

**THE PLACE: an enterprising, vibrant place****CO 1: Keeping the District a great place to live**

<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>CMT Lead</b>	<b>Portfolio</b>
KA.01.01 Adoption and Implementation of the Local Plan	Green	<ul style="list-style-type: none"> <li>- The Local Plan was adopted by the Council at the end of April 2019.</li> <li>- The Local Plan is now being implemented through the Development Management process, with input from the Strategic and Local Planning Team, as required.</li> </ul>	<ul style="list-style-type: none"> <li>- None required.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy
KA.01.02 To promote community safety through the Community Safety Partnership (CSP)	Green	<ul style="list-style-type: none"> <li>- The Celebrate Safely Campaign was undertaken from October to December 2019 and included our local Christmas Presence Campaign.</li> <li>- Modern Slavery intensification week was held in October, included awareness training at Harborough District Council.</li> <li>- Domestic Abuse awareness raising activities for Hairdressers and Beauticians took place in November and December 2019.</li> <li>- The CSP took part in the Annual Parish Liaison Meeting.</li> <li>- Consultation began in December on revised Community Safety Partnership Priorities (the consultation ended on 31 January 2020).</li> <li>- The November CSP newsletter was published.</li> <li>- Six-month Community Safety Partnership reports for the Office of the Police and Crime Commissioner were completed.</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare 12-month report for the Office of the Police and Crime Commissioner.</li> <li>- Prepare Strategic Assessment and draft Three-Year Plan for the 2020-2023 years.</li> <li>- Prepare for Financial Fraud and Scams Awareness event in February 2020.</li> <li>- Publish Parish Newsletter in February 2020.</li> <li>- Rural Crime Event is due to take place in February 2020.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities

Key Activities in Detail

Appendix A

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
		- Monthly Joint Action Group meetings were held.			
KA.01.03 Ensure an effective, integrated and accessible Planning Service	Green	<ul style="list-style-type: none"> <li>- The Local Plan was adopted in April 2019.</li> <li>- The Development Management Team will be implementing Local Plan policy from April 2019.</li> <li>- Development Management performance indicators were on target at the end of Quarter 3.</li> </ul>	<ul style="list-style-type: none"> <li>- Development Management to continue implementation of Local Plan policies and monitor performance.</li> <li>- Delivery of Strategic Development sites at Lutterworth and Scraftoft North is progressing with applications now having been received and considered for both.</li> </ul>	Chief Officer - Planning and Regeneration	Regulatory
KA.01.04 Provide effective local air quality management	Green	<p><u>The Kibworths</u></p> <ul style="list-style-type: none"> <li>- We met Leicestershire County Council (LCC) on 10 October 2019 to discuss proposed junction improvements.</li> <li>- We met with Kibworth Beauchamp Parish Council on 5 September 2019 and with Kibworth Harcourt Parish Council on 22 October 2019 to update them on progress.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>- The Annual Status Report was submitted to Department for Environment, Food and Rural Affairs (DEFRA) on 10 October 2019. DEFRA has since asked for some minor amendments to be made. They have also asked for an update on the Lutterworth Air Quality Management Area (AQMA).</li> <li>- The new Zephyr air quality monitoring station was set up externally as a test back in November 2019 using a solar panel as a power supply. We are currently in the process of having a number of street lights tested and authorised by the County Council so as to be able to install the station in various locations.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue discussions with Leicestershire County Council Highways over junction improvements.</li> <li>- Continue discussions with the Planning Team over possible section 106 monies available for junction improvements.</li> <li>- Provide Department for Environment, Food and Rural Affairs with update on the Lutterworth Air Quality Management Area.</li> <li>- Continue air quality monitoring.</li> </ul>	Chief Officer - Governance	Regulatory
KA.01.05 To promote the vibrancy of the District's two market towns	Green	<ul style="list-style-type: none"> <li>- Attended meeting with Harbs collective retail group and the chamber of commerce to continue partnership working and delivery of joint event for 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Attend and support retail forums and chamber of trade groups.</li> <li>- Work with The Environment Partnership to deliver the Market Harborough town centre Masterplan.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy

**Key Activities in Detail**

Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
		<ul style="list-style-type: none"> <li>- Attended the quarterly LEDON meeting, agenda items included: tourism, inward investment, district updates and a speaker from British Bank.</li> <li>- The team has delivered a number of business-led workshops, the Christmas switch-on event, winter food and drink festival and Remembrance Sunday.</li> </ul>	<ul style="list-style-type: none"> <li>- Regularly attend and provide updates at the Ledon meetings.</li> <li>- Deliver the Big Weekend Leicester Comedy Festival for Harborough.</li> </ul>		
KA.01.06 To promote a clean environment through campaigns and enforcement	Green	<ul style="list-style-type: none"> <li>- The Tip Off campaign is going from strength to strength and at the end of Quarter 3 there had been a 31% reduction in the number of fly tipping incidents compared to the end of Quarter 3 last year. This shows that the campaign and enforcement actions that have been taken are effective and had a positive outcome.</li> <li>- We will have a Civil Enforcement Officer in post from April 2020 on the streets, working with the public, parish councils and other groups to target areas of concern. This post will be a two-year fixed post and will cover littering, littering from cars, dog fouling and fly posting.</li> <li>- The litter campaign has been running for a while with new signage being placed around the District. We will continue to do this and take reports of littering. We are also using any dash camera footage that is provided as evidence to pursue any alleged offences.</li> </ul>	<ul style="list-style-type: none"> <li>- Increasing awareness of environmental issues through the Civil Enforcement Officer, continuing the Tip Off campaign and litter campaign on 22 October 2019 with our partners in Leicestershire.</li> <li>- Continue working on an enforcement plan for the next year to cover all campaigns and areas of work we want to concentrate on. Accompanying communications messages for these will be developed.</li> </ul>	Chief Officer - Finance and Assets	Regulatory
KA.01.07 Prepare for re-procurement of the Environmental Services Contract	Start Later in Year	<ul style="list-style-type: none"> <li>- No action undertaken in this period. On hold until further confirmation of plans.</li> </ul>	<ul style="list-style-type: none"> <li>- Review of initial project plan.</li> </ul>	Chief Officer - Finance and Assets	Regulatory
KA.01.08 Provide domestic energy efficiency advice through Harborough Warm Homes	Green	<ul style="list-style-type: none"> <li>- At the end of Quarter 3, 149 homes had received energy efficiency measures during the 2019/20 year.</li> <li>- The first collective switch auction took place and 7</li> </ul>	<ul style="list-style-type: none"> <li>- Additional promotions and publicity will be investigated both for Switch and Save and Warmer Homes.</li> <li>- Data for energy efficiency measures will be</li> </ul>	Chief Officer - Governance	Regulatory

**Key Activities in Detail**

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Key Activities	Status	Progress	Next Steps	CMT Lead	Portfolio
		<p>households out of 35 accepted offers.</p> <p>- The second collective switch round is active and bin tags have been used to advertise this.</p>	<p>regularly monitored, including across the District wards.</p> <p>- The Statement of intent will be reviewed if there is any new guidance from Business for Energy Industrial Strategy.</p>		

## CO 2: Wider employment choice

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.02.01 Allocate sufficient land to meet forecasted employment need across a range of employment	Green	- The Local Plan allocates sufficient land to meet the needs of the District at present.	- The Council will need to review the local plan within the next four to five years, to ensure the needs of the area continue to be met.	Chief Officer - Planning and Regeneration	Strategy
KA.02.02 Encourage the entrepreneurial SME economy through the Harborough Innovation Centre and business support networks	Green	<ul style="list-style-type: none"> <li>- During Quarter 3 the team continued to issue a fortnightly newsletter focused on business-related news and funding opportunities.</li> <li>- The website continued to be updated with regards to business support and funding.</li> <li>- Continued engagement with businesses through newsletters, networks and one-to-one business meetings.</li> <li>- Leicester Business Festival was delivered successfully at the Harborough Innovation Centre, there was a strong theme on wellbeing at work.</li> <li>- The team has been supporting the Assets and Communication teams to organise the launch of the Harborough Grow-on Centre.</li> </ul>	<ul style="list-style-type: none"> <li>- Work with partners to deliver funding opportunities for businesses throughout the District during Quarter 4.</li> <li>- Make information on all business support and advice easily accessible through the Council's website.</li> <li>- Continue monthly meetings to review delivery of support programmes throughout the District.</li> <li>- Deliver the Harborough Grow-on Centre launch event.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy

**Key Activities in Detail**

<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>Lead Officer</b>	<b>Portfolio</b>
KA.02.03 Develop partnerships with schools, universities and centres of excellence to provide services in the District	Green	<ul style="list-style-type: none"> <li>- The Council continued to work with Leicestershire Education Business Company to promote the work experience grant the team have available to local businesses and schools.</li> <li>- The Leicester and Leicestershire Enterprise Partnership has developed a number of of careers guides for circulation across the County.</li> <li>- The Council continued to promote the Apprenticeship grant to local businesses via social media and the Council's website.</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss potential for small events that have a specific focus and that can be delivered in partnership with Leicester University and the Leicester and Leicestershire Enterprise Partnership.</li> <li>- Ensure grants are being spent for work experience placements and apprenticeships.</li> <li>- Support schools in careers fair opportunities in partnership with Human Resources.</li> <li>- Attend the work and skills forum.</li> </ul>	Chief Officer - Planning and Regeneration	Finance

## CO 3 Quality Homes for all

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.03.01 Achieve delivery of an appropriate mix and type of housing that meets local need throughout the District, across all tenures	Green	<ul style="list-style-type: none"> <li>- 21 affordable homes were completed during Quarter 3 of the 2019/20 year.</li> <li>- The Council is anticipating that delivery of affordable homes will remain on track and possibly exceed target (target for the year is 90 affordable homes) at the end of the year.</li> </ul>	<ul style="list-style-type: none"> <li>- We will continue to engage with partner registered providers and consider all options and opportunities to ensure optimum affordable delivery during the 2019/20</li> </ul>	Chief Officer - Planning and Regeneration	Regulatory
KA.03.02 Develop inward investment offer for the Harborough District	Green	<ul style="list-style-type: none"> <li>- Continue to liaise with commercial and land developers through in the Invest in Harborough channels i.e. Twitter and LinkedIn to understand the market and ensure businesses are growing into larger premises within the District.</li> <li>- A dedicated Officer is continuing to speak with agents on a regular basis.</li> <li>- Quarter 3 saw an increase in inward investment enquires for the Harborough District.</li> </ul>	<ul style="list-style-type: none"> <li>- Refresh any Invest in Harborough material that needs to be updated, including the website.</li> <li>- Follow up on inward investment enquires that have come through via the Leicester and Leicestershire Enterprise Partnership or Leicester City Council.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy

**Key Activities in Detail**

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<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>Lead Officer</b>	<b>Portfolio</b>
KA.03.03 Provision of effective housing advice and prevention of homelessness	Green	<ul style="list-style-type: none"> <li>- The Council has been using the Homeless Prevention Fund to provide a means of assisting applicants in preventing and relieving their homelessness.</li> <li>- Personal Housing Plans and/or advice letters were issued to all applicants who were deemed to be threatened with homelessness within 56 days.</li> <li>- Ensured staff are fully trained and up to date with the legislation by providing training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to work with private landlords in order to build relationships and incentives.</li> <li>- The Council will be working in partnership with other Leicestershire districts to run CBC (Creating Better Choices) social letting agency which links with private landlords.</li> <li>- Continue to build relationships with housing associations and the Citizens Advice Bureau to prevent homelessness earlier.</li> <li>- Work with Hinckley and Bosworth and Blaby councils to arrange a landlord forum. This is due to take place in February 2020.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities
KA.03.04 To bring long-term empty properties back in to use	Green	<ul style="list-style-type: none"> <li>- A draft of the updated Empty Homes Strategy was completed.</li> <li>- 33 empty home inspections took place across the District in Quarter 3.</li> <li>- Cross-team meetings were set up to co-ordinate action for problematic cases.</li> </ul>	<ul style="list-style-type: none"> <li>- Cross-team actions will be carried out and reviewed at the next meeting (end of January 2020).</li> <li>- Reporting on interventions will continue.</li> </ul>	Chief Officer - Governance	Communities

## CO 4 Improving Tourism for the District

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.04.01 Develop in partnership the local visitor economy	Green	<ul style="list-style-type: none"> <li>- Continued to use a distribution company to deliver the tourism guide in and outside of the District in high footfall areas.</li> <li>- The Invest in Harborough website was updated with new images and new venues.</li> <li>- Attended group travel show and were able to get a few new coach companies interested in bringing trips to Harborough District.</li> </ul>	<ul style="list-style-type: none"> <li>- Regularly refresh the tourism website, for example, change images and events page seasonally.</li> <li>- Regularly distribute the tourism guide at key attractions, the train station, coach companies and Leicester information centre.</li> <li>- Look to slightly change the front cover of the guide for the next year so people still engage and want to pick it up.</li> <li>- Reveal the sponsorship tourism signs at Market Harborough Train Station.</li> <li>- Attend and lead the tourism core group for Quarter 4.</li> </ul>	Chief Officer - Planning and Regeneration	Strategy

## CO 5 Infrastructure-led Development

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.05.01 To influence the Leicester and Leicestershire Strategic Growth Plan	Green	- The Strategic Growth Plan was adopted in December 2018.	- The Council's next Local Plan will need to take into account the vision in the Strategic Growth plan.	Chief Officer - Planning and Regeneration	Strategy
KA.05.02 To work with communities in identifying and evidencing local community facility needs	Green	- The Cabinet Sub Committee for Grants committed almost £650,000 in Quarter 3 across 6 parishes.  - Section 106 workshops and meetings were delivered at the following parishes: Claybrooke Magna, Kibworth, Beauchamp, Houghton on the Hill and South Kilworth.  - Meetings with key Parishes continued on a regular basis.	- Proactive emails to Parishes confirming Section 106 contributions are due to be sent out by the end of January 2020.  - Arrange a Section 106 workshop/meeting with Gilmorton Parish Council to provide guidance on spending Section 106 contributions.  - Section 106 workshop for members to take place on the 21 January 2020 to aid understanding of the Section 106 process.	Chief Officer - Communities and Wellbeing	Communities
KA.05.03 Implementation of the Infrastructure Delivery Plan	Green	- The bulk of the Infrastructure required is associated with the Strategic Development Areas at Lutterworth and Scraftoft contained in the recently adopted Local Plan.	- Ensure that the Infrastructure needs of new developments are met as far as possible by working with the applicants and service providers to ensure that these are met at an appropriate time and delivered.	Chief Officer - Planning and Regeneration	Regulatory

**THE PEOPLE: a healthy, inclusive and engaged community**

**CO 6 More-accessible services available 24/7**

<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>Lead Officer</b>	<b>Portfolio</b>
KA.06.01 Implement the Smarter Services Action Plan in order to improve the customer experience, deliver efficiencies and maximise use of online submission portals	Amber	<ul style="list-style-type: none"> <li>- In Quarter 3, the Customer Experience Portal procurement has been achieved. The long list of possible suppliers on the G-Cloud has been filtered to 12, from 1022, using details published on the portal. These 12 are being invited in to provide demonstrations.</li> <li>- Further workshops undertaken with a number progressing from the investigate to the design phase.</li> <li>- The Members' workshop has been completed.</li> <li>- There has been additional resource brought in to assist customer journey mapping within customer services.</li> <li>- The Windows 10 migration is 95% complete, with the remainder to be completed by 14 February 2020.</li> <li>- The new wi-fi implementation complete, and new service desk ready to go live beginning of February 2020.</li> <li>- The Council has undergone a restructure of IT to better support the Smarter Services Programme.</li> </ul>	<ul style="list-style-type: none"> <li>- The Council will finalise procurement of Customer Experience Portal.</li> <li>- Go-live of 'call for sites' project.</li> <li>- Recruit back-fill positions to finalise IT temporary restructure.</li> </ul>	Chief Officer - Governance	Corporate
KA.06.02 To design services around the customer	Green	<ul style="list-style-type: none"> <li>- The Council is just entering this phase with 'Call for Sites' and 'Starters and Leavers' processes.</li> <li>- Other services will depend on the Customer Experience Portal implementation.</li> </ul>	<ul style="list-style-type: none"> <li>- Customer Experience Portal Implementation.</li> </ul>	Chief Officer - Governance	Corporate

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Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.06.03 To regularly seek community and business views through consultation	Green	- Consultation timetable prepared. On-going updates as required.	- Continue to update Consultation timetable as required.	Chief Officer - Communities and Wellbeing	Communities

## CO 7 Increased participation in physical activity

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.07.01 Deliver and commission a range of sport and physical activities through securing funding through Public Health and other sources	Green	<p>- The sports awards were a great success with a number of people being recognised for their contribution to sport over the past year.</p> <p>- Re. the Active Ageing programme including steady steps: this is a 24-week exercise programme designed to help individuals increase their strength and balance and therefore reduce the likelihood of falling. It is still going well and includes:</p> <ul style="list-style-type: none"> <li>• Tailored seated and standing exercises,</li> <li>• Floor exercises (if appropriate),</li> <li>• Strength exercises using bands, balls, light weights and techniques for getting down and up from the floor.</li> </ul> <p>- The Council is working with Lutterworth Leisure Centre and Town council alongside members of the local community to bring together a junior parkrun in the area.</p> <p>- Events held during this Quarter included: Yoga in the Park, Steady Steps and pilates sessions.</p>	<p>- The Council will hold a workplace challenge event.</p> <p>- The Council will hold a Just Campaign.</p> <p>- To represent the Council at a number of sub-regional meetings.</p>	Chief Officer - Communities and Wellbeing	Wellbeing

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<p>KA.07.02 Promote an appropriate mix of leisure and recreational infrastructure to meet identified needs</p>	<p>Amber</p>	<p>- The Council reached an understanding of the position on repairs post transfer of Harborough and Lutterworth from previous to new operator and have engaged with the Trust on a way forward.</p>	<p>- A business case workshop was held on 10 January 2020 to help the project team understand if the Council can afford the development of a new leisure centre.</p> <p>- This was also to ensure good project management processes to enable the efficient use of the Project Manager's time and develop a formal gateway review process for Business Cases. Ultimately this will determine a suitable approach to developing an Outline Business Case which covers key issues, so that the Council knows what the preferred way forward is.</p> <p>- The completion and analysis of consultation on the Built Sports Facilities Strategy and report to Cabinet will take place in Quarter 4.</p> <p>- Further evaluation of sites for Harborough Leisure centre and refresh of options appraisal will take place in Quarters 3 and 4.</p>	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>
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## CO 8 Support Vulnerable People

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.08.01 Enable and promote the voluntary sector to support vulnerable people	Green	<ul style="list-style-type: none"> <li>- Community grant applications closed on 20 December 2019 and 28 applications will be assessed in January and February 2020.</li> <li>- The Local Lottery is promoted to groups and Parishes when discussing projects and this is marketed through social media.</li> <li>- An Officer-led team leader project group is looking at a project to promoting the Local Lottery.</li> </ul>	<ul style="list-style-type: none"> <li>- Community Grants will be allocated at the March Cabinet sub-committee meeting.</li> <li>- The Local Lottery Team Leader Project will take place.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities
KA.08.02 Continue to develop the Lightbulb offer for households	Green	<ul style="list-style-type: none"> <li>- The task and finish group met and are currently working on a Builders Procurement Framework and options for utilising Better Care Fund allocation.</li> <li>- The Service Delegation Agreement has been reviewed and agreed.</li> <li>- The Task and Finish Group has met with Loughborough University to identify any joint working that could be undertaken around dementia-friendly homes.</li> <li>- The Management Board has met to review the options paper for maximising the use of the Disabled Facility Grant funding across Leicestershire.</li> </ul>	<ul style="list-style-type: none"> <li>- The Task and Finish Group continues to meet to take forward feedback from the Management Board's review of the options paper.</li> </ul>	Chief Officer - Governance	Wellbeing

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<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>Lead Officer</b>	<b>Portfolio</b>
KA.08.03 Provision of a 24-hour Lifeline service	Green	<p>- Marketing has increased the number of referrals to the service: the total for the year 2019 (360) was more than 75% greater than the figure in 2016 (203) and showed an increase of 25% compared to 2018.</p> <p>- There was a net gain of 8.8% in customer numbers in 2019; the number of referrals and new customers remains higher than in previous years and the target for 2019/20 customer numbers has already been achieved and exceeded (654 compared to a target of 650) growth in customer numbers.</p>	- Continued marketing.	Chief Officer - Governance	Communities

## CO 9 Stronger Communities

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.09.01 Liaise with parishes to understand local need and enable them to provide services in their locality	Green	<ul style="list-style-type: none"> <li>- A meeting of the Section 106 sub-committee was held on 3 October 2019.</li> <li>- At the Annual Parish Liaison Meeting held on 6 November 2019, there were 80 attendees representing 32 parishes.</li> <li>- Meetings with Key Parishes have been held.</li> <li>- The Community Grant Fund deadline for 20 December 2019 - 28 applications were received.</li> <li>- The Online Community Grant Form was developed for this round.</li> <li>- Working with Smarter Services around possible Parish Portal.</li> <li>- Completed Village Halls and Community Hubs document contained within the Built Facilities strategy.</li> </ul>	<ul style="list-style-type: none"> <li>- Councillor training on Section 106 is scheduled to take place in January 2020.</li> <li>- The next Section 106 sub-committee meeting is being held on 29 January 2020.</li> <li>- The Cabinet sub-Committee for Community Grants is scheduled to take place in February 2020.</li> </ul>	Chief Officer - Communities and Wellbeing	Communities

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<p>KA.09.02 Support the preparation of Neighbourhood Plans (NDPs)</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- Great Glen Neighbourhood Plan Review: Referendum due to be held on 23 January 2020.</li> <li>- Fleckney Neighbourhood Plan: Examination underway. Initial report expected in January 2020.</li> <li>- The Husbands Bosworth Examination is underway.</li> <li>- High Leicestershire Neighbourhood Plan: Support provided at meeting and further advice on allocations.</li> <li>- Gilmorton Neighbourhood Plan: Support provided regarding Strategic Environmental Assessment (SEA) screening.</li> <li>- Hallaton Neighbourhood Plan: Submitted to Harborough District Council. Regulation 16 consultation is due to commence on 22 January 2020 for 6 weeks.</li> <li>- Foxton Neighbourhood Plan: Support provided at meeting concerning review of Plan.</li> <li>- Briefing note produced concerning Market Harborough and Neighbourhood Plans.</li> </ul>	<ul style="list-style-type: none"> <li>- Fleckney Neighbourhood Plan: Examination to be completed.</li> <li>- Husbands Bosworth Neighbourhood Plan: To be completed.</li> <li>- Hallaton Neighbourhood Plan: Appointment of Examiner.</li> <li>- Great Glen Neighbourhood Plan: Adoption of Plan if referendum successful.</li> </ul>	<p>Chief Officer - Planning and Regeneration</p>	<p>Strategy</p>
<p>KA.09.03 To map need, spend, funding and infrastructure within localities</p>	<p>Start Later in Year</p>	<p>- During Quarters 1, 2 and 3 the Finance team was occupied with end-of-year work and external audit commitments and budget preparation. For this reason, no additional milestones for this Key Activity were scheduled for completion during this Quarter.</p>	<p>- During Quarter 4, a financial assessment of the revised community facilities/built facilities strategy will be completed.</p>	<p>Chief Officer - Finance and Assets</p>	<p>Finance</p>

**YOUR COUNCIL: innovative, proactive and efficient**

**CO 10: Deliver Financial Stability for the future**

<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Next Steps</b>	<b>Lead Officer</b>	<b>Portfolio</b>
KA.10.01 To develop business cases to deliver cost savings and income generation proposals (including capital investment options)	Green	<ul style="list-style-type: none"> <li>- During Quarters 1, 2 and 3 the Finance Team was occupied with end-of-year work and external audit commitments and budgets.</li> <li>- Business cases are reviewed on an adhoc basis as required by budget managers and appropriate challenges made to the financial assumptions.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review business cases on an adhoc basis during Quarter 4.</li> </ul>	Chief Officer - Finance and Assets	Finance
KA.10.02 To improve economic and demand forecasting in respect of economic and housing growth	Green	<ul style="list-style-type: none"> <li>- A cross-departmental working group, which includes staff from Strategic Planning, Revenues and Benefits and Financial Services, was created to share intelligence about inward investment enquiries, build-out rates, occupancy and growth, relocation or contraction.</li> <li>- The Group will also consider the application of Empty Property Reliefs and other reliefs.</li> <li>- Review of business rate appeals has allowed the provision to be reviewed releasing money into the Revenue Budget for the 2020/21 year.</li> </ul>	<ul style="list-style-type: none"> <li>- Next meeting of cross-departmental working group.</li> </ul>	Chief Officer - Finance and Assets	Regulatory

## CO 11: Effective and robust governance arrangements

Key Activities	Status	Progress	Next Steps	Lead Officer	Portfolio
KA.11.01 To ensure effective Strategic Communications across the District to keep residents informed of Council Services	Green	<ul style="list-style-type: none"> <li>- Communications and marketing support provided for the Grow-on Centre, including creation of a website and event management support for a breakfast office tour (22 January 2020).</li> <li>- Initial planning for Grow-on Centre hard launch in Quarter 1 of 2020.</li> <li>- On-going support to other major projects including the Harborough Innovation Centre, health and wellbeing services.</li> <li>- Information stand at Annual Parish Liaison meeting (November 2019): updated Parishes about Harborough District Council communication channels including Harborough District News.</li> <li>- Business Partnering and Team meetings continue to be held.</li> <li>- Support provided to the Smarter Services Programme.</li> <li>- Strategic communications workshops run with staff in different service areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Obtain approval of the staff Social Media Policy and implement the policy.</li> <li>- Provide communications and marketing support in line with service and Council priorities.</li> <li>- Review the effectiveness of working with Parishes.</li> <li>- Continue to support the Smarter Services Programme.</li> <li>- Proactive communications in line with key messages in Communications Strategy.</li> </ul>	Chief Officer - Communities and Wellbeing	Strategy

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<p>KA.11.02 To conduct a Community Governance Review of Parishes</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- In September 2019, the Council approved the Terms of Reference for the review.</li> <li>- On 1 October 2019 the Notice of Review was published.</li> <li>- The consultations have been sent out and the initial consultation period expires on 31 January 2020.</li> <li>- The submissions received are being collated.</li> </ul>	<ul style="list-style-type: none"> <li>- On 22 October 2019 the First meeting of Community Governance Review Committee was held.</li> <li>- On 6 November 2019 the Council attended the Annual Parish Liaison Meeting at which the Community Governance Review was one of the table top discussions.</li> <li>- Comments and submissions received are to be reported to the Community Governance Review Committee on 5 February 2020.</li> </ul>	<p>Chief Officer - Governance</p>	<p>Corporate</p>
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Key Activities in Detail

Appendix A

<p>KA.11.03 To prepare for the impact of the United Kingdom's potential departure from the European Union</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- The Council has continued to monitor information provided by the Local Government Association.</li> <li>- The Council has maintained robust business continuity arrangements, including with partners and suppliers.</li> <li>- The Council has continued to work with the Leicestershire Resilience Forum (LRF) to coordinate plans and responses to operational or civil eventualities.</li> <li>- The Council is represented on County-wide groups which are planning and preparing for potential implications. Two workshops were held in January 2019 to consider the implications for the Council and Members were advised via a Briefing Note in March 2019.</li> <li>- Regular updates are made to the Local Resilience Forum (LRF) and staffing arrangements have been made to cover the European Union exit 'no-deal' period. Local businesses have been made aware that support is available.</li> <li>- During Quarter 2 of the 2019/20 year, the Council held a service workshop and undertook an assurance assessment in line with the Ministry of Housing, Communities and Local Government (MHCLG) checklist. During Quarter 3, all previous no-deal arrangements were stood down nationally.</li> </ul>	<ul style="list-style-type: none"> <li>- The Council will continue to work with the Local Resilience Forum (LRF) and participate in the agreed reporting process to identify any local emerging issues.</li> </ul>		
<p>KA.11.04 To conduct District and Parish elections in May 2019 (and any other elections and/ or referenda as required).</p>	<p>Complete</p>	<ul style="list-style-type: none"> <li>- District and Parish Election took place on 2 May 2019.</li> </ul>	<ul style="list-style-type: none"> <li>- None required.</li> </ul>	<p>Joint Chief Executive, B Jolly</p>	<p>Corporate</p>

**Key Activities in Detail**

**Appendix A**

<p>KA.11.05 To deliver a programme of Induction for Councillors following the May 2019 District elections</p>	<p>Green</p>	<ul style="list-style-type: none"> <li>- Induction training for Equality and Diversity, Safeguarding and PREVENT, scheduled for Quarter 3, had to be put back to Quarter 4.</li> <li>- A program induction and follow-up training has been put in place for Quarter 4.</li> <li>- Members have been reminded of outstanding on-line training that needs to be completed.</li> </ul>	<ul style="list-style-type: none"> <li>- A program of induction and follow-up training has been put in place for Quarter 4.</li> <li>- This includes training on: air quality, Diversity, Safeguarding, PREVENT and Rural Housing.</li> </ul>	<p>Chief Officer - Governance</p>	<p>Corporate</p>
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