

	A	B	C	D	E	F	G	H	I
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	14th November 2023								
4	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		
5	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	On agenda	Andrew Gilchrist	Operations and Protective Services	Resources	2.3		
6	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	On agenda	Vikki Cuthbert	Governance	Commissioning	2.14		
7	Annual Committee Effectiveness Report	To report on the annual effectiveness of the committee	On agenda	Lynsey McBain	Governance	Commissioning	GD 8.5		
8	Police Scotland - cyber crime report and verbal update on Disclosure Scheme for Domestic Abuse Scotland	To provide information to Members on cyber crime and Disclosure Scheme for Domestic Abuse Scotland	On agenda	Graeme Mackie	Police Scotland	Police Scotland	2.20		

	A	B	C	D	E	F	G	H	I
	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
2									
9	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	D	Planning for the works is still ongoing and will be delayed until January 2024.
10	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	D	The works to review the non traditional housing stock has been delayed for a variety of reason including works within this element of the stock including extensive consultation work on multi storey buildings and the city centre and other stock issues. A progress report will be brought to the next committee in January 2024.
11	Aberdeen City's Affordable Housing Delivery Programme	To provide an update on the Aberdeen City affordable housing delivery programme.	On agenda	Mel Booth	Early Intervention and Community Empowerment	Customer	1.1.1		
12	Aberdeen City's Strategic Housing Investment Plan 2023/24 – 2027/2028	To seek approval of the Strategic Housing Investment Plan (SHIP)	On agenda	Mel Booth	Early Intervention and Community Empowerment	Customer	1.1.1		
13	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	On agenda	Grant Tierney	David Dunne	Commissioning	2.7		
14	SFRS - 6 month Performance Report	To provide details on the 6 month performance report from Scottish Fire and Rescue.	On agenda	Andrew Wright	Scottish Fire and Rescue Service	Scottish Fire and Rescue Service	2.20		
15	23 January 2024								
16	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		

	A	B	C	D	E	F	G	H	I
	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
2									
17	Police Scotland - 12 week pilot scheme	At the meeting on 5 September 2023, it was agreed to request that Police Scotland bring a report back to this Committee in January 2024, outlining the benefits and restraints of the pilot scheme;		Graeme Mackie	Police Scotland	Police Scotland			
18	Library Provision	At the meeting on 6 July 2023, The Committee resolved- (i)to instruct the Chief Officer - Early Intervention and Community Empowerment to carry out engagement and consultation with stakeholders to understand current and future demand and how available resources can be maximised to ensure continued access to library and information services that are sustainable and responsive to local need; (ii)to instruct the Chief Officer - Early Intervention and Community Empowerment to work with stakeholders to co-design a strategic vision and plan for the Library and Information Service in the context of the Community Planning Aberdeen Partnership; (iii)to approve the timeline for consultation, communication, analysis and design of Aberdeen's Future Libraries and Information Service vision and plan, as set out in 3.8 of the report, extending the consultation period until October 2023; (iv)to instruct the Chief Officer - Early Intervention and Community Empowerment to report back to the Communities, Housing and Public Protection Committee on the Future Libraries and Information Service vision and plan at the first Committee meeting of 2024; and (v)to request that officers look at areas with low feedback received during the consultation and to target these areas in order to aim for better response rates in these areas.		Margaret Stewart	Jacqui McKenzie	Customer Services	1.1.1		
19	28 March 2024								
20	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		
21	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		
22	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".	Reports in line 21 and 22 will be combined and reported to March 2024 meeting.	Mel Booth	Strategic Place Planning	Commissioning	1.1.1		

	A	B	C	D	E	F	G	H	I
	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
2									
23	30 May 2024								
24	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		
25	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		
26	Modern Slavery	(i)to note the current status of the Modern Slavery Act 2015, proposed legislative changes and the review of what other major public institutions have in place; (ii)instructs the Chief Executive to develop an Anti Modern Slavery statement that would be included as part of the normal policy review cycle, in areas such as: a. Human Resources including: i. Recruitment ii. Use of temporary / casual / fixed-term staff b. Partner organisations c. Supply chain / Procurement, including: i. IT procurement ii. Use of consultants, contractors, suppliers, vendors d. Capital Projects i. Use of consultants, contractors, suppliers, vendors ii. Materials e. Whistleblowing f. Training and development g. Monitoring & enforcement; and (iii) to report the statement back to this committee at the next appropriate time.		Andy MacDonald/ Lindsay MacInnes		Customer Services	2		
27	05 September 2024								
28	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		
29	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		

	A	B	C	D	E	F	G	H	I
	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
2									
30	Establishing a Trusted Trader Scheme in Aberdeen City	At the meeting on 5 September 2023, it was agreed to instruct the Chief Officer – Operations and Protective Services to report back to the Committee in 12 months on the effectiveness of the scheme against the aims of the scheme.		Graeme Paton	Operations and Protective Services	Operations	1.1.2 and 1.1.5		
31	The Aberdeen City Retailers' Charter for the Responsible Sale of Tobacco and Vaping Products	At the meeting on 5 September 2023, it was agreed to instruct the Chief Officer Operations and Protective Services to report back to the Committee in 12 months on the effectiveness of the Charter.		Graeme Paton	Operations and Protective Services	Operations	2.5		
32	Annual Assurance Report	Annual submission required to the Scottish Government. October/November 2024		Jacqui McKenzie	Early Intervention and Community Empowerment	Customer	1.1.1		
33	Cost Neutral Environmental Enforcement	At the meeting on 6 July 2023, the Committee resolved:(i) to agree the implementation of a 12-month pilot programme with the selected supplier for the enforcement of Littering, Dog Fouling and Fly Tipping legislation; and (ii) to instruct the Chief Officer - Early Intervention and Community Empowerment to monitor and evaluate the pilot and prepare a report for Communities Housing and Public Protection Committee on conclusion of the pilot in 2024.		Mark Wilson	Early Intervention and Community Empowerment	Customer	1.1.1 and 1.1.2		
34	Resilience Report	Annual report - 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.		Vikki Cuthbert	Governance	Commissioning	2.12		
35	21 November 2024								

	A	B	C	D	E	F	G	H	I
	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
2									
36	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		
37	APC Biennial Report	To provide the Adult Protection Committee Biennial report		Val Vertigans	AHSCP	AHSPC	2.1		
38	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		
39	Date TBC								
40	Housing Improvement Group	At the meeting on 17 January 2023, it was agreed that (i) to note the work of the Housing Improvement Group in identifying improvements and efficiencies around the management and maintenance of the housing stock and instruct the Chief Officer – Corporate Landlord to bring forward regular reports (bi-annual) on the work of the Group to this Committee, the first such report to go to the Committee meeting in July 2023; and (ii) to note that, as part of the transformation programme, there is an ongoing review of the structure of the organisation around housing repairs and maintenance and instruct the Chief Officer – Corporate Landlord to report any changes to this Committee on 6 July 2023;	The transformation workstream around housing repairs and maintenance is being progressed with a small team across the organisation considering processes, structure, assurance and data management across the housing and public buildings property portfolio's. The work undertaken to date has led to some extension to the project scope to consider interactions with all relevant clusters (operations, corporate landlord and capital and E1 nbd CE) around both repairs, maintenance and capital works to ensure a consistency of approach and common areas of improvement. The ongoing work around wider structure will now be captured in the December report to Council on the wider council structure. The implications of any chance on delivery of repairs and maintenance will be reported to this committee thereafter.	Stephen Booth	Corporate Landlord	Resources	1.1.1		