

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	Green	<p>Developments in Quarter 3:</p> <p>Executive committee approved a new timetable for the preparation of the Local Plan.</p> <ul style="list-style-type: none"> - A Preferred Option for Strategic Distribution was considered . - Full complete first draft of the Local Plan prepared, based on a to 2031. - Planning Inspectorate advisory visit held for 2 November. Recommendations being considered. - First draft of the Areas of Separation Landscape Study received. - Final draft of the HEDNA received and commented on. - Outstanding issues and evidence base identified in respect of the each of the potential SDAs and site promoters informed. - Progress meetings held with each of the potential SDA site promoters. - All Member Briefing held on 31 October to provide an update on Local Plan preparation. 	<ul style="list-style-type: none"> - Completion of the remaining evidence documents (IDP, Employment Land Availability Study, Whole Plan Viability Assessment, Gypsy and Traveller Site Identification Study and GTAA). (Quarter 4) - Receipt of Sustainability Appraisal report (Quarter 4). - Receipt of outstanding evidence relating to the potential SDAs (Quarter 4). - Informal consultation with statutory bodies on specific policy wording to be held in March (Quarter 4). - Consideration by Executive and Council (Quarter 1 2017/18) 	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>Complete</p>	<ul style="list-style-type: none"> - Final draft of the HEDNA report received. - Recommended list of housing allocations prepared, based on an OAN of 585, to 2031. - Housing trajectory amended in light of the above and comments from SDA site promoters. - All draft Local Plan housing policies reviewed and minor amendments made. - Draft Local Plan policies for Strategic Development Areas and strategic housing allocations reviewed and minor amendments made. - Policies Map prepared, showing all outstanding housing commitments over 100 houses and all proposed new housing allocations and SDAs. - Updated five-year housing Supply Position completed (at 30 September 2016). 	<ul style="list-style-type: none"> - Decision on the Preferred Option expected. - HEDNA expected to be published at the end of January 2017. - Full draft Local Plan (including housing policies and draft Strategic Development Areas and strategic housing allocation policies) to be considered by Members and undergo informal targeted confidential consultation with statutory bodies. 	<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>	<p>The following actions took place in Quarter 3:</p> <ul style="list-style-type: none"> - Neighbourhood Areas designated in Quarter 3 were at Arnesby and Saddington (including provision of a Neighbourhood Forum). - Publicity for High Leicestershire Neighbourhood Area commenced. - Foxton Neighbourhood Plan Referendum set for 26 January 2017 - Great Glen amendment to plan required - may go back to Reg 16 consultation. - North Kilworth Reg 16 completed - Examiner recommendation received. - East Langton submission received December 2016. - Hungarton Reg 16 consultation commenced - ends 8 February 2017. - Kibworths Reg 14 completed 5 January 2017. - Houghton on the Hill, Hungarton, East Langton Regulation 14 consultation completed with Officer comments returned. - High Leicestershire designated. - Locality NDP Networking event held. 	<ul style="list-style-type: none"> - Lubenham Neighbourhood Plan Examiners Report to be received in Quarter 4. - East Langton Neighbourhood Plan consultation to commence in Quarter 4. - Examination for North Kilworth Neighbourhood Plan to commence in Quarter 4. - Hungarton Neighbourhood Plan to be referred for Examination in Quarter 4. - Foxton Neighbourhood Plan Referendum to be held 26 January 2017. 	<p>S. Pointer</p>	<p>Planning and Regeneration</p>
<p>KA 01.04 Determine Planning Applications in accordance with national guidance</p>	<p>Green</p>	<ul style="list-style-type: none"> - Monitoring of performance shows good overall attainment. Performance continues to be monitored. All targets were met during Quarter 3. 	<ul style="list-style-type: none"> - Continue to maintain healthy performance. 	<p>A. Eastwood</p>	<p>Planning and Regeneration</p>

Key Activities in Detail

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<p>KA 01.05 Ensure Sustainable Urban Drainage (SUDS) is delivered, via the Planning process</p>	<p>Complete</p>	<p>- Reports made to the Planning Committee on major proposals have included Lead Local Flood Authority and Environment Agency comments. Planning Committee reports have included a drainage assessment and SUDS reference. Where relevant, reports have recommended conditions or obligations to secure SUDS.</p> <p>- This activity can be considered as complete as it is now standard practice to reference SUDS in planning reports with appropriate conditions to secure it.</p>	<p>- None required.</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 to support the Local 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). The Sports Facilities Review is now awaiting the preferred Local Plan option to identify future needs linked to the housing growth in specific parts of the district until 2031. A Playing Pitch Strategy has been commissioned and consultants are now undertaking the work.</p> <p>The work is providing a robust evidence base for the community facilities required as a result of growth and although it is behind the specific timescales envisaged originally, this is partially because the Local Plan has been re - timetabled and this is not causing any issue for the Local Plan evidence.</p>	<p>- The confirmation of a preferred development strategy for the Local Plan by February 2017.</p> <p>- The assessment of future needs for both indoor/ outdoor sports facilities and community meeting space will then be finalised and inform the Infrastructure Delivery Plan which will be completed at the end of March 2017.</p> <p>- The Playing Pitch Strategy has commenced and will be completed by September 2017.</p>	<p>S. Pointer</p>	<p>Planning and Regeneration</p>
<p>KA.01.07 Implement the recommendations from the review of the benefits of the Community Infrastructure Levy (CIL)</p>	<p>Green</p>	<p>- The Government commissioned a review of the operation of the Community Infrastructure Levy in 2015. The Council has held off deciding whether to implement CIL, pending the development of the Local Plan and the outcome of this review. Peter Brett Associates has completing an infrastructure delivery plan (IDP) which will evidence the need and cost of infrastructure and support the case to implement a CIL. The Plan wide viability assessment has taken a nominal CIL charge into account. Reports have been made to Corporate Management Team and relevant Members to gain views on the principle of a CIL.</p>	<p>- The forthcoming Housing White Paper is expected to make reference to the Government's response to the CIL and Section 106 Planning Obligations. The Council will need to consider the IDP and Viability assessment which will inform a decision on the principle of CIL alongside approval of the publication of the draft Local Plan in June/ July 2017.</p>	<p>S. Pointer</p>	<p>Planning and Regeneration</p>

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	<ul style="list-style-type: none"> - A total of six new build affordable housing units have been transferred to registered providers and advertised for rent by Harborough Home Search in Quarter 3. The Housing Services Manager and the Enabling Officer were able to influence the eligibility criteria for these properties with the Registered Provider to accommodate older people. Housing need information has been provided from the housing register to support negotiations for affordable housing units on three potential development sites. - Regular advice to applicants for development is an on-going and continual work remit. 	<ul style="list-style-type: none"> - Continue providing advice within timescales for responses (Quarter 4). 	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	<ul style="list-style-type: none"> - In Quarter 3, 8 new-build properties were advertised and 7 of these were let to home-seekers in the High and Priority bands. Housing Advisors also spent some time in Quarter 3 raising awareness with applicants who have a 4+ bedroom need, of the availability of a 4-bedroom house being advertised in Market Harborough to ensure they took the opportunity to bid as there are only a small number of 4-bedroom social-rented properties in the District. 	<ul style="list-style-type: none"> - Continue to work with home-seekers in High and Priority housing need bands to help them maximise their opportunity to be re-housed to resolve their urgent or emergency need for re-housing and continue to prevent and relieve homelessness. 	T. Day	Housing 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. An additional collection post Christmas was agreed. The renewal process has been finalised and implemented. - Rural Round Changes: a proposal has been received from FCC has been received to address the issues, and is currently being considered. A report to Executive will follow. - 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"> - Grounds Maintenance Savings: Options for delivery of £50,000 saving through FCC contract and modelling of changes to Special Expenses will be undertaken to inform a report on recommended approach. 	M. Perris	Environment and Regulation
KA.03.02 Work in partnership to reduce crime and anti-social behaviour (ASB) and improve support for vulnerable victims	Green	<ul style="list-style-type: none"> - The Community Safety Partnership (CSP) funded several initiatives during Quarter 3. This included the purchase of a new deployable CCTV camera and contracting Alter Ego to deliver 'Chelsea's Choice' production to all secondary schools in the district (1,700 young people). This is an innovative and powerful production highlighting the very serious and emotional issue of child sexual exploitation. - Publicity campaigns during Quarter 3 included: Child Sexual Exploitation, National Hate Crime week, Alcohol Awareness Week, Anti-Bullying week, Road Safety Week, Drink and Drug Drive Campaign. 	<ul style="list-style-type: none"> - Draft priorities and Strategic Assessment to go to CSP Strategy Group. - Local Domestic Abuse campaign - February 2017. - Keep Safe Places Cards to be distributed with bus pass holders and Better Journey Cards - January 2017. - Secure funding from Police and Crime Commissioner for the 2017/18 year. 	T. Day	Housing and Community Safety
KA 03.03 Implementation of the Open Spaces Strategy	Green	The final draft of the commissioned Burial Strategy was received. Work commenced to identify specific sites in or around Market Harborough. The Playing Pitch Strategy commenced and consultation with national governing bodies was completed.	The commissioned Burial Strategy is due to be presented to a Scrutiny Panel in March 2017. Site surveys for the Playing Pitch Strategy will commence in January 2017 and the work is programmed to be completed by July 2017.	S. Pointer	Planning and Regeneration

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"> - The Sport and Health Team has led and supported a number of initiatives in Quarter 3. This included the FaME Falls Prevention Project. In the last three months the Council has awarded a further three Sports Club Grants, GO Gold Awards for talented young athletes, Nifty from Fifty campaign, A cycle leaders course, several successful Slipper Exchanges, Feel Alive from 65 Celebration Event. - The Council has received confirmation of its funding allocation for the 2017/18 year. The Council will be receiving approximately £50K from Public Health, pending a formal presentation and submission of an Action Plan in February 2017. 	<p>The Sport and Health team will be leading and supporting the following initiatives in Quarter 4:</p> <ul style="list-style-type: none"> - Exercise Referral, Back Pain, Cancer Rehabilitation and Diabetes classes. JUST will also begin in January 2017 when the Council will be working with Blaby District Council to increase participation rates in women and girls. - January and beginning of February 2017 will be focussed on developing the 2017/18 Sport and Physical Activity Commissioning Plan. The Council will also be investigating the feasibility of submitting a grant application to Sport England for its inactive/older persons funding. 	T. Day	Housing and Community Safety
KA.04.02 Assess the community's needs for leisure and recreation	Green	<ul style="list-style-type: none"> - The RPT Consultancy was successful in gaining the contract for the Leisure Centre Option Appraisal and Sport and Recreation Strategy data collection exercise. Data collection is underway. 	<ul style="list-style-type: none"> - The data collection exercise will be completed in Quarter 4 and then drafting of the Strategy will commence. 	T. Day	Housing and Community Safety
KA.04.03 Develop an options appraisal to inform the future of the two Council-owned leisure centres	Green	<ul style="list-style-type: none"> - New Contract Options: the Council has appointed RPT Consulting to prepare the Options Appraisal for the expiry of the current contract. - Officer Workshop held and initial thoughts discussed. - Condition Surveys have been undertaken and preparation of reports commenced. - Architect appointed to produce initial options to inform options report. 	<ul style="list-style-type: none"> - Condition Survey reports completed. - Initial design options/concepts completed. - Member Workshop held. - Public Consultation to be scoped. - New Contract Options: Options Appraisal completed. 	M. Perris	Finance and Assets

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		- Member workshop arranged for 1 February 2017.			
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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	Amber	- A draft Strategy has been prepared.	- Following consideration of the Strategy by the Corporate Management Team in March 2017, the Strategy can then be taken through the Committee process.	R. Felts	Strategy/ Economic Development
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. - November and December Business newsletter published and sent to over 1,600 businesses. - 17 one-to-one meetings with businesses were held to address any concerns they had and provide support or signpost to assistance where appropriate. 	<ul style="list-style-type: none"> - To publish the February and March issue of the Business Update newsletter. - Continue to update social media streams. - Identify the business cohort which will be used to evaluate the Council's accessibility for a particular Regulatory stream. - Refresh and update the business support website. 	L. Byrne	Strategy/ Economic Development
KA.05.04 Provide effective liaison with parishes on District and local priorities	Green	<p>included a market stall session where parishes had the opportunity to network with the Council and Partner services followed by breakout sessions on key issues. These included Dog Enforcement, Grounds Maintenance and Neighbourhood Planning. 79% of parishes rated the event as Good and 11% rated Excellent.</p> <p>- Following the Annual Parish discussion on Grounds Maintenance the Council invited parishes to attend ROSPA training sessions on playground maintenance as this was an area highlighted by some parishes that felt they would benefit from further training.</p>	- Additional Dog Enforcement was another area highlighted by parishes. The Executive Sub-Committee for Grants will decide on a proposal to use New Homes Bonus Funding received by the Council for additional enforcement for a 12-month period.	T. Day	Wellbeing and Localities

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 were factored into the budget and are monitored on a monthly basis. The MTFS was refreshed as part of the Efficiency Plan considered by Council on 10 October 2016. The Budget was updated in line with the Autumn Statement and provisional local Government Finance Settlement. The proposed budget is in line with the MTFS.	- Undertake volatility and sensitivity analysis as part of the February budget report and assess changes to the MTFS as part of the Section 151 review of the budget and its robustness.	K. Cowell, S. Riley	Finance and Assets
KA.06.02 Promote further Channel Shift	Amber	- The Channel Shift Project Board is undertaking a piece of work with all service managers to establish baseline data for current service delivery, systems used, back-office processing and to understand the requirements to further promote channel shift.	- The Project Board will analyse the data collected from service managers and will undertake any further research as required. Once the Project Board has established baseline data, systems and processes used etc., the Board will start preparing an action plan for the Corporate Management Team to consider. - Due to the scale of the research piece of work, the action plan will be prepared during the next financial year.	R. Felts	Corporate Services
KA.06.03 Ensure all grant funding is effectively and efficiently managed to meet Council priorities	Green	- The Community Grant Closing date was 18 November 2016. A total of £50,000 was available for community projects. A total of 18 applications were received totalling £54,940.	- Applications will be scored against grant criteria with recommendations going to the Executive Sub-Committee for Grants on 26 January 2017.	T. Day	Wellbeing and Localities
KA.06.04 Review of	Green	- LGBCE set council size at 34 (as per the Council's	- LGBCE to publish draft recommendations	R. Ellis	Corporate

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<p>Council size and warding arrangements by Local Government Boundary Commission for England (LGBCE), subject to LGBCE timetable</p>		<p>submission).</p> <ul style="list-style-type: none"> - Warding arrangement options proposal submitted to LGBCE following approval by Council. - LGBCE initial consultation on warding options closed. 	<p>on 14 March 2017.</p> <ul style="list-style-type: none"> - LGBCE consultation on draft recommendations will run from 14 March to 8 May 2017. - LGBCE final recommendations published on 11 July 2017. 		<p>Services</p>
<p>KA.06.05 Undertake option appraisals for alternative service delivery models</p>	<p>Amber</p>	<ul style="list-style-type: none"> - The Council has engaged specialists to advise on the different types of service delivery models, their benefits and risks and their appropriateness for different types of services. A workshop was held in December 2016 for the Corporate Management Team and other relevant Officers. A similar workshop has been organised for Executive Members in January 2017. - Initial review of recharges has taken place and an alternative model has been drafted but requires further work before it can be signed-off by the Corporate Management Team. 	<ul style="list-style-type: none"> - Head of Finance to ensure all outstanding work is completed by mid-February 2017. 	<p>B. Jolly, N. Proudfoot</p>	<p>Strategy/ Economic Development</p>
<p>KA.06.06 Work with partners on combined authority proposals</p>	<p>Green</p>	<ul style="list-style-type: none"> - 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 Executive considered the Constitution and the Operating Agreement at its meeting in October 2016 and referred them for approval by Council. The DCLG has subsequently notified all district authorities that the Order will be delayed, possibly until the Spring of 2017. On that basis the Constitution and the Operating Agreement will not be approved until the Order has been published. This is in line with the approach taken by a number 	<ul style="list-style-type: none"> - The Council will receive the Constitution and the Operating Agreement once the Order has been published in 2017. 	<p>V. Wenham</p>	<p>Strategy/ Economic Development</p>

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		of other authorities.			
KA.06.07 Develop financial resilience through reduced dependency on central government funding, through implementation of the Medium-term Financial Strategy	Green	<ul style="list-style-type: none"> - The Council continues to experience volatility in the forecasting of business rates and appeals. A further review during the accounts process demonstrated that the Council prudently provided for the current appeals. The valuation office has issued a Draft 2017 Rating List. Analysis has been completed to determine the impact on Business Rate growth for the Council and the pool. - The MTFS and budget monitoring demonstrate a planned medium-term approach to the reduction of funding over time. - Development of Revenue and Capital Budget issued for Executive meeting on 9 January 2017. 	<ul style="list-style-type: none"> - Budget Consultation, including Scrutiny Meeting. - Receipt of the final settlement from the Department of Communities and Local Government. - Finalising the 2017/18 Budget and Setting the Council Tax. - Decision on whether to remain as part of the Business Rate Pool (early January 2017). 	K. Cowell, S. Riley	Finance and Assets

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 Three:</p> <p>Museum Agreement (HDC, LCC & MH Historical Society (MHHS)) variation agreed, issued for signature. However, governance changes at MHHS have delayed matters.</p> <p><u>Bath Street Storage Unit/Gartree Depot</u></p> <p>Re-Location Complete.</p> <p><u>Hill Court, Bushby</u></p> <p>Disposal Complete.</p> <p><u>Land at Northampton Road, Market Harborough</u></p> <p>Ongoing discussions with Harborough Town FC and Market Harborough RFC to lease all pitches to the two organisations, with will increase income in the medium term and reduce maintenance expenditure. The proposals could secure significant investment from the FA.</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 are being finalised.</p>	<p>Quarter Four</p> <p><u>Museum Agreement (HDC, LCC & MH Historical Society)</u></p> <p>To be completed.</p> <p><u>Former Garage Site, Paget Road, Lubenham</u></p> <p>Planning application to be submitted with a view to re-commencing works on completion of St Cuthbert's Avenue, Great Glen.</p> <p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>Construction works progressed.</p> <p>Easement for adjacent owner completed.</p> <p><u>Former Garage Site, Naseby Close, Market Harborough</u></p> <p>The acquisition of 3 Naseby Close completed.</p> <p>Discussions ongoing with Waterloo Housing re development of site.</p> <p>Business Case being prepared.</p> <p>David Wilson Homes, Public Open Space</p>	M. Perris	Finance and Assets

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		<p><u>Former Garage Site, St Cuthbert's Avenue, Great Glen</u></p> <p>The Stopping Up Order required is in place.</p> <p>Construction works commence 9 January 2017 for 20 weeks.</p> <p>Easement for adjacent owner being finalised.</p> <p><u>Former Garage Site, Naseby Close, Market Harborough</u></p> <p>The acquisition of 3 Naseby Close to improve access is progressing, with completion of the sale scheduled for 31 July 2016.</p> <p>Discussions ongoing with Waterloo Housing re development of site.</p> <p><u>The Settling Rooms</u></p> <p>Options for future use have been finalised to support the marketing campaign due to commence early 2017. Agent appointed. VASL have vacated. Shopmobility progressing alternative accommodation.</p> <p><u>Land at Walcote</u></p> <p>Disposal complete.</p> <p><u>The Symington Building</u></p> <p>New agreements with Turning Point and NHS complete.</p> <p>Assignment from Spar Market Harborough Ltd. to</p>	<p>Transfers completed.</p> <p><u>The Settling Rooms</u></p> <p>Marketing campaign commenced and preferred purchaser identified.</p> <p><u>The Symington Building</u></p> <p>Unit 2 proposed assignment has been finalised.</p> <p><u>Great Bowden Recreation Ground</u></p> <p>Land transfer complete.</p> <p><u>VCS Policy Implementation</u></p> <p>Progress made on Welland Park Bowls Pavilion, Symington Recreation Ground Pavilion, Little Bowden Community Garden.</p> <p><u>Dunley Way, Lutterworth</u></p> <p>Decision on preferred option and progress on implementation.</p> <p><u>Beeby Road, Scraftoft</u></p> <p>Decision on preferred option and progress on implementation.</p> <p><u>Car Park, Great Glen</u></p> <p>Decision on preferred option and progress on implementation.</p>		

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		<p>new tenant agreed, legal process progressing.</p> <p><u>Great Bowden Recreation Ground</u></p> <p>Discussions held with Parish Council. Report approved by Executive to progress disposal.</p> <p>No contact from Parish Council to date to progress.</p> <p><u>VCS Policy Implementation</u></p> <p>Progress made on Welland Park Bowls Pavilion, Symington Recreation Ground Pavilion, Little Bowden Community Garden following discussions with occupiers.</p> <p><u>Dunley Way, Lutterworth</u></p> <p>Public consultation held regarding possible disposal to the football club to facilitate a grant application to Football Foundation. Report drafted and will be progressed.</p> <p><u>Beeby Road, Scraftoft</u></p> <p>Discussions held with Parish Council re a transfer to facilitate access for community building (to be developed).</p> <p><u>Car Park, Great Glen</u></p> <p>Discussions held with Parish Council re a transfer to facilitate access for community building (to be developed).</p> <p>Valuation commissioned and provided to Parish Council.</p>	<p><u>Asset Review</u></p> <p>Complete and Action Plan included within Corporate Property Strategy</p> <p><u>Corporate Property Strategy</u></p> <p>Final draft prepared.</p>		

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		<p><u>Asset Review</u></p> <p>Disposals are progressing including Brookfield Way, Lutterworth and Land at Halstead.</p> <p><u>Corporate Property Strategy</u></p> <p>Initial draft prepared.</p>			
KA.07.02 Work with the Leisure Trust to ensure compliance with contractual obligations	Green	<p>- 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, slight delays due to start date agreed to minimise impact on customers over Christmas period. Ceiling Replacement to Pool Hall has commenced.</p> <p>- Changes to some services and pricing have been agreed to address the impact of the National Living Wage.</p>	- Programme of works will be completed by mid/late January 2017. Ceiling Replacement to Pool Hall has completed.	T. Day	Finance and Assets
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 Council's wider objectives. These have now been implemented.	- The VCS Policy will inform annual business planning.	T. Day	Wellbeing and Localities
KA.07.04 Implement Year One of the Car Parking Strategy Action Plan	Green	- A 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.	- The formal process to change the Order will commence on the 12 January 2017 with the issuing of the Notice of Proposal and supporting documentation. Representations must be submitted for consideration by 4 February 2017. If deemed necessary, the representations will be considered by Council	E. Bird	Environment and Regulation

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
		<p>- In October 2016 the Executive considered the draft Strategy and recommendations for change. Following approval by the Executive, the recommendations went out for consultation prior to the development of the final Order. The revised Order was considered by Council at the end of the year.</p>	<p>in March.</p>		
<p>KA.07.05 Implement the revised management arrangements of the Harborough Innovation Centre (HIC)</p>	<p>Green</p>	<p>- 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%. All contractual targets are being met. A revised management committee of local business people has been put in place with an increased focus on business growth and support.</p> <p>- New occupancy criteria in place and businesses that do not fall in line with this criteria are being assisted to move out of the centre to provide space for new innovative and/or high growth businesses.</p>	<p>- Launch of the Pioneer 10 competition.</p> <p>- Targeted events for businesses throughout the District.</p> <p>- Continued investment in business support sessions to promote business growth.</p>	<p>L. Byrne</p>	<p>Strategy/ Economic Development</p>
<p>KA.07.06.01 Develop and implement business plans for the Council's potential commercial services: Building Control</p>	<p>Amber</p>	<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 is positive and the actual income generated is only modestly short of the target levels (hence the Amber status for this key activity).</p>	<p>- Continuing proactive progression of the Building Control Service Improvement Project Action Plan and associated close monitoring of actions required and income targets.</p> <p>- A fresh list of actions has now developed for the 2017/18 Team Plan.</p>	<p>D. Atkinson</p>	<p>Finance and Assets</p>
<p>KA.07.06.02 Develop and implement business plans for the Council's</p>	<p>Green</p>	<p>- New database progressing to completion, with test version currently being trialled.</p>	<p>- 'Go live' with new database.</p> <p>- Market service with new brand, vehicle</p>	<p>M. Perris</p>	<p>Finance and Assets</p>

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
potential commercial services: Trade Waste		<ul style="list-style-type: none"> - Current capacity within existing fleet identified. - Implementation of process to ensure no additional waste is collected for zero payment to maximise income. - New pricing for the 2017/18 year has commenced. - New brand options prepared. 	<p>graphics, communications etc.</p> <ul style="list-style-type: none"> - Target identified areas for further business. 		
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 per annum. 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 £9,000 (4.3%) on 2015/16. 	<ul style="list-style-type: none"> - Continue pending Executive report to be considered in Quarter 4. 	J. Ward-Langman	Finance and Assets
KA.07.07 Maximise income generation through the adopted	Green	<ul style="list-style-type: none"> - Income levels are on target or being exceeded during the 2016/17 year. 	<ul style="list-style-type: none"> - Detailed Fees and Charges schedules for each chargeable area (to be included in the 	K. Cowell, S. Riley	Finance and Assets

Key Activities in Detail

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
operating model		<ul style="list-style-type: none"> - Garden Waste subscriptions are at almost 19,000 resulting in over £200,000 of additional income after gain share. - Revised Recharge Model constructed. 	<p>14 February 2017 budget report).</p> <ul style="list-style-type: none"> - Review of charging and trading frameworks and opportunities of alternative service delivery models. 		

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

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 (a) Conduct Police and Crime Commissioner Election	Complete	- Police and Crime Commissioner Election completed.	- None required.	R. Ellis, S. Mortimer	Corporate Services
KA.08.01 (b) Conduct EU Referendum	Complete	- EU Referendum completed.	- None required.	R. Ellis, S. Mortimer	Corporate Services
KA.08.02 Conduct Neighbourhood Plan Referenda	Complete	- Foxton Neighbourhood Plan Referendum was completed on 26 January 2017.	- No further referenda are scheduled to take during the 2016/17 year.	R. Ellis, S. Mortimer	Corporate Services
KA.08.03 Achieve Public Services Network (PSN) Code of Conduct (CoCo) certification	Amber	- Discussed compliance position with Cabinet Office and agreed way forward. - Performed further remedial security work as required to address post-submission issues, highlighted by Cabinet Office, preventing certification. - IT Health Check Remediation Action Plan status: 6 of 9 High level items completed. 11 of 18 Medium level items completed.	- Continue to liaise with Cabinet Office over compliance position - January to March 2017. - Complete security work/mitigation as required to permit certification - January to March 2017. - Submit CoCo (iterative process) - March 2017. - Achieve certification - March to April 2017.	C. James	Corporate Services

Key Activities in Detail

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<p>KA.08.04 Implementation of Lutterworth Air Quality Action Plan</p>	<p>Green</p>	<p>- The results of the dispersion modelling were discussed with Leicestershire County Council Highways (LCCH) on 30 November 2016.</p> <p>- Although the results support the implementation of a 20mph speed limit to improve air quality in Lutterworth, LCCH would need more robust information to take forward the proposal. It was suggested that further Air Quality and Traffic monitoring would be required however LCCH need to time to consider the available options and also to determine what if any funding would be available.</p>	<p>- A further meeting is arranged with LCCH for 23 February 2017.</p>	<p>E. Bird</p>	<p>Environment and Regulation</p>
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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	- An online advice portal is being developed for food businesses to ensure the businesses 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.	- Begin to contact appropriate businesses and start dialogue at the start of the 2017/18 financial year. - To promote the business rates self-service facility.	L. Byrne	Strategy/ Economic Development
KA.09.02 Further develop the support package for local businesses	Green	- Pioneer 10 support programme expanded with extra funding from business growth budget in order to reach more external customers. The programme will continue to be assessed through the Harborough Innovation Centre Strategy Board. This programme is currently exceeding all targets. - In conjunction with the East Midland Chamber of Commerce, a joint procurement event has been arranged (28 February 2017, 75 attendees confirmed) to inform local businesses how to best get contracts from the public service. - An integrated business support including 'Biz Gateway' is delivered from the Harborough Innovation Centre.	- Continue to refer to Oxford Innovations for business support and work with LLEP to develop their presence in the area. - Proactive engagement with the Federation of Small Businesses to discuss how they can help businesses in the Harborough District. - To investigate opportunities for targeted support to market towns following the recent publication of the LLEP study on market towns.	L. Byrne	Strategy/ Economic Development

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 (ED) Strategy prepared. - Member consultation commenced. - Analysis of key economic data undertaken. - Note: the Amber status is due to delayed Member consultation and the need for the emerging Economic Development Strategy to reference and integrate with the Strategic Growth Plan and recent government announcements/ guidance. 	<ul style="list-style-type: none"> - Conclude Member consultation. - Identify key links to forthcoming spatial economic strategies for example: Industrial Strategy, Local Plan and Housing White Paper. - Identify opportunities for stakeholder involvement. 	L. Byrne	Strategy/ Economic Development
KA.10.02 Develop the Move-on Space Project, subject to available funding	Green	<ul style="list-style-type: none"> - In Quarter 3 preparation for an ERDF bid to secure external funding was undertaken. - Awaiting outcome of growth deal submission. 	<ul style="list-style-type: none"> - Submission via ERDF (17 February 2017). - Evaluation of funding options. - Evaluation of potential sites. - Commissioning of robust evidence base of need. 	L. Byrne	Strategy/ Economic Development
KA.10.03 Create the conditions to encourage business growth	Green	<ul style="list-style-type: none"> - Input into the Local Plan to ensure the inclusion of sufficient employment space. - Pioneer 10 programme extended to enable more businesses in the District to benefit from growth support. 	<ul style="list-style-type: none"> - Continue to influence the development of the Strategic Economic Growth Plan. - Ensure that the draft Local Plan has sufficient employment land identified prior to the public consultation process. 	L. Byrne	Strategy/ Economic Development

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 extended due to all targets being exceeded. - Two newsletters sent out to over 1,600 contacts. - The Council's website monitored and directs to all forms of business support and advice, from help starting a business to licensing issues etc. - Regular signposting through to support websites and grant funding that are available either through one-to-one meetings, emails or attendance at events. - Support and advice streams regularly advertised through social media channels. 	<ul style="list-style-type: none"> - Continue to monitor the success of Pioneer 10 through the Harborough Innovation Centre Strategy Board. - Continue to monitor the effectiveness of the monthly Harborough business update newsletter. - To review the signposting from the Council's website to other business support websites. 	L. Byrne	Strategy/ Economic Development
KA.11.02 Ensure Council procurement supports local business	Green	<ul style="list-style-type: none"> - 84 providers now registered on Delta. All contracts advertised via media accessible to local business. - Presentation at seminar for local business planned for February 2017. 	<ul style="list-style-type: none"> - Continue to monitor and review opportunities. 	J. Ward- Langman	Strategy/ Economic Development
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"> - Five projects from Harborough District have been successful in obtaining a grant through the LEADER programme. In total approximately £113k and has been awarded which has leveraged an additional £250k in private investment as match funding and created eight jobs. - Businesses visited to give an overview of the LEADER programme. 	<ul style="list-style-type: none"> - Next call for projects to take place in March 2017 and there will be continued support for the programme for local businesses. 	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	<ul style="list-style-type: none"> - 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. - The Council continues to highlight support for business broadband and digital readiness of businesses through its business newsletter. 	<ul style="list-style-type: none"> - To act as the lead District representative for the Superfast Leicestershire programme (replace Melton in January 2017). - To evaluate change controls and further roll-out proposals for those areas not in receipt of superfast broadband. - To promote uptake through Council communications (Harborough News, Business Newsletter, Parish Liaison). 	L. Byrne, S. Riley	Finance and Assets
KA.12.02 Maximise digital infrastructure improvements by working with communities	Green	<ul style="list-style-type: none"> - The Superfast Leicestershire Programme has retained monies for community-led solutions. The HERBS community solution has continued its success in increasing its subscriber base. 	<ul style="list-style-type: none"> - Continued engagement with communities by Superfast Leicestershire team. 	L. Byrne, S. Riley	Finance and Assets

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 Greet 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	Wellbeing and Localities

	<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

Appendix A

<p>KA.13.02 Develop the Culture and Tourism offer for the Harborough District</p>	<p>Green</p>	<ul style="list-style-type: none"> - Further development of Explore Harborough webpage to include walking pages as well as specific micro sites for Council-led events. - Cultural festival development on-going and commitment for funding secured from Leicestershire County Council. - Successful Council-led events including: Market Harborough Light Switch event and installation of xmas lights completed. - Increased partnership working to jointly promote cultural festival for summer 2017. 	<ul style="list-style-type: none"> - Review the explore Harborough website and change to reflect feedback and user statistics. - Forward Planning for the Council-led events. - Further promotion of events toolkit. - Publish updated visitor attractions map for whole of Harborough District. 	<p>T. Day</p>	<p>Wellbeing and Localities</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.	Green	<p>- 31 letters were issued to the owners of the Highest Risk empty properties. 18 owners have since contacted the Council to discuss the letter and their intentions. 2 properties have since been brought back into use.</p> <p>- All Registered Social Landlords who operate within Harborough District have been contacted to discuss how we can work in partnership.</p> <p>Web pages have been developed to make it easier for people to report long term empty properties to the Council.</p> <p>A progress report was reviewed by the Scrutiny Panel for Communities in December 2016.</p>	<p>- 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.</p> <p>- Work is underway to evaluate the impact of adding a Council Tax premium to long-term empty properties.</p>	E. Bird	Environment and Regulation

Key Activities in Detail

Appendix A

<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 (CBL). This could either be delivered through maintaining the current Leicestershire Choice Based Lettings Scheme or outsourcing the service to an external provider.</p> <p>- The importance of Homelessness Prevention was recognised in the draft budget for 2017/18 with a £8,000 increase in resources to support charities and voluntary sector providers of targeted advice and support, particularly for single homeless.</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 The Statutory consultation on the Review of the Allocations Policy closed on 6th January, the feedback is being analysed. The review of the housing register is an on-going process and to-date have closed 128 applications. 2. Implement in-house efficiencies (This includes transfer of processes to Customer Services). December 2016. In November Customer Service Advisors were given access to the Harborough Home Search system and given training on responding to customers' queries regarding their application/bidding. 3. The Council should work with other districts/ boroughs to assess the viability of procuring new CBL software. In March 2017 some Districts are reviewing their Allocations Policies and reaching a decision on the partnership in readiness for procurement process to commence April 2017. 4. Explore a shared service with one or more other Districts/ Boroughs to deliver remaining CBL back-office functions. March 2017: A Briefing Note, Presentation and Meeting with members of Leicestershire Chief Housing Officer's Group for regarding shared service took place in Quarter 3. 5. Further work should be carried out on outsourcing in March 2017. Work has just started on this option. 6. Consider and implement recommendations in the Peer Review (March iv 2017). A number of improvements have already been completed in Quarter 3 and work is ongoing on the improvement plan. 7. Review the approach to procuring Temporary Accommodation to ensure value for money in January 2017. A review of temporary accommodation is in progress. 8. Consider more self help tools / online advice, including as part of any CBL software procurement in 	<p>T. Day</p>	<p>Wellbeing and Localities</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>Amber</p>	<p>- A Housing Forum was arranged for 5 September 2016 (which was well attended by Registered Providers, Developers and voluntary agencies who work within the District) to consult on matters for review in the District Housing Strategy (Quarter 3).</p> <p>- A timetable change was agreed with the Project Sponsor to the effect that consultation on Housing Strategy be deferred owing to other housing work taking place (Quarter 3). A Draft Consultation document was written and presented to the Corporate Management Team (Quarter 3).</p>	<p>- The Consultation Document will be amended by the Corporate Housing Strategy Group for discussion with the Portfolio Holder in Quarter 4.</p> <p>- The Draft Consultation document will be presented to the Executive in April.</p>	<p>T. Day</p>	<p>Wellbeing and Localities</p>
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Key Activities in Detail

Appendix A

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 be considered during Quarter 4.	J. Ward-Langman	Wellbeing and Localities
KA.15.02 Support the most vulnerable as a part of Universal Credit rollout.	Green	- Universal Credit first phase went live in November 2016 for part of the Market Harborough Job Centre.	- The Department for Work and Pensions has scheduled phase 1 roll out to 2018 with other local authorities. - Commissioned The Citizens Advice Bureau to continue to provide money advice and support.	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.	- Complete the Lightbulb readiness audit in January 2017 and develop action plan for implementation based on the outcome of the audit.	E. Bird	Wellbeing and Localities
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 impact of welfare reform	Green	- Quarterly meetings take place to ensure all our partners are fully aware of the impact of welfare reform. The revised housing benefit 'Cap' level has been implemented with effect from 7 November 2016 and has affected a small number	- Continue to monitor changes to be implemented as well as amount being award for both discretionary housing payments and council tax discretionary fund.	L. Butler	Corporate Services

Key Activities in Detail

		claimants within the District.			
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