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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	28 March 2024								
4	Scottish Fire and Rescue Local Plan	To present the Scottish Fire and Rescues Local Fire Plan.	On agenda	Andy Wright	Andy Wright	SFRS	2.19		
5	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.	On agenda	Graeme Mackie	Police Scotland	Police Scotland	2.20		
6	Police Scotland - Performance Report	To provide committee with performance report from Police Scotland	On agenda	Graeme Mackie	Police Scotland		2.20		
7	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 Insight	Corporate Services	1.1.3		
8	Cluster Risk Register	To present the Cluster Risk Register and Assurance Maps in accordance with the Terms of Reference	On agenda	Ronnie Mckean	Governance	Corporate Services	1.1.4		

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9	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	City Regeneration & Environment	1.1.1	D	Delayed as HNDA was approved as robust and credible in January 2024 and the Strategy Board needs to approve timeline before its submitted to this committee.
10	Rent Assistance Fund 2024/25 - 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.	On agenda	Jacqui McKenzie	Housing	Families & Communities	1.1.1		
11	New Housing Capital Programme Delivery: Projects Update	To summarise the general progress of delivery of key capital expenditure projects identified within the approved Capital Programme from the Housing Revenue Accounts.	On agenda	John Wilson	Capital	City Regeneration & Environment	1.1.1		
12	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.	On agenda	Vikki Cuthbert	Governance	Corporate Services	2.12		
13	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.	On agenda	Stephen Booth / Jonathan Belford/ Jacqui McKenzie/ John Wilson	Stephen Booth / Jonathan Belford/ Jacqui McKenzie/ John Wilson		1.1.1		
14	30 May 2024								
15	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 Insight	Corporate Services	1.1.3		

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16	Busking Code of Practice	At the meeting on 23 January 2024, it was agreed to instruct the Chief Officer – Early Intervention and Community Empowerment to report back to this committee to seek approval of a Busking Code of Conduct.		Mark Wilson	Governance	Corporate Services	1.1.5		
17	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	People & Citizen Services	Corporate Services	1.1.1		
18	Modern Slavery	At the meeting on 6 July 2023 it was agreed to The Committee resolved:- (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	People & Citizen Services	Corporate Services	2		
19	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.	Works are being done to the first 8 buildings in relation to common parts including floorcovering, LED lighting, and internal decoration works'. Further works have been delayed due to covid response. An update will be provided next cycle'	Stephen Booth	Corporate Landlord	Families & Communities	1.1.1		

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20	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;	A new structure for the organisation was approved by Council in early 2024. This consolidates all housing activity within the same directorate and brings soft FM and Building Services with the Corporate Landlord structure whilst also creating a Chief officer – Housing, the implications of this and the mechanism around how Housing will be managed within this structure are being finalised and will be brought to this Committee after the Summer.'	Stephen Booth	Corporate Landlord	Families & Communities	1.1.1		
21	Building Standards Activity Report	At the meeting on 14 November 2023, it was agreed to receive a further Building Standards Activity Report at the meeting of the Communities, Housing and Public Protection Committee on 30 May 2024.		Grant Tierney	Strategic Place Planning	City Regeneration & Environment	2.7		
22	Occupational Health and Safety Service Plan 2024/25	To outline the Protective Services' proposals for delivering the occupational safety and health regulatory service for year 2024/25		Andrew Gilchrist	Governance	Corporate Services	2.3		
23	Protective Services Food Regulatory Service Plan 2024/2025	To present the protective services food regulatory service plan 2024/25		Andrea Carson	Governance	Corporate Services	2.3		
24	05 September 2024								
25	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 Insight	Corporate Services	1.1.3		
26	Library Provision	At the meeting on 23 January 2024, it was agreed to instruct the Chief Officer - Early Intervention and Community Empowerment to continue to collaborate with stakeholders in designing a strategic vision and model for the Library and Information Service, reporting back to this Committee on the Future Libraries and Information Service vision and model at the meeting on 5 September 2024		Margaret Stewart	Education & Lifelong Learning	Families & Communities	1.1.1		

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27	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	Families & Communities	1.1.1		
28	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	Governance	Corporate Services	1.1.2 and 1.1.5		
29	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	Governance	Corporate Services	2.5		
30	Annual Assurance Report	Annual submission required to the Scottish Government. October/November 2024		Jacqui McKenzie	Housing	Families & Communities	1.1.1		
31	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	Governance	Corporate Services	1.1.1 and 1.1.2		
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 Insight	Corporate Services	1.1.3		

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34	Adult Protection Committee Biennial Report	To provide the Adult Protection Committee Biennial report		Val Vertigans	AHSCP	AHSCP	2.1		
35	Annual Effectiveness Report	To report on the annual effectiveness of the committee.		Lynsey McBain	Governance	Corporate Services	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	Families & Communities	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	Various			
38			Future reports						
39	Library Provision	At the meeting on 23 January 2024, it was agreed to instruct the Chief Officer - Early Intervention and Community Empowerment to undertake a consultation (including by means of newspaper advertisement) on the proposed Library and Information Services Management Rules at Appendix C and thereafter report back to a meeting of this Committee on the outcome of such consultation and to seek a decision on whether such Rules should be made, all in accordance with section 112 of the Civic Government (Scotland) Act 1982.		Margaret Stewart	Education & Lifelong Learning	Families & Communities	1.1.1		

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40	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.	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.	Stephen Booth	Corporate Landlord	Families & Communities	1.1.1		
41	Service Updates								
42	Partner support available for domestic abuse	At the meeting on 23 January 2024, it was agreed to request that a Service Update be issued which would incorporate information from partner agencies in relation to domestic abuse and women's refuges in regards to communal toilets		Andy MacDonald					