

# Public Document Pack



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

Monday, 27 June 2016 at 6.30 p.m.  
The Board Room - Municipal Building,

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

**Chief Executive**

### **BOARD MEMBERSHIP**

Councillor Andrew MacManus (Chair)	Labour
Councillor Susan Edge (Vice-Chair)	Labour
Councillor Sandra Baker	Labour
Councillor Lauren Cassidy	Labour
Councillor John Gerrard	Labour
Councillor Geoffrey Logan	Labour
Councillor Joan Lowe	Labour
Councillor Carol Plumpton Walsh	Labour
Councillor June Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Pamela Wallace	Labour

*Please contact Ann Jones on 0151 511 8276 or e-mail  
[ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.  
The next meeting of the Board is on Monday, 26 September 2016*

**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 - 6</b>
<b>5. EMPLOYMENT, LEARNING &amp; SKILLS AND COMMUNITY POLICY &amp; PERFORMANCE BOARD ANNUAL REPORT - 2015-16</b>	<b>7 - 13</b>
<b>6. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) PRESENTATION - DARES BURY OPEN DAYS</b>	<b>14 - 15</b>
<b>(B) APPRENTICESHIP UPDATE: HBC POSITION STATEMENT / APPRENTICESHIP POLICY FRAMEWORK AND THE APPRENTICESHIP LEVY AND PUBLIC SECTOR TARGET</b>	<b>16 - 22</b>
<b>(C) UPDATE OF THE AREA BASED TARGET REVIEW OF FURTHER EDUCATION</b>	<b>23 - 26</b>
<b>(D) ADULT LEARNING SERVICE - UPDATE</b>	<b>27 - 29</b>
<b>(E) QUARTERLY POLICY UPDATE</b>	<b>30 - 34</b>
<b>7. PERFORMANCE MONITORING</b>	
<b>(A) PERFORMANCE MONITORING REPORTS FOR QUARTER 4 OF 2015-16</b>	<b>35 - 47</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:** 27 June 2016

**REPORTING OFFICER:** Strategic Director, Community 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 and Skills and Community  
Policy and Performance Board

**DATE:** 27 June 2016

**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.



**Extract of Executive Board Minutes Relevant to the Employment, Learning and Skills and Community Policy and Performance Board****EXECUTIVE BOARD MEETING HELD ON 24 MARCH 2016****138      NATIONAL LIVING WAGE – UNDER 25**

The Board considered a report of the Strategic Director, Community and Resources, which sought approval to pay the National Living Wage to members of staff aged under 25.

The National Living Wage (NLW) was announced as part of the Government's Budget in July 2015 as a compulsory payment to workers aged 25 and over effective from 1 April 2016. It was reported that the NLW rate of pay would have no link with the cost of living but was instead based around median earnings. The NLW would apply to all categories of individual that were currently eligible for the National Minimum Wage; these included employees, most 'workers' (working under contract) and agency workers.

The report contained details of the policy implications and the provision of the NLW to all individuals working for Halton under an employment contract or a contract to personally perform services. It was reported that, given the practicalities of implementing the NLW from April 2016, Halton had prepared for the potential impact on pay structures, even though new pay structures under offer through the National Local Government pay negotiations were subject to agreement.

Members were advised that, on balance, there was insufficient justification to pay those under 25 less for doing exactly the same job. There would however, be a number of on-costs associated with this, including pension, National Insurance Contributions, auto enrolment and the need to maintain pay differentials within the workforce. For Halton, based on current staffing levels and ages, this would equate to an additional total cost of £34,734 in 2016/17. These estimated costs showed a steady cumulative increase in the total cost over the four year period, with an estimated annual cost of implementing the NLW of £1.1m by 2020/21.

**RESOLVED:** That the payment of the National Living Wage to members of staff aged under 25 be agreed and implemented from 1 April 2016.

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

**DATE:** 27<sup>th</sup> June 2016

**REPORTING OFFICER:** Strategic Director – People and Economy.

**PORTFOLIO:** Economic Development

**SUBJECT:** Employment, Learning, skills and Community Policy and Performance Board Annual Report for 2015/16.

## **1.0 PURPOSE AND CONTENT OF REPORT**

1.1 To receive the Employment, Learning and Skills and Community Policy and Performance Boards' Annual Report for 2015/16.

**2.0 RECOMMENDED: That the 2015/16 Annual Report be recommended to Full Council.**

## **2.0 SUPPORTING INFORMATION**

3.1 Article 6 of the Constitution requires each Policy and Performance Board to submit an Annual Report to Council outlining their work, making recommendations for future work programmes and amended working methods as appropriate.

3.2 The Annual Report (see attached) has been submitted to the Employment, Learning and Skills, and Community Policy and Performance Board for consideration.

## **3.0 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.

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

None under the meaning of the Act.

**ANNUAL REPORT  
EMPLOYMENT LEARNING, SKILLS AND COMMUNITY POLICY AND  
PERFORMANCE BOARD  
APRIL 2015 – MARCH 2016**



Cllr. Sue Edge  
Chairman

**Introduction from Councillor Sue Edge**

**Chair of the Employment Learning, Skills and Community Policy  
Performance Board (PPB)**

This is my sixth year as Chair of this Policy Performance Board, and this year has brought a significant number of both challenges and opportunities. These include the contribution of the Mersey Gateway to improving skills and providing job opportunities for residents of Halton. We are continuing to work together with our partners across the Liverpool City Region, as part of the new Combined Authority to promote economic growth and provide employment opportunities for residents. In addition we continue to deliver essential services through our libraries, community centres, sports facilities and the continued neighbourhood activity supported by our Community Development Team. The Government's welfare reforms continue to put added pressure on our Employment, Learning and Skills services as we strive to help people improve their employment opportunities in a difficult economic climate. That said, through Halton's Employment Learning and Skills and Community PPB we have overseen a number of positive activities aimed at helping people to find work, growing our local businesses and increase the skills and qualifications of our residents. The review below provides a snapshot of these activities.

I would like to take this opportunity to thank my Member colleagues for their valuable contributions and the support they have shown throughout the year and in particular I want to thank members who have agreed to give up their time to serve on the Inward Investment Scrutiny Topic Group. I would also like to thank officers for working with me to develop an interesting and important range of topics and agenda items for consideration.

Although, there will be difficult times in the year ahead, I am confident that this PPB will continue to explore new and innovative ways of working to ensure that we provide the best possible Employment, Learning, Skills and Community services to the people of Halton.

I look forward to continuing to work together to make the most of the opportunities ahead and rise to challenges we will undoubtedly face.

**Councillor Sue Edge**

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

## MEMBERSHIP AND RESPONSIBILITIES

During 2015/16, the Board comprised eleven Councillors – Councillors S. Edge (Chair) A. MacManus (Vice Chair), L. Cassidy, H. Howard, P. Lloyd-Jones, G. Logan, C. Plumpton Walsh , S. Parker, J. Roberts, C. Rowe and S. Baker.

## REVIEW OF THE YEAR

The full Board met five times during the year. Set out below are some of the main initiatives that the Board has worked on:

### **Skills for Growth**

The Board reviewed a number of Skills for Growth documents which have been produced by the Liverpool city Region (LCR) that provide an analysis on current and future skills and employment requirements in key growth sectors and flag up future priorities for the Liverpool City Region. The priorities that have been identified range from advanced and higher apprenticeships in engineering to digital and technology solutions. Other 'generic priorities' include digital skills, customer service and a shortage of science graduates and 'headline challenges' which include improved careers advice, tackling long term worklessness, and enhancing links between businesses and education providers.

### **Inward Investment Scrutiny Review Report and Recommendations**

The Board received a report on the recommendations of the Inward investment Scrutiny Topic Group. The report was commissioned as the Liverpool City Region together with the local authorities are looking at the current approach to inward investment and considering how a collaborative approach may make better use of limited resources going forward. The report makes a number of recommendations, including the development and implementation of an investment social media strategy to link Halton with export agencies from around the world and to pursue relationships and links with the top 50 employers in Halton to ensure retention and growth of the businesses. This will include skills development and working with planning to help enable businesses to physically expand and grow.

### **The Brindley Theatre**

The Board received a presentation on the Brindley Theatre, which outlined its recent successes and future priorities. The Board was advised that the Brindley was opened in September 2004 and consisted of a 420 seat theatre; a studio with 108 seats; an education room, gallery, café and bar. The Arts and Events Manager outlined the Venue's awards since its opening and the changes that had been made to the exterior and interior of the building to update and freshen its quality appeal. This included use of new ticketing software and highlighted examples of the Theatre's increased income and general running costs, for example lighting and marketing.

### **Library Service**

The Board received a presentation on the updated Library Service following the implementation of the efficiency review findings in April 2015. The efficiency review had seen savings of £450,000 and resulted in: the reduction in the opening hours of the Libraries; the cancellation of the mobile library; a new staff structure;

and the employment of 25 new staff. The Board were informed of three areas the library service were currently working on; helping to get people online including IT clinics in all libraries; providing a Community Library Service, which includes a pilot program of service delivery with care and residential homes and Learning in Libraries, which includes Lego clubs.

#### **Annual report on the Community Development Service**

A report was presented to the Board explaining the role of the Community Development service which supports the creation, development and sustainability of independent local community groups, which in turn generated the capacity for effective and inclusive community engagement with Council departments and services, thus enabling the delivery on many hundreds of community initiatives to tackle strategic objectives and community needs. The work of the Community Development Officers was explained in the report which went on to provide some examples of projects and groups that the team were working with and alongside across the Borough

#### **Department for Work and Pensions (DWP) Work Programme Contract**

The Board received an overview of the DWP Work Programme Contract currently being delivered by Halton People into Jobs. In June 2011 Halton Borough Council entered into a subcontracting arrangement with two Prime Contractors (*Ingeus Deloitte* and *A4E*) who had been tasked with delivering the Department for Work and Pensions Work Programme over the next 4 to 5 years. The contract works through payment by results and performance is measured against the Priority Group (PG) customers. The Board were informed of income and expenditure; the lessons learnt to date and key strengths of the programme; and discussed the future strategic direction of the programme as it was currently in year 5. It is hoped that the contract would be extended to year 6.

#### **Liverpool Growth Hub Update**

Members of the Board were advised of the development and proposed implementation of the Liverpool City Region Growth Hub Brokerage Service in Halton. The creation of Growth Hubs is a Government initiative intended to; provide clarity, consistency and simplification across the business support agenda; increase the migration of business support from the public to the private sector; and provide gateway support; that is information, guidance and brokerage, to the business community.

#### **Merseyside Business Support Programme**

The Board considered a report which provided an update on the delivery of the Merseyside Business Support Programme within Halton. The objective of the Programme is to offer assistance to companies who had been trading for more than 12 months and who had the capacity to expand and increase their workforce. The support is provided by the Merseyside Business Support Programme with initial funding for Halton of £381,852.

#### **Riverside College**

The Board considered a presentation from the Principal of Riverside College, Mary Murphy, which outlined the College's strategic priorities and the quality of teaching and learning; enrolments; funding, and key developments. The presentation included information on achievements at Cronton Sixth Form College and Kingsway and provided case studies of A Level students; Vocational students; Adult students and apprentices working with local employers. The

College worked with 657 employers and community groups and other agencies across the Borough. It also employed 347 people and educated a total of 6,134 people in 2014-15.

**European Programme 2014 – 2020**

Members of the Board were given an update on the European Structural and Investment Funds (ESIF) Programme 2014 to 2020, which included the context at a Liverpool City Region (LCR) level and also details on the funding bids Halton have been developing.

**Growing Economic Prosperity in Halton Update**

The Board considered a report on business support activities that had been undertaken to support the growth of Halton’s economy. This included the work of the Business Improvement and Growth Team (BIG) who have undertaken ‘customer surveys’ to better understand the needs of our businesses. The Business Improvement and Growth team has also applied a sectoral focus to some of the businesses it supports, maintaining a relationship management & account manager approach, improving communication with businesses through use of the Evolutive and delivering externally funded business support programmes.

**Ways to Work Programme**

The board received an update on the The Ways to Work project which is a European funded employment support programme for newly unemployed 18-24 year olds in receipt of Job Seekers’ Allowance and Halton is already exceeding the agreed targets. The Ways to Work project will enable an extension and a broadening of the Youth Employment Gateway to reach more residents.

The focus of the Ways to Work project is on young people and those furthest away from labour market. The Ways to Work project advocates an individualised approach to supporting residents in overcoming barriers to work through offering a broad range of interventions. It is an inclusive programme designed to work with those with multiple barriers including care leavers, those with mental health issues and those with low levels of literacy and numeracy.

**Community Centres Annual Report**

The Board received an annual report on Community Centres.

Community Centres service consisted of five buildings: Castlefields, Ditton, Grangeway, Murdishaw and Upton. The Centres deliver programmes of community activity, varying models of community cafes and service outlets, for example, a children’s centre, youth centre and day services. The Centres provided a community hub, a central point at the heart of communities for residents to enjoy activities and receive services in their neighbourhoods. It was noted they were based in the most severely deprived wards in the Borough and were well utilised.

Members were advised that the Community Centres were benchmarked through APSE (the Association of Public Service Excellence) against other

Civic, Cultural and Community Venues owned and run by other local authorities.

Members of the Public are welcome at the meetings of the Board. If you would like to know where and when meetings are to be held or if you would like any more information about the Board or its work, please contact Wesley Rourke on 0151 511 8645 or e-mail: [Wesley.rourke@halton.gov.uk](mailto:Wesley.rourke@halton.gov.uk)



<b>REPORT TO:</b>	Employment, Learning And Skills And Community Policy Performance Board
<b>DATE:</b>	27 June 2016
<b>REPORTING OFFICER:</b>	Strategic Director, People and Economy
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Presentation Daresbury Open Days
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

1.1 To receive a presentation from the Public Engagement Manager at the Science and Technology Facilities Council (STFC).

### 2.0 **RECOMMENDATION: That the Board notes the presentation and action points.**

### 3.0 **SUPPORTING INFORMATION**

3.1 Members will receive an update from the Public Engagement Manager regarding the Open Days taking place at Sci-Tech Daresbury from 5<sup>th</sup> – 9<sup>th</sup> July 2016.

3.2 It is anticipated that the presentation will cover several areas of interest, i.e. the Corporate Day 5<sup>th</sup> July; Schools Days 6<sup>th</sup> and 7<sup>th</sup> July and Public Day 9<sup>th</sup> July

### 4.0 **POLICY IMPLICATIONS**

4.1 There are no further policy implications.

### 5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 N/A

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

6.1 The work of the STFC complements a wide range of the Council's priorities, and the college is an important and supportive strategic partner in contributing to the borough's economic regeneration and growth agenda.

7.0 **RISK ANALYSIS**

7.1 There are no risks identified.

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

8.1 None under the meaning of the Act.

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

**DATE:** 27 June 2016

**REPORTING OFFICER:** Strategic Director, People & Economy

**PORTFOLIO:** Economic Development

**SUBJECT:** Apprenticeship Update: HBC Position  
Statement / Apprenticeship Policy Framework  
& the Apprenticeship Levy & Public Sector  
Target

**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To provide a Halton Borough Council Apprenticeship Position Statement.
- 1.2 To provide a brief overview of Halton Borough Council's proposed Apprenticeship Policy Framework.
- 1.3 To outline the significance of the Framework in light of the proposed introduction of the Apprenticeship Levy & the Public Sector Apprenticeship Target.

**2.0 RECOMMENDATION: That**

- 1) the report be noted;
- 2) the Board notes the contents and potential impact of the Framework /Apprenticeship Levy & Public Sector Target; and
- 3) the Board notes that further work is being developed in order to respond to the Apprenticeship legislation as outlined in the report

**3.0 SUPPORTING INFORMATION**

**Background**

- 3.1 **Halton Borough Council Apprenticeship Position Statement:**  
As of April 2016 HBC had 13 apprentices, with a further 9 apprentices in various stages of recruitment.
- 3.2 **Apprenticeship Policy and Guidance:**  
For some time now an ad-hoc approach has existed within the Council in relation to rolling out apprentices within the organisation.

3.3 Work is being developed to introduce an Apprenticeship Policy and Guidance at Halton Borough Council. The aim would be to ensure uniformity and consistency of approach across the Council. It also has the added value of bringing together the relevant sections within the organisation, (such as Policy, HR, Employment & Learning Skills), again to ensure a co-ordinated approach.

3.4 If accepted the policy and guidance would comprise 4 elements:

- The Context, which outlines the background, the benefits, funding opportunities, HR issues and the Guiding Principles
- A Practical Step by Step Flowchart 'How to Guide'
- An Apprenticeship Agreement
- Frequently Asked Questions, which will be placed on the Council's SharePoint site.

A further update will be provided to this PPB as this work is developed, and as further information from Government emerges.

3.5 **Apprenticeship Levy:**

The Chancellor announced the Apprenticeship Levy in the Summer 2015 Budget, linked to the Government's ambition of creating 3 million apprentices by 2020, with the intention that apprentices will become an integral part of the wider workforce.

3.6 The apprenticeship levy will come into effect in **April 2017**. It will be payable by employers in the UK at 0.5% of wage bill.

3.7 All employers will receive an allowance of £15,000 to offset against payment of the levy. This effectively means that the levy will only be payable on wage bill in excess of £3 million per year.

3.8 The levy will be payable/collected through Pay As You Earn (PAYE) and will be payable alongside income tax and National Insurance.

3.9 Each employer will receive one allowance to offset against their levy payment. There will be a connected person's rule, similar the Employment Allowance connected person's rule, so employers who operate multiple payrolls will only be able to claim one allowance.

3.10 The levy will apply to employers across **all** sectors.

3.11 The Wage bill will be calculated based on total employee earnings; it will not include other payments such as benefits in kind. It will apply to total employee earnings in respect of all employees.

3.12 The Apprenticeship Levy will enable employers to use the Digital

Apprenticeship Service, which will provide an apprenticeship, candidates and access to a training provider.

- 3.13 Employers who pay the levy and are committed to apprenticeship training will be able to get out more than they pay in, through a top-up to their digital accounts. It is not particularly clear at this stage whether or not this is viable considering the sums of monies involved.
- 3.14 As consultation will continue with all employers and stakeholders right through to implementation and beyond it is hoped that a slightly different model for the Public Sector might come into effect.
- 3.15 Legislation to permit the imposition and collection of the apprenticeship levy was introduced in the Finance Bill, Spring 2016.
- 3.16 In December 2015, English Apprenticeships: Our 2020 Vision Report was published, setting out targets and objectives relating to the employment of apprentices and related to the levy.
- 3.17 From October 2016, the roll out the Digital Apprenticeship Service will introduce a new and hopefully, simple online portal. It will enable employers to select the most appropriate apprenticeships, choose a training provider and pay for apprenticeship training and assessment.
- 3.18 The Apprenticeship Grant for Employers is being extended until the end of the 2016/17 academic year, to provide transitional support until the levy funding system for apprenticeships is in place.
- 3.19 The Enterprise Bill will seek to introduce statutory targets of 2.3% for public sector bodies with a workforce of 250 or more in England to employ their fair share of apprentices.
- 3.20 From September 2016, UCAS will include Higher and degree apprenticeships on their website.
- 3.21 An independent and employer-led body, the Institute for Apprenticeships, will be set up by April 2017. It will regulate the quality of apprenticeships within the context of reaching three million starts in 2020

3.22 **Apprenticeship Public Sector Target:**

The Enterprise Bill will contain the provision to amend the Apprenticeships, Skills, Children and Learning Act 2009 so that targets can be set for prescribed public bodies in relation to the number of apprentices working for them in England. Public bodies will have a duty to publish information annually on progress towards meeting the target and send this information to the Secretary of State. A document published on 25 January consults on the duty on the proposed apprenticeship targets for public sector bodies. The responses made to this consultation will be used to inform drafting of the regulations following the passage of the Enterprise Bill.

3.23 It is anticipated that the majority of a public body's apprentices will be directly employed by that body. However, apprentices employed by Apprenticeship Training Agencies (ATAs) and who work for, but are not directly employed by the body can count towards the target.

3.24 Given the time required for the regulations to pass through Parliament, it is unlikely that the duty will come into force before September 2016. Therefore proposed target periods for reporting on the duty are as follows:

- Date duty comes into force until 31 March 2017
- 1 April 2017 to 31 March 2018
- 1 April 2018 to 31 March 2019
- 1 April 2019 to 31 March 2020

4.0 **POLICY IMPLICATIONS**

4.1 **The proposed National Apprenticeship Levy:**

The purpose of this levy is to fund an increase in the number and quality of apprenticeships.

Seen in the context of the National Government's Vision of 3 million apprentices by 2020, with the Local Authorities in England being asked to provide the largest contribution of apprenticeship starts, namely 35,000 in total.

4.2 Even though the Apprenticeship Levy does not come into force until April 2017, larger organisations will have to factor this significant additional cost into budgeting exercises that are taking place now. The introduction of the levy is also likely to have a major impact on how training is organised and funded within larger organisations going forward.

4.3 In the introduction to the consultation document on public sector targets for apprentices, it is pointed out that no impact assessment has been produced in relation to this duty as "there are no costs to

business". However, this measure is likely to impose significant costs on local authorities in terms of workforce planning, administration (some of it associated with reporting requirements) and compliance with apprenticeship quality standards. In addition there will be the costs associated with the apprenticeship levy. Currently, it would appear that there is no extra funding to support either the levy or the compulsory employment of apprenticeships.

4.4 Local authorities will be placed in the situation of taxing their own payroll in the form of the levy to pay for a compulsory employment requirement in the form of the target. It is hoped that surplus funds raised from the private sector through the levy will be re-directed to local authorities but this has not been confirmed.

4.5 **The proposed Apprenticeship Public Sector Target:**

Although the public sector target will only apply once the new legislation comes into force (probably autumn 2016), current figures are used to indicate the expected numbers of apprenticeship starts over the period to 2020. The headcount is the basis of the target because data on headcounts, it is stated, is available for the public sector on a consistent basis. An option could be to use Full Time Equivalent (FTE) numbers, which would reduce the number of apprentices that would be delivered by the 2.3 per cent target. The number of apprentices required will reduce with any headcount reductions. Bodies will be asked to provide headcounts at the start and end of each reporting year when reporting against the duty.

4.6 The LGA will also call for the 2.3 percent target to be based on FTE rather than headcount, as respondents have been invited to do in the consultation document. This, however, raises some further lack of clarity, given that the public sector headcount, as a proportion of all employment, is the basis of the calculation of the target. If the basis changed from headcount to FTE, then the amount and proportion of public sector employment would also change.

4.7 It is clear that the public sector is crucial to meeting the government's 3 million apprenticeship target. Halton will need to think carefully about maximising the benefits both for their own workforce and the local economy, possibly in collaboration with other public and private sector partners.

Calculated on the basis that each LA will have to provide 2.3 per cent of their workforce headcount, for Halton this would equate to 55 apprentices.

In recent times HBC averages around 10-15 apprentices at any one time.

With Schools their target would be 29 apprentices.

5.0 **FINANCIAL IMPLICATIONS**

5.1 None directly relate to the implementation of the Apprenticeship Policy Framework.

5.2 Costs however will be incurred by the proposed National Apprenticeship Levy.

Based on the proposed formula of 0.5% of the Gross HBC total wage figures (April 2015 – March 2016):

**HBC excluding schools** = £63 million  
0.5% = £315,000 minus apprenticeship levy of £15,000 = **£300,000**

**Schools only** = £26 million  
0.5% = £130,000 minus apprenticeship levy of £15,000 = **£115,000**

**HBC including schools** = £89 million  
0.5% = £445,000 minus apprenticeship levy of £15,000 = **£430,000**

5.3 It will be critical to follow developments on the levy and the consultation on public sector targets closely, to ensure that the Council is able to make best use of the levy and the training and recruitment benefits associated with it. It has been stated that the majority of those 'committed' to the apprenticeship programme are likely to get more from the levy than they put in. The definition of 'committed' and what that involves has yet to be clarified however.

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

6.1 **Children & Young People in Halton**  
None other than those outlined in the body of the report.

6.2 **Employment, Learning & Skills in Halton**  
None other than those outlined in the body of the report.

6.3 **A Healthy Halton**  
None other than those outlined in the body of the report.

6.4 **A Safer Halton**  
None other than those outlined in the body of the report.

6.5 **Halton`s Urban Renewal**  
None other than those outlined in the body of the report.

7.0 **RISK ANALYSIS**

7.1 **Apprenticeship Levy**  
This is becoming clearer as the implementation date beckons and



key Government decisions are made.  
 What is certain however is the additional costs and pressures that will be placed on the Council in what are already difficult times.

**7.2 Public Sector Apprenticeship Target**

There is a risk to the Council if the demographic profile of its workforce continues to ‘age’, and skill levels remain low, that it will be unable to deliver on the priorities and challenges faced in the future.

The risk of not having in place a robust framework to enable the Council to successfully meet its challenging target of 55 apprentices in 2017/18 and the proposed 2.3% workforce headcount target year on year thereafter.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment has been undertaken with regards to the Apprenticeship Policy Framework with no actions identified. The Framework seeks to encourage equal employment opportunities for people living and working in the borough. Care has also been taken to ensure that it would not discriminate against existing staff.

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

Document	Place of Inspection	Contact Officer
Consultation on Apprenticeship Targets for Public Sector Bodies, January 2016	Municipal Building	John Gallagher
English Apprenticeships: Our 2020 Vision, December 2015	Municipal Building	John Gallagher
Apprenticeship Levy – Employer Owned Apprenticeship Training, November 2015	Municipal Building	John Gallagher
Budget Statement, July 2015	Municipal Building	John Gallagher
Equality Act 2010	Municipal Building	John Gallagher

<b>REPORT TO:</b>	Employment, Learning and Skills and Community Policy Performance Board
<b>DATE:</b>	27 June 2016
<b>REPORTING OFFICER:</b>	Strategic Director, People and Economy
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Update of the Area Based Review of Further Education
<b>WARD(S)</b>	Borough-wide

### **1.0 PURPOSE OF THE REPORT**

1.1 The purpose of this report is to update PPB Members regarding the development of the Area Based Review (ABR) of Further Education (FE) in the Liverpool City Region. The review is important to the PPB as it will make recommendations on how in the future, FE Provision should be delivered in the Liverpool City Region and Halton.

### **2.0 RECOMMENDATION: That PPB Members consider the potential implications for Halton.**

### **3.0 SUPPORTING INFORMATION**

3.1 The Area Based Review process forms part of the national reforms to the post-16 Education sector, with the aim of raising productivity and economic growth.

The purpose of the Area Based Review process is to deliver:-

- Institutions which are financially viable, sustainable, resilient and efficient, and deliver maximum value for public investment;
- An offer that meets each area's educational and economic needs;
- Providers with strong reputations and greater specialisation;
- Sufficient access to high quality and relevant education and training for all; and
- Provision which reflects changes in government funding priorities and future demand from both learners and employers.

3.2 One of the outcomes of the Liverpool City Region Devolution Deal is that the Area Based Review which has been established will be

chaired by a representative from the Combined Authority. The Steering Group should include all College Principals, Chairs of Governors and other key local stakeholders. The Operational Director for Economy, Enterprise and Property is a member of the Steering Group. The review commenced in April, and the first Steering Group meeting was held on 10<sup>th</sup> May 2016. Three further Steering Group sessions are scheduled and the review is expected to be completed in the Autumn.

- 3.3 A key factor for the preparation phase has been setting the scope of the Area Based Review early on so that a framework was developed to gather intelligence and data to support the process and provide evidence for the review. This is particularly important in relation to ensuring City Region skills priorities are accurately reflected within the overall process.
- 3.4 The Area Based Review process usually covers both FE and Sixth Form Colleges, although announcements made as part of the Autumn Statement has given the opportunity for Sixth Form Colleges, through the post-16 review process, to establish themselves as 16-19 Academies. There is an option to include other providers within the scope of the Area Based Review where they agree; the availability and quality of wider 16+ provision including School Sixth Forms and HEIs will also be considered during the analysis phase for the Liverpool City Region.
- 3.5 The outcomes of the Review process will be significant in terms of supporting the Liverpool City Region's growth ambitions and key to delivering aspects of the Devolution Agreement. The guidance provided by BIS around the Area Based Review notes that reviews should take into account factors including:-
- Local economic objectives and labour market needs and any local outcome agreements in place;
  - National government policy, including the national expansion and reform of the Apprenticeship programme; creation of clear high quality professional and technical routes to employment; the desire for specialisation, including the identification and establishment of centres of excellence such as Institutes of Technology; and the need for high quality English and Maths provision;
  - Access to appropriate good quality provision within reasonable travel distances, particularly for 16-19 year olds and students with special educational needs and disabilities;
  - Funding, including the need for 16+ providers to operate as efficiently as possible within a tight fiscal environment and

changes like employer routed funding for apprenticeships;

- Effective support for the unemployed to return to work; and
- Legal duties relating to the provision of education, including but not limited to section 15A of the Education Act 1996 and section 86 of the Apprenticeships, Skills, Children and Learning Act 2009.

3.6 An important piece of work entitled the 'Skills Conclusions' document has been completed. This is a Skills and Local Needs Analysis which will be used as the evidence base for informing the Area Based Review.

3.7 In summary, it identifies the current position and priorities for skills in the Liverpool City Region. Its purpose is to promote discussion across the further education sector and encourage a collaborative approach to respond to local economic challenges and skills demands now and in the future, whether for infrastructure or curriculum changes.

#### **4.0 POLICY IMPLICATIONS**

4.1 Section 3.1 of this report sets out the intended delivery outcomes of the Review. Clearly, there is a strong emphasis on encouraging a close relationship between the development of FE provision in the City Region which is allied to the needs of businesses. However, it is also clear that the review is predicated on a significant reduction in Further Education Budgets. In some areas this is leading to discussions regarding the merging or closing of some FE colleges.

4.2 As far as Halton is concerned, it is important to stress that Riverside College is a strong college having recently undergone a 'good' Ofsted inspection and has been commended for its financial stewardship. Furthermore, given the unique geography of the borough, there is a strong argument to present that the College serves the needs of a distinct and clearly defined catchment area.

#### **5.0 OTHER/FINANCIAL IMPLICATIONS**

5.1 There are no financial or other implications arising from this report

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

6.1 **Children & Young People in Halton**

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

6.3 **A Healthy Halton**

6.4 **A Safer Halton**

6.5 **Halton's Urban Renewal**

7.0 **RISK ANALYSIS**

7.1 There are no risks associated with this report

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no Equality and Diversity issues arising from the report.

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:** 27 June 2016

**REPORTING OFFICER:** Strategic Director, People and Economy

**PORTFOLIO:** Economic Development

**SUBJECT:** Adult Learning Service - Update

**WARDS:** Borough-wide

### **1.0 PURPOSE OF THE REPORT**

1.1 The purpose of this paper is to update the PPB on the activity taking place in Adult Learning.

**2.0 RECOMMENDATION: That the PPB welcomes the progress made to date in managing an effective adult learning service.**

### **3.0 SUPPORTING INFORMATION**

3.1 In line with a national 24% SFA funding reduction the 2015/16 accredited provision has been reduced, with the main qualification delivery focused on priority areas such as maths, English, employability, ICT and childcare.

3.2 Established curriculum areas which produce good quality outcomes for learners with lower skills still remain, for example, Family Learning and craft based subjects. Programmes are currently delivered from Kingsway Learning Centre, Widnes, Acorn Learning Centre, Runcorn and Halton Lea library.

A good quality Children's Centre contract continues to be delivered in all of the 8 children's centres, offering a range of engagement and qualification courses that both enhance parents' ability to support their children's development and support parents into further learning or employment.

3.3 The service currently employs 3 full time and 18 part time or sessional tutors. Following our latest Ofsted inspection in 2013 It has been a service priority to increase the amount of outstanding teaching, learning and assessment. This quality improvement plan has been developed by the Teaching, Learning and Assessment Lead Officer who has implemented a programme of tutor CPD which includes termly Inspire sessions, Peer Exchange Groups and good practice newsletter, Horizon.

3.4 The service is part of a national pilot / research project to assess the impact of adult learning on the recovery of learners with mild/moderate mental health difficulties. We are currently coming to the end of Year 1 and have worked with approximately 85 learners to help them manage their condition

and move forward with their learning. Analysis of data is currently taking place at national level, after which we will hear whether we have been selected to continue into Year 2.

**3.5** Further information showing the profile of adults attending Adult / Family learning programmes in 2015/16 will be provided at the meeting.

**3.6** Further information showing the demographic profile of adults attending Adult / Family learning programmes in 2015/16 to date will be provided at the meeting.

#### **4.0 POLICY IMPLICATIONS**

**4.1** Improving skills and employment prospects of residents is a key strategic theme in the Corporate Plan and therefore the development of maths, English and ICT must remain a priority

#### **5.0 FINANCIAL IMPLICATIONS**

Discussions are currently underway to implement an Area Based Review as outlined elsewhere on this agenda, and this could have financial/delivery implications for the service from 2018.

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

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

The relationship between adult skills and children's achievement is well documented. Family learning data shows that children who are involved in family learning enjoy higher attainment. Feedback shows that parents also feel better able to support children's learning and are more confident to work in partnership with schools. These outcomes could potentially support other initiatives such as Troubled Families and offer supplementary interventions to develop skills of both children and parents. A national enquiry into Family Learning in England and Wales, 'Family Learning Works', outlines recommendations for England which include:

- Family Learning should be integral to school strategies to raise children's attainment and to narrow the gap between the lowest and highest achievers
- Key government departments should include Family Learning in their policies and strategies in order to achieve cross-departmental outcomes

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

Community learning is a key element of employment, learning and skills strategies to engage those furthest from the labour market and improve employability. There is some provision to support marginalised residents but more investment is needed for these groups to ensure equality of opportunity.

6.3 A Healthy Halton

There is a relationship between poor health and low skill levels. By increasing learners' skills and confidence levels, community learning can contribute to an increase in the number of adults enjoying better health. Evidence of impact measures collected within the service show that learners on leisure type courses enjoy improved mental health and wellbeing. More clinical measures employed on the Mental Health project show improved PHQ and GAD scores following adult learning intervention.

6.4 A Safer Halton

Learners on Family Learning programmes have options to study units to keep children healthy and safe. Childcare learners study Safeguarding units in more depth and this knowledge contributes to a safer community as well being applied professionally.

6.5 Halton's Urban Renewal  
N/A

7.0 **RISK ANALYSIS**

7.1 Funding for 2016/17 has been agreed at the same level as 2015/16 and as such we feel there are no significant risks arising in the coming academic year.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Whilst there is good provision to engage those working at Entry 3 – Level 2 skill levels, further investment is needed to engage those furthest away from the labour market.

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:** 27<sup>TH</sup> June 2016

**REPORTING OFFICER:** Strategic Director – People and Economy.

**PORTFOLIO:** Economic Development

**SUBJECT:** People and Economy Quarterly Policy Update

## **1.0 PURPOSE OF THE REPORT**

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

## **2.0 RECOMMENDATION:**

**2.1** That the report is noted

## **3.0 BACKGROUND**

**3.1** A 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, so the Board can consider whether to initiate more detailed scrutiny and/or report to a future meeting.

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

### **4.1 [Apprenticeships: Vision for 2020](#)**

Plan for how the Government will increase the quality and quantity of apprenticeships, achieving 3 million apprenticeships by 2020.

### **4.2 [Reviewing post-16 education and training institutions: area reviews \(waves 1 and 2\)](#)**

This policy statement [Reviewing Post-16 Education and Training Institutions](#) sets out the Government's approach to facilitating a restructuring of the further education sector. This will be done through a series of area based reviews of provision. The second wave includes details of the local authorities and Local Enterprise Partnerships (LEPs) covered by the relevant review. The area reviews in wave 1 began in September to November 2015, those in wave 2 are due to begin early in 2016.

- 4.3 Higher and degree apprenticeships**  
Provides information for young people on the opportunities, progression and benefits of doing a higher or degree apprenticeship.
- 4.4 A parent's guide to apprenticeships**  
Information for parents about the benefits of apprenticeships and the opportunities they provide.
- 4.5 Jobcentre Plus support rolled out to schools**  
Government scheme to provide expert employment support to young people.
- 4.6 National living wage: employee survey**  
A survey of employees about their views of the national living wage.
- 4.7 Policy paper: Digital skills for the UK economy**  
Ecorys UK were commissioned to produce a research paper by the Departments for Culture Media and Sport, and Business Innovation and Skills.
- 4.8 Apprenticeship standards in development**  
All occupations approved by the Skills Funding Agency (SFA) to develop an apprenticeship standard.
- 4.9 Evaluating youth social action**  
This report shows that young people develop skills for employment and adulthood through taking part in social action initiatives.
- 4.10 Government vows to make UK best in Europe for innovation and IP**  
The UK IPO today launched a five year strategy setting out government plans to boost British innovation and the UK's creative sector.
- 4.11 Guidance: Employer guide to apprenticeships and traineeships**  
Updated employer guide to apprenticeships and traineeships document. Information for employers showing the benefits of apprenticeships and traineeships to their business.
- 4.12 LGIU Briefing - Consultation on apprenticeship targets for public sector bodies**  
This LGIU briefing deals with the **consultation document** issued on 25 January on the public sector apprenticeship target duty. The document sets out details of which organisations will be in scope of the duty, which will include nearly all local authorities in England; also in the document are details about reporting requirements. The consultation closes on 4 March 2016.
- 4.13 LGIU Briefing - The Local Welfare Safety Net**  
This LGIU briefing deals with a **report** published on 6 January 2016 by the HC Work and Pensions Committee (WPC) on local welfare schemes. For the purposes of this report, the local welfare safety net

is defined as comprising three schemes: Council Tax Support, Discretionary Housing Payments (DHPs), and the discretionary elements of the DWP's Social Fund (Crisis Loans and Community Care Grants)

- 4.14** **Independent report: Boosting enterprise in more deprived communities**  
Michelle Mone's review of how to encourage more people to become self-employed in disadvantaged communities.
- 4.15** **UK economic review: Mar 2016**  
Commentary on the latest GDP estimate, labour market conditions and other economic issues.
- 4.16** **Fuel poverty - What it means for young parents and their families**  
New research, published by the National Children's Bureau to mark Fuel Poverty Awareness Day, found 4 in 10 of those living in cold homes are couples or single parents with dependent children.
- 4.17** **MPs reject Sunday trading reforms**  
The Government has been defeated in its plans to overhaul Sunday trading laws, by 31 votes.
- 4.18** **One Public Estate**  
This LGIU Policy briefing gives an update of the One Public Estate Programme and considers the opportunities to use assets to drive growth, increase employment and to stimulate new housing as well as capitalising on the cash value.
- 4.19** **Institute for Apprenticeships: Enterprise Bill factsheet**  
Outlines the measures that will be included in the Enterprise Bill.
- 4.20** **Guidance: Higher and degree apprenticeships**  
Provides information for young people on the opportunities, progression and benefits of doing a higher or degree apprenticeship.
- 4.21** **Cities and devolution update February 2016** LGIU Briefing  
This briefing provides an overview of the Cities and Local Government Devolution Act, its potential implications for enhanced devolution and local growth, and also considers recent analysis of city performance – given one of the principal purposes of the Act is the empowering of intermediate tier leadership of local growth.
- 4.22** **Guidance: Apprenticeship levy: how it will work**  
Explains who the levy affects, how much you will pay and what happens once the money has been paid.
- 4.23** **Apprenticeships, young people, and social mobility**  
Research highlighting recent trends and challenges for youth apprenticeships

- 4.24** **Connected Councils: A Digital Vision of Local Government in 2025**  
How can digital technology improve services for residents and communities? The NESTA report summarised here sets out a vision of where councils might be in 2025 and highlights examples of good practice in local authorities.
- 4.25** **LGIU Briefing: Government's spending with SMEs**  
The National Audit Office's report, Government's spending with small and medium sized enterprises, analyses the progress made by central government in increasing its spending with SMEs. Although focusing on central government procurement the implications are relevant to the public sector as a whole.
- 4.26** **LGIU Briefing: Economic Prosperity Boards**  
Economic Prosperity Boards were introduced by the Local Democracy, Economic Development and Construction Act 2009. They haven't been much taken up but do they have the potential to provide a useful structure for partnerships in those cases where combined authorities are less appropriate?
- 5.0** **POLICY IMPLICATIONS**
- 5.1** 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.
- 6.0** **OTHER/FINANCIAL IMPLICATIONS**
- 6.1** None
- 7.0** **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**
- 7.1** **Children & Young People in Halton**  
Each of the policy briefings highlighted within the report are likely to have differing implications for the council priorities. Where a full report is requested by members, the implications for each of the council priorities will be highlighted. However it would not be possible to list all of the possible implications for each of the priorities for every report highlighted.
- 7.2** **Employment, Learning & Skills in Halton**  
As above
- 7.3** **A Healthy Halton**  
As above
- 7.4** **A Safer Halton**  
As above

**7.5 Halton's Urban Renewal**

As above

**8.0 RISK ANALYSIS**

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

**9.0 EQUALITY AND DIVERSITY ISSUES**

**9.1** None

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

None under the meaning of the Act

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

**DATE:** 27 June 2016

**REPORTING OFFICER:** Strategic Director, People and Economy

**SUBJECT:** Performance Management Reports for  
Quarter 4 of 2015/16

**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 fourth quarter period to 31<sup>st</sup> March 2016.
- 1.2 Key priorities for development or improvement in 2014-17 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Enterprise, Employment and Property Services
  - Community and Environment

The report details progress against service objectives and 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 fourth 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

## ELS Priority Based PPB Report

**Priority:** Employment, Learning & Skills

**Reporting Period:** Quarter 4, 01 January 2016 to 31 March 2016

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress within the Directorate that have occurred during the period of the report. The way in which traffic light symbols have been used to reflect progress to date is explained within Appendix 1 (section 8).
- 1.2 Please note initials have been provided to indicate which officer is responsible for the commentary to aid Members, as requested by the Children and Young People Policy and Performance Board. A key is provided at the end of the report in Appendix 1 (section 8).

### 2.0 Key Development

#### 2.1 Liverpool City Region Business Growth Grant Programme (WR)

The Liverpool City Region Growth Grant programme is now closed. The council has recently completed a comprehensive programme monitoring exercise to quantify private sector leverage and jobs created/safeguarded against programme targets. The Halton programme secured private sector investment of £3,290,354. To date 96.5 jobs have been created against a target of 102 and 25 jobs safeguarded against a target of 75. However, businesses in receipt of grants have until March 2017 to realise the job outputs.

#### 2.2 Liverpool City Region Growth Hub (WR)

Halton Growth Hub Partnership, made up of Halton Borough Council and Halton Chamber of Commerce and Enterprise, successfully tendered to deliver the governments Growth Hub initiative in Halton. Funding was secured, via Liverpool City Region (LCR) Local Enterprise Partnership to deliver the Growth Hub for Year one of a three year contract. A subsequent tender has been submitted to secure funding for Year two of the initiative. The Halton Growth Hub Partnership have recruited a dedicated Halton Growth Hub Broker. The Halton Growth Hub Broker has initiated a gap analysis of current business support provision locally, undertaken to review local usage of the pan-Merseyside 'Evolutive' Client Record Management (CRM) system and has begun to engage with local companies.

#### 2.3 Community Event (CP)

In March, a community event was held at Upton Community Centre which provided an opportunity for local residents to access information, advice and guidance from key services and agencies. In attendance were representatives from:-

- Adult Learning
- British Legion
- Citizens Advice Bureau
- Energy Project Plus
- Halton Housing Trust
- Halton & St Helen's VCA



- Health Improvement Team
- Health Watch
- Housing Solutions
- HBC Welfare Rights
- Safe In Town
- HBC Sports Development
- Sure Start to Later Life
- Widnes Vikings

Adult Learning staff were also in attendance to assist with digital access; encouraging visitors to try out the suite of PCs available at the Centre. The event went really well with approximately 80 residents and young people attending. attended to browse the stalls in the Centre. A post-event evaluation exercise is being undertaken with service providers being asked to complete a feedback questionnaire to help inform a decision possible future events.

## 2.4 Library Service (CP)

Libraries Deliver: Ambition for Public Libraries in England 2016-2021

This document produced by the Leadership for Libraries Taskforce is currently being consulted on. The Ambition document sets out a vision of the value and impact of public libraries - a national network that delivers transformation and progress for people, communities and the nation.

### Library Strategy

Priority 1- inspiring a community of readers and learners

- Added to the service portfolio of learning activities in line with the Society of Chief Librarians Universal Learning Offer. Over the Easter holidays Digitech Labs took place at Halton Lea and Widnes libraries giving young people an opportunity to have a go at computer programming, circuits and online music creation. Code clubs for 8-12 year olds start in April. These activities aim to develop digital skills and creativity while embedding learning in people's lives and supporting the use of libraries as places for community learning.

Priority 2 – employment, enterprise and developing online skills

- To improve and extend online skills for frontline staff we have used [hourofcode.com](http://hourofcode.com) as a training resource. Staff are now more confident engaging with customers taking part in creative digital activities.
- One-on-one IT support drop in sessions continue in all libraries.
- As part of the Society of Chief Librarians Universal Information Offer, all staff have now begun a Universal Credit online training programme to ensure they have the knowledge and skills to support customers to get online and manage their UC accounts.

Priority 3 – extending access through innovation and new technology

- Koha user group has been established to explore developments and future opportunities to continuously improve the system that supports the library catalogue and circulation of stock.

- From the start of April Halton now offers digital access to newspapers and magazines for library customers using a service called Pressreader. Currently available in all libraries with remote access coming soon.

Priority 4 – providing a relevant and responsive library service

- Community Library Service:Community Living strand
- Following on from the successful pilot programme of service delivery in a number of care / residential homes, this service has now been extended to 6 more sites across the Borough. With the delivery of the first monthly sessions we saw 40 people, joined 9 new members and issued 55 books.
- Other activities in this strand included a talk about memory boxes and the Books on Prescription for Dementia scheme provided to the memory service group dementia carers’ course in Runcorn at Castlefields Community Centre and attendance at regular sessions run by Age UK, using library resources.
- Home Delivery strand:
- Home Library Service being successfully delivered to customers in partnership with HBC Community Meals. The service has seen an increase in numbers since it was brought in-house at the start of January.
- Referrals to the Home Library Service are being made by library staff and by organisations such as Surestart to Later Life, the Stroke Association and Age UK.
- As part of the Society of Chief Librarians Universal Health Offer, Reading Well Books on Prescription project is being expanded and a new collection released aimed at young people. Shelf Help contains titles recommended by young people and health professionals.
- Following a national launch, a local launch will take place at Halton Lea Library on 20th April – books will be available from all Halton’s libraries – more information is available at [reading-well.org.uk/shelfhelp](http://reading-well.org.uk/shelfhelp)

Priority 5 – workforce development

- Class visit training has now been delivered to all frontline library staff. This improves the service offer to schools and increases capacity to support work with children.
- Library Strategy and Development Manager is now the national lead on the Society of Chief Librarians Universal Learning Offer providing an opportunity to participate in discussion and debate, and contribute to the national agenda on behalf of Halton.
- Floor Manager has been accepted onto the HBC ILM training course offering professional development and improved management skills within the service.
- Digital Development Officer attended Code Green – a series of workshops demonstrating how libraries can engage with technology. This has influenced development of digital learning opportunities in Halton’s libraries.

### **3.0 Emerging Issues**

#### **3.1 European Programme 2014-20 (WR)**

Public sector partners across the Liverpool City Region have submitted an European Regional Development Fund bid under Priority Axis 3 “Place Marketing, Inward Investment”. Halton Borough Council is leading on the development of a specific advance manufacturing and

engineering proposition on behalf of the wider City Region. The Council has indicated that it will provide cash match, not exceeding £25,000 each year, for a three year period. SciTech Daresbury have also submitted a bid under the same call supported by Halton Borough Council.

### **3.2 Area Based Review (WR)**

An area based review of adult learning is due to commence in April 2016. It is unclear at the point of writing what the full scope of the review will be, and therefore how involved the Divisions Adult Learning Team will be involved.

### **3.3 Work and Health Programme (WR)**

Further work to refine the co-design and co-commissioning of the new Work and Health programme will take place from April onwards. The Divisional Manager and Operational Director will continue to support the implementation of the other skills elements of the Devolution Deal.

### **3.4 Stadium: Pitch activities (CP)**

Despite Widnes Vikings excellent start to the season the attendance figures remain a cause for concern, gates are averaging at less than years corresponding gates, this has had an adverse effect on bar and catering sales targets.

## **4.0 Risk Control Measures**

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such, Directorate Risk Registers were updated in tandem with the development of the 2015-17 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all Directorates high risk mitigation measures relevant to this Directorate will be reported at quarter two.

## **5.0 Progress against high priority equality actions**

- 5.1 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.
- 5.2 The council's latest annual progress report in relation to achievement of its equality objectives is published on the Council's website.

**6.0 Performance Overview**

6.1 The following information provides a synopsis of progress for both milestones and performance measures across the key business areas that have been identified by the Directorate.

**Priority: Supporting growth and investment**

Key Milestones and Measures

CED 063: Inward investment enquiry conversion rate				SCS ELS02: Increase the proportion of business diversity within the following sectors: knowledge economy, superport, low carbon/green, visitor economy				SCS ELS01: Increase the number of active enterprises within the borough			
Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel
Q3 24%	10%			27.8%	28.5%			3240	2800		

Ref	Milestones	Quarterly progress
CED11a	Undertake evaluation of Business Support Programme by September 2015	
CED11b	Development of a marketing and promotions plan for the boroughs markets by June 2015	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
SCS ELS03	Increase the number of people classed as self-employed	6.1%	7.25%	7.5%		
CED062	Number of inward investment enquiries per annum	239	250	Awaiting data	N/A	N/A
CED064	Number of funding enquiries per annum	113	110	Awaiting data	N/A	N/A

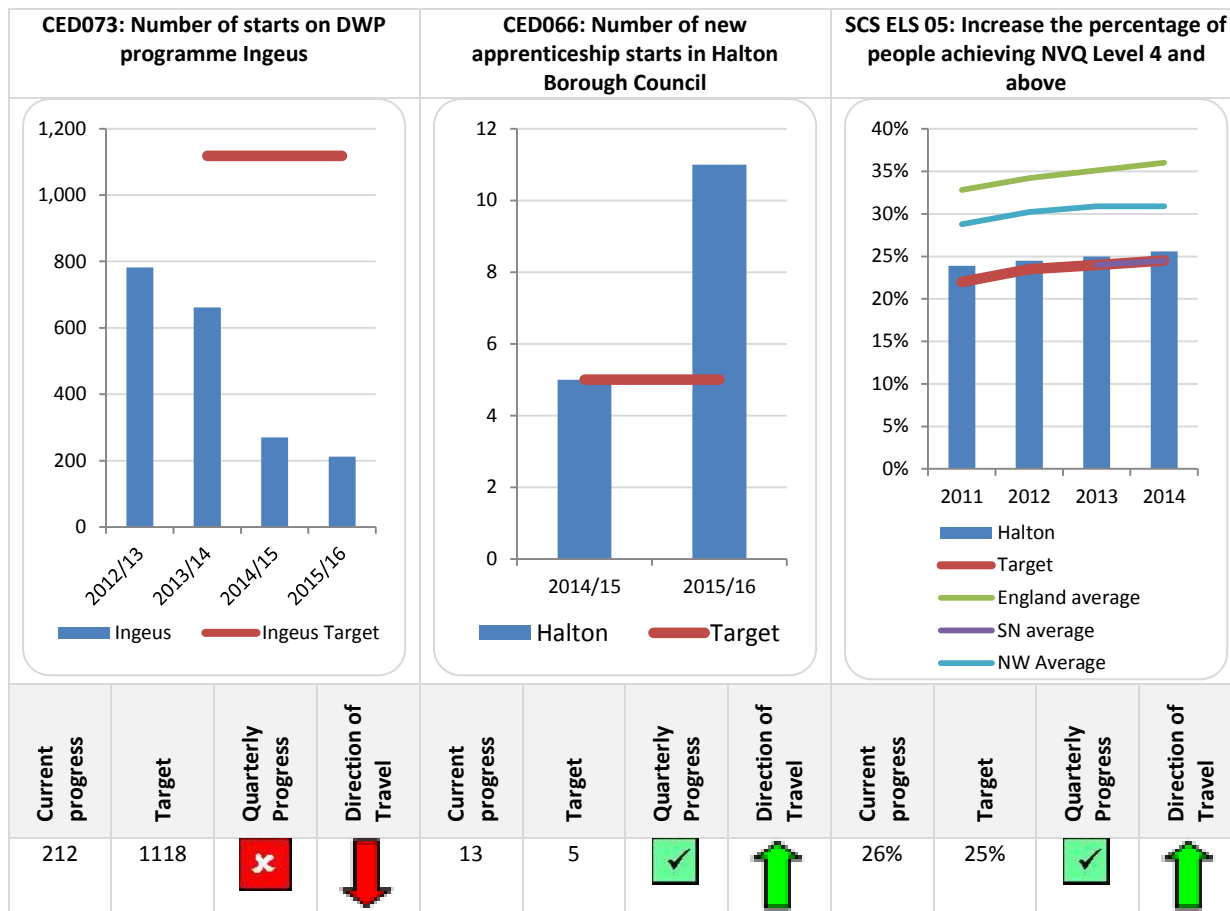
Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED065	Proportion of successful funding bids	N/A	25%	Awaiting data	N/A	N/A

Supporting Commentary (key measures and notable exception reporting)

The data is reported yearly in arrears. To date, in this financial year, Halton's 'Enterprising Halton' Service has supported 6 people into self-employment. Quarter 2 has seen the introduction of Exploring Enterprise sessions and attendees have grown steadily. A total of 57 attended at events during this period.








**Priority: Raising skills levels and reducing unemployment**

Key Milestones and Measures



Ref	Milestones	Quarterly progress
CED12b	By March 2016 provide a comprehensive programme of training through targeted 'Inspire' and 'Continuous Improvement Workshops'	
CED12c	Submit proposal for year 2 delivery of the Youth Employment Gateway (Work Factor) programme by November 2015	
CED12d	Complete the annual Matrix review to retain Matrix accreditation across the ELS division by December 2015	
CED12e	Deliver year 5 of the A4e/Ingeus Work Programme contracts (initially 5 year contracts) by June 2015	
CED12f	Secure extension to the A4e/Ingeus Work Programme contracts (initially 5 year contracts) by June 2015	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
SCS ELS04	Reduce the proportion of people with no qualifications	11%	11%	10%		
CED067	Overall success for learners through the adult learning programme	90.07%	90%	93.2%		
CED068	Number of tutors graded good or outstanding	80%	82%	86%		

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED071	Number of new (additional) interventions undertaken by the service	N/A	3	3	N/A	
CED072	Number of starts on DWP programme PeoplePlus (previously A4e)	115	454	94		
CED074	Achieve 128% performance against DWP targets on A4e Work Programme contract for customer groups Payment Group 1, Payment Group 2, Payment Group 6a, Payment Group 6b	N/A	128%	All PG groups (PG1 – PG9) = 177.10% PG1 = 133.9% PG2 = 202.6% PG6a = 92.9%		
CED075	Achieve 128% performance against DWP targets on A4e Work Programme contract for customer groups Payment Group 1, Payment Group 2, Payment Group 6a, Payment Group 6b	N/A	128%	All PG groups (PG1 – PG9) = 177.10% PG1 = 133.9% PG2 = 202.6% PG6a = 92.9%		
CED076	Monthly reviews of performance of the Work Programme contract undertaken	100%	100%	100%		
CED077	Number of new starts into permitted/paid work for local people with disabilities	44	15	20		

#### Supporting Commentary (key measures and notable exception reporting)

**Digital Inclusion:** A framework has been developed, however due to other competing priorities, this work has not yet been completed. Digital support interactions recorded by frontline library staff including 1:1 sessions, attendance at IT clinics in all four libraries and attendance at work clubs for since 1 July 2015 to 31 March 2016 has seen 2949 residents supported to get online.

**Annual Matrix review:** An extension was granted for the annual review. This has since been met.

**Family Learning:** Ten schools took part in Family Learning during spring term, and four were new to the programme during this reporting period.

**Priority: Enhancing residents' quality of life**

Key Milestones and Measures

SCS ELS09: Increase the gross weekly earnings by residents				CE LI2: Diversity –number of community groups accessing stadium facilities				CE LI4: Number of active users (physical & digital resources) of the library service during the last 12 months			
<b>Current progress</b>	<b>Target</b>	<b>Quarterly Progress</b>	<b>Direction of Travel</b>	<b>Current progress</b>	<b>Target</b>	<b>Quarterly Progress</b>	<b>Direction of Travel</b>	<b>Current progress</b>	<b>Target</b>	<b>Quarterly Progress</b>	<b>Direction of Travel</b>
£458	N/A			28	15			255095	16500		N/A

Ref	Milestones	Quarterly progress
CED12a	Work with colleagues to roll out a digital inclusion strategy across the borough by March 2016	
CE1 a	Continue to deliver new Sports Strategy (2012-15) by March 2016	
CE1 b	Prepare 2016-2020 Sports Strategy	
CE1 c	Active people survey results report adult sports participation rates in Halton continue to be maintained or increase compared to previous years by March 2016	
CE2 a	Identify area for improvement of community usage of the stadium to maintain and improve the health of Halton residents in line with the Business Plan and Marketing Plan	
CE4 a	Implement the action plan for delivery of the Library Strategy 2013-16 by March 2016	
CE4 b	Deliver a programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED070	Number of residents supported to get online	Available at end of Quarter 2				



Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CE LI4	Number of active users (physical & digital resources) of the library service during the last 12 months	N/A	16,500	13,576	N/A	?
CE LI4 a	Number of physical and virtual visits to libraries (annual total)	598,632	612,000	Due to technical faults not available at present		
CE LI5	Percentage of adult population (16+) participating in sport each week	25%	24%	Available at Q4 only		

Supporting Commentary (key measures and notable exception reporting)

Library use: New reporting measures are not comparable with targets set in previous years. Revised targets required for 2016-2017 to provide realistic measures of service use.




Stadium use: The variety and number of community and groups using the Stadium increases each year proving beyond doubt the Stadium is an integral part of the local community.

**9.0 Financial Summaries**

9.1 The Council’s 2015/16 year-end accounts are currently being finalised. The year-end position for each Department will therefore be made available via the Intranet by 30th June 2016.




**10.0 Appendix 1 – Explanation for use of symbols**

10.1 Symbols are used in the following manner:

Progress	Milestone	Measure
Green 	Indicates that the milestone is on course to be achieved within the appropriate timeframe.	Indicates that the annual target is on course to be achieved.
Amber 	Indicates that it is uncertain or too early to say at this stage whether the milestone will be achieved within the appropriate timeframe.	Indicates that it is uncertain or too early to say at this stage whether the annual target is on course to be achieved.
Red 	Indicates that it is highly likely or certain that the objective will not be achieved within the appropriate timeframe.	Indicates that the target will not be achieved unless there is an intervention or remedial action taken.

10.2 Direction of Travel Indicator

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

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

10.3 Key for Operational Directors

- WR** Wesley Rourke, Operational Director, Economy Enterprise and Property Service (EEP)
- CP** Chris Patino, Operational Director, Community and Environment Services (CE)