

## Peer Review Action Plan - June 2022 - Appendix B

No.	Recommended Action	Translated	Reference Point in Peer Review Document	Proposed Completion Date (mm/yy)	Progress Tracking
<b>Key Recommendations</b>					
1	Along with key partners, develop and lead a long-term vision for Blaby as a place/district.	Develop a long term vision for Blaby	Page 4	Nov-22	Not yet started
2	Review the council's corporate plan to drive the council and its priorities forward, post pandemic.	Review the Corporate Plan	Page 4	Aug-23	Not yet started
3	Develop a corporate performance management framework, including service plans and personal appraisals.	Develop a Performance Framework	Page 4	Aug-22	In progress
		Ensure each Service area has a Service Plan		Oct-22	In progress
		Ensure everyone has an annual appraisal		Sep-22	In progress
4	Develop an overall delivery/business plan, including targets, building on your Medium Term Financial Strategy (MTFS) and other plans, to address local government financial challenges.	Develop a business plan to address the financial budget gap	Page 4	Oct-22	Not yet started
5	Define what transformation means to the council and any consequent organisational change required.	Develop a transformation narrative	Page 5	Sep-22	In progress
		Develop a Transformation plan (potentially linked to financial business plan)		Oct-22	In progress
6	Define what commerciality will mean for the council, and challenge members' and officers' appetite for risk.	Develop a stance to commerciality and a narrative	Page 5	Oct-22	In progress
7	Use communications to full effect throughout the council, eg to best engage with customers, promote your achievements and services.	Secure a LGA peer review on Comms and a subsequent action plan	Page 5	Dec-22	In progress
8	Review and refresh the scrutiny function.	Secure some LGA support for the scrutiny function and develop an action plan	Page 5	Sep-22	In progress
<b>Local Priorities &amp; Outcomes</b>					
9	Measure / increase levels of active over 16 year olds.	Have initiatives in place to support increasing physical activity in over 16's	Page 9	Mar-22	Completed

10	Utilise district demographic profiles more proactively to better understand the needs of diverse communities, or groups affected by poverty or digital connectivity/skills levels, to improve existing or consider future services.	Develop a system of accessing data to understand the district. The develop a customer services access strategy to reflect the needs of our communicatees. - hard to reach develop - utlising members knowledge	Page 9	Oct-22	Not yet started
11	Re-open council reception and services to direct face to face contact with residents and clearly communicate to residents when this is possible.	Re-open council reception and services to direct face to face contact with residents and clearly communicate to residents when this is possible.	Page 10	Apr-22	Completed
12	Strengthen and promote the green agenda within the refreshed corporate plan (once reviewed) and enable service teams to take more responsibility for the green agenda by building it into their service planning.	Ensure green is reflected in the corporate plan and service plans - website additions	Page 11	Aug-23	Not yet started
<b>Organisational &amp; Place Leadership</b>					
13	Increase the level of strategic oversight by SLT of the partnership work undertaken by BDC in order to ensure that this work contributes to both the councils and our partners corporate priorities.	Governance system for our partnerships developed and implemented	Page 13	Sep-22	In progress
14	Review the need, timing and detail required for the councils proposed pipeline of plans including the financial, transformation, service, learning and development plans and mental health support review.	Annual plan developed with key milestones.	Page 13 (linked to review of corporate plan # no.2)	Jul-22	In progress
		Review of mental health support		Aug-22	In progress
15	Share and agree with Service Managers clear reasoning, collective understanding and support for the proposed changes in departmental structure.	New management strucutre agreed and implemented	Page 13/14	Jun-22	Completed
16	Consider reviewing the Joint Appointments Panel to ensure cabinet members own, and are part of the (above) process. Any related reports or presentations should be put to the relevant committee, including overview and scrutiny, for their consideration, to ensure they also own and are part of the process.	Review member engagement and communication in key decisions and policy discussions	Page 14	Aug-22	In progress
<b>Governance &amp; Culture</b>					
17	Review the 'Scheme of Delegation'.	Review the 'Scheme of Delegation'.	Page 15	Apr-23	In progress
<b>Financial Planning &amp; Management</b>					

18	Review the reasons for continued underspends against agreed budgets. This could inform a review of base budgets as part of the annual budget setting process.		Page 17	Nov-22	Not yet started
19	Formally align savings and income opportunities with the council's corporate and financial plans to ensure they contribute as effectively as possible to those corporate priorities.		Page 18	Apr-23	In progress
<b>Capacity for Improvement</b>					
20	Consider how to re-introduce managerial and leadership development and support to assist proactive and committed employees progress as well as enabling existing managers to take more responsibility to address issues in their teams, maybe as part of service planning.	Leadership development plan implemented	Page 20	Nov-23	In progress
21	Consider how to strengthen 'succession planning' to encourage a 'grow our own' approach to staff development.	Agree an approach to recruitment, retention and succession planning.	Page 20	Apr-23	In progress
22	Consider how, with Leicestershire council partners, job opportunities can be created to at least share and retain their skills within the county, as well as within the council.		Page 20		In progress
23	Provide clear corporate policy and guidance on 'Hybrid' Working'.	Provide clear corporate policy and guidance on 'Hybrid' Working'.	Page 21	Jun-22	Completed
24	ICT provision and policy needs to be fit for purpose, especially with regard to officers and members working as effectively as possible in flexible, hybrid and remote ways as required – both within and outside council buildings.	ICT strategy in place and agreed	Page 21	Dec-23	In progress
25	Increase focus on internal enablers, such as ICT, HR, OD and Comms and review its HR and OD provision to ensure sufficient capacity and resilience to deliver what will be required.	Review of our HR function	Page 22	Aug-23	In progress
26	Increase reminders and encouragement to take up the councils wellbeing offer and consider ways to create space for staff to think about, improve and shape future services.	Review of mental Health support	Page 23	Aug-23	In progress

## Blaby District Plan - Annual Plan - Appendix C

Corporate Plan Link	Activity	Objective
Work, Live & Visit	Vision	To develop a vision for Blaby reflecting the place it is now and aspires to be over the next 20 years. However, consideration needs to be given to growth and policies outside of our control as part of this work
Work, Live & Visit	Performance Framework	To develop a performance framework for Blaby DC, which includes collecting performance information on all services in a meaningful and outcome focused way. Ensure this performance information is utilised to develop services, understand delivery and enhance decision making.
Work, Live & Visit	Service Plans	To develop a service planning framework for Blaby DC, which includes work undertaken to support the corporate plan and business as usual activities.
People	Employee development, support, appraisals and one to ones	To ensure there is a programme in place to support staff and leadership development. Ensure there are systems in place to record and monitor appraisals and support in place to undertake them. Review the appraisal system and ensure it is fit for purpose.
MTFS	Financial Plan	To develop an overall business plan, based on the MTFS and other corporate plans, to address the forecast budget gap. To include an action plan with clear milestones for delivery and ensure this work links into service plans.
Work, Live & Visit	Transformation Programme	To develop a transformation programme for Blaby to dovetail into the financial plan and reflect the approach to commerciality.
MTFS	Commerciality approach developed	Develop an approach to commerciality with a clear understanding of our risk appetite.
Work, Live & Visit	Communications Review	Arrange for a LGA peer review for the communications service and develop an action plan to address any areas for improvements. Develop the proactive and internal element of the service and establish new ways of communicating to what stakeholders to ensure key messages are received and understood by our communities.
People	HR review	A review of our HR service is required to ensure it is providing the services required , with the right structures and staffing. To ensure Service Managers are undertaking the HR functions required and are supported through the development plan to undertake their role.
Work, Live & Visit	Scrutiny review	To undertake a review of the scrutiny function with support from the LGA to ensure it is focusing on the areas required and is fit for purpose.
Work, Live & Visit	Equalities, Diversity and Inclusion revised approach	To ensure our approach to EDI is proactive as well as reactive, that we understand our communities and their needs and that we take them into account in policy and service provision development.
Live	Green reflected in all policies	To ensure that our approach to service provision and policies reflects our ambitious plans for net zero.
Live	Health implications reflected in all policies	To ensure the health and wellbeing of all of our residents, communities and businesses is considered in the development of all policies.
Work, Live & Visit	Partnership governance	To develop a governance structure for all the partnerships where Blaby is the lead which keeps Blaby's SLT and Elected members informed of performance and progress as well as partners.
Work, Live & Visit	Review of scheme of delegation	To ensure the scheme of delegation is fit for purpose and reviewed to support the corporate plan.
Work, Live & Visit	ICT strategy in place	To ensure the ICT service is fit for purpose and will deliver the transformation required to support Blaby to deliver its plans

Work, Live & Visit	UKSPF investment plan submitted and plan to implement	To develop and submit an Investment Plan which sets out agreed projects and interventions in line with the criteria.
Work, Live & Visit	LUF 2 Bid submitted	To develop and submit a bid for LUF2 funding for identified transport, walking and cycling improvements at J21 and the wider connected area.
Work, Live & Visit	Traveller site provision reviewed and funding identified to support plans	To update the GTAA, submit funding bids where appropriate, and address requirement for future provision through the new Local Plan.
Live	Deliver the Carbon Neutral Action Plan	Deliver the Carbon Neutral Action Plan
Live	Progress the Local Plan	To continue to deliver the local plan development work to ensure we have an up to date a robust local plan
Live	Huncote Recovery and next steps	To have a detailed plan in place to address the methane levels at Huncote and outline business cases for the long term site management
Work, Live & Visit	New Customer Strategy	A new a fit for purpose customer service strategy in place.
Work	Economic Recovery Strategy	To develop an Economic Recovery Strategy that supports all our businesses not only to recover but to grow and encourages new businesses to the district.
Live & Visit	Open spaces Strategy	New Open Spaces Strategy in place
Live	Homelessness	Continue to identify ways to address the increasing levels and demands on our homelessness service and continue to lobby for change
Live	Affordable Housing	Continue to identify new and innovative ways to address the increasing levels and demands on housing services and continue to lobby for change - policy consideration
MTFS	Review of fees and charges	To examine the Council's top ten income streams with a view to setting fees and charges that will, as a minimum, achieve full cost recovery.
Live	Hydrogenated oil vehicle roll out	To roll out the use of Hydrogenated Oil to the fleet of vehicles used to deliver our services.
People	Strong, positive and supported workforce	To update the People Strategy with a focus on development, retention and wellbeing of staff.
People	Apprenticeships	To deliver a comprehensive apprenticeship programme.
Visit	Tourism	To deliver the Tourism Growth Plan through our Tourism Partnership attracting stay and day visitors from across the UK.
Live & Visit	Walk/ride Blaby	To develop a Walk and Ride Strategy and an LCWIP which provides evidence of routes for improvement which can then be included in bids for external funding. This will support our target in relation to having more people within Blaby District being active and our Net Zero ambitions
Work, Live & Visit	Understand our assets and the opportunities they create	Review our key assets to determine options available for their future.
Live	Launch Active Blaby	To use Active Blaby, our digital solution, to provide that broad universal offer for all residents to improve their wellbeing and be more physically active whilst focusing our resources to support the most vulnerable residents to be active and improve their health.
Work	Employment & Training Opportunities	Establish a works and skills forum that will provide an opportunity to work with partners to provide a wealth of support to individuals and companies to help people remain in work or secure employment. Thus supporting our businesses to thrive.
Live	Contaminated Land Management	To ensure a robust plan is in place understand the nature of contaminated land in our district and develop site plans to address or manage any issues identified.
Live	Food standards agency delivery plan	To ensure the delivery of the food standards delivery plan to aid covid recovery
Live	Waste Strategy	To contribute, lobby and shape the local and national waste strategy to ensure the service delivery aspects, finances and service provision are taken into account.

Work, Live & Visit	Managing external challenges, changes and pressures - lobby for change	Ensure we have mechanisms in place to respond to any external challenges, changes and pressures that this creates. That we use opportunities to lobby for change to reflect the impacts on Blaby District.
Live & Visit	To ensure we are responding to the needs of the Ukrainian situation	Ensure we are working in partnership to have support services in place for those who are locating in our district as a result of the Ukrainian situation.