

SCRUTINY TASK & FINISH GROUP:
LONDON LUTON AIRPORT AIR QUALITY - PROJECT PLAN AUGUST 2019 – ITEM 6 – APPENDIX – B

Actions/ Tasks		Owners	Start	Finish/mtg dates	Comments
Project Management					
	Report of the Scope and Project Plan to Overview and Scrutiny Committee (OSC) – To agree timeline/Scope	DSO	05/08/19	Meeting 05/08/19	Ongoing
	Consult with Members of the T&FG about the start date for the first meeting – <u>Election of Chair</u>	DSO	WC – 12/08/19	Meeting 15/08/19	Done
	Pull together Officers Group/Support/Advisers Group	DSO	WC – 01/03/19	Meeting 01/03/19	Completed
	Communication and Engagement meeting with Chris Hall/Adam Kearney/AF/EL – Discuss method of publication and engagement	DSO/Adam Kearney	WC – 1/08/19	11/11/19	Ongoing
	Press Release Adam Kearney/LISA LEVY	AK/LL	WC – 12/08/19	Meeting 15/08/19	Ongoing To be agreed
EVIDENCE GATHERING MEETINGS					
	<u>1ST MEETING</u> - Evidence gathering meeting – (Officers to set the scene to give an overview and context of the Review)	DSO	31/07/19	Meeting 15/08/19	Ongoing Meeting to be set up with communication
	Contact and email agreed expert witnesses/best practice	DSO	31/07/19	15/08/19	Ongoing
	<u>2ND MEETING</u> Evidence gathering meeting – (Call witnesses) <ul style="list-style-type: none"> Review of similar previous studies to identify pollutants of concern; Consideration of all currently available sources of local air quality data Increase in Traffic and its impact on air quality and air pollution LLA Economic Report - Executive Summary Economic Impact Report Infographic 	DSO	31/07/19	Meeting 11/09/19 or 13/09/19	Ongoing (Friday day time or evening meeting)
	Contact and email agreed expert witnesses/best practice	DSO	31/07/19	After meeting on 11/09/19 or 13/09/19	Ongoing
	<u>3RD MEETING</u> Evidence gathering meeting – (Call witnesses) <ul style="list-style-type: none"> The appraisal and benchmarking of the current LBC and LTN air monitoring programmes; An assessment of compliance with relevant legislation (both UK and European) and current Council policy; and London Luton Airport Economic Impact Assessment Impacts of the wider operation of London Luton Airport in the Annual Monitoring report 	DSO	11/09/19	Meeting 10/10/19 @ or 11/10/19	Ongoing Friday day time or evening meeting
	Contact and email agreed expert witnesses/best practice 2 nd Press Release/Research (Mid way through review)	DSO	05/08/19	16/10/19	Ongoing – to agree meeting with communications
	<u>4TH MEETING</u> Evidence gathering meeting – (Call witnesses), if required or discuss possible recommendations for approval by the Committee <ul style="list-style-type: none"> Consideration of the public health impact of air pollution. Air Quality Monitoring specific to the wards impacted by the review and change of flight paths and air monitoring extension Quarterly Monitoring Report Qtr 1 2018 Current action plan on air quality 	DSO	05/08/19	Meeting 12/11/19	To be discussed and agreed
	Draft report/advice/recommendations for approval by Committee – Agree what OSB meeting for submission of Rec	DSO	05/08/19	Meeting 12/11/19	To be discussed and agreed
	Response and Comments on Draft Recommendations (Officers and Advisers of the T&FG) <ul style="list-style-type: none"> Expected response back this week following discussions with Members of the Tasks and FG Response and Comments on Draft Recommendations – Officers comments on accuracy and factual information Initial thoughts – Officers and support group/public health Time line of 3 rd December 2019 to 10 th December 2019	DSO/Officers/ Advisers	12/11/19	19/11/19, 3rd to 10th December 2019 (19.11.19) full council meeting day Emails and telephone communication with officers	To set up a meeting if required (Ongoing) – Could be day time meeting
Draft report/advice/recommendations for approval by Committee					
	Draft Report/ advice/ recommendations for approval by Committee	(Chair) DSO/Cllrs	11/12/19	Meeting 19/12/19	Circulate to officers for factual accuracy check.

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	Consistency Panel to review evidence supporting draft interim report/ advice/ recommendations, prior to finalisation.	DJanes/CA/ Chair/DSO	19/12/19	Meeting 20-23/12/19	Chair and DSO to be involved.
	Present Draft report/ advice/ recommendations to the Overview and Scrutiny Board (OSB) for approval and submission to Executive.	(Chair)/Cllrs	14 th Jan 2020		Chair and DSO to present report
	Final report to Executive ratification by T&F Group	(Chair)/ DSO	3 rd February 2020		Chair to present report at Executive
Evaluation and Monitoring					
	Review of work of T&FG for future reviews – work programme	Members			Ongoing
	Arrange for review of implementation of recommendations/work programme.	DSO			To be scheduled in the 2020 municipal year.

Key milestones August to December 2019

- Notice of Meetings – 25/07/19
- Draft Scope to OSC – 05/08/19
- Communications/Press Release – 15/08/19 – 12/11/19
- Evidence Gathering meetings - 15/08 TO 12/11/19 (Total of 4 formal meetings ; could be night time or day time meetings)
- Response to Recommendations by Members of the T&FG – 29/11/19 – 10th December 2019
- Response to Recommendations by Officers and Advisers for factual accuracy – 19/12/19
- Consistency Panel – 20/12/19 – 23/12/19 (TBC)
- OSB meeting Draft Recommendations report – 14/01/20
- Final Recommendations – Executive meeting – (3rd February 2020)
- Monitoring of Recommendations – OSB Work Programme – Ongoing

Key risks identified

- Members availability within the 6 month's timeline period for completion
- Witnesses – availability could be challenge
- Some meetings may be held on Fridays to ensure that the timeline is met
- Risk of expanding the scope of the review and duplication of already existing work.