



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

**Monday, 21 September 2009 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David W R', positioned above a faint rectangular stamp.

Chief Executive

BOARD MEMBERSHIP

Councillor Eddie Jones (Chairman)	Labour
Councillor Susan Edge (Vice-Chairman)	Labour
Councillor Dave Austin	Liberal Democrat
Councillor Marjorie Bradshaw	Conservative
Councillor David Findon	Conservative
Councillor Harry Howard	Labour
Councillor Kath Loftus	Labour
Councillor Stan Parker	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor John Stockton	Labour
Councillor Philip Worrall	Liberal Democrat

*Please contact Michelle Simpson on 0151 471 7394 or e-mail michelle.simpson@halton.gov.uk for further information.
The next meeting of the Board is on Monday, 16 November 2009*

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

Part I

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1. MINUTES		
2. DECLARATION 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, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
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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 & Performance Board

DATE: 21 September 2009

REPORTING OFFICER: Strategic Director, Corporate and Policy

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(9).
- 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(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from 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 given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one 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 your 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 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 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

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

DATE: 21 January 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Community Portfolio which have been considered by the Executive Board and Executive Board Sub are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

APPENDIX 1

Extract of Executive Board Minutes Relevant to the Employment, Learning and Skills Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 4th JUNE 2009

EX6 ESTABLISHMENT OF THE DARESBUY SCIENCE AND INNOVATION CAMPUS JOINT VENTURE

The Board received a report from the Strategic Director, Environment on the establishment of the Daresbury Science and innovation Campus Joint Venture.

The report explained that over the last several years Halton Borough Council had worked with a number of partners to deliver a major international science based campus at Daresbury, building on the presence of the established Laboratory. To move delivery forward, it had been concluded that this could best be achieved by the establishment of a joint venture company. This report set out process for the formation of a joint venture company and the implications for the Council.

An amendment to recommendation 2.1 (ii) of the report was tabled at the meeting and noted as below as (2).

RESOLVED: That

- 1) The principle of the joint venture as set out in this report be supported;
- 2) The Council's land ownership at Daresbury Firs is included in the joint venture subject to its continuing in its existing use, unless otherwise agreed by this Council;
- 3) The Chief Executive in consultation with the Leader and Portfolio Holder for Corporate Services be authorised to take any necessary action to establish the joint venture; and
- 4) The Strategic Director, Environment, in consultation with the Operational Director, Legal Services be authorised to take such action in relation to the use or disposal of land at Daresbury Firs as may be necessary to give effect to the Joint venture.

EXECUTIVE BOARD MEETING HELD 16TH JULY 2009

EXB28 BSF OUTLINE BUSINESS PLAN

The Board considered a report of the Strategic Director, Children and Young People which provided a summary of the peer assessment undertaken on the BSF Outline Business Case (OBC), the outcome of the assessment.

The Board was advised that the MRA meeting praised Halton for the level of stakeholder engagement in the process, the quality of the BSF Outline Business Case, and responsiveness of the Council to any queries and clarifications they had raised. They confirmed their approval for Halton's Outline Business Case subject to the following three technical conditions:

- HM Treasury approval;
- Confirmation by The Council Executive Board of the Council's commitment to post LEP costs; and,
- The approval of the statutory consultation on the "Grange Schools" (Nursery, Infant, Junior and Comprehensive) before the end of September 2009.

The Board was further advised that HM Treasury approval had subsequently been confirmed. On 24 September 2009, the Executive Board would be asked to make a decision on the outcome of the statutory consultation to close The Grange Nursery, Infant and Junior Schools; change the age range of The Grange Comprehensive from 3-16 years (offering 0-16 provision with support from the day care service) and enlarging the school so that it becomes The Grange School.

In addition, approval was sought to confirm the Local Education Partnership (LEP) funding post, thus ensuring all the conditions set by the MRA meeting as listed in 3.4 of the report had been met.

RESOLVED: That

- (1) the requirements of the Outline Business Case as set out in the report be approved;
- (2) the Council continues to monitor BSF programme costs closely, making agreed funding available to ensure the effective delivery of the Programme within the expected timescales; and
- (3) Following the establishment of the Local Education Partnership

(LEP) the internal project costs estimated at £300,000 will continue to be committed by the Council during both construction and post construction phase to ensure contract monitoring and support functions can be maintained.

EXB22 WIDNES WATERFRONT PHASE 2 MASTERPLAN FRAMEWORK & DELIVERY STRATEGY

The Board considered a report of the Strategic Director, Environment that sought approval and adoption of the Masterplan Framework and Delivery Strategy for the Widnes Waterfront, which had been prepared in partnership with the Council by consultants Taylor Young supported by the BE Group and Faber Maunsell.

RESOLVED: That

- (1) the Widnes Waterfront Masterplan Framework and Delivery Strategy Phase 2 undertaken by Taylor Young for Halton Borough Council be endorsed; and
- (2) the Strategic Director for Environment, in consultation with the Executive Board Member for Planning, Transportation and Development, be authorised to develop and deliver the Masterplan Framework in consultation with landowners, business's, developers and grant aid bodies.

EXECUTIVE BOARD SUB MEETING HELD 16TH JULY 2009

ES11 REGIONAL ENTERPRISE PROGRAMME

The Board considered a report of the Strategic Director, Environment which sought authority for Halton Borough Council to become the managing agent for the North West Development Agency Regional Enterprise Programme for Halton.

The Board was advised that in the two years since Enterprising Halton had been launched the programme had dealt with 890 start-up enquiries, assisted 172 new business start-ups which had created an additional 134 jobs over and above the business owners. Fifteen new businesses had also registered for VAT.

RESOLVED: That Authority be given for Halton Borough Council to become the managing agent for the North West Development Agency Business

Start Up programme within Halton.



REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 21 September 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Specialist Strategic Partnership minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

1.1 The Minutes relating to the Health and Social Care Portfolio which have been considered by the Employment Learning and Skills Specialist Strategic Partnership are attached at Appendix 1 for information.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

Employment, Learning & Skills SSP

Minutes of Executive Group Meeting 16 July 2009

9.00 am, Jobcentre Plus, Runcorn

Present:	Organisation:
Mark Wilson	Jobcentre Plus (JCP)
Garry Collins	HBC Economic Regeneration
Neil Maguire	Learning and Skills Council (LSC)
Mark Grady	HBC Policy & Partnership
Margaret Harper	Riverside College Halton
Eleanor Carter	External Funding (HBC)
Claire Tierney	External Funding (HBC)
Claire Bradbury	YMCA
Andy Guile	HVA
Hitesh Patel	CAB
Cleo Pollard	Halton Parents & Carers
Colin Billingsley	Jobcentre Plus
Siobhan Saunders	Adult Learning & Skills (HBC)
Simon Clough	14-19 Partnership (HBC)

1. Welcome/Apologies

- 1.1 Mark Wilson welcomed everyone to the meeting and the Group provided introductions.
- 1.2 Apologies had been received from:
- | | |
|----------------------|-------------------------------|
| Lisa Driscoll | Policy & Partnership (HBC) |
| Jane Trevor | Jobcentre Plus |
| Madeleine Hamadonian | Adult Learning & Skills (HBC) |
| Gerry Fitzpatrick | Enterprise & Employment (HBC) |

2. Previous Minutes & Matters Arising

- 2.1 The previous Minutes were reviewed and agreed.
- 2.2 Matters arising were:
- Item 7 – Migration Fund
- The joint bid across Cheshire, Halton and Warrington, led by Cheshire Fire Service, has been successful in obtaining £476,388.00 for 2009-10 and £470,250.00 provisionally for 2010-11, subject to confirmation in the autumn. Cheshire Fire Service will act as the legal entity of the fund but this Partnership will lead on work in Halton utilising the funding. **EC agreed to keep the group appraised of developments.**

3. Feedback from Performance Review

- 3.1 MW reported that over 3 days around 15 reviews have been undertaken, providing more scrutiny of the SSP's projects than ever before. The notes from these will be written up and circulated to colleagues to with information on the

total allocation for each project, spend to date and forecasted spend. A brief narrative will also be provided highlighting the positives elements of each project and the issues that were raised. This report will be circulated in the next few weeks and taken to the LSP. **MW/GC to action**

- 3.2 Overall, it was felt to be a positive process, although some issues were raised that need to be ironed out. The reviews have, however, given a clearer indication of where underspend can be redistributed.
- 3.3 GC noted that confirmation is needed on whether underspends in year 1 of 2 year programmes will be kept by the partnership to be available in year 2 or taken back by the LSP. **GC to action**
- 3.4 Further discussion is needed in order to ensure this review process can be married into the regular monitoring and scrutiny of quarterly monitoring forms.

4. **2008/09 Final Report and Progress on SLAs**

- 4.1 GC reminded colleagues that Service Level Agreement (SLA) forms have now been amended to become 2 year forms and so any programmes that have not submitted a 2 year SLA must do so. **Programme managers to action**
- 4.2 MG reported that 3 SLAs remain outstanding, as follows:
- *Support to newly unemployed* – there has been agreement that this can be held back. The Board was reminded that this fund was set up to provide money to new recession related projects. It is proposed that any underspend identified as part of the review process be added to this line to create a larger recession fund. A SLA can be submitted at this stage if necessary. **MG to confirm**
 - *Voluntary Sector Sustainability* – this is around NI 7 but it was noted that there is no survey to be undertaken until 2010. Work is ongoing however across the Sector to work together on an action plan in the meantime for a thriving Third Sector. AG believed a signed SLA has been submitted. **MG to confirm whether this has been received**
 - *NEET(not in employment education or training)* – this programme originally came out of the commissioning arrangements last year to fund a specific post to provide a link between businesses and apprentices as part of the NEET reduction Strategy. However, the post has yet to be put in place. Further clarity is needed through Tony Crane. A decision was requested within the next 2 weeks from CYP on whether the post will be filled. If so, the money could be transferred to CYP, who will become the accountable body. Another option is for one of the ELS SSP partners to fill the post. Any underspend will be redistributed by this Partnership. It was noted that the vacant post will already have accrued savings for this financial year. **SC to action**
- 4.3 Discussion took place regarding the £160,000 the LSP is releasing for recession measures. 3 projects have been proposed by the LSP chairs group to utilise this as follows:
- Recession Information advice and guidance (across the partnership)
 - Funding for small enterprise units through the Urban Renewal SSP

- Safety net of support for new business start-ups to cover the loss of benefits for the first 13 weeks for those from the worst LSOAs

4.4 The Board supported a recommendation that the fund be used for the small enterprises proposal, with safety net funding in place to encourage people to launch new businesses.

5. LAA Progress Report

5.1 GC noted the time lag in data. For example, the latest worklessness data for NI 153 is to August 2008 and so does not account for the worst of the recession. Some targets within the LAA have been frozen in light of the recession.

6. ELS Networking Event

6.1 Colleagues discussed the report circulated with the agenda by LD. The event would have several purposes – networking opportunity, increasing awareness of other projects within the partnership, promoting cross-working, reviewing membership, etc.

6.2 A proposal to have a 'marketplace', with speed dating to allow all projects to quickly give information on their work to the rest of the partnership, which could, if appropriate, lead to a review of the priorities within the action plan, amending some but recognising the long-standing work in place progressing towards agreed objectives.

6.3 The idea was approved and it was felt that the event should be mandatory for all projects that receive funding from the SSP. All partners will be asked to also produce a one page summary of their work following the event, including key contacts for further information.

6.4 It was agreed that a small working group should be put together to take these ideas forward. **LD to contact MW to put together group**

7. Future Jobs Fund

7.1 GC noted that the national Fund is looking to create 150,000 jobs, 100,000 for 16-24 year olds and 50,000 for those over 24. Each will be at least 16 hours per week and for at least 6 months, with the focus on 'green' jobs and wards where unemployment is 1.5% above the national average – 13 wards in Halton currently fall into this category.

7.2 A bid has been submitted at city-region level for 6000 jobs. In Halton, the proposal is for 120 jobs every 6 months. Announcements on the successful bids will be made on July 29th, with the programme due to start in October. More guidance is expected in the meantime. All information will be circulated to colleagues when received. It is thought that the scrutiny of the bids will be focused on the benefits that they will bring to the area, the proportion of 'green' jobs, sustainability, etc

7.3 If successful with the bid, jobs will be advertised through JCP. It is hoped that many of the jobs created will be at least 12 month posts but the funding only lasts for 6.

8. Construction Employment Update

8.1 SS noted that a similar report to that provided with the agenda had recently been presented to the Council Management Team to look to bring together the major construction projects in Halton. From the approval received for the proposal a workshop has been arranged for July 30th to look at ways companies can work in partnership on projects and devise protocols on the percentage of jobs to direct towards local unemployed people in Halton's most deprived wards, as well as looking at training, workforce development, etc. **SS agreed to bring regular updates back to the partnership** and noted that partners may be contacted for information in relation to the workshop.

9. 3MG and Inward Investment Update

9.1 SS reported that following the last meeting the 3MG recruitment team was in place and marketing set to be rolled out once the announcement was made by 'customer number 1' that it would be creating initially 600 jobs in a warehousing and distribution centre from October. However, the announcement has been delayed.

9.2 It is understood that Stobart will announce in 2 weeks 150 jobs from October and this partnership to lead on recruitment. If this does happen it is hoped that it will lead to a snowball effect and announcements from 'customer number 1' and 'customer number 1a'.

9.3 The Skills Sub Group meeting next week will look to progress this. Once announced this will become the number one priority for all partners. Plans will now be put into place for the offer of pre-recruitment training for these jobs, whether the posts are from October or next year.

10. Response to the Economic Downturn

10.1 Covered through earlier discussions

11. Sub Group Reports

11.1 Enterprise

- Report circulated at the meeting
- NWDA Local Enterprise Programme (LEP) for business start-ups – in tranche 2 local authorities have been given the opportunity to coordinate LEPs. In Halton, the Enterprise Team will manage these on the LA's behalf. The contract is worth £180k, with a proviso of a local contribution – Halton already spent £40k in this area and it has been agreed that this should be Halton's contribution. It was noted that this money can only be used for advice, not grants.

11.2 Employment

- Report circulated, including this week's latest unemployment data.
- Job Seekers Allowance (JSA) has stabilised in Halton over the past 3 months but it is still too early to confirm this trend.
- The annual June-June JSA increase in Halton was 86%, in Widnes it was 110%. It was noted that these percentages will gradually fall as the rises over the past 12 months take effect in future figures.
- A Local Employer Partnership agreement has been signed by Halton Housing Trust.
- The sub group asked the board for a steer on the following three areas

- School leaver situation over the upcoming months be looked at
- Developing a financial inclusion strategy – it was reported that the ELS Scrutiny Board will look at developing a strategy and action plan. SS is the officer leading on this with the Scrutiny Board, which will meet with SSP colleagues to look at this. Financial champions from Lancashire County Council that are looking at this work in other areas will also be involved.
- Giving provider organisations more input into SSP discussions – this will be looked at during the Networking Event (see item 6).
- **CB agreed** to report at the next meeting on 'better off' calculations in respect of current and future national policy, as well as the future policy implications for lone parents. This was because there were some concerns that some of these were not accurate.

11.3 Skills

- Report circulated with agenda and papers
- Work Solutions made a presentation to the last sub group meeting.
- Discussions took place around redundancy issues and support, 3MG, Construction Employment Integrator Model, science sector, the updated economic development strategy and YMCA (detail of these contained within report).
- The next business perceptions survey is due this year and the sub group will look at which questions from the previous survey should be used this time. The suggestions will be circulated to colleagues on the SSP and other sub groups for comment and the sub group will keep the SSP informed of progress with the survey following this.

12. **Date, Time and Venue of Next Meeting**

Thursday September 24th, 9:30am, Runcorn JCP

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 21st September 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Mersey Gateway and the Construction Employment Integrator Model

WARDS: Boroughwide

1. PURPOSE OF REPORT

- 1.1 The Board will recall receiving a report on the 9th March 2009, regarding employment opportunities associated with the Mersey Gateway. The Board asked for regular updates and this report sets out the latest position and introduces the Construction Employment Integrator Model initiative which will be used to assist in securing employment and training opportunities in construction for local people.

2. RECOMMENDED: That the Board

- 2.1 **Considers the progress made on identifying how employment and training opportunities resulting from the Mersey Gateway can be secured for local people.**

3. BACKGROUND

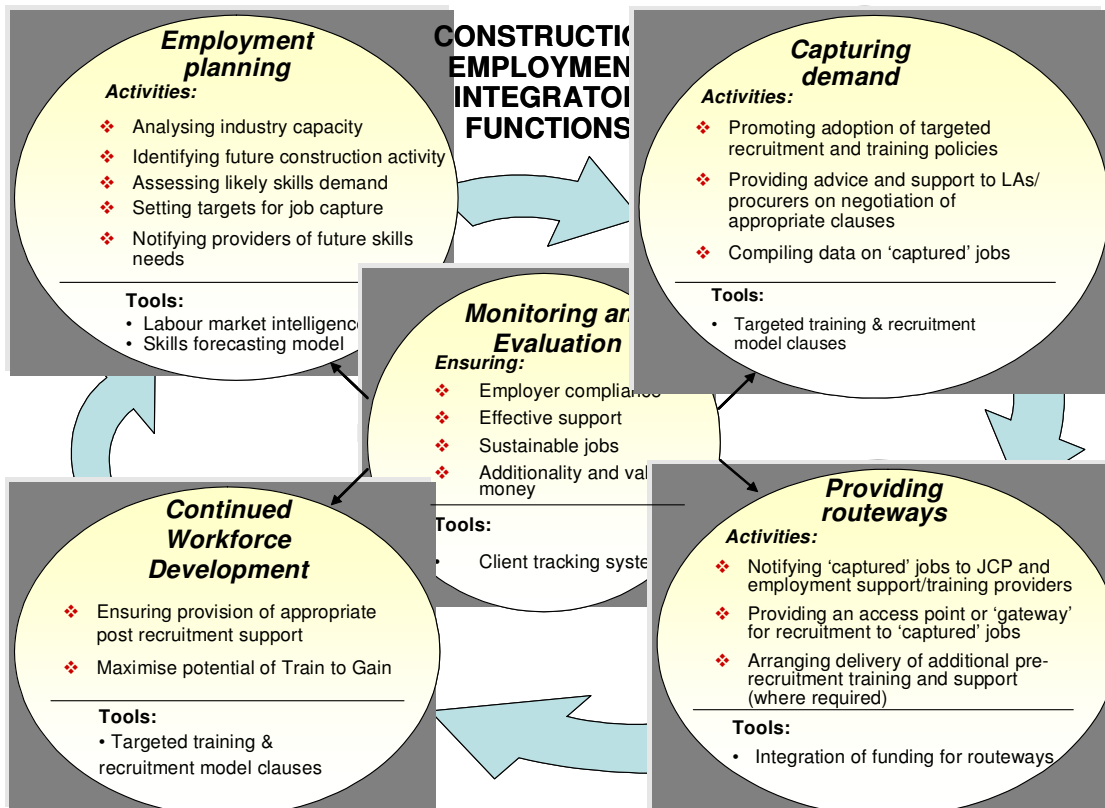
- 3.1 The Inspector formally closed the public inquiry on 28 July. He will report his findings to the Secretaries of State for Transport and Communities and Local Government, along with a recommendation as to whether the project should proceed. A decision is expected early in 2010. Following the public inquiry, the priorities are now focused on the land acquisition programme and procurement/tendering arrangements, in order that the project can be progressed quickly, when the government announces its decision, assuming the decision is favourable.
- 3.2 Work is underway to ensure that the process to appoint a Concessionaire to build and operate the Mersey Gateway, hits the ground running when the Secretaries of State announce their decision. A procurement workshop, chaired by the Chief Executive, was held on 13 July to discuss the council position on a number of key aspects of

the project, which included agreeing the project plan and identifying further work that will be required.

- 3.3 The procurement timeline is dependent on the date of the governments announcement, however, assuming it is confirmed early in 2010, publication of the councils intention to seek bids for the construction of the Mersey Gateway, in the Official Journal of the European Union (OJEU), would follow in late March/early April, followed by pre-qualification of bidders and evaluation of the bids before entering into dialogue with preferred bidders in mid/late July. This will lead to the appointment of the Concessionaire in 2011, when construction will begin, with completion in 2014.
- 3.4 To ensure that suppliers are made aware of the opportunities arising from the Mersey Gateway project, the team will be hosting a supplier workshop(s), following announcement of the governments decision, targeted at businesses who are interested in becoming a supplier to the project, specifically during the construction phase, although there will be opportunities post construction, supporting the ongoing operation of the bridge and the associated infrastructure. The team has already been contacted by a number of businesses wishing to state an interest and all these are being recorded.
- 3.5 The Mersey Gateway Project team are currently working with colleagues in the Economic Regeneration Department, to identify ways in which the Mersey Gateway procurement arrangements can assist in securing employment and training opportunities in construction for local people, using the Construction Employment Integrator Model initiative.
- 3.6 Recent work carried out nationally by Working Ventures UK has led to the development of a concept referred to as the 'Construction Employment Integrator' (CEI) and following the delivery of a pilot project in the North East, the approach is now being rolled out in a number of areas across the country including the Wirral at a local level. Colleagues from the Learning and Skills Council brought the model to the attention of the Employment, learning and Skills SSP which requested an assessment of its potential use in the Halton area.
- 3.7 The overall aim of the CEI is to provide a mechanism that will ensure people from disadvantaged groups and areas are able to access jobs and training opportunities arising in the construction industry. In particular, and in line with the national objectives, the CEI will achieve this by:
 - using procurement processes and planning to effect change, embedding obligations into public sector contracts to ensure developers, and subsequently contractors address targeted employment and training issues;

- engaging employers and contractors to ensure that recruitment and training provision is more relevant and demand-led – thereby providing the industry with a supply of suitably qualified labour; and
- providing tailored pre-recruitment support and routeways that will enable local unemployed/workless people to access jobs within the industry – through greater integration and more flexible use of mainstream programmes and funding.

3.8 The diagram below provides an overview of how the model works.



3.9 The CEI essentially aims to match the demand for labour with the supply from the local community (in particular priority groups and areas). Colleagues at the Learning and Skills Council have identified the following as key elements of the Construction Integrator Model process. The key functions relate to:

(i) Employment Planning

Identifying potential construction opportunities in the area and assessing the potential demand for training and employment opportunities that could be accessed by local residents. This is done using a 'skills forecasting model' and will identify specific employment opportunities and provide the intelligence needed for training providers to ensure they offer appropriate demand-led training.

(ii) Capturing Demand

This is achieved through the introduction of targeted recruitment and training policies and incorporation of clauses into contracts and development agreements. Richard McFarlane is the leading specialist in the adoption of Targeted Recruitment and Training clauses, and has worked extensively with Local Authorities throughout the country to change procurement policy and embed the use of TRT clauses in pursuit of social inclusion objectives. Working in conjunction with Anthony Collins Solicitors, who also have a team specialising in public procurement policy, they have developed toolkits for a number of areas which outlines the stages involved in developing legally robust contracts. The 'toolkit' which is tailored to local circumstances sets out the following:

- policy and legal frameworks;
- activities undertaken to achieve targeted training and recruitment;
- model procurement procedures; and
- model contract clauses.

In Halton it is envisaged that clauses will be needed that specify:

- 1) the number of training opportunities that will be expected to be delivered over the lifetime of the projects (which will be calculated based on the total spend figure);
- 2) the percentage of new employment opportunities that will be notified to the Halton Employment Partnership (Halton's one stop shop for all recruitment/employment needs); and
- 3) % of work that will be advertised to local sub contractors?

(iii) Providing Routeways

These provide the training and skills development programmes through which local people gain the necessary competencies to meet the projected demand. This will largely rest on commissioners of mainstream services (in future the Skills Funding Agency) providing courses that the research shows are needed. Where gaps are identified, locally developed programmes will need to be developed.

(iv) Monitoring & Evaluation

The principal contracting body must be committed to overseeing that community benefit clauses are honoured throughout the construction sub-contracting chain. Monitoring and evaluation will therefore be key to ensuring that this contract compliance is taking place in addition to workforce development to ensure that once individuals move into employment opportunities they are able to continue training and progressing within the company.

- 3.10 In order to work in the industry there is a prerequisite to have a Construction Skills Certification Scheme (CSCS) card. To qualify for a CSCS or affiliated card, workers must prove their competence, by

achieving an NVQ and demonstrate that they meet the minimum standard of health and safety awareness by passing a Health and Safety Test. Construction Skills (the industry training board) provide help for employees to secure the CSCS card through On-Site Assessment and Training (OSAT). OSAT helps experienced workers get the qualifications to prove they can do the job by turning existing skills and experience into a recognised qualification which confers eligibility for the card. Construction Skills also provides supported training beyond the Construction Skills Certification Scheme

- 3.11 As part of the CEI roll out, Working Ventures UK are keen to support a small number of pathfinder areas with Business Planning support through their contract with AMION Consulting based in Liverpool. Following an initial meeting with Working Ventures UK and AMION Consulting, brokered by the LSC, Working Ventures have confirmed that they are happy to support Halton Borough Council in establishing a CEI with business planning assistance from the consultants. The two most significant projects over the next few years to which the CEI could apply is the Mersey Gateway and Building School for the Future. In addition the Primary Capital Partnership, 3MG and Widnes Waterfront will offer substantial opportunities.
- 3.12 A workshop session for the relevant council departments (i.e. Regeneration, Procurement, Financial Control) regarding the use of TRT clauses and how these could be embedded into the council's procurement policy has already been held and the immediate next steps in the development of this model in Halton include -
- Development of a register of other potential construction projects;
 - Development of a formal Business Plan;
 - Exploration with Wirral around the potential benefits of joint working on the model; and finally

4. RESOURCE IMPLICATIONS

- 4.1 Working Ventures is funded through the Department for Work and Pensions. Their main asset is their national network of employer coalitions, which are dedicated to opening careers for people disadvantaged in the labour market. Working Ventures will fund 100% the development of the CEI Business Plan, including the workshop led by Richard McFarlane.
- 4.2 Once the CEI is rolled out across the authority, resource implications will, in the main, be related to staff time. Existing arrangements through the Halton Employment Partnership would be accessed to implement the CEI and both WNF and LSC funding sources will be maximised in terms of matching supply and demand.

5. POLICY IMPLICATIONS

- 5.1 The Community Strategy and Council Corporate Plan have key objectives relating to raising skills levels throughout the adult population and also to promote and increase the employability of local people. The use of the model is viewed as a good way of taking these agendas forward in relation to the construction industry.

6. OTHER POLICY IMPLICATIONS

None

7. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

There is a clear opportunity here to promote the construction industry within schools in Halton. In addition, there are also potential opportunities for actively promoting those young people who are NEET.

7.2 Employment, Learning and Skills in Halton

The Halton Employment Partnership (HEP) already offers a joined up employment, learning and skills service to individuals and businesses. Working with local companies, it can develop bespoke pre employment programmes to support recruitment to growth sector areas. Additionally, the HEP can offer businesses a full recruitment and training service, drawing on the expertise from the range of HEP partner agencies. To this end, local residents (with a focus on priority groups) have access to a range of pre employment support services designed to give them the skills needed to gain employment in the appropriate sector.

7.3 A Healthy Halton

None known at this stage

7.4 A Safer Halton

None known at this stage

7.5 Halton's Urban Renewal

The model is designed to link with the major regeneration projects that are already underway and with those that are planned. As such, the Urban Renewal programme will form an essential part of the planning process for the use of CEI.

8. RISK ANALYSIS

- 8.1 The CEI guarantees real employment opportunities for Halton residents. Failing to implement the CEI within Halton's construction procurement processes could mean that the employment opportunities could go elsewhere (e.g. out of borough; contracted in from outside of the UK; etc).

9. EQUALITY AND DIVERSITY ISSUES

- 9.1 Implementation of the CEI within HBC's construction procurement processes would offer local residents a fair and equal chance of obtaining employment locally. Specific targeting of priority residents would ensure that employment opportunities were a real option for all people, regardless of their starting point.

REPORT TO:	Employment Learning & Skills Policy and Performance Board
DATE:	21 September 2009
REPORTING OFFICER:	Strategic Director – Health & Community
SUBJECT:	Community Development Annual Report 2008/09
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To inform the board on the delivery of Community Development in 2008/09.

2.0 RECOMMENDATION: That:

- i) The Board comment on service performance;**
- ii) The Board consider future developments of service delivery**

3.0 SUPPORTING INFORMATION

- 3.1 The purpose of Community Development is to build relationships with our communities, to help groups and networks of people take joint action on matters that concern them. It is also about enabling individuals to influence the decisions that affect their lives.
- 3.2 To do this Community Development combines a number of aspects:
- Encouraging people to work together
 - Building the strengths and independence of community organisations and networks
 - Promoting equity, inclusiveness and cohesion amongst people, and their organisations
 - Supporting people and organisations, empowering them to influence policy, services and other issues affecting their lives, as appropriate
 - Providing information and support to colleagues and partners enabling them to work more effectively with local people and groups
- 3.3 The Community Development Team sits in Cultural & Leisure Services and is made up of four full-time posts and two part-time posts and a Senior Community Development Officer.
- 3.4 The team is located in neighbourhoods providing a key link to those communities in which they are based and a platform for Halton Borough Council services and partners on which to engage.

- 3.4 The team is also responsible for distributing Halton Borough Council starter grants, community development grants and voluntary youth development grants.
- 3.5 The team has a pivotal role in providing strategic support to external funding bringing additional funding streams to Halton. The Team supports groups accessing external funding leveraging considerable amounts into the borough directly supporting community activity.

4.0 **SERVICE PERFORMANCE**

- 4.1 The Community Development team in 2008/09 provided direct support to 97 community organisations. This support enabled capacity building for groups to play a key role in delivery of 122 community led initiatives. 2,164 active volunteers have participated in supporting community groups, delivering initiatives and providing community events, an increase of 80 from the previous year.
- 4.2 Community Development Officers are active in developing and facilitating partnership approaches, during 2008/09 the team worked with 48 partner organisations on 231 projects/initiatives.
- 4.3 Supporting community groups to lever external funding into the Borough has become an increasing element of the Community Development Officers role. In 2008/09 we assisted local groups to access £903,395 from external streams and £15,159 from internal grant pots, a total of £918,554.
- 4.4 This was an exceptional year and includes the £643,000 Heritage Lottery Award for Hale Park. Community development officers worked closely with officers from Parks & Countryside, External Funding, Landscape Services and in partnership the Friends of Hale Park to secure the grant.
- 4.5 An evaluation of the service is undertaken annually to contribute to continuous improvement for the service.
- 4.5 This year evaluation was carried out in two stages. A half yearly service user evaluation was taken for the period 1st April to 30th September. And reported to the January Meeting, the following is a summary of that information.

Of the Seventy-eight groups who had used the service during this period fifty-four returned completed evaluation forms a response rate 69%. Key points from the evaluation were:-

- Almost all organisation were very satisfied with the service.
- Groups valued existing support and advice received from Community Development Officers high-lighting funding support and identified training and shared resources for further support.
- Improved marketing was identified as a way to improve access to the service.

- 4.6 The second stage of the evaluation covered the period from October 2008 to

April 2009 and involved the nineteen new groups involved with the service during this period. Eleven groups completed the evaluation form, a response rate of 58%. The points made by those organisations mirrored the above comments with additional key points:-

- Again all of the organisations were very satisfied with the service received, over half felt that the support they received was more than they expected.
- Information/training events like the Funding Market place are very good and should be continued and the range extended.
- Be pro-active in contacting groups i.e. Pensioners Organisations.

4.7 Community Development Officers provide quarterly briefings to the Ward Members and have circulated Annual Reports for the 2008/09 period. Some high-lights of Community Development activity contributing to strategic priorities are detailed in 9.0.

4.8 Halton Community Development Practitioners Forum provides a leadership role and facilitates a cohesive approach to community development across all sectors in the borough. It provides a mechanism for networking, sharing of best practice and common issues. The forum meets quarterly, there are 26 local agencies represented. The meetings are well attended and valued by participants. This is the approach recommended by the Government, to link efforts across agencies and sectors to improve community engagement.

4.9 In April 2008 Halton played a leading role in raising awareness of and responding to Central Government initiatives in the sector and hosted a well attended regional Community Development Conference, “The Grit in the Oyster” raising awareness of and responding to the Central Government initiative ‘The Community Development Challenge’

4.10 Halton Community Engagement Network – Community Development Team and Research & Intelligence Section are undertaking a corporate review of the network. The training sessions, providing practical support to staff from Halton Borough Council services and departments and partner organisations have continued. The two workshops held were very well attended and will continue in 2009/10

4.11 During 2008/09 the Community Development Team had one full-time member of the team on secondment to the Job Evaluation Team. The team was only at full capacity from February 2009, hence here are some dips in service delivery figures however these are marginal variances.

5.0 **SERVICE DEVELOPMENT**

5.1 The two year service level agreement Community Development had with Neighbourhood Management terminated on 31st March 2009. However Community Development has been commissioned to provide a further one year focused community development support in the three pilot areas from 1st April 2009.

- 5.2 There will be a reduction in the number of hours of support given to neighbourhood management. However generic community development support will continue to be delivered in the three Neighbourhood Management Area's.
- 5.3 A two year service level agreement has been agreed from April 2009 with Older peoples Services for community development to deliver Intergenerational activity, with the aim of challenging the perceptions between young and old and provide community activity for joint participation.
- 5.4 To provide a starting point for the development of future intergenerational activity, Community Development organised Halton's first intergenerational conference on Saturday 25th April 2009. The key objectives of the conference were to provide an opportunity for young and older residents of Halton to come together to share knowledge and experiences.
- 5.5 Over 200 people attended the conference, many of whom had never engaged at this level before. People embraced the concept that intergenerational initiatives and projects encourage a greater understanding between the generations. Additionally, several participants agreed to be involved directly to help drive forward continued intergenerational work in Halton.
- 5.6 As a result of the success of the conference, the robust consultation that took place and the database information collated, Halton is now better placed to take forward the intergenerational agenda.
- 5.7 The CPA Inspectors identified intergenerational activity as a key area of focus.
- 5.8 The current economic climate has had an impact on availability of grants for community organisations. Grant availability is reducing and the application process has become more competitive. Two small grant market place events have been planned for 2009/10, to improve access to existing funding streams and to maximise community organisations success in attracting other funding,
- 5.9 The first event has taken place in June 2008, it was attended by over 140 people representing fifty community organisations. The next event will be in November.

6.0 **GRANTS**

6.1 During 2008/09 grants were approved by members as follows:-

Community Development and Starter Grants

These grants are available for pump priming and the delivery of community led initiatives. In 2007 – 2008 the budget was £6,900 and 24 Grants have been awarded - **Total £6,770**

STARTER GRANTS

Ward	Group Name	People Benefitting	Total Awarded
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Grange	Grangeway Helping Hands	40	£ 150
Halton Castle	The Shepherd	84	£ 150
Halton Castle	Connect	35	£ 150
Halton Lea	Dorset Gardens Club	50	£ 150
Halton Lea	The Lodge Community Centre	50	£ 150
Mersey	Victoria Road Music Group	38	£ 150
Riverside	St Mary's Special Events Forum	10	£ 150
Widnes Wide	Widnes Floral Art Group	45	£ 150
Windmill Hill	WH Bumble Bees	14	£ 150
	Total	366	£1,350

COMMUNITY DEVELOPMENT GRANTS

Ward	Group Name	People Benefitting	Total Awarded
Borough wide	Halton Daemons	26	£ 360
Borough wide	Canal Boat Project	170	£ 400
Hale	Hale Youth Centre	18	£ 400
Halton Castle	Castlefields Community Forum	70	£ 400
Halton Castle	Friends of Wigg Island	200	£ 400
Halton Lea	Hallwood Park Forum	250	£ 400
Halton Lea	Hanover Court Social Group	45	£ 400
Halton Lea	Palace Fields CC Volunteers	200	£ 400
Halton Lea	Hallwood Park Forum	150	£ 240
Hough Green	Hama Tae Kwondo	40	£ 255
Hough Green	H G Scouts & Guides	314	£ 100
Kingsway	Kingsway Bike Project	205	£ 465
Kingsway	Clayton Community Association	155	£ 400
Riverside	Loose Music	16	£ 400
Riverside	St Mary's Special Events Forum	60	£ 400
	Total	1,919	£5,420

6.3 Voluntary Youth Organisations Grants and Bursaries for Young People

Voluntary youth grants are available to voluntary/community organisations who organise activities and initiatives for young people. The Bursaries are available to people between the ages of 13 – 18 pursuing personal development .

In 2008 – 2009 the budget was £11,230, 29 grants & bursaries have been awarded - **Total £ 10,808**

GROUP AWARDS

Wards Covered	Group Name	Young People	Adults	Total Awarded
Runcorn Wide	North West Scout Fellowship	72	10	£ 307
Runcorn Wide	North West Scout Fellowship	78	10	£ 316
Daresbury	Sandymoor Youth Club	20	8	£ 500
Runcorn Wide	Runcorn Premier Majorettes	30	15	£ 600
Runcorn Wide	Halton Komets	38	20	£ 600
Runcorn Wide	Urban Saints, Runcorn	84	10	£ 600
Borough Wide	Moorfield Angels	36	5	£ 300
Borough Wide	Runcorn Amateur Boxing Club	34	6	£ 522

Runcorn Wide	Runcorn Sea Cadets	48	7	£ 631
Halton Lea	Hallwood Park Youth Event	200	10	£ 500
Mersey	Vale Royal Majorettes	26	12	£ 600
Borough Wide	Halton speak Out	75	75	£ 500
Borough Wide	Moorfield Angels	20	7	£ 380
Mersey	HT & TK Open Door Project	95	15	£ 500
Windmill Hill	WH Youth Club	30	5	£ 500
Riverside	St Mary's Boys Brigade	24	10	£ 352
	Total	910	225	£7,708

BURSARIES

Ward	Activity Funded	Total Awarded
Norton South	Piano Lessons & Expenses	£ 250
Kingsway	Voluntary work overseas	£ 250
Hough Green	Voluntary work overseas	£ 250
Kingsway	Equipment etc for Reptile Exhibit	£ 250
Farnworth	Dance School Expenses	£ 250
Farnworth	Dance School Expenses	£ 250
Hough Green	Towards International Scout Camp	£ 250
Norton North	To compete in National Horse riding competition	£ 250
Heath	Dance teachers qualification	£ 250
Grange	To compete in national talent completion	£ 350
Windmill Hill	Tennis lessons & competitions	£ 250
Norton South	Piano exams & expenses	£ 250
	Total	£3,100

6.4 In 2008 - 09 the Voluntary Youth Organisation grants supported 225 adults volunteers to provide activity, which benefited 922 young people.

7.0 Applications for both grant programmes can be made at any time by constituted community organisations. Applications are considered by the Community Development Team and must support one or more of Halton Borough Councils Strategic Priorities. A recommendation is made and the application is sent for final approval to the relevant Executive Board Member and the Operational Director for Culture & Leisure Services.

- The Community Development and Starter Grants will be decided upon by the Executive Board Member for Neighbourhood Management and Development.
- The Voluntary Youth Grants will be decided upon by the Executive Board Member for Community.

8.0 **POLICY IMPLICATIONS**

8.1 None at this stage.

9.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

9.1 **Children & Young People in Halton**

- Playbuilder Projects – developed the Best Practice Guidance for Engaging with Communities and Children & Young People Carried out the consultation in Runcorn Town Hall Park, Spike Island, Hale Park and Crow wood and supported partners agencies with their consultation in Gorsewood, Murdishaw and Halton Brook
- Party in the Park – Worked with partners and local community groups to organise this successful family activity day in Phoenix Park, Runcorn. Over 4,000 local residents attended on the day.

9.2 **Employment, Learning & Skills in Halton**

- Widnes Historical Society – capacity development to review and revise their constitution and develop other policies which will enable them to access funding and demonstrate their credibility as a community organisation.
- Grangeway Community Café – Developed a pilot project to provide training for young people and a twice weekly lunch club for older residents in the Grange area. Working with HITS and Halton YMCA funding was secured from Connexions, the Area Forum and Older Peoples Services. The luncheon club has been running since February 2009, serving approximately 50 lunches per week. There have been positive outcomes for a number of the trainees, who have either obtained employment, accessed further training some have remained in the café as volunteers, mentoring new trainees.

9.3 **A Healthy Halton**

- Hallwood Park Community Forum –Capacity development to enable group to submit a successful application to the PCT to develop a community allotment in partnership with the local primary school.
- Castlefields Healthy Eating Group – Support to parents at the Park school to enable the distribution of Fruit and Vegetable bags to 25 families per week between June and November 2008 when the project was no longer required as a fruit & vegetable service has been established at the community centre on a Wednesday morning.

9.4 **A Safer Halton**

- Arley Drive Community Safety Day – Working with the community safety team and other partners a community information and activity day was held in September 2008. This initiative was organised in response high levels of Anti-Social behaviour in the area.
- Grange Anti-Social Behaviour Steering Group – Provided pivotal role in bringing together local community organisations, concerned individuals and local businesses with partner agencies responsible for providing services to the estate. . This provided a forum to find solutions to the increasing incidents of ASB experienced around the centre of the estate. A Grange Action Plan was implemented. This led to a decrease in problematic behaviour and improved relationship between the community, the Police and other agencies.

9.5 **Halton's Urban Renewal**

- Friends of Hale Park – capacity development to help them develop a training plan, a welcome pack, background history of the park and an action to support volunteering in the park.
- Half Moon Community Garden, Kingsway – Capacity development for residents group to enable them to raise the funding from WREN and others build a community garden on the Kingsway estate.

10.0 **RISK ANALYSIS**

10.1 None at this stage.

11.0 **EQUALITY AND DIVERSITY ISSUES**

11.1 None at this stage.

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

None.

REPORT TO: Employment Learning & Skills Policy and Performance Board

DATE: 21st September 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Skilled and Talented Sports

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To introduce a presentation on how young skilled and talented sports participants are managed in Halton.

2.0 RECOMMENDATION: That:

- i) **The Board comment on the approach to skilled and talented young sports people in Halton.**
- ii) **The Board consider any areas for further work.**

3.0 SUPPORTING INFORMATION

3.1 In consider its work programme for 2008/09 this Board identified the treatment of talented young sports people as an area for consideration.

3.2 The areas to be considered were: -

- a) Mechanisms for talent identification.
- b) Multi-disciplinary approaches to nurturing talent.
- c) The dangers of young talent 'slipping through the net'
- d) Opportunities available to participate at a high level.
- e) Provision for development to maximise potential.

3.3 The presentation will look at these issues and outline what is currently in place to address them.

4.0 FINANCIAL IMPLICATIONS

4.1 None as a consequence of the presentation.

5.0 OTHER IMPLICATIONS

5.1 The Board can consider if there are any areas it would wish to develop as part of its future work.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children & Young People in Halton**

The aim of the approach described in the approach is to create and increase opportunities for all young people to participate in a wide range of sports and physical activities and to raise personal achievement.

6.2 **Employment, Learning & Skills**

None at this stage.

6.3 **A Healthy Halton**

Sport and physical activity is generally acknowledged to improve health and well-being, and to contribute to the preventative agenda.

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 The presentation will consider how talent can avoid being wasted.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 The approach is predicated on an access for all basis. It will also consider approaches to disability sports, and the development of opportunities in inclusive activities e.g. Kurling and bowls in mainstream settings.

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

9.1 None.

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

DATE: 21st September 2009

REPORTING OFFICER: Strategic Director of Environment

SUBJECT: Barriers to Work Topic Group

WARD(S): Borough-wide

1. PURPOSE OF REPORT

1.1 To provide a progress report on the Barriers to Work Topic Group.

2. RECOMMENDED:

2.1 **That the Board notes the progress made by the Barriers to Work Topic Group in considering the findings of the employment focussed research undertaken in the Neighbourhood Management areas.**

3. SUPPORTING INFORMATION

3.1 The Neighbourhood Management areas covers six Lower Super Output Areas (LSOAs) where worklessness is higher than 25%. To help understand why worklessness is so high in these areas (Kingsway, Riverside, Castle ward, Windmill Hill, Palace Fields and Hallwood Park) research was commissioned by the Employment, Learning and Skills Specialist Strategic Partnership and the Neighbourhood Management Partnership through the Merseyside Information Service. (The results of which are detailed in Appendix 1).

3.2 A Topic Group was established in October 2008 to analyse and better understand the research findings and to make appropriate recommendations as to how local services could be improved to address the barriers to work identified.

3.3 The Topic Group comprised of the following membership:

Cllr Eddie Jones	Chair
Cllr Sue Edge	Member
Cllr David Findon	Member
Cllr Frank Fraser	Member
Cllr Harry Howard	Member
Cllr John Stockton	Member
Trish Cooney	Employment Development Manager, HPiJ
Gerry Fitzpatrick	Head of Enterprise & Employment
Lynsey Thomas	Employment Development Officer, HPiJ

- 3.4 The Terms of Reference for the Topic Group:
'The PPB Topic Group will be responsible for considering the research findings of the recent employment focussed research on the perceived barriers to employment undertaken in the neighbourhood management areas on behalf of the Employment Learning & Skills PPB.'
- 3.5 The Topic Group has met on five occasions between October 2008 and April 2009 and held an Evidence Day Workshop at The Stobart Stadium on 25 March 2009 when key partners involved in employment, learning skills and enterprise provision were invited to consider and comment on the perceived barriers contained in the report of the Halton Neighbourhood Employment Focus Groups Summary. (A summary of the Workshop table discussions is outlined at Appendix 2).
- 3.6 The emerging issues raised by the Topic Group are outlined below:
- the transition from education (school, college, university) to work and appropriate provision of information advice & guidance to young people from Connexions service;
 - better understanding of why Halton has high levels of young people that are NEET (not in education employment or training) with a focus on:
 - (i) NEET pipeline i.e. secondary school children participating in alternative curriculum provision that are at risk of becoming NEET,
 - (ii) why young people drop out early from education, employment or training to become NEET,
 - (iii) examine long-term persistent NEET why young people do not take up employment, education or training opportunities;
 - opportunities for apprenticeships, graduate trainees and employment in the Council for young people
 - Corporate Parenting & Employment Policy for Care Leavers - why are care leavers not being employed
 - Understand the correlation between staff turnover, vacant posts, the salary churn and the use of agency staff versus the potential for the Council to recruit unemployed residents and save agency costs.
- 3.7 The next step is for Topic Group to meet with a group of local employers to get their views on the perceived barriers to employment identified in the research findings and to determine if those employers have any difficulties in recruiting, training or retaining staff.

4. POLICY IMPLICATIONS

- 4.1 The Worklessness agenda is a key priority within the Corporate Plan and the Local Area Agreement.

5. OTHER IMPLICATIONS

- 5.1 No other implications.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton.

Halton has one of the highest levels of NEET in the country and the Topic Group is keen to understand the reasons for this and to recommend remedial action to improve the prospects for young people in the borough.

6.2 Employment Learning and Skills in Halton

The work of the Topic Group focuses on the effectiveness of local employment, enterprise and learning programmes to support unemployed residents back to work.

6.3 A Healthy Halton.

Poor health and disability have been identified by the focus groups as a barrier to work. A Disability Employment Network has been established with the aim of improving access to employment for local people with health conditions or disabilities and carers. A Healthy Halton Employment Topic Group under the joint chairmanship of Cllr Eddie Jones & Cllr Ellen Cargill has been established to investigate best practice and develop more effective ways of supporting disabled service users that are known to the Council to access employment and learning opportunities.

6.4 A Safer Halton

No implications identified at this time.

6.5 Halton's Urban Renewal

No implications identified at this time.

7.0 RISK ANALYSIS

7.1 The biggest risk is not seizing the opportunity to improve employment learning and enterprise opportunities for local resident priority groups otherwise worklessness will remain high in our most deprived localities.

8. EQUALITY AND DIVERSITY ISSUES

8.1 The work of the Topic Group covers priority customer groups including young people, carers and disabled people, older people, offenders, those with low skills and loan parents.

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

9.1 None under the meaning of the Act.

Appendix 1

Halton Neighbourhood Management Employment Focus Groups Summary

Introduction

Mott MacDonald MIS were commissioned by Halton Borough Council to undertake an exploratory study to find out why unemployment persists in certain areas of Halton, despite various Government Initiatives to reduce unemployment in those areas.

Methodology

Eight focus groups were carried out with unemployed residents across Halton to gather qualitative data on their knowledge and experiences of the New Deal Programme, where they go for support in finding work, their perceived barriers to working and factors that would encourage them to work.

Finding work

Participants discussed where they have gone to get help in finding work. They mentioned:

- Halton People Into Jobs
- Job Centre
- Action for Employment (A for E)
- Crosby training
- Employment Agencies
- Connexions
- Youth Centres
- Counsellors
- Lighthouse Foundation
- Shaw Trust
- Link Up

Attitudes to working

Most of the participants maintained that they would like to work. The benefits of working they described included:

- Pride
- Motivation
- Sense of worth
- Financial benefits
- The social aspect

Self employment

Overall, most participants did not feel that being self employed was an option for them due to the record keeping and accounting involved, start up costs and the lack of job security.

Type of Work

Participants hoped to get the following types of work:

- Legal administration, clerical/Office work/reception

- Retail
- Plastering
- Parks and garden work
- Hospital porter work
- NVQ Assessors
- Work with O2
- Paramedic
- Hairdressing
- Holiday rep.
- Work with young offenders/probation
- Agricultural/ranger/parks and gardens
- Work with children/Nursery nurse
- Tiling
- Pub landlady
- Sales and marketing
- Computer engineering
- Security
- IT
- Railways repair
- Training
- Engineering Customer service
- Building/Construction
- Factory work
- Jobs dealing with people
- Warehousing and production
- HGV/Truck/lorry driving
- Homeless people/Drug and alcohol problems/Care work

Barriers to Working

Participants discussed reasons why they are prevented from working and finding Work:

• Low minimum wage

Participants maintained that they could not afford to work because with the cost of living, they would be worse off financially if they worked than if they stayed on benefits. They claimed there is no financial incentive for working.

• Lack of Support

Some felt that they did not receive any support in finding work.

• Lack of Jobs in Local Area

The group complained that there is a lack of work locally, within a reasonable travelling distance from their homes. They explained that there is a Job Centre rule that they should be able to travel one and a half hours each way to work and back but they thought this was unrealistic, especially if they have to pay for childcare.

• Cost of Travel

They further commented that the cost of travelling to and from work and work placements is a barrier to working. They argued that they are limited to

searching for jobs in certain areas due to the cost of travel. It was explained that on some work placements, travel expenses can be refunded if they are paid and claimed back but that it is difficult to pay in the first place.

- **Public Transport**

Furthermore, in relation to travel, the participants maintained that there is inadequate public transport in their area and this has an effect on what jobs they can get to, what time they can reasonably get there and how long they have to travel for.

- **Lack of Driving Licence**

Participants felt that not being able to drive was a barrier to working because it is more difficult to get to work and also, many jobs require you to have a driving license.

- **Lack of Experience**

Participants felt that their lack of experience was impeding their search for a job. They maintained that placements are supposed to address this issue but they are so often provided in the wrong field of work that they do not succeed in affording participants with valuable experience after all.

- **Health issues/disability**

Due to health considerations, some participants could not perform certain jobs.

- **Fear of interviews/lack of confidence**

Some participants felt that they lacked the confidence to find a new job after being made redundant and others lacked the confidence or grew nervous at interviews.

- **Age**

Participants in a number of groups felt that their age was a barrier.

- **Childcare/family commitments**

Finding jobs that fit around children was seen as difficult by participants. They complained that it is not easy to find childcare that provides care in the evenings or weekends. Furthermore, some felt that it is difficult to leave their children with a childcare provider as their children's behaviour changes if they are put in childcare and they have guilt associated with leaving their child and not spending enough time with them.

- **Criminal record**

Some participants felt that their criminal record is a barrier to finding work. They felt there should be more support for people with criminal records.

- **Stigma of a YMCA address.**

Participants in the Runcorn YMCA group felt strongly that they were stigmatised for living at the YMCA. They argued that employers do not want to interview them or offer them a job when they see they are living at the YMCA.

- **Lack of relevant jobs**

Participants complained that there is a lack of jobs in the area they would like to work in or are trained in. One participant had been on a course with the Social Partnership, to train to be a community worker, working with people with drug and alcohol issues. He commended this course, however, there are reportedly no jobs in that area. The Job Centre has since advised him that he needs to widen his search to encompass further types of jobs but he has been trained in a particular field and wants to work in that field.

- **Illiteracy**

Participants did not feel there was enough support for people with literacy problems.

- **Lack of feedback**

It was also explained that it is very frustrating when the effort had been put in to apply for a job and employers do not even have the courtesy to reply to their application.

- **Lack of financial support**

Some participants felt that there is a lack of financial support or funding for interview clothes and licences and training required for certain jobs. One participant, in the Central Widnes Over 35 group, commented on the lack of financial support for buying interview clothes. She maintained that most of her clothes were casual and that it would not be possible to attend an interview in such clothing.

- **Lack of information about help that is available.**

Participants were not clear about what help they could access and how to access this help.

- **Lack of joined up thinking**

One participant had come off incapacity benefit and went onto job seekers allowance and was left without money for a period because the two departments did not correlate the information. He felt that if he had known that he could not simply transfer from one benefit to another he would not have come off incapacity benefit.

- **Immigrants**

Participants also complained that there are fewer jobs in their local area because there are many immigrants who are willing to work for less money who take their jobs.

Encouragement to work

Participants discussed what would encourage them to find work.

- **More qualifications**

Participants felt that it was important for them to be able to gain more qualifications, in order to get better jobs.

- **More training/skills**

Several participants were of the opinion that improving their skills or retraining would help them to get back into the workplace.

- **Voluntary work in the relevant field**

Participants felt that there should be more voluntary work organised, in the fields that people want to work in, to give them experience. They advocated help with training, and experience, to achieve the type of job they wanted to do rather than just any job.

- **More jobs in local area**

Participants stressed the need for having a job that is in an area that is accessible for them via public transport or walking, due to cost of travel.

- **Transport**

Many felt that they would need their own transport to get a job, as public transport is not always available at shift times.

- **More support and empathy**

Participants felt that staff at the Job Centre and other employment organisations should be more friendly and understanding of their plight.

- **More support for people on incapacity benefit**

Participants felt that there should be more support for those on incapacity benefit, as often they are just left alone and they should still be encouraged and assisted to find work.

- **Support to find jobs in relevant area**

Participants argued that they would like help to find jobs in the specific area they are interested in, not having to apply for any job. One participant commended Halton People into Jobs for searching for a job he would actually like.

- **More financial support**

They also advocated more practical financial help by way of milk tokens, food tokens, free bus/rail pass/travel expenses.

- **Support when you sign off**

The participants advocated financial assistance when they sign off benefits as there may be a month period before they get paid from a new job.

- **Funding for self employment**

Funding for self employment would be useful for some participants.

- **Childcare**

Participants highlighted that with the 3 hour travelling distance that is expected of them, they will have to pay an extra 3 hours childcare, when they are not earning in those hours.

- **More flexible working patterns**

Participants called for more family friendly jobs.

- **Affordable wage/financial incentive to work**

Participants felt that in order to be better off working, the minimum wage needs to be increased or better paid jobs made available.

- **Support from local businesses**

Participants felt that local businesses should be more committed to training and providing experience. They felt that local businesses could be more supportive by offering paid training, placements and work trials and also being more relaxed on the experience they require.

- **Apprenticeships**

Participants advocated more apprenticeship schemes, regardless of age as many consider that they are too old for a traditional apprentice scheme but would still like to learn a trade.

- **More support and jobs specifically for older people**

Participants felt that older people may need more support to find jobs and some may need jobs with lighter duties because they may not be as fit as younger people and may have health issues.

- **Confidence building**

Participants in a number of groups advocated more help in building their confidence and interview techniques, in terms of returning to the workplace and taking part in interviews.

- **Access to the same information for everyone**

Participants felt that all job seekers should have access to the same information, such as placements, training, grants, other financial support, access to schemes etc. There was some confusion in some groups about what help was available and to whom.

- **Joined up/partnership thinking in relation to social initiatives**

Participants argued that areas are being regenerated, with new housing being built and community facilities, but the people living in them still have no jobs. They called for a more joined up way of looking at regeneration, where all social issues are addressed, health, housing, unemployment etc, with more jobs and more affordable housing.

Group Comments

The following section is just a sample of the comments that people made during the sessions.

- Positive aspects of the service :
- Regular meetings are good
- Providing benefits advice before you come off

- More informal meetings
- Being encouraged/getting training in something you want to do
- The HPIJ Charter course (motivation and skills)
- Paid job placements
- JCP job points easy to use
- Work trails
- Help with barriers e.g. disabilities
- Some people like websites

Not so good:

- Being trained where there are no jobs afterwards
- Not being trained in what I want to do
- Trained but then placed in an unrelated field
- Trained but no work experience
- Directing people to agency work
- Leaving people to fill in forms but literacy problems
- More training for some staff on CV preparation
- Have to use the phone in JCP
- Left on your own
- Long waiting times to see someone
- Staff do not have enough time to help
- Staff are simply processing claims
- Some just promote certain courses
- They do not listen to what you want to do
- Push people to apply for jobs not in the correct field
- Need more empathy
- Lack of privacy when talking to an advisor
- Job quality
- Minimum wage
- It all depends on how good the advisor is
- No cash incentive to take work placement so can be worse off after travel and food costs
- Placements 9 out of 10 do not get a job
- Lack of support on certain courses – just left to get on with it
- Connexions – lack of clarity who they help

Appendix 2

Barriers to Work – Partner Workshop – 25th March 2009

Summary of Table Workshops Discussions

Table 1

- Poor confidence – with completing forms and sharing personal details
- Earlier interventions – it was suggested that the numbers of people in receipt of incapacity benefit are used to hide unemployment figures
- Segmented customer base – it was agreed that partners need to be smarter about the different customer bases to better support individuals and tailor services to meet their needs (i.e. where do they live, what benefit they receive)
- Identify priorities for the borough – JCP provide a universal (national) service, more flexible monies are available to tailor services (locally/regionally) to better meet demands (i.e. WNF/NWDA)
- How organisations communicate with individuals – this should be reviewed for those that do not regularly access mainstream services (i.e. carers, incapacity benefit claimants, individuals who receive pension credits)
- Budgetary confidence – need to consider the ability for individuals to manage budgets within the home and where needs be invest in this area
- Focus on moving from inactivity to activity – need to recognise the need for a longer journey i.e. voluntary work/learning to enable positive progressions towards employment
- Re branding of services – it is recognised that individuals may be reluctant to access JCP. Neutral territory is much more effective – are there organisations that can act as intermediary bodies for JCP?
- Don't rely on people coming to us – services need to be taken to the people
- Seek to address family issues – apposed to individual issues
- Need to raise aspirations of people
- Directory of services in the borough – to be accessed by all and kept updated

Table 2

- Lack of support – very little support to individuals under 6mths unemployed. Need to focus on newly unemployed/redundant workers to avoid growing numbers of long-term unemployed
- Referrals and signposting to services and support is only being done at mandatory stage – individuals not receiving advice about help when they first claim benefits/access JCP services are more likely to become long-term unemployed
- Services available need to be more flexible i.e. available at evenings/weekends
- Lacks of experience – previously placements sourced were anywhere and everywhere with very little emphasis on whether it was suitable for

the individual. Now placements are sourced where there is the opportunity of a real job at the end

- Permitted work – can be used as a progression route for individuals who have a health condition
- Funding for employers – New Deal/ILM incentives used to move local people into local employment
- Fear of interviews – interviews need to be conducted by employers in a much more constructive and appropriate manner to avoid further damaging
- Lack of feedback - feedback is vital in order to help people improve their chances of gaining suitable employment
- Suggestion to involve employers in ‘mock interview’ days would be beneficial
- Support to be included throughout school (10-16yrs) to better prepare school leavers for the world of work
- Criminal records – lots of specialist support available to ex-offenders to help them apply for work, portraying their criminal record in a more positive way
- Employers need to be educated about offences/criminal records and the relevance of those for their vacancies
- Illiteracy – issues not being identified or addressed before individuals are mandatory referred to provision by JCP. There is lots of support currently available for Skills for Life issues
- Voluntary work – should remain voluntary and the reason for doing voluntary work should be the right reason i.e. to give something back, develop skills/experience. Mandatory referrals to voluntary sector is not voluntary and individuals are less likely to give back the sector
- More support for people on incapacity benefit – existing support should be more widely promoted i.e. 104 Linking Rule/Return to Work Credit/Pathways Support
- Joined up partner thinking – a good example used is that of HPIJ/Neighbourhood Management/Housing Associations working together to recruit and Neighbourhood Employment Officers – to be based within the community, knocking on residents doors and signposting to services available for those wanting to move into employment, learning or enterprise

Table 3

- Lack of jobs available – the decline in the number of vacancies available has impacted on the numbers of people securing employment
- Cost of travel – currently bus passes/advisor discretion fund available for transition into work. At what point does this stop and individuals have to be self-sufficient?
- Public Transport – access to some ‘employment hubs’ is limited as traditionally employees that already work there have own transport
- Driving Licenses – are there any schemes that fund driving licenses, aware that there is a scooter/moped scheme?
- Childcare/Family commitments – cost of childcare impacts on the ability to move into work particularly for Lone Parents. Childcare providers are not flexible enough to meet some individuals needs i.e.

evenings/weekends. Work needed to be done with employers/children's information services for employers to be more flexible/family friendly

- YMCA – historically there is a stigma attached to those accessing service available from the YMCA. Employers can make assumptions about prospective employees. YMCA is positively addressing lots of issues. Consider a name change?
- Immigration – EU Workers – stats show an influx of migrant workers to Halton. The perception is that generally this group of people are working below NMW and generally in TEMP factory/process roles. So are they just filling a gap locally were local people don't want TEMP work, or are local jobs being taken?
- Qualifications – is it just a perception that people need qualifications, do employers value strong work ethics instead
- Training – individuals may not be aware of the vast and wide ranging support available because they are not being told i.e. Train 2 Gain/NVQ's/Route Ways/Job Brokering/Apprenticeships
- Support in relevant areas – partnership work to meet individuals needs "joined up approach"
- Marketing if services – marketing of each others services is more effective than a huge marketing campaign
- Employer Matrix – Business 2 Business trading

In summary

- 1) Information should be communicated to individuals and employers at an appropriate level
- 2) Front line services need to be improved to the end customer to provide services at the earliest possible intervention
- 3) Consistent levels of information should be given to all customers
- 4) There is lots of support and provision in place to customers from day one of unemployment, people just need to be told about it and how to access it
- 5) A joined up approach needs to be taken to improve the life chances of local people wanting to move into learning, employment or enterprise
- 6) Services need to be taken to local people rather than relying on local people going to the services

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

DATE: 21 September 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Topic Group – Workforce and Skills for the Logistics Industry – Final Report

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To report the recommendations of the Topic Group on Workforce and Skills for the Logistics Industry.

2.0 RECOMMENDATIONS: That the Board

2.1 Considers and endorses the final recommendations of the Topic Group on Workforce and Skills for the Logistics Industry

3.0 BACKGROUND

3.1 The logistics and distribution sector offers substantial opportunities new investment and job creation in Halton. The key project in this sector is 3MG and this is already well advanced. In order to gain maximum regeneration benefits with this sector Urban Renewal and Employment Learning and Skills PPBs selected this topic as a joint topic group with membership of Cllr Hignett (Chair), Cllr Leadbetter, Cllr Rowe, Cllr Parker Cllr Findon and Cllr Austin. The joint topic group met regularly and debated matters relating to the terms of reference and the recommendations.

3.2 The topic commenced with a skills audit of the logistics sector in Halton. This audit covered the following aspects of work:

- The current demand for skills from logistics sector related companies in Halton;
- The likely future demand for logistics skills;
- The kinds of companies locating to the 3MG site over the next 5 to 10 years.

3.3 The Halton Employment Partnership was established in late 2008, to bring together expertise from various employment, learning and skills agencies, including the following:

- Learning and Skills Council;
- Skills for Logistics;
- Riverside College Halton;

- Job Centre Plus;
- The Warrington Business School;
- Halton Borough Council.

3.4 Following the survey and discussions with the private sector it was identified that there was a lack of clarity as to what was available from whom and so a Halton Investors' Handbook was produced specifically tailored to the logistics sector. The Handbook has already been used in marketing the Halton Employment Partnership's 'offer' to logistic companies considering opportunities at 3MG.

4.0 Topic Group Recommendations

4.1 That whilst recent work had established a knowledge base of the recruitment and training needs for the 3MG development, more detailed work would be required once the 3MG recruitment commenced to meet individual business needs.

4.2 That the 3MG recruitment model should be used to capture key information:

- i. Number of applicants for 3MG jobs
- ii. Number of interviews undertaken
- iii. Number of successful job outcomes for Halton residents, broken down by: LSOAs, Age, gender

4.3 Given the Skills for Life levels within the borough, Skills for Life support (maths, English, ICT) should be embedded within any skills roll out relating to logistics training;

4.4 The 3MG development should make full use of apprenticeships where possible.

4.5 Real case studies evidencing progression opportunities within the logistics sector are identified and positive promotion of these are actively encouraged.

5.0 FINANCE IMPLICATIONS

Recommendation	Financial Implications
Further detailed work to commence once 3MG starts recruiting to meet individual business needs.	This work will be undertaken by partners of the Halton Employment Partnership so no additional revenue costs identified
That the 3MG recruitment model should be used to capture key information:	Information requirements have been built into databases
Skills for Life support (maths, English, ICT) should be embedded within any skills roll out relating to logistics training	Skills for Life assessments are being funded by the Employment Learning and Skills SSP using WNF so there will not be any financial implications

<p>The 3MG development should make full use of apprenticeships where possible.</p>	<p>The cost of the training element of apprenticeships can normally be met through Learning and Skills Council (LSC) programmes and are accessed through its 'Train to Gain' programme. As such, the challenge is to match up business needs with existing LSC funded provision. This can be done through existing Halton Employment Partnership partners. There is presently a £2,000 incentive using working neighbourhoods funding for business taking on first the first time and for those taking additional apprenticeships (125 places in total)</p>
<p>Real case studies evidencing progression opportunities within the logistics sector are identified and positive promotion of these are actively encouraged</p>	<p>The promotion of good news stories can be achieved through use of local media and existing news letters and planned promotions.</p>

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

This sector will support a significant number of jobs in the future. The present apprenticeship incentive scheme is doing particularly well in helping young people that are not in education, employment and training find employment so additional jobs should provide more opportunity for such placements.

6.2 Employment, Learning and Skills in Halton

The large numbers of jobs this sector will provide will offer substantial opportunities for reducing worklessness in priority areas and thus contribute to the Local Area Agreement target NI153.

6.3 A Healthy Halton

Supports key objectives B, C and E.

6.4 A Safer Halton

None applicable

6.5 Halton's Urban Renewal

The growth of the logistics sector will make a significant contribution towards the development of a thriving twenty first century environment.

7.0 RISK ANALYSIS

7.1 With the economic climate as it is there is a possible reduction in public expenditure forecast. Should this impact on employment and training

budgets it is likely there would be less apprenticeships and pre-employment training delivered.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Halton Employment Partnership operates under the Council's Equality and Diversity policy. Further, there are a number of disadvantaged groups that have been targeted by the Employment Learning and Skills Council due to their low economic participation rates such as ex-offenders, lone parents and young people.

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

9.1 There are no background documents under the meaning of this Act.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 21st September 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Service Plans 2010/11

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 This report is the first step in the development of service plans for 2010/11 and beyond.

2.0 RECOMMENDATION: That the Employment Learning and Skills Policy and Performance Board

(1) Receives short presentations from the Operational Directors for Cultural Services and Economic Regeneration on key issues for consideration in the development of service plans 2010/11.

(2) Identifies any key areas of work that it wishes to see included in the service plans for 2010/11.

3.0 SUPPORTING INFORMATION

3.1 In the process of developing service plans, the Chief Scrutiny Advisor recommends the early identification and discussion of key issues. This gives the Board plenty of time to consider what the priorities should be for the following year and can inform future discussions regarding possible topic group scrutiny working.

3.2 The Operational Directors for Cultural Services and Economic Regeneration will each deliver short presentations on what they think are the up coming key issues as a prelude to a Board discussion about future service plans.

4.0 POLICY IMPLICATIONS

4.1 The Corporate Plan identifies clear key objectives for the regeneration of the Borough and delivery of council services. Service plans must take strategic direction from the Corporate Plan and activity of departments must contribute to the realisation of these objectives and specific targets therein.

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 Two key elements of risk that the Board may wish to take into account are any likely policy changes that may come from government next year and an inevitable tightening of public funding.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All service plans must include the results of equality impact assessments and the identification of explicit diversity and equality targets.

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

None

REPORT TO: Employment, Learning & Skills PPB

DATE: 21 September, 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports for 2009/10

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To consider and raise any questions or points of clarification in respect of the 1st 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

2.0 RECOMMENDATION: That the Policy & Performance Board;

- 1) Receive the 1st 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.

3.0 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.

4.0 POLICY IMPLICATIONS

There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The quarterly performance monitoring reports demonstrate how services are delivering against the objectives set out in the relevant service plan. Although some objectives link specifically to one priority area, the nature of the cross-cutting activities being reported means that to a greater or lesser extent a contribution is made to one or more of the priorities listed below;

6.1 Children and Young People in Halton

6.2 Employment, Learning and Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

6.6 Corporate Effectiveness and Efficient Service Delivery

7.0 RISK ANALYSIS

N/A

8.0 EQUALITY AND DIVERSITY ISSUES

N/A

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

Document	Place of Inspection	Contact Officer
N/A		

QUARTERLY MONITORING REPORT

DIRECTORATE: Health & Community
SERVICE: Culture & Leisure
PERIOD: Quarter 1 to period end 30th June 2009

1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department first quarter period up to 30 June 2009. It describes key developments and progress against 'all' milestones 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

2.0 KEY DEVELOPMENTS

The Executive Board have agreed to support the re-location of Runcorn Linnets F.C. back into the Borough, to be based at the Halton Sports site.

Halton has been awarded 12 Green Flags, the quality mark of excellence for parks. This is an increase of 2 on the previous year.

The scheme to offer free swimming for those aged 60 and over, and those aged 16 and under was operative from 1st April 2009. Thus far 813 people in the 60+ age range and 2924 under 16's have registered for the scheme. Halton have also made available 150 free swimming lesson packages (10 lessons) for the 60+ group.

A new adventure playground has been opened at Runcorn Town Hall Park, funded through the Playbuilder scheme.

Over 200 people attended an Intergenerational Conference in April 2009 to celebrate and enjoy activity that unite the young and old, and to develop a work programme for 2009/10.

3.0 EMERGING ISSUES

Halton Lea Library will re-open to the public on 24th August 2009, following its major re-furbishment.

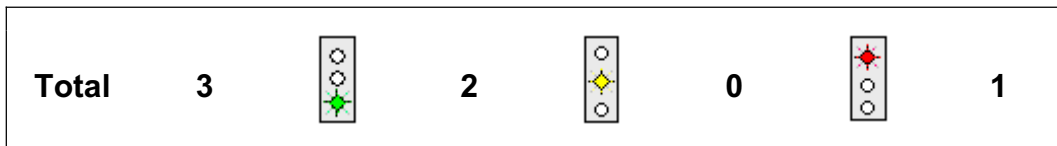
To support libraries in their role as providers of health and well-being information to the public, NHS Choices, the NHS's public health website, has developed an accessible online training platform.

The programme aims to provide library staff with a trusted source of reliable health and well-being information that they can use and refer the public to – training is currently being rolled out to all frontline staff.

As a legacy to Capital of Culture there is a proposal to establish a Cultural Collective for Merseyside to aid strategic planning for cultural activity in the sub-region.

Widnes Library Public PC's – 47 public access computers at Widnes Library will run out of warranty at the end of August. Whilst this may not have an immediate impact, if any PC's develop problems that can't be fixed they will need to be taken out of commission. A capital IT bid for PC replacement will need to be prepared for 2010/11.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES



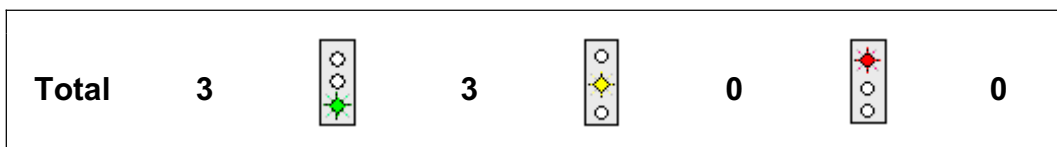
The only key milestone that did not reach target was the retendering of the drug and alcohol services contract. This was because there was a corporate decision to defer the contract by one year

5.0 SERVICE REVIEW

The Library Service undertook Halton 2000 Citizens Panel in May over 1000 responses provides valuable information about the use and non-use of the service and what might encourage non-users to use the facilities.




Initial and follow up questionnaires have been issued to new participants of the Physical Activity Programme to measure adherence levels and health and well-being gains as a consequence of attending the programme.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



A number of key indicators derive data from biennial or other surveys therefore it has not been possible to report against targets for Quarter 1, although in most instances where reporting has been possible progress is encouraging.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	9		7		1		1
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A number of key indicators derive data from biennial or other surveys therefore it has not been possible to report against those targets for Quarter 1

In some cases data is not available from partner agencies until later in the financial year although in most instances where reporting has been possible progress is encouraging

7.0 RISK CONTROL MEASURES

During the production of the 2009/10 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 Service Objectives for this service that have been assessed and found to have associated 'High' risks. Therefore, there is no progress to report.




8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

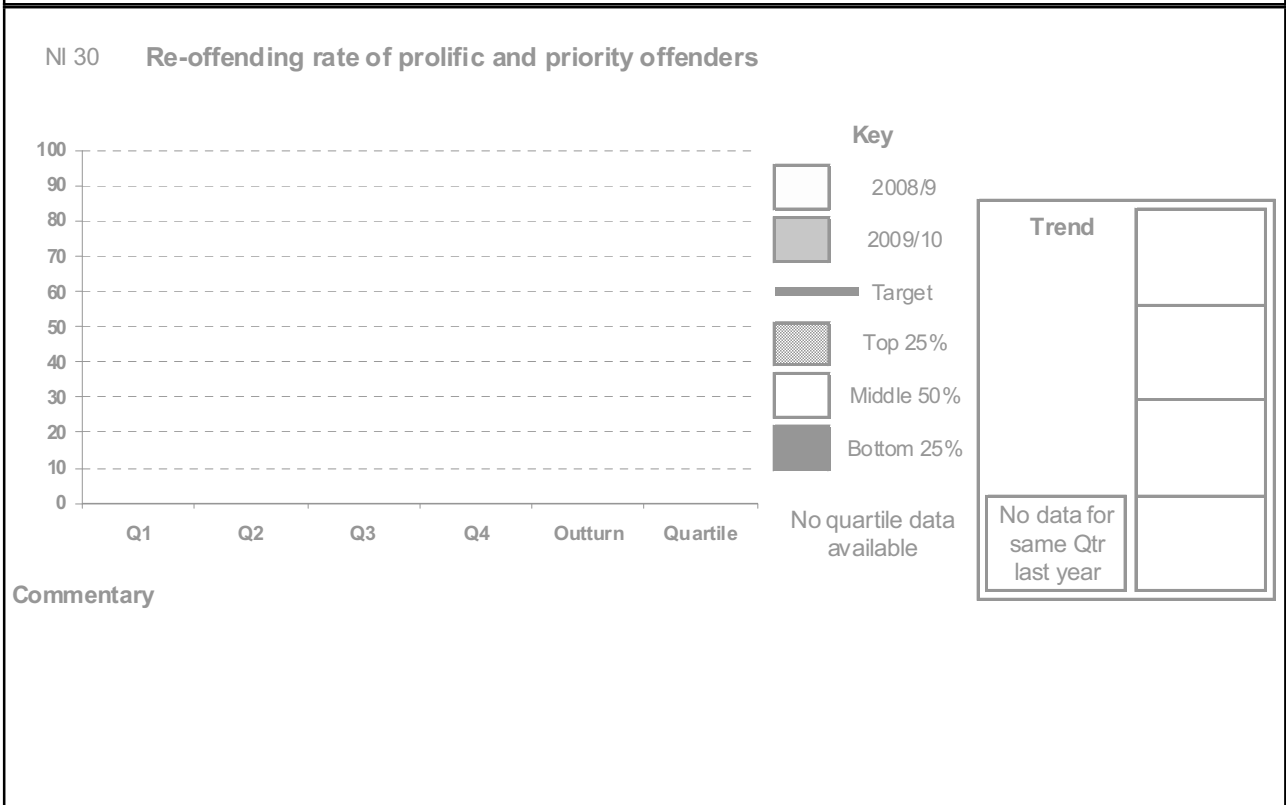
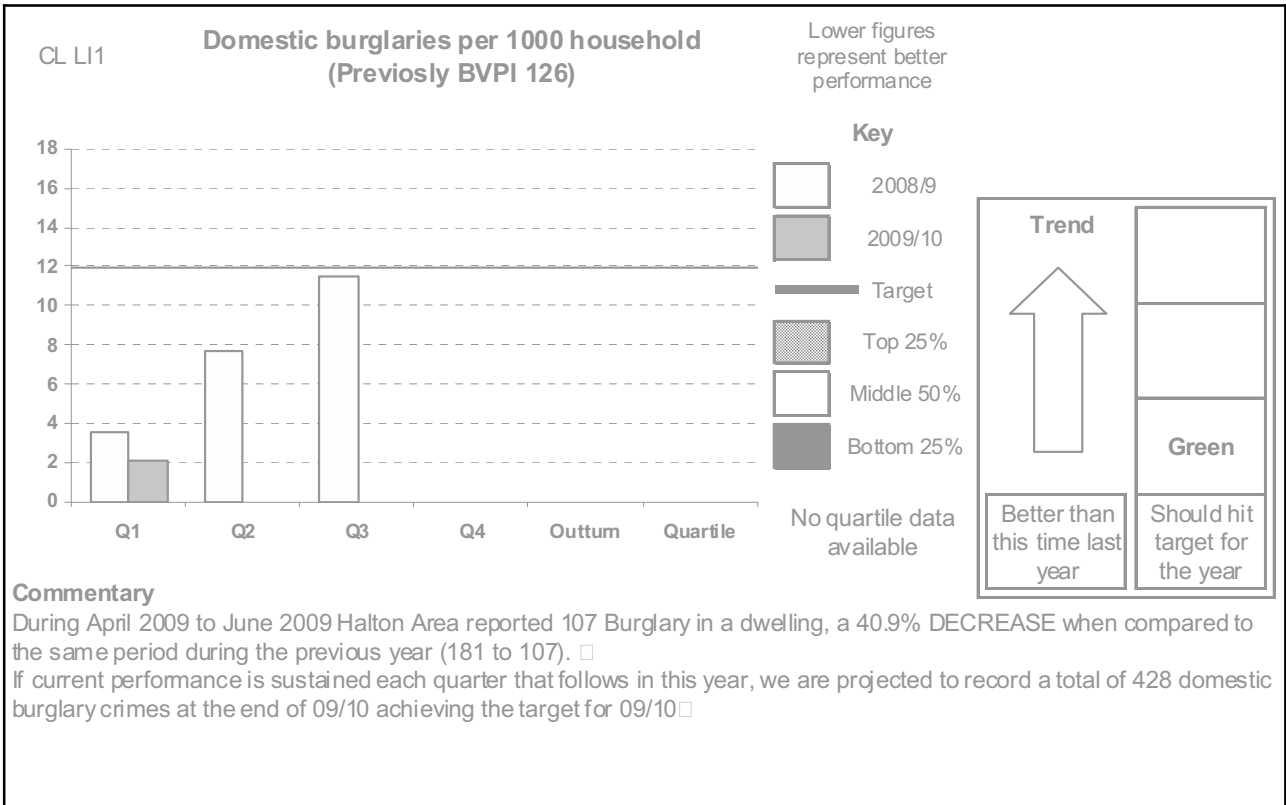
During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

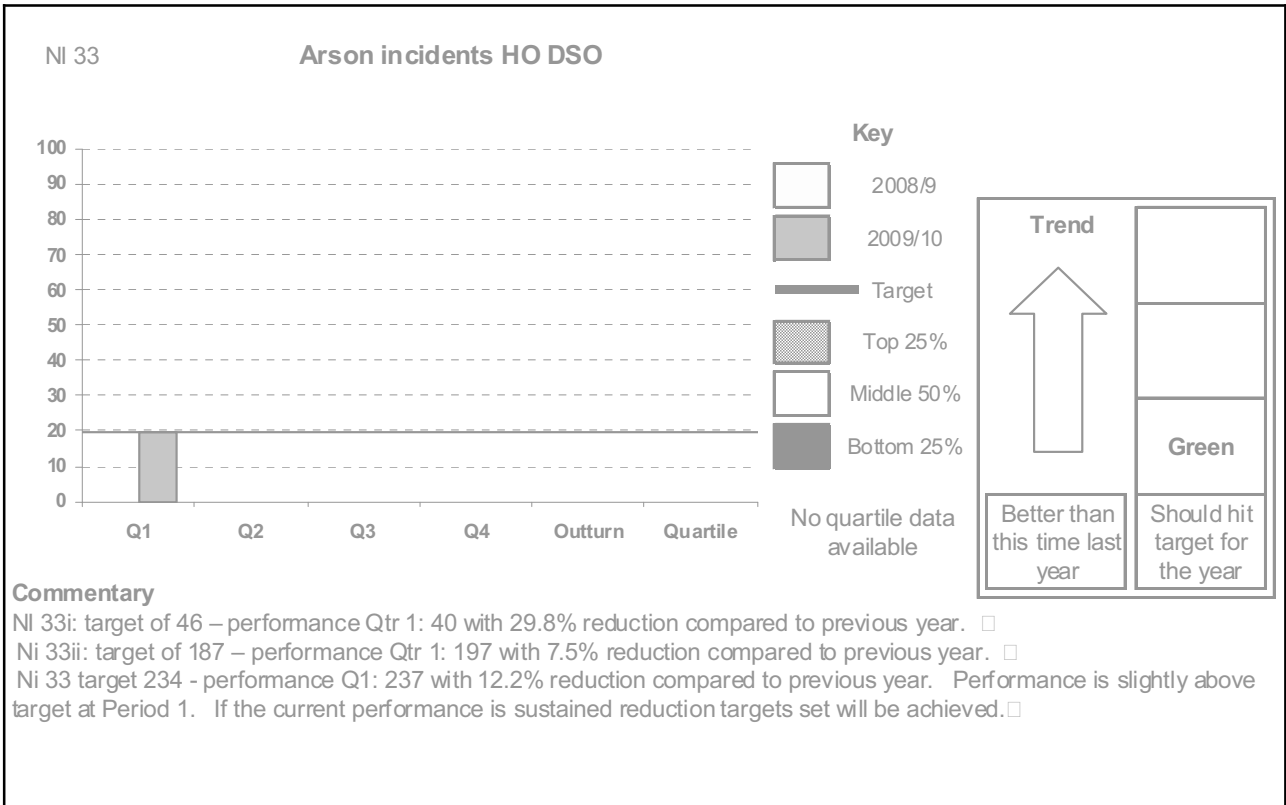
There are no High priority actions for this service; therefore, there is no progress to report.

9.0 APPENDICES

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

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
CL 2	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.	Building refurbishment at Halton Lea Library complete and extended facilities fully operational. Sept 2009. (AOF 15,26)		Work progressing on schedule. Handover end of July – Library to re-open 17 th August, with building fully operational from September.
		Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter. March 2010 (AOF 15,26)		Halton Literature Festival Library activities included author and poet sessions, family story times and a book launch. Voice Volunteers organised a “Twilight” prom event at Widnes Library, which was attended by over 80 young people.
		Deliver a programme of lifelong learning activities including IAG targets. March 2010 (AOF 15,21)		Ongoing. 139 individual sessions from April – June.
CL4	Improve drug and alcohol services through the re-tendering of the contract.	<ul style="list-style-type: none"> Finalise specification. April 2009 (AOF 30,3) Tender short-listing and interviews. October 2009 (AOF 30,3) Contract signed December 2009. (AOF 30,3) Handover/TUPE January – March 2010 (AOF 30,3) 		Corporate decision taken to defer contract by one year.







The following key indicators have not been reported graphically: -
CL L15 % of residents satisfied with sport and leisure
 Active People Survey; next survey Dec. 09

CL LI4; overall satisfaction of library users
 This indicator derives data from a 3 yearly CPFA Public Library User Survey, the next survey being taken in October, therefore there is no Q1 data to report.

NI 8; % of adults who have engaged in the arts
 Further progress on target will be received on 27 August 2009.

Area Partner National Indicators:

The indicators below form part of the new National Indicator Set introduced on 1st April 2008. Responsibility for setting the target, and reporting performance data will sit with one or more local partners. As data sharing protocols are developed, baseline information and targets will be added to this section

Ref ¹	Description	Actual 2008/9	Target 09/10	Quarter1	Progress	Commentary
NI 32	Repeat incidents of domestic violence		28%	33%		NI32 formula is: Number of repeat cases in last 12 months/ number of cases X 100. Data used is for April 09 onwards – 42 cases and 14 repeats.
NI 40	Drug users in effective treatment	462*	528	**		*Vital signs month 11 2008/ 09. ** No figures are available for quarter 1 due to the 3 month delay in reporting from the NTA. Because of the methodology, only 08/09 data is currently available. April 09/10 data will be available in from around July 09/10. It is unlikely that the end of year target will be met. A short term improvement plan has been put into place by the 3 service providers concentrating on a) wider publicity of the service to other professionals to increase referrals - hospitals, hostels, social workers, GPs, b) improved tracking of new people into service so that those that don't attend appointments are contacted quickly & c) improved contact and support from outreach services where individuals look like they might drop out of treatment. The

¹ Key Indicators are identified by an **underlined reference in bold type.**

Ref ¹	Description	Actual 2008/9	Target 09/10	Quarter1	Progress	Commentary
						providers have also set themselves weekly targets in order to try to bring performance back on track. The commissioners are meeting with senior managers from the 3 service providers on a monthly basis to track progress and provide additional support.

Cultural & Leisure Services

Revenue Budget as at 30th June 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	4,203	1,050	1,056	(6)	1,054
Grounds Maintenance	2,854	714	714	0	714
Premises Support	1,244	296	297	(1)	297
Other Premises	633	274	262	12	561
Book Fund	266	52	52	0	52
Hired & Contracted	946	152	150	2	306
Promotions	205	78	91	(13)	161
Other Supplies & Serv.	775	201	204	(3)	302
Transport	52	7	8	(1)	8
Leisure Mgt. Contract	1,395	233	227	6	227
Grants	631	309	313	(4)	330
Other Agency	68	7	7	0	9
Asset Charges	1,745	0	0	0	0
Support Services	1,996	499	499	0	499
Total Expenditure	17,015	3,872	3,880	(8)	4,520
Income					
Sales	-275	-69	-87	18	-87
Fees & Charges	-699	-127	-127	0	-127
Rents	-18	-16	-15	(1)	-15
Support Recharges	-1097	-274	-274	0	-274
Grant Funding	-818	-190	-187	(3)	-187
Reimbursements	-1,011	-280	-281	1	-281
Total Income	-3,917	-956	-971	15	-971
Net Expenditure	13,098	2,916	2,909	7	3,549

Comments on the above figures:

In overall terms revenue spending to the end of quarter 1 is below the budget profile.

The "Other Premises Costs" budget heading is currently showing expenditure £12,000 below the budget profile. However, expenditure on energy costs will need careful monitoring. In particular, expenditure on gas and electricity costs are anticipated to increase in the later stages of the year as a result of seasonal trends. Remedial action may be needed to ensure a balanced budget is achieved.

The expenditure above budget profile in relation to Promotions relates to income-generating activity, primarily at the Brindley arts centre. This expenditure is compensated for by income

achieved above target, specifically in relation to sales. Income is above target for the first quarter, although it cannot be assumed that a similar trend will continue for the remainder of the year. However, comparison with the previous year's income profile suggests a favourable outturn should be achieved should the present trend be continued.

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 30th June 2009

	2008/09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Show Pitches</u>	20	0	0	20
<u>Improvements To Pavilions/Changing Facilities</u>	28	0	0	28
<u>Skate Park</u>	100	0	23	77
<u>Halton Lea Library Refurbishment</u>	790	383	124	666
<u>Multi Use Games Areas</u>	200	0	0	200
<u>Electronic Access Bollards - Parks</u>	72	0	0	72
<u>Runcorn Town Hall Park</u>	395	0	151	244
<u>Improvements To Allotments</u>	60	0	8	52
	1,665	383	306	1,359




Cultural & Leisure Services**WNF, External or Grant Funded Items as at 30th June 2009**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Priority 1: Healthy Halton					
Sports Partnership	61	15	10	5	11
Health & Physical Activity	40	10	10	0	10
Alcohol Harm Reduction	350	87	0	87	0
Enhanced Sports	75	19	1	18	1
Sub Total	526	131	21	110	22
Priority 4: Employment Learning & Skills					
Budgeting Skills Project	33	8	-2	10	-2
Citizen's Advice Bureau	68	17	0	17	0
Sub Total	101	25	-2	27	-2
Priority 5: Safer Halton					
Youth Splash	128	32	5	27	14
Blue Lamp	505	126	0	126	0
Domestic Violence	100	25	15	10	75
Prolific & Persistent Offenders	45	11	0	11	0
Sub Total	778	194	20	174	89
	1,404	351	40	311	110

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 Working Neighbourhoods 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>	Indicates that the <u>target is on course to be achieved.</u>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, <u>whether the objective will be achieved</u> within the appropriate timeframe.</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.
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.</p>	Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 1 to period end 30th June 2009

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department first quarter period up to 30 June 2009. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which traffic lights symbols have been used to reflect progress to date is explained within 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

- As part of Adult Learners' Week, the Adult Learning & Skills Division worked in partnership with the Council's Corporate Training department in running a 'Test the Council' initiative, focusing on testing the maths and English skills of employees. More than half of the 47 staff that took signed up to Skills for Life classes
- The annual Adult Learners' Awards ceremony held on 9th May (SSP funded event) attracted over 200 people from a range of partners (HBC, Riverside College and the voluntary & community sector) where the Mayor presented awards.
- Unison and Corporate Training have asked the Division to manage the development of a network of Union Learn Representatives to promote workplace learning across the Council. A Service Level Agreement will be drawn up in Q2 and will involve Divisional staff undertaking ULR training and then promoting and recruiting Council staff as ULRs.
- The Halton Employment Partnership & Skills for Life Teams started delivering provision from a new training facility at the Stobart Stadium. This was initially for a 6 month contract after which the facility will be reviewed.
- A 'Response to Redundancy' LSC contract was awarded to the Halton Employment Partnership (HEP) in Q1 and will be jointly delivered by the HEP Team and Halton People into Jobs. The contract is to support anyone who is under threat of redundancy

or who has been out of work for upto 6 months with re-training and IAG (Information, Advice & Guidance).

- The expected announcement of Customer Number One (the new inward investor company that will operate the 3MG development site) did not happen. A dedicated 3MG Recruitment Team had been established by Halton Employment Partnership but had to be disbanded. Work is now underway to secure an agreement that any future 3MG recruitment is handled by HEP.
- COMT had endorsed the development of the Halton Construction Employment Integrator which is a recognised model of skills development to support recruitment & training in the construction sector. A workshop to promote the model to all relevant agencies/stakeholders and gain support for it to be introduced in Halton is planned for Q2.
- The recession and the general economic downturn has resulted in the number of investment enquiries recorded by the Business Development Team reducing by almost two thirds compared with the same period in previous years.
- As a direct response to the impact upon local businesses of the recession a radical refocusing of the activities of the Business Development Team has taken place. A number of activities to support local business during the recession have either taken place or are planned. Future events include a four-month programme of surgeries delivered in partnership with SOG Ltd, The Federation of Small Business, RBS and Halliwells Solicitors focusing upon debt recovery and access to company finance.
- Although the New Mersey Gateway Public Enquiry has concluded, the Economic Development Officer (Development), seconded to the project team to support the acquisition of the land necessary to build the new bridge. His absence continues to impact upon the Business Development Team's ability to meet its performance targets in terms of investment enquiries and conversions.
- The transfer of the Town Centre Management post from the Economic Regeneration Service to Environmental and Regulatory Services was completed. The TCM function is now managed by the Head of Waste Management Service.
- LPSA 12 Incapacity Benefit Claimants into Sustainable Employment. HPiJ achieved the target of 179 clients into sustainable employment (13 weeks plus) at the end of the 3 year period (30.6.09). The remaining reward grant will be claimed in 2010..
- A new Job Retention service (SSP funded) aimed at helping sick people in employment that are in danger of falling out of work and on to benefits (NI 173) to keep their job has had an encouraging start with referrals from employers and GP practices.
- The appointment of 3 Neighbourhood Engagement Officers (SSP funded) will enable effective partnership working to tackle worklessness with RSL's that operate in the Neighbourhood

- Despite the recession the Enterprising Halton Business Start up programme has seen a significant increase in the number of new business start up enquiries and 42 new businesses have been created.
- Easter Sunday saw the Road Race take place with almost double the amount of entries from previous years. Over 700 runners registered when 400 were expected. Caused slight delay in the Bridge Road Closure, but everything else went brilliantly. Administration at the start a potential problem for next year. Race route re-measured in accordance with UK Athletics rules which require re measuring every 10 years, ready for next year.
- New Governance system for The Mersey Partnership (TMP). Following the news that funding from 2012 will be come an issue, TMP has restructured its governance system on the Tourism side to enable more focus to be given to moving faster and smarter than before. This new system also includes the possible farming out of work to Local Authorities tourism units, to undertake work for the whole of Merseyside, or seconding individuals with specific skills into TMP for a specific project over a period. This may have an impact on what Halton can deliver in the future.
- Halton Tourism Awards. Debrief took place with excellent results for the inaugural event. Some minor consideration for next year. Date set for next year, February 26th. Venue still to be confirmed by Runcorn and Widnes Tourism Business Network and Halton Chamber of Commerce.
- TMP Tourism Awards took place at the BT convention Centre in Liverpool. Halton had 4 nominations for various categories, Tracey Crutchley from Norton Priory for Outstanding Customer Service, Norton Priory's Medieval Mersey Traders Event for Tourism Experience and Creamfields for Tourism Event of the Year and also Tourism Marketing Project of the Year. Creamfields won the Tourism Event of the Year award against some very stiff opposition including The British Open Golf Championship, The Southport Flower Show and the Klimt Exhibition at the Liverpool Tate Gallery.




3.0 EMERGING ISSUES

- The impact of the Foundation Learning Tier on the Division's 'First Steps' provision is still unknown. Very little firm information has been made available by LSC. Also, as we approach the last academic year for the LSC, how the new Skills Funding Agency will operate is also unknown. The Division must take these uncertainties into account when looking at funding/income sources.
- A new 'case conferencing' group has been formed to focus on inward investment/redundancy announcements and support arrangements. The HEP Manager will lead on this, but the group

includes all key representatives of the Economic Development department.

- A draft of the Borough’s new Economic Development Strategy has recently been completed and will be consulted upon in the coming months
- The Business Development Team are working closely with the Divisional Manager Adult Learning and Skills Development to develop a comprehensive skills strategy for the science, technology and advanced manufacturing sector.
- Enterprising Halton has secured NWDA funding to coordinate the business start up activity in Halton until March 2012. A mini tendering exercise to appoint a provider from the NWDA supplier list is underway.
- Meeting of Chester Services Tourist Information Partnership. New Tourist information point to be opened in Broughton park retail development. Halton is one of the founding partners in the project which started 8 years ago.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	18		17		0		1
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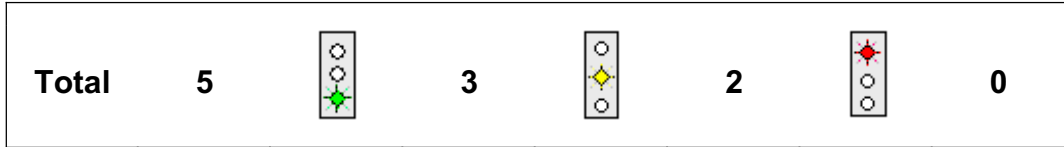
A slight delay in respect of the milestone relating to the Disabled and Carers Employment Strategy which has been refreshed and is now subject to consultation. Good progress against all other objective/milestone targets. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW

- - The Adult Learning & Skills Division will finalise its recruitment in Q2, taking staff numbers upto 50. It is not expected that any more recruitment will take place over the next year, unless staff leave.
 - The Adult Learning & Skills provision was the subject of Ofsted inspection and the service was graded the 2nd highest grade (Grade 2).
 - It was expected that this would be a multi remit inspection including LSC provision offered through the Enterprise & Employment division, but the inspection focused just on Adult Learning & Skills provision. However, the good links with Halton People into Jobs was positively commented on within the inspection report.
 - COMT approved recommendations for HPiJ Employment Officers and Job Brokers to move to a generic Employment Officer job description, the assimilation of existing job brokers to the new

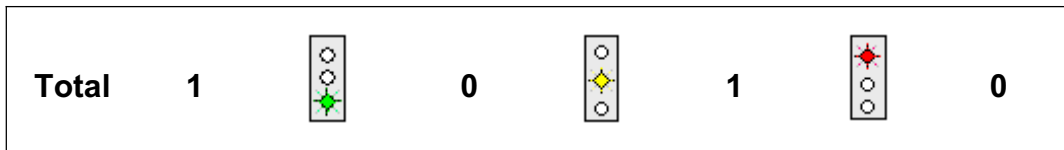
- post and the filling of vacant Employment officer posts.
- Draft Halton Tourism Strategy - 60 local tourism business including local attractions and key partners have been consulted regarding the outline contents of the draft strategy.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



The number of inward investment enquiries has been severely affected by the recession, the associated indicator has been reported by exception this quarter. For further details, please refer to Appendix 3.

7.0 RISK CONTROL MEASURES

During the production of the 2009-12 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.

Progress towards 3 risk mitigation measures in respect of objective ER1 (Promote economic diversity and competitiveness within an improved business environment), have been reported by exception this quarter. For further details please refer to Appendix 5.

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 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.








No actions have been identified as high priority for the service.









9.0 DATA QUALITY




The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

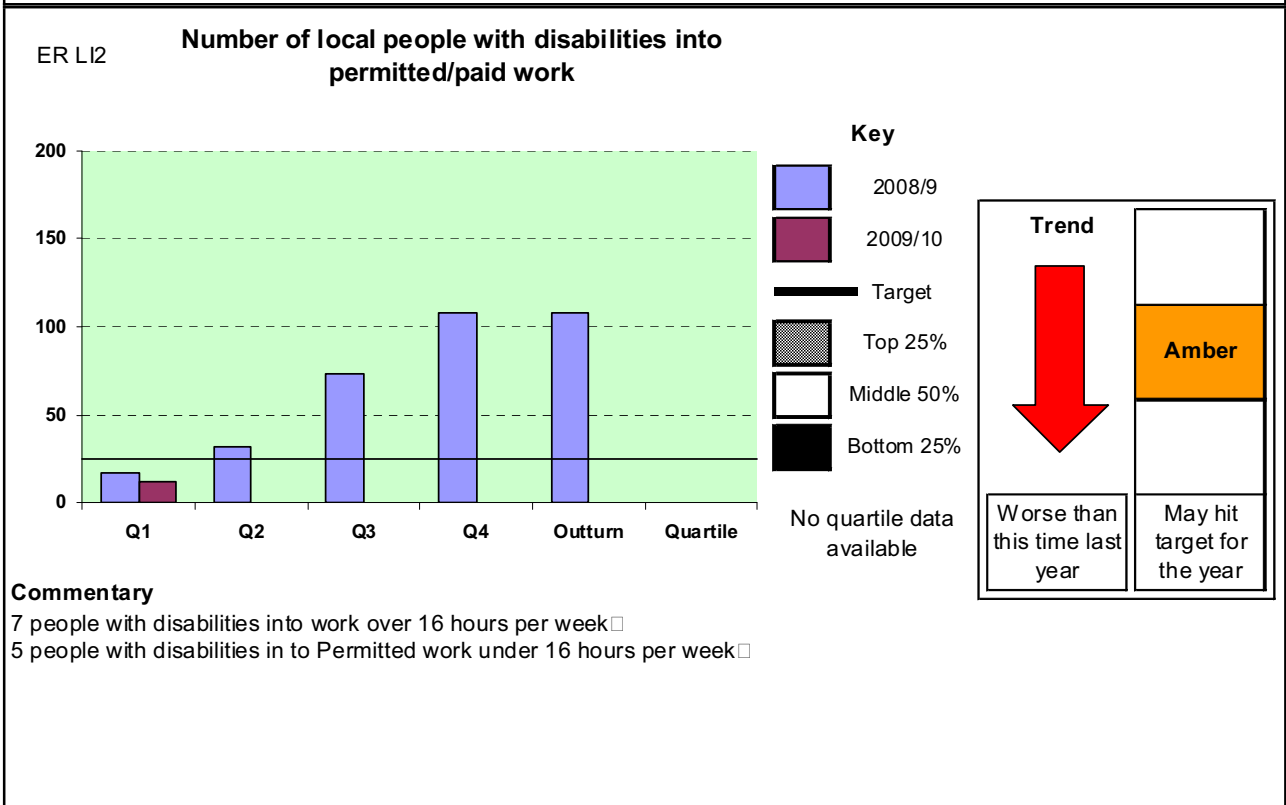
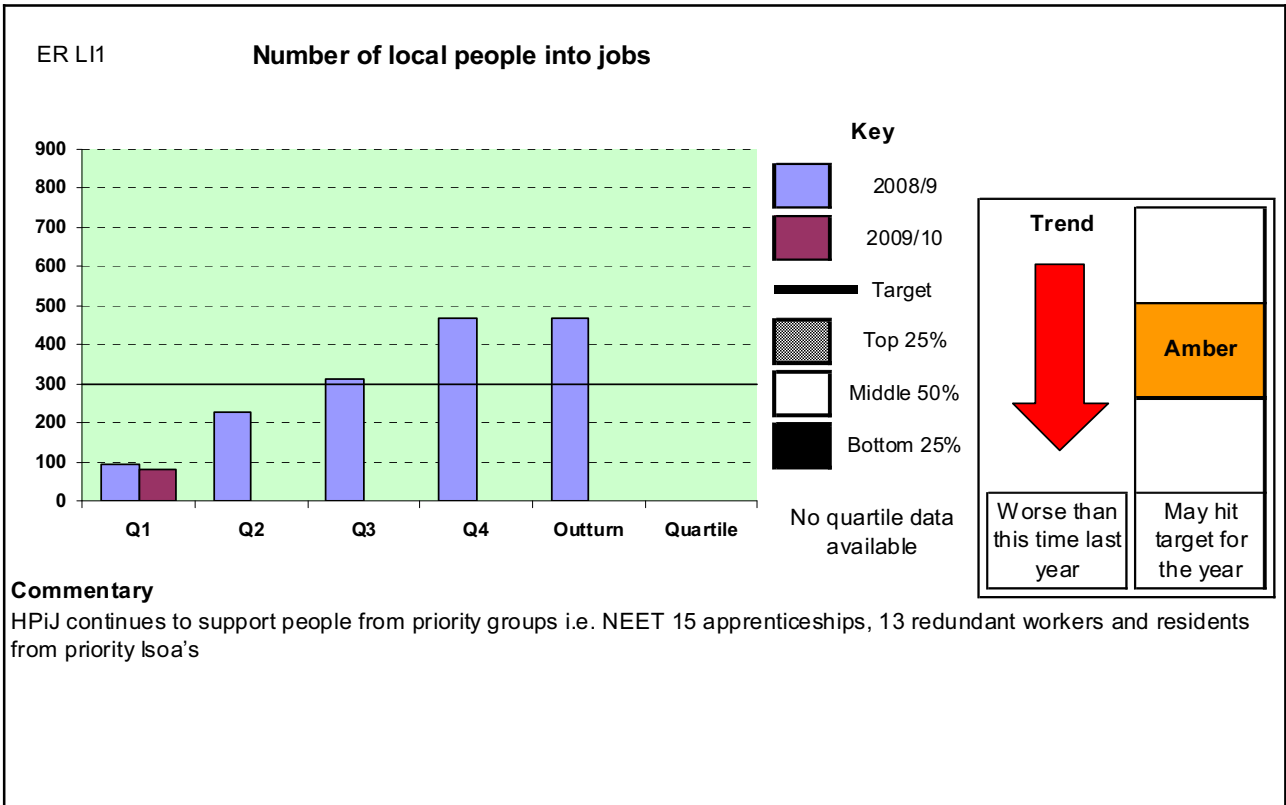
10.0 APPENDICES

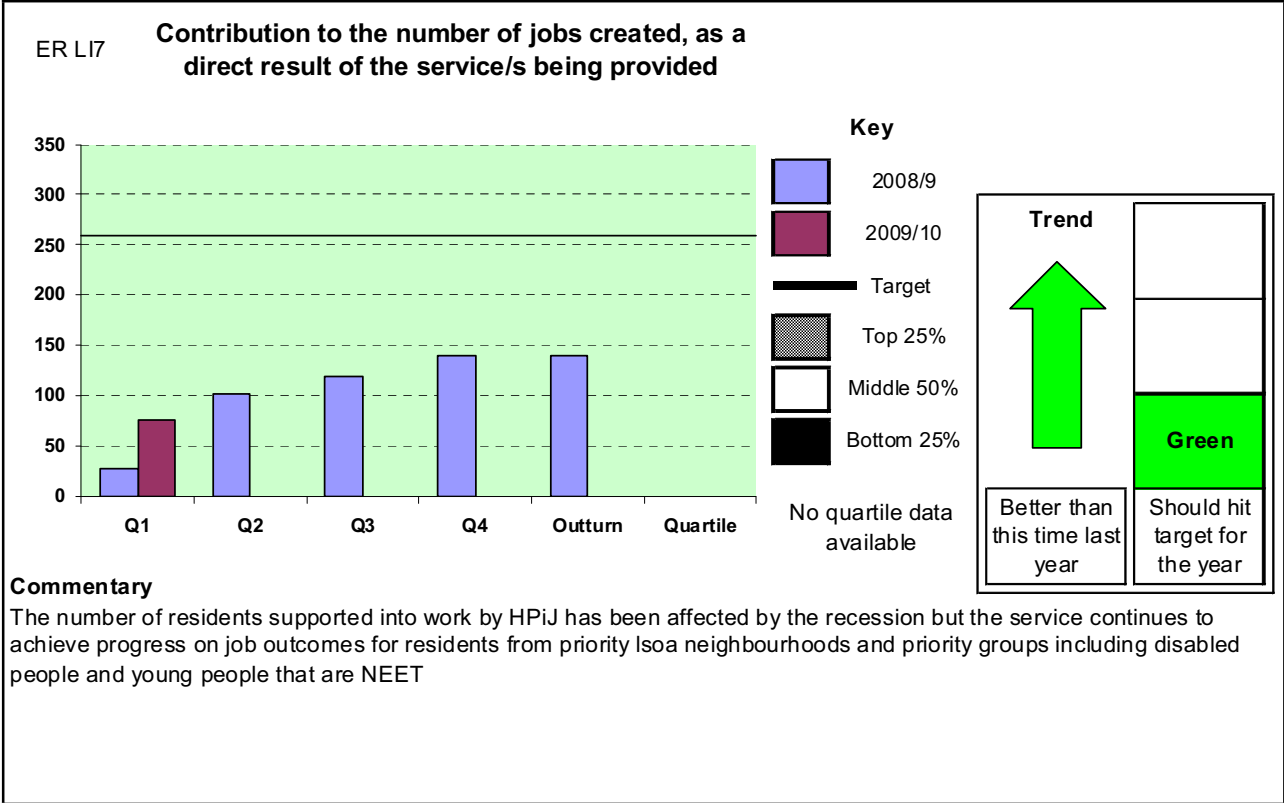
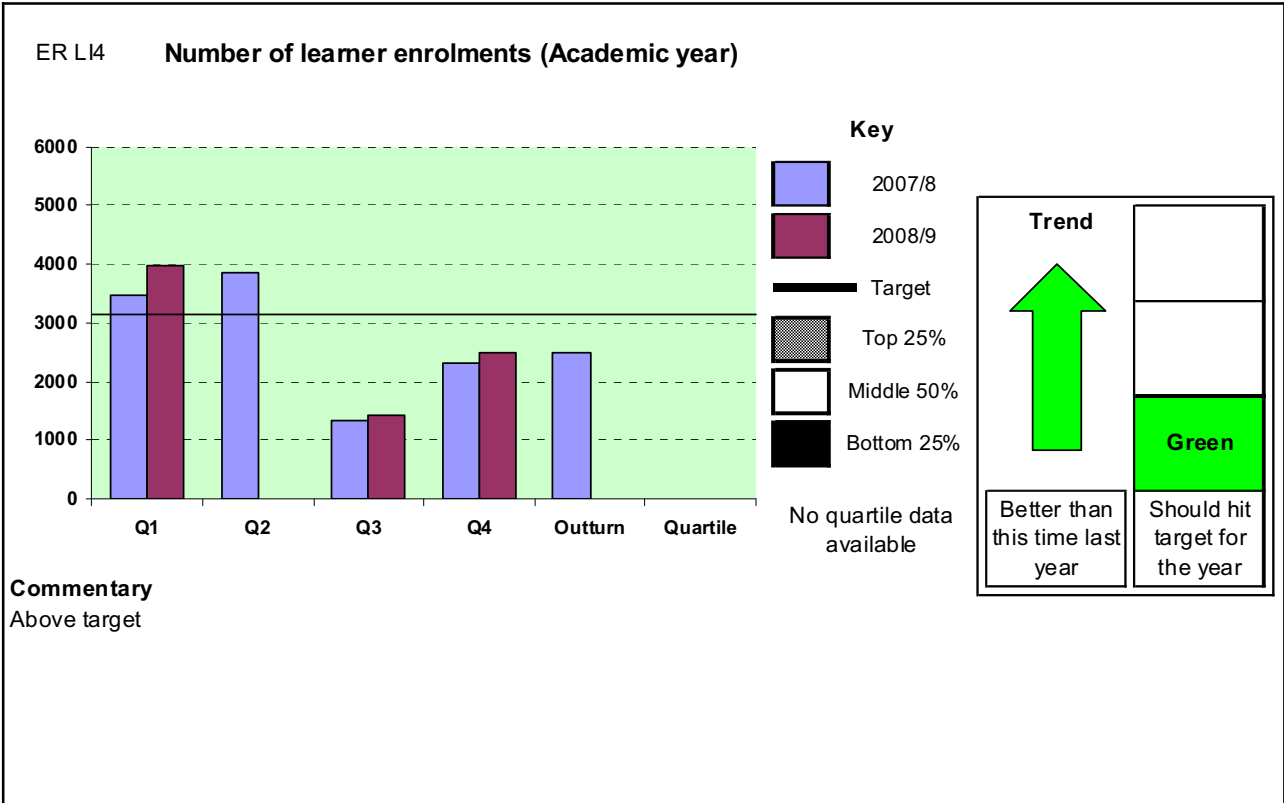
Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4- Progress against Risk Treatment Measures
Appendix 5- Financial Statement
Appendix 6- Explanation of traffic light symbols

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 1	Promote economic diversity and competitiveness within an improved business environment	Update Economic Development Strategy by 1/10/09		A draft of the Economic Development Strategy 2009- 2013 has been completed
		Develop Tourism Strategy and action plan by 1/10/09		Awaiting feedback on consultation with tourism businesses and partners to contribute to strategy.
		Review procurement topic actions by 31/10/09		Review underway.
		Revise Science and Technology Strategy and action plan by 1/10/09		Action Plan/Work Programme updated June 2009. Skills for the Science, Technology & Advanced Manufacturing Sector Steering Group scheduled for 23 July (Q2).
		Deliver BIDs year 2 action plan by 31/3/10		All outputs associated with the BID programme are on-programme and were reported to Executive Sub-Committee on 16\07\09
		Secure funding package for Lewis Carroll visitor centre by 31/3/10		All funding secured. Build should start August, with Finish date projected for late Spring 2010
ER 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.	Re-launch expanded Enterprise Academy by 30/6/09		Programme expanded to provide sustainability grants to businesses still trading after 12 months and job creation grants available to new businesses that recruit unemployed residents.


Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Deliver Enterprise Week programme by 31/11/09		Enterprise Fair scheduled for Halton Lea on 3/9/09 and programme of events being planned for enterprise week.
		Deliver expanded start up programme by 31/3/10		NWDA funding secured to expand and coordinate all business start up activity from September 2009.
ER 3	Reduce unemployment/worklessness by assisting people to secure employment.	Secure future of Castlefields Employment Project by 31/5/09		Completed.
		Deliver permitted work placements in council department by 1/10/09		Ongoing – 3 additional permitted work placements secured.
		Development of Employment Action Plans for each NM area by 31/1/10		Neighbourhood Employment Officers appointed in June 2009 and Steering Group established to develop Action Plans for each NM area.
		Double the number of council apprenticeships by 31/1/10 (2008/9 will be baseline)		Several apprentices including care leavers have commenced training. Recruitment underway for two more care leavers in CYP and two landscape trainees with several in the pipeline.
		Finalise the Disabled and Carers Employment Strategy by 30/6/09		Disability Employment Network established and refreshed Strategy out to consultation.
		Implement phase 1 of the Disabled and Carers Employment Strategy by 31/3/10		On track.


Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 4	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	Commence full operation of Halton Employment Partnership by 30/6/09		<p>The Halton Employment Partnership Team has just appointed its final 2 members (Skills for Life Assessor; additional trainer).</p> <p>The HEP Award has continued to operate and this quarter has offered sector specific employability programmes in logistics, retail and call centres.</p>
		Develop Science and Technology offer and handbook by 31/12/09		<p>A new Skills for the Science Technology & Advanced Manufacturing (STAM) Sector Steering Group has been established and an audit of the demand and supply for skills within the sector will be reported on in Q3. The outcomes of this will determine the content for the Investors' Handbook.</p>
		Produce updated skills and workforce development strategy by 31/3/10		On target







Ref	Description	Actual 2008/9	Target 09/10	Quarter 1	Progress	Commentary
Service Delivery						
ER LI5	Number of inward investment enquiries per annum	193	180	29		The volume of property enquiries has been severely affected by the current recession. Numbers have fallen throughout 2008\09 and are expected to continue to do so in 2009\10. The impact of the recession is particularly felt throughout the commercial property industry

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
ER1	Reduction in capacity of team	Prioritise programmes and projects		The service is responding to increasing demand to support businesses affected by the recession but with fewer staff
	Problems with accessing ERDF for tourism	Target decision makers to access funding		ERDF funding via NWDA allocated and oversubscribed. Also late information from NWDA regarding other pots of funding. Still unsure where Halton "reports" to i.e. Merseyside or Cheshire. of money with very tight deadlines.
	Increased workload re Mersey gateway	Reduce other activity to compensate		The continuing involvement of the Economic Development Officer (Development) is having a negative and continuing effect upon the services capacity to service investment enquiries




Financial statement to be inserted.

REGENERATION

Revenue Budget as at 30th June 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	1,735	419	367	52	367
Premises Support	85	10	10	0	10
Office	48	12	12	0	12
Accommodation					
Marketing	44	11	15	(4)	27
Programme					
Promotions	51	13	10	3	12
Development	21	5	0	5	0
Projects					
Supplies & Services	117	29	80	(51)	87
Halton People into Jobs	180	45	48	(3)	48
Mersey Partnership	75	75	75	0	75
Transport	19	5	4	1	4
Central Support	254	63	63	0	63
Services					
Departmental Support Services	23	0	0	0	0
Agency	0	0	1	(1)	1
Capital Financing	-188	0	0	0	0
Asset Charges	10	0	0	0	0
Total Expenditure	2,474	687	685	2	706
Income					
Sales	0	0	0	0	0
Fees & Charges	-30	-3	-8	5	-8
Reimbursements	-325	0	0	0	0
Government grants	-639	-160	-189	29	-189
Recharges to Capital	0	0	0	0	0
Total Income	-994	-163	-197	34	-197
Net Expenditure	1,480	524	488	36	509

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>milestone/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, <u>whether the milestone/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 milestone/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>