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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	23 January 2024								
4	Police Scotland - Performance Report	To report on Police Scotland 6 monthly performance report	On agenda	Graeme Mackie	Police Scotland	Police Scotland	2.20		
5	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		
6	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	Due to staff being diverted to manage other issues the consultation with owners and tenants in this area has been delayed. This will be progressed in Spring 2024.
7	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	Consultation works on the future of the City centre multi's has been undertaken with excellent level of tenant and owners participation. Further works has not been progressed as staff time has been diverted to other RAAC related issue.
8	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 regarding reporting crime.		Graeme Mackie	Police Scotland	Police Scotland		D	The proportionate response to crime pilot evaluation report, which is authored by Contact, Command and Control Division (C3) rather than North East Division, will be going through national internal review in January before being briefed to stakeholders, including scrutiny boards. As such the intention is to present the report at the next Committee in March.

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9	Notice of Motion (NOM) By Cllr Macdonald - Busking	At the meeting on 14 November 2023, a NOM was considered and agreed. To instruct the Chief Officer – Early Intervention and Community Empowerment to ensure that city centre buskers, businesses, Police Scotland, elected members, community councils, residents and other city centre partner organisations are consulted in developing a Busking Code of Practice for Aberdeen City centre and report back to the January 2024 Communities, Housing and Public Protection Committee with an update on the progress of the proposed Busking Code of Practice for Aberdeen City.	On agenda	Jacqui McKenzie/ Mark Wilson	Early Intervention and Community Empowerment	Customer	1.1.5		
10	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.	On agenda	Margaret Stewart	Jacqui McKenzie	Customer Services	1.1.1		

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11	Notice of Motion - Cllr Kuszniir	The following Notice of Motion was referred from Council on 13 December 2023. That the Council: 1.Instructs the Chief Officer - Corporate Landlord, following consultation with the Chief Officer - People and Organisational Development, to develop a separate or single-sex space policy for Aberdeen City Council that ensures the protection of separate or single sex spaces in Council owned and operated buildings; 2.Further instructs the Chief Officer - Corporate Landlord to submit said policy to a 2024 Council meeting for consideration and approval; and 3.Believes that consideration should be given to applying the policy to the following: 3.1 toilets; 3.2 domestic violence refuges; and 3.3 changing rooms.	On agenda	Stephen Booth	Stephen Booth	Resources			
12	28 March 2024								
13	Scottish Fire and Rescue - Local Plan	To present the Scottish Fire and Rescues Local Fire Plan.		Andy Wright	Andy Wright	SFRS	2.19		
14	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		
15	Cluster Risk Register	To present the Cluster Risk Register and Assurance Maps in accordance with the Terms of Reference		Ronnie Mckean	Governance	Commissioning	1.1.4		
16	Housing Strategy Report	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.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". The two report are to be combined.		Mel Booth	Strategic Place Planning	Commissioning	1.1.1		

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17	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 EInbd 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 change on delivery of repairs and maintenance will be reported to this committee thereafter.	Stephen Booth	Corporate Landlord	Resources	1.1.1		
18	Housing Revenue Account - referred from Council on 14 December 2023	At the Council meeting on 14 December 2023, it was agreed to instruct the Chief Officer - Early Intervention and Community Empowerment in consultation with the Chief Officer - Finance to define the proposed criteria and how such a fund would be managed to be reported to the Communities, Housing and Public Protection Committee on 28 March 2024.		Jacqui McKenzie	Jacqui McKenzie	Customer			
19	30 May 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	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		

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27	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		
28	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		
29	Annual Assurance Report	Annual submission required to the Scottish Government. October/November 2024		Jacqui McKenzie	Early Intervention and Community Empowerment	Customer	1.1.1		
30	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		
31	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		
32	21 November 2024								
33	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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34	Adult Protection Committee Biennial Report	To provide the Adult Protection Committee Biennial report		Val Vertigans	AHSCP	AHSPC	2.1		
35	Annual Effectiveness Report	To report on the annual effectiveness of the committee.		Lynsey McBain	Governance	Commissioning	GD8.5		
36	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		
37	Rental Differentiations	At the Council meeting on 14 December 2023 it was agreed to instruct the Chief Officer - Corporate Landlord, in consultation with the Chief Officer - Finance and the Chief Officer - Early intervention and Community Empowerment, to undertake a review of the rental differentiations per property type, including any premium that may be applied to properties with high energy efficiency levels reporting the outcome to a future meeting of the Communities Housing and Public Protection Committee and thereafter as part of the 2025/26 HRA budget process.		Stephen Booth / Jonathan Belford/ Jacqui McKenzie	Stephen Booth / Jonathan Belford/ Jacqui McKenzie				
38			Future reports						
39	RAAC Interventions	At Council meeting on 14 December 2023, it was agreed to delegate authority to the Chief Officer - Corporate Landlord in consultation with the Officer - Finance, Chief Officer - Capital and the Chief Officer - Early Intervention and Community Empowerment to vire monies from the Housing Capital Plan to support any works that may be required for RAAC interventions across the estate, retrospectively reporting any actions to the next available meeting of the Communities Housing and Public Protection Committee.		Stephen Booth / Jonathan Belford/ Jacqui McKenzie/ John Wilson	Stephen Booth / Jonathan Belford/ Jacqui McKenzie/ John Wilson				