



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

**\*\*\* Note New Start Time\*\*\*\*\***

**Monday, 17 September 2012 at 6.40 p.m.  
Council Chamber, Runcorn Town Hall**

A handwritten signature in black ink that reads 'David W R'.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Susan Edge (Chairman)</b>	<b>Labour</b>
<b>Councillor Carol Plumpton Walsh (Vice-Chairman)</b>	<b>Labour</b>
<b>Councillor Lauren Cassidy</b>	<b>Labour</b>
<b>Councillor Harry Howard</b>	<b>Labour</b>
<b>Councillor Peter Lloyd Jones</b>	<b>Labour</b>
<b>Councillor Geoffrey Logan</b>	<b>Labour</b>
<b>Councillor Andrew MacManus</b>	<b>Labour</b>
<b>Councillor Stan Parker</b>	<b>Labour</b>
<b>Councillor Joe Roberts</b>	<b>Labour</b>
<b>Councillor Christopher Rowe</b>	<b>Liberal Democrat</b>
<b>Councillor Geoff Zygadlo</b>	<b>Labour</b>

*Please contact Michelle Simpson on 0151 511 8708 or e-mail  
michelle.simpson@halton.gov.uk for further information.  
The next meeting of the Board is on Monday, 12 November 2012*

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

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>	
<p>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.</p>	
<b>3. PUBLIC QUESTION TIME</b>	<b>1 - 3</b>
<b>4. EXECUTIVE BOARD MINUTES</b>	<b>4 - 7</b>
<b>5. SSP MINUTES</b>	<b>8 - 15</b>
<b>6. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) ENTERPRISE OFFICERS, HALTON PEOPLE INTO JOBS - PRESENTATION</b>	<b>16 - 18</b>
<b>(B) BUSINESS IMPROVEMENT DISTRICT (BID) PROGRAMME PROGRESS REPORT</b>	<b>19 - 30</b>
<b>(C) EMPLOYMENT, LEARNING &amp; SKILLS QUARTERLY POLICY UPDATE</b>	<b>31 - 37</b>
<b>7. PERFORMANCE MONITORING</b>	
<b>(A) QUARTERLY PERFORMANCE MONITORING REPORTS</b>	<b>38 - 54</b>

*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:** 17 September 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:** 17 September 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 Skills and Community Policy and Performance Board**

**EXECUTIVE BOARD MEETING HELD ON 28 JUNE 2012**

**EXB36 - WIDNES RECREATION CLUB DEVELOPMENT - KEY DECISION**

The Board considered a report of the Strategic Director, Communities, on proposals for the re-development of the Widnes Recreation Club site in Widnes.

The report provided a brief history of the site since 1996, when ICI divested responsibility of the site. In December 2010, the Council resolved to enter into discussions with Widnes Sport Ltd as the new prospective tenants. It was noted that a number of proposals had been discussed which had been tested against national planning constraints, affordability and viability criteria.

The site had historically provided an important community sports facility and pitches for the community and Members were advised that in developing the site, multi- sport use had been the prime consideration. In addition, the proposal would see the site regenerated as a major sporting and community facility and would continue to provide playing fields for public use with the addition of a number of artificial pitches. The design details were attached at Appendix 1, and the report provided details on the current and proposed sports facilities.

Reason(s) for Decision

These facilities would provide a range of sports facilities, improving the existing site and provision, and it was therefore in the community's interest to develop the area.

Alternative Options Considered and Rejected

These were subject of a previous report to Executive Board on 8 April 2010.

Implementation Date

To be determined.

RESOLVED: That

- 1) the proposal be supported in principle;



- 2) the remains of the club house building on site be demolished as soon as terms can be agreed with our insurers and in line with Standing Orders and Financial Regulations;
- 3) the Strategic Director, Communities, be given delegated authority, in consultation with the Portfolio holder for Neighbourhood, Leisure and Sport and the Leader of the Council, to take all necessary steps to progress the proposal; and
- 4) before a final decision or any binding commitment on the project is made, a further report be submitted to Executive Board, containing details of the development agreement and business plan and the associated financial implications.

### **EXECUTIVE BOARD MEETING HELD ON 12 JULY 2012**

#### **EXB45 – SPORTS STRATEGY**

The Board considered a report of the Strategic Director, Communities, which presented a revised Sports Strategy for Halton.

The Board was advised that the former Sports Strategy was in need of revision and that a new 3 year Strategy, which had been subject of public consultation, would help shape priorities and strengthen the local delivery of sport across Halton.

The Board noted that the Strategy, attached at Appendix 1 to the report, identified six key themes. These were:

- Increase participation and widening access;
- Club development;
- Coach education and volunteering;
- Sporting excellence;
- Finance and funding for sport; and
- Sports facilities

In addition, it was underpinned by the need for partnership working with both local and national partners.

**RESOLVED:** That the Sports Strategy 2012-2015 be adopted.

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

**DATE:** 17 September 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 30<sup>th</sup> July 2012

2.30 pm, Runcorn Campus, Riverside College

#### Present:

Wesley Rourke (In the Chair)  
 Simon Clough  
 Diane Sproson  
 Nick Mannion  
 Cleo Pollard  
 Janine Peterson  
 Mal Hampson  
 Hazel Coen  
 Siobhan Saunders  
 Jayne Smith  
 Helen Woollacott  
 Peter Finney

#### Organisation:

Economy, Enterprise & Property (HBC)  
 Children & Young People (HBC)  
 Greater Merseyside Connexions  
 Strategic Policy & Partnership (HBC)  
 Halton Parents & Carers Forum  
 Jobcentre Plus  
 Halton Speak Out!  
 Performance & Improvement (HBC)  
 Employment, Learning & Skills (HBC)  
 Riverside College  
 Skills Funding Agency  
 National Apprenticeship Service

Apologies had been received from:

Claire Bradbury	Power in Partnership
David Gray	Welfare Rights (HBC)
Hitesh Patel	Halton CAB
Cllr Sue Edge	Chair of HBC ELS Policy & Performance Board
Cllr Eddie Jones	Portfolio Holder, Halton BC
Kevin Smith	Riverside College, Halton
Catherine Johnson	Performance & Improvement (HBC)
Sue Baxendale	Halton Housing Trust
Claire Jones	Halton & St Helens CVA
Paula Cain	Halton Chamber

#### 1. Welcome/Introductions

- 1.1 The Chair, Wesley Rourke, welcomed everyone to the meeting, and took the opportunity to put on record his thanks to Kevin Smith for chairing the meeting.
- 1.2 There were no personal or pecuniary declarations of interest.

#### 2. Minutes of last meeting and matters arising

The minutes of the meeting on Monday 14<sup>th</sup> May 2012 were reviewed and confirmed as accurate and the following matters were not covered elsewhere on the agenda;

- 2.1 Flexible Support Fund (9.1) JobCentrePlus hosted a briefing session at Halton Lea on 18<sup>th</sup> June. See 3.4 for detail.

### 3. Partner Updates

#### 3.1 Halton Housing Trust (NM on behalf of SB). HHTs Current and planned work on ELS includes;

- Has set up a number of strategic projects to help us deal with the impact of the Welfare Reform changes to their customers and HHT.
- On Employment and Skills, one project is 'Supporting Customers into Employment' that is addressing worklessness among HHT customers. Will target over 100 customers of various ages who have indicated interest in assistance HHT can give them to get into training and employment. The scope of the project is to:
  - work with partners in relation to volunteering opportunities
  - work with customers to maximize training and employment opportunities.
  - identify and apply for potential funding opportunities which HHT or its customers can access.
  - review customer profiling data so that data captured helps to target of customers seeking employment and or training opportunities.
  - develop digital inclusion training for customers to increase and widen those able to access it.
- HHT also working on a number of other initiatives including a Youth Forum Group (with a number of partners), a National Housing Federation bid in terms of apprenticeships and opportunities in the social housing sector, working with the NHF and LCR Worklessness Networks, participating in discussions with other HA's and Riverside College, and through the HEP to identify and maximise opportunities and funding.
- Finally, HHT exploring opportunities and funding available to improve the skills of its existing workforce, especially in terms of basic skills for lower skilled employees.

#### 3.2 Halton & St Helens CVA (NM on behalf of CJ).

- A major consultation exercise currently underway regarding the refurbishment and redevelopment of St Marie's (a former church) in Widnes, subject of an application to the Heritage Lottery Fund.
- CJ asks that members take five minutes to complete the online survey and also pass-on the details to friends and colleagues. More details about the project are at [www.stmarieschurch.com](http://www.stmarieschurch.com)
- Survey itself at <http://www.haltonsthelensvca.org.uk/st-maries-church-redevelopment-0>

**Action; NM to circulate details of the links to members of the group.**

#### 3.3 Halton Speak Out (VH). VH detailed the work of the organisation, a self-advocacy group of people with learning difficulties speaking out for themselves. One objective is to increase access to paid employment opportunities. Website; <http://haltonsspeakout.wordpress.com/>

#### 3.4 Job Centre Plus (JP); currently about to commence pre- recruitment process for new 'Hungry Horse' pub/restaurant in north Widnes. Also in discussion with a potential new employer that is considering an employment side in Preston Brook area of Runcorn that may lead to 300 new job opportunities. Disappointment that would be using a training provider from outside Halton.

**Action; JP to keep members updated on progress.**

- Discussions around capacity of our local providers to respond to large scale requirements, often at short notice.

- HW: The market is now extremely competitive with some providers and consortia taking advantage of the freedoms and flexibilities to seek contracts on a national basis. However, when successful some larger providers look to sub-contract a proportion of the work to a local provider.
- WR; Asked the question of how do we respond to the challenge?
- HW; We need to ensure our 'offer' and capacity to deliver it meets the needs of the market (employers) – we can make sure we are competitive by using the collective breadth and depth of our partners' knowledge and resources.
- JP; Flexible Support Fund – There have been some changes since then with a focus on commissioning low value/ad hoc contracts to meet local gaps in mainstream provision rather than grants. Will forward additional information as/when available.

3.5 HBC (SC); Groundwork Trust have won a strand of the Youth Contract to deliver NEET activities in Cheshire East & West, Warrington and the LCR authority areas.

Groundwork have agreed the delivery model with HBC for Halton which will consist primarily of a mentoring programme. Mentors will work with young people currently accessing existing provision. Groundwork will employ Riverside Housing and Rathbone Training to deliver the service in Halton. Referrals via the two NEET groups. Young people are only able to access this provision if they do not hold any GCSE's at grade C or above. The contract runs for three years.

3.6 Riverside College (JS); the adult prospectus was launched on 9<sup>th</sup> July and can be downloaded from [HERE](#). Apprenticeship recruitment is running slightly below that for last year, but encouraging volume of enquiries from SME's. The more generous financial package being offered by some neighbouring local authorities is clearly a factor. Also, pending change from grants to a loan regime for students aged 25 and over is a major consideration.

- SS; took opportunity to outline an application for residual WNF funds that will provide support for local employers to take on a second or subsequent apprentice within the three year period that rules them ineligible for grants via the NAS.
- WR; advised that a decision will be taken at the SSP chairs meeting next week. Also, that we should not restrict our efforts to increase apprenticeship take-up numbers to the private sector but, also seek out opportunities in the public and not-for-profit sectors.
- HW; suggested that the project should complement and/or 'fill a gap' rather than compete with current provision. Also need to be sensitive about use of public money to support public sector employment in current environment.
- SC; reminded the meeting that such local initiatives have worked well in past band have been a useful tool to engage with SME's. However, there are cost issues with apprenticeships in STAM sector. At other end of spectrum is social care where levels of are very low and need raising.
- JP; Social care sector has major external image issues amongst jobseekers. We also need to avoid getting fixed upon 'chasing the money' rather than helping to deliver sustainable outcomes.

**Action; Details of apprenticeship project to be circulated when outcome known**

3.7 Skills Funding Agency (HW): successful providers for the LCR are being invited to a briefing on 22<sup>nd</sup> August with aim of ensuring clarity of performance, monitoring and payment regimes..

#### 4. Review of ELS Partnership Action Plan

- 4.1 NM outlined process used to produce the draft revised Action Plan. This is the outcome of a considerable amount of work by several partners to update each of the five priorities around current and planned activities. However, whilst the plan is now about 90% complete, there are still some gaps to fill. The Skills sub-group is to review Priorities 1 and 3 at its meeting later in the week and NM will also be meeting with the library service for their input.
- 4.2 DS: One small amendment required is to insert Connexions Greater Merseyside as the lead delivery partner for the National Careers Service in Halton, with HBC's HPIJ a sub-contractor.
- 4.3 WR: Plan looks better than previously, and suggested progress reports come to alternate meetings, inter-spaced with the six-monthly performance reports.

##### **Actions;**

- a) **Draft Action Plan approved subject to minor amendments. NM to circulate final version electronically.**
- b) **Progress reports to be brought at six-monthly intervals.**

#### 5. Liverpool City Deal.

- 5.1 WR delivered a briefing on the background to the city deal concept which is part of the Government's localism agenda. The Liverpool City Region 'deal', agreed between the city region and Government in February 2012, is the first of several that are now in place across the country. Such deals see Government inviting a city to put forward an offer in return for greater freedoms and flexibilities.

The LCR deal included additional responsibilities, and some funding, along with the recommendation to Liverpool City Council that it adopt a Mayoral governance system. Whilst the 'Mayoral' City Deal attracted most of the media's attention; it should be seen alongside the wider City Region deal, with all partners and Local Authorities (including Liverpool) playing a full part in the wider City Region deal.

The core objective of these deals is to be a driver for accelerated growth and prosperity. A number of helpful actions have been agreed at the city region level, and the partnership needs to understand the local implications - how we can contribute and how we can make it work for us.

- 5.3 NM; queried how the performance of the deal will be evidenced and measured.

WR; advised that nothing concrete in place on this issue yet. However, the city deal allows for resources to be directed towards partners that actually delivering on key objectives. Also which little actual extra money, there is now the freedom on how it is used. This will be the situation, at least for the duration of current Parliament.

CP; Raised the issue about whether Liverpool's issues and priorities are also Halton's?

WR; is room for some local flexibility, and deal is helpful on the ESF funding issue as Halton now firmly embedded within the LCR.

**Action; WR to circulate a note on the 'Deal for Jobs & Skills'**

**6. Halton Employment Day; 6<sup>th</sup> July 2012.**

6.1 NM introduced a report outlining the background to this event and that the eventual 'product' on the day was somewhat removed from the original concept that was found to be impractical. However, did deliver 'bums on seats'

6.2 SC; found the DVD that Halton BC's CEO introduced was very positive and quite inspiring.

WR: Useful experience and started the process of getting the message out of what the 'Halton Offer' is to employers.

HW + SS: We need to build on it, looking at positives AND negatives. One example was poor quality of the attendance list which stopped any immediate follow-up.

WR: An 'economic forum' is being planned for some time in the autumn and the learning points from this event will be noted.

**7. Future remit of the Executive Group**

7.1 WR explained why he had put this item on the agenda. With the end of the strategic WNF project monitoring role that was a major element in previous years, and the effective performance of HEP and skills sub-groups need to consider how we can get the most from meetings.

Whilst the winding-up the SSP is not suggested, nor is it an option under the current constitution of the HSP and Halton's sustainable community strategy, we can change the format of how we make best use of the expertise of those around the table.

One option would be to have a thematic focus to meetings, say based on the priorities in our Action Plan. Another would be to pick-up some of the lessons learned from the enhanced partnership working exercise last year to eliminate overlaps/duplication/gaps and optimise delivery within available resources.

7.2 DS: The thematic approach has recently been adopted by the Childrens' Trust and seems to be working well.

HW: Thematic ok, we can use our action plan as the 'peg' to hang on. Can also invite outside experts and colleagues to see how they approach the issue to see if we can learn from them.

CP: A thematic approach would be more accessible and relevant to those members not directly involved in service delivery.

JP: The Halton approach is one of the stronger partnerships in LCR and has a strong collective Voice, with wide participation across all key areas and services. Need to build on this.

**Action; WR/NM to draft and circulate a suggested thematic timetable' for the remaining three Exec Group 2012/3 meetings**

**8. Sub Group Updates**

8.1 SS drew the group's attention to the key issues on the notes of the latest meetings of the partnership's Skills sub-group and the HEP



Also provided a brief summary of the requirement for the shortlisted consortia for the Mersey Gateway to include an Employment & Skills strategy with their submissions – deadline for which is late August. Whilst Merseylink consortium has been very actively engaged with the HEP and other groups, one has been less so and from the third nothing yet has been heard. This despite invitations to work with HEP.

**Action; SS to circulate copies of the respective Employment & Skills strategies when/if submitted by the consortia bidding for the Mersey Gateway contract.**

**9. Any Other URGENT Business.**

- 9.1 SC raised the issue of the apprenticeship group's future – is it still required or can its work be picked-up by the skills sub-group?

**Action; SC and SS to discuss remit of apprenticeship group being taken on by skills sub-group and report outcome to next meeting.**

**10. Future meetings**

**Monday 22nd October 2012 – Kingsway Learning Centre, Widnes.**

**Monday 10th December 2012 – Kingsway Learning Centre, Widnes.**

**Monday 11th February 2013 – Kingsway Learning Centre, Widnes.**

**Start time 14:00**

**REPORT TO:** Employment Learning and Skills and Community  
PPB

**DATE:** 17 September 2012

**REPORTING OFFICER:** Enterprise Officers, Halton People into Jobs

**PORTFOLIO:** Economic Development

**SUBJECT:** Enterprise provision in Halton

**WARDS:** All

### 1.0 PURPOSE OF THE REPORT

**The purpose of the report is to advise Members that Enterprise Officers will provide a presentation on the Enterprising Halton Service and the wider provision available to local residents that are considering starting up their own business or becoming self-employed.**

### 2.0 RECOMMENDATION: That

- (1) The proposal to provide a presentation is noted

### 3.0 SUPPORTING INFORMATION

- 3.1 Halton People into Jobs has successfully delivered the Enterprising Halton service since 2007. The service provides one to one business start-up advice and financial support to individuals considering starting up their own business or becoming self-employed. Up to 31<sup>st</sup> March 2012 the service was entirely funded via WNF and EDRF monies until the closure of the NWDA's Intensive Start-Up Support (ISUS) programme.
- 3.2 On 5 October 2010 the Secretary of State for Work and Pensions announced that the Government would give extra help to unemployed people who want to start their own business, through the New Enterprise Allowance scheme (NEA). New contracts were issued October 2011 – Blue Orchid was successful in securing the funding for the Greater Mersey district (including Halton). NEA is only available to customers who are in receipt of Jobseekers Allowance (JSA), aged 18+ and have been claiming benefits for 26-weeks or more – EXCLUDING customers that are being supported through the Governments Work Programme.
- 3.3 In April 2012 resources were increased to meet the growing demand for one to one business start-up advice in Halton, particularly for long term unemployed residents (participating in the Work Programme) or for other

residents that that aren't currently eligible to access provision delivered by partner organisations i.e. NEA.

- 3.4 HPIJ offers a 2-day bespoke '*Kick Start*' course which provides participants with a more detailed overview and understanding of what is involved in running their own business or becoming self-employed. The course is delivered on a monthly basis in venues across both Runcorn and Widnes. On average between 12 and 15 participants complete the course each month.
- 3.5 Post start support is provided for a period of up to 12 months to support and increase the sustainability of new businesses in the area, therefore increasing opportunities for job creation for other Halton residents.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 None

#### **5.0 OTHER IMPLICATIONS**

- 5.1 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**

The report recognises the role that Enterprise Officers play in increasing the number of new business starts ups in the Borough, thereby improving the Borough's overall employment offer.

##### **6.3 A Healthy Halton**

None

##### **6.4 A Safer Halton**

None

##### **6.5 Halton's Urban Renewal**

None

## **7.0 RISK ANALYSIS**

Reductions in funding could impact on the number of business being created in Halton post March 2013. Therefore, it is a major boost to continue to work in partnership to access and secure other rounds of funding to continue to encourage and support new businesses to start up in the area.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

Enterprise Officers ensure equality of access for all wanting to receive flexible one to one business advice in Halton.

Enterprise Officers are targeting and supporting customers to increase the number of business start-ups from minority groups i.e. BME, females and individuals with a health condition or disability.

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

None under the meaning of the Act.

<b>REPORT TO:</b>	Employment Learning and Skills and Community Policy and Performance Board
<b>DATE:</b>	17 September 2012
<b>REPORTING OFFICER:</b>	Strategic Director Children and Enterprise
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Business Improvement District (BID) Programme Progress Report
<b>WARDS:</b>	Borough Wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to provide the Board with a review of the first five years of the Business Improvement District (BID) programmes at Astmoor and Halebank Industrial Estates and to detail the measures that have been put in place to secure a positive vote from the businesses community to continue to deliver the programmes for a further five years.

## **2.0 RECOMMENDATION: That**

- 2.1 The Board notes the positive impact that the BID programme has made over the last five years at Astmoor and Halebank Industrial Estates
- 2.2 The Board notes the steps that are currently being taken to ensure that the businesses at Astmoor and Halebank Industrial Estates vote positively for the programme to continue for a further five years.

## **3.0 SUPPORTING INFORMATION**

- 3.1 What is a Business Improvement District ?

Business Improvement Districts or BIDs are a partnership between local authorities and local businesses to provide additional services or improvements to a specific area funded by an additional levy to the non-domestic rates.

All ratepayers in the BID area have the opportunity to vote on the proposed BID. Approval of a BID has to meet two tests. Firstly a simple majority of those voting in the BID ballot must vote in favour. Secondly, those voting in favour must represent a majority by rateable value of the rateable properties of those voting.

BIDs are completely private sector lead so local businesses have total control over how the resources of the BID are spent. Local businesses can, therefore, develop local solutions to address local issues and by investing collectively in those solutions make a real impact on their business area.

The Borough of Halton is perhaps unique in the UK in that it has two BID areas based upon industrial areas. The Astmoor and Halebank BID programmes have been operating since April 2008.

3.2 The Impact of the Astmoor and Halebank BID programme

Since their inception the Astmoor and Halebank BID programmes have delivered a range of programmes under four key themes; Security, Image, Business Support and Administration.

3.1.1 Security

A broad range of crime reduction and community safety initiatives have been brought to Astmoor and Halebank to tackle both recorded crime and the perception of crime over the last five years which have, collectively, contributed to a massive reduction in recorded crime.

Both Astmoor and Halebank estates benefit from :-

- state wide CCTV systems
- SmartW ater DNA forensic property marking equipment for every businesses on the estate
- A twenty four hour alarm or incident response service
- A 365 days per year key holding service
- Automatic alarm diallers linked to existing security systems and connected to the alarm response service
- High profile crime prevention signage
- Vacant property alarms and external PIR sensors
- Business Watch (email alert service)

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The businesses at Astmoor Industrial Estate have chosen to invest further in additional security services and CCTV provision including :-

- An Auto Number Plate Recognition (ANPR) CCTV system recording all vehicles entering and exiting the estate
- A dedicated mobile CCTV patrol vehicle
- Three mobile security patrols each day
- Day time guarding between Monday and Friday

Table 1 : Recorded Crime Astmoor Industrial Estate : 2006 - 2012

Crime Type	Percentage change Since inception of BID programme
Arson not endangering life	+50%
Burglary in a building other than a dwelling	-17%
Criminal damage to a building other than a dwelling	-65%
Criminal damage to a vehicle	-36%
Criminal damage to a dwelling	-100%
Interfering with a motor vehicle	-100%
Other criminal damage	-75%
Other theft	-30%
Theft by an employee	-50%
Theft from a vehicle	-36%
Theft or unauthorised taking of a pedal cycle	0%
Theft or unauthorised taking of a motor vehicle	+83%
Burglary in a building other than a dwelling (sub-station)	No data baseline
<b>Total</b>	<b>-31%</b>

Table 2 : Recorded Crime Halebank Industrial Estate : 2006 -2012

Crime Type	Percentage change Since inception of BID programme
Aggravated vehicle taking	-100%
Burglary in a building other than a dwelling	-63%
Criminal damage to a building other than a dwelling	-100%
Criminal damage to a vehicle	-86%
Interfering with a motor vehicle	-100%
Interfering with a motor vehicle	-100%
Other criminal damage	-100%
Other theft	+30%
Theft by an employee	-100%
Theft from a vehicle	-75%
Theft from an automatic machine or vendor	-100%
Theft from the person	-100%
Theft or unauthorised taking of motor vehicles	-85%
Shoplifting	+25%
Other offences or public order	+25%
<b>Total</b>	<b>-58%</b>

3.1.2 Image Enhancements

The physical environment and the visual amenity and appearance of both estates has been improved through :-

- New gateway signage at each vehicle entrance



Before



After



Before



After

- Upgraded street name plates covering the whole estate



- Upgraded double yellow lines provision to improve traffic flow around the estate



- Installation of bollards to prevent vehicular access to footpaths / verges



- Landscape improvements



Before



After



Before



After



Before



After

- Enhanced cleansing regime

Astmoor businesses have further invested in :-

- Installation of speed activated signs and rumble strips on Astmoor Road



- The painting of gates and fences around the estate in a uniform style



Before



After

- Paint the external cladding of a number of buildings

Halebank businesses have invested in :-

The periodic hire of a mechanical road sweeper to clean both the premises and adjacent road around a particular business which produces high volumes of dust.

The BID programme also works closely with various public sector business support agencies, for example Groundwork, Envirolink Northwest and National Industrial Symbiosis Programme (NISP), to improve the environmental performance of businesses across both estates.

### 3.1.3 Administration

Both BID areas now have the people, resources and systems in place to move the estates forward including :-

- A full time dedicated Estate Manger
- Regular Business Steering Group meetings
- A dedicated website (Astmoor only) and on-line business directories
- Quarterly estate news letters
- A specific Inward Investment brochure (Astmoor only)
- Coordinated estate branding
- Dedicated estate salt stores and salt bins
- A free universal recycling service
- A rodent control service (Halebank only)

### 3.1.4 Business Support

The BID businesses are working together to provide free, bespoke training in a number of business critical disciplines including :-

- Health and Safety
- First Aid
- Forklift ITSSAR
- Management Development
- Marketing
- Financial Management
- Quality Assurance

Since October 2010, the BID has supported 22 training courses for both Astmoor and Halebank businesses, involving 206 employees from Astmoor and 95 employees from Halebank.

- Delegates have attended from 35 different businesses on Astmoor equating to a 35% engagement with all businesses on the estate.
- At Halebank 95 delegates have attended from 13 different businesses equating to a 36% engagement with all businesses on Halebank.
- The training has produced 35 new qualified first aiders across both estates, 6 newly qualified fork lift truck drivers and 13 qualified Banksmen at 2 businesses on Halebank.

In an effort to engage with some of the smaller businesses 8 companies on Astmoor have received 12 months 1-2-1 support to develop their online marketing through their web site.

A full training programme is planned to continue through to March 2013.

<b>Course</b>	<b>Nos Attended Astmoor</b>	<b>Nos Attended Halebank</b>
Manual Handling	11	4
Health & Safety in the Workplace	12	9
Fire Safety for Wardens	13	11
Risk Assessment	12	9
On Line Marketing Website Support	8	0
Selling	5	3
Customer Service	8	3
Project Management	7	3
3 Day First Aid	12	12+11
Supervisory Skills	10	0
Health & Safety Level 1	9	8
Employment Law	12	0
Health and Safety Level 2	12	0
Quality Management Systems	7	0
Electrical Safety	11	0
Workplace Transport Safety	12	0
Emergency First Aid at Work	12	4
Safety Culture	12	1
Customer Service	12	4
Social Media	9	0
Banksman (Halebank only)	n/a	13

The Estate Manager also acts as an interface between Halton Borough Council and the BID businesses for other services. Businesses and property owners regularly make contact to obtain information and assistance regarding:

- Business support provided by Halton Borough Council and external agencies
- Fly-tipping issues
- Unauthorised encampments
- Staff recruitment
- Planning queries
- Property enquiries
- Waste management
- Street cleansing
- Street lighting

BID businesses can also take advantage of free membership of Halton Chamber of Commerce and Enterprise and take part in a series of dedicated business networking events.

The BID Team is also working closely with colleagues from Transport Policy to improve sustainable transport links between the BID areas and adjacent

residential communities, for example better provision for cycling and walking and more flexible public transport provision.

Both BID areas are engaged with the Cheshire and Warrington Superfast Broadband programme to improve the coverage and usage of broadband in industrial areas

Astmoor businesses are also working with the Council's Major Projects Team to forge stronger links between Astmoor Industrial Estate and the Castlefields estate. This will include the creation of safer walking routes to encourage residents to take up employment opportunities at Astmoor and greater involvement of Astmoor businesses within the local community. Kawneer have, for example, invested in Phoenix Park as part of their Corporate Social Responsibility activities.

### 3.2 'BID 2' The Next Five Years

The management of a BID programme is tightly regulated by statute, in this case Statutory Instrument 2004 No 2443 The Business Improvement Districts (England) Regulations 2004.

Legislation states that a BID can only remain in existence for five years before all resident businesses must be invited to participate in a new ballot to secure the continuation of the programme.

The current Astmoor and Halebank BID programme will come to an end on March 31 2013. The Business Parks Manager, in partnership with the Astmoor and Halebank BID Executive Committees, has, therefore, begun the process which will culminate in a ballot in January 2013 which will seek, from the business community, a mandate to continue the BID programmes at Astmoor and Halebank industrial estates for a further five years.

#### 3.2.1 BID 2 Process

Key to the re-ballot process is the creation of a new, five year, BID Business Plan for each estate. The Business Plan will describe in detail how the BID Executive Committees propose to utilise the BID levy from the resident businesses to make improvement to the estates over a period of five years. It is this Business Plan that the businesses will be asked to vote upon. It is, therefore, critical to undertake a comprehensive consultation exercise to ascertain the views of the business and to reflect those views within the Business Plan.

The BID executive, therefore, went to tender to appoint a third party to undertake that detailed consultation. Groundwork Cheshire were appointed in June 2012 to manage the estate wide consultation and contribute to the drafting of the Astmoor and Halebank Business Plans.



## 3.2.2 BID 2 Timetable

Table 3 : Astmoor and Halebank BID Re-ballot Timetable

Stage	Date
Initial scoping meeting with BID Exec' Committees	July 2012
Draft and agree consultation framework	July 2012
Distribution of consolation questionnaire by email\post\hand	August 2012
Review results of consultation with BID Executive Committees	September 2012
Estate wide open planning meetings	September 2012
Issue '84 Day Notice' to DCLG of intention to hold ballot	12\09\12
Produce draft Business Plan	October 2012
Draft Business Plan submitted to BID Executive Committees	October 2012
Draft Business Plan sent to all participating companies	November 2012
Produce final Business Plan and Executive Summary	November 2012
Request billing authority to instruct ballot holder to hold ballot	21\10\12
Produce final Business Plan	December 2012
Issue '42 Day Notice' of ballot to hereditaments by ballot holder	12\12\12
Issue ballot papers to hereditaments 28 days prior to ballot	09\01\13
Day of ballot	06\01\12
Result of ballot announced	February 2013

### 3.3 Conclusion

The first five years of the BID programme has had a profound impact upon the physical and trading environments at Halebank and Astmoor Industrial Estates. A positive vote for a further five year BID programme will allow the business community, supported by the Business Parks Manager, to build upon the progress made to date to affect real and lasting transformational change at Halebank and Astmoor.

Should a positive vote be secured then the BID team will explore the feasibility of extending the BID concept to other industrial areas within the Borough.

### 4.0 POLICY IMPLICATIONS

The delivery of the BID programme benefits both the business communities at Halebank and Astmoor and the wider community of Halton and in so doing contributes to the realisation of a number of the Council's key strategic objectives.

### 5.0 OTHER IMPLICATIONS

#### 5.1 Financial Implications

The BID programme is fully funded by the resident businesses through the imposition of an additional levy of the non-domestic business rate. The financial implications for the Council, therefore, are limited to support provided to the Business Parks Officer.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

Improving business sustainability and performance will create more employment opportunities for the Borough's young people

### **6.2 Employment, Learning and Skills in Halton**

The BID programme contributes positively to business sustainability and, thereby, the creation of employment.

A key element of the BID programme is the provision of enhanced training opportunities to local people employed at Astmoor and Halebank Industrial Estates which makes a positive contribution to the viability of resident businesses.

### **6.3 A Healthy Halton**

Access to employment is a contributor to the health of both individuals and communities. The BID contributes to the creation of tangible employment opportunities for local people.

### **6.4 A Safer Halton**

The BID programme has contributed to a demonstrable reduction in recorded crime at Astmoor and Halebank industrial Estates

### **6.5 Halton's Urban Renewal**

The BID programme contributes to the continuing diversification of the Borough's economic base and increased levels of entrepreneurship thereby contributing to the economic renewal of Halton

The BID programme has also made a positive contribution to the visual amenity and environmental performance of Astmoor and Halebank Industrial Estates

## **7.0 RISK ANALYSIS**

If the forthcoming ballot fails to secure a positive vote then the BID programme will close and any financial balance held by the programme will be redistributed to resident businesses.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

There are no equality and diversity issues

**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:** 17 September 2012

**REPORTING OFFICER:** Strategic Director - Policy & Resources.

**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:**

**That the report be 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 with varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.

3.2 Therefore, brief summaries of key announcements in a digest format to the board are provided 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 a more detailed report to a future meeting.

## **4.0 RECENT KEY POLICY ANNOUNCEMENTS**

### **4.1 Results of Portas Pilot Rounds 1 and 2**

Details of the launch of the 'Portas Pilot' exercise were covered in the report to your previous meeting. The result of the first round was announced on 26<sup>th</sup> May 2012 and out of a total of 371 applications, twelve were successful. Unfortunately, Halton's Runcorn bid was not successful.

First round winners in the north west region were Nelson in east Lancashire and Stockport in Greater Manchester.

The result of the second round, which had been launched on the closing date of round one, was announced in late July, and there were 15 successful applications out of a total of 358 bids. Morecambe and Liverpool (Lodge Lane) were the north west's successes.

At the same time a new web based encyclopaedia, '*100 Ways to Help the High Street*', was published by the the Association of Town Centre Management (ATCM). This has been compiled with the support of Government departments as a reference and good practice guide for town centre partnership.

It offers an on-line resource with advice for struggling town centres and high streets in England. Schemes and case studies featured cover topics ranging from enhancing the landscape, to consumer marketing, animation and events, partnership working, making the High Street accessible, attracting investment and getting the business mix right and the evening and night time economy.

"100 Ways" also examines the powers now available to local authorities, businesses and communities by the 2011 Localism Act and the National Planning Policy Framework to undertake positive change in an innovative way. The resource can be accessed [HERE](#) .

**COMMENT;** There were nearly 400 applications for entry onto the programme over the two rounds. Therefore, whilst it is disappointing that the Runcorn application was not successful, the work that went into putting together the bid has provided a base for the development of the town centre partnership along with the £100,000 High Street Innovation Fund grant from Government.

## 4.2 Queen's Speech

Not a great deal of direct significance to the employment, learning and skills agenda.

Three bills of varying relevance;

Enterprise and Regulatory Reform Bill.

Key measures include:

Changes to the employment tribunal system; encouraging parties to settle disputes before lodging an employment tribunal claim through ACAS early conciliation and greater use of Settlement Agreements. The aim is to make the determination of less complex disputes quicker and cheaper for employers and employees, through a new 'Rapid Resolution' scheme

A new Competition and Markets Authority; brings together the competition functions of the Office of Fair Trading and Competition Commission. It will be the principal competition authority with a remit to tackle anti-competitive behaviour and to ensure open markets. It should be faster, with clearer timeframes bringing greater certainty and reduced burdens on business.

A UK Green Investment Bank; accelerating long-term private sector investment in the UK's transition to a green economy. Will secure its operational independence and provides Government with a specific power to finance it, with initial funding of £3 billion to March 2015.

Other elements include giving shareholders binding votes on the pay of directors of UK quoted companies and reducing the inspection and regulatory burdens on businesses, especially SMEs, and to improved access for small and medium sized businesses ('SME's') to advice on complying with trading standards, health & safety, and environmental health regulations.

#### Draft Water Bill

Key element is provision for the opening of the market in water and sewerage services.

#### Draft Energy Bill

Plans to introduce a system of low-carbon generation revenue support via a feed-in tariff with contracts for Difference (FiT-CfD).

**COMMENT:** Whilst the Enterprise Bill should have little direct impact upon the council other than in its role as a large employer, the draft water and energy bills may offer, albeit limited, opportunities to reduce energy, water and sewerage costs for the council.

### **4.3 Beecroft Report on Employment Law**

The final report on the reform of employment law by Adrian Beecroft was eventually published in May, after much speculation in the media as to its key proposals over several months. Whilst the final report did see some 'watering-down' of the more contentious proposals in earlier drafts, it still included radical recommendations across a wide range of issues, including introduction of 'no-fault' dismissal and a significant weakening of TUPE regulations and redundancy consultation notice periods, especially for employees of SME's.

**COMMENT:** The contentious nature of some of the proposals and the open opposition within the Coalition Government to them means that several are likely not to be taken forward. However, the reduction of 'red tape' for SME's and changes to Employment Tribunals are included in the Enterprise and Regulatory Reform Bill noted at section 4.3 above.

### **4.4 Talent Match**

In June Big Lottery Fund (BIG) launched 'Talent Match', an ambitious £100 million investment aimed at tackling youth unemployment.

BIG has worked with young people to plan effective ways to help other young people to lead fulfilling lives through employment and training. The result is the Talent Match programme - an investment that will target the 21 Local Enterprise Partnerships ('LEPs') where those aged 18-24 are finding it hardest to secure jobs or training opportunities because of the economic downturn. The Liverpool City Region LEP is included on the list.

Talent Match aims to put charities at the heart of local partnerships established between local councils, charities, employers, and colleges to develop proposals on how to make best use of the funding to help match the talents of local young people with skills and opportunities of the future.

Grant ranging from £1 million to £10 million in each of the targeted areas, to create a portfolio of activities lasting up to five years is proposed.

The Talent Match programme guide can be downloaded from [HERE](#).

**Comment:** It is too early to assess the success or impact of the programme. However, it is an innovative approach to help address youth employment at a time of diminishing resources.

#### 4.5 Apprenticeships

An OFSTED report into a group of providers identified as delivering high quality provision was published in June as part of the Government's response to criticism about the quality of some apprenticeships.

Key messages for each of the three partners were;

Students – right attitude and commitment (prior work experience was identified as a significant positive success factor)

Providers – full and honest assessment of the suitability of the 'match' of the student to the most appropriate apprenticeship, followed-up by the provision of active ongoing support throughout the duration of the apprenticeship.

Employers – an understanding of what an apprenticeship is, the commitment required, and proper and active monitoring of a student's development.

**COMMENT:** The study highlighted a series of examples of good practice, which the Council will refer to with regard to its own developing apprenticeship programme

#### 4.5 Universal Jobmatch

The Department of Work and Pensions has released more details about its 'Universal Jobmatch' web-based job posting and matching service, due to be launched in late autumn 2012.

The aim of Universal Jobmatch is to be one of the UK's largest jobsites and to help make job searching easier for users by automatically matching a jobseeker's CV and skills to the jobs that suit their needs.

To take advantage of the new service jobseekers have to register with the online service and provide an email address. Therefore, efforts are underway to increase access to the internet for jobseekers and also that they have an appropriate email address registered.

**COMMENT:** Whilst the provision of such a website is not innovative in itself, the fact that it will have access to JobCentrePlus' job vacancy database should make it a powerful tool. Local partners are working hard to help Halton's jobseekers get access to the internet via public portals, and to gain confidence in navigating and using it as a job search tool.

#### 4.6 2011 Census

The first set of data (called the 'First Release') of the 2011 Census was published in July. It gave details of the total number, breakdown by age and sex, and the occupied households estimates for each local authority in England and Wales.

The 2011 census population estimate for Halton is 125,800 with 53,300 occupied households. In 2001 the census population count was 118,208 with 47,948 households. As expected, the changes reflect national trends of a growing and ageing population living in smaller households.

The Second Release (Nov 2012 – Feb 2013) will give us ward and super output area data across a range of aspects including data on economic activity and hours worked.

The Third Release (Mar 2013 – June 2013): will include more detailed data at local authority and ward level including on sex and age by economic activity and sex and occupation by age.

**COMMENT:** The results of the 2011 Census will provide us with an important evidence base for a wide range of social characteristics. Also, as more detailed information is released over the coming months there may be implications for the Council's priorities and strategies.

The Office for National Statistics estimates that each person counted in the census is worth up to £5,000 to a local authority over ten years. This means that an undercount of just 100 people could mean Halton misses out on around £500,000 worth of funding over the next decade.

The population increase is important, as the amount of money Halton has to spend on services over the next ten years is directly influenced by how many people are counted in the borough. Current financial settlements will be based on the 2010 population estimates. Therefore, there may be grounds to revisit financial settlements.

#### **4.7 Welfare Reforms; Universal Credit**

As part of preparations for the roll-out of Universal Credit next year, 15 English local authorities, short-listed for consideration as one of around a dozen Universal Credit (UC) pilots due to start in autumn 2012, were announced in July. The pilots will focus on delivering the face to face support some people may need to make claims for Universal Credit, including online support, help with budgeting and job searches, reducing fraud and error, and reducing homelessness. From these recommendations, DWP will make a final selection of those that will go ahead in the autumn. The north west authorities included in the shortlist are Oldham and Wigan.

Work has also started locally by partners to identify and contact benefit claimants whose current entitlement will be reduced in line with the 'cap' that is due to come into effect from next April; £500 per week (£26,000 per annum) for households with children or £350 per week for single claimants without children. It is currently estimated that between 120 and 150 claimants will be affected in Halton.

**COMMENT:** The introduction of Universal Credit is the biggest single change to the welfare benefit system since its introduction in the 1940's. The experience of the pilots will hopefully be used to help inform the smooth transfer over to the new system from April 2013 for new claimants.

#### **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.

## **7.0 EQUALITY AND DIVERSITY ISSUES**

Not applicable.

### **FURTHER INFORMATION**

If members require a more detailed analysis of any of the issues in this report, or copies of any of the documents referred to, they should contact;

Nick Mannion at [Nicholas.mannion@halton.gov.uk](mailto:Nicholas.mannion@halton.gov.uk) 0151 906 4885

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

**DATE:** 17<sup>th</sup> September 2012

**REPORTING OFFICER:** Strategic Director Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Performance Management Reports for Quarter 1 of 2012/13

**WARDS:** Boroughwide

### **1.0 PURPOSE OF REPORT**

**1.1** To consider and raise any questions or points of clarification in respect of performance management for service areas within the remit of the Employment, Learning and Skills and Community Policy & Performance Board, for the first quarter to June 2012. The report details progress against service objectives/ milestones and performance targets, and describes factors affecting the service, structured by key priorities as stated in section 3.3 below.

### **2.0 RECOMMENDED: That the Policy and Performance Board**

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

### **3.0 SUPPORTING INFORMATION**

**3.1** 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.

**3.2** In line with the revised Council's Performance Framework for 2012/13 (approved by Executive Board in 2012/13), the Policy and Performance Board has been provided with an Employment, Learning and Skills & Community Priority Based overview report; which identifies the key issues arising from the performance in Quarter 1.



3.3 The report has been structured using the below key priorities and key area of focus as stated in the Directorate Plan for 2012-15:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

3.4 The full Departmental quarterly reports are available on the Members' Information Bulletin to allow Members access to the reports as soon as they have become available within six weeks of the quarter end. This also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting. The two Departmental quarterly monitoring reports (for Economy, Enterprise and Property and Community & Environment) are also available via the following link

<http://srvmosswfe1:40000/sites/Teams/PerformanceandImprovement/Pages/QuarterlyMonitoringReports.aspx>

#### **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 Priority Based 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**

Not applicable

## Employment, Learning, Skill & Community Priority Based Report

**Reporting Period:** Quarter 1, Period 1 April 2012 – 30 June 2012

### 1.0 Introduction

1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2012/13; for services areas within the remit of the Employment, Learning Skill & Community Policy & Performance Board.

The report has been structured using the below key priorities:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

1.2 The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix 8. Please also note initials have been provided to indicate which Operational Director is responsible for commentary to aid members understanding, as shown in the key in the Appendix 8.

### 2.0 Key Developments

#### 2.1 Supporting Growth and Investment (WR)

##### 2.1.1 Investment Enquiries

In April/May 2012 the Business Improvement and Growth (BIG) Team handled 28 investment enquiries which resulted in 2 conversions.

##### 2.1.2 Business Improvement District AGM's

Both Astmoor and Halebank Business Improvement District (BID) programmes held formal AGM's in Quarter 1 at which the Executive Committees, made up of representatives of the business community, stood down and were re-elected, accounts for the previous year were approved and a budget set for the forthcoming year.

Key priorities for 2012\13 include the upgrade of the CCTV system at Halebank, the expansion of the range of training courses provided to businesses and the roll out of an enhanced business support programme. A key element of the forthcoming work programme of the BID manager will be the preparatory work culminating in a re-ballot for a further five years of the BID programme in December 2012.

#### 2.2 Raising Skill Levels and Reducing Unemployment (WR)

##### 2.2.1 Tesco Recruitment

The Tesco recruitment project was completed with 98 local unemployed people offered employment contracts following the pre-employment training with the Division. The project evaluation has now been completed and shared with Halton Employment Partnership colleagues.

##### 2.2.2 Apprenticeship Scheme & Adult Learner Awards

Interviews for 11 HBC Apprenticeships took place during the quarter with five Landscape Apprentices and six Waste Management Apprentices being created for previously unemployed Halton residents.

The 9th Adult Learners Awards ceremony took place at the Stobart Stadium on Sat 12 May 2012 with over 100 people in attendance.

### 2.2.3 Merseylink Consortia Event

The Merseylink consortia (one of the bidders bidding to build the new Mersey Gateway) held a 'bootcamp' event at the Catalyst Museum as part of their preparation to develop their required employment and skills plan. The event was attended by members of the Halton Employment Partnership (HEP).

### 2.2.4 Science, Technology & Advanced Manufacturing Research Report

The Science, Technology & Advanced Manufacturing (STAM) research report was presented to over a hundred North West STAM employers at an event organised by Cogent (Sector Skills Council) held at Daresbury Science & Innovation Campus (DSIC). A number of businesses have since requested a copy of the research. The report will also be part of the LMI bank that is being developed by Liverpool City Region (LCR) Employment & Skills Board.

## 2.3 Enhancing Residents' Quality of Life (CP)

Key developments for the Community and Environment Department are summarised below for Leisure & Recreation Services and Arts and Culture, including the role of Libraries

### 2.3.1 Stadium Events & Artificial Pitch Activities

The Stadium has hosted 6 Super League matches since March 1st with average attendances of over 4,500; in addition the Stadium has also hosted 12 Academy/Junior games. Since the introduction of the artificial pitch over 5,000 evening/week-end users have accessed the Stadium facilities, these are all new users that would not have used the Stadium had the artificial pitch not been installed.

The Stadium has also hosted a number of high profile community events, the 2 "stand out" events being the now annual event "The Children of Halton Sing", over 1,400 Pupils attended the event and performed to an audience of over 3,000 who viewed the event from the South Stand. The other main event was the Halton Haven Twilight Walk which saw over 500 walkers meet at the Stadium and walk to Runcorn Town Hall and back raising over £30,000 for the Haven.

### 2.3.2 Everton Ladies Football Club

Everton Ladies football team have also played 2 games here against Bristol and Liverpool. Following the playing of the Everton V's Liverpool game the Stadium has been in negotiations with Liverpool Ladies FC that will result in them signing a 3 year deal to play all their Premier and Reserve League games here.

For the first time a closer link has been formed between Liverpool Ladies and Liverpool FC, this link will ensure that Liverpool Ladies will be able to attract the best players and will be competing for all the top honours next year.

The reserves fixtures will start in September 2012 with the Premier League fixtures starting in March 2013, in addition to increasing revenue at the Stadium this partnership will further strengthen the stadium's position and raise its profile both locally and nationally.

### 2.3.3 Stadium Fitness

Stadium Fitness Gym has extended the junior gym sessions (11-16 year olds) from Saturday only to every week day 3.30pm-5pm. This has resulted in an increase in the amount of income from casual members. Stadium Fitness has also introduced a direct debit schemes for parents/guardians to pay direct debit for the juniors (£15 per month). In June a National table tennis club for young people was held that was attended by the Mayor and Mayoress of Halton and a number of regional celebrities and spectators.

The Vikings have also moved a temporary superstore into the reception area at Stadium Fitness.

Following an active Marketing campaign since the last quarter a significant increase in every type of memberships has been noted in the below table, bar the Halton Leisure Card. This could be because the price to buy the cards and the amount to use the gym increased by £2 and 50p per session, respectively.

Type of membership	January 2012	April 2012
FULL	620	691
CASUAL ADULT	1550	1676
CASUAL JUNIOR	360	460
HALTON LEISURE CARD	283	83

#### 2.3.4 Arts Strategy

A new Arts Strategy for Halton is being developed. This will replace the previous Strategy published in 2008. It will respond to local changes as well as recognising the National changes in arts policy that have taken place since 2008. The strategy will cover all art forms including visual, performing, media and literary. A draft strategy is currently open for public consultation.

#### 2.3.5 Libraries

The new Runcorn Library opened at the start of May with the conversion of the old market hall having been completed. The library was featured on radio Mersey side and has received a very positive reception from the public. The building conversion was delivered on budget and now offers an accessible modern building dedicated areas for children, teenagers, IT as well as all the meeting spaces and services you would expect from an up to date library.

Halton Lea and Widnes Libraries have launched a joint venture with a private company to stock and lend out the latest range of films and DVD's. This is a pilot venture that will benefit library users who will have the choice of a comprehensive range of DVD's and also the library service who will share in the income derived from this service.

#### 2.2.6 The Brindley

The Brindley has launched a new web site. It aims to be easier to use and provide more information than before. Information, booking and payment on line are becoming standard for all services. Last year, the Brindley saw its online ticket sales rise to 35% of all sales, helping the Arts Centre achieve its highest ever income figures. With the new website in place a rise in online sales to 50% is anticipated within the next two years.

### 3.0 Emerging Issues

#### 3.1 Supporting Growth and Investment (WR)

##### 3.1.1 The Growth Hub for Liverpool City Region

A number of new initiatives which will impact upon business support both nationally and across the Liverpool City Region (LCR) have either been announced or have begun to take shape in quarter 1 2012\13. The Liverpool City Region Local Enterprise Partnership (LCRLEP) was formally constituted in March 2012, following the merger of the LEP and The Mersey Partnership (TMP). The LCRLEP are responsible for economic regeneration across the five Merseyside local authorities. It is, therefore, critical that the BIG Team forge a strong working relationship with colleagues at LCRLEP.

The Liverpool City Region Local Enterprise Partnership (LCR LEP) has begun to explore the creation of a 'Growth Hub' for the city region. A Growth Hub is a virtual business support platform that encompasses a number of local authority areas, and brings together a range of business support providers under a common marketing brand. Whilst the LCR Growth Hub is still very much in its formative stages it is conceivable that it will advocate a degree of uniformity with respect to business support services across the LCR.

### **3.2 Raising Skill Levels and Reducing Unemployment (WR)**

#### **3.2.1 Adult learning funding**

Changes to adult learning funding for the next academic year will mean additional accredited provision will be needed in order to draw down what would have been the equivalent funding from Skills Funding Agency. This will require some tutors delivering qualification-bearing courses, which will be a new way of working for some of them. The nature of the current Adult Learning Tutor contract doesn't give the flexibility that the service will need going forward and a full review will be needed during this transition year.

#### **3.2.2 Merseylink Themed Focus Groups**

Merseylink want to hold 4 themed focus groups in Quarter 2. These relate to Adults & Employment, the Youth Agenda, SME procurement and Community Initiatives. HEP will co-ordinate these events on behalf of Merseylink. Additionally, it is expected that the other two bidding consortia will require similar meetings. Employment & Skills Delivery Plans are due for submission on 23 August 2012.

#### **3.2.3 HIPJ Accommodation**

Work got underway to create new accommodation for HPIJ at Moore Lane business centre. This will mean there will be dedicated Widnes and Runcorn teams and reduce the need for staff to work across venues. The accommodation at Moor Lane is to be completed by mid-July 2012.

#### **3.2.4 National Careers Service Scrutiny**

Targets for the National Careers Service will be scrutinised by Greater Merseyside Connexions in quarter 2. This is as a result of two of the four members of staff going on sick leave. The contract is currently being reviewed.

#### **3.2.5 Matrix Accreditation Submission Progress**

Submission for Matrix accreditation will take place in December; however, the evidence gathering process will commence in quarter 2.

#### **3.2.6 Work Programme Delivery**

Delivery of the Work Programme will include the completion of Performance Improvement Plans to be submitted in quarter 2 to Ingeus and A4E to address underperformance against targets set for the quarter.

### **3.3 Enhancing Residents' Quality of Life (CP)**

#### **3.3.1 Playing Pitch Strategy**

In progress is the production of a new Playing Pitch Strategy for outdoor sports pitches. This strategy examines the current provision of playing pitches in the public, educational, voluntary and private sectors and measures this supply against current and future predicted demand. A draft will be available from the end of July. This strategy will inform local planning decisions on playing field sites. It will also be used by Sport England who have a statutory consultation role in these planning decisions.

#### **3.3.2 Abolition of National Library Standards**

Following the election of The Coalition Government all National Library Standards were abolished. These standards had established minimum levels of service and performance targets across the country. In view of this work has started to develop local standards and priorities for the service. These will help form a libraries strategy that can guide the work of the service in the future. An important part of this process will be to consult the public on their aspirations and priorities. This consultation will start shortly and will feed into the strategy document.

#### 4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2012/13 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.
- 4.2 As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

#### 5.0 Progress against high priority equality actions

- 5.1 There have been no high priority equality actions identified in the quarter.

#### 6.0 Performance Overview

- 6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key thematic priority areas.

#### Supporting Growth & Investment (WR)

##### Key Milestones

Ref	Milestones	Q1 Progress
EEP2	Support Halton's key strategic priorities through bid-writing for large scale bids by March 2013	
EEP2	Maintain a comprehensive database of all commercial by March 2013	
EEP2	Deliver the BID Year 5 action plan by March 2013	



##### Supporting Commentary

Development & Investment Services leading on an RGF bid for £9.6 million for the Enterprise Zone at Daresbury Supporting 12 bids to Big Lottery Fund's Reaching Communities programme, average bid circa £250k. The team is working with Departmental Management Team groups for each Directorate to establish key funding priorities for this financial year.

Whilst inward investment enquires remain depressed across the economy the Business Development Team (BDT) continue to provide a comprehensive commercial property finding service to local businesses wishing to expand and grow and companies wishing to move into the area.

Recent Astmoor and Halebank Business Improvement District's (BID) AGMs agreed a programme of work for Year 5 of the current programme. Initiatives include an upgrade of the CCTV system at Halebank, greater roll out of the training programme and enhanced business support provision.

##### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q1	Current Progress	Direction of Travel
DIS LI 01	Occupancy of HBC Industrial Units	72%	85%	32%		
SCS ELS01	Increase the number of active enterprises within the Borough	2660 (2011)	2675	2011 figure is the latest available data reported for 2011/12.		
SCS ELS02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor Economy	25.94%	24%	2011 figure is the latest available data reported for 2011/12.		



### Supporting Commentary

The downturn in the economy is hindering our ability to let properties with some companies terminating their leases.

Some of the SCS measures area awaiting published information from external sources and therefore no performance commentary is currently available. Further comments are expected to be provided for Quarter 2 reporting in line with the SCS reporting.

## Raising Skills Levels & Reducing Unemployment (WR)

### Key Milestones

Ref	Milestones	Q1 Progress
EEP3	Deliver Work Programme via sub contract arrangements to Prime Contractors A4E and Ingeus Delotte in line with the contract	
EEP3	Ensure that all monthly reviews of performance of the Work Programme contract are undertaken	

### Supporting Commentary









The Work Programme: Contractual arrangements prevent Work Programme data being published until October 2012.

Ingeus - There have been numerous issues which have impacted upon delivery for Ingeus, but mainly around IT, training and volume of customers. A performance improvement plan will be implemented during quarter 2.

A4e - A performance improvement plan will be implemented during quarter 2.

Delivery of the Work Programme continued with monthly meetings with Prime Contractors to review performance. In addition weekly caseload reviews were completed with advisors to monitor performance on an individual basis.

### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q1	Current Progress	Direction of Travel
SCS ELS03	Increase the number of people classed as self-employed	5.7% (Sept to Oct 2011)	6.5%	Latest data is the 6.1% for period April 2011 - March 2012. This showed growth on previous reported data.		
SCS ELS04	Reduce the proportion of people with no qualifications	12.8% (2010 calendar year)	12%	11.5% (2011 calendar year)		
SCS ELS05 Revised NI165	Increase the percentage of people achieving NVQ Level 4 and above	21.3% (2010 calendar year)	23.5%	24% (2011 calendar year)		
SCS ELS07 NI152	Reduce the percentage of people registered unemployed and seeking employment	5.8%	5.2%	5.7%		
SCS ELS08	Reduce the percentage of the working age population claiming out of work benefits	18.9% (August 2011)	18%	18.8% (November 2011)		
ELS LI03	Number of starts on DWP Work Programme	Due to contractual arrangements this performance is not for publication until October 2012				

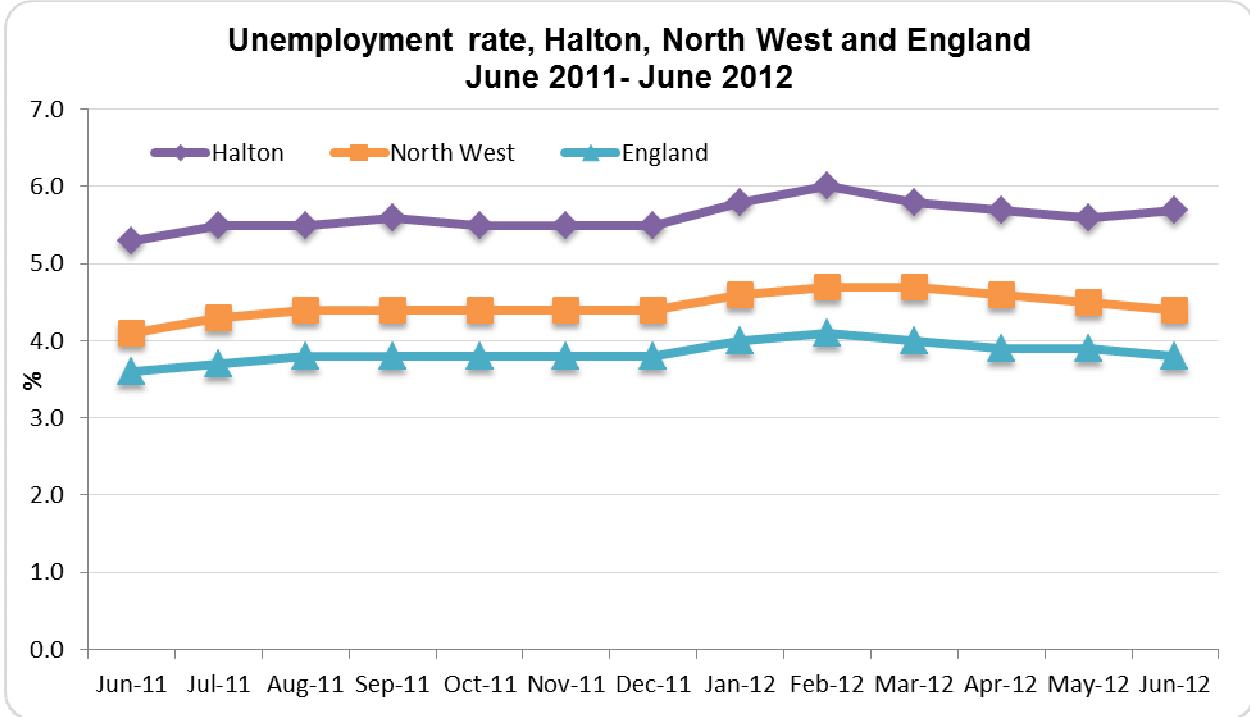
### Supporting Commentary

For SCS measures- latest available external data is provided, updated in July 2012. These show growth over previous periods ELS 3, a reducing % of people with no qualifications ELS 04 , and increases noted in the number of people with a NVQ level 4 qualification or above ELS 05. Further comments will be provided for Quarter 2 reporting in line with the SCS reporting.

As with the comments above in relation to the Work Programme, contractual arrangements prevent Work Programme data being published until October 2012.

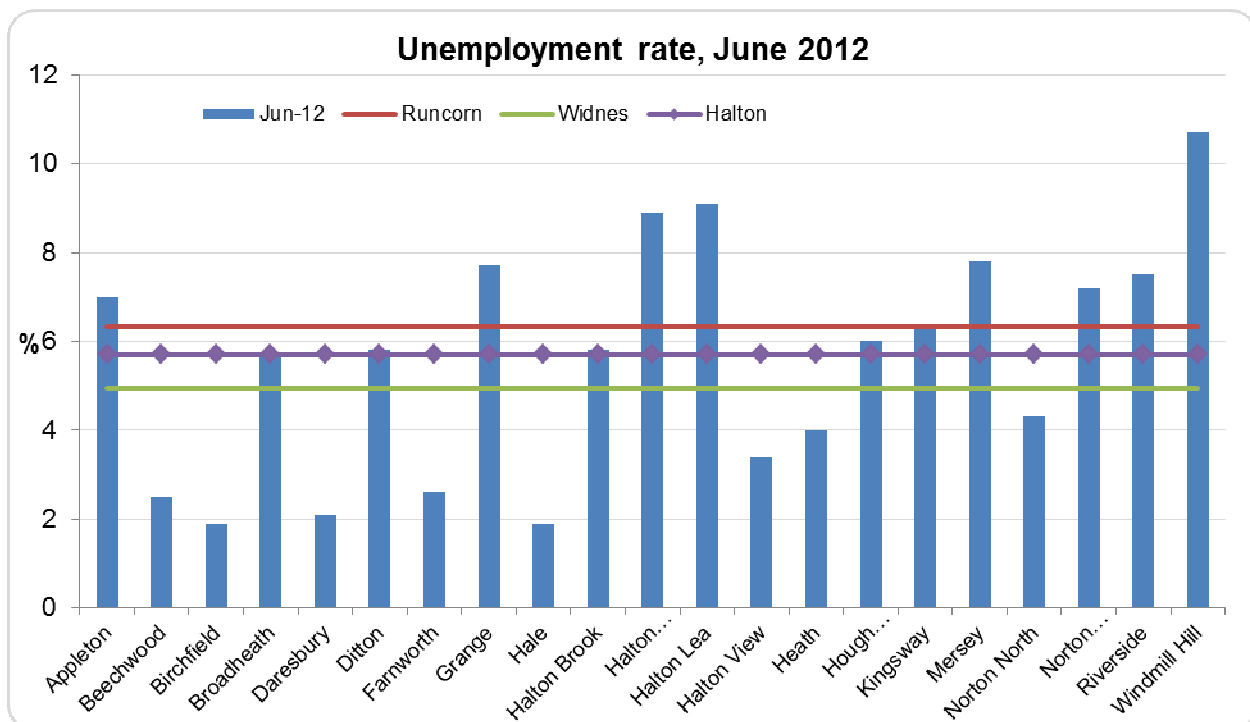
The Job Seekers Allowance count has reduced monthly during Q1 which demonstrates positive progress towards the overall target, as shown graphically below. There has also been a slight decrease in the number of people claiming a range of out of work benefits.

Percentage of the Working Age Population Claiming Job Seeker's Allowance



Halton's unemployment rate has slightly increased in June 2012 (5.7%) from the figure at May (5.6%) but remains below the peak in February 2012 (6%). Halton remains higher than both the North West (4.4%) and England rate (3.8%) where the trend is a continued reduction from the peak in the spring.

By Ward :Percentage of the Working Age Population Claiming out of Work benefits at June 2012





## Enhancing Residents' Quality of Life (CP)

### Key Milestones

Ref	Milestones	Q1 Progress
CE1	Commence development of new Sports Strategy (2012-2014) by March 2013	<input checked="" type="checkbox"/>
CE1	Use promotional events to increase participation and raise awareness associated with Sporting Excellence and 2012 Olympics by August 2012	<input checked="" type="checkbox"/>
CE4	Undertake CIPFA PLUS survey (public library user survey for Adults) due to take place September 2012	<input checked="" type="checkbox"/>
CE4	Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter March 2013	<input checked="" type="checkbox"/>
CE4	Deliver a programme of extended informal learning opportunities including support for digital inclusion through the Race Online and Go ON campaigns meeting identified local targets by March 2013	<input checked="" type="checkbox"/>
CE4	Implement efficiencies in stock procurement processes through the introduction of electronic invoicing, supplier selection and direct delivery by March 2013	<input checked="" type="checkbox"/>

### Supporting Commentary

#### Sports Strategy Development

A revised Sports Strategy will help shape priorities and strengthen the local delivery of sport across Halton. The strategy identifies 6 key themes:

- Increase Participation and Widening Access
- Club Development
- Coach Education and Volunteering
- Sporting Excellence
- Finance and Funding For Sport
- Sports Facilities

The strategy has been subject to public consultation and has also been considered by The Health and The Employment Learning, Skills and Community PPB's. The Sports Strategy will be monitored by Halton Sports Partnership which is comprised of key stakeholders from the voluntary sports sector and through updates to The Employment Learning, Skills and Community PPB. The Sports Strategy 2012-2015 will be presented to the Executive Board 12.07.12 for adoption.

#### Olympic Torch Relay

The 2012 torch relay came to Halton on a very rainy 31.05.12; this did not dampen the enthusiasm of the community who lined the route in their 1,000s.

In addition to the many school/community events the Council coordinated a Cultural festival at the Brindley; Arts and Crafts at Runcorn Library and a Sports Festival at Ted Gleave Sports Ground. Further event details available. We had a number of local torchbearers, who since carrying the torch have assisted local schools, college and community groups with events.

Halton Sports Fair ran from 28 May – 8 June over 150 sport and physical activity sessions where advertised to showcase the large number of excellent opportunities taking place locally. Many of the sessions were delivered free by voluntary sports clubs.

Lucy Martin, a Sporting Excellence grant recipient, has been selected for the GB 2012 Road cycling team. She has been writing a blog for the local paper and in other social media, she regularly acknowledges the support she has received from the Council.

#### CIPFA PLUS Survey

Preparations are underway for the survey to take place in the autumn

#### Reader Development

Author visit – Children's author Andrew Newbound delivered his Word Wizard Literacy Olympics reaching 200 children. Ditton Library celebrated 50 years in April with 2 days of activities.

Young Volunteers (MyVoice Project) have planned and supported events (Vintage Tea Party, Olympic Torch, book launch) as well as creating book reviews for YouTube and taking part in the training to help support the Summer Reading Challenge





### Informal Learning Opportunities

76 one to one support sessions have been delivered covering how to get online, online basics, setting up e-mail accounts, social networking and safe internet use. Computer Club for the Over 60's established at Halton Lea Library.

### Stock Procurement Efficiencies

Library Management System software is being developed to enable electronic invoicing. Supplier selection for Adult and Children's fiction introduced April 2012. Direct delivery is being investigated with current book supplier.

### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q1	Current Progress	Direction of Travel
<b><u>CE LI 6</u></b>	Number of active users of the library service during the last 12 months.	New Measure	22,500	17,765		N/A
<b><u>CE LI 6a</u></b>	Number of visits to libraries (annual total).	New Measure	599,00	153,561		N/A
<b><u>CE LI 7</u></b>	Percentage of the adult population (16+) participating in sport each week (Previously NI8).	24.5%	24.0%	23.4%		

### Supporting Commentary

CELI 6, 6a - 55,000 registered users, current figure of 17,765 active users having using the service in the last 12 months. Based on current figures it is expected that the annual target will be achieved for the number of visits to libraries.

CE LI 7 – NI8 is reported as a 2 year cumulative rate. Interim results published on 22.6.2012 for the period April 10 to April 12 is 23.4% slightly down from the last reported period of October 09- October 11 of 24.5%. This would take account of the removal of the free swim for over 60's. The next published results are available in Dec '12 for the period Oct 10 - Oct 12.

## 7.0 Financial Statements

**ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT (WR)****Revenue Budget as at 30th June 2012**

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,569	1,184	1,218	(34)
Premises	0	0	0	0
Repairs & Maintenance	2,639	604	613	(9)
Energy & Water Costs	670	163	126	37
NNDR	933	821	780	41
Rents	760	374	382	(8)
Marketing Programme	37	11	10	1
Promotions	33	6	6	0
Supplies & Services	1,262	312	281	31
Agency Related Expenditure	103	14	14	0
Revenue Contribution to / from Reserves	-45	0	0	0
<b>Total Expenditure</b>	<b>10,961</b>	<b>3,489</b>	<b>3,430</b>	<b>59</b>
Sales	-3	0	0	0
Fees & Charges	-371	-12	-12	0
Rent - Markets	-806	-216	-193	(23)
Rent - Industrial Estates	-625	-183	-130	(53)
Rent - Commercial	-1,119	-277	-190	(87)
Transfer to / from Reserves	-374	-135	-135	0
Government Grant - Income	-947	-170	-170	0
Reimbursements & Other Income	-162	-136	-136	0
Recharges to Capital	-750	0	0	0
Schools SLA Income	-757	-30	-30	0
<b>Total Income</b>	<b>-5,914</b>	<b>-1,159</b>	<b>-996</b>	<b>(163)</b>
<b>NET OPERATIONAL BUDGET</b>	<b>5,047</b>	<b>2,330</b>	<b>2,434</b>	<b>(104)</b>
Premises Support Costs	1,770	432	432	0
Transport Support Costs	46	8	8	0
Central Support Service Costs	1,809	468	468	0
Asset Rental Support Costs	3,456	6	6	0
Repairs & Maint. Rech. Income	-2,393	-598	-598	0
Accommodation Rech. Income	-3,344	-836	-836	0
Central Supp. Service Rech. Income	-1,759	-434	-434	0
<b>Total Recharges</b>	<b>-415</b>	<b>-954</b>	<b>-954</b>	<b>0</b>
<b>Net Expenditure</b>	<b>4,632</b>	<b>1,376</b>	<b>1,480</b>	<b>(104)</b>

**Comments on the above figures:**

The Employee budget is currently over budget as the lack of staff turnover so far this year means that the staff turnover target is not being achieved.

Energy and Water Costs are under budget as a result of improvements that are currently being implemented throughout the Council.

Business rates are under budget due to the revaluation of various properties within the Council.

Market rental income is currently below budget due to a number of vacant stalls.

Industrial estate rental income is currently below budget mainly as a result of a large number of vacant units. Steps are being taken to promote these units and budgets will be monitored closely throughout the year.

The current economic climate has resulted in a decrease in the demand for land and property rental and as a result commercial rental income is below budget. Action is being taken to promote this area and budgets will be monitored closely throughout the year.

In overall terms it is anticipated that net expenditure will be above the overall departmental budget by year-end, primarily as a result of the shortfalls in income outlined above. Steps will therefore need to be taken where possible to reduce expenditure to offset the shortfalls in income.

**COMMUNITY & ENVIRONMENT DEPARTMENT (CP)****Revenue Budget as at 30 June 2012**

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	11,448	2,804	2,944	(140)
Other Premises	1,197	422	381	41
Supplies & Services	1,595	292	196	96
Book Fund	245	29	23	6
Promotional	265	58	48	10
Other Hired Services	925	121	116	5
Food Provisions	861	167	153	14
School Meals Food	1,656	125	96	29
Transport	43	24	25	(1)
Other Agency Costs	121	42	32	10
Waste Disposal Contracts	5,187	501	488	13
Leisure Management Contract	1,484	245	252	(7)
Grants To Voluntary Organisations	103	28	27	1
Grant To Norton Priory	222	111	111	0
Rolling Projects	286	72	72	0
Capital Financing	59	3	3	0
<b>Total Expenditure</b>	<b>25,697</b>	<b>5,044</b>	<b>4,967</b>	<b>77</b>
<b><u>Income</u></b>				
Sales Income	-1,949	-488	-471	(17)
School Meals Sales	-2,173	-416	-444	28
Fees & Charges Income	-2,393	-690	-623	(67)
Rents Income	-178	-105	-90	(15)
Government Grant Income	-31	-8	-10	2
Reimbursements & Other Income	-640	-108	-118	10
Schools SLA Income	-2,037	-58	-63	5
Internal Fees Income	-123	-28	-4	(24)
School Meals Other Income	-369	-74	-78	4
Meals On Wheels	-193	-48	-49	1
Catering Fees	-226	-48	-11	(37)
Capital Salaries	-101	-25	-26	1
Transfers From Reserves	-298	-20	-20	0
<b>Total Income</b>	<b>-10,711</b>	<b>-2,116</b>	<b>-2,007</b>	<b>(109)</b>
<b>Net Operational Expenditure</b>	<b>14,986</b>	<b>2,928</b>	<b>2,960</b>	<b>(32)</b>
<b><u>Recharges</u></b>				
Premises Support	1,381	264	264	0
Transport Recharges	2,205	551	552	(1)
Departmental Support Services	9	0	0	0
Central Support Services	2,757	729	729	0
Asset Charges	2,459	0	0	0
HBC Support Costs Income	-307	-69	-67	(2)
<b>Net Total Recharges</b>	<b>8,504</b>	<b>1,475</b>	<b>1,478</b>	<b>(3)</b>
<b>Net Departmental Total</b>	<b>23,490</b>	<b>4,403</b>	<b>4,438</b>	<b>(35)</b>

**Comments on the above figures:**

In overall terms the Net Operational budget is £ 35,000 over budget profile at the end of the first quarter of the financial year.

Staffing related expenditure is over budget profile by £140,000, primarily due to the premium pay savings target which account for 50% of the total staff savings target of £570,000. There has also been over £86,000 of costs incurred on agency staff, which means Open Spaces is over budget profile by £ 31,000 to date for absences due to illness and Waste Management is £ 22,000 over budget profile at this stage of the financial year.

Expenditure on Supplies and Services is currently £ 96,000 under budget profile. The main contributing factors are extremely low need for repairs and a significant reduction in the level of advertising across the division. The costs incurred in respect of utility charges are also less than anticipated at budget setting time and landscaping work is currently lower than average although this is expected to increase during quarter 2.

Food provisions for Commercial Catering and the Stadium are lower than budget profile due to lower sales and efficiencies with cost reduction. Internal Catering Fees Income is also under budget profile due to the continuing trend of reduced internal orders for catering across the council as a whole.

School Meals are performing well against budgets in respect of food costs and income. Food costs are £29,000 under budget profile and this budget is expected to be underspent at year end as it continues to benefit from renegotiated contract prices. Income is benefitting from the recent price increase of school meals, although the uptake of meals has fallen slightly. Income received in respect of school breaks continue to over achieve against target due to new snacks being provided.

Fees & Charges income is currently under budget profile. Trade Waste income has suffered again despite a smaller increase in price this year. However expenditure on waste disposal contracts is also under budget profile. Estimates have been provided for Waste disposal contracts which are paid in arrears due to invoices received late from contractors. The above portrays that position as best possible though careful monitoring will be undertaken on this line. Income received in relation to events at the Stadium and other bookings are also currently lower than usual, and sponsorship income from Widnes Vikings has been problematic. This may increase in the coming months due to a revised plan being arranged.




Rental income will be considerably reduced this current financial year due to Everton Football Club no longer using the Stadium. The annual effect of this will be in the region of £ 50,000.

**Capital Projects as at 30 June 2012**

	<b>2012/13 Capital Allocation £'000</b>	<b>Allocation To Date £'000</b>	<b>Actual Spend To Date £'000</b>	<b>Allocation Remaining £'000</b>
Stadium Minor Works	30	8	8	22
Stadium Disabled Facilities	50	0	0	50
Children's Playground Equipment	96	24	1	95
Landfill Tax Scheme Hale Park	340	85	13	327
Playground Arley Drive	72	18	2	70
Playground The Glen	5	1	1	4
Crow Wood Park	12	3	0	12
Open Spaces Scheme	150	38	0	150
Runcorn Cemetery Extension	71	18	30	41
Installation of 5 Multi Use Games Areas	29	7	0	29
Development of Facilities at RTH Park	73	18	72	1
Playground Runcorn Hill Park	6	1	1	5
Litter Bins	28	7	0	28
Castlefields Recycling Scheme	30	8	0	30
<b>Total Spending</b>	<b>992</b>	<b>236</b>	<b>128</b>	<b>864</b>




## 8.0 Appendix – Explanation for use of symbols

Symbols are used in the following manner:

<u>Progress</u>	<u>Objective</u>	<u>Performance Indicator</u>
<b>Green</b> 	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>
<b>Amber</b> 	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>
<b>Red</b> 	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 intervention or remedial action taken.</i>

### Direction of Travel Indicator

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

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

### Key for Operational Director Lead

WR – Wesley Rourke - Operational Director Economy, Enterprise & Property  
 CP – Chris Patino - Operational Director Community and Environment