

NOTICE OF MEETING

SCRUTINY HEALTH AND SOCIAL CARE REVIEW GROUP

Date : THURSDAY, 10 SEPTEMBER 2015

Time : 18:00

**Place : COMMITTEE ROOM 3
TOWN HALL, LUTON, LU1 2BQ**

Members :	AGBLEY	MOLES
	CAMPBELL	PEDERSEN
	T. KHAN	PETTS
	LEWIS	WAHEED

Co-Opted Members:	Name to be confirmed (Healthwatch Luton)
	Name to be confirmed (Healthwatch Luton)

Quorum: 3 Elected Members

Contact Officer: Eunice Lewis (01582 54 7148)

EMERGENCY EVACUATION PROCEDURE

Committee Rooms 1, 2, 4 & Council Chamber:

Turn left, follow the green emergency exit signs to the main town hall entrance and proceed to the assembly point at St George's Square.

Committee Room 3:

Proceed straight ahead through the double doors, follow the green emergency exit signs to the main Town Hall entrance and proceed to the assembly point at St George's Square.

AGENDA

<i>Agenda Item</i>	<i>Subject</i>	<i>Page No.</i>
1	APOLOGIES FOR ABSENCE	
2	MINUTES 30th July (To be submitted at HSCRG meeting on 21.09.15)	
3	DISCLOSURES OF INTEREST <p>Members are reminded that they must disclose both the existence and nature of any disclosable pecuniary interest and any personal interest that they have in any matter to be considered at the meeting unless the interest is a sensitive interest in which event they need not disclose the nature of the interest.</p> <p>A member with a disclosable pecuniary interest must not further participate in any discussion of, vote on, or take any executive steps in relation to the item of business.</p> <p>A member with a personal interest, which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest, must similarly not participate in any discussion of, vote on, or take any executive steps in relation to the item of business.</p> <p>Disclosable pecuniary interests and Personal Interests are defined in the Council's Code of Conduct for Members and Co-opted members.</p>	
4	URGENT BUSINESS <p>The Chair to report on any business which is considered to be urgent and which should be discussed at the meeting in accordance with Section 100B(4)(b) of the Local Government Act 1972 and to determine when, during the meeting, any such business should be discussed.</p>	
5	REFERENCES FROM COMMITTEES AND OTHER BODIES	
6	CHAIR'S UPDATE <p>Chair to report on issues since the last meeting.</p> REPORTS	
7	Luton and Dunstable Hospital Re-development (Report of the Redevelopment Programme Director, Luton & Dunstable Hospital)	4 - 37
8	Work Programme and Dates of Future Meetings (Report of the Head of Policy and Performance)	38 - 53

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LOCAL GOVERNMENT ACT 1972, PART VA

To consider whether to pass a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting during consideration of any item listed above if it is likely that if members of the public were present during those items there would be disclosure to them of exempt information falling within the Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972.

10

**PRIVATE - Consultation on four Alternative
Provider Medical Service (APMS)**

- Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority or a Minister...



**SCRUTINY:
HEALTH AND SOCIAL CARE REVIEW GROUP**

**AGENDA ITEM
7**

DATE OF MEETING: 10 SEPTEMBER 2015

REPORT OF: Progress report on the redevelopment of the Luton & Dunstable Hospital

REPORT AUTHOR: David Hartshorne **TEL :** 01582 497977

SUBJECT: Redevelopment of the Luton & Dunstable hospital

PURPOSE

1. To brief members of the Health and Social Care Review Group on the progress of the redevelopment of the Luton & Dunstable hospital
2. To consult members of the Health and Social Care Review Group on the proposed works

RECOMMENDATION

The Health and Social Care Review Group is recommended to comment on the proposals, and to identify any significant issues to be considered by the proposals

REPORT

1. Introduction

The Luton & Dunstable University Hospital NHS Trust (the **Trust**) is pursuing a major redevelopment on the existing hospital site in Lewsey Road. This is an important scheme as it supports the development of the site to support the Trust's vision for how it will support the community in the future. This is based on:

1. Delivering Integrated Care, leading the work with external partners and stakeholders to ensure success in delivering care in the best place for patients.
2. Being a Major Emergency Centre; delivering 24x7 consultant-led A&E, emergency surgery, and acute medicine, supported by a level 3 critical care unit,

enhanced trauma services and a specialist hyper-acute hub for, vascular interventions, cardiac (PPCI) and stroke care.

3. Expanding our Women and Children's Centre, with a maternity unit providing extended consultant cover and presence, in line with Royal Colleges Guidelines and 7-day consultant led care supported by a level 3 NICU and inpatient paediatric services.
4. Growing our Elective Centre; attracting both complex and non-complex elective activity from across the Local Health Economy and offering a high quality and efficient service for inpatient and day patient care.
5. Providing diagnostics at the time of need to support the delivery of integrated care for outpatients and the best possible clinical outcome for inpatients.
6. Advancing our commitment to training and teaching by developing all staff groups; drawing on our clinical case mix and areas of established excellence, such as Human Factors; enhancing our commitment to undergraduate and postgraduate training; and increasing the scope of training to educational commissioners.

A full presentation on the scheme proposals was submitted to the Health & Wellbeing Board on 20 July 2015.

2. Progress

The development of the scheme design to RIBA stage 3 is now complete. Public consultation on the proposals took place at the end of June. This was supplemented by further discussions with local residents in mid-July. The outcome of these discussions was fed back into the proposed design and led to some changes, primarily the inclusion of a multi-storey car park. The proposals were submitted to Luton Borough Council on 31 July. The planning submission has been validated and should be determined by the end of the year.

In parallel with this, the Trust has received funding from the Department of Health for a number of enabling schemes that are key to delivery of the main scheme. These are as follows:

1. The Orthopaedic centre at the Luton Travelodge. Work will start shortly on the conversion of the old Edwin Lobo suite and an adjacent area of the Travelodge to form a new Orthopaedic centre. This scheme was presented to the Scrutiny Health & Social Care Review Group on 30 July 2015.
2. Provision of two new temporary theatres. These will be modular units brought in to replace the existing temporary theatre provided by Vanguard, and to provide additional theatre capacity.
3. Extensive refurbishment of ward areas. Work will start shortly on conversion of the ground floor of the St Marys building to provide two new ward areas and a new day unit. The first new ward will provide additional capacity to support increased bed requirements during the winter period. The Trust has operated from a number of escalation areas during previous winters. These bring

additional requirements in respect of staffing and resources which will be more effectively dealt with in a single ward area. The second ward will provide decant capacity for the refurbishment of wards 10, 11 and 12.

4. Construction of a new office block. This is required to allow decant of office staff from existing offices to allow demolition to enable construction of the new services block. It also provides capacity to allow removal of office space from clinical areas, particularly on wards, and thereby enable improved services to patients.

The Trust has also decided to bring forward a planning application for a helipad on the site. This is required to support the Trust's vision of expanding its Emergency Department to become a level 3 Trauma unit. Public consultation for the scheme took place at the end of August, and the application is due to be lodged on 4 September. The helipad will be positioned on top of 3 new lift shafts to be constructed on the south face of wards 10, 11 & 12.

Details of the enabling schemes and the helipad will form part of a presentation to be delivered to the meeting on 10 September.

3. Future work

The Outline Business Case (**OBC**) for the scheme is currently being revised to reflect the fact that the enabling schemes are now covered by separate business cases and independent funding. This will be reviewed within the Trust during September.

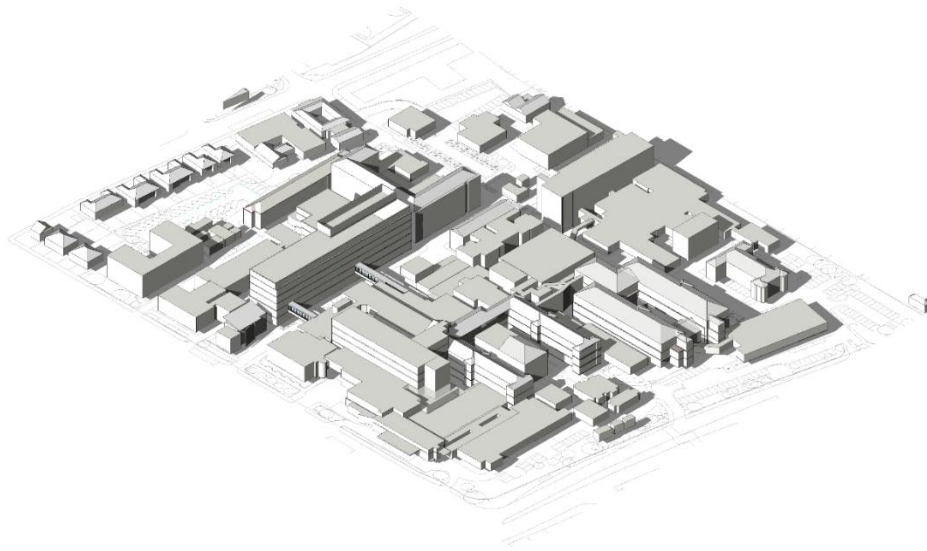
The current plan is to commence the next stage of the detailed design (RIBA stage 4) in October. This will allow detailed design to develop in parallel with pricing by a contractor to deliver a fixed price for inclusion within a Full Business Case (**FBC**) in April 2016. The FBC will need to be subject to stakeholder consultation prior to submission to Monitor.



Luton & Dunstable University Hospital Redevelopment

HEALTH AND SOCIAL CARE REVIEW GROUP

10TH SEPT 2015



Contents

1. Introduction
2. Strategic Plan
3. Redevelopment proposals
4. Enabling schemes
5. Moving forward
6. Any questions

Setting of the scene

- Purpose of the presentation
- Welcome your feedback



LUTON &
DUNSTABLE
UNIVERSITY
HOSPITAL

Site Redevelopment Team
Luton & Dunstable University Hospital
Lewsey Road
Luton
LU4 0DZ
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redvelopment@ldh.nhs.uk
www.ldh.nhs.uk/redevelopment
[twitter](#) @SeeNewLnD



SITE REDEVELOPMENT
LUTON & DUNSTABLE



Redevelopment team contacts

- David Hartshorne
 - Programme Director
- Melanie Chalk
 - Deputy Programme Director
- Paul Banks
 - AECOM Director
- James Philipps
 - Murphy Philipps Director
- Paul Foster
 - Barton Willmore Director
- Ian Dix
 - Vectos Director

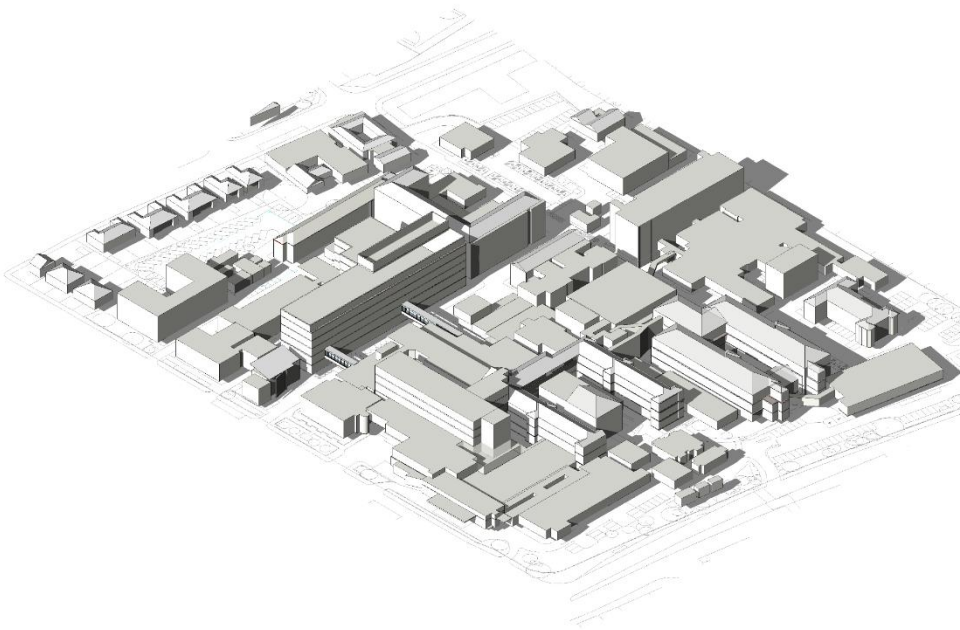


Introduction

- The L&D is a great hospital but the physical buildings, layout and décor do not reflect the exceptional level of care
- We know the estate has a negative effect on patient, visitor and staff wellbeing. We want to change the way the hospital looks, feels and is used, for all patients, visitors and staff
- Developments over a number of years have not always adhered to an overall master plan. This has led to many clinical adjacencies being significantly compromised. This has made the hospital difficult for patients to navigate and leads to a number of operational inefficiencies.
- A survey was carried out recently which identified many concerns for the hospital. The estimated total investment to bring the Trust estate up to a satisfactory condition is known to be £52m.
- This site redevelopment will allow the greatest risks to be eliminated or significantly reduced and gives an opportunity for clinical services to progress and provide services that are efficient, sustainable and fit for the future.
- Our health economy is under extreme financial pressure. Pressures on the NHS increase year on year, with a growing and ageing population and an increased expectation for excellent healthcare, the cost of delivering health and social care becomes ever more demanding. We have to change the way we provide care to survive in the future.

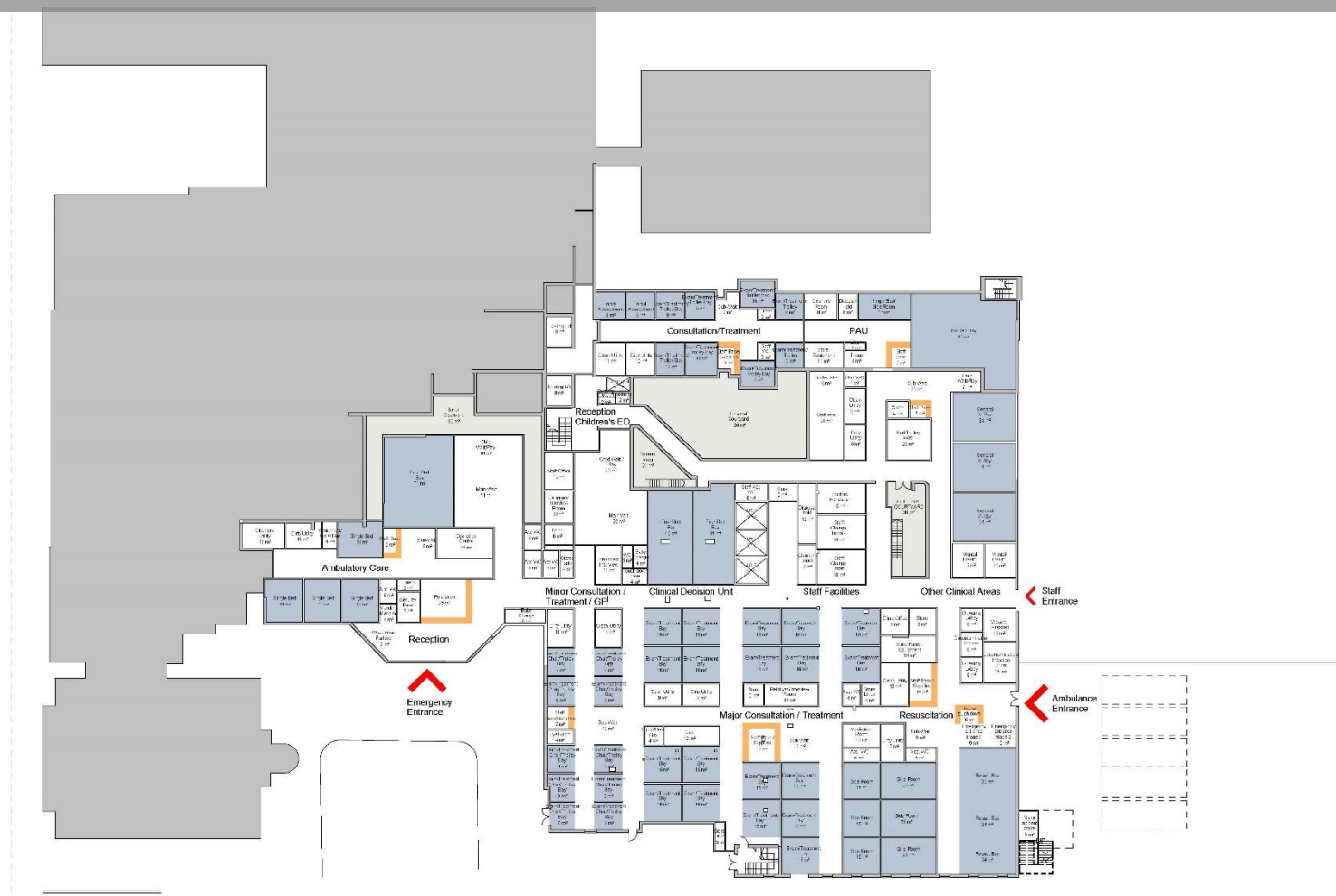
The Trust's vision translates into a five year strategic plan, underpinned by six principles:

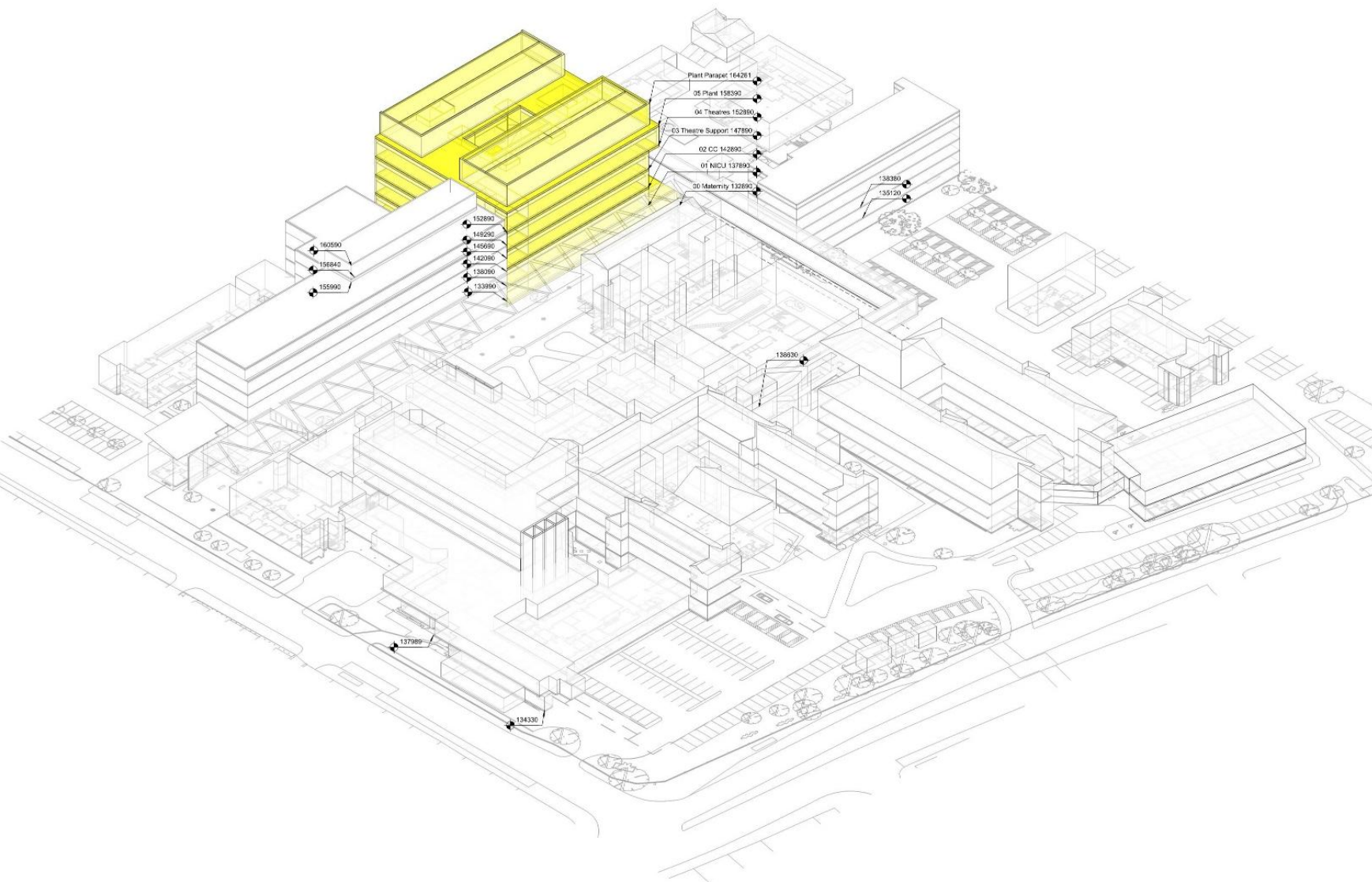
1. Delivering Integrated Care, leading the work with external partners and stakeholders to ensure success in delivering care in the best place for patients.
2. Being a Major Emergency Centre; delivering 24x7 consultant-led A&E, emergency surgery, and acute medicine, supported by a level 3 critical care unit, enhanced trauma services and a specialist hyper-acute hub for, vascular interventions, cardiac (PPCI) and stroke care.
3. Expanding our Women and Children's Centre, with a maternity unit providing extended consultant cover and presence, in line with Royal Colleges Guidelines and 7-day consultant led care supported by a level 3 NICU and inpatient paediatric services.
4. Growing our Elective Centre; attracting both complex and non-complex elective activity from across the Local Health Economy and offering a high quality and efficient service for inpatient and day patient care.
5. Providing diagnostics at the time of need to support the delivery of integrated care for outpatients and the best possible clinical outcome for inpatients.
6. Advancing our commitment to training and teaching by developing all staff groups; drawing on our clinical case mix and areas of established excellence, such as Human Factors; enhancing our commitment to undergraduate and postgraduate training; and increasing the scope of training to educational commissioners.

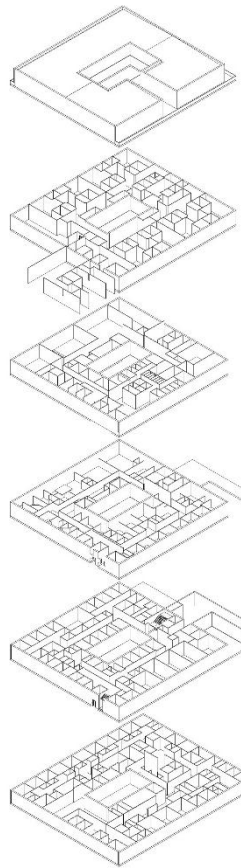


The redevelopment proposals









Plant and
roof terrace

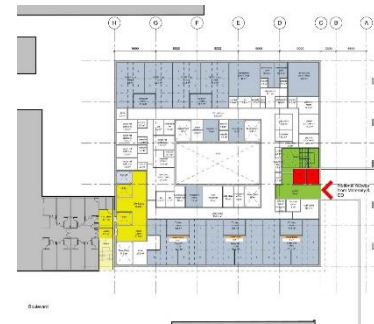
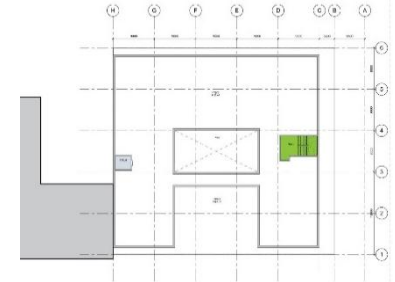
Theatres

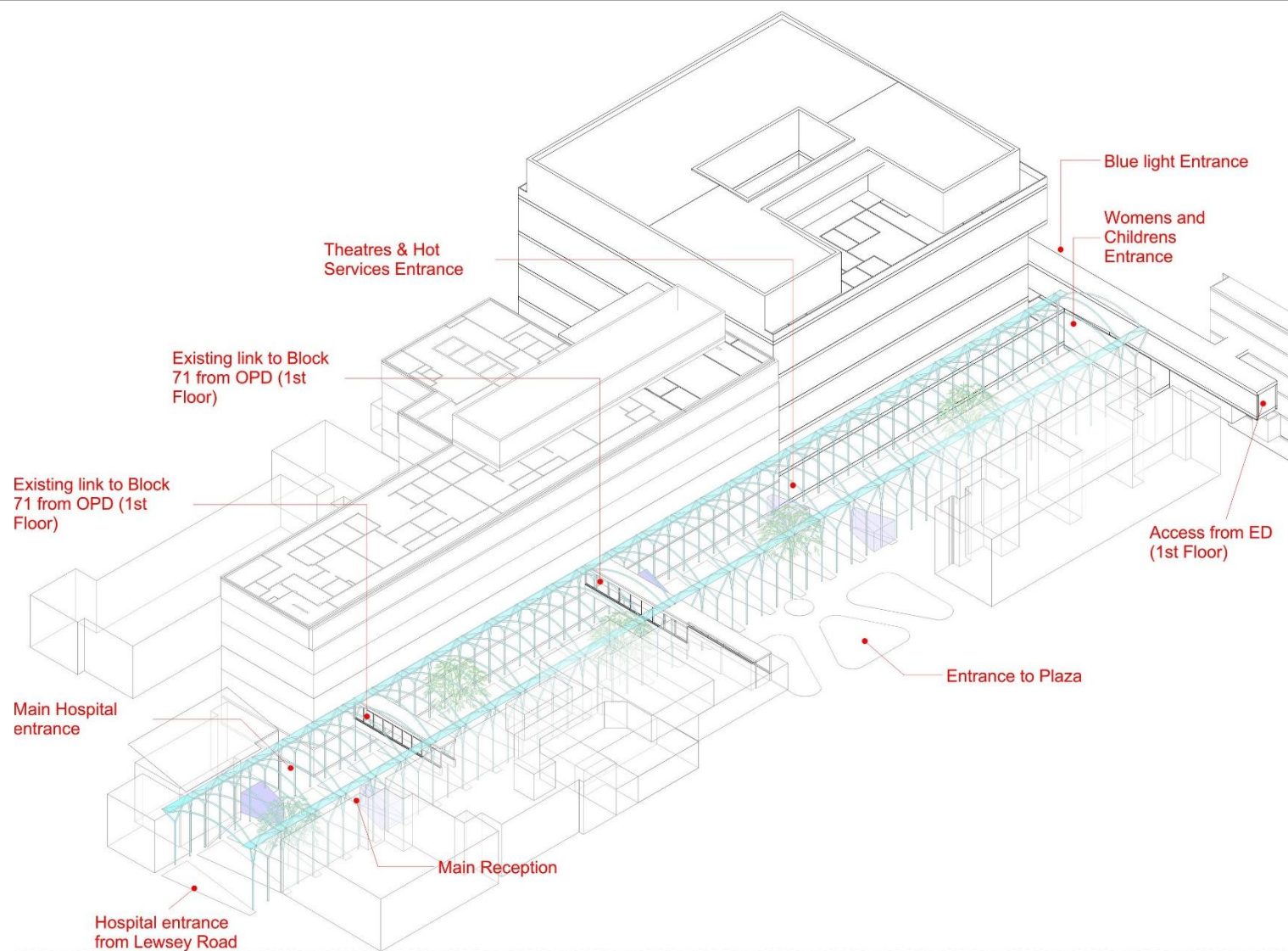
Theatre
reception

Critical Care

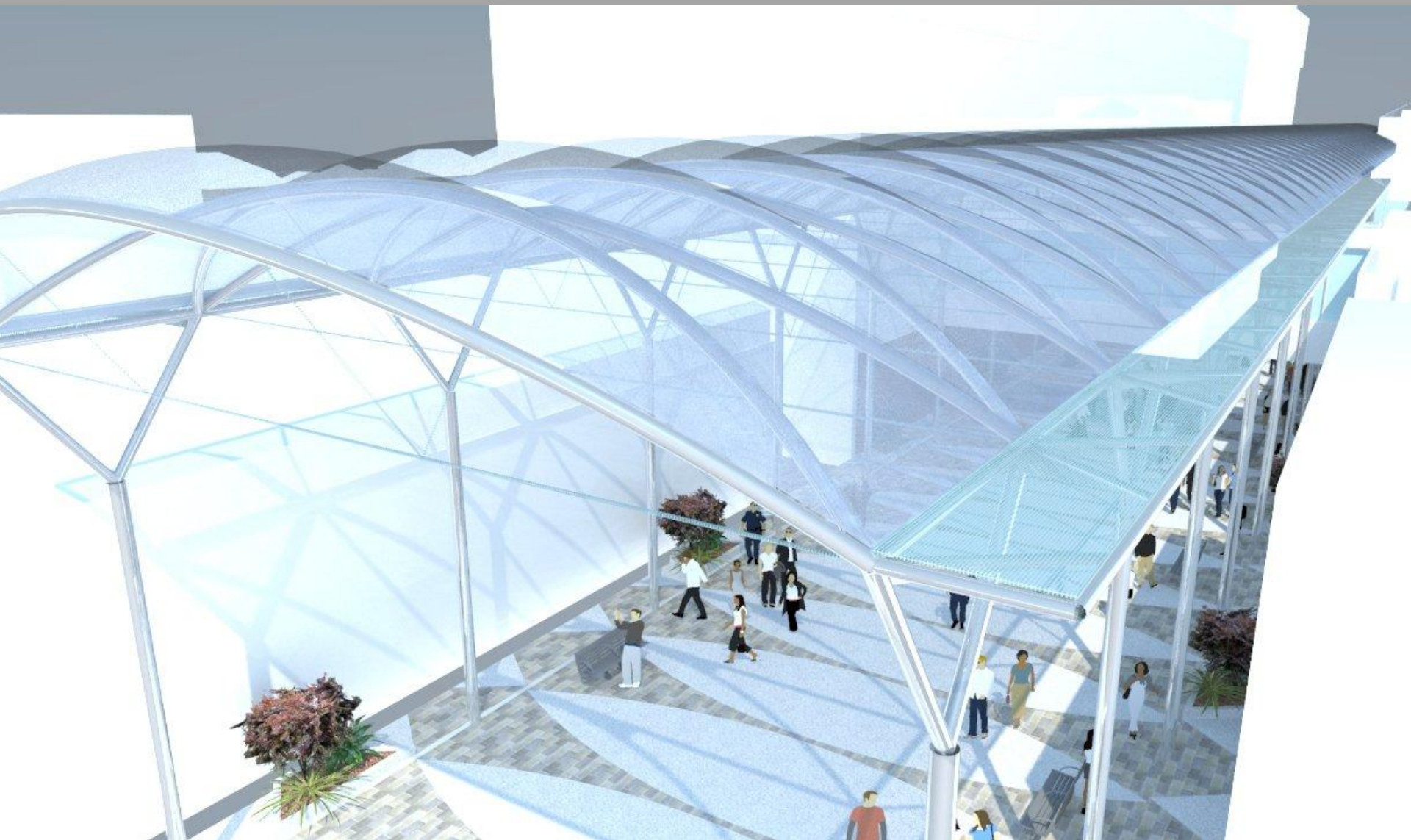
NICU

Maternity

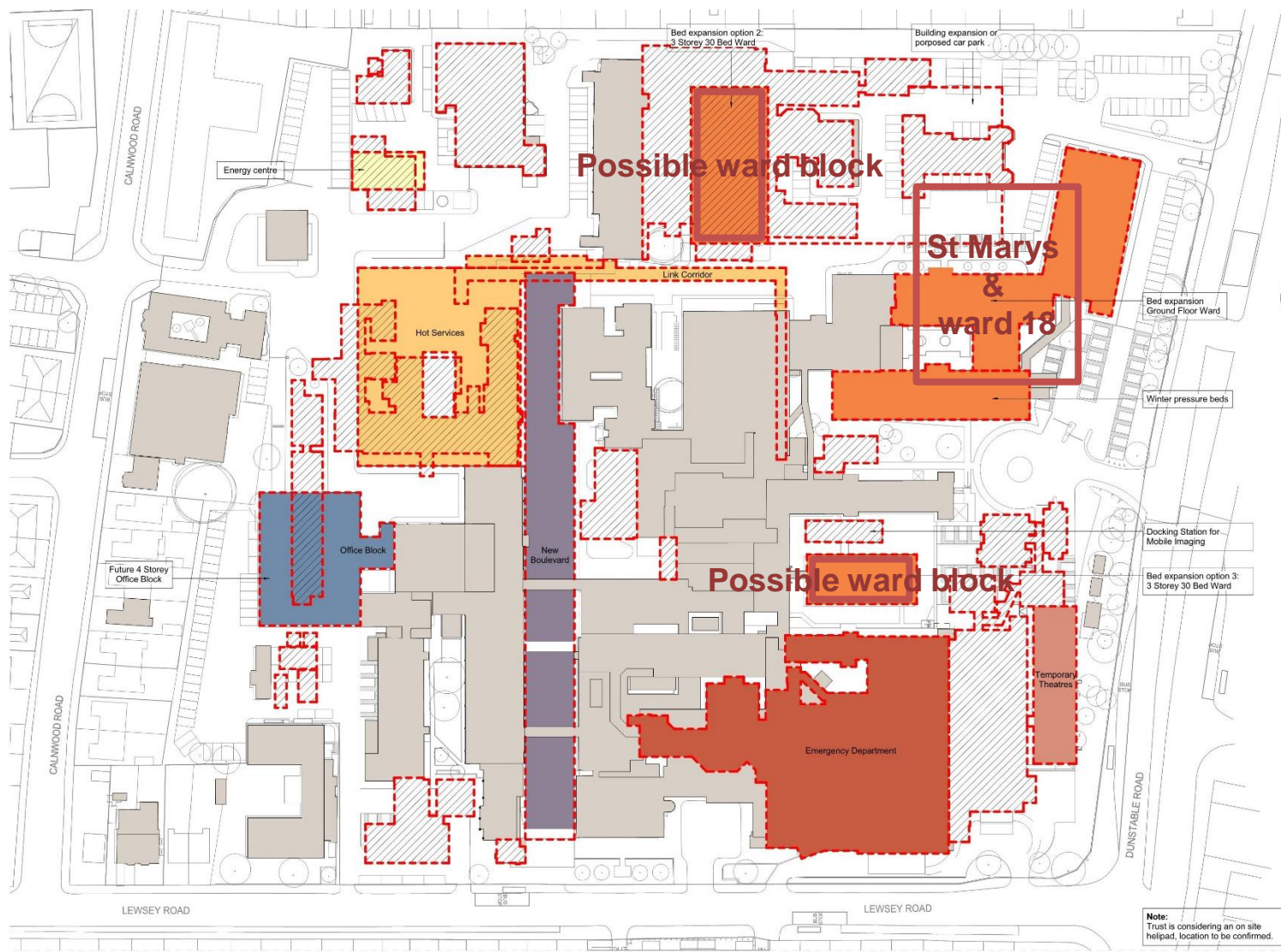




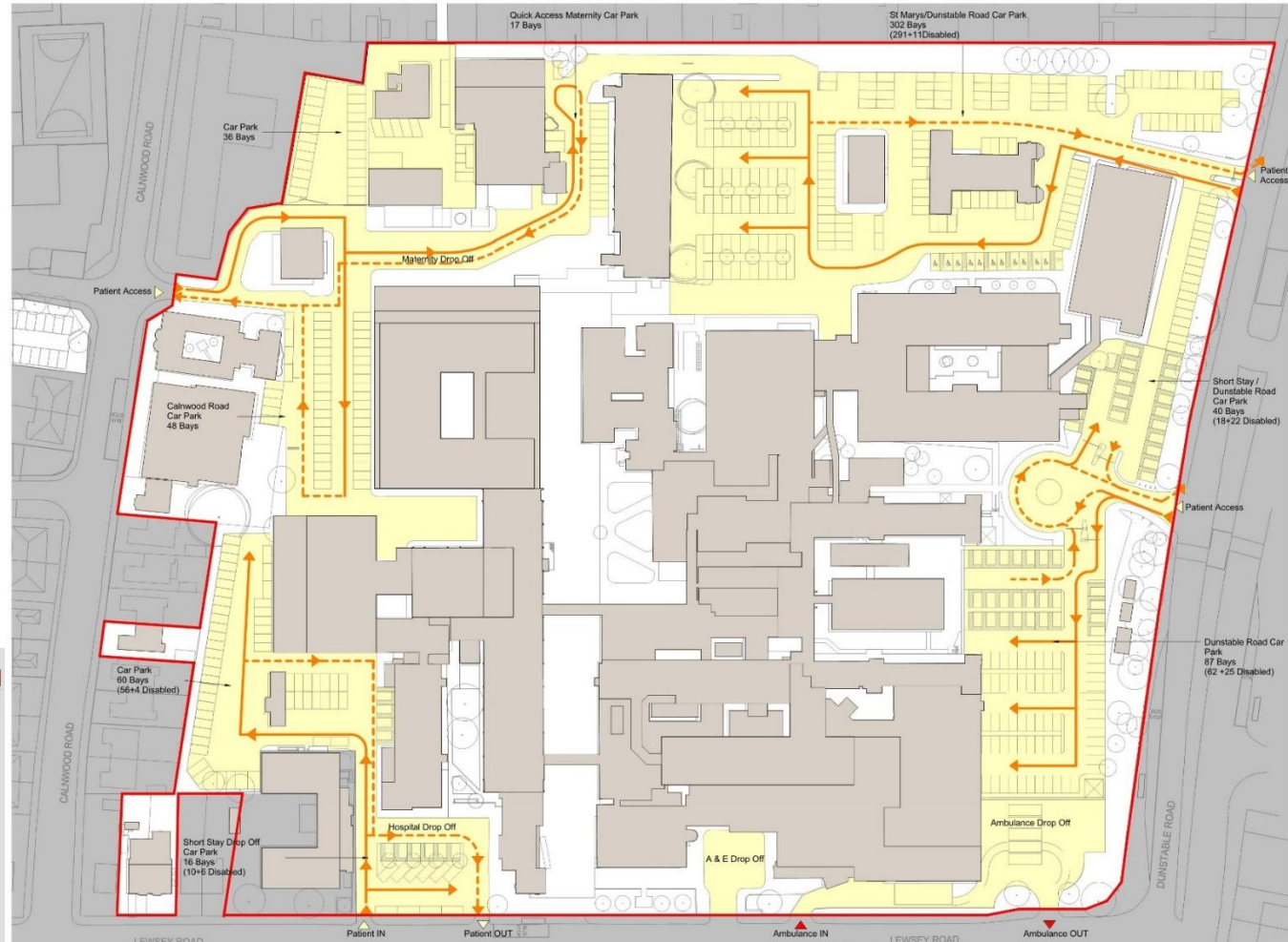






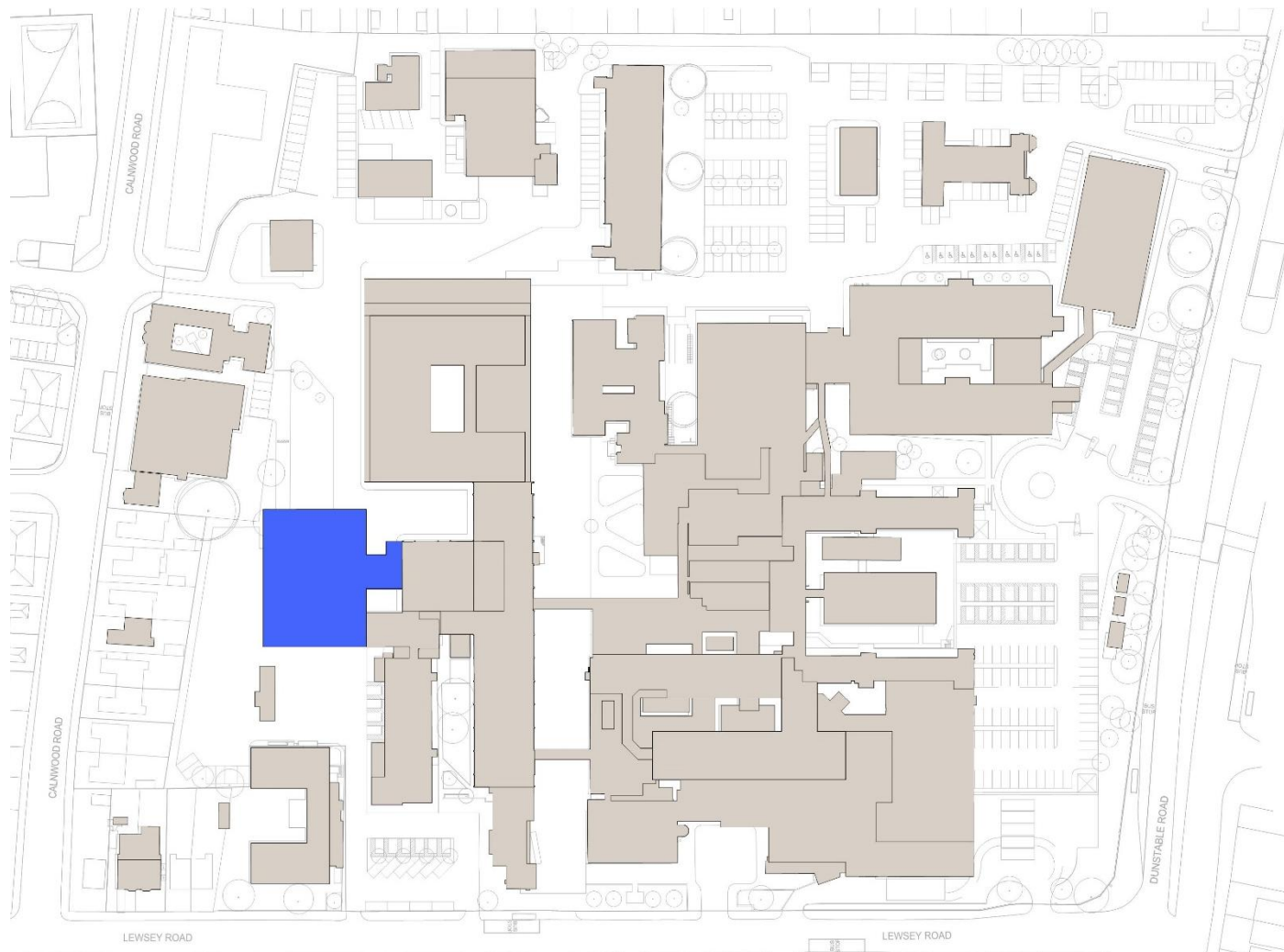


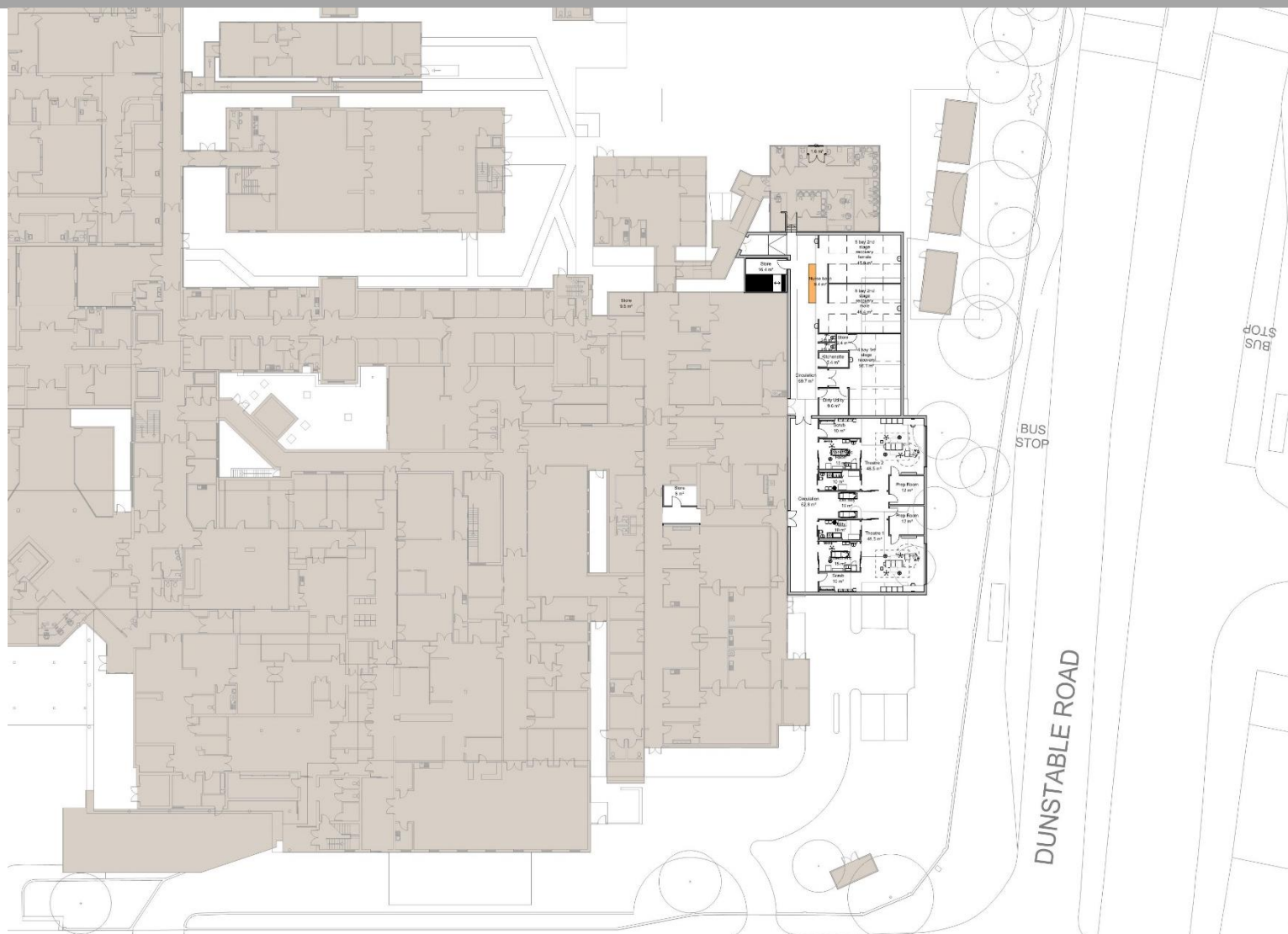
	Current beds	With escalation	Proposed	Variance
TOTAL ADULT BEDS	462	504	464	-40
TOTAL OBSTETRIC BEDS	56	56	64	8
TOTAL NICU COTS	37	37	46	9
TOTAL PAED BEDS	54	54	60	6
TOTAL CRITICAL CARE BEDS	34	37	30	-7
TOTAL PRIVATE BEDS	13	13	13	0
TOTAL DAY BEDS/CHAIRS	55	55	92	37

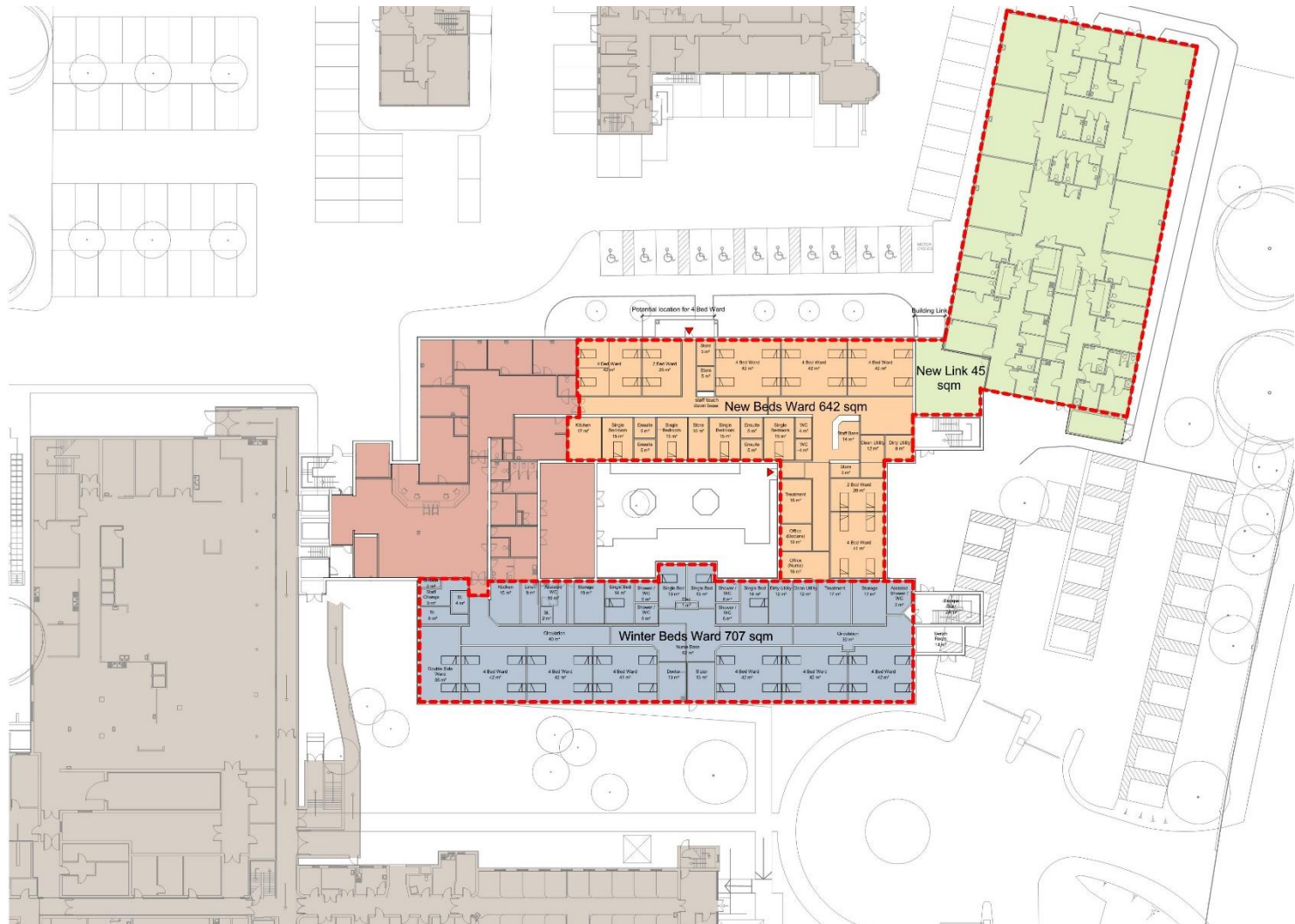




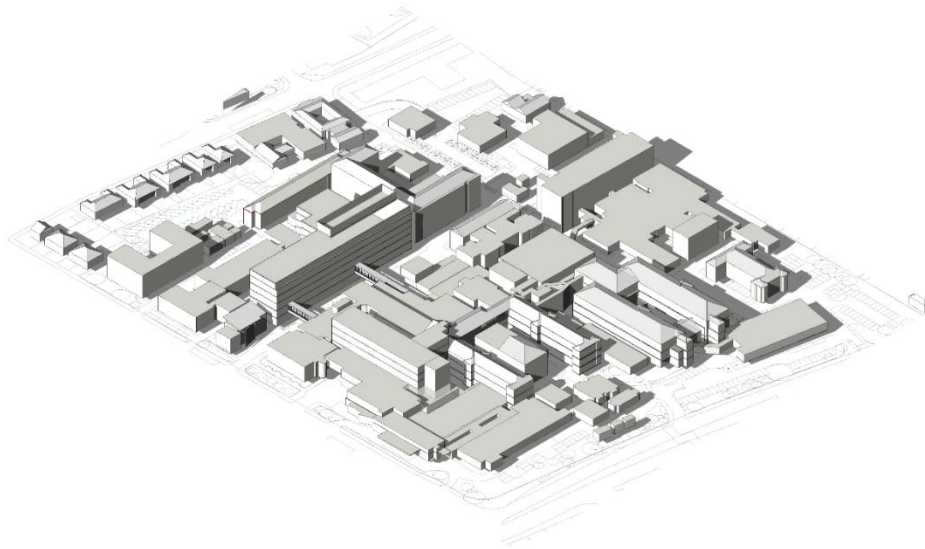
Enabling schemes











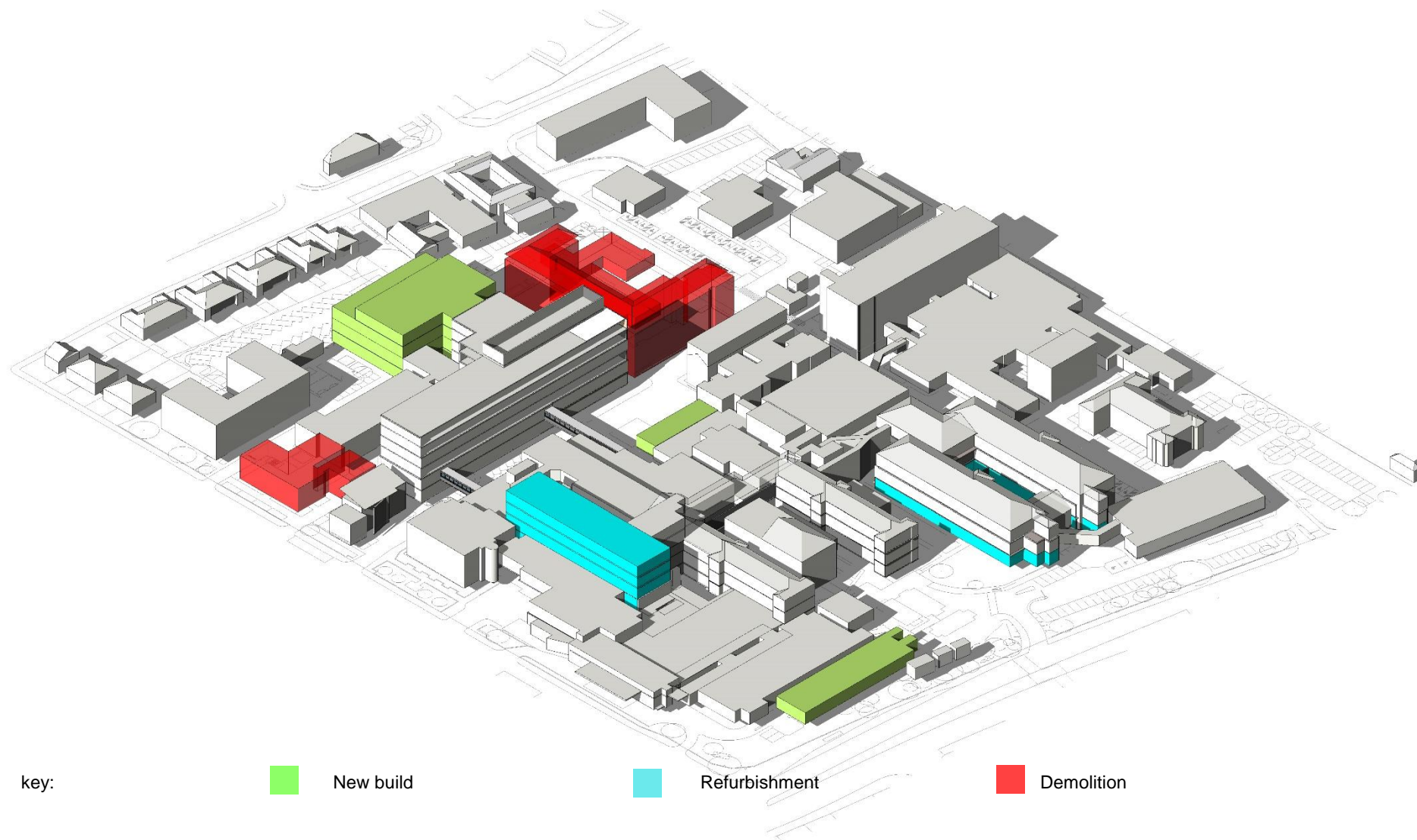
Moving forward

- Programme
- Phasing

- The proposed redevelopment supports the Trusts strategic vision.
- The design allows healthcare to be provided in the most efficient way to support patient and staff experience, ultimately to provide world class care
- Staff, user and stakeholder engagement is pivotal to ensuring the success of this major redevelopment
- First stage of design work: OBC completion and planning submission 31st July 2015 (following public consultation 22nd – 27th June 15)
- Second stage of design work: will enable the final pricing to support the funding application. To start Autumn 2015
- Major works due to start Summer 2016

First stage works

- Relocate Trust HQ Staff • Relocate Microbiology • Demolish Trust HQ • Demolish Microbiology •



key:



New build



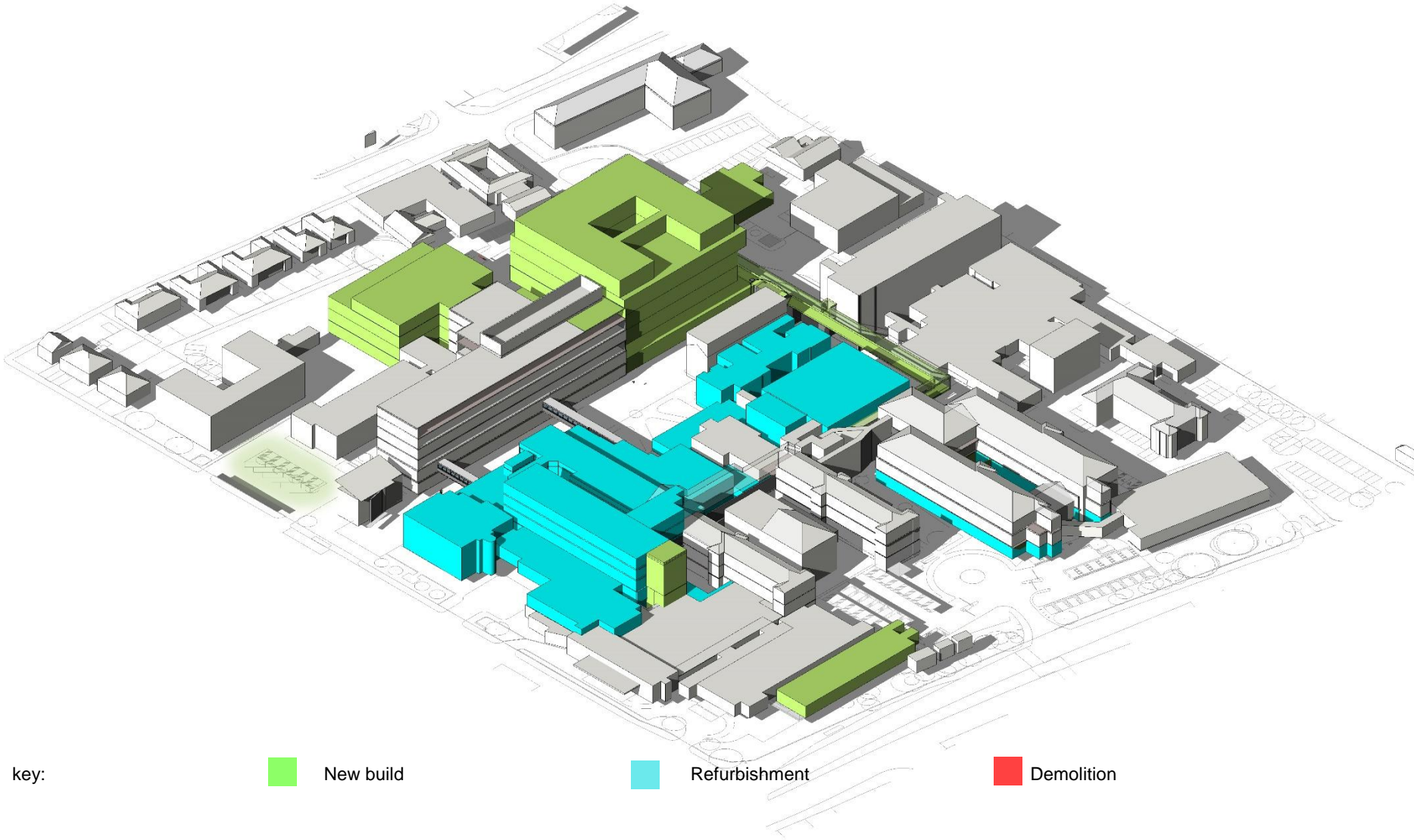
Refurbishment



Demolition

Second Stage Works

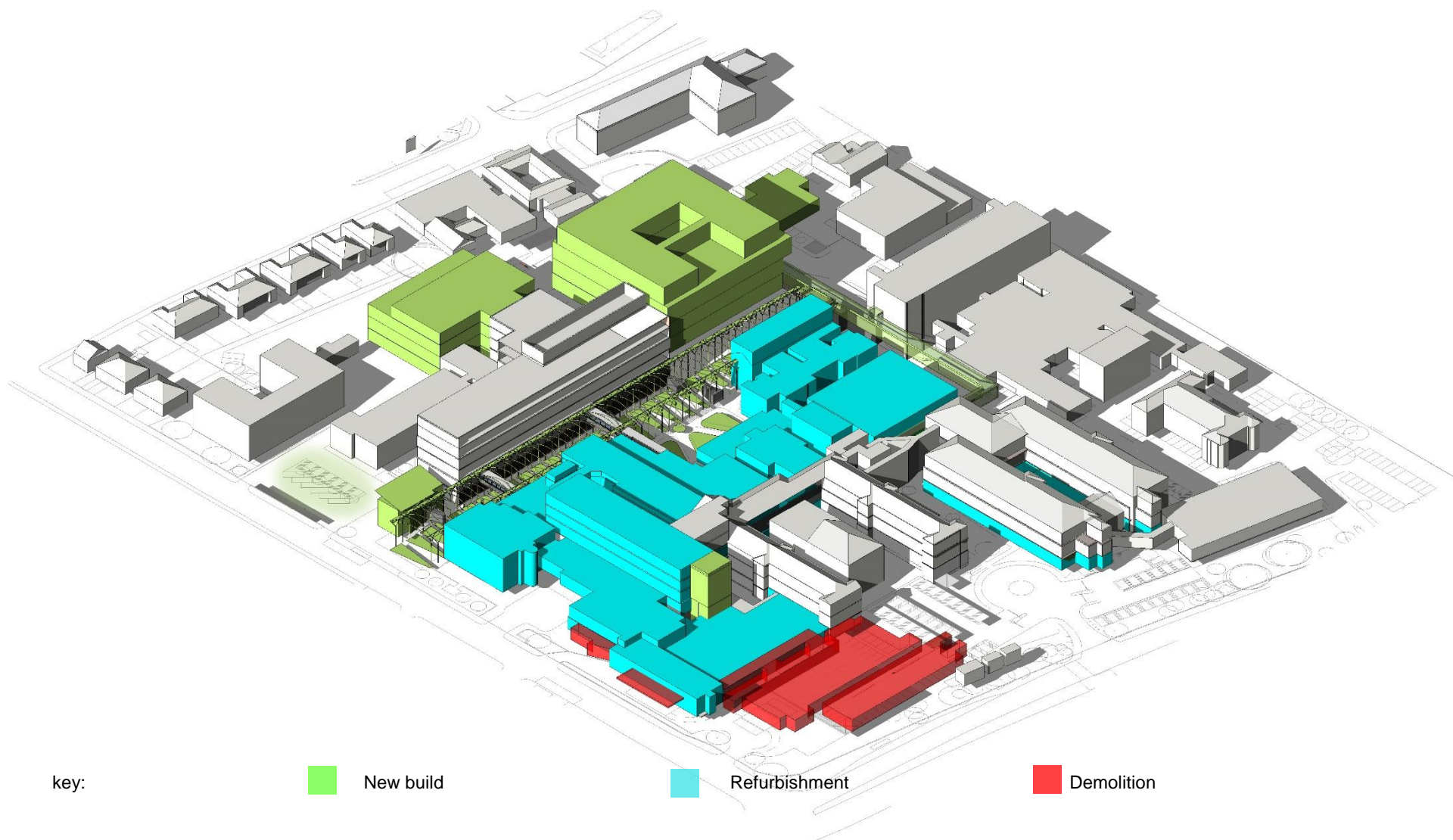
- New Hot Services Block • New Link • New Energy Centre • Commence ED and New Lifts • OPD re-organised



key: New build Refurbishment Demolition

Third stage works

- New entrance • Boulevard • ED completed • Temporary Theatres removed •



key:



New build



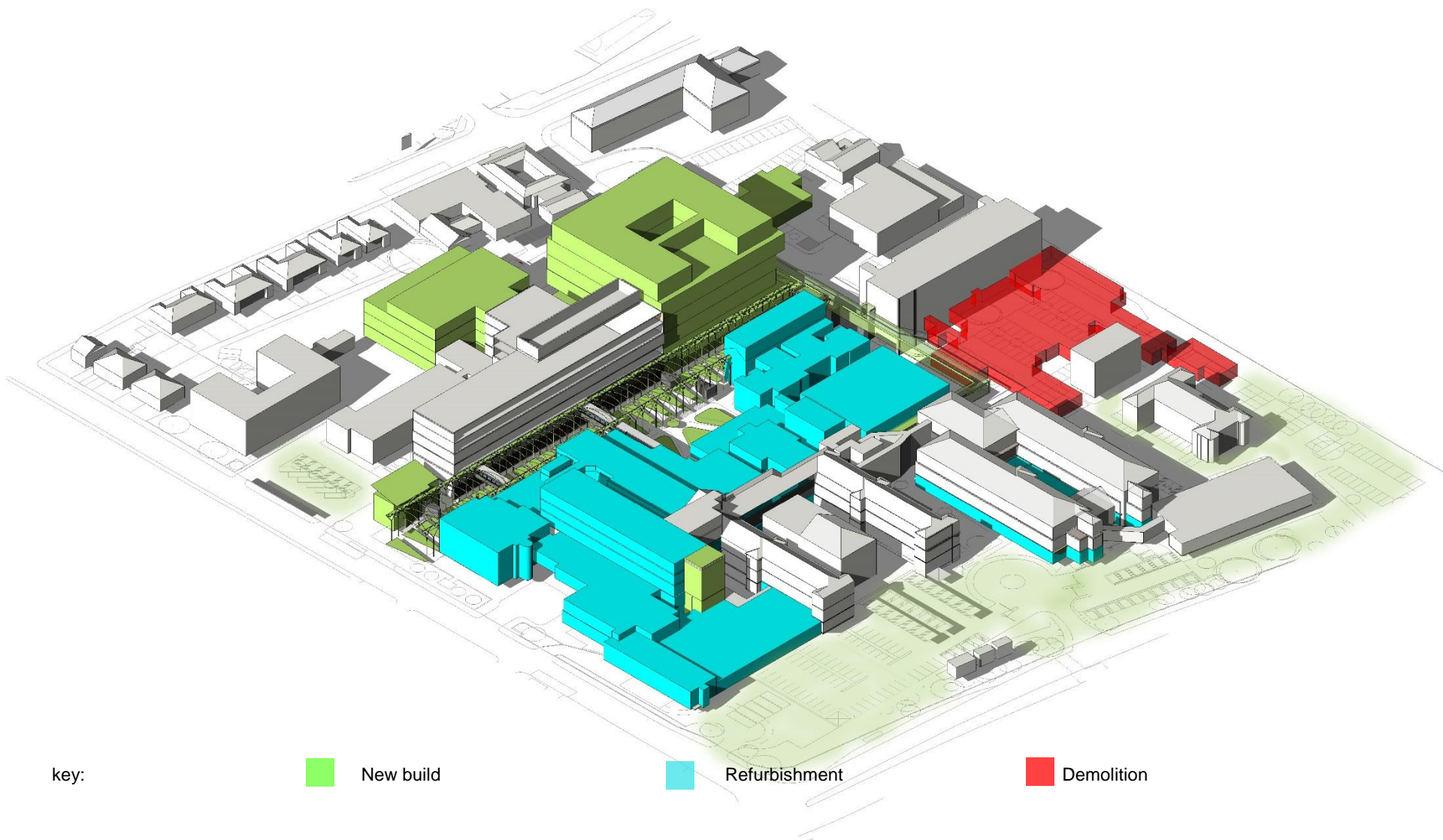
Refurbishment



Demolition

Fourth stage works

- New car parking • Demolish redundant Women's and Children's accommodation • Landscaping •



key:



New build



Refurbishment



Demolition

Any questions?

SCRUTINY: HEALTH AND SOCIAL CARE REVIEW GROUP (HSCRG)		AGENDA ITEM
		8
DATE OF MEETING:	10 th September 2015	
REPORT OF:	Head of Policy and Performance	
REPORT AUTHOR:	Eunice Lewis	Tel: 01582 547149
SUBJECT:	HSCRG Work Programme and Dates of Future Meetings	

PURPOSE

1. To enable HSCRG to plan and determine its work programme for future meetings.

RECOMMENDATIONS

2. That HSCRG approves its work programme with or without any amendments, as appropriate;
3. That HSCRG determines whether to include for scrutiny on its work programme, any of the items from the Executive Forward Plan;
4. That HSCRG delegates responsibility for making necessary changes to the work programme between meetings, to the Democracy and Scrutiny Officer, after consultation with the Chair.

REPORT

5. The draft work programme with proposed items for future meetings is attached at Appendix A.

6. The Executive Forward Plan from 21st September 2015 is attached at Appendix B.
7. Members are requested to review both documents and determine the items they wish to include on the programme suggest any other emerging matters not currently listed or agree date for the additional meeting to hear the mental health item.

Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Meeting Date: 10 th September 2015	Time: 6.00 pm	Committee Room: 3
Reminder out: 11/09/15	Report in: 25/09/15	Despatch: 28/8-02/9/15
Democracy & Scrutiny Officer: Eunice Lewis		

Agenda item	Report Author and format																								
Chair’s Update (Standing item)	Cllr. Cllr. Agbley Oral Report																								
Re-Development of the Luton & Dunstable Hospital (tbc after HSCRG on 30 th July 2015)	Pauline Philip/ David Hartshorne Written Report/ Presentation david.hartshorne@ldh.nhs.uk																								
Strategic Review of the Commissioning and Provision of Passenger Transport – (For submission to <u>(HSCRG meeting 10th September HSCRG meeting)</u> (Exec meeting 21 st September 2015) (Head of Service – M. McMahon - (Jackie Groom is project Manager. She will discuss with Mike Mc Mahon re who will present report) (Note: Seek to re-schedule this item to make way for the L&D re-development item above)	Mike Mc Mahon)/ Jackie Groom (tbc) e-mail from Jackie Groom advising to remove from all work programmes until further notification on commissioning element of report.																								
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item)	Democracy and Scrutiny Officer Written Report																								
<table><tr><th>Date</th><th>C/Room</th><th>Comments</th></tr><tr><td>21st September 2015</td><td>CC</td><td></td></tr><tr><td>New-</td><td></td><td></td></tr><tr><td>7th October 2015</td><td>3</td><td></td></tr><tr><td>17th November 2015</td><td>2</td><td></td></tr><tr><td>7th January 2016</td><td>3</td><td></td></tr><tr><td>29th February 2016</td><td>3</td><td></td></tr><tr><td>28th April 2016</td><td>3</td><td></td></tr></table>	Date	C/Room	Comments	21 st September 2015	CC		New-			7 th October 2015	3		17 th November 2015	2		7 th January 2016	3		29 th February 2016	3		28 th April 2016	3		
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Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Extraordinary Meeting

Meeting Date: 21 st September 2015	Time: 6.00 pm	Committee Room: 3
Reminder out: 11/09/15	Report in: 25/09/15	Despatch: 28/8-02/9/15
Democracy & Scrutiny Officer: Bert Siong		

Agenda item	Report Author and format															
Chair’s Update (Standing item)	Cllr. Cllr. Agbley Oral Report															
Mental Health and Community health Provisions – The New Landscape (To cover models of care, MH Crises Concordat, community health services and re-structure of ACE Enterprise (protected employment provider))	Carol Hill (LCCG), Pam Garraway (LBC), John Wilkins (ELFT), Rep from CCS? (tbc) Written Report?															
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Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Meeting Date: 7 th October 2015	Time: 6.00 pm	Committee Room: 3
Reminder out: 12/09/15	Report in: 24/09/15	Despatch: 25-28/09/15
Democracy & Scrutiny Officer: Eunice Lewis-Okeowo		

Agenda item	Report Author and format															
Chair’s Update (Standing item)	Cllr. Cllr. Agbley Oral Report															
Regional Stroke Services Re-Design (tbc)	Carol Hill, Luton CCG Written Report															
Managed Repeat Prescription Process – Update	Carol Hill/ David Foord, Luton CCG Written Report															
East of England Ambulance Service Strategic Plan: Update & Implications for Luton (tbc)	Simon King/ Locality Director Written Report															
<u>Healthwatch: Roles, Responsibilities and Activities</u> <u>(Note: Re-scheduled from 10th September 2015))</u>	<u>Nisar Mohammed</u> <u>(Note: Author to be confirmed, as Nisar is leaving. Send notification to Terri Brooks -terri.brooks@healthwatchluton.co.uk)</u> *New Healthwatch Luton Chief Operating officer is Michael Mullender – confirmation awaited a/a 14/8/15 <u>Written Report</u>															
Consultation – CCG - Adam Weston - Communications and Engagement Co-ordinator Luton Clinical Commissioning Group - 01582 532095	Confirmed with Adam Weston – CCG – through email to Eunice and email from Nicola.															
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item)	Democracy and Scrutiny Officer Written Report															
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Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Meeting Date: 17 th November 2015	Time: 6.00 pm	Committee Room: 2
Reminder out: 21/10/15	Report in: 04/11/15	Despatch: 05-09/11/15
Democracy & Scrutiny Officer: Bert Siong/ Eunice Lewis-Okeowo		

Agenda item	Report Author and format												
Chair’s Update (Standing item)	Cllr. Cllr. Agbley Oral Report												
Health Improvement: Provisions of Parks and Leisure Facilities to encourage involvement in physical activities/ exercises	Adam Divney Written Report												
DELAYS IN TRANSPORTATION AT THE LUTON AND DUNSTABLE HOSPITAL – MEDICAL SERVICES	CCG – CAROL HILL												
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item)	Democracy and Scrutiny Officer Written Report												
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Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Meeting Date: 7 th January 2016	Time: 6.00 pm	Committee Room: 3
Reminder out: 08/12/15	Report in: 22/12/15	Despatch: 23-29/12/15
Democracy & Scrutiny Officer: Bert Siong/ Eunice Lewis-Okeowo		

Agenda item	Report Author and format
Chair's Update (Standing item)	Cllr. Cllr. Agbley Oral Report
Re-Development of the Luton & Dunstable Hospital (tbc after HSCRG on 30th July 2015) (moved to 10 th September 2015 due top reference from HWBB on 20/7/15)	Pauline Philip/ David Hartshorne Written Report/ Presentation david.hartshorne@ldh.nhs.uk
Progress report on the impact of the Luton & Dunstable Hospital's outsourcing of Cleaning and Catering (tbc) (Note: David Carter – david.carter@ldh.nhs.uk)	David Carter Written Report/ Presentation david.hartshorne@ldh.nhs.uk
Community Transport Service - Update	Mike McMahon Written Report
Learning Disability Joint Commissioning Strategy and Delivery Plan Update	Tracey Brennan Written Report
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item)	Democracy and Scrutiny Officer Written Report

Date	C/Room	Comments
29 th February 2016	3	
28 th April 2016	3	

Scrutiny: Health and Social Care Review Group Work Programme - Municipal Year 2015/2016

(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)

Meeting Date: 29 th February 2016	Time: 6.00 pm	Committee Room: 3
Reminder out: 02/02/16	Report in: 16/02/16	Despatch: 17-19/02/16
Democracy & Scrutiny Officer: Bert Siong/ Eunice Lewis-Okeowo		

Agenda item			Report Author and format			
Chair’s Update (Standing item)			Cllr. Cllr. Agbley			
			Oral Report			
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item)			Democracy and Scrutiny Officer Written Report			
				Date	C/Room	Comments
				28 th April 2016	3	

Meeting Date: 28 th April 2016	Time: 6.00 pm	Committee Room: 3
Reminder out: 01/04/16	Report in: 15/04/16	Despatch: 17-20/04/16
Democracy & Scrutiny Officer: Bert Siong/ Eunice Lewis-Okeowo		

Agenda item			Report Author and format
Chair’s Update (Standing item)			Cllr. Cllr. Agbley Oral Report
Drugs and Alcohol Service: Performance Update			Ian Houghton Written Report
Work programme and Future meetings /Including Current Executive Forward Plan (Standing item) Draft dates for 2016-17 meetings			Democracy and Scrutiny Officer Written Report
Date	C/Room	Comments	

List of Potential Future items for the work programme – Dates to be confirmed

- Alternative Provider Medical Services (APMS) – Re-provision of GP Contract by NHS England - Elisabeth.Fitzgerald@gemcsu.nhs.uk , **Liz Fitzgerald**, Communications & Engagement Manager, Greater East Midlands Commissioning Support Unit T: 01604 651184 M: 07824
- Older People's Day Services: Update (date tbc) - Kim Radford

LUTON BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS FROM 21st September 2015

EXECUTIVE MEMBERSHIP: Councillors Ashraf, N. Ayub, Burnett, Hussain, A. Khan, Dr. R. Saleem, Shaw, Simmons and Timoney

Commencing from Monday 21st September 2015 the Council plans to make key decisions on the issues set out below. Key decisions relate to those which are likely:

- ◇ to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- ◇ to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Borough.

The Forward Plan lists the business undertaken by or on behalf of the Executive and will be published 28 days prior to each Executive meeting. Those items identified for decision more than 28 days in advance may change in forthcoming Plans. There may also be occasions where a key decision is deferred to a later meeting. Each new Plan supersedes the previous Plan. Any questions regarding individual issues should be addressed to the contact specified in the Plan. The agendas and Forward Plans for meetings of the Executive will be published as follows:

<u>Forward Plan Published</u>	<u>Publication of Agenda</u>	<u>Executive Meeting Date</u>	<u>Forward Plan Published</u>	<u>Publication of Agenda</u>	<u>Executive Meeting Date</u>
21 st August 2015	10 th September 2015	21 st September 2015	11 th December 2015	w/c 21 st December 2015	11 th January 2016
18 th September 2015	8 th October 2015	19 th October 2015	8 th January 2016	28 th January 2016	8 th February 2016
16 th October 2015	5 th November 2015	16 th November 2015	5 th February 2016	25 th February 2016	7 th March 2016
13 th November 2015	3 rd December 2015	14 th December 2015	4 th March 2016	22 nd March 2016	4 th April 2016
			24 th March 2016	14 th April 2016	25 th April 2016

Link to published Executive Agendas, Reports and Decisions: <http://democracy.luton.gov.uk/cm5public/Documents/PublicDocuments.aspx>

Note:

From time to time there will be a necessity to consider issues which will result in key decisions being taken which are not included in the Forward Plan, e.g. items of an extreme urgency, consultation papers issued by Government. Executive meetings are open to the public except to the extent that the public are excluded under paragraph 4(2) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. (4(2)(a) Confidential information. 4(2)(b) Exempt Information. 4(2)(c) lawful power to exclude person to maintain orderly conduct of the meeting.))

This is a Formal Notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

The last page of this document sets out the definitions of Exempt Information under Paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972. Any correspondence to be addressed to: The Head of Policy and Performance, Luton Borough Council, Town Hall, Luton, LU1 2BQ unless otherwise stated.

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
Treasury Management decisions on borrowing and investments to optimise the Council's financial position	To borrow and invest, and to restructure borrowings where appropriate, in order to optimise the Council's financial position while minimising risk and ensuring that all actions are in accord with the Council's treasury management policy and strategy.	Head of Corporate Finance	Ongoing with dates dependent on financial market conditions	Record of decisions	N/A	Dev Gopal (01582) 546087 Councillor Ashraf
Luton Local Plan for Consultation (REVISED)	To report the draft Pre-submission Local Plan with a summary of representations to the draft Luton Local Plan consultation and schedule of proposed responses and to refer an updated Local Development Scheme (LDS) timetable to Pre-submission consultation to Full Council for approval in the light of progress on cross boundary planning under the 'duty to co-operate'.	Executive	21 st September 2015 (20th October 2014)	Report	No	Chris Pagdin/Kevin Owen (01582) 546329/547087 Councillor Simmons
Disposals Policy	To seek Executive approval for the Council's Property Disposals Policy	Executive	21 st September 2015 (24 th August 2015)	Report and Policy	Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972	Roger Kirk (01582) 548268 Councillor Timoney
Finance and Performance: Quarter 1 (2015/16)	To note the Finance and Performance reports for Quarter 1 (2015/16)	Executive	21 st September 2015	Report and Appendices	No	Dev Gopal / Nicola Perry (01582) 546087 / 546073 Councillor Ashraf
Acquisition of land	To seek Executive approval for the	Executive	21 st September	Report	Yes - Para. 3 of	Roger Kirk

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
adjoining Gipsy Lane, Luton.	acquisition and delegation of authority to enable acquisition of land adjoining Gipsy Lane, Luton.		2015		Part 1 of schedule 12A to the Local Government Act 1972	(01582) 548268 Councillor Timoney
Delegation of Consumer Protection Functions	To seek executive approval for the delegation of functions under the Consumer Rights Act 2015, Enterprise and Regulatory Reform Act 2013 and the Climate Change Act 2008 to the Head of Business and Consumer Services including the setting of the level of financial penalties applicable under those Acts as the statutory maximum.	Executive	21 st September 2015	Report	No	Stephen Dibble (01582) 547110 Councillor Burnett
NEW – Property Purchase for Investment Portfolio – Hemel Hempstead	To seek approval and delegation to proceed with the acquisition of an investment property in accordance with the approved strategy	Executive	21 st September 2015	Report	Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972	Richard Morgan (01582) 547074 Councillor Timoney
NEW – Local Flood Risk Management Strategy (LFRMS)	To seek adoption of the LFRMS and related action plan, as required by primary legislation.	Executive	21 st September 2015	Report	No	Keith Dove / Kat Wysocka (01582) 547211 / 547371 Councillor Shaw
NEW – Budget Guidelines 2016/17	To approve the guidelines for the 2016/17 budget process.	Executive	21 st September 2015	Report	No	Dev Gopal (01582) 546087 Councillor Ashraf
Treasury Management Activity	To report the outturn on Treasury Management for the financial year 2015/16.	Executive	19 th October 2015	Report	No	Barry Crick (01582) 546117

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
						Councillor Ashraf
Anti-Social Behaviour Strategy 2015-2018	To seek Executive endorsement of the Anti-Social Behaviour Strategy 2015-2018	Executive	19 th October 2015	Report & Appendices	No	Vicky Hawkes (01582) 394189 Councillor Dr. R. Saleem
NEW – Disposal of property – Land at Strangers Way, Leagrave.	To seek Executive approval to the disposal of a site identified as surplus to requirements.	Executive	19 th October 2015	Report	Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972	Roger Kirk (01582) 548268 Councillor Timoney
Treasury Management Mid-Year Report 2015/16	To receive a mid-year update on treasury management activity for the half year ended 30th September 2015.	Executive	16 th November 2015	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
Active Luton – Savings Proposals	To seek Executive views on savings identified by Active Luton.	Executive	16 th November 2015	Report	No	Michael McMahon (01582) 546201 Councillor Burnett
Luton Cultural Services Trust – Savings Proposals	To seek Executive views on savings identified by Luton Cultural Services Trust.	Executive	16 th November 2015	Report	No	Michael McMahon (01582) 546201 Councillor Burnett
Enforcement Policy	To seek Executive approval for the revised Enforcement Policy.	Executive	16 th November 2015	Report	No	Paul Adams / Stephen Dibble (01582) 546173 / 547110 Councillor Burnett
NEW – Scale of Fees	To approve the Council's Scale of	Executive	21st September	Report	No	Dev Gopal / Tim Lee

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
and Charges for 2016	Fees and Charges to apply from 1st January 2016.		2015			(01582) 546087 / 546094 Councillor Ashraf
Finance and Performance: Quarter 2 (2015/16)	To note the Finance and Performance reports for Quarter 2 (2015/16)	Executive	14 th December 2015	Report and Appendices	No	Dev Gopal / Nicola Perry (01582) 546087 / 546073 Councillor Ashraf
NEW – Council Tax Reduction Scheme	To provide the Executive with the outcome of the consultation on the new Council Tax Reduction Scheme, for approval and referral to Full Council in January 2016.	Executive	14 th December 2015	Report	No	Arran Sharman (01582) 546446 Councillor Ashraf
NEW – Setting the Council Tax Base	To approve the council tax base for 2016/17.	Executive	14 th December 2015	Report	No	Sue Nelson / Clive Jones (01582) 547094/546450 Councillor Ashraf
Treasury Management Activity	To report the treasury management activity to date to the Executive.	Executive	11 th January 2016	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
Land at Putteridge Bury	To seek Executive approval to the transfer and disposal of land at Putteridge Bury.	Executive	11 th January 2016 (24 th August 2015)	Report	Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972.	Roger Kirk (01582) 548268 Councillor Timoney
Disposal of Bramingham Centre	To seek Executive approval to sell the site and for final terms to be	Executive	11 th January 2016 (16th November	Report	No	Rick Donnelly (01582) 547075

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
site, Weltmore Road.	delegated to the head of Fixed Assets following consultation with the portfolio holder with responsibility for Fixed Assets.		2015)			Councillor Timoney
Treasury Management and Annual Investment Strategy 2016/17	To approve the treasury management strategy and recommend to Council approval of the annual investment strategy for 2016/17	Executive	8th February 2016	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
Luton Skills and Employability Strategy 2015 - 2018	To seek Executive approval for the Luton Skills and Employability Strategy 2015 – 2018.	Executive	8 th February 2016 (16th November 2015)	Report	No	Paul Adams / Lesley Nicholls (01582) 546173 / 546271 Councillor Timoney
NEW – Rights of Way Improvement Plan (RoWIP)	To seek approval to a Rights of Way Improvement Plan (RoWIP) required by the Countryside and Rights of Way Act 2000, and prepared following extensive review of the rights of Way in and around Luton.	Executive	8 th February 2016	Report	No	Keith Dove (01582) 547211 Councillor Simmons
Finance and Performance: Quarter 3 (2015/16)	To note the Finance and Performance reports for Quarter 3 (2015/16)	Executive	7 th March 2016	Report and Appendices	No	Dev Gopal / Nicola Perry (01582) 546087 / 546073 Councillor Ashraf
Treasury Management Activity	To report the treasury management activity to date to the Executive	Executive	4th April 2016	Report	No	Barry Crick (01582) 546117 Councillor Ashraf

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

Title	Key decisions and key issues	Decision maker	Date of decision	Documents submitted for consideration	Exclusion of public required	Contacts/ Lead Executive Member(s)
			25 th April 2016			

**LUTON BOROUGH COUNCIL
FORWARD PLAN OF KEY DECISIONS AND KEY ISSUES**

**EXEMPT INFORMATION
SUMMARY OF THOSE MATTERS WHICH BY VIRTUE OF PART 1 OF SCHEDULE 12A OF THE
LOCAL GOVERNMENT ACT 1972 MAY BE DISCUSSED IN PRIVATE**

Paragraph
No.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour related matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.