

**Minute  
Programme Co-Ordination Group  
Thursday 16 November 11:00 – 12:30  
Microsoft Teams Meeting**

**ATTENDEES**

[Redacted] (Chair)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted] (Part)
[Redacted]	

**Apologies**

[Redacted], [Redacted], [Redacted], Colin MacBean, [Redacted], [Redacted], [Redacted] and [Redacted]

**ITEM 1: MINUTES AND ACTIONS FROM THURSDAY 19 OCTOBER**

No adjustments to previous minutes.

**Action Point 1** – [Redacted] to speak with [Redacted] and [Redacted] to discuss creating a recording process for projects where exemptions applied from mandatory installation of ZDEH systems from 1 December 2023. – **COMPLETED**

**Action Point 2** – [Redacted] to provide feedback to **PCG Members** on Passivhaus Standard meeting on 26 October.

**Note:** Meeting planned for 26 October cancelled. [Redacted] will follow up with Building Standards colleagues for next meeting.

**Action Point 3** – [Redacted] to provide list of Ukraine applicants to [Redacted] to share where FWF checks have already been undertaken and, establish which applicants still require to be checked. – **COMPLETED**

**Action Point 4** – **Area Teams** to ensure that partners are aware Ukraine Long Term Resettlement Fund has been extended to March 2025. – **COMPLETED**

**Action Point 5** – [Redacted] to forward on detail to [Redacted] relating to the expected number of tenders over benchmark requiring technical appraisal. – **COMPLETED**

**Action Point 6** – [Redacted] and [Redacted] to establish position of two grant recovery projects and whether monies will be recyclable. – **ONGOING**

**Note:** Further information required from [Redacted]. Once received [Redacted] will follow up with [Redacted].

**Action Point 7** – [Redacted] to check [Redacted] expected out-turn as [Redacted] requirement has been accounted for centrally. – **COMPLETED**

**Action Point 8** – [Redacted] asked **Area Teams** to forward a link to SHIPs once all received. – **PARTIAL COMPLETION**

**Note:** Outstanding SHIPs to be submitted as and when received.

**Action Point 9** – [Redacted] to circulate latest position of Local Housing Strategies (LHS) and ask **Area Teams** to ask local authorities for an update on their positions.

**Action Point 10** – [Redacted] asked **PCG Members** to forward forms to the Flickr mailbox for any photos of 2022-23 completed projects for inclusion within the AHSP Outturn Report.

[Redacted] noted it would be beneficial to update the PCG report moving forward to report on the progress of ULTRF.

**Action Point 1** – [Redacted] and [Redacted] to liaise with [Redacted] on including ULTRF reporting within future PCG Reports.

## **ITEM 2: UKRAINE**

[Redacted] provided the following update to **PCG members**.

- 1,201 approvals to date.
- [Redacted] million spent of [Redacted] million budget.
- 7 projects in the pipeline; approximately [Redacted] million in associated spend.
- No major issues with programme.
  - [Redacted] noted the advantages of including an HR representative in meetings discussing FWF with applicants.
- [Redacted]
  - [Redacted]
  - [Redacted]
- [Redacted]
- Working out process surrounding potential off the shelf purchases.
  - Homes to be offered to AHSP first and if not taken forward would look at potential for additional ULTRF funds to acquire homes.

- Meeting with [Redacted] Council [Wednesday 15] to discuss new build off the shelf opportunities.

### **ITEM 3: FAIR WORK FIRST (FWF)**

**[Redacted]** provided the following update to **PCG members**.

- [Redacted]
- [Redacted]

**[Redacted]** raised the issue of potentially updating the benchmark tender application spreadsheet to better capture FWF information.

**[Redacted]** noted that work would need to be done to provide a central recording process for FWF compliance within MHD.

**Action Point 2** – **[Redacted]** to speak with **[Redacted]** to discuss what type of evidence has been submitted for projects relating to FWF criteria.

**Action Point 3** – **[Redacted]** to clarify the implications of the recent real Living Wage increase when determining compliance with the real Living Wage condition.

**Action Point 4** – **[Redacted]** to speak with **[Redacted]** and **[Redacted]** (Better Homes) to discuss FWF conditionality in the context of the RIHF and Regeneration funding.

### **ITEM 4: PROGRAMME UPDATE 2023-24**

#### **Central Team Update**

**[Redacted]** provided the following update to **PCG Members**.

**Spend** – There was just over [Redacted] million spent during October, bringing the total spend to [Redacted] million, which is almost [Redacted] of the expected outturn spend. Spend is [Redacted] million ahead of profile, and [Redacted] million more than at the same point last year. To date during November, a further [Redacted] million spent. Actual capital receipts are [Redacted] million against an estimated receipts figure of [Redacted] million

**Homes** – During October there were [Redacted] approvals, [Redacted] site starts and [Redacted] completions. Total homes are now [Redacted] approvals, [Redacted] site starts and [Redacted] completions. At the same point in 2022-23, there were 2,493 approvals, 3,414 site starts and 4,828 completions. To date during November, there have been a further [Redacted] approvals, [Redacted] site starts

and [Redacted] completions. The expected social / affordable outturn percentage is currently sitting at [Redacted] social.

**[Redacted]** noted that 2024-25 budget process was ongoing. However, still challenges facing 2023-24.

- [Redacted]
- Does not include approximately [Redacted] million requirement for Ukraine Long Terms Resettlement Fund.

**[Redacted]** also noted the balance of Charitable Donations was [Redacted] million, however, potential implications of utilising these funds on future years still unknown

### **Area Team Leads Update**

#### **[Redacted]**

[Redacted] noted spend was progressing well, above profile. [Redacted] progressing well with additional capacity of [Redacted] million noted. Challenges facing approvals with [Redacted] homes delayed due to technical requirements. Behind profile but no major issues. Completions behind profile and expected outturns slightly increased. No major issues reported. 1 large project in [Redacted] awaiting submission. Meeting with Minister and [Redacted] arranged for 1 December. RIHF approvals only in [Redacted] this year.

#### **[Redacted]**

**[Redacted]** noted spend progressing, above profile. Approvals and starts behind profile, due to FWF issues. Some projects received to be sent back for rework. Delays will eventually impact Block A funding requirements for future years. Extra capacity indicated in [Redacted]. Estimated [Redacted] million combined slippage across [Redacted], [Redacted] and [Redacted]. Total expected outturn for starts and completions have both increased.

#### **[Redacted]**

**[Redacted]** noted total spend to date [Redacted] million. [Redacted] behind profile but still over half of total RPA. [Redacted] and [Redacted] both exceeded RPA. Meeting with [Redacted] Council [20 November], [Redacted] [17 November] and previous meeting with [Redacted] [14 November]. Latter two to discuss implications for future front funding. Approvals and starts behind profile, completions ahead of profile.

**[Redacted]** noted on the issue of [Redacted], there was the potential to [Redacted] use charitable donations to alleviate pressures. Would check with **[Redacted]** on implications for this approach.

**[Redacted]**

**[Redacted]** noted that spend was similar to last month [October]. Potential review of figures. Slippage of [Redacted] to [Redacted] million still realistic, however, not yet confirmed where this will come from. Approvals behind profile, with [Redacted] homes still held up on approval due to FWF. However, expected outturns for year still realistic. Potential implications for Block A funding in 2024-25.

**[Redacted]**

**[Redacted]** noted Clyde was behind profile in spend by [Redacted] million; [Redacted] [Redacted] million, [Redacted] [Redacted] million, [Redacted] [Redacted] million and [Redacted] [Redacted] million. [Redacted] behind profile by [Redacted] million, however, still expected to meet RPA. No concerns with spend in [Redacted]. No spend to date in [Redacted]. No information available, an urgent meeting has been arranged for 20 November. Behind profile in approvals due to delays in [Redacted] and [Redacted]. Possible revision of [Redacted] targets. [Redacted] behind profile but no concerns. Starts behind profile, impacted by approvals. [Redacted] behind profile due to contractor delays, but no concerns. Completions on target. [Redacted] slightly behind profile but no concerns. Total spend expected outturn reduced by [Redacted] million, with potential for further reductions. No change yet in [Redacted], with an update expected in January.

**Action Point 6** – **[Redacted]** to share information on [Redacted] programme to **[Redacted]**, including original agreement and performance against it and renegotiations regarding [Redacted] project.

## **ITEM 5: CORPORATE UPDATES**

**[Redacted]** is in the process of identifying a site visit for the Minister, relating to a home secured through the National Acquisition Programme. **[Redacted]** asked **PCG members** for any current or future opportunities. No timescale for visit had yet been agreed.

**[Redacted]** noted the Minister was in Fort William or Pitlochry 14 December, as a potential location and date for visit.

**[Redacted]** noted current work on the 2024-25 budget is related to RDel but was likely to ramp up again in the near future. Discussions still ongoing regarding 2023-24 budgets.

## **ITEM 6: AOCB**

No AOCB.

## ITEM 7: FUTURE MEETING DATES

14 December	11:00 – 12:30	Thursday
18 January	11:00 – 12:30	Thursday
15 February	11:00 – 12:30	Thursday
21 March	11:00 – 12:30	Thursday
18 April	11:00 – 12:30	Thursday
16 May	11:00 – 12:30	Thursday
20 June	11:00 – 12:30	Thursday

Consideration to be given to an in person PCG meeting in spring/summer which could include some site visits.

## ACTIONS

**Action Point 1** – [Redacted] and [Redacted] to liaise with [Redacted] on including ULTRF reporting within future PCG Reports.

**Action Point 2** – [Redacted] to speak with [Redacted] to discuss what type of evidence has been submitted for projects relating to FWF criteria.

**Action Point 3** – [Redacted] to clarify the implications of the recent real Living Wage increase when determining compliance with the real Living Wage condition.

**Action Point 4** – [Redacted] to speak with [Redacted] and [Redacted] (Better Homes) to discuss FWF conditionality in the context of the RIHF and Regeneration funding.

**Action Point 5** – [Redacted] asked **PCG members** to forward on information related to challenges delivering rural projects to [Redacted].

**Action Point 6** – [Redacted] to share information on [Redacted] programme to [Redacted], including original agreement and performance against it and renegotiations regarding [Redacted] project.

## ONGOING ACTIONS

**Action Point** – **PCG members** to flag any upcoming potential technical input, provide feedback on any technical work already carried out and to flag the tender expiration date when submitting projects to technical.

**Action Point** – **Area Teams** to continue to provide feedback on rural issues to [Redacted] and [Redacted].

**Action Point – Area teams** to flag projects with energy connection issues to the **Central Team** to be feedback to energy colleagues.

**Action Point – Area Teams** to continue to flag to RSLs that Charitable Bond programme is up and running again.

**Action Point – Area Teams** to provide to **Central Team**, where possible, information regarding off the shelf homes relating to; time taken to let property and, how many are ex right-to-buy homes and how many are private sector buy backs.

**Action Point – [Redacted]** to provide an update to **Central Team** regarding issues surrounding the installation of fire suppression systems in the [Redacted].

**Action Point – Central Team** to create recording sheet for **PCG members** to flag issues involving public sector partners such as: [Redacted], [Redacted], [Redacted] and [Redacted].

**Action Point – PCG Members** to forward on any queries relating to the [Redacted] million Key Workers fund to **[Redacted], [Redacted] and [Redacted]**.

**Action Point – PCG Members** to forward any details of sites where contractors have gone into liquidation/receivership to **Central Team**.

**Action Point – Area Teams** to raise the acquisition programme with partners in programme meetings and to ensure, where possible, that non-active RSLs are made aware of this option.

**Action Point – [Redacted]** asked **PCG Members** to remind local authorities to include any Rural Key Workers Fund proposals within their SHIPs.

**Minute  
Programme Co-Ordination Group  
Thursday 19 October 11:00 – 12:30  
Microsoft Teams Meeting**

**ATTENDEES:**

[Redacted] (chair)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted] (Part)
[Redacted]	

**Apologies:** [Redacted], [Redacted] and Colin MacBean

**ITEM 1: MINUTES AND ACTIONS FROM THURSDAY 14 SEPTEMBER:**

[Redacted] noted the following update to the August PCG Minutes:

**Original Line:**

The Real Living Wage clause in the FWF only applies to the grant recipient.  
Guidance notes updated to reflect this.

**Updated Line:**

The Real Living Wage clause in FWF only applies to the grant recipient organisation where that is a local authority or an RSL as they use the SG grant for public sector procurement. FWF Guidance notes updated to reflect this.

[Redacted] noted the following update to the September PCG Minutes:

**Original Line:**

[Redacted] noted that applicants with fewer than 21 employees do not need to provide evidence.

**Updated Line:**

[Redacted] noted that applicants with fewer than 21 employees do not need to provide evidence for the collective element of the Effective Workers' Voice.

[Redacted] noted the following update to the September PCG Minutes:

**Original Line:**

[Redacted] project in [Redacted] approval expected in September.

**Updated Line:**

[Redacted] project in [Redacted] site start expected in September.

[Redacted] noted the following update to the September PCG Minutes:

**Original Line:**

Originally the project was over benchmark, however, under this pilot the project is now under benchmark and expected to complete sooner than originally planned.

**Updated Line:**

Originally the project was over benchmark, however, under this pilot the project is now at benchmark and expected to complete sooner than originally planned.

**Action Point 1 – [Redacted]** to update **Central Team** on [Redacted] and [Redacted] projects. – **COMPLETED**

**Action Point 2 – [Redacted]** to share Ukraine FWF evidence gathering pro-forma with **Central Team** and [Redacted]. – **COMPLETED**

**Action Point 3 – [Redacted]** to forward joint [Redacted] and [Redacted] statement to [Redacted] and [Redacted]. – **COMPLETED**

**Action Point 4 – [Redacted]** to check with [Redacted] to ensure they are compliant with FWF criteria. – **COMPLETED**

**Action Point 5 – [Redacted]** and [Redacted] to discuss issues surrounding [Redacted] project. – **COMPLETED**

**Action Point 6 – [Redacted]** to update **PCG Members** on Charitable Bond Donations by October PCG meeting. – **COMPLETED**

**Action Point 7 – [Redacted]** asked **PCG Members** to remind local authorities to include any Rural Key Workers Fund proposals within their SHIPs. – **ONGOING**

**Action Point 8 – [Redacted]** to update **Central Team** on position on receipts. – **COMPLETED**

Note: [Redacted] noted expected capital receipts have reduced to [Redacted] million against the original expected figure of [Redacted] million and, expected FT receipts have reduced to [Redacted] million against the original expected figure of [Redacted] million.

**Action Point 9 – [Redacted]** to forward on details of project in [Redacted] to [Redacted], relating to council request for exemption for ZDEH system. – **COMPLETED**

**Action Point 10 – [Redacted]** to set up a meeting with [Redacted] to discuss issues surrounding exemptions from ZDEH systems focusing on policy and approach to exemptions. – **COMPLETED**

Note: [Redacted] suggested establishing a process of recording projects which are exempt from mandatory ZDEH systems from 1 December 2023.

**Action Point 11 – [Redacted]** to forward details from [Redacted] relating to Passivhaus Steering Group and forward to **Central Team** and [Redacted]. – **COMPLETED**

Note: [Redacted], [Redacted] and [Redacted] have been invited to a meeting [26 October] to discuss the Passivhaus Equivalent Standard with colleagues across Scottish Government.

**Action Point 1 – [Redacted]** to speak with [Redacted] and [Redacted] to discuss creating a recording process for projects where exemptions applied from mandatory installation of ZDEH systems from 1 December 2023.

**Action Point 2 – [Redacted]** to provide feedback to **PCG Members** on Passivhaus Standard meeting on 26 October.

## **ITEM 2: UKRAINE**

**[Redacted]** provided the following update to **PCG members**.

- Total number of homes are 1,201 approvals across 16 projects.
- 9 projects have been initially approved however, still require Ministerial/Director approval.
  - FWF criteria still to be confirmed.
- Projects in [Redacted] eager to start progressing.
  - Roofing issues holding up project in [Redacted].
- Ministers have agreed to extend funding to March 2025.
  - Ukraine team to contact Council bodies and representatives to ensure this news has been shared.
- Complex projects in [Redacted] and [Redacted], both progressing through the AHSP.
  - [Redacted]
- Open market new build off the shelf opportunities increasing but not always in timescales required for ULTRF. Opportunities will be flagged for AHSP consideration.

**Action Point 3 – [Redacted]** to provide list of Ukraine applicants to **[Redacted]** to share where FWF checks have already been undertaken and, establish which applicants still require to be checked.

**Action Point 4 – Area Teams** to ensure that partners are aware Ukraine Long Term Resettlement Fund has been extended to March 2025.

## **ITEM 3: FAIR WORK FIRST (FWF)**

**[Redacted]** provided the following update to **PCG members**.

- [Redacted]
- [Redacted]
- Hopeful of further update in coming days.

## **ITEM 4: PROGRAMME UPDATE 2023-24**

**[Redacted]** provided the following update to **PCG Members**.

**Spend** – There was [Redacted] million spent during September, bringing the total spend to [Redacted] million, which is [Redacted] million ahead of profile. Spend is also [Redacted] million more compared to spend at the same point last year. To date, in October, a further [Redacted] million has been spent.

Actual capital receipts are [Redacted] million, with an updated expected outturn of [Redacted] million

**Homes** – During September there were 300 approvals, 492 site starts and 685 completions. Total homes are now 1,754 approvals, 2,431 site starts and 4,133 completions. At the same point in 2023-24, there were 1,964 approvals, 3,085 site

starts and 3,907 completions. To date during October, there have been a further [Redacted] approvals, [Redacted] site starts and [Redacted] completions. The expected social / affordable outturn percentage is currently sitting at [Redacted] social.

[Redacted] noted, to date in October, [Redacted] million had been spent out in Charitable Bonds.

[Redacted] noted the PCG report had been updated to include a summary of Charitable Bonds and Donation. To date donation balance is approximately [Redacted] million.

[Redacted] noted a decision had not yet been made on the allocation of [Redacted].

### **Area Team Leads Update**

#### **[Redacted]**

[Redacted] noted spend was behind profile by approximately [Redacted] million. Delays in site starts in [Redacted] and [Redacted] had delayed spend of [Redacted] million. [Redacted] project with technical holding up spend of [Redacted] million. No concerns with spend in [Redacted] or [Redacted]. Approvals below profile; large project and ROTS in [Redacted] and, [Redacted] homes in [Redacted]. [Redacted] approvals behind profile, however, expected to catch up between October and December. Starts below profile - impacted by delay to approvals. [Redacted] behind profile as impacted by contractor delays. [Redacted] completions slightly behind profile. [Redacted] completions behind profile but expected to catch up in November and December. [Redacted] acquiring large family homes. A number of forthcoming applications expected to be over benchmark and will have to go to technical. Half of programme meetings complete, with indications of approximately [Redacted] million in slippage. Potential receipt of £1.5 million due to contractor liquidation. Discussions with [Redacted] over historic grant recovery. No additional capacity noted in [Redacted], further meetings planned in early November.

**Action Point 5** – [Redacted] to forward on detail to [Redacted] relating to the expected number of tenders over benchmark requiring technical appraisal.

**Action Point 6** – [Redacted] and [Redacted] to establish position of two grant recovery projects and whether monies will be recyclable.

#### **[Redacted]**

[Redacted] noted spend progressing well, to date, total spend between [Redacted] and [Redacted] million. [Redacted] now spent out and [Redacted] to spend out shortly. [Redacted] to spend further [Redacted] million by next month. No change to extra capacity previously identified. Approvals on profile, [Redacted] slightly behind. More projects going to technical than originally expected. Starts below profile but will catch up. [Redacted] to exceed [Redacted] homes soon. Completions ahead of profile, [Redacted] completed [Redacted] of expected homes. No concerns over completions target.

**[Redacted]**

**[Redacted]** noted spend expected outturn reduced by [Redacted] million. Overall target of [Redacted] million ambitious. Potential for further [Redacted] to [Redacted] million slippage. All dependent on projects being held up by FWF. Some risk these projects may not catch up this year, however, mostly buybacks. To date in October, [Redacted] million spent and [Redacted] approvals. Starts reliant on approvals. [Redacted] completions to date, no concerns with expected outturn. PSR project in [Redacted] held up by FWF, [Redacted] million of associated spend. [Redacted] not compliant, discussions ongoing. [Redacted] not compliant. Over [Redacted] homes delayed in [Redacted], however, no need for technical once progress made. [Redacted] compliant, 90 buybacks are expected. Issues with [Redacted] compliance. New build application being prepared, may require technical. Overall [Redacted] homes being delayed due to FWF conditionality.

**[Redacted]**

**[Redacted]** noted spend to date [Redacted] million, above profile. Approvals, starts and completions all below profile. FWF issues affecting approvals. Buyback applications held up by FWF. [Redacted] still confident to spend RPA. One project with a total of [Redacted] million expected spend, expected buybacks will also draw down spend. No concerns overall of RPAs being met.

**[Redacted]**

**[Redacted]** noted figures in report as accurate as possible, spend ahead of profile. Approvals below profile across all areas, due to delays. [Redacted] project submitted in [Redacted], work ongoing with association. Expectation that projects all be above benchmark and will go to technical. Personnel changes in [Redacted] Council. [Redacted] million [Redacted] spend expected in [Redacted].

**[Redacted]** also noted that [Redacted] spend was progressing well. Some approvals, however, impacted by costs and FWF issues.

**Action Point 7 – [Redacted]** to check [Redacted] expected out-turn as [Redacted] requirement has been accounted for centrally.

## **ITEM 5: CORPORATE UPDATES**

**[Redacted]** noted the date for the upcoming budget as 19 December.

**[Redacted]** noted that the NAP guidance was still being finalised.

**[Redacted]** provided the following updates:

- The Rural and Island Housing Action Plan (RIHAP) was published Friday 13 October
  - There will be an upcoming debate on the issue.
  - Teams asked to prepare any relevant lines for briefing requests
- SHIPs are due at end of October
  - Teams asked to forward on links to complete documents.
- Work ongoing to update Local Housing Strategies (LHS)

**Action Point 8** – [Redacted] asked **Area Teams** to forward a link to SHIPs once all received.

**Action Point 9** – [Redacted] to circulate latest position of Local Housing Strategies (LHS) and ask **Area Teams** to ask local authorities for an update on their positions.

**Post Meeting Note** – Completed.

[Redacted] noted the live consultation on proposals for enhancing the accessibility, adaptability and usability of Scotland’s homes. Public engagement events will be taking place on 8 and 10 November and stakeholders are being contacted individually in relation to the themed events that are planned.

## **ITEM 6: AOCB**

**Action Point 10** – [Redacted] asked **PCG Members** to forward forms to the Flickr mailbox for any photos of 2022-23 completed projects for inclusion within the AHSP Outturn Report.

## **ITEM 7: FUTURE MEETING DATES**

16 November	11:00 – 12:30	Thursday
14 December	11:00 – 12:30	Thursday
18 January	11:00 – 12:30	Thursday
15 February	11:00 – 12:30	Thursday
21 March	11:00 – 12:30	Thursday
18 April	11:00 – 12:30	Thursday
16 May	11:00 – 12:30	Thursday
20 June	11:00 – 12:30	Thursday

Consideration to be given to an in person PCG meeting in spring/summer which could include some site visits.

## **PCG Actions**

**Action Point 1** – [Redacted] to speak with [Redacted] and [Redacted] to discuss creating a recording process for projects where exemptions applied from mandatory installation of ZDEH systems from 1 December 2023.

**Action Point 2** – [Redacted] to provide feedback to **PCG Members** on Passivhaus Standard meeting on 26 October.

**Action Point 3** – [Redacted] to provide list of Ukraine applicants to [Redacted] to share where FWF checks have already been undertaken and, establish which applicants still require to be checked.

**Action Point 4** – **Area Teams** to ensure that partners are aware Ukraine Long Term Resettlement Fund has been extended to March 2025.

**Action Point 5** – [Redacted] to forward on detail to [Redacted] relating to the expected number of tenders over benchmark requiring technical appraisal.

**Action Point 6** – [Redacted] and [Redacted] to establish position of two grant recovery projects and whether monies will be recyclable.

**Action Point 7** – [Redacted] to check [Redacted] expected out-turn as [Redacted] requirement has been accounted for centrally.

**Action Point 8** – [Redacted] asked **Area Teams** to forward a link to SHIPs once all received.

**Action Point 9** – [Redacted] to circulate latest position of Local Housing Strategies (LHS) and ask **Area Teams** to ask local authorities for an update on their positions.

**Action Point 10** – [Redacted] asked **PCG Members** to forward forms to the Flickr mailbox for any photos of 2022-23 completed projects for inclusion within the AHSP Outturn Report.

### **Ongoing PCG Actions**

**Action Point** – **PCG members** to flag any upcoming potential technical input, provide feedback on any technical work already carried out and to flag the tender expiration date when submitting projects to technical.

**Action Point** – **Area Teams** to continue to provide feedback on rural issues to [Redacted] and [Redacted].

**Action Point** – **Area teams** to flag projects with energy connection issues to the **Central Team** to be feedback to energy colleagues.

**Action Point** – **Area Teams** to continue to flag to RSLs that Charitable Bond programme is up and running again.

**Action Point** – **Area Teams** to provide to **Central Team**, where possible, information regarding off the shelf homes relating to; time taken to let property and, how many are ex right-to-buy homes and how many are private sector buy backs.

**Action Point** – [Redacted] to provide an update to **Central Team** regarding issues surrounding the installation of fire suppression systems in the [Redacted].

**Action Point** – **Central Team** to create recording sheet for **PCG members** to flag issues involving public sector partners such as: [Redacted], [Redacted], [Redacted] and [Redacted].

**Action Point** – **PCG Members** to forward on any queries relating to the [Redacted] million Key Workers fund to [Redacted], [Redacted] and [Redacted].

**Action Point** – **PCG Members** to forward any details of sites where contractors have gone into liquidation/receivership to **Central Team**.

**Action Point – Area Teams** to raise the acquisition programme with partners in programme meetings and to ensure, where possible, that non-active RSLs are made aware of this option.

**Action Point – [Redacted]** asked **PCG Members** to remind local authorities to include any Rural Key Workers Fund proposals within their SHIPs.

**Minute  
Programme Co-Ordination Group  
Thursday 14 September 11:00 – 12:30  
Microsoft Teams Meeting**

**ATTENDEES:**

[Redacted] (chair)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted] (Part)	[Redacted] (Part)
[Redacted]	

**Apologies:** Colin MacBean, [Redacted] and [Redacted]

**ITEM 1: MINUTES AND ACTIONS FROM THURSDAY 17 AUGUST:**

**Action point 1 – [Redacted]** to speak with [Redacted] regarding [Redacted] projects and update Central and Technical teams as required. **COMPLETED**

**Action Point 2 – [Redacted]** to share with [Redacted] details of upcoming Ministerial site visit in Dingwall. **COMPLETED**

**Action Point 3 – [Redacted]** to update [Redacted] following [Redacted] budget review. **COMPLETED**

**Action Point 4 – [Redacted]** to forward information regarding [Redacted] Council and FWF requirements and impact on delivery to **Joe Brown**.

**Post meeting note – Completed**

**Action Point 5 – [Redacted]** to forward further details relating to mandatory and non-mandatory requirements of FWF to [Redacted].

**Post meeting note – Completed**

**Action Point 6 – [Redacted]** to setup meeting with relevant **PCG members** and **Joe Brown** to discuss practicalities of FWF policy and implications for partners.

**Post meeting note – Completed**

**Action Point 7 – [Redacted]** to update **Central Team** with further details as soon as known relating to potential slippage. **COMPLETED**

**Action point 8 – Area Teams** to raise the acquisition programme with partners in programme meetings and to ensure, where possible, that non-active RSLs are made aware of this option. **ONGOING**

**Action point 9 – Central Team** to provide progress update on National Acquisition Programme at future PCG meetings. **COMPLETED**

**Action Point 10 – PCG members** asked to provide potential engagement ideas/locations in rural settings before 27<sup>th</sup> September to **[Redacted]** team for the launch of the Remote, Rural and Island Housing Action Plan. **COMPLETED**

**[Redacted]** welcomed **[Redacted]** to **[Redacted]** first PCG meeting.

## **ITEM 2: UKRAINE**

**[Redacted]** provided the following update to **PCG members**.

- 1,200 approvals to date.
- Some projects facing extra due diligence, approval going through Minister.
- Current evidence suggests that partners are meeting FWF criteria.
  - **[Redacted]**, **[Redacted]** and **[Redacted]** Council.
  - Current funding to be extended by a year, current estimates suggest **[Redacted]** to **[Redacted]** million spend next year.
- Projects in **[Redacted]** and **[Redacted]** being considered but may be best suited to be funded through AHSP.

**Action Point 1 – [Redacted]** to update **Central Team** on **[Redacted]** and **[Redacted]** projects.

**Action Point 2 – [Redacted]** to share Ukraine FWF evidence gathering pro-forma with **Central Team** and **[Redacted]**.

## **ITEM 3: FAIR WORK FIRST (FWF)**

**[Redacted]** provided the following update to **PCG members**.

- **[Redacted]** **[Redacted]**
- **[Redacted]** noted two issues being raised:
  - Firstly, the issue of paying the Real Living Wage to apprentices and 16/17 year olds.
    - **[Redacted]**
  - Secondly, some small scale RSLs are not meeting the effective workers voice criteria.
- **[Redacted]** asked for confirmation that discussions are ongoing with TMDF authorities on this also. **[Redacted]** noted that **[Redacted]** had provided assurances criteria were being met and confirmed that **[Redacted]** would raise again with **[Redacted]** at their next meeting and **[Redacted]** confirmed he would check with **[Redacted]** re compliance.

**[Redacted]** queried issuing grant offer letter to **[Redacted]** based on potential impact of second issue. **[Redacted]** noted, however, that assurances of FWF criteria being met had been received.

### **Original Line (September 2023):**

**[Redacted]** noted that applicants with fewer than 21 employees do not need to provide evidence.

**Updated Line (October 2023):**

[Redacted] noted that applicants with fewer than 21 employees do not need to provide evidence for the collective element of Effective Workers' Voice.

[Redacted] [Redacted]

**Action Point 3 – [Redacted]** to forward joint [Redacted] and [Redacted] statement to [Redacted] and [Redacted].

**Action Point 4 – [Redacted]** to check with [Redacted] to ensure they are compliant with FWF criteria.

**ITEM 4: PROGRAMME UPDATE 2023-24**

[Redacted] provided the following update to **PCG Members**.

**Spend** – There was [Redacted] million spent during August, bringing the total spend to [Redacted] million, which is [Redacted] million ahead of profile. Spend is also [Redacted] million more compared to the same point in 2022-23. To date, during September, a further [Redacted] million has been spent.

**Homes** – During August there were 435 approvals, 446 site starts and 1001 completions. Totals homes are now 1,454 approvals, 1,939 site starts and 3,448 completions. At the same point in 2022-23 there were 1,603 approvals, 2,708 site starts and 3,065 completions, so when compared to last year we're down on approvals and site starts but up on completions. To date, during September, there have been a further 107 approvals, 142 site starts and 59 completions. The expected social / affordable outturn percentage is currently sitting at 68% social.

**Area Team Leads Update**

[Redacted]

[Redacted] noted spend ahead of profile and no concerns. Approvals are behind, however, [Redacted] homes are currently with technical waiting to be approved. Starts are impacted by approvals and, completions are slow with potential for some slippage, numbers of which are yet to be confirmed. Progress of acquisitions may impact completion figures. Overall, no immediate concerns. Team are helping [Redacted] [Redacted] with their programme delivery, numbers may increase with potential for further [Redacted] projects.

**Original Line (September 2023):**

[Redacted] project in [Redacted] approval expected in September.

**Updated Line (October 2023):**

[Redacted] project in [Redacted] site start expected in September.

[Redacted]

[Redacted] noted homes were progressing well against profiles, both completions and spend ahead of profile. [Redacted] progressing well. Council well advanced with FWF criteria. Potential [Redacted], with discussions ongoing surrounding grant

levels. [Redacted] reported slippage in June PCG, however, figures look improved this month. Meeting with [Redacted] took place last week, approval and start outturns have both increased, however, some slippage in completions to 2024-25. [Redacted] juggling projects to achieve RPA. Buyback projects being held up by FWF criteria. [Redacted] reporting staff holidays impacting delivery progress. Large carryforward helping spend. Some slippage expected mid-October, yet to be confirmed. Meeting with [Redacted] Council planned for end September with [Redacted]. Project at [Redacted] held up due to new contractor and request for further funds; further discussions to be had on this. Council issues with FWF criteria holding up potential buybacks. [Redacted] approvals down by [Redacted]. Slowdown on buybacks, although spend progressing well with extra capacity highlighted. [Redacted] Council have experienced staff changes so further detail available in mid-October. They have low carryforward and therefore reliant on approvals for spend. Slippage likely. [Redacted] spend recorded in [Redacted]. However, activity coming through, one tender currently with technical and more tenders expected in coming weeks. Potential for further buybacks.

### **[Redacted]**

**[Redacted]** noted that total spend in [Redacted] was [Redacted] million below profile due to delays in site starts, however, no concerns. [Redacted] ahead of profile. Approvals below profile by 82 across a number of local authorities. Large development in [Redacted] with technical. Starts below profile due to approvals delay. Completions below profile due to delay in [Redacted] project approximately 300 homes, however, now expected to complete in Autumn. [Redacted] below profile in completions, however all due to complete in next 3 months no concerns. [Redacted] million of [Redacted] expected outturn tied up in acquisitions, with [Redacted] million of this now at amber risk. Programme meeting with [Redacted] next Tuesday [19 September]. [Redacted] expected outturn had increased internally at start of year, however, spend will now not reach increase. Concerns original RPA may not be reached. Major issues with delivering programme in [Redacted], RPA will not be met. Issue relating to school provision with project in [Redacted], [Redacted], holding up delivery. Meeting today with [Redacted] Council to discuss increasing acquisition programme. Number of approvals in coming two months expected to be over benchmark and discussions ongoing with **[Redacted]** to establish priorities for technical. No issues with [Redacted], meeting planned with them for Monday [18 September].

### **[Redacted]**

**[Redacted]** noted spend was ahead of profile, with a further [Redacted] million spent to date. [Redacted] at [Redacted] and [Redacted] at [Redacted] of total RPA. Both expected to meet RPA shortly. [Redacted] spend at [Redacted] million with a further [Redacted] million expected in September and [Redacted] million in October. Additional capacity still available. [Redacted] approvals to date, with [Redacted] approving their first homes. Approvals expected outturn increased due to Charitable Bond Donations. More tenders going to technical than expected. Developers coming forward with projects, however, currently limited capacity to accept. Starts behind profile, although expected outturn increased. [Redacted] behind, but [Redacted] homes coming through. Completions ahead of profile. [Redacted] at [Redacted] of target already.

**[Redacted]**

**[Redacted]** noted no change to figures since August PCG. To date a further [Redacted] million spent. Completions behind profile but no concerns. Approvals and Starts have stalled over the last few weeks. FWF impacting delivery and buybacks; potentially [Redacted] homes. Meeting held with Joe Brown and further meeting with Joe and [Redacted] Council, where Council told to [Redacted]. [Redacted] can reach RPA, although [Redacted] delivery dependent on FWF criteria. [Redacted] spend dependent on 4 or 5 [Redacted] sites coming through and [Redacted] buybacks through Ukraine programme. [Redacted] to progress if FWF compliant. Concerns in [Redacted], slippage may be covered elsewhere.

**Action Point 5 – [Redacted] and [Redacted]** to discuss issues surrounding [Redacted] project.

**[Redacted]** noted the current availability of [Redacted] in Charitable Bond Donations. Teams were asked to identify potential social rent projects later in year where donation could be utilised.

**Action Point 6 – [Redacted]** to update **PCG Members** on Charitable Bond Donations by October PCG meeting.

## **ITEM 5: NATIONAL ACQUISITION PROGRAMME (NAP)**

**[Redacted]** noted the following updates:

- Draft guidance had been shared with **PCG members** and comments received.
- ALACHO comments to be added.
- Draft has been issued to SFHA Forum and GWSF, awaiting feedback.
- Next step: **[Redacted]** to issue revised draft guidance to Minister.
  - Still on track for end of September.
- [Redacted] looking to work with [Redacted] and [Redacted] to develop Learning Network to help partners deliver acquisitions.

## **ITEM 6: CORPORATE UPDATES**

**[Redacted]** noted that Official Stats had been published Tuesday 12 September and Programme for Government (PfG) had also been published [Tuesday 5 September].

**[Redacted]** highlighted a debate on Short Term Lets Licencing Scheme [Wednesday 13 September].

**[Redacted]** enquired as to who would be the leading on the Rural Key Worker Fund.

**[Redacted]** noted [Redacted] had led on the fund up to now, however, going forward it should be incorporated into the AHSP.

**Action Point 7 – [Redacted]** asked **PCG Members** to remind local authorities to include any Rural Key Workers Fund proposals within their SHIPs.

## ITEM 7: AOCB

[Redacted] explained to PCG Members updates to future PCG reports:

- The previous tab 'RISK' would now simply reflect additional capacity and accompanying comments.
- Each month a list of all potential projects relating to spend, approvals, start and completions would be provided, and Area teams would be asked to indicate which project lines relate to the NAP – this would then form the basis for monthly reporting on the programme.
- Members were asked if there were any changes or updates, they would like to see to the current format of the PCG report.
  - [Redacted] indicated a breakdown of social rented homes by local authority rather than by Area Team would be welcomed.
  - The line Grant per Unit in 'Notes of Concern' would be replaced by a summary line.

[Redacted] noted that receipts were not progressing as expected.

**Action Point 8** – [Redacted] to update **Central Team** on position on receipts.

[Redacted] raised the issue of requirements relating to mandatory ZDEH systems from 1 December 2023 and potential issues from partners.

[Redacted] noted [Redacted] had been in touch relating to a small housing association on a small development, noting that ZDEH systems would not be affordable for their tenants and sought an exemption.

[Redacted] noted that [Redacted] may have raised the issue of [Redacted] Council seeking an exemption.

**Action Point 9** – [Redacted] to forward on details of project in [Redacted] to [Redacted], relating to council request for exemption for ZDEH system.

**Action Point 10** – [Redacted] to set up a meeting with [Redacted] to discuss issues surrounding exemptions from ZDEH systems focusing on policy and approach to exemptions.

[Redacted] highlighted a move by [Redacted] to pilot their own construction force. The pilot is being trailed on a project in [Redacted], [Redacted].

### **Original Line (September 2023):**

Originally the project was over benchmark, however, under this pilot the project is now under benchmark and expected to complete sooner than originally planned.

### **Updated Line (October 2023):**

Originally the project was over benchmark, however, under this pilot the project is now at benchmark and expected to complete sooner than originally planned.

[Redacted] enquired, following remarks from a meeting with [Redacted] relating to a Passivhaus Steering Group, as to who was the More Homes representative for Passivhaus.

[Redacted] noted there is no single representative from More Homes and that this work is conducted by building standards colleagues.

**Action Point 11** – [Redacted] to forward details from [Redacted] relating to Passivhaus Steering Group and forward to **Central Team** and [Redacted].

## **ITEM 8: FUTURE MEETING DATES**

19 October	11:00 – 12:30	Thursday
16 November	11:00 – 12:30	Thursday
14 December	11:00 – 12:30	Thursday

## **PCG Actions**

**Action Point 1** – [Redacted] to update **Central Team** on [Redacted] and [Redacted] projects.

**Action Point 2** – [Redacted] to share Ukraine FWF evidence gathering pro-forma with **Central Team** and [Redacted].

**Action Point 3** – [Redacted] to forward joint [Redacted] and [Redacted] statement to [Redacted] and [Redacted].

**Action Point 4** – [Redacted] to check with [Redacted] to ensure they are compliant with FWF criteria.

**Action Point 5** – [Redacted] and [Redacted] to discuss issues surrounding [Redacted] project.

**Action Point 6** – [Redacted] to update **PCG Members** on Charitable Bond Donations by October PCG meeting.

**Action Point 7** – [Redacted] asked **PCG Members** to remind local authorities to include any Rural Key Workers Fund proposals within their SHIPs.

**Action Point 8** – [Redacted] to update **Central Team** on position on receipts.

**Action Point 9** – [Redacted] to forward on details of project in [Redacted] to [Redacted], relating to council request for exemption for ZDEH system.

**Action Point 10** – [Redacted] to set up a meeting with [Redacted] [Redacted]

**Action Point 11** – [Redacted] to forward details from [Redacted] relating to Passivhaus Steering Group and forward to **Central Team** and [Redacted].

## **Ongoing PCG Actions**

**Action Point** – [Redacted] asked **PCG members** to flag any upcoming potential technical input, provide feedback on any technical work already carried out and to flag the tender expiration date when submitting projects to technical.

**Action Point** – **Area Teams** to continue to provide feedback on rural issues to [Redacted] and [Redacted].

**Action Point** – **Area teams** to flag projects with energy connection issues to the **Central Team** to be feedback to energy colleagues.

**Action Point** – **Area Teams** to continue to flag to RSLs that Charitable Bond programme is up and running again.

**Action Point** – **Area Teams** to provide to **Central Team**, where possible, information regarding off the shelf homes relating to; time taken to let property and, how many are ex right-to-buy homes and how many are private sector buy backs.

**Action Point** – [Redacted] to provide an update to **Central Team** regarding issues surrounding the installation of fire suppression systems in the [Redacted].

**Action Point** – **Central Team** to create recording sheet for **PCG members** to flag issues involving public sector partners such as: [Redacted], [Redacted], [Redacted] and [Redacted].

**Action Point** – **PCG Members** to forward on any queries relating to the [Redacted] Key Workers fund to [Redacted], [Redacted] and [Redacted].

**Action Point** – **PCG Members** to forward any details of sites where contractors have gone into liquidation/receivership to **Central Team**.

**Action Point** – **Area Teams** to raise the acquisition programme with partners in programme meetings and to ensure, where possible, that non-active RSLs are made aware of this option.