

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 four 'selected' options completed. - Recommendation of the Preferred Option to be taken forward into the draft Local Plan provided for Member consideration. - Local Plan policies not dependant on the choice of the Preferred Option drafted and considered by Members (LPEAP 22 August). - Deliverability workshops held with potential Strategic Development Area site promoters and workshop conclusions and recommendations received from consultants. - A number of evidence documents completed (including the Updated Retail Study and Revised Interim Viability Assessment). - Assessment of potential housing allocations completed (pending confirmation of HEDNA). - Progress meetings held with all potential Strategic Development Areas' site promoters. | <ul style="list-style-type: none"> - Final recommendation and decision on the Preferred Option. - Completion of the assessment of Strategic Distribution options and recommendation of a Preferred Option on Strategic Distribution. - Planning Inspectorate advisory visit arranged for 2 November and recommendations to be considered. - Complete drafting policies and production of a full draft Local Plan. - Completion of the remaining evidence documents (IDP, Employment Land Availability Study, Whole Plan Viability Assessment, Areas of Separation Landscape Study, Gypsy and Traveller Site Identification Study and GTAA). HEDNA now expected to be completed in early 2017, but a good understanding of objectively-assesed housing needs (OAN) is expected by end October 2016. - Receipt of Sustainability Appraisal report. | S. Pointer | Planning and Regeneration |

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| <p>KA 01.02 Progress the Identification of land for housing development to meet housing needs</p> | <p>Amber</p> | <ul style="list-style-type: none"> - Assessment of four 'selected' options completed. - Recommendation on Preferred Option made for consideration. - Assessment of potential housing site allocations completed (pending completion of HEDNA). - First draft HEDNA report received and officer comments made. - All Local Plan housing policies drafted. - Local Plan policies for Strategic Development Areas and strategic housing allocations all drafted. | <ul style="list-style-type: none"> - Decision on the Preferred Option expected. - HEDNA confirmation of OAN expected in the next quarter. - Five-Year Supply Position to 30 September 2016 to be completed and published. - Full draft Local Plan (including housing policies and draft Strategic Development Areas and strategic housing allocation policies) to be considered by Members. | <p>S. Pointer</p> | <p>Planning and Regeneration</p> |
| <p>KA 01.03 Engage with communities to help them deliver Neighbourhood Planning</p> | <p>Green</p> | <ul style="list-style-type: none"> - Designated Neighbourhood Areas in last Quarter were: Arnesby Neighbourhood Area and Saddington Neighbourhood Forum and Neighbourhood Area. - Publicity for High Leicestershire Neighbourhood Area commenced. - Lubenham Examiner appointed. - Foxton Examiner appointed. - Great Glen Validation check completed. - Great Glen Regulation 16 commenced 24 August, completed 5 October and application made to NPIERS for Examiner referral. - Houghton on the Hill, Hungarton, East Langton Regulation 14 consultation completed with Officer comments returned. - Draft plans received from The Kibworths for comment. Comments returned by officers. Meeting with Kibworths NDP Group and resident on 26 September 2016. - Strategic Environmental Assessment screening reports produced for Shearsby, Great Glen (update) and Great Easton - Sent to statutory consultees (NE, HE, EA). - South Kilworth and Arnesby community events held. - Great Bowden community questionnaire completed. | <ul style="list-style-type: none"> - Commence appointment of Examiner of Great Glen NDP when referral received. - High Leicestershire Neighbourhood Area publicity completed by 9 November 2016. - Locality hosting Neighbourhood Plan networking event at Harborough District Council on 23 November 2016. - Meeting with Great Bowden NDP Group on 10 October 2016 and East Langton NDP Group on 6 October 2016. - Great Easton Regulation 14 completion on 14 October 2016. - Submission of Examination version (Reg 16) NDPs expected from Hungarton, Great Easton , Kibworths, North Kilworth, East Langton (dates not known). | <p>S. Pointer</p> | <p>Planning and Regeneration</p> |

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| <p>KA 01.04 Determine Planning Applications in accordance with national guidance</p> | <p>Green</p> | <p>- Monitoring of performance shows good overall progress. Performance continues to be monitored. Targets are being met. Officers have been asked to ensure extension of time agreements are entered in to where necessary and appropriate.</p> | <p>- A performance report on Quarter 2 outcomes is anticipated at the Meeting of the Planning Committee due to be held on 4 October 2016.</p> | <p>A. Eastwood</p> | <p>Planning and Regeneration</p> |
| <p>KA 01.05 Ensure Sustainable Urban Drainage (SUDS) is delivered, via the Planning process</p> | <p>Green</p> | <p>- Reports made to the Planning Committee on major proposals have included Lead Local Flood Authority and Environment Agency comment. Planning Committee reports have included a drainage assessment and SUDS reference. Where relevant, reports have recommended conditions or obligations to secure SUDS.</p> <p>- SUDS features in committee reports on Major development e.g. page 167 of 7 July agenda on 16/00370/FUL housing proposal at Broughton Astley. Officers asked to continue including SUDs in relevant reports. Major housing proposal at Gilmorton presented to Planning Committee was delayed specifically to obtain and present more SUDS detail. 16/00980/FUL employment site proposal to be reported to 21 September 2016 Planning Committee reports Lead Local Flood Authority satisfied with SUDS.</p> | <p>- Continue to include relevant SUDS information within reports to the Planning Committee.</p> | <p>A. Eastwood</p> | <p>Planning and Regeneration</p> |
| <p>KA.01.06 Ensure that there is a robust evidence base for the community facilities required as a result of growth</p> | <p>Green</p> | <p>- 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).</p> <p>- 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.</p> | <p>- 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 the 2016/17 year.</p> <p>- The Playing Pitch Strategy will commence in the next quarter.</p> | <p>S. Pointer</p> | <p>Planning and Regeneration</p> |

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| <p>KA.01.07 Implement the recommendations from the review of the benefits of the Community Infrastructure Levy (CIL)</p> | <p>Green</p> | <p>- 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.</p> | <p>- Next two quarters will see a decision on an Affordable housing policy and a decision on a preferred Local Plan option. 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.</p> | <p>S. Pointer</p> | <p>Planning and Regeneration</p> |
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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 | <p>- Harborough Home Search has advertised six new-build properties in Quarter 1 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.</p> <p>- Regular advice is an on-going and continual work remit.</p> | <p>- Continue providing advice within timescales for responses.</p> <p>- Ensure Adoption of Policy on Affordable Housing meets with target for adoption in October 2016 timescale.</p> | 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 | <p>- 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 homeseekers in these bands were successfully re-housed.</p> | <p>- 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.</p> | 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 | <ul style="list-style-type: none"> - Garden/Green Waste: Service changes have been fully implemented. Planning for the 2017/18 renewals has commenced. - Rural Round Changes: A review of the policy implementation will be completed in Quarter 3. - Grounds Maintenance Savings: A review of how best to implement this has been undertaken and a meeting held with FCC to explore the options available to deliver the proposed £50,000 saving. A report will be submitted for approval in due course. | <ul style="list-style-type: none"> - Garden/Green Waste: Implement renewal process. - Rural Round Changes: Recommended actions implemented. - Grounds Maintenance Savings: Options for delivery of £50,000 saving through FCC contract and potential to change some 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 | <ul style="list-style-type: none"> - Public Space Protection Order restricting drinking in Market Harborough and Lutterworth Town Centres now in place. - Cuppa with a Copper event (ASB/Crime reporting) – Wednesday 20 July 2016 - 9 Parishes attended. - Child Sexual Exploitation 'train the trainer' course 13 July 2016 at the Council - full course with 20 attendees - will repeat in Lutterworth on 9 November 2016. - Chelsea's Choice in Schools during September - 5 High schools and Satellite Centre (numbers to follow). - 16 September 2016: Child Sexual Exploitation Awareness film – "Kayleigh's Love Story" - will go into schools in the Autumn. - Safer Summer campaign ran throughout July and August 2016 including radio campaign and publicity on social media. | <ul style="list-style-type: none"> - Looking into new KIDVA service (children affected by domestic abuse) for Harborough District, with funding through Community Grant. - Child Sexual Exploitation Train the Trainer booked in Lutterworth 9 November 2016. - Looking at local campaign to increase awareness of DV services. - National Hate Crime week 10-14 October 2016 – raising awareness of reporting. - Celebrate Safely starts in October 2016. | T. Day | Health and Wellbeing and Community Safety |

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| | | <ul style="list-style-type: none"> - Leicester Fire and Rescue Service were at Robert Smyth Academy for Fire Safety Day: approximately 200 year-12 students. Multi-agency event – Council with stand on Hate reporting and online safety. - Prevent training now is now included in Gold Safeguarding training for Council staff and two sessions have been completed this quarter. Also trained Governors at Meadowdale Primary School. - The Fire service contacted all Parishes about new Fire Ambassador scheme in Harborough District. - A Council Officer attended the Heritage Crime event on 9 September – Strategy to be produced following the event by a smaller group. Police are working with Historic England on Operation Crucible. | | | |
| <p>KA 03.03 Implementation of the Open Spaces Strategy</p> | <p>Green</p> | <ul style="list-style-type: none"> - A series of quarterly meetings have been set up with Officers to review the delivery of the Open Spaces Strategy. The first meeting was held in June 2016. - Cemetery Strategy draft received (September 2016). - Playing Pitch Strategy commenced. Programmed to be complete by July 2017. | <p>- Joint meetings with internal stakeholders to review progress against actions.</p> | <p>S. Pointer</p> | <p>Planning and Regeneration</p> |

CO 4: People have opportunities to access a range of leisure, sport and physical activities

| 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 | <ul style="list-style-type: none"> - FaME: the falls prevention project is ongoing and proving very successful. It will be complete in the middle of November 2016. We are confident we can combine some of the classes to enable them to be self-sustaining. - Exercise on Referral: we are continuing to develop the EoR scheme with the help of the Shire's Grant. The Council is currently training instructors to deliver on Cancer Rehab and Obesity and Diabetes. The Council also working on a pilot project with The Training Shed, who will deliver part of the EoR scheme. - The Council has given out six sports clubs grants via the Local Sports Alliance. - Harborough by the Sea was extremely successful and well attended. - Meeting with the District Physiotherapy team: will be working with them to establish a back pain class, which will help with our EoR scheme and also help reduce waiting times for the physios, which are currently 17 weeks. - Feel Alive from 65 week: this has been the most successful campaign week to date. The Council held over 22 sessions, including one with a local physio who came along and provided advice and exercise classes for older residents. - Meeting with RPT Consultancy who is undertaking the leisure centre and data collection work. Updated timescales are awaited. | <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). We are working alongside sports club to help increase their capacity and membership, whilst offering a variety of activities aimed at women and girls aged 19-25. - The Council is putting on a training course to up-skill new cycle leaders. This will help develop cycling within the districts and it has also allowed work with new partners. - Nifty from Fifty: the Council is putting on a variety of activities for the over 50s to encourage them to become more physically active. These include walking, gardening, curling and squash. - The Council is working with VASL to develop a carers project. - Work will begin on the Sport and Recreation Strategy (name to be confirmed), once the data and information comes back from RPT consultancy. The strategy will be developed in line with the leisure option work and vice versa. | T. Day | Health and Wellbeing and Community Safety |

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| | | <p>Funding:</p> <ul style="list-style-type: none"> - The Council is still unclear on the Commissioning funding for 2017/18. The Council has been informally told that it will continue at the same level, however further information is awaited. - The Council received £17,000 for the JUST project from Sportivate, which we are working on with Blaby DC. - The Council has received £3,000 from Sportivate for a young people and Mental Health project. | <ul style="list-style-type: none"> - The Health Action Plan for the Health and Wellbeing Partnership will be completed within the next quarter. - The Harborough Sports Awards will take place in November 2016. | | |
| 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 3. | 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 has appointed RPT Consulting to prepare the Options Appraisal for the expiry of the current contract. | New Contract Options: Options Appraisal completed. | 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 has been shared with colleagues for comments and feedback. | - Hold a workshop on the Council's Communications Objectives with Corporate Management Team. This will inform the final strategy. | R. Felts | Corporate Services |
| KA.05.02 Carry out a District-wide survey of residents | Deferred until 2017/18 year | Deferred until 2017/18 year. | Deferred until 2017/18 year. | 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. - October Business newsletter published and sent to over 1600 businesses. - Areas to trial red tape project identified. - Tourism Steering group meeting undertaken with over 16 tourism businesses represented. Feedback considered as part of the meeting on the website and projects we should look to develop to better the tourism offer in Harborough. - Tourism networking event undertaken as part of the Leicestershire Business Festival - over 40 businesses attended. - Regular dialogue with Market Harborough Chamber of Trade and Commerce. | <ul style="list-style-type: none"> - To publish the November issue of the business update. - Continue to update social media streams. - Begin red tape project in conjunction with Regulatory team. | L. Byrne | Strategy/ Economic Development |
| KA.05.04 Provide effective liaison with parishes on District and local priorities | Green | - 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. | - Annual Parish Liaison Meeting scheduled for Wednesday 2 November 2016 at Kibworth High School. | T. Day | Health and Wellbeing and Community Safety |

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| | | <p>- 11 Parishes attended the precept event in September. The aim of the event was to raise the benefits, opportunities and usage of Parish precepts using working examples in Harborough. There was also a refresher on the mechanics of submitting a parish precept.</p> | | | |
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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. The MTFS has been refreshed as part of the Efficiency Plan being considered by Council on 10 October 2016. | - To refresh the MTFS in preparation for the 2017/18 budget and to undertake sensitivity analysis of the impact of volatile funding streams. | K. Cowell, S. Riley | Financial and Commercialisation |
| KA.06.02 Promote further Channel Shift | Green | - The Channel Shift Working Group has now become a Project Board and will be focusing and supporting Service Managers with opportunities for Channel Shifting. A Project Initiation Document has been prepared and approved by the Corporate Management Team. | - The Project Board meets each month. Over the coming months it will prepare a project plan for implementing Channel Shift throughout the organisation. | R. Felts | Corporate Services |
| KA.06.03 Ensure all grant funding is effectively and efficiently managed to meet Council priorities | Green | - Section 106 Projects given go ahead in July 2016 to the value of £137,808. - Section 106 Projects given go ahead in September 2016 to the value of £70,864. | - Closing date for Community Grant Applications 18 November 2016. | 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 | - The Council size submission has been forwarded to the LGBCE and acknowledged. | - LGBCE to set Council size - October 2016. - LGBCE to consult on warding arrangements - December 2016 /January 2017. | R. Ellis | Corporate Services |
| KA.06.05 Undertake option appraisals for alternative | Green | - Resources were obtained to undertake a review of the Council's recharges and residual costs as this information will be necessary to inform any options | - Finance Services produced an initial model for recharges by the end of September which will be finalised by | B. Jolly, N. | Strategy/ Economic Development |

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| service delivery models | | appraisal. | the end of December 2016. | Proudfoot | |
| 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. | - The Draft Order has been delayed by Government. The Council will receive the Constitution and Operating Agreement in December 2016. | 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 | - The Council continues to experience volatility in the forecasting of business rates and appeals. A further review during the accounts process demonstrated that we have prudently provided for the current appeals. The valuation office has not determined appeals in the last quarter. - The MTFs and budget monitoring demonstrate a planned medium-term approach to the reduction of funding over time. | - Development of Revenue and Capital Budget for issue of draft budget in January 2017. | 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 |
|---|--------|--|--|--------------|---------------------------------|
| KA.07.01 Implement the agreed outcomes of the Property Strategy | Green | <p>Quarter One:</p> <p><u>Museum Agreement (HDC, LCC & MH Historical Society)</u></p> <p>Q2 Agreement reached to vary the "agreement" to move the break date to coincide with the expiry of the MH & Bowdens Charity grant. Deed agreed, awaiting signature.</p> <p><u>Bath Street Storage Unit/Gartree Depot</u></p> <p>Q2 Re-Location completed. Cost Saving over 5 years is c. £25,000.</p> <p><u>Hill Court, Bushby</u></p> <p>Q1 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>Q2 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>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 reached agreement with the adjacent owner following mediation. Options for the next steps</p> | <p><u>Museum Agreement (HDC, LCC & MH Historical Society)</u></p> <p>Deed to be signed.</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>Options for the next steps will be finalised.</p> <p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>Work on site will commence.</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> | M. Perris | Financial and Commercialisation |

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| | | <p>are being finalised.</p> <p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>The Stopping Up Order required is in place. Final arrangements being made to start on site in January 2017. Start delayed due to Timber Frame supplier has some capacity issues. We could look to change supplier but same supplier was contracted for Paget Road, Lubenham (where work has stopped) and has manufactured some parts which are capable of re-use. As such, not changing reduces likelihood of a claim in respect of Paget Road and enables manufactured sections to be re-used as house types are the same.</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 in December 2016.</p> <p><u>David Wilson Homes, Public Open Space</u></p> <p>Q2 Approval to acquire has been provided by Council, and the transfers are being progressed.</p> <p><u>The Settling Rooms</u></p> <p>Q2 A commercial agent to effect a disposal has been appointed. Capital Works have been tendered and, due to a lack of interest from contractors, prices were higher than expected. Options are being reviewed and are in the process of being finalised.</p> <p><u>Land at Walcote</u></p> <p>Q1 The transfer of the land to Misterton Parish Council</p> | <p>Transfers will be completed.</p> <p><u>The Settling Rooms</u></p> <p>Options prepared for next steps.</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> | | |

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| | | <p>(who had the beneficial interest) has been completed.</p> <p><u>The Symington Building</u></p> <p>Q1 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 provider to continue use.</p> <p>Q1 Regular weekly use by the NHS has commenced, utilising the ground floor interview rooms.</p> <p>Q1 & 2 Discussions have been held with the tenant of Retail Unit 2 following the closure of the Spar.</p> <p>Q1 Significant savings achieved following procurement of M&E and keyholding contracts, and variations in ISS contract, totalling £66,501.</p> <p><u>Asset Review</u></p> <p>Q2 Disposals have been identified and are progressing including Brookfield Way, Lutterworth and Land at Halstead.</p> | | | |
| <p>KA.07.02 Work with the Leisure Trust to ensure compliance with contractual obligations</p> | <p>Green</p> | <p><u>Dilapidations</u></p> <ul style="list-style-type: none"> - Harborough District Leisure Trust and Serco have agreed to provide a programme of works to address the outstanding dilapidations issues with completion due by the end of 2016. - Changes to some services and pricing have been agreed to address the impact of the National Living Wage. | <p><u>Dilapidations</u></p> <ul style="list-style-type: none"> - Programme of works will be completed. | <p>T. Day</p> | <p>Financial and Commercialisation</p> |

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| 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 met to develop the proposed action plan for the Car Parking Strategy. Officers held a small focus group with local traders and their representatives to discuss the potential changes. The draft parking strategy and potential changes to the Parking Order were examined by the Performance Scrutiny Panel in September 2016. | In October 2016 the Executive will consider the draft Strategy and recommendations for change. Following approval by the Executive, the recommendations will go out for consultation prior to the development of the final Order. The revised Order will be considered by Council at the end of the year. | E. Bird | Environment and Regulation |
| KA.07.05 Implement the revised management arrangements of the Harborough Innovation Centre (HIC) | Green | - The new contractual arrangements for the Harborough Innovation Centre are now operable with a reduced cost and a significant increase in business support to businesses within and outside the centre through the Pioneer 10 programme. Occupancy of the centre remains in excess of 95%. | - 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 | Amber | <p>- A Building Control Service Improvement Project Action Plan is in place and being given positive effect to. A number of proactive actions have been completed.</p> <p>- Concerning the targets for Building Control income linked to the commercialisation of the service: progress if positive and the actual income generated is only modestly short of the target levels (hence amber status for this key activity).</p> | - Continuing proactive progression of the Building Control Service Improvement Project Action Plan and associated close monitoring of actions required and income targets. | D. Atkinson | Financial and Commercialisation |

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| KA.07.06.02 Develop and implement business plans for the Council's potential commercial services: Trade Waste | Green | <ul style="list-style-type: none"> - Project plans and project paper work completed. - New database progressing to completion. - Current capacity within existing fleet identified. - Implementation of process to ensure no additional waste is collected for zero payment to maximise income. | <ul style="list-style-type: none"> - Populate Trade Waste service on the FCC "Whitespace" system and on the route planning software to maximise effectiveness of the resource. - Explore marketing options having regard to most efficient routes. - Explore options for pay by weight. | M. Perris | Financial and Commercialisation |
| KA.07.06.03 Develop and implement business plans for the Council's potential commercial services: Lifeline | Green | <ul style="list-style-type: none"> - Marketing is increasing referrals to the service; activity 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 contract has been agreed with Melton Borough Council. This 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 Bowdens Charity: this will generate an additional £2,000 per annum of income after recovery of initial expenditure. - Total projected income shows an increase of £7,000 on 2015/16. | <ul style="list-style-type: none"> - Continue pending Executive report to be considered in January 2017. | J. Ward-Langman | Financial and Commercialisation |
| 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 now over 18,000 (50% of the District) resulting in approximately £180,000 of addition income after gain share. | <ul style="list-style-type: none"> - Internal Audit Review into Fees and Charges. | K. Cowell, S. Riley | Financial and Commercialisation |

Key Activities in Detail**Appendix A**

| Key Activities | Status | Progress | Next Steps | Lead Officer | Portfolio |
|-----------------------|---------------|---|-------------------|---------------------|------------------|
| | | <ul style="list-style-type: none">- Scrutiny considered a report on Trading and Fees and Charges.- Revised Recharge Model implemented. | | | |

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| CO 8: Council Services are compliant with legal and audit requirements |
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| 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 for Neighbourhood Plan referenda have been set (likely to be later in the year). | None yet required. | R. Ellis, S. Mortimer | Corporate Services |

Key Activities in Detail

Appendix A

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|--|--------------|--|--|-----------------|-----------------------------------|
| <p>KA.08.03 Achieve Public Services Network (PSN) Code of Conduct (CoCo) certification</p> | <p>Amber</p> | <p><u>Quarter 1</u></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><u>Quarter 2</u></p> <ul style="list-style-type: none"> - Performed remedial security work as required. - Reviewed penetration test reports. - Created Action Plan (which forms part of our CoCo submission) to allocate the individual work items and record progress created. - Performed work to address and/or mitigate the risks highlighted. - PSN compliance submission made. | <p><u>Quarter 3</u></p> <ul style="list-style-type: none"> - Discuss compliance position with Cabinet Office. - Perform further remedial security work as required to address post-submission issues, highlighted by Cabinet Office, preventing certification. - Submit CoCo (iterative process). - Achieve certification. - Current PSN Certificate expired 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>Amber</p> | <ul style="list-style-type: none"> - The results of the dispersion modelling were not received until September (these were expected in July 2016). This was due to there being a discrepancy in the modelling results upon verification. Therefore there has been an unforeseen delay. | <ul style="list-style-type: none"> - Evaluation of the outcome of the modelling in conjunction with Leicestershire County Council. | <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 | <ul style="list-style-type: none"> - A meeting has been held with Corporate Director and the Regulatory Services Manager to discuss the project scope and aims. - Key areas to focus on as a pilot project have been identified and businesses information is currently being gathered in order to begin the project. - Discussions undertaken with communications and members of regulatory team to look at developing online advice booklet for food businesses to ensure they have quick and easy access to all the appropriate information needed and necessary contacts to start a food business that is compliant with all necessary legislation. | <ul style="list-style-type: none"> - Begin to contact appropriate businesses and start dialogue. - Hold further meeting with the Communications and Regulatory teams to begin mapping online presence of advice booklet for businesses. | L. Byrne | Strategy/ Economic Development |

Key Activities in Detail

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|--|--------------|---|---|-----------------|---|
| <p>KA.09.02 Further develop the support package for local businesses</p> | <p>Green</p> | <ul style="list-style-type: none"> - Pioneer 10 support programme assessed through the HIC strategy board. This programme is currently exceeding all targets and we have seen its first success with a business now being confident enough to set up on the high street as a result of this programme. - A meeting with new Business gateway officer and meeting with LLEP to better understand ESIF (European Structural Investment Fund) contracts that have been signed. In addition to this conversations have been held with the County Council to better understand the support that may be coming through a joint bid for ERDF funding with the East Midlands Chamber around support for getting businesses online. - Biz gateway business support officers introduced to the Harborough Innovation Centre. - Actively participating in the development of potential support programmes for Leicestershire's Market Towns as part of the Market Town Research Group. Retailers in Market Harborough and Lutterworth will benefit from these programmes. Whilst there is still to be done current focus is concentrated on helping retailers online through support and potential grants and also customer service and shop presentation support and grants which will be the expansion of a successful project undertaken in Loughborough. | <ul style="list-style-type: none"> - Continue to refer to Oxford Innovations for business support and work with LLEP to develop their presence in the area. - Continue to monitor performance against KPIs for Pioneer 10. - Continue to discuss and develop support packages for our Town Centre businesses through the Market Town Research Group - meeting arranged with East Midland Chamber Head of Policy to discuss developing their presence in the area and how to extend their support services throughout the district. - arrange a meeting with the Federation of Small Businesses to discuss how they can help businesses in the Harborough district. | <p>L. Byrne</p> | <p>Strategy/ Economic Development</p> |
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CO 10: Maintain and encourage business growth

| Key Activities | Status | Progress | Next Steps | Lead Officer | Portfolio |
|--|--------|---|---|--------------|--------------------------------------|
| KA.10.01 Develop and Implement the Economic Development (ED) Strategy | Amber | <ul style="list-style-type: none"> - Draft Economic Development Strategy produced. - Member workshop on the Economic Development Strategy planned. - Corporate Management Team has signed-off Member workshop subject to a couple of small amendments. - Member workshop scheduled for the 24 November 2016. - Planning for the workshop currently underway. This includes the preparation of presentations and assisting documentation for the facilitated table discussions. - Invitations to go out to all members currently being prepared. | <ul style="list-style-type: none"> - finish presentations and assisting documentation for the workshop. - Send out member invitations by the 7 November 2016. - Carry out Member workshop. - Refine Economic Development Strategy via member workshop. - Consult on Economic Development strategy. - 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"> - The move-on Space project is within the top 13 projects submitted to central government as part of the LLEP's application for LGF monies. - The Move-on space project board met on 16 September 2016 to discuss next steps. Agreed to update evidence base and provide further analyses on options available to finance the Move-on space. - Alternative sites being considered and meetings held with landowners in case the Airfield farm site is not viable. | <ul style="list-style-type: none"> - Next meeting of project board to be held in October 2016 and to report back findings. - Clarifications to be made in regards to Capita report into alternative financing model. | L. Byrne | Strategy/ Economic Development |

Key Activities in Detail

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|--|--------------|---|---|-----------------|---|
| <p>KA.10.03 Create the conditions to encourage business growth</p> | <p>Green</p> | <ul style="list-style-type: none"> - Discussions held with Local Plan team about how to protect current employment space. - Meeting between Asset Manager and Local Plan team to help develop a brief to asses demand and need for space (office, industrial and land) in Harborough to ensure we have the appropriate evidence to help predict future need for employment space in the Harborough district. - Meeting with the County Inward Investment team to discuss Inward Investment enquiries in the wider region and to gain access to their databases to form part of the evidence base for the local plan. | <ul style="list-style-type: none"> - Inward investment discussions to be had with the LLEP and City once inward investment ERDF contract has been signed. - Discussions regarding bringing forward Harrisons site to be progressed in October 2016. | <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 exceeding all targets. - Newsletter distributed to over 1,600 contacts. - 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 supported. - 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 | <ul style="list-style-type: none"> - 73 providers now registered on Delta. All contracts advertised via media accessible to local business. No new opportunities for Business engagement this month. | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - Three projects from Harborough District have been successful in getting the grant which totals circa £45k and has leveraged an additional £100k in private investment as match funding and create two jobs as well as encourage more visitor day trips and overnight stays to the area. - Two more projects from the Harborough district are expected to be considered in November and if successful will be given a total of circa £60,000 from the LEADER programme and will leverage an additional £110k in private sector investment and be expected to create roughly 6 jobs. | <ul style="list-style-type: none"> - Future of the programme dependent on Autumn statement (23 November 2016). | 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>- Presentation to full Council by BT and Superfast Leicestershire in July 2016.</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. | - Continued engagement with communities by Superfast Leicestershire team. | 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"> - Two new volunteer co-ordinators have been appointed to support additional volunteering. - Home-based volunteers continue to support our work with help 'behind the scenes'. - Volunteer task and role descriptions are in place and have been distributed to LCC Volunteer Development and VAL (Harborough area) for recruitment of volunteers for the following areas: <ol style="list-style-type: none"> 1. Meet and Great 2. Promotion of the Museum beyond the Museum 3. Families, Activities and Trails 4. Local and Family History 5. Research volunteer 6. Web and Social media - Volunteering was suspended during the summer to allow for the Summer Reading Challenge volunteer programme; because of concerns over access to the building during the recent improvements to the lift and on-going works and because of holiday and other commitments of the volunteers themselves. - LCC Century of Stories commemoration of WWI volunteers continued to link to Adult Learning on Symington1 and produced a display for the Local Studies area on the Harborough soldiers who left for the | <p><u>Volunteering</u></p> <p>A Century of Stories (LCC Commemoration of the First World War) volunteers will continue as part of Adult Learning Programme.</p> <ul style="list-style-type: none"> - New Volunteer offer for Mondays. <p>Volunteer Recruitment event Wednesday 12 September 2016.</p> <ul style="list-style-type: none"> - 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 launched post approval. - In and Around Harborough in 50 Museum objects to be completed (web and printed trail) and launched. - Host workshop for the Council's Christmas Lantern project. - Identity and promotional print to be developed and approved. - Electronic person counters will be calibrated by manual count on Tuesday 18 October (Volunteers are supporting this activity). This will validate future automated person counts and contribute to future efforts to understand our visitors. | A.M. Hawkins | Health and Wellbeing and Community Safety |

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| | <p>Somme and never returned.</p> <ul style="list-style-type: none"> - Volunteers supported the Harborough Carnival presence for Symington1 and the Museum in particular, wining first prize in the float parade. - Monthly changing trails for museum were in place for younger visitors (delivered by Young Volunteers doing D of E Award) - A celebration event for volunteers was held on Monday 5 September, which was well attended by representatives of all volunteer groups (including the Library). <p><u>Learning</u></p> <ul style="list-style-type: none"> - The working group from Creative Learning Services has developed the new offer, working closely with the Market Town Museum Team and local schools. <p>Initial options to look at different aspects of local history through:</p> <ul style="list-style-type: none"> • A town trail • 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) <ul style="list-style-type: none"> - 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 took place with schools in the summer | <p><u>Learning</u></p> <ul style="list-style-type: none"> - 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 be piloted in the autumn term (Quarter 3). - Harborough Heritage. - Create 'My Harborough Museum' webpages. - 'Find out more' labels to be completed 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>term and will re-commence with pilot workshops in six local schools in the new academic year.</p> <p><u>Tourism and Promotion</u></p> <ul style="list-style-type: none"> - Work on new website completed pending approval after the Steering group Meeting on 13th October 2016. - New electronic person counters have been installed. Calibration to take place in October. <p><u>Heritage and Collections</u></p> <ul style="list-style-type: none"> - Friends of the Museum and Volunteers attended the celebrations of the 175th anniversary of the first package excursion organised by Thomas Cook (living on Adam and Eve Street) in 1841. - 'In and Around Harborough In 50 Museum Objects' chosen research and photography on-going. - Harborough Bloom exhibition and creative workshop in place for Judges' visit. - Harborough Photographs for use online, in exhibitions, promotion etc as part of Get Set! And Volunteer programmes: process has now been tested and refined. | | | |
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Key Activities in Detail

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| <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 launched and receiving roughly 5,000 hits per month. - Website analysed and optimised to ensure all content that people are looking for is easily accessible. - Started exploring opportunities for cultural festival in Harborough district in partnership with Neville Holt opera and LPL. - Harborough by the sea successfully delivered. - Planning for the Harborough Light switch on event and lantern parade. - Tourism Steering group undertaken with over 16 members present. - Explore Harborough networking event delivered with over 45 people in attendance. | <ul style="list-style-type: none"> - Continue to monitor the explore Harborough website and change to reflect feedback and user statistics. - Deliver Light switch on event and lantern parade. - Continue joint working for better planning of events in the town centre and promotion of event toolkit and application. - Continue to explore potential for cultural festival in the area. - Develop attractions map for whole of Harborough District. - meeting arranged with editor or Market Harborough Living (local lifestyle magazine) to look at working together to promote the area. | <p>T. Day</p> | <p>Health and Wellbeing and Community Safety</p> |
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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. | Amber | <ul style="list-style-type: none"> - 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. - Initiated discussion with Council Tax to identify ownership information for the 30 properties that have been risk assessed. - All Registered Social Landlords who operate within Harborough District have been contacted to discuss how we can work in partnership. - Work is underway to evaluate the impact of adding a Council Tax premium to long-term empty properties. | <ul style="list-style-type: none"> - 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 |

Key Activities in Detail

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| <p>KA.14.02 Implement the outcomes from the Homesearch, Housing Advice and Homelessness Service Review</p> | <p>Green</p> | <p>- 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.</p> | <p>- Implementation of action plan by 31 March 2017:</p> <ol style="list-style-type: none"> 1 Review the Allocations Policy, particularly the Low and Medium Banding to ensure the register is efficient and effective - March 2017. 2 Implement in-house efficiencies (This includes transfer of processes to Customer Services) - December 2016. 3 The Council should work with other districts/ boroughs to assess the viability of procuring new CBL software – March 2017. 4 Explore a shared service with one or more other Districts/ Boroughs to deliver remaining CBL back office functions – March 2017. 5 Further work should be carried out on outsourcing – March 2017. 6 Consider and implement recommendations in the Peer Review that improve efficiency and effectiveness of the service – March 2017. 7 Review the approach to procuring Temporary Accommodation to ensure value for money - December 2016. 8 Review grant funding to ensure support for homeless prevention is a priority - December 2016. 9 Consider more self help tools / online advice, including as part of any CBL software procurement – March 2017. | <p>T. Day</p> | <p>Health and Wellbeing and Community Safety</p> |
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Key Activities in Detail

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| <p>KA.14.03 Review the Council's Housing Strategy</p> | <p>Green</p> | <ul style="list-style-type: none"> - Project mandate and scope agreed by the Corporate Management Team. - Review will be completed by March 2017. - The Housing Forum met on 5 September 2016 (which was well attended by Registered Providers, Developers and voluntary agencies who work within the District) to consult on the review of Harborough District's Housing Strategy. The feedback from the workshops will inform the draft Strategy. | <p>- A draft framework for the strategy is being completed and the Corporate Housing Strategy Group will meet monthly to discuss and progress the strategy documents.</p> | <p>T. Day</p> | <p>Health and Wellbeing and Community Safety</p> |
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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 | - Review has commenced. | - Report to executive January 2017. | J. Ward-Langman | Financial and Commercialisation |
| KA.15.02 Support the most vulnerable as a part of Universal Credit rollout. | Green | - A meeting has been arranged with the Department for Work and Pensions (DWP) on Universal Credit on 2 November 2016 to discuss arrangements with Revenues and Benefits and Customer Services. | - To be determined following the meeting on 2 November 2016. - It envisaged that the rollout project will end in 2020. The focus is on working age claimants who are in receipt of housing benefit will be migrated to Universal Credit. | 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. - The Final Business Case was considered by the Lightbulb Programme Board in September and the proposal was accepted in principle at this meeting. | - Meetings will be held with Finance Officers and the Lightbulb Team. - The Executive Committee in December 2016 will consider the final business case | E. Bird | Health and Wellbeing and Community Safety |
| KA.15.04 Develop improved signposting to services with partners through website and partnerships | Complete | - The review of signposting from the Council's website to Voluntary Organisation has been completed. | - Work will continue on this throughout the year as required and when opportunities arise. | R. Felts | Corporate Services |
| KA.15.05 Continue to work with partners to manage the ongoing | 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 | - Continue to monitor changes to be implemented as well as the amount being awarded for both discretionary housing payments and council tax discretionary fund. This will be on-going as it links | L. Butler | Corporate Services |

Key Activities in Detail

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| impact of welfare reform | | will affect a small number claimants within the District. | to both government changes to housing benefit as well as the roll-out programme for Universal Credit. | | |
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