



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

**Monday, 16 September 2013 at 6.30 p.m.  
The Board Room - Municipal Building,**

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, 11 November 2013*

**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>	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
<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 - 14</b>
<b>6. PERFORMANCE MONITORING</b>	
<b>(A) QUARTERLY MONITORING REPORTS</b>	<b>15 - 28</b>
<b>7. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) PRESENTATION ON HALTON'S WORK PROGRAMME CONTRACTS</b>	<b>29 - 31</b>
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<b>(C) EMPLOYMENT LEARNING &amp; SKILLS QUARTERLY POLICY UPDATE</b>	<b>34 - 43</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:** 16 September 2013

**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:** 16 September 2013

**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 are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

## **2.0 RECOMMENDATION: That the Minutes be noted.**

## **3.0 POLICY IMPLICATIONS**

- 3.1 None.

## **4.0 OTHER IMPLICATIONS**

- 4.1 None.

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

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

None

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

None

### **5.3 A Healthy Halton**

None

### **5.4 A Safer Halton**

None

### **5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

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

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

**APPENDIX 1**

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

**EXECUTIVE BOARD MEETING HELD ON 13 JUNE 2013**

**EXB19 HALTON BOROUGH COUNCIL WORK EXPERIENCE**

The Board considered a report of the Strategic Director, Children and Enterprise, on the provision of work experience for unemployed residents with the Borough Council.

The Board was advised that the Halton Employment Partnership (HEP) worked closely with the Halton People in Jobs team to match suitable clients to job vacancies or work experience opportunities. Since November 2012, the HEP team had sourced a number of work placements and supported 49 clients into placements. Details of the type of support for clients on placements was contained in the report.

The Board was advised that a placement would enable an unemployed person to gain real life work experience in a structured environment which in turn helped to build their confidence, with the added benefit of clients being able to add details of this experience to their CV. It was reported that some departments across the Council had offered work experience placements and graduate internships in the past. Further details of this and of the outcome for individuals involved, were provided in the report.

It was noted that, as part of the Borough's People's Plan, the Council had developed a Volunteering Strategy, which set out the Council's commitment to supporting volunteering opportunities within the Council. It was considered that work experience opportunities for local unemployed job seekers would fit with this Strategy.

**RESOLVED:** That the provision of work experience for unemployed Halton residents with the Council be supported.

**EXECUTIVE BOARD MEETING HELD ON 11 JULY 2013**

**EXB39 OFSTED INSPECTION OF HALTON BOROUGH COUNCIL  
ADULT LEARNING & SKILLS DEVELOPMENT SERVICE**

The Board considered a report of the strategic Director, Children and



Enterprise, on the outcomes of the Ofsted Inspection of the Adult Learning and Skills Development Service.

The Board was advised that the Ofsted inspection took place between 23 and 26 April 2013, with six Inspectors, each with a key area of focus. The scope of the inspection was agreed so as to reflect the work of the Adult Learning Service as part of the wider Employment, Learning and Skills Division. It was noted that the inspection examined and made 'key aspect' judgements on three areas:

- outcomes for learners;
- quality of teaching, learning and assessment; and
- effectiveness of leadership and management.

The report provided Members with details of the inspection process, which involved a wide range of activity including observations in Schools and Children's Centres, meetings with learners, tutors, stakeholders and senior managers, as well as meetings with the Portfolio Holder, staff and site visits. It was reported that Ofsted identified areas for improvement, as detailed in the report, and the next steps needed to be taken to implement improvements.

RESOLVED: That the report be noted.

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

**DATE:** 16 September 2013

**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

### Executive Group Meeting Minutes

Kingsway Learning centre 13 May 2013

#### Present


Wesley Rourke	HBC - Economy, Enterprise & Property (Chair)
Emma Mellor	HBC - Halton Employment Partnership Team
Hitash Patel	Halton CAB
Lindsay Carr	HBC - Halton People into Jobs
Siobhan Saunders	HBC - Employment, Learning & Skills
Debbie Houghton	HBC – Children & Enterprise Policy Team
Heather Hayes	Blue Orchid
Debbie Ainsworth	Job Centre Plus
Kevin Smith	Riverside College
Cllr Eddie Jones	Halton Borough Council
Tim Leather	HBC - Economy, Enterprise & Property
Tracy Ryan	HBC – Children & Enterprise Policy Team

#### Apologies

Helen Woollacott	Skills Funding Agency
Simon Clough	HBC Learning & Achievement Services

Item		Action
1.0	<b>Welcome &amp; Introductions</b>  WR welcomed new members to the group.	
2.0	<b>Minutes and Matters Arising from 10/12/12</b>  The minutes were agreed as an accurate record.	
3.0	<b>Partner Updates</b>	
3.1	<b>CAB</b> CAB have submitted a BLF funding bid which will assist in creating future opportunities – recruitment of a dedicated trainer, 3/4 new jobs and recruiting and training more volunteers. If the bid is successful, CAB will set up an evening advice service, to which other partners will be invited along to offer a joint approach. CAB are waiting for confirmation of the outcome of the bid  CAB has been under significant pressure keeping the 2 offices running, particularly with the benefits reform and they are seeing more people coming to them with mental health	

	<p>problems.</p> <p>KS agreed would welcome CAB input at their open evenings. SS asked about volunteer training, HP suggested would welcome discussion with partners to avoid duplication.</p> <p><b>3.2 JCP</b>        Working with 6 Merseyside local authorities JCP have secured a DWP bid to host a public jobs fair themed 'It Pays To Work' to be held at St Georges' Hall, Liverpool on <b>4 July 9.30am-5pm</b>. The event will provide unemployed people with skills health checks, internet accessible devices for jobs search, National Careers Service bus will be available, WIFI access within the room and a variety of employers that have local vacancies have been targeted to attend to host display stands. JCP intend to undertake a 13-week track of clients to check if moved from unemployment register. 5,000 clients are expected to attend. There will be over 50 employers, including Debenhams (Christmas recruitment), Army, hospitality sector alongside the NAS, JCP, local authorities and debt advice services.  <b>Action:- JCP will cascade marketing information when it is available.</b></p> <p><b>3.3 Riverside College</b>        Contracts and KPI's are going from strength to strength; Higher Education recruitment for September intake is being progressed; remodelling of the back of the Kingsway site will be undertaken as part of a several million pounds face lift; new classrooms are being built at the Cronton site.</p> <p><b>3.4 HBC</b>        The Mersey Gateway bids have been submitted, scores agreed and the preferred bidder is to be announced in June. A Skills Action Plan has also been agreed.</p> <p>Across Halton and Warrington, the highways contract has been awarded to Tarmac. As part of the contract they will be required to provide job opportunities for Halton residents.</p> <p>Adult Learners week award ceremony takes places on 10th June. SS reminded members that the deadline for responses to the Richard Review of Apprenticeships is 22nd May.  <b>Action:- Feed any comments on the Richard Review to Siobhan Saunders</b></p>	<p style="text-align: center;">DA</p>
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<p><b>4.0 &amp; 5.0</b></p>	<p><b>City Region Employment &amp; Skills update &amp; European Programme Workshop update</b></p> <p>WR, EJ &amp; SS recently attended a European workshop regarding the new European Structural Funds, during which the emerging priorities for Halton were also strongly reflected at the City Region level. LEPS will be submitting a Plan for the LCR at the end of June. The work that Siobhan and others have been pulling together for Halton will feed into this Merseyside Plan.</p> <p>SS advised that as the Council are now an Apprenticeship Hub and that this attracts government funding, an action plan has been drawn up itemising different strands of activity/projects for example apprenticeship awareness raising. Higher level apprenticeships are particularly needed and we will look to access European funding to address this need. Connexions are leading on awareness raising of apprenticeships in schools. City Region procurement group are in place and will look at how we can best maximise apprenticeship opportunities etc.</p> <p><b>ACTION: WR to mention to GM re links with schools.</b></p>	<p><b>WR</b></p>
<p><b>6.0</b></p>	<p><b>Worklessness Seminar 30.4.13</b></p> <p>SS/WR recently attended a Liverpool University 'Fresh Thinking on Big Ideas' seminar, the theme was 'Are cultures of worklessness passed down generations?' Research on this was undertaken in Middleborough and Glasgow and the outcome found they were unable to prove the hypothesis that worklessness begets worklessness. They suggested that the low-pay/no-pay cycle that people get stuck in was having a much bigger impact on their lives and stresses the importance of more support for people when they first become unemployed, so they aren't left on no pay.</p> <p>The next event is titled 'The Future of the Third Sector' and takes place on 11<sup>th</sup> June, from 3.30 – 5.30pm. Email from Siobhan re: this event is attached below:-</p> <p></p> <p>INVITATION - Fresh thinking on big issues</p>	
<p><b>7.0</b></p>	<p><b>Sub Group Updates</b></p> <ul style="list-style-type: none"> <li>a) Meeting cancelled</li> <li>b) Meeting cancelled.</li> </ul>	

<b>8.0</b>	<b>Discussion Topic</b> <b>'Fostering a culture of Enterprise and Entrepreneurship...'</b>	
<b>8.1</b>	LC circulated an Entrepreneurship Mapping exercise that HPIJ had undertaken; this outlined the various funding available and the criteria required to access this funding for both pre & post start-up funding.	
<b>8.2</b>	HH gave an introduction to the work that she does as part of Blue Orchid. In her experience support for new businesses and social enterprises can be disjointed and is mostly available at the national rather than local level. Halton however does have useful local support and information available for unemployed people looking to start up their own business, such as 'the Business Support leaflet,' but how easy is this for individuals to find and navigate through?	
<b>8.3</b>	Schools and colleges have a big role to play in promoting enterprise as an opportunity for young people. However the statutory requirement for schools to deliver enterprise has now gone along with the funding. There are still smaller elements in some subjects such as business studies and citizenship but that is limited. EM felt that from a schools perspective there was a disjointed culture, good schools provide good support as opposed poor schools/poor support. Emphasis in schools is job ready/employability skills rather than entrepreneurship skills. HP thought more focus was required on employability as people could still set up their own business if they wished utilising these skills.	
<b>8.4</b>	HH from Blue Orchid has noticed a significant increase in referrals from JCP as unemployed people often feel they have no other option that to become self-employed, although they would prefer a paid job. Many vocational courses are targeted at the self-employed, Blue Orchid will work with people on these courses to deliver budget skills etc.	
<b>8.5</b>	HH from Blue Orchid has found that people think social enterprises are different to businesses but essentially they both need a sound business plan which will make money. Often people confuse a business with social values with a social enterprise. KS/TL wondered if a mapping exercise on social enterprises should be considered.	
<b>8.6</b>	There has been a big push on mentors nationally to help support people but the infrastructure isn't in place to support this as yet. Locally we do have business mentors, but generally those individuals only want to give a few hours support. We therefore offer those services for new businesses once they are up and running, as this has been found to make best use	

	<p>of the limited resource available. We do however offer technical support to business start-ups, which is more valuable to them at this time.</p>	
<b>8.7</b>	<p>Halton Borough Council give £400 start-up grants to new local businesses. There are two Enterprise Officers, based in both Widnes and Runcorn. Blue Orchid offers business start-up support, targeting disadvantaged groups. This is a mixture of one to one support and workshops, with a minimum of 2 hours support offered. There is also post start up support for businesses up 3 years old. The Government Enterprise Allowance will give individuals starting up new businesses 13 weeks of full benefit followed by 13 weeks of no benefit.</p>	
<b>8.8</b>	<p>There were concerns raised about the impact of Universal Tax Credits on the self-employed and it was suggested that this impact will be considerable during the first 12 months.</p>	
<b>9.0</b>	<p><b>AOB</b> None</p>	
<b>10.0</b>	<p><b>Time/Date Next Meeting</b></p> <p><b>Monday 27 July, 2pm at Kingsway Learning Centre</b></p> <p><b>ACTION: Room and tea/coffee bookings for scheduled future meetings to be confirmed.</b></p>	<b>TR</b>



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

**DATE:** 16<sup>th</sup> September 2013

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

**SUBJECT:** Performance Management Reports for  
Quarter 1 of 2013/14

**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 the first quarter period to 30<sup>th</sup> June 2013.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Economy, Enterprise and Property extracts for Employment, Learning & Skills
  - Community Services extracts for Library Services and other Culture and leisure Services

The report details progress against service objectives, milestones and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

## **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 Board.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Departmental objectives provide a clear statement on what 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.

**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 Thematic 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 2013 – 30 June 2013

### 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 2013-14; 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 EU Structural Funds 2014-20

England Growth Programme total allocation under the EU Structural Fund Programme 2014-20 will be €6.174 billion. For the first time, the European Regional Development Fund (ERDF) and European Social Fund (ESF) are to be rolled into one fund called the 'Single Local Growth Fund'. Responsibility for the 'Single Local Growth Fund' will be devolved to the Local Enterprise Partnerships (LEP). LEP's will develop investment strategies for their local area and develop projects which deliver the strategy. For the first time Halton will be able to access the Merseyside ring-fenced pot. It was anticipated that Liverpool City Region (LCR) will get £400-£450 million over a seven year period. However, the government's recent announcement of EU allocation per head of population 2014-20 was disappointing. The Liverpool City Region Local Enterprise Partnership has been allocated £222 million.

The Council have submitted project proposals to the LCR thematic leads for a range of proposed projects. For example, under the Small and Medium Enterprise (SME) Competitiveness theme projects have been submitted for :-

- SME Competiveness (follow on project for the current ERDF 4.2 Business Support Programme)
- Business Engagement (to proactively engage with the most significant employers and fastest growing companies in the Borough)
- Advanced Manufacturing (to develop a bespoke Halton advanced manufacturing programme which compliments existing sub-regional and national provision, for example Advanced Manufacturing Supply Chain Initiative and the Manufacturing Advisory Service)
- Maximising the Benefits of Superfast Broadband
- Open Innovation (in partnership with Science & Technology Facilities Council and others).

Sci-Tech Daresbury has developed a stand-alone proposition which compliments the above.

### 2.1.2 Sci-Tech Daresbury

External Funding continues to support the Joint Venture Partnership in securing funding for the Phase I development at Sci-Tech Daresbury. The RGF grant monitoring is now kicking in, and an outline bid has now been submitted to secure £1.7 million in ERDF funding.

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

### 2.2.1 Ofsted Inspection of Learning and Skills and Good Practice Visit

A very successful Ofsted inspection took place 23<sup>rd</sup> – 26<sup>th</sup> April 2013 which resulted in an overall Grade 2 with Grade 1 for Outcomes for Learners, Employability Curriculum area and the effectiveness of Leadership and Management. Grade 2 was awarded for Community Learning and Teaching, Learning and Assessment.

As a result of the successful inspection, the Lead Inspector carried out a Good Practice Visit on 25 and 26 June 2013. The purpose of the visit was to gather evidence of three areas of good practice identified during the full inspection; the positive impact of the positioning within Halton Borough Council, Employability provision and information, and advice, guidance and support that wraps around the learner. The Inspector met with colleagues from a wide range of departments across the council, the Chief Executive and Leader, Halton Employment Partnership organisations, Tarmac, Tesco Extra staff, Waste Management Apprenticeships and managers and Training providers. Three good practice case studies will be completed and will be published on the Ofsted website and available nationally.

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

### 2.3.1 Sport and Recreation

The Rugby League World Cup 2013 is the next major sporting event to take place in this country. Halton will provide the USA training team camp base for the duration of their tournament stay. A comprehensive RLWC2013 delivery plan has been produced, departments across the Council, partners from other public, private and voluntary organisations, will be delivering activities. It is hoped that the local community will be involved in activity prior to their arrival and during their visit.

The 100% pitch fee subsidy to junior teams has been reduced to 66%. Playing pitches have been reconfigured to take account of the youth format changes by the Football Associations and the move to summer rugby by the Rugby Football League.

### 2.3.2 Libraries

The Library Strategy has now been endorsed by Executive Board and progress is underway to implement it, with action plans being drawn up for each of the five priorities. The Strategy consultation has now closed and 311 responses were received. The question asking people whether they agreed or disagreed with each of the 5 strategic priorities reflected overwhelming support for each of the priorities. The consultation also asked what people considered to be the most important services offered by the library, the 5 highest ranked were "to borrow books", "to use books and printed material within the library", "to use the internet", "to get advice from library staff" and "as a way to spend my spare time".

## **3.0 Emerging Issues**

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

#### 3.1.1 Connecting Cheshire

External Funding is now supporting the Connecting Cheshire partnership one day per week with support in relation to European Regional Development Fund and other funding streams until June 2015.

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

#### 3.2.1 New Adult Learning and Skills Tutor contracts

Existing Adult Learning and Skills Tutor contracts are due to expire at the end of August 2013 and, as such, tutors were placed at risk in May 2013. A new contract for tutors has been developed in conjunction with Human Resources department and the unions and agreed by the Steering Group and Management Team. Tutors delivering Skills for Life and Family Learning 0.5 or above have been offered an annual contract based on weekly working hours. Tutors delivering Adult Learning and Skills for Life below 0.5 have been offered a sessional contract with hourly rates of pay.

#### 3.2.2 Skills Funding Agency Notice of Concern

The Skills Funding Agency (SFA) introduced new Provider Risk Assessment and Management arrangements for the 2012/13 academic year (August 2012 – July 2013). Halton is currently within stage 1.

##### Stage 1: Monitoring and support

- SFA issue a Notice of Concern if performance has fallen below the Minimum Levels of Performance Minimum Level of Performance for short courses in 2011/12 was 65% and HBC achieved 53.6%
- The Notice of Concern sets out the evidence required to restore SFA confidence that the needs of learners are being met, together with timescales for SFA to assess whether or not the concern has been addressed and full assurance can be restored. The timescales are aligned with the availability of information (for example, success rates) and milestones are identified to ensure that progress is being made towards addressing the concern. HBC's Improvement Plan was submitted to SFA on 19th July 2013. SFA plan to complete an Initial Review by the end of August, with further reviews in October, January, April and July
- Support to address the concern will be available from the Learning and Skills Improvement Service (LSIS). However, LSIS ceased to exist from 31st July 2013. I will request details of the support mechanisms for 2013/14 from the SFA Relationship Manager on her return from holiday or at the initial review meeting
- Additional conditions of funding will normally be imposed by SFA, including restrictions on growth, until the concern has been addressed. We have not been informed of any additional conditions of funding.
- If HBC successfully addresses the concern within the timescales the Notice of Concern, and any associated additional conditions of funding, will be lifted.

Prior to the first review in August 2013, performance for the 2012/13 academic year will be analysed and evaluated.

#### 3.2.3 Work Programme

Exit interviews will take place for those individuals who are leaving the Work Programme and returning to Job Centre Plus. A review of Work Programme priorities will be necessary to ensure that maximum funding is obtained, for example, by supporting Priority Group customers (e.g. on Employment and Support Allowance) into employment.

### **4.0 Risk Control Measures**

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements.

As such progress concerning the implementation of all high risk mitigation measures will be monitored in Quarter 2 and Quarter 4.

## 5.0 Progress against high priority equality actions

Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

As a result the Board will receive further information following the completion of the Annual Equality Assessment which will be undertaken during Quarter 3.

## 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	Deliver the BID Year 5 action plan by March 2013	

#### Supporting Commentary

**EEP 02:** All outputs associated with the BID year 1 Action Plan are on programme and on budget

#### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q1	Current Progress	Direction of Travel
SCS ELS01	Increase the number of active enterprises within the Borough	2715 (2012)	2675	N/A	N/A	N/A
SCS ELS02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor Economy	26%	26%	N/A	N/A	N/A
DIS LI 05	Number of inward investment enquiries per annum	246	180	81		
DIS LI 06	Inward investment enquiry conversion rate percentage	15%	10%	7%		

#### Supporting Commentary

**DIS LI05:** There has been a marked increase in the number of investment enquiries which is a very positive sign.

**DIS LI06:** Based on the offer, Halton is successfully converting its share of the enquiries. (WR)

Data not available at this stage for SCS ELS 01, SCS ELS 02

### 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	

### Supporting Commentary

**EEP 03:** Job Start and Job Outcome targets for Ingeus were achieved in Q1. Performance on the A4e contract was slightly behind target but performance is still higher than other sub-contractors in Contract Package Area (CPA) 6.

### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 Target	Q1	Current Progress	Direction of Travel
SCS ELS03	The number of people classed as self-employed	6.2%	6.5%	6%		
SCS ELS04	The proportion of people achieving NVQ Level 4 and above	24.5%	11.25%	N/A	N/A	N/A
SCS ELS07	The percentage of people registered unemployed and seeking employment (JSA Claimants)	5.2%	5.2% Under review with JC Plus	4.6%		
SCS ELS08	The percentage of the working age population claiming out of work benefits	16.87%	17% Under review with JC Plus	15.83%		
ELS LI 03	Number of starts on DWP work programme	1271 489 (A4E) 782 (Ingeus)	1572 454 (A4E) 1118 (Ingeus)	256 83 (A4E) 173 (Ingeus)		N/A

### Supporting Commentary

**SCS ELS 03:** The latest data from ONS relates to 2011-12. However, 14 learners accessing HPIJ's Enterprising Halton service have become self-employed during Quarter 1. (WR)

**SCS ELS 07 (NI 152):** At June 2013, there were 3806 individuals claiming JSA, a decrease of 587 on the same time last year. (WR)



**SCS ELS 08:** At June 2012, there were 13016 individuals claiming out of work benefit as a percentage of the working population. (WR)

**ELS LI03:** 256 starts across both Ingeus and A4e Work Programme contracts in quarter 1 (173 Ingeus starts and 83 A4e starts). Referrals from DWP have been lower than indicative flows for this quarter; therefore fewer customers have started on programme.

Data not available for SCS ELS 04.

## Enhancing Residents' Quality of Life (CP)

### Key Milestones

Ref	Milestones	Q1 Progress
CE1	Implement the new Sports Strategy (2012-2014) - <b>March 2014</b> .	
CE4	Undertake CIPFA PLUS Survey (Public Library User Survey for Children) due to take place <b>September 2013</b> .	

### Supporting Commentary

**CE1:** A monthly report is produced by the Sport and Recreation Team highlighting the key areas of work under the Strategy headings.

Quarter 1 activities include:

Community Sports coach delivered 309 hours coaching; 2662 coaching contacts and 306 training opportunities. 4 workshops delivered 50 attendees; 10 young leaders trained. 25 schools signed up to the Sports Coaching SLA. Other activities included school multi-sport festival at the stadium, Cheshire Fire Service – Phoenix challenge; children centre activity; Sports Club CPD; 6 clubs attended Funding and information clinic.

Walk to work week: Falls Awareness activity session: Chair based exercise staff training

New Age Kurling World Championships held at Kingsway Leisure Centre May bank holiday.

RLWC2013 delivery plan supported across Council directorates. Trophy Tour in Halton 7 June.







175,152 Leisure centre visits April/May

682 Leisure Card applications

9 Sportivate activities operating (sport sessions for 14 – 25 year olds)

**CE4:** Preparations underway for the survey to take place in the autumn.

### Key Performance Indicators

Ref	Measure	12/13 Actual	13/14 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.	16,468	23,000	16,211		
<b><u>CE LI 6a</u></b>	Number of visits to libraries (annual total).	621,109	600,000	170,401		
<b><u>CE LI 7</u></b>	Percentage of the adult population (16+) participating in sport each week (Previously NI8).	21.7%	24%	22.1%		

### Supporting Commentary

**CE LI6:** 63,767 registered users, current figure of 16,211, having using the service in the last 12 months. This is down on the equivalent quarter last year.

**CE LI6a:** Based on current figures target will be achieved.

**CE LI7:** Next results due in December 2013.



## 7.0 Financial Statements

### Enterprise, Employment and Property Services

#### SUMMARY FINANCIAL POSITION AS AT 30 JUNE 2013

	Annual Budget £'000	Budget to Date £'000	Expenditur e to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	4,337	1,074	1,106	(32)
Repairs & Maintenance	2511	873	868	5
Energy & Water Costs	673	156	147	9
NNDR	695	625	626	(1)
Rents	404	180	177	3
Marketing Programme	77	9	6	3
Promotions	60	9	1	8
Supplies & Services	1,312	281	255	26
Capital Financing	9	2	2	0
Agency Related Payments	176	35	35	0
<b>Total Expenditure</b>	<b>10,254</b>	<b>3,244</b>	<b>3,223</b>	<b>21</b>
Fees & Charges	-453	-118	-118	0
Rent - Markets	-750	-164	-164	0
Rent - Industrial	-1,028	-264	-227	(37)
Rent – Commercial	-568	-137	-130	(7)
Government Grant Income	-1,147	-251	-251	0
Transfer from Reserves	-142	-35	-35	0
Recharges to Capital	-444	-36	-20	(16)
Reimbursements & Other Grant Income	-688	-155	-155	0
Schools SLA Income	-556	-254	-254	0
<b>Total Income</b>	<b>-5776</b>	<b>-1,414</b>	<b>-1,354</b>	<b>(60)</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,478</b>	<b>1,830</b>	<b>1,869</b>	<b>(39)</b>
Premises Support Costs	1,498	401	401	0
Transport Support Costs	38	5	5	0
Central Support Service Costs	1,709	419	419	0
Asset Rental Support Costs	2,390	0	0	0
Repairs & Maintenance Recharge Income	-2,185	-546	-546	0
Accommodation Recharge Income	-2,759	-690	-690	0
Central Supp. Service Rech Income	-1,661	-415	-415	0
<b>Total Recharges</b>	<b>-970</b>	<b>-826</b>	<b>-826</b>	<b>0</b>
<b>Net Expenditure</b>	<b>3,508</b>	<b>1,004</b>	<b>1,043</b>	<b>(39)</b>

Expenditure for Employees is above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover compared to staff savings across the department.

In order to ease budget pressures only necessary spending on supplies and services has occurred in year.

The adverse variances relating to property income have continued as of the seven Industrial Estates, five are currently on target to achieve the budgeted rental income. However, there remains a shortfall in income on Seymour Court and contingency plans are in place for 2014/15 budgets. During 13/14 we are also seeing a steady decline in rental income on Moor Lane Business Centre as the tenants gradually vacate the units in year as a result of the closure of the Business Centre.

Although the team are working on various Capital Projects, we are showing a shortfall in Capital Salaries income at quarter 1 as we are unable to recharge the salary costs back to Capital Projects (due to restrictions on the allowable recharges to Capital Salaries).

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 &amp; ENVIRONMENT DEPARTMENT

**Revenue Budget as at 30 June 2013**

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	12,104	2,936	3,002	(66)
Other Premises	1,366	468	437	31
Supplies & Services	1,457	302	277	25
Book Fund	225	78	77	1
Promotional	264	66	42	24
Other Hired Services	1,021	108	109	(1)
Food Provisions	835	209	208	1
School Meals Food	1,660	235	226	9
Transport	55	14	12	2
Other Agency Costs	877	69	70	(1)
Waste Disposal Contracts	4,799	538	531	7
Leisure Management Contract	1,492	260	268	(8)
Grants To Voluntary Organisations	333	111	107	4
Grant To Norton Priory	222	111	112	(1)
Capital Financing	54	11	6	5
<b>Total Spending</b>	<b>26,764</b>	<b>5,516</b>	<b>5,484</b>	<b>32</b>
<b><u>Income</u></b>				
Sales Income	-2,174	-534	-499	(35)
School Meals Sales	-2,224	-17	-38	21
Fees & Charges Income	-2,655	-612	-581	(31)
Rents Income	-156	-30	-27	(3)
Government Grant Income	-111	-23	-23	0
Reimbursements & Other Grant Income	-443	-56	-70	14
Schools SLA Income	-278	-243	-235	(8)
Internal Fees Income	-104	-18	-25	7
School Meals Other Income	-2,265	-1,552	-1,559	7
Meals On Wheels	-218	-38	-41	3
Catering Fees	-173	-39	-8	(31)
Capital Salaries	-103	0	0	0
Transfers From Reserves	-62	0	0	0
<b>Total Income</b>	<b>-10,966</b>	<b>-3,162</b>	<b>-3,106</b>	<b>(56)</b>
<b>Net Controllable Expenditure</b>	<b>15,798</b>	<b>2,354</b>	<b>2,378</b>	<b>(24)</b>
<b><u>Recharges</u></b>				
Premises Support	1,491	340	340	0
Transport Recharges	2,233	241	246	(5)
Departmental Support Services	9	0	0	0
Central Support Services	3,119	842	842	0
Asset Charges	3,052	0	0	0
HBC Support Costs Income	-375	-374	-374	0
<b>Net Total Recharges</b>	<b>9,529</b>	<b>1,049</b>	<b>1,054</b>	<b>(5)</b>
<b>Net Departmental Total</b>	<b>25,327</b>	<b>3,403</b>	<b>3,432</b>	<b>(29)</b>

**Comments on the above figures:**

Net budget is £ 29,000 over budget profile at the end of the first quarter of the financial year.

Staffing expenditure is over budget profile by £ 66,000, primarily due to the quarterly savings target for premium pay of £ 64,100. Although there is still some spending on agency staffing this is much reduced from previous years and for Waste Management is within budget. With the exception of the Stadium and Leisure, all other employee budgets are under the budget profile and have helped contribute towards meeting some of the staff turnover savings target.

Other Premises and Supplies and Services expenditures are currently £ 55,000 under budget to date. The main reasons are very little advertising across the division, low repairs at the Stadium and Crematorium at this stage and some smaller budgets not yet utilised.

The Leisure contract is over budget profile and is expected to overspend by approximately £ 40,000 by year end. Negotiations will be pursued to address this budget pressure.

Income budgets across the Department continue to experience difficulty against targets with Sales, Fees & Charges and Internal Catering Fees currently underachieving. Income for Stadium executive suite hire, functions and catering are continuing to have difficulty meeting revised reduced targets. Trade Waste income has been hit with a fall in demand for both internal and external customer accounts.

School Meals budgets on food and income are both favourable at this stage. Food costs are under budget with meals and breaks income still achieving their targets due to certain items being very popular.

Waste disposal contract budgets have been affected by savings targets, therefore the large sums involved could put this budget in a precarious position. Invoices continue to arrive late and will be monitored closely.




It is expected that the Department will overspend by year end, mainly due to various income sources which have reduced gradually over the previous years.

**Capital Projects as at 30 June 2013**

	<b>2013/14 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	0	0	30
Children's Playground Equipment	81	1	1	80
Landfill Tax Credit Schemes	340	3	3	337
Arley Drive (Upton)	66	6	0	66
Crow Wood	13	3	0	13
Open Spaces Schemes	51	22	22	29
Runcorn Cemetery Extension	9	0	0	9
Litter Bins	20	0	0	20
Cremators At Widnes Crematorium	350	0	0	350
Runcorn Busway Works For Gas Powered Buses	30	30	30	0
	990	65	56	934




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

Green 	<b>Indicates that</b> performance is better <b>as compared to the same period last year.</b>
Amber 	<b>Indicates that</b> performance is the same <b>as compared to the same period last year.</b>
Red 	<b>Indicates that</b> performance is worse <b>as compared to the same period last year.</b>
N/A	<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

<b>REPORT TO:</b>	Employment Learning and Skills and Community PPB
<b>DATE:</b>	16 <sup>th</sup> September 2013
<b>REPORTING OFFICER:</b>	Strategic Director Children and Enterprise
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Presentation on Halton's Work Programme Contracts
<b>WARDS:</b>	Borough Wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to advise Members that there will be a presentation on progress regarding Halton's Work Programme Contracts

## **2.0 RECOMMENDATION: That the Executive Board notes the progress made to date on Halton's Work Programme contracts.**

## **3.0 SUPPORTING INFORMATION**

Members are advised that on 16<sup>th</sup> June 2011, the Executive Board supported the decision to enter into contracts with Ingeus and A4E to deliver the (Single) Work Programme in Halton.

Members of the Employment Learning and Skills and Community PPB receive regular updates relating to performance on both contracts through the Quarterly Monitoring Reports. However, it is felt that Members would appreciate a more in depth presentation, which will provide details on how the contracts operate.

## **4.0 POLICY IMPLICATIONS**

As part of the contract negotiations Members were advised that a balance was found to ensure that the priorities of the organisation are met, whilst at the same time ensuring that the maximum number of residents benefit from a close working relationship between the prime contractors and Halton Borough Council.

The prime contractors see the benefit of working with Halton Borough Council; not least in respect of the networks and expertise that we continue to provide. We have determined that by operating as a sub-contractor has provided an advantage to the Council in that we do have influence and a degree of control in how the contract operates in the Borough.

## **5.0 OTHER IMPLICATIONS**

The Single Work Programme operates on a payment by results basis. This means that if a person is helped into work, a fee will be provided. In summary

only 10% of the total fee will be paid by Government when an individual starts the work programme. A job outcome fee is paid only after an individual has been in work for 6 months. Then a sustainment payment is spread over 1-2 years once this person has been in work longer than 6 months.

This approach resulted in Halton Borough Council being required to invest staff in managing the process, and a return on this investment has only taken place once a person has entered into work.

It is pleasing to note that the Council is starting to see an initial return on its investment, whilst at the same time is continuing to provide a service which helps some of our most disadvantaged residents back into work.

## **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**

Many aspects of the Work Programme build on a model that has been used for many years through the Halton People into Jobs 'one stop' job brokering and job support initiative.

### **6.3 A Healthy Halton**

There is a relationship between poor health and low levels of wealth in the borough and, therefore, by reducing the number of people on benefits and increasing the income of local people, will help to reduce levels of illness often associated with low levels of income in families.

### **6.4 A Safer Halton**

It is argued that by helping people into work the risk of some individuals resorting to crime and anti-social behaviour is reduced.

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

There are a number opportunities in the pipeline arising from Halton's portfolio of employment sites and this makes Halton an attractive proposition for the prime contractors; i.e. they can see a return on their investment as they can see the availability of jobs in the Borough over the next few years.

## **7.0 RISK ANALYSIS**

Entering into a 'payment by results contract' required the Council to invest up front in staff resources, accommodation and equipment. However, to mitigate this many of the work programme requirements mirrored services previously provided by the Halton People into Jobs Team. The department set aside contingency resources to offset any delays associated with supporting the individual and then subsequently receiving payment once the individual has started work, and been in work for 6 months..



**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**

There are none within the meaning of the Act.

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

**DATE:** 16<sup>th</sup> September 2013

**REPORTING OFFICER:** Strategic Director – Children and Enterprise.

**PORTFOLIO:** Economic Development

**SUBJECT:** Liverpool City Region Enterprise Strategy

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform the Board of preparations being made to develop an Enterprise Strategy for the Liverpool City Region.

## **2.0 RECOMMENDATION: That**

- 1. the report is noted; and**
- 2. a draft strategy is circulated to this Committee as documents are produced.**

## **3.0 REPORT**

Partners in the Liverpool City Region (LCR) are developing an Enterprise Strategy to capture and evaluate existing evidence on economic development in Liverpool City Region and the wider economy to inform the design and development of a future enterprise programme. The enterprise strategy will contribute to the City Region's submission on ERDF 2014-2020 programmes.

The strategy is being developed so that:

- The LCR is able develop and deliver a coherent plan of action to tackle the chronic shortage of businesses that impedes economic performance and address the gap of 17,000 business, creating an environment where business are created and grow at a rate above targeted levels.

The development of the strategy will include:

- A forensic evaluation of existing evidence of the needs and drivers of the current and potential LCR business community, including an assessment of the specific issues facing the sub-region, identifying key opportunities that can be addressed by the future ERDF funds
- An evaluation of existing evidence of the impact of underlying and structural issues on economic development interventions, including the impact of regional affluence on outcomes
- An evidence based report on the efficacy of business support mechanisms to ensure that the proposed interventions will deliver the desired outcomes and value for money/Rate Of Investment with an options analysis that maps the development against the efficacy of potential interventions
- Modeling of a range of potential activities and interventions with their predicted impact on the delivery the targeted outcomes

- A workshop to build a common understanding of the most appropriate solution to deliver the targeted economic outcome and how an ERDF programme is able to facilitate those outcomes

### **Key questions to be considered will be: -**

- How do the existing economic conditions of a region impact on likely outcomes
- Are there structural issues that must be addressed before economic potential can be realized
- Are there social grouping issues requiring specific attention (Women, Ethnic, Social, Ethnicity)?

It is anticipated that the strategy will need to focus on the following Key performance indicators:

- Increased starts, survivals or growths
- New micros and growing micros
- New start-ups and sole trader-converts
- Support to low ambition starts and starting for growth businesses
- Open access and picking winners

## **4.0 POLICY IMPLICATIONS**

- 4.1 The development of a Liverpool City Region Enterprise Strategy presents an opportunity for the City region to deliver a coherent business support and growth service to businesses in the area. It will set out a framework for accessing resources to deliver these services.

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

- 5.1 It is important that Halton plays an active role in shaping and informing the development of this strategy. This is because many of the interventions and activities proposed at the City Region level will have a direct impact in Halton. We will work with the Chamber of Commerce and local businesses to ensure that the document will meet local needs. As the strategy is being developed, officers will assess the opportunities, challenges and impact of the strategy for businesses in Halton.

## **6.0 RISKS**

- 6.1 The risk of not developing an Enterprise Strategy for the Liverpool City Region, is that the business support services provided across the area would become disjointed and have reduced relevance for businesses. Equally, it would become more difficult to lobby and secure external funding if an agreed strategy and action plan were not in place.

## **7.0 EQUAL OPPORTUNITIES**

There are no equal opportunities arising out of this report.

## **8.0 BACKGROUND PAPERS**

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

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

**DATE:** 16<sup>th</sup> September 2013

**REPORTING OFFICER:** Strategic Director – Children and Enterprise

**PORTFOLIO:** Economic Development

**SUBJECT:** Employment, Learning & Skills Quarterly Policy Update

## **1.0 PURPOSE OF THE REPORT**

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

**2.0 RECOMMENDATION: That the report is noted.**

## **3.0 BACKGROUND**

3.1 A number of policy, legislation, consultation and guidance documents, are issued by government departments and agencies that have varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.

3.2 A brief summary of key announcements is provided in this report along with observations of local relevance, where appropriate, so the Board can consider whether to initiate more detailed scrutiny and/or report to a future meeting.

## **4.0 NEW POLICY, STRATEGY AND STATUTORY GUIDANCE**

### **4.1 Draft Deregulation Bill**

4.1.1 The draft Deregulation Bill was published on 1 July 2013. It will initially be examined by a Joint Committee of both Houses of Parliament – by MPs and Peers – during the autumn. Legislation will be introduced ‘when parliamentary time allows’ and after the government has considered any recommendations made by the Committee.

4.1.2 Key issues within the Bill include a number of repeals to the Climate Change and Sustainable Energy Act 2006; repeals of requirements to prepare strategies and to consult, including the need to prepare a Sustainable Community Strategy. Deregulatory measures include apprenticeships where measures recommended by the Richard Review “will remove a lot of prescriptive detail in the current legislation and clarify the employment status of apprentices”. The Bill will abolish the office of chief executive of the Skills Funding Agency, transferring this role to the Secretary of State. In Further Education, changes include the removal of qualification requirements to teach

or be a principal, plus changes in a number of funding and property arrangements with local authorities. On schools, the Bill addresses discipline, staffing, school terms, home-school agreements, and the availability of certain reports.

- 4.1.3 Regulatory bodies carrying out certain regulatory functions – which will be identified by the Secretary of State after consultation – will be under an additional duty to have regard to the desirability of promoting economic growth when exercising those functions. This will include ensuring that any regulatory activity is both necessary and proportionate.

**COMMENT:** The Bill looks to achieve some of the Government commitments to abolish red tape, reduce bureaucratic requirements and make it easier for individuals and a civil society. It includes abolishing the statutory need to produce a Community Strategy, however it will still be good practice to have an overarching Strategy setting out the strategic priorities of the council and its partners. It also aims to make apprenticeships more flexible and responsive to the need of employers and the economy, which will be positive if it encourages more businesses to take on apprenticeships. There will also be a new duty putting a deregulatory ‘growth duty’ on non-economic regulators, bringing a resource of 50 regulators with a budget of £4bn to bear on the crucial task of promoting growth. It is not yet clear what this mean in reality and whether we will have any say locally, but any additional support to boost growth would be welcomed.

- 4.2 European Structural and Investment Funds strategies: supplementary guidance to local enterprise partnerships

- 4.2.1 In March 2013, the Government announced that, for the 2014-20 funding period, a large majority of the EU’s Structural Funds for England would be allocated to Local Enterprise Partnerships (LEPs). The Government published Preliminary Guidance in April 2013. This Supplementary Guidance, published 24 July focuses in more detail on what LEPs have to do to develop their strategies for EU funds. The Supplementary Guidance also gives more detail on sources of match funding and encourages LEPs to consider the use of financial instruments. Accompanying the main guidance document is an ‘opt in’ prospectus showing the offers for match funding made by national organisations.

- 4.2.2 Local Enterprise Partnerships are asked to prepare first drafts of their European Structural and Investment Funds Strategies by Monday 7 October 2013 and agree final proposals with Government in early 2014.

**COMMENT:** It is positive that Halton will now be able to access European Structural Funds through the Merseyside LEP, as we were previously excluded. However much of the detail of how the funding will be spent is still being developed and of course the match funding will need to be identified as part of this process for schemes to go ahead.

### **4.3 Business Rates Retention Pooling Prospectus**

4.3.1 The Government is enabling local authorities to retain 50% of the business rates collected at local level as an incentive to local authorities to pursue local growth initiatives. This supports the wider local growth agenda where local authorities and Local Economic Partnerships are increasingly expected to unlock the growth potential in their areas. Under the business rates retention scheme local authorities are able to come together, on a voluntary basis to pool their business rates, giving them scope to generate additional growth through collaborative effort, and to smooth the impact of volatility in rates income across a wider economic area

4.3.2 This document updates the original Pooling Prospectus published in May 2012 (updated in July 2012). The document also sets out the timetable and process local authorities and the Department will have to follow in order to designate business rates pools for 2014-15. Any proposals for new pools must be made to the Department by 31 October 2013.

**COMMENT:** Whilst we will be able to retain part of the business rates collected the question remains will this result in a budget cut in real terms and how much (if any) of this funding will be available for local growth initiatives?

### **5.0 RESEARCH, CONSULTATIONS AND GENERAL INFORMATION**

#### **5.1 The future of high streets: progress since the Portas Review**

5.1.1 Eighteen months on from the Portas Review of high streets, the Government has published a progress report on national and local policies and initiatives to revitalise high streets and town centres. This report outlines both what the Government has done in response to Mary's report, and how the Portas Pilots and the Town Teams have acted to tackle the challenges she identified.

**COMMENT:** Each high street is different, but many are struggling and must adapt to survive, and councils, businesses and communities must work together to deliver that. As Mary said in her original report, what's needed is for everyone with an interest in the future of the high streets to communicate, collaborate and compromise, in order to achieve their shared aims, although this is easier said than done. Internet shopping, supermarkets and out of town retail, have had a significant impact but not going away, and whilst they do have an important role to play in offering consumers choice and competition, retailers need to embrace the change if they are to survive.

#### **5.2 Higher Education: the Fair Access Challenge – Report of the Social Mobility and Child Poverty Commission**

5.2.1 Last year the Independent Reviewer on Social Mobility published a report on higher education access, 'University Challenge: How Higher Education Can Advance Social Mobility.' Backed up by some deeply depressing statistics on

fair access and the UK's most selective universities, the report made 64 wide-ranging recommendations to Government and the higher education sector about how to make access fairer and participation wider. Subsequently, the Government established the Commission on Social Mobility and Child Poverty, which has now produced a follow-up report 'Higher Education: the Fair Access Challenge.' It sets out responses to the recommendations relating to building proactively links between schools and universities, target setting for fair access, using contextual data in the admissions process and the postgraduate funding system. The report makes reference to the important role that schools play in ensuring that young people have the right qualifications and support to secure places in the UK's most selective universities.

- 5.2.2 This report also provides new evidence about the scale of the fair access challenge. This evidence shows that some of our leading universities in particular have a long way to go: they have become more, not less, socially unrepresentative over time.

**COMMENT:** Fair access to university places is essential for social mobility and it is worrying that we are not yet at the stage where everyone has that opportunity whatever their background. We would welcome working with universities to help ensure that young people from Halton who want to go to university have the opportunity to do so.

### **5.3 The National Adaptation Programme: Making the country resilient to a changing climate**

- 5.3.1 The National Adaptation Programme (NAP), published in July responds to the risks and opportunities of a changing climate. Three of the largest cross-cutting risks are flooding, pressure on water shortages and temperature increases. The report aims to outline the ways in which government can enable action to respond to climatic changes, and has the following 4 key objectives:

- Increasing awareness
- Increasing resilience
- Taking timely action especially for measures with a long lead time
- Addressing major evidence gaps.

- 5.3.2 The report recognises that many aspects of the response will need to be managed locally. Local government roles of providing infrastructure, delivering public services and maintaining the built environment are all crucial to creating quality of life and economic growth, and are all affected by climate change.

- 5.3.3 Opportunities for local authorities and business to work together are also highlighted. The EA's climate ready support service will support the LGA's Climate Local platform to develop tools for councils to work with businesses on resilient economic growth, and with local enterprise partnerships (LEP's) on managing climate change risks and opportunities in the local economy. An existing example is the Greater Manchester Combined Authority and its LEP

working together to “*identify the climate change risks relating to economic development priorities in the greater Manchester strategy*”.

**COMMENT:** A changing climate, more heatwaves, and severe weather events, has and will continue to have a huge impact on the economy. Uncomfortable working conditions, road and bridge closures causing traffic chaos, employees unable to get to work or arriving late, building damage and flooding etc all cost businesses money. It is therefore essential that LEPs factor in climate change in their plans for economic growth. Of course the changing weather also brings opportunities for new business start-ups, increases in the visitor economy etc and we need to ensure that we are well placed to take advantage of these opportunities.

#### **5.4 Property owners and Business Improvement Districts**

5.4.1 Private house owners could be brought into business improvement district partnerships for the first time under proposals announced by Local Growth Minister Mark Prisk. [Business improvement districts](#) bring local companies together to develop a vision for their area, pool funds and deliver projects to improve town centre safety, support local traders, establish parking initiatives and help to spruce up the high street.

5.4.2 Current rules only allow businesses to formally pay into and vote in a business improvement district. But ministers want to see how property owners can also be added to this equation, to involve more local people, increase funding and boost support to regeneration projects. Reforming the scheme would enable property owners themselves to have a direct say and play an active part in regenerating trading areas. The consultation is open until 17<sup>th</sup> September 2013.

5.4.3 Government has also announced a £500,000 loan fund to set up more business improvement districts, and will be scrapping regulations to ensure these partnerships can be set up within a business area - rather than restricted by administrative boundaries.

**COMMENT:** Halton Borough Council has established BIDs in industrial areas which work well, with local businesses having a say in how their money is spent. Should the proposals to include property owners happen, it will be interesting to see how the initiative is rolled out.



## **5.5 National Careers Council – An Aspirational Nation: Creating a Culture Change in Career Provision**

- 5.5.1 This report on national careers service – recently published by the National Careers Council signals the need for an urgent culture change, to address the mismatch between high unemployment and employers who are struggling to recruit. The report is intended to give a vision of the future of careers advice in England, including the operation of the National Careers Service. It was commissioned in May last year, alongside the establishment of the National Careers Service and makes a number of recommendations for the future of careers service provision across all age groups. The government expects to make a formal response in the autumn.

**COMMENT:** The report makes a lot of good points, particularly the mismatch between the skills required by employers and the skills of adults and young people. The report highlights that people will need to access careers advice throughout their lives, as due to the changing nature of jobs, people will have to change jobs many times in their careers. The report makes a number of recommendations to which the Government will need to respond.

## **5.6 Nick Clegg announces review of employment and training for young people**

- 5.6.1 Nick Clegg has announced a review of employment and training options for 16 to 24-year-olds. Speaking at the CBI annual dinner, the deputy prime minister said "urgent action" was needed to prepare young people better for working life. And he urged Britain's five million businesses to create an extra one million jobs. In his speech, Mr Clegg told business leaders that school-leavers were faced with a confusing array of schemes designed to support them, with too many getting lost in lost in "a maze of different programmes". Companies considering employing young people also had to navigate a complex web of government initiatives. The review will look at how to simplify the system, although the government has already ruled out creating a single ministry dedicated to young people. There is likely to be greater co-ordination between departments, however. The review, to be conducted by civil servants, will report to the prime minister and deputy prime minister in the autumn.

**COMMENT:** This report is welcomed as it should help young people to take advantage of employment and training opportunities more easily. However the key issue will be businesses creating jobs for young people. This also links to the jobs and skills mismatch referred to in the report above National Careers Council – An Aspirational Nation: Creating a Culture Change in Career Provision. There will need to be better co-ordination between the skills and training young people access and those required by businesses.

## 5.7 Government redefines fuel poverty

- 5.7.1 The Government has revised its definition of fuel poverty. A household will now be classed as fuel poor once it has an income below 60% of the median and has energy costs higher than a typical household. [Independent advice given to the Government earlier this year](#) suggested current measures – classing a household as fuel poor if it was annually spending 10% of its income on energy – distorted understanding of the problem by capturing rich households and ignoring some of those in need. Households will now be fuel poor if they are below the income poverty threshold and have higher than typical energy bills
- 5.7.2 New measures will also include a fuel poverty gap, calculating the depth of a household's fuel poverty by charting what is needed to take it out of deprivation. Amendments made to the Energy Bill have also proposed a new government target for fuel poverty. Moving away from current objectives which aim for eradication of fuel poverty, the new target will focus on improving energy efficiency of fuel poor homes.

**COMMENT:** We would welcome improving homes so that they are better insulated and improving heating systems, however many people are unable to afford to put the heating on at all and are often having to choose between food and heat. Changing the definition of fuel poverty will do little to make energy prices more affordable, which is a real concern for many.

## 5.8 Fuel Poverty – A Framework for Future Action

- 5.8.1 This document sets out a framework for future action in tackling fuel poverty in England. It provides a bridge between the independent Hills Review of fuel poverty published last year and a future Government Strategy for Fuel Poverty, to be put in place following Royal Assent of the Energy Bill currently before Parliament. The approach outlined in this document is necessarily indicative as it is dependent on decisions that are yet to be taken.

**COMMENT:** Fuel poverty is primarily driven by three different factors: household income, energy prices and the thermal efficiency of dwellings. This reports looks at these areas and policy options going forward. We would welcome aims to improve the energy efficiency of homes and the potential impact this will have on business growth. We would also support encouraging switching to better energy tariffs (the council has already worked with Merseyside on such a scheme that has benefited Halton residents) and/or directly support household energy costs through grants etc making energy more affordable. It is not year clear however whether Government policies will lead directly to increase incomes for those in fuel poverty or what targeted support will be available. Benefit reforms will also impact on household income, making energy less affordable for many which is a significant concern.

## **6.0 European Funding**

### **6.1 GRUNDTVIG VISITS /EXCHANGE GRANTS**

6.1.1 Adult education staff who want to improve their practical skills and to gain a broader understanding of lifelong learning across Europe can apply for funding to attend a seminar, conference, job shadowing and training in another European country. Visits and Exchange grants are offered under the Grundtvig part of the Lifelong Learning Programme. The Grundtvig programme aims to strengthen the European dimension in adult education.

6.1.2 There is a rolling deadline, you need to apply 12 weeks before the activity starts and no later than the 17th September 2013. Funding is open to those involved in adult education. Activities can last between one day and twelve weeks and are a great way for you to improve teaching, coaching, counselling or mentoring skills.

6.1.3 Grants are available to contribute towards the total costs incurred, including: Conference or seminar fees, Travel, Subsistence and other costs.

### **6.2 FUNDING TO SUPPORT TO YOUTH WORKERS MOBILITY AND EXCHANGES**

6.2.1 The European Commission has launched a new call for proposals under Action 4.3 of the Youth in Action Programme. The closing date for applications is the 12 noon on the 3rd September 2013.

6.2.3 The maximum grant available per project is €25,000

6.2.4 Under this call for proposals a total of €755,000 is available to support projects that give youth workers the opportunity to experience youth work in a different country and to learn new skills and competences. Preference will be given to those projects which best reflect the permanent priorities of the 'Youth in Action' programme. These are participation of young people, cultural diversity, European citizenship, and inclusion of young people with fewer opportunities. Preference will also be given to projects reflecting the following annual priorities. Awareness-raising of the rights linked to the EU citizenship, inclusive growth, creativity, entrepreneurship and employability and healthy behaviours. To be eligible, projects must be based on a solid partnership between two partners from two different countries.

### **6.3 YOUTH IN ACTION PROGRAMME LAUNCHES NEW CALL FOR PROPOSALS**

6.3.1 The closing date for applications is 12 noon on the 5th September 2013.

6.3.2 The European Commission has announced a new call for proposals under its Youth in Action Programme. This call for proposals is under sub-action 4.6 (Partnerships) and aims to support partnerships with regions, municipalities, civil society actors; etc, in order to develop over the long-term projects that support their capacity building as bodies active in the youth field providing non-formal education opportunities to young people and youth workers. In particular, this call seeks to promote the development of sustainable networks, the exchange of best practices as well as the recognition of non-formal education.

6.3.3 The types of actions that can be funded include:-

- Trans-national youth exchanges;
- European voluntary service;
- Training and networking

6.3.4 The total budget allocated to the co-financing of projects under this call for proposals is estimated at €2.5 million. The maximum grant allocated to each project will not exceed €100,000. Financial assistance will not be granted for more than 50% of a project's total eligible expenses.

#### **6.4 EUROPEAN LIFELONG LEARNING PROGRAMME**

6.4.1 The European Commission has issued a new call for proposals under its Life Long Learning Programme. The closing date for applications is 12 noon on the 16th September 2013.

6.4.2 The aim of this call is to encourage European policy cooperation to support developing skills for growth and competitiveness, strengthening youth employability and reducing early school leaving levels. Beneficiaries can be national or regional ministries in charge of education and training and lifelong learning policies, and other authorities/bodies and national, regional or local stakeholders' organisations active in the development and implementation of lifelong learning policies. The total budget earmarked for the co-financing of projects amounts to €4 million. Financial contribution from the European Union cannot exceed 75 % of the total eligible costs.

#### **6.5 NEW EUROPEAN EDUCATION & TRAINING PROGRAMME FOR 2014 – 2020**

6.5.1 The Irish Presidency has secured agreement on Erasmus+ among EU Member States and with the European Parliament.

6.5.2 Erasmus+ (2014-2020) is the new €16bn catch-all framework programme for education, training, youth and sport. It brings together the Lifelong Learning Programme (Leonardo, Comenius, Grundtvig, Erasmus and Jean Monnet actions), Youth in Action and five other international programmes including Erasmus Mundus and Tempus into one single, simplified and modern programme. This new programme will focus on formal and informal learning across EU borders to improve the skills and employability of students, educators and workers.

6.5.3 The total budget allocated to the co-financing of projects under this call for proposals is estimated at €2.5 million. The maximum grant allocated to each project will not exceed €100,000. Financial assistance will not be granted for more than 50% of a project's total eligible expenses.

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

7.1 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. Where appropriate a more detailed analysis of the information and relevance to the council will take place.

## **8.0 RISK ANALYSIS**

8.1.1 There are no immediate risks directly relating to the information in the report.

## **9.0 EQUALITY AND DIVERSITY ISSUES**

9.1.1 Not applicable.

## **10.0 FURTHER INFORMATION**

10.1 If members would a more detailed analysis of any of the issues mentioned in this report, or paper copy of any of the documents referred to, the should contact; Debbie Houghton at [Debbie.houghton@halton.gov.uk](mailto:Debbie.houghton@halton.gov.uk) or 0151 511 8231

## **11.0 BACKGROUND PAPERS**

None under the meaning of the Act. (For information - Hyperlinks to all of the full reports are embedded within the headings.)