



**Employment, Learning and Skills Policy
and Performance Board**

**Monday, 10 March 2008 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David W R', is centered on the page.

Chief Executive

BOARD MEMBERSHIP

Councillor Eddie Jones (Chairman)	Labour
Councillor Frank Fraser (Vice-Chairman)	Labour
Councillor Peter Blackmore	Liberal Democrat
Councillor Susan Edge	Labour
Councillor David Findon	Conservative
Councillor Harry Howard	Labour
Councillor David Lewis	Conservative
Councillor Stan Parker	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor John Stockton	Labour
Councillor Philip Worrall	Liberal Democrat

Please contact Lynn Derbyshire on 0151 471 7389 or e-mail lynn.derbyshire@halton.gov.uk for further information.

The next meeting of the Board is on Wednesday, 11 June 2008

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

Part I

Item No.	Page No.
1. MINUTES	
2. DECLARATIONS OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda, no later than when that item is reached and (subject to certain exceptions in the Code of Conduct for Members) to leave the meeting prior to discussion and voting on the item.	
3. PUBLIC QUESTION TIME	1 - 2
4. EXECUTIVE BOARD MINUTES	3
5. DEVELOPMENT OF POLICY ISSUES	
(A) CAPITAL OF CULTURE	4 - 13
(B) CITY EMPLOYMENT STRATEGY	14 - 22
(C) ECONOMIC REGENERATION SERVICE PLAN 2008-2011	23 - 25
(D) EMPLOYMENT LEARNING AND SKILLS PPB WORK PROGRAMME 2008/09	26 - 27
(E) ENTERPRISE UPDATE	28 - 33
(F) SCRUTINY PANEL UPDATE - THE ROLE OF THE COUNCIL'S PROCUREMENT POLICY IN DEVELOPING LOCAL EMPLOYMENT OPPORTUNITIES	34 - 39
6. PERFORMANCE MONITORING	
(A) QUARTERLY MONITORING REPORTS	40 - 85

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation

procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 10th March 2008

REPORTING OFFICER: Chief Executive

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To consider any questions submitted by the Public in accordance with Standing Order 34 (11).

1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

3.1 Standing Order 34(11) states that Public Questions shall be dealt with as follows: -

- (i) A total of 30 minutes will be allocated for members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be submitted by 4.00 pm on the day prior to the meeting. At any meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - Requires the disclosure of confidential or exempt information.

- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter, which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak: -

- Please keep questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note that public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 RISK ANALYSIS

None.

7.0 EQUALITY AND DIVERSITY ISSUES

None.

6.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no background papers under the meaning of the Act.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

1.1 The Minutes relating to the Employment Learning and Skills Portfolio which have been considered by the Executive Board and Executive Board Sub since the last meeting are usually attached for information. However, in this instance, there have been no minutes relating to the remit of this Board since the last meeting.

2.0 RECOMMENDATION: That the report be noted.

3.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 RISK ANALYSIS

None.

7.0 EQUALITY AND DIVERSITY ISSUES

None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no background papers under the meaning of the Act.

REPORT TO: Employment, Learning & Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Capital of Culture

WARD: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To update Members of the PPB of the progress made in Halton to recognise, and be part of Liverpool's Capital of Culture status for 2008.
- 1.2 To bring to Members attention the planning of a major Youth Cultural Festival in Halton, as part of its contribution to the year of Capital of Culture.

2.0 RECOMMENDATION: That:

- i) **Members of the PPB comment on Halton's involvement in the Capital of Culture celebrations.**
- ii) **Members commit and endorse the approach to the Youth Cultural Festival.**

3.0 SUPPORTING INFORMATION

- 3.1 This PPB and the Executive Board have previously received reports on Halton's approach to the Capital of Culture celebrations. The overall approach was approved by Executive Board on 29 March 2007.
- 3.2 A range of activities have happened, or are planned that demonstrate Halton's involvement in the Capital of Culture celebrations. Whilst the examples below give a feel for the activities, either occurred or planned, they are by no means exhaustive: -
- Participation of a cluster of Halton primary schools in the 'Friendship' project.
 - Halton's samba band a major performer in Liverpool's 800th Birthday celebrations.
 - European Student Rugby League Championship, which has grown to Halton hosting 4 regional/national student competitions in 2008.

- Sponsorship of Widnes Vikings by the '08 Company.
- Business opportunities presented to local companies and the Halton Tourism Forum.
- Volunteer opportunities for Halton residents.
- 30 drama workshops and 30 creative journals workshops in primary schools.
- Ashley School's participation in the Liverpool Holocaust Memorial Service.
- Halton's campaign to collect unused spectacles to support the Holocaust Memorial.
- Promotion of Halton through Capital of Culture publications. Focus on Halton via Radio Merseyside.
- Alice in Wonderland sculptures, now exhibited at Halton Lea Library, but to be toured throughout the year.
- Capital of Culture presence at Halton's Steam Rally.
- Halton taking the national lead in Artsmark accreditation.
- Halton's young people showcased in arts event at St Georges's Hall in September 2008.
- Exhibition of children's artwork from Halton schools for display in public buildings.
- The Brindley has launched its Spring Capital of Culture programme. Summer, Autumn and Winter to follow.
- Sports programme for 2008 launched.
- Parks programme launched in April 2008.
- Literature festival in May 2008.
- Theatre in the Park at Wigg Island in June 08.
- Open Art competition across Merseyside.
- Community singing event across Merseyside.
- Participation in 'Streetwaves', an event for local bands.

3.3 Opportunities continue to offer themselves as the year progresses. It is also important to note that already programmed events, for example the Steam Rally, The Firework Festival, the work of Norton Priory and Catalyst Museums have a contribution to make.

3.4 A major showcase event for Halton is its Youth Cultural Festival on July 12/13th 2008, to be held at the Stobart Stadium Halton, but with associated activity at the Brindley.

3.4.1 The ideas to hold such an event came from the Capital of Culture (CoC) working group. The group was formed to consider how Halton could get involved in CoC celebrations and to give thought to an 'Halton offer'. As part of this it was suggested that Halton has at least one high profile event that would attract a mass audience which all Merseyside authorities could get involved in so that Halton becomes a focus of attention.

3.4.2 The original idea was to involve all of Merseyside's twin towns and exchange cultures (different foods, costumes, performances, etc). This was then widened out to focus on young people in general and

to invite groups from all Merseyside authorities as well as twin towns.

3.4.3 Culture was taken in its widest possible sense, encompassing dance, drama, literature, humour, photography, visual arts, music, film, sport, physical activities and lifestyles.

3.4.4 It was envisaged that the festival would be a culmination of events and activities that would be going on in the months preceding the festival to act as a showcase for that work. For e.g. the heats for 'Streetwaves' (battle of the bands) would take place all over the Borough, but the finals would be at the festival. BMX competitions would be held at Phoenix Park and Victoria Park, but demonstrations by participant would feature at the festival. This would be true of a lot of sports activity (street football, tug-of-war, gymnastics, etc). Thus in the lead up to the festival a lot of community venues would be involved. After the festival it was envisaged that would take their performances to other venues for the rest of the year.

3.4.5 Exact details of the programme are still being formed, and indeed will continue to be formed for some time. An outline programme is attached as Appendix 1 has been drafted. There will, however be a strong emphasis on participation. It's a chance for those attending to try out new skills (for e.g. the Enterprise party, speed cup stacking, curling). New technology would be used as it is very much part of youth culture, and a way of contacting and involving people who are not there in person. Workshops will give people new skills (for e.g. DJing, mixing, graffiti art, belly dancing).

3.4.6 There has already been a good response from our twin towns and the other Merseyside authorities.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications.

5.0 FINANCIAL IMPLICATIONS

5.1 To date all activities, and projected activities have been funded from existing budgets or by attracting external funds, with the exception of the Youth Cultural Festival.

5.2 At its meeting of 20 September 2007, Executive Board resolved that:

-
- i) authority be granted for orders to be placed to a maximum value of £50,000 to enable the Youth Cultural Festival in July 2008 to take place;
- ii) approval be given in principle to a further £60,000, subject to

further detail and it being considered as part of the overall budgetary process; and

- iii) a report outlining the full details of funding requirements for the event be submitted to a future meeting of the Board.

The Executive Board noted that the Capital of Culture Company had agreed a contribution of £40k. A further report will be submitted in this Municipal Year.

- 5.3 The Portfolio Holder for Youth is part of the working group and is very satisfied with the progress that has been made and expenditure incurred and committed.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The focus of the event is on young people offering healthy constructive activities, and a genuine opportunity for cultural exchange with the involvement of twin towns.

6.2 Employment, Learning & Skills in Halton

There will be opportunities to learn new skills by participating in workshops.

6.3 A Healthy Halton

Physical and cultural activity is one of the corner stones of the Council's health strategy.

6.4 A Safer Halton

Sport, recreational and cultural activities provide constructive diversionary activities for young people who may engage in anti-social behaviour or cause youth nuisance.

6.5 Halton's Urban Renewal

There are no implications.

7.0 RISK ANALYSIS

- 7.1 The success of the event will be increased by the participation of other Merseyside Boroughs. This is being addressed through the Merseyside Cultural Forum.

- 7.2 It is essential that a fully developed marketing campaign is put in place to ensure that the event has maximum exposure and attracts the anticipated audiences.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The event is designed to be accessible to everyone in the community irrespective of individual circumstances. There is active involvement of young people themselves through the Youth Parliament and the Youth Service. Public transport will be arranged to help local people to get to the event.

**CAPITAL OF CULTURE EVENT
DRAFT ACTION PLAN**

This plan outlines who is responsible for the reporting and in some instances delivery of the activities which have been approved as being part of the Capital of Culture Event to Take place on 12th/ 13th July 2008.

ITEM	DESCRIPTION	Lead Officer(s)/Departments	Approx Cost of Project	Review Timetable	Progress
SUPERLAMBBANANA	Purchase 2 Superlambs from City of Culture Company. Put into Halton Stadium for the weekend of event. Youth decorate under supervision of artist. Prior to event, competition to find a scheme for decoration. Following on from event, Superlambs will be put into the communities, possibly on a tour.	Iain Bisset	£15k		29/01/08 – Good press following the launch. Radio Merseyside were present at The Brindley.
Willow Sculpture	Create a willow sculpture on site, which can be used at a later date at an outdoor venue.	Amy Covington	£.75k		
Halton's Big Bang (Local Musicians)	A Battle of the Bands event, culminating in a showcase music event at the Stadium. The Showcase will also include bands from other areas/ countries.	Sue Davies/ Martin Cox (Arts Dev)			

Canvas Graffiti Wall	A Large canvas which can then be used in Youth premises at a later date.	Youth Service/ Connexions	£.5k		
Performance Area Plays Theatre Music Dance	A series of pieces which will be adjudged to be what Halton has to offer. This will also include pieces from other towns and countries.	Sue Davies/ Martin Cox/ Louise Hesketh/ Claire Bigley/ Ruth Bates (Arts Dev)			
Silent Dance Room	A room dedicated to music but without the sound. 3/ 4 DJ's mixing music which is relayed to headphones. Headphones listened to and danced by participants. 5 hour sets.	Amy Covington/ Arts Dev Team)	£4k		29/01/08 – This has now been booked. We just need to sort out how it will work on the night.
Play station Games Arena/ big screen	A Large screen TV set up with a series of knockout style competitions which will culminate in a winner from different station formats. There will also be other games people can take part in instead of watching/ supporting people.	Youth Service/ Connexions			
GALLERY SPACES Photography/ Printed Media Multimedia/ I.T. Textiles/ Tactile	Rooms dedicated to exhibitions of work from Halton, other towns and other countries.	Sue Davies/ Martin Cox/ Louise Hesketh/ Claire Bigley/ Ruth Bates (Arts Dev)			

Sculpture Written word					
The Listening rooms Music Spoken Word Storytelling Memories Comedy	A series of smaller performance spaces dedicated to individual activities.	Sue Davies/ Martin Cox/ Louise Hesketh/ Claire Bigley/ Ruth Bates (Arts Dev) Ann Brian CYP			
Cooking/ Chef Skills	Demonstrations of cooking skills and tasting food	Riverside College			
Climbing Walls	Outdoor activity 2 walls with instructors	Iain Bisset	£3k		
It's a Knockout	Exactly what is says on the tin	Youth Service/ Riverside College	£6k		29/01/08 - Event now booked. We need to decide whether we want Stuart Hall.
Mini Rugby/ Football Comps	Perhaps the finals of heats taken place prior to the weekend event.	Sue Lowrie/Sports development			
Pool/ Snooker	As above	Youth Service			
Skateboard / BMX Park/ Competition	The Culmination of a variety of workshops and competitions across the borough. Big Ramps and BMX facilities	Iain Bisset/ Parks and Countryside Service	£20k		29/01/08 – Team Extreme will be providing workshops in various parks with main event at Stobart Stadium on the 12 th & 13 th July.
Skydiving	A participation activity skydiving Machine	Iain Blsset	£4.5k		
Widnes Rugby League Museum	Museum open and guided tours	Debbie Townsend			
Weekly News Archive of Photographs	An Archive of young people taking part in various activities in Halton.	Iain Bisset/ Local Newspapers			

Bike Workshop	A weekend workshop on repair and looking after your sustainable transport. Also perhaps Proficiency awards.	Lucy Renwick	TBC		
Web Blog and picture upload site	Website for uploading images/messages both prior to and on the days the event is running – to be broadcast to twin towns	City Learning Centre			
Archaeology Pit	A pit developed on site, which allows young people to see and take part in a dig.	Norton Priory Museum & Gardens reporting through Iain B	£6k		
Hands Across Halton	Plaster casts of hands to be made, painted and displayed at Stadium	Youth Service			
Halton's Got Talent	Competition for local talent of any description culminating in show case event at Brindley/Stadium	Councillors Wright and Jones to progress			29/01/08 – Cllr Marie Wright met with Ian Atherton. Suggestion that we use community centres in half term week at the end of May. Final will be at The Brindley.
100 Mile Challenge	100 mile challenge relay run on treadmills – utilising Stadium fitness equipment – charity fund raising event – venue to be confirmed – possibly in town centre?	Sports Development Team			

AOB

- Visual Arts will be mainly at The Brindley.

- Play Resource Services will be providing workshops with some under- 5 facilities at Stobart Stadium.
- Cllr Jones has secured 110 bed spaces, enough to cater for all the twin towns.
- End of February is the deadline for other Boroughs to commit.
- Draft programme targeted for mid March.
- 93k committed so far from the budget. We will therefore need to go back to Executive Board for additional funding.
- We need to at least attempt to bring in some funding through sponsorship if we ask for more money.

Noise 2008

The following is an extract from an e-mail received regarding the event,

Noise would definitely be interested in showcasing the young creative talent from Halton and giving them further exposure for their work in addition to the wonderful things you are already doing with them. Because your festival is on the 12th and 13th July young people can still submit their work – we're not closing submissions this year. Rather the judging will start at the beginning of June. So work that we receive after may not have the chance to be looked at by our curators, a panel of industry professionals.

One idea could be that the young people could submit what they have been working on before the June – if it is near completion. Also a tie in with your website would be fantastic – the young people of Halton will most probably be producing some great things at home in addition to what they are working on with yourselves. A cool addition to the Noise site which is being updated in the next weeks is; as part of the submission process the young people will get the chance to credit the organisation that they have worked with to produce their artwork.

One idea that we are also trying to get going is inviting young people from across the UK to create either own Noise Street Teams in their regions to help spread the Noise word on the ground. We'll supply them with the posters and flyers- we'd just love for them to get enthusiastic and come up with their own creative ways of promoting Noise- perhaps this is something that the young people could get involved with aswell?

Date of Next Meeting

22nd February 2pm Stobart Stadium Halton

REPORT TO: Employment, Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director of Environment

SUBJECT: City Employment Strategy

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 To provide an update on the Liverpool City Region City Employment Strategy.

2. RECOMMENDED: That

- 2.1 Policy and Performance Board consider the progress of the City Employment Strategy for Greater Merseyside.

3. SUPPORTING INFORMATION

Background

- 3.1 Policy Board will recall receiving previous reports that set out the background to the City Employment Strategies. In summary, the concept is that local consortia are formed of public, private and voluntary sectors which will work together to target those wards with the highest levels of worklessness i.e. worklessness above 25% of working age population. In Halton, the Department of Work and Pensions have identified - Windmill Hill, Castlefields, Riverside, Halton Lea, Grange and Kingsway. A new Deprived Areas Funding (DAF) programme has been established to provide funding to help implement City Employment Strategies. DAF money can only be spent on activities that will benefit workless people that live in the identified wards.

Progress to Date

- 3.2 The draft Business Plan is expected to be signed off by the Department of Work and Pensions in the next few weeks. Appendix One contains a summary of the key points.
- 3.3 As the partnership is now moving from strategy development into the implementation phase, responsibility for management is being passed from Liverpool City Council to Knowsley MBC. This aligns with the developing Multi Area Agreement (MAA) for which Knowsley has the lead on employment and skills.

- 3.4 The first meeting of the City Employment strategy Board has recently taken place. Chaired by the Chief Executive of Knowsley it comprises representatives from – 6 Local Authorities, Job Centre Plus, Learning and Skills Council, Trade Unions, Voluntary Sector, The Mersey Partnership, Merseyside Employers Coalition and the Government Office. The Halton Representative is the Operational Director, Economic Regeneration
- 3.5 The North West Development Agency is formally considering a funding application for £3m made by Knowsley Council on behalf of the Partnership. The cash flow has £2.7m in 2008/09 and £700,000 in 2009/10. The key project within this application is aimed at reducing child poverty by working with both the unemployed and the low paid. A national child poverty tool kit is to shortly to launch that will provide information on a local authority basis to enable targeting to take place. A team is to be established to work across all six local authorities to implement the project. This joint working across the strategy area is an essential part of the City Employment Strategy and the lessons learnt through this project will be applied to future joint working.

Issues and Next Steps

- 3.6 The Board is to hold an away day, hopefully in March. It was agreed that as there is a significant amount of work for it to do in a tight timescale, having one dedicated day was the most sensible way forward. Issues for decision at that time will include – signing off of the NWDA package, establishing the commissioning framework and group, agreeing the structure of the small central team, considering progress of the MAA and development of a formal critical path programme.
- 3.7 As part of the offer from government to CES partnerships, there is an opportunity to secure enabling measures from government. These are changes to rules and regulations that will enable the CES to deliver its targets. Each of these enabling measures has to subject to a business case. One of the challenges with this is the government requires proposals to be very clear...change rule X and this will help Y find employment. However, it is very hard to provide such a definitive causal link and as such it would be very helpful if the government started to see this more of a partnership between itself and the CES partnerships. The Board will need to finalise the enabling measure requests over the next few months.

4. POLICY IMPLICATIONS

- 4.1 Being part of a city region consortium City will help the Council and the LSP achieve targets within the Community Strategy and Corporate Plan, most notably under the Employment, Learning and Skills Theme.

5. OTHER IMPLICATIONS

- 5.1 No other implications.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

6.1 Children and Young People in Halton.

Young people that are not in employment, education or training are a key target group within the CES strategy.

6.2 Employment Learning and Skills in Halton

The CES will increasingly enable joint working across the 6 local authorities all aimed at reducing worklessness and unemployment. A key element of this will be the agreement of best practice provision across the area.

6.3 A Healthy Halton.

Supporting people who are on incapacity benefits back into work is a key action within the CES. As such, the Board at its first meeting agreed to extend membership to cover health. Discussions are to take place with the Strategic Health Authority and the Merseyside Health Commission.

6.4 A safer Halton

No implications identified at this time

6.5 Halton's Urban Renewal

Whilst the CES seeks to enable workless/unemployed people into work, the urban renewal work that is underway in Halton (and elsewhere in the partnership area) is critical in attracting business and jobs to the area. Increasing the number of jobs is a fundamental activity that must take place if the CES is to succeed.

7. RISK ANALYSIS

7.1 There are a number of risks associated with this programme, but they are considered acceptable and manageable at this time. The key risks are

- Potential delays in finalising any enabling measures that are allowed
- The uncertainty as to how local LSPs will allocate the new Working Neighbourhood Fund.

8. EQUALITY AND DIVERSITY ISSUES

8.1 Equality and diversity are key aspects in the CES plan with a number of key groups being identified for priority actions.

9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT

9.1 None under the meaning of the Act.

City Employment Strategy- Summary of Key Points

Spatial priorities. The Consortium will have a general focus on those Deprived Area Fund wards with the worst concentrations of worklessness as well as targeting activities on smaller areas within these wards where the worklessness rate is above 25%.

Areas covered by CES and Deprived Areas Funding

Local Authorities	DAF Wards	Working Age Population	Total IS/IB/JSA
Wirral	6	44,587	19,058
St. Helens	5	24,894	9,135
Sefton	6	43,206	15,825
Liverpool	23	172,183	79,236
Knowsley	16	57,107	24,195
Halton	6	19,478	7,265
Totals	62	361,455	154,714

In Halton, these are Castlefields, Windmill Hill, Halton Lea, Grange, Riverside and Kingsway.

Priority groups; lone parents, Incapacity Benefit claimants, people with no / low qualifications, young people Not in Employment, Education or Training, over 50s, workless people in the Black and Racial Minority (BRM) communities, women returners, residents of low income households where children are living in poverty.

Strategic strand 1 – supporting employers for greater productivity

These actions aim to improve the service to employers both in the public sector which continues to be important, and the private sector where the goal is to support business productivity, investment and growth.

Action	Description
Liverpool City Centre recruitment and skills	Liverpool City Centre recruitment support project for a forecast increase of some 10,000 jobs by 2009, mostly in retail, hospitality and leisure. The

	project opens up access to the new jobs for residents of the DAF wards across Merseyside.
Public Sector Demand-led Routeway Programme for Unemployed Adults and Young People	Customised training programme reflecting the priorities of each Local Authority District, for 1500 unemployed adults and young people to access public employment opportunities whilst enabling the public sector to benefit from a skilled labour force.
Sector employment and skills strategies, Employer HR Forum and Business Champions	<p>A substantial programme to develop a demand led / business facing approach;</p> <ul style="list-style-type: none"> ▪ Action planning for labour and skills demand in the 13 Merseyside growth sectors – as integral elements of sector development plans, extending existing sector action plans. ▪ Joint work with participating employers to develop specific customised employability, recruitment, retention and workforce skills solutions through an HM Forum. <p>A package of activity to engage champions from the business community for the ESS including businesses championing specific areas, adopting the ESS training charter and promoting the ESS through their supply chains</p>
SME pilot programme	SMEs are key drivers of economic growth but smaller businesses often find it difficult to recruit and many do not have workforce training plans. This pilot project will support small businesses with a comprehensive package of service support.
Social enterprise programme	Social businesses are an important part of the economy with a major role in providing employment opportunities for workless people. This measure will support social businesses to increase the scale of their support & improve their workforce skills
Simplified action menu, information, contact and relationship management	To improve business engagement the Consortium will develop streamlined arrangements for business contacts including relationship management protocols and vacancy sharing agreements and will consider the possibility of a single portal / single branding for the ESS.
Business Forum	The development, support and facilitation of a Business Forum, to provide better connectivity between existing business and sector networks and practical means by which employers can inform the content and delivery of the ESS. This project will provide key links between all the elements of this action strand.

Strategic strand 2 – neighbourhood targeting and renewal

These actions will aim to improve targeting of effort and resources on the areas of highest worklessness integrated with neighbourhood management services, investment in housing and local infrastructure, to provide a comprehensive package of support to individuals and households and therefore better value for money through multiple goals:

Action	Description
Local Authority ESS neighbourhood targeting action plans, Partner Engagement Plan, and Housing renewal and housing investment	Building on LAA action plans Local Authorities will produce an action plan for neighbourhood targeting in their area, building on their existing programmes and introducing common best practice elements, linking LAA targets for worklessness with the ESS Delivery Plan. Identifying cross-border activities for those DAF wards that span Local Authority Districts but which are effectively the same neighbourhoods as far as residents and / or employers are concerned. This action will seek integration between the ESS and housing renewal.
Improved local data for more effective targeting	Data management and access project to enable outreach projects to target workless households & individuals more effectively and monitor the outcome of referrals.
Supporting diversity and equal opportunity	The BRM employment rate is well below that of Merseyside as a whole and in some areas is very low. This project will bring together the existing raft of diversity provision to develop a common standard and to accelerate the rate at which BRM communities can start to close the gaps.
Financial services and debt counselling	Many beneficiaries of the programme will have been out of the labour market for considerable time and will need specialist advice and support to manage the financial transition into work. This project will develop a common approach to these services

	across the six areas.
LEGI and ESS	This action will seek to ensure full integration and alignment between the two LEGI programmes (St Helens and Liverpool / Sefton) and the ESS in the areas covered by both of these.

Strategic action strand 3 - the employment and skills continuum

Central to the ESS approach is the delivery of a seamless continuum of services to employers and individuals to increase the employment rate, build a highly skilled and flexible workforce and help more people leave poverty and acquire lifelong employability and a career.

Action	Description
Outreach & engagement programme	Programme of intensive outreach targeting areas within the DAF wards with worklessness above 25% via outreach teams, local RSLs, GP practises, community & voluntary groups, schools, Job Centres and local employment projects.
Information advice and guidance	Better coordination and enhancement of existing Personal and Careers Adviser teams for young people (aged 16 – 19) and adults (25 +) to provide universal access for individuals to support in career planning and development, across all the partner organisations. The project will create a single gateway to careers information, advice and guidance for individuals in the DAF wards.
Pre-employment support	Firstly, improved targeting & better integration of existing services. Secondly, it will review existing programmes and develop a new extended menu of provision such as Skills Passports and customised training tailored to employer needs.
Transition into work	The Consortium will improve the quality of recruitment services to employers and individuals including vacancy matching, referral of potential candidates, jobs fairs in

	conjunction with the HR Forum, sector networks and key participating employers. The affordability and adequacy of childcare provision will be reviewed with all key barriers or gaps in provision.
Retention	Employers will be engaged to provide work-based support. Individuals will be supported either by Personal Advisors and / or Trade Union workplace learning mentors.
Work-based skills development	Many residents in the targeted areas have low or no qualifications or outdated skills, or skills that are not currently in demand from employers. To help individuals into sustainable employment, and to support the development of a more flexible and highly skilled workforce, the consortium will work with individuals and employers to put demand-led and appropriate skills provision in place.
Skills passports and skills escalators	The Consortium will co-ordinate, refocus and expand measures such as workbased mentors, Skills Passports and Skills Escalators into the menu of provision. It will also work with Unionlearn to join up support services to employers and individuals.

Strategic action strand 4 - building strategic and operational capacity

The ESS is a new strategic model that aims to deliver a more integrated suite of employment and skills measures through more effective deployment of existing resources. In addition to the specific measures identified in Action Strands 1, 2 and 3, partners have identified the following further actions to strengthen strategic and operational capacity;

Action	Description
Joint labour market intelligence system, single programme and targeting framework and programme management & monitoring systems	The Consortium will consolidate and expand existing Labour Market intelligence systems. Building on the mapping of current programmes and services, the Consortium will establish a joint single programming and targeting framework as a key tool for improved planning, monitoring and

	co-ordination of activity.
Joint Commissioning Group	The Consortium's strategic and fund holding partners will establish a Commissioning Group with the remit of managing the pooling and alignment of funds and for the commissioning and procurement of provision via funding from NWDA, ESF, DWP, DfES, and other appropriate funding streams.
Best practice & knowledge management	A key function to be delivered by the Co-ordination Team will be to capture, evaluate and disseminate best practice across the partner agencies, to provide the basis for a joint training and development programme, to inform the rolling out of a common approach and to feed into the Consortium's annual programme review and business planning cycle.
Provider network	To support a real step change in the effectiveness of service delivery, the Consortium will facilitate a provider network to bring together existing networks and delivery organisations from the public, private and community & voluntary sectors for a common work programme of sharing of best practice, professional development and training.
New delivery mechanisms	In Year 1 the Consortium will review existing delivery mechanisms and explore options for new models for more employer facing and neighbourhood focused, integrated delivery.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Economic Regeneration Service Plan 2008-2011

WARDS: Borough wide

1. **PURPOSE OF THE REPORT**

1.1. To consider the new objectives for the Economic Regeneration service plan.

2. **RECOMMENDED: that the Board considers and comments on the new Economic Regeneration service plan objectives.**

3. **SUPPORTING INFORMATION**

3.1. At the previous Board meeting, the Operational Director for Economic Regeneration explained that following on feedback on the first draft of the service plan, consideration was being given to revising the objectives of the service to better align them with the corporate plan. The Board discussed this and requested that the revised objectives be reported to the next available meeting for consideration.

3.2. The proposed revised objectives detailed below -

1. To foster a culture of enterprise and entrepreneurship and make Halton an ideal place to start and grow economic activity
2. To develop a culture where learning is valued and raise skill levels throughout the adult population and in the local workforce
3. To promote and increase employability of local people and remove any barriers to employment to get more people into work
4. To develop a strong, diverse, competitive and sustainable knowledge based economy
5. To create and sustain a twenty first century business environment
6. To revitalise the town centres to create dynamic, well designed high quality commercial areas

4. **POLICY IMPLICATIONS**

- 4.1. The new objectives are derived from the Corporate Plan key objectives and within the revised plan have been cross referenced with the identified areas of focus.

5. **OTHER IMPLICATIONS**

- 5.1. None.

6. **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

▪ Children & Young People

The department is increasingly undertaking work in this area. This includes supporting the further development of the enterprise game, delivering the care leavers employment programme and more recently starting delivery of programmes to assist young people that the not in employment, education or training.

▪ Employment, Learning and Skills in Halton

The activity of the department is centred on this priority with four of the new objectives focused on this area.

▪ A Healthy Halton

The department is becoming increasingly involved with working with the PCT on health related issues. The department already delivers a mental health employment programme for the PCT, has a Public Service Agreement target on helping people on incapacity benefit back into work and discussions have recently taken place on joint working re alcohol in town centres and on workplace premises.

▪ A Safer Halton

The town centre management function is an important contributor to this agenda. It has previously developed bin cages within the centres to reduce the number of bin fires, has secured monies for additional CCTV and assisted risk management in the town centre evacuation plans. The town centre manager works closely with local police and community support officers on safety issues in the town.

▪ Halton's Urban Renewal

The department is very active in Halebank and Astmoor Industrial areas with the recent announcement of two Business Improvement Districts (BIDs). These BIDs will help to regenerate these older industrial areas and early work has recently commenced on developing a similar approach near the Widnes Waterfront.

7. **RISK ANALYSIS**

- 7.1. Risk analysis of all key objectives within Service Plans is undertaken and are summarised in the revised plan.

8. **EQUALITY AND DIVERSITY ISSUES**

- 8.1. The Economic Regeneration Department undertakes, as do all other departments equality impact assessments for its work area with any high priority implications summarised within the plan.

9. **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT**

- 9.1 None under the meaning of the Act.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Employment Learning and Skills Policy and Performance Board Work Programme 2008/9

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 This report seeks finalisation of the work programme of Topics for the Board to examine in 2008/9.

2.0 RECOMMENDATION: That the Policy Board finalises its 2008/09 work programme

3.0 SUPPORTING INFORMATION

- 3.1 The Board will recall receiving a report at the previous meeting that started the consideration of topics for 2008/09.
- 3.2 At that meeting it was agreed to undertake a joint topic with the Urban Renewal Board into the logistics sector in terms of future skills needs, employment potential and the future need for premises. It would be helpful if the Board could seek nominations of up to three members to sit on this topic group (three members will also come from Urban Renewal).
- 3.3 The Board is also requested to identify any further topic groups it wishes to progress in 2008/09.

4.0 POLICY IMPLICATIONS

- 4.1 The Corporate Plan identifies key objectives in relation to creation of a twenty first century business environment that can support high levels of business growth, to foster a culture of enterprise and entrepreneurship, to develop a learning culture and also to promote and increase employability. The Logistics Industry covers all these objectives and represents a substantial economic opportunity for the borough.

5.0 OTHER IMPLICATIONS

- 5.1 None at this stage

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None at this stage

6.2 Employment, Learning and Skills in Halton

None at this stage

6.3 A Healthy Halton

None at this stage

6.4 A Safer Halton

None at this stage

6.5 Halton's Urban Renewal

None at this stage

7.0 RISK ANALYSIS

7.1 In relation to the already agreed logistics topic, the most tangible risk is in relation to assembling sufficient information about the sector to enable a thorough and well-informed consideration. In response to this a skills assessment has recently been undertaken including interviews with local businesses that will be available for the topic group to consider.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All topics finally selected will take into account equality and diversity implications.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None

REPORT TO: Employment, Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director of Environment

SUBJECT: Enterprise Update

WARD(S): Borough-wide

1. PURPOSE OF REPORT

1.1 To provide a briefing on progress of enterprise action plan.

2. RECOMMENDED: That that progress on the action plan be noted and that Policy and Performance Board identifies any further actions that it considers appropriate.

3. SUPPORTING INFORMATION

3.1 Since the last report to this Policy and Performance Board, real progress has been made on developing an enterprise culture within Halton. This has been funded through a package of resources including Neighbourhood Renewal Funds, European Regional Development Fund and the Council's own Revenue Priorities Fund. Since April 2007, the following activity has taken place -

- The 'Enterprising Halton' brand has been developed.
- A radio promotional campaign has been launch including a weekly 1 hour radio slot on KCR to promote entrepreneurship
- Relationships with local papers have been developed and local enterprise related stories are now being included.
- Regular enterprise awareness raising events for priority groups are being delivered
- An Enterprise Champion has been identified.
- Enterprise Enquiry Service (enterprise information, support & signposting) has been established that can field all start up enquiries
- An Enterprise Charter (enterprise training programme) has been developed so that people who are thinking about starting a business can understand more about what it involves and can make an informed decision as to whether it is the right thing for them to do.

- Enterprise Broker & Outreach Service (business start up advice & guidance within the community): self-employed start up advisers are employed on a sessional basis to promote start-ups and self-employment. Three are given their own patches to work within the 7 priority wards, one is an expert in social enterprise and one is an expert in women's enterprise.
 - A new Enterprising Halton Business Start up Grant has been developed. This is £250 and to access it an individual must have a fully worked up and approved business plan. As such, the grant is used as a carrot to make sure people have put sound planning into their venture.
 - New start-ups are given Federation of Small Businesses and also Halton Chamber membership for one year.
 - The Enterprise Academy has been launched. This provides specialist seminars for new businesses on issues that are important such as how to make sales and how to get the best from networking
 - A new start up Centre has been opened in partnership with SOG at The Heath. This provides hot desk space for new businesses that are looking for a business address and networking opportunities. The Council Enterprise Development Officer is based at the Heath and is available to businesses for advice and guidance.
 - The Enterprising Halton Challenge is a new annual competition to encourage starting a business. The challenge competition attracted 7 applicants that put forward new business ideas who were all offered a 4-day intensive business planning course which resulted in 5 new business proposals being completed and presented to the judging panel made up of local business people.
- 3.2 Importantly, the Enterprise Development Officer co-ordinates all enterprise activity and the project will work with enterprise organisations. As such, a good relationship has been developed with Blue Orchid that is the local supplier of business start up advice funded through the North West Development Agency. Other organisations where relationships are being developed include Train 2000, New Entrepreneur's Scholarship, NW Business Link, Silver Entrepreneurs and Social Enterprise Network,

Results to date

3.3 Since April 2007 -

- 304 Enquiries handled
- 304 Clients supported with pre-start support
- 2 Enterprise Charter training programmes have provided pre-start-up support for 16 potential entrepreneurs
- 65 Clients supported with business start up
- 64 Women participated in enterprise training
- Silver Entrepreneurs awareness raising delivered in Halton

- 33 Enquiries handled with Third Sector Development Advice
- Successful delivery of Enterprising Halton Challenge competition
- Successful launch of New Start Centre

A full programme of activity was delivered in national enterprise week (November 2007) including -

- Make Your Mark Challenge - promoting young enterprise activity
- Primary Enterprise Game Launch at Halton Stadium
- Women's Enterprise Day – exhibition in Widnes Town Centre in partnership with Blue Orchid and Train 2000
- The Merseyside Social Enterprise Network (SEN) - supporting SEN to launch a new network in Halton attended by 22 third sector organisations
- Enterprise Market Place – exhibition by 20 partner organisations promoting enterprise development at Halton Lea Shopping Centre.

3.4 As part of the final reports from the previous enterprise topic group to the PPB, a number of recommendations for improvements to the service was developed and put into an action plan. Appendix One details the action plan and provides an update on progress

4. POLICY IMPLICATIONS

4.1 The Enterprise agenda is a key priority within the Corporate Plan. As such, it is important that the momentum achieved during 2007 is built upon over the next few years.

5. OTHER IMPLICATIONS

5.1 No other implications.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

6.1 Children and Young People in Halton.

Work is underway through the Education Business Partnership to develop enterprise activity in schools. The recent launch of the primary version of the enterprise game is a good example of this. Funding sources are presently being examined with a view to creating a dedicated enterprise advisor for schools within the EBP.

6.2 Employment Learning and Skills in Halton

Enterprise development is a core activity for ELS. The number of enquiries received through the outreach work has been higher than anticipated and demonstrates that there is a lot of untapped talent within Halton that needs supporting.

6.3 A Healthy Halton.

No implications identified at this time.

6.4 A Safer Halton

No implications identified at this time

6.5 Halton's Urban Renewal

The creation of new businesses has a direct effect on demand for new business space. The work of Urban Renewal is essential in regard to the provision of smaller units such as being built at the Widnes Waterfront.

7.0 RISK ANALYSIS

7.1 The biggest risk is attached to securing further funding for the enterprise programme. With European money becoming much more difficult to access and Neighbourhood Renewal Funding ending, there is a need to find sufficient funding to enable the existing core programme to continue. If the programme is to be expanded, more funding will need to be identified.









8. EQUALITY AND DIVERSITY ISSUES


8.1 As a direct result of result of examining the provision that was available in Halton, the silver entrepreneurs, womens start up adviser and social enterprise specialist has been brought on board. The outreach brokers have been specifically targeted at the most deprived wards to boost businesses in those locations.

9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT

9.1 None under the meaning of the Act.

Enterprise

Action	Progress	Commentary
There is a need to ensure more aftercare takes place post start up		Outreach brokers now provide this as to the local NWDA providers.
Need to promote and support social enterprise more, including development of a possible social enterprise accountancy initiative.		The Merseyside Social Enterprise Network (SEN) – has launched a new network in Halton attended by 22 third sector organisations. Also, there is now a specialist social enterprise advisor.
Business people should be encouraged to become mentors, included those recently retired.		Yet to be fully actioned but local business people were very involved with the Challenge Competition
Need to make sure that new internet style businesses are supported		No additional provision in place at this time
The topic group supports the concept of high street presence and becoming more proactive		Still viewed as potentially an important tool but cost prohibitive at this time.
The enterprise game is viewed as an important tool for developing both enterprise awareness and basic skills in Halton and its development is strongly supported.		Game launched
The development of enterprise charter to promote self-employment to both employed and unemployed should be progressed quickly.		Launched
NRF funding should be sought to initiate the implementation of the Enterprise Development Strategy.		NRF funding of £90,000 has been secured over 2 years

<p>Given this new and expanding area of work it is considered that a dedicated enterprise development officer to lead this work should be appointed.</p>		<p>In post</p>
--	---	----------------

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 10 March 2008

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Scrutiny Panel Update– The Role of the Council’s Procurement Policy in Developing Local Employment Opportunities

WARDS: All Wards

1.0 PURPOSE OF THE REPORT

1.1 To report on the progress of the programme of work being undertaken as part of the Policy Board’s scrutiny programme, which explores the Council’s Procurement policy and its role in developing local employment opportunities.

2.0 RECOMMENDATION: That

- (1) The Board comments on the progress of the Procurement Scrutiny Panel programme of work to date**
- (2) A further report be brought before the Board, at the earliest opportunity, setting out the Panel’s recommendations**

3.0 BACKGROUND

Context

3.1 The programme of work seeks to address the role that the Council’s procurement policies can play in promoting local regeneration and the creation of employment opportunities. It was prompted, in part, by initial investigations into the economic benefits of local procurement, undertaken by the Employment Learning and Skills PPB “Halton People into Jobs” Scrutiny Panel in 2006/07, and a growing recognition that the significant purchasing power of the public sector and specifically, the amount of money spent locally by public bodies, can have a major impact on local economies.

4.0 METHODOLOGY

- 4.1 The Panel is utilising a range of techniques to undertake the work, including:
- Interviews and study groups with a selection of officers responsible for procurement.

- Interviews with local businesses that have been involved in the Council's procurement, tendering and commissioning procedures.
- Desk research and analysis of relevant Web based data to identify best practice from other local authority areas that could be adapted for use in Halton
- Analysis of the local business study findings published in July 2007, to address concerns raised by businesses about contracting for work with council

5.0 INTERVIEWS AND STUDY GROUPS

- 5.1 The interviews and study groups were designed to assist members of the Panel acquire a better understanding of how the Council's procurement systems and procedures are carried out and some of the legal constraints under which officers have to operate when purchasing goods and services.
- 5.2 They comprised a number of informal fact finding meetings with officers that have responsibility for purchasing/commissioning at varying levels of authorisation, ranging from up to £10,000 to over £1 million. The one to one interviews were focused primarily on higher value contracts, i.e. greater than £100,000 involving formal tendering and the study groups on lower value contracts, less than £100,000, that require a minimum of three written quotations.
- 5.3 In addition to the interviews with officers responsible for letting contracts, the Council's Procurement and Legal Services departments were consulted, to consolidate the Panel's understanding of procurement policy and how it is applied in the Council.

Summary of Findings - Interviews and Study Groups

- 5.4 The interviews and study group discussions essentially focused on procurement processes including the selection of potential suppliers; advertising of contracts; the scoring tenders and the legal aspects of tendering, that have to be taken into account, when preparing tender briefs and awarding tenders.
- 5.5 In addition, there were wide ranging discussions and views expressed about the Council's procurement policies and the impact and benefits they bring to the local economy. A body of evidence was presented that suggests that local businesses are benefiting from the Council's procurement policies, although in some cases, it tends to be indirectly via third party term contractors that have been awarded contracts and who then sub contract work to their suppliers, some of whom are based in Halton. This leads to confusion, as it's not always apparent, when a supplier is undertaking work for the Council via a term contractor, who initiated the work.

- 5.6 Several officers suggested that the Council's tendering arrangements, i.e. the pre qualification questionnaire (PQQ) and the tender documents for contracts over £100,000, may discourage smaller firms from tendering for work, given the time and resources required to prepare and submit tenders. Larger companies are, generally, well versed in procurement and tendering procedures, whereas smaller companies are not and this gives larger companies an advantage when tendering for large contracts.
- 5.7 There was little evidence that officers responsible for letting contracts are professionally qualified in procurement. They rely instead on their professional knowledge of their respective areas of responsibility, to ensure the Council achieves value for money from its suppliers.

6.0 INTERVIEWS WITH BUSINESSES

- 6.1 Three local businesses were interviewed – a current supplier; a business that bid for, but failed to be awarded a contract and a business seeking clarification about how to go about being selected for inclusion on a Council supplier list. The interviews provided an opportunity for businesses to provide feedback on their individual experiences of bidding for work with Council and to express their views on the Council's procurement processes from a business perspective.

Summary of Findings - Interviews with Businesses

- 6.2 The feedback from two of the businesses that were interviewed suggest they are satisfied with the procurement arrangements, however, one business expressed concern about the Council's ad hoc supplier arrangements and their frustration at their inability to get their company included on the list. Subsequent investigation, however, revealed that the service they offer is currently provided by a term contractor and they have in fact undertaken work for the Council as a sub contractor to the term contractor. They have also, on occasion, been contracted by the Council directly to undertake work.

7.0 DESK RESEARCH

- 7.1 A review of local authority Websites was undertaken to identify initiatives that other Council's have introduced to assist businesses when bidding for work, particularly local, small and medium enterprises (SME's) and the Voluntary Sector. One of the themes of The National Procurement Strategy is to stimulate markets and achieve community benefits via procurement and it is under this obligation on Council's that the analysis was undertaken.

Summary of Findings – Desk Research

- 7.2 The review of other local authority Web sites didn't reveal anything substantively different from Halton's approach to procurement, albeit each authority presents its procurement policies in different ways.
- 7.3 Like Halton, many local authorities have signed up to the government's Small Business Friendly Concordat, which demonstrates a Council's commitment to make its purchasing decisions as transparent as possible. The Small Business Friendly Concordat is a voluntary code of practice, developed by the Department for Communities and Local Government, the Local Government Association and the Small Business Service, to make it easier for SME's to do business with local authorities.
- 7.4 Local authorities tend to place a lot of reliance on their respective Web sites for disseminating details of tendering opportunities; how to do business with Council; approved and select lists etc and yet, the survey undertaken last year of local businesses in Halton suggests that a Council Website isn't necessarily the first choice for SME's when seeking information about procurement opportunities.

8.0 PROCUREMENT SURVEY 2007

- 8.1 Early in 2007 a joint procurement survey was commissioned by the Council's Business Development Division and the E - Procurement and Financial Support Services Division. Nearly 200 businesses responded to the survey. The survey sought the views of local businesses to address concerns over the ability to access business opportunities with the Council.
- 8.2 The survey focused on three areas. Part I asked for businesses experiences/views on the Council's procurement/tendering policies and procedures. Part II asked for their views on the procurement content of Council's Website and Part III invited comments on what improvements/additional measures businesses would like to see introduced that would help them when bidding for work with the Council.

Summary of Findings – Procurement Survey 2007

- 8.3 The survey:-
- Generated 93 (47%) responses from Widnes businesses and 105 (53%) from Runcorn.
 - 167 of the businesses (over 80%) employed between 1 – 50 staff
 - 61 (30%) of businesses had quoted/tendered for work previously
 - 66% found the process either very or fairly easy
 - Of those businesses that were unsuccessful and requested feedback, 69% were satisfied with the feedback they received
 - 37% indicated they would choose the Council's Website if they were looking for tendering opportunities

- 21% of businesses had visited the Council's procurement pages on the Website
- 86% found the information on the Website either very or fairly useful
- 88% indicated that briefing sessions for businesses on the Council's tendering process would be either very or fairly helpful
- 93% indicated that a printed guide on how to do business with the Council would be either very or fairly helpful
- 99% indicated that an email alert system advising them of tender opportunities would be either very or fairly helpful
- 87% indicated that tender opportunities posted on the Council's Website would be either very or fairly helpful
- 51% indicated that tenders advertised in newspapers were either very or fairly helpful
- 86% indicated that 'meet the buyer' style events would be either very or fairly helpful

8.4 The high response rate to the survey would suggest that local businesses view the Council as a potential customer for their goods and services, particularly small businesses, employing up to 50 staff. Whilst the Council's Website was rated well by those business that had used it as a source of procurement information, the relatively low number of businesses suggests that the Website is only part of the solution when communicating tendering opportunities effectively to small businesses. Producing a printed guide to procurement and developing an email alert system received most support, but clearly their implementation would have financial and resource implications for the Council.

9.0 POLICY IMPLICATIONS

9.1 The Council, in signing up to the Small Business Concordat has committed itself to delivering locally the National Procurement Strategy for Local Government. The strategy asks local authorities to adopt a small and medium sized enterprise (SME) friendly procurement concordat and to encourage a mixed range of suppliers in order to help develop and stimulate a varied and competitive marketplace. The concordat sets out the actions that local authorities will take to make their contracts more accessible to SME's. Although the principles relate to all SME's, the concordat is particularly focused on small businesses of less than 50 employees. The Council, therefore, recognises the important contribution that small businesses can make to the delivery of public services and the vital role these businesses play in the national and local economy.

10.0 OTHER IMPLICATIONS

10.1 There are no other implications arising from this report.

11.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

11.1 Children and Young People in Halton

There are no implications for Children and Young People in Halton arising from this report

11.2 Employment, Learning and Skills in Halton

A key part of the employment, learning and skills agenda is the development of an enterprise culture and the provision of support to enable new businesses to start up. Enhancing the reputation of the Council as a good organisation for local businesses to work for would aid in the development of the local enterprise culture.

11.3 A Healthy Halton

There are no implications for a Healthy Halton arising from this report

11.4 A Safer Halton

There are no implications for a Safer Halton arising from this report

11.5 Halton's Urban Renewal

A key element of the Urban Renewal Agenda is the attraction of new businesses to Halton. A key feature of this in the future could be the further development of the procurement initiative so that the Council is seen as very welcoming and supportive to local businesses.

12.0 RISK ANALYSIS

12.1 There are no risks associated with this report as it is a progress report only on the work of the Procurement Scrutiny Panel.

13.0 EQUALITY AND DIVERSITY ISSUES

13.1 There are no equality and diversity issues arising from this report.

14.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

14.1 None.

REPORT TO: Employment, Learning & Skills PPB

DATE: 10 March 2008

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports
Quarter 3 to 31st December 2007

WARDS: Boroughwide

1. PURPOSE OF REPORT

1.1 To consider and raise any questions or points of clarification in respect of the 3rd quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for:

- Economic Regeneration
- Culture & Leisure

2. RECOMMENDED: That the Policy and Performance Board

- 1) Receive the 3rd quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

3. SUPPORTING INFORMATION

3.1 The departmental service plans provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. The service plans are central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

3.2 The quarterly reports are on the Information Bulletin to reduce the amount of paperwork sent out with the agendas and to allow Members access to the reports as soon as they have become available. It also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting.

4. POLICY AND OTHER IMPLICATIONS

4.1 There are no policy implications associated with this report.

5. RISK ANALYSIS

5.1 Not applicable.

6. EQUALITY AND DIVERSITY ISSUES

6.1 Not applicable.

7. LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
-----------------	----------------------------	------------------------

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 3 to period-end 31 December 2007.

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31 December 2007. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 5.

It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this Board have been shaded grey.

2.0 KEY DEVELOPMENTS

Jobcentre Plus has advised the Council is the best performing 'In Work Support' contract provider in the country and has therefore extended the one year contract that was due to end on 31.3.2008 for a further period of two years until 30.6.2010.

The Enterprising Halton Business Start-up programme has already handled over 240 new start-up enquiries against a target of 150 for the year and has already achieved the full year target of 50 new start-ups.

Following the withdrawal of outreach secondees by JCP, HPiJ has commenced a rolling programme of outreach for the 7 priority wards. This involves mass leafleting areas to raise the profile and job surgeries following on.

The Adult Learning & Skills Development (ALSD) Division has been successful in obtaining 2 lots of 5 days of consultancy from the Quality Improvement Agency as part of the Skills for Life Improvement Programme. The 2 programmes will help the service to develop a whole organisational approach to skills for life and also to further embed skills for life.

The final assessment stage of the Family Science Big Lottery application took place in November. A final decision on the £250k application will be known in Q4.

The Business (skills) Perceptions Survey has commenced. By the end of February 250 companies are scheduled to be interviewed. The results will feed into the ELS PPB Skills Topic Group work.

Fisher Associates has completed a skills assessment of the logistics sector in support of the 3MG development in Halton. The report formed the basis of the December 3MG skills meeting during which a first skills/employment proposal for the sector was produced. This will be worked up into detail and presented to local companies at a later date. The results will also feed into the ELS PPB Skills Topic Group work.

The PCDL (Personal Community Development Learning) Partnership was established in October 2007. This is a requirement of LSC funding and seeks to bring all such provision closer together.

Following ballots on two of the boroughs industrial estates, it was announced on December 7th that businesses on Astmoor Industrial Estate in Runcorn and the Halebank Estate in Widnes had voted in favour of creating Business Improvement Districts (BID's) in their respective areas. Formal BID plans will be rolled out for both estates from April 1 2008 and will be in place for five years. Halton is the first local authority in the UK to successfully administer two ballots in separate areas at the same time. The work programmes will be funded via a levy that will be charged on top of the resident business or landlord's existing business rates bill. The funds will be 'ring fenced' enabling it to be used for the purpose of financing further improvements, such as enhanced crime prevention and security measures, general environmental uplifts of the estates, improved signage etc. The funds will be managed a Board made up of business representatives and an Estate Manager, who will be employed by the Council, but paid for via the BID levy.

The creation of a formal Single Investment Agency for the Liverpool City Region, led by The Mersey Partnership, has been ratified. The Merseyside Authorities have agreed to a three-year funding package for the new agency together with a series of working' protocols' which govern the mechanism by which inward investment and company expansion projects are managed across the sub-region.

Planning is now well underway for the Youth Capital of Culture event which will be staged on the 12 and 13 July 2008. The event, which is being co-ordinated by a cross directorate steering group that comprises officers and elected members, will incorporate a wide range of cultural activities, focused on young people, including music, drama, art, dance etc. The main venues will be the Halton Stobart Stadium and the Brindley.

Preparatory work is now underway to update the Economic Development and Tourism Strategy for the Borough that will be published during 2008/09.

With the external funding for the Halton eBusiness team coming to an end in December 2008, the project is now moving into a closedown phase. This will ensure -

- All project targets are met
- All administrative and financial tasks are complete
- Project files etc are archived to meet foreseeable future audit requirements

3.0 EMERGING ISSUES

Initial discussions have taken place with Halton PCT around Skills for Life support, both for staff working in frontline services and also for those young people and adults using PCT services. A proposal is to be prepared for the PCT.

The Government has announced a £30million investment into Family Learning provision though there are little details at this time.

The academic term for spring is very short and this means that in Q4, normal 11 week courses have been reduced to 9 weeks and that marketing of programmes had to take place before the New Year. It is likely that enrolments therefore will be much lower in Q4 as a result of the tight timescales.

As LSC award new European Social Fund contracts, various new providers may be operating in the borough. It will be important that all new provision is mapped so that any potential confusion and duplication is minimised.

The Continental Market, held in Widnes town centre between 18 and 20 October 2007, resulted in a significant increase in footfall and a very favourable response from visitors that attended. Discussions are underway to host another market in 2008/09. Progress has also been made with respect to the launch of a weekly (Tuesday) Street Market in Runcorn Old Town.

Two European funded Inter Regional (Interreg) projects are being developed with partners in Europe:-

Project 1 - RegioSusChem

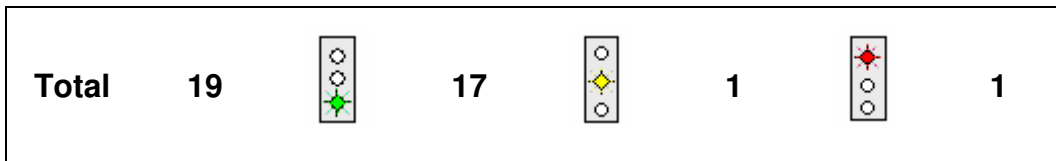
This project is being led by the European Chemical Regions Network (ECRN), which Halton Borough Council (HBC) is a member of. The project will aim to develop regional strategies for strengthening research and innovation in European chemicals regions. HBC will be representing North West UK as a partner in the project.

Project 2 - MITKE - Managing the Industrial Territory in the Knowledge Area

This project is being led by SPRI, a subsidiary organisation of the Regional Development Agency of the Basque Country. It's aim is to design and test new models of managing business areas and industrial parks facing the challenge of the knowledge economy alongside the need to sustain and retain resident businesses - specifically SME's.

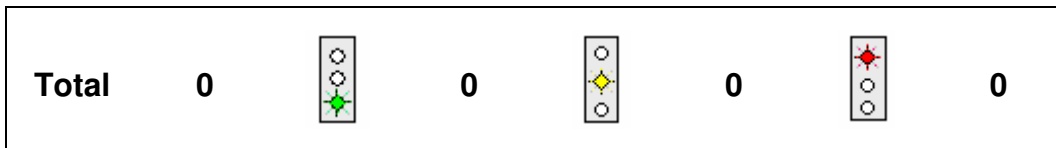
Decisions on both projects will be announced in June 2008 and both will run for 3 years if approved.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES



Generally good progress towards achieving objectives/milestones. For further details refer to Appendix 1.

4.1 PROGRESS AGAINST OTHER OBJECTIVES / MILESTONES

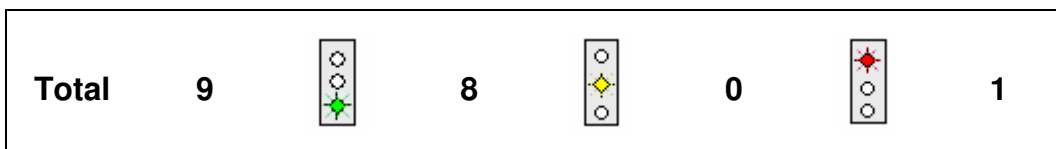


There are no "Other" objectives/milestones for this service.

5.0 SERVICE REVIEW




The Urban Renewal Policy and Performance Board is presently reviewing town centre management within Halton. The topic group has already visited other town centres and is presently collecting evidence with a view to a final report in March.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



Good progress is being made against the targets for "Key" performance indicators. For further details please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	4		4		0		0
--------------	----------	---	----------	---	----------	---	----------

No "Other" indicators have been reported by exception this quarter.

7.0 PROGRESS AGAINST LPSA TARGETS

There is good progress towards LPSA targets. For further details please refer to Appendix 3.

8.0 RISK CONTROL MEASURES

During the production of the 2007-08 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS





During 2006/07 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.








There are no High priority actions for this service, therefore, there is no progress to report.


10.0 APPENDICES

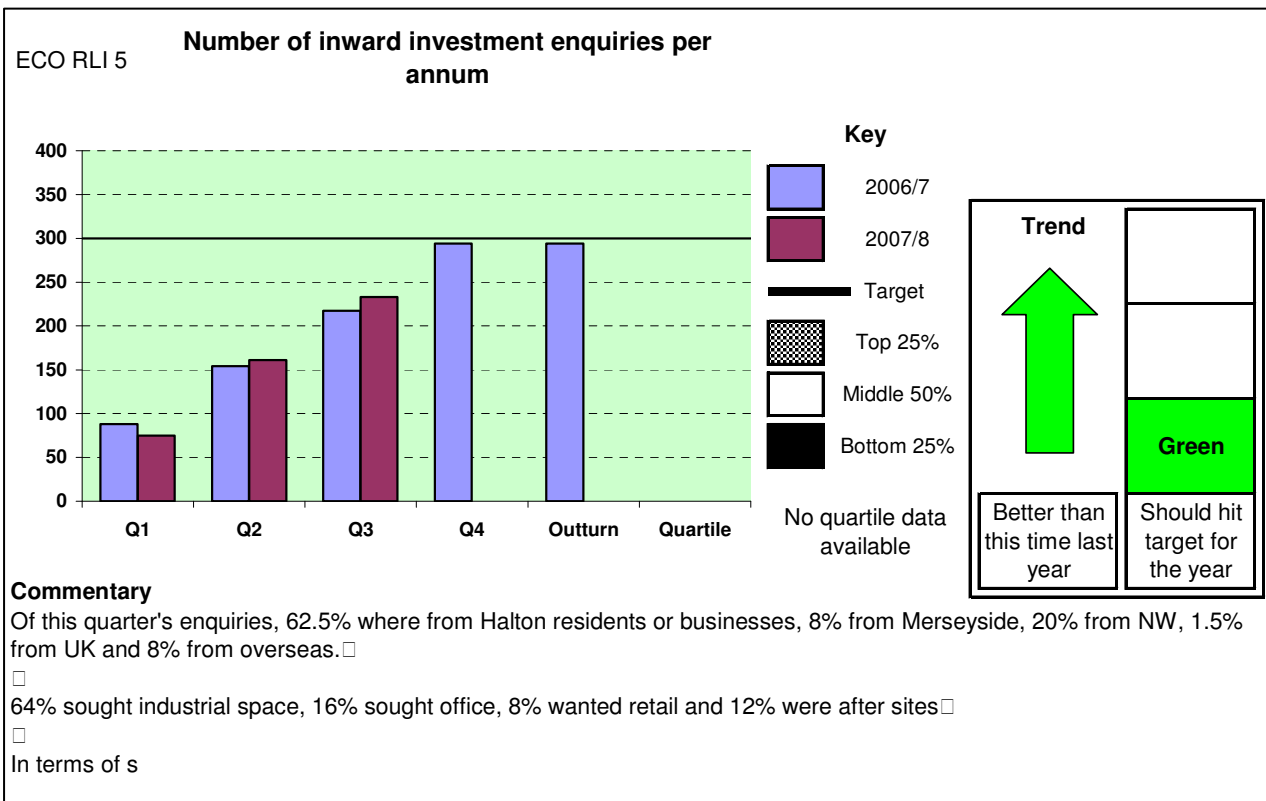
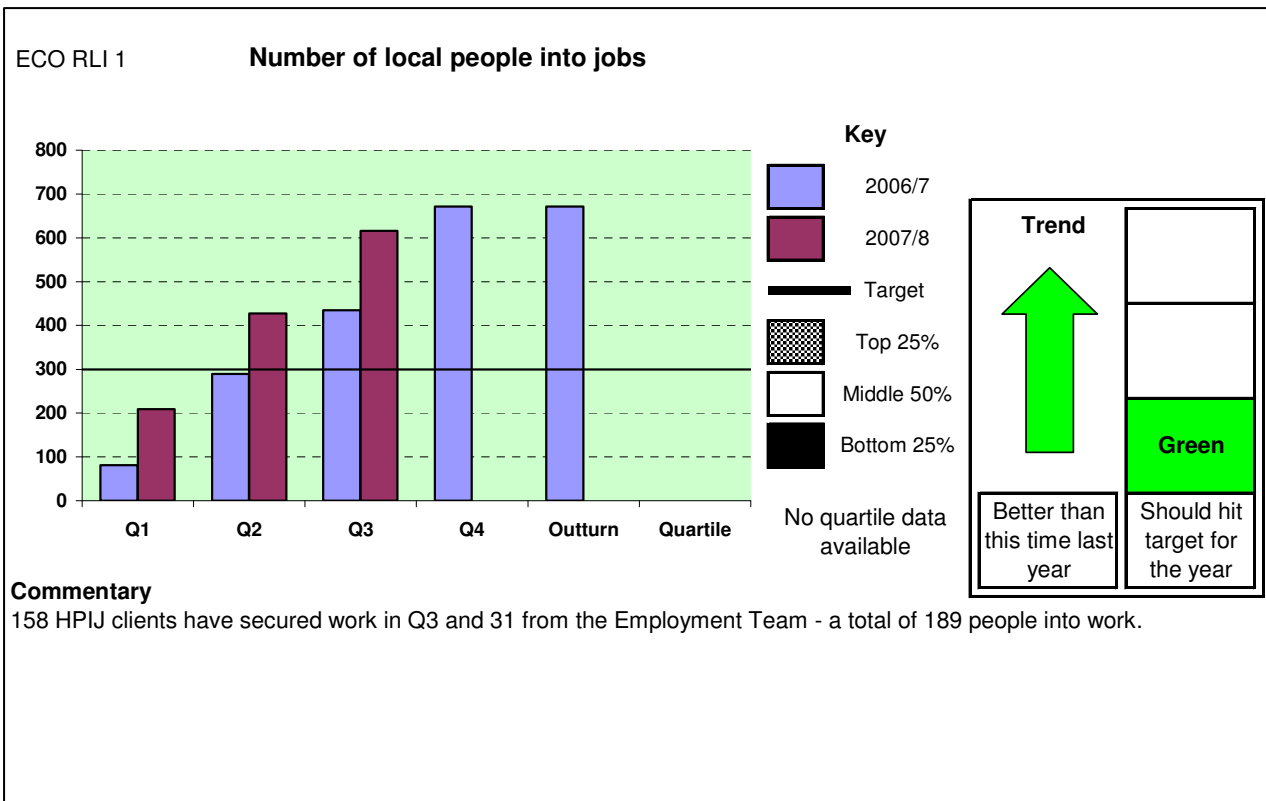
Appendix 1- Progress against Key Objectives/ Milestones
 Appendix 2- Progress against Key Performance Indicators
 Appendix 3- Progress against LPSA targets
 Appendix 4- Financial Statement
 Appendix 5- Explanation of traffic light symbols

Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
ER01	Promote diversity and competitiveness, in order to develop a modernised and more competitive business base to provide greater employment security for the Halton community.	Implement Phase 2 marketing action plan by 30-3-08		The marketing action plan is presently under review given budget reductions and the request to examine a major marketing drive for the logistics sector.
		Forward Strategy for eHalton by 30-9-07		Complete
		Expand business Parks to another estate by 30-6-07 (dependent on funding)		Inaugural meeting of the Widnes Waterfront Business Park Steering Group took place in October 2007
		Present options for future of eHalton to Strategic Director Environment by 31-10-07		Strategy detailing a timeframe and milestones for programme shut down completed and ratified.
ER02	Develop sectors and clusters with a view to developing stronger business inter-linkages and stronger overall business performance in Halton	Implement phase2 sector plans for tourism, science and chemicals – by 31-3-08		Graduate recruited for x 26 weeks to facilitate the delivery of a series of key actions associated with the Halton Science programme.
		Facilitate the development of Daresbury Science and Innovation Campus		The Business Development Team are fully engaged with the DSIC Master Planning exercise
ER03	Foster enterprise and entrepreneurship in order to develop an enterprise culture that encourages people to consider starting a business and give new ventures every chance	Explore on-line enterprise game by 30-9-07		Halton EBP developed two new versions of the Game, attracting funding to launch a Maritime version in September 2007 and a primary

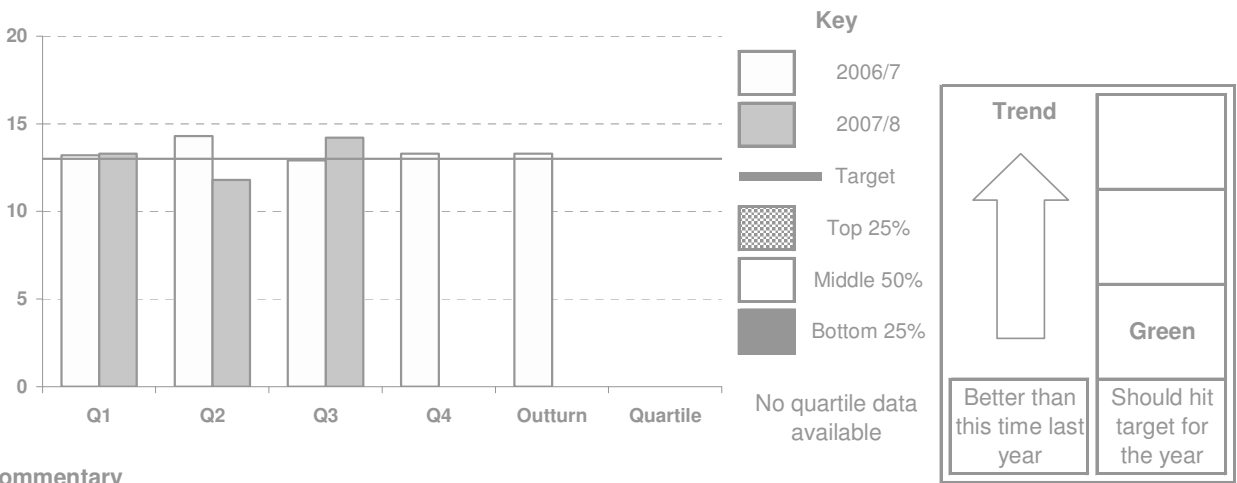
Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
	of success.	<p>Establish Halton Enterprise Island pilot by 30-9-07</p> <p>Develop LEGI bid by 31-3-08 (subject to round three taking place)</p>	<p></p> <p>N/a</p>	<p>school version launched in November 2007. The on-line version is considered viable and will be developed during the next phase.</p> <p>The Enterprise Halton Challenge Competition 2007 was a great success, attracting 7 new business ideas of all whom received business advice and help with developing a business plan. The Mayor presented the competition winner Helen Brennan with her cheque and prizes at the Halton Chamber Enterprise Awards Dinner on 16 November 2007.</p> <p>The government has announced that LEGI has been withdrawn and along with NRF has been replaced by the Working Neighbourhood Fund.</p>
ER04	Reduce unemployment and increase employment by equipping people with the basic skills and assisting them to secure employment	<p>Review Basic Skills Strategy by 30-9-07</p> <p>Outreach pilot programme to be evaluated by 31-12-2007</p> <p>Deliver JCP co-finance contracts by 31-3-2008</p>	<p></p> <p></p> <p></p>	<p>Complete</p> <p>Previous arrangements evaluated. HPiJ now delivering neighbourhood outreach.</p> <p>All JCP co-financed contracts have been maximised and will terminate on 31/3/08.</p>

Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
		Deliver ILMs programme by 31.3.2008		Stepping Stones (Halton ILM) continuing to exceed job outcomes. Steps2Work (PCT funded Mental Health ILM) progressing well. No further update LHT Jigsaw Environmental Services ILM.
ER05	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	Review TNA (Training Needs Analysis) provision between 30-6-06 & 30-6-07		Completed. Targets for provision of WFD (workforce development) to companies and/or employees located in NRF priority wards were overachieved.
		Develop a Skills Sub-Group of the ELS by 30-6-07		The Skills Group met twice in Q3 (October and November 2007).
		SSP to consider customer satisfaction post LSC revamp by 31-3-08		On track
ER06	Encouraging investment in land and property to develop assets that meet business needs and help to produce an attractive and prosperous Borough.	Commence Implementing commercial property plan by 30-3-08		The first draft of the Astmoor Master Planning Group report has been completed
		Complete delivery of BIA scheme by 31-3-08		The programme is currently slightly under-spent, however, agreement is being sought from External Funding to extend the programme until September 2008.
ER07	Improving the environment and image of the borough including town centres, to appeal to residents, encourage visitors, businesses and investors.	Annual footfall statement by 30-9-07		Footfall counters installed and operational

Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
		Finalise night time plan for Victoria square by 31-12-07		Risk assessment prepared and first draft produced. Further work presently delayed due to workload pressures.



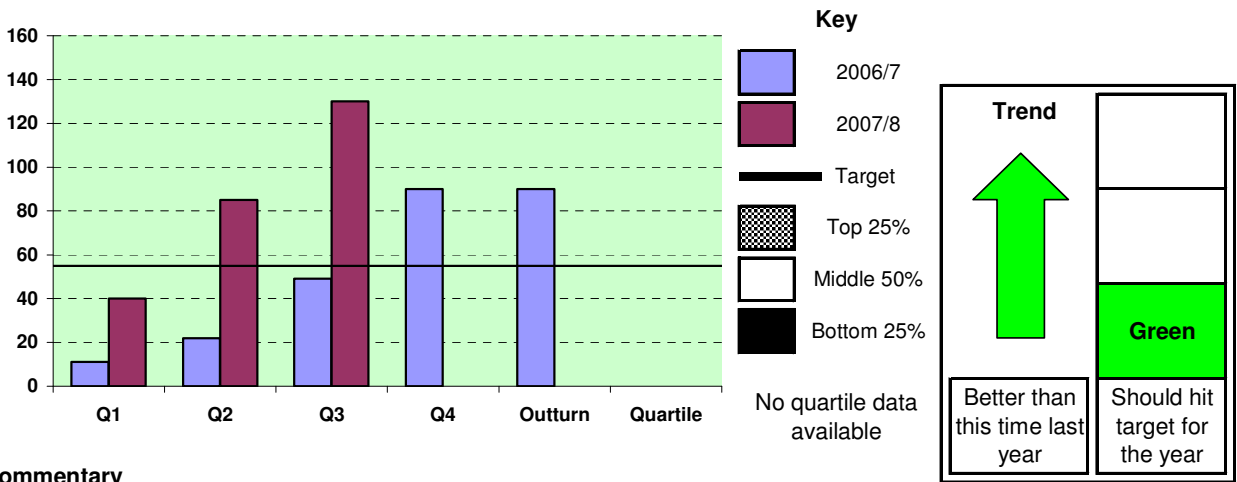
ECO RLI 6 **Inward investment enquiry conversion rate**



Commentary

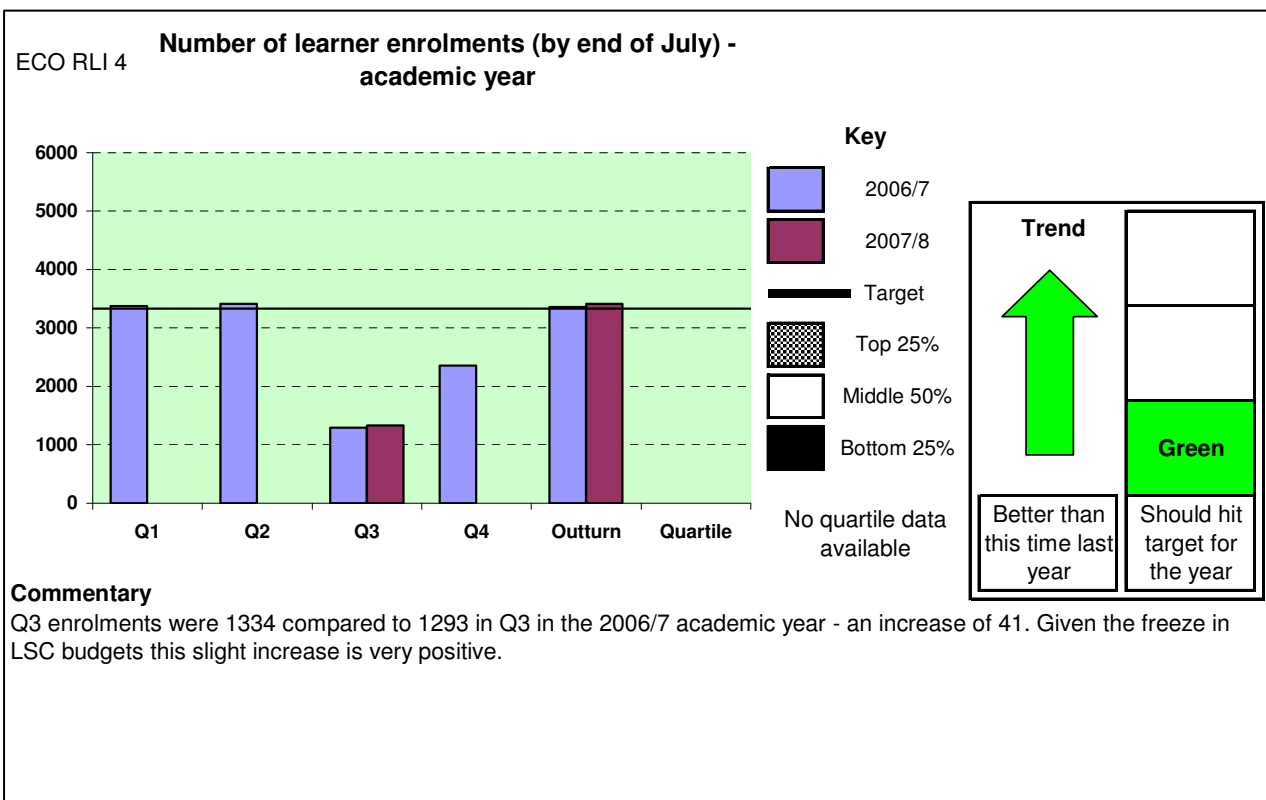
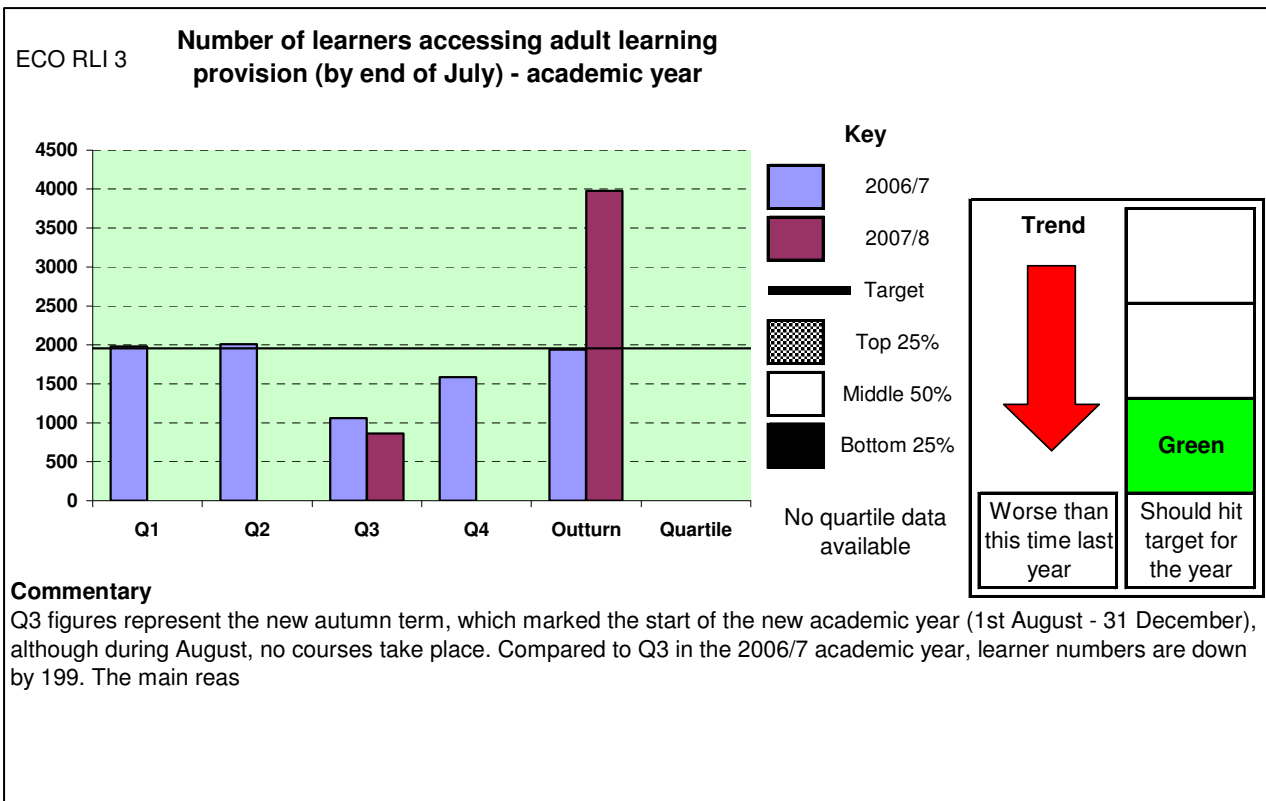
14 conversions this quarter, 2 start ups, 7 expansions, 1 from Merseyside and 4 from the NW. □
 □
 8 Industrial units, 4 office and 2 retail units taken. □
 □
 In terms of activity, 5 are manufacturing businesses, 4 are wholesale/retail, 2 construction, 2 other

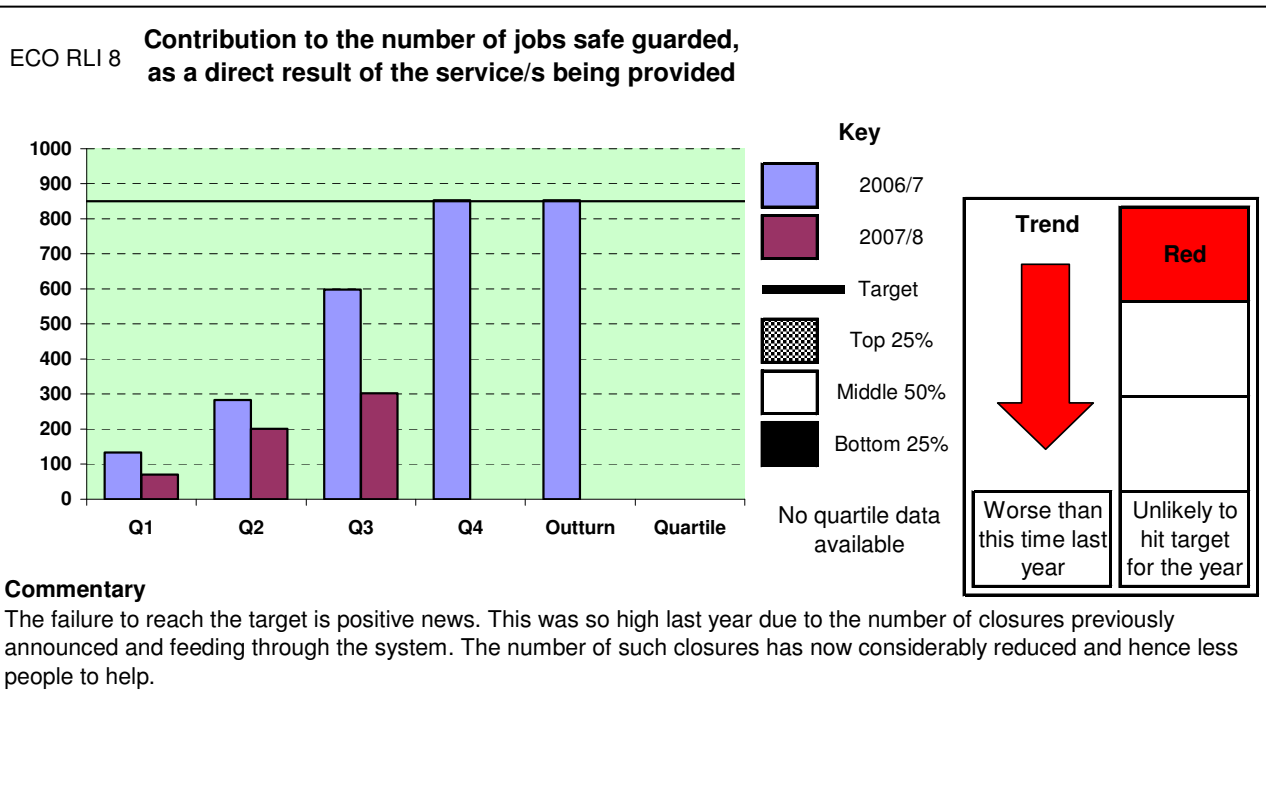
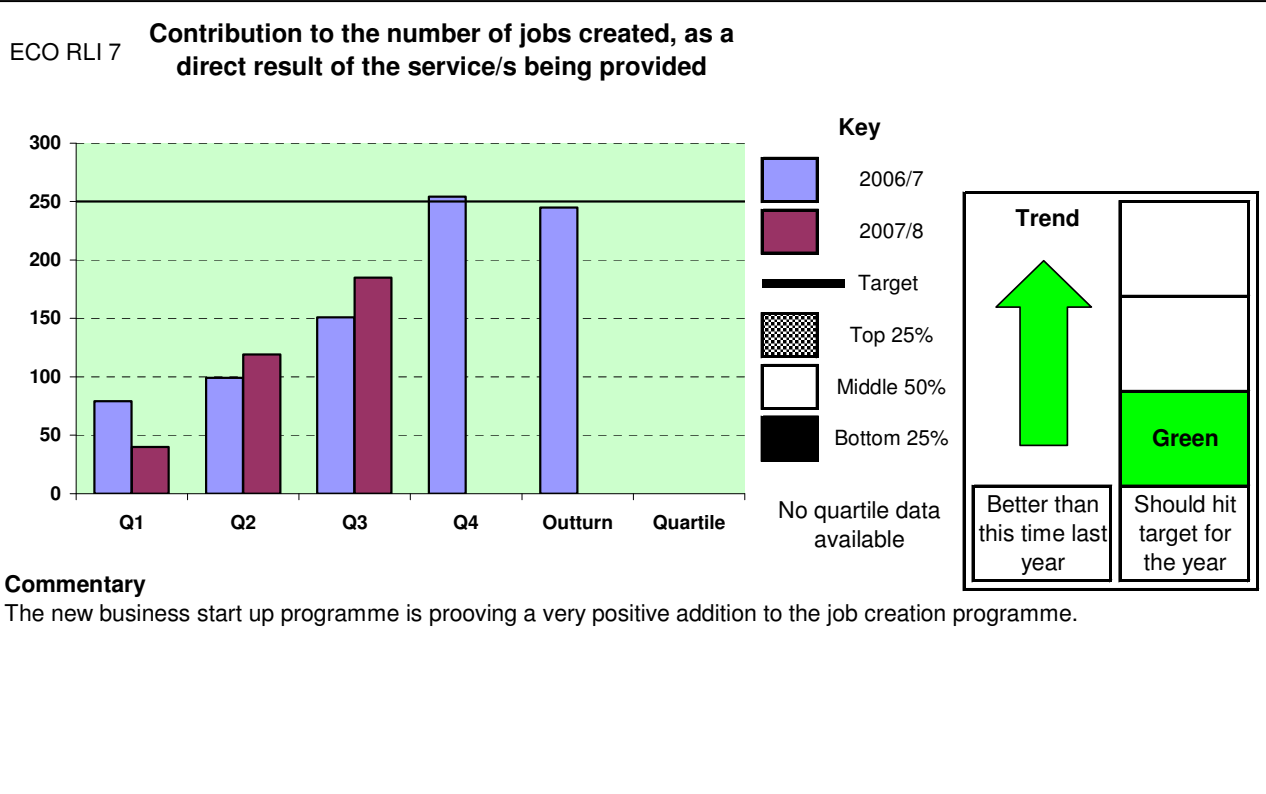
ECO RLI 2 **Number of local people with disabilities into permitted/paid work**

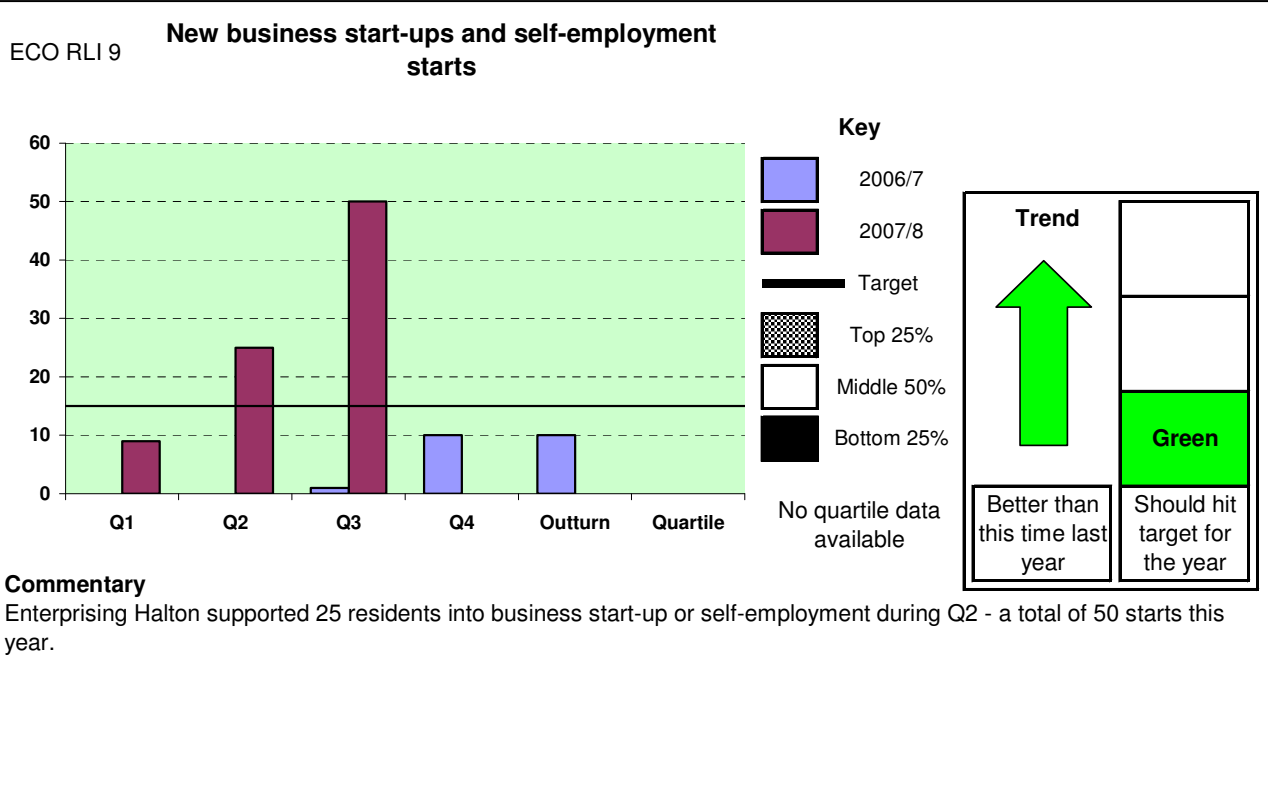




Commentary

HPIJ have supported 33 residents into work in Q3 who are in receipt of a Health related benefit (Income support Disability related, Incap, DLA) and 12 people into paid/permitted work from the Employment Team - a total of 45 people with disabilities into







LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
10	Number of adults gaining a national Skills for Life qualification at level 1, 2 or 3 in literacy, numeracy or ESOL	19 04/05	116 measured in academic year ending 31/08/08	35	37		Cumulative figure to date including Q3 - 102.
12	Increase the number of people who have been claiming an incapacity benefit into sustained employment of at least 16 hours per week for 13 consecutive weeks or more	18 for year ending 31/03/06	179 3 year Cumulative to 31/03/09	38	57		Cumulative figure to date including Q3 - 95

REGENERATION**Revenue Budget as at 31st December 2007**

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
Expenditure					
Employees	1,370	1,043	999	44	1,000
Premises Support Office	2 110	0 16	0 16	0 0	0 16
Accommodation Marketing Programme	55	41	22	19	26
Promotions Development Projects	29 20	29 4	50 4	(21) 0	50 8
Supplies & Services	158	83	87	(4)	104
ICT Investment for Growth	20	0	0	0	0
Halton People into Jobs	125	0	0	0	0
Transport Central Support Services	33 148	23 0	20 0	3 0	20 0
Departmental Support Services	29	0	0	0	0
Agency Asset Charges	4 7	1 0	1 0	0 0	1 0
Total Expenditure	2,110	1,240	1,199	41	1,225
Income					
Sales	0	0	0	0	0
Fees & Charges	-13	-10	-3	(8)	-3
Reimbursements Government grants	-131 -371	-122 -322	-131 -322	10 0	-131 -322
Employment Service	-257	-107	-107	0	-107
Recharges to Capital	-12	0	0	0	0
Total Income	-784	-561	-563	2	-563

Net Expenditure					
	1,326	679	636	43	662

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is slightly under budget.

With regards to expenditure the staffing underspend relates to savings against costs for the Supported Employment Team, external funding is being used to fund eligible salary costs. There is also an underspend in salaries against the Foundation Modern Apprentice scheme as actual numbers going through the scheme are lower than estimated. A staffing vacancy also existed within the Tourism & Promotions team.

Promotions expenditure above budget is a result of the increased costs of staging the Fireworks event but this will be offset by compensatory savings elsewhere.

At this stage, it is anticipated that overall revenue spending will be within departmental budget by year-end.

REGENERATION**Local Strategic Partnership Schemes as at 31st December 2007**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Halton People into Jobs	180	135	144	(9)	144
HPIJ	109	82	57	25	57
Neighbourhood Employment Outreach					
Halton ILM	163	122	125	(3)	125
HPIJ & Altcourse	10	7	1	6	1
Prison Pre Release Employment					
Halton Inspiring Women	10	7	3	4	3
Enterprise Development	102	76	66	10	66
Workforce Development	71	53	14	39	14
Supported Employment	129	96	76	20	76
Skills for Life	81	60	38	22	38
Town Centres Initiatives	75	56	35	21	35
Pre Employment Training Programme	12	9	2	7	2
Total Expenditure	942	703	561	142	561




REGENERATION**External or Grant Funded Schemes as at 31st December 2007**

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
ERDF					
Halton People into Jobs	155	116	112	4	112
ICT Investment for Growth	112	84	47	37	47
Total Expenditure	267	200	159	41	159

REGENERATION**Capital Projects as at 31st December 2007**

	2007-08 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Multi-Funded Projects</u>				
Business Improvement Area Scheme	458	280	141	317
Total Capital	458	280	141	317

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective will not be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.</p>

QUARTERLY MONITORING REPORT

DIRECTORATE: Health & Community
SERVICE: Culture & Leisure Services
PERIOD: Quarter 3 to period-end 31 December 2007.

1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department third quarter period up to 31 December 2007. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 6.

It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this Board have been shaded grey.

2.0 KEY DEVELOPMENTS

£1.3 million has been awarded by the Big Lottery Fund to enable the upgrade of Halton Lea Library.

An appointment has been made to the post of Community Safety Co-ordinator.

Sport England are providing 20 days free consultancy to develop ideas for sport and recreation development in the context of Building Schools for the Future.

The Sports programme of events for 2008, and the Brindley Spring programme have been launched.

10 applications for Green Flag status for excellence in parks and open spaces have been submitted.

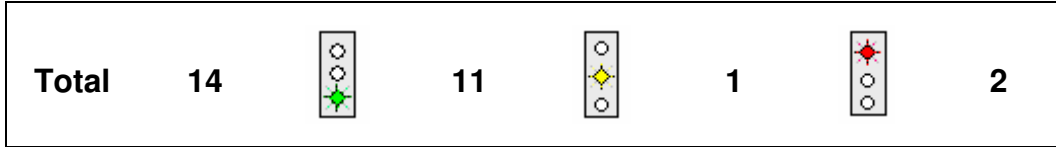
3.0 EMERGING ISSUES

A Strategic Needs Assessment in respect of Community Safety has to be completed by April 2008. This is a Home Office requirement, and will be used to prioritise the work of the Community Safety Team over the next 3 years.

The application to the Big Lottery for the transfer of community assets

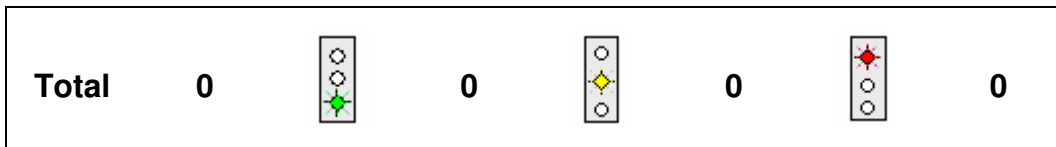
regarding Kingsway Health Centre to establish a 'one-stop shop' for the voluntary sector has been successful in the first-stage of its application. Further work is now required through stage two of the process. The outcome is anticipated in April 2008.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES



Progress towards "Key" objectives and milestones is generally good. For further details please refer to Appendix 1.

4.1 PROGRESS AGAINST OTHER OBJECTIVES / MILESTONES

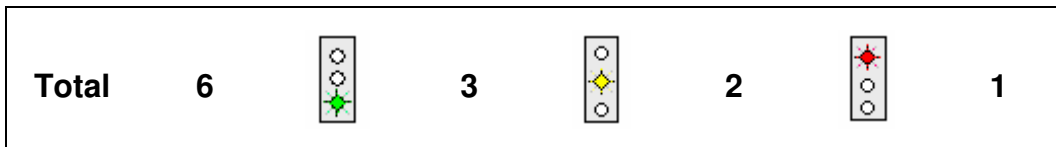


There are no "Other" objectives for this service.

5.0 SERVICE REVIEW

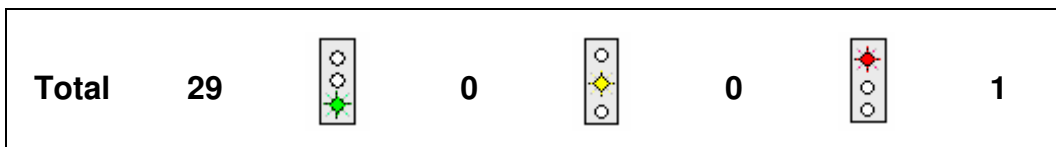
Culture and Leisure Services has retained its 4 star status (the highest possible score) as part of the CPA assessment.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



Performance around violent crime and robberies is a cause for concern. For further details refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



Performance in respect of burglaries has been reported by exception this quarter. Further details can be found in Appendix 3.

7.0 PROGRESS AGAINST LPSA TARGETS

LPSA targets around crime remain areas for concern. For further details please refer to Appendix 4.

8.0 RISK CONTROL MEASURES

During the production of the 2007-08 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.





There are no Key Service Objectives for this service that have been assessed and found to have associated 'High' risks. Therefore, there is no progress to report.




9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS





During 2006/07 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.


10.0 APPENDICES

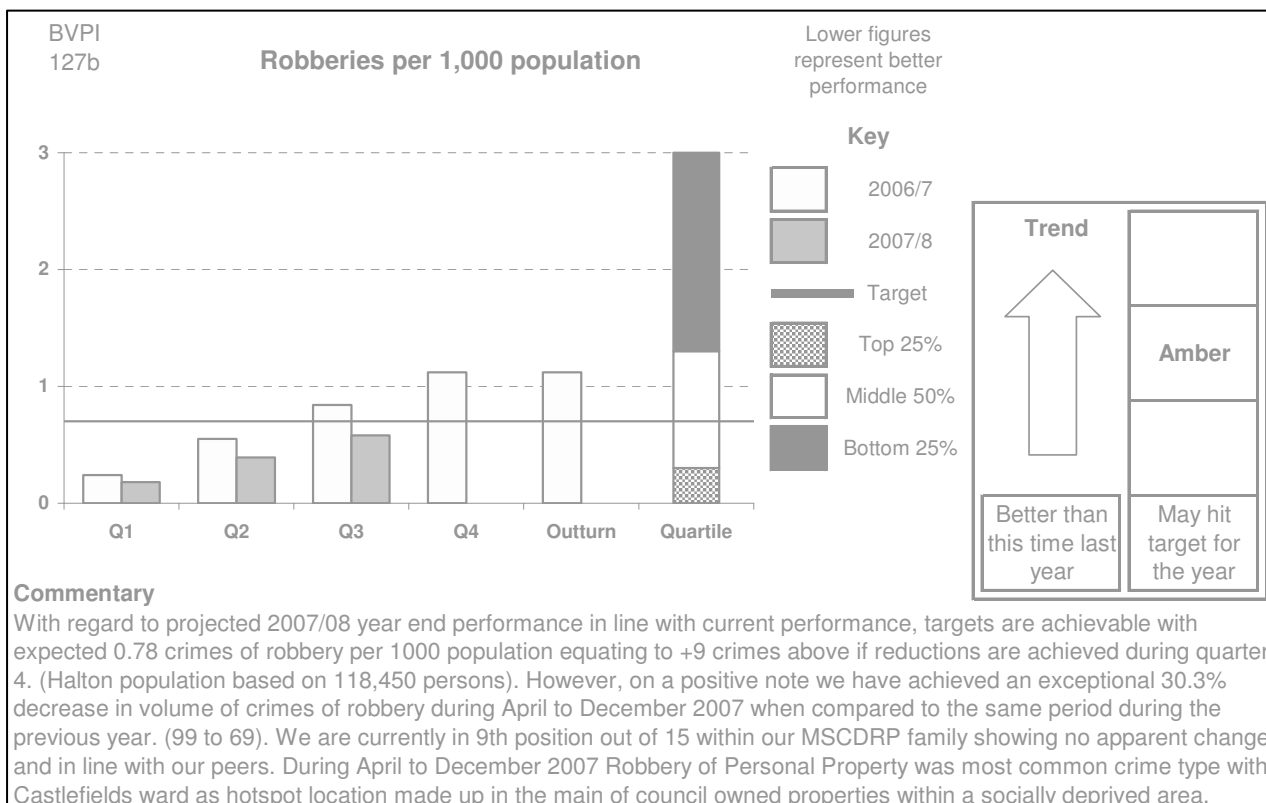
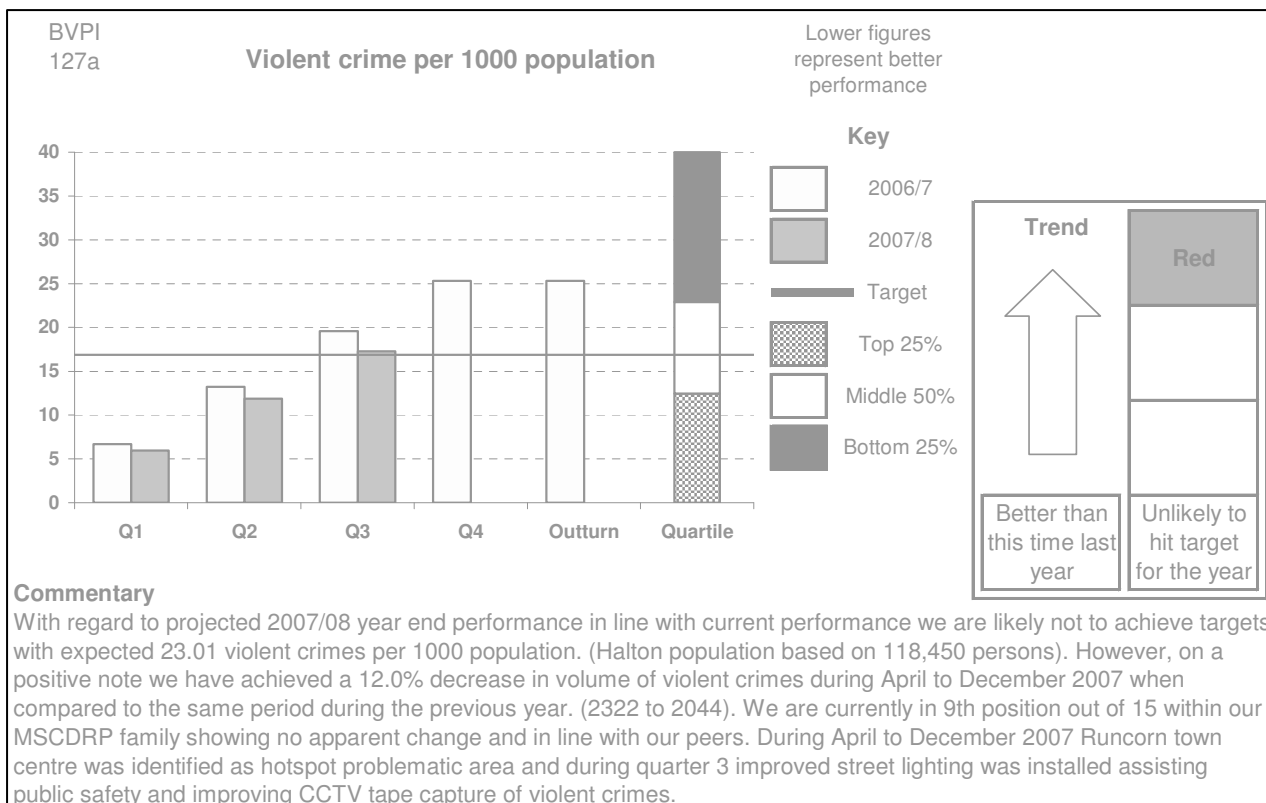
Appendix 1- Progress against Key Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4- Progress against LPSA targets
Appendix 5- Financial Statement
Appendix 6- Explanation of traffic light symbols

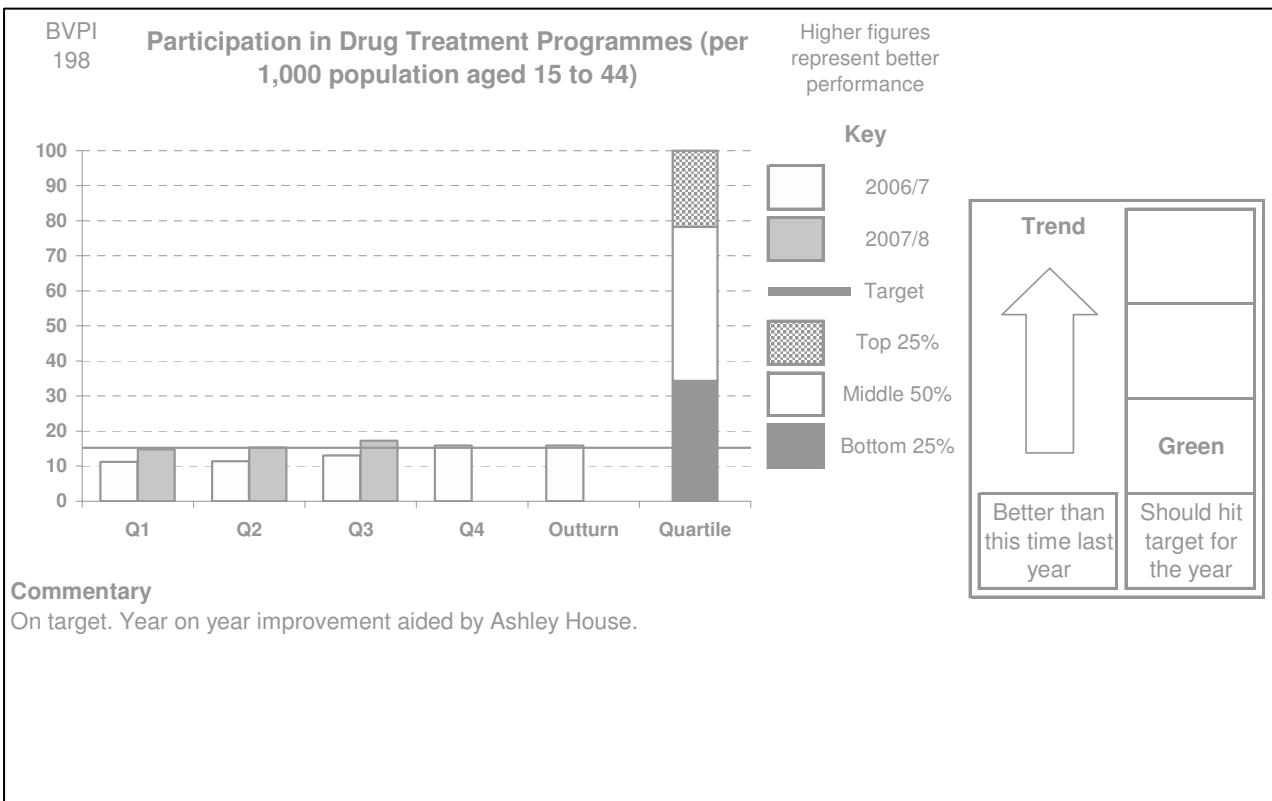
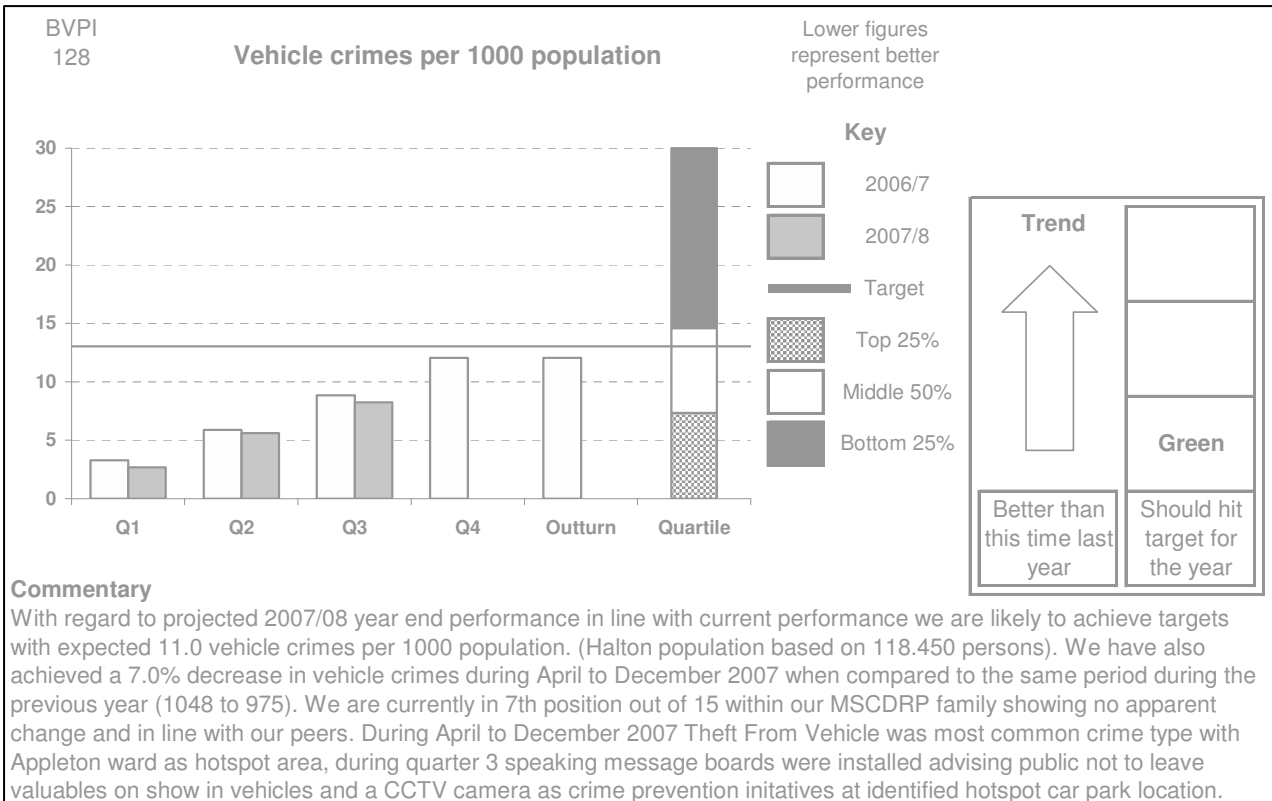
Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
CL 1	To contribute to the health and well-being of the people of Halton by developing self-confidence, providing opportunities for self-achievement, enjoyment and recreation by promoting healthy lifestyles through sporting and cultural opportunities.	<p>Secure funding to implement proposed programme of activity as part of Liverpool's Capital of Culture status.</p> <p>Ensure that Halton's people and their twin towns are able to participate in Liverpool's 800th Birthday celebrations in August 2007.</p> <p>Establish youth development/exchange programme with Newham B.C. (hosts of Olympics 2012) in respect of sporting and cultural opportunities.</p> <p>Establish an 'Olympics Support Fund', with appropriate criteria to allow young Halton talent to bid for funding</p>	   	<p>£40k secured from Capital of Culture Company; HBC to underwrite Youth Cultural Festival.</p> <p>3 Twin Towns attended. Halton's Samba Band performed.</p> <p>Contacts established. Dialogue regarding possibilities on-going. Will be invited to 2008 Youth Cultural Festival.</p> <p>Fund established. Criteria for applications developed, to be approved by Executive Board Member.</p>

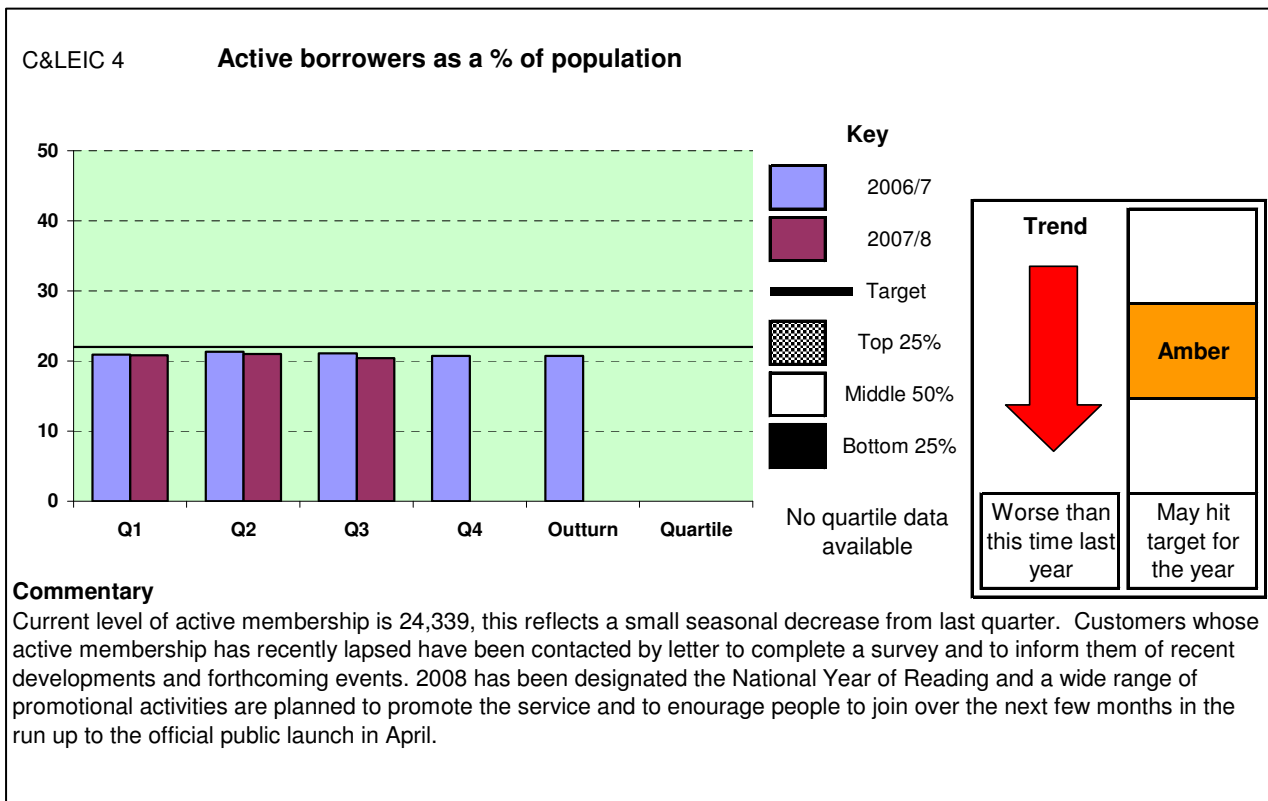
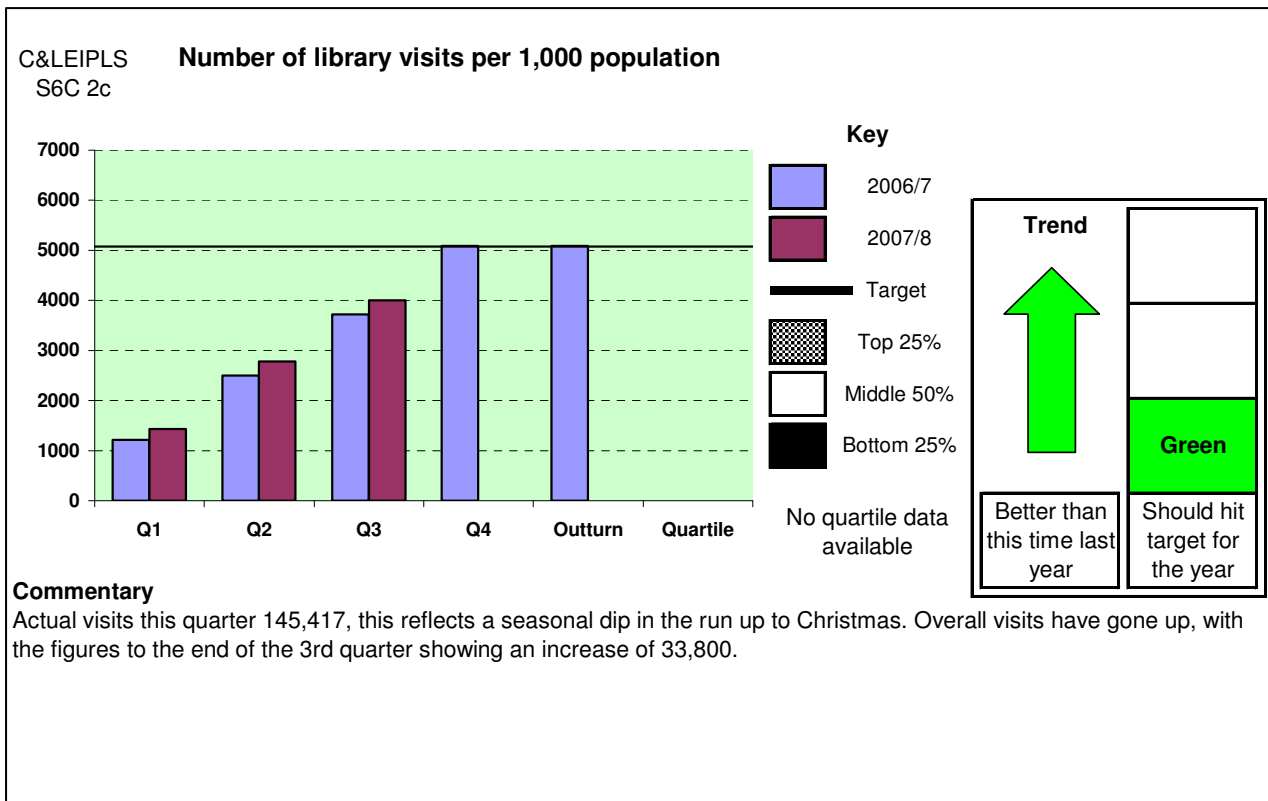
Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
		<p>to improve their chances of being able to participate in 2012.</p> <p>Establish funding and final work programme for St Chads Big Lottery Fund Sports Hall Scheme. Work to be completed October 2007.</p> <p>Complete design of the new Castlefields Community Centre as part of the Castlefields Regeneration Scheme by June 2007. Establish funding package by March 2008 to allow work to proceed.</p> <p>Develop local PI's for in-house ALD Day Services and SLA between Community Centres and ALD Services to measure</p>	  	<p>Work completed.</p> <p>Inquiry into Compulsory Purchase Order on existing shopping centre taking place. Outcome awaited.</p> <p>PI's not yet fully developed. SLA's in place. Performance monitored by ALD through their personal action plans.</p>


Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
		<p>and improve performance by June 2007.</p> <p>Consult with users and local communities to prepare a Lottery Fund bid to upgrade Halton Lea Library in line with user expectations (May 07). Outcome of bid known by September 07. If successful, develop detailed scheme by January 08.</p>		<p>Awaiting outcome of bid, now expected in October.</p>
CL 2	To develop strategies and action plans to reduce anti-social behaviour and the perceptions of crime.	<p>Launch new Strategy April 07. Safer Halton Partnership to monitor Action Plans on a quarterly basis.</p> <p>Establish new structure for Community Safety Team Sept 07.</p> <p>Introduce system of dedicated Police Community Safety Officers (PCSO's) into</p>	  	<p>Strategy launched. Number of reports reduced.</p> <p>All appointments now made. Recommendations for new structure delayed until July '08.</p> <p>Teams in place. Review meetings have taken place.</p>


Service Plan Ref.	Objective	2007/08 Key Milestone	Progress to date	Commentary
		Parks to manage security and anti-social behaviour issues by May 07. To be reviewed on a quarterly basis.		
CL 3	To implement the Action Plan of the self-assessment of 'Towards an Excellent Service' model as prescribed by the Department of Culture, Media and Sport. The plan will prioritise areas for self-improvement.	<p>Action plan agreed with IDEA by April 07.</p> <p>Plan to be presented to PPB/Executive Board in first cycle of Municipal Year.</p> <p>Culture and Leisure Services Management team to monitor Action Plan on a quarterly basis.</p>		<p>Action Plan agreed.</p> <p>Report presented.</p> <p>Plan monitored quarterly.</p>









Ref	Indicator	Actual 06 / 07	Target 07 / 08	Quarter 3	Progress	Commentary
Service Delivery						
BVPI 126	Domestic burglaries per 1,000 households	13.72	7.33	8.92		<p>During April to December 2007 Halton Area recorded 433 Domestic Burglaries equating to 8.92 per 1000 households exceeding the 07/08 target. If Halton continues with current performance 07/08 year end projections are 577 crimes or 11.9 per 1000 households, although this is above fiscal target we must note the very low target set of a 40% reduction from 03/04 baseline data.</p> <p>When compared to the same period during the previous year Halton Area achieved a 10.5% decrease (484 to 433).</p> <p>If we compare Halton performance against MSCDRP up to November 2007 Halton area has currently no apparent change and in line with our peers in 8th position out of 15.</p> <p>During Quarter 3 Cheshire Police had 3 Operations running and 1 prioritised target in relation to Domestic Burglaries within Widnes area resulting in decreased crimes and proactive policing action has resulted in offenders being identified and arrested.</p>


LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
1	<p>Reduce the level of violent crime:</p> <p>The number of recorded incidents of violent crime within Halton (serious woundings and common assault).</p>	2133 (2003/4)	1913 (Mar 08)	2005	1557		<p>Data as supplied is based on objectives supported within LAA targets and therefore Violent Crimes consist of Common Assault and Woundings (serious and other) only.</p> <p>During April to December 2007 Halton Area recorded 1557 crimes equating to 13.14 per 1000 population (Halton population supplied as 118,450) Halton area achieved a 5.9% decrease when compared to the same period during the previous year (1655 to 1557).</p> <p>If Halton continues with current performance 07/08 year end projections are 2076 crimes or 17.5 per 1000 population, although above target levels initiatives and operations planned during the remainder of this fiscal year should have a positive impact .</p> <p>During Quarter 3 Town Centre locations encompassing core</p>



LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
							<p>licensed premises and fast food outlets continue as hotspot areas with alcohol related crimes as main causation factor. Improved street lighting was installed within Runcorn Town Centre to improve public safety and improve CCTV images. A Partnership marketing campaign was run during December 2007 aimed at reducing alcohol related crimes within town centres during night time economy.</p> <p>If we compare Halton performance against MSCDRP for total violent crimes up to November 2007 Halton area is currently 9th position out of 15 in line with our peers and performance shows no apparent change.</p>
2	<p>Reduction in vehicle crime in Halton:</p> <p>i) The number of thefts of vehicles in Halton</p>	753 (2003/4)	558 (Mar 08)	529	374		<p>During April to December 2007 Halton Area recorded 374 crimes equating to 3.16 per 1000</p>



LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
							<p>population (Halton population supplied as 118,450).</p> <p>Halton area achieved a 3.6% decrease when compared to the same period during the previous year (388 to 374).</p> <p>If Halton continues with current performance 07/08 year end projections are 499 highlighting exceptional projected performance against targets.</p> <p>During Quarter 3 Cheshire Polic had two Operations running with one to deter travelling criminals entering Widnes and committing vehicle crimes. Also one in relation to increased crime relating to theft of older vehicles. Current Partnership initiatives are;</p> <ul style="list-style-type: none"> - Purchase of a 'sting' vehicle with a tracking device in order to identify and arrest. - Purchase of a portable ANPR kit to identify stolen vehicles. <p>If we compare Halton</p>

LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
							<p>performance against MSCDRP for theft of vehicle crime up to November 2007 Halton area is currently 13th position out of 15 and performance is well above with MSG average.</p> <p>Total Vehicle crime (Theft From and Theft Of Vehicles) is currently showing no apparent change and performing in line with our peers when compared to MSCDRP.</p>
	ii) The number of thefts from vehicles in Halton	1108 (2003/4)	749 (Mar 08)	908	601		<p>During April to December 2007 Halton Area recorded 601 crime equating to 5.07 per 1000 population (Halton population supplied as 118,450).</p> <p>Halton area achieved an 8.9% decrease when compared to the same period during the previous year (660 to 601).</p> <p>If Halton continues with current performance 07/08 year end projections are 801 (6.76 per 1000 population) indicating we are not likely to meet this target.</p>

LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
							<p>Current Partnership initiatives are;</p> <ul style="list-style-type: none"> - Installation of 'talking signs' within Widnes and Runcorn town centres in order to remind members of the public not to leave valuables on show in vehicles. - Installation of CCTV at identified hotspot location within Widnes town centre car park. <p>If we compare Halton performance against MSCDRP for theft from vehicle crime up to November 2007 Halton area is currently 6th position out of 15 and performance is well below MSG average lower bound.</p> <p>Total Vehicle crime (Theft From and Theft Of Vehicles) is currently showing no apparent change and performing in line with our peers when compared to MSCDRP.</p>

LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
3	<p>Improving the health and well-being of residents:</p> <p>The percentage of adults in Halton participating in at least 30 minutes moderate intensity sport and active recreation (including recreational walking) on 3 or more days a week, as measured by Sport England's Active People survey.</p>	19.62 (Nov 2006)	21.32 (Nov 2009)	19.62			Reported through LAA.
4	<p>Tackling the problems of domestic violence:</p> <p>1. The number of incidents of domestic violence reported to the police (directly or through a third party) in Halton.</p>	1613 (2004/5)	1774 (Mar 08)	2132	2157		Throughout the year, reporting has been consistent month on month – exceeding the monthly target of 148. The month that saw the biggest rise in reports was Aug 07, when 257 were recorded. This constant good performance means that the target for year-end has already been exceeded and an increase can be noted on each quarter as the year progresses. The projected figure of reported incidents for year-end is 2876.

LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
	2. The proportion of incidents of domestic violence which result in a sanction detection.	269 (2005/6)	282 (Mar 08)	242	258		The annual target looks to be met by year-end, with only another 24 detections to record in Q4 to hit the target of 282. However, the target of 24 detections per month was not always met throughout the year. This does not appear to have affected overall performance in this area and it is expected that by the end of the year, this target will also be exceeded.
	3. The proportion of the total number of incidents of domestic violence reported annually to the police (directly or through a third party) in the same period, who are repeat victims.	23% (2003/4)	18% (Mar 08)	20%	5%		Year to date, only 5% of individuals reporting domestic abuse to the police are repeat victims. Out of 2157 reports of domestic abuse to the police in Quarters 1 to 3 – 99 individuals have been repeatedly targeted as victims. This is well below the target of 18% and is due to the efforts of the forum and its partners, including Cheshire Police, in developing initiatives that encourage repeat victims to make statements and eventually press charges, or leave a perpetually abusive partner.

LPSA Ref.	Indicator	Baseline	Target	Perform 06/07	Perform 07/08 Q3	Traffic light	Commentary
5	Reducing the harm caused by drug misuse: 1. The number of individuals in Halton who are in contact with structured drug treatment services.	604 (2004/5)	790 (2008/9)	879	956		Numbers in treatment continues to significantly exceed the 07/08 target.
	2. The percentage of individuals in Halton starting treatment who are retained in treatment for over 12 weeks.	80% (2004/5)	88% (2008/9)	83%	93%		Retention in treatment continues to significantly exceed the 07/08 target.

Cultural & Leisure Services

Revenue Budget as at 31st December 2007

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	3,855	2,901	2,841	60	2,841
Grounds	2,648	0	0	0	0
Maintenance					
Premises Support	829	0	0	0	0
Other Premises	648	472	471	1	471
Book Fund	256	182	154	28	154
Hired & Contracted	446	335	327	7	327
Promotions	151	113	101	12	101
Other Supplies & Serv.	445	320	316	4	316
Transport	71	43	40	3	40
Leisure Mgt. Contract	1,282	862	861	1	861
Grants	650	645	650	(5)	650
Other Agency	139	132	132	0	132
Asset Charges	1,570	0	0	0	0
Support Services	3,432	0	0	0	0
Total Expenditure	16,422	6,005	5,893	111	5,893
<u>Income</u>					
Sales	-118	-89	-126	38	-126
Fees & Charges	-520	-361	-428	67	-428
Rents	-17	-13	-19	6	-19
Support Recharges	-1,521	0	0	0	0
Grant Funding	-270	-202	-201	(1)	-201
Reimbursements	-690	-424	-437	13	-437
Total Income	-3,136	-1,089	-1,211	122	-1,211
Net Expenditure	13,286	4,916	4,682	233	4,682

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is under budget.

The uexpenditure below budget profile on Employee costs relates to a number of posts which have previously been vacant, but which have now recently been filled. It is not

anticipated that there will be a significant underspend on this budget heading at the year-end.

Whilst the "Other Premises Costs" budget heading is currently showing expenditure to budget, expenditure on energy costs will need careful monitoring. Expenditure on gas and electricity costs are anticipated to be significantly higher in the fourth quarter, and remedial action may be needed to ensure a balanced budget is achieved.

Expenditure below budget to date on the Bookfund budget relates to the phasing of invoice payments, and it is not anticipated that expenditure on this heading will be underspent at the year-end.

The overachievement of sales and fees and charges income is primarily related to the Brindley Arts Centre. Income is significantly above target for the first three quarters, although it cannot be assumed that a similar trend will continue for the remainder of the year.

At this stage it is anticipated that overall revenue spending will be in line with the Departmental budget by the end of the financial year.

Cultural & Leisure Services
Capital Projects as at 31st December 2007

	2007/08 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Show Pitches</u>	40	0	-5	45
<u>Athletics track</u>	301	156	156	145
<u>Improvements To Pavilions</u>	30	0	-20	50
<u>Brindley Forestage</u>	30	30	26	4
<u>Skate Park</u>	100	0	0	100
	501	186	157	344

Cultural & Leisure Services




LSP, External or Grant Funded Items as at 31st December 2007

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Priority 1: Healthy Halton</u>					
Sports Partnership	59	45	25	19	25
Health & Physical Activity	39	29	27	3	27
Enhanced Sports	75	56	22	34	22
Sub Total	173	130	74	56	74
<u>Priority 3: Children & Young People</u>					
Vikings In The Community	50	37	13	25	13
Sub Total	50	37	13	25	13
Priority 4:Employment Learning & Skills					
Citizen's Advice Bureau	68	51	34	17	34
Sub Total	68	51	34	17	34
Priority 5:Safer Halton					
Youth Splash	178	134	94	39	94
Blue Lamp	631	473	315	158	315
Prolific & Persistent Offenders	47	35	23	12	23
Positive Futures	25	19	27	(8)	27
Sub Total	881	661	459	201	459
<u>Total Expenditure</u>	1,173	879	581	299	581

Comments on the above figures:

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Neighbourhood Renewal Fund grant is spent during the year.

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved.</u></p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective will not be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.</p>