

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	CMT Lead	Portfolio
KA.01.01 Determining Planning Applications and Appeals in accordance with national guidance and effective planning enforcement.	Green	- Targets for all Development Management Performance Indicators were met during Quarter 1.	- Continue to monitor performance.	D. Atkinson	Planning and Regeneration

Key Activities in Detail

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<p>KA.01.02 Submit for examination a new Local Plan for the District to promote sustainable development, meet as a minimum objectively assessed needs for housing and employment and protect open space.</p>	<p>Amber</p>	<p>- 3 April 2017: Meeting of the Local Plan Executive Advisory Panel (LPEAP) received and considered a report on Selected Spatial Options: Reassessment and Preferred Option for Draft Submission Local Plan. The LPEAP made a recommendation to Executive on the Preferred Option for the Local Plan on the basis of the Officers' advice.</p> <p>- 19 June 2017: Meeting of LPEAP received and considered a report on Harborough District Local Plan: Draft Proposed Submission, including the draft proposed Submission Local Plan and draft Policies Maps for consideration. The Panel agreed to advise that, subject to a number of changes recommended by LPEAP, and arising from outstanding evidence the Proposed Submission Local Plan document and associated Policies Maps be considered by the Executive and recommended to Council for publication for a period of public representation.</p> <p>- Following the LPEAP meeting, the consultants working on one of the outstanding pieces of evidence for the Local Plan advised that this evidence was likely to be delayed. Due to the critical importance of this evidence to the Local Plan, a decision was taken to slightly delay publication of the Local Plan for public representation. As such, there has been minor slippage in the timetable, with Executive approval now expected to be sought in Quarter 2.</p>	<p>- A report will be presented to the Executive on 4 September 2017 with a recommendation that the Proposed Submission Local Plan is published for public representation. This is expected to begin on 22 September 2017 and run for 16 weeks. Details of the consultation arrangements will be presented to the 24 July 2017 LPEAP Briefing. These will provide further details to the overview of consultation arrangements provided at the 19 June 2017 LPEAP Briefing.</p> <p>- A revised Local Development Scheme is being prepared to reflect this minor change to the Local Plan timetable.</p>	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>
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<p>KA.01.03 Publish, arrange examination for additional neighbourhood plans which accord with the new Local Plan, provide for local housing and employment and protect open space.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Lubenham: Executive approval received on 8 May 2017 to proceed to Referendum on 20 July 2017. - Hungarton: Examination completed. Executive approval received on 12 June 2017 for approval to go to Referendum on 20 July 2017 North Kilworth: Examination completed. Executive approval on 12 June 2017 for approval to go to Referendum on 20 July 2017. - Great Easton Examiners report received on 18 June 2017. Timetabled for Executive on 24 July 2017 for approval to proceed to Referendum on 4 October 2017. - Great Glen, East Langton, The Kibworths: Examinations progressing. - Houghton: pre-submission consultation commenced (14 June 2017 to 26 July 2017). - Tur Langton: pre-submission consultation commenced (3 July to 21 August 2017). 	<ul style="list-style-type: none"> - Referenda to be held in conjunction with Elections Services on 20 July 2017 for Lubenham, North Kilworth and Hungarton Neighbourhood Plans. - Executive approval for Great Easton Neighbourhood Development Plan to proceed to Referendum on 4 October 2017. - Examination reports to be received for Great Glen, East Langton and The Kibworths NDPs as the Examinations are completed. Expected in July 2017. - Houghton on the Hill completion of Reg 16 consultation. Appointment of Examiner. - Regulation 14 responses to be submitted by LPA for Great Bowden and Tur Langton. 	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>
<p>KA.01.04 To ensure that Harborough's requirements are adequately addressed in the published Strategic Growth Plan for Leicester and Leicestershire.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Strategic Growth Plan Options Working Group established. Draft document prepared, background evidence documents commenced and to continue into Quarter 2 to inform final document. 	<ul style="list-style-type: none"> - Background evidence documents to continue into Quarter 2. Final document to be prepared and presented to Members at the end of Quarter 2, with public consultation to take place in Quarter 3. 	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>
<p>KA.01.05 Seek funding sources towards infrastructure requirements within Harborough District through the Infrastructure Delivery Plan.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Officers have made extensive comments on the preliminary draft of the IDP which is being prepared by consultants. Key amongst these has been drawing attention to the conclusions with regard to the overall figures - and any funding gap - which is still pending. A draft of the missing sections has recently been received. 	<ul style="list-style-type: none"> - Three next steps are: <ol style="list-style-type: none"> 1. comment on a draft of the complete document when it is received. 2. select a few key 'headlines' of findings to report to Members. 3. detailed comments on grammatical/typographical errors. All to be completed by 21 July 2017. 	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>

CO 2 Residents are able to access housing which meets their needs and live in safe and appropriate dwellings

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	- During Quarter 1, 41 new-build units were delivered (almost half of the target of the annual target of 90 units).	- Continue to negotiate and deliver Harborough District's percentage of affordable housing requirement and appropriate unit mix.	D. Atkinson	Planning and Regeneration
KA.02.02 Promote domestic energy efficiency measures which lead to carbon savings to address climate change.	Green	- Memorandum of Understanding with Harborough Energy signed. - Harborough Energy is arranging a local installation network. - Draft Letter to residents developed. - Partnership with other organisations is in progress.	- Letter to residents and marketing (August 2017). - Council website updated (August 2017).	A.M. Hawkins	Environment and Regulation
KA.02.03 Promote carbon savings in Council buildings and activities.	Green	- A report on opportunities for significant savings at Lutterworth Sports Centre has been prepared. Initial discussions with Serco regarding a reduction of the contract 'subsidy' have been discussed. - The Symington Building: exploring improved lighting controls linked to the building management system, voltage optimisation.	- Lutterworth Sports Centre - progress report for consideration and finalise discussions with HDLT and Serco. - Explore PV Panels at the Harborough Innovation Centre.	A.M. Hawkins	Environment and Regulation
KA.02.04 Ensure supply of existing and new affordable housing lettings is targeted to those most in need.	Green	- Housing Advisers continued to raise awareness of suitable available properties for those in Priority housing need band to bid on. The team has recently taken the approach of telephoning applicants who have a need for larger accommodation when a four-bed house is placed in the advert cycle. The Team Support Officer has also telephoned applicants who have an identified need for wheelchair accommodation when newly-built, wheelchair-accessible bungalows were built and advertised to ensure they are aware of the availability of a suitable property to bid on to resolve their housing need.	- A continuation of raising awareness amongst the most vulnerable housing applicants of suitable properties to bid on. Reinforcing the need with Registered Providers to provide 'Coming Soon' information on new-build properties two months before they are likely to be advertised so that applicants are aware of housing opportunities at an early stage and can ensure they are ready to move if their bid is successful.	A.M. Hawkins	Wellbeing and Localities

Key Activities in Detail

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<p>KA.02.05 To ensure that commuted sums for affordable housing are allocated to schemes to support development of new affordable housing, including where appropriate on sites in the ownership of the District Council.</p>	<p>Green</p>	<p>- Work commenced this Quarter on the development of the affordable housing scheme in Lutterworth which the Council is contributing £171,000 towards. The scheme will provide 57 rented and shared ownership units and these units are likely to be available early in the 2018/19 year.</p>	<p>- Consideration of future schemes/proposals e.g. investigating in a former garage site owned in part by the Council and Waterloo Housing Group. The scheme, if approved, will require investment via commuted sums.</p>	<p>D. Atkinson</p>	<p>Wellbeing and Localities</p>
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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 Work in partnership to reduce crime and anti-social behaviour (ASB) and improve support for victims.	Green	<p>April:</p> <ul style="list-style-type: none"> - Autism Awareness Event took place in the Council Chamber with a talk from Leicestershire Autistic Society and including information raising awareness of issues such as Hate Incidents and promoting the Keep Safe Places initiative. - Lighter Nights Campaign: social media campaign plus market stall, police campaign on shed thefts. <p>May:</p> <ul style="list-style-type: none"> - May 22 to 27 was Noise Action Week, shared messages around respect and tolerance on social media as well as tips on keeping noise levels down. - On 25 May members of the Environmental Health team and Community Safety were at Harborough Market to promote Noise Action week. <p>June:</p> <ul style="list-style-type: none"> - 21 June Training on Staying Safe online, Frauds and Scams event in the Council Chamber (over 20 attendees from partners, parish councils and staff). 	<ul style="list-style-type: none"> - Communities Scrutiny Panel on 6 July 2017 to review Community Safety. - Safer Summer Campaign running June-August. - Proposed injunction against roughsleeper/beggar causing anti-social behaviour in Harborough Town. 	A.M. Hawkins	Wellbeing and Localities
KA.03.02 Review the Council's Contaminated Land Strategy.	Green	<ul style="list-style-type: none"> - The project plan has been developed in line with the milestones set out for the activity. 	<ul style="list-style-type: none"> - Identify changes in the statutory guidance/policy changes which need to be incorporated into the framework document and draft amended document. 	A.M. Hawkins	Environment and Regulation

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<p>KA.03.03 Support the delivery / development of new or refurbished open space in accordance with the adopted open space.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Open Spaces Strategy action plan updated with progress related to Key activities of each Department and the Corporate Priorities. - Planning and Landscape comments made as required to ensure delivery of open space through planning agreements. - Work with communities through Neighbourhood Plans to deliver protection and improvement to open space irrespective of ownership. - Work with partners such as the catchment based partnerships to ensure open space of all typologies can make a positive contribution to the local and wider environment. - Possible cemetery site identified adjacent to Market Harborough. Included in draft Local Plan. 	<ul style="list-style-type: none"> - To continue to make planning comments as required. - To ensure the action plan of the Open Spaces Strategy is delivered in conjunction with other Council Departments. 	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>
<p>KA.03.04 Submit for examination a new Local Plan for the District to identify and safeguard important open space and assist in maintaining the quality of environment of the District.</p>	<p>Amber</p>	<ul style="list-style-type: none"> - Local Plan policies prepared to: protect existing open space, sport and recreation sites and to ensure provision of new open space in conjunction with new development; identify and safeguard Local Green Space; to identify and safeguard Green Wedges; and to identify and safeguard Areas of Separation. - LPEAP Meeting on 19 June 2017 received the draft Proposed Submission Local Plan and agreed to recommend its publication to Executive. - Following the LPEAP meeting, the consultants working on one of the outstanding pieces of evidence for the Local Plan advised that this evidence was likely to be delayed. Due to the critical importance of this evidence to the Local Plan, a decision was taken to slightly delay publication of the Local Plan for public representation. As such, there has been minor slippage in the timetable, with Executive approval now expected to be sought in Quarter 2. 	<ul style="list-style-type: none"> - A report will be presented to the Executive on 4 September 2017 with a recommendation that the Proposed Submission Local Plan is published for public representation. This is expected to begin on 22 September 2017 and run for 16 weeks. Details of the consultation arrangements will be presented to the 24 July 2017 LPEAP Briefing. These will provide further details to the overview of consultation arrangements provided at the 19 June 2017 LPEAP Briefing. - A revised Local Development Scheme is being prepared to reflect this minor change to the Local Plan timetable. 	<p>D. Atkinson</p>	<p>Planning and Regeneration</p>
<p>KA.03.05 To implement an action plan to address fly-tipping.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Residents continue to report incidents via the "tip off" portal and is working well. There is 10 -12% more reporting than incidents, showing that residents are still willing to report. - Slight reduction during first quarter in incidents, 11 cases pending further action. - 5 Warning by way of Community Protection Notice Warnings (CPNW), no Fixed Penalty Notices (FPN). 	<ul style="list-style-type: none"> - Report against Actions. 	<p>B. Jolly</p>	<p>Environment and Regulation</p>

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

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.04.01 Deliver and commission a range of sport and physical activities through securing funding from Public Health and other sources.	Green	<p>- Health and Wellbeing Partnership: The Harborough Health and Wellbeing Partnership meeting was held on the 25 May 2017, we had the attendance of Cllr Ernie White who is the Chairman of the Health & Wellbeing board for Leicestershire & Rutland County. The meeting looks to address the current progress being made in the interest of Health & Wellbeing for a wide range of different services and partners, along with continually helping to improve the provision for residents with the funding that we receive from Public Health and other partners.</p> <p>- Sports Club Forum: The Sport & Health Team delivered a successful Sports Club Forum event which highlighted the current demand for supporting and working with current Sports Clubs and Organisation around the district of Harborough. The evening showcased the work that the Sport & Health Team deliver across the district for a variety of users, furthermore we had Norman Proudfoot and Tom Day to deliver a presentation around the current Sport and Leisure Strategy provision.</p> <p>- Exercise Referral Development: Continuing to expand and develop the exercise referral scheme around Harborough district, working closer with the Training Shed in Market Harborough and will be looking to showcase the great work we doing with them by recording a video to highlight the impact. The programme is continually looking to develop specialist level 4 classes for condition specific areas such as cardiac, cancer, obesity & diabetes, back pain, pre-natal and mental health.</p> <p>- Good Old Days: The Sport & Health Team delivered the second Tea Dance of the year with the help from the Robert Smyth Ambassadors, we had</p>	<p>Continue to working with all ages:</p> <ul style="list-style-type: none"> • Early Years (0-5) • Children and Young People • Adults of all ages <p>Using targeted campaigns:</p> <ul style="list-style-type: none"> • Feel Alive from 65 (activities designed to help and encourage those over 65 to be active, one week) • Nifty from Fifty (activities designed to help and encourage those 50+ to be active, lasts 6 weeks) • JUST (activities designed to encourage girls 16+ to be active, lasts 8 weeks) • Family Week (activities designed to get the whole family active, one week) • Walking Month (Consists of 5 walks around the district, suitable for all fitness levels and abilities) • This Girl Can Week (a week dedicated to get girls and women involved in sport) <p>Working with partners:</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 8 weeks it is important these young people have somewhere to be active following the 8 weeks. • Clubs – clubs can apply for funding for equipment, qualifications, expansion 	A.M. Hawkins	Wellbeing and Localities

		<p>an attendance of 50 participants for the event which is always really well received working alongside HFM.</p> <ul style="list-style-type: none"> • Mental Health Awareness week delivered in house, providing dementia friends session, relaxation and a mid day walk. • Dementia Friends session delivered to Little Bowden WI and VASL Carers group, creating 41 new Dementia friends. • Seated Exercises delivered to Alzheimers group memory café in Lutterworth • £5k funding secured from Sport England for Inclusion remit – links have already been made locally for x2 Learning disability cycling events in August and September • Working with Freedom Solutions to deliver danceathon event in June • This Girl Can week delivered in June with 15 sessions delivered in Harborough. Data is currently being collected to evaluate the event • Junior Parkrun – event directors identified with 30 people coming to interest evening. Route is being finalised around Welland Park and is expected to begin by the end of the summer holidays. • Run England 3-2-1 route map for Welland Park has been re-delivered. Photo/press opportunity is currently being arranged for mini launch event • Sports Club forum took place on the 29th June at Freedom Support Solutions. 20 attendees – who feedback that they found the event useful and would like to come to another one, 	<ul style="list-style-type: none"> • Clubs, Leisure Centres and Activity Providers to help them gain more members by helping them set up new sessions. These can be part of our campaign weeks. Our focus is on sustainability so it is important the club/centre aims to continue these sessions after the campaign has finished. <p>Delivering specialist services:</p> <ul style="list-style-type: none"> • LEAP – We support Leap – The Lifestyle Eating and Activity Programme a free, weekly weight management group supporting adults that are overweight lose weight gradually through a balanced diet and regular moderate exercise. • We run an Exercise Referral Scheme – A countywide scheme whereby patients will get referred from their GP's/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. • FaME – Falls Management Exercise Programme: A 24-week exercise programme to help individuals increase their strength and balance. • Heart Smart Referral: A 16 week cardiac rehabilitation scheme targeted at people who are recovering from heart problems or heart surgery. 		
<p>KA.04.02 To develop and adopt a Sports and Leisure Strategy.</p>	<p>Green</p>	<p>Sport & Leisure Strategy:</p> <ul style="list-style-type: none"> - Physical Activity Strategy: Discussion Paper drafted May 2017. - Executive agreed at 8 May to carry out eight-week consultation. - Consultation plan agreed. This includes: one-to-one meeting with Bowls club, pop-up displays in key locations e.g. schools/ leisure centre - Bin tags advertising survey to be sent to 40,000 households , Sports club forum arranged for 29 June 	<ul style="list-style-type: none"> - There is an opportunity to develop a Physical Activity Strategy to link the new leisure contract in 2019 to wider community objectives – inactive, young, and older people, health and getting more services to rural areas. <p>The Council has a key role in promoting healthy lifestyles. This cuts across a number of district services:</p> <ul style="list-style-type: none"> - Communicating the benefits of physical 	<p>A.M. Hawkins</p>	<p>Wellbeing and Localities</p>

		<p>to set out leisure plans and take questions, Parish event arranged for 11 July to talk about parish led initiatives, Executive to decide final procurement route in autumn.</p> <p>- The Sport & Leisure Strategy survey has now gone out to all residents for them to complete, up to now we have received a total of 1,300 responses with 1 month left to go until the survey closes. We are continually working to increase awareness and profile around the strategy and want to get as many residents to fill out the survey as possible. To do this, we have had a strong social media presence working closely with our communications team to publicise the need for people to undertake the survey, we have distributed banners around the district within GP surgeries, leisure centres and events that we attend. In addition to this, going out to groups and events to talk with people around the strategy, in turn this will enable us to collate a comprehensive data set in order to make a well informed response to what we do with the Sports and Leisure provision moving forwards.</p>	<p>activity in reducing obesity, preventing disease, improving mental health, and rehabilitating many long-term health conditions.</p> <ul style="list-style-type: none"> - Support to independent instructors and clubs who provide affordable sport, physical activity and wellbeing sessions throughout the District. - Provision of leisure centres and the facilities that will be offered. - Improving and extending community buildings and schools and encouraging greater use of these facilities. - The Council's specialist services such as exercise referral, cardiac rehabilitation, and fall prevention classes. - The design and maintenance of parks and open spaces including outdoor gyms, multi-use games areas, and play areas. - Responsible development that ensures footpaths, cycling infrastructure, and other 'active' design issues are considered throughout the planning process. <p>- The Council will continue to collate the responses that come in for the online survey along with additional feedback for the strategy, once this has been done we will be able to populate the responses into order of priority to help us make our decision moving forwards. We are trying to get as many residents, groups, organisations and associated people from diverse backgrounds in order to get a wide view on what people would like to see. Once the online survey's have been completed we will then be able to take the next steps into deciding what people want and where we can go with the Sports and Leisure Strategy.</p> <p>Along with this, the council continue to develop the key areas/priorities around the health & wellbeing partnership:</p> <ol style="list-style-type: none"> 1. Older people in rural and isolated areas 		
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			2. Supporting people with mental health conditions 3. Overweight and excess weight in adults		
KA.04.03 Undertake an appraisal of the options for the expiry of the Leisure Contract and implement the agreed outcome.	Green	<ul style="list-style-type: none"> - Decision to explore New Build for Market Harborough and Refurbishment at Lutterworth with new operational contract agreed. - Soft Market Testing to be undertaken as part of procurement process. - Consultation on future leisure provision linked to strategic objectives has commenced. 	<ul style="list-style-type: none"> - Complete consultation and analyse results. - Undertake soft market testing on Design, Build, Operate, Maintain solution, and recommend preferred approach. - Prepare draft procurement pack. 	B. Jolly	Finance and Assets

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CO 5 Residents are informed, included and listened to and are able to access Council services easily

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 Undertake consultation with key stakeholders.	Amber	- Consultation is underway to support the Physical Activity Strategy and Leisure Centre provisions. - Changes to Council consultation commenced.	- Identify key stakeholders consultations to be carried out during the year. - Analyse responses for Leisure consultation and Council Tax Changes, and prepare finding reports.	A.M. Hawkins	Corporate Services and Economic Development
KA.05.02 Carryout a District-wide survey of residents.	Green	- Tender exercise commenced (process due to close on 17 July 2017).	- Analyse responses from the Tender exercise, carry out interviews as necessary with an aim to appoint a contract to support this work.	A.M. Hawkins	Corporate Services and Economic Development
KA.05.03 Develop the accessibility of the Council website to promote self-service.	Green	- As part of Channel Shift, Baseline data have been captured and analysed. This information has been used to feed into the development of a draft Action Plan. The Draft Action Plan is currently out for internal consultation with Service Managers. - Some 'Quick-wins' to improve access to the website, such as on-line forms, are being implemented where possible.	- Finalise the Channel Shift Action Plan.	A.M. Hawkins	Corporate Services and Economic Development
KA.05.04 Review and Implement the Council's Customer Services Strategy.	Green	- Research into Customer Services Strategies has been completed, and baseline data has been established.	- Draft Customer Services Strategy in line with Channel Shift Action Plan.	A.M. Hawkins	Corporate Services and Economic Development
KA.05.05 Conduct neighbourhood plan referenda.	Green	- Neighbourhood Plan Referenda for North Kilworth, Lubenham and Hungarton have been arranged to take place on Thursday 20 July 2017.	- A referendum for Great Easton is timetabled for October 2017 (Examination completed). - Great Glen, East Langton and Kibworths are at Examination stage (date for referenda will be set once examination is completed).	B. Jolly	Corporate Services and Economic Development
KA.05.06 Undertake strategic campaigns.	Green	- Work is on-going to support and promote the Lifeline Service. Lottery Campaign planning completed and action plan has been drafted.	- Prepare for launch of the Lottery in quarter 3.	A.M. Hawkins	Strategy and Communications

CO 6 The Council will support those most in need

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.06.01 Support the most vulnerable as part of Universal Credit rollout.	Green	- Discretionary Housing Payments Scheme is used to support those that are vulnerable and includes claimants in receipt of universal credit.	- Continue to support the most vulnerable as part of Universal Credit rollout.	B. Jolly	Corporate Services and Economic Development
KA.06.02 Continue to work with partners to manage the ongoing impact of Welfare Reform.	Green	- Liaison meetings take place quarterly with partners.	Continue to work with partners to manage the ongoing impact of Welfare Reform.	B. Jolly	Corporate Services and Economic Development
KA.06.03 Implementation and redesign of the delivery of housing support.	Green	- Call Centre is now able to help customers with Choice Based Lettings (CBL) queries. - On 8 May 2017, the Executive agreed to procure new CBL software. There is potential to secure better value and a much better customer experience when applying to join the housing register, viewing available rental properties and bidding on properties which meet their needs. Additionally supporting information, such as proof of name, age and local connection will be able to be uploaded via the website rather than requiring physical copies which must be scanned in at the Council.	- Commence procurement during Quarter 2.	A.M. Hawkins	Wellbeing and Localities
KA.06.04 To evaluate potential introduction of Child Sexual Exploitation training linked to Regulatory Services.	Amber	- Work has commenced in relation to exploring the feasibility of introducing Child Sexual Exploitation (CSE) training for Taxi Drivers. An options appraisal has been undertaken and this identified four options. Two of these options are being explored further. This includes a taxi driver knowledge test based on awareness-raising sessions or recruiting an external trainer to deliver the CSE training.	- The Regulatory Committee will consider the options appraisal in Autumn 2017 and the appropriate method for delivering the necessary training including the development of a training plan. The existing policy will be amended to incorporate the new requirements including penalties for non-compliance. This work will be completed throughout Quarter 2 and 3.	A.M. Hawkins	Environment and Regulation

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<p>KA.06.05 To ensure that the Council is able to support the Syrian Vulnerable Persons Resettlement Scheme.</p>	<p>Amber</p>	<ul style="list-style-type: none"> - The Council has agreed to settle one Syrian family and then review its position regarding future commitments to the Governments five-year resettlement scheme. - The Council is working in partnership with other Leicestershire districts and boroughs to procure family support services, for example a translator and case workers to support families. - The key role for the Council is to source appropriate and affordable rental accommodation for a family. A suitable property was secured in May 2017. - Once the property was secured, the Home Office was notified and it sent the Council details of a family that would be arriving in the summer. - Unfortunately, and at short notice, the Home Office placed the family elsewhere in the country. The Council has expressed disappointment with the Home Office at this decision. 	<p>- The Council is in liaison with the Home Office and local health, education and social care services regarding families arriving in September.</p>	<p>A.M. Hawkins</p>	<p>Wellbeing and Localities</p>
<p>KA.06.06 To prevent homelessness and provide support and emergency accommodation where appropriate.</p>	<p>Green</p>	<p>- A corporate business account has been set up with a hotel chain which will provide an additional source of competitively-priced accommodation for households in emergency situations and will provide discounted rates for the Council's business use. The Council also sourced an additional hotel in Leicester that will accept bookings at competitive rates.</p>	<p>- Discussion with local authority partners in Leicestershire exploring the potential to fund accommodation for the single and homeless with support in order to achieve access to suitable accommodation for those with complex needs.</p>	<p>A.M. Hawkins</p>	<p>Wellbeing and Localities</p>
<p>KA.06.07 To ensure provision of a 24-hour / 365-day control centre to provide assurance to vulnerable people.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Growth of 1.4% in private customers; substantial new corporate contract secured. Income growth of 7.6% projected for year. - Response rate for Lifeline calls answered within 180 seconds exceeds target; rate for Lifeline calls answered within 60 seconds below target but within tolerance. 	<p>- Continued marketing and management of service.</p>	<p>V.Wenham</p>	<p>Wellbeing and Localities</p>

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<p>KA.06.08 To work in partnership to minimise the impact of incidents of flooding.</p>	<p>Green</p>	<ul style="list-style-type: none"> - The Resilience Partnership is working with the Environment Agency on the roll-out of the Extended Flood line across the County. Currently developing local scripts for each district before final roll out can take place. - Information on the website has been reviewed and system in place to use the website and social media to raise public awareness of current weather warnings. - Work progressing to identify local flood wardens. 	<ul style="list-style-type: none"> - Training to be undertaken for the identified flood wardens (Quarter 2). - Review of council's flood plan (Quarter 2). - County roll-out of the Extended Flood line (anticipated timeframe Quarter 2). 	<p>A.M. Hawkins</p>	<p>Environment and Regulation</p>
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PRIORITY: Enable public services which are effective and deliver value for money

CO 7 The Council is efficient and resilient in its service delivery

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.07.01 To increase the percentage of customers accessing services through implementation of the Channel Shift Strategy.	Green	<ul style="list-style-type: none"> - Baseline data have been captured and analysed. This information has been used to feed into the development of a draft Action Plan. The Draft Action Plan is currently out for internal consultation with Service Managers. - Some 'Quick-wins' are being implemented, where possible. 	<ul style="list-style-type: none"> - Review the findings and feedback from Service Managers and reshape the draft Action Plan as required. 	A.M. Hawkins	Corporate Services and Economic Development
KA.07.02 To increase resilience of the Council's ICT service.	Green	<ul style="list-style-type: none"> - Key gaps within previous IT Health check have been reviewed and mitigation/corrective actions are being put in place to address any residual issues that could be picked up through a new ITHC. New policies are being agreed internally within the ICT support team, to be supported by operating procedures to address root cause of issues identified. 	<ul style="list-style-type: none"> - Formally accept any new policies and ensure they are implemented into normal working practices within the ICT team. - Undertake a new IT Health Check, risk assess and address/mitigate any newly identified issues/vulnerabilities. - Undertake gap analysis against the PSN CoCo guidance and submit renewal application along with ITHC and Remedial Action Plan. 	S. Riley	Corporate Services and Economic Development

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<p>KA.07.03 Ensure all grant funding is effectively and efficiently managed to meet Council priorities.</p>	<p>Green</p>	<p>- Community Grant criteria have been reviewed and agreed: Community projects £1,000 - £5,000 (maximum of 75% of the costs) Community Facilities - improvement Grants £1,000 - £5,000 (maximum of 50% of the costs) Community Facilities - Feasibility Studies Grants £1,000 - £5,000 (maximum of 50% of the costs)</p> <p>- Dates agreed for launch (12 July 2017)</p> <p>- Section 106 grant round 1 2017/18 allocated £82,968 of S106 funding to 9 out of 15 projects that were presented to the Grants Committee on 11 May 2017. Parishes that benefitted from Section 106 funding were Fleckney, Gilmorton, Lutterworth and Market Harborough.</p>	<p>- Upload new documents onto Website before 12 July 2017. - Dragons den 14 September 2017. - Grant Surgery 6 October 2017.</p> <p>- Great Glen Parish Council has submitted an application for £63,200 for the remodelling of the currant changing rooms on the recreation ground in Great Glen. This application will be presented to the Grants Committee on 20 July 2017. The amount available in Great Glen for community facilities has a spend-by date of 31 October 2017.</p> <p>- Section 106 Round 2 17/18 has been launched and the closing date for applications is 12th August 2017.</p>	<p>A.M. Hawkins</p>	<p>Wellbeing and Localities</p>
<p>KA.07.04 Ensure that commissioning is effective, efficient and compliant.</p>	<p>Green</p>	<p>- Commissioning Plan actions completed as agreed. - Savings of £12145 achieved. - No legal challenges to procurement.</p>	<p>- Continued effective procurement and commissioning.</p>	<p>V.Wenham</p>	<p>Finance and Assets</p>
<p>KA.07.05 Ensure that the Council's governance, legal and financial arrangements are robust and not subject to legal challenge.</p>	<p>Green</p>	<p>- During Quarter 1 100% of Committee agenda were despatched within the statutory time timescales. - No legal or financial breaches were reported by the Section 151 Officer or the Monitoring Officer.</p>	<p>- Council approval of updated Constitution (scheduled for 10 July 2017).</p>	<p>V.Wenham</p>	<p>Corporate Services and Economic Development</p>
<p>KA.07.06 To offer all Councillors an opportunity to receive training and development appropriate to their needs.</p>	<p>Green</p>	<p>- In Quarter 1 two training opportunities were offered to all Councillors.</p>	<p>- Training opportunities will continue to be identified and offered to Councillors.</p>	<p>V.Wenham</p>	<p>Corporate Services and Economic Development</p>

Key Activities in Detail

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<p>KA.07.07 Refresh of the Medium-term Financial Strategy and delivery of Efficiency Plan to ensure financial sustainability and resilience.</p>	<p>Green</p>	<ul style="list-style-type: none"> - The Council delivered its savings and income generation targets for 2016/17 and is on target for delivery of targets. The Council has received confirmation that once again it was the County's top performer in respect of Council Tax and Business Rate Collection for 2016/17 and had the highest retained business rate from growth in the County. - Delays in approving the Local Government Finance Bill and the uncertainty over whether 100% Business Rate retention is implemented leads to significant uncertainty in the medium term. 	<ul style="list-style-type: none"> - Refresh of the MTFS as part of the annual budget and business planning process. - Development of an Asset and Investment Strategy. 	<p>S. Riley</p>	<p>Finance and Assets</p>
<p>KA.07.08 Review and implementation of the Workforce Strategy.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Work has been undertaken to identify the long-term vision (up to five years) in terms of major projects and the resourcing implications mostly in relation to people and staffing. A number of long-term projects and initiatives have been identified. 	<ul style="list-style-type: none"> - Prepare a draft Workforce Strategy. 	<p>S. Riley</p>	<p>Finance and Assets</p>
<p>KA.07.09 Carryout a business continuity exercise to test resilience across all council services.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Plan in place for review of all service areas recovery plans during current year (team plan action for all service managers). - Joint business continuity exercise has been arranged to take place on Tuesday 25th July 2017 involving all Symington Building occupiers (desktop exercise). 	<p>Council-only exercise to take place in Quarter 4 to test updated plans.</p>	<p>S. Riley</p>	<p>Corporate Services and Economic Development</p>
<p>KA.07.10 Financial Resilience: Impact of Business Rates Review.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Review of DCLG/LGA working party papers on the business rate review and fair funding initiatives. - Modelling potential of being a Business Rate pilot. 	<ul style="list-style-type: none"> - New Government has not announced whether the reviews will continue and if so what timetable. 	<p>S. Riley</p>	<p>Finance and Assets</p>
<p>KA.07.11 To promote a commercialisation approach throughout the Council to contribute towards improved financial sustainability.</p>	<p>Green</p>	<ul style="list-style-type: none"> - Regular, monthly monitoring of income levels. - Development of option appraisals for traded services e.g. Building Control. 	<ul style="list-style-type: none"> - Further consideration of alternative service delivery models. - Development of an Asset Investment Strategy. 	<p>N. Proudfoot</p>	<p>Finance and Assets</p>
<p>KA.07.12 To develop the Combined Authority and to maximise the benefits of devolution powers for Harborough District.</p>	<p>Green</p>	<ul style="list-style-type: none"> - The Monitoring Officers have completed work on the Constitution and the operating agreement. 	<ul style="list-style-type: none"> - A report will be considered by the Executive and then Council when the Order has been published by central government. 	<p>V.Wenham</p>	<p>Strategy and Communications</p>

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<p>KA.07.13 Implement the outcome of the Facilities Management Review on expiry of the initial term of the contract.</p>	<p>Green</p>	<ul style="list-style-type: none"> - A review was completed in the last quarter of 2016/17. Thereafter, it was decided to undertake a procurement exercise. - A specification and full tender pack was prepared during March 2017. - The OJEU notice for the tender opportunity was issued in April 2017. - The tender period closed during May 2017. - During June 2017, the tender evaluation was undertaken consisting of technical assessment, cost assessment and interview. - The evaluation panel have identified a preferred provider for consideration by the Executive and a report has been prepared and will be considered on 24 July 2017. 	<ul style="list-style-type: none"> - Approval Process: July 2017 - TUPE Process Commences: August 2017 - Familiarisation: September 2017 - Mobilisation: October 2017 - Contract Start: 1 December 2017 - Transition: December 2017 to April 2018 	<p>B. Jolly</p>	<p>Finance and Assets</p>
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CO 8 The Council makes effective use of its assets and resources

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 Conduct County Council Election (and any other elections as required).	Complete	<ul style="list-style-type: none"> - County Council Elections completed May 2017. - General Election completed June 2017. - Project management and dedication of staff ensured that both elections were completed with no issues despite short timescale between the two elections and short notice for general election. 	<ul style="list-style-type: none"> - By-Election for Lutterworth Town Council (Springs Ward) to take place on 3rd August 2017. 	B. Jolly	Corporate Services and Economic Development
KA.08.02 Review of Council size and warding arrangements by Local Government Boundary Commission for England (LGBCE), subject to LGBCE timetable).	Complete	<ul style="list-style-type: none"> - Local Government Boundary Commission has published final recommendations for the Electoral Review which will deliver a council size of 34 (3 fewer than at present) and will come into effect from the next District elections in 2019. 	<ul style="list-style-type: none"> - None required. 	S. Riley	Corporate Services and Economic Development
KA.08.03 Implementation of the Car Parking Strategy.	Green	<ul style="list-style-type: none"> - Draft tender completed and circulated to interested parties for comments. Next meeting to be arranged to discuss next steps. - Improvements to car parks identified and scheduled for implementation in the this quarter and next. - Pay and display machines have been delivered and QRT team are in the process of installing the machines. All machines should be commissioned and working by end of July. 	<ul style="list-style-type: none"> - Commissioning of the new pay and display machines (August 2017). - New Parking Order comes into force (September 2017). 	A.M. Hawkins	Corporate Services and Economic Development
A.08.04 Ensure that resources are deployed efficiently and effectively to maximise the quality and responsiveness of Council services.	Green	<ul style="list-style-type: none"> - Use of resources is discussed on a regular basis with Service Managers at one-to-one meetings. Requests for additional resources are considered by the two Corporate Directors on a case-by-case basis, as the need arise. The Business Planning process for the 2018/19 year is underway and this ensures resources are allocated to the Council's Priorities and Key Outcomes. 	<ul style="list-style-type: none"> - Progress the Business and Budget Planning process with Executive Members. 	B. Jolly and N. Proudfoot	Strategy and Communications

Key Activities in Detail

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<p>KA.08.05 Implement the Council's Property Strategy.</p>	<p>Amber</p>	<ul style="list-style-type: none"> • Corporate Property Strategy <ul style="list-style-type: none"> - new strategy being drafted, includes; - Appendix A Property Contributions and Implications of Corporate Delivery Plan 2017/18 - drafted - Appendix B Review of Progress on Corporate Asset Strategy approved July 2013 - drafted - Appendix C1 Disposal, Acquisition & Community Asset Transfer Policy - complete - Appendix C2 Property Lease & Rent Policy - drafted - Appendix C3 Voluntary & Community Sector Accommodation Policy - complete - Appendix C4 Property Risks & Compliance Policy - drafted - Appendix C5 Building Maintenance Policy - drafted - Appendix C6 Corporate Sustainable Building Policy - drafted - Appendix C7 Carbon Management Strategy - drafted - Appendix D Property Investment Strategy - drafted and issued to CMT for comment - Appendix E Action Plan including; - Appendix E1 individual property action plan - first draft • Unit 2, The Symington Building, <ul style="list-style-type: none"> - Heads of Terms agreed for Assignment. Solicitors instructed. - Delays with Spar solicitor/tenant • Museum, The Symington Building, <ul style="list-style-type: none"> - Museum Agreement variation completed. • Harborough Innovation Centre; Gutter - Latent Defect <ul style="list-style-type: none"> - Solution proposed by sub contractor Sage Roofing - Trial area complete and agreed as satisfactory - Works carried out 29/30 June 2017. • The Settling Rooms <ul style="list-style-type: none"> - Under Offer - Legal instructed • DeVerdon Road Allotments <ul style="list-style-type: none"> - LTC new lease - Update from LCC received. Require LTC to agree Heads of Terms with LCC 	<p>- Continue to completion.</p>	<p>B. Jolly</p>	<p>Finance and Assets</p>
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Key Activities in Detail

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<p>KA.08.06 Development of Council-owned Garage Sites.</p>	<p>Amber</p>	<p><u>St Cuthbert's Avenue, Great Glen</u> - Construction Works throughout Q1. Delays caused by late delivery of roof tiles. - Marketing of Houses for sale. - Application approval of Help to Buy scheme.</p> <p><u>Paget Road, Lubenham</u> - Obtained Planning Permission. - Finalise design and cost. - Arranged Warranty. - Party Wall agreement finalised. - Pre-Start meeting held with contractor.</p> <p><u>Naseby Close, Market Harborough</u> - Acquisition of land from 3 Naseby Close finalised. - Design and cost provided.</p>	<p><u>St Cuthbert's Avenue, Great Glen</u> - Construction Works to complete. - Sale of Houses.</p> <p><u>Paget Road, Lubenham</u> - Start on site 17 July 2017.</p> <p><u>Naseby Close, Market Harborough</u> - Finalise Business case for consideration.</p>	<p>B. Jolly</p>	<p>Finance and Assets</p>
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PRIORITY: Encourage a vibrant and sustainable business community intent on prosperity, employment and learning opportunities

CO 9 Maintain business growth through engaging with businesses and entrepreneurs and developing learning opportunities

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.09.01 Ensure that procurement supports local business.	Green	- New procurements all made accessible to local businesses, although specialist nature of several means local providers are not available.	- Continue to work on accessibility of procurement to local providers.	V.Wenham	Finance and Assets
KA.09.02 Provision of appropriate office accommodation to enable start-up businesses to grow and develop.	Green	- Work has been on-going to develop a full application and supporting documentation to the European Structural Investment Fund to request grant funding to develop the Grow-on Space. The following key actions have been undertaken in the last quarter. - Updated the demand and needs assessment to reflect current market conditions. - Pre-application planning meeting carried out. - Completed supporting documentation for the proposal: Letters of support, article 61 calculations, risk assessments and business case developed.	- Take a report to Council to seek permission to submit the application for ESIF grant funding (10 July 2017). Subject to the above approval being given to submit the application for grant funding to DCLG for consideration (14 July 2017). - During the time taken for DCLG to consider the proposal the Council will continue to develop the project to ensure that if grant funding is approved construction begins on site as soon as possible.	N. Proudfoot	Strategy and Communications
KA.09.03 Ensure small- and medium-sized enterprises are able to access business support and learning opportunities throughout the Harborough District.	Green	- Pioneer10 top 10 businesses in the District have been identified and allocated their business partners. These business partners are made up of senior officer level representatives from the larger businesses in the area. - The second Pioneer10 programme has started with workshops and seminars planned for Quarters 2 and 3. - Event planning taking place to ensure delivery of business support events within the Harborough District for the duration of the Leicester Business Festival.	- The winners of the pioneer10 programme to be identified. - The events and seminars for the Leicester Business Festival to be confirmed and added to the Festival programme of events with registration for the events live. - To develop a series of specialised workshops and events (i.e. public sector procurement) with key partners including the FSB and East Midland Chamber on business topics that are of local interest throughout the District.	N. Proudfoot	Corporate Services and Economic Development

Key Activities in Detail

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<p>KA.09.04 To engage with businesses to identify local barriers to growth or development. Ensure that businesses are kept informed and can access the relevant information they need.</p>	<p>Green</p>	<p>- Business Regulation Project: business group has been identified and split into three key control groups these being home-based/start up, retail and large food/drink related businesses. Questions are currently being developed for these control groups and we will be undertaking phone conversations and focus groups to identify any barriers to their business grow.</p> <p>- Top 30 business engagement: the Council has also undertaken one-to-one business meetings with the top 30 businesses in the area and other key institutions to identify specific business issues and how the Council may intervene to solve these and also to identify any potential trends that larger businesses in the District are facing that the Council can look to work with strategic partners to help solve (skills shortages etc.).</p>	<p>- Business Regulation Project: once the wording of the questionnaires has been completed the evidence gathering with the identified control groups will begin. Based on the findings of this a report will be undertaken to identify key issues identified and recommend appropriate changes.</p> <p>- Top 30 business engagement: to develop a report based on the findings of the one-to-one meetings with the top 30 businesses and develop a work plan based on its recommendations.</p> <p>- Develop stronger links with our Top 30 businesses by promoting Corporate Social Responsibility opportunities within the local community (sponsoring events/ volunteering opportunities for their staff) and also developing a sponsored business lunch to take place every quarter.</p>	<p>N. Proudfoot</p>	<p>Corporate Services and Economic Development</p>
<p>KA.09.05 Implementation of the Council's Economic Development (ED) Strategy.</p>	<p>Green</p>	<p>- Following member and stakeholder feedback the Draft Economic Development Strategy was completed.</p> <p>- A brief outline document has been completed to provide a short explanation of the purpose of the ED strategy, a synopsis of what the evidence tells us and key areas of delivery the Council will be focussing on over the next three to five years.</p>	<p>- The Draft ED strategy is due to be considered by the Corporate Management Team in September 2017. Subject to approval by the Corporate Management Team, it is expected that the Strategy will come before Council in November for consideration.</p>	<p>N. Proudfoot</p>	<p>Corporate Services and Economic Development</p>
<p>KA.09.06 To promote awareness of the importance of business continuity planning within local businesses.</p>	<p>Green</p>	<p>- The council took part in Business Continuity Awareness Week in May 2107. There was a media campaign linked to the Local Resilience Forum and information sent out locally through the Business News Letter.</p>	<p>- Develop questionnaire for businesses to gauge current awareness of business continuity and identify any knowledge gaps or training needs (Quarter 2).</p> <p>- Develop tailored support and advice for businesses based on the responses received from the questionnaire.</p>	<p>S. Riley</p>	<p>Corporate Services and Economic Development</p>
<p>KA.09.07 Non-Domestic (Business) Rates revaluation support and advice provided to ratepayers.</p>	<p>Complete</p>	<p>- Advice and support provided to ratepayers. Valuation Office has provided guidance on rating appeals to business ratepayers. Information is available on the website.</p>	<p>- None required.</p>	<p>B. Jolly</p>	<p>Corporate Services and Economic Development</p>

CO 10 People have opportunities to access culture and tourism

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.10.01 Work with partners to support the ongoing development and sustainability of the Market Harborough Museum.	Green	<p><u>Volunteering</u> 12 Volunteers continue to be managed and developed their focus is:</p> <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 <p>- New Duke of Edinburgh Award volunteer recruited; now working on trails, children's activities and general support for front of house staff on Saturdays - New Activity Cart developed ;V design developed by a children's competition. LCC part time Volunteer Supervisor role recruited and now in place ;V Kate Skoczylas</p> <p><u>Learning</u> Pilot sessions for new learning workshops pilots with Little Bowden School delivered and evaluated.</p> <ul style="list-style-type: none"> - Famous People - Industry in Harborough <p><u>Tourism and Promotion</u> - Website continues to promote the Museum. Gaining insight and information from Google Analytics. - Harborough Museum identity now being implemented following approvals. - Print and promotion templates being implemented following approvals. - Visitor count still proving problematic. - Brief for visitor evaluation consultant passed to commission by Museum Development East Midlands (MDEM) Consultant group Bright Culture</p>	<p><u>Volunteering</u> Volunteers will continue to be supported and developed by LCC Volunteer Officer ;V This aspect of the additional activity plan is now mainstreamed and sustainable.</p> <p><u>Learning</u> - Sessions developed will be launched to Harborough Teachers Cluster Group in August. - Publicity to be developed. - Activity Cart will be launched at Harborough by the Sea weekend. - Harborough Heritage and Collections. - Historic Harborough Trail to be tested and then launched. - 'Find out more' labels to be created for existing displays. - Local studies research plan to support future exhibitions and events to be implemented. - Programme of digitisation of the Harborough Photographs to be started. - Development of 'You're Hired' exhibition celebrating work of Market Harborough and the Bowdens charitable works.</p> <p><u>Tourism and Promotion</u> - Website now sustainable. - Print promotion to be developed. - Audience evaluation to be carried out (report for Quarter 4). - Historic Harborough Trail to be launched.</p>	A.M. Hawkins	Wellbeing and Localities

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		<p>appointed by MDEM evaluation (begins July and closes in September). All partners and Stakeholders will be invited to be involved.</p> <ul style="list-style-type: none"> - Worked with HDC/LLP to maximise benefits of web promotion - Historic Harborough trail developed in collaboration with the Civic Society. 			
KA.10.02 Develop and implement a Tourism Plan for the District.	Green	<ul style="list-style-type: none"> - Destination management plan: Soft market testing has been undertaken and an outline proposal for a destination management plan for the district completed (this element of the project is currently on hold). - South Leicestershire Tourism: Separately to the above but in relation to Harborough as a tourism destination conversations have begun with neighbouring district to look at developing a destination management plan for the South Leicestershire area which would incorporate the Harborough district and present it as part of a wider tourism offer. This project is still in discussion with Quarterly meetings being the key partners scheduled. 	<ul style="list-style-type: none"> - Destination Management Plan: To decide whether the Council wants to continue with this piece of work or for it to be superseded by the proposal for a South Leicestershire Tourism Plan and work with partners to deliver this. - South Leicestershire Tourism (as above). 	N. Proudfoot	Strategy and Communications
KA.10.03 To utilise Council resources/assets to promote culture and tourism.	Green	<ul style="list-style-type: none"> - Cultural programme: The first meeting of the key culture stakeholders in the district has taken place and initial findings have been presented to the group. current plans are for a cultural programme to take place over summer 2018 with key cultural shows that already exist being brought in under this to enable cross marketing and cross promotion of cultural events. We would also expect to encourage and promote new ideas for cultural activity in the area if they arise. 	<ul style="list-style-type: none"> - Cultural programme: The culture group is to meet again to refine the initial findings and outline proposal further and agree a more concise approach for the first year of the programme. Once a final document has been produced the key partners (HDC, Leicestershire County Council, Neville Holt opera and Leicestershire promotions) will need to agree to its findings and adopt this proposal ready for delivery in 2018. 	N. Proudfoot	Strategy and Communications
KA.10.04 To provide support to community groups to enable events to be effectively managed and co-ordinated and consider the implementation of a Community Lottery.	Green	<ul style="list-style-type: none"> - License Application completed and sent to Gambling commission. - Project plan reviewed with Gatherwell who are the External Lottery Manager and will run the lottery on our behalf. 	<ul style="list-style-type: none"> - The name of the lottery to be agreed Quarter 2. - Communication plan to be agreed. - Launch date to be agreed once have license in place. 	A.M. Hawkins	Strategy and Communications