

THE PLACE: an enterprising, vibrant place

CO 1: Keeping the District a great place to live

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
KA.01.01 Adoption and Implementation of the Local Plan	Green	<ul style="list-style-type: none"> - The Local Plan was adopted by the Council at the end of April 2019. - Local Plan Project Completion (Lessons Learnt) report presented to Scrutiny Communities Panel on 26 September 2019. 	<ul style="list-style-type: none"> - The Development Management Team ensure that the Local Plan is implemented through the planning application process. A timetable for the new Local Plan will be considered next year. 	Chief Officer - Planning and Regeneration	Strategy
KA.01.02 To promote community safety through the Community Safety Partnership (CSP)	Green	<ul style="list-style-type: none"> - Safer Summer Campaign took place between June and August. Included social media posts, messages via Newsletters, Radio advert on HFM, presence of partners at events such as Classic Car Show. - Draft highlight reports have been sent to partners and need to be completed sent to Office of the Police and Crime Commissioner (OPCC) in November. - Parish e-newsletter was produced and sent out in August. - New Community Safety Officer in post part funded by CSP. - Monthly JAG meetings held Chaired by the Council. 	<ul style="list-style-type: none"> - Celebrate Safely Campaign. - Modern Slavery intensification week - October. - Presence at Annual Parish Liaison Meeting. - Consultation to begin November on CSP Priorities. - November newsletter. - Finalise CSP reports for OPCC. 	Chief Officer - Communities and Wellbeing	Communities
KA.01.03 Ensure an effective, integrated and accessible Planning Service	Green	<ul style="list-style-type: none"> - The Local Plan was adopted in April 2019. - Development Management implementing Local Plan policy from April 2019. - Development Management performance indicators 	<ul style="list-style-type: none"> - Development Management to continue implementation of Local Plan policies and monitor performance. 	Chief Officer - Planning and Regeneration	Regulatory

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Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
		<p>were on target at the end of Quarter 2 (quality of major decisions aside which is skewed by small sample size).</p>			
<p>KA.01.04 Provide effective local air quality management</p>	<p>Green</p>	<p><u>The Kibworths</u></p> <ul style="list-style-type: none"> - We have arranged to meet Leicestershire County Council (LCC) on 10 October 2019 to discuss the proposed junction improvements. - We have installed 2no. new NO2 diffusion tubes around the New Road roundabout junction to verify modelling results. - We met with Kibworth Beauchamp Parish Council on 5 September 2019 and are planning to meet Kibworth Harcourt Parish Council on 22 October 2019. <p><u>General</u></p> <ul style="list-style-type: none"> - We have purchased a mobile air quality monitoring station (Zephyr). 	<ul style="list-style-type: none"> - Continue discussions with LCC Highways over junction improvements. - Continue discussions with Planning over possible section 106 monies available for junction improvements. - Submit Annual Status Report to DEFRA. - Continue air quality monitoring. 	<p>Chief Officer - Governance</p>	<p>Regulatory</p>
<p>KA.01.05 To promote the vibrancy of the District's two market towns</p>	<p>Green</p>	<ul style="list-style-type: none"> - Organised a meeting with the Chamber of Commerce, Harbs collective and Taste Harborough to see how all the individual groups could come together to work towards the same goal (this meeting has been postponed as the lead stakeholder has moved and new partners are slowly taking over the various groups). - Avison Young consultancy have completed the Hotel and Conference Study and a follow up to the meeting has been booked for Quarter 3 to assess this study in further detail. - The Classic Car show had the highest trend since 2017. 	<ul style="list-style-type: none"> - Attend and support retail forums and chamber of trade groups. - Work with TEP to deliver the Market Harborough town centre Masterplan. - Regularly attend and update at the Ledon meetings. - Deliver yearly council-led town centre events and support others that provide economic benefits. - Attend relevant Brexit seminars and workshops to better understand how to support businesses after 31 October 2019. 	<p>Chief Officer - Planning and Regeneration</p>	<p>Strategy</p>

Key Activities in Detail

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		<p>- The final draft of the Lutterworth Masterplan has been submitted to the council and will be signed off in Quarter 3.</p> <p>- Attended Leicestershire Economic Development Officer Network meetings each to ensure we are showcasing what Harborough District is delivering and sharing good practice with other local authorities.</p>			
KA.01.06 To promote a clean environment through campaigns and enforcement	Green	<p>- The Tip Off Campaign which has been refreshed and launched again is going extremely well, with increased reports of fly tips. We have also seen a decrease in the number of incidents through the campaign and taking action against those offending where evidence is found. The campaign has also been entered into an award due to the success we have had.</p> <p>- We now have a Civil Enforcement Officer (CEO) in post on the streets, working with the public, Parish Councils and other groups to target areas of concern. This post is a trial and covers littering, littering from cars, dog fouling and fly posting. The post holder has made contact with many people already and has been warmly received. We are starting off with a educational approach before issuing any Fixed Penalty Notices, if required. The presence of the post holder is also a good deterrent.</p>	<p>- Increasing awareness of environmental issues through the CEO, continuing the Tip off Campaign. We are also launching a litter campaign on 22 October 2019 with our partners in Leicestershire. This will raise awareness of littering and littering from vehicles, the campaign aims to encourage others to report those who think its acceptable to litter and fines can then be issued.</p>	Chief Officer - Finance and Assets	Regulatory
KA.01.07 Prepare for re-procurement of the Environmental Services Contract	Start Later in Year	No action undertaken in this period.	Review of initial project plan.	Chief Officer - Finance and Assets	Regulatory
KA.01.08 Provide domestic energy efficiency advice through Harborough Warm Homes	Green	128 homes have received energy efficiency measures. Data up to end of July 19. Collective switch training completed. Collective switch launch and promotion took place during September. Auction will take place on Monday 7th October. Statement of Intent accepted by BEIS and	Data for energy efficiency measures will be regularly monitored, including across the District wards. The Statement of intent will be reviewed if there is any new guidance from BEIS. Collective switch results will be	Chief Officer - Governance	Regulatory

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		Harborough shown as effective LA area in Gov stats Household Energy Efficiency Statistics, headline release (June 2019).	collated in November 2019.		

CO 2: Wider employment choice

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.02.01 Allocate sufficient land to meet forecasted employment need across a range of employment	Green	- The Local Plan allocates sufficient land to meet the needs of the District at present.	- The Council will need to review the local plan within the next 4-5 years, to ensure the needs of the area continue to be met.	Chief Officer - Planning and Regeneration	Strategy
KA.02.02 Encourage the entrepreneurial SME economy through the Harborough Innovation Centre and business support networks	Green	<ul style="list-style-type: none"> - During Quarter 2 the team continued to issue a fortnightly newsletter focused on business-related news and funding opportunities. - The website continued to be updated with regards to business support and recently saw the addition of Brexit-related information. - The team continued to look out for new funding pots for Economic Development-based opportunities. - Continued engagement with businesses through newsletters, networks and one-to-one business meetings. 	<ul style="list-style-type: none"> - Work with partners to deliver funding opportunities for businesses throughout the District during Quarter 3. - Make information on all business support and advice easily accessible through the Council's website. - Continue monthly meetings to review delivery of support programmes throughout the District. - Organise and deliver an event as part of Leicester Business Festival on 31 October 2019 at Harborough Innovation Centre. - Support Harborough Grow-on Centre launch. 	Chief Officer - Planning and Regeneration	Strategy

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KA.02.03 Develop partnerships with schools, universities and centres of excellence to provide services in the District	Green	<ul style="list-style-type: none"> - A dedicated Officer has started to set up meetings with careers advisers and is engaging with Leicestershire Education Business Company (LEBC), Teen Tech and Leicester Employment Hub. - The Joules volunteering day took place on 23 August 2019 with great success. A new tab has been created on the Invest in Harborough website, to showcase the day and how other businesses can benefit from such a scheme. - An initial meeting has taken place with the River & Canal Trust and Voluntary Action Leicestershire (VAL) to discuss how we can encourage businesses to take part in team away days that give back to the community. 	<ul style="list-style-type: none"> - Discuss potential for small events that have a specific focus and that can be delivered in partnership with Leicester University and the LLEP. - Refresh the Careers Guide and distribute accordingly. - Ensure the grants are being spent for work experience placements and apprenticeships. - Attend Teen Tech conferences and workshops. - Support schools in careers fair opportunities. 	Chief Officer - Planning and Regeneration	Finance

CO 3 Quality Homes for all					
Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.03.01 Achieve delivery of an appropriate mix and type of housing that meets local need throughout the District, across all tenures	Green	<ul style="list-style-type: none"> - Another 14 affordable housing completions were achieved in Quarter 2 of the 2019/20 year. It is anticipated that momentum will continue in Quarter 3 and that delivery of the annual target (90 affordable homes) will remain on track and possibly exceed target. 	<ul style="list-style-type: none"> - We will continue to engage with partner registered providers and consider all options and opportunities to ensure optimum affordable delivery during the 2019/20 year to increase delivery of affordable units. 	Chief Officer - Planning and Regeneration	Regulatory
KA.03.02 Develop inward investment offer for the Harborough District	Green	<ul style="list-style-type: none"> - Continue to liaise with commercial and land developers through in the Invest in Harborough channels i.e. twitter and LinkedIn to understand the market and ensure businesses are growing into larger premises within the District. - A dedicated Officer is continuing to speak with agents on a regular basis. 	<ul style="list-style-type: none"> - Investigate how we can work more closely with Invest in Leicestershire to ensure we are all supporting each other and working towards the same goal. - Follow up on inward investment enquires that have come through via the LLEP or Leicester City Council. 	Chief Officer - Planning and Regeneration	Strategy
KA.03.03 Provision of effective housing advice and prevention of homelessness	Green	<ul style="list-style-type: none"> - We have been using the Homeless Prevention Fund to provide a means of assisting applicants in preventing and relieving their homelessness. - Personal Housing Plans and/or advice letters have been issued to all applicants who are deemed to be threatened with homelessness within 56 days. - Worked with Hinckley and Bosworth and Blaby councils to arrange a landlord forum. 	<ul style="list-style-type: none"> - Continue to work with private landlords in order to build relationships and incentives. - Partnership working with other Leicestershire districts to run CBC (Creating Better Choices) social letting agency which links with private landlords. - Continue to build relationships with housing associations and the Citizens Advice Bureau to prevent homelessness earlier. 	Chief Officer - Communities and Wellbeing	Communities

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KA.03.04 To bring long-term empty properties back in to use	Green	<ul style="list-style-type: none"> - A cross-team workshop took place on 19 September 2019. Information will be used to inform re-draft. - 32 empty home inspections have taken place across the District. - Social media used to raise awareness of empty property work during Empty Property Week (September 2019). 	<ul style="list-style-type: none"> - Draft strategy available for consultation with other teams at the end of October 2019. - Reporting on interventions will continue. 	Chief Officer - Governance	Communities

CO 4 Improving Tourism for the District

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.04.01 Develop in partnership the local visitor economy	Green	<ul style="list-style-type: none"> - Successful launch event of the Visit Harborough guide and website which has had good feedback since July 2019. - A distribution company is in place to deliver the guide in and out of the District in high footfall areas. - The website is being kept up to date with a focus on the events calendar page. 	<ul style="list-style-type: none"> - Regularly refresh the tourism website, change image and events page seasonally. - Regularly distribute the tourism guide, at key attractions, train station, coach companies and Leicester information centre. - Attend Group Travel Show to engage with coach companies to increase tourism to the District. 	Chief Officer - Planning and Regeneration	Strategy

CO 5 Infrastructure-led Development
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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 To influence the Leicester and Leicestershire Strategic Growth Plan	Green	- The Strategic Growth Plan was adopted in December 2018.	- The Council's next Local Plan will need to take into account the vision in the strategic growth plan.	Chief Officer - Planning and Regeneration	Strategy

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
<p>KA.05.02 To work with communities in identifying and evidencing local community facility needs</p>	<p>Green</p>	<ul style="list-style-type: none"> - Continue work with key parishes. During Quarter 2, a meeting took place with Kibworth Harcourt/Beauchamp Ward Councillor, Chair, Clerk and Joint Recreation Committee representative to discuss a way forward for community facilities in Kibworth. Outcome of meeting was a Section 106 application for a multi-use games area (MUGA), and possible development of a community facility at Land North Of Fleckney Road, Kibworth Beauchamp (planning reference: 18/00652/OUT). - Community grant to fund feasibility study for best use of facilities in Kibworth (tbc). Section 106 cabinet sub-committee for Grants awarded £640 for open space and community facilities in Market Harborough, Houghton on the Hill, Fleckney, Broughton Astley, Lutterworth and Kibworth. - Recent Section 106 agreements are now becoming specific therefore proactive work with parishes and organisations is needed to ensure projects are delivered. - Variation in progress (planning reference: 16/01355/FUL 290 dwellings Fleckney Road, Persimmon Homes) to allow for Fleckney Sports Centre and Fleckney Community Theatre to access community facility contributions. - Next cabinet sub-committee date for Section 106 grants is 29 January 2019. - Consultation for the Built Facilities Strategy Village Halls and Community Hubs closes at the end of October 2019. 	<ul style="list-style-type: none"> - Proactive emails to Parishes confirming Section 106 contributions are due to be sent at the end of October 2019. - Key Parish meetings to arrange and provide support from meeting outcomes. - Work with parish councils and groups to ensure identified projects within Section 106 agreements are delivered prior to spend-by dates. - On-going work with Section 106 grants in preparation for the cabinet sub-committee on 29 January (approximately six applications). 	<p>Chief Officer - Communities and Wellbeing</p>	<p>Communities</p>
<p>KA.05.03 Implementation of the Infrastructure Delivery Plan</p>	<p>Green</p>	<ul style="list-style-type: none"> - The bulk of the Infrastructure required is associated with the Strategic Development Areas at Lutterworth and Scraftoft contained in the recently adopted Local Plan. 	<ul style="list-style-type: none"> - Ensure that the Infrastructure needs of the new developments are met as far as possible by working with the applicants and service providers to ensure that these are met at an appropriate time and delivered. 	<p>Chief Officer - Planning and Regeneration</p>	<p>Regulatory</p>

THE PEOPLE: a healthy, inclusive and engaged community

CO 6 More-accessible services available 24/7

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.06.01 Implement the Smarter Services Action Plan in order to improve the customer experience, deliver efficiencies and maximise use of online submission portals	Amber	<ul style="list-style-type: none"> - Following a review, the Channel Shift project transitioned into the Smarter Services agenda. A new Strategy and Scope document has been created and a revised Project Initiation document produced. - The objectives of the programme have been redefined. - The Digital Transformation Officer post was filled and an Officer took up the post in December 2018. - The Digital Transformation Officer has met with various services, undertaking introductory meetings, as well as conducting early customer insight sessions. Form this the following draft documents have been produced: <ul style="list-style-type: none"> - Digitalisation Strategy and Communications Strategy. - Programme Governance. - Outline programme plan. - Member engagement. - Environment architecture drafted. - CRM specification drafted. - Staff briefings/ workshops (most key services now 	<ul style="list-style-type: none"> - CRM procurement (on-going). - Continue workshops and discussions with partners (on-going). - Review how programmes are managed in the context of Agile and iterative delivery models and seek agreement from Programme Team etc (30 September 2019). - Members workshop. - Fist meeting of CRM project team. - Interviews for ICT technical resource to support the programme. - Go live with new Wi-Fi. - Finalise Windows 10 rollout. - Go-live of new Council ICT Service Desk. 	Chief Officer - Governance	Corporate

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		complete). - Submitted reports for resource alignment (complete and approved). - New room-bookings system live. - New Wi-Fi configured. - Windows 10 Citrix rolled out to 16 live users.			
KA.06.02 To design services around the customer	Start Later in Year	The Smarter Services programme is not yet at this stage.	TBC.	Chief Officer - Governance	Corporate
KA.06.03 To regularly seek community and business views through consultation	Green	- Consultation timetable prepared. On-going updates as required.	- Continue to update Consultation timetable as required.	Chief Officer - Communities and Wellbeing	Communities

CO 7 Increased participation in physical activity

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.07.01 Deliver and commission a range of sport and physical activities through securing funding through Public Health and other sources	Green	<ul style="list-style-type: none"> - Work-based Health Needs Assessment Report - A report compiling the data which has been collected from employees at Harborough District Council as part of their recent Workplace Health Needs Assessment during September 2018 has been produced and basic analysis has been carried out and, where possible, a comparison to national data has been given to help to identify areas of concern. Where the sample size is big enough, the data has been explored further to identify any differences across demographic groups. For each area of health and wellbeing, appropriate recommendations have been provided based upon the results given to support the development of future health strategies/action plans. These include both actions that our organisation can implement and signposting to local organisations specialising in each area who can provide more targeted advice/interventions (survey response rate: 108 [approx. 54% of total employees]). - The commissioning group continue to feel more engaged and informed of what is delivered in our locality and as a result we have secured £70k of funding for the 2019/20 year to continue to deliver sport and health initiatives within the District. - Events held during this Quarter included: Yoga in the Park, Steady Steps, pilates sessions and Pathway, JUST (Year 4), Twilight Games, Wheels for All and Active Families. 	<ul style="list-style-type: none"> - Hold a successful sports awards event. - Provide a programme of older persons activities that dovetails with the current programme of activity offered by our local leisure provider SLM - Continue to represent the council at sub-regional meetings. 	Chief Officer - Communities and Wellbeing	Wellbeing

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<p>KA.07.02 Promote an appropriate mix of leisure and recreational infrastructure to meet identified needs</p>	<p>Amber</p>	<p>- The Built Sports Facilities Strategy considered at Scrutiny Panel and approved by Cabinet for consultation Quarter 2.</p>	<ul style="list-style-type: none"> - SLM, the operator for Lutterworth Leisure Centre is still to put a proposal to the Council on investment in upgrading facilities for a better return to the Council. - Completion and analysis of consultation on the Built Sports Facilities Strategy and report to Cabinet in Quarter 4. - Further evaluation of sites for Harborough Leisure centre and refresh of options appraisal in quarters 3 and 4. - Reach an understanding of the position on repairs post transfer of Harborough and Lutterworth from previous to new operator then engage with the Trust on a way forward. 	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>
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CO 8 Support Vulnerable People

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 Enable and promote the voluntary sector to support vulnerable people	Green	<ul style="list-style-type: none"> - The objectives for community grants have been set and the fund is open to applications until the end of November 2019 (details are on the Council website). - A Dragons Den-style event was held in September 2019 to provide advice and support to new community groups that are seeking to attract external funding. 	<ul style="list-style-type: none"> - Annual Scrutiny of core grants at the December 2019 Communities Scrutiny Panel. - Assess community grant applications. - Promote Local Lottery as a fundraising tool. 	Chief Officer - Communities and Wellbeing	Communities
KA.08.02 Continue to develop the Lightbulb offer for households	Green	<ul style="list-style-type: none"> - Task and finish group met and is currently working on a Builders Procurement Framework and options for utilising Better Care Fund allocation. - The Service Delegation Agreement has been reviewed and agreed. 	<ul style="list-style-type: none"> - The Management Board has met to review the options paper for maximising the use of the Disabled Facility Grant funding across Leicestershire. - The Task and Finish Group continue to meet to take forward feedback from the Management Board's review of the options paper. - The Task and Finish Group has met with Loughborough University to identify any joint working that could be undertaken around dementia-friendly homes. 	Chief Officer - Governance	Wellbeing

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KA.08.03 Provision of a 24-hour Lifeline service	Green	<p>- Marketing has increased the number of referrals to the service: the total for the 2018/19 year (205) was more than double the figure in the 2015/16 year and showed an increase of 9% compared to the 2017/18 year. There was a net gain of 11% in customer numbers.</p> <p>- Growth in customer numbers continues to be very healthy: the number of referrals and new customers remains higher than in previous years and the current customer total (650) is higher than expected. Growth in customer numbers therefore continues to exceed expectations.</p>	- Continued marketing.	Chief Officer - Governance	Communities

CO 9 Stronger Communities

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.09.01 Liaise with parishes to understand local need and enable them to provide services in their locality	Green	<ul style="list-style-type: none"> - Community Grant opened in September 2019 with a new online form. - Held the Dragon's Den event on 19 September 2019. - Built Facilities Strategy: consultation on Village Hall and Centres now complete and submitted for consultation. - A number of meetings have taken place this quarter with individual parishes including: the Langtons, Leire, Houghton and Claybrooke Magna. 	<ul style="list-style-type: none"> - Hold the next Section 106 sub-committee on 3 October 2019. - Hold the Annual Parish Liaison Meeting 6 November 2019. - Arranging Section 106 with key Parishes. - Review of Section 106 form and launch it online. - Consultation/drafting of possible Parish Charter. 	Chief Officer - Communities and Wellbeing	Communities
KA.09.02 Support the preparation of Neighbourhood Plans (NDPs)	Green	<ul style="list-style-type: none"> - Great Glen Neighbourhood Plan Review: Examination completed. - Fleckney Neighbourhood Plan: Regulation 16 Consultation completed and examiner appointed. - Husbands Bosworth: Regulation 16 consultation commenced and examiner applied for. - High Leicestershire NDP: support provided at meeting and further advice on allocations. - Gilmorton NDP: Support provided regarding Strategic Environmental Assessment (SEA) screening. - Hallaton NDP: Comments for Regulation 14 consultation returned. - Foxton NDP: Support provided at meeting concerning review of Plan. - Briefing note produced concerning Market Harborough and Neighbourhood Plans. 	<ul style="list-style-type: none"> - Fleckney NDP: Examination to be completed. - Husbands Bosworth NDP: appointment of Examiner. 	Chief Officer - Planning and Regeneration	Strategy

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<p>KA.09.03 To map need, spend, funding and infrastructure within localities</p>	<p>Start Later in Year</p>	<p>- During Quarters 1 and 2, the Finance team was occupied with end-of-year work and external audit commitments. For this reason, no additional milestones for this Key Activity were scheduled for completion during this Quarter.</p>	<p>- During Quarter 3 and 4, a financial assessment of the revised community facilities/built facilities strategy will be completed.</p>	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>
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YOUR COUNCIL: innovative, proactive and efficient

CO 10: Deliver Financial Stability for the future

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.10.01 To develop business cases to deliver cost savings and income generation proposals (including capital investment options)	Green	- During Quarter 1 the Finance Team was occupied with end-of-year work and external audit commitments. Business cases are reviewed on an adhoc basis as required by budget managers and appropriate challenges made to the financial assumptions.	- To continue to review business cases on an adhoc basis, to agree and implement a revised Medium-term Financial Strategy, for the 2019/20 to 2021/22 years, during Quarter 3 and 4.	Chief Officer - Finance and Assets	Finance
KA.10.02 To improve economic and demand forecasting in respect of economic and housing growth	Green	- A cross-departmental working group, which includes staff from Strategic Planning, Revenues and Benefits and Financial Services, was created to share intelligence about inward investment enquiries, build-out rates, occupancy and growth, relocation or contraction. - The Group will also consider the application of Empty Property Reliefs and other reliefs. - Review of business rate appeals has allowed the provision to be reviewed releasing money into the Revenue Budget.	- Next meeting of cross-departmental working group.	Chief Officer - Finance and Assets	Regulatory

CO 11: Effective and robust governance arrangements

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.11.01 To ensure effective Strategic Communications across the District to keep residents informed of Council Services	Green	<ul style="list-style-type: none"> - A new homepage for the Council's website was completed and launched. Work continues on a daily basis to monitor and improve functionality of the website. - A Communications workshop was held for Councillors. - Business Partnering and Team meetings continue to be held. - A social Media workshop was undertaken with staff and feedback from this workshop will be used to inform the refresh of the Social Media Strategy. - Supported the Smarter Services Programme. - The Communication Strategy was approved by the Executive and Council. - Continue to support major projects and key communication activities across the Council. 	<ul style="list-style-type: none"> - Finalise and implement the Social Media Policy. - Support communication activities across the Council. - Continue to monitor the functionality of the website. - Review the effectiveness of working with Parishes. - Continue to support Smarter Services Programme. - Proactive communications in line with key messages in Communications Strategy. - Prepare for further Communications workshops . 	Chief Officer - Communities and Wellbeing	Strategy
KA.11.02 To conduct a Community Governance Review of Parishes	Green	<ul style="list-style-type: none"> - September 2019: Council approved the Terms of Reference for the review. - 1 October: Notice of review published. - Consultations sent out: initial consultation period expires 31 January 2020. 	<ul style="list-style-type: none"> - 22 October 2019: First meeting of Community Governance Review Committee. - 6 November 2019: attend Annual Parish Liaison Meeting at which the Community Governance Review is one of table top discussions. 	Chief Officer - Governance	Corporate

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<p>KA.11.03 To prepare for the impact of the United Kingdom's potential departure from the European Union</p>	<p>Green</p>	<p>Continued to monitor information provided by the Local Government Association. Maintained robust business continuity arrangements, including with partners and suppliers. Continued to work with the Leicestershire Resilience Forum (LRF) to coordinate plans and responses to operational or civil eventualities. The Council is represented on County-wide groups which are planning and preparing for potential implications. Two workshops were held in January 2019 to consider the implications for the Council and Members were advised via a Briefing Note in March 2019. Regular updates are made to the LRF and staffing arrangements have been made to cover the EU exit 'no-deal' period. Local businesses have been made aware that support is available. During Quarter 2 of the 2019/20 year, the Council held a service workshop and undertook an assurance assessment in line with the MHCLG checklist.</p>	<p>- The Council will continue to work with the LRF and participate in the agreed reporting process to identify any local emerging issues.</p>		
<p>KA.11.04 To conduct District and Parish elections in May 2019 (and any other elections and/ or referenda as required).</p>	<p>Complete</p>	<p>- District and Parish Election took place on 2 May 2019.</p>	<p>- None required.</p>	<p>Joint Chief Executive, B Jolly</p>	<p>Corporate</p>
<p>KA.11.05 To deliver a programme of Induction for Councillors following the May 2019 District elections</p>	<p>Green</p>	<p>- The following Milestones for Quarter 2 have been achieved: Anti-fraud training, Licensing Training, Governance and Audit Training, Finance Training, Cabinet media Training, chairing and public speaking skills.</p>	<p>The following training is scheduled for Quarter 3 & 4: Equality and Diversity training, Safeguarding and PREVENT</p>	<p>Chief Officer - Governance</p>	<p>Corporate</p>