

**THE PLACE: an enterprising, vibrant place****CO 1: Keeping the District a great place to live**

<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>CMT Lead</b>	<b>Portfolio</b>
KA.01.01 Adoption and Implementation of the Local Plan	Green	<ul style="list-style-type: none"> <li>- The Local Plan was adopted by the Council at the end of April 2019.</li> <li>- The Local Plan is now being implemented through the Development Management process, with input from the Strategic and Local Planning Team, as required.</li> <li>- Review of Local Plan process completed through the Communities Scrutiny Panel.</li> </ul>	None required.	Chief Officer - Planning and Regeneration	Strategy
KA.01.02 To promote community safety through the Community Safety Partnership (CSP)	Green	<ul style="list-style-type: none"> <li>- Drafted six-month highlight reports for the Office of the Police and Crime Commissioner.</li> <li>- Strategic Assessment completed and draft Three-Year Plan for the 2020-2023 years produced (awaiting approval).</li> <li>- Financial Fraud and Scams Awareness activity took place in February 2020 including a radio advert and a page in Swift Flash newsletter.</li> <li>- A parish e-Newsletter was circulated in February 2020.</li> <li>- A rural Crime event took place in February 2020 at the Billesdon Coplow Centre.</li> <li>- A Violence Reduction network Youth event took place on 25 February 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Produce May 2020 Parish e-Newsletter.</li> <li>- Undertake a Domestic Abuse awareness campaign in light of the Covid-19 restrictions.</li> <li>- Publish the CSP Three-Year Plan and Action Plan.</li> <li>- Undertake a Respect and Tolerate Campaign.</li> <li>- Undertake Noise Action Week.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities

Key Activities in Detail

Appendix A

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
KA.01.03 Ensure an effective, integrated and accessible Planning Service	Green	<ul style="list-style-type: none"> <li>- The Local Plan was adopted in April 2019.</li> <li>- The Development Management Team implementing Local Plan policy from April 2019.</li> <li>- Development Management performance indicators were on target at the end of Quarter 4.</li> </ul>	<ul style="list-style-type: none"> <li>- All-Member Briefing held on the review of the Local Plan and Call for Sites being prepared.</li> <li>- Development Management to continue implementation of Local Plan policies and monitor performance.</li> <li>- Delivery of Strategic Development sites at Lutterworth and Scraftoft North is progressing with applications now having been received and considered for both.</li> </ul>	Chief Officer - Planning and Regeneration	Regulatory
KA.01.04 Provide effective local air quality management	Green	<p><u>The Kibworths</u></p> <ul style="list-style-type: none"> <li>- There is no further progress on the junction improvements but we continued to investigate funding options.</li> <li>- Levels of NO2 have fallen dramatically since the Covid-19 lockdown and are currently well below the annual mean.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>- We have put up an additional two diffusion tubes in the District.</li> <li>- We have installed the Zephyr along Springfield Street in Market Harborough and so far this is showing compliance with the annual mean.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to try and source funding for junction improvement work in Kibworth.</li> <li>- Provide Department for Environment, Food and Rural Affairs with update on the Lutterworth Air Quality Management Area.</li> <li>- Continue air quality monitoring.</li> </ul>	Chief Officer - Governance	Regulatory
KA.01.05 To promote the vibrancy of the District's two market towns	Green	<ul style="list-style-type: none"> <li>- Continued dialogue with the key business leads at Harbs Collective, Taste Harborough and Market Harborough Chamber to work together to deliver events in partnership, all working to the same goal.</li> <li>- Continue to support TEP to deliver the Market Harborough Town Centre Masterplan. The Lutterworth masterplan is completed but is waiting</li> </ul>	<ul style="list-style-type: none"> <li>- Continuation of Market Harborough Town Centre Master Plan.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy

Key Activities in Detail

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
		<p>for Cabinet approval.</p> <ul style="list-style-type: none"> <li>- Attend the last Ledon meeting in January 2020. The Council is planning to host the next one in Quarter 1 of the 2020/21 year.</li> <li>- The Big Weekend Leicester Comedy Festival was a huge success for the second year running. The seating capacity was extended at the market hall and more independent businesses opened up their venues to host smaller events.</li> <li>- A yearly programme of events is currently being drawn up, they will be delivered by the Harborough Markets team on the market square.</li> </ul>			
<p>KA.01.06 To promote a clean environment through campaigns and enforcement</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- Overall, the Council has seen a year-on-year reduction in fly-tipping in the District. This is down to an excellent enforcement campaign, proactive communications and campaigns such as 'Tip off' and the tenacity of the enforcement officers. All of the above has shown that the Council has reduced fly-tipping in the District by 33.5% this year, where as nationally incidents have increased.</li> <li>- Regarding dog fouling: the Council has been carrying out patrols and the data shows that the majority of residents who own a dog have the means to collect their own waste. Patrols have also shown no increase in dog fouling incidents. Social media has also been beneficial in this area to raise awareness. Speaking to residents and parish councils about hot-spot areas has also been beneficial.</li> <li>- The littering campaign has resulted in several people being issued with a fixed penalty notice for dropping litter. Effective communications and a targeted campaign has helped with this.</li> </ul>	<ul style="list-style-type: none"> <li>- Work will continue as long as there are issues reported and observed by the team. This work is being developed each year as we learn more about the issues, how we can tackle them and from the campaigns we run.</li> <li>- There will also be an environmental crime post on the ground, to patrol on foot where required. recruitment of this has been on hold due to the Covid- 19 issues.</li> <li>- Further campaigns with other authorities will also be undertaken during the next few years to examine how we can advertise our messages to a wider audience.</li> </ul>	<p>Chief Officer - Finance and Assets</p>	<p>Regulatory</p>

**Key Activities in Detail**

**Appendix A**

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
KA.01.07 Prepare for re-procurement of the Environmental Services Contract	Deferred	<p>- A further two-year extension has been agreed with FCC until 2025. This will allow the authority to make a saving but also negate the impact of any changes due to the Government's Waste Strategy. This strategy will require the authority to make some changes to services in 2025, therefore allowing it to be able to re-procure a new contract and take into account the changes.</p>	<p>- Procurement will now be looked at in 2022/23.</p>	Chief Officer - Finance and Assets	Regulatory
KA.01.08 Provide domestic energy efficiency advice through Harborough Warm Homes	Green	<p>- During the 2019/20 year, 176 homes received energy efficiency measures, leading to savings of over 7000 tonnes of CO2.</p> <p>- The second collective switch auction took place and 24 households out of 63 accepted offers. Average savings of £437 were measured for those switching from a standard variable tariff.</p> <p>- Notification of switch and save was included in council tax mailing.</p>	<p>- Additional promotions and publicity will be investigated both for Switch and Save and warmer homes.</p> <p>- Data for energy efficiency measures will be regularly monitored, including across the District wards.</p> <p>- The Statement of Intent will be reviewed if there is any new guidance from Business for Energy Industrial Strategy.</p> <p>- Leicestershire public health project for first time gas connection and central heating installation will commence in Spring 2020.</p>	Chief Officer - Governance	Regulatory

## CO 2: Wider employment choice

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.02.01 Allocate sufficient land to meet forecasted employment need across a range of employment	Green	- The Local Plan allocates sufficient land to meet the needs of the District at present.	- The Council will need to review the local plan within the next four to five years, to ensure the needs of the area continue to be met.	Chief Officer - Planning and Regeneration	Strategy
KA.02.02 Encourage the entrepreneurial SME economy through the Harborough Innovation Centre and business support networks	Green	<p>- The Economic Development team organised a large number of business workshops during Quarter 4 of the 2019/20 year. These included: accessing loans, applying for grants, seeking tender opportunities and boosting a business digitally.</p> <p>- The business support webpages have been updated and provide very clear and direct links to all the support the team and the District can offer.</p> <p>- The focus for the business workshops and seminars has predominately been Market Harborough based this quarter due to the access and affordability to use the Harborough Innovation Centre. However, Quarters 1 and 2 of the 2020/21 year will see the roll-out of business support being delivered in and around the Lutterworth area.</p>	- Partnership between LLEP and the Harborough Innovation Centre (HIC) to support HIC Businesses.	Chief Officer - Planning and Regeneration	Strategy

**Key Activities in Detail**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
<p>KA.02.03 Develop partnerships with schools, universities and centres of excellence to provide services in the District</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- During the year 14 work placements and apprenticeships were placed within the Harborough District.</li>   <li>- A tab has been created on the Invest in Harborough website that refers to 'Invest in your Community'. This page specifically focuses on how business owners, staff members or the whole team can part take in volunteering days and give back to the towns and villages they work in. A number of local businesses have been excellent in leading the way for more businesses to get involved and showcase how rewarding volunteering can be for their business and staff.</li>   <li>- The Economic Development Team has been working to deliver career days at local schools to encourage more young adults to find jobs placements locally.</li>   <li>- Leicester University (Innovation Hub) has been attending coffee mornings where all Harborough Innovation Centre businesses come to network in the café. This is a good opportunity for the University to see how it can support these businesses.</li> </ul>	<ul style="list-style-type: none"> <li>- Develop outcomes from local Business engagement.</li> </ul>	<p>Chief Officer - Planning and Regeneration</p>	<p>Finance</p>

## CO 3 Quality Homes for all

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.03.01 Achieve delivery of an appropriate mix and type of housing that meets local need throughout the District, across all tenures	Green	- A further 14 rented units were delivered in Quarter 4 of the 2019/20 year. Added to this is the delivery of Shared Ownership / intermediate units for the 2019/20 year. Our Registered Provider Partners (Housing Associations) will only provide this data towards each year end. During the 2019/20 year, a total of 120 Shared Ownership units were delivered in Harborough District and the final total is adjusted accordingly. The final total of 207, comprised of rented and Shared Ownership Affordable Units delivered in Harborough for 2019/20, exceeded expectations.	- Continue to engage with Registered Providers Partners and consider all options and opportunities to ensure optimum affordable delivery during the 2020/21 year.	Chief Officer - Planning and Regeneration	Regulatory
KA.03.02 Develop inward investment offer for the Harborough District	Complete	- A suite of information and a dedicated website to promote the District is fully up and running and will be updated regularly with new information, links and images.  - Continued to work with Invest in Leicester and the Department for International Trade to continue to support the larger businesses in the District.	- Not applicable (this Key Activity is not included in the revised Corporate Delivery Plan for the 2020/21 year).	Chief Officer - Planning and Regeneration	Strategy

**Key Activities in Detail**

**Appendix A**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.03.03 Provision of effective housing advice and prevention of homelessness	Green	<ul style="list-style-type: none"> <li>- The Council has been using the Homeless Prevention Fund to provide a means of assisting applicants in preventing and relieving their homelessness.</li> <li>- Personal Housing Plans and/or advice letters were issued to all applicants who were deemed to be threatened with homelessness within 56 days.</li> <li>- Ensured staff are fully trained and up to date with the legislation by providing training opportunities.</li> <li>- Landlord forum took place in February 2020 in partnership with Hinckley and Bosworth and Blaby Councils. Feedback was very positive.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to work with private landlords in order to build relationships and incentives.</li> <li>- The Council will be working in partnership with other Leicestershire districts to run CBC (Creating Better Choices) social letting agency which links with private landlords.</li> <li>- Continue to build relationships with housing associations and the Citizens Advice Bureau to prevent homelessness earlier.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities
KA.03.04 To bring long-term empty properties back in to use	Green	<ul style="list-style-type: none"> <li>- Cross-team meetings have seven cases that are being considered. This is helping take forward action in a more coordinated manner.</li> <li>- A total of 43 inspections have taken place in the year.</li> </ul>	<ul style="list-style-type: none"> <li>- We will continue to deal with the cases of highest risk through the cross-team meetings.</li> </ul>	Chief Officer - Governance	Communities

## CO 4 Improving Tourism for the District

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.04.01 Develop in partnership the local visitor economy	Complete	<ul style="list-style-type: none"> <li>- Continued to use a distribution company to deliver the tourism guide in and outside of the District in high footfall areas, including train stations and tourism attractions.</li> <li>- The Visit Harborough website is regularly refreshed with new seasonal images and any new venues, restaurants etc. are added to the specific tabs.</li> <li>- Market Harborough Train Station is now sponsored by Visit Harborough signage and will see the introduction of tourism advertising at St. Pancras Station (London) in Quarter 1.</li> <li>- Continued to support the tourism core group who meet quarterly and is hosted by the Economic Development Team.</li> <li>- Continued to promote all events happening around the District via the website and social media.</li> </ul>	- Not applicable (this Key Activity is not included in the revised Corporate Delivery Plan for the 2020/21 year).	Chief Officer - Planning and Regeneration	Strategy

## CO 5 Infrastructure-led Development

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 To influence the Leicester and Leicestershire Strategic Growth Plan	Green	- The Strategic Growth Plan was adopted in December 2018.	- The Council's next Local Plan will need to take into account the vision in the Strategic Growth plan.	Chief Officer - Planning and Regeneration	Strategy
KA.05.02 To work with communities in identifying and evidencing local community facility needs	Green	- The Cabinet sub-Committee for Grants committed £275,740 in Quarter 4 toward community facility and sports facility needs. 3 out of 5 projects were identified in the Playing Pitch Strategy and draft Built Facilities Strategy. During the 2019/20 year £1,689,376.66 was committed toward community and open space projects, across the District, by the Cabinet sub-committee for Grants.  - Re. Community Facility at Overstone Park development Market Harborough: discussions are continuing with the developers.  - Scaptoft Parish Council submitted two Section 106 applications for the June 2020 Cabinet sub-Committee for Grants meeting. Both applications have spend-by dates of July 2020 (1 x cemeteries and 1 x play equipment).	- Next scheduled Section 106 Cabinet sub-Committee meeting in September 2020 (to be confirmed. Holding of the meeting may be affected by Covid-19 restrictions).	Chief Officer - Communities and Wellbeing	Communities
KA.05.03 Implementation of the Infrastructure Delivery Plan	Green	- The bulk of the Infrastructure required is associated with the Strategic Development Areas at Lutterworth and Scaptoft contained in the recently adopted Local Plan.	- Ensure that the Infrastructure needs of new developments are met as far as possible by working with the applicants and service providers to ensure that these are met at an appropriate time and delivered.	Chief Officer - Planning and Regeneration	Regulatory

**THE PEOPLE: a healthy, inclusive and engaged community**
**CO 6 More-accessible services available 24/7**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.06.01 Implement the Smarter Services Action Plan in order to improve the customer experience, deliver efficiencies and maximise use of online submission portals	Amber	<ul style="list-style-type: none"> <li>- All Smarter Services Project (SSP) activities were put on hold following the outbreak of Covid 19. Prior to this the procurement of the Customer Experience Platform had reached the Request for Information evaluation stage in the G-Cloud platform procurement process. The next stage was to be onsite demonstrations.</li> <li>- Many of the activities undertaken by the Council's ICT Team during the Covid-19 crisis have been progressed, and are an acceleration of some of the SSP targets around modification of working practices.</li> <li>- All recruitment is also on hold, as are further workshops.</li> </ul>	<ul style="list-style-type: none"> <li>- The Council will finalise procurement of Customer Experience Portal.</li> <li>- Go-live of 'call for sites' project.</li> <li>- Recruit back-fill positions to finalise ICT temporary restructure.</li> <li>- Continue further workshops and project initialisation.</li> </ul>	Chief Officer - Governance	Corporate
KA.06.02 To design services around the customer	Green	<ul style="list-style-type: none"> <li>- The Council is just entering this phase with the 'Call for Sites' projects. All others are on hold due to the Covid-19 situation.</li> </ul>	<ul style="list-style-type: none"> <li>- Customer Experience Portal Implementation.</li> </ul>	Chief Officer - Governance	Corporate
KA.06.03 To regularly seek community and business views through consultation	Green	<ul style="list-style-type: none"> <li>- Consultation timetable prepared. On-going updates as required.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to update the Consultation Timetable as required.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities

## CO 7 Increased participation in physical activity

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.07.01 Deliver and commission a range of sport and physical activities through securing funding through Public Health and other sources	Green	<p>- Over 400 individuals signed up to the JUST programme taking part in sessions across the area. We currently work with Blaby and Hinckley and Bosworth Borough Council to improve the offer across the south of Leicestershire.</p> <p>- This joint, cross-border working satisfies the needs of our commissioners who encourage districts to work closely together to bring down management costs of programmes and improve sustainability.</p> <p>- After our promotional campaign (12 weeks) sessions continue within the community and groups and clubs are encouraged to support girls and women to continue to take part in their chosen activity providing a sustainable model within the community for people to lead healthier lifestyles.</p> <p>- Workplace Health Week was held recently which encompassed a number of different interventions including:</p> <ul style="list-style-type: none"> <li>• Active soles – Aimed at getting staff to move around more at work by wearing sports or comfy shoes.</li> <li>• Health checks – A variety of confidential checks will be made available including Height and Waist circumference, Weight and Blood Pressure and blood glucose levels.</li> <li>• Taster Sessions – Such as pilates, five-a-side football, Dance and Beginners walking/running groups.</li> </ul> <p>The week was extremely successful and, consequently, in the post COVID-19 period we are examining the possibilities for delivering more activity for staff.</p>	<p>- Continue to deliver a digital offer through the COVID -19 Pandemic.</p> <p>- Work to support Running, Walking and Cycling within the community.</p>	Chief Officer - Communities and Wellbeing	Wellbeing

Key Activities in Detail

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<p>KA.07.02 Promote an appropriate mix of leisure and recreational infrastructure to meet identified needs</p>	<p>Green</p>	<p>- The Council reached an understanding of the position on repairs post transfer of Harborough and Lutterworth from previous to new operator and have engaged with the Trust on a way forward.</p>	<p>- A business case workshop was held on 10 January 2020 to help the project team understand if the Council can afford the development of a new leisure centre.</p> <p>- This was also to ensure good project management processes to enable the efficient use of the Project Manager's time and develop a formal gateway review process for Business Cases. Ultimately this will determine a suitable approach to developing an Outline Business Case which covers key issues, so that the Council knows what the preferred way forward is.</p> <p>- The completion and analysis of consultation on the Built Sports Facilities Strategy and report to Cabinet will take place in Quarter 4 of the 2020/21 year.</p> <p>- Further evaluation of sites for Harborough Leisure centre and refresh of options appraisal will take place in Quarters 3 and 4 of the 2020/21 year.</p>	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>
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## CO 8 Support Vulnerable People

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 Enable and promote the voluntary sector to support vulnerable people	Green	<ul style="list-style-type: none"> <li>- Community Grants were allocated at the March 2020 meeting of the Cabinet sub-committee.</li> <li>- The Local Lottery Team Leader Project is on hold due to Covid-19 restrictions.</li> <li>- Promotion of Lottery continues via social media.</li> <li>- This team has been vital in liaising with voluntary sector and new the Community Hub Directory of local groups available to Hub Ward Managers.</li> </ul>	<ul style="list-style-type: none"> <li>- Award core grants to strategic partners.</li> <li>- Promote Local Lottery as a fundraising tool.</li> <li>- Continue to support Community Hub through liaising with voluntary groups across District.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities
KA.08.02 Continue to develop the Lightbulb offer for households	Green	<ul style="list-style-type: none"> <li>- The task and finish group met and are currently working on a Builders Procurement Framework and options for utilising Better Care Fund allocation.</li> <li>- The Service Delegation Agreement has been reviewed and agreed.</li> <li>- The Task and Finish Group has met with Loughborough University to identify any joint working that could be undertaken around dementia-friendly homes</li> <li>- The Management Board has met to review the options paper for maximising the use of the Disabled Facility Grant funding across Leicestershire.</li> </ul>	<ul style="list-style-type: none"> <li>- The task and finish group continue to review service delivery and develop the work plan for the 2020/21 year (to be agreed by Lightbulb Management Board).</li> <li>- The team has been heavily involved with the COVID 19 response through the hospital discharge work which has had an impact on the delivery of the disabled facilities grant programme and protecting the vulnerable households has meant that some non-urgent adaptations have not been progressed but this will get addressed through the recovery of the service moving forward.</li> </ul>	Chief Officer - Governance	Wellbeing

**Key Activities in Detail**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.03 Provision of a 24-hour Lifeline service	Green	<p>- Marketing has increased the number of referrals to the service: the total for the year 2019/20 (360) was more than 75% greater than the figure in 2016/17 (203) and showed an increase of 25% compared to 2018/19.</p> <p>- Customer numbers grew from 616 to 674 in 2019/20 (against a target of 650); this represents growth of 9.4% compared to a target of 5.5%.</p> <p>- We are continuing to progress the Digitalisation project and relocation to The Symington Building. The Coronavirus outbreak has demonstrated the importance of digitalisation in improving Lifeline's resilience (because it would allow remote working by operators). Relocation should also improve resilience and the two projects are now interdependent; it is anticipated that they will be complete by the end of August 2020 at the latest; this will ensure that Lifeline is much better placed in the event of any recurrence of the current crisis in future. The two projects will also deliver significant savings and improved working conditions for staff.</p>	<p>- Continued marketing.</p> <p>- Completion of digitalisation and relocation anticipated in Q1/2 of 2020-21</p>	<p>Chief Officer - Governance</p>	<p>Communities</p>

**CO 9 Stronger Communities**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.09.01 Liaise with parishes to understand local need and enable them to provide services in their locality	Green	<ul style="list-style-type: none"> <li>- Parish Clerk Meetings were cancelled due to the Covid-19 situation but parishes have received weekly updates during the pandemic period.</li> <li>- Some parishes are working with volunteers within their parish to support the vulnerable or those self isolating. Parishes registered with the hub have had regular updates regarding funding. Note: not all parishes are involved with Covid-19 support.</li> </ul>	<ul style="list-style-type: none"> <li>- Set objectives for community grant funding in light of Covid-19 situation.</li> <li>- Look at possible virtual parish clerk meetings.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities

Key Activities in Detail

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<p>KA.09.02 Support the preparation of Neighbourhood Plans (NDPs)</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- Great Glen Neighbourhood Development (NDP) Plan Review: Referendum held on 23 January 2020 with a 'yes' vote. Decision notice issued and Plan adopted.</li> <li>- Neighbourhood Planning Grant of £20k claimed for Great Glen NDP review (for support, examination and referendum).</li> <li>- Fleckney Neighbourhood Plan: Examination completed. Committee report completed but deferred for COVID 19.</li> <li>- Husbands Bosworth Examination completed. Committee report completed but deferred for COVID 19.</li> <li>- Hallaton Neighbourhood Plan: Submitted to Harborough District Council. Regulation 16 consultation completed. Examiner appointed.</li> <li>- Misterton with Walcote Neighbourhood Plan: Regulation 14 completed and comments made by Officers.</li> <li>- Foxton Neighbourhood Plan: review commenced.</li> <li>- Lubenham Neighbourhood Plan: review commenced.</li> <li>- Broughton Astley NDP: review commenced.</li> <li>- Leire NDP: advice given by Officers with regard to potential housing sites.</li> <li>- Dunton Basset NDA: advice given with regard to potential housing sites.</li> <li>- Tugby NDP: advice given with regard to potential housing sites.</li> <li>- Briefing note produced concerning Market Harborough and Neighbourhood Plans.</li> </ul>	<ul style="list-style-type: none"> <li>- Hallaton Neighbourhood Plan: Examination to commence in May 2020. Report expected in June 2020 from Examiner.</li> <li>- Fleckney and Husbands Bosworth - Consideration of Examiners recommendations by Cabinet. Referendum date dependant on COVID19.</li> <li>- Submission of review plans expected as communities complete them.</li> <li>- Validation and Regulation 16 consultations as plans submitted to the Council. Examiners to be appointed as required.</li> </ul>	<p>Chief Officer - Planning and Regeneration</p>	<p>Strategy</p>
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<p>KA.09.03 To map need, spend, funding and infrastructure within localities</p>	<p>Deferred</p>	<p>- During Quarters 1, 2 and 3 the Finance team was occupied with end-of-year work and external audit commitments and budget preparation. For this reason, no additional milestones for this Key Activity were scheduled for completion during Quarter 4.</p>	<p>- During Quarter 1, a financial assessment of the revised community facilities/built facilities strategy will be completed.</p>	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>
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**YOUR COUNCIL: innovative, proactive and efficient**

**CO 10: Deliver Financial Stability for the future**

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.10.01 To develop business cases to deliver cost savings and income generation proposals (including capital investment options)	Green	- Throughout the year, business cases are reviewed on an ad-hoc basis as required by budget managers and appropriate challenges made to the financial assumptions.	- Work is shortly to begin on the MTFS with the new Section 151 Officer, Clive Mason during Quarter 1 of the 2020/21 year.	Chief Officer - Finance and Assets	Finance
KA.10.02 To improve economic and demand forecasting in respect of economic and housing growth	Green	- A cross-departmental working group, which includes staff from Strategic Planning, Revenues and Benefits and Financial Services (Section 151 Officer), was created to share intelligence about inward investment enquiries, build-out rates, occupancy and growth, relocation or contraction.  - The Group will also consider the application of Empty Property Reliefs and other reliefs.  - Review of business rate appeals has allowed the provision to be reviewed releasing money into the Revenue Budget for the 2020/21 year.	- Next meeting of cross-departmental working group to be re-arranged due to covid 19/remote working arrangements. The aim is to make this a regular meeting during 2020/21 to improve forecasting.	Chief Officer - Finance and Assets	Finance

## CO 11: Effective and robust governance arrangements

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.11.01 To ensure effective Strategic Communications across the District to keep residents informed of Council Services	Green	<ul style="list-style-type: none"> <li>- Support provided to the Smarter Services Programme as part of the SSP Champions group.</li> <li>- On-going support to other major projects including the Harborough Grow-on Centre (now on hold due to coronavirus response).</li> <li>- Support to council services and initiatives including health and wellbeing services, climate change action plan consultation preparation, environmental crime team etc.</li> <li>- Priority support to coronavirus response and support to essential services.</li> </ul>	<ul style="list-style-type: none"> <li>- Review coronavirus communications plan as we move from response to recovery phase.</li> <li>- Priority support to coronavirus response and essential services.</li> <li>- Communications support to Leisure Centre Provision Project.</li> <li>- Continue to support the Smarter Services Programme as required.</li> <li>- Obtain approval of the staff Social Media Policy and implement the policy (delayed due to coronavirus response).</li> </ul>	Chief Officer - Communities and Wellbeing	Strategy

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<p>KA.11.02 To conduct a Community Governance Review of Parishes</p>	<p>Red</p>	<ul style="list-style-type: none"> <li>- In September 2019, the Council approved the Terms of Reference for the review.</li> <li>- On 1 October 2019 the Notice of Review was published.</li> <li>- The consultations have been sent out and the initial consultation period expires on 31 January 2020.</li> <li>- The submissions received are being collated.</li> <li>- Meetings of Community Governance Review Committee and Council cancelled as a result of Coronavirus Pandemic. Therefore work on the review is halted.</li> </ul>	<ul style="list-style-type: none"> <li>- On 22 October 2019 the First meeting of Community Governance Review Committee was held.</li> <li>- On 6 November 2019 the Council attended the Annual Parish Liaison Meeting at which the Community Governance Review was one of the table top discussions.</li> <li>- Comments and submissions received are to be reported to the Community Governance Review Committee on 5 February 2020.</li> <li>- February meeting was cancelled.</li> <li>- Seek guidance from MHCLG regarding timetable for completing the review as now impossible to complete by original timeline (within guidance of 12 months).</li> <li>- Subject to MHCLG guidance re-schedule meetings accordingly to complete the review by January 2021.</li> </ul>	<p>Chief Officer - Governance</p>	<p>Corporate</p>
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Key Activities in Detail

Appendix A

<p>KA.11.03 To prepare for the impact of the United Kingdom's potential departure from the European Union</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- The Council has continued to monitor information provided by the Local Government Association.</li> <li>- The Council has maintained robust business continuity arrangements, including with partners and suppliers.</li> <li>- The Council has continued to work with the Leicestershire Resilience Forum (LRF) to coordinate plans and responses to operational or civil eventualities.</li> <li>- The Council is represented on County-wide groups which are planning and preparing for potential implications. Two workshops were held in January 2019 to consider the implications for the Council and Members were advised via a Briefing Note in March 2019.</li> <li>- Regular updates are made to the Local Resilience Forum (LRF) and staffing arrangements have been made to cover the European Union exit 'no-deal' period. Local businesses have been made aware that support is available.</li> <li>- During Quarter 2 of the 2019/20 year, the Council held a service workshop and undertook an assurance assessment in line with the Ministry of Housing, Communities and Local Government (MHCLG) checklist. During Quarter 3, all previous no-deal arrangements were stood down nationally.</li> </ul>	<ul style="list-style-type: none"> <li>- The Council will continue to work with the Local Resilience Forum (LRF) and participate in the agreed reporting process to identify any local emerging issues.</li> </ul>		
<p>KA.11.04 To conduct District and Parish elections in May 2019 (and any other elections and/ or referenda as required).</p>	<p>Complete</p>	<ul style="list-style-type: none"> <li>- District and Parish Election took place on 2 May 2019.</li> </ul>	<ul style="list-style-type: none"> <li>- None required.</li> </ul>	<p>Joint Chief Executive, B Jolly</p>	<p>Corporate</p>

**Key Activities in Detail**

**Appendix A**

<p>KA.11.05 To deliver a programme of Induction for Councillors following the May 2019 District elections</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- Induction training for Equality and Diversity, Safeguarding and PREVENT were held.</li>   <li>- The remainder of the program of induction and follow-up training put in place for Quarter 4 has been postponed due to Covid 19.</li>   <li>- Members have been reminded of outstanding on-line training that needs to be completed.</li> </ul>	<p>- A program of induction and follow-up training is being developed for next year.</p>	<p>Chief Officer - Governance</p>	<p>Corporate</p>
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