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1	COMMUNITIES HOUSING AND PUBLIC PROTECTION COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	5th September 2023								
4	Empty Homes Update report	At the Operational Delivery Committee on 16 September 2021, it was agreed that an annual report be brought back in relation to Empty Homes.	On agenda	Mel Booth	Strategic Place Planning	Commissioning	1.1.1		
5	Housing Revenue Account Portfolio	At the meeting on 17 January 2023, it was agreed to instruct the Chief Officer – Corporate Landlord to review, as part of the transformation programme, key planned maintenance activities required across the Housing Revenue Account (HRA) portfolio and report back to this committee in July 2023) on a programme approach to delivering these works.	O agenda	Stephen Booth	Corporate Landlord	Resources	1.1.1		
6	Trusted Trader Scheme in Aberdeen City	To seek approval for the proposed Trusted Trader Scheme	On agenda	Graeme Paton	Operations and Protective Services	Resources	1.1.2 and 1.1.5		
7	Installation of Physical Exercise Bars (Callisthenic Station) in Duthie Park	At the Finance and Resources Committee on 5 July 2023, a petition was heard and it was resolved to agree to instruct the Chief Officer – Operations and Protective Services to prepare a report on the feasibility, options and associated costs of installing public exercise equipment at all public parks, including but not limited to Duthie Park, and report back to the Communities, Housing and Public Protection Committee on 5 September 2023.	On agenda	Mark Reilly/Steven Shaw	Operations and Protective Services	Resources	1.1.1		
8	Armed Forces Covenant	The Armed Forces Act 2021 amended the Armed Forces Act 2006 to create legal obligations on specified bodies in all four home nations of the UK.	On agenda	Jacqui McKenzie	Early Intervention and Community Empowerment	Customer	1.1.1		

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9	Community Resilience	To provide an update on arrangements which have been put in place with communities across the city to support them in local emergency response during disruptive weather events and power outages.	On agenda	Fiona Mann	Governance	Commissioning	2.12		
10	City Centre Policing	At the meeting on 17 January 2023, it was agreed that a report be brought in 6 months on City Centre Policing and to include information on partnership working	On agenda	Graeme Mackie/ Andy McDonald	Customer Services	Customer	1.1.1, 2.20 and 2.21		
11	Performance Report	The purpose of this report is to present Committee with the status of key performance measures relating to the Operations Directorate (non-Education).	On agenda	Louise Fox	Data and Insight	Customer	1.1.3		
12	Police Scotland - Mental Health Thematic Report	To provide a thematic report on Mental Health.	On agenda	Graeme Mackie	Police Scotland	Police Scotland	TOR 2.20 and 2.21		
13	Police Scotland - Performance Report	To provide Police Scotland Performance Report	On agenda	Graeme Mackie	Police Scotland	Police Scotland	TOR 2.20		
14	Protective Services Food Regulatory Service Plan 2023/2024.	At the meeting on 16 May 2023, it was agreed to instruct the Chief Officer – Operations and Protective Services to provide the Committee with a progress update of the audit “Action Plan” and also instructs the Chief Officer – Operations and Protective Services to report back with the “Annual Service Plan” report that details future service delivery, for Food law interventions, considering the Food Standards Scotland Audit findings	On agenda	Hazel Stevenson	Operations and Protective Services	Resources	1.12 and 1.15		

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15	Food Regulatory Service Action Plan progress following the Food Standards Scotland Audit of Local Authority implementation of Interventions Food Law Code of Practice (Scotland).	To present an update on the Action Plan that resulted from findings of the Food Standards Scotland's Audit, at Aberdeen City Council (ACC), of the Local Authority implementation of Interventions Food Law Code of Practice (Scotland) Food Law Enforcement Services undertaken on 6th and 7th December 2022. The outcome of the Audit was initially presented to this Committee on 16th May 2023 and this report provides a further update on progress as instructed at that Committee.	On agenda	Nick Glover	Operations and Protective Services	Resources	TOR 2.3		
16	Annual Assurance Statement	Annual submission required to the Scottish Government. October/November 2023	On agenda	Jacqui McKenzie	Early Intervention and Community Empowerment	Customer	1.1.1		
17	The Aberdeen City Retailers' Charter for the Responsible Sale of Tobacco and Vaping Products	Intelligence and complaints received by Aberdeen City Council Trading Standards Service (TS) leads officers to believe that there is a growing issue in the city, particularly on Union Street, of "proxy purchasing" of tobacco and Nicotine Vaping Products (NVP), particularly Single-Use NVP ("vapes"). This is the practice where adults buy these age-restricted products on behalf of young people who are too young to buy them for themselves. Proxy Purchasing is a criminal offence enforced by TS, but it is very difficult to detect and prove. This Retailers' Charter is an attempt to work with retailers to solve this problem using the Five Principles set out in Appendix 1 whilst maintaining focus on existing legal responsibilities in respect of age restricted products.	On agenda	Graeme Paton	Operations and Protective Services	Resources	TOR 2.5		
18	New Housing Cloverhill Gold Standard	To highlight the delivery of the first phase of Council Led Gold Standard new housing at Cloverhill and the expected benefits which are anticipated to be provided.	On agenda	John Wilson	Capital	Resources	1.1.1		
19	Remembering Together Public Art Work	To provide a background to the national Remembering Together initiative being managed by Station House Media Unit on behalf of Culture Aberdeen and Aberdeen City Council. The report also provides details on the proposed new public artwork and recommends a preferred location to site this artwork.	On agenda	Steven Shaw	Operations and Protective Services	Resources	1.1.1		
20	14th November 2023								
21	Performance Report	The purpose of this report is to present Committee with the status of key performance measures relating to the Operations Directorate (non-Education).		Louise Fox	Data and Insight	Customer	1.1.3		

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22	Protective Services Occupational Health and Safety Intervention Plan 2023/24	To outline the Protective Services' proposals for delivering the occupational safety and health regulatory service for 2023/2024		Andrew Gilchrist	Operations and Protective Services	Resources	TOR 2.3		
23	Martyn's Law (CONTEST)	To update the Committee on preparations for the introduction of "Martyn's Law" as part of the Council's counter-terrorism duties		Vikki Cuthbert	Governance	Commissioning	TBC		
24	Annual Committee Effectiveness Report	To report on the annual effectiveness of the committee	This is an annual report which is presented after a full year of committee - therefore request deferral to 14 November 2023 in order to report on data for the complete 12 months.	Lynsey McBain	Governance	Commissioning	GD 8.5		
25	Police Scotland - verbal update on cyber crime and Disclosure Scheme for Domestic Abuse Scotland	To provide information to Members on cyber crime and Disclosure Scheme for Domestic Abuse Scotland		Graeme Mackie	Police Scotland	Police Scotland	2.20		
26	Housing Improvement Group - Capital Works	At the meeting on 16 May 2023, it was agreed to instruct the Chief Officer - Corporate Landlord to report back to this Committee on progress towards introducing those outcomes referred to in the report.		Stephen Booth	Corporate Landlord	Resources	1.1.1		

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27	Review of the Non Traditional Housing Stock	At the meeting on 17 January 2023, it was agreed to instruct the Chief Officer – Corporate Landlord to review the HRA’s non traditional housing stock to identify properties that will be unable to meet future environmental or other standards, identify a budget to undertake these inspections within the 2023/24 budget and report back to this Committee on progress in November 2023.		Stephen Booth	Corporate Landlord	Resources	1.1.1		
28	Aberdeen City’s Affordable Housing Delivery Programme	To provide an update on the Aberdeen City affordable housing delivery programme.		Mel Booth	Early Intervention and Community Empowerment	Customer	1.1.1		
29	Aberdeen City’s Strategic Housing Investment Plan 2023/24 – 2027/2028	To seek approval of the Strategic Housing Investment Plan (SHIP)		Mel Booth	Early Intervention and Community Empowerment	Customer	1.1.1		
30	Building Standards Activity Report	At the meeting on 17 January 2023, it was agreed that a further report be brought on Building Standards Activity Report		Grant Tierney	David Dunne	Commissioning	2.7		
31	Police Scotland - Disclosure Scheme for Domestic Abuse - verbal update	To provide members with information on the Disclosure Scheme for Domestic Abuse		Graeme Mackie	Police Scotland	Police Scotland	TOR 2.20		
32	SFRS - 6 month Performance Report	To provide details on the 6 month performance report from Scottish Fire and Rescue.		Chay Ewing	Scottish Fire and Rescue Service	Scottish Fire and Rescue Service	2.20		
33	Beyond 2023 or no date confirmed.								
34	Asset Management Strategies for the HRA Estate	At the meeting on 17 January 2023, it was agreed to instruct the Chief Officer – Corporate Landlord to consolidate and refresh all asset management strategies for the HRA estate and report back to this Committee on this matter by late 2024.		Stephen Booth	Corporate Landlord	Resources	1.1.1		

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35	Housing	At the budget meeting on 1 March 2023, it was agreed instruct the Chief Officer - Strategic Place Planning to include a tiered analysis of resource requirements in the refreshed Local Housing Strategy to be presented for approval to the Communities, Housing and Public Protection Committee noting the significance of housing as one of the key determinants of population health.		David Dunne	Strategic Place Planning	Commissioning	1.1.1		
36	Public Engagement	At the budget meeting on 1 March 2023, it was agreed to instruct the Communications Manager to bring back a report to the Communities, Housing and Public Protection Committee outlining a scheme of public engagement, ahead of the 2024/25 budget setting process.		David Ewen	Customer Experience	Customer	1.1.1		
37	Park and Open Spaces	At the meeting on 16 May 2023, it was agreed to instruct the Chief Officer - Operations and Protective Services to report back to committee if significant objections or comments, which have not been withdrawn, addressed or resolved, are received during the public consultation with: (a) the results of the public consultation; and (b) a recommendation as to the form the Management Rules should take following the public consultation. Report only if objections.		Steven Shaw	Operations and Protective Services	Resources	1.1.1		
38	City Centre Multi Storey Blocks	At the meeting on 16 May 2023, it was agreed to instruct the Chief Officer Corporate Landlord to report the findings of the extensive consultation exercise in the summer of 2024, with recommendations as to potential decisions that may then be made.		Stephen Booth	Corporate Landlord	Resources	1.1.1		
39	Housing Strategy Report	At the meeting of 16 May 2023, it was agreed to instruct the Chief Officer - Strategic Place Planning to report back to this Committee with a timeline for the review of Aberdeen City's Local Housing Strategy within six months of receiving confirmation from the Centre for Housing Market Analysis (CHMA) that the HNDA is "robust and credible"; and		Mel Booth	Strategic Place Planning	Commissioning	1.1.1		

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47	Choice Base Letting	At the meeting on 6 July 2023, it was agreed to request that a Service Update be issued to Members on Choice Based Lettings, providing details on any feedback received from users, as well as retention levels.		Jacqui McKenzie	Early Intervention and Community Empowerment				