

Public Document Pack



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

Monday, 21 November 2016 at 6.30 p.m.
Council Chamber, Runcorn Town Hall

A handwritten signature in black ink, appearing to read 'David W R'.

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

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The next meeting of the Board is on Monday, 20 February 2017*

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

Part I

Item No.	Page No.
1. MINUTES	1 - 9
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
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.	
3. PUBLIC QUESTION TIME	10 - 12
4. EXECUTIVE BOARD MINUTES	13 - 15
DEVELOPMENT OF POLICY ISSUES	
5. EMPLOYMENT	
(A) YOUTH EMPLOYMENT GATEWAY	16 - 24
6. INVESTMENT	
(A) HALTON GROWTH HUB	25 - 28
(B) SCRUTINY TOPIC GROUP - CULTURE	29 - 33
7. LEARNING AND SKILLS DEVELOPMENT	
(A) UPDATE ON THE EUROPEAN SOCIAL FUND WAYS TO WORK PROJECT	34 - 42
8. LIBRARIES	
(A) LIBRARY SERVICES ANNUAL REPORT	43 - 44

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.

**EMPLOYMENT, LEARNING AND SKILLS, AND COMMUNITY POLICY AND
PERFORMANCE BOARD**

At a meeting of the Employment, Learning and Skills, and Community Policy and Performance Board on Monday, 26 September 2016 in the Civic Suite, Town Hall, Runcorn

Present: Councillors MacManus (Chair), Edge (Vice-Chair), S. Baker, Logan, J. Lowe, C. Plumpton Walsh, June Roberts and Wallace

Apologies for Absence: Councillors J. Gerrard and Rowe

Absence declared on Council business: None

Officers present: W Rourke, A. Jones, L. Carr, N. Goodwin, S. Lowrie, S. Saunders and J. Unsworth

Also in attendance: None

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE BOARD**

ELS11 MINUTES

The Minutes from the meeting held on 27 June 2016, were taken as read and signed as a correct record.

ELS12 PUBLIC QUESTION TIME

The Board was advised that no public questions had been received.

ELS13 WORK PROGRAMME ANNUAL REPORT

The Board received a report from the Strategic Director – Enterprise, Communities and Resources, which provided an overview of the Department for Work and Pensions (DWP) Work Programme contract currently being delivered by Halton People into Jobs. This included achievements to date, income and expenditure and future strategy.

The Board was advised that in June 2011, Halton Borough Council entered into a subcontracting arrangement with two Prime Contractors; *Ingeus Deloitte* and *A4E* (now *PeoplePlus*) who had been tasked with delivering the

Action

Department for Work and Pensions Work Programme over the next 4-5 years. It was noted that the programme was mandatory although some voluntary referrals could be made by certain customer groups of which there were 10; as discussed in the report.

Officers presented the delivery of the Work Programme since its commencement in June 2011 and its performance over the past 5 years. It was noted that the Programme was halfway through year 6 delivery and it was not yet clear if DWP would award a further extension to the Programme into year 7. Members noted the key successes of the Programme, as highlighted in paragraph 3.5, and that the overall performance, quality and compliance standards had continued to improve year on year, since both Work Programme contracts were implemented in June 2011.

The following points were noted in response to Members queries:

- Reference to para 3.6.1 – the staffing issues referred to which affected performance on the contract during 2014-16; this was due to staff sickness so only having 50% of the staff available;
- Long term employment was 26 weeks plus of continuous employment for full and part time hours;
- Any financial benefit from the Programme was put back into the service;
- The Work Programme would be replaced by a much smaller Health and Work Programme and the Council had submitted expressions of interest to be part of the supply chain. The European Social fund (ESF) 'Ways to Work' Project had seen the transfer of some Work Programme staff over to the ESF contract as part of the Exit Strategy for the Work Programme, and the Division would continue to source additional funds to sustain Halton People into Jobs (HPIJ) to ensure services continued for residents. The Ways to Work project would run to December 2018.

RESOLVED: That the report be noted.

ELS14 AREA BASED REVIEW OF FURTHER EDUCATION UPDATE

The Board received a report updating them on the Liverpool City Region (LCR) Areas Based Review of Further

Education at the mid-point of the process.

It was noted that the Board was advised at the June meeting that an Area Based Review of post-16 education and skills provision had been taking place and that the process formed part of the national reforms to the post-16 education sector, with the stated aim of raising productivity and economic growth.

It was reported that the first stage of the process had been very mechanistic, working to a structured agenda and a set timetable of themed Steering Groups which conclude on 26 October 2016. Following this it was noted that the process would be less prescriptive as the implementation of the Review outcomes would be further developed. These outcomes would be the starting point for the future devolution of the Adult Education Budget from 2018-19; and would provide the cornerstone to the LCR's aspirations for the devolution of further education and skills responsibilities.

The report continued, discussing the key deliverables; the details of the themed Steering Group meetings and the headline issues arising from these. Areas around specialisation linked to economic growth; SEN provision and apprenticeships were also discussed.

Members commented that they had concerns regarding the individual needs of each area of the LCR; and that there would be differentials that would need to be made between the Wards within Halton, which were all very different. In response, Officers reassured Members that the Area Based Review would provide opportunities for Halton to participate in dialogue regarding the uniqueness of the Borough, where points such as this would be taken into account.

RESOLVED: That the Board notes the progress made to date on the Area Based Review.

ELS15 LOCAL ECONOMIC ASSESSMENT 2016

The Board received a report from the Strategic Director, Enterprise, Community and Resources, that presented the Local Economic Assessment – 2016.

Members were advised that the Local Economic Assessment (LEA) was a key evidence base for the Borough of Halton, providing an accurate picture of the economic performance. The LEA looked to link in with the strategic priorities of the Liverpool City Region and would be

key in providing supporting evidence for funding programmes.

It was noted that the Halton LEA followed previous editions and focused upon the following key themes, which influenced the performance of a given local economy:

- Economic Value (GVA) and Growth;
- Employment and Economic Activity;
- Skills;
- Economic Inactivity and Unemployment;
- Housing; and
- Lane and Property Markets.

The report went on to discuss these themes in detail. Members were requested to consider whether the intelligence gathered through the LEA should be utilised when formulating the key strategic documents of the Council; and whether an accompanying document to the assessment should be developed (Local Economic Assessment Dashboard). The Halton Economic Dashboard information was tabled for Members information.

RESOLVED: That the Board

- 1) Welcomed the publication of the report;
- 2) Agreed that the Halton Local Economic Assessment should be utilised when formulating the key strategic documents of the Council; and
- 3) Agreed that an accompanying document to this assessment should be developed.

ELS16 SPORTS AND RECREATION ANNUAL REPORT

The Board received a presentation from the Council's Sport and Recreation Manager that provided details from the Annual Report for 2015-16.

Members were advised that the Sport and Recreation Team had worked in partnership with a range of stakeholders and had made considerable progress, impact and achievements across the Borough. The Team was structured to reflect the priorities set out within the Halton Sports Strategy and illustrated how sport had and continued to enrich the lives of people living and working in Halton.

It was agreed that sporting activities were used as an essential component in supporting and developing the

infrastructure of the community and to improve the quality of life both physically and mentally.

It was noted that the service actively worked with partner organisations such as Halton Sports Partnership, in order to facilitate development through a better understanding of the local issues and a sharing of resources and that without this, much of the work highlighted within this report would not have been possible.

The presentation provided information on the Sport and Recreation Team and the Sports Strategy Delivery 2015/16; and the six Themes contained within this as follows:

1. Increase participation and widen access;
2. Club Development;
3. Coach Education and Volunteering;
4. Sporting Excellence;
5. Finance and Funding for Sport; and
6. Sports Facilities

From the presentation and Members discussions the following points were made:

- The *Get Active* project was funded by Sports England and was a two year project;
- 18 of the classes involved in the project were now self-sustainable ie, the instructors ran them from the class fees received from participants;
- Schools now received funding directly from the Governments PE and Sport premium and some bought in the coaching services from the Council;
- Congratulations were conveyed to the winners of the *Annual Halton Sports Awards* and it was commented that anyone could make a nomination to these; application forms were available between June and September;
- The Frank Myler Pavilion was used as a venue for many of the activities and feedback regarding this venue was noted;
- The Frank Myler Pavilion hosted 29 classes a week and all were presently full;
- The demand for children's activities in the Borough in the summer holidays was noted as was the need for additional staff at this time of year;
- The geography of the Borough and transport issues often prevented people from participating in activities, eg generally people from Runcorn did not travel over the bridge to participate in activities in Widnes and

vice versa;

- There were no activities for the under 5's at the moment but this was being looked at with the Health Improvement Team; and
- Grandparents were often responsible for childcare these days and could also participate in activities with their grandchildren.

RESOLVED: That the report and presentation be noted.

Councillor J. Lowe declared a Disclosable Other Interest in the following item as her daughter in law was employed by an organisation in receipt of Area Forum funding.

ELS17 COMMUNITY DEVELOPMENT SERVICE

The Strategic Director – Enterprise, Community and Resources, presented the annual report on the Community Development service delivery for the period 1 April 2015 to 31 March 2016.

The report explained that Community Development supported 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, in the following Area Forum boundaries:

- Broadheath, Ditton, Hough Green and Hale;
- Appleton, Kingsway and Riverside;
- Birchfield, Farnworth and Halton View;
- Grange, Heath, Halton Brook and Mersey;
- Halton Castle, Norton North and South and Windmill Hill;
- Beechwood and Halton Lea; and
- Daresbury.

It was reported that the Community Development service also administered grants for Starter, Community Development and Voluntary Youth grants as discussed in the report, and a breakdown of expenditure to various

groups was presented in tables.

Updates were also provided in the report with regards to the Big Local initiative on Windmill Hill; the *Your Life Your Community* event; the Armed Forces Covenant; and the strategic approach to community engagement in Halton at partnership level.

Members noted and agreed with the positive feedback on the service.

RESOLVED: That the report be noted.

ELS18 LIVERPOOL CITY REGION SINGLE GROWTH STRATEGY

The Strategic Director – Enterprise, Community and Resources, presented a report which provided Members with an overview of the Liverpool City Region's (LCR) Single Growth Strategy.

It was reported that the LCR launched its Single Growth Strategy on 30 June 2016. It was written to enable the LCR to realise its ambitions for economic growth over the next 25 years. The document explained how the Strategy for Growth, encompassed the entire City Region, and acknowledged the unique strengths and assets of each of the region's local authority areas and communities, recognising that they were stronger together.

Members were advised that the Strategy aimed to capitalise on the City Region's strengths in seven key growth sectors:

- 1) Advanced Manufacturing;
- 2) Digital and Creative;
- 3) Financial and Professional Services;
- 4) Health and Life Sciences;
- 5) Low Carbon Energy;
- 6) Maritime and Logistics; and
- 7) Visitor Economy.

It was commented that the focus of the strategy was economic growth. However, the strategy acknowledged that economic growth was not in itself an end. It was rather the key factor in ensuring that all LCR residents had the opportunity for a decent quality of life for themselves and for future generations.

The report discussed the Single Growth Strategy

Vision; Mission; and guiding principles and themes. It was noted that a Single Investment Fund (SIF) had been established to fund the delivery of the LCR Growth Strategy and that over the next five years the SIF would invest over £460 million.

RESOLVED: Members noted how the Single Growth Strategy would shape and inform future economic development activities in Halton.

ELS19 SCRUTINY TOPIC ITEMS

Board Members were requested to propose potential scrutiny topic areas that Members of the Employment, Learning and Skills and Community PPB might wish to consider during the Municipal years 2016-17 and 2017-18.

Members discussed the three suggestions made, as described in the report. It was agreed that the second suggestion would not be pursued due to the current commitments of the Health scrutiny groups. Members agreed that the other two suggestions were possibilities and suggestions were also made relating to Brexit; transport links and the effects of Brexit on small businesses.

RESOLVED: That Members give consideration to the scrutiny topic group titles outlined and confirm their preferred topic group items at the next meeting of the PPB in November.

ELS20 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 1 - 2016-17

The Board was presented with the performance management reports for quarter 1 of 2016-17 and was requested to consider and raise any questions or point of clarification in respect of these.

It was noted that the key priorities for development or improvement in 2014-17 were agreed by Members and included in Directorate Plans, for the various function areas reported to the Board as follows:

- Enterprise, Employment and Property Services; and
- Community and Environment

It was noted that the report detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and

emerging issues that had arisen during the period.

Point EEP LI 22 – Number of schools and nurseries engaged in family learning – was highlighted as a concern by Members. They discussed the importance of early years education and the challenges faced by the authorities and agencies in improving this.

Councillor Logan advised Members that Child Health Profiles for each Ward could be found at www.halton.gov.uk/JSNA and this was presented at the September meeting of the Children, Young People and Families Policy and Performance Board; as progress of children in their early years remained a priority in Halton.

RESOLVED: That the first quarter performance management reports be received and comments made be noted.

Meeting ended at 8.25 p.m.

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

DATE: 21 November 2016

REPORTING OFFICER: Strategic Director, Enterprise, Community & 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: 21 November 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 Policy and Performance Board**EXB 49****APPRENTICESHIP POLICY / APPRENTICESHIP LEVY & PUBLIC SECTOR TARGET**

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which contained a draft Apprenticeship Policy and an overview of the proposed Apprenticeship Levy and Public Sector Target.

The Board was advised that the attached draft policy aimed to ensure a uniform and consistent approach across the Authority when employing apprentices. In addition it would bring together various disciplines within the Council, such as Policy, Human Resources, Employment, Learning and Skills, ensuring a co-ordinated approach.

It was reported that apprenticeships could often inject freshness and new ideas into the organisation, which helps to reduce potential skills shortages in growth areas and can contribute to the Council's wider employment and regeneration priorities. The report outlined specific links to national, regional and local drivers and it was noted that the Government was committed to achieving three million apprenticeship starts by Summer 2020. To achieve this, an Apprenticeship Levy would be introduced from April 2017, with employers in the public and private sectors with wage bills over £3m, required to contribute 0.5% of that pay bill into a levy.

It was reported that calculations based on the Government target would equate to about 55 apprentices for Halton annually, although the Apprenticeship target was to be viewed as aspirational rather than as a statutory target. Further, any revenue cost associated with the employment of apprentices had to be borne by the Council, as it was noted that only training costs could be recouped from Government.

RESOLVED: That

- 1) the Apprenticeships Policy, attached at Appendix 1 to the report, and its implications, be supported;
- 2) the implications of the Apprenticeships Levy and Public Sector Target be noted;
- 3) a designated fund be established to support the creation of twenty apprentices per year;
- 4) the schools element of the levy be recovered via the Schools Forum; and
- 5) £200,000 be included in the Medium Term Financial Forecast to create an Apprenticeship Fund.

REPORT TO:	Employment, Learning & Skills and Community Policy & Performance Board
DATE:	21 November 2016
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Youth Employment Gateway project update
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide members with an overview of the Youth Employment Gateway project currently being delivered by Employment, Learning and Skills Division, including achievements to date, income and expenditure and future strategy.
- 1.2 To provide opportunities to members to raise any questions with regards to the Youth Employment Gateway project.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

3.1 Background information

3.1.1 The Liverpool City Region (LCR) Youth Employment Gateway (YEG) project is an innovative programme for people aged between 18 and 24 years and who have been in receipt of Job Seekers Allowance (JSA) or Universal Credit (UC) for between 8 weeks and 9 months. The programme provides all participants with a range of services, each aimed at moving them one step closer to their employment aspirations and ambitions.

3.1.2 Young people who fall into one or more of the categories listed below, may be referred to the programme within the 8 week claim period. However the referral will only be made if the Work Coach (Job Centre Plus) considers it to be appropriate. The referral criteria will include:

- long-term NEET
- care leavers
- ex-offenders
- has a (mental) health condition
- has learning difficulties
- lone parent

- 3.1.3 All referrals to the YEG programme must be made via Job Centre Plus. The programme is voluntary. Customers are not mandated to attend and are not be sanctioned for non-compliance.
- 3.1.4 Each of the 6 geographical areas within LCR has its own provider, delivering the YEG programme, which is delivered in 2 distinct consecutive phases:
- Phase 1 commenced 1st October 2014 for a 12 month period, which was extended to 31st December 2015
 - Phase 2 commenced 1st October 2015 for a 12 month period, which has been extended to 31st December 2016
- 3.1.5 The YEG programme is funded through a Cabinet Office Grant. Match funding using ESF/YEI (Youth Employment Initiative) has been secured for Phase 2 delivery.
- 3.1.6 A feature of the programme is the availability of funding to pay for goods or services that can help improve the client's employment prospects. This can include but is not limited to occupational, accredited or non-accredited training courses, work related equipment or tools, personal protective equipment (PPE) or uniforms, documents to prove identification, DBS checks or the cost of travel. However, the funding cannot be used to pay for goods or services which are already freely available to the individual, had they not been on the YEG programme e.g. courses already funded by the Skills Funding Agency.
- 3.1.7 The aim of Phase 2 is to test out the impact on individuals who have been given more control over their career progression and development. This will be achieved by allowing the young person to play a more active part in and take more responsibility for, decisions regarding the use of the funding available to them through their Personalised Budget. The young person will be able to use the Personalised Budget (average value of £500) to request the purchase of goods or services which **they** believe will: enhance their employability; support their journey into work; and/or enable them to sustain their employment.
- 3.1.8 A web application developed for young people to use during Phase 2 of the project directly supports the Personalised Budget element of the project.
- 3.1.9 Work Programme claimants are not eligible. Once a claimant is referred to the Work Programme their time on the YEG programme will end.
- 3.1.10 In September 2016 we received notification from Liverpool City Region that the YEG programme has been extended and providers are able to accept new referrals on to the programme up to 31st December 2016, continuing to work with participants up to 31st September 2017.

3.1.11 From January 2016 the YEG programme is incorporated into the ESF Ways to Work project.

3.2 YEG programme delivery

3.2.1 Halton Borough Council's Employment, Learning and Skills Division commenced delivery of the YEG programme for Halton residents in November 2014.

3.2.2 YEG participants have access to their own personal advisor, who provides them with high quality, impartial, employment related advice and guidance. The advisor helps them to explore their personal ambitions and employment goals, as well as identifying any barriers which could hinder their progress towards employment. Customers are provided with a minimum standard of support to better prepare them for the job market, which includes:

- Direct access to a personal advisor
- A quality and fit for purpose CV
- Access to a range of current job vacancies – both local and national
- Access to Skills for Life Initial Assessment of English and maths to identify current skill level
- Offer of training to address any English, maths or IT skills that may be lacking
- Employability initial assessment using the Work Star Assessment tool
- A Better Off Calculation
- The acquisition of practical skills, tools and techniques to be able to search for job vacancies and complete on line applications
- Enhanced interview skills
- Ongoing high quality skills support for basic employability
- A customised support package which, where necessary, includes the purchase of goods or services to help the client achieve their employment ambitions. This is agreed between the client and the advisor.
- An agreed plan of action to help the client achieve their ambitions.

3.2.3 During the initial stages of the programme, the advisor determines whether the client needs help with basic employability skills such as English, maths and IT. Where such needs are identified, the advisor discusses options with the client and where necessary, makes arrangements with a suitable training provider for the needs to be addressed. If the particular needs of an individual are more specialised than the advisor is able to address e.g. mental health, debt, arrangements are made for the client to be supported by an organisation specialising in that particular area. If such support isn't available or immediately forthcoming, the service could be paid for by the programme.

3.2.4 Working with the Advisor, individuals complete a Work Star assessment during the initial registration appointment. The Work Star for work and learning is one of a suite of Outcome Stars and is designed to be used by adults out of work or returning to the workplace. The Work Star is a holistic tool and covers seven key areas:

1. Challenges
2. Job specific skills
3. Stability
4. Job search skills
5. Basic skills
6. Aspiration and motivation
7. Social skills for work

The Work Star is underpinned by a five-stage model of change:

- Not thinking about work
- Thinking about work
- Making progress
- Work-ready with support
- Self-reliance

Advisors provide advice, guidance and support as each individual progresses from their initial starting point along their journey of change.

3.2.5 The Division has many years' experience of providing support to people with a range of barriers which may hinder the individual's chance of gaining employment; of working collaboratively with other organisations so as to address the often many and complex needs of people seeking employment; and has good links with a wide range of employers. YEG advisors are suitably qualified with an excellent working knowledge of their particular area and the local people.

3.2.6 Two funding models have been implemented:

- During Phase 1 a customised budget approach was implemented. The client expenditure was agreed between the advisor and customer. At the outset of the YEG programme a nominal amount of £500 was allocated to each participant via an individualised budget.

- During Phase 2 a personalised budget approach is used and individuals are initially allocated £500. The individual is able to log on to the YEG website via u-explore.com to add items of expenditure (goods and services) to their wish list, which is discussed with the advisor. An appeals procedure is in place for participants who do not agree with a decision to decline a request.
- Additionally, when a client secures employment the advisor is able to make arrangements for the personalised budget to help the individual's transition into employment e.g. initial travel costs, PPE.

3.2.7 Whilst in employment, the advisor continues to offer in-work support by providing, for example, advice on extending their period of employment, career progression or information about further training which may help with their career development and which can be purchased from the individual's personalised budget.

3.3 Performance and achievement

3.3.1 Contract delivery in Halton commenced in November 2014. Performance is comprehensively managed and monitored through a range of internal and external measures.

3.3.2 Performance and achievement:

Phase 1 (November 2014 – 30th September 2016)

- 212 customers referred customers November 2014 – 30th September 2015
- 171 customers started on programme November 2014 – 30th September 2015
- 113 customers have been supported into employment (*1st job starts only*) November 2014 – 30th September 2016
- 50 customers reached 26 week sustained employment
- The outcome reporting period ends on 31st December 2016

Phase 1 (17/11/14 – 30/09/16)	Actual	Target	Overall Variance
Referrals	212	n/a	n/a
Starts	171	93	+78
Jobs	113	47	+66
Sustained jobs 13 weeks	72	n/a	n/a
Sustained jobs 26 weeks	50	33	+17
Client Customised Expenditure	£23,346	£46,500	-£23,154
Start to Job Outcome Rate Actual	66%	50%	+16%
Start to Job Outcome rate Contracted	122%	50%	+72%

Phase 2 (1st October 2015 – 30th September 2017)

- 241 customers referred customers (1st October 2015 – 30th September 2016)
- 217 customers started on programme (1st October 2015 – 30th September 2016)
- 82 customers have been supported into employment (*1st job starts only*) (1st October 2015 – 31st September 2016)
- 9 customers have reached 26 week sustained employment (1st October 2015 – 30th September 2016)
- The outcome reporting period ends on 30th September 2017

Phase 2 (01/10/15 – 30/09/17)	Actual to 30/09/16	Target	Variance 30/09/16
Referrals	142	n/a	n/a
Starts	217	201	+16
Jobs	82	100	-18
Sustained jobs 13 weeks	46	n/a	n/a
Sustained jobs 26 weeks	9	70	-61
Client Customised Expenditure	£36,743	£100,500	-£63,757
Start to Job Outcome Rate Actual	38%	50%	-12%
Start to Job Outcome rate Contracted	41%	50%	-9%

3.4 Income and Expenditure

- 3.4.1. Income is received through grant payment from Liverpool City Region which is devolved from the Cabinet Office.
- 3.4.2 Expenditure is closely monitored, through a combination of internal and external mechanisms, to ensure that contracts are delivered efficiently.
- 3.4.3 Where possible, access to other available services and/or funding streams are maximised to support the delivery of the YEG Programme. YEG customers have access to the range of services and valuable opportunities delivered by the Employment, Learning & Skills Division at nil cost to the YEG programme.
- 3.4.4 The underspend of Phase 1 Client Expenditure was used to create 12 additional starts on programme in Phase 2 (target of 189 was increased to 201 starts on programme).
- 3.4.5 The cost of the web application used during Phase 2 has been met from the YEG grant allocation and directly supports the Personalised Budget element of the project.
- 3.4.6 External monitoring
- A Funding Compliance Visit took place on 17th March 2016. The purpose of the visit was to ensure the YEG programme was being delivered in line with the expectations of the funder; that the

programme was being delivered in a consistent manner across all 6 geographical areas within LCR; and that there was sufficient evidence to support outcomes or expenditure made against the client. It was reported that the records for Halton participants were generally in very good order. The performance rating awarded was Green – no concerns (within 10% of profile).

- A YEG Financial Inspection was completed by the LCR team on 20th June 2016 to specifically inspect client expenditure and personalised budgets. It was reported that overall the files for Halton participants were very comprehensive and those that were examined contained enough information to show that the personalised budget is being managed in accordance with the personalised budget framework. The performance rating awarded was Green – no concerns (within 10% of profile).
- The next YEG Funding Compliance Visit will take place on 7th December 2016.

3.5 Key Successes

- 3.5.1 At the end of October 2016 Halton continued to exceed the minimum targets for each indicator (starts on programme, jobs and 26 week sustained employment) in Phase 1 of the YEG programme.
- 3.5.2 Very good progress has been made during the first year of Phase 2. The target for customer starts on programme has been exceeded along with excellent progress towards achievement of job starts. However, the achievement of 26 week sustained job outcomes has not yet been achieved and progress towards the target will continue until 30th September 2017.
- 3.5.3 Achievement of Green rating (no concern) on Funding Compliance Monitoring and Inspection visits in 2016.
- 3.5.4 Good use of YEG website during Phase 2 – by 30th September 2016 232 (individuals and staff members) opened a YEG website account.

3.6 Key issues

- 3.6.1 Progress towards the target for Phase 2 26 week sustained job outcomes has been slow. However, an increase in the achievement of sustained job outcomes is expected from October 2016. Continuation of close monitoring of progress will identify key actions to ensure all individuals are supported to achieve sustainability in work.

3.7 Evaluation

- 3.7.1 An independent evaluation of the project is being carried out to compare and contrast Phase 1 and Phase 2 to learn the lessons from

the two approaches with the view to influencing the future delivery of these types of programmes.

3.7.2 Three sets of participation data have been submitted to the LCR team for the purpose of external evaluation during Phase 1 and Phase 2. One final data set will be submitted before the end of the project.

3.7.3 Advisors and individuals have participated in external evaluation activities, which included telephone surveys and group sessions.

3.8 Concluding comments

3.8.1 Overall performance has been exceeded in all aspects of Phase 1 and good progress is being achieved in Phase 2.

3.8.2 Quality and compliance standards have been met, evidenced by the achievement of green ratings.

3.8.3 Partnership working between Halton Borough Council and Halton Employment Partnership organisations is valued highly.

4.0 POLICY IMPLICATIONS

4.1 Whilst the YEG programme will end in September 2017, those residents who fit YEG eligibility will still be able to access the ESF Ways to Work project.

5.0 FINANCIAL IMPLICATIONS

5.1 None

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Some YEG customers also engage with the 14-19 NEET team and the 2 projects complement each other in supporting local residents with a range of issues.

6.2 Employment, Learning & Skills in Halton

The achievements that have come out of the Youth Employment Gateway delivered by Halton Borough Council by getting so many people into work is a very positive outcome for the local economy. Many of the individuals that have accessed the programme have also gained vital maths, English and employability skills along the way, in addition to sector specific qualifications such as CSCS cards, SIA licences, driving licences, etc.

6.3 A Healthy Halton

None

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 RISK ANALYSIS

7.1 As can be seen in the main body of the report, the management of the YEG programme has been effective and close monitoring, both internal and external, ensure any risks identified are carefully mitigated, with clear action plans in place to address any performance, quality and compliance factors.

8.0 EQUALITY AND DIVERSITY ISSUES

None

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

None.

REPORT TO:	Employment, Learning & Skills and Community Policy and Performance Board
DATE:	21 November 2016
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Halton Growth Hub
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 The report and presentation will inform members about the development, delivery and current performance of the Growth Hub initiative in Halton

2.0 **RECOMMENDATION:** That Members note the performance of the Growth Hub in Halton to date.

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

The creation of Growth Hubs is a government initiative intended to:-

- Provide clarity, consistency and simplification across the business support agenda
- Increasingly migrate business support from the public to the private sector.
- Provide gateway support, that is information, guidance and brokerage to the business community

Growth Hubs are, therefore, not intended to be suppliers of business support rather the interface between the business community and, increasingly, commercial business support providers

3.2 **The Liverpool City Region Growth Hub**

The Liverpool City Region (LCR) secured an initial funding package of £500,500.00 from government to establish a City Region Growth Hub.

The LCR Growth Hub is not a physical entity but rather a virtual organisation providing business support services across six Local Authority (LA) areas. The LCR Growth Hub is delivered by a core team of Business Brokers based within the Local Enterprise Partnership (LEP) and a single Business Broker based within each LA area.

The Business Brokers will:-

- Provide a business brokerage service to help SME's select appropriate advice and support services
- Maintain 'Advice Finder' <http://www.advicefinder.co.uk/> a pan-Merseyside online resource to assist businesses to identify commercial business support providers
- Work with providers of support to ensure their services are visible and accessible to businesses
- Undertake a simple business diagnostic to quickly assess SMEs support needs
- Maintain a shared pan-Merseyside Customer Relationship Management (CRM) system

The Growth Hub will not provide on-going business aftercare or investor development support to companies based in the Borough. The establishment of long-term sustainable relationships with the Borough's more significant companies remains the responsibility of the LA. Local Growth Hubs, however, where appropriate, can deliver support directly to SME's from their existing portfolio of services

3.3 **The Halton Approach**

The procurement of local Growth Hub delivery partners was subject to a full OJEU tender. The tender was broken down into six lots, one for each LA's area.

Halton Borough Council and Halton Chamber of Commerce and Enterprise submitted a joint response to the Growth Hub tender as Halton Growth Hub Partnership.

The tender submission acknowledged that it would be impossible for a single 'Growth Hub Broker' to provide a comprehensive business brokerage and diagnostic service to all Halton businesses. The tender, therefore, identified the 'virtual Halton Team' made up of both Council Officers and Chamber staff who will support the Halton Growth Hub Broker

Halton Growth Hub Partnership successfully secured the contract to deliver the Growth Hub in Halton, initially for one year. The Partnership subsequently successfully tendered to deliver the Growth Hub in Halton until 31 March 2018.

In April 2016 a dedicated Halton Growth Hub Broker was recruited.

3.4 **Halton Growth Hub Performance to Date**

Halton's dedicated Growth Hub Broker will present to the Policy and Performance Board, in detail, the activities and performance of the Halton Growth Hub to date.

4.0 **POLICY IMPLICATIONS**

4.1 The rationalisation and simplification of the delivery of business support across the LCR will impact not only upon business performance in Halton but also upon the way that Halton Borough Council and partners currently deliver a business support service.

The core function of a Growth Hub is the provision of a brokerage and diagnostic function rather than hands on, face to face, business support. The Growth Hub model is also predicated upon increasingly migrating business support from the public to the private sector. The role of the LA will become, therefore, a strategic\contract management function rather than operational delivery of business support

5.0 **FINANCIAL IMPLICATIONS**

5.1 The costs associated with delivering the Growth Hub in Halton are met from fee income secured as part of the OJEU tender process.

However, funding has only been secured until March 2018. While the Local Enterprise Partnership are confident that funding for future years will be forthcoming from government this has yet to be confirmed and will doubtless be subject to a further competitive tendering round

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

6.1 **Children & Young People in Halton**

Growth in the LCR business base will result in greater employment opportunities for the Borough's young people.

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

Growth in the LCR business base will result in greater employment opportunities for the community of Halton.

6.3 **A Healthy Halton**

Access to sustainable employment will impact positively upon the health of the Borough.

6.4 **A Safer Halton**

No implications.

6.5 **Halton's Urban Renewal**

Increasing the LCR business base will stimulate demand for land and premises in Halton which may, potentially, be a catalyst for urban renewal.

7.0 **RISK ANALYSIS**

7.1 There remains a financial risk associated with maintaining the Growth Hub in Halton beyond the current contract period should government decide to discontinue the programme.

8.0 **EQUALITY AND DIVERSITY ISSUES**

There are no equality and diversity issues

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

None.

REPORT TO:	Employment, Learning & Skills and Community Policy and Performance Board
DATE:	21 November 2016
REPORTING OFFICER:	Strategic Director - Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Scrutiny Topic Group - Culture
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to put forward for consideration, the establishment of a topic group to evaluate Halton's cultural offer within the context of the Liverpool City Region's Cultural Devolution agenda.

2.0 **RECOMMENDATION: That**

- 1) **Members agree to the establishment of a topic group to focus on Halton's cultural offer and its interface with the wider Liverpool City Region;**
- 2) **Members nominate representatives from the Board to sit on the Topic Group, and;**
- 3) **Interim reports be presented to the Board, no later than March 2017 and a final report to be produced by June 2017.**

3.0 **SUPPORTING INFORMATION**

3.1 The Liverpool City Region Combined Authority is developing a collaborative city region approach to culture following the City Region Devolution Deal in November 2015.

3.2 A 'Creative Conversation Group' was created in February 2016. Halton is represented by the Operational Director (Community and Environment). The group has developed a joint action plan with 9 key areas. In summary, these are:

- 1) Embed culture into the other LCR devolution programmes where this intervention can be evidenced to deliver against those priorities;
- 2) Embed culture into the range of lottery funding schemes with a strategic conversation at LCR level with all lottery

fundlers;

- 3) Develop a single and world class 'Music Education Hub' for the LCR;
- 4) Develop a single and world class 'Cultural Education Hub' for the LCR;
- 5) Exploit the potential of the quality museum and gallery collections and resources across the LCR to the benefit of the whole LCR, in a more joined up, effective and sustainable way;
- 6) Exploit the potential of the theatres to attract more artistic opportunities and shows, more audiences, more sponsorship, and increased sustainability. Also to develop stronger pathways into theatre industries from grass roots to employment.
- 7) Position, and strengthen, the cultural offer as a key part of the Visitor Economy and Place Making Strategy for the City Region;
- 8) Increase access to high quality arts in outdoor settings and non-traditional cultural venues, building on what already happens across the LCR (public art, art in public spaces, festivals, events, etc).
- 9) Attract more resources into the LCR cultural offer through a more co-ordinated and joined up approach across the LCR;

3.3 The Cultural Conversations Group is also shaping a Cultural Strategy for the Liverpool City Region and is developing an action plan which will help shape how the Liverpool City Region will deliver upon the aims and objectives set out in the Strategy.

3.4 A Cultural Partnership for the Liverpool City Region has also been established and work is proceeding through the Combined Authority to strategically plan the role of culture in the City Region during the next 30 years.

3.5 It is within this context that Members may wish to establish a Scrutiny Topic Group which will ensure that Halton is engaged in developing a collaborative cultural vision for the Liverpool City Region, which reflects the cultural assets that the borough possesses. Should Members agree to establish such a Topic Group, a draft document containing the Scrutiny Review aims, objectives and proposed methodology has been drawn up and is attached as Appendix 1.

4.0 **POLICY IMPLICATIONS**

4.1 The Liverpool City Region Combined Authority was established on 1st April 2014. It commits individual Local Authorities and the LEP to work more effectively and efficiently together in order to grow the economy of the Liverpool City Region. In return for this collaborative

working, further devolvement of powers and resources to the Liverpool City Region is anticipated. The Single Growth Strategy highlights the strength of the cultural offer as a way of attracting investment and growth to the areas.

4.2 The proposition is that by working together, partners in the Liverpool City Region can build on these strengths

5.0 **OTHER/FINANCIAL IMPLICATIONS**

5.1 There are no financial 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**

There are a number of implications for this priority, although the Topic Group will consider the implications in more detail.

6.3 **A Healthy Halton**

None identified.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 There are no risks identified. However, in preparing for this Scrutiny Topic, the following key steps have been applied;

1. Have we chosen the right topic?
2. What are we looking at?
3. Why are we looking at this topic?
4. What do we hope to achieve?
5. Is the topic geared towards Halton's top priorities?

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

None.

Employment, Learning, Skills and Community Scrutiny Panel	
Review of Halton's Cultural Offer within a Liverpool City Region Context	
Aims and Objectives	
Aim and Objectives	<p>The aim of the review is to support the Employment, Learning, Skills and Community PPB to determine if:</p> <p>(a) the Halton cultural offer is being captured within a wider city region 'cultural narrative</p> <p>(b) there is synergy between a local and city-region wide cultural offer and where added value can be obtained.</p>
Context/ Background	
Methodology	
Timescale	<p>It is proposed that this review will be conducted with effect from January 2017 with a view to submitting a final report/ recommendations to the ELS&C PPB meeting in June 2017.</p> <p>It is proposed that the review will comprise 4 meetings, covering topics set out below, followed up by a final session to consider the content of Scrutiny Topic Group report and recommendations.</p> <ol style="list-style-type: none"> 1) What is Halton's Cultural Offer; 2) The Liverpool City Region Perspective; 3) The Perspective of Cultural Partners 4) Final session to consider the content of Scrutiny topic Group report and recommendations. <p>Following endorsement by the ELS&C PPB, it is anticipated that the final report and recommendations will be submitted to a meeting of the Executive Board.</p>
Scrutiny Topic Group Session 1	<p>Date of meeting: Tbc</p> <p>Purpose of the session: To provide background context regarding the Liverpool City Region creative conversation and cultural devolution. To understand how Halton feeds into this process.</p> <p>Expert witnesses: Tbc</p>

<p>Scrutiny Topic Group Session 2</p>	<p>Date of meeting: Tbc</p> <p>Purpose of the session: To consider how Halton contributes to the Cultural Strategy for the City Region</p> <p>Expert witnesses: Tbc</p>
<p>Scrutiny Topic Group Session 3</p>	<p>Date of meeting: Tbc</p> <p>Purpose of the session: To consider the views of strategic partners in regard to how culture in Halton contributes to the economy.</p> <p>Expert witnesses: Tbc</p>
<p>Scrutiny Topic Group Session 4</p>	<p>Date of meeting: Tbc</p> <p>Purpose of the session: To consider and agree the review's final report and recommendations.</p>
<p>Potential outcomes</p>	
<p>Expected outcomes</p>	<p>It is expected that this review will support the ELS&C PPB in:</p> <ul style="list-style-type: none"> (a) Providing a clear understanding of the cultural offer in Halton; (b) Providing a steer as to whether Halton's approach to cultural offer is fit for purpose; (c) Informing future cultural activity in Halton to complement the emerging model proposed within the Liverpool City Region (LCR)
<p>Measuring success</p>	<p>Any recommendations arising out of the review will be considered by the Employment, Learning, Skills and Community PPB and once agreed presented to the Council's Executive Board. Subject to Executive Board approval, recommendations will be implemented and monitored.</p>
<p>Officer/Member involvement</p>	
<p>Members</p>	<p>All Members of the ELS&C PPB will be given the opportunity to be involved in the Scrutiny Topic Group review.</p> <p>Chair of the scrutiny topic group – Cllr MacManus</p> <p>The Scrutiny topic Group will be supported by the following council officers:- <i>Tbc</i></p> <p>Other officers and guest speakers will be invited to participate in the Scrutiny Topic Group as appropriate.</p>

REPORT TO:	Employment, Learning & Skills and Community Policy & Performance Board
DATE:	21 November 2016
REPORTING OFFICER:	Strategic Director – Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	ESF Ways to Work Project
WARD(S)	Borough-wide

1. **PURPOSE OF THE REPORT**

To update members on the Combined Authority ESF Ways to Work contract.

2. **RECOMMENDATION: That Members welcome the progress made to date and support the growth and development of the Ways to Work project.**

3. **SUPPORTING INFORMATION**

- 3.1 The Ways to Work project is co-financed by the European Union. It is a project being delivered across the Liverpool City region by the 6 local authorities. The project has a value of £42 million over 3 years and Halton's allocation is worth £3.3 million. The Project commenced January 2016 and ends December 2018. The Ways to Work project is one of a suite of projects currently being funded through the European Union. Appendix 1 provides further details on these.
- 3.2 The aim of the Ways to Work project is to provide an individualised approach to supporting residents in overcoming barriers to employment through a broad range of interventions. The project is designed to provide support for residents furthest away from employment such as care leavers, young offenders, those with long term health issues and low levels of literacy.
- 3.3 The main eligibility criteria are: the customer is a Halton resident; is legally able to work in the UK; over 16 years old and is unemployed. Within the programme participants are generally divided into two groups: young people (up to 29 years of age; and adults (aged over 30).
- 3.4 Ways to Work builds on the existing practice of the Employment and Careers Team in the provision of Information, Advice and Guidance, and the Adult Learning Service in providing training opportunities in areas such as basic skills and IT support. The project also delivers additionality over existing practice by supporting a specialised coaching and mentoring service specifically for 16-18 year olds and Intermediate Labour Market placements (ILMs) for all age residents. ILMs are funded employment opportunities to incentivise employers

to create opportunities for residents that have traditionally faced barriers to employment. The initial proposal was that 90 ILM placements were to be offered in Halton (with 720 in total across the city region).

- 3.5 The outputs of the project are based on the outcomes of Halton residents as a result of their engagement with Ways to Work, for example:
- the number of residents who were long term unemployed who are in employment, training or education after leaving the project, and
 - participants who are in employment 6 months after leaving.
- 3.6 Table 1 below provides a breakdown of the activity to date (end October 2016). Several targets for Halton for 2016 are listed. Please note that the 2016 target is presented to provide a general overview. There are different targets depending on whether the resident is registered in the 16-29 NEET or 29 plus age categories. A more detailed breakdown of targets is available upon request.

Table 1

Resident Category	Total (to end October 2016)	2016 target (to end December 2016)
Total Number of registrations	201	358
Male	128	207
Female	73	151
Over 25	14	N/A
Over 50	1	20
Ethnic minority	4	25
Number lacking basic skills	35	N/A
Unemployed	143	247
Long term unemployed	58	68
Residents with Dependent children	7	14
Disability/long term health condition	34	35
Resident in Runcorn	135	N/A
Resident in Widnes	66	N/A

- 3.7 The original targets set were based on the project starting in January 2016. Due to the late reception of the Ways to Work contract from DWP the Liverpool City Region as a whole is currently behind profile. In Halton the contract delay meant that staff recruitment to the Ways to Work project was also delayed with many of the team only beginning their roles at the end of August 2016. With staff now in post, activity is increasing and the capacity is now in place to increase referrals and outputs. The targets for Halton and Liverpool City Region are subject to change as a reflection of the current activity. This means that certain targets can

be altered through a 'change control' process where justification of the required alteration is provided by the Combined Authority. To date, 2 Change Controls have been submitted to the DWP for authorisation.

3.8 The referral process is a key component of Ways to Work. A resident can initiate their own contact with the project but it is also important that other organisations are aware of Ways to Work so that residents can be directed to the project. Information about the project is circulated to local network groups like the Halton Employment Partnership and directly to contacts within referral organisations. Staff schedule regular attendance at key referral organisations (such as Job Centre Plus offices in Runcorn and Widnes) in order to increase the number of referrals from other organisations.

3.9 Ways to Work Marketing plans include:

- Dedicated online presence
- Presence in Widnes/Runcorn retail areas incorporating manned displays, posters and advertising on local public transport
- Newsletter creation to keep information circulated to local press and Halton websites (e.g. social media groups, HBC sites, community groups) up to date with information about how residents and local businesses have benefited
- Attendance at Business networking events (e.g. First Tuesday at the HCC, the recent Halton Business Fair etc.) to increase awareness of ILM opportunities

To host an ILM an organisation must primarily be an SME and preferably located in Halton. The organisation must have an annual turnover of less than €50 million and have received less than €200,000 in State Aid over the last three years. Table 2 gives some details of the current ILM placements.

Table 2

Employer	Location	Runcorn/ Widnes	Job Role	Number of hours per week	Number of weeks	Training
Adam Lythgoe Estates	Gorse Lane	Widnes	Administrator	35	26	
Beechwood Community Centre	Beechwood	Runcorn	Café Assistant	35	52	
Beechwood Community Centre	Beechwood	Runcorn	Café Assistant	20	52	Lifeguard course
Beechwood Community Centre	Beechwood	Runcorn	Café Assistant	35	52	

Derbyshire & Sons	Marshgate	Widnes	Machine Operator	35	26	
Dunkys Day Nursery	Weston Point	Runcorn	Nursery Assistant	35	26	NVQ3 Childcare
Dunkys Day Nursery	Widnes	Widnes	Nursery Assistant	35	26	
E-Scape	Preston-on-the Hill	Runcorn/Widnes	Basis Off Road Assistant	35	52	
E-Scape	Preston-on-the Hill	Runcorn/Widnes	Basis Off Road Assistant	35	26	
Espositos	The Heath Park	Runcorn	Café Assistant	35	26	
Halton & St Helens Voluntary & Community Action	Foundry Lane	Widnes	Receptionist/Admin	35	52	
Halton CAB	Foundry Lane	Widnes	Receptionist/Admin	35	26	In House programme
Halton CAB	Foundry Lane	Widnes	Receptionist/Admin	35	26	
Halton CAB	Foundry Lane	Widnes	Trainee Advisor	35	52	
Halton Play Council	Mersey Road	Runcorn	Retail Assistant	30.5	26	
Loose Studio	Widnes	Widnes	Media/General Assistant	35	26	
MAKO	Widnes Road	Widnes	Media	35	26	
Norton Priory Museum	Norton Priory	Runcorn	Trainee Gardener	35	26	

3.10 Interest in ILM placements is growing and there are currently an additional 15 applications going through the validation process, including within Halton Borough Council.

- 3.11 Contact details for Halton residents (including referrals from other organisations) w2wreferrals@halton.gov.uk / 0151 511 7555

ILM queries: ILMS@halton.gov.uk

Ways to Work Manager: Michael Harley - michael.harley@halton.gov.uk / 0151 511 7414

4. **POLICY IMPLICATIONS**

- 4.1 Existing Welfare to Work programmes are available in Halton, specifically the DWP Work Programme, of which the Employment, Learning & Skills Division delivers 75% within Halton. The Work Programme contracts is a mandatory programme and has very challenging targets so careful management of both the Work Programme and Ways to Work project will be necessary in order to maximise outputs and results for both. Work Programme clients can access the various interventions offered through Ways to Work but Ways to Work must not duplicate any interventions that are already available in the Combined Authority.

5. **OTHER/FINANCIAL IMPLICATIONS**

- 5.1 The Ways to Work project brings a potential investment of £3.3m into the borough upon the successful achievement of outputs and results. Successful delivery of the project would place Halton (and the rest of the Combined Authority) in a very good position for the next round of ESF Access to Work funding, should this become available.

6. **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

Children & Young People in Halton

Residents from age 16 who are not in employment are eligible for the Ways to Work project. The 14-19 Team have responsibility for the Coaching & Mentoring element of the Ways to Work project.

Employment, Learning & Skills in Halton

The Ways to Work project focuses on upskilling residents to obtain sustainable work placements and employment.

A Healthy Halton

It is expected that referrals into and from the Ways to Work project will include health agencies and individuals with health related worklessness.

A Safer Halton

N/A

Halton's Urban Renewal

N/A

7. **RISK ANALYSIS**

The match funding for the project has been identified and there is confidence that the outputs and results will be achieved. As such we feel there are no significant risks arising from this project.

8. **EQUALITY AND DIVERSITY ISSUES**

The report seeks to promote equality of access in regard to how the Borough's young people and adults are supported in their journey to sustainable employment.

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

None.

Appendix 1

European Structural and Investment Funds 2014-2020 Programme Update

Background to development of ESIF, structures and decision making

The Government are the Managing Authority for the ESIF Programme in England, however it put in place a mechanism for sub-regional allocations and advice on decision making via Local Enterprise Partnership (LEP) area geographies.

The ESIF Programme primarily covers the European Regional Development Fund (ERDF) and European Social Fund (ESF) grant schemes. The funds have been allocated notionally, with Liverpool City Region (LCR) receiving €221.9m (circa £185m). Halton as a 'More Developed' area will receive a notional allocation of £16.9m. LCR will also receive £22.2m from the Youth Employment Initiative Fund which aims to help young people aged 16 to 29 years find work and will be matched by an equal amount from the European Social Fund.

Halton Projects

Liverpool City Region Integrated Business Support Programme (LCRIBS)

HBC is part of project along with a consortium of LCR Partners for the 'LCRIBS' Project that will provide free business support to businesses who are at an early stage of development. The CA is the accountable body for the project but delivery varies by LA area depending on Chamber/LA/other body relationships. The total amount of ERDF allocated is £2.7m, with HBC accessing £230k of this for the three year project. The GFA has been issued to this project therefore the government are legally committed to this project. Project delivery has commenced in Halton after recruitment and procurement processes was completed in March. The project has already received enquiries from 93 businesses, of these, 42 have completed the Diagnostic Support stage and are now receiving further specialist support.

Ways to Work Programme

HBC is part of a project with a consortia made up of all six Local Authorities and Merseytravel for the 'Ways to Work' Programme, which is designed to **help people of all ages into work**. It extends the current Youth Employment Gateway provision to support young people with advice and mentoring, with some accessing Intermediate Labour Market opportunities. The CA is the accountable body for the project but each LA delivers through numerous Council staff that have been employed using these funds. The total amount of ESF allocated is £29.5m, with HBC accessing £2.1m for the three year project. The GFA has been issued to this project therefore Government are legally committed to this project. Project delivery commenced in Halton in January 2016 and is now supporting up to 201 local residents.

New Markets 2

This is a business support programme for more developed businesses to help them access new market opportunities by using specialist consultants for activities such as marketing etc. This project will draw down £5.6m of ERDF for a

range of delivery bodies across the City Region including Sci-Tech Daresbury.

Place Marketing for Investment

HBC are part of a consortium project with the LCR LEP as the lead applicant and the Combined Authority as the Accountable Body. The project would assist the City Region promote itself to attract inward investment etc. and is still in appraisal so not yet approved. If the project is approved HBC will provide cash match up to the value of £25k each year, for a three year period.

Include IT-Mersey

HBC are also part of a LCR wide consortium bid with VOLA who are the lead applicant for a Digital Inclusion Project through the Big Lottery Fund Building Better Opportunities call. BLF are an 'Opt In' provider of the European Social Fund who have recently released two calls; 'Digital Inclusion' and 'Financial Inclusion'. The total amount of funding available is £1.6m for Digital and £2.5m for Financial. The 1st stage application, submitted by VOLA, has been successful and have now been invited to submit a 2nd stage application by November. HBC are working closely with VOLA to put a quality bid together. If successful the project commencement would be March 2017.

Autumn Statement

The Government issued a statement regarding EU funding on Saturday 13 August, following the EU referendum in June. The Treasury Statement has now confirmed that all ESIF projects with a GFA signed prior to the autumn statement will be fully funded. Further details on projects signed after this are being put in place, but is likely to include a stronger focus on Value for Money and alignment with domestic policy priorities.

Also included in the statement, was a commitment to fund R&D projects beyond the UK's departure from the EU, so a longer term commitment than that provided for ESIF projects.

A joint statement from by the CA and the LEP has been prepared with quotes from Mayor Anderson, Cllr Davies and Asif Hamid. Click [here](#) to view the statement.

This is focused on securing the full commitment from Government to the full ESIF allocation till 2020, so that core city regions (and urban areas) have parity with rural areas. Approximately £102m of the £193m ESIF allocation is now secured and will provide valuable support for our businesses and people through ERDF and ESF projects. It is also understood that Liverpool City Region has a comparatively high proportion of its overall allocation legally committed, compared to many other areas across England.

Negotiations

The outcome of the EU referendum will mean that the UK will leave the EU and is unlikely to be able to access Structural Funds after the date it leaves. Access to other EU funds such as R&D funds will depend on the exit agreement. The process of leaving the EU could take two years. The working assumption therefore is that if the UK was paying into the EU for a further two years it will still

receive its structural fund allocation over that period.

The current position is that Government has not yet provided any guidance on 'what next' as regards EU funding programmes following the EU referendum. Requests have been made by all areas of the UK and officer level discussions have been had, and various statements were made by proponents of the leave campaign suggesting that any end to EU funds would be replaced by Government funds.

The LEP and CA have a suggested position to continue as before on the expectation that all projects will be funded, through whichever route, and we expect influence to be devolved to the City Region as was anticipated.

Update from DCLG

- the line continues to be 'business as usual'
- appraisals of projects (ERDF and ESF) are continuing up to, and including, seeking the advice of ESIF sub committees
- live calls will continue and any outline applications submitted will be appraised
- existing projects (i.e. those with GFAs) will be expected to deliver agreed targets and outputs and continue to be paid; this includes projects with the opt-in organisations which are currently procuring delivery from delivery organisations
- monitoring visits (to ensure compliance) will also continue.

However, the likelihood is that all EU funded delivery will not go beyond 2 years at the latest and Projects are continuing to flow through the application system. The LEP are continuing to develop ERDF call text as planned (the potential for ESF is likely to be less as we have already achieve high levels of commitments).

Impact

There is likely to be an impact on the delivery capacity within the City Region as a number of individuals are employed by EU funded projects, in both the LEP and the CA as well as in local organisations. These EU projects are often fundamental to the city region's growth aspirations.

There is likely to be a serious impact on a number of people employed by EU funded projects. The LEP and CA will work with partners to understand the scale of this, promote other opportunities, seek to minimise loss of delivery capacity, etc. over the 2 year period.

REPORT TO:	Employment, Learning and Skills, and Community, Policy and Performance Board
DATE:	21 November 2016
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Community and Sport
SUBJECT:	Library Service
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on library service activity over the last 12 months.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

- 3.1 The Library Strategy and Development Manager will be in attendance at this meeting and will make a presentation to Members of the Board on the activities undertaken by the library service over the past 12 months, aimed at increasing usage of the service across the community.

4.0 POLICY IMPLICATIONS

- 4.1 The work undertaken over the past 12 months supports the delivery of the Library Service Strategy.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications contained in this report. The activities undertaken have been done within existing business provision.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Library service strategy supports children and young people through a variety of reading activities, class visit programme, story sessions, learning activities and a volunteer programme.

6.2 Employment, Learning and Skills in Halton

Library service strategy supports employment, learning and skills through the provision of public access computers and free Wi-Fi in all libraries, support for people getting online, support for job seekers, and access to resources for those learning new skills

6.3 A Healthy Halton

Library service strategy supports health through the provision of venues from which to deliver health and wellbeing events, Books on Prescription and Mood Boosting collections in all libraries, reminiscence work in the community using Memory Boxes, partnerships with local groups, development of the Community Library Service, and all library staff are trained as Dementia Friends.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

7.1 None at present.

8.0 Equality and Diversity Issues

8.1 The service is open and accessible to all Halton residents.

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

9.1 None under the meaning of the Act.