housing HRA Capital Plan 2024-29 as well as assumptions for 2029-30. This includes the delivery of key housing investment priorities such as maintaining council houses at Scottish Housing Quality Standard by installing new windows, heating and roof replacement.
- 8.3 The projected rent increases based on these provisional budgets are 4.50% for each of these financial years. It should be emphasised that the attached budgets and rent levels above are only indicative and final decisions relating to these budgets and future rent levels will be taken in due course.

9 RENT CONSULTATION

- 9.1 Following the tenant engagement event held on 24 August 2024, the rent priorities survey was live until 27 September 2024. A total of 821 tenants responded to the Rent Priority Survey which concluded that the highest priorities of the options were:

1st	Tacking Anti-social Behaviour
2nd	Improving energy efficiency
3 rd	Increase Housing Supply
4th	Support to keep tenancy
5th	Environmental Improvements

- 9.2 Our statutory obligations for consulting tenants on rent increases are set out in Section 25 of the Housing (Scotland) Act 2001. The Act states that tenants must receive 4 weeks' notice in advance of the commencement of any rental period prior to implementing any rent increase. Section 54 of the Act outlines that landlords must notify tenants of the likely effect of the proposal on the tenant and must have regard to any representations made to it within such reasonable period as specified in the notice.

9.3 In addition to considering the traditional methods of undertaking the rent consultation, the Executive Director of Neighbourhood Services will again consult with Council tenants on the budget proposals, rent levels and other housing charges through all means possible, these include:

- use of telephone surveying, either directly or when tenants contact the council;
- information displayed on Dundee City Council website;
- targeted use of relevant social media platforms;
- publication of updated guidance (HRA Methodology) for tenants to understand what their rent pays for;
- through continued collaboration with Dundee Federation of Tenants Association and registered tenants' organisations; and
- face to face engagement with Tenants

During the consultation, further information will be made available to tenants in respect of the Cost-of-Living Crisis and will provide information to tenants in respect of support services available for those affected by the cost-of-living crisis.

9.4 Following the consultation period and having regard to the proposals and the views expressed, there will be a further report to the City Governance Committee on 20 January 2025.

10 **POLICY IMPLICATIONS**

10.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

11 **CONSULTATIONS**

11.1 The Council Leadership Team were consulted in the preparation of this report and agree with its contents.

12 **BACKGROUND PAPERS**

12.1 None.

TONY BOYLE
EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

3 October 2024

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HOUSING REVENUE ACCOUNT

REVENUE BUDGET 2025-2028

	Final Revenue Budget 2024/25 £000	Provisional Revenue Budget 2025/26 £000	Provisional Revenue Budget 2026/27 £000	Provisional Revenue Budget 2027/28 £000
<u>EXPENDITURE</u>				
STAFF COSTS				
Salaries and Wages(incl NI and Supn)	6,766	6,985	7,125	7,267
Supplementary Superannuation Charges	200	200	204	208
TOTAL STAFF COSTS	6,966	7,185	7,329	7,475
PROPERTY COSTS				
Rents	8	8	8	8
Non Domestic Rates	160	159	162	166
Property Insurance	560	588	588	588
Repairs and Maintenance	13,681	15,634	15,946	16,264
Health and Safety Contracts	150	150	150	150
Energy Costs	817	862	879	895
Fixtures and Fittings	15	15	15	15
Cleaning Costs	24	24	24	24
Lost Rents and Bad Debts	2,489	2,307	2,353	2,400
Open Space Maintenance	2,557	2,608	2,660	2,713
TOTAL PROPERTY COSTS	20,461	22,355	22,785	23,223
SUPPLIES & SERVICES				
Liabilities Insurance	558	586	586	586
Clothing,Uniforms and Laundry	4	4	4	4
Printing,Stationery and General Office Expens	99	98	98	98
Professional Fees	95	100	100	100
Postages, etc	40	42	42	42
Telephones	49	54	54	54
IT Software Maintenance	185	185	185	185
Hardship Fund	500	500	500	500
Internal Recharges	2,704	2,762	2,817	2,874
Services	504	554	565	565
Other Supplies and Services	585	634	634	633
TOTAL SUPPLIES & SERVICES	5,323	5,519	5,585	5,641
TRANSPORT COSTS				
Repairs and Maintenance and Other Running C	6	6	6	6
Transport Insurance	2	2	2	2
Car Allowances	36	36	36	36
TOTAL TRANSPORT COSTS	44	44	44	44
THIRD PARTY PAYMENTS				
Voluntary Organisations	34	34	34	34
TOTAL THIRD PARTY PAYMENTS	34	34	34	34
SUPPORT SERVICES				
Recharge from Central Support Departments	3,768	3,843	3,920	3,999
TOTAL SUPPORT SERVICES	3,768	3,843	3,920	3,999

HOUSING REVENUE ACCOUNT

REVENUE BUDGET 2025-2028

	Final Revenue Budget 2024/25 £000	Provisional Revenue Budget 2025/26 £000	Provisional Revenue Budget 2026/27 £000	Provisional Revenue Budget 2027/28 £000
TOTAL CAPITAL FINANCING COSTS	19,658	20,684	22,513	24,339
PLANNED MAINTENANCE	4,438	4,438	4,438	4,438
<u>TOTAL GROSS EXPENDITURE</u>	<u>60,692</u>	<u>64,102</u>	<u>66,648</u>	<u>69,193</u>
<u>INCOME</u>				
Internal Recharge to Other Housing	24	24	24	24
Rents, Fees and Charges	57,265	57,913	57,913	57,913
Interest	0	0	0	0
Sheltered Housing Management Charge	2,967	3,172	3,172	3,172
Other Income	436	447	447	447
Contribution from Renewal & Repair Fund	0	0	0	0
<u>TOTAL INCOME</u>	<u>60,692</u>	<u>61,556</u>	<u>61,556</u>	<u>61,556</u>
<u>TOTAL NET EXPENDITURE</u>	<u>0</u>	<u>2,546</u>	<u>5,092</u>	<u>7,637</u>

Appendix 2**REVENUE BUDGET 2025/2026****REVIEW OF CHARGES**

Services for which charges are / could be levied	Present Charge p/w £	Proposed Charge p/w £
Sheltered Housing Accommodation		
Service charge	32.38	34.58
<u>Heating charges</u>		
Brington Place	9.87	9.87
Baluniefield	12.51	12.51
Car Parking ⁽²⁾		
Garages / lock ups	10.60	10.81
Garage sites	3.05	3.11
Other Housing Charges		
<u>Multi-storey laundrette</u>		
Auto wash (per use)	1.90	1.90
Tumble dryer (per use)	1.10	1.10
Cabinet dryer (per use)	1.10	1.10
<u>Communal Stair Cleaning</u>	2.19	2.23
<u>Other Housing (Non-HRA Budget)</u>		
Travelling People Site - Rent Charge	74.50	77.85
Temporary Accommodation Properties *		
Lily Walker Centre	187.90	tbc
Supported Complex – Honeygreen Road ⁽³⁾	217.90	tbc
<u>Network Flats⁽³⁾</u>		
1 Apartment	82.45	tbc
2 Apartment	207.05	tbc
3 Apartment	308.20	tbc
4 Apartment	417.85	tbc
5 Apartment	526.00	tbc
* The above rates are still under consideration and will be advised when this report comes back to members for approval at City Governance Committee on 20 January 2025.		

Notes

(1) Unless stated otherwise, all above charges are on a 52-week basis.

(2) Legislation requires that income derived from these facilities be sufficient to meet the necessary expenditure incurred in providing them.

(3) The above figures reflect service charges only and exclude rental charges.

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Appendix 3**REVENUE BUDGET 2025/2026****RENT CONSULTATION OPTIONS**

The following table provides details of each option available for tenants to indicate their preference on. For each option includes the details of the impact on service delivery of selecting this option.

<p>Option 1 – Rent Increase 4.50% (or average weekly increase of £3.92)</p> <p>This option would allow for the additional adjustments outlined in paragraphs 5.1 to 5.5 of this report and provides sufficient resources to allow for the current level of service to be maintained and to continue to deliver on key service priorities.</p> <p>This level of service includes the provision of the existing housing repairs service, external cyclical maintenance together with funding to deliver key housing priorities including:</p> <ul style="list-style-type: none"> - tenancy sustainment - reducing the level of households in fuel poverty - ongoing investment in existing stock and creation of affordable housing through the open market acquisition strategy - continued investment in environmental improvements programme
<p>Option 2 – Rent Increase 4.75% (or average weekly increase of £4.14)</p> <p>This option would also provide resources for the level of service outlined in Option 1 above.</p> <p>In addition, the higher increase would provide additional income of £141,600 in financial year 2025/26 that would allow to be invested in additional borrowing. This borrowing would provide extra capital expenditure of approximately £2.575m which would be targeted specifically to progress towards meeting the Energy Efficiency Standard in Social Housing on all council houses. An example of what this investment can typically provide would be resources to provide external wall insulation for 125 houses.</p> <p>As well as the continuation external wall and other insulation programmes these additional resources could be spent on a range of other energy efficiency initiatives including solar panels, new decarbonised heating systems and piloting emerging technologies for our houses to meet the new requirements of Energy Efficiency Standards in Social Housing.</p> <p>It would also allow for the establishment of an expanded programme to replace double glazed windows on an area basis .</p> <p>It should be emphasised that the above expenditure would be over and above that included in the latest Housing HRA Capital Plan 2024-29. The agreement of option 2 would simply increase these resources and give an opportunity for these improvements to be delivered within a shorter timeframe.</p>
<p>Option 3 – Rent Increase 5.00% (or average weekly increase of £4.36)</p> <p>This option would also provide resources for the level of service outlined in Option 1 above.</p> <p>In addition, the higher increase would provide additional income of £283,200 in financial year 2025/26 that would allow be invested in additional borrowing. This borrowing would provide extra capital expenditure of approximately £5.150m which would be targeted specifically to progress towards meeting the Energy Efficiency Standard in Social Housing on all council houses. An example of what this investment can typically provide would be resources to provide external wall insulation for 257 houses.</p> <p>As well as the continuation external wall and other insulation programmes these additional resources could be spent on a range of other energy efficiency initiatives including solar panels, new decarbonised heating systems and piloting emerging technologies for our houses to meet the new requirements of Energy Efficiency Standards in Social Housing.</p>

It would also allow for the establishment of an expanded programme to replace double glazed windows on an area basis ,as well as introducing programmes for the modernisation of kitchens and bathrooms.

It should be emphasised that the above expenditure would be over and above that included in the latest Housing HRA Capital Plan 2024-29. The agreement of option 3 would simply increase these resources and give an opportunity for these improvements to be delivered within a shorter timeframe.

ITEM No ...7.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE
MANAGEMENT COMMITTEE – 28 OCTOBER 2024

REPORT ON: EMPOWERED COMMUNITIES, N2329 - CITY WIDE BOUNDARY WALL
IMPROVEMENT WORKS SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 305-2024

1 PURPOSE OF REPORT

1.1 To seek approval of the procurement sourcing strategy for provision of Contractors to deliver the Empowered Communities, N2329 - City Wide Boundary Wall Improvement Works £398,000 budget for 2024/2025 financial year.

2 RECOMMENDATION

2.1 It is recommended that the Committee:

- a approves the commencement of a procurement exercise in respect of the projects described, via Open Tender through Public Contracts Scotland, based on the sourcing strategy summarised in this report; and
- b delegates authority to the Executive Director of City Development to finalise the procurement sourcing strategy and award contracts (as set out in Section 4.0) up to the combined value of £398,000, to successful Contractors bidding, following a tender process carried out in compliance with Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

3.1 The Executive Director of Corporate Services confirms that funding is available.

4 SOURCING STRATEGY SUMMARY

4.1 It is proposed to appoint Contractors to deliver the following.

Financial Year 2024/2025

- a NHW 2 Barnhill Cemetery boundary wall works;
- b NHW 4 Eastern Cemetery boundary wall works;
- c NHW 6 Western Cemetery boundary wall works;
- d NHW 7 Mains Church Cemetery boundary wall works;
- e NHW 8 The Howff Cemetery works;
- f NHW 32 Trottick Ponds river training works;
- g NHW 40 Claypotts Skating Pond Retaining wall works; and
- h Infirmary Brae Wall works.

4.2 The Council will invite competitive bids from suitably qualified contractors, assessing cost, experience, resources and performance to award each contract to a single Contractor. Tenders will be evaluated by Council Officers from the City Engineers.

5 RISK ANALYSIS

- 5.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contracts regulations and leaving the Council open to a legal challenge.

Table 2 - Risk Analysis

Description of Risk	Actions To Be Taken To Manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk - DCC are contractually protected via the NEC contract terms and conditions. The contractors shall be proactively managed during the term of the contracts.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – these are non-regulated works contracts. This procurement will involve inviting competitive bids from suitably qualified contractors.

6 SUMMARY

- 6.1 It is recommended that the Committee approve this Sourcing Strategy and award appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

Neil Martin
Head of Design and Property

Author: Neil Martin

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/NM/KM

16 October 2024

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ITEM No ...8.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE – 28 OCTOBER 2024

REPORT ON: PROCUREMENT OF CONTRACTOR TO DELIVER COMPLEX FIRE DAMAGED VOIDS

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 301-2024

1 PURPOSE OF REPORT

1.1 The purpose of this report is to seek approval to amend the use of Scotland Excel Framework for Maintenance and Refurbishment Framework previously agreed at Committee on 04 September 2023 (Report 237-2023) to make additional use of the framework direct award call-off option to accelerate delivery of complex fire damaged voids back in to use.

2 RECOMMENDATION

2.1 It is recommended that the Committee:

- a note the content of this report and recommended actions;
- b approves the recommendations in this report; and
- c delegates authority to the Executive Director of City Development to utilise the Scotland Excel Framework for Maintenance and Refurbishment, Framework No: 1821 Sub-lot 15: Multi Trades direct award facility up to a value of £100,000 to deliver Complex Fire Damaged Void reinstatement, all carried out in compliance with the Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications associated with this report and reference should be made to Report 237-2023 which was agreed at the Neighbourhood Regeneration, Housing and Estate Management Committee on the 04 September 2023 (Article II of the Minute of Meeting of the Neighbourhood Services Committee refers). There is no deviation to the overall estimated cost of the use of the framework and the contracts to be awarded, the sum of which has already been approved in the relevant budgets. The overall contract spend will be monitored as part of the established budget monitoring arrangements.

3.2 The Executive Director of Corporate Services has confirmed that funding for the above project is available within the Housing Revenue Budget.

3.3 The estimated cost of the works to be awarded from will be incorporated into the overall estimated cost of the use of the framework and the contracts to be awarded. From benchmarking against market rates for the works, the total annual cost of the fire damage rectification works to be awarded is in the region of £500,000.00.

4 BACKGROUND

4.1 Prior to the approval of the Housing Repairs and Relet Plan (Report 139-2024) at committee the works would have been undertaken by Dundee City Council's Construction Services (CS) or an external contractor appointed by the Council's assessing insurance broker (Loss Adjuster's approved supplier list). Directing the works through the Scotland Excel Framework allows CS to continue to focus on repairs and straight forward relet activities to increase the delivery potential of properties back into a lettable market. It is noted that CS will continue to undertake less complex fire damaged voids with Housing and CS officers assessing and agreeing the case severity prior to introduction of the property into the "Complex Fire Damage Process".

- 4.2 It is understood that to deliver efficiencies in time, money and resource, whilst meeting the targets set out in the Housing Repairs and Relet Plan, alternative routes require to be investigated. A Sourcing Strategy has therefore been developed to review the procurement route, which has confirmed that the previously approved (Report.237-2023) Scotland Excel Framework for Maintenance and Refurbishment Framework is suitable for use to fulfil this demand. For the proposed particular Framework call-off exercise, the direct award to the Framework supplier results in the award of a contract to a local business, which brings with it the delivery of associated Community Wealth Building outcomes.

5 SOURCING STRATEGY SUMMARY

- 5.1 The framework call-off rules allow for direct award to Contractor(s) who meet the Framework requirements (must haves and quality criteria) and have expressed an interest in delivering works within the Dundee City Council Area.
- 5.2 The purpose of this proposal is to bring complex and severely fire damaged void properties back into the letting pool quickly and efficiently by having a standard/streamlined process and specification developed. The process is to be managed by qualified and experienced council officers from the relevant services to effectively manage an all-trades contractor appointed from the appropriate Framework Lot.
- 5.3 The benchmarking exercise involved the receipt of quotes in line with the Schedule of Rates (SOR) , from a Framework Supplier who has a track record in delivering improvement works within Dundee City Council's Housing Stock. An outline cost and delivery timescale was received for a range of properties in varying conditions. The costs have been benchmarked against the Loss Adjuster reserve figure, and each costing provided is between 10 and 30% less than the Loss Adjuster's reserve.
- 5.4 The expected benefits from these works include: Increase available social housing stock within Dundee to aid addressing homelessness issues; improvements in the quality of the built environment; increasing the value of housing assets; reducing the maintenance costs of housing assets.

6 RISK ANALYSIS

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

Sourcing Strategy Section 4 Key Risk Table

Description of Risk	Actions to be taken to manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will and awarded through a compliant procedure. Bidder will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the	Low Risk - DCC are contractually protected via the contract terms and conditions. The

Description of Risk	Actions to be taken to manage Risk
contract and about avoiding reliance on the contracted supplier as the contract develops.	contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

7 CONCLUSION

- 7.1 It is recommended that approval is given to make additional use of the Framework direct award option solely in relation to the delivery of complex fire damaged voids to allow implementation of the process outlined at Section 5 of this report. Based on the outcomes of the approach referenced at paragraph 5.3 it is recommended that the threshold for direct award from the Framework, in respect of complex fire damaged void reinstatement, be increased to £100,000 for a single award through the Scotland Excel Framework for Maintenance and Refurbishment, Framework No: 1821 for the duration of the framework (3 years).

8 POLICY IMPLICATIONS

- 8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9 CONSULTATIONS

- 9.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

10 BACKGROUND PAPERS

- 10.1 None.

Neil Martin
Head of Design and Property

Author: Andrea Wilson

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/NM/AW/KM

8 October 2024

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ITEM No ...9.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT – 28 OCTOBER 2024

REPORT ON: TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 304-2024

1 PURPOSE OF REPORT

1.1 This report details tenders received and seeks approval on acceptance thereof.

2 RECOMMENDATION

2.1 It is recommended that Committee approve the acceptance of the tenders submitted by the undernoted contractors as set out in the report, with the total amount, including allowances detailed in Appendix 1.

3 SUMMARY OF PROJECTS TENDERED

3.1 Tenders have been received by the Design and Property Division in relation to the projects detailed below.

Architects Projects - Reference and Description	Contractor
23-533 – Camperdown 13 th Sheltered Development – Heating Upgrades	Construction Services

Engineers Projects - Reference and Description	Contractor
R3047 – Balmuir Road Garden Works	Dundee Plant Company
R3195 – Dunmore Street Wall Works	Dundee Plant Company
R4135 – 78 Craigmore Street Garden Works	Dundee Plant Company
R4136 – 58 Helmsdale Avenue Garden Works	Dundee Plant Company
R3193 – 13 Strathaven Terrace Wall Works	Dundee Plant Company
R3007 – Euro Bin Store Replacement – Phase 4 Dochart Terrace	Dundee Plant Company

4 FINANCIAL IMPLICATIONS

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

5 BACKGROUND PAPERS

5.1 None.

6 POLICY IMPLICATIONS

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

7 CONSULTATIONS

- 7.1 The Council Leadership Team were consulted in the preparation of this report.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/KM

15 October 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

PROJECT	Camperdown 13th Sheltered Development – Heating Upgrade	
PROJECT NUMBER	23-533	
PROJECT INFORMATION	Full heating upgrades: replace with new; all pipework, radiators plus trv controls, and new condensing high efficiency gas boilers to 22 Number Houses within Camperdown 13th (4 in a block each 1 bedroom) Sheltered Development at Craigowan Road.	
ESTIMATED START AND COMPLETION DATES	Project start January 2025 Project completion March 2025	
TOTAL COST	Contract	£143,729.20
	Non-contract allowances	£10,000.00
	Fees	<u>£17,000.00</u>
	Total	<u>£170,729.20</u>
FUNDING SOURCE	Capital Plan 2024-2029 - Tackle Climate Change and Reach Net Zero Emissions by 2045 – Housing HRA Element – Energy Efficiency	
BUDGET PROVISION & PHASING	2023/2024	£395.00
	2024/2025	£170,334.20
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Tender Amount
	Construction Services	£143,729.20
RECOMMENDATION	To accept the offer from Construction Services.	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	Balmuir Road Garden Works				
PROJECT NUMBER	R3047				
PROJECT INFORMATION	Garden improvement works to repair and replace defective boundary walls and retaining walls.				
ESTIMATED START AND COMPLETION DATES	November 2024 to December 2024				
TOTAL COST	Contract				£20,619.12
	Non contract allowances				£1,080.88
	Fees				£2,300.00
	Total				<u>£24,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029, Building Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				
BUDGET PROVISION & PHASING	2024/2025				£24,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£20,619.12	-	3	1
	SDB Contracts Ltd	£25,446.00	-	1	2
	AOA Surfacing Ltd	£21,025.00	-	4	3
	Kilmac Ltd	£50,410.00	-	2	4
RECOMMENDATION	To accept the tender with the highest score for cost and quality from Dundee Plant Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				

PROJECT	Dunmore Street Wall Works				
PROJECT NUMBER	R3195				
PROJECT INFORMATION	Garden improvement works to repair and replace defective boundary walls and retaining walls.				
ESTIMATED START AND COMPLETION DATES	November 2024 to December 2024				
TOTAL COST	Contract				£31,315.27
	Non contract allowances				£7,684.73
	Fees				<u>£7,000.00</u>
	Total				<u>£46,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029, Building Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				
BUDGET PROVISION & PHASING	2024/2025				£46,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£31,315.27	-	3	1
	SDB Contracts Ltd	£50,543.00	-	1	2
	Kilmac Ltd	£79,305.00	-	2	3
RECOMMENDATION	To accept the tender with the highest score for cost and quality from Dundee Plant Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				

PROJECT	78 Craigmores Street Garden Works				
PROJECT NUMBER	R4135				
PROJECT INFORMATION	Garden improvement works to repair and replace defective boundary fence.				
ESTIMATED START AND COMPLETION DATES	November 2024 to December 2024				
TOTAL COST	Contract				£9,486.70
	Non contract allowances				£2,531.30
	Fees				<u>£3,000.00</u>
	Total				<u>£15,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029, Building Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				
BUDGET PROVISION & PHASING	2024/2025				£15,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£9,486.00	-	3	1
	SDB Contracts Ltd	£12,921.80	-	1	2
	AOA Surfacing	£8,682.00	-	4	3
	Kilmac Ltd	£15,752.00	-	2	4
RECOMMENDATION	To accept the tender with the highest score for cost and quality from Dundee Plant Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				

PROJECT	58 Helmsdale Avenue Garden Works				
PROJECT NUMBER	R4136				
PROJECT INFORMATION	Garden improvement works to repair defective rear garden area.				
ESTIMATED START AND COMPLETION DATES	November 2024 to December 2024				
TOTAL COST	Contract				£2,855
	Non contract allowances				£1,145.00
	Fees				<u>£2,000.00</u>
	Total				<u>£6,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029, Building Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				
BUDGET PROVISION & PHASING	2024/2025				£6,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£2,855.00	-	3	1
	SDB Contracts Ltd	£,5815.00	-	1	2
	AOA Surfacing	£4,325.00	-	4	3
	Kilmac Ltd	£13,280.00	-	2	4
RECOMMENDATION	To accept the tender with the highest score for cost and quality from Dundee Plant Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				

PROJECT	13 Strathaven Terrace				
PROJECT NUMBER	R3193				
PROJECT INFORMATION	Wall improvement and repair works at boundary wall, 13 Stathaven Terrace				
ESTIMATED START AND COMPLETION DATES	November 2024 to December 2024				
TOTAL COST	Contract				£3,450.00
	Non contract allowances				£1,550.00
	Fees				<u>£2,000.00</u>
	Total				<u>£7,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029, Building Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				
BUDGET PROVISION & PHASING	2024/2025				£7,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£3,450.00	-	1	1
RECOMMENDATION	To accept the tender with the highest score for cost and quality from Dundee Plant Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				

PROJECT	Euro Bin Store Replacement – Phase 4 Dochart Terrace				
PROJECT NUMBER	R3007				
PROJECT INFORMATION	The works comprise the replacement of 10 existing brick bin enclosures with new steel enclosures to house Euro Bins at the following addresses: 82-96, 66-80, 50-64, 34-48, 18-32, 2-16, 81-95 113-117, 129-143 and 97-111 Dochart Terrace. Works also include new drop kerbs and footway resurfacing associated with the installation works.				
ESTIMATED START AND COMPLETION DATES	November 2024 March 2025				
TOTAL COST	Contract		£207,469.06		
	Non contract allowances		£14,530.94		
	Fees		£38,000.00		
	Total		£260,000.00		
FUNDING SOURCE	Capital Plan 2020-2028 – Building Resilient Empowered Communities, Housing HRA Element - Walls				£260,000.00
BUDGET PROVISION & PHASING	2024/2025				£260,000.00
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS	Mini competition via DCC Civil Engineering framework (Lot 2)				
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Dundee Plant Company Ltd	£203,783.57	£207,469.06	1 (equal)	1
	T N Gilmartin Ltd	£235,410.61	£237,932.03	1 (equal)	2
	S D B Contracts Ltd	£260,309.10	£263,275.57	1 (equal)	3
	Kilmac Ltd	£404,565.03	-	1 (equal)	4
RECOMMENDATION	To accept the tender with highest ranking score for cost and quality from Dundee Plan Company Ltd.				
SUB-CONTRACTORS	None.				
BACKGROUND PAPERS	None.				