

PRIORITY: Working with communities to develop places in which to live and be happy

CO 1: People live in a sustainable environment

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA 01.01 Submission of Local Plan for examination	Amber	<ul style="list-style-type: none"> - Assessment of nine Alternative Housing and Employment Options completed. - Recommendation and decision made on 'selected' options to take forward for further testing (9 May Executive meeting). - Clarity about extent of site and details of proposals in relation to the potential Scraftoft North Strategic Development Area. - A number of evidence documents completed (including SHLAA and Interim Viability Assessment). - A number of further evidence studies commissioned in relation to transport. 	<ul style="list-style-type: none"> - Completion of most of the remaining evidence documents. A delay of two weeks on receipt of the draft HEDNA is currently expected. - Recommendation and decision expected to be taken on the Preferred Option to be taken forward into the draft Local Plan (Strategy Board 30 August). - Local Plan policies not influenced by the choice of the Preferred Option to be drafted for consideration by Members (LPEAP 12 September). 	S. Pointer	Planning and Regeneration
KA 01.02 Progress the Identification of land for housing development to meet housing needs	Amber	<ul style="list-style-type: none"> - Strategic Housing Land Availability Assessment (SHLAA) completed and published. - Five-Year Supply Position completed and published. - Assessment of nine Alternative Housing and Employment Options completed. - Recommendation made and decision taken on 'selected' Options to be taken forward for further testing (9 May Executive). - Further testing of 'selected' options in progress. - Assessment of potential housing site allocations in progress. - HEDNA in progress. 	<ul style="list-style-type: none"> - Completion of further testing of 'selected' options and recommendation and decision on Preferred Option expected (Strategy Board 30 August). - Completion of assessment of potential housing site allocations. - HEDNA first draft expected 25 July (previously expected 11 July). 	S. Pointer	Planning and Regeneration

KA 01.03 Engage with communities to help them deliver Neighbourhood Planning	Green	<ul style="list-style-type: none"> - Designated Neighbourhood Areas in the last Quarter were: South Kilworth, Thurnby and Bushby, Gilmorton, Fleckney. - Publicity for Neighbourhood Area and Neighbourhood Forum at Saddington completed. - Publicity for Arnesby Neighbourhood Area commenced. - Lubenham Examination publicity completed and Examiner appointed. - Foxton Examination version plan received and publicity commenced. - Draft plans received from Hungarton, East Langton and Shearsby (4 July 2016) for comment. Comments returned to Hungarton and East Langton by Officers. - Strategic Environmental Assessment screening reports produced for Foxton and Lubenham. - Approved by statutory consultees (NE, HE, EA) - Fleckney public meeting attended 4 July 2016. 	<ul style="list-style-type: none"> - Saddington Neighbourhood Forum and Neighbourhood Area to be designated by end July 2016. - SEA screening report to be produced for Shearsby by end of July 2016. - Foxton Examination publicity to be completed by 15 August 2016 - Commence appointment of Examiner of Foxton NDP. Arnesby Neighbourhood Area publicity completed by 3 August 2016 - Hallaton public meeting to be attended on 12 July 2016. - Comments to be returned to Shearsby NDP Group by 18 July 2016. - Submission of Examination version NDPs expected from Gt Easton, Kibworths, North Kilworth, Great Glen (dates not known). 	S. Pointer	Planning and Regeneration
KA 01.04 Determine Planning Applications in accordance with national guidance	Green	Monitoring of performance shows good overall progress. All performance indicators were Green status at the end of Quarter 1.	Continue to monitor performance.	A. Eastwood	Planning and Regeneration
KA 01.05 Ensure Sustainable Urban Drainage (SUDS) is delivered, via the Planning process	Green	Reports made to planning committee on major proposals have included Lead Local Flood Authority and Environment Agency comments. Planning Committee reports have included a drainage assessment and SUDS reference. Where relevant, reports have recommended conditions or obligations to secure SUDS.	Continue to include relevant SUDS information within reports to planning committee.	A. Eastwood	Planning and Regeneration

KA.01.06 Ensure that there is a robust evidence base for the community facilities required as a result of growth	Green	Peter Brett Associates has been appointed to carry out an infrastructure delivery plan and will be assessing the need for additional community meeting space as part of this work (which forms the community facilities review referred to). There has been no progress on completion of the Sports Facilities Review, nor could there be. In 2015 the LRS Sports Facilities Framework was updated using the Sport England Assessing Needs and Opportunities Guidance (ANOG). The Guidance provides a recommended approach to undertaking a robust assessment of need for indoor and outdoor sports facilities. The review is now awaiting the preferred Local Plan option to identify future needs linked to the housing growth in specific parts of the district until 2031. The Playing Pitch Strategy has been put out to external consultants to assist in completion, a commissioning exercise has been completed and the contract has been awarded.	The formulation of a preferred development strategy for the Local Plan will take place by the end of August 2016. This is the starting point for the assessment of future needs for both indoor/ outdoor sports facilities and community meeting space. The final assessment process will take place and inform the Infrastructure Delivery Plan which will be completed at the end of October 2016. The Playing Pitch Strategy will commence in the next quarter.	S. Pointer	Planning and Regeneration
KA.01.07 Implement the recommendations from the review of the benefits of the Community Infrastructure Levy (CIL)	Green	Peter Brett Associates has been commissioned to undertake an infrastructure delivery plan which will evidence the need and cost of infrastructure and the need for a CIL.	Next quarter will see a decision on an Affordable Housing Policy and a decision on a preferred Local Plan option. A viability assessment will be completed. This will inform a decision on the principle of CIL alongside approval of the publication of the draft Local Plan.	S. Pointer	Planning and Regeneration

CO 2: Residents are able to access housing which meets their needs

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.02.01 Achieve delivery of an appropriate mix and type of housing that meets local housing need throughout the District, across all tenures	Green	Harborough Home Search has advertised six new-build properties this quarter of which two were bungalows and the Housing Services Manager and the Enabling Officer were able to influence the eligibility criteria for these properties with the Registered Provider to accommodate older people. Housing need information has been provided from the housing register to support negotiations for affordable housing units on three potential development sites. Regular advice is an on-going and continual work remit.	Continue providing advice within timescales for responses. Ensure Adoption of Policy on Affordable Housing meets with target for adoption in October 2016 timescale.	S. Pointer	Planning and Regeneration
KA.02.02 Ensure supply of existing and new affordable housing lettings is targeted to those most in need	Green	Housing Advisers working with home-seekers assessed in Priority or High Housing Need band in accordance with the Allocations Policy continue to highlight suitable properties being advertised to them and encourage them to submit bids for them. In Quarter 1, 15 home-seekers in these bands were successfully re-housed.	Continue to work with home-seekers in High and Priority housing need bands to help them maximise their opportunity to be re-housed to resolve their urgent or emergency need for re-housing and continue to prevent and relieve homelessness.	T. Day	Health and Wellbeing and Community Safety

CO 3: The District offers a clean, green and safe environment in which to live, work and enjoy

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.03.01 Delivery of service changes arising from the revised Environmental Services contract	Green	Garden/Green Waste: Service changes have been fully implemented. Rural Round Changes: A review of the policy implementation is ongoing. Grounds Maintenance Savings: A review of how best to implement this has been undertaken. A report will be submitted for approval in due course.	Garden/Green Waste: Consider payment options for future years. Rural Round Changes: The review will be completed and recommended actions implemented. Grounds Maintenance Savings: Modelling of changes to Special Expenses will be undertaken to inform a report on recommended approach.	M. Perris	Environment and Regulation
KA.03.02 Work in partnership to reduce crime and anti-social behaviour (ASB) and improve support for vulnerable victims	Green	Work in Quarter 1 included: <ul style="list-style-type: none"> - Community Safety Market Stall to continue fortnightly on a Tuesday. - Spring shed theft campaign in April. - Speed camera continuing to be used. - Young offender invited to sign Anti-Social Behaviour Contract but refused any future ASB will lead to CBO or Injunction. - Attended Travellers Tea at Ullesthorpe run by Travelling Forward raising awareness of HATE reporting. - Hired Chill-out bus and Swanswell worker for Welland park Academy to give substance awareness sessions for 200+ students <ul style="list-style-type: none"> - Community Safety Roadshow at Robert Smyth Academy with IMPACT team, Swanswell and Police. - Council Officers have visited all Keep Safe Places in District - this is an initiative to help retail and business staff to help customers with a vulnerability. - 2 x WRAP (anti-extremism) sessions have been held for SERCO leisure centre staff & for 30 Lutterworth College staff at request of LCC. - Stand on Hate awareness at for "Feel Good Friday" 20th May at HDC. - Noise awareness week and Rural Crime awareness promoted on Market Stall 31/5 and 	<ul style="list-style-type: none"> - PSPO Restricting drinking in Market Harborough and Lutterworth Town Centres to go to Executive on 11 July 2016. - Cuppa with a Copper event (ASB/Crime reporting) – Wednesday 20 July. - Child Sexual Exploitation 'train the trainer' course arranged for 13 July at HDC will repeat later in year in Lutterworth. - Safer Summer campaign will run throughout July and August including radio campaign and publicity on social media. - Prevent training now included in Gold Safeguarding training for Council staff. - Embracing Difference week has been postponed to later in the year to tie in with County Campaign. 	T. Day	Health and Wellbeing and Community Safety

		17/5 with police and Env. Health. - JAG chairs met to discuss new SPB sub demand group.			
KA 03.03 Implementation of the Open Spaces Strategy	Green	- A series of quarterly meetings has been set up with Officers to review the delivery of the Open Spaces Strategy. The first meeting was held in June 2016. - Cemetery Strategy commenced (to be delivered by September 2016). - Playing Pitch Strategy procurement completed (to be delivered by March 2017). Green Spaces audit completion on 15th July 2016	Further monitoring of delivery by sections and update of the action plan.	S. Pointer	Planning and Regeneration

CO 4: People have opportunities to access a range of leisure, sport and physical activities
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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.04.01 Work in partnership with Public Health to deliver and commission services that improve physical activity levels and work through the local Health and Wellbeing Partnership to enable healthy lifestyles, support an ageing population and maintain positive mental health	Green	<p>Activities within the Commissioning Plan that have been delivered this quarter include:</p> <ul style="list-style-type: none"> - Park fitness (utilising outdoor exercise equipment), with the addition of a new class in Gilmorton. - GALs day at Enderby with Robert Smyth, Lutterworth College and Welland Park was a great success. It was aimed at inactive young girls. - On-going activities include: walking, running, exercise referral, Street Games, weight management classes and heart smart. - Established a sustainable New Age Kurling group in Husbands Bosworth, thanks to the proactive group applying for a Shire's Grant. - Parkrun celebrated its first birthday on the 23rd of April. The run has been very successful. - The Sport and Health Sustainability Plan is almost complete and will be taken to the Corporate Management Team on 27 July 2016. The Plan has highlighted six key options which could be adopted to sustain the service. - The Health and Wellbeing Partnership took place in May. The Director of Public Health, within LCC, came to present his annual report to the partnership, which focused on the role of communities in improving health and wellbeing. Feedback from the attendees was very positive. 	<p>Commissioning Activities which will be developed and/or take place within the next quarter include:</p> <ul style="list-style-type: none"> - JUST2 (relaunch of the successful campaign which took place in January and February of this year) - More walking, running and cycling opportunities will be developed. - School Sport awards will take place in early July. - Harborough by the Sea activities. - The Shire's Grant project will be developed and start to be implemented. We will begin to develop condition specific classes including those aimed at residents with cancer, mental health issues and obesity. - The Sustainability Plan will be completed and taken to CMT late July. Once the options moving forwards have been decided, the next quarter will focus on putting action plans together to ensure successful implementation. - Work will begin on the Sport and Recreation Strategy (name to be confirmed), once the data and information comes back from the chosen consultant. The Strategy will also be shaped by the chosen 	T. Day	Health and Wellbeing and Community Safety

		<p>Funding:</p> <ul style="list-style-type: none"> - We were successful in gaining over £8K from the Shire's Grants by working in partnership with Harborough District Leisure Trust. This is to expand the current exercise referral programme, making it both more targeted and more preventative. - The FaME Falls Prevention project started. This is being externally funded by the Better Care Fund and a research institute. We will receive £13K for this project. - The second Sports Club Forum took place. Almost 20 clubs were in attendance and satisfaction for the event was 100%. From this we hope to involve the clubs in upcoming campaigns including JUST and Feel Alive from 65. - A tender is currently out for procurement for work on the leisure centre and the leisure contract. This also includes a data capture exercise which will form our evidence base for the Sport and Recreation Strategy (name to be confirmed). Closing date for this is early July. We will then pick a consultant to carry out the work. 	<p>Sustainability Plan option(s) and our ability to deliver (based on staffing resources).</p> <ul style="list-style-type: none"> - The Health Action Plan for the Health and Wellbeing Partnership will continue to be advanced. 		
KA.04.02 Assess the community's needs for leisure and recreation	Green	The specification has now been included within the larger piece of work to consider the future of the Leisure Centres. A specification covering both pieces of work has been developed and put out to tender.	The Council will evaluate tenders and appoint a successful contractor to complete the work in Quarter 2.	T. Day	Health and Wellbeing and Community Safety
KA.04.03 Develop an options appraisal to inform the future of the two Council-owned leisure centres	Green	New Contract Options: The Council is currently tendering for consultancy advice in respect of the Options Appraisal.	New Contract Options: Consultant will be appointed and work commenced to inform the Options Appraisal.	M. Perris	Financial and Commercialisation

CO 5: Residents and businesses are informed, included and listened to

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 Refresh and implement the Council's Communications Strategy	Green	A draft Strategy has been prepared. It is currently being shared with colleagues for comments and feedback.	Once feedback has been received from colleagues the draft Strategy will be taken to Corporate Management Team for its consideration.	R. Felts	Corporate Services
KA.05.02 Carry out a District-wide survey of residents	Amber	Work is underway to determine a timeline for a survey.	Agree timeline for survey.	R. Felts	Corporate Services
KA.05.03 Businesses are informed and listened to	Green	<ul style="list-style-type: none"> - Social media streams updated regularly. - A draft July newsletter is being produced. - Explore Harborough event has taken place with over 50 businesses represented - feedback invited from them as to how the website could be improved. - Event workshop undertaken to inform local event holders of new event paperwork and webpage. 	<ul style="list-style-type: none"> - Publish newsletter for July 2016. - Continue to update social media streams. 	L. Byrne	Strategy/ Economic Development
KA.05.04 Provide effective liaison with parishes on District and local priorities	Green	<ul style="list-style-type: none"> - Analysis of the 2015/16 Parish Communication Survey has been carried out and shared with Officers. Project ideas have arisen as a result. The Enforcement Team is following up poor scores with one-to-one meetings, as took place last year. - Preparations for the precept event in September have begun (date of event to be confirmed). - Preparations for the Annual Parish Liaison event in November have begun. 	- Draft Annual Parish Liaison Meeting agenda and finalise details of precept event by end of July 2016.	T. Day	Health and Wellbeing and Community Safety

PRIORITY: Enable public services which are effective and deliver value for money

CO 6: The Council is efficient and resilient in its service delivery

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.06.01 Implement the new Medium-term Financial Strategy (MTFS)	Green	The MTFS was adopted by Council in February 2016. Savings relating to 2016/17 have been factored into the budget and are monitored on a monthly basis.	<p>- To refresh the MTFS in late summer to take account of the 2015/16 Outturn and trends and to rebase volatile budgets such as business rates and new homes bonus.</p> <p>- Production of an Efficiency Plan to be submitted to the Department for Communities and Local Government by 14 October 2016.</p>	K. Cowell, S. Riley	Financial and Commercialisation
KA.06.02 Promote further Channel Shift	Green	A Channel Shift Working Group has been established. At its first meeting the group agreed the key activities it will focus on for the next year. The draft Channel Shift Action Plan has been updated with the key activities. Initial baseline data has been established, although some further work will be required throughout the year as the project moves forward on its key activities.	At its next meeting, the Working Group is to agree the Channel Shift Action Plan. This will then be shared with the Corporate Management Team for its approval.	R. Felts	Corporate Services
KA.06.03 Ensure all grant funding is effectively and efficiently managed to meet Council priorities	Green	<p>The Council provides core funding to Citizens Advice Bureau, Voluntary Action South Leicestershire, Lutterworth Volunteer Centre and Lutterworth One Stop Shop. This funding will be reviewed as part of the business planning process for the 2017/18 year.</p> <p>Seven applications have been submitted for Section 106 funding. Decisions will be made by a new Executive Sub-Committee on 26 July. Section 106 funding is an additional source of potential funding for any project that meets the Community Infrastructure Levy tests.</p>	<p>The final criteria for the 2016/17 community grant fund will be finalised in July.</p> <p>The outcome of the review of core grants will be known in the autumn.</p>	T. Day	Health and Wellbeing and Community Safety

KA.06.04 Review of Council size and warding arrangements by Local Government Boundary Commission for England (LGBCE), subject to LGBCE timetable	Green	Electoral Review Committee meeting to consider recommendation to Council on council size submission.	Council to agree submission to Local Government Boundary Commission for England on council size (number of councillors) - July Council meeting.	R. Ellis	Corporate Services
KA.06.05 Undertake option appraisals for alternative service delivery models	Green	Resources have been obtained to undertake a review of the Council's recharges and residual costs as this information will be necessary to inform any options appraisal.	Review of recharges and residual costs to be completed by the end of Quarter 2.	B. Jolly, N. Proudfoot	Strategy/ Economic Development
KA.06.06 Work with partners on combined authority proposals	Green	A draft Constitution and a draft operating agreement have been drawn up. A timetable for progressing this work has been compiled and agreed by all partners. Currently awaiting the draft Order for the combined authority to be issued by central government.	Report to Executive on progress and receipt of the draft Order from government.	V. Wenham	Strategy/ Economic Development
KA.06.07 Develop financial resilience through reduced dependency on central government funding, through implementation of the Medium-term Financial Strategy	Green	<p>The Council submitted, on time, its NNDR3 from in May 2016. This required additional provision for appeals (HDC share £2.290 million) to be provided in the accounts. Information received from other Leicestershire Councils over whether or not to appeal.</p> <p>Meeting held with the Revenues and Benefits Partnership to improve reporting and knowledge of changes on properties with a high rateable value, especially Magna Park.</p> <p>Sensitivity modelling undertaken on impact of 2015/16 retained levy amount on planned use of Business Rate Retention Reserve over the period of MTFS.</p>	Refresh of the MTFS and identification of efficiencies in the production of an efficiency plan.	K. Cowell, S. Riley	Financial and Commercialisation

CO 7: The Council makes effective use of its assets and resources

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
<p>KA.07.01 Implement the agreed outcomes of the Property Strategy</p>	<p>Green</p>	<p><u>Museum Agreement (HDC, LCC & MH Historical Society)</u></p> <p>Agreement reached to vary the "agreement" to move the break date to coincide with the expiry of the MH & Bowden's Charity grant.</p> <p><u>Bath Street Storage Unit/Gartree Depot</u></p> <p>Terms have been agreed with LCC to re-locate off site storage facilities to the Gartree Highway Depot and vacate the unit at Bath St. Notice has been served for the Unit at Bath St and the lease will expire on 29 September 2016. Steel storage containers have been ordered. Archiving currently located at Bath St will be re-located to a specialist archive facility. Cost Saving over 5 years is c. £25,000.</p> <p><u>Hill Court, Bushby</u></p> <p>Property vacated and lease assigned to Thurnby & Bushby Parish Council, resulting in ongoing cost savings.</p> <p><u>Land at Northampton Road, Market Harborough</u></p> <p>Ongoing discussions with Harborough Town FC and Market Harborough RFC to lease all pitches to the two organisations, with will increase income in the medium term and reduce maintenance expenditure.</p>	<p><u>Museum Agreement (HDC, LCC & MH Historical Society)</u></p> <p>Deed to be finalised.</p> <p><u>Bath Street Storage Unit/Gartree Depot</u></p> <p>Relocation will be completed.</p> <p><u>Land at Northampton Road, Market Harborough</u></p> <p>Proposals will be finalised, and if approved, leases progressed and maintenance variation will be agreed with FCC.</p> <p><u>Former Garage Site, Paget Road, Lubenham</u></p> <p>Mediation will take place, following which progress will be made on securing the best solution for the Council.</p> <p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>Subject to property market conditions, the Council will seek to progress development.</p>	<p>M. Perris</p>	<p>Financial and Commercialisation</p>

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
		<p><u>Former Garage Site, Paget Road, Lubenham</u></p> <p>Construction works commenced, but have been ceased due to a boundary dispute with an adjacent owner. The Council has taken legal advice and is seeking to appoint a mediator to help resolve the issue.</p> <p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>The Stopping Up Order required to implement the planning approval has been approved and is now subject to a 6 week standstill period.</p> <p><u>Former Garage Site, Naseby Close, Market Harborough</u></p> <p>The acquisition of 3 Naseby Close to improve access is progressing, with completion of the sale scheduled for 31 July 2016.</p> <p><u>David Wilson Homes, Public Open Space</u></p> <p>Approval to acquire has been provided by Council, and the transfer is being progressed.</p> <p><u>The Settling Rooms</u></p> <p>The Capital Works and appointment of a commercial agent to affect a disposal have been subject to procurement exercises, and the appointments are in the process of being finalised.</p> <p><u>Land at Walcote</u></p> <p>The transfer of the land to Misterton Parish Council (who had the beneficial interest) has been completed.</p>	<p><u>Former Garage Site, Naseby Close, Market Harborough</u></p> <p>Completion of the acquisition and a full business case for the property will be presented for approval.</p> <p><u>David Wilson Homes, Public Open Space</u></p> <p>Transfers will be completed.</p> <p><u>The Settling Rooms</u></p> <p>Capital Works will be progressed and marketing commenced.</p> <p><u>Asset Reviews</u></p> <p>Work will continue to identify opportunities to maximise value from the Council's estate including exploring disposals, strategic acquisitions where this adds value and identifying potential operating cost savings.</p> <p><u>Corporate Asset Management Plan</u></p> <p>An updated Plan will be progressed.</p> <p><u>Harborough Market Lease Renewals</u></p> <p>A report will be presented to the Executive on the proposed approach to the c. 45% of leases which expire in April 2017, being 3 years since completion of the redevelopment.</p>		

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		<p><u>The Symington Building</u></p> <p>Following the loss of the LCC contract by Swanswell who ceased using the property on a weekly basis, an agreement has been reached with Turning Point the new LCC provide to continue use.</p> <p>Regular weekly use by the NHS has commenced, utilising the ground floor interview rooms.</p> <p>Discussions have been held with the tenant of Retail Unit 2 following the closure of the Spar.</p> <p>Significant savings achieved following procurement of M&E and key-holding contracts, and variations in ISS contract, totalling £66,501.</p>			
KA.07.02 Work with the Leisure Trust to ensure compliance with contractual obligations	Green	Dilapidations: Harborough District Leisure Trust and Serco have agreed to provide a programme of works to address the outstanding dilapidations issues.	Dilapidations: Programme of works will be agreed and closely monitored to ensure timescales are adhered to.	T. Day	Financial and Commercialisation
KA.07.03 Implement the outcomes of the Third Sector Strategy	Complete	The Voluntary and Community Sector (VCS) Policy was agreed in October 2015. The implementation plan included a new VCS accommodation policy and volunteering policies for the Council in terms of its own workforce and enabling residents to support the Councils wider objectives. These have now been implemented.	The VCS Policy will inform annual business planning.	T. Day	Health and Wellbeing and Community Safety
KA.07.04 Implement Year One of the Car Parking Strategy Action Plan	Green	The Executive working group has meet to develop the proposed action plan for the Car Parking Strategy.	The next working group meeting is due in mid July to finalise the draft action plan. The Strategy is scheduled to be considered at the Performance Scrutiny Panel in September prior to consideration by the Executive and	E. Bird	Environment and Regulation

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
			public consultation.		
KA.07.05 Implement the revised management arrangements of the Harborough Innovation Centre (HIC)	Green	Heads of Terms have been received and a draft contractual amendment drawn up.	Signing and sealing of the Contract amendment.	L. Byrne	Strategy/ Economic Development
KA.07.06.01 Develop and implement business plans for the Council's potential commercial services: Building Control	Green	In Quarter 1 recruitment was successfully undertaken to the role of Building Control Surveyor. Also an interim Building Control Team Leader was brought in to support team management in the light of the departure of the existing senior officer in Quarter 2. The interim Building Control Team Leader is responsible for reinvigorating the commercialisation of the Service in Quarter 2.	To accelerate with the review of the Building Control fees, modernising of Building Control processes, the undertaking of research into best practice for delivering a Building Control service in a commercial environment and giving effect to this where appropriate. Potentially undertaking further recruitment to the new Building Control structure where appropriate in the light of the above.	D. Atkinson	Financial and Commercialisation
KA.07.06.02 Develop and implement business plans for the Council's potential commercial services: Trade Waste	Green	- Project plans and project paper work completed. - Third meeting for new database took place during the Quarter to progress the implementation.	Next steps are to meet with FCC on joint working options and expansion of services.	M. Perris	Financial and Commercialisation
KA.07.06.03 Develop and implement business plans for the Council's potential commercial services: Lifeline	Green	Marketing is increasing referrals to the service; activity since October 2015 has more than doubled the number of referrals. Whilst the increases in referrals and new customers are both encouraging, the number of terminations (almost exclusively due to mortality or admission to care) has remained high. Harborough Lifeline began provision of Out of Hours customer response for Melton Borough Council in December 2015 and a new Lifeline call monitoring	Review by CMT in July 2016.	J. Ward- Langman	Financial and Commercialisation

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
		<p>contract has been agreed with MBC. This generated an increase in revenue of £8,500 for 2015-16 and will increase income by approximately £10,000 over a full year. Lifeline has also won a contract for installation and monitoring of a new telecare system for The Market Harborough and the Bowden's Charity: this will generate an additional £2,000 per annum of income after recovery of initial expenditure.</p>			
KA.07.07 Maximise income generation through the adopted operating model	Green	<ul style="list-style-type: none"> - Income levels are on target or being exceeded in the first quarter of the 2016/17 year. - Garden Waste subscriptions are at almost 18,000 (the target was 9,250) resulting in £170K of addition income. - Production of a Scrutiny report on Trading and Fees and Charges. 	<ul style="list-style-type: none"> - Internal Audit Review into Fees and Charges. - Interim support secured to implement a new recharge model to better understand costs and activity drivers and to ensure that recoverable costs are accurately incorporated into the fees and charges calculation for the 2017/18 year. 	K. Cowell, S. Riley	Financial and Commercialisation

CO 8: Council Services are compliant with legal and audit requirements

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 (a) Conduct Police and Crime Commissioner Election	Complete	Police and Crime Commissioner Election completed.	None required.	R. Ellis, S. Mortimer	Corporate Services
KA.08.01 (b) Conduct EU Referendum	Complete	EU Referendum completed.	None required.	R. Ellis, S. Mortimer	Corporate Services
KA.08.02 Conduct Neighbourhood Plan Referenda	Green	No dates currently set (likely to be later in the year).	None yet required.	R. Ellis, S. Mortimer	Corporate Services

<p>KA.08.03 Achieve Public Services Network (PSN) Code of Conduct (CoCo) certification</p>	<p>Green</p>	<p>Quarter 1</p> <ul style="list-style-type: none"> - Procurement of security testing services. - Penetration tests procured, scheduled and performed (testing was completed on Friday 1 July 2016). 	<p>Quarter 2</p> <ul style="list-style-type: none"> - Perform remedial security work as required. - Review penetration test reports. - Create Action Plan (which forms part of our CoCo submission) to allocate the individual work items and record progress created. - Perform work to address and/or mitigate the risks highlighted. - Address any post-submission issues, highlighted by Cabinet Office, preventing certification. - Submit CoCo (iterative process). <p>Prepare and submit necessary CoCo documentation.</p> <ul style="list-style-type: none"> - Achieve certification. - Current PSN Certificate expires on 3 September 2016. 	<p>C. James</p>	<p>Corporate Services</p>
<p>KA.08.04 Implementation of Lutterworth Air Quality Action Plan</p>	<p>Green</p>	<p>The results of the dispersion modelling are expected during week beginning 11 July 2016.</p>	<p>Evaluation of the outcome of the modelling in conjunction with Leicestershire County Council by the end of July 2016.</p>	<p>E. Bird</p>	<p>Environment and Regulation</p>

PRIORITY: Encourage a vibrant and sustainable business community intent on prosperity, employment and learning opportunities

CO 9: Businesses are able to access Council services easily

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.09.01 Improve ease of access to Council services by District businesses	Amber	This item is currently on hold due to other activities taking priority.	Develop plan to improve ease or access to council services/ remove 'red tape' where possible.	L. Byrne	Strategy/ Economic Development

CO 10: Maintain and encourage business growth
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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.10.01 Develop and Implement the Economic Development (ED) Strategy	Green	<ul style="list-style-type: none"> - Draft Economic Development Strategy produced. - Member workshop on the Economic Development Strategy planned. 	<ul style="list-style-type: none"> - Take paper to the Corporate Management Team to sign-off prior to member workshop. - Carry out member workshop. - Refine Economic Development Strategy via member workshop. - Present Economic Development Strategy to an Executive Meeting. - Publish Economic Development Strategy. 	L. Byrne	Strategy/ Economic Development
KA.10.02 Develop the Move-on Space Project, subject to available funding	Amber	<ul style="list-style-type: none"> - Joint work commissioned with Wyre Forrest to look at viability of alternative funding model for the Move-on Space project. - Application to LLEP growth fund submitted. The application has now been selected to progress to the next stage. - European funding route no longer being considered. - Alternative sites being considered for the project in case the Airfield farm site is not viable. 	Meeting to be held on 29 July 2016 to discuss next steps.	L. Byrne	Strategy/ Economic Development

<p>KA.10.03 Create the conditions to encourage business growth</p>	<p>Green</p>	<ul style="list-style-type: none"> - Discussions with local plan team to look at how the Council can encourage business rates growth through designating viable employment sites. - Discussions with LLEP, District and Boroughs, City and County as to how we can work together to attract inward investment into the county. - New Harborough Innovation Centre contract encourages displacement from the centre when businesses are getting too big for it to try and get businesses into the wider District. 	<ul style="list-style-type: none"> - Further work to be undertaken on attracting inward investment into the county and what part the districts will play. - Further discussions to be held with the local plan team regarding employment space. - Meeting to take place with landowner on the 29 July 2016 to look at how we can bring his site forward for potential employment space (20 Acres). 	<p>L. Byrne</p>	<p>Strategy/ Economic Development</p>
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CO 11: Entrepreneurs and businesses are able to access support and advice

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.11.01 Signpost businesses to support and advice available	Green	<ul style="list-style-type: none"> - Pioneer 10 support programme up and running and business support targets all being exceeded within this. - Newsletter despatched regularly to over 1,300 readers and via social media. - The Council's website directs to all forms of business support and advice from help starting a business to licensing issues etc. 	<ul style="list-style-type: none"> - Continue to monitor the success of Pioneer 10 and review after three months with a view to being more selective about the businesses we are supporting. - Continue to deliver the Harborough business update newsletter. - Monitor hits to the website and continue to monitor the websites we link to are still active. 	L. Byrne	Strategy/ Economic Development
KA.11.02 Ensure Council procurement supports local business	Green	62 providers now registered on Delta. All contracts advertised via media accessible to local business. No new opportunities for Business engagement this month.	Continue to monitor and review opportunities.	J. Ward-Langman	Financial and Commercialisation
KA.11.03 Support rural businesses to access funding initiatives such as the LEADER programme and other, available funding streams	Green	Second call applications now being assessed for LEADER programme. Eight applications from businesses in the Harborough District.	<ul style="list-style-type: none"> - Second call application to be assessed and a decision to be taken as to whether the grant should be awarded. - Third call to open and begin to support interested businesses to submit outline applications. 	L. Byrne	Strategy/ Economic Development

CO 12: Communities have access to better digital infrastructure

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.12.01 Influence the rollout of broadband through the Superfast Leicestershire Broadband programme	Green	<p>- Through the Superfast Leicestershire Programme the Council continues to push for high-speed broadband access for the 10% of premises that do not yet have access to superfast broadband. Through application of the gain share arrangement with BT and the potential for additional District Investment and contractual savings, a further roll-out of broadband (in addition to the superfast extension project) is expected to increase coverage by 2018.</p> <p>- The Council continues to highlight support for business broadband and digital readiness of businesses through its business newsletter.</p>	To consider the modelling impact of further investment and to assess its value for money.	L. Byrne, S. Riley	Financial and Commercialisation
KA.12.02 Maximise digital infrastructure improvements by working with communities	Green	The Superfast Leicestershire Programme has retained monies for community-led solutions. The HERBS community solution has continued its success in increasing its subscriber base.	A briefing to all Councillors by BT and Superfast Leicestershire Project Manager (scheduled before July Council meeting) will identify the role of Councillors to support communities in accessing community-led funding.	L. Byrne, S. Riley	Financial and Commercialisation

CO 13: People have opportunities to access culture and tourism

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.13.01 Work with partners to support the ongoing development and sustainability of the Market Harborough Museum	Green	<p><u>Volunteering</u></p> <ul style="list-style-type: none"> - Volunteer co-ordinator supervising regular 'on-site' volunteers, a number of home located volunteers and one off volunteers including for the Harborough Carnival. - Volunteer task and role descriptions in place and distributed to LCC Volunteer Development Manager for recruitment of volunteers for the following areas: <ol style="list-style-type: none"> 1. Meet and Great 2. Promotion of the Museum 3. Families, Activities and Trails 4. Local and Family History 5. Research volunteer 6. Web and Social media - Local studies volunteers sorting of existing Local Studies material to better organise it for easier customer access ongoing - LCC Century of Stories commemoration of WWI volunteers continuing linked to Adult Learning on Symington1 - Volunteers supported the Harborough Carnival presence for Symington1 and the Museum in particular. - Monthly changing trails for museum in place (delivered by Young Volunteers doing D of E Award 	<p><u>Volunteering</u></p> <ul style="list-style-type: none"> - A Century of Stories (LCC Commemoration of the First World War) volunteers continue as part of Adult Learning Programme - Recruitment of new volunteers suspended during summer period and during building works at Symington Building - New volunteer co-ordinators to be recruited - Volunteer recognition and re-launch event planned for September 5th 2016 - Draw up volunteer engagement plan - Draw up Young Volunteers plan for the summer of 2017 <p><u>Tourism and Promotion</u></p> <ul style="list-style-type: none"> - Website to be approved and launched - In and Around Harborough in 50 Museum objects to be completed (web and printed trail) and launched - Promotional print to be approved - Support up-coming key local events (E.g. Harborough by the Sea, Britain in Bloom judging with promotional event linked to our - Market Harborough in Bloom display, Arts 	A.M. Hawkins	Health and Wellbeing and Community Safety

	<p><u>Learning</u></p> <ul style="list-style-type: none"> - A working group from Creative Learning Services has begun to develop the new offer, working closely with the Market Town Museum Team and local schools. - Initial ideas have been developed to look at different aspects of local history through: <ul style="list-style-type: none"> - A town trail <ul style="list-style-type: none"> • A museum-based workshop involving hands on activities and the museum collections • An assembly to take place in the schools. (Further work is taking place on this to decide if this would be best as an introduction to the local history workshop or as a promotional tool to encourage schools to visit the museum on an organised educational visit as well as to encourage children to visit with their families) - The initial development will be for a key stage 2 offer. This is the age group who visit the museum on the most regular basis. - Consultation is taking place with schools throughout this term with six local schools participating. This consultation is being undertaken by two Museum Educators and a questionnaire has been written to ensure consistency throughout the consultation process. - The consultation meetings cover: <ul style="list-style-type: none"> • An introduction to the museum and the current offer available to schools • The type of visits that teachers would be interested in (length, topic, types of activities) 	<p>Fresco and prepare for Christmas etc.)</p> <ul style="list-style-type: none"> - Friends of the Museum and Volunteers attend the celebrations of the 175th anniversary of the first package excursion organised by Thomas Cook (living on Adam and Eve Street) in 1841 - Electronic person counters installed around Symington 1 is currently in progress. HDC is providing quotes for equipment and labour to install the counters. This will automate future person counts and contribute to future efforts to understand our visitors. <p><u>Learning</u></p> <ul style="list-style-type: none"> - Visits to Symington1 through Library Summer Reading Challenge planned and delivered by LCC Locality staff (Library Outreach) - Create and test the Activity Cart for trails and weekend table top activities - New Learning Sessions Consultation: Both existing users and non-users are involved in the consultation which will be completed by the end of the summer term (Qs 1 - 2). Work will take place during the school summer holidays (Q2) to analyse answers and finalise the development work to be completed during the autumn term (Q3) - It is anticipated that some of the schools who have taken part in the consultation will be given the opportunity to pilot the workshops. The new offer will then be launched in the Spring term (Q4) 		
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	<ul style="list-style-type: none"> • The type of assembly schools be would be interested in • A selection of ideas for workshops including local characters, the development of the town and the impact on changes in transport, jobs and industries and childhoods. • Other topics that could be developed to support local history • National curriculum subjects • Levels of charging <p><u>Tourism and Promotion</u></p> <ul style="list-style-type: none"> - Work on new website completed (approvals stage Q2) - Development of new identity for Museum (approvals stage Q2) - Continuous Customer service and other visitor experience training being undertaken by front of house teams as identified by PDRs - The Museum and Symington1 have presence at Harborough Carnival (Float wins First Prize) - LCC staff and volunteers conducted person count to measure visitor numbers for library and museum. Installing electronic counters to automate this process is being investigated. Calibration with a manual count will be required on one day to check electronic counters are accurate. <p><u>Heritage and Collections</u></p> <ul style="list-style-type: none"> - In and Around Harborough In 50 Museum Objects research ongoing – will be linked to new Harborough 	<p><u>Harborough Heritage</u></p> <ul style="list-style-type: none"> - Create 'My Harborough Museum' webpages 'Find out more' labels to be created for existing displays - Draw up local studies research plan to support future exhibitions - Begin programme of digitisation of the Harborough Photographs 		
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		<p>Tourism website</p> <ul style="list-style-type: none"> - Planning for Harborough Bloom a focus for exhibition and promotional activity in Q1/2 - Plans to digitise Harborough Photographs for use online, in exhibitions, promotion etc. as part of Get Set! And Volunteer programmes - Two (LCC) front of house staff have worked with the Local Studies collections as priorities in their PDRs. 			
<p>KA.13.02 Develop the Culture and Tourism offer for the Harborough District</p>	<p>Green</p>	<ul style="list-style-type: none"> - Explore Harborough website launch. - Explore Harborough brand created. - Meetings with over 30 local tourism and culture-related businesses. - Planning for the Harborough by the Sea event. - Events application workshop undertaken. 	<ul style="list-style-type: none"> - Continue to monitor the explore Harborough website and change to reflect feedback and user statistics. - Continue to meet tourism businesses and encourage them to access LEADER funding where possible. - Deliver Harborough by the sea event. - Continue joint working for better planning of events in the town centre. - Begin planning for Market Harborough C'mas light switch on. 	<p>T. Day</p>	<p>Health and Wellbeing and Community Safety</p>

PRIORITY: Support the vulnerable in the communities where they live

CO 14: People live in safe and appropriate housing

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.14.01 Implementation of the Council's Empty Property Strategy.	Green	Initial contact made with a Registered Provider. A pilot has been undertaken to evaluate the effectiveness of the risk rating criteria in the Empty Property Strategy with regards to further action on empty properties. Approximately 30 properties have been risk rated to date.	Continuation of the risk rating of long-term empty properties and make contact with the owners of high-priority empty properties. Develop further links with Registered Providers.	E. Bird	Environment and Regulation
KA.14.02 Implement the outcomes from the Homeseach, Housing Advice and Homelessness Service Review	Green	The Service Review has been completed (recommendations considered by the Executive on 11 July 2016). The review noted the strong performance of the service in meeting housing and homelessness statutory duties. Although Harborough District has low levels of homelessness compared to neighbouring authorities the review highlighted increased demand and risk of homelessness due to a variety of factors, including welfare reforms, increasing awareness of vulnerabilities and low availability of affordable housing. The review highlighted potential efficiencies in the service and that a business case should be brought back to Executive by March 2017 on the future of Choice Based Lettings. This could either be delivered through maintaining the current Leicestershire Choice Based Lettings Scheme or outsourcing the service to an external provider.	Implementation of action plan, subject to agreement of Executive.	T. Day	Health and Wellbeing and Community Safety
KA.14.03 Review the Council's Housing Strategy	Green	<ul style="list-style-type: none"> - Project mandate and scope agreed by the Corporate Management Team. - Review will be completed by March 2017. 	A Housing Forum event in September will start the process of review.	T. Day	Health and Wellbeing and Community Safety

CO 15: People who are most in need are supported

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.15.01 Review the Harborough Lifeline Service.	Green	<p>Marketing is increasing referrals to the service; activity since October 2015 has more than doubled the number of referrals.</p> <p>Whilst the increases in referrals and new customers are both encouraging, the number of terminations (almost exclusively due to mortality or admission to care) has remained high.</p> <p>Harborough Lifeline began provision of Out of Hours customer response for Melton Borough Council in December 2015 and a new Lifeline call monitoring contract has been agreed with MBC. This generated an increase in revenue of £8,500 for 2015-16 and will increase income by approximately £10,000 over a full year. Lifeline has also won a contract for installation and monitoring of a new telecare system for The Market Harborough and the Bowden's Charity: this will generate an additional £2,000 per annum of income after recovery of initial expenditure.</p>	Review by CMT in July 2016	J. Ward-Langman	Financial and Commercialisation
KA.15.02 Support the most vulnerable as a part of Universal Credit rollout.	Green	The project will commence in Quarter 3. The Council is awaiting detailed information from the Department for Work and Pensions (DWP) and from this will be able to determine its own requirements.	DWP will be having direct discussion in readiness for stage 1 implementation. This commences from Quarter 3.	L. Butler	Corporate Services

KA.15.03 Evaluate the success of intervention projects for vulnerable people, for instance the Lightbulb Project; implement the agreed Lightbulb delivery model following the evaluation of the intervention pilot projects	Green	A number of Lightbulb task and finish groups have been established to take forward the different aspects of the project business case development. The Council is represented on the Service Model Design and Disabled Facilities Grant process task and finish groups. The draft pre-business case for Lightbulb was presented to the Lightbulb Programme Board in May.	Continue to work with the Lightbulb Project Team to finalise the business case for approval. Work with partner agencies with regards to currently commissioned services which could be incorporated into Lightbulb.	E. Bird	Health and Wellbeing and Community Safety
KA.15.04 Develop improved signposting to services with partners through website and partnerships	Green	Work has started on this. Examples include finding local children's' centres/Sure Start which links to Leicestershire County Council (LCC), Social Care Services again linking to LCC, Community Safety Partnership and how to apply for bus passes, view bus routes and timetables. Work will continue on this throughout the year.	To review signposting from the website to voluntary organisations.	R. Felts	Corporate Services
KA.15.05 Continue to work with partners to manage the ongoing impact of welfare reform	Green	Quarterly meetings take place to ensure all partners are fully aware of the impact on welfare reform. The housing benefit 'cap' level is being changed in Quarter 3 which will affect a small number claimants within the District.	Continue to monitor changes to be implemented as well as the amount being awarded for both discretionary housing payments and council tax discretionary fund.	L. Butler	Corporate Services