

NOTICE OF MEETING

OVERVIEW AND SCRUTINY BOARD

Date : WEDNESDAY, 27 AUGUST 2014

Time : 18:00

Place : COMMITTEE ROOM 3
TOWN HALL, LUTON

Councillors:

Hinkley (Chair)	T. Malik
Garrett (Vice-Chair)	Moles
O'Callaghan (Vice-Chair)	Rivers
Franks	Roden
Gale	

***Statutory:** B. O'Byrne (Diocesan Representative)
Diocesan Representative – Vacant

Co-Optees: R. Nazar (Parent Governor Representative)
M. Malik (Parent Governor Representative)

* Statutory co-optees are entitled to vote on items relating to education functions that are the responsibility of the Executive.

Quorum: 3 elected Members

Contact Officer: Eunice Lewis (01582 547149)

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	
	Minute - 21st July 2014	5 - 14
3	CHAIR'S UPDATE Chair to report on issues since the last meeting.	
4	DISCLOSURES OF INTEREST 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. 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. 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. Disclosable pecuniary interests and Personal Interests are defined in the Council's Code of Conduct for Members and Co-opted members.	
5	REFERENCES FROM COMMITTEES AND OTHER BODIES	
6	URGENT BUSINESS 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.	
7	7. Welfare Report - Powerpoint Presentation Presentation by Sue Nelson	15 - 15
8	8. Community Safety Annual Plan 2014 - 2017 - Powerpoint Presentation Presentation by Laura Church	16 - 16

9	9. Quarter 1 Performance Summary Report - 2014-15 Report of Head of Policy and Performance	17 - 57
10	10. OSB - Annual Report Report of Democracy and Scrutiny Team Leader	58 - 66
11	11. Report - OSB Work Programme Report of Democracy and Scrutiny Team Leader	67 - 76
12	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.	

OVERVIEW AND SCRUTINY BOARD

21ST JULY 2014 at 6.00 pm

PRESENT: Councillor Hinkley (Chair), Councillors Garrett, Hanif (sub for O'Callaghan), Lewis (sub for Gale), Moles, Rivers and Roden, Mr B. O'Byrne (Diocesan Representative), R Nazar (Parent Governor) and M. Malik (Parent Governor)

30. APOLOGIES FOR ABSENCE (REF: 1)

Apologies for absence from the meeting were received on behalf of Councillors Gale substituted by Councillor Lewis and Councillor O'Callaghan substituted by Councillor Hanif.

31. MINUTES (REF: 2)

Resolved: That the minutes of the meeting held on 3rd June 2014 be taken as a correct and accurate record and the Chair be authorised to sign them.

32. CHAIRS UPDATE (REF: 3)

None noted.

33. QUARTER 4 2013-14 PERFORMANCE REPORT (REF: 7)

The Head of Policy & Performance, Nicola Perry and the Systems Support Officer, Israr Siddique presented the report (Ref: 7) which requested the Board to comment on any issues it wished to refer back to the Executive at its meeting on 30th July 2014.

The following questions/comments were made:

Performance Indicator	Question/Comment	Answer
Former NI156 (MD) – number of households living in temporary accommodation	Temporary accommodation numbers show a rise at the end of March. Is this because of the Welfare Reforms and people being re-housed to Luton	This is a national problem. In Luton housing is an area where a huge amount of pressure is being felt due to the lack of land value; excessive demands from London Boroughs and the Governments right to buy schemes have all put pressure on Luton's housing stock.

	from London Boroughs?	
	Has the benefit cap lead to more people from London moving to Luton?	There has been an impact from the benefit cap. However, the Council moved 35 people out of Borough as a result of the welfare reforms.
	Has immigration been a factor and lead to an increase in applications for council housing?	There is no information to suggest immigration is a factor. But is an area which can be looked into.
Former NI 59 Percentage of initial assessments (Children) within 10 working days of referral	Can you explain why assessment numbers are increasing?	<p>The increase is due to the move to single assessments which was implemented in February this year; and the service area is experiencing pressures in recruiting social workers. A strategy is now in place which should alleviate these pressures. Another factor was the delayed transfer of care which is not an LBC issue but is now being addressed.</p> <p>The Quarter 1 performance 2014/15 data which is to be presented at the next meeting should show an improvement.</p>
ASCOF 2C PART1 ALL (former NI 131) Delayed transfer of care from hospital and those which are attributed to adult social care per 100,000 population - general	Is there a communication problem?	Work is on-going around integration following the 'Discharge from Hospital' scrutiny task and finish group which made a lot of recommendations that are being monitored by the Health and Social Care Review Group.
Local drug 1 Number of adults successfully completing intervention	How are these targets being met?	Work around drug services to ensure they provide support and users receive the appropriate treatment is being developed.
Former NI 123 Stop smoking (number of		<p>The figures are provisional and will be confirmed and published in August.</p> <p>The number of people quitting</p>

quits and rate per 100,000 population)		smoking is reported throughout the year. Historically, the numbers of quitters had increased in certain quarters. Nationally there had been a drop in people accessing stop smoking services, which is due to a number of reasons.
Former NI157a Major planning applications dealt with within 13 weeks	Can you explain why performance has dropped? Is the drop in performance due to the changes in Planning law? Are the targets set by the service?	This is largely due to major planning applications such as Butterfield, Junction 10a, and the Airport runway expansion which are complex applications. The indicator would be reviewed again at the end of Quarter 1 performance for 2014/15 to see if any improvement has been made. I am unable to say and was referring to the planning system used to capture performance. Some targets are national and others are set by the service. Will provide a note back to members on the targets set by the service.

Councillor Roden enquired what work was being carried out to reduce the troubled families figures.

In response the Head of Policy and Performance agreed to look into and to circulate a response to Board members.

Councillor Rivers commented on the risk assessment for the volume of airport traffic or closures resulting in reduction of key income stream and enquired why the current risk was so high.

In response the Head of Policy and Performance agreed to look into and circulate a response to back to members.

The Head of Policy & Performance briefly summarised the new format for reporting performance data. She advised the quarter 1 performance 2014-15 would be reported to the August Board meeting. The new format would focus on the impact of the Council's prospectus. The data would be benchmarked against the rest of the year and be easier for members to hold to account; and for members of the public to discover what the council has to grapple with. The data would continue to be reported on a quarterly basis.

Resolved: (i) That the Board notes the report (Ref: 7).

(ii) That Officers provide a note back to Members on the following areas:

- The work carried out to reduce the troubled families figures
- The risk assessment on the high volume of airport traffic or closure resulting in reduction of key income stream
- The Service targets set in for major planning indicators (former NI 157a)

34. DAY AND RESPITE SERVICES FOR ADULTS WITH LEARNING DISABILITIES (REF 8)

A joint powerpoint presentation by, Harminder Patel, Operations Manager Assessment and Care Planning, Tracey Brennan, Commissioning Manager, and Abu Nasir, Senior Projects Manager, which sets out the latest proposals for the development of a community based model for day services for adults with learning disabilities.

The Board was asked to note the report and approve the recommendations for the Executive on 30th July 2014.

The Operations Manager Assessment and Care Planning advised that approval was received by the Executive to move to a community based model from a building-based model, and to develop a full business case in March 2013.

The key drivers for the project were:

- The growth in numbers of people who will require a day care service and/or respite provision in the future
- The Bramingham Day Centre is at full capacity and located in a building that is in need of significant repairs and refurbishment
- The Government's '*valuing people now*' programme which details the need for people with learning disability to be integrated into the community.

The Officer advised the proposed new building would be a day care facility located on the Hitchin Road and consultation with carers and customers had taken place.

The following questions/comments were made:

Councillor Moles enquired where on Hitchin Road the building would be located.

The Officer replied the building would be on the Stopsley Day Centre site in Hitchin Road and be large enough to accommodate current and future needs. Consultation had taken place on the designs which are of the highest specification. The new build would accommodate six respite rooms up and downstairs, and be built to eco standards with the large rooms having en-suite bathroom facilities. Provisions for carers to stay overnight would also be included. The planning application is ready for considerations once approval from the Executive had been obtained.

A supplementary question from Councillor Moles enquired about access to the building and the travelling of heavy goods vehicles along the Hitchin Road.

The Officer replied there disruption would be kept to the minimum along the Hitchin Road.

The total cost of the new build would be in the region of 5 million pounds. There is currently £500,000 of capital contingency available should quotes exceed the estimated costs, which would reduce to £370,000 if Tomlinson Avenue is retained.

Councillor Hinkley enquired whether funding for the new build was dependent upon the sale of the Bramingham building. And how long before tenders were received; and what would happen if the housing department needed the building for social housing.

The Officer replied social housing was a key issue in Luton but was confident a sale could be obtained for the building.

Councillor Hinkley suggested confirmation should be sought that no one would be moved out the Bramingham Centre until proper accommodation was available.

The Officer confirmed that would be the case and the core base group would be placed with people they were familiar with.

A further supplementary question from Councillor Hinkley enquired whether the TOKKO building had been considered.

The Officer replied the TOKKO building was looked at but was not suitable for a permanent base for their users.

Councillor Roden enquired whether the costing options were different for A & B. For example, Hockwell Ring was a small cost but if people were being moved out would there be a cost to the council.

The Officer replied that the costs represent what it would be for their customers.

Councillor Rivers commented that consultation should continue throughout the process.

The Officer replied that all sub groups would be fully consulted.

Resolved: That the Boards notes the report (Ref 8) and the following recommendations to the Executive on 30th July, 2014:

- Approval to proceed with the new service model
- Approval to negotiate and agree community locations
- Approval to tender for new build elements of project

- Agree to proceed with market testing for suitable provider for Respite unit
- Approval on capital cost envelope

35. PLAYING PITCH STRATEGY CONSULTATION (REF 9)

Mike McMahon, Head of Housing and Community Living, and Councillor A. Khan, Portfolio Holder for Public Health, presented the report which sets out the findings from the consultation on Luton's Playing Pitch Strategy.

The Head of Service advised the outcomes would be reported back to the Executive at their August meeting.

The following questions/comments were made:

Councillor Hinkley commented on the small response to the consultation which amounted to 10 responses.

The Head of Service replied the document was produced in a collaborative way engaging with organisations involved in sports and the community in Luton and Bedfordshire. Responses were in the main from representative organisations, and had been promoted by the local media and local radio to raise awareness.

Councillor Hinkley further enquired whether the consultation period was sufficient.

The Head of Service replied yes, and extending the time period would not always bring more responses.

Councillor Moles reiterated her disappointment of the low response rate and lack of interest from the community.

The Portfolio Holder responded that public consultation responses were low but the take up of sports in the town were much higher.

Councillor Hinkley commented that the report referred too many bowling pitches in the town were underused, but no responses from bowling clubs or users were received.

The Head of Service replied that a change provision would require consultation with users and clubs.

Councillor Moles commented on the shortage of football pitches and that some pitches were closed.

Barry Timms, Parks and Cemetery Manager replied that the demand for football pitches was declining and artificial pitches were more popular especially with the younger generation.

Councillor T. Malik commented on lack of cricket pitches and enquired whether more would be provided.

The Head of Service replied cricket requires a lot of space. Schools playing had been looked at increase but there was not a lot of unused green space in Luton to meet the demand.

Councillor Hinkley commented that only 6 schools had responded to the consultation which showed little interest.

The Head of Service replied that on-going work was being carried out with schools to get sign up and were in the process through collaborative working with schools to make their playing pitches more accessible for community use.

Councillor Roden enquired whether building schools for the future programme was a problem.

The Head of Service replied that part of that programme was to roll out the use of pitches in schools and on-going discussions were taking place with children and learning in the autumn.

Resolved: (i) That the report (Ref 9) be noted.

(ii) That the Board thanks all those involved in the work of producing the strategy but were disappointment at the low response received for the consultation be relayed back to the Executive.

(iii) That the Officer be requested to bring back a progress report on the delivery plan in a year's time.

36. TRACKING THE STREET TRADE – PROGRESS UPDATE (REF 10)

The Board received a joint powerpoint presentation from Laura Church, Head of Business and Consumer Services, and Gerry Taylor, Director of Public Health.

The Head of Service advised the Board that a strategy for the whole of Luton had been reported to the Board at a previous meeting, which sets out a five year goal to eradicate the sex trade from Luton.

She further advised in the last year the highest proportion of anti-social behaviour reports were in the High Town area which relate to prostitution (50%). The number of arrests for kerb crawling offences had followed a downward trend. Since the start of 2014, patrol levels reduced slightly in order to allow officers to work on other strands of the issue as well as a result of resourcing issues. Levels of offences have started to increase slightly, and the issue remains a concern for residents and previous levels of fortnightly policing would now be resumed.

Current indications reveal:

- All those currently identified as engaged in selling sex 'on street' in Luton are women over the age of 21
- The vast majority of those have drug and/ or alcohol misuse problems and a history of abuse and/ or emotional trauma
- Between April 2013 and March 2014, 20 women have exited the on street sex trade

Kerb crawling offenders

- The majority are cautioned
- Seven repeat offenders
- Four of these received a caution
- The other three were fined £155, £323 and £595

Most people who committed a kerb crawling offence receive a caution for a first offence. Since January 2013 there have been 7 repeat offenders.

The next step

- Regular community meetings to be held with public health, the police and the portfolio holder in attendance to discuss issues
- A mini newsletter to be produced with a letter going out to all those who attended the community meeting.
- Currently looking at tracking pimps and those selling drugs and working with the Police with work on organised crime
- Supporting women leaving the sex trade with housing in a residential unit, which can mean being placed out of Luton.
- Looking at other alternative ways to reinforce messages of going into Prostitution in the area.

The following questions/comments were made:

Question/Comments	response
Is there any evidence of the problem moving into other areas in the Town?	The evidence shows the problem is on the edge of high town which is now under control.
Why have repeat offenders been given cautions and not being issued with a fine?	Not sure would need to consult with the Police.
Are we seeing women coming in from outside Luton?	There is no evidence that women are coming in from the outside. There is still concern about low reporting which needs to be reported using the 101 number.
Have you ever thought of using helicopters in High Town?	No, but that would need resources. But number plate recognition for kerb crawlers is being looked at.
Have you looked at naming and shaming pimps?	This has not been looked at. Discussions have taken place about naming and shaming kerb crawlers but that would have an impact on families and children in cases where people have received fines.
20 women have left the sex trade. Are they being monitored?	Yes, there are monitored by the offender management system. Some women stay in the area whilst others move to other areas in Luton.
What is happening with the off street trade and younger women being encouraged into drugs.	This work had not been picked up in Luton. It is a national problem in respect of child exportations. We need to be aware of this but it is not something that has been identified.
Is there an alternative way of reporting other than using the 101 number?	The crimestoppers numbers can be used for reporting which is fed through to the Police. It is more effective for people to use the Police call centre which is manned 24 hours a day. The Council does not have the capacity or the resources to take calls outside core hours.

Resolved: (i) That Officers be thanked for the presentation.

(ii) That Officers be requested to report back in a year's time.

37. OVERVIEW AND SCRUTINY BOARD (OSB) WORK PROGRAMME AND EXECUTIVE FORWARD PLAN (REF: 11)

Members received the overview and scrutiny work programme and the executive forward plan to inform the work of the Board.

Resolved: That the Democracy and Scrutiny Officer be delegated the responsibility to update the work programme as follows;

OSB meeting on 27th August 2014

- (1) Quarter 1 Performance Report 2014/15 – Nicola Perry/Israr Siddique**

OSB meeting on 14th October 2014

- (1) Housing Control Review - Progress Update**
- (2) Allocations Review - Progress Update**
- (3) Sheltered Housing Control Review - Progress Update**
- (4) Community Offer Review**

OSB meeting on 25th November 2014

- (1) Amended Housing Strategy – Due to go to Executive on 15th December 2014**
- (2) Bus Way Update and Financial Update – Previously requested.**

Note: The meeting ended at 8.05 p.m.



OVERVIEW AND SCRUTINY BOARD	AGENDA ITEM: 7
DATE OF MEETING: 27 th August 2014 REPORT AUTHOR: Sue Nelson SUBJECT: Welfare Reform – PowerPoint Presentation	

POWERPOINT PRESENTATION – NOT ATTACHED



OVERVIEW AND SCRUTINY BOARD	AGENDA ITEM: 8
DATE OF MEETING: 27th August 2014 REPORT AUTHOR: Katy Bodycombe - Community Safety Partnership Manager SUBJECT: Community Safety Annual Plan 2014 - 2017 - PowerPoint Presentation	

POWERPOINT PRESENTATION – NOT ATTACHED



OVERVIEW AND SCRUTINY BOARD

AGENDA ITEM: 9

DATE OF MEETING: 27th August 2014

REPORT AUTHOR: Israr Siddique

SUBJECT: Quarter 1, Performance Summary Report - 2014-15

PURPOSE:

1. For the OSB to understand and challenge the Council's performance against the key strategic priorities set out in the previous Corporate Plan 2011 – 2014.

RECOMMENDATIONS:

2. The OSB considers the attached report on performance and identifies any comments it wishes to relay or refer to the Executive. The Executive did consider the Quarter 1 performance report at its meeting on 26th August 2014.

REPORT:

3. The performance management framework has been developed to ensure a clear strategic link and golden thread from the high level corporate priorities within the Corporate Plan, to specific tasks and actions within team plan objectives and individual staff Personal Performance Appraisals. The indicators and targets being reported against are a reflection of the outcomes that will ensure the Council is achieving its overall goals and priorities.
4. Where a target has been set either locally or nationally the outcomes have been RAG (Red Amber Green) rated. Where the current status is shown as "purple" no target has been set and the measure serves as an indicator of current performance.
5. Highlighted below are some key measures and trends which are provided in detail at Appendix A:

Business & Growth

A Local Environment Quality Standards Survey was carried out in July 2014, these are now completed twice a year. The next survey is planned for January 2015 (weather dependant). Performance continues to be above target.

The number of people assisted to move closer to the job market achieved 185 in Qtr 1, with 75 people coming off the benefits system following attendance at the LETS Fair in February 2014. A further 110 people started on an ESF support programme. This included 5 people who entered paid employment. 17 Pre-NEETs and 1 NEET successfully completed their programme of support. One person in work gained a level 3 qualification.

The number of jobs created or safeguarded measures impact of Economic Development work on businesses. Actions by the team take time to deliver results which are often small numbers of new or safeguarded jobs, so it is entirely feasible that there will be a zero return in any one quarter, despite intensive work with particular businesses. To ensure that jobs within a company are sustained or the company is equipped to create a job in the future, the team proactively visit businesses, work with them on funding bids and refer companies to other business support agencies who can help them grow as a business, such as Velocity Growth Hub. The team also deals with enquiries from businesses seeking larger premises in the town and promote the town to businesses via the www.thinkluton.co.uk website and social media. This work will continue through Q2-Q4 and businesses are encouraged to confirm the number of jobs created or safeguarded.

The numbers of businesses assisted in locating to or expanding, are helped to focus on both growth of existing businesses or new businesses seeking to come to Luton. Only businesses that have actually moved or commenced expansion work are included. This means, for example, that the engineering company who was successful in getting funding in the recent Regional Growth Fund round, won't feature until such time as work actually commences on the site. There could therefore be quite a lag between providing support and knowing what difference it makes.

Luton's Qtr 1 2014-15 working age unemployment figures have decreased from 3.3% to 2.9% compared to the previous quarter, and is lower compared to the same period last year. Luton's youth unemployment figure was the same as the East of England average but below the national average. For 25-49 and older person unemployment, Luton's figures are higher than the East of England and national average. The figures are taken from the NOMIS (National Statistics) website.

Council Tax & Business Rates are performing well. Business rate collection is slightly behind target but this is still early in the collection year and it is expected to recover in quarter 2. As for Council Tax, it has been a very good start to this year's collection. This may be as a result of the continued improvement in performance of service delivery.

The indicator for time taken to process Housing Benefit and Council Tax Support claims is currently in red, this is because the incoming work being at an all-time high, and the work to clear the backlog 5000 outstanding of claims since April 2014. This has now been reduced to 2500 claims by introducing new more efficient work streams and the high productivity of staff.

Rent collection remains stable, even with the changes implemented as a result of Welfare Reform due to a greater investment in the income team and closer working with partners

on preventing debt and hardship. Also, prioritising under occupying tenants for smaller properties to provide them with affordable accommodation.

For the number of affordable homes, although only nine homes were completed and handed over in quarter 1, the programme for delivery gives confidence that annual target will be met. We have a number of schemes (4) on site and well advanced, which are not included in the numbers, these will be included once they have been handed over. It should be noted, the delivery of the housing schemes is between the Housing Associations and the contractor/developer, and therefore LBC do not have overall control of delivery dates. In addition, new build can be adversely affected by poor weather conditions.

Education & Lifelong Learning

Education Attainment data for the 2012/13 academic year was reported in quarter 3 2013-14. A number of previously reported indicators have been replaced with new indicators by the DfE, and therefore comparison with previous year's results cannot be made. Some of the highlights for the data reported this year include:

In 2013 47% of pupils achieved a good level of development compared to 52% nationally. 2014 Luton and national results will be available mid/late October.

The percentage of pupils achieving 5+ A*-C including English and Maths increased from 58% in 2012 to 59% in 2013. Nationally pupils achieving 5+A*-C including English and Maths increased from 59% in 2012 to 61% in 2013.

% of children attending a school which is good or better is a new indicator, which is reported by OFSTED. The information is published via their data view website, and gets updated 3 times a year. The percentage of pupils whom attend a good or better school in Luton is 77%; this includes all phases and all academies. We believe that this figure will be higher when OFSTED update Data View next.

The data to March 2014 showed 16-17 participation at 87.1% (against an England average of 90.3%) and "not known's" at 7.8% (against an England average of 3.6%); a further deterioration. We are pleased to advise that our existing responses and further actions during the first quarter have led to an improving situation, and we believe this will be apparent when the third quarter data is produced. Local data for June 2014 showed a much healthier picture: 92.8% of 16-17 participation and only 1.3% not known's. The adjusted NEET figure for the same period is 4.1%. There is also evidence the gap between 16 and 17 year olds has narrowed very significantly.

Safe, Supported & Healthy

We currently have a limited supply of new Temporary Accommodation as we are competing with the private sector rental expectations and the diversion of families from London boroughs. Greater resource will be invested in the prevention activity through a reconfiguration of the team structure, which will enable homeless officers to assist more clients with securing accommodation in the private sector to reduce the demand of B&B.

We are seeing an increase in children looked after cohort compared to previous years. The number might be hitting a mile stone mark of over 400 children being looked after by next quarter. However it would be very important to note numbers of children looked after per 10,000 population is reducing against a rising population and might be accounted for effective early intervention services and consistent thresholds.

Public Health data is always slightly in arrears based on national reporting schedules. Due to this delay we will not reporting any Public Health indicators this quarter, as the information is currently unavailable.

Risk Assessment & Risk Management

- The risk owner is responsible for setting the frequency of reviews. The majority of risks however are reviewed at least every 3 months but it can be more often or less frequently subject to what the risk is about and the risk score. Reports are produced monthly on corporate risks for the Director of Commercial and Transformation Services, and every quarter the Risk and Internal Control Group meet to review and monitor risks and discuss potential new risks. Departmental risks are also discussed at the quarterly Delivery and Accountability meetings. A report is submitted to Members annually.

Please refer to the Corporate Risk Report for further information.

- The following are regarded as high risk and mitigation is in place to manage and control them:
 - Council's reputation including image and perception
 - Failure to keep to the approved budget
 - Decrease in volume of airport traffic
 - Significant project failure
 - Safeguarding of vulnerable children and adults
 - Significant welfare reform changes

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Business & Growth

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R 21a-1	Litter - Percentage of decent streets	N/A	N/A	Actual (%)	98.33	97.00	99.67		99.67			GREEN
				Target (%)	87.50	87.50	87.50		87.5			
Good Performance is HIGH. Local Environment Quality Standards Survey was carried out in July 2014, these are now completed twice a year. Next survey to be carried in January 2015 (weather dependant).												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R ED2	Number of people assisted to move closer to the job market	N/A	N/A	Actual	N/A	1394.00	185.00	185				GREEN
				Target	N/A	500.00	125.00	125				
Good Performance is HIGH. Quarterly target is 125 (Annual = 500) - 75 people came off the benefits system following attendance at the LETS Fair in February 2014. - 110 people started on an ESF support programme. This includes 5 people who entered paid employment. 17 Pre-NEETs and 1 NEET successfully completed their programme of support. One person in work gained a level 3 qualification.												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R ED3	The number of jobs created or safeguarded in Luton linked to Economic Development Service interventions	N/A	N/A	Actual	N/A	100.50	0.00	0				RED
				Target	N/A	100.00	1.25	1.25				
Good Performance is HIGH. ED3 result = 0 against a quarterly target of 5 (Annual = 20) This indicator measures impact of Economic Development work on businesses. Actions by the team take time to deliver results which are often small numbers of new or safeguarded jobs, so it is entirely feasible that there will be a zero return in any one quarter, despite intensive work with particular businesses. To ensure that jobs within a company are sustained or are equipped to create a job in the future, the team proactively visit businesses, work with them on funding bids and refer companies to other business support agencies who can help them grow as a business, such as Velocity Growth Hub. The team also deals with enquiries from businesses seeking larger premises in the town and promote the town to businesses via the www.thinkluton.co.uk website and social media. This work will continue through Q2-Q4 and businesses are encouraged to confirm the number of jobs created or safeguarded.												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R ED4	The number of businesses assisted in locating to or expanding in Luton	N/A	N/A	Actual	N/A	1254.00	1.00	1				RED
				Target	N/A	200.00	5.00	5				
Good Performance is HIGH. ED4 results = 1 against a quarterly target of 1.25 (annual = 5) This indicator focuses on both growth of existing businesses or new businesses seeking to come to Luton. To count for this indicator the level of contact has to be greater than, say, a response to a single phone enquiry. Only businesses that have actually moved or commenced expansion work is included. This means, for example, that the engineering company who was successful in getting funding in the recent Regional Growth Fund round, won't feature until such time as work actually commences on the site. There could therefore be quite a lag between providing support and knowing what difference it makes.												

Summary Performance Report												
Reporting Period: 2014												
Group Type: Executive Report 2014-15												
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated					
Business & Growth												
KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R 11	Youth Unemployment - JSA (Job Seekers Allowance) Claimants Aged 18-24 (quarterly)	3.1 - NOMIS June 2014	3.9% (GB) - NOMIS June 2014	Actual (%)	6.1	4.1	3.1	3.1				PURPLE
				Target (%)	6.8	N/A						
Good Performance is LOW. June 2014 figures from NOMISWEB - 670 of 18-24 year olds on JSA. Numbers are lower then end of March 2014 (4.1%), and lower then the same period last year (1120 = 5.1%). (% is number of persons claiming JSA as a proportion of resident population of the same age)												
KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R 12	Age 25-49 unemployment - JSA (Job Seekers Allowance) Claimants Aged 25-49 (quarterly)	1.9% (East) - NOMIS June 2014	2.6% (GB) - NOMIS June 2014	Actual (%)	4.8	3.5	3.0	3				PURPLE
				Target (%)	5.2	N/A						
Good Performance is LOW. June 2014 figures from NOMISWEB - 2345 of 25-49 year olds on JSA. Numbers are lower then end of March 2014 (3.5), and lower then the same period last year (3310 = 4.3%). % is number of persons claiming JSA as a proportion of resident population of the same age												
KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R 11a	Working age Unemployment - JSA (Job Seekers Allowance) Claimants aged 16 to 64	1.8% (East) - NOMIS June 2014	2.4% (GB) - NOMIS June 2014	Actual (%)	4.7	3.3	2.9	2.9				PURPLE
				Target (%)	5.1	N/A						
Good Performance is LOW. June 2014 figures from NOMISWEB - 3820 of All Ages on JSA. Numbers are lower then end of March 2014 (3.3%), and lower then the same period last year (5460 = 3.5%). (% is number of persons claiming JSA as a proportion of resident population of the same age)												
KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
CTS 15b	Amount of NDR (business rates) collected as percentage	Actual (%)	96.09	96.66	29.24	9.70	19.51	29.24				GREEN
		Target (%)	96.00	96.50	29.87	11.42	20.67	29.87				
		Statistical	National			Oct	Nov	Dec	Jan	Feb	Mar	
		N'bour				Actual (%)						
		N/A				N/A	Target (%)					
Good Performance is HIGH. Business rate collection is slightly behind target but this is still early in the collection year and it is expected to recover in quarter 2.												
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Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Business & Growth

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status	
						Apr	May	Jun	Jul	Aug	Sep		
Former LBC 4b	Amount of council tax collected as a percentage.	Actual (%)	96.18	96.46	29.83	11.28	20.64	29.83				GREEN	
		Target (%)	96.50	96.50	29.81	11.28	20.64	29.81					
		Statistical	National			Oct	Nov	Dec	Jan	Feb	Mar		
		N'bour				Actual (%)							
		N/A				Target (%)							
Good Performance is HIGH. A very good start to collection. This may be as a result of the continued improvement in performance.													

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status	
						Apr	May	Jun	Jul	Aug	Sep		
Former NI 181	Time taken to process Housing Benefit & Council Tax Support claims and changes (total number of calendar days)	Actual	13.9	13.0	14.5	12.5	15.8	14.5				RED	
		Target	10.0	13.0	13.0	13.0	13.0	13.0					
		Statistical	National				Oct	Nov	Dec	Jan	Feb		Mar
		N'bour		Actual									
		N/A		Target									
Good Performance is LOW. Split as 14.5 days for new claims and 10 days for changes. An extra 2500 changes have been cleared since April 14 on top of incoming work. Outstanding work has halved since April 14.													

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
H15 (BO)	BTS - Additional Income through non-HRA growth & Improvement.	Actual	237023.0	430000.0	117107.0		82603.0	117107.0				GREEN
		Target	17500.0	333000.0	121250.0	40417.0	80833.0	121250.0				
		Statistical				Oct	Nov	Dec	Jan	Feb	Mar	
		N'bour	National		Actual							
		N/A	N/A		Target							
Good Performance is HIGH. The Annual Target for 2014-15 is £485,000.												

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Business & Growth

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
66A (JJ-L)	Rent collected as a percentage of rent owed	N/A	N/A	Actual (%)	98.3	98.4	98.1	98.1				GREEN
				Target (%)	98.6	98.0	98.0	98				
Good Performance is HIGH. Rent collection remains stable in the climate of changes implemented as a result of Welfare Reform due to a greater investment in the income team and closer working with partners on preventing debt and hardship. Also through prioritising under occupying tenants for smaller properties to provide them with affordable accommodation.												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
Former NI 155 (AT)	Number of Affordable new homes	N/A	N/A	Actual	152	134	9	9				RED
				Target	200	125	31	31				
Good Performance is HIGH. The 2014-15 target remains at 125. Although only nine completed and handed over in quarter 1, the programme for delivery gives confidence that annual target will be met. It should also be noted we have a number of schemes (4) on site and well advanced, which are not included in the numbers, these will be included once they have been handed over. It should be noted the delivery of the housing schemes is between the Housing Associations and their the contractor/developer so LBC do not have overall control of delivery dates. In addition, new build can be adversely affected by poor weather conditions.												

Education & Lifelong Learning

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status	
New KPI Edu 1	Increase the percentage of children achieving a good level of development in the prime areas of learning and in the specific areas of literacy and mathematics	40.0 (DfE Oct 2013)	52.0 (DfE Oct 2013)	Actual (%)	N/A	47.1		PURPLE	
				Target (%)	N/A	N/A			
Good Performance is HIGH. In 2013 47% of pupils achieved a good level of development compared to 52% nationally. 2014 Luton and national results will be available mid/late October.									

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	Current Status	
Former NI 75	Increase the percentage of children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths)	58.8% DfE January 2014	60.8% DfE January 2014	Actual (%)	57.7	58.7		PURPLE	
				Target (%)	56.0	N/A			
Good Performance is HIGH. The percentage of pupils achieving 5+ A*-C including English and Maths increased from 58% in 2012 to 59% in 2013. Nationally pupils achieving 5+A*-C including English and Maths increased from 59% in 2012 to 61% in 2013.									

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Education & Lifelong Learning

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status
New KPI Edu 5	% of children attending a school which is 'good' or 'better'	73% August 2014	76% August 2014	Actual (%)	N/A	N/A	77.0	PURPLE
				Target (%)	N/A	N/A		

Good Performance is HIGH.
The website gets updated 3 times a year – end of December, end of March and end of August, August is the main one as September starts a new academic year.
The percentage of pupils whom attend a good or better school in Luton is 77%, this includes all phases and all academies. We believe that this figure will be higher when OfSTED update Data View next.

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
RPA 1	Raising of the Participation Age (RPA)- All 16 year olds (and extend up to 18th birthday from September 2015) required to stay in appropriate education, employment or training upon completing statutory education	Actual (%)	N/A	N/A	92.8	86.9	87.4	92.8				AMBER
		Target (%)	N/A	N/A	100.0	100.0	100.0	100.0				
		Statistical N'bour	National			Oct	Nov	Dec	Jan	Feb	Mar	
		N/A	87.7 June 2014			Actual (%)						
					Target (%)							

Good Performance is HIGH.
Local data for June 2014 showed a much healthier picture: 92.8% of 16-17 participation and only 1.3% not knowns. The adjusted NEET figure for the same period is 4.1%. There is also evidence the gap between 16 and 17 year olds has narrowed very significantly.

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status
Former NI 163	Qualifications in working age population (NVQ 2 and above)	72.7 (East 2013)	72.5 (GB 2013)	Actual (%)	64.1	64.1	65.2	PURPLE
				Target (%)	N/A	N/A		

Good Performance is HIGH.
Jan 2013 - Dec 2013 figure, NOMISWEB shows figures in arrears.
% is a proportion of resident population of area aged 16-64.
Source: ONS annual population survey

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
								Q1 Sep-Nov	Q2 Dec-Feb	Q3 Mar-May	Q4 Jun-Aug	
ACL 4 academic (TM)	16-18 Apprenticeships - funding	N/A	N/A	Actual	187987	290286						PURPLE
				Target	176346	234525	387619					

Good Performance is HIGH. The annual target for this indicator is £387,619
Qtr 1 data will be reported from September when the Academic year begins.
The measure is the amount of funding drawn down from the Skills Funding Agency to support apprentices. Different apprenticeships have different values but the current funding is enabling us to train and employ 200 apprentices with around a third employed by LBC.

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Safe Supported & Healthy

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
E&R 19	All Crime in Luton (soLUTIONs)	N/A	N/A	Actual	15786	16088	4207	4207				PURPLE
				Target	17820	N/A						
Good Performance is LOW.												

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
Housing 1 (MD)	Bed and breakfast placements (numbers)	Actual	34	86	51	59	54	51				RED
		Target	0	0	0	0	0	0				
		Statistical	National		Oct	Nov	Dec	Jan	Feb	Mar		
		N'bour			Actual							
		N/A			Target							
Good Performance is LOW. We currently have a limited supply of new Temporary Accommodation as we are competing with the private sector rental expectations and the diversion of families from London boroughs. Greater resource will be invested in the prevention activity through a reconfiguration of the team structure, which will enable homeless officers to assist more clients with securing accommodation in the private sector to reduce the demand of B&B.												

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
local CIC 1	Number of children in care (LAC)	Actual	388	397	397	399	392	397				PURPLE
		Target	N/A	N/A								
		Statistical	National			Oct	Nov	Dec	Jan	Feb	Mar	
		N'bour			Actual							
		620 (2013)			68110 (2013)	Target						
Good Performance is N/A.												

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status	
Former NI 55	Obesity in primary school age children in Reception Percentage			Actual (%)	11.2	10.9		PURPLE	
				Target (%)	11.0	11.0			
Good Performance is LOW. Indicator reported by Public Health. Target tbc by the end of August. 2014/15 quarterly figures unavailable as indicator is reported annually. Figures to be published December 2014.									

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Safe Supported & Healthy

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status	
Former NI 56	Obesity among primary school age children in Year 6 Percentage			Actual (%)	23.2	23.1		PURPLE	
				Target (%)	21.0	20.0			
Good Performance is LOW. Target tbc by the end of August. 2014/15 quarterly figures unavailable as indicator is reported annually. Figures to be published December 2014.									

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status	
Public Health 1	Infant (less than 1 year) mortality rate (rate per 1000 live births)	N/A	N/A	Actual	7.2	5.2		PURPLE	
				Target	7.2	5.2			
Good Performance is LOW. Indicator reported by Public Health. Target tbc by the end of August. 2014/15 quarterly figures unavailable as indicator is reported annually. Figures to be published December 2014.									

KPI Name	Description	Statistical N'bour	National	State	2012/13	2013/14	2014/15	Current Status	
Former NI 126	Under 18 conception rate (rate per 1,000 15-17 year females)	N/A	N/A	Actual	29.9	29.3		PURPLE	
				Target	N/A	28.8			
Good Performance is LOW. Indicator reported by Public Health. Target tbc by the end of August. 2014/15 quarterly figures unavailable as indicator is reported annually. Figures to be published DFebruary 2015.									

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
Public Health 7	Take up of NHS Health Check Programme	N/A	N/A	Actual	4897	7415						PURPLE
				Target	7018	7018						
Good Performance is HIGH. Indicator reported by Public Health. Target tbc by the end of August. 2014/15 quarterly figures will be published on followig dates: Q1 28th Aug 2014 Q2 26th Nov 2014 Q3 25th Feb 2015 Q4 28th May 2015												

Summary Performance Report							
Reporting Period: 2014							
Group Type: Executive Report 2014-15							
Green	Performance is good: At least 95% target achieved	Amber	Performance is satisfactory but requires corrective action: Within 10% of target	Red	Performance requires serious action: More than 10% outside target	Purple	Performance cannot be measured: No target was supplied so the RAG status could not be calculated

Safe Supported & Healthy

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
local Alcohol 1	Alcohol Services - number of young people receiving harm and reduction support (in schools and community settings)	N/A	N/A	Actual	12944	10273					PURPLE	
				Target	N/A	N/A						
Good Performance is N/A. Indicator reported by Public Health. Target tbc by the end of August. Q1 figure to be available after 18th August												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
local Drug 2	Number of adult users in effective treatment	N/A	N/A	Actual	882	876						PURPLE
				Target	N/A	N/A						
Good Performance is HIGH. Indicator reported by Public Health. Target tbc by the end of August. Q1 figure to be available after 18th August.												

KPI Name	Description	State	2012/13	2013/14	2014/15	2014/15						Current Status
						Apr	May	Jun	Jul	Aug	Sep	
ASCOF 1E (NI 146)	1E - Proportion of adults with learning disabilities in paid employment	Actual (%)	14.7	13.0	14.1		13.0	14.1				GREEN
		Target (%)	11.0	13.0	13.0		13.0	13.0				
		Statistical				Oct	Nov	Dec	Jan	Feb	Mar	
		N'bour	National		Actual (%)							
		N/A	N/A		Target (%)							
Good Performance is HIGH. Current performance is above target.												

KPI Name	Description	Statistical	National	State	2012/13	2013/14	2014/15	2014/15				Current Status
		N'bour						Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	
ASCOF 1F (NI 150)	1F - Proportion of adults in contact with secondary mental health services in paid employment	N/A	N/A	Actual (%)	6.0	8.4	9.1	9.1				AMBER
				Target (%)	11.0	10.0	10.0	10				
Good Performance is HIGH. Quarter 1 performance is showing an improvement from 2013-14 year end.												

Risk Assessment & Control Measure Update Report

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0003 Council reputation with all stakeholders & wider reputation of Luton as a place to live, work, learn and visit Corporate Risk Largely this stems from the councils type of risk Reputation	Image and perception of the Council & the Town not always positive locally. Issue could be made worse if there are any cases of abuse or scandal , or if Councillors lose confidence in officers.	a) Lack of confidence in services by the public... b) Difficulties recruiting staff. c) Difficulties finding business partners. d) Lack of engagement from the community when trying to engage their views. Major scandal is revealed in Media. Potentially a major abuse case could result in: i) Central government investigation & intervention. ii) Significant amount of officer resources. iii) Adverse impact on staff morale. iv) Media attention. v) Loss of credibility.	High 8	Medium 6	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			Impact 3 Likelihood 2	Impact 3 Likelihood 1	21/04/2014	21/10/2013	105	Rob Leigh

Risk Review Update

Review Summary: Ongoing Updated on 04/04/2013 11:04:30

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0003/003 The Sustainable Community Strategy	Review Summary: Control measure live - Much good work done with EDL march passing peacefully and success of Love Luton Festival providing lots of positive national media coverage Updated on 10/08/2012 15:38:14	Proposed		0	126	31/03/2014	Rob Leigh

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0006 Failure to keep to Approved budget, particularly re: demand - led services, new requirements, savings targets, loss of income. Type of risk Budget control failure	Cannot keep services within budget parameters and identified budget savings or income targets are not realised fully. This could occur as a result of national or local changes. See below for effects:-	a) Further cuts to services. b) Adverse impact on service delivery. c) Adverse publicity. d) Increase in Council Tax. e) Demoralisation of staff. f) Impact staff performance. g) Failure to keep a balanced budget. h) Breaches of Health & Safety Law.	High	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			<div>9</div>	<div>6</div>				

Risk Review Update

Review Summary: Substantial underspend for 2013/14 predicted at period 11

Period 11 predictions for 2013/14 showing a substantial underspend, the ongoing parts have been incorporated into the 2014/15 budget. Updated on 19/08/2013 10:36:16

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0006/002 Budget Monitoring	Review Summary: Underspend predicted throughout year Quarter 2 predictions £5.2m underspend, Period 11 £7.3m after carry forwards Updated on 14/04/2014 12:11:15	In Progress		90	0	19/08/2014	Dave Kempson

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment			
LBC0007 Staff Performance - Overload/stress. Type of risk Insufficient staff resources/capacity	Some staff unable to manage increasing work loads with competing priorities during times of financial austerity and ongoing reductions. the is could result in:-	a) Adverse impact on staff welfare. b) Adverse impact on service delivery. c) Increase in staff absenteeism. d) Increase in employment tribunal claims. e) Increase in employers liability claims. f) Deteriorating PI's. g) Increase in accidents h)A reduction in productivity in some work areas.	High	Medium	Next Review Date	Last Review Date	Days Overdue
			9	6			
			Impact 3 Likelihood 3	Impact 3 Likelihood 1	06/07/2014	06/01/2014	29
							Angela Claridge

Risk Review Update

Review Summary: Continues to be a concern, cross departmental Stress Working Group looking at existing procedure and supporting measures. Updated on 06/05/2013 21:10:13

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0007/002 Performance Appraisal & Management Supervision	Review Summary: Cross dept Stress Working group set up to review existing policy and supporting actions. Updated on 06/01/2014 11:29:56	In Progress		100	29	06/07/2014	Angela Claridge

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0008 Failure to recruit/retain staff. Luton not preferred living area Potentially losing top performing staff due to staff not having the right skill set. Type of risk Insufficient staff resources/capacity	Cannot recruit right quantity of staff and gaps appear in the structures. The issues below could result:-	a) Increasing use of agency staff. b) New staff do not always meet quality standards. c) Adverse impact on service delivery. d) Council clients possibly at risk. e) Public confidence affected. f) Adverse effect on performance. g) Censure for audit inspection. h) Adverse publicity. i) Image of council damaged. j) Increase risk of breach of health & safety to customers /employees. k) Potentially losing top performing staff due to staff not having the right skill set.	Medium	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			4	3				
			Impact 1 Likelihood 3	Impact 2 Likelihood 1	04/02/2015	10/02/2014	0	Angela Claridge

Risk Review Update

Review Summary: Market Supplement procedure being reviews twelve months in. Supplements continue to be a requirement for some posts. Updated on 04/02/2013 10:48:30

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0008/002 Recruitment & Retention Plans	Review Summary: New Market Supplement procedure has been implemented over last review period. Scheme to be reviewed again in March 2014 Updated on 06/01/2014 10:02:32	Implemented		100	29	06/07/2014	Angela Claridge

Luton Borough Council



Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0009 Uninsurable loss, for example pollution or terrorist attack. Type of risk Insufficient financial resources	Significant either uninsured or uninsurable loss, may result in the effects below:-	a) Adverse financial costs. b) Adverse impact on service delivery. c) Impact on reputation.	Medium	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			6	6				
			Impact 3 Likelihood 1	Impact 3 Likelihood 1	02/10/2014	02/07/2014	0	Gloria Johnson-Ashman

Risk Review Update

Review Summary: Insurance Policy for Terrorism renewed with JLT Updated on 17/04/2014 10:46:45

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0009/001 Emergency /Contingency Plan + Self Insurance Fund	Review Summary: Emergency contact lists have been updated. Updated on 02/07/2014 09:49:07	Audited - Effective		100	0	02/10/2014	Gloria Johnson-Ashman
LBC0009/002 Borrow funds	Review Summary: Liaise with Head of Finance sign off Officer regarding investments and discuss at Insurance reserve meetings. Liaise with Head of Finance regarding update of investments. Updated on 24/03/2014 09:20:00	Proposed		70	0	14/03/2015	Gloria Johnson-Ashman

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment	Next Review Date	Last Review Date	Days Overdue	Risk Owner
LBC0013 Loss or collapse of key IT application/hardware or data corruption. Unauthorised access to personal data on Council Systems. Type of risk Loss of IT / Communication facilities	Hardware, software or network failure. Unauthorised access to personal data through hacking or other breaches of systems security.	Hardware/software/network failure a) impact on reputation b) adverse impact on service delivery c) adverse impact on finances d) Unauthorised access e) Hardware/software/network failure a) adverse impact on finances b) adverse impact on reputation c) failure to comply with legislation	High	Medium				
			 8 Impact 3 Likelihood 2	 6 Impact 3 Likelihood 1	15/01/2014	15/07/2013	201	Whitworth, Davina

Risk Review Update

Review Summary: Further investment is being considered for the procurement of IDS/IPS software Updated on 15/01/2013 07:41:40

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0013/002 IPS (Intrusion prevention systems) and network access control (NAC)	Review Summary: The procurement of Intrusion detection software is currently under consideration which will address this issue, but only if funding is can be confirmed Updated on 15/07/2013 10:06:33	Proposed	£50,000	5	323	15/09/2013	Whitworth, Davina
LBC0013/003 Review and rationalise file permissions and associated AD groups	Review Summary: This work has not yet been completed. However Hazel Martin has begun a whole series of presentations to departmental management teams to raise the profile of information governance and the need to review file permissions and structure. Updated on 19/11/2012 08:56:57	Proposed	£0 £60,000	0	216	31/12/2013	Hazel Martin

Luton Borough Council



Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0023 Council Acts Ultra-Vires. Also linked to corporate finance risk CFCF0019 Type of risk Failure of internal controls	Completion of self assessment questionnaire to enable the compilation of the 'Statement of Governance' identified breach of legislation as a principle risk. Adverse impact on the effects below:-	a) Reputation. b) Service Delivery. c) Finances. d) Staff performance.	Medium	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			6	1				
			Impact 3 Likelihood 1	Impact 1 Likelihood 1	19/08/2014	19/08/2013	0	Dave Kempson

Risk Review Update

Review Summary: Monitoring officer review as part of annual governance procedures showed how we have dealt with a potential issue Updated on 28/08/2012 13:38:12

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0023/001 Monitoring Officer & Chief Financial Officer Verify on an annual basis. Interim SoGs on a quarterly basis.	Review Summary: 2012/13 governance statement lists issues re controls Updated on 19/08/2013 10:37:47	In Progress		75	0	19/08/2014	Dave Kempson

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment	Next Review Date	Last Review Date	Days Overdue	Risk Owner
LBC0025 Loss or failure of key supplier, provider or partner. CSCF0032 - Failure of key supplier (Corporate Finance Risk) CS0014 - Failure of key supplier (Customer Services Risk) HC0009 - Failure of key supplier (Type of risk) Failure of key supplier	Loss or failure of key supplier, could impact on: a) adverse impact on service delivery b) impact on reputation and credibility c) adverse impact on finances Lack of clarity in partnership & interagency working or contractual arrangements can result in a) adverse impact on service delivery b) adverse impact on finances c) project failure d) agency do not meet quality standards e) accountabilities are unclear f) opportunities for fraud & corruption	Effect on value of money, active in partnerships. If reputation adversely affected as a result then also potential effects of loss of reputation.	High	Medium				
			 Impact 3 Likelihood 2	 Impact 2 Likelihood 2	24/10/2014	24/07/2014	0	Chris Addey

Risk Review Update

Review Summary: Ongoing risk , usual assessment made on all key suppliers via Experian service and alerts Updated on 22/04/2014 12:55:39

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0025/001 Tender/procurement process ongoing review	Review Summary: Ongoing review of processes , to ensure they are compliant and still relevant as legislation changes Updated on 09/06/2014 09:38:31	In Progress		100	0	09/09/2014	Chris Addey

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0026 Serious breach of health and safety legislation. Accidents (resulting in major injury or loss of life) HSE or Police Prosecution inc. Corporate Manslaughter Type of risk Any avoidable accident or injury due to a f	Loss of life/serious injury to workforce or clients would in itself be a major trauma. A further issue is exposure of staff or public to asbestos risks. These risks could cause: a) adverse impact on service delivery b) confusion amongst clients c) adverse financial impact d) impact on reputation e) deteriorating performance HSE or Police prosecution could result in: a) financial penalty b) impact on reputation c) liability for individual officers d) adverse impact on service delivery	Open accessible and responsive Government, valuing workforce, value for money potential knock on effects for item 1.	Medium	Medium	Next Review Date 31/12/2014	Last Review Date 31/12/2013	Days Overdue 0	Risk Owner Caron Owens
			Impact 3 Likelihood 1	Impact 3 Likelihood 1				

Risk Review Update

Review Summary: This has been reviewed. Although the Corporate Health and Safety Team has been reduced from 8 employees to 3 an on line accident reporting system has been introduced to record accidents more thoroughly and there is more of an emphasis on service managers to manage risks. Updated on 09/05/2013 21:18:41

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner

LBC0026/001 Health and Safety culture supported and led by CDMT	Review Summary: Health and Safety Policy is due to be reviewed by the Chief Executive in January 2014. Director of Engineering and Regeneration chairs the Health and Safety Forum who meet on a quarterly basis with representatives from each department and Trade Unions. Minutes are disseminated via departmental management teams. Accident trends are analysed and taken to Directorate Management Teams on a quarterly basis. Updated on 23/12/2013 16:30:54	In Progress		100	134	23/03/2014	Caron Owens
LBC0026/005 Workplace Safety Audits	Review Summary: Workplace inspections continue to be carried out by services and Fixed Assets arrange for repairs to be carried out as required. Updated on 23/12/2013 16:33:24	Implemented		100	134	23/03/2014	Caron Owens

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0028 Industrial Action. Type of risk Conflict between national/regional agenda:	Industrial action could result in: See below:-	a) adverse impact on service delivery b) impact on staff well-being c) adverse impact on reputation d) adverse impact on health/welfare of clients. Value for money, valuing workforce. If action extended it will affect the achievement of all corporate priorities in the year concerned, and make achieving medium term objectives more difficult.	High	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			<div>8</div>	<div>5</div>				

Review Summary: Industrial action still remains a threat. NASUWT taking action short of strike. Updated on 06/05/2013 21:08:32

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Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0031 Managing Change. Outsourcing/strategic partnership introduced - managing the change process Type of risk Service taken over by Government or other	Alternative forms of service delivery leading to staff unrest may have an adverse impact on. see below:-	A) service delivery b) staff recruitment & retention c) increased use of agency staff	Medium	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			<div>5</div>	<div>2</div>				

Risk Review Update

Review Summary: Land Charge function anticipated to be taken over by central government at a date to be determined from 2015. Updated on 13/01/2014 09:15:00

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0031/001 Policy and changes programme	Review Summary: No new concerns during last review period. Updated on 13/01/2014 09:25:09	In Progress		60	22	13/07/2014	Angela Claridge

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0033 Financial controls not implemented resulting in potential loss to LBC. Type of risk Failure of internal controls		Fraud could result in: a) adverse impact on finances b) adverse impact on reputation c) adverse impact on service delivery d) Proceeds of Crime Act places specific requirements on authority to pass on suspicions on to the police. e) Value for money	Medium	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			5	2				
			Impact 2 Likelihood 2	Impact 1 Likelihood 2	21/07/2015	21/07/2014	0	Beverley Gibbings

Risk Review Update

Review Summary: We continue to audit the Council's main systems each year. These are our key controls systems e.g. payroll, creditors, debtors etc. External Audit review the work we do in these areas. Updated on 15/07/2013 13:50:32

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0033/001 Control procedures	Review Summary: The policies and procedures listed in previous reviews have not changed. We continue to audit high risk areas of the authority on an annual basis. Updated on 21/07/2014 15:29:29	In Progress		100	0	21/07/2015	Beverley Gibbings
LBC0033/002 Monitoring	Review Summary: This process has not changed. We have a comprehensive audit plan which covers reviewing all key controls systems every year. The external auditor reviews these audits and we also report to A&G committee. Monitoring of audit work is done on an monthly basis. Updated on 21/07/2014 15:30:27	In Progress		95	0	21/07/2015	Beverley Gibbings

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0034 Treasury Management. Also managed by Corporate Finance - CSCF0008 Type of risk Loss of revenue/income generation	Collapse of banker or fraud within the investment business could result in a) adverse impact on finances b) impact on low level of council tax c) adverse impact on service delivery d) service cuts A reduction in interest rates/investments will also have an adverse reaction on the Council's finances	Value for money	High	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			8	3				
			Impact 3 Likelihood 2	Impact 2 Likelihood 1	14/10/2014	14/04/2014	0	Dave Kempson

Risk Review Update



Review Summary: Banks reviewed daily/weekly.

No further use of Ulster Bank at present.

Watching RBS situation Updated on 19/08/2013 10:34:00

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0034/001 Treasury Management Policy	Review Summary: Reviewed on an ongoing basis with the use of external advisor's bank scoring system and CD market. Keeping within policy Updated on 23/12/2013 12:59:42	Approved		100	0	23/12/2014	Dave Kempson
LBC0034/002 Retender required to move from Co-operative Bank	Review Summary: Plan to use national framework via ESCO for tendering. Awaiting final ESCO checks to enable use of framework Updated on 14/04/2014 12:06:38	In Progress		0	21	14/07/2014	Dave Kempson

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0035 Death threats received against staff. Type of risk Crime and disorder	Death threats have been received in the past & may again in the future, this could result in:	A) risk of loss of life or injury b) damage to personal belongings c) impact on staff motivation & performance	Medium	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			 6 Impact 3 Likelihood 1	 3 Impact 2 Likelihood 1				
					01/08/2015	01/08/2014	0	Caron Owens

Risk Review Update

Review Summary: Lone working guidance has been reviewed and training carried out in high risk areas. Updated on 04/02/2013 10:57:04

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0035/001 Policy on lone working	Review Summary: This policy has been reviewed Updated on 31/07/2013 11:41:55	Implemented		100	185	31/01/2014	Caron Owens
LBC0035/002 Violence & Aggression Training	Review Summary: Lone working policy was issued to all Heads of Service to disseminate to their services. Updated on 31/07/2013 11:41:15	Implemented		100	185	31/01/2014	Caron Owens

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment	Next Review Date	Last Review Date	Days Overdue	Risk Owner
LBC0039 Decrease in volume of airport traffic or closure resulting in reduction of key income stream. Corporate Risk (7) A Supplemental Agreement has recently been concluded between Luton Borough Council and the airport. Type of risk Loss of revenue/income generation	Airport closure or significant reduction in traffic could result in: a) adverse impact on finances b) loss of reputation c) adverse impact on other local businesses d) adverse impact within communities	Regeneration, value for money, active in partnerships	High	Medium				
			<div>9</div> Impact 3 Likelihood 3	<div>6</div> Impact 3 Likelihood 1	07/10/2014	07/04/2014	0	Turner, Mark

Risk Review Update

Review Summary: Risk is controlled as far as possible given external factors Updated on 13/05/2013 15:43:35

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0039/001 Contract with Airport company	Review Summary: The current concession agreement, together with the supplemental agreement, is performing well, and there are signs of significant passenger growth on the horizon. However, the action of the Secretary of State for DCLG in delaying any decision on the LLAOL planning application is distinctly unhelpful. Updated on 07/04/2014 09:48:32	Implemented		100	0	07/10/2014	Turner, Mark

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0044 1. Failure to Plan for Extreme Weather Events and also Changing Climate 2. Failure to sufficiently reduce Energy use such that the Council has to buy Carbon Credits 3. Failure to reduce waste Type of Risk Climate change issues	1. More extremes of weather are expected, thus making it essential to plan ahead 1a. Gradually changing climate trends, including milder drier winters and wetter summers will affect some activities adversely (though some activities may be affected in an advantageous way) 2. The Carbon Reduction Commitment Regime requires that the Council reduce its use of energy to ensure it does not suffer financial penalties 3. The amount of waste generated in Luton and collected by the Council must continue to reduce to ensure disposal costs including levies & fines do not	1. See individual Heads of Service Climate Change Severe Weather Risk 2. See Carbon Reduction Commitment Risk 3 See BEAa Project Risk	High 9	High 8	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			Impact 3 Likelihood 3	Impact 3 Likelihood 2	01/09/2014	14/10/2013	0	Brennan, Trevor

Risk Review Update

Review Summary:

LBC has a corporate commitment to managing a changing climate via its published climate change adaptation plan. The associated action plan is maintained corporately but co-ordinated by the Strategy & Sustainability Team. Outcomes from this plan are incorporated into the existing work programmes of LBC teams. Updated on 18/10/2012 08:55:03

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0044/001 Climate Change Team	Review Summary: Updated on 14/10/2013 10:43:02	Implemented		0			Brennan, Trevor
LBC0044/003 Carbon Reduction Commitment	Review Summary: no issues to report Updated on 29/02/2012 15:31:08	Implemented		100			Neil O'Connor
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LBC0044/006 Climate Change Adaptation Plan	Review Summary: LBC has a corporate commitment to managing a changing climate via its published climate change adaptation plan. The associated action plan is maintained corporately but co-ordinated by the Strategy & Sustainability Team. Outcomes from this plan are incorporated into the existing work programmes of LBC teams. Updated on 14/10/2013 10:42:22	Implemented		0		Brennan, Trevor
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Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment			
LBC0057 Significant Project Failure Type of risk Failure to deliver services at agreed cost/s	Major Projects Board and project data available.	Would depend upon on the type and extent of the failure and whether there is a corporate priority reliant on a particular project.	High	Low	Next Review Date	Last Review Date	Days Overdue
			9	3			
			Impact 3 Likelihood 3	Impact 2 Likelihood 1	16/08/2014	16/05/2014	0
Risk Owner							
Laura Church							

Risk Review Update

Review Summary: Status has been amended to controlled to reflect project management reviews by Corporate Major Projects Board and Departmental reviews. Updated on 23/04/2014 22:51:05

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0057/001 Project Management Toolkit	Review Summary: Control measure updated. No change. Updated on 02/06/2014 08:01:08	In Progress		85	0	02/09/2014	Laura Church
LBC0057/002 Project Review on a quarterly basis	Review Summary: Review completed. Major Projects Board meeting quarterly. Updated on 16/05/2014 16:24:28	In Progress		75	0	16/08/2014	Laura Church
LBC0057/003 Projects to be reviewed	Review Summary: Updated on current practice on Major Projects Board Updated on 02/06/2014 08:00:00	In Progress		75	0	02/09/2014	Laura Church

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0058 Failure to have effective Business Continuity Plans in place Type of risk Reputation	All departments and divisions should have business continuity plans in place to ensure continuity of services, both internal and external	Breach of legal requirement and loss of reputation.	Medium	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			5	5	14/08/2014	14/04/2014	0	Tony Green
			Impact 2 Likelihood 2	Impact 2 Likelihood 2				

Risk Review Update

Review Summary: In February 2014, an internal review was completed for Corporate Business Continuity, It gave an "Adequate Assurance" rating with 64% of plans completed and 14% nearly completed. Work is ongoing in respect of 22% outstanding. This work has begun since the audit. Also work has commenced in respect of the validation exercise process. . Updated on 22/07/2013 10:10:01

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0058/001 Development, maintenance, and review of business continuity plans	Review Summary: Progress against completion of plans for the authority is monitored by monthly reporting the the CLMT. Updated on 14/04/2014 14:23:48	In Progress		50	0	14/08/2014	Tony Green

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0059 Greater resilience of service and response provided by support from other Bedfordshire Authorities, and emergency volunteers, to major incidents and emergencies. Type of risk Failure to manage partnership relations - e	Civil Protection are part of, and support the Bedfordshire and Luton Local Resilience forum, consisting of multi agency partners from the following: Police, Fire, Ambulance, NHS, PCT, Environment Agency, Military, and Emergency Volunteers from, Red Cross, St John, Mid Shires Search and Rescue, Samaritans, WRVS, Barney's and Chums bereavements services, 4x4 club, Salvation Army, and Bedfordshire Volunteers etc.	LBC has insufficient resources to respond to a protracted incident by itself. Having the support of the other local authorities and emergency volunteers provides LBC with greater resilience and capability to maintain internal and external services and respond effectively to emergencies.	Low	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			3	3				
			Impact 2 Likelihood 1	Impact 2 Likelihood 1	21/05/2015	21/05/2014	0	Tony Green

Risk Review Update

Review Summary: The maintaining good service delivery has been enhanced by more departments completing their business continuity plans over the last 12 months. We continue to maintain our relationship through the LRF with other responding partners. Through the Black Swan exercises and the forthcoming Black Eagle exercises plus the BLLRF Major exercise more officers are becoming aware of their command responsibilities during major incidents. Updated on 29/04/2013 13:14:12

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0059/001 Maintain partnership to provide resilience	Review Summary: Business Continuity Plans Verification Exercises. Multi Agency Exercises Membership of the LRF Updated on 21/05/2014 07:50:22	In Progress		100	0	21/05/2015	Tony Green

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0060 Failure to maintain emergency response and recovery plans Type of risk Reputation	Full suite of emergency, preparation, response, recovery plans, mechanisms and structures as required by the Civil Contingencies Act and associated guidance.	Legal requirement for plans may leave LBC vulnerable in terms of prosecution and loss of reputation	Low	Low	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			3	3				
			Impact 2 Likelihood 1	Impact 2 Likelihood 1	21/05/2015	21/05/2014	0	Tony Green

Risk Review Update

Review Summary: All LBC & BLLRF Plans are up to date and reviews of the plans have been completed Updated on 29/04/2013 13:41:56

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0060/001 BLLRF Management Structure and processes	Review Summary: Monitoring of Review dates Completion of new plans when required Exercise review of plans Review of plans after an incident Updated on 21/05/2014 07:57:05	In Progress		100	0	21/05/2015	Tony Green

Luton Borough Council



Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0061 Significant Welfare Benefit process changes due to government legislation in 2013. There are 7 workstreams in the Welfare Reform Type of risk Failure of internal controls		More poverty/increased debt Homelessness More crisis intervention required More expenditure for LBC Fine due to non-compliance/breach of statutory duty.	High	High	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			9	8				
			Impact 3 Likelihood 3	Impact 3 Likelihood 2	17/08/2014	02/07/2014	0	Arran Sharman

Risk Review Update

Review Summary: All major welfare changes have now been implemented and have become business as usual. Updated on 02/06/2014 14:15:29

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0061/001 Implementation of Planning & Strategy	Review Summary: Regular board meetings and welfare reform groups continue to take place. It is now more about managing the impact of Welfare Reform. A financial inclusion strategy is currently in the process of being put together to propose to members as well as an up to date IIA for Welfare Reform Updated on 29/04/2014 08:41:16	Implemented		0			Arran Sharman

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0062 Failure to report, or correctly report in line with multi agency procedures for safeguarding alerts leading to death or serious harm to an adult at risk. Type of risk Failure of internal controls		Damage to Council reputation. Fine due to breach of statutory duty.	High 	Medium 	Next Review Date 12/09/2014	Last Review Date 10/03/2014	Days Overdue 0	Risk Owner Patricia Jennings
			Impact 3 Likelihood 2	Impact 3 Likelihood 1				

Risk Review Update

Review Summary: Team is now fully staffed. A review of the how safeguarding is transferred or picked up accross the community teams is to take place which will identify how efficiently the team can work. Business post being recruited to. Updated on 04/11/2013 10:03:57

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0062/001 Awareness & Training	Review Summary: Ongoing emphases on multi agency training to raise awareness. Need to set up Learning and Development events to learn lessons from Serious Case Reviews. Updated on 17/06/2014 17:09:17	In Progress		75	0	17/12/2014	Patricia Jennings

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0063 Safeguarding of Vulnerable Children Type of risk Failure of internal controls	LBC is responsible for providing effective arrangements for safeguarding children. Failure of internal controls can lead to system failure and avoidable harm to children	1. Authority in breach of statutory obligation. 2. Loss of reputation. 3. Loss of life	High	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			<div>9</div>	<div>6</div>				
			Impact 3 Likelihood 3	Impact 3 Likelihood 1	18/10/2013	18/07/2013	290	Hilary Griffiths

Risk Review Update

Review Summary: Performance management and QA in place. Currently subject to review and improvement plan Updated on 24/12/2012 14:38:13

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0063/001 Policies & Procedures Applied	Review Summary: Control measures still in place Updated on 18/07/2013 19:38:53	In Progress		85	290	18/10/2013	Hilary Griffiths

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0064 Public Health is not embedded within LBC services and staff are not aware of the impact of their services on population health Type of risk Service Improvement/Best value - failure to		1. Loss of Reputation. 2. Financial impact of increasing health costs by not focussing on prevention and early intervention. 3. Increasing health inequalities and reduced healthy life expectancy.	High	High	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			8	8				
			Impact 3 Likelihood 2	Impact 3 Likelihood 2	04/12/2014	04/06/2014	0	Kelly O'Neill

Risk Review Update

Review Summary: Updated in line with current focus on integrating and embedding public health across the council. Working across DMTs to identify PH spend and opportunities to focus on prevention and early intervention. Updated on 25/06/2013 09:18:27

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0064/001 Service Plan is kept up to date and reviewed quarterly with information shared during accountability meetings	Review Summary: Updated Updated on 04/06/2014 10:35:26	Proposed		70	0	04/12/2014	Kelly O'Neill

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0065 nationwide shortage of salt Type of risk Failure of key supplier	key supplier	unable to salt roads grid lock road safety school closures business disruption	Medium	Medium	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			5	5	17/10/2014	17/07/2014	0	Gloria Johnson-Ashman
			Impact 2 Likelihood 2	Impact 2 Likelihood 2				

Risk Review Update

Review Summary: There is no longer a shortage of salt the risk profile will therefore be reduced to reflect the change. Updated on 14/04/2014 15:45:16

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0065/001 meet government guidelines	Review Summary: Discussed the risk with Chris Godden in Highways. There is no longer a salt shortage. An agreement is now in place with Hertfordshire CC. Updated on 17/07/2014 15:22:42	In Progress		100	0	17/10/2014	Gloria Johnson-Ashman

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment			
LBC0066 Failing to implement changes to ICT infrastructure and maintain necessary security standards could result in loss of our connection to Public Service Network, with consequent inability to process benefits claims. Failure to deliver services at agreed cost/s	Possible non-compliance with PSN standards because of failure to maintain appropriate levels of security in the data centre and on the desktop.	Impact on reputation Impact on quality of service provided to customers	High	High	Next Review Date	Last Review Date	Risk Owner
			8	9			
			Impact 3 Likelihood 2	Impact 3 Likelihood 3	18/10/2013	290	Clapp, William

Risk Review Update

Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner
LBC0066/001 Programme of work delivered by Civica	Review Summary: IT Health Check remediation due to complete by 31.3.14 Action plan in place owned by Civica with LBC contributions Updated on 12/03/2014 09:52:52	Proposed	£44,000 £80,000	30	131	26/03/2014	Clapp, William

Luton Borough Council

Details	Details 2	Details 3	Current Risk Assessment	Controlled Risk Assessment				
LBC0067 Impact of the Care Bill and implications for the Authority to provide a number of facilities to service users and rights of Carers. Type of risk Government policy/legislation changes	This new Legislation will affect everyone from birth through to death. The aim is to help better pain for the future.	1. Financial - Funding 2. Resouces 3. Information 4. IT systems 5. Communication must be clear	High	High	Next Review Date	Last Review Date	Days Overdue	Risk Owner
			9	8				
			Impact 3 Likelihood 3	Impact 3 Likelihood 2	17/10/2014		0	Pam Garraway
Risk Review Update								
Control Measure	Control Review Update	Status	Cost to Date Est. Cost	% Complete	Days Overdue	Review Date	Control Owner	
LBC0067/001 See Departmental Risks		In Progress		50	0	17/10/2014	Pam Garraway	



OVERVIEW AND SCRUTINY BOARD

AGENDA ITEM: 10

DATE OF MEETING: 27th August 2014

REPORT AUTHOR: Lisa Jerome
(Democracy and Scrutiny Team Leader)

SUBJECT: Overview and Scrutiny Annual Report 2013-14

PURPOSE:

1. To report the work of the Overview and Scrutiny Board for 2013 - 14.

RECOMMENDATIONS:

2. That the Board:
 - (i) Agrees the content of the Annual Overview and Scrutiny Board report, 2013-14 as set out at Appendix A, for recommendation to Council.
 - (ii) Delegates authority to the Democracy and Scrutiny Team Leader to make any minor amendments deemed necessary before publication.

REPORT:

3. The Council's Constitution under Article 6, section 6.2.6, requires the Overview and Scrutiny Board to make an annual report to Full Council, on the workings of the Overview and Scrutiny process.

Luton Borough Council Overview and Scrutiny Annual Report 2013-14

4. The scrutiny arrangements comprise an Overview and Scrutiny Board, which oversees the scrutiny process and is the primary body for accountability and strategy development. It also establishes time limited Task and Finish Groups for detailed review
5. The Board has power to establish individual Task and Finish Groups to carry out reviews into issues identified by the Board as requiring detailed examination. Whilst the Board will set the total number of Members to sit on a Task and Finish Group and the timescale for the review, the membership is sought on an 'expressions of

interest' basis, to encourage those Members most engaged and interested in the topic to put their names forward to become members of the Task and Finish Group.

7. One Task and Finish review is currently underway relating to Domestic Violence.
8. Given the importance of both financial scrutiny and the scrutiny of health related issues, a Finance Review Group and a Health & Social Care Review Group have been established by the Overview and Scrutiny Board which are not time limited and continue across Municipal years.
6. The activities of the OSB are driven by a work programme, developed and agreed by the Board itself, that is constantly evolving and regularly updated.
7. The Chair of the Board in 2013-14 was Councillor Doris Hinkley (Liberal Democrat) and the Vice Chairs were Councillors Michael Garrett (Conservative) and Councillor Amy O'Callaghan (Labour).

APPENDIX:

Draft Annual Report



Overview & Scrutiny

Annual Report 2013-14

A message from Councillor Doris Hinkley, Chair Overview and Scrutiny Board

“Welcome to the Overview and Scrutiny Annual Report, which explains the work of the Overview and Scrutiny Board (OSB) and its Task and Finish Groups during 2013-14.

Overview and Scrutiny is a vital part of Luton Borough Council’s responsibility to its residents. All non-executive councillors are eligible to participate in the work of scrutiny, to hold the Council’s Executive to account and help inform its decisions by reviewing and making recommendations to improve Council services.

Overview and Scrutiny also considers and makes recommendations on wider issues affecting the people of Luton. During the year it has worked closely with Community Safety Partnership, Free Schools, Luton Cultural Services Trust, Luton and Dunstable Hospital and other public and private sector partners, who have all contributed to the well-being of the people of Luton. I take this opportunity to thank the great many officers from the Council, as well as partners organisations,

who have, contributed openly and positively to scrutiny.

Finally, I also thank all my fellow Members who have participated in Scrutiny and put in substantial effort during the course of the year.

If you would like to contribute to overview and scrutiny, remember all scrutiny meetings are open to the public. If you want to find out more about overview and scrutiny, the Democracy Team will be pleased to supply you with more information. Contact details are listed at the end of this report.”

Councillor Doris Hinkley

Introduction

The last year has seen a continuation of challenges for local government. With a backdrop of reduced funding from Government this Council along with our partners are seeking ways to work more closely together. In this environment, the role of scrutiny is important and we have a clear responsibility to scrutinise the implementation of new approaches. In this report we have highlighted some of the significant activity that has taken place over the last year and considered the challenges to be faced over the next year.

The Chair of the Board in 2013-14 was Councillor Doris Hinkley (Liberal

APPENDIX

Democrat) and the Vice Chairs were Councillors Michael Garrett (Conservative) and Councillor Amy O'Callaghan (Labour).

Key Scrutiny Work in 2013-2014

- **Working with External Partners and Local Communities**

Throughout the year, the Board received a range of reports and presentations from organisations and individuals from outside the Council to assist with overview and scrutiny work; these included Community Safety Partnership, Free Schools, Luton Cultural Services Trust, Luton and Dunstable Hospital

- **Working with the Executive/Portfolio Holders**

The Board has continued to be actively involved with the work of the Executive, regularly scrutinising the Executive's Forward Plan, which remains a standing item on the work programme. Monthly meetings are also held with the Chair and Vice Chairs of the Overview and Scrutiny Board. The Chair also has the opportunity to meet on a regular basis with the Leader of the Council, to discuss corporate issues facing the Council. The Executive Member Finance has a standing invitation to attend the Finance Review Group.

TASK AND FINISH GROUPS

The Overview and Scrutiny Board has the power and responsibility to set up time limited task and finish groups that focus on a particular issue and consider it in greater detail than is possible at the Overview and Scrutiny Board. These reviews will typically last around six months and will include a mixture of interviews with relevant Council officers and expert witnesses, research of best practice elsewhere, meetings with service users and community groups and consultation with the wider community. Membership of the task and finish group is drawn from all Members of the Council other than Executive Members and can be extended to include statutory and non-statutory co-optees and experts in the relevant subject area.

Outlined below is a brief summary of the work of the two standing sub-committees – the Finance Review Group and the Health and Social Care Review Group and the latest position in respect of current task and finish groups.

FINANCE REVIEW GROUP

The Finance Review Group (FRG) continued to sit in 2013/14 as a standing sub-committee of the Overview and Scrutiny Board (OSB). Its purpose includes:

- Enabling closer scrutiny of the Council's finances;
- Enhancing decision-making process on spending priorities;

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- Overseeing public involvement to improve accountability.

During the year, the FRG continued to focus on and made comments and recommendations to the Executive on key aspects of the Council's Transformation Programme and budget performance around contingency reserves and risks, particularly on a number of high level capital projects. It also reviewed Voluntary and Community Sector (VCS) funding, funding options for affordable housing and the overarching impact of measures to address budget pressures facing the council

The FRG reported and made comments and recommendations to the Executive on a number of occasions, which was mostly noted and/ or accepted, to help them make well informed and transparent decisions. A further key area to be scrutinised was the public accounts of various organisations receiving funding from London Luton Airport Limited (LLAL)

HEALTH AND SOCIAL CARE REVIEW GROUP

The Health and Social Care Review Group (HSCRG) continued to sit in 2013/14, as a standing sub-committee of the Overview and Scrutiny Board. It was the Council's arrangement for scrutinising how health and social care services were provided and developed for the community, holding NHS organisations to account and requiring them to listen and respond.

Its responsibilities include:

- Overseeing NHS and social care reforms in Luton;
- Holding decision-makers to account for commissioning decisions;
- Undertaking health and social care topical reviews and making recommendations for improvement;
- Dealing with consultation by NHS organisations, to ensure proposals for substantial service variation or development were in the interests of local health services.

In the last year, the HSCRG reviewed and commented on diverse matters, including the following:

- Performance of Mental Health Services in Luton;
- Progress of its recommendations relating to the procedures and practices of the Coroner's and associated services;
- Safeguarding adults and children in Luton
- A number of Adult Social Care items including Day Services, Carers Strategy, Home Care Services and the Learning Disability Joint Commissioning Strategy;
- A number of Luton Clinical Commissioning Group's (CCG) commissioning activities, including re-procurement of Mental Health and Community Health Services and intentions for Long Term Conditions;

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- The cessation of the South Beds Dial-a-Ride provision for Luton residents;
- 'Better Together' the Health and Social Care integration programme;
- Implications for Luton of the East of England Ambulance Service Strategic Plan;

▪ **DOMESTIC VIOLENCE TASK AND FINISH GROUP**

Luton's Overview and Scrutiny Board agreed to set up the group in order to:

- gain an understanding of the issues and impact of domestic violence in Luton and to raise awareness about it and to increase community confidence in reporting domestic violence
- identify the Council's priority objectives for addressing this issue and whether these have been achieved
- identify resources and funding available to tackle this problem
- look at best practice in dealing with domestic abuse and make recommendations for improvements.

The task and finish group, made up of six councillors, will also examine the Council's policies, procedures and practices; access to provisions; prevention measures; reporting procedures and safeguarding arrangements for children and

vulnerable adults. In addition, the review will include information from voluntary organisations and Bedfordshire Police who will be invited to give evidence on their response to victims of domestic violence.

The review is currently at the evidence gathering stage and has already received information from a variety of sources including the Independent Domestic Violence Advocates (IDVA's); Luton Borough Council's adult and children safeguarding teams; Jo Neale from the University of Bedfordshire who gave a presentation to members on the professional response to women in abusive relationships; Children Centres; Women's Aid and Luton Women's All Women's Centre.

Consultation with service users, agencies and young people is due to start in September and the outcomes will be included in the final report together with conclusions and recommendations which will be published in the autumn.

INFANT MORTALITY

- The Infant Mortality Task and Finish Group commenced in March 2013 and concluded in November 2013.
- The Infant Mortality Task and Finish Group's final report on

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recommendations highlighted concerns around high infant deaths in Luton which were linked to consanguinity along with a number of other lifestyle factors and tasked the Director of Public Health (DPH) with coordinating a response to the recommendations including real focus on awareness of the causes of the high rate of infant mortality in Luton.

- All 16 recommendations were agreed by the Executive who commended the report for onward transmission by the DPH, Luton CCG and other key health partners.
- In line with its recommendations, a coordinated response by the DPH Gerry Taylor was reported to the Health and Social Care Review Group at its meeting on 2nd April 2014 with assurance that the programme of work to reduce infant mortality in Luton was actively in progress.
- Outcomes since the report was published includes: (i) Progress on consultation with community groups commissioned by public health with expected outcome due later this year to inform and update of the action plan; (ii) Real focus on reducing the number of pregnant women smoking, raising awareness of the importance of early booking for pregnant women, the inclusion of Infant Mortality in the CCG's 2014/15 work programme, etc.
- HSCRG continues to monitor progress of work and implementation and further reports are expected on the

following; Public Health work on Genetics; Audit of gender imbalance findings; Links between the family poverty strategy and infant mortality.

COMMUNITY TRANSPORT

Following cessation of the South Beds Dial-a-Ride provision in Luton in late 2013, a small HSCRG task group conducted a short light touch review of the situation and made a number of recommendations for consideration in developing a permanent replacement community transport service. The Executive decided on proposals for the new service on 28th July 2014. This matter remains under review by the HSCRG.

DISCHARGE FROM HOSPITAL

- As reported last year, a Discharge from Hospital Task and Finish Group reviewed partnership strategy and performance issues relating to hospitalisation and discharges from hospital
- so as to understand Luton patients' needs and identify policy and practice issues and concerns and their effects primarily on patients' experience and to advise/ make recommendations for improvements.

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- The Task and Finish Group concluded its work in July 2013.
- Its final report and recommendations were received and commended by the Executive;
- All recommendations were accepted by NHS partners and the Council's Adult Social Care and all the service based ones are now being taken forward as part of the integration 'Better Together' programme, led jointly by Luton CCG and Luton Borough Council;
- HSCRG continue to monitor progress.
- The provision of school meals;
- Housing related issues including housing allocations and sheltered housing;
- Provision of playing fields;
- Business transformation within the Council;
- Community Transport;
- Impact of the Care Act and the Luton Carers Strategy.

CALL-INS

There was one call-in during 2013-14, which was considered and dealt with by the Overview and Scrutiny Board relating to the Response to the North Herts New Local Plan Consultation.

CHALLENGES FOR 2014/15

The Overview and Scrutiny Board will continue to focus on the big issues affecting the town and to raise the profile and awareness of the Overview and Scrutiny process with our partners and Council Officers, to encourage participation and involvement. Scrutiny work programmes are developing well for 2014/15 and key issues have already been identified including:

- The role of school governors in Luton Schools;

GLOSSARY OF TERMS

EXECUTIVE - The Executive is responsible for the day-to-day running of the Council and the development of policy. Executive Members have specific areas of responsibility eg: Housing, Environment, Adult Social Care.

CALL-IN - this is the process by which the Overview and Scrutiny Board considers whether a decision has been properly taken or is the right decision.

TASK AND FINISH GROUPS –

Time limited groups set up by the OSB to focus on a particular issue, either Council responsibility or other partner agencies such as Health Trusts, and to make recommendations to Executive. Whilst the Executive is not obliged to support the recommendations, it has been shown that effective consultation has been proven to lead to consensus and to Executive support for reviews undertaken.

CONTACT

If you want to know more, or have any suggestions for scrutiny, contact us in the Democracy Team on 01582 546041 or email scrutiny@luton.gov.uk.



OVERVIEW AND SCRUTINY BOARD

AGENDA ITEM: 11

DATE OF MEETING: 27th August 2014

REPORT AUTHOR: Lisa Jerome (Democracy and Scrutiny Team Leader)

SUBJECT: OVERVIEW AND SCRUTINY WORK PROGRAMME 2014/15

PURPOSE:

1. To enable the Overview and Scrutiny Board to plan and determine its work programme.

RECOMMENDATIONS:

2. Examine the current Overview and Scrutiny Board work programme at Appendix A and make any amendments accordingly.
3. Determine which items on the Executive forward plan at Appendix B, the Board wishes to include as an item in the work programme.
4. Note that responsibility for making any urgent changes to the work programme between meetings be delegated by the Board to the Democracy and Scrutiny Team Leader, in consultation with the Chair of the Overview and Scrutiny Board.

REPORT:

5. The Overview and Scrutiny Board is responsible for managing the Overview and Scrutiny work programme. The Board agreed that for an item to be placed onto the work programme, it must score highly against the topic selection criteria. Meaning, issues that therefore score highly are those that are of concern to elected members' constituents.
6. Any urgent changes to the work programme between publication of this agenda and report and the Board meeting will be reported to the meeting by the Democracy and Scrutiny Team Leader.
7. Members are asked to consider and note the report.

APPENDIX A

Meeting Date: Tuesday 14th October 2014

Time: 6.00 p.m.

Executive Meeting date: Monday 20st October 2014

Reminder Date: 17th September 2014

Deadline for Titles: 24th September 2014

Deadline for Reports submission: 1st October 2014

Responsible Democracy and Scrutiny Officer: Angela

Item	Report author and format
Housing Control Centre Review – progress update	Head of Housing Written report
Allocations Review – progress update	Head of Housing Written report
Sheltered Housing Review – progress update	Head of Housing Written report
Wardown Park Suspension Bridge – update	Barry Timms/Alex Constantinides Written report
CCTV Surveillance Annual Report – Moved from 27 th August meeting at the request of Roger Kirk	Rachel Doyle/Roger Kirk
Town Centre Control Room – independent inspection - Request to move item to the next meeting on 14 th October	Rachel Doyle/Roger Kirk/Neil O'Connor Written report
OSB Work Programme 2014/15 and Executive Forward Plan	Democracy and Scrutiny Team Leader Written report

APPENDIX A

Meeting Date: Tuesday 25th November 2014

Time: 6.00 p.m.

Executive Meeting: 17th November 2014

Reminder Date: 29th October 2014

Deadline for Titles: 5th November 2014

Deadline for Reports submission: 12th November 2014

Responsible Democracy and Scrutiny Officer: Eunice

Item	Report author and format
OSB Work Programme 2014/15 and Executive Forward Plan	Democracy and Scrutiny Team Leader Written report

Meeting Date: Wednesday 14th January 2015

Time: 6.00pm

Executive Meeting: 12th January 2015

Reminder Date: 15th December 2014

Deadline for Titles: 22nd December 2014

Deadline for Reports submission: 31st December 2014

Responsible Democracy and Scrutiny Officer: Angela

Item	Report author and format
OSB Work Programme 2014/15 and Executive Forward Plan	Democracy and Scrutiny Team Leader Written report

APPENDIX A

Meeting Date: Wednesday 18th February 2015

Time: 6.00 p.m.

Executive Meeting: 9th February 2015 (budget)

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

Responsible Democracy and Scrutiny Officer: Eunice

Item	Report author and format
Educational Outcomes in Luton Schools 2014 – Foundation Stage to KS4	John Wrigglesworth Written report
OSB Work Programme 2014/15 and Executive Forward Plan	Democracy and Scrutiny Team Leader Written report

Meeting Date: Wednesday 8th April 2015

Time: 6.00 p.m.

Executive Meeting: 7th April 2015

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

Responsible Democracy and Scrutiny Officer: Angela

Item	Report author and format
OSB Work Programme 2014/15 and Executive Forward Plan	Democracy and Scrutiny Team Leader Written report

LUTON BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS FROM 26TH AUGUST 2014

EXECUTIVE MEMBERSHIP: Councillors Akbar, Ashraf, N. Ayub, Hussain, A. Khan, K. Malik, Shaw, Simmons, Taylor and Timoney.

Commencing from Monday 26th August 2014 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>
14 th November 2014	4 th December 2014	15 th December 2014	12 th December 2014	w/c 22 nd December 2014	12 th January 2015
28 th July 2014	14 th August 2014	26 th August 2014	9 th January 2015	29 th January 2015	9 th February 2015
22 nd August 2014	11 th September 2014	22 nd September 2014	6 th February 2015	26 th February 2015	9 th March 2015
19 th September 2014	9 th October 2014	20 th October 2014	9 th March 2015	25 th March 2015	7 th April 2015
17 th October 2014	6 th November 2014	17 th November 2014	27 th March 2015	16 th April 2015	27 th April 2015

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	Dave Kempson (01582) 546087 Councillor Shaw
Playing Pitch Strategy 2014 – 2012	To feedback results of the consultation	Executive	26 th August 2014 (30 th July 2014)	Report	No	Cara Winter (01582) 547083 Councillor Hussain
Rogue Landlord Project	Update on progress made	Executive	26 th August 2014	Report	No	Dave Stevenson (01582) 546186 Councillor Shaw
Silver St Car Park - River Culvert Repairs	To approve further work on the Silver Street River Culvert Repairs	Executive	26 th August 2014	Report	No	David Power (01582) 548189 Councillor Timoney/Taylor
Performance and Finance Monitoring Report - 14/15: Quarter 1	To brief Executive on Q1 performance monitoring based on the indicators in 2014/15	Executive	26 th August 2014	Report	No	Nicola Perry (01582) 546073 Councillor Ashraf
Response to Central Bedfordshire Pre-Submission Local Plan	To agree Luton Borough Council's response to the consultation	Executive	26 th August 2014	Report	No	Chris Pagdin (01582) 546329 Councillor Timoney/Taylor
*NEW – Update for Luton Town Centre Business Improvement District	To update the Executive on progress and development of the Business Improvement District (BID)	Executive	26 th August 2014	Report	No	Tony Ireland (01582) 546416 Councillor Timoney

KEY: * denotes new item; Date in brackets denotes the date the item appeared in the previous published version of the Plan

**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)
*NEW – Property Purchase for the Proposed Investment Portfolio	To consider the purchase of a property for the investment portfolio.	Executive	26 th August 2014	Report	YES - Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972	Richard Morgan (01582) 547074 Councillor Timoney
Community Offer Review	To consider options appraisal and agree Organisational Change Assessment and consultation proposals.	Executive	22 nd September 2014 (30 th July 2014)	Report	No	Jayne Robinson (01582) 547952 Councillor K. Malik
Youth Justice Strategic Plan for Luton 2014/15	To agree the Plan for Luton for 2014/15	Executive	22 nd September 2014	Report	No	Hilary Griffiths/Anita Briddon (01582) 547502 Councillors N. Ayub and Akbar
Variation in Arrangements for Funding Mental Health	To ensure management of the contract with the future mental health provider in an integrated way by the Council and CCG	Executive	22 nd September 2014	Report	No	Maud O’Leary (01582) 547503 Councillor A. Khan
Smokefree Policy	To request implementation of the Policy in January 2015	Executive	22 nd September 2014	Report	No	Olena Sawal (01582) 548433 Councillor A. Khan
*NEW – Anti Social Behaviour Crime & Policing Act 2014	To seek approval to amend the Scheme of Delegation to Officers (Executive Functions) to authorise the relevant Heads of Service to exercise the Council’s powers in relation to the Anti Social Behaviour Crime & Policing Act 2014 (when enacted), in so far as those powers are the responsibility of the Executive.	Executive	22 nd September 2014	Report	No	Sarah Hall (01582) 547283 Councillor N. Ayub

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**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)
Statutory Proposals for the Amalgamation of St Joseph's Infant and Junior Schools	To approve the amalgamation proposals	Executive	20 th October 2014	Report	No	Debbie Craig (01582) 548015 Councillor Akbar
*NEW - Treasury Management Activity to date 2014/15.	To report the outturn on Treasury Management for the financial year 2014/15.	Executive	20 th October 2014	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
*NEW – Luton Pre-Submission Local Plan for Consultation	To approve the pre-submission Luton Local Plan for a 6 week public consultation in November 2014, prior to submission to the Secretary of State.	Executive	20 th October 2014	Report	No	Chris Pagdin/Kevin Owen (01582) 546329/7087 Councillor Timoney
*NEW – Transfer of New Horizons to a Charitable Organisation	To provide feedback and recommendations based on the findings of consultation and the outcome of the investigation to identify a suitable provider.	Executive	20 th October 2014	Report	No	Tracey Brennan (01582) 547886 Councillor Hussain
Community Offer Review	To consider the results of consultation and approve the proposals.	Executive	17 th November 2014 (20 th October 2014)	Report	No	Jayne Robinson (01582) 547952 Councillor K. Malik
Strategic Review of the Commissioning and Provision of Passenger Transport	To advise Executive of the review.	Executive	17 th November 2014	Report	No	Jacqueline Groom (01582) 547314
Hockwell Ring Day Centre	To consider the results of the consultation on the proposed relocation of Hockwell Ring Day Centre	Executive	17 th November 2014	Report	No	Kim Radford (01582) 547706 Councillor Hussain

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**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)
* NEW -Treasury Management Mid-Year Report – 2014/15	To receive a mid-year update on treasury management activity for the half year ended 30 th September 2014	Executive	17 th November 2014	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
			15 th December 2014			
			15 th December 2014			
Housing Strategy 2014-2018	To seek Executive approval to the publication of the amended Local Housing Strategy for Luton.	Executive	12 th January 2015 (10 th March 2014)	Report	No	Alan Thompson (01582) 546232 Councillor Shaw
*NEW - Treasury Management Activity	To report the treasury management activity to date to the Executive	Executive	12 th January 2015	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
* NEW - Treasury Management and Annual Investment Strategy 2015/16	To approve the treasury management strategy and recommend to Council approval of the annual investment strategy for 2015/16.	Executive	9 th February 2015	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
			9 th March 2015			
* NEW - Treasury Management Activity	To report the treasury management activity to date to the Executive	Executive	7 th April 2015	Report	No	Barry Crick (01582) 546117 Councillor Ashraf
			27 th April 2015			

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**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.

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