



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

**Monday, 26 March 2012 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David W R', written over a light grey rectangular background.

Chief Executive

BOARD MEMBERSHIP

Councillor Susan Edge (Chairman)	Labour
Councillor Peter Lloyd Jones (Vice-Chairman)	Labour
Councillor Chris Carlin	Halton Local Independent Party
Councillor Margaret Horabin	Labour
Councillor Harry Howard	Labour
Councillor Andrew MacManus	Labour
Councillor Stan Parker	Labour
Councillor Carol Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Geoff Zygadlo	Labour

*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 Date Not Specified*

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

Part I

Item No.		Page No.
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.	
3. PUBLIC QUESTION TIME		1 - 3
4. EXECUTIVE BOARD MINUTES		4 - 7
5. SSP MINUTES		8 - 14
6. DEVELOPMENT OF POLICY ISSUES		
(A) MERSEY GATEWAY AND TOURISM POTENTIAL		15 - 21
(B) THE HALTON EMPLOYMENT PARTNERSHIP (HEP) AND TESCO EXTRA STORES RECRUITMENT PROJECT		22 - 27
(C) QUARTERLY POLICY UPDATE		28 - 32
(D) POLICY AND PERFORMANCE BOARD WORK PROGRAMME 2011/12		33 - 41
7. PERFORMANCE MONITORING		
(A) SUSTAINABLE COMMUNITY STRATEGY PERFORMANCE FRAMEWORK 2011-16 AND MID YEAR PROGRESS REPORT		42 - 78
(B) PERFORMANCE MONITORING REPORTS FOR QUARTER 3 OF 2011/12		79 - 110

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, Skills and Community
Policy & Performance Board

DATE: 26 March 2012

REPORTING OFFICER: Strategic Director, Policy and Resources

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, Skills and Community
Policy and Performance Board

DATE: 26 March 2012

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.

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

EXECUTIVE BOARD MEETING HELD ON 12 JANUARY 2012

EXB87 STRATEGIC COMMISSIONING STATEMENT FOR 14-19 EDUCATION AND TRAINING- KEY DECISION

The Board considered a report of the Strategic Director, Children and Enterprise, on the Strategic Commissioning Statement for 14-19 education and training.

The Board was advised that the 14-19 Strategic Commissioning Statement would enable the authority to carry out its statutory duty under the Education Act 1996, to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in the area. The Statement provided an overview of provision and needs in the area.

The Board noted that to inform the production of the Statement, and to identify key priorities for 14-19 year olds in Halton, a detailed review had been undertaken and analysed, which resulted in the six priorities detailed in the report. These priorities had been consulted on with partners in specific task groups across the 14-19 partnership, and ratified by the 14-19 Strategic Partnership and the Children's Trust Commissioning Partnership.

Reason(s) for Decision

To ratify the 14-19 Strategic Commissioning Statement to ensure that Halton Borough Council fulfilled its statutory duties under Sections 15ZA and 19A of the Education Act 1996 (as inserted by the ASCL Act 2009).

Alternative Options Considered and Rejected

The 14-19 Strategic Commissioning Statement provided a strategic overview of provision and needs in the area. An alternative option would be not to have produced a 14-19 Strategic Commissioning Statement for the Borough. This was rejected as the Borough would not have had a strategic overview of the provision in order to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in their area.

Implementation Date

With immediate effect following the January 2012 Executive Board.

RESOLVED: That the 14-19 Strategic Commissioning Statement 2012-13 be endorsed.

EXECUTIVE BOARD MEETING HELD ON 26 JANUARY 2012

EXB94 PROGRESS REPORT ON APPRENTICESHIPS IN THE BOROUGH

The Board received a report of the Strategic Director, Children and Enterprise, providing an update on apprenticeships in Halton.

It was noted that within Halton there were 98 different apprenticeship providers, supporting Halton residents with their Apprenticeship Frameworks. The creation of new or additional apprenticeships in the Borough had previously been supported financially by the Working Neighbourhoods Fund (WNF) which had been abolished. An Apprenticeship Business Grant was available to support employers in recruiting a new or additional apprentice, and as part of the Government's plan for growth, a number of new initiatives were announced at the end of 2011, as detailed in the report.

The Board was advised that apprenticeships had long term benefits for the Council as an employer, in engendering a talented and able workforce. The report set out some suggestions for how the Council could lead and assist the local economy on the apprenticeships agenda. With this in mind, it was proposed that the Council should support the apprenticeships scheme and incorporate the aims, objectives, target numbers, monitoring and reviewing of the scheme into its forthcoming Corporate People Plan.

RESOLVED: That

- 1) the recommendations for apprenticeships outlined in the report be noted;
- 2) the recommendations be incorporated into the Council's Corporate People Plan; and
- 3) the Board receive updates on apprenticeships on a six monthly basis.

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

DATE: 26 March 2012

REPORTING OFFICER: Chief Executive

SUBJECT: Specialist Strategic Partnership minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

1.1 The Minutes relating to the Economic Development Portfolio which have been considered by the 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 13th February 2012

2.00 pm, the Boardroom, Municipal Building, Widnes

Present:

Wesley Rourke (In the Chair)
 Nick Mannion
 Cleo Pollard
 Janine Peterson
 Cllr Eddie Jones
 Claire Bradbury
 Catherine Johnson
 Diane Sproson
 Matt Roberts
 Marie Hoyles
 Kevin Edwards
 Geraldine Edwards

Organisation:

Economy, Enterprise & Property (HBC)
 Strategic Policy & Partnership (HBC)
 Halton Parents & Carers Forum
 Jobcentre Plus
 Portfolio Holder, Halton BC
 Power in Partnership
 Performance & Improvement (HBC)
 Greater Merseyside Connexions
 Halton & St Helens CVA
 ELS Team (HBC)
 Halton Speak Out!
 PA to Kevin Edwards

Apologies had been received from:

Cllr Sue Edge
 Ian Graham
 David Gray
 Siobhan Saunders
 Hitesh Patel
 Kevin Smith
 Simon Clough

Chair of HBC ELS Policy & Performance Board
 Communications & Marketing (HBC)
 Welfare Rights (HBC)
 Employment, Learning & Skills (HBC)
 Halton CAB
 Riverside College, Halton
 Children & Young People (HBC)

1. Welcome/Introductions

- 1.1 Wesley Rourke welcomed everyone to the meeting, introduced new members Janine Peterson and Kevin Edwards. Group members provided introductions.

2. Declarations of Interest

- 2.1 There were no personal or pecuniary declarations of interest.

3. Minutes of last meeting and matters arising

The Minutes of the meeting on Monday 31st October 2011 were reviewed and confirmed as accurate.

- 3.1 Matters arising not covered elsewhere on today's agenda;

Item 3.1 - Halton Enterprise Board – notes of latest meeting on today's agenda.

Item 3.1 – Welfare Reform Bill – NM briefed meeting on current position with regard to this piece of key Government legislation. Several key issues are currently subject to debate between the Lords & Commons, details of which have been widely reported in mainstream media. **NM to continue to update group on progress.**

Item 5 - Local Sustainable Transport Fund bid – NM updated meeting on current position. Final submission date is 24th February 2012. Halton also a partner in a 'Mid-Mersey (Halton, St Helens & Warrington) bid to the LSTF and a 'Better Bus Fund' application – closing date also 24th February, with outcome expected by end of May. Finally, local operator Arriva recently submitted a bid to Government's Green Bus Fund. Decision on this is expected by end of March. **NM to continue to update group on progress.**

4. Partner Updates

- 4.1 WR introduced this new standing item on the group's meeting agenda. One of the conclusions from the enhanced partnership working pilot is that we need to be aware of what respective partners are currently doing and are planning. It will also help the partnership to strengthen our shared vision and identify where there are gaps and overlaps in service.
- 4.2 Connexions (DS); Have been contracted by 5 out of the 6 LCR authorities (since meeting sixth has joined) for a further 12 months - to March 2013. Will focus work on post-16 vulnerable/NEET young people. Also the 2012 Education Act will see high schools be responsible for directly commissioning own IAG provision. Widnes Connexions centre to close in March with continuing services re-locating to CRMZ on Kingsway. Runcorn centre at Halton Lea unaffected. Have been successful in a bid to DWP's Innovation Fund for an outcome-based project called New Horizons that will commence ASAP, providing support to NEET & vulnerable young people.
- 4.3 HBC (Cllr EJ – portfolio holder); The Government's Troubled Families initiative will commence soon. However, uncertainties as to how it will join-up with the Work Programme. Also doubt as to difference between it and the ESF Families with Multiple Problems initiative for which the local provider is Reed in Partnership. Also unresolved issues around data sharing and safeguarding.
- 4.4 PiP (CB); still not a year old, but currently have 100 people at the centre now, many of which were previously NEET or at risk of becoming NEET. Encouraging retention rates of 90%+ being recorded. Major challenge is the end of EMA and perceptions of young people in that they believe there is now no financial support available to them to continue in education.
- 4.5 Job Centre Plus (JP); Outlined the latest local developments in the DWP's 'Get Britain Working' Strategy. A key element is the much greater degree of local flexibility down to district level which should help DWP tailor their 'offer' much more closely to local circumstances.
- 4.6 Halton & St. Helens VCA (MR); planning to relocate Halton base to St Marie's Church in Widnes from current base in Sefton House, Runcorn. Have submitted a second Heritage Lottery Bid after their first was disappointingly turned-down. VCA are hopeful that the required funding for the move will be found in 2012. Also disappointed to have a bid to the Transforming Local Infrastructure Lottery scheme rejected. MR stressed that regardless of financial difficulties, Volunteer Brokerage schemes (which can provide long-term unemployed people with vital skills, experience & confidence) would continue.
- 4.7 HBC (MH); Most of current work covered by HEP and Skills group elsewhere on today's agenda.
- 4.8 Halton Speak Out! (KE); Reminded the group of the need to be aware to make sure that

our information is produced in user-friendly formats and avoids jargon.

5. Enhanced Partnership Working/Leading by Example

5.1 WR introduced the item and the commitment of the HSPB to continuing the development of closer integration of service delivery.

5.2 NM then outlined the draft final report on the 'Stronger Local Labour Force' pilot. Key evaluation points from which are;

- Because of the way larger national and regional partners operate it is not possible to disaggregate costs to the local level.
- Smaller community & voluntary sector partners have limited capacity to take-on work of this nature, as time spent cannot be charged to a specific project or funding stream.

5.3 However, several useful learning points though;

- Allocation of resources – helps to identify area when may be possible to re-allocate resources 'down-stream' to be uses on service delivery rather than assessment and evaluation.
- Duplication – instances of duplication and overlap need to be taken out
- Sustainable Community Strategy – partners' need to focus efforts more on its key objectives.

Agreed; Final Stronger Local Labour Force Pilot report adopted.

5.4 WR & JP outlined the 'Leading by Example' concept and it was agreed to work through this web-based peer support and assessment tool, looking in detail at the two of the assessment areas; 'Developing Skills' and 'Workforce Strategy and Planning'. WR felt that this was an opportunity to use the tool as a basis for identifying gaps in service provision across partners.

Agreed; NM to download and circulate the assessment framework for partners to complete and that the 'Leading by Example' process to be included in the partnership's 2012/13 work programme. Results to be reported to next meeting.

6. Performance Report.

6.1 CJ outlined the report and the two appendices. These have replaced the previous LAA indicators and targets with ones specifically designed and selected to guide and monitor the partnership's progress towards the key objectives relating to ELS in the Sustainable Community Strategy.

6.2 One small correction is that in Appendix 2 (Mid-year Progress Report, April-September 2011) the weekly earning indicator on page 3 should have a red cross not as included in some copies.

6.3 Chair stressed that whilst some partners will have the lead responsibility for collating the commentary for specific indicators, it is not just down to them to deliver work towards the achievement of that target. We should also look at the broader picture and direction of travel rather than concentrating one individual indicator.

Agreed; Report received, and indicators, lead partners and local targets confirmed.

7. Sub-Group updates.

7.1 HEP; MH drew partners attention to the notes of the HEP meeting on 9th January and also gave a verbal update on the most recent meeting that took place on 6th February and for which the notes

have not yet been released. Particularly pleasing is the work with Tesco's on recruitment for their soon to open store in Widnes.

7.2 It was reported that the Halton Enterprise Board ('HEB') had met, and considered the following;

- The resources and provision of business support in Halton.
- New Enterprise Allowance and Blue Orchid delivery
- The Chamber's plans to set-up a 30-35 group to engage with others in a Halton Future Networking Group.
- Basic skills assessments and enterprise culture to be discussed at next meeting.

WR is scheduled to meet with the chair to consider how the HEB compliments wider employer engagement co-ordination, notably through the HEP and also to consider how we support business start-ups post-ISUS .

7.3 Skills Group. Most recent meeting was on 4th January at which an updated version of the very helpful client engagement matrix was circulated. A range of updates from partners was also made, details of which are included in the report. Also possibility of a bid to the Growth Innovation Fund to be raised at Exec Group meeting (see item 8 below)

Agreed; Reports received.

8. Growth Innovation Fund.

8.1 NM outlined the Government's recently launched Growth Innovation Fund, which is aimed at helping employers to work with supply chains, business clusters, colleges and training providers, their staff and trade unions to remove barriers in developing skills.

8.2 WR has previously expressed that The Heath in Runcorn could be an interesting collaboration

Agreed; that the Skills group to be asked to explore the feasibility of a local consortium making a submission in one of the future rounds of GIF funding.

9. National Apprenticeship Week (6th – 10th February 2012).

9.1 Partners fed-back on the previous week's National Apprenticeship Week, along with initial assessments of the contribution of local partners, including Riverside College, Halton Borough Council to local and city region events to promote the availability and value of apprenticeships

9.2 It was reported that the borough council's ELS and Children & Young People's Policy & Performance Boards had set-up a joint topic group on the subject of apprenticeships. It was also Noted that Halton Borough Council's Economic Development portfolio holder had presented a report to the Council's Executive Board recently regarding how the borough council could further the support for apprenticeship corporately.

Agreed; Report received.

10. 2011/12 Meeting Dates (all start at 2 pm)

Monday 14th May 2012
Monday 20th August 2012
Monday 22nd October 2012

Monday 10th December 2012
Monday 11th February 2013

Venues TBC

11. Any Other URGENT Business.

11.1 Since the preparation of the agenda for today's meeting the partnership has been asked to review two key documents;

- Risk Register
- Our Action Plan

Agreed; NM to pull-together small sub-group to review our Risk Register and Action Plan to be an agenda item for the next meeting

DRAFT

REPORT TO: Employment learning and Skills and
Community Policy Performance Board

DATE: 26th January 2012

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: Economic Development

SUBJECT: Mersey Gateway and Tourism potential

WARDS: Castle and Riverside.

1.0 PURPOSE OF THE REPORT

1.1 To consider the potential for tourism relating the construction of the Mersey Gateway.

2.0 RECOMMENDATION: That

(1) The Policy & Performance Board considers the potential for tourism activity related to the construction of the Mersey Gateway.

3.0 SUPPORTING INFORMATION

3.1 With the progress now being made on the construction of the Mersey Gateway, a scoping paper (appendix 1) has been developed to consider the potential impact it could have on tourism in the Borough. If benefits are to be maximised, it is important to plan proactively rather than be reactive to opportunities as they arise. By bringing the paper to the Board early, this will enable a considered approach to be developed in the future in partnership with local tourism operators and importantly the future concessionaire.

3.2 The paper considers the potential tourism benefits and possible activities through a number of case studies of construction related projects. Key elements of a response as detailed in the paper could include -

- Viewing Points
- Virtual Viewing Platform
- Marketing and Promotion
- Contractor Involvement
- Employment and Skills
- Local Heritage Context

3.3 Working in Partnership will be very important. There are a number of hotels and tourist operators already interested in working together and a number have volunteered to be part of a delivery group. The future concessionaire will have a critical role to play and will no doubt have its own ideas to contribute.

- 3.4 One issue that does need early clarity is the selection of viewing points in that some of them may need additional investment and management arrangements putting in place.

4.0 POLICY IMPLICATIONS

- 4.1 The Community Strategy identifies the need to develop a diverse economy. Presently tourism is under represented with only 3.1% (3,700) employee jobs in comparison to 8.2% North West and Great Britain. Developing tourism related to the bridge provides an opportunity to close this gap.

5.0 OTHER IMPLICATIONS

- 5.1 Financially, the cost of activities should be shared across the partners. At this time the paper does provide some indicative costs for activities and these will need to be worked up in more detail for consideration at a later date.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

- 6.1 Children and Young People in Halton.
The bridge construction/maintenance and its related tourism will offer considerable employment opportunities for young people in the future, particularly through apprenticeships.
- 6.2 Employment Learning and Skills in Halton
There is considerable opportunity to promote tourism and engineering jobs as future career opportunities to the people of Halton. The Halton Employment Partnership is well placed to link the opportunities arising to local unemployed.
- 6.3 A Healthy Halton.
No implications identified at this time.
- 6.4 A Safer Halton
No implications identified at this time.
- 6.5 Halton's Urban Renewal
Tourism is only one aspect of opportunity that the bridge presents for this priority. The Mersey Gateway Regeneration Strategy identifies a range of opportunities associated with its construction.

7.0 RISK ANALYSIS

- 7.1 At this early stage in development it is not possible to identify specific risks, this will need to be done as specific projects are identified and developed. However, there is a general risk associated with not being proactive in that opportunities may be missed to generate jobs and secure investment in the Borough.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Again, it is hard at this early stage to identify specific issues. However, it is important to note that the selection and development of viewing points will need to take into account particular issues of accessibility and information provision.

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

9.1 None under the meaning of the Act.

Appendix 1

Maximising the Impact of the Mersey Gateway on the Visitor Economy

1. Context

This scoping paper considers the potential that exists to develop a series of proposals to maximise the economic impact of the construction of the Mersey Gateway upon the visitor economy in Halton.

2. Examples of Construction Related Tourism.

The London Olympics is the most notable example of construction tourism presently on site. There are daily public walking tours running alongside the 2012 site led by qualified [Blue Badge tourist guides](#). The walks are attended by over 1000 people each month. They are run by guides who are specifically trained to talk about the 2012 Games and the history and traditions of the local area. In 2010, Blue Badge Guides led 220 visits from colleges and schools to the 2012 Games site and nearby Olympic venues. During summer they guided over 1000 new visitors and tourists a day around East London's 2012 sites.

In 2011, a new initiative to bring tourists and visitors into the area will involve a public waterbus 'hop-on hop-off' route, from Limehouse Basin to waterways near the Olympic Park.

The Eden Project Cornwall had half a million people visiting the site during construction between May 2000 and its official opening in spring 2001.

The Millau Viaduct is a [cable-stayed road-bridge](#) that spans the valley of the [river Tarn](#) near [Millau](#) in southern [France](#) that was constructed between 2001 and 2004. During the period of construction work alone, the site attracted some 700,000 visitors.

Post construction, by 2005 the viaduct was, after Lourdes, the most visited area in the Midi Pyrenees region. By the end of July 2011 more than 30 million vehicles had passed over the viaduct, many stopping at local tourist destinations and viewing points that have been developed. Millau Viaduct has its own Information Centre in the small village of Cazalous at the base of the bridge. It opens daily at 10am, and closes at 7pm in summer and 5pm in winter.

The Severn Bridges Visitors' Centre houses an exhibition that provides visitors with an insight into the history of crossing the estuary, a look at the work that went into building the new bridge, the first bridge and the tunnel, and an understanding of the environmental care taken during construction. It has welcomed more than 15 000 people through its doors since it opened in December 1998 and is popular with school children, university students and tourists. The centre was set up for two reasons: to give people with an interest in the two bridges an opportunity to find out more about them, and to give schools and colleges the chance to help attract more young people into the

profession. Some £90,000 was secured from engineering firms, the ICE (Institution of Civil Engineers) and government and the centre costs about £20,000 p.a.

The **Sundial Bridge** is a [cantilever spar cable-stayed bridge](#) for bicycles and pedestrians that spans the [Sacramento River](#) in [Redding, California](#). In the fiscal year following its grand opening, Turtle Bay Exploration Park, adjacent to the bridge, saw a 42% increase in its visitation. As of 2011, Redding's city manager stated that the bridge "continues to generate millions of dollars worth of commerce and tourism each year".

3. Activities to consider

Considering the examples and other researched projects, there are a number of activities that can be considered.

3.1 Viewing Points

Sometimes these are purpose built but many based on existing and/or upgraded locations and facilities. In Halton there are a number of possible locations with the two key assets being the Catalyst Discovery Centre and Wigg Island Visitor Centre. (Other locations would include West Bank promenade and also Halton Castle).

Both Catalyst Discovery Centre and Wigg Island Visitor Centre are managed by individual trusts. Each will also require an element of investment to enhance the visitor experience through, for example the provisions of interpretive displays and improvements to the fabric of the buildings. Agreement needs also to be secured with respect to any potential charging issues within the wider context of the development of specific visitor packages. Viewing could also conceivably take place from a dedicated vessel operating on the river or helicopter operating from Liverpool John Lennon Airport. There will also need to be enhanced provision for brown directional signing to the designated viewing platforms.

3.2 Virtual Viewing Platform

The Borough Council already possesses a number of cameras and associated infrastructure, located for example at Churchill Mansions, The Catalyst Discovery Centre and the Silver Jubilee Bridge, which could be utilised and enhanced to provide an on-line virtual viewing experience.

3.3 Marketing and Promotion

The marketing and promotion of the visitor opportunities afforded by the project will be critical to the projects success to not only maximise the number of visitors but also to manage visitors once they are within the Borough.

Marketing will include

- Traditional print (for example a map of key assets, trails etc)
- E.marketing and viral marketing
- The utilisation of existing web resources (for example www.visithalton.com) whereby the bridge is used as an opportunity for wider promotion of the borough.

- Direct promotion of specific visitor packages (in partnership with local hotels) to promote overnight stays
- Utilisation of existing tourism networks, for example the TIC network
- Utilisation of tourism professionals
- Collaborative marketing activities with destination marketing agencies The Mersey Partnership and Visit Chester and Cheshire
- A targeted campaign aimed at tour group operators either existing operators active in the North West or specialist, niche, tour organisers

3.4 Contractor Involvement

This is highly desirable and could involve construction briefings from the construction company – these can be written (put on www) or presented (on www or on site/viewing point/hotel). Another possibility is virtual tours of the construction site to give access to parts of the site not normally available.

3.5 Employment and Skills

Construction Halton will work closely with the prime and sub contractors to secure local employment and training places. The Employment Learning & Skills SSP and Children and Young People SSPs have a considerable opportunity to work together to promote engineering and all related jobs as future career opportunities to the young people of Halton.

3.6 Local Heritage Context

The construction phase of the Mersey Gateway represents an opportunity to maximise the historical assets of the Borough, particularly at West Bank, with reference to the areas significance as a crossing point of the River. Partnerships could be established with local historical societies, community groups and other interest group to incorporate a scheduled, guided interpretive trail within the proposed visitor packages. A similar resource could be rolled out to local schools and community groups. Further, the bridge as an iconic project could be used to instil a sense of achievement and aspiration that would link well with past achievements in terms of economic prosperity.

4. The Constitution of a Project Delivery Group

In developing this paper, a discussion was held at the Halton Tourism Business Network. A number of hotels and local attractions showed great interest and support for this initiative. As such, the establishment of a viable partnership to put in place and manage a coherent visitor experience for individuals with an interest in major construction projects is key to the successful delivery of the project. The group of already interested parties includes :-

- Halton Borough Council : Major Development Projects, Business Development, External Funding and Open Spaces
- The Catalyst Discovery Centre
- De Vere Daresbury Park
- Everglades Park
- Holiday Inn
- The Mersey Partnership
- Visit Chester and Cheshire
- Cheshire Wildlife Trust

On a day to day basis the project would be progressed by an in-house Virtual Project Team based on the teams identified above.

5. Project Objectives

Objectives associated with this project would need to be clarified early on. Suggested objectives for consideration include

- Raise the profile of Halton
- Promote the visitor economy, and the businesses contained therein
- Support existing visitor destinations
- Promotion of Halton and broader investment opportunities
- Capitalise on the broader historical and heritage assets associated with the crossing of the Mersey
- Create safe, accessible and managed viewing areas for visitors and the local community.

6. Project Costs

At such an early stage it is very difficult to identify cost with any accuracy and it should be noted would be spread out over a number of years. The reality is the more spent, the bigger the impact is likely to be. However, typical costs associated with the types of activity considered above would be

Viewing Points – too little detail to estimate

Signage - £4,000

Virtual Platform - £6,000 (assuming no additional hardware required)

Marketing - £18,000

Heritage/other initiatives - £10,000

At this juncture it is difficult to estimate the make up of potential project funding. However, it is anticipated that the project will be funded from a combination of external grant for specific elements of the project, contributions from partners (especially the 'concessionaire') income generated for charging for certain elements of the programme and revenues generated by collaborative activities, for example the development of visitor packages with local hotels and attractions.

7. Conclusion

A carefully planned and executed programme to maximise and exploit visitors attracted to Halton as a consequence of the construction phase of the Mersey Gateway will bring tangible financial benefits to the Borough. It can also be employed to raise the profile of the Borough, develop community cohesion in adjacent communities and provide employment for local people.

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

DATE: 26th March 2012

REPORTING OFFICER: Strategic Director, Children and Enterprise

PORTFOLIO: Economic Development

SUBJECT: The Halton Employment Partnership (HEP)
and Tesco Extra Stores recruitment project

WARDS:

1.0 PURPOSE OF THE REPORT

- 1.1 To provide an update on the HEP/Tesco Extra Store recruitment project which the Halton Employment Partnership is currently supporting with the aim of supporting local unemployed people into jobs at the new Widnes store.

2.0 RECOMMENDATION: That

- (1) the report is noted;
- (2) Members recognise HEP as the key agent for the delivery and implementation of large scale recruitment projects within the borough.

3.0 SUPPORTING INFORMATION

3.1 Background

The Halton Employment Partnership (HEP) was approached in May 2011 to meet with the Regeneration Partnership Manager of Tesco Stores Limited and Job Centre Plus (Merseyside) to discuss the recruitment of staff to the Tesco Widnes store set to open in March 2012 and the support HEP could offer to this recruitment drive. Since HEP has a commitment to assist local people into local jobs and to support inward investors, after an initial meeting, it was agreed that HEP would support Tesco with their Regeneration Partnership programme of pre employment training and recruitment.

Between June and November 2011, 5 planning meetings took place between Tesco Stores Limited and HEP (including representatives from the Employment, Learning and Skills Division of Halton Borough Council, Job Centre Plus, Riverside College, Skills Funding Agency, and the National Apprenticeship Service). Discussions covered many aspects of the Regeneration programme and, in particular, what part HEP partners

could play in supporting the employer with this unique approach to pre employment training and recruitment. As a result of the discussions and planning meetings, a delivery programme was agreed between partners as follows:

- 1 Promotion of Programme (2 weeks)/Opening of Hotline (open 1 week)
- 2 Tesco Open Days (1 week)
- 3 Interview Skills Workshops (2 weeks)
- 4 Interviews (2 weeks)
- 5 Induction Day
- 6 Pre Employment Training (6 weeks)

(The store opening date that staff are currently working towards is 26 March 2012. However, staff are conscious that this date is open to change if the schedule for the building and fitting of the store should alter.)

3.2 Promotion of the Tesco Programme and Opening of Hotline

HEP partners were proactive in promoting the Tesco programme to their organisations and networks, and in preparing their learners, clients and unemployed residents to apply for the programme. In order to be as fair as possible with regard to potential participants gaining a place on the programme, the employer required that partners set up a Hotline through which the initial applications could be made.

Job Centre Plus (JCP) set up and staffed this facility which was based in Widnes JCP offices. The criteria for obtaining a place on the programme were that applicants needed to be local residents, and that they should not have been in employment for over 6 months. This meant that not only JSA and benefits claimants could make an application, but anyone who had not been in paid work including, for example, mothers wishing to return to work after having a family.

A HEP information leaflet was produced to promote the programme and the Hotline number, and circulated throughout the community via the HEP Group and other networks in the 2 weeks prior to the opening of the Hotline on 21st November 2011. The Hotline was open for 5 days and all 1000 places were allocated before the end of the week.

The first 1000 qualifying applicants were offered a place at one of a number of Open Days to be held by Tesco in Widnes and supported by HEP in the week beginning 28th November 2011.

3.3 Tesco Open Days

The Open Days were held at Kingsway Learning Centre in Widnes, and were organised, hosted and supported by the Employment, Learning and Skills Division (ELS) of Halton Borough Council, working closely with

Job Centre Plus. The Open Days were held in the week of 28th November 2011.

The 1 hour sessions included a presentation co-delivered by Tesco's Regeneration Partnership Manager, the HEP Manager and the ELS Employability and Skills for Life Curriculum Manager. The presentation included information on:

- Working for Tesco Stores Limited
- The opening of the Widnes store
- The Regeneration Partnership programme
- Interview Skills workshops and Skills for Life assessments
- The interview process
- The delivery and content of the pre employment training, including work experience
- Gaining employment with Tesco

Fifteen Open Day sessions were held in total and all attendees were invited to attend one of a series of Interview Skills Workshops. 739 attendees signed up and committed to attend the Interview Skills Workshops to be held in December. The Tesco Regeneration Partnership Manager confirmed that everyone who attended the skills workshops would then be promised an interview with Tesco.

3.4 Interview Skills Workshops

The Interview Skills Workshops were delivered by ELS staff during the weeks of 5th and 12th December 2011, again at the Kingsway Learning Centre. Nineteen workshops were delivered in all and a total of 635 people participated in this important part of the recruitment programme.

The 3 hour Interview Skills workshops included:

- Skills for Life Numeracy and Literacy tests (Basic Skills Agency initial assessment)
- a session on interview skills and techniques to prepare individuals for the Tesco interview,
- the completion of a Tesco application form by each attendee

At this point, each individual was given the opportunity to sign up for a pre arranged interview with Tesco HR staff to be held in the weeks commencing 9th and 16th January 2012. 634 attendees signed up for interview slots before leaving the workshops.

This phase involved a great deal of planning and organisation for both delivery and support staff within the ELS Division. HEP were responsible for:

- Hiring of rooms and organisation of equipment and resources
- The design of the skills workshops in conjunction with the Tesco Manager
- The delivery of 19 workshops

- The completion and inputting of Learner Agreements onto a bespoke database
- The administering of the Skills for Life assessments
- The marking of 1270 Skills for Life assessments and the recording and analysis of the results
- Supporting each workshop by 'meeting and greeting' and signing in attendees, and providing administrative support to the Tesco Manager.

3.5 Interviews

Employment, Learning and Skills Managers and support staff worked closely with the Tesco Manager to organise the 2 weeks of interviews for which candidates had signed up to at the end of each of the skills workshops. Interviews were held at the Kingsway Learning Centre in early January 2012. A team of Tesco staff interviewed 602 candidates over the 2 week period, completing an average of 60 interviews per day. Again ELS and JCP staff supported the process by 'meeting and greeting' candidates, signing them in, copying identity documents, and providing administrative support to the Tesco Partnership Manager and her staff.

A team of ELS staff produced all the interview outcome letters working to very tight timescales. A single posting date for all the letters was agreed so that all candidates would find out the result of their interviews at the same time. It was important to inform candidates of the result of their application as soon as possible after the interviews had finished so that those invited on to the pre employment training were able to attend an Induction Day scheduled for 26th January 2012.

HEP partners were conscious that those candidates who were unsuccessful in their application would need some further support with their job searching and/or improving their employability skills. Therefore partners produced 2 leaflets containing information on a variety of courses being delivered in the Borough which would assist in improving employability skills and/or gaining qualifications. The leaflet also contained a number of useful contact telephone numbers and website addresses, including the Next Step service. These leaflets were sent to the unsuccessful candidates with their letter.

3.6 Induction Day (26 January 2012)

An induction day was organised for 26th January for the 100 successful candidates who had been invited on to the pre employment training. Two sessions were scheduled, one for the morning and one for the afternoon, and were supported by ELS and JCP staff. The sessions were held at the Runcorn campus of Riverside College where the 6 weeks of training will take place.

The Tesco Regeneration Manager and the Skills for Life & Employability Curriculum Manager led on the 2 sessions. An overview of the 6 week training and work experience programme to prepare the candidates for working within a Tesco store was delivered and a site induction undertaken.

3.7 Pre Employment Training

The pre employment training began on 30 January 2012. The candidates have been placed in one of 4 groups. Each group will be undertaking two and half days training/work experience in each of the 6 weeks of the training. ELS staff will be working closely with the Tesco Regeneration Partnership Manager who will co deliver some elements of the training and organise the work experience which will be undertaken in a nearby Tesco store.

N.B. this is an interim report only as the project is ongoing. A full report and an evaluation of the project will be completed in April 2012 once the project is complete.

4.0 POLICY IMPLICATIONS

See section 6.2

5.0 OTHER IMPLICATIONS

Financial

The Tesco Regeneration Partnership initiative allocates a proportion of Section 106 monies for the recruitment of long term unemployed people within the community. The monies ensure that the bespoke requirements expected by Tesco are delivered.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The project will target those aged 18+.

6.2 Employment, Learning and Skills in Halton

This HEP/Tesco Regeneration Partnership training and recruitment project clearly supports the Council's overall aim for the area of Employment, Learning and Skills:

To create an economically prosperous borough that encourages investment, enterprise and business growth, and improves the opportunities for learning and development together with the skills and

employment prospects of both residents and workforce so that they are able to feel included socially and financially.

The project also strongly contributes to the following Areas of Focus:

Area of Focus 5 – Strong Local Economy

To develop a strong, diverse, competitive and sustainable local economy.

Area of Focus 6 – Skilled Local Workforce

To develop a culture where learning is valued and skill levels throughout the adult population and across the local workforce can be raised.

Area of Focus 7 – Increased Local Employment

To promote and increase the employability of local people and tackle barriers to employment to get more people into work.

6.3 A Healthy Halton

None.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

The construction of the Tesco Extra store is part of the wider development around Widnes Retail Park/Widnes Waterfront, which has regenerated previously unused industrial land and created new employment opportunities.

7.0 RISK ANALYSIS

Failure by HEP to have delivered on the Tesco Extra recruitment project could have meant the 100 jobs earmarked for long term unemployed local people being awarded to non Halton residents.

8.0 EQUALITY AND DIVERSITY ISSUES

The Halton Employment Partnership operates within the LSP framework, which in turn operates under the Council's Equality and Diversity policy.

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

None under the meaning of the Act

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

DATE: 26th March 2012

REPORTING OFFICER: Strategic Director - Policy & Resources.

PORTFOLIO: Economic Development

SUBJECT: Employment, Learning & Skills Quarterly Policy
Update

1.0 PURPOSE OF THE REPORT

1.1 To inform the Board of recent national policy announcements relevant to employment, learning and skills.

2.0 RECOMMENDATION:

2.1 That the report is noted.

3.0 BACKGROUND

3.1 A steady flow of policy announcements, consultation exercises, reports and ministerial statements are issued by government departments and agencies that have varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.

3.2 Therefore, it is proposed to provide brief summaries of key announcements in a 'digest' format to the board on a quarterly basis, along with observations of local relevance, where appropriate, so the Board can consider whether to initiate more detailed scrutiny and/or report to a future meeting.

4.0 RECENT KEY POLICY ANNOUNCEMENTS

4.1 Regional Growth Fund

In December 2011 the Deputy Prime Minister set out further details on the boost to the RGF that had been announced in the Chancellor of the Exchequer's Autumn Statement.

He confirmed that there would be at least two further rounds of bidding, worth up to £1 billion, with the next round opening during February 2012. The fund has now reached £2.4 billion in total, with a target of providing support for around half a million jobs.

Round 3 of the Regional Growth Fund (RGF) with £1bn available, duly opened in late February 2012. The deadline for the submission of

completed application forms and supporting documentation is 13 June 2012.

To date conditional allocations have been made to 176 bidders from the first two rounds, which will lever an estimated £7.5bn of private sector and safeguard or deliver around 330,000 jobs.

COMMENT; The RGF operates across England from 2011 to 2015. Its key objective is to provide support for projects and programmes that lever-in private sector investment to create economic growth and sustainable employment. It aims particularly to help those areas and communities which were dependent on the public sector to make the transition to sustainable private sector-led growth and prosperity.

To date only one Halton-based application has been successful; a £9 million grant to a partnership between Stobart, Prologis and Halton Borough Council to improve the rail infrastructure at the Mersey Multimodal Gateway (3MG) site.

4.2 Unlocking growth in cities.

This document sets out an initial ‘menu’ of things that the Government would be willing to discuss and negotiate as part of the deal-making process of devolving greater power and freedoms to English cities. The menu is not exhaustive but includes options to give cities greater freedoms to invest in growth; the power to drive critical infrastructure development; and new tools to help local people to get the skills and jobs they need. The document can be downloaded from [HERE](#) .

COMMENT: The initiative has a specific focus on the eight core cities of Birmingham, Bristol, Leeds, Liverpool, Manchester, Newcastle, Nottingham and Sheffield and their wider Local Enterprise Partnership areas. In late January Liverpool City Council agreed a deal with government on its City Deal proposal, which also involved moving to an elected mayor council system.

4.3 ‘Building Engagement, Building Futures’, BIS/DWP.

At the end of 2012 the Government published its strategy to increase participation of 16-24 year olds in education, training and work through the publication of ‘Building *Engagement, Building Futures*’, which pulls together their five priorities for action;

- Raising attainment in school and beyond so young people have the skills they need to compete in a global economy.
- Help for local partners to provide effective and coordinated services that support all young people, including the most vulnerable, with a target of full participation by 16-17 year olds by 2015.

- Encouragement and incentives to employers to recruit more young people by offering more high quality apprenticeships and work experience places.
- Ensuring that work pays and giving young people the personalised support they need to find it, through Universal Credit, the Work Programme and our Get Britain Working measures.
- Implement the recently announced Youth Contract to help young people get into 'learning or earning'.

The strategy also announces a new phase of Raising the Participation Age (RPA) locally-led delivery projects that will start in April 2012 and run until March 2013. These projects are designed to enable local areas to develop and test their approaches to increasing participation and delivering RPA, and to share learning with other areas in the build up to full participation.

COMMENT; Whilst the document doesn't contain a lot of new proposals, it is good to see a commitment in the Strategy on early intervention, recognising the need to do more, sooner, to support young people at risk of disengaging, to stay in education. With well over a million young people are not in education, employment or training (NEET). It is now even more essential that young people, particularly the most vulnerable, are given the advice and guidance they need to develop their skills, and gain the right experience to succeed in adult life.

4.4 Young People's Learning Agency (YPLA) 16-19 Statement.

The YPLA, which funds provision of further education for 16-19 year olds in England, including education delivered by academies, Further Education colleges and Sixth Form colleges, published its 16-19 Funding Statement for the funding of education and training in England for the financial year 2012-13 in January. The statement sets out the funding available for 16-19 education and training for 2012-13, for 1,577,000 places.

The government has also set out its capital funding for 16-19 provision, including £107 million available to meet maintenance and building needs of sixth form colleges and demographic pressures for new 16-19 places in schools, academies and sixth form colleges.

A copy of the statement can be found [HERE](#)

COMMENT; whilst not directly relevant to the Council, it should be noted that under the Education Act 2011, the YPLA will cease to exist on 31 March 2012, with some of its statutory responsibilities falling to the Secretary of State and the remainder transferring to the newly created Education Funding Agency.

4.5 UK Commission for Employment and Skills announce preferred providers for the delivery of standards and frameworks.

A commissioning process ran from September to December 2011 to identify preferred providers to deliver National Occupational Standards, Apprenticeships and Modern Apprenticeship frameworks and qualification

related products for a three year period starting from 1st April 2012. Sector Skills Councils will share services and resources through a process that was designed to encourage collaborative partnerships to deliver UK wide skills training.

A list of the successful bidders can be found by clicking on this [LINK](#).

4.6 National Audit Office Report into the launch of the Work Programme.

The report, which can be downloaded from [HERE](#) assesses how the DWP managed risks to value for money in introducing the Work Programme.

The report accepts that it is too early to fully assess the Work Programme as there is not yet reliable data on how successful it is in getting people into work. However, as the quality of decisions made at the early stage of major programmes are often highly predictive of future success, or otherwise. The report, therefore, identifies risks that the Department will need to manage well if value for money is to be achieved.

The NAO intends to examine actual performance of the Work Programme in later reports.

COMMENT: There has been considerable debate in Parliament and discussion in the media about the Work Programme in recent weeks. The Government's response to the report can be found [HERE](#).

4.7 Action to safeguard and improve the quality and standards of apprenticeships.

In a statement to Parliament on 27th February 2012 Skills Minister, John Hayes, outlined plans to strengthen safeguards and improve the quality and standards of apprenticeships.

Statutory standards for apprenticeships were introduced in Autumn 2011. This announcement listed several further changes aimed at driving up quality and standards. National Apprenticeship Service (NAS) has been asked to develop an action plan to ensure every apprenticeship meets these standards on behalf of apprentices and employers;

- From August 2012, all apprenticeships for 16-18 year olds will be for a minimum of 12 months
- A review by NAS and the Skills Funding Agency of all short duration programmes has resulted in improvements to many apprenticeships and the withdrawal of inadequate sub-contracted provision
- New safeguards are being put in place to strengthen monitoring, reporting and subcontracting arrangements, including making public a list of all sub contracted provision over £100,000

- New contracts will ensure that training providers not only act according to regulations, but also within the spirit of the apprenticeship programme
- A new 'enquiry panel' has been established, reporting directly to the Minister, to manage poor quality providers as soon as they are reported.

Additionally;

- Further action over the coming months will deliver new measures to ensure all adult apprenticeships are of sufficient length to deliver the training employers need
- NAS will undertake a review into apprenticeship frameworks that have been deemed a cause for concern
- New guidance on the implementation of quality standards will be published
- The Government will take forward measures to ensure all apprentices are given the opportunity to get Level 2 English and Maths.

COMMENT: As the Government is giving an increasingly high level of priority to the apprenticeship routeway, stronger and additional measures to safeguard the quality of provision is welcome.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The varied range of issues covered in this report potentially present a number of challenges and opportunities across a number of the Council's current priorities. Each would therefore require a thorough analysis at some point in the future.

6.0 RISK ANALYSIS

There are no immediate risks or opportunities directly relating to the information in the report at this point in time. Again, a full assessment could be necessary at some point in the future.

6.0 EQUALITY AND DIVERSITY ISSUES

Not applicable.

7.0 FURTHER INFORMATION

If members would a more detailed analysis of any of the issues mentioned in this report, or paper copy of any of the documents referred to, the should contact;

Nick Mannion at Nicholas.mannion@halton.gov.uk 0151 906 4885

7.0 BACKGROUND PAPERS

None under the meaning of the Act.

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

DATE: 26th March 2012

REPORTING OFFICER: Strategic Director, Children & Enterprise

PORTFOLIO: Transportation

SUBJECT: Policy & Performance Board Work Programme 2011/2012

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To consider the scrutiny of Halton Community Transport as part of the 2011/12 work programme.

2.0 RECOMMENDATION: That

(1) Members of the Policy and Performance Board endorse the work of the Halton Community Transport (HCT) Working Group and agree the Topic Brief attached as Appendix 1.

3.0 SUPPORTING INFORMATION

3.1 Each year, the PPB has the opportunity to identify topics or work areas that it would like to scrutinise in detail as part of its work programme for the year.

3.2. Good practice, based on experience, suggests that 2/3 topics are manageable, however the choice lies with the Board depending on its priorities and commitments. The normal process for scrutiny is that, following their adoption by this Board, the topics selected are worked up as detailed topic briefs and agreed with the Chair and Vice-Chair of the PPB in conjunction with the Lead Officer for this Board.

3.3 In considering which are good topics to include in the work programme Members need to keep in mind the Overview and Scrutiny Guide/Toolkit. Guidance on Topic Selection is attached as an aide-memoire. In particular, the Board's attention is drawn to paragraphs 12, 13 and 14 which relate to added value, capacity and resources.

3.4 It should be remembered that much of the work of this PPB will be cross-cutting and will impact on or be of relevance to other PPB's. In the case of the HCT Working Group now under consideration, a report has also been presented to the Environment and Urban Renewal Policy and Performance Board on 14th March 2012.

- 3.5 It should also be noted that Performance Monitoring of the Reporting Departments (Policy, Planning & Transportation; Economy, Enterprise and Property), will in any case be received by this PPB.

4.0 2011/12 Work Programme

- 4.1 At the meeting of this Board on 15th June 2011, it was noted that the Waste Management Topic Group needed to be re-established once a Working Group had been set up. At the same meeting, it was also agreed that a Cemeteries Working Group would be established as part of the 2011/12 work programme.

- 4.2 As part of the budget savings for 2011/12, the grant that the Council award to Halton Community Transport was reduced by £40,000. A further saving is being considered for the 2012/13 financial year. In considering this saving, it was proposed that a Scrutiny Working Group should be established to review HCT's operations and determine whether it is providing the services and value for money that the Council would expect. It was also recommended that because of the cross cutting nature of the topic, the work of the Group should also be endorsed by both the E&UR PPB and the ELS&C PPB.

- 4.3 Because of the immediate need to establish the Group (as budget savings proposals for 2012/13 are being recommended), nominations from Members were sought. Those subsequently nominated were Councillors Hignett, Gerrard, A. Lowe, Edge, Nolan, Zygadllo and E. Cargill. It follows that 5 of these 7 Members sit on the E&UR PPB whilst 2 sit on the ELS&C PPB. The Group will have met on more than one occasion before the meeting of this Board and a verbal update on progress will therefore be given to Members on the evening.

- 4.4 A Topic Brief has been prepared for the Group and it is attached as Appendix 1. Members of the Board are now asked to endorse this Brief with the details being agreed by the Chair, Vice Chair and the Lead Officer of the Board.

5.0 POLICY IMPLICATIONS

- 5.1 None at this stage.

6.0 OTHER IMPLICATIONS

- 6.1 None at this stage.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

None

7.2 Employment, Learning and Skills in Halton

See attached Topic Brief.

7.3 A Healthy Halton

See attached Topic Brief.

7.4 A Safer Halton

None

7.5 Halton's Urban Renewal

See attached Topic Brief.

8.0 RISK ANALYSIS

8.1 The overall risk associated with not maintaining current specialised transport service levels is that consideration needs to be given to the Council meeting its duty under S63 (8) of the Transport Act 1985 where it has to have regard to the transport needs of members of the public who are elderly or disabled.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Consideration needs to be given to the elderly and disabled residents of the Borough who would be affected by any detrimental impact on current specialised transport service levels.

10.0 BACKGROUND PAPERS

None under the meaning of the Act.

APPENDIX 1 – Topic Brief

Topic title: HCT Scrutiny Working Group

PPB(s) responsible: Urban Renewal / Employment Learning & Skills

Officer Lead: Mick Noone Tel: 0151 471 7370

Support Officer: Jeff Briggs 0151 471 7381

Planned start/end date: Short series of meetings (3 to 4), mid February to late March 2012

Topic description and scope:

A review of the operations of, and services provided by, Halton Community Transport (HCT) including identification of funding streams which contribute towards HCT's operations and service delivery. To consider the potential social and inclusion benefits that the services operated by HCT provide to its users and the impacts on these users should service discontinue.

Terms of Reference

1. To consider the Council's duties and policies for securing the provision of public transport services, including community transport.
2. To consider the role community transport can play in helping the Council fulfil its duties and meet its priorities.
3. To consider the aims and objectives of HCT, the details of its current fleet, the number and type of passengers it carries, and the services it provides to the communities of Halton.
4. To consider the legislation governing the operation of CT services (permit systems, licences, etc.).
5. To consider the service level agreement that exists between Halton Borough Council and Halton Community Transport in terms of levels of service provision, standards of quality required and funding levels.
6. To consider whether HCT, or indeed other community transport operations that may be supported by the Council, can be deemed to be benefitting from an unfair financial and competitive advantage in relation to other transport providers.

7. To consider the potential impacts on users of the specialised transport services that HCT provide should any such service be withdrawn, wholly or in part i.e. less vehicles provided, reduced days/times of operation.
8. To consider other possible transport service alternatives available for users whom rely on existing specialised transport.
9. To consider other potential ways in which alternative specialised transport services could be provided by different transport providers more effectively and/or at reduced cost.
10. To consider the detrimental impact on the Council's duty under Section 63 (8) of the Transport Act 1985 'it shall be the duty of any council, in exercising or performing any of their functions to have regard to the transport needs of members of the public who are elderly or disabled' should specialised transport services be withdrawn in their entirety.
11. To consider the impact of cuts to the supported bus service budget and the impact this is having or could have on the provision of local bus services in certain areas. Demand responsive transport services such as the Council funded Dial-a-Ride provided by HCT, are a fall-back for residents (in meeting the duties as set out above) from areas where there is no alternative public transport provision.
12. To consider the Community Impact Review and Assessment (CIRA) for reduction of funding for specialised transport services and consequential impact on duties as part of the Equalities Act.
13. To consider the potential impact on the Local Sustainable Transport Fund bid application, which includes elements of provision by HCT and could be worth £4.3million over the next three years, should funding levels provided be discontinued.
14. To consider the existing passenger fares and other charge levels made by HCT for services provided for individuals and for affiliated groups.

Why this topic was chosen:

In the current financial climate where major savings are required and every budget line is being closely scrutinised, the HCT scrutiny working group aims to identify the overall effectiveness of the services provided by HCT and to review the current operations of HCT as well as funding levels provided by the Council.

Key outputs and outcomes sought

Outputs:

A clear understanding of –

1. HCT's operations, the services it provides and its sources of funding.

2. The role Community Transport can play in helping the Council meet its statutory duties and its priorities.
3. The service level agreement that exists between Halton Borough Council and Halton Community Transport and it's overall content.
4. The potential impacts on users of the specialised transport services provided by HCT should these services be withdrawn or significantly reduced.
5. Any other possible transport service alternatives available for users and/or potential alternative specialised transport service provision.
6. The Council's duty under Section 63 (8) of the Transport Act 1985 when determining the need to consider the transport needs of members of the public who are elderly or disabled.
7. The requirement to produce a Community Impact Review and Assessment (CIRA) for any reduction of funding for specialised transport services.
8. The Local Sustainable Transport Fund bid application, HCT's role and how this and other forms of public transport fit with the overall aim of the LSTF bid.

Outcomes:

1. The identification of any significant risks and issues from the review of HCT's activities and operations.
2. The identification of any significant benefits and opportunities from the review of HCT's activities and operations.
3. To reach a conclusion on whether the subsidy provided by the Council to HCT is providing value for money and whether future support should be maintained (subject to availability of funding).
4. A clearer scope and direction for future provision of specialised transport services with knowledge of all of the relevant surrounding information.

Which of Halton's 5 strategic priorities does this topic address and what are the key objectives and improvement targets it will help achieve?

A Healthy Halton, Key Objectives including:

- Responding to the needs of an ageing population, improving their quality of life and thus enabling longer, active and more fulfilled lives;
- Removing barriers that disable people and contribute to poor health by addressing the wider determinants of health;
- Improving access to health services, including primary care

Employment Learning and Skills, Key Objectives including:

- Developing a culture where learning is valued and skill levels throughout the adult population and across the local workforce can be raised;

- Promoting and increasing the employability of local people and removing barriers to employment to get more people into work

Environment and Regeneration, Key Objectives including:

- Providing a well connected, sustainable and accessible borough and ensuring a variety of safe efficient travel and infrastructure options for people

Nature of expected/desired PPB input

Involvement by a small number of Members and officers in a series of working groups, involving approximately 3 or 4 meetings. Working group reports to be considered by PPB as appropriate.

Preferred mode of operation

As above.

Media/Communication implications/opportunities arising from examining this topic.

None at this stage.

Agreed and signed by:

PPB Chair Officer

Date Date

Name of Board: Urban Renewal Policy & Performance Board

Date of Meeting: 14th March 2012

Report Title: Policy & Performance Board Work Programme 2011/12

Author: Jeff Briggs

STANDARD SECTIONS – CHECKLIST		
All reports must be submitted together with the following checklist fully completed		
	Yes	No
Resource Implications The financial, manpower and land (buying or selling) considerations should be clearly detailed including any corporate implications of following the recommended course of action.	√	
Social Inclusion Implications Any implications relating to social inclusion/anti poverty should be highlighted	√	
Sustainability Checklist Any implications that affect the sustainability themes of economy society and the community and the environment should be included,	√	
Best Value Any Best Value implications should be included.	√	
Legal Implications Any Legal implications should be included.	√	
Crime and Disorder Issues Any crime and disorder implications should be included.		√
Community Impact Review & Assessment (CIRA) Is a CIRA relevant to this report? Has a CIRA proforma been completed?	√	
<i>Please review these potential effects, within the context set out overleaf, to compose your summary assessment</i>		

Summary assessment of Implications: The subsidy paid to the operator has been identified for withdrawal following the maximum period of payment being reached and also as a contribution towards the total saving requirement for the next financial year.
This wording will appear in the Board report.

REPORT TO: Employment Learning & Skills & Community Policy & Performance Board

DATE: 26th March 2012

REPORTING OFFICER: Strategic Director - Policy & Resources

SUBJECT: Sustainable Community Strategy Performance Framework 2011 – 16 and Mid- Year Progress Report 2011/12.

PORTFOLIO: Resources

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

1.1 To provide information on the progress in achieving targets contained within the 2011- 2016 Sustainable Community Strategy for Halton.

2.0 RECOMMENDED THAT:

- i. The report is noted
- ii. The Board considers whether it requires any further information concerning the actions taken to achieve the performance targets contained within Halton's 2011–16 Sustainable Community Strategy (SCS) arising from the mid year review.

3.0 SUPPORTING INFORMATION

3.1 The Sustainable Community Strategy, a central document for the Council and its partners, provides an evidenced-based framework through which actions and shared performance targets can be developed and communicated.

3.2 The previous Sustainable Community Strategy included targets which were also part of the Local Area Agreement (LAA). In October 2010 the coalition government announced the ending of government performance management of local authorities through LAAs. Nevertheless, the Council and its partners need to maintain some form of effective performance management framework to:-

- Measure progress towards our own objectives for the improvement of the quality of life in Halton.
- Meet the government's expectation that we will publish performance information.

3.3 Thus, following extensive research and analysis and consultation with all stakeholder groups including Elected Members, partners and the

local community and representative groups, a new SCS (2011 – 2016) was approved by the Council on 20th April 2011.

- 3.4 The new Sustainable Community Strategy and its associated “living” 5 year delivery plan (2011-16), identifies five community priorities that will form the basis of collective partnership intervention and action over the coming five years. The strategy is informed by and brings together national and local priorities and is aligned to other local delivery plans such as that of the Halton Children’s Trust. By being a “living” document it will provide sufficient flexibility to evolve as continuing changes within the public sector continue to emerge.
- 3.5 As such, articulating the partnership’s ambition in terms of community outcomes and meaningful measures and targets to set the anticipated rate of change and track performance over time, will further support effective decision making and resource allocation.
- 3.6 The views of Lead and Senior Officers and Elected Members have been captured in a number of forums within Halton BC and Partner organisations, via the ELS SSP Performance Sub Groups, who were consulted on the selection of appropriate measures and targets in the period April to October 2011.
- 3.7 Selected measures and targets for Employment Learning & Skills community priority are summarised in Appendix 1, using the Halton Corporate template, designed for the purpose of bringing together all relevant items of performance information. For instance, this considers the levels of performance that have been achieved to date and provides a contextual backdrop in relation to national, regional and statistical neighbours. The template also provides a clear evidence based rationale for measure selection, which will further evidence and support value for money judgements by the Audit Commission and ensure outward accountability.
- 3.8 Placeholder measures have also been included where new services are to be developed or new performance information is to be captured, in response to legislative changes; for which baselines will be established in 2011/12 or 2012/13, against which future services will be monitored.
- 3.9 An annual ‘light touch review’ of targets contained within the SCS, will also ensure that targets remain realistic over the 5 year plan to ‘close the gaps’ in performance against regional and statistical neighbours.
- 3.10 Attached as Appendix 2 is a report on progress to the 2011-12 mid – year position which includes a summary of all indicators within the new Sustainable Community Strategy and additional information for those specific indicators and targets that fall within the remit of this Policy & Performance Board.

4.0 CONCLUSION

4.1 The Sustainable Community Strategy for Halton, and the performance measures and targets contained within it will remain central to the delivery of community outcomes. It is therefore important that we monitor progress and that Members are satisfied that adequate plans are in place to ensure that the Council and its partners achieve the improvement targets that have been agreed.

5.0 POLICY IMPLICATIONS

5.1 The Sustainable Community Strategy for Halton is central to our policy framework. It provides the primary vehicle through which the Council and its partners develop and communicate collaborative actions that will positively impact upon the communities of Halton.

6.0 OTHER IMPLICATIONS

6.1 The publication by Local Authorities of performance information is central to the coalition government's transparency agenda.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 This report deals directly with the delivery of the relevant strategic priorities of the Council.

8.0 RISK ANALYSIS

8.1 The key risk is a failure to improve the quality of life for Halton's residents in accordance with the objectives of the Sustainable Community Strategy. This risk can be mitigated thorough the regular reporting and review of progress and the development of appropriate actions where under-performance may occur.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 One of the guiding principles of the Sustainable Community Strategy is to reduce inequalities in Halton.

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

Document	Sustainable Community Strategy 2011 – 26
Place of Inspection	2 nd Floor, Municipal Building, Kingsway, Widnes
Contact Officer	Hazel Coen DM (Performance & Improvement)

APPENDICES

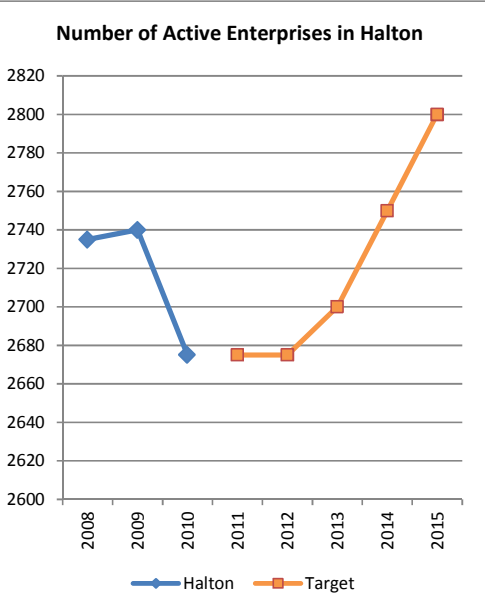
Appendix 1 – Employment, Learning & Skills SCS Performance Framework 2011-16.
Appendix 2 - Mid Year SCS Progress Report for 2011/12

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS**Background Information to Sustainable Community Strategy Partnership Indicators 2011/12 to 2015/16**

Index:

Description	Partner	Responsible Officer	Page
Increase the number of active enterprises within the Borough (New Measure)	HBC	Tim Leather	2
Increase the proportion of business diversity in the following sectors: (New measure) <ul style="list-style-type: none"> • Knowledge/Economy • Super port • Low carbon/green • Visitor economy 	HBC	Tim Leather	3
Increase the number of people classed as self-employed (New Measure)	HBC	Siobhan Saunders	4
Reduce the proportion of people with no qualifications. (Revised measure)	HBC	Siobhan Saunders	6
Increase the percentage of people achieving NVQ Level 4 and above (Revised NI 165)	HBC	Siobhan Saunders	7
Increase the percentage of adults using a library (Revised NI9)	HBC	Paula Reilly-Cooper	8
Reduce the percentage of people registered unemployed and seeking employment (JSA claimants) NI 152	DWP / JCP	Janine Peterson	9
Reduce the percentage of the working age population claiming out of work benefits (Revised measure)	DWP / JCP	Janine Peterson	10
Increase the gross weekly earnings by residents (NI 166)	SSP	All/ Wesley Rourke	11
Increase the number of residents accessing welfare rights/ debt advice at a casework level (Local Measure - Placeholder 2012/13)	HBC / Halton CAB	David Gray/ Hitesh Patel	12

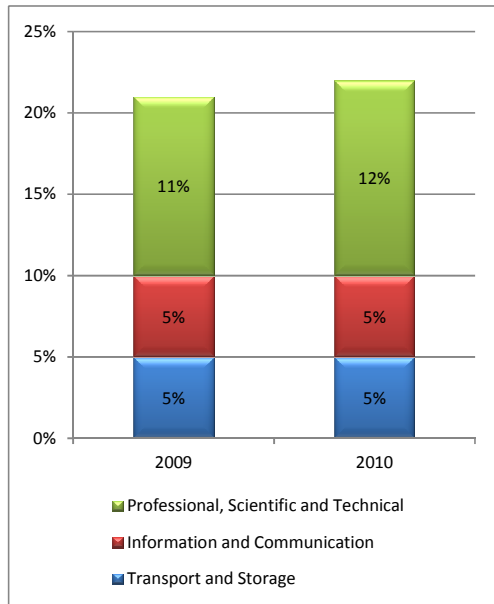
APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the number of active enterprises within the Borough								
		Lead Partner:		Halton Borough Council				
		Responsible Officer:		Tim Leather				
		Good is:		An increased figure				
		Indicator Purpose / Brief Description:		Used to show growth of active enterprises within the Borough.				
		Information from: (table B1.1)		http://www.ons.gov.uk/ons/rel/bus-register/uk-business/2010/uk-business--activity--size-and-location.pdf (2010) and Nomis website 2008 & 2009 data				
Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.								
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Halton Target				2675	2675	2700	2750	2800
Halton Actual	2735	2740	2675					
Benchmarking:								
All England	Not appropriate for benchmarking							
Northwest								
Relevant Statistical Neighbour								
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):								
<p>Links to SCS objective 1 - To develop a strong, diverse, competitive and sustainable local economy.</p> <p>Given the current economic climate the target rationale is to increase the number of active enterprises within Halton over the 5 year period, with a more immediate target of maintaining the number for the first few years.</p> <p>This measure is a new measure, although ONS have provided a back calculation for 2008 and 2009 in order to provide some trend analysis. Please note however the back calculation may be flawed and therefore comparison with 2010 and previous years data is not ideal.</p>								

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the proportion of business diversity in the following sectors:

- Knowledge Economy
- Super port
- Low carbon/green
- Visitor economy



Lead Partner:	Halton Borough Council
Responsible Officer:	Tim Leather
Good is:	Larger proportion
Indicator Purpose / Brief Description:	

The measure is in line with the Liverpool City Region priority agreed sectors for growth.

Standard categories are used to classify businesses, which enables diversity of business within the local area to be measured. These particular categories have been chosen as areas of focus for growth and as representative of the four larger sectors within the local area. The following standard categories have been chosen as a proxy for these priorities:

- Professional, Scientific and Technical
- Information and Communication
- Transport and Storage

Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.

	2009	2010	2011	2012	2013	2014	2015	2016
Halton Target			23%	24%	25.5%	27%	28.5%	30%
Halton Actual	21%	22%						

Benchmarking:

All England	Not appropriate for benchmarking				
Northwest					
Relevant Statistical Neighbour					

Supporting Commentary & Target Rationale (2011 / 2012 Onwards):

Links to objective 1 – To develop a strong, diverse, competitive and sustainable local economy.

http://public.edition-on.net/links/3059_tmp_economic_reivew_2011.asp

The Mersey Partnership have outlined the priority sectors for growth across the region.

It is critical however that there is growth for all sectors (as shown in the previous measure) and that growth in these sectors is not at the expense of growth overall.

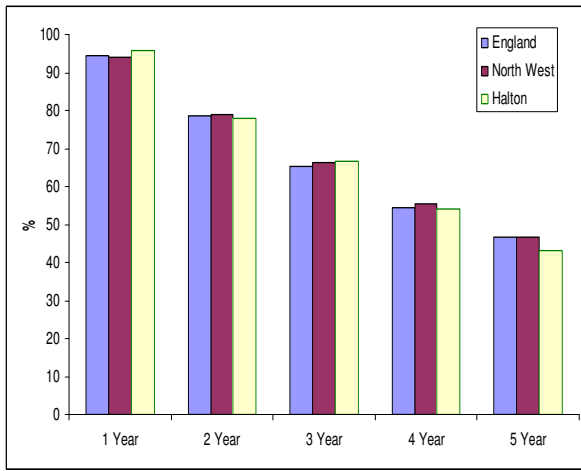
For information please see the chart below indicating the sectors where share is 5% or above

	2009	2010		2009	2010
Production	10%	10%	Health	7%	7%
Construction	11%	11%	Professional, scientific & technical	11%	12%
Information and Communication	5%	5%	Business administration and support services	8%	8%
Wholesale	6%	6%	Accommodation & food services	6%	6%
Retail	11%	11%	Arts, entertainment, recreation and other services	6%	6%
Transport & Storage	5%	5%			

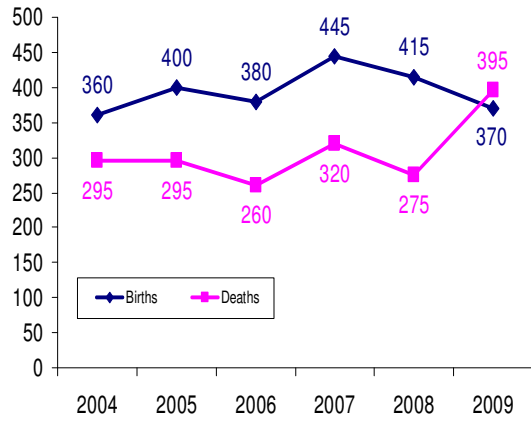
APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the number of people classed as self-employed									
<p style="text-align: center;">Number of people classed as self-employed</p> <p>2008 / 2009 2009 / 2010 2010 / 2011</p> <p>Halton Actual All England North West Halton Target</p>		Lead Partner:	Halton Borough Council						
		Responsible Officer:	Siobhan Saunders						
		Good is:	An increased figure						
		Indicator Purpose / Brief Description:	To show that the authority is supporting entrepreneurship by showing how much Halton has increased the number of people classed as self-employed.						
Source NOMIS: % self-employed of those aged 16-64.									
Self-employed information for the borough is available from the NOMIS website via the annual Business Register and Employment Survey (BRES). This measure is reported between September and December for the previous year.									
Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.									
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	
Halton Target				6.0%	6.5%	7.0%	7.5%	8.0%	
Halton Actual	4.1%	6.0%	5.6%						
Benchmarking:									
All England	8.9%	9.0%	9.0%						
Northwest	7.8%	8.0%	8.1%						
Relevant Statistical Neighbour									
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):									
<p>This measure links to objective 2 - to foster a culture of enterprise and entrepreneurship to make Halton an ideal place to grow a business.</p> <p>From April 2011 the new Enterprise Allowance Scheme was introduced. This scheme is available to Job Centre Plus customers aged 25 years and over who have been claiming JSA for between 6-12 months and who move into employment with an allowance of £65 per week for 26 weeks, £32.50 for the following two weeks. Those new businesses that remain trading after 52 weeks will be able to access a low interest loan to be repaid in a period of 3 years.</p> <p>In addition limited business start-up grants are available through Halton Borough Council.</p> <p>Target has been set to narrow the gap between Halton and the North West average over the five year period based on current funding levels and initiatives in place.</p> <p><u>Additional information around this priority</u> Supporting information available includes the business survival rates and the births and deaths of businesses data which shows enterprise sustainability across Halton. Please see charts overleaf.</p>									

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS



Business Survival rates of those business births in 2004. Source ONS business demography (2009)



Business births and deaths, source ONS

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Reduce the proportion of people with no qualifications (Revised Former Local Measure)																								
<p style="text-align: center;">Percentage of people with no qualifications</p> <table border="1"> <caption>Data for Percentage of people with no qualifications</caption> <thead> <tr> <th>Year</th> <th>Halton Actual</th> <th>All England</th> <th>North West</th> <th>Halton Target</th> </tr> </thead> <tbody> <tr> <td>2008 / 2009</td> <td>19.5%</td> <td>13.5%</td> <td>15.9%</td> <td>12%</td> </tr> <tr> <td>2009 / 2010</td> <td>16.8%</td> <td>12.3%</td> <td>13.9%</td> <td>12%</td> </tr> </tbody> </table>		Year	Halton Actual	All England	North West	Halton Target	2008 / 2009	19.5%	13.5%	15.9%	12%	2009 / 2010	16.8%	12.3%	13.9%	12%	Lead Partner:	Halton Borough Council						
		Year	Halton Actual	All England	North West	Halton Target																		
		2008 / 2009	19.5%	13.5%	15.9%	12%																		
		2009 / 2010	16.8%	12.3%	13.9%	12%																		
Responsible Officer:	Siobhan Saunders																							
Good is:	A smaller proportion and a narrowed gap between Halton and the England average.																							
Indicator Purpose / Brief Description:																								
To show that Halton is fostering a culture where learning is valued this indicator would assist by showing the number of residents without any qualifications decreasing.																								
Source: ONS annual population survey (latest survey 2010)																								
% is a proportion of resident population of area aged 16-64																								
Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.																								
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16																
Halton Target				12%	12%	11.5%	11.5%	11%																
Halton Actual	19.5%	16.8%	12.8%																					
Benchmarking:																								
All England	13.5%	12.3%	11.3%																					
Northwest	15.9%	13.9%	12.1%																					
Relevant Statistical Neighbour																								
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):																								
Links to SCS objective 3 – To develop a culture where learning is valued and skill levels throughout the adult population and across the local workforce can be raised.																								
There is currently funding in place to support those unemployed to attend training and increase their skills, of which those long term unemployed are most likely to have no qualification. Therefore target to reduce to level below that of England average given the significant improvement already seen over the past three years.																								

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the percentage of people achieving NVQ Level 4 and above
(Revised NI 165)

Percentage of people achieving NVQ level 4 and above		Lead Partner:	Halton Borough Council					
		Responsible Officer:	Siobhan Saunders					
		Good is:	A larger proportion and a narrowed gap between Halton and the North West average.					
		Indicator Purpose / Brief Description:	Showing the number of people achieving NVQ Level 4 and above qualifications show that residents within the borough are reaching a high level of educational attainment. NVQ4 equivalent and above: e.g. HND, Degree and Higher Degree level qualifications or equivalent					
		Source:	ONS annual population survey					
			% is a proportion of resident population of area aged 16-64					
		Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.						
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Halton Target				22.0%	23.5%	24.0%	25.0%	26.0%
Halton Actual	18.1%	18.3%	21.3%					
Benchmarking:								
All England	28.6%	29.9%	31.3%					
Northwest	25.2%	27.0%	28.7%					
Relevant Statistical Neighbour								
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):								
Links to SCS objective 3 – To develop a culture where learning is valued and skill levels throughout the adult population and across the local workforce can be raised.								
There is a current emphasis on high level apprenticeships driven from central government. Research underway to determine what our local employers require in order to influence local delivery of appropriate level 4 qualifications. Growth not expected to be significant for first few years due to time taken to achieve level 4.								
Target has been set to narrow the gap between Halton and the North West average over the five year period based on current funding levels and initiatives in place.								

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

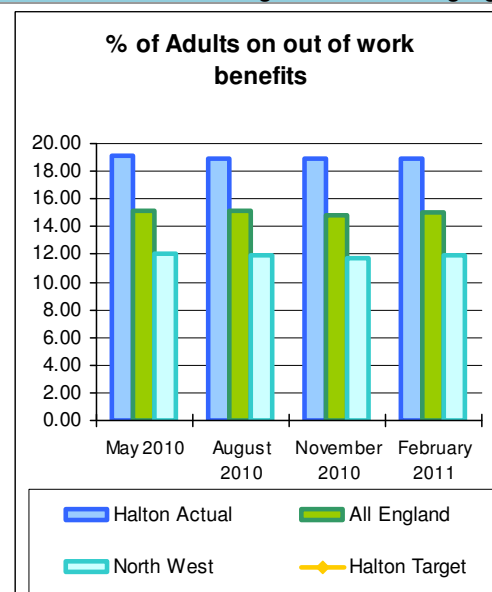
Increase the percentage of adults using a library																		
<p>% of Adults (16+) saying that they have accessed the library in the last 12 months</p> <table border="1"> <caption>Chart Data</caption> <thead> <tr> <th>Year</th> <th>Halton Actual (%)</th> <th>Halton Target (%)</th> </tr> </thead> <tbody> <tr> <td>2009/10</td> <td>46.6%</td> <td>45.0%</td> </tr> <tr> <td>2010/11</td> <td>47.3%</td> <td>47.4%</td> </tr> </tbody> </table>		Year	Halton Actual (%)	Halton Target (%)	2009/10	46.6%	45.0%	2010/11	47.3%	47.4%	Lead Partner:	Halton Borough Council						
		Year	Halton Actual (%)	Halton Target (%)														
		2009/10	46.6%	45.0%														
		2010/11	47.3%	47.4%														
Responsible Officer:	Paula Reilly-Cooper																	
Good is:	A larger number																	
Indicator Purpose / Brief Description:																		
<p>An increase in the number of library users would help to show that more people are accessing the service as part of study/researching information for courses or betterment.</p> <p>Data included in the chart and below relates to the Active People Survey which is no longer collected.</p> <p>CIPFA PLUS Survey, a public library user survey, will be undertaken in Autumn 2012 and then every three years. Data from this will be used to provide data around uptake of library services.</p>																		
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16										
Halton Target		45.0%	47.4%	-	To improve performance	-	-	-										
Halton Actual		46.6%	47.3%															
Benchmarking:																		
All England																		
Northwest																		
Relevant Statistical Neighbour																		
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):																		
<p>Links to SCS Objective 3 – to develop a culture where learning is valued and skill levels throughout the adult population and across the local workforce can be raised.</p> <p>No targets to be set against this data as the data source is no longer available. Performance will be reported first in 2013 and then again in 2016 and therefore this is a placeholder measure where the target will be to improve performance from 2012 to 2015.</p>																		

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Reduce the percentage of people registered unemployed and seeking employment (JSA claimants)								
		Lead Partner:		Department of Work & Pensions / Job Centre Plus				
		Responsible Officer:		Janine Peterson (Job Centre Plus)				
		Good is:		A larger proportion and a narrowed gap between Halton and the North West average.				
		Indicator Purpose / Brief Description:		<p>JSA claimant count records the number of people claiming Jobseekers Allowance (JSA) and National Insurance credits at Jobcentre Plus local offices. People claiming JSA must declare that they are out of work, capable of, available for and actively seeking work during the week in which the claim is made.</p> <p>The percentage figures express the number of claimants resident in an area as a percentage of the population aged 16-64 resident in that area. Data is available one month in arrears.</p> <p>Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.</p>				
	March 2008	March 2009	March 2010	March 2011	March 2012	March 2013	March 2014	March 2015
Halton Target					5.5%	5.2%	4.8%	4.4%
Halton Actual	3.1%	5.7%	5.9%	5.5%				
Benchmarking:								
All England	2.1%	3.8%	4.0%	3.7%				
Northwest	2.5%	4.3%	4.4%	4.2%				
Relevant Statistical Neighbour								
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):								
<p>Links to SCS objective 4 - To promote and increase the employability of local people and remove barriers to employment to get more people into work</p> <p>The % of people seeking work will change with the introduction of universal credit scheduled for introduction in 2013.</p> <p>Targets suggested are based on the need to narrow the gap with the North West average.</p>								

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Reduce the Percentage of the working age population claiming out of work benefits.



Lead Partner: Department of Work & Pensions / Job Centre Plus

Responsible Officer: Janine Peterson (Job Centre Plus)

Good is: A larger proportion and a narrowed gap between Halton and the North West average.

Indicator Purpose / Brief Description:

Out of work benefits includes Job seekers allowance, ESA (Incapacity Benefits), Lone parents and other income related benefits.

Data is taken from the Department for work and Pensions claimant figures via the office of National statistics NOMIS reporting system.

Data is available quarterly and is released six months in arrears.

Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.

	March 2008	March 2009	March 2010	March 2011	March 2012	March 2013	March 2014	March 2015
Halton Target					18%	17%	16.5%	16%
Halton Actual	19.1%	18.9%	18.9%	18.9%				
Benchmarking:								
All England	15.1%	15.1%	14.8%	15.0%				
Northwest	12.0%	11.9%	11.7%	11.9%				
Relevant Statistical Neighbour								

Supporting Commentary & Target Rationale (2011 / 2012 Onwards):

Links to SCS objective 4 - To promote and increase the employability of local people and remove barriers to employment to get more people into work

The % of people seeking work will change with the introduction of universal credit scheduled for introduction in 2013.

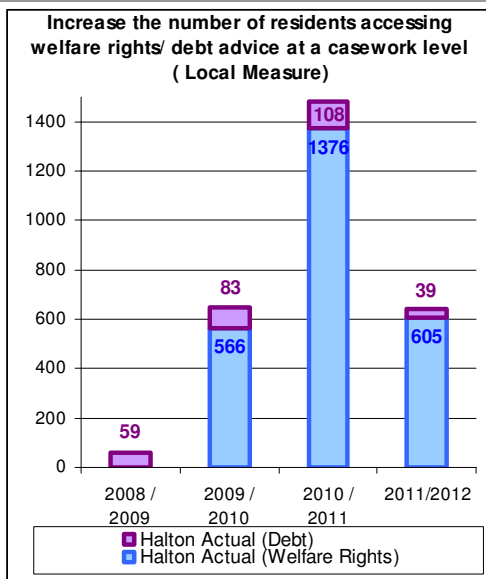
Targets suggested are based on the need to narrow the gap with the North West average.

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the gross weekly earnings by residents									
<p>Gross weekly earnings of residents (£)</p> <p>£550.00 £500.00 £450.00 £400.00 £350.00 £300.00 £250.00 £200.00 £150.00 £100.00 £50.00 £0.00</p> <p>March 08 March 09 March 10</p> <p>Halton Actual All England North West Halton Target</p>			Lead Partner:	Employment / Lifelong Learning & Skills SSP					
			Responsible Officer:	All/ Wesley Rourke Lead Officer					
			Good is:	An increase in gross earnings.					
			Indicator Purpose / Brief Description:						
<p>The gross median weekly earnings of residents showing an increase would show that people are able to maximise their potential and rise out of poverty.</p> <p>Data obtained from NOMIS.</p> <p>No lead partner or responsible officer identified to set targets.</p> <p>Suggested target should be to close the gap to the North West average.</p>									
	March 2008	March 2009	March 2010	March 2011	March 2012	March 2013	March 2014	March 2015	
Halton Target				To close the gap to the North West average					
Halton Actual	£419.90	£438.10	£443.60						
Benchmarking:									
All England	£480.00	£490.50	£501.80						
Northwest	£451.30	£460.00	£471.20						
Relevant Statistical Neighbour									
Supporting Commentary & Target Rationale (2011 / 2012 Onwards):									
<p>Links to SCS objective 5 - To maximise an individual's potential to increase and manage their income, including access to appropriate, supportive advice services.</p> <p>This measure also links to the Child Poverty Strategy.</p>									

APPENDIX 1 - EMPLOYMENT, LEARNING AND SKILLS

Increase the number of residents accessing welfare rights/ debt advice at a casework level (Local Measure) Placeholder 2012/13



Lead Partner: HBC/ Halton CAB
 Responsible Officer: David Gray/ Hitesh Patel
 Good is: An increased figure.

Indicator Purpose / Brief Description:
 The number of people accessing a welfare benefits or debt advice agency and receiving a specialist casework service.

This is a numeric indicator, taken as a simple total which will reflect the level of uptake of specialist services to assist an individual to better their economic circumstances. To assist an individual to manage their income, both debt and benefits advice will be necessary and neither service in isolation is sufficient to address the needs of most individuals who need to access support. Much specialist welfare rights casework involves "in work" benefits such as Disability Living Allowance and Tax Credits and income maximisation.
 (Completed by HBC David Gray)

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Halton Target				Baseline to be established	To maintain performance at the 2011/12 baseline			
Halton Actual (Debt)	59	83	108	39				
Halton Actual (Welfare Rights)	N/A	566	1376	605				
Benchmarking:								
All England								
Northwest								
Relevant Statistical Neighbour								

Supporting Commentary & Target Rationale (2011 / 2012 Onwards):

This indicator measures the uptake of relevant advice services at a specialist level. It is necessary to draw a distinction between the provisions of advice via a leaflet, self-completed pro forma, or lower level tier assistance. This has a value but a distinction must be made between this and specialist work. This may involve as examples, financial negotiation for a client, court representation, a Debt Relief Order or appeal tribunal representation. It is not possible to gain a full picture of the advice sector with a single statistic and to be comprehensive would entail numerous performance indicators measures being measured and undue complexity. Commentary will be provided on key developments/ initiatives undertaken on a six monthly basis to provide further detail in monitoring reports.

It is therefore necessary to focus on a clear, easily measurable statistic, which avoids undue complications in definition. This statistic also largely avoids "double counting" which can easily happen with lower tier advice. Anecdotally, all specialist advice services have been working at capacity and the definition will illustrate reductions and increases in advice provision.

It is recognised that not all cases counted are equal in terms of content, but this does not matter because the indicator is measuring service access, and not being used as a method of inter-agency comparison. The statistics given have a value for comparative work within Halton, but external benchmarking has previously been found to be both complex and potentially very misleading.

This links to objective to maximise an individual's potential to increase and manage their income, including access to appropriate, supportive advice services in the Sustainable Community Strategy. Also, the statistic provided will link into both the advice required to fulfil obligations under the Child Poverty Strategy.

Data provided above is from David Gray (HBC) to establish a baseline. Information to be supplied by Hitesh Patel (Halton CAB).



The Sustainable Community

Strategy for Halton

2011 - 2016

Mid-year Progress Report

01st April – 30th Sept 2011









Halton Strategic **PARTNERSHIP**









Document Contact (Halton Borough Council)	Hazel Coen (Divisional Manager Performance & Improvement) Municipal Buildings, Kingsway Widnes, Cheshire WA8 7QF hazel.coen@halton.gov.uk
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This report provides a summary of progress in relation to the achievement of targets within Halton's Sustainable Community Strategy 2011 - 2016.

It provides both a snapshot of performance for the period 1st April 2011 to 30th September 2011 and a projection of expected levels of performance to the year-end.

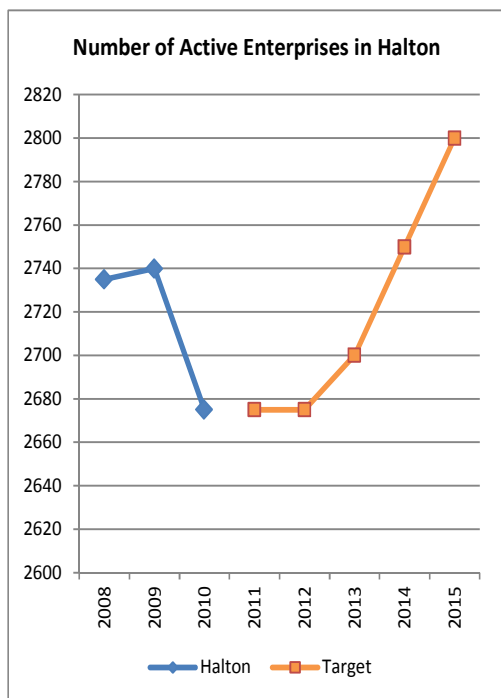
The following symbols have been used to illustrate current performance as against the 2011 target and as against performance for the same period last year.

	Target is likely to be achieved or exceeded.		Current performance is better than this time last year
	The achievement of the target is uncertain at this stage		Current performance is the same as this time last year
	Target is highly unlikely to be / will not be achieved.		Current performance is worse than this time last year

Page	Ref	Descriptor	2011 / 12 Target	Direction of travel
4	ELS 1	Increase the number of active enterprises within the Borough (NEW 2011)	Data Available Qtr 4	N/A
6	ELS 2	Increase the proportion of business diversity (NEW 2011)	Data Available Qtr 4	N/A
8	ELS 3	Increase the number of people classed as self-employed (NEW 2011)		
9	ELS 4	Reduce the proportion of people with no qualifications	Data Available Qtr 4	N/A
10	ELS 5	Increase the percentage of people achieving NVQ Level 4 and above (Revised NI 165)	Data Available Qtr 4	N/A
11	ELS 6	Increase the percentage of adults using a library (NI 9)	Placeholder 2012/13	N/A
12	ELS 7	Reduce the percentage of people registered unemployed and seeking employment (JSA claimants) (NI 152)		
14	ELS 8	Reduce the percentage of the working age population claiming out of work benefits (Revised measure)		
16	ELS 9	Increase the gross weekly earnings by residents (NI166)		
17	ELS 10	Increase the number of residents accessing welfare rights/ debt advice at a casework level (Local Measure) a) Debt b) Welfare Rights	N/A	N/A

SCS / ELS1 Increase the number of active enterprises within the Borough (New measure)

	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
	2675	2675	N/A		Data Available Qtr 4	N/A
Data Commentary:						
Information from: (table B1.1) http://www.ons.gov.uk/ons/rel/bus-register/uk-business/2010/uk-business--activity--size-and-location.pdf (2010) and Nomis website 2008 & 2009 data						
Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.						
Performance Commentary:						
Data will not be updated and thus reported until Quarter 4 2011/12.						

**Summary of Key activities taken or planned to improve performance:**

The Council's Business Development Team (BDT) deliver a number of core functions intended to help companies based in the Borough to expand and to encourage new businesses to relocate to Halton. These include;

- The management of all indigenous company expansion projects and inward investment projects which are specific to the Borough of Halton
- The management of the Council's relationships with external providers of business support services, for example UK Trade and Investment, The Mersey Partnership, Halton Chamber of Commerce and Enterprise and private sector business support professionals (commercial property agents, developers, intermediaries etc) to ensure that the business community in Halton has access to comprehensive, flexible and relevant business support. Increasingly the BDT will work with a growing number of private sector organisations who have successfully tendered for business support contracts from central government
- The maintenance of a comprehensive database of all land and commercial property currently available in the Borough and the delivery of a free commercial property finding service to both inward investing companies and indigenous businesses wishing to grow and expand.
- The maintenance of a comprehensive database of all businesses in Halton and the dissemination of information concerning business support initiatives to the business community
- The delivery of the Business Improvement District (BID) Programme at Astmoor and Halebank Industrial Estates and support of the Widnes Waterfront Business Group (non-BID)
- Promotion of the Visitor Economy in Halton.

Recent initiatives include;

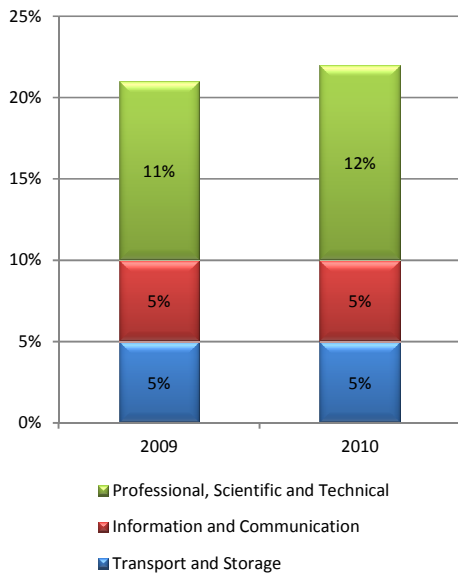
- **Marketing**
In the third quarter 2011 the BDT have undertaken three specific marketing campaigns targeting different sectors of the business community;
 - Runcorn Station Gateway/Liverpool John Lennon Airport (LJLA) Campaign
 - Intermediaries Campaign
 - Facilities for Business Start Up Campaign

- **Better management of databases/enquiries**
In order to maximise the value of individual enquires the BDT have initiated a weekly review of all web based commercial property enquiries. This involves the production of a weekly report and a proactive follow up to ensure that, if the web search hasn't generated any suitable commercial property matches, the individual company is aware of all alternative opportunities. The follow up will also seek to ascertain any other business support issues which the Council and partners can satisfy. On a day to day basis, the BDT continue to respond to all commercial property enquiries within twenty four hours and a review of all thirteen employment areas in Halton is underway to ensure that the property database captures all available commercial space in the Borough. The maintenance of a comprehensive database of local businesses continues to underpin the work of both the BDT and other departments of the Council. For example, the Mersey Gateway Team utilise both the company and property databases to manage the relocation of companies affected by the construction of the new bridge

- **Activities to Support Companies**
 - The continual review, evaluation and improvement of the inward investment web site www.runcorn-widnes.com to ensure the content is relevant to the needs of business.
 - Increasing use of new media to communicate with the business community, for example RSS newsfeeds, the use of social media, specifically Twitter, (<http://twitter.com/runcornwidnes>) and the production of a monthly e-shot to business
 - The production of Halton Business Support Guide , a simple and straightforward guide to the range and type of business support currently available in the Borough of Halton. The guide provides information and up to date contact details about a range of business support initiatives including funding, innovation, resource efficiency, recruitment, training, starting your own business etc. The guide www.halton.gov.uk/property/support.asp is updated regularly to ensure that the business community in Halton has access to the most relevant and up to date business critical information.
 - A partnership between the Council, Halton Chamber of Commerce and Enterprise and Google to bring a 'Google Juice Bar' to the Borough. Google are currently rolling out a programme throughout the Liverpool City Region to enable the business community to fully harness the potential of the internet. The first 'Google' Juice Bar event was held at The Heath Business and Technical Park on Monday 21 November. The event allowed twenty four local companies to have one to one sessions with representatives from Google. Google felt the event was a success and, therefore, a proposal has been put forward to hold two further 'Juice Bars' in the Borough together with a larger event in 2012.

SCS / ELS2 Increase the proportion of business diversity in the following sectors: (New Measure)

- Knowledge / Economy,
- Super port
- Low Carbon/ green
- Visitor Economy



2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
22%	23%	N/A		Data Available Qtr 4	N/A

Data Commentary:

The measure is in line with the Liverpool City Region priority agreed sectors for growth.

Standard categories are used to classify businesses, which enables diversity of business within the local area to be measured. These particular categories have been chosen as areas of focus for growth and as representative of the four larger sectors within the local area. The following standard categories have been chosen as a proxy for these priorities:

- Professional, Scientific and Technical
- Information and Communication
- Transport and Storage

Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.

Performance Commentary:

Data will not be updated and thus reported until Quarter 4 2011/12.

Summary of Key activities taken or planned to improve performance:

Knowledge / Economy

The Business Development Team (BDT) work across the Authority and with external partners to develop the science, technology and advanced manufacturing (STAM) sector locally. Specifically, the BDT work with colleagues from the Employment, Learning and Skills Team to address the latent need for skilled and competent employees within the sector locally. A study has recently been completed by Peat Associates who interviewed 120 of the 210 STAM businesses in Halton to ascertain their present and future skills requirement. The information from the PEAT and other studies will be used to influence the Further Education sector to modify their curriculum in order to ensure that local young people are able to access the training they need in order to gain

employment in the STAM sector.

The BDT have also developed a suite of web resources to promote science business investment and growth;

- www.wheresciencesucceeds.co.uk to provide an information resource for businesses in the science, technology and advanced manufacturing sector
- www.scipodonline.co.uk to enthuse young people about science
- www.sciencehalton.com to provide young people and careers professionals with an online 'careers route way' illustrating available support, opportunities and useful courses and qualifications

The BDT have also made numerous presentations to local schools and colleges about careers in science and technology, worked with Careers Academies UK to promote the development of science, technology, engineering and maths (STEM) Career Academies in Halton at, for example, St Chad's Catholic and Church of England High School and supported Bankfield School's five Primary feeder schools to obtain PSQM (Primary Science Quality Mark).

Super Port

The BDT work closely with the SuperPort Sector Manager from TMP to provide detailed and up to date information about sites and properties within the Borough of Halton which compliment the wider LCR SuperPort portfolio of sites. The BDT also work with colleagues from Major Project and the Employment, Learning and Skills Teams to facilitate the development of 3MG and associated sites and work closely with specific inward investing companies within the logistic sector who want to locate to Halton. Recent successes include Downton Distribution who brought 200 new jobs to the Borough.

Low Carbon/ Green

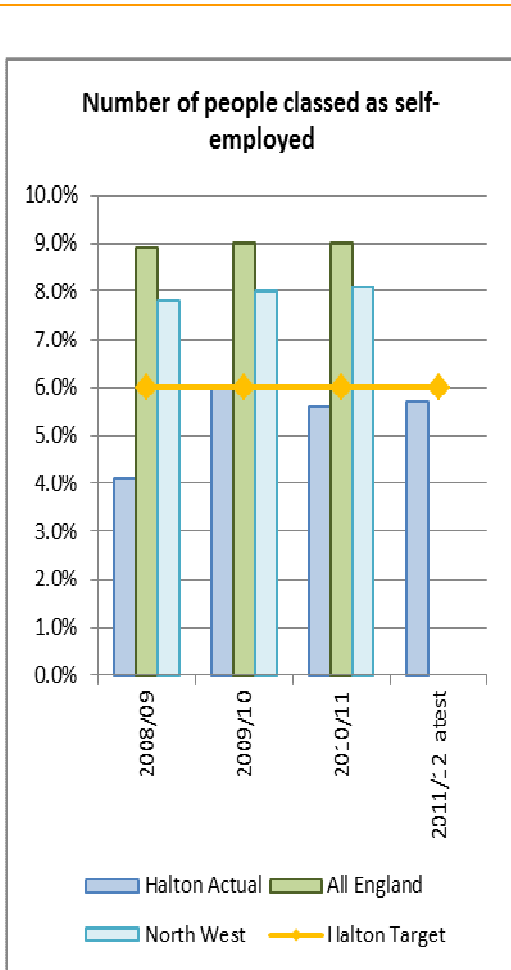
The Business Improvement District or BID programme at Astmoor and Halebank industrial estates has introduced numerous energy efficiency measures, for example an estate wide recycling team. The Business Parks Manager is also working with a number of agencies, for example Enviolink, and the major utilities provides, particularly e.on and Scottish Power, to bring forward Smart Grid, micro-generation and PV technologies at Astmoor and Halebank

Visitor Economy

The BDT supports the visitor economy in Halton through the management of the Tourism Business Network which brings together representatives from the Borough's hotels and visitor attractions to share information and develop activities of mutual benefit, the management of the web site www.visithalton.com, tourism blogs and four public information kiosks across the Borough. The 'Visit Halton' web site is currently benefiting from a major upgrade funded by the Borough Council and The Mersey Partnership and the management, in partnership with Halton Chamber of Commerce and Enterprise, of the annual Halton Business and Tourism Awards. The 2012 awards will be held on Friday 30 March and will benefit from sponsorship from Virgin Trains, Mexichem, Selwyns Travel, Reel Cinemas, ABB, INEOS Chlor Vinals, Prologis and Medicash.

There are action plans in place to maximise the benefit to the visitor economy of the construction phase of the New Mersey Gateway and Widnes Viking's first season in Super League.

In addition there are Heritage Open Days and Great Days Out events facilitated by the Business Development Team.

SCS / ELS3 Increase the number of people classed as self-employed (New measure)

2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
5.6%	6.0%	5.7% (July 10 to June 11)			

Data Commentary:

To show that the authority is supporting entrepreneurship by showing how much Halton has increased the number of people classed as self-employed.

Source NOMIS: % self-employed of those aged 16-64.

Self-employed information for the borough is available from the NOMIS website via the annual Business Register and Employment Survey (BRES). This measure is reported between September and December for the previous year.

Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.

Performance Commentary:

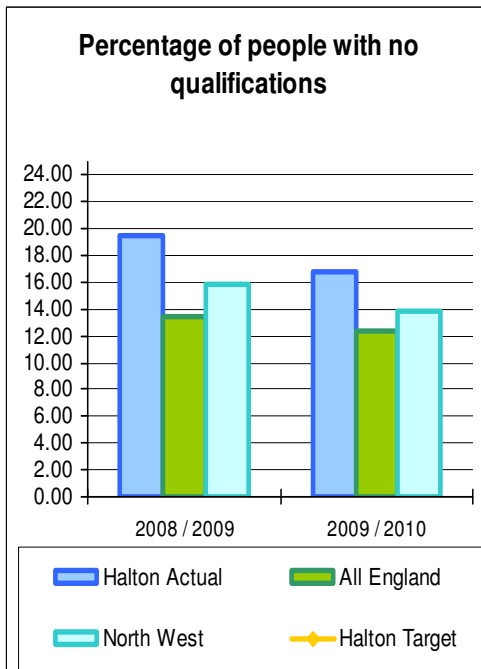
During April and September 2011, the Division supported 39 new Business Start ups.

Summary of Key activities taken or planned to improve performance:

From April 2011 the New Enterprise Allowance (NEA) Scheme was introduced. This scheme is available to Job Centre Plus customers aged 25 years and over who have been claiming JSA for between 6-12 months and who move into employment with an allowance of £65 per week for 26 weeks, £32.50 for the following two weeks. Those new businesses that remain trading after 52 weeks will be able to access a low interest loan to be repaid in a period of 3 years. Blue Orchid has won the NEA contract covering Halton and will work closely with Enterprising Halton to support local people with starting their own business.

A restructure planned for the Employment, Learning & Skills Division February/March 2012 will see an increase in Enterprise support (2 members of staff compared to the current 1) and it is expected that this additional resource will impact positively on the numbers of new self employed starts in the borough.

In addition limited business start-up grants are available through Halton Borough Council.

SCS / ELS4 Reduce the proportion of people with no qualifications.

2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
12.8% (Jan to Dec 2010)	12.0%	N/A		Data Available Qtr 4	N/A

Data Commentary:

To show that Halton is fostering a culture where learning is valued this indicator would assist by showing the number of residents without any qualifications decreasing.

Source: ONS annual population survey (latest survey 2010)

% is a proportion of resident population of area aged 16-64

Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed. Performance is reported annually in arrears.

Performance Commentary:

During April and September 2011, The Employment, Learning & Skills Division supported in the achievement of 47 Skills for Life qualification. Data will not be updated and thus reported until Quarter 4 2011/12.

Summary of Key activities taken or planned to improve performance:

There is currently funding in place to support those unemployed to attend training and increase their skills, of which those long term unemployed are most likely to have no qualification. Therefore target to reduce to level below that of England average given the significant improvement already seen over the past three years.

During Q3 and Q4 the Division has worked closely with Tesco Stores Limited in its recruitment to the new Tesco Extra Store planned to open in Widnes in Q4 (March 2012). Part of this partnership involved hundreds of local unemployed people undertaking skills for life assessments. Many of those individuals wishing to do so will be supported to achieve literacy and numeracy qualifications and this will have a positive impact on reducing the numbers of individuals with no qualifications.

Additionally, the Division has submitted an invitation to tender (ITT) for the Skills Funding Agency Skills for the Unemployed contract (January 2012). Should this be successful, additional funding to support individuals with literacy, numeracy and employability qualifications will be made available. Outcome of the ITT will be known in Q4.

SCS / ELS5 Increase the percentage of people achieving NVQ Level 4 and above (Revised NI 165)

	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel																				
<p>Percentage of people achieving NVQ level 4 and above</p> <table border="1"> <caption>Data for Percentage of people achieving NVQ level 4 and above</caption> <thead> <tr> <th>Year</th> <th>Halton Actual</th> <th>All England</th> <th>North West</th> <th>Halton Target</th> </tr> </thead> <tbody> <tr> <td>2008/2009</td> <td>18.0</td> <td>28.5</td> <td>25.0</td> <td>22.0</td> </tr> <tr> <td>2009/2010</td> <td>18.0</td> <td>30.0</td> <td>27.0</td> <td>22.0</td> </tr> <tr> <td>2010/2011</td> <td>21.3</td> <td>31.5</td> <td>29.0</td> <td>22.0</td> </tr> </tbody> </table>	Year	Halton Actual	All England	North West	Halton Target	2008/2009	18.0	28.5	25.0	22.0	2009/2010	18.0	30.0	27.0	22.0	2010/2011	21.3	31.5	29.0	22.0	21.3% (Jan to Dec 2010)	22.0%	N/A		Data Available Qtr 4	N/A
Year	Halton Actual	All England	North West	Halton Target																						
2008/2009	18.0	28.5	25.0	22.0																						
2009/2010	18.0	30.0	27.0	22.0																						
2010/2011	21.3	31.5	29.0	22.0																						
Data Commentary:																										
<p>Showing the number of people achieving NVQ Level 4 and above qualifications show that residents within the borough are reaching a high level of educational attainment. NVQ4 equivalent and above: e.g. HND, Degree and Higher Degree level qualifications or equivalent</p> <p>Source: ONS annual population survey</p> <p>% is a proportion of resident population of area aged 16-64</p> <p>Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed. Performance is reported annually in arrears.</p>																										
Performance Commentary:																										
Data will not be updated and thus reported until Quarter 4 2011/12.																										

Summary of Key activities taken or planned to improve performance:

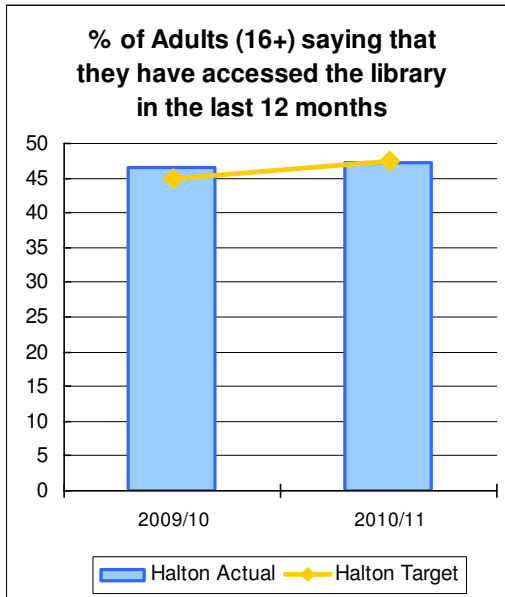
There is a current emphasis on high level apprenticeships driven from central government. Research underway to determine what our local employers require in order to influence local delivery of appropriate level 4 qualifications.

Growth not expected to be significant for first few years due to time taken to achieve level 4.

Target has been set to narrow the gap between Halton and the North West average over the five year period based on current funding levels and initiatives in place.

A growth employment area for Halton is within the Knowledge Economy (Science, Technology & Advanced Manufacturing - STAM). During Q3, a piece of research was commissioned to explore the future employment opportunities within STAM businesses in Halton and to identify any gaps in provision. During Q4 the outcomes from the research will be shared with partners. Should there be specific gaps at level 4, it is hoped new provision can be developed (in particular by Riverside College Halton) to meet the employment requirements and ensure local people can be up skilled to obtain employment requiring higher level qualifications. Further details will be available in Q4 return.

SCS / ELS6 Increase the percentage of adults using a library (NI 9)



2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
47.3	-	N/A		Placeholder 2012/13	N/A

Data Commentary:

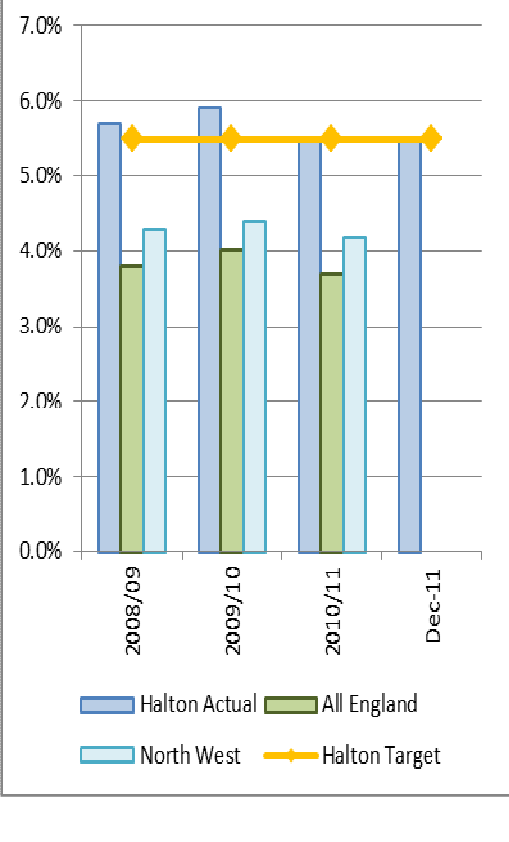


CIPFA PLUS Survey, a public library user survey, will be undertaken in Autumn 2012 and then every three years. Data from this will be used to provide data around uptake of library services.

Performance Commentary:

No targets to be set against this data as the data source is no longer available. Performance will be reported first in 2013 and then again in 2016 and therefore this is a placeholder measure where the target will be to improve performance from 2012 to 2015.

Summary of Key activities taken or planned to improve performance:

SCS / ELS7 Reduce the percentage of people registered unemployed and seeking employment (JSA claimants) NI 152

Reduce the percentage of people registered unemployed and seeking employment (JSA claimants)	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
 <p>The chart displays the percentage of JSA claimants in Halton, All England, and the North West region from 2008/09 to December 2011. Halton's actual percentage remains stable at approximately 5.5%, which is higher than the All England average of about 3.8% and the North West average of about 4.2%. A yellow target line is drawn at the 5.5% level for Halton.</p>	5.5% (March 2011)	5.5% (March 2012)	5.5% (December 2011)			
Data Commentary:						
<p>JSA claimant count records the number of people claiming Jobseekers Allowance (JSA) and National Insurance credits at Jobcentre Plus local offices. People claiming JSA must declare that they are out of work, capable of, available for and actively seeking work during the week in which the claim is made.</p> <p>The percentage figures express the number of claimants resident in an area as a percentage of the population aged 16-64 resident in that area. Data is available one month in arrears.</p> <p>Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.</p> <p>JSA claimant count for unemployed Halton residents was 4242 at December 2011 with 1440 being in the 18-24 youth category.</p>						
Performance Commentary:						
<p>Whilst unemployment figures remain fairly static, in past the past 12-months we have seen a sharp rise in the number of vacancies being advertised with an increase of 62.9% in Dec 2011 compared to Dec 2010 in Halton.</p>						
Summary of Key activities taken or planned to improve performance:						
<p>The Governments 'Get Britain Working' measures have seen an increase in customers accessing work experience leading to job opportunities, volunteering opportunities, New Enterprise Allowance (NEA) to support those wishing to go into self-employment.</p> <p>There are currently 8 Work Clubs operating in Halton to support residents with job search, CV's interview technique whilst looking for employment opportunities. There are also currently 5 Enterprise Clubs in Halton working to support residents looking for self-employment (as well as New Enterprise Allowance & HPIJ opportunities).</p>						

Halton are acting as a pilot area with 'Next Steps' being based in each of the offices offering immediate careers advice to customers.

JCP have worked closely with Riverside College colleagues to ensure short job focused training opportunities to support short qualifications and an insight into occupational areas.

JCP have worked with the LA to support the local transport bid, which in turn will support the local labour market through enhanced links to employers, in particular the industrial areas.

Good links have been forged with Prince's Trust looking at the youth agenda, working closely with Employment Advisers and the Work experience team to support the programme and those customers moving closer or into the Labour market.

A youth employment plan is currently being drafted to support the governments announcement of the Youth contract

JCP are working with apprenticeships (contributing to the borough Apprenticeship plan via the Apprenticeship group) and Employment Advisers are promoting apprenticeships with employers that JCP are speaking with to support residents with apprenticeship opportunities.

JCP are continually working with providers to support training requirements of the borough, a new provider is moving into a residential area to deliver training in the hub of the community focusing initially on up-skilling residents with basic skills needs.

JCP have had a lead role in recruiting unemployed customers for the new 'Hive' development and the Tesco recruitment in Widnes.

Logistics remain one of the top vacancies currently advertised in Halton. JCP have established links with the Road Haulage Association & Skills for Logistics and are working with these organisations and employers to determine requirements for recruitment including, skills, qualifications and work experience history.

JCP currently issue on a daily basis a 'Stop Press' notice to all staff to promote local recruitment, large scale recruitment, learning opportunities and additional opportunities surrounding the borough.

JCP are working closely with newly unemployed customers to support them with 'back to work sessions' to enable customers to have early knowledge of support, courses and up-skilling that is on offer to them borough wide.

JCP are proactive in inward investment, contacting local employers to actively promote services to support recruitment requirements.

The % of people seeking work will change with the introduction of universal credit scheduled for introduction in 2013.

SCS / ELS8 Reduce the percentage of the working age population claiming out of work benefits (Revised measure)

	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
	18.9% (March 2010)	18% (March 2012)	18.6% (May 2011)		?	↑
Data Commentary:						
<p>Out of work benefits includes Job seekers allowance, ESA (Incapacity Benefits), Lone parents and other income related benefits.</p> <p>Data is taken from the Department for work and Pensions claimant figures via the office of National statistics NOMIS reporting system. Data is available quarterly and is released six months in arrears.</p> <p>Targets based on current information and subject to known funding level. Targets will require review should funding or priorities be changed.</p>						
Performance Commentary:						
<p>In Halton 18.6% of the working age population are claiming out of work benefits. The figure for the North West region currently stands at 14.9% and nationally at 11.8%.</p> <p>As at May 2011 there are 8190 residents claiming ESA & incapacity Benefits, of these 1850 are Lone parents</p>						

Summary of Key activities taken or planned to improve performance:

JCP work closely with all the Halton Children's Centres to support lone parent activity. Personal Advisers are currently on outreach in Widnes CC's and this will once again roll out to Runcorn in Quarter 1 2012.

JCP have also piloted 'Group Sessions' in some Children's Centres to support large recruitments. This has been well received and some lone parents have moved into training. 47 customers to date have attended and are being tracked. 23 rang who were unable to attend but required additional support that is being looked at.

Children's Centres are in attendance at local JCP offices weekly to engage with lone parents and families to offer support required and JCP sit on the Advisory Board of the CC's to support the Economic agenda.

IB Reassessment is currently under way and will be completed by 2014. Customers moving into ESA (Work Related Activity Group) will be assigned a named Personal Adviser who will support customers move closer to the labour market.

JCP have a Disability Employment Adviser in each site to support customers who require additional support going into employment. There are programmes such as Work Choices which supports customers with highest support needs, and helps moves them into employment.

Access to Work can support customers with equipment required to support a return to employment for customers with a disability.

The % of people seeking work will change with the introduction of universal credit scheduled for introduction in 2013.

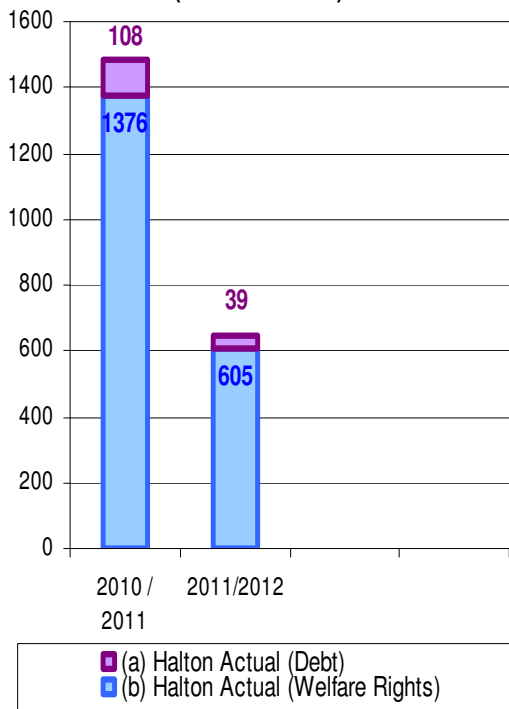
SCS / ELS9 Increase the gross weekly earnings by residents (NI166)

	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel																				
<p>Gross weekly earnings of residents (£)</p> <table border="1"> <caption>Data for Gross weekly earnings of residents (£)</caption> <thead> <tr> <th>Month</th> <th>Halton Actual</th> <th>All England</th> <th>North West</th> <th>Halton Target</th> </tr> </thead> <tbody> <tr> <td>March 08</td> <td>£420.00</td> <td>£480.00</td> <td>£450.00</td> <td>£450.00</td> </tr> <tr> <td>March 09</td> <td>£440.00</td> <td>£490.00</td> <td>£460.00</td> <td>£460.00</td> </tr> <tr> <td>March 10</td> <td>£450.00</td> <td>£500.00</td> <td>£470.00</td> <td>£470.00</td> </tr> </tbody> </table>	Month	Halton Actual	All England	North West	Halton Target	March 08	£420.00	£480.00	£450.00	£450.00	March 09	£440.00	£490.00	£460.00	£460.00	March 10	£450.00	£500.00	£470.00	£470.00	£443.50p	Close gap with NW average £471.20	£432.30p			
Month	Halton Actual	All England	North West	Halton Target																						
March 08	£420.00	£480.00	£450.00	£450.00																						
March 09	£440.00	£490.00	£460.00	£460.00																						
March 10	£450.00	£500.00	£470.00	£470.00																						
Data Commentary:																										
<p>The gross median weekly earnings of residents showing an increase would show that people are able to maximise their potential and rise out of poverty.</p> <p>Equally, there is a correlation between qualifications and skills and rates of pay. In Halton skills and qualification levels lag behind regional and national averages and, for this reason, Halton residents tend to be in the lower paid jobs</p> <p>Halton partners try to address low levels of skills through a variety of skills for life and employability activities.</p> <p>Data obtained from NOMIS. This data is available annually and will be added once published.</p> <p>Target is to close the gap to the North West average.</p>																										
Performance Commentary:																										
<p>The Gross median weekly earnings of residents is £501.80 for all England and £471.20 for the North West. A rising trend was noted from 2008 to 2010 showing an increase in gross weekly earnings of Halton residents.</p> <p>However, at the last data recording date, June 2011 29.9% or 16,000 of Halton people in employment worked in the public sector. There has been a reduction of 0.5% or 200 people working in the public sector since December 2010. It is anticipated that this figure will reduce further. In Halton, pay rates in the public sector have been higher than in the private sector. Therefore, any further reductions in the public sector workforce numbers will have a negative impact on the borough's average earnings figures.</p>																										
Summary of Key activities taken or planned to improve performance:																										
<p>This measure also links to the Child Poverty Strategy. All work to raise qualification levels within Halton population and the work as a partnership to employ local people in new employment developments will assist in raising the gross weekly earnings of Halton residents.</p>																										

SCS /
ELS10**Maintain the number of residents accessing welfare rights/ debt advice at a casework level (Local Measure)****a) Debt****b) Welfare Rights**

	2010/11 Actual	2011/12 Target	2011/12 Qtr 2	2011/12 Qtr 4	Current Progress	Direction of Travel
	Awaiting full data	Baseline year	Awaiting full data		N/A	N/A
Data Commentary:						
<p>The number of people accessing a welfare benefits or debt advice agency and receiving a specialist casework service.</p> <p>This is a numeric indicator, taken as a simple total which will reflect the level of uptake of specialist services to assist an individual to better their economic circumstances. To assist an individual to manage their income, both debt and benefits advice will be necessary and neither service in isolation is sufficient to address the needs of most individuals who need to access support. Much specialist welfare rights casework involves “in work” benefits such as Disability Living Allowance and Tax Credits and income maximisation.</p> <p>Target is to maintain the performance from 2011/12 through to 2015/16. Awaiting data from CAB to provide previous outturns and the Q2 position. Chart details HBC information only.</p>						

Maintain the number of residents accessing welfare rights/ debt advice at a casework level (Local indicator)

**Performance Commentary:**

The demand for Welfare Rights and Debt advice services remains high and all services are at capacity. The number of advisers in large part determines how many people are assisted.

There is expected to be a fall in casework figures from 2010/ 2011 to 2011/12 that will be evidenced at the end of the financial year reflecting a reduction in the number of advisers. However, it is expected that if the number of advisers is maintained then the number of local residents given specialist help will broadly stabilise. There will always be small variations reflecting the fact that cases vary in complexity.

However, we have seen an increase in demand for specialist advice linked into the welfare reform agenda. This is especially from those who are receiving Incapacity Benefit and need to be assessed by Jobcentre Plus against the harsher criteria for Employment Support Allowance. This increase is essentially for more complex casework advice.

The welfare reform agenda is radical and due to gather substantial momentum over the next 5 year period. It is predicted that the demand for complex casework will increase further in both welfare benefits and debt advice and it may be the number of specialist advisers that determine to what degree this need is met.

Summary of Key activities taken or planned to improve performance:

This indicator measures the uptake of relevant advice services at a specialist level. It is necessary to draw a distinction between the provisions of advice via a leaflet, self-completed pro forma, or lower level tier assistance. This has a value but a distinction must be made between this and specialist work. This may involve as examples, financial negotiation for a client, court representation, a Debt Relief Order or appeal tribunal representation. It is not possible to gain a full picture of the advice sector with a single statistic and to be comprehensive would entail numerous performance indicators measures being measured and undue complexity. Commentary will be provided on key developments/ initiatives undertaken on a six monthly basis to provide further detail in monitoring reports.

It is therefore necessary to focus on a clear, easily measurable statistic, which avoids undue complications in definition. This statistic also largely avoids “double counting” which can easily happen with lower tier advice. Anecdotally, all specialist advice services have been working at capacity and the definition will illustrate reductions and increases in advice provision.

It is recognised that not all cases counted are equal in terms of content, but this does not matter because the indicator is measuring service access, and not being used as a method of inter-agency comparison. The statistics given have a value for comparative work within Halton, but external benchmarking has previously been found to be both complex and potentially very misleading.

This links to objective to maximise an individual’s potential to increase and manage their income, including access to appropriate, supportive advice services in the Sustainable Community Strategy. Also, the statistic provided will link into both the advice required to fulfil obligations under the Child Poverty Strategy.

Data provided above is from David Gray (HBC) to establish a baseline. Information to be supplied by Hitesh Patel (Halton CAB) for the full information.

REPORT TO:	Employment, Learning and Skills & Community Policy & Performance Board
DATE:	26 th March 2012
REPORTING OFFICER:	Strategic Director Policy & Resources
SUBJECT:	Performance Management Reports for Quarter 3 of 2011/12
PORTFOLIO:	Resources
WARDS:	Boroughwide

1.0 PURPOSE OF REPORT

To consider and raise any questions or points of clarification in respect of performance management reports for the third quarter of 2011/12, to December 2011. The report details progress against service objectives/ milestones and performance targets, and describes factors affecting the service for:

- Economy Enterprise & Property extracts for Employment Learning & Skills.
- Community Services namely Library Services & other Culture & Leisure Services

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the third quarter performance management report;**
- 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** Directorate Overview reports and associated individual Departmental Quarterly Monitoring reports have been previously circulated via a link on the Members Information Bulletin to allow Members access to the reports as soon as they become available. These reports will also provide Members with an opportunity to give advanced notice of any questions, points raised or requests for further information, to ensure the appropriate Officers are available at the Board Meeting.

3.2 Where a Department presents information to more than one Policy & Performance Board some reconfiguration of the reports has been actioned to reflect Board responsibilities as shown in the following papers.

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

3.4 For 2010/11 direction of travel indicators have also been added where possible, to reflect progress for performance measures compared to the same period last year.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Directorate Overview report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 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 Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

None under the meaning of the Act

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Children & Enterprise
<u>Department:</u>	Economy, Enterprise and Property (Extract)
<u>Period:</u>	Quarter 3 - 1 st October – 31 st December 2011

1.0 Introduction

This quarterly monitoring report covers the Economy, Enterprise and Property Department third quarter period up to 31st December 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

The way in which the Red, Amber and Green, (RAG), symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 7.

2.0 Key Developments**2.1 Halton Employment Partnership**

A key development in this quarter was the Halton Employment Partnership working closely with Tesco Extra to deliver 15 Information Workshops to 1000 local residents who had been unemployed for six months or more. In addition Skills for Life and Employability staff delivered 19 Interview skills workshops and carried out 1270 Skills for Life Assessments on 635 individuals. The second phase of this recruitment will take place in quarter 3. Following this around 120 of the cohort will be offered employment and the Skills for Life and Employability team will deliver a 6 week pre-employment programme to these staff. The store is due to open 26th March 2012.

2.3 Work Programme

During the quarter a performance improvement plan has been implemented in respect of the Work Programme contract. This has included working with Ingeus Deloitte staff to learn from their experiences and conducting a peer review.

2.4 Apprenticeships

Greater emphasis has been placed on the role of apprenticeships both within organisations and the wider Borough. A further report on the Apprenticeship Strategy has been prepared for the Executive Board to be reported on in Quarter 4.

2.5 Annual Self-Assessment Report

The Annual self-assessment report was uploaded to the Skills Funding Agency Provider Gateway. Overall, the division graded itself as 'Good' with some 'Outstanding' features.

3.0 Emerging Issues

There are currently no emerging issues to report at this time.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	8		5		1		2
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Of 'key' the objectives and milestones, there were five where progress was as expected, one where progress was uncertain at this stage of the year if the milestone will be achieved and two where progress did not meet the target set.

More information can be found in Appendix 1.

4.2 Progress against 'other' objectives / milestones

Total	11		9		0		2
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Of 'other' the objectives and milestones, there were nine where progress was as expected and two where progress did not meet the target set and are reported by exception.

More information can found in Appendix 2.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	8		5		2		1
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Of the eight key performance indicators, there were five where progress was as expected, and two where progress is uncertain whether it will meet the end of year target and one where it will not meet the end of year target.

For more information please refer to Appendix 3

5.2 Progress Against 'other' performance indicators

Total	8		6		0		2
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Of the ten 'other' performance indicators, there were seven where progress was as expected and two where progress will not meet the target, these are reported by exception.

There are also two further indicators that can not be reported at this time.

Further information can be found in Appendix 4.

6.0 Risk Control Measures

Where a Key service objective has been assessed and found to have an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4.

7.0 Progress against high priority equality actions

There are no High Priority Equality Actions identified in the quarter.

8.0 Data quality statement





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, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'other' objectives / milestones
- Appendix 3 Progress against 'key' performance indicators
- Appendix 4 Progress against 'other' performance indicators
- Appendix 5 Area Partner performance indicators
- Appendix 6 Financial Statement
- Appendix 7 Explanation of use of symbols




Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP7 (previous reference: EEB02)	Foster Enterprise and entrepreneurship in order to grow an enterprise culture in Halton


Milestones	Progress Q 3	Supporting Commentary
Deliver Enterprising Halton Business Start Up Programme (WNF). Deliver 90 contracted outputs by March 2012 .		HPIJ continues to deliver an extended business start-up programme in Halton. During Q3, 23 new business start-ups were supported and each successfully secured £500 business start-up grant.
Deliver 12 Kick Start courses by March 2012 .		4 Kick Start courses were delivered in Q3, providing pre-start up advice to 49 local residents. Individuals have now been referred to access one-to-one practical support with a business advisor.
Manage Intensive Start Up Support Programme (North West Development Agency) on behalf of A4e. Deliver 67 contracted outputs by December 2011 .		Delivery of the ISUS programme ceased 31 st Dec 2012. The project was successful in achieving 67 profiled business start-ups for year 3 of the contract.
Source alternative funding to continue Enterprise Services beyond March 2012 .		HBC was unsuccessful in its bid to secure the New Enterprise Allowance contract. However, funding will still be available to Halton via Blue Orchid. Referral processes have now been agreed to ensure HPIJ clients can access the NEA accordingly. ERDF 4.2 funding is also being explored for business support, including start up advice.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP8 (previous reference: EEB3)	Reduce unemployment/worklessness by assisting people to secure employment



Milestones	Progress Q 3	Supporting Commentary
Deliver the extended Apprenticeship Support Programme. Deliver 43 contracted outputs by March 2012 .		All 43 Apprenticeship Business Support Grants have been committed. Additional funding also secured to support a further 10 businesses up to 31 st March 2011.
Develop Apprenticeships within the Council by September 2011 .		An apprenticeship pilot scheme to create circa 6 new apprenticeship vacancies within the Waste Management Division was approved by Management Team in Q2. Interviews with apprenticeship framework providers took place and a preferred provider identified. Discussions are now underway with the unions and HR to finalise the project and work towards a go live date for the recruitment via HPIJ. The objective is anticipated to be achieved by the end of Q4.
Secure future funding for HPIJ from the DWP Work Programme – June 2011 .		At the end of Q1 it was unclear if the authority had been successful as sub-contractor for the DWP work programme. Although it is confirmed that we are successful in this venture we do not receive funding up front. The contract is for 5 years and Halton People in to Jobs are paid by result with fees coming from Job Centre Plus referrals.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
EEP8 (Continued) (previous reference: EEB3)	Reduce unemployment/worklessness by assisting people to secure employment	
<p>Deliver the Work Programme in Halton via sub contract arrangement to Prime Contractors A4e and Ingeus Deloitte. Deliver 1279 starts on joint programmes, 257 job entries and 94 sustained job outcomes by March 2012.</p>		<p>Ingeus: There have been numerous issues which have impacted upon delivery for Ingeus, but mainly around IT, training and volume of customers. An action/improvement plan has been developed for the following quarter.</p> <p>A4e: IT issues have impacted upon implementation but not to the same extent as Ingeus. An action/improvement plan has been developed for the following quarter.</p> <p>(Please note that due to contractual requirements Work programme data cannot be published until April 2012)</p>






Appendix 2: Progress Against 'other' objectives / milestones

Ref	Objective
EEP8 (previous reference: EEB3)	Reduce unemployment/worklessness by assisting people to secure employment

Milestones	Progress Q 3	Supporting Commentary
Increase the number of Information and Advice interventions. Deliver 1431 one to one sessions by March 2012 .		HPIJ continues to deliver Next Step (Information & Advice) in Halton on behalf of Greater Merseyside Connexions Partnership (GMCP). During Q3, 254 one to one sessions were delivered (which equates to 915 in total from the start of Q1). It is unlikely that the target of 1431 sessions will be achieved by the end of March 2012
Develop and implement Employer Engagement Action Plan by October 2011 .		During Q3, the Employer Engagement Plan identified in Q2 was further refined. However, it will be during Q4 as part of the phase 2 restructure within the Employment, Learning & Skills Division that will see the plans fully implemented. The milestone to develop the action plan was completed in the timescale but the implementation did not meet the deadline.

Appendix 3: Progress Against 'key' performance indicators





Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
<u>ELS LI01</u> (previous reference EEB LI04)	Number of enrolments on Employment and Learning Courses (for the academic year)	3763	3450	3609			3609 cumulative enrolments for Q3 show that enrolments are already above targets set for 2011/12, despite a reduction in staffing and delivery.
<u>ELS LI02</u> (new)	Number of adults engaged in Skills for Life learning	New indicator	500	21 courses 206 enrolments			18 HEP Award courses and 3 Employability courses have been delivered (206 enrolments) up to the end of Quarter 3.
<u>ELS LI03</u> (new)	Number of starts on DWP Work Programme	N/A	1557	Refer comment		N/A	The number of referrals from Jobcentre Plus has been much higher than the original profiles that were set by the prime contractors; hence the contracts are on target to exceed the number of starts upon the Work Programme. (Please note that due to contract requirements Work programme data cannot be published)



Appendix 3: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<u>ELS LI04 (new)</u>	Number of job starts on DWP Work Programme	N/A	514	Refer comment	?	N/A	The number of job outcomes on the Work Programme is below profile due to a number of reasons but mainly the impact of the IT issues creating a backlog of customers to be dealt with. The trend is that the number of job starts is increasing month on month and an action plan has been developed to improve performance. (Please note that due to contract requirements Work programme data cannot be published)
<u>ELS LI05 (new)</u>	Number of sustained (13/26wks) job outcomes on DWP Work Programme	N/A	232	Refer comment	?	N/A	Customers only commenced employment from August onwards and have therefore not yet reach the 13/26 week threshold. (Please note that due to contract requirements Work programme data cannot be published)

Appendix 3: Progress Against 'key' performance indicators




Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<u>ELS LI06</u> <u>(new)</u>	Number of new or additional apprenticeships created using £3,000 Apprentice Support Grant	154	43	16			In 2010/11, there was more funding allocated to this activity. In 2011/12, all 43 grants have been either awarded or committed. Additional funding has been secured via A4e to support the recruitment of an additional 3 apprentices alongside this programme.
<u>ELS LI07</u> <u>(new)</u>	Learners accessing HBC services achieving a Level 1 qualification in literacy (links to NI161)	44	30	25			11 learners achieved Literacy Level 1 in Q3 Reduced provision compared to last year as a result of the restructure and reduction in staff

Appendix 3: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
<u>ELS LI08</u> <u>(new)</u>	Learners accessing HBC services achieving a Level 3 qualification in numeracy (links to NI162)	33	50	15			<p>4 learners achieved Numeracy Entry Level 3 in Q3</p> <p>Reduced provision compared to last year as a result of the restructure and reduction in staff</p> <p>Error in Q2 report – 35 Numeracy Entry Level 3 qualifications was incorrect – total number of Numeracy qualifications achieved was 35, of which 11 were Entry Level 3 so Q2 report should have shown 11 achieved.</p>

Appendix 4: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
ELS LI17 (new)	Number of Next Step Information and Advice interventions.	1497	1431	915		N/A	During quarter 3, 254 customers accessed one to one interventions with a Next Step advisor. Figures will be profiled with Prime Contractor
ELS LI18 (previous reference EEB LI2)	Number of local people with disabilities into permitted/paid work	29	33	5			The Work Programme has had a negative impact on this measure. It was hoped that the Work Programme would provide a source of referrals but to date the majority of referrals have been JSA customers and none on health related benefits. In addition, at present 1 member of staff works on sourcing permitted placements but for only 1/2 day per week and unlike 2010/11 there is no additional funding for permitted work. HPiJ will undergo a restructure during the next quarter which may have a positive impact upon this.

Appendix 5: Progress Against 'area partners' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Area Partner National Indicators							
NI 146	Adults with Learning Disabilities in Employment	32	28	Refer comment	?	N/A	The economic recession has continued to have an impact on the no of disabled people in employment. This is a DWP indicator.
NI 150	Adults in contact with secondary mental health services in employment.	13	7	Refer comment	?	N/A	This National Indicator is the responsibility of the NHS 5 Borough Partnership.
NI 151	Overall employment rate	66.6% (2009/10)	TBC	67.4%	✓	↑	Latest data: Jan 2010-Dec 2010 67.4% source annual population survey. During Q2, recruitment at the Hive leisure development created 75 new jobs the majority of which went to previously unemployed Halton residents.
NI 152	Working age people on out of work benefits	18.9% (Feb 2011)	18.0%	18.9%	?	↑	In Halton 18.9% of the working age population are claiming out of work benefits.
NI 161	Learners achieving a Level 1 qualification in literacy	549 (2007-08)	TBC	See comment	?	N/A	HBC does not own this NI data, which is only available from Skills Funding Agency 18 months after

Appendix 5: Progress Against 'area partners' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
							learners achieve the qualification.
NI 162	Learners achieving an Entry Level 3 qualification in numeracy.	51 (2007-08)	TBC	See comment	?	N/A	HBC does not own this NI data, which is only available from Skills Funding Agency 18 months after learners achieve the qualification.
NI 163	Working age population qualified to at least Level 2 or higher	60.4% (2009)	TBC	61.4%	?		61.4% Jan-Dec 2010 source Annual Population Survey HBC does not own this NI data, which is only available from Skills Funding Agency 18 months after learners achieve the qualification.
NI 164	Working age population qualified to at least Level 3 or higher	37.5% (Jan 09 – Dec 09)	TBC	40.3%	?		40.3% Jan-Dec 2010 source Annual Population Survey HBC does not own this NI data, which is only available from Skills Funding Agency 18 months after learners achieve the qualification.
NI 165	Working age population qualified to at least Level 4 or higher	18.3% (Jan 09 – Dec 09)	22.0%	21.3%	?		21.3% Jan-Dec 2010 source Annual Population Survey HBC does not own this NI data, which is only available from Skills Funding Agency 18 months after learners achieve the qualification.

Appendix 5: Progress Against 'area partners' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
NI 166	Average earnings of employees in the area	£443.60 (March 2010)	To close the Gap to the North West Average	Refer to comment	N/ A	N/A	This data is available annually and will be added once published. The Gross median weekly earnings of residents is £501.80 for all England and £471.20 for the North West. A rising trend was noted from 2008 to 2010 showing an increase in gross weekly earnings of Halton residents.
NI 171	Business growth rate (rate per 10,000 population aged 16+)	39.1 (2009)	TBC	Refer to comment	N/A	N/A	Historically, Halton has had a low level of new VAT registrations, but equally has also seen a low level of de-registrations. The most up to date data is from 2009 (2 years in arrears) in the worst period of the recession.

Appendix 6: Financial Statement
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ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

SUMMARY FINANCIAL POSITION AS AT 31st DECEMBER 2011

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (Overspend) £'000
<u>Expenditure</u>				
Employees	4,563	3,740	3,761	(21)
Repairs & Maintenance	2,736	1,432	1,470	(38)
Energy & Water Costs	936	505	453	52
NNDR	918	914	926	(12)
Rents	1,061	880	887	(7)
Marketing Programme	11	10	10	0
Promotions	35	27	23	4
Development Projects	85	25	25	0
Supplies & Services	1,921	1,779	1,786	(7)
Agency Related Payments	193	56	63	(7)
Property Rationalisation Saving Target	-327	0	0	0
Total Expenditure	12,132	9,368	9,404	(36)
<u>Income</u>				
Rent - Markets	-806	-604	-576	(28)
Rent - Industrial	-953	-721	-603	(118)
Rent - Commercial	-560	-420	-439	19
Sales	-3	-2	-10	8
Fees & Charges	-336	-170	-205	35
Reimbursements	-440	-94	-80	(14)
Government Grant Income	-1,407	-542	-541	(1)
Recharges to Capital	-908	-297	-201	(96)
Schools SLA Income	-714	-694	-698	4
Transfer from Reserves	-353	0	0	0
Total Income	-6,480	-3,644	-3,353	(291)
Net Operational Expenditure	5,652	5,824	6,051	(227)
<u>Recharges</u>				
Premises Support	1,713	1,207	1,207	0
Office Accommodation	282	211	211	0
Transport	57	38	38	0
Central Support Services	1,768	1,326	1,326	0
Asset Charges	2,307	5	5	0
Accommodation Recharge	-3,838	-2,879	-2,879	0
Support Service Recharges	-2,125	-1,614	-1,614	0
Repairs & Maintenance	-2,366	-1,774	-1,774	0
Net Total Recharges	-2,202	-3,480	-3,480	0
Net Department Total	3,450	2,344	2,571	(227)

Appendix 6: Financial Statement**Comments on the above figures**

At the end of Quarter 3 revenue spending is over budget due to a number of reasons.

Firstly, Employee expenditure is above budget as staff savings targets will not be achieved within the department (due to the insufficient level of staff turnover within the Department, particularly within the Corporate and School cleaning services).




Energy and Water costs are under budget due to efficiency improvements that been implemented within the buildings throughout the Council.

Rental income for both Markets and Industrial units are below budget because of low occupancy rates due the current economic climate which still remains challenging, in particular there are a large number of vacant units in Seymour Court.

There is a significant shortfall in capital salaries income to date, as the scope to attribute fees to capital salaries has reduced considerably. As a result the related costs will need to be reviewed for the future.




Appendix 7: Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Communities Directorate
<u>Department:</u>	Community and Environment Services
<u>Period:</u>	Quarter 3 - 1 st October – 31 st December 2011

1.0 Introduction

This quarterly monitoring report covers the Community and Environment Services 3rd quarter period up to 31st December 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

The way in which the Red, Amber and Green, (RAG), symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 5.

2.0 Key Developments

Leisure Services

Work started in November to convert the Market Hall in Runcorn to a new library. Work is in schedule with completion due at the end of March 2012.

Brookvale Recreation Centre has had a complete equipment refit of its fitness suite ensuring that it provides an excellent service and remains competitive with its commercial rivals.

The consultation process on a new Sports Strategy for Halton is now coming to an end. The strategy embraces the future priorities and development of sport in Halton across all sectors. Publication will follow early in the new year.

In conjunction with The Planning Department The Borough's Playing Pitch Strategy will be updated. This study identifies the requirement for sports pitches within the borough now and in the future. Sport England have chosen Halton as one of only 3 authorities in the country to pilot a new methodology in undertaking this work and are funding any additional costs relating to its production.

Cinderella, the annual pantomime at The Brindley has broken records with a total audience of just under 15,000 people. It was the first year of a three year partnership with a new production company, Pele Productions. The show was highly acclaimed with art critics of the Liverpool Echo scoring it 9/10.

In December Runcorn unveiled a building sized mural celebrating the achievements of Runcorn and its residents. The project involved local resident groups and St. Edwards Primary School in its design and construction. Fully funded through an arts council grant the mural can also be visited on :

<http://www.oneredshoe.co.uk/runcornmural.html>

3.0 Emerging Issues

There are no emerging issues to report at this time.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	3		3		0		0
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All 'Key' objectives/milestones are currently on target at this point in the financial year.

Further details of progress concerning 'Key' objectives/milestones for the service are provided within Appendix 1

4.2 Progress against 'other' objectives / milestones

Total	12		12		0		0
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All other performance indicators are currently on target and are therefore reported by exception.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	3		1		0		0
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Currently, there is 1 'Key' performance indicators that is on course to be achieved by the target date set and two further key performance indicators which cannot be reported at this time.

Further details of progress concerning 'Key' performance indicators for the service are provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	3		1		0		0
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One indicator is on target to be achieved and is thus not reported on by exception this quarter. There are also 2 'Other' performance indicators that cannot be reported at this time.

6.0 Risk Control Measures

During the Development of the 2011-12 Service activity, 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 an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4.

7.0 Progress against high priority equality actions

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2011 – 2012.

8.0 Data quality statement


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, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices



- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Emerging Indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
CE1	Increase participation in sport and physical activity, thereby encouraging better lifestyles.



Milestones	Progress Q 3	Supporting Commentary
Increase number of new participants through Sport and Physical Activity Alliance delivery plan i.e. sports participation (This is part of a 3 year agreed programme with Sport England). Mar 2012. (AOF2 & 3)		Activity has been targeted at those not currently taking part in any sport over the age of 16 particularly women and those over 50 years old i.e. Sedentary people at risk of disease due to lifestyle and generally people with low self esteem.

Ref	Objective
CE4	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.

Milestones	Progress Q 3	Supporting Commentary
<i>Implement action plan derived from Public Library Service User Surveys to ensure services meet the needs of the Community. Mar 2012. (AOF 21 & 26)</i>		Results from various user surveys collated, action plan developed to ensure the needs of the community are met.
<i>Develop proposals for a new Runcorn Library. Mar 2012. (AOF21 & 26)</i>		Work started on site at the beginning of November, layout now being finalised. Completion due end March 2012

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
CE LI 6	% of adult population (16+) say they have used their public library service during the last 12 months	47.3				N/A Refer to comment	The cultural sector questions have not been included in Active Peoples Survey 5 (APS 5). They were included up to the end of APS 4
CE LI 7	% of adult population (16+) participating in sport and active recreation each week	26.3	24.02	27.4			The Interim Active Peoples Survey 5 (APS 5) will publish local statistics on participation and active recreation in June 2011.

Quality							
CE LI 22	% Overall satisfaction of Library Users (Previously CS1) (3-yearly 2012)	95	97	N/A	N/A	N/A	Next survey not due until Autumn 2012.

Appendix 3: Emerging Indicators

**Proposed Performance Indicators
(Derived from Department of Culture, Media and Sport Business Plan)**

Ref ¹	Description	Halton 09/ 10 Actual	Halton 10/11 Target	Halton 10/11 Actual	Halton Targets		
					11/12	12/13	13/14
	<i>Input Indicator</i> – DCMS subsidy per home with broadband access that would not otherwise be connected	Further detailed information is awaited from Department of Culture, Media and Sport Business Plan regarding the above measures. The Business Plan can be obtained from the Number10.gov website.					
	<i>Input Indicator</i> – Tourism (e.g. subsidy per foreign visitor)						
	<i>Input Indicator</i> – Arts (e.g. Arts Council England subsidy per funded performance)						
	<i>Input Indicator</i> – Museums (e.g. subsidy per visit)						
	<i>Input Indicator</i> – Sport (e.g. subsidy per coach, subsidy per total number of sport sessions)						
	<i>Input Indicator</i> – Heritage (e.g. subsidy per property, subsidy per visit)						
	<i>Impact Indicator</i> – Proportion of adults and children who regularly participate in sport						
	<i>Impact Indicator</i> - Proportion of adults and children who regularly participate in cultural activities and/or proportion of adults and children satisfied with their last cultural experience						
	<i>Impact Indicator</i> – Proportion of people who volunteer or donate to cultural or sporting organisations						
	<i>Impact Indicator</i> – Proportion of people employed in tourism and/or spend per foreign visitor						
	<i>Impact Indicator</i> – UK broadband take-up						

¹ Further detailed information is awaited from Department of Culture, Media and Sport Business Plan regarding the above measures. The Business Plan can be obtained from the Number10.gov website.

Appendix 4: Financial Statement

COMMUNITY & ENVIRONMENT DEPARTMENT Revenue Budget as at 31/12/2011

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	11,565	8,684	9,135	(451)
Other Premises	1,144	771	689	82
Supplies & Services	1,286	960	835	125
Book Fund	232	174	93	81
Promotional	153	115	164	(49)
Other Hired Services	936	661	638	23
Food Provisions	541	388	338	50
School Meals Food	1,614	871	856	15
Bar Provisions	329	253	272	(19)
Transport	30	22	27	(5)
Other Agency Costs	951	702	644	58
Waste Disposal Contracts	5,232	2,682	2,521	161
Leisure Management Contract	1,395	799	851	(52)
Development Projects	213	0	0	0
Capital Financing	84	5	5	0
Gross Spending	25,705	17,087	17,068	19
<u>Income</u>				
Sales Income	-1,891	-1,363	-1,349	(14)
School Meals Sales	-2,128	-1,054	-1,065	11
Fees & Charges Income	-2,588	-1,857	-1,785	(72)
Rents Income	-83	-63	-34	(29)
Government Grant Income	-26	-20	-58	38
Reimbursements & Other Grant Income	-893	-727	-715	(12)
Schools SLA Income	-240	-136	-127	(9)
Internal Fees Income	-319	-239	-202	(37)
School Meals Other Income	-1,850	-1,593	-1,626	33
Capital Salaries	-101	-61	-61	0
Transfers From Reserves	-290	-211	-211	0
Gross Income	-10,409	-7,324	-7,233	(91)
Net Operational Expenditure	15,296	9,763	9,835	(72)
<u>Recharges</u>				
Premises Support	1,186	846	846	0
Transport Recharges	2,162	1,529	1,529	0
Departmental Support Services	9	0	0	0
Central Support Services	2,925	2,204	2,204	0
Asset Charges	2,399	0	0	0
HBC Support Costs Income	-314	-63	-63	0
Net Total Recharges	8,367	4,516	4,516	0
Net Departmental Total	23,663	14,279	14,351	(72)

Appendix 4: Financial Statement**Comments on the above figures:****Revenue Spending**

Net operational budget is £72,000 above budget profile at the end of the third quarter of the financial year. Employee spending is still the main area of concern as well as internal and external fees incomes lines.

Staffing expenditure continues to spend above budget, though primarily due to savings targets for premium pay elements. Libraries have made savings in this area by reducing posts and adjusting hours worked. The use of agency staff for Open Spaces and Waste Management to sustain front line services is a main factor in the collective overspends. All Overtime budgets are in an overspend position with the exception of School Catering.

Supplies and Services expenditure is continuing to spend under budget as managers across the Department make savings mainly on advertising and marketing, but also school meals repairs and equipment.

Quarter three has seen a large amount of expenditure on the promotional heading. Income for these events is actually overachieving but is offset by shortfalls in a number of income budgets within Open Spaces and Waste Management. A general fall in custom has been experienced across other divisions like the Stadium and winter has an impact on some Commercial Catering cost centres such as parks. Sales incomes have fallen in quarter three and are not in proportion with the earlier part of the year. The Stadium has suffered due to no fixtures whilst the pitch is re-laid and registrars, cemeteries and crematorium incomes have also dipped. It is possible all these incomes could pick up but reliance on custom received.

Food provisions continue to be lower than budget profile with a fall in purchases for Stadium fixtures and savings made on School catering contracts. As mentioned above, Stadium income, both internal and external has suffered due to lower sales of food products meaning any chance of profits are also not realised.

Contracts for Waste Management and Leisure & Recreation have been evaluated from updated information obtained on projected costs. It is likely Waste management costs will underspend. The Leisure contract had a significant budget reduction last year and contract prices remain at a higher level. It is not expected to fully meet this requirement for the full year.

Leisure & Recreation reimbursement income for the use of sports facilities by the Ormiston Bolingbroke Academy has been resolved and income has now been received. Future year's incomes could be affected if the Academy does continue to look to other providers. Rents income continues to be affected by the reduction in use by Everton, who may not wish to use the artificial pitch. However, other sources of rental income may be possible once the pitch works are completed.

At this stage, net expenditure for the Department is anticipated to be £90,000 above budget at the end of the financial year.




Appendix 4: Financial Statement
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Capital Projects as at 31 December 2011

	2011/12 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	23	47	(17)
Children's Playground Equipment	75	56	5	70
Landfill Tax Credit Scheme	340	255	5	335
Playground Arley Drive	114	85	105	9
The Glen	32	24	33	(1)
Crow Wood Park	9	6	17	(8)
Open Spaces Scheme	150	113	53	97
Runcorn Cemetery Extension	256	192	98	158
Installation of 5 Multi Use Games Areas	107	80	78	29
Allotments	6	4	6	0
Dev of Facilities at RTH Park	127	95	16	111
Litter Bins	20	15	1	19
Total Spending	1,266	948	464	802




Appendix 5: Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green	 Indicates that performance is better as compared to the same period last year.
Amber	 Indicates that performance is the same as compared to the same period last year.
Red	 Indicates that performance is worse as compared to the same period last year.
N/A	Indicates that the measure cannot be compared to the same period last year.