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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	30 May 2024								
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 Insight	Corporate Services	1.1.3		
5	Scottish Fire and Rescue	To provide performance report for April 2023 to March 2024	On agenda	Andy Wright	SFRS	SFRS	2.20		
6	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	D	The service has taken the decision to extend the consultation deadline to increase the opportunities for communities to respond. This extension means the service can no longer meet the deadlines for the May meeting and will instead report back in September
7	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	R	Council agreed to instruct officers to develop budget options and IIAs as a basis for online and face to face engagement with the public in Quarters 2&3, therefore no report required.
8	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.	On agenda	Lindsay MacInnes/ Sandie Scott	People & Citizen Services	Corporate Services	GD 8.1		

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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.	On agenda	Stephen Booth	Corporate Landlord	Families & Communities	1.1.1		
10	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.	On agenda	Grant Tierney	Strategic Place Planning	City Regeneration & Environment	2.7		
11	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	On agenda	Andrew Gilchrist	Governance	Corporate Services	2.3		
12	Protective Services Food Regulatory Service Plan 2024/2025	To present the protective services food regulatory service plan 2024/25	On agenda	Andrea Carson	Governance	Corporate Services	2.3		
13	Grampian Joint Health Protection Plan	To inform Committee of the content of the plan and seek agreement	On agenda	Hazel Stevenson	Governance	Corporate Services	2.2		
14	RAAC Interventions	At the meeting on 30 May 2024, it was agreed to instruct that a verbal update should be provided to each meeting of the Committee and that such an update should be included as a standing agenda item until the Committee otherwise instructs; and to instruct the Chief Officer – Corporate Landlord, Chief Officer – Capital and Chief Officer - Housing, to explore any available funding opportunities to support private owners and report back to the next committee meeting.	On agenda	Jaquie McKenzie/ John Wilson/ Stephen Booth	Housing/ Capital/ Corporate Landlord	Various	1.1.1		

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15	Notice of Motion from Councillor Kuszniir - referred from Council on 17 April 2024	At the Council meeting on 17 April 2024, the following Notice of Motion was referred to this Committee. That the Council:- 1. Notes the Scottish Government's unwillingness, confirmed in Parliamentary Questions, to provide financial support to Council to assist in its handling with Reinforced Autoclaved Aerated Concrete (RAAC) affected properties in Torry; 2. Considers this is an unsustainable position given the cost to Council and to private owners in Balnagask, Torry in carrying out remedial works; 3. Notes the decisions of the Urgent Business Committee of 29 February 2024 and instructs the Chief Officer - Finance to report to the meeting of Finance and Resources on 7 August 2024 with options to provide financial assistance to those private homeowners affected by RAAC given the present lack of financial support from the Scottish Government; and 4. Instructs the Chief Executive to write to the Scottish Government: a. requesting that the Council be a participant in the RAAC Cross Sector Working Group due to the Council's high level of affected property; and b. asking for reconsideration of the current non-existent financial support to both the Council and private homeowners.	On agenda	Stephen Booth	Corporate Landlord	Families & Communities			
16	Housing Strategy Report	At the budget meeting on 1 March 2023, it was agreed to 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 reports are to be combined.	On agenda	Mel Booth	Housing	Families & Communities	1.1.1		
17	05 September 2024								
18	Scottish Fire and Rescue	To provide a thematic report on new initiative Unwanted Fire Alarm Signals (UFAS)		Andy Wright	SFRS	SFRS	2.20		
19	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		
20	Police Scotland Performance Report	Performance Report from Police Scotland for 2023-24.		Graeme Mackie	Police Scotland	Police Scotland	2.20		

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21	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		
22	RAAC Interventions	At the meeting on 30 May 2024, it was agreed to instruct that a verbal update should be provided to each meeting of the Committee and that such an update should be included as a standing agenda item until the Committee otherwise instructs.		Jaquie McKenzie/ John Wilson/ Stephen Booth	Housing/ Capital/ Corporate Landlord	Various	1.1.1		
23	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		
24	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		
25	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		

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26	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		
27	Annual Assurance Report	Annual submission required to the Scottish Government. October/November 2024		Jacqui McKenzie	Housing	Families & Communities	1.1.1		
28	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		
29	Homewards Programme Update	To provide committee with an update on the Homewards Programme in Aberdeen. Specifically an update on the formation of the Aberdeen coalition and the progress made on the development of the local action plan.		Rachel Harrison	Housing	Families & Communities	1.1.1		
30	Housing Capital Update	To provide an update on Housing Capital projects.		John Wilson	Capital	City Regeneration & Environment	1.1.1		
31	21 November 2024								

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32	Police Scotland - thematic report - Hate Crime	At the meeting on 28 March 2024, it was agreed to note many within the public and the media have great concerns that the implementation of the Hate Crime and Public Order (Scotland) Act 2021 will criminalise freedom of thought, freedom of speech, and freedom of belief; and requests the Chief Superintendent Graeme Mackie, North East Division, Police Scotland bring forward a thematic report to the meeting on 21 November 2024 on the implications to the media and the public from this new Act		Graeme Mackie	Police Scotland	Police Scotland			
33	Scottish Fire and Rescue	To provide a six monthly performance report		Andy Wright	SFRWS	SFRS	2.20		
34	RAAC Interventions	At the meeting on 30 May 2024, it was agreed to instruct that a verbal update should be provided to each meeting of the Committee and that such an update should be included as a standing agenda item until the Committee otherwise instructs.		Jaquie McKenzie/ John Wilson/ Stephen Booth	Housing/ Capital/ Corporate Landlord	Various	1.1.1		
35	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		
36	Adult Protection Committee Biennial Report	To provide the Adult Protection Committee Biennial report		Val Vertigans	AHSCP	AHSCP	2.1		
37	Annual Effectiveness Report	To report on the annual effectiveness of the committee.		Lynsey McBain	Governance	Corporate Services	GD8.5		
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	Families & Communities	1.1.1		
39	Acquisitions and Disposals Policy	TBC		Stephen Booth	Corporate Landlord	Families & Communities			

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40	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			
41			Future reports						
42	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		
43	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		
44	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. Reported in March 2024, therefore March/April 2025.		Fiona Mann	Governance	Corporate Services	2.12		

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45	Rent Assistance Fund 2024/25	At the meeting on 28 March 2024, it was agreed to instruct the Chief Officer – Finance to present a further evaluation covering the full 12 months of the pilot to be presented to the Communities, Housing and Public Protection Committee after one full year of operation.		Jonathan Belford	Jonathan Belford	Finance	1.1.1		