

The portfolios are the portfolios operable in 2018/19

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	- The Local Plan hearings were held in the first two weeks of October 2018. At the end of the hearing sessions, the Inspector's preliminary view was that the plan was sound, subject to certain modifications (it is normal for plans to require modifications). Consultation on the Main Modifications closed in February 2019.	- The Inspector's Report is anticipated soon and the Council anticipates adopting the plan in the Spring of 2019.	D. Atkinson	Planning, Housing and Regeneration
KA.01.02 To promote community safety through the Community Safety Partnership (CSP)	Green	- Following a review of the year's work, including results from an online community survey, the CSP priorities were refreshed for the 2019/20 year and a new Action Plan was devised. - The Rural Crime event took place in January 2019, at Kilworth Springs Golf Club, which attracted over 60 attendees. - A Patch Walk took place in Ullesthorpe in January 2019 (a Patch Walk is an event which involves walking around an area to examine concerns and issues raised by local residents). - Cybercrime awareness week took place during 4-10 February 2019. - The drug and alcohol awareness charity Turning Point provided training on 27 February in the Council Chamber. - The parish e-newsletter was issued in February 2019.	- Prepare end-of-year report for the Office of the Police and Crime Commissioner in April 2019. - Lighter Nights Campaign (due to take place in April 2019). - Noise Action Week (due to take place in May 2019).	A.M. Hawkins	Community Safety and Licensing

Key Activities in Detail

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Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
KA.01.03 Ensure an effective, integrated and accessible Planning Service	Green	<ul style="list-style-type: none"> - The Local Plan hearings were held in the first two weeks of October 2018. At the end of the hearing sessions, the Inspector's preliminary view was that the plan was sound, subject to certain modifications (it is normal for plans to require modifications). Consultation on the Main Modifications closed in February. The Local Plan was adopted April 2019. - The speed and quality of planning application decisions taken has met local and national performance targets. 	<ul style="list-style-type: none"> - Planning application decisions to now be taken in accordance with the Local Plan. Planning committee agenda is to be updated from June 2019 to reflect this adoption. The Planning Inspectorate to be advised of the new Local Plan with respect to outstanding planning appeals. - Continue to monitor the speed and quality of planning application decisions against local and national performance targets. 	D. Atkinson	Planning, Housing and Regeneration
KA.01.04 Provide effective local air quality management	Amber	<p><u>The Kibworths</u></p> <ul style="list-style-type: none"> - The Annual Status Report and Action Plan were approved by the Executive in September 2018. - An eight-week consultation on the Action Plan commenced on 24 September 2018. As part of the consultation, Environmental Officers attended Kibworth Parish Council Meetings and public drop-in sessions. The webpages were updated accordingly with an online consultation. - The microsimulation project managed by Leicestershire County Council to assess traffic movements and possible junction improvements commenced on 17 September 2018. The final draft report was received on 2 April 2019. - Air Quality Monitoring Equipment: the equipment was commissioned on 14 March 2019 with a link to the live data on the Council's website. <p><u>Lutterworth</u></p> <ul style="list-style-type: none"> - The gating project in Lutterworth to determine the impact of traffic light sequencing on local air quality continues. - The provisional 2018 results for Lutterworth show 	<p><u>The Kibworths</u></p> <ul style="list-style-type: none"> - Evaluation of the Microsimulation work and dissemination of the findings through a summary report. - Undertake Air Quality modelling based on the above to consider a way forward in accordance with the action plan. <p><u>Lutterworth</u></p> <ul style="list-style-type: none"> - Continue to monitor through use of diffusion tubes and present findings of 2018 data in annual status report. 	V.Wenham	Environment and Regulatory Services

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		<p>that there does not appear to be an exceedance in the annual average level of Nitrogen Dioxide for any of the diffusion tubes in Lutterworth. This would be the first time since the late 1990s. The results are, however, interim until the correction factors are applied and data published in the annual status report.</p> <p>- Due to some factors, which were out of the Council's control, several of the original milestones for this Key Activity were not met. For this reason, the Activity has been given the status 'Amber', at the end of Quarter 4 of the 2018/19 year.</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"> - The LoyalFree App continued to support businesses to share their promotions in Market Harborough, Lutterworth and the wider District. At the end of Quarter 4, 94 businesses had signed up. - The Economic Development Officer attended the Lutterworth and Market Harborough retailer group meetings and offered business support where possible. - A number of events were delivered as part of the Leicester Comedy Festival in February 2019. Both of the events that were held in Market Harborough were sold out (700 tickets sold). The Council and the Big Weekend won the Liberty Award at the 2019 Leicester Comedy Festival Awards for its participation in the festival. - The Lutterworth Town Centre Masterplan continued to progress and an exhibition event was held in Waitrose in Lutterworth on 19 February 2019 which was well attended by local residents. - Over 100 people registered their interest in the Classic Car show event for 2019. 	<ul style="list-style-type: none"> - Lutterworth Town Centre Masterplan will continue to progress with another exhibition event due to be held in the Wycliffe building on 11 May 2019. - Review of the LoyalFree app contract: survey to be sent to businesses to provide feedback and inform agreement of next steps. - Continue to support the Lutterworth Retail Forum and the Harbs Collective group in Market Harborough. - Continue plans for the classic car show which will be delivered in Quarter 2 of the 2019/20 year. - Start to look at organising a House of Commons Event to promote Harborough's Funding and Development businesses, with the intention to deliver this in Quarter 2 of the 2019/20 year. 	<p>M. Perris</p>	<p>Strategy, Economic Development, Strategic Communications and Tourism</p>

Key Activities in Detail

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<p>KA.01.06 To promote a clean environment through campaigns and enforcement</p>	<p>Green</p>	<ul style="list-style-type: none"> - The Tip Off fly-tipping campaign launched by the Council continues to work well, with residents coming forward and reporting issues when they witness incidents. - We continue to investigate fly-tipping cases and gather evidence where this is available. We have stepped up the number of locations with cameras and monitor where the incidents are occurring to identify hot-spots. This data allows us to then place resources where they are most required. - We have issued additional Fixed Penalty Notices where evidence has been available and we utilise the high-impact 4x4 vehicle to show a visible deterrent on a daily basis. 	<ul style="list-style-type: none"> - We are preparing to re-launch the Tip Off Campaign to highlight the issues the District faces on fly tipping. In addition, we will be continuing to enforce on duty of care documentation for businesses to ensure compliance. - We have agreement to trial a Civil Enforcement Officer Post which will work in Towns and Villages to directly tackle Dog fouling, littering, graffiti etc. This post is due to be rolled out in Quarter 1 of the 2019/20 year. 	<p>M. Perris</p>	<p>Environment and Regulatory Services</p>
<p>KA.01.07 Provide domestic energy efficiency advice and measures through Harborough Warm Homes</p>	<p>Green</p>	<ul style="list-style-type: none"> - A number of events took place across the District, in conjunction with Citizens Advice, to advise residents of the Harborough Warm Homes scheme. - Targeted letters were issued across the District and via specific avenues (e.g. GPs and schools) to promote the Harborough Warm Homes scheme. - By the end of January 2019, 370 homes had received measures saving over 10,000 tonnes of CO2 (end-of-year data will be available during Quarter 1 of the 2019/20 year.) - Draft Home Energy Conservation Act 1995 (HECA 1995) report compiled. This report is a statutory requirement which must be submitted to central government by May 2019. 	<ul style="list-style-type: none"> - End-of-year data will be collated and reported via the Climate Local Annual Progress report during Quarter 1 of the 2019/20 year. - Programme of energy efficiency advice and measures will continue into 2019/20. 	<p>V.Wenham</p>	<p>Environment and Regulatory Services</p>

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	<ul style="list-style-type: none"> - The Local Plan hearings were held in the first two weeks of October 2018. At the end of the hearing sessions, the Inspector's preliminary view was that the plan was sound, subject to certain modifications (it is normal for plans to require modifications). Consultation on the Main Modifications closed in February 2019. 	<ul style="list-style-type: none"> - The Inspector's Report is anticipated soon and the Council anticipates adopting the plan in the Spring of 2019. 	D. Atkinson	Planning, Housing and Regeneration
KA.02.02 Encourage the entrepreneurial SME economy through the Harborough Innovation Centre and business support networks	Green	<ul style="list-style-type: none"> - Continued to attend the contract review meetings for the Harborough Innovation Centre (HIC). - Regular business newsletters were issued to subscribers with a focus on Brexit updates and funding opportunities. - Economic Development officers have been working with a number of businesses to support businesses in areas such as marketing, planning advice and job creation. - The Economic Development Officer met with the East Midlands Chamber to discuss opportunities to work together over the coming year. 	<ul style="list-style-type: none"> - Economic Development Officer to sit on the panel for the Pioneer 10 final presentation event which will take place in Quarter 1. - Continue to attend local networks and engagement with the SME economy. - Continue delivery of the Business Support update meetings with the business coach based at the Harborough Innovation Centre. - The business newsletter will continue to be distributed bi-weekly. - Ensure that all business support and advice is easily accessible through the Council's website. 	M. Perris	Strategy, Economic Development, Strategic Communications and Tourism

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
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"> - The Business Breakfast Skills event took place on 6 March 2019, which brought businesses and educational providers together. - Work was undertaken with Leicestershire employment hub and Leicestershire Education Business Company. - Early conversations were had with businesses to take up the opportunity to work with Voluntary Action Leicestershire to take part in a volunteering team away day. 	<ul style="list-style-type: none"> - Confirm a date for a business to take part in a pilot scheme volunteering day, to be delivered in Quarter 1 of the 2019/20 year. - Work with the LLEP to encourage the enterprise advisors network to begin dialogue with schools in the District. - Continue to attend the Work and Skills Forum. - Ensure that grants are being spent for work experience placements and apprenticeships. 	M. Perris	Strategy, Economic Development, Strategic Communications and Tourism

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	- During Quarter 4, a further 33 affordable rented units were completed which brought the total number of affordable rented unit completions to 90 for the 2018/19 year. With an improved monitoring process agreed with partner registered providers, we can now more effectively monitor Shared Ownership unit delivery in the District. At the end of Quarter 4 of the 2018/19 year, 81 Shared Ownership units had been delivered which brings the total number of affordable units delivered to 171.	- Continue to engage with Partner registered providers to ensure optimum affordable delivery during the 2019-20 year and agree further schemes.	D. Atkinson	Planning, Housing and Regeneration
KA.03.02 Develop inward investment offer for the Harborough District	Green	- Inward Investment launch took place on 1 March 2019. This was an opportunity to engage with commercial agents and developers and to showcase the new promotional video and the website: www.investinharborough.com . - Meetings have continued to take place with businesses that are looking to move into the area. - Meetings have continued to take place with stakeholders to help build up relationships.	- Invest in Harborough marketing material to be distributed across the District through the year. - Monitoring of hits to the website, views on the promotional video and twitter followers. - Continue to look at how to best bring forward employment sites and build up a positive relationship with relevant departments. - Make sure communication continues with external stakeholders, to be aware of any potential businesses that are interested in investing in the area. - Monitor the movement of businesses coming to, and going from, the area.	M. Perris	Strategy, Economic Development, Strategic Communications and Tourism

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KA.03.03 Provision of effective housing advice and prevention of homelessness	Amber	<p>- During Quarter 4, we had 26 prevention cases (where an applicant is threatened with homelessness within 56 days) and 24 relief (where the applicant is already homeless) cases. This is a slight decrease from Quarter 3.</p> <p>- Worked with Platform Housing, previously known as Waterloo Housing, who are a Registered Social Landlord, to lease a two-bedroom property for use as temporary accommodation for homeless applicants.</p> <p>- Completed and published the Housing, Homelessness and Rough Sleeping Strategy.</p> <p>- Recruited a Housing Team Support Officer for a fixed-term of nine months to support the team.</p> <p>- The review of temporary accommodation was not completed by the end of the year, as was originally planned. For this reason, the Key Activity has been given the status of 'Amber'. The review of temporary accommodation is planned to be completed during Quarter 1 of the 2019/20 year.</p>	<p>- Complete the review of temporary accommodation.</p> <p>- New Harborough Housing Forum with partner organisations to take place during Quarter 1 the 2019/20 year.</p> <p>- Implement a new computer system which will aid the case management of homeless and advice cases. This is scheduled to be implemented in Quarter 1 the 2019/20 year.</p> <p>- Recruit a second Housing Team Support Officer for a fixed-term of nine months to support the team and implement the new computer system.</p>	A.M. Hawkins	Planning, Housing and Regeneration
KA.03.04 To bring long-term empty properties back in to use	Green	<p>- A total of 83 inspections were completed during the 2018/19 year:</p> <ul style="list-style-type: none"> • 21 of those properties were empty with no sign of being brought back into use. • 13 were for sale or to let or being renovated. • 19 were no longer empty. • 30 were development sites. • 14 owners were contacted and 6 owners are looking to bring properties back into use in 2019. 	<p>- Continuation of the inspection programme and working across all services to enable effective action to encourage re-occupation of empty properties.</p>	A.M. Hawkins	Environment and Regulatory Services

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"> - The attractions map was updated and is due to be launched in Quarter 1 of the 2019/20 year. - Agreement was obtained that the tourism contract be brought back in-house as of 1st April 2019. - Conversations took place with JCDecaux around the opportunity to sponsor the new Market Harborough train station and use the waiting rooms as an ideal place to promote our literature. - Meetings have been held around the delivery of the Harborough Cultural Hub action plan and how outstanding actions could be delivered in the year ahead. 	<ul style="list-style-type: none"> - Create a tourism website and social media brand which will replace the Explore Harborough pages. This will be launched in Quarter 1 of the 2019/20 year. - Create a tourism guide that will be used to promote the District and can be distributed to coach companies and other attractions. It will also promote the website for up-to-date information such as events. This will be launched in Quarter 1 of the 2019/20 year. - Work with East Midlands trains and JCDecaux to get nameplates designed, produced and installed. Delivery expected in Quarter 1 of the 2019/20 year. - First Tourism steering group meeting to be held on 12 April 2019. This will identify what aspirations and actions can be delivered over the year. This could include re-examination of the arts council bid from the 2018/19 year. 	M. Perris	Strategy, Economic Development, Strategic Communications and Tourism

CO 5 Infrastructure-led Development

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 To influence the Leicester and Leicestershire Strategic Growth Plan	Complete	- The final version of the Strategic Growth Plan (SGP) was considered and agreed by Council in December 2018.	- None required.	D. Atkinson	Planning, Housing and Regeneration
KA.05.02 To work with communities in identifying and evidencing local community facility needs	Green	<ul style="list-style-type: none"> - Section 106 community facility evidence of need submitted for developments in Market Harborough and Kibworth. - Approximately £56K of Community Facility contributions were committed to a new wellbeing centre in Lutterworth which will support people with dementia. - Continued to work with parishes, who are seeing new development proposals, to identify community facility need to support obligation requests. - £5,800 was committed to a sporting facility in Fleckney for disabled access improvements. 	<ul style="list-style-type: none"> - Continue to receive and process Section 106 Grant applications. - Meet parishes to discuss community facility needs and alternative funding revenues (schedule to be confirmed). - Joint working meetings in place to discuss community facility needs for two large developments within the District. - Confirm grant criteria for the Harborough District Community Grant. 	A.M. Hawkins	Wellbeing and Localities
KA.05.03 Implementation of the Infrastructure Delivery Plan	Green	- Delivery of infrastructure will be appropriately monitored once the Local Plan is adopted.	- Once the Local Plan is adopted, infrastructure required to deliver the sites allocated in the plan will be monitored through the Authority Monitoring Report.	D. Atkinson	Planning, Housing and Regeneration

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
<p>KA.06.01 Implement the Channel Shift Action Plan in order to improve the customer experience, deliver efficiencies and maximise use of online submission portals</p>	<p>Amber</p>	<p>- 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.</p> <p>- The objectives of the programme have been redefined.</p> <p>- The Digital Transformation Officer post was filled and an Officer took up the post in December 2018.</p> <p>- 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:</p> <ul style="list-style-type: none"> • Digitalisation Strategy and Communications Strategy. • Programme Governance • Outline programme plan. <p>- Member engagement.</p> <p>- Environment architecture drafted.</p> <p>- CRM specification drafted.</p> <p>- Staff briefings/ workshops - IT complete, other scheduled.</p>	<p>- CRM procurement.</p> <p>- Submit reports for resource alignment.</p> <p>- Continue workshops and discussions with partners.</p>	<p>A.M. Hawkins</p>	<p>Corporate Governance</p>

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
		<ul style="list-style-type: none"> - Draft strategy taken to scrutiny. - Resource review completed. - This work has been integrated into the Smarter Services project which has resulted in some of the original Key Activity milestones being re-profiled. For this reason this item is marked as Amber status at the end of Quarter 4 of the 2018/19 year. 			
KA.06.02 To design services around the customer	Amber	<ul style="list-style-type: none"> - Following a gateway review of the Channel Shift project, service design is now part of the Smarter Services project. - As part of the Smarter Service's governance structure, the web editors team, along with the Programme Delivery team will be defining online service definition standards for use in redesign of end-to-end processes. - This work has been integrated into the Smarter Services project which has resulted in some of the original Key Activity milestones being re-profiled. For this reason this item is marked as Amber status at the end of Quarter 4. 	<ul style="list-style-type: none"> - Define online service delivery standards. - Implement service redesign via the Digitalisation Programme. 	A.M. Hawkins	Corporate Governance
KA.06.03 To regularly seek community and business views through consultation	Green	<ul style="list-style-type: none"> - The communications plan has been updated to cover all Economic Development projects and enable the communication team to prepare for up-and-coming events. - During Quarter 4, the Economic development team was asked to gather feedback on how businesses were being affected by Brexit. This information was collated and sent to the relevant partners. - Early discussions were had around the introduction of the Harborough District Business Awards and the 	<ul style="list-style-type: none"> - Continue to seek views from businesses across the District on Brexit preparations. - Continue to look at the potential of a business awards evening, including categories, charities, judges and venues. - Looking at supporting businesses to enter into potential awards categories for the Tourism and Hospitality Awards. - Encourage more businesses to sign-up to 	A.M. Hawkins	Corporate Governance

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		<p>key partners that would need to be involved.</p> <p>- During Quarter 4 of the 2018/19 year, public consultations were carried out on the 2019/20 Budget and modifications to the Local Plan.</p>	<p>the business newsletter.</p> <p>- Each month, send welcome letters to new businesses moving into the District.</p> <p>- During Quarter 1 of the 2019/20 year a timeline will be devised for public consultations that are planned to take place in the coming year.</p>		

CO 7 Increased participation in physical activity

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.07.01 Deliver and commission a range of sport and physical activities through securing funding through Public Health and other sources	Green	<p>- Steady Steps sessions continue to be delivered around the District in Market Harborough, Lutterworth and Hallaton for those individuals at risk of falling.</p> <p>- The new heritage walks have proven to be very popular.</p> <p>- We have three groups within the area attending regular Kurling sessions. And are working with partners to provide a wellbeing event for seven additional parishes to start their own Kurling and Boccia groups.</p> <p>- Sport England Families Offer: current referral is going very well and the family are fulfilling activities listed on their plan. Two new referrals have been received and we are now up to our quota of five families.</p> <p>- Volunteer training has been delivered by the Sport and Health team. The feedback from the training was extremely positive. The training will be shared with other districts due to its success and will be repeated here next year. We continue piloting this Project which will enable inactive families engaged with the SLF programme to develop a lifelong commitment to physical activity by offering intensive Peer Mentoring by volunteers from the HomeStart programme and make available tailored, affordable and fun activities facilitated by the District council Physical Activity Development Officers (PADOs).</p> <p>- JUST 365 individuals are now signed up to the JUST programme taking part in 62 sessions across the area. We currently work with Blaby and have recently met with Hinckley and Bosworth Borough</p>	<p>- Continue to work with all ages:</p> <ul style="list-style-type: none"> • Early Years (0-5), • Children and Young People, • Adults <p>- Use our targeted campaigns to encourage people to get active including:</p> <ul style="list-style-type: none"> • Feel Alive from 65 (activities designed to help and encourage those over 65 to be active). • Nifty from Fifty (activities designed to help and encourage those who are 50+ years of age to be active). • JUST (activities designed to encourage girls 16+ years of age to be active). <p>- Continue to work with all of our partners including:</p> <ul style="list-style-type: none"> • LRS - Leicestershire, Leicester and Rutland, the county sports partnership to help them achieve their vision of becoming The Most Sporting and Physically Active Place in England by 2025. • The South Leicestershire School Sports Partnership to help them run their school competitions. We also work together to create exit routes for young people. Therefore, if a session runs for eight weeks it is important that these young people have somewhere to be active following the eight weeks. 	A.M. Hawkins	Wellbeing and Localities

Key Activities in Detail

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		<p>Council to improve the offer across the south of Leicestershire. This joint, cross-border working satisfies the needs of our commissioners who encourage districts to work closely together to bring down management costs of programmes and improve sustainability.</p> <p>- During the summer of the 2019/20 year we will deliver a JUST programme aimed specifically at school-aged children.</p> <p>- Exercise Referral Pathways: historically we have been very focussed on providing an offer which is suitable for referrals from Medical Professionals, and we are proud of the offer that has been created. However, through being involved in the pilot with First Contact plus and the local changes in the Exercise Referral criteria we have noticed a gap in overall provision. We have bridged this gap through a number of additional provisions that includes our Active Ageing programme in Market Harborough. This, in partnership with the Bowdens Charity, continues to develop and the significant additional funding has enabled us to further develop a wider ranging programme of activities and invest in developing appropriate marketing and media to ensure its success. We continue to upskill more community instructors to specialise in working with older people. We have also delivered more prevention-based universal activities or very low level medical conditions type activities. All of the ageing well programmes have links into pathways we are developing in the 2019/20.</p>	<p>- Continue to support specialist services like:</p> <ul style="list-style-type: none"> • Leap and FLiC - The Lifestyle Eating and Activity Programme: a free, weekly weight management group supporting adults or children to lose weight gradually through a balanced diet and regular, moderate exercise. • Physical Activity Referral Scheme: a county-wide scheme whereby patients will be referred from their GPs/Practitioners to undertake a 12- or 16-week exercise programme. The aim of the scheme is to help the individual make the first steps in becoming more active on a regular basis. 		
<p>KA.07.02 Promote an appropriate mix of leisure and recreational infrastructure to meet identified needs</p>	<p>Green</p>	<p>- The Council has a commitment to enhancing the existing leisure facilities in Lutterworth and Market Harborough, as well as the wider physical activity opportunities across the District.</p> <p>- The Council awarded a three-year (with possible</p>	<p>- Complete value-for-money study and re-commence exploration of the long-term option in Quarter 1 of the 2019/20 year.</p>	<p>M. Perris</p>	<p>Finance and Assets</p>

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		<p>one-year extension) contract to SLM from 1 April 2019. The award included new equipment for both centres and an upgrade to Market Harborough to create a new spin studio.</p> <ul style="list-style-type: none"> - The assessment of the best value-for-money options for the long-term are ongoing. The Council is exploring alternative site options which could help to deliver a better financial position. - The leisure centres will remain in use whilst any work is taking place and we will also ensure that a leisure management company is in place to work with us to achieve this. - The Council is exploring options to improve services at Lutterworth Sports Centre during the period of the existing SLM contract. 			

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"> - We are currently working with Voluntary Action South Leicestershire, Citizens Advice and Lutterworth Volunteer Centre who, in the last quarter, were invited to report on their success over the last 12 months to develop business plans for the upcoming year in order to monitor their progress more formally. - Community grant applications have been approved and the money has been allocated. - The local lottery continues to be used as a successful tool by community groups and organisations to provide much needed additional funding. We currently have 1,160 tickets sold with a total revenue of circa £46K. 	<ul style="list-style-type: none"> - Award Core Grants to strategic VCS Partners. - Promote the local lottery as a fundraising tool. 	A.M. Hawkins	Wellbeing and Localities
KA.08.02 Continue to develop the Lightbulb offer for households	Green	<ul style="list-style-type: none"> - The Lightbulb Delivery Group has developed a draft common approach for assistance to enable people to remain in their own homes. - The common financial assistance approach has been agreed by the Lightbulb Programme Board. - A refreshed business case has been developed. - Lightbulb attended the Communities Scrutiny Panel in December 2018 to provide an update of the work of the programme since the go-live date of October 2017. - The Executive approved the extension of the delegation for up to five years in January 2019. - The Lightbulb task and finish group developed a common Regulatory Reform Order across the County. 	<ul style="list-style-type: none"> - We will continue to take an active part in the task and finish group looking to develop further service improvements and performance management during the 2019/20 year. 	V.Wenham	Wellbeing and Localities

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KA.08.03 Provision of a 24-hour Lifeline service	Green	- The number of private Lifeline customers increased from 555 to 617 in the 2018-19 year. This was a net gain of 11% in customer numbers (26.7% over the last two years). This is the largest number of customers for at least five years.	- Continue marketing of service and prompt response to referrals.	V.Wenham	Wellbeing and Localities

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"> - The draft Built Facilities Strategy was issued to all parishes for consultation during Quarter 4. - The 2018/19 Annual Parish Communication Survey issued to all parishes during Quarter 4. - The Active Together team helped set up and supporting the exercise classes at Scraftoft Community Hub. 	<ul style="list-style-type: none"> - The draft Built Facilities Strategy is due to be considered for approval by the Executive and Council during Quarter 2 of the 2019/20 year. - The results of Annual Parish Communication Survey will be received and collated. - Continue to attend regular meetings with parish clerks. - Arrange post-election training for new parish councillors. 	A.M. Hawkins	Wellbeing and Localities
KA.09.02 Support the preparation of Neighbourhood Plans	Green	<ul style="list-style-type: none"> - Arnesby Neighbourhood Development Plan (NDP) passed referendum on 28 February 2019. - The Examiner's report on the Tur Langton NDP was received. - Saddington, Shearsby, Burton Overy and South Kilworth Neighbourhood Plans were 'made'. 	<ul style="list-style-type: none"> - Tur Langton NDP Examiner's Report to be considered by the Executive on 25 April 2019. - NDP Grant to be claimed for Tur Langton (after referendum date is set) and Arnesby Neighbourhood Plans in claim period ending 30 April 2019. Total to be claimed is £40,000. - A review of the Great Glen NDP expected is expected in Quarter 2 of the 2019/20 year. 	D. Atkinson	Planning, Housing and Regeneration

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<p>KA.09.03 To map need, spend, funding and infrastructure within localities</p>	<p>Green</p>	<p>- An extremely detailed and thorough review of the special expenses methodology was completed during Quarter 3, including a new coding structure for the special expense areas.</p>	<p>- A significant proportion of the locality spend work relates to Special Expenses. A detailed review of this has been prepared by the Section 151 Officer during Quarters 3 and 4 and several new special expense areas have been identified. Invoices have been coded to these new areas during Quarter 4. This will continue during the 2019/20 year. A review of the other types of expenditure is ongoing and will continue after the final accounts work has been completed.</p>	<p>S. Riley</p>	<p>Finance and Assets</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	<ul style="list-style-type: none"> - Adoption of Capital Strategy (March 2019). - Council approved a balanced budget in February 2019 delivering £842K of additional income generation proposals and a further £105K of savings. - Commercial Acquisition and setting up of a local authority company completed in March 2019. - Inclusion in Capital Programme of £10million for commercial investments. - Council agreement to a strategic land acquisition (26 November 2018). 	<ul style="list-style-type: none"> - Investment on Council-owned Housing sites. - Investment in Property Funds (Treasury Management) of up to £3.5 million. - Development of financial operating model for the Grow-on Space. 	S. Riley	Finance and Assets
KA.10.02 To improve economic and demand forecasting in respect of economic and housing growth	Green	<ul style="list-style-type: none"> - Implementation of findings of external review of Business Rate Appeals and Council provision factored into the Council's Medium-term Financial Strategy. - Successful Business Rate Pilot for Leicestershire: potential for an additional £0.5 million of resources to Harborough District. - Accurate forecasting of New Homes Bonus allocation for the 2019/20 year. - Inter-departmental group set up to understand and forecast business build-out rates linked to economic development. 	<ul style="list-style-type: none"> - Joint work linked to the business rate pilot to understand District and Regional economic conditions and build out. - Regular monitoring of business rates and scenario planning of changes in Rateable Value, Appeals etc. and production of NNDR3 (Final position for the 2018/19 year). 	S. Riley	Strategy, Economic Development, Strategic Communications and Tourism

CO 11: Effective and robust governance arrangements

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.11.01 To develop and implement a risk-based Assurance Framework linked to the Council's Constitution	Complete	- During Quarter 3, the Council's Constitution was updated to reflect the general considerations to be taken into account by Officers when taking decisions.	- None required.	V.Wenham	Corporate Governance
KA.11.02 To develop a risk-based framework for reviewing existing and proposed partnership arrangements to ensure effective governance and Regulatory compliance	Green	- During the 2018/19 year, the draft Framework was considered by the Corporate Management Team and referred to the Executive for consideration.	- Draft Framework to be considered by the Executive during Quarter 1 of the 2019/20 year.	V.Wenham	Corporate Governance