

# SCRUTINY:OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME - CALENDAR YEAR 2020



(This work programme is updated regularly following each meeting of the committee and as required, in consultation with the Chair. Unallocated potential future items are listed at the end of this document)

<b>Meeting Date: 14th January 2020 Time: 6.00pm Committee Room: 3</b>
<b>Reminder Date: 11/12/19</b>
<b>Deadline for Titles: 18/12/19</b>
<b>Deadline for Reports submission: 27/12/19</b>
<b>Executive Date: 03/02/2020 - 10/02/2020 (Budget)</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

Agenda items	Report Author/ Format and Comments		
<del>Public Space Protection Order – Town Centre 12 month review</del> – <b>moved to March meeting</b>	Vicky Hawkes (Outcome of leaders briefing 10th July 2019)		
Bus Passenger Transport issues in Luton	Keith Dove Written Report		
Regulation of Social Housing	John Holman, Interim Service Director, Housing		
<b>NEW – Joint Report - Council’s HMO Licensing arrangements and its powers together with planning legislation which affects HMO’s. - moved to March meeting</b>	Sue Frost - (Service Director Planning and Transport/The Service Director Regulation)		
<b>Supplementary Planning Document (SPD) (Affordable Housing)</b>	Claire Astbury  (Moved from 25/11/19 meeting due to ensure due regard to other internal administrative timeline of reporting)  <ul style="list-style-type: none"><li>Executive meeting – 3<sup>rd</sup> February 2020 (MH)</li><li>Council meeting – 24<sup>th</sup> March 2020 (AF)</li></ul>		
<b>Work programme and Future meetings</b>	Democracy and Scrutiny Officer Written Report (Standing item)		
<b>Dates of Future Meetings:</b> <table border="1"><tr><td>2<sup>nd</sup> March 2020</td></tr><tr><td> </td></tr></table>	2 <sup>nd</sup> March 2020		(For information only)
2 <sup>nd</sup> March 2020			

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<b>Meeting Date: 2nd March 2020</b>	<b>Time: 6.00pm</b>	<b>Committee Room: 3</b>
<b>Reminder Date: 3/02/2020</b>		
<b>Deadline for Titles: 07/02/2020</b>		
<b>Deadline for Reports submission: 14/02/20</b>		
<b>Executive Date: 09/03/2020</b> <b>06/04/2020</b> <b>27/04/2020</b>		
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>		

<b>Agenda items</b>	<b>Report Author/ Format and Comments</b>
<b>Corporate Performance Report Q/3 2019/20</b>	Israr Siddique Business Intelligence Written report Reports to Executive: 06/04/2020
<b>Environmental Strategy – request to remove from WP following CLMT on 5/2/20</b>	Cara Corbett/Laura Church Exec. April 2020
<b>NEW – Luton Transport Plan (Moved to from 25/11/2019) – request to remove from WP following CLMT on 5/2/20</b>	<b>Keith Dove</b> <b>Katarzyna Wysocka</b> Team Manager Sustainable Development and Transport  Email received on 28.10.19 - The consultation on the draft LTP has now been further delayed until late Jan/early Feb 2020 to ensure that it addresses any Policy emphasis the is likely to emerge from the report going to Exec on 13 <sup>th</sup> Jan about the Council's approach to Climate Change. As a result a report on approval of the LTP by Exec is now timetabled for 27 <sup>th</sup> April 2020
<b>NEW – Joint Report – Council's HMO Licensing arrangements and its powers together with planning legislation which affects HMO's. – (moved from 14/01/20 &amp; 2 March meetings – rescheduled June meeting as per email request received on 5 Feb)</b>	Sue Frost - (Service Director Planning and Transport/The Service Director Regulation)
<b>Pilot Red Routes update</b>	Laurence Pratt/Christine Davy

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<b>Work programme and Future meetings</b>	<b>Democracy and Scrutiny Officer Written Report (Standing item)</b>
<b>Dates of Future Meetings:</b>	(For information only)
TBC-After Annual Council Meeting	

## **CRIME AND DISORDER COMMITTEE (OSB)**

<b>Meeting Date: 2nd March 2020</b>	<b>Time: 6.30pm (Or at the conclusion of OSB)</b>	<b>Committee Room: 3</b>
<b>Reminder Date: 3/01/20</b>		
<b>Deadline for Titles: 07/02/20</b>		
<b>Deadline for Reports submission: 14/02/20</b>		
<b>Executive Date: 09/03/2020 06/04/2020 27/04/2020</b>		
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>		

<b>AGENDA ITEMS</b>	<b>REPORT AUTHOR/OFFICER</b>
<b>Crime – Local and National Picture</b>	Vicky Hawkes Sarah Hall
<b>Public Space Protection Order – Town Centre 12 month review – <b>Moved from 14/1 meeting</b></b>	Vicky Hawkes
<b>Date of Next Meeting/March 2021</b>	Democracy and Scrutiny Officer

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<b>Meeting Date: 23/06/2020 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 22/05/2020</b>
<b>Deadline for Titles: 01/06/2020</b>
<b>Deadline for Reports submission: 08/06/2020</b>
<b>Executive Date: 20/07/2020</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

Agenda items	Report Author/ Format and Comments			
<del>Report on Health and Safety Standards in Hostels and temporary accommodation properties — Moved to 21/09/2020 meeting</del>	<del>Claire Astbury/Nicola Monk</del>  <del>Written Report (requested at 14.1.20 meeting)</del>			
Joint Report - Council’s HMO Licensing arrangements and its powers together with planning legislation which affects HMO’s	Sue Frost/Sarah Barker/Service Director Regulation. Written report (moved from 14 Jan & 2 Mar meeting)			
Q4 Corporate Performance Report 2019/20	Israr Siddique  Written Report			
(NEW) Town Centre footfall	Contact: Fergus McLardy fergus.mclardy@pfbbuk.co.uk (BID) Laura Church - Resolved at OSB meeting on 2nd March 2020.			
(NEW) Implementation of Statutory Flood Risk Management Plan (FRMP)	(Sue Frost/Kat Wysocka) – Outcome of leader’s brief meeting			
(NEW) Community Wealth Building In Luton	Jodie Yandall, Service Director Inclusive Growth			
<del>Recruitment and Retention of Social Workers Annual Report (comparing Luton’s performance against national and comparable local authorities, and updating on initiatives to address the gaps)</del> Report is now merged – One report combined report will go to CSRG on 24/06/2020 – Following consultation with Councillors Pedersen and Keens/EE – May 2020	<del>Amanda Lewis, Angela Claridge, Maud O’Leary (Social Workers R&amp;R Board)</del>  <del>Written report (Resolved at 8<sup>th</sup> April 2019)</del>			
Work programme and Future meetings	Democracy and Scrutiny Officer Written Report (Standing item)			
Dates of Future Meetings: <table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>				(For information only)

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<b>Meeting Date: 03/08/2020 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 03/07/2020</b>
<b>Deadline for Titles: 10/07/2020</b>
<b>Deadline for Reports submission: 17/07/2020</b>
<b>Executive Date: 14/09/2020</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

Agenda items	Report Author/ Format and Comments
<b>Scrutiny Annual Report</b>	<b>Chair of Overview and Scrutiny Board</b>
<b>Annual Health and Safety Plan 2020/21</b>	Liz Bailey – Environmental Health – Moved to November meeting
<b>Annual Food Hygiene Inspection and Enforcement</b>	Liz Bailey – Moved to November meeting
<b>Report on Recommendations – London Luton Airport Air Quality Impact Task and Finish Group</b>	Chair/Eunice Lewis – Task and Finish Group
<b>LLAOL Annual Monitoring Report</b>	Laura Church and LLAOL – Airport Operators
<b>Work programme &amp; Executive Forward Plan</b>	Democracy and Scrutiny Officer Written Report (Standing item)
<b>Work programme and Future meetings</b>	Democracy and Scrutiny Officer Written Report (Standing item)
<b>Dates of Future Meetings:</b>	(For information only)
21 <sup>st</sup> September 2020	
23 <sup>rd</sup> November 2020	
12 January 2021	
1 <sup>st</sup> March 2021	
11 <sup>th</sup> March 2021	

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<b>Meeting Date: 21/09/2020 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 20/08/2020</b>
<b>Deadline for Titles: 27/08/2020</b>
<b>Deadline for Reports submission: 04/09/2020</b>
<b>Executive Date: 09/11/2020</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

<b>Agenda items</b>	<b>Report Author/ Format and Comments</b>
<b>Luton Local Transport Plan</b>	Keith Dove  Written report
England's Economic Heartland Transport Strategy and Formal Application to Government to set up Transport Body	(Sue Frost/Keith Dove)
Report on Health and Safety Standards in Hostels and temporary accommodation properties	Claire Astbury/Nicola Monk (compliance) - Moved from 23/06/2020 meeting at NM's request.
<b>Corporate Performance Report Q/1 2020/21</b>	Israr Siddique Business Intelligence Written report
<b>Response to Task and Finish Group – London Luton Airport Air Quality Task and Finish Group</b>	Laura Church and Gerry Taylor
<b>NEW</b> - Food Waste Trial – Completion and Results.	Alex Constantinides/Shawn Askins – Agreed date on 16/06/2020  Request by Cllr Franks – 15/06/2020
<b>Dates of Future Meetings:</b>	(For information only)

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<b>Meeting Date: 23/11/2020 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 23/10/2020</b>
<b>Deadline for Titles: 30/10/2020</b>
<b>Deadline for Reports submission: 06/11/2020</b>
<b>Executive Date: 11/01/2021</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

<b>Agenda items</b>	<b>Report Author/ Format and Comments</b>
<b>Scrutiny's role as Accountable Body for SEMLEP</b>	Judith Barker <a href="mailto:Judith.Barker@semlep.com">Judith.Barker@semlep.com</a>
<b>Work programme &amp; Executive Forward Plan</b>	Democracy and Scrutiny Officer Written Report (Standing item)
Annual Health and Safety Plan 2019/20 (TBC)	Liz Bailey – Environmental Health – Email to EL to move from 3/08/2020 meeting as the HSE have put on hold their reporting etc due to covid and plan to report to the September/November meeting.
Annual Food Hygiene Inspection and Enforcement (TBC)	Liz Bailey – Environmental Health - Email to EL to move from 3/08/2020 meeting as in the process of finalising figures for Food Safety work. Plan to report in September/November meeting.
<b>Dates of Future Meetings:</b> <div> <div></div> <div></div> <div></div> </div>	(For information only)

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<b>Meeting Date: 12/01/2021 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 09/12/2020</b>
<b>Deadline for Titles: 16/12/2020</b>
<b>Deadline for Reports submission: 23/12/2020</b>
<b>Executive Date: 09/11/2020</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

Agenda items	Report Author/ Format and Comments
Corporate Performance Report Q/2 2020/21	Israr Siddique Business Intelligence Written report
Dates of Future Meetings: <div></div> <div></div> <div></div>	(For information only)



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**Meeting Date: 01/03/2021 Time: 6.00pm Skype meeting or Committee Room: 3**

**Reminder Date: 29/01/2021**

**Deadline for Titles: 05/02/2021**

**Deadline for Reports submission: 12/02/2021**

**Executive Date: 06/04/2021**

**Democracy & Scrutiny Officer: Eunice Lewis**

Agenda items	Report Author/ Format and Comments		
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## OSB – CRIME AND DISORDER COMMITTEE

<b>Meeting Date: 11/03/2021 Time: 6.00pm Skype meeting or Committee Room: 3</b>
<b>Reminder Date: 10/02/2021</b>
<b>Deadline for Titles: 17/02/2021</b>
<b>Deadline for Reports submission: 24/02/2021</b>
<b>Executive Date: 06/04/2021</b>
<b>Democracy &amp; Scrutiny Officer: Eunice Lewis</b>

Agenda items	Report Author/ Format and Comments		
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