

Public Document Pack



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

Monday, 19 November 2018 at 6.30 p.m.
Halton Suite - Halton Stadium, Widnes

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

Chief Executive

BOARD MEMBERSHIP

Councillor Andrew MacManus (Chair)	Labour
Councillor Carol Plumpton Walsh (Vice-Chair)	Labour
Councillor Lauren Cassidy	Labour
Councillor Charlotte Gerrard	Labour
Councillor Rosie Leck	Labour
Councillor Geoffrey Logan	Labour
Councillor June Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Angela Teeling	Labour
Councillor Pamela Wallace	Labour
Councillor Louise Whitley	Labour

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The next meeting of the Board is on Monday, 18 February 2019*

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

Part I

Item No.	Page No.
1. MINUTES	1 - 8
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	9 - 11
4. POLICY UPDATE - EMPLOYMENT, LEARNING AND SKILLS DEVELOPMENT OF POLICY ISSUES	12 - 16
5. ECONOMY	
(A) ADULT EDUCATION BUDGET DEVOLUTION	17 - 22
(B) BUSINESS GROWTH PROGRAMME IN HALTON: UPDATE	23 - 28
6. SPORTS	
(A) SPORT AND RECREATION TEAM	29 - 40
PERFORMANCE MONITORING	
7. PERFORMANCE MANAGEMENT REPORTS - QUARTER 2 OF 2018/19	41 - 61

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, 24 September 2018 in the Civic Suite - Town Hall, Runcorn

Present: Councillors MacManus (Chair), C. Plumpton Walsh (Vice-Chair), Logan, June Roberts, Teeling, Wallace and Whitley

Apologies for Absence: Councillors Cassidy, Gerrard, Leck and Rowe

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones, P. Corner, L. Carr, C. Dinsdale, N. Goodwin, T. Leather, M. Patino and S. Saunders

Also in attendance: Councillor Jones, in accordance with Standing Order 33

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

	<i>Action</i>
<p>ELS9 MINUTES</p> <p>The Minutes from the meeting held on 25 June 2018, were taken as read and signed as a correct record.</p> <p>ELS6 – Website links would be sent to Members regarding next year’s International Business Festival (IBF).</p> <p>ELS8 – The Household into Work Programme was targeted Boroughwide; a briefing was available and would be sent to the Board Members.</p>	<p>Operational Director - Economy, Enterprise & Property</p>
<p>ELS10 PUBLIC QUESTION TIME</p> <p>The Board was advised that no public questions had been received.</p>	
<p>ELS11 COMMUNITY DEVELOPMENT SERVICE ANNUAL REPORT FOR 2017/18</p> <p>The Board received a report informing them of the operational delivery for the Community Development (CD) Service for the period 1 April 2017 to 31 March 2018.</p>	

It was reported that Community Development activity helped support the creation, development and sustainability of independent local community groups. This generated the capacity for effective and inclusive community engagement with Council departments and services, thus enabling the delivery of a wide range of community initiatives to help tackle strategic objectives and community needs. It was noted that Officers had a strategic and neighbourhood role in co-ordinating support to respond to community concerns and aspirations and create cohesive neighbourhoods which were participative and vibrant.

The report outlined the role of the Community Development and Project Officers' work in the community and referred to the performance framework in place for community development activity. This was shown in the table in paragraph 4.3 for 2017-18 and showed a comparison to the previous year. Members were pleased to note that for every £1 it costs to provide the CD service a further £1.19 was levered into the Borough to support community groups and initiatives.

The report then provided some examples of projects and groups that CD were working with and alongside across the Borough, for each of the 7 Area Forums. Members noted the starter and development grants awarded and the summary of spend for each Area Forum.

RESOLVED: That the Annual Report be received and comments made noted.

ELS12 COMMUNITY CENTRES ANNUAL REPORT FOR 2017/18

The Board received the Community Centres Annual Report for 1 April 2017 to 31 March 2018.

The report advised that the Community Centres Service provided the management and delivery of services from five buildings: Castlefields, Ditton, Grangeway, Murdishaw and Upton. The Centres delivered programmes of community activity; varying models of community cafes; and service outlets such as children's centres, youth centres and day services. It was stated that these Centres provided a community hub; a central point at the heart of the communities within which they were located for residents to enjoy activities and receive services in their neighbourhoods. They were based in deprived wards in the Borough and were well utilised.

The report provided detailed performance information

for each Centre, as set out in section 4 of the report, which included results of customer satisfaction surveys as described by Officers. It was noted that overall community centre usage continued to increase annually, up by 3,535 visits for 2017-18 with an increased income of £21k.

One Member queried the public website link to the community centres; this can be found at <http://haltoncommunitycentres.co.uk/>

RESOLVED: That the report be received and comments made be noted.

ELS13 DWP WORK PROGRAMME CONTRACT UPDATE

The Board received a report from the Strategic Director – Enterprise, Community and Resources, that provided an overview of the Department for Work and Pensions (DWP) Work Programme contract currently being delivered by Halton People into Jobs.

Members were reminded that in June 2011, Halton Borough Council entered into a subcontracting arrangement with two prime contractors (*Ingeus Deloitte* and *A4E now PeoplePlus*). They were tasked with delivering the DWP Work Programme over the next 7 years. The contract was now in its final year of delivery, due to end on 31 March 2019.

The report provided the Board with an overview of the achievements to date, income and expenditure and future exit plans.

Further to Members' queries the following was noted:

- Over the 8 years a total of 3905 customers had started on the Work Programme with 1745 customers being supported into employment;
- Employers were encouraged to employ ex-prisoners via the ILM Programme (Intermediate Labour Market Placements), which payed the customer's salary for the first 6 months of employment, this way the customer was given a chance to gain some experience;
- Education and support staff were available to offer advice to customers with learning difficulties or disabilities;
- It was hoped that Halton Council would soon reach Level 3 in Disability Confident status;
- As the Programme would soon come to an end, it

was hoped that the staff employed here would be re-employed in another area of the Council, as per the staff at risk protocol;

- Those customers who were successfully employed at the end of the Programme did a variety of jobs, depending upon their abilities and skills; and
- The whole process of getting people into work had a knock on effect for the local economy.

REESOLVED: That the report be noted.

ELS14 DWP WORK AND HEALTH PROGRAMME CONTRACT UPDATE

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which provided an overview of the Department for Work and Pensions (DWP) Work and Health Programme (WHP) contract currently being delivered by Halton People into Jobs.

It was noted that the WHP was the new contracted employment provision that would help people with a disability, the long term unemployed (LTU) and specified disadvantaged groups to find sustained work. The WHP would target those who were most likely to benefit from the additional support of the Programme. It was reported that in 2017 the WHP contract was awarded to *Ingeus* for the North West Contract Package Area. Halton Borough Council / Halton People into Jobs were successful in being awarded a sub-contract agreement by *Ingeus* to 100% of the WHP in Halton.

Members were advised that the service went live in November 2017 and would run for 7 years. Officers outlined what the WHP hoped to achieve; its performance indicators; and progress to date.

The following was noted following Members' questions:

- Customers had to be aged 18+ with a referral from the DWP;
- Extra staff would be employed by the WHP as the demand for the service increased; and
- There were no direct financial implications to the Council as the Programme was funded by the DWP.

As an example, one customer's scenario was provided where they had a temporary mental health issue

and had since been successful in gaining employment.

RESOLVED: That the progress of the delivery of the Work and Health Programme be noted.

ELS15 ESF WAYS TO WORK PROGRAMME UPDATE

The Board received a report from the Strategic Director – Enterprise, Community and Resources, which gave an overview of the European Social Fund (ESF) Ways to Work Programme currently being delivered by Halton People into Jobs.

The Board was advised that in January 2016 Halton Borough Council, as part of the Liverpool City Region (LCR) Combined Authority submission, successfully secured a grant for the ESF. The total cost of the Programme was over £40 million. The Programme would run until December 2018 and Halton's contract was up to a maximum of £3.3 million. It was reported that the ESF Ways to Work Programme provided funding to reduce the barriers to employment to those residents furthest away from the job market. Participants on the Programme were able to access a personal budget for items such as training, interview clothes and travel costs. The funding also supported 6 – 12 month work placements known as Intermediate Labour Market Placements (ILMs). It was noted that the project had placed 142 people from Halton into ILM placements.

The report discussed the Programme's achievements to date, income and expenditure; and future strategy for delivery. Officers advised that funding to extend the 16-29 year old element of the contract had been approved by DWP and was extended to the end of March 2020. Confirmation of the request to extend funding for the 30+ year old element of the contract was still awaited.

It was agreed that an update report be submitted to the Board in 6 months' time.

RESOLVED: That the report be noted.

ELS16 ECONOMIC ASSESSMENT & HALTON 2030

The Board received a report from the Strategic Director – Enterprise, Community and Resources, updating them on the Halton 2030 document and advised on the proposed recommendations arising from the research undertaken. A presentation was given to Members to accompany the report and appendices.

Operational
Director -
Economy,
Enterprise &
Property

Members were informed that Halton 2030 set out an economic vision for how Halton's economy would look in the future. It also considered how we might respond through a 'whole community' approach to the economic and social challenges the Council and its partners faced over the next few years.

It was reported that the proposed vision would be that *"by 2030 Halton's residents would have access to good quality housing, excellent education and suitable jobs in a safe, strong and sustainable local economy. Halton's businesses would have the skills, investment environment and infrastructure to achieve their goals. Further, Halton would be a place healthy people enjoyed, with excellent access to vibrant local town, shopping and entertainment centres"*.

Members were referred to Appendix 1 – the full Economic Assessment and Halton 2030 analysis and Appendix 2 – a table of indicators and measurements, within which the basis of the conclusions were explained and how success would be gauged.

Members debated the topics raised by the presentation relating to recruitment of staff for higher level jobs, skills shortages amongst local people; quality housing provision in the Borough, quality leisure facilities; and the Widnes and Runcorn Town Centres. The Board agreed that Halton 2030 be recommended to the Executive Board for use as a reference tool for setting the priorities of the Council and for the development of the Corporate Plan.

RESOLVED: That the Board

- 1) receives the report and notes the comments made; and
- 2) recommends that Halton 2030 be used as a reference tool by the Executive Board for setting the priorities of the Council and for the development of the Corporate Plan.

ELS17 BUSINESS IMPROVEMENT AND GROWTH TEAM UPDATE ON WORK PRIORITIES

Members received a report from the Strategic Director – Enterprise, Community and Resources, informing them about the current performance and future work priorities of the Business Improvement and Growth Team (BIG). The last update was provided in June 2017 and this

update was presented to the Board at the request of the Chair.

The main functions of the Business Improvement and Growth Team were outlined in the report in section 3. It was reported however, that the BIG Team were currently undertaking a broad range of activities and driving a diverse range of projects, beyond the scope of those objectives described. It was important to note that the delivery of business support across the wider Liverpool City Region was also in a period of transition.

Members were presented with a modified delivery model of the Team which ensured that they were focussed on those activities which would have the greatest impact upon the economic regeneration of Halton.

It was agreed that the Officer's presentation would be sent to Members of the Board after the meeting, so that they could revisit the information provided.

RESOLVED: That the Board

- 1) notes the activities and performance of the Business Improvement and Growth Team; and
- 2) supports the emerging delivery model which would better reflect the priorities of the Council, seeking to align local delivery with emerging City Region business support delivery.

ELS18 PERFORMANCE MANAGEMENT REPORTS - QUARTER 1 OF 2018-19

The Board received the performance management reports for Quarter 1 of 2018-19 and were requested to consider and raise any questions or points of clarification in respect of these.

It was noted that the key priorities for development of improvement in 2017-18 were agreed by Members and included in Directorate Plans for the various function areas reported to the Board as follows:

- Enterprise, Employment and Skills; and
- Community and Environment.

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.

Members raised queries relating to the following:

- The status of Runcorn Swimming Pool;
- Training courses for people to become swimming instructors, in light of the shortage;
- Which schools were involved in the Summer Reading Challenge and numbers involved; and
- How were the income targets for the Community Centres calculated?

It was noted that responses to these queries would be sent to Members after the meeting as they were not to hand.

RESOLVED: That Quarter 1 performance management reports be received.

Operational
Director -
Community &
Environment

Meeting ended at 8.55 p.m.

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

DATE: 19 November 2018

REPORTING OFFICER: Strategic Director, Enterprise, 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 Chair 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 & Performance Board

DATE: 19th November 2018

REPORTING OFFICER: Strategic Director – Enterprise, Community and Resources

PORTFOLIO: Economic Development

SUBJECT: Policy Update – Employment Learning and Skills

1.0 PURPOSE OF THE REPORT

1.1 To inform the Board of recent national policy announcements relevant to the Employment, Learning and Skills Policy Performance Board.

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 The information provided is not intended to be in-depth but provides a brief summary of key announcements along with observations of local relevance, where appropriate. The Board can then consider whether to initiate more detailed scrutiny and/or report to a future meeting. The update covers the period from the last PPB in September to 31st October 2018.

3.3 The report should be considered alongside the ‘key developments’ and ‘emerging issues’ that are set out in the Quarterly Performance Report.

3.4 Announcements

3.4.1 New funding for cutting edge quantum technologies

Funding announced in the Autumn Budget will give scientists the chance to come up with ways to develop quantum computing to bring more real-life benefits for people in the UK.

- The UK will establish a new National Quantum Computing Centre in the race to build the world’s first universal quantum computer
- quantum technologies include a new generation of sensing, imaging, timing, navigation, communications and computing devices and is already helping us to crack new codes and understand human cells better
- The Industrial Strategy aims to drive the development of the most potentially revolutionary, cutting-edge technologies, and accelerating their adoption in real-

world, industrial environments in order to realise their benefits for business, consumers and wider society

£235 million has been allocated. This includes establishing a new National Quantum Computing Centre, a quantum challenge to bring technology to markets and boost the economy, and new centres for doctoral training to upskill future experts.

These new technologies will help address the medical, environmental, security and societal challenges of the future. They are the next generation of sensing, imaging, timing, navigation, communications and computing devices, using sub-atomic particles to take computing performance far beyond the abilities of existing 'classical' technologies.

Quantum sensors will see things we currently cannot see: the buried pipes and cables that cause costly delays to construction projects or the light from hazards obscured by mist or fog. Quantum computers will perform in a way classical computers will never be able to perform, for example:

- rapidly cracking previously unbreakable codes
- investigating the complex interaction of cells in the body
- or analysing complex weather systems

Quantum sensors and clocks will enable navigation in areas where satellite signals from GPS and Global Navigation Satellite Systems are unavailable.

3.4.2 Up to £50 million to develop world leading AI talent in the UK

The Government has committed further investment to the UK's booming Artificial Intelligence (AI) sector by announcing up to an additional £50 million to attract and retain the world's top talent.

The announcement within this week's budget builds on the AI Sector Deal, worth up to almost £1 billion, launched earlier this year. As part of the government's modern Industrial Strategy, the sector deal set out how the UK will be at the forefront of the AI and data revolution.

Working with the Alan Turing Institute, up to £50 million will be invested in new Turing AI Fellowships to help bring the best global researchers in AI to the UK. The funding will allow the UK to attract, retain and develop world leading research talent.

3.4.3 Call for new green innovations to tackle climate change

Innovators and researchers can bid for a share of £60 million with their ideas to make our air cleaner and help tackle climate change.

Britain's best innovators and researchers will be invited to pitch their ideas to help tackle the effects of climate change on towns, cities and the countryside as part of modern Industrial Strategy.

Business and Energy Secretary Greg Clark announced 4 new research programmes to boost the UK's resilience to climate change, develop digital

environments, promote clean air and investigate how to use our land to boost health outcomes.

The £60 million funding pot was announced during the first ever [Green GB Week](#) – a government-led week of campaigning to encourage businesses, communities, funders and academics to renew their efforts to confront the global challenge of climate change.

3.4.4 New measures to support workers, businesses, and entrepreneurs

The government has announced plans to strengthen the UK's business environment.

The Business Secretary Greg Clark has announced a series of new measures to back businesses and entrepreneurs, support workers and ensure every part of the country benefits from the government's modern Industrial Strategy.

The new measures include:

3.4.5 Tipping

The government has announced plans to ensure that tips left for workers will go to them in full.

While most employers act in good faith, in some sectors evidence points towards poor tipping practices, including excessive deductions being made from tips left by customers.

New legislation will set out that tips must go to the workers providing the service.

This legislation will ensure workers get the tips they deserve and give consumers reassurance that the money they leave in good faith to reward good service is going to the staff, as they intended – ensuring that hard work is rewarded.

3.4.6 More protection for small businesses

A commitment to end the unfair treatment of small businesses by companies who abuse their position by paying late for products and services.

The government will strengthen the Prompt Payment Code with a new tough and transparent compliance regime. A call for evidence will be published later this week which will consider the best way to ensure company boards put in place responsible payment practices throughout their supply chain, including whether all company boards should give one of their non-executive directors specific responsibilities for the company's prompt payment performance.

The Small Business Commissioner will join the Prompt Payment Code's Compliance Board to support his role in tackling late payment.

3.4.7 Proposals to help parents and carers in the workforce

Working flexibly helps people to balance their work and home lives and is vital in creating an inclusive economy where those with caring responsibilities can continue working. It also gives employers access to a wider pool of talent and enables better matching of applicants and jobs.

While many companies are increasingly embracing flexible working and the benefits it brings, some employees face barriers in raising this issue with their employers.

The government will consider creating a duty for employers to consider whether a job can be done flexibly, and make that clear when advertising.

3.4.8 **Greater transparency on parental pay**

The government will consult on requiring employers with more than 250 staff to publish their parental leave and pay policies, so job applicants can make informed decisions about whether they can combine the role with caring for their family.

Statutory entitlements to leave and pay for new parents are key to this vision for 'good work' and to the participation and progression of parents, especially mothers, in the labour market.

While many employers go further than the legal minimum for parental leave and pay, very few publish their policies openly. Applicants must ask prospective employers what the position is which many are reluctant to do for fear of discrimination.

3.4.9 **Autumn Budget**

The personal allowance threshold, the rate at which people start paying income tax at 20%, to rise from £11,850 to £12,500 in April - a year earlier than planned

The higher rate income tax threshold, the point at which people start paying tax at 40%, to rise from £46,350 to £50,000 in April

After that, the two rates will rise in line with inflation

National Living Wage increasing by 4.9%, from £7.83 to £8.21 an hour, from April 2019.

Work allowances for universal credit to be increased by £1.7bn.

2.4 million working families with children to benefit by £630 a year.

An extra £1bn to help welfare claimants transfer to the new consolidated benefit.

New 2% digital services tax on UK revenues of big technology companies, from April 2020.

Profitable companies with global sales of more than £500m will be liable.

Private finance initiative (PFI) contracts to be abolished in future.

New centre of excellence to manage existing deals "in the taxpayer's interest"

Annual investment allowance to be increased from £200,000 to £1m for two years

Contribution of small companies to apprenticeship levy to be reduced from 10% to 5%

Business rates bill for firms with a rateable value of £51,000 or less to be cut by third over two years

Measure to benefit 90% of independent shops, pubs and restaurants, cutting bills by £8,000

£900m in business rates relief for small businesses and £650m to rejuvenate High Streets

New 100% mandatory business rates relief for all lavatories made available for public use

Extending changes to the way self-employment status is taxed, from the public sector to medium and large private companies, from 2020.

4.0 POLICY IMPLICATIONS

5.1 There are no further policy implications.

4.0 OTHER IMPLICATIONS

5.1 None

5.0 RISK ANALYSIS

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

6.0 EQUALITY AND DIVERSITY ISSUES

6.1 None

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

7.1 None under the meaning of the Act.

REPORT TO:	Employment Learning and Skills and Community Policy Performance Board
DATE:	19 th November 2018
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Adult Education Budget Devolution
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide an update on the plans for the devolution of the Adult Education Budget (AEB). This currently funds the majority of the Adult Learning Team Service in Halton Borough Council.

2.0 RECOMMENDATION: That

- 1) Members note progress to ensure that Halton receives a fair and proportionate share of the funding.

3.0 SUPPORTING INFORMATION

3.1 Background information

What is the Adult Education Budget used for and by who?

- 3.1.1 AEB is funding provided for Liverpool City Region residents outside of Apprenticeships, Traineeships, Advanced Learner Loans and Higher Education. Currently, AEB is administered through a combination of grant funding agreements and procurement contracts. This will continue although the balance between grants and procurement contracts may change.

The funding supports a set of four statutory legal entitlements:

- English and maths for aged 19+
- First full level 2 aged 19-23
- First full level 3 aged 19-23
- New digital entitlement

The funding also supports learners in the following categories:

- 19-23 year olds fully funded maths & English, learning to progress up to and including first full level 2 and/or level 3

- 24+ year olds and claiming Employment Seekers Allowance, Universal Credit, Job Seekers Allowance including those who receive NI credit only
- English for Speakers of Other Languages, ESOL fully funded if unemployed otherwise co-financed
- Learning aims up to and including level 2 if individual has already achieved first level 2 or above. Fully funded if unemployed otherwise co-financed.

3.1.2 The latest full year information based on 2016/17 ILR data suggests:

- 16 Grant funded providers based in Liverpool City Region receive £34.5m
- 22 Independent Training Providers based in the City Region receive £22.1m of which £6.5m is spent on City Region residents
- 131 Grant funded providers based outside of the City Region delivered circa £4m of training for City Region residents
- 52 Independent Training Providers based outside of the City Region delivered circa £6.7m with City Region residents
- Overall, over one quarter of AEB spend (excluding Community Learning) funds entitlement provision
- There are 49000 learners with around 16% learners are aged 19-24 (HBC 10%)
- 17% are BAME (HBC 6.1%)
- 23% self-identified as having a learning difficulty, disability and/or health problem (HBC 58% disability; 16% learning difficulty)
- 53% female (HBC 74%), 47% male (HBC 26%)
- 38 LCR based providers deliver 78% of overall spend on City Region residents (HBC spend is 98.5%)

3.1.3 The Liverpool City Region Devolution Deal in 2015 set out how the Adult Education Budget (AEB) would be fully devolved to local areas. This will commence from 2019/20 and will be for Liverpool City Region residents only.

3.1.4 A Memorandum of Understanding has also been agreed with the Department for Education to ensure that the devolved budget of approximately £52m per annum will follow. Once the Combined Authority takes on this role, it will be responsible for commissioning AEB funded provision in the Liverpool City Region, and, therefore, will have the freedom to set local priorities and funding rates, while still being subject to the statutory duties of the Secretary of State. This will allow it to focus on meeting local area need, delivering local economic objectives and developing a sustainable local provider base.

3.2 Progress to date

3.2.1 As part of devolution preparations, the Combined Authority has engaged with Further Education Colleges, Local Authorities and Independent Training Providers. This has also informed the open

procurement of £10-£15m of the AEB budget. The engagement process has served as a forerunner for further negotiations with Colleges and Local Authorities for grant funding agreements later this year.

3.2.2 An initial market engagement event took place in August to garner stakeholder views and comments. The event outlined the strategic context for skills devolution, local skills needs and emerging commissioning principles. The presentation was followed by round table discussions facilitated by Combined Authority staff and local partners. The presentation from the event is contained below.

[Presentation Slides](#)
[Soft Market Testing Questionnaire](#)
[AEB FAQ's](#)

2.3.3 A further workshop took place at the beginning of October 2018; this was for small providers to come together alongside local authorities and colleges with a view to exploring collaboration concerning the Adult Education Budget procurement process. The draft principles for commissioning local services are described as follows:

- Evolutionary change over time to the funding system
- Opportunity to 'test and learn' using local flexibilities and innovations e.g. for priority cohorts and/or sectors
- Sub-contracting will be agreed where this adds value to the mix and balance of provision locally e.g. small-scale niche or specialist provision – with fair and robust policies for fees
- Allocations and details of commissioned provision will be openly published to ensure transparency of process

Delegates were advised that the AEB will deliver social, economic and environmental benefits to the Liverpool City Region, and examples include:

- Employer volunteering / placements for learners
- Opportunities for disadvantaged residents such as long-term unemployed, and those with disabilities
- Reducing energy consumption
- Fair subcontracting policies
- Measuring and rewarding success

The Combined Authority is keen to involve SMEs, third sector and small providers:

- SMEs can play an important role in delivering Best Value for the Adult Education Budget
- Much stronger position to tender for contracts
- The Public Sector is a good customer
- Various options exist including:
 - Developing partnership/consortia bid

- Becoming a sub-contractor to a ‘lead’ provider
- There are benefits and considerations to the approaches –it is your choice.

Procurement timeline*

- Standard Selection Questionnaire (SQ) Issue Date: **November 2018**
 - SQ Submission Date: **December 2018**
 - Invitation to Tender: **January 2019**
 - Deadline for Tender Submission: **February 2019**
 - Evaluation of Tender Submissions: **February –Late March 2019**
 - Contract Award Target Date: **April 2019**
- * All Dates are Indicative at this stage*

3.3 Key issues/challenges

- 3.3.1 AEB devolution will not fix all the problems with the skills system. It is a small but crucial cog in meeting local skills needs and re-engaging adults in learning. The Council has an excellent record of accomplishment in re-engaging adults into learning with 67% of 17/18 learners being unemployed.
- 3.3.2 Devolution will help minimise duplication. Local commissioning will ensure that it is responsive to local needs that national policy can miss. The Council is working collaboratively with Riverside College in AEB delivery planning and a joint planning document is being drawn up to demonstrate a proactive approach to AEB devolution.
- 3.3.3 Devolution can help identify additional desired outcomes from the skills system and reward them appropriately. For example, 98% of Halton learners in 17/18 said they feel prepared to choose their next steps (for example, into employment, or another course); 48% progressed onto another course; and 15% progressed into employment. Being able to evidence these outcomes is something that not all providers of AEB are currently in a position to be able to do; but this is something that community learning providers have been doing for a number of years.
- 3.3.4 It is hoped that devolution will allow for longer term planning that is unaffected by national policy change. Currently the Council is funded on an annual basis, meaning longer term planning is very difficult.
- 3.3.5 The Combined Authority is seeking greater collaboration around joint curriculum planning, cooperative marketing methods targeting underrepresented groups; and joint approaches for CPD for staff. HBC and Riverside College continue to review jointly the curriculum to ensure both offers are complementary and allow for learner progression and cross referrals. Both the Council and Riverside College will include details of the other’s ‘offer’ in their future prospectuses, demonstrating the collaborative approach being taken to supporting Halton residents; and joint CPD planning is already underway, with the Council’s Adult Learning Service holding its

December Continuous Improvement Workshop at Riverside College, including networking with peers and a tour of facilities so that tutors understand, first hand, what the college's AEB and broader offer is.

3.4 What will be commissioned in 2019/20?

3.4.1 At a City Region level, the local statutory entitlement provision accounts for 31% of learners and 25% of funding – this will continue (the Council delivers statutory entitlement provision in maths, English and digital). Outside of entitlements, priorities could include:

- **Social:** ESOL, community learning, engaging residents who are economically inactive (e.g. 56% HBC learners reside in the top 30 most deprived wards in the country; 67% HBC learners are unemployed);
- **Economic:** inward investment/redundancy, re-training for career change, workforce development in sector skills gaps, addressing low skills levels for the 50+, employability of long-term unemployed adults (e.g. 30% of HBC learners are aged 50+; the Council successfully delivers a wide range of sector specific and generic pre-employment training working with local employers);

3.4.2 Leveraging other funding sources to support local priorities will be crucial to the Combined Authority, as will local alignment, rather than displacement, of AEB funded provision (e.g. the Council's Employment, Learning & Skills Division is 100% externally funded and aligning funding sources to maximise the offer is something that the Division has many years of successfully achieving this).

4.0 POLICY IMPLICATIONS

4.1 There are no further policy implications.

5.0 FINANCIAL IMPLICATIONS

5.1 The Council's Adult Learning Service currently receives £633k AEB, which funds all staff, resources, training, accreditation and exam costs, service charges/rent, utilities and marketing costs for the service. Any changes in funding would have a significant impact on these areas of expenditure.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

6.1.1 Not directly, as the AEB relates to funding post 19.

6.2 Employment, Learning & Skills in Halton

6.2.1 As detailed earlier in the report, AEB funds learning and skills provision for residents in Halton aged 19+. AEB is used alongside other funding streams within the Employment, Learning & Skills Division to maximise the offer to local people. The Adult Learning Team is working closely with Riverside College (who also are recipients of AEB) in mapping out provision and planning future strategies to ensure there is no duplication of provision and that progression pathways are enhanced. Collectively, a planning document is being prepared setting out how the two key Halton providers of AEB will help deliver the strategic skills priorities for the City Region in readiness for any procurement rounds.

6.3 A Healthy Halton

6.3.1 The City Region has confirmed that those individuals with disabilities/learning difficulties/health conditions will be priority beneficiaries of AEB. There is a lot of research to suggest that accessing adult learning and skills provision has a positive impact on people's health and associated conditions.

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 RISK ANALYSIS

7.1 The current AEB funding is carefully managed by the Adult Learning Team and overseen by the corporate finance team to ensure expenditure does not exceed income and to ensure efficiencies. As recipients of AEB grant funding, the risk to service in this first year is minimal as grant arrangements will continue. The service will need to monitor AEB developments closely to ensure it is in a good position to be able to continue to receive AEB funding in future years.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None.

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

9.1 There are no relevant background papers.

REPORT TO:	Employment, Learning & Skills and Community Policy and Performance Board
DATE:	19 th November 2018
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Business Growth Programme in Halton: Update
WARD(S)	Borough-wide

1. **PURPOSE OF THE REPORT**

- 1.1 The report and presentation will inform members about the current performance of the Halton Business Growth Programme

2.0 **RECOMMENDATION: That:**

- i) Members note the activities and performance of the Business Growth Programme and the support available to Small to Medium Enterprises within Halton
- ii) Members note the proposed extension of the Business Growth Programme from 2019 – 2021 and support the provision of additional business assistance within Halton

3.0 **SUPPORTING INFORMATION**

3.1 **Background**

The Business Growth Programme within Halton is part of a City Region initiative designed to assist Small to Medium Enterprises to grow and create employment. The Business Growth Programme started in January 2016 and is due to finish December 2018.

The Business Growth Programme provided assistance by commissioning external suppliers to undertake a 2-stage intervention with eligible Halton businesses.

Stage 1:

An initial Diagnostic phase considering overall business performance and identifies areas for improvement or to capitalise upon strengths. This results in an Action Plan and set of priorities for additional support from the Business Growth Programme

Stage 2:

Additional support from the Business Growth Programme in one or more of the following disciplines:

- Financial Management
- ICT
- Improving Environmental Performance and Waste Minimisation
- Improving HR Practices and Procedures
- Process Efficiency, including Manufacturing
- Procurement and Tender Readiness
- Sales and Marketing
- Strategic Business Planning

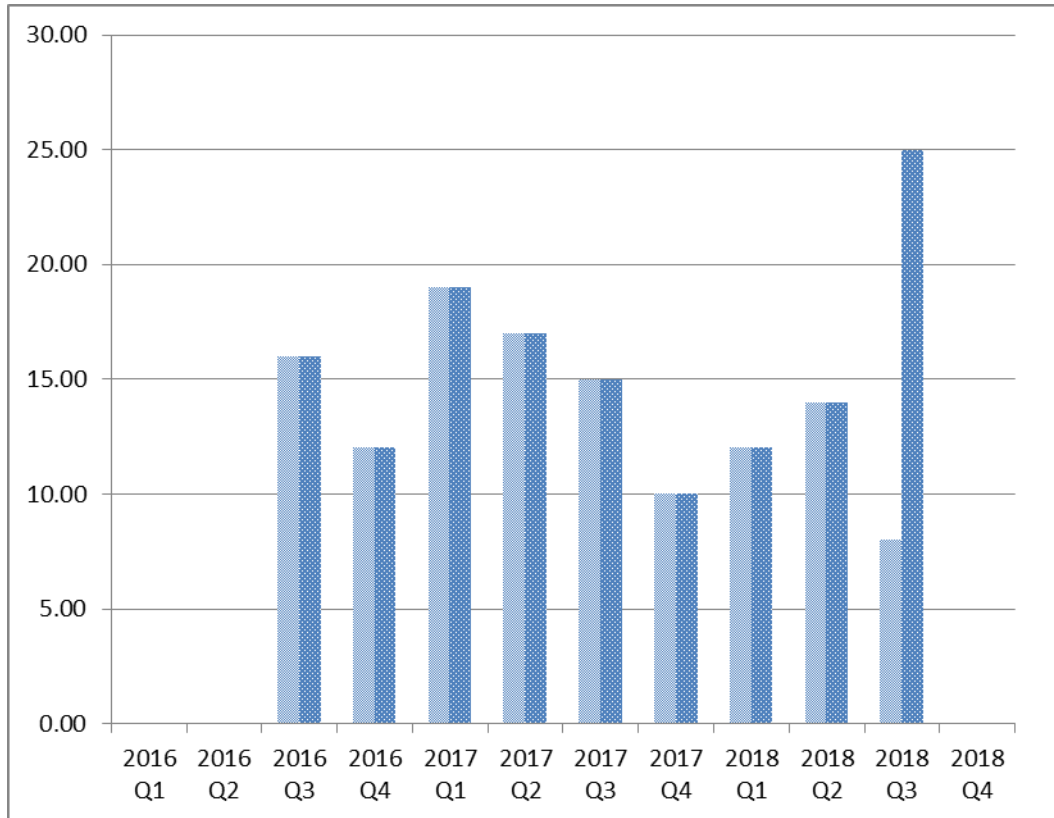
Table 1 shows the Business Growth Programme targets for Company Assists and Jobs Created.

Table 1: Business Growth Programme Targets

	2016	2017	2018	Total
Company Assists	29	68	26	123
Jobs Created	0	56	52	108

Fig. 1 shows performance against Company Assists from the start of the programme from January 2016 to November 2018:

Fig. 1: Company Assists Q1 2016 – Q3 2018



Legend:

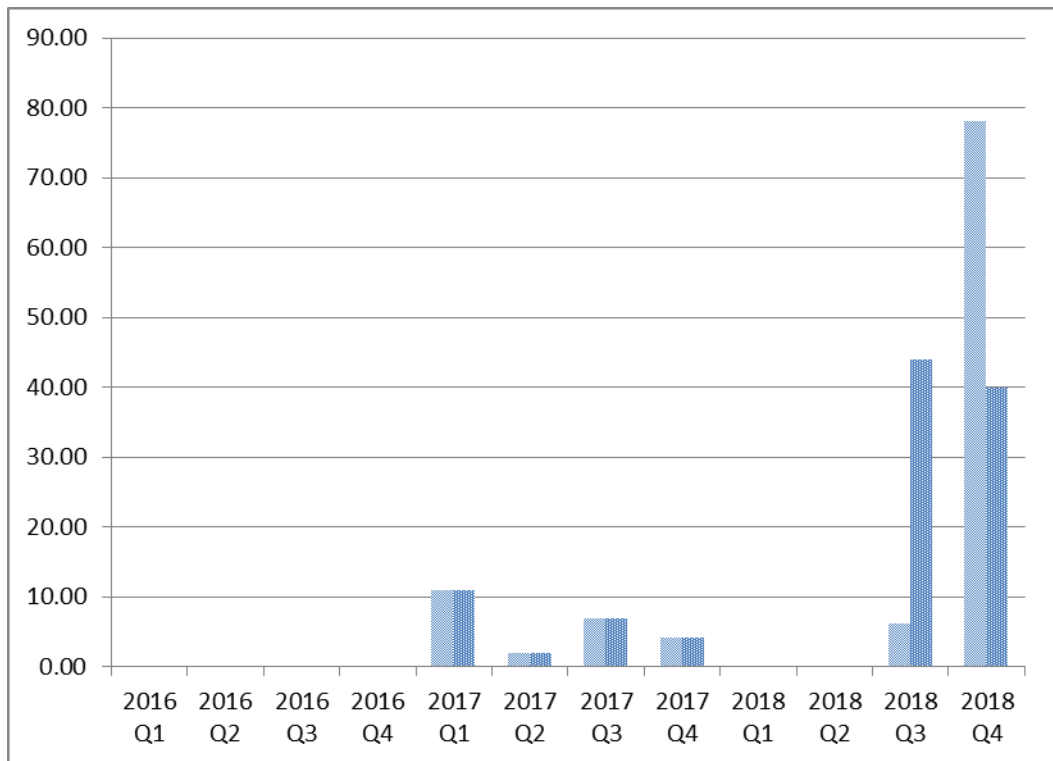
- Target
- Actual

As of November 2018 230 Halton Businesses have participated in the programme. The Halton Business Growth Programme has assisted 140 Businesses against a target of 123.

The delivery of the Business Growth Programme complements the business support offered by the Growth Hub Advisor with the Halton Chamber of Commerce. Halton’s Business Growth programme activity pertinent to the Growth Hub is been logged on to the City Region Evolutive Customer Relationship Management (CRM) system. As of October 2018, there were 861 such Evolutive entries.

Fig. 2 shows performance against Jobs Created from the start of the programme until November 2018:

Fig. 2: Jobs Created Q1 2016 – Q3 2018



Legend:

- Target
- Actual

To date the Halton Business Growth Programme has assisted in creating 30 Businesses against a target of 108.

In order to meet the Jobs Created target the programme is working with suppliers to identify those businesses who are most likely to have generated additional jobs following Halton Business Growth Programme engagement. These businesses are being contacted and individual visits undertaken. This exercise will draw upon additional resources from within the Business Improvement & Growth Team and in so doing build upon the relationship between the Business Improvement & Growth Team and key businesses within the area. This exercise will continue until March 2019 in order to meet the Jobs Created target of 108.

Halton Borough Council has been working with City Region Partners to secure an extension of Business Support within Halton following the end of the current programme in December 2018. It is anticipated that the Business Growth Programme will be extended to cover the period 2019 - 2021. The extended project will have a target of assisting a further 95 businesses and creating an additional 95 jobs over the 3 year period from 2019 - 2021.

4.0 POLICY IMPLICATIONS

4.1 The support available through the Business Growth Programme will positively impact upon the sustainability and growth of businesses located in the Halton area.

5.0 FINANCIAL IMPLICATIONS

5.1 The Business Growth Programme in Halton is funded by the European Regional Development Fund (50%) and Halton Borough Council (50%).

Halton Borough Council's match contribution for the proposed 2019 – 2021 Business Growth Programme is anticipated to be £159,108.04.

Halton Borough Council's match contribution will be met from existing Departmental budgets.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The presence of sustainable and growing businesses within Halton will result in greater employment opportunities for the Borough's young people.

6.2 Employment, Learning & Skills in Halton

The presence of sustainable and growing businesses within Halton 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

No implications

7.0 RISK ANALYSIS

7.1 The resources of the Business Improvement and Growth Team are finite. Adequate resources will be required to successfully complete the Business Growth Programme within Halton.

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

Document	Place of Inspection	Contact Officer
Promotional information	Foyer and 5 th Floor Halton Borough Council Municipal Building Kingsway, Widnes WA87QF	David Unsworth Tel: 0151 511 6803

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

DATE: 19 November 2018

REPORTING OFFICER: Strategic Director - Enterprise, Community and
Resources

PORTFOLIO: Community and Sport

SUBJECT: Sport and Recreation Team

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide members with an annual report for the period 2017/18 on the Council's Sport and Recreation Service.
- 1.2 To receive a presentation from the Sport and Recreation Manager, Community and Environment.

2.0 RECOMMENDATION: That:

- i) The report be noted;**
- ii) That the board notes the presentation and welcomes the progress being made in encouraging and supporting residents to be Active; and**
- iii) Members comment on the service delivery.**

3.0 SUPPORTING INFORMATION

- 3.1 The report demonstrates a year where the Sport and Recreation Team has worked in partnership with a range of stakeholders and has made considerable progress, impact and achievements across the borough. It is structured to direct resources on tackling inactivity because this is where the gains for the individual are greatest. Activities are 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.
- 3.2 The service actively works with partner organisations, such as, Halton Sports Partnership, in order to facilitate development through a better understanding of the issues and a sharing of resources to achieve success. Without the contribution from our partners much of the work highlighted within this report would not have been possible.

4.0 **SPORT AND RECREATION TEAM**

4.1 The team has two distinct areas:

- Sports Development Team – development of programmes and activities to support the local infrastructure and encourage residents to start and stay active. Including day to day operations at Frank Myler Pavilion and facilitating Grass Sport hire and Bowling bookings.
- Management of the Councils 3 Leisure Centres. Kingsway Leisure Centre, Brookvale Recreation Centre and Runcorn Swimming Pool.

The Sports Development Team are responsible for generating interest and increasing participation in activities through effective promotion and marketing campaigns. They have a keen interest in sport and physical activity and strong leadership and organisational skills. Successful sports development depends largely on effective partnership and networking with a wide range of community groups, service providers, facility operators, National Governing bodies and voluntary groups.

The teams day to day duties include:

- finding and training staff, coaches and volunteers for projects
- promoting and running projects and activities
- monitoring and evaluating projects
- finding funding, managing resources and budgets
- putting local and national policies into practice
- attending meetings, seminars and conferences
- coaching or supervising sport

The 'active halton' brand is now highly visible in the Leisure centre and wider community activities. The active halton website is well used, it hosts community timetables, opening hours, helpful information, and up to date news. The website and other digital platforms have become increasingly important for communication. Further investment is required to ensure that the service reaches those that would benefit from support to be active. Research shows that focusing resources on tackling inactivity is where the gains for the individual and for society are greatest.

Having facilities in the right places makes taking part in sport and physical activity a realistic option for many more people and leads to a better experience for those who are already engaged. Halton is fortunate to have a wide range of facilities, such as, Tennis Centre, athletics track, ice rink, climbing wall and boulders. The Council recently undertook a review of the indoor sports facilities in Halton and whilst it recognised the range on offer it also identified the acute challenge in respect of Council owned swimming pools and sports halls which there is a need for significant investment. If we wish to retain and attract customers centres need to be designed to welcome and offer a great experience, in this area we can and must do more.

The following is a snap shot of local projects being delivered:

5.0 **SPORTS STRATEGY DELIVERY 2017/18**

5.1 **Theme 1: Increase Participation and Widen Access**

5.1.1 **Active Halton overview**

Support provided to **100+ weekly activities on the Get Active Timetables**; keeping timetables up to date on various platforms, liaising with community groups and coaches. Promote classes and disseminate information, from very gentle movement classes; Stretch and Tone; Mature Movers; Evergreen chair exercise; Yoga and Meditation; Movement Therapy through to energising Fit2Dance. 14 new classes developed and supported by Sport Development. Estimated 75,000+ attendances throughout the year in community classes, with approximately 400 new people joining sessions. Sign-post general enquiries and support individuals so they attend sessions that best meet their needs. Support provided to freelance coaches, community groups and volunteers with good practice and promotional support. Three case studies completed, couch to 5K; tai chi and health walk.

Frank Myler Pavilion and Sports Ground Programme: 34 community bookings of the indoor facilities, 7 MUGA bookings, 4 pitch bookings and Widnes running club continue to use the facilities as a base 3 evening a week.

Walking football at Kingsway Leisure Centre has 46 members, and compete far afield, with participants even taking the message to Australia. A new session was launched on a Monday due to long waiting list for a place on the Thursday session, both session continue to be well attended.

Haltons Walking for Health scheme, coordinate and supporting volunteers to lead 8 health walks every week over 100+ attendees each week. Three of the health walks are in partnership with GP practices.

FA Girls Football Week took place between 6th and 12th November, girl's specific Football session delivered on the 8th in partnership with Widnes FC development girls' team and their coaches. Girls already playing for the team teamed up with their coaches to deliver a session at Kingsway Leisure Centre, 13 girls who had never took part attended. Regular sessions and opportunities to play for the new girls were provided by Widnes FC.

Working in Partnership with other organisations/ teams/ volunteers to improve physical health is a key outcome for the service. Partners include Haltons Health Improvement Team, CCG, Parkrun, Ramblers, Mind, Merseyside Sport, Halton Open, Cancer Support, Partners in Prevention, Mersey Forest, Physio and other hospital depts. Voluntary community

groups and Sports clubs etc. Partnership work with targeted groups inc Womens Centre, MacMillan cancer support. National programmes supported: National fitness day, Older adults day, mental health day, and delivered local Summerfit programme of free taster activities.

- 5.1.2 **Halton Sports Coach Scheme** delivered over 1000 hours of coaching. Coaches deliver sports to groups with a wide range of ability; in addition they have disability specific experience and awareness and provide a bespoke service to schools. **Sports coaching and School support SLA** provides a professional coaching service for primary and special schools in Halton. 17 primary schools purchased the SLA in 2017. In addition to school time activity, the project delivered out of school clubs delivering 5,516 contacts; in addition 1,717 young people contacts made in community settings and 7,320 contacts with Adults. 544 adults received additional training knowledge.

Community Sports Coaching - Coaches delivered to 1,495 young people at a number of events during the year, including Children in Need multi-sport sessions; Health & Wellbeing fun days at various community venues; Delivered coaching workshop sessions ie Football, Rugby, Cricket, Netball, Basketball and multi skills sessions.

Couch to 5k This year 3 blocks of the 10 week programme ran from the Track at Wade Deacon High school on Monday and Wednesday evenings, with 8059 contacts. The programme has been growing steadily, with many participants feeding into the Parkrun and Widnes running club. For the last block of couch to 5k social media reached 10,000 people.

The team continued to support the popular local Parkruns and assisted and promoted the launch of a junior parkrun in Widnes. The junior parkrun has seen 625 young people complete the course. Widnes Parkrun at Victoria Park is now well established and 3 years on is averaging a weekly turnout of 193 participants (285 highest attendance with 1236 registered). Runcorn Park run at Phoenix Park had 975 registered and averages 94 per week.

Couch to 2k was designed to bridge the gap for young people and trial at established none sporting organisations. 4 Brownie groups across Halton took part. There was 240 contacts made, with an additional 89 attendances from their parents

- 5.1.3 **Leisure Centre Activity:** Kingsway Leisure Centre, Brookvale Recreation Centre and Runcorn Swimming Pool on behalf of the Council.

The Council's leisure centres provide access to affordable leisure activities which support the health and wellbeing agenda across the borough. People who are physically active reduce their risk of developing major chronic diseases, such as, coronary heart disease, stroke and type 2 diabetes by up to 50% and the risk of premature death by about 20 - 30%. Inactive people spend 38% more days in hospital.

'Active Halton' brand was launched in all leisure centres and all sites had their fitness gyms refurbished. Number of visits across the 3 sites 493,264.

Activity examples:

- 1,627 Swim Academy (club live)
- 3837 School swimming participation, (annual visits)
- 250 School swimming galas participation
- 2,225 fitness memberships (club live)
- 6138 squash (inc squash league)
- 5544 aqua babe visits, working in partnership with sure start
- 1840 Birthday Parties
- 750 (approx.) participants Drowning Prevention Week
- 11810 Indoor and outdoor football visits
- 5701 Swim Club visits
- 89 Runcorn Cycle Club visits

5.1.5 **Halton Leisure Card:** 1,072 Halton Leisure Cards purchased providing residents with discounted rates from a range of leisure providers.

5.1.6 **Leisure Centre Operations:** The main challenge is still recruitment, Swimming Instructors and Leisure Attendants proving most difficult to recruit to. There have been a number of appointments and following a restructure the Fitness Team is now up to full strength. There have also been a number of service delays, across the sites due to sickness and technical issues. Runcorn Swimming Pool encountering the most delays.

5.2 **Theme 2: Club Development**

5.2.1 Widnes Football Forum prepared Development Plan
Assisting England Boxing, with set up of Moorfield Boxing Club in 2018
Refugee Football Project – Sports Development set up Refugee Football Project. 2 Hour sessions at Frank Myler Pavilion – linked with Liverpool FA.

5.2.2 **Sports Resource Centres** - There are 2 accessible to voluntary sports who access resources to assist and support running their club, including photocopying, meeting rooms, internet access, loan of sport specific and generic books, journals and equipment.

5.3 **Theme 3: Coach Education and Volunteering**

5.3.1 A coach education programme was coordinated by officers to support high quality delivery in Halton. Consultation on programme content took place with the Halton Sports Partnership. Courses were well attended, with Halton residents receiving a generous subsidy.

4 Safeguarding & Protecting Children courses delivered, 59 attended from 12 voluntary sports clubs. 3 First Aid courses delivered 46 attended from 13 voluntary sports clubs. Equity in your coaching 13 attended (see appendix 1

for club list). Sport England Funding workshops: 17 attendees

Street Games facilitated a boxing activators course at Kingsway Leisure centre, with 20 participants. Attendees included sport development coaches, Kingsway Leisure centre staff, Widnes boxing club and Cheshire police. The workshop aimed to give coaches an insight into running a boxing fitness session within the community

5.3.2 **Sports Coaching bursaries** - Aimed at people, who wish to become a new coach, gain a new qualification or develop onto another level of coaching. Specifically for anyone who is affiliated to a sports club in Halton. £1,510 distributed to clubs to assist members gaining National Governing Body of Sport qualification. Each coach prepares an action plan and identifies a mentor to support their development (see appendix 2).

5.3.3 **Pass on your passion** - Nation programme celebrating female coaches and instructors in sport. The Frank Myler Sports Pavilion hosted the baton relay in partnership with Merseyside Sports Partnership on 19th July. Taster sessions of Tai Chi and Zumba were offered to those attending. Miniature Batons were handed out to female instructors/coaches in Halton who had been nominated: these included Zumba Divas, Chris Molynuex, Michelle Simpson and Karen Tonge. The campaign aimed to raise the profile of female coaches and encourage more women into this role. National statistics show that only 30% of coaches are female and only 17% of people gaining coaching qualifications are women each year.

5.4 **Theme 4: Sporting Excellence**

5.4.1 **The Annual Halton Sports Awards** - The evening took place on Friday 10th November at Halton Stadium, with 100 people in attendance; guest speakers were Richie O'Connell and Chris Ord from the Kyujutsu Archery Club.

5.5 **Theme 5: Finance and Funding for Sport**

5.5.1 Officers work with other Council teams and the voluntary sector to secure investment from a range of funding bodies to support both the development of facilities and the delivery of sports programmes. Over £44,000 was secured from outside bodies for clubs, Kyujutsu Archery, West Bank Bears RL, Widnes Rugby Union RU, Riverside Halton Boxing, Halebank FC.

5.5.2 **Sports Development Grant Scheme:** Primary purpose is to assist local clubs and organisations who, through their activities, provide sports development benefit to the Borough. It also provides bursaries for talented individuals, club coaches and elite athletes and coaches who reside in Halton (see appendix 3), £6,800.00 grants awarded.

5.5.4 **Funding and Information Clinics:** The Sports Development Team offered advice and support to Runcorn Rowing Club, Halton Farnworth Hornets, West Bank Bears, Halton Table Tennis Club, Widnes Tennis Academy, St

Maries U12's, Kyujutsu Archery Club, Runcorn Swimming Club, Widnes Youth & Development FC, Widnes FC, Runcorn Linnets FC, Riverside Boxing Club, Kingsway Boxing Club, Brookvale Utd, Halebank FC, Halton Borough FC, Halton Wolves FC, Parklands FC, Bridgewater, Heath Rangers, Moorfield FC, Runcorn Town FC, Pexhill FC, Farnworth FC, Cronton Villa, Windmill Hill FC, Halton Spartans American Football Club

Successful internal and external sports club funding applications examples below

CLUB	PROJECT	FUNDING	OUTCOME
West Bank Bears RL	Development of junior players and healthy lifestyles project	Awards for All	Successful £9400 received.
Kyujutsu Archery Club	Building Improvements	Community Asset Fund	£15,000 Awarded Conditions to be met re Lease
Halebank FC	Building Work – re damp	Area Forum/FA	£8000 received
Widnes Rugby Union Club	Development within the Club re coaches, volunteers and players. Heritage	Sport England Small Grant	£10,000
Riverside Halton	Development for children and young people.	Comic Relief	£1000

5.6 Theme 6: Sports Facilities

5.6.1 Indoor Needs Assessment

Knight Kavanagh Page (KKP) consultancy was appointed to complete an indoor facilities needs assessment across Halton. Indoor and Built Sports Facilities Strategy has been adopted by the Executive Board. The Strategy provides the evidence base in respect of the Authorities built facilities so that a clear framework exist for the improvement, maintenance and development of existing and new facilities.

5.6.2 Officers support clubs with facility improvement plans:

Halebank FC - Pitch drainage project
 West Bank Bear RL – replace existing mobile club house
 Parklands – pitch Improvements, linked with FA
 St Michaels FC – Changing improvements
 Kyujutsu Archery Club – (Old Woodlands), building infrastructure and outside shooting gallery.
 Runcorn Boxing Club – improvements inside club house

6.0 POLICY IMPLICATIONS

6.1 The intention is to produce an Active Halton strategy linked to outcomes in Sport Englands, Towards an Active Nation Strategy. The benefit gained from being Active or involved in sport contributes towards achieving wider council priorities. Benefits that sport can bring to people and to society: physical wellbeing, mental wellbeing, individual development, social and

community development and economic development. The Sport and Recreation service and the voluntary sector sporting community make a significant contribution to the Public Health agenda.

7.0 OTHER/FINANCIAL IMPLICATIONS

7.1 The service needs to constantly identify areas to reduce expenditure and generate income opportunities to support the sustainability of the service.

7.2 The activities undertaken have been done within existing business provision.

7.3 The Leisure Centres require specialist staff to open the buildings to the public, specifically the swimming pool. The service has experienced service delays, due to vacant posts and sickness.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children & Young People in Halton

The service engages with thousands of young people through a variety of coached activities, learn to swim programme, signposting to community sports clubs and showcasing activity to support and increase participation.

8.2 Employment, Learning & Skills in Halton

Sports Development provides volunteer opportunities and skill development in coaching, administration, fundraising and access to resources for those learning new skills. Support adult and lifelong learning, through fitness referral programmes.

8.3 A Healthy Halton

Sport and Physical Activity links directly with priorities in Halton's Health and Wellbeing strategy, prevention being the key. Physical activity links with prevention of certain cancers, mental health problems and falls. We need to put the customer first, focus on those least active and transform how activity is delivered.

8.4 A Safer Halton

The connection between sport and reducing anti-social behaviour and the fear of crime is supported by key research. Sports activities and competitions, sports volunteering, sports leadership, sports training help develop individuals and communities, encourage healthier and more productive lifestyles and create inclusive communities and neighbourhoods that provide a shared identity and sense of place.

8.5 Halton's Urban Renewal

The service supports groups looking to improve the areas they are in.

9.0 **RISK ANALYSIS**

9.1 The service has performance management processes in place.

9.2 The Indoor and Built Sport Facilities Strategy has identified the need for additional and new investment in order to ensure the Council's offer remains 'fit for purpose'.

10.0 **EQUALITY AND DIVERSITY ISSUES**

10.1 The Sport and Recreation service is open and accessible. The service supports groups and individuals to meet the needs of present and potential participants.

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

11.1 None under the meaning of the Act.

Coach Education and Volunteering

WORKSHOP	DATE	NUMBERS
Sport Coach UK Safeguarding Workshop	19 June 2017	16
Equity in Your Coaching	26 June 2017	10
Sport Coach UK Safeguarding Workshop	3 July 2017	13
FA Safeguarding Workshop	31 July 2017	25
FA Emergency Aid Workshops	7 & 9 August	34
Sport England Small Grants/A4A	6 December 2017	19 Clubs represented
First Aid Workshop	24 & 31 January 2018	12
Sport Coach UK Safeguarding Workshop	13 February 2018	18
Mental Health Awareness Course	20 March 2018	13
	TOTAL	160

Sports Coaching Bursaries

Name	Sport	Awarded
Mathew Sayle	Swimming	100.00
Robyn Cosgrove	Table Tennis	95.00
Ryan Lunn	Table Tennis	80.00
Richard Arnold	RL	70.00
Neil Hulme	RL	70.00
Jamie Edge	RL	100.00
Andrew McGuthie	Football	80.00
Amy Redman	Tennis	50.00
Peter Cowan	RL	100.00
Eddie McAdam	RL	100.00
Michael Cordell	Netball	75.00
James Grindley	Table Tennis	95.00
Chris Ord	Archery	150.00
Richie O'Connell	Archery	150.00
Terry Spencer	Boxing	65.00
Tommy O'Connor	Boxing	65.00
Stephen Robertson	Boxing	65.00
	Total	1,510

Sports Development Group Grants and Bursaries 2017/18: Appendix 3

NAME	SPORT	AMOUNT
Erin McIntosh	Gym	150.00
Alex Shaw	Hockey	150.00
Mark Allen	T. Tennis	100.00
Lewis Dodd	RL	100.00
Keenan McDaid	RL	100.00
Harvey McDaid	RL	100.00
Billy Glover	RL	100.00
Scarlett Fletcher	Tramp	150.00
Amy Meadows	Football	150.00
Chantelle Crowl	RL	150.00
Kathryn Schofield	Triathlon	150.00
Ellen Lewtas	Netball	100.00
Sadie Lewtas	Netball	100.00
Grace Richards	Motorcross	150.00
David Parr	WRUFC	150.00
Jack Krouse	WRUFC	150.00
Mathew Jennings	WRUFC	150.00
Maisie Brewer	Equestrian	150.00
Robbie Wright	Golf	100.00
Robert Wright	Golf coaching	50.00
	Total	2,500

CLUB	SPORT	AWARDED FOR	AMOUNT
Avon FC	Football	Equipment	300.00
St Mikes FC	Football	Equipment	300.00
Parklands FC	Football	Equipment	300.00
Widnes Tennis Academy	Tennis	Equipment	300.00
Widnes Football Forum	Football	Widnes Cup	300.00
Moorfield Bowls	Bowls	Equipment	300.00
Widnes Walking Football	Football	Kit	300.00
Runcorn Lin Supp FC	Football	Equipment	300.00
Widnes RUFC	Rugby U	Equipment	300.00
Heath Tennis Club	Tennis	Project	300.00
Halton Hornets RL	Rugby L	Coach Dev	1,000.00
Terry Spencer ABA	Boxing	Equipment	300.00
		Total	4,300

REPORT TO:	Employment, Learning and Skills Policy and Performance Board
DATE:	19 th November 2018
REPORTING OFFICER:	Strategic Director (Enterprise Community and Resources)
SUBJECT:	Performance Management Reports for Quarter 2 of 2018/19
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 second quarter period to 30th September 2018.
- 1.2 Key priorities for development or improvement in 2018-19 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
 - Enterprise, Employment and Skills
 - 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.

Progress concerning the implementation of any high-risk mitigation measures relevant to this Board is included within Appendix 1.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the first quarter performance management report;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the 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 At the time at which annual business plans are developed, Directorate Risk Registers are also refreshed and updated. Progress concerning the implementation of any high risk mitigation measures, relevant to this board, are included as Appendix 1 of the performance management report for the second quarter period.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Not applicable.

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

Not applicable

Employment, Learning, Skills and Community PPB – Priority Based Monitoring Report

Reporting Period: **Quarter 2 – 1st July 2018 – 30th September 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2018/19 for service areas within the remit of the Employment, Learning, Skills and Community (ELSC) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to Employment, Learning, Skills and Community (ELSC) Policy & Performance Board i.e.:
 - Employment, Learning and Skills
 - Community Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

Employment, Learning & Skills

- 2.2 Consultation on phase 1 of the Halton People into Jobs (HPIJ) restructure commenced in Q2. The restructure is as a direct result of the DWP Work Programme contract that HPIJ has been delivering for the last 7 years coming to an end in March 2019.
- 2.3 The plans to work towards devolution of the Adult Education Budget, which the Adult Learning Team is funded from, continued at pace during Q2 with the Combined Authority holding a number of consultation events, which HBC contributed to. Joint meetings with Riverside College continued to ensure alignment of provision and maximisation of funding available.
- 2.4 Divisional Manager had initial meeting with the National High Speed Rail Academy in Q2 – this is to be based on the Alstom site and the long term goal is to offer training to rail companies across the country, not just Alstom. The provision will include delivery of apprenticeships.
- 2.5 A number of staff within the division met with Capita (based at Preston Brook) with regards to recruitment issues they are experiencing. A number of spin-off meetings/discussions took place, including attendance by Capita at the Halton Employment Partnership meeting, to try and agree a plan of action to help address some of the issues they are facing. Talks will continue into Q3.

- 2.6 The LCR Construction Skills for Growth Action Plan was launched in Q2 – this sets out the key skills and employment requirements for this sector and is part of a suite of Skills for Growth Action Plans that are being funded out of the Employee Support in Skills contract that HBC manages on behalf of the Combined Authority
- 2.7 An Intermediate Labour Market (ILM) Business Breakfast took place in Q2, hosted by the division’s Ways to Work team. Around 25 local employers attended who were interested in offering a 6 month ILM placement to local unemployed residents. Employers were asked to submit expressions of interest following the event.
- 2.8 Adult learning enrolment days took place in Q2 and were extremely well attended. Initial figures for the new academic year are looking very promising and an increase on this time last year. A comprehensive marketing campaign leading up to enrolment days has had a positive outcome. Additionally, the Division had a stand at the Vintage Rally and further enquiries for courses were received.

Community Services

Income

- 2.9 The table below highlights the income targets for the Council’s Community Centres and shows the current income position towards the end of quarter two. The final position for quarter two is likely to be slightly higher than indicated as some outstanding income is yet to be credited to the respective accounts. Based upon performance to date, the final income position is expected to meet income targets.

Centre	Income Target	Income (to date)
Castlefields	£73,640	£36,398
Ditton	£101,820	£40,430
Grangeway	£99,130	£42,050
Murdishaw	£45,160	£11,567
Upton	£117,310	£38,850

- 2.10 Library service performance continues to improve – we have [reported](#) increases in membership, book issues and visits to the libraries this year. Raising the profile of the service has resulted in increased press coverage including an appearance on BBC Radio Merseyside.

Centre Usage and Activities

- 2.11 Across the service, usage remains consistent to that previously reported. Summary of key developments at each centre is below:

Castlefields

- 2.12 Castlefields continues to thrive; with bookings increasing year on year. The Centre has increased from a five day per week to a six day per week centre, with a lucrative weekend booking set to bring additional income.
- 2.13 Having spent much focus on improving the café offer at Castlefields in the last twelve months, both usage and income in the café has also continued to grow and is up by more than more than £2.5k in comparison to the same period in the previous year.

Ditton and Grangeway

- 2.14 The most significant development at these two centres has been the improvements to the outside areas of each. The outdoor space has been transformed and resulted in community groups, children and members of staff enjoying the vibrant space. i.e. raised beds/community growing.

Murdishaw

- 2.15 September saw the Food Bank relocate a distribution centre in Runcorn from the Methodist church to the community centre.

Upton

- 2.16 In July, Upton Community Centre became the first community police base in Halton, and this was launched by Cheshire's Police and Crime Commissioner and acting Chief Constable. Ward Cllrs were invited to the launch.
- 2.17 Three of the remaining four community centres; Castlefields, Grangeway and Murdishaw are set to follow suit and become community police bases throughout the year.
- 2.18 The offer for older people in the community centre has increased with two tea dance sessions and a sequence dance session having recently commenced; with attendances gradually increasing week by week.
- 2.19 Having invested in new equipment for the kitchen and recruiting to the vacant cook's position, increasing the café offer will be an area of focus moving forward. A number of new initiatives are planned; including offering good quality takeout meals at affordable prices as an alternative to the fast food offer in Hough Green.

Building Improvements

- 2.20 Following on from the programmed building improvements in 2017/18, further planned improvements to Grangeway and Upton have been agreed and will be scheduled in the coming months.
- 2.21 Upton will benefit from the redecoration of the main hall, completing the redecorating at the centre. Equipment funded by the area forum in May has now been purchased and is in use at the centre.
- 2.22 Grangeway will see the remodelling of the toilets in the Youth Club side of the building, the replacement of a number of internal doors from the days of the pupil referral unit (making the centre much more accessible to all users) and the replacement of a series of windows.

Library Service

- 2.23 Library service performance continues to improve – we have reported increases in membership, book issues and visits to the libraries this year. Raising the profile of the service has resulted in increased press coverage including an appearance on BBC Radio Merseyside.

Sports & Recreation Services

Frank Myler Pavilion

2.24 Work continues on the development of the activity timetable for the Frank Myler Pavilion. The grass pitches are open for use, with junior teams booked on for 2018/19 season.

Parks and Open Spaces

2.25 Hale Park, Runcorn Hill Park and Victoria Park were all successful in securing Green Flag Awards during Quarter 2.

Coach and Volunteer support

- 2.26 Updates to the Coach and Volunteer support offer:
- On-going support to 12 Health Walk leaders, leading 8-walks per week.
 - On-going support to community volunteers and coaches running/teaching Get Active sessions in Halton inc parkrun
 - Attend walks to support new walk leaders complete their qualification.
 - FA Workshops in July – Safeguarding and Protecting Children, and First Aid - 31 attended

Finance and Funding for Sport

- 2.27 Details of the current sport related Finance and Funding opportunities from quarter 2:
- Funding info disseminated to groups.
 - Sports Development Grants - Widnes Football Forum, St Michaels FC,
 - Individual Bursaries x 3
 - Coaching bursaries, 1 Football
 - Secretary to RST – Charity Commission Tax Return 2018 complete
 - FA Protecting Playing Fields – Parklands Club and Halebank FC – on-going
 - HBC Funding Group meeting with External funding team, community development and HVA – share good practice and updates.
- 2.28 Details of the current sport related Finance and Funding opportunities from quarter 2:

Name	Support towards	Award
Mark Allen	Table Tennis Competitions	£100.00
Jack Burke	RL Lion Heats Tour to Serbia	£150.00
Meg Corker	Athletic Equipment	£150.00
Total		£400.00

2.29 Coaching bursaries – 1 awarded

Name	Support towards	Award
Brian Doyle	FA Level 1 Coaching Award	£80.00
Total		£80.00

2.30 Grants for Clubs – 2 awarded

Name	Support towards	Award
Widnes Football Forum	Support for Widnes Cup	£300.00
St Michaels FC	Equipment for new Under 16's Team	£300.00
Total		£600.00

3.0 Emerging Issues

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

Employment, Learning & Skills

- 3.2 Consultation of phase 2 of the HPIJ restructure will commence in Q3. The restructure is a result of the DWP Work Programme coming to an end in March 2019 and replacement programmes (e.g. Work & Health Programme, Households into Work Programme) being much smaller scale, thus requiring lower staffing levels.
- 3.3 Q2 saw the launch of the devolved Adult Education Budget (AEB) procurement process. Whilst £52m is to be devolved, a good proportion of this is tied up in grant agreements (in the main with local authority adult learning providers and FE colleges); therefore, only £15m will be available in this first commissioning round. It is unclear at this point if grant funded providers can 'bid into' the £15m or not.
- 3.4 Riverside College and HBC's Adult Learning Team will be expected to submit a joint AEB plan around December 2018. Joint planning has been in place for a while, which is very positive in terms of Following the ILM Business Breakfast, around 10 employer expressions of interest have been received to date – ILM placements will commence from Q3. An ILM recruitment event (to match employers with local residents seeking work) will support this process and will take place in Q3 at Halton Stadium.
- 3.5 The LCR Apprenticeship Hub Team will be launching its new Employer & Apprentice Ambassador Network in Q3. To date, only an Apprentice Ambassador Network has been in place – following a drive in National Apprenticeship Week to recruit employers now is the right time to bring employers and apprentices together in one network, to support the implementation of the Apprenticeship Growth Plan.
- 3.6 The LCR Apprenticeship Hub Team has commissioned another 60 school performances from the Open the Door Theatre Company to take place by the end of March 2019.
- 3.7 During Q3, the LCR Apprenticeship Hub Team, together with the Combined Authority's Skills Broker team, will begin planning for a range of mini skills shows to take place in each borough during February 2019. In addition, an Apprenticeship Graduation Ceremony will take place in March 2019 at the Anglican Cathedral to honour those apprentices that completed their programme in the 2017/18 academic year.

Sports & Recreation Services

Leisure Centres

- 3.8 Pool Plant Mechanical failures - Property Services working with contractors to ensure minimise mechanical failures via replacing and fixing broken/tired items in buildings. Brookvale needs to replace the mechanical service board, this work is essential as all the plant (excluding Biomass), is running continuously, meaning increased energy consumption.
- 3.9 The Leisure Centres have had unrepresented sickness absence and injuries to front line staff resulting in difficulties backfilling with trained personnel. Sickness absence is managed to HBC processes and procedures, there are some complex issues. Due to the nature of sickness it is unanticipated and unexpected, consequently, there have been service delays, specifically to swimming pool activities.

- 3.10 Further pool closures may occur across all sites, during October, as a result of staff leaving. Managers are working hard to minimise service delays. 9 Leisure Attendant vacancies at the end of September (approx. 200 hours a week to backfill). These vacant posts are being advertised; anticipate recruitment being complete November/December.
- 3.11 In the meantime service will be reliant on casual workers (approx. 50 workers). Recently recruited to the Casual worker Leisure Attendant list (going through pre-employment checks). Kingsway will be hosting further National Pool Lifeguard Training Courses aimed at increasing number of local residents with Lifeguarding qualification. Work experience students placed at BRC, one applied for a casual post and was appointed. Good links with schools.

The Brindley Theatre

- 3.12 Ticket sales were down on previous years during the hot weather of the early summer. This was a common trend at theatres throughout the country.

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 suite of 2018 – 19 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the remit of this Board is included as Appendix 1 to this report.

5.0 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.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:





<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

6.0 Performance Overview

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

Employment, Learning & Skills

Key Objectives / milestones

Ref	Milestones	Q2 Progress
EEP 02a	To prepare a Self-Assessment Review (SAR) by January 2019	
EEP 02b	To update a communications and marketing plan for the Adult Learning Service - August 2019	
EEP 02c	To deliver a career skills and apprenticeships show - June 2018	
EEP 02d	To develop, in conjunction with Riverside College, a business case for future Adult Education Budget	

EEP 02a

The Adult Learning Team has started to prepare the annual self-assessment report for the 17/18 academic year and is on target to have this completed by the deadline.

EEP 02b

The Adult Learning Team has a communication and marketing plan in place, which is a live document and updated regularly. All key actions are included on the service's Year Planner including editorial deadlines.
















EEP 02c

The Apprenticeship Hub delivered a Liverpool City Region Skills Show on the 18 June 2018 at the Exhibition Centre Liverpool. Over 6,000 young people, teachers, parents and residents registered for the event with 4,058 attending. 50 out of the 58 pre-booked school groups attended, which included good representation from all Local Authority areas. The event presented 104 exhibition stands hosted by 109 different organisations. Visitors were able to get involved in a whole range of interactive activities to help them decide what jobs and careers they may want to pursue in the future and/or receive one to one support at the event to apply for live apprenticeship vacancies.

EPE 02d

A number of joint planning meetings have taken place with Riverside College in readiness for the devolution of the Adult Education Budget which both the Adult Learning Team and Riverside College receive via a grant on an annual basis. Devolution commences 1st August 2019. Preparations are in place to produce a Joint Plan by the end of December 2018.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 08	Number of Enrolments (Adult Learning).	1,960	2,950	2206		
EEP LI 09	Number of People supported into work.	319	400	59		N/A
EEP LI 10	Percentage of learners achieving accreditation.	56%	42%	33%		
EEP LI 11	Total number of job starts on DWP programme (People Plus).	22	9	1		N/A
EEP LI 12	Total number of job starts on DWP programme (Ingeus).	43	70	8		N/A
EEP LI 13	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period).	36	40	8		
EEP LI 14	Number of Businesses Supported.	658	700	181		
EEP LI 15	Number of individuals supported into paid work placements (ILMs)	New Indicator for 2018/19	58	1		
EEP LI 16	Number of adult learners who feel prepared for choosing the next steps (e.g. into employment, another course, college/university etc.)	New Indicator for 2018/19	100%	98.5%		N/A
EEP LI 17	Number of adult learners who have progressed onto another course	New Indicator for 2018/19	50%	39.15%		N/A

Supporting CommentaryEEP LI 08

2206 adults enrolled on Adult Learning programmes in the 17/18 academic year (August 2017 – July 2018). The enrolment process has changed for some courses and this has had an impact on enrolment figures. Also the cancellation of some community courses has impacted the figure this year.

EEP LI 09

More than 59 people were supported into work in Q2 but the required ESF evidence hasn't been received from employers so the additional job starts have not yet been claimed. Cumulative job starts claimed to date for 17/18 is 119.

EEP LI 10

403 learners achieved accreditation in the academic year 2017/18 compared to 372 (32%) in 2016/17.

EEP LI 11

1 job starts in total for People Plus in Q2. Cumulative total to date for 17/18 is 3.

EEP LI 12

8 job starts on Ingeus contracts in total for Q2 (3 job starts on Work Programme and 5 job starts on Work and Health Programme in Q1). Cumulative total to date for 17/18 is 17.

EEP LI 13

8 customers with health conditions/disabilities were supported into paid employment in Q2. Cumulative total to date for 17/18 is 18.

EEP LI 14

Current Progress' refers to 'unique company engagements' through the Growth Hub since the inception of the Growth Hub contract in October 2015.

EEP LI 15

7 individuals were supported into paid placements (ILMs) in Q2. Cumulative total to date for 17/18 is 8. However, there are a number of ILMs in the pipeline and an event organised in quarter 3 to seek additional placements.

EEP LI 16



1053 evaluations were completed for the academic year 17/18 and 1003 agreed that they feel prepared for choosing their next step.

EEP LI 17

There are 999 records of learners progressing to another course once they complete.

Community Services

Key Objectives / milestones

Ref	Milestones	Q2 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets - March 2018	
CE 02b	Develop a programme of cultural activity meeting identified local targets – March 2018	

Supporting Commentary

CE 01a

A promotion takes place each year when we send home brochures and attend Parents evenings to promote school meals

CE 02b**Priority 2 – Support the health and wellbeing of the community**

- This year we have introduced the Summer Reading Challenge Lunch Club providing food for children after each library event and supporting parents' financial choices over the course of the summer holiday. This project has been delivered in partnership with HBC school meals and funded through HBC partnership fund. 1000 children benefited from this programme.

Priority 3 – Offer welcoming, vibrant spaces for people to meet

- As part of Heritage Open Days libraries hosted a number of events celebrating Halton's Extraordinary Women.

Priority 4 – Support learning at all ages

- NW Learn Fest, the regions first library learning festival, took place in September. Libraries held Tech Meet Ups showcasing our augmented reality resources.
- 2 library Floor Managers are currently enrolled on HBC ILM 3 training programme.

Priority 5 – Offer access to inspiring cultural activity

- Our current events programme is available here. Upcoming highlights include our first Baby Shower, annual Fun Palaces and the Great North West Read.





Priority 6 - Reach out to the community and expand activity across the Borough

- We have partnered with The Chadwick Library at Daresbury to bring a new service to the Sci-Tech Daresbury campus. Halton Libraries are now providing a mini public library onsite at Daresbury. This new service, hosted within the Chadwick Library, comprises of a bespoke collection of fiction and reading for pleasure non-fiction books, as well as a number of e-resources including e-books, online audio books, and e-newspapers.

National activity:

- National Libraries Week takes place 8-13 October. MPs and Cllrs have been invited to attend events at libraries across the Borough.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	574,045	400,000	309,488		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	614,045	600,000	332,770		
CE LI 09	Increase in percentage of the population taking part in sport and physical activity at least twice in the last month (KPI 1 from Active Lives survey)	TBC	TBC	TBC	TBC	TBC

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	TBC	TBC	TBC	TBC	TBC
CE LI 11	Percentage of adults utilising outdoor space for exercise/health reasons (MENE survey)	TBC	TBC	TBC	TBC	TBC

Supporting Commentary

Library usage figures remain positive at the end of this period. Information from the Active Lives and MENE Surveys is not yet available.

7.0 Financial Statement
ECONOMY ENTERPRISE & PROPERTY DEPARTMENT
Revenue Budget as at 30th September 2018

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	4,308	2,362	2,395	(33)
Repairs & Maintenance	2,215	1,064	1,064	0
Premises	51	50	47	3
Energy & Water Costs	686	270	257	13
NNDR	542	541	541	0
Rents	353	212	221	(9)
Economic Regeneration Activities	17	4	4	0
Supplies & Services	1,649	1,099	1,094	5
Grants To Voluntary Organisations	36	24	24	0
Other Expenditure	25	13	13	0
Capital Financing	99	74	74	0
Total Expenditure	9,981	5,713	5,734	(21)
<u>Income</u>				
Fees & Charges Income	-248	-93	-92	(1)
Rent – Commercial Properties	-1,139	-15	-28	13
Rent – Investment Properties	-44	-20	-20	0
Rent – Markets	-773	-691	-687	(4)
Government Grant Income	-1,696	-1,696	-1,696	0
Reimbursements & Other Grant Income	-105	-58	-58	0
Schools SLA Income	-504	-465	-457	(8)
Capital Salaries	-62	-16	-16	0
Transfers From Reserves	-857	-512	-512	0
Total Income	-5,428	3,566	3,566	0
Net Operational Expenditure	4,553	2,147	2,168	(21)
<u>Recharges</u>				
Premises Support	1,965	983	983	0
Transport	26	11	11	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,198	-1,198	0
Repairs & Maintenance Income	-2,402	-1,201	-1,201	0
Central Support Income	-2,042	-1,021	-1,021	0
Net Total Recharges	2,724	-1,341	-1,341	0
Net Department Expenditure	1,829	806	827	(21)

Comments on the above figures

Economy Enterprise & Property budget is projected to be over budget at year end. The significant budget variances are listed below.

Employee budgets are based on full time equivalent staffing numbers of 122.

A recent restructure within the Department has helped reduce the anticipated negative variance on employee costs this quarter. There has not been a great turnover of staff this financial year and this is reflected in the staff turnover saving target not being achieved by the Department. Where possible, vacancies will not be filled in year and agency staff will be kept to a minimum and only used in statutory areas.

Following reconciliation by the energy providers, the Council has received a number of one off refunds relating to previous years utility charges.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 2 shows the Department over achieved on rental income and this is profiled to continue in year.

School SLA income target has not been achieved this financial year. Due to the increase of staffing costs, SLA charges have increased, which in turn has meant that schools are choosing to use alternative services. Market rental income is under budget as at quarter 2. Following a restructure within the Department the main focus over the next few months will be to promote the markets, which will hopefully increase the income levels.

All savings put forward by the Department for 18-19 have been achieved this financial year.

Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year and where necessary budgets have been realigned to try and relieve budget pressures.

It is currently forecast the department's net spend will be approximately £35k over the annual budget.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT**Capital Projects as at 30 September 2018**

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	499	42	42	457
Sci Tech Daresbury – EZ Grant	382	243	243	139
Solar Panel Golf Course	1,278	19	19	1,259
Decontamination of Land	50	0	0	50
Former Crossville Depot	440	83	83	357
Advertising Screen at The Hive	100	0	0	100
Murdishaw	38	0	0	38
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	813	813	378
Equality Act Improvement Works	150	0	0	150
Linnets Club House	287	22	22	265
Broseley House	1,190	711	711	479
Stadium Alterations	200	0	0	200
The Croft	30	0	0	30
Total	5,876	1,933	1,933	3,743

Comments on the above figures.

Widnes Market Refurbishment – The re-roofing contract (incl. internal decoration) is currently in delay with anticipated completion W/C 22nd October (subject to weather conditions). A Notification of Delay letter has been submitted by the contractor and this is currently being assessed.

The remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Broseley House - The vacant upper floors have been secured where necessary to prevent unauthorised access, and are in the process of being cleared of all debris following vandalism prior to HBC purchasing the property. Minor improvement works have been carried out to the front parking area to make the area safe and the external oil tank building to the rear of the main building is soon to be demolished to help reduce anti-social behaviour in the area.

3MG - Alstom have completed the relocation of its Preston workforce to Widnes and now has 206 people on the Widnes Site. Discussions have commenced with Alstom to extend their option for a further 18 acres as the current option expires on 31 December 2018.

Stobart have completed a new headquarters at Viking Park for their Energy division and have completed a sale and lease back to raise capital to further invest in the site, starting with land remediation.

Solar Panel Golf Course –The Council are in the process of updating the design based on technical advice. Once finalised this will start the preparation of the main design and build contract and hopefully go out to tender at the beginning of November. Planning approval for the scheme was granted in May 2018

COMMUNITY & ENVIRONMENT DEPARTMENT**Revenue Budget as at 30th September 2018**

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	13,897	6,980	7,086	(106)
Other Premises	2,026	1,158	1,161	(3)
Supplies & Services	1,389	743	642	101
Book Fund	160	73	65	8
Hired & Contracted Services	1,165	488	492	(4)
Food Provisions	470	240	209	31
School Meals Food	1,980	744	656	88
Transport	51	28	25	3
Other Agency Costs	390	194	183	11
Waste Disposal Contracts	5,900	3,306	3,352	(46)
Grants To Voluntary Organisations	67	17	2	15
Grant To Norton Priory	172	87	87	0
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,775	14,166	14,068	98
<u>Income</u>				
Sales Income	-1,879	-945	-767	(178)
School Meals Sales	-2,368	-961	-839	(122)
Fees & Charges Income	-6,073	-3,329	-2,723	(606)
Rents Income	-225	-126	-111	(15)
Government Grant Income	-1,198	-1,018	-1,050	32
Reimbursements & Other Grant Income	-681	-271	-241	(30)
Schools SLA Income	-1,347	-1,347	-1,346	(1)
Internal Fees Income	-172	-92	-74	(18)
School Meals Other Income	-254	-105	-66	(39)
Catering Fees	-177	-83	-56	(27)
Capital Salaries	-123	-53	-61	8
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-125	-125	-125	0
Total Income	-14,622	-8,455	-7,504	(951)
Net Operational Expenditure	13,153	5,711	6,564	(853)
<u>Recharges</u>				
Premises Support	1,558	779	779	0
Transport Recharges	3,069	1,376	1,376	0
Central Support Services	3,665	1,871	1,871	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-286	-286	0
Net Total Recharges	7,964	3,740	3,740	0
Net Department Expenditure	21,117	9,451	10,304	(853)

Comments on the above figures

The net Department budget is £853,000 over budget profile at the end of the second quarter of the 2018/19 financial year.

Employee budgets are based on full time equivalent staffing numbers of 477.

Employee spend is currently over budget, mainly due to staff savings targets for the department which are not being met in all areas due to the need to maintain frontline services in areas such as School Meals and Open Spaces. Employee spend against budget to date has improved since Quarter 1 due to some areas operating with vacancies, although this is having an adverse impact on certain income streams. Casual and overtime usage across the Department is £260,685 over the profiled budget to date. Agency spend is over £43,000 higher than what it was at the same stage last year.

Income targets had been reduced by approximately £200k this year, although in many areas, the department will again struggle to meet the budgeted income amounts. Fees and charges will be the main source of concern again, with large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets and has suffered lower than expected ticket sales over the summer due to the World Cup and several weeks of unusually hot weather, although it is hoped that sales will increase coming in to the busier winter season. With no concert or significant event at the Stadium, planned events income will underachieve significantly at year-end.

Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Sales income is again currently short of the target to date mainly due to Stadium Bars and Catering, and Municipal Catering. So far income is down on these activities compared to the same stage last year and there is no evidence to be able to project anything more hopeful for the remainder of the year. Currently sponsorship income for the Stadium is under review but this also stands to underachieve significantly by year-end.

Rental income is a concern with Liverpool and Everton Ladies not currently allowed to play at the Stadium under FIFA regulations. It is hoped this can be addressed with a new pitch on which work is due to start in Quarter, however this year's income will be significantly affected, and it is not certain that these tenants will return next year.

Based on current demand and estimated income streams it is forecast the department will be approximately overspent by £1.8m at the end of the year.




COMMUNITY & ENVIRONMENT DEPARTMENT**Capital Projects as at 30th September 2018**

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	25	17	33
Stadium Pitch	300	0	0	300
Brindley Cafe Extension	80	30	6	74
Children's Playground Equipment	61	0	-1	62
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	5	3	2
Crow Wood Park Play Area	478	5	5	473
Open Spaces Schemes	611	100	128	483
Peelhouse Lane Cemetery	500	25	16	484
Peelhouse Lane Cemetery - Enabling Works	33	0	7	26
Phoenix Park	100	80	103	(3)
Victoria Park Glass House	170	0	0	270
Sandymoor Playing Fields	1,032	560	470	562
Widnes & Runcorn Cemeteries - Garage & Storage	190	0	0	210
Litter Bins	20	0	0	20
Total	4,024	830	748	3,390





8.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

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

Direction of Travel Indicator

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.

Implementation of High Risk Mitigation Measures (Employment, Learning, Skills and Community PPB) – Quarter 2 to 30th September 2018

The purpose of this report is to provide an update concerning the implementation of mitigation measures for those areas of risk which have been assessed as high within the Directorate Risk Register which are relevant to the remit of this Board.

Business Area – Economy, Enterprise and Property

Assessment of current risk			Impact (Severity)	Likelihood (Probability)	Score (I x L)		
ECR 21	Economic Climate resulting in demand for employment support activities outstripping supply of projects		4	4	16		
ECR 22	Reductions in real terms of Education and Skills Funding Agency adult learning budgets resulting in less people learning at pre level 2		4	4	16		
Risk control measure(s)			Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
21 a	<i>Via the Employment Learning & Skills Partnership through the enhanced partnership model, undertake a mapping of partners' roles and responsibilities and agree key priorities</i>		Wesley Rourke	Quarterly	3	3	9
22 a	<i>Work closely with partners to promote a cross-sector approach to addressing issues e.g. Halton Employment Partnership.</i>		Siobhan Saunders	Quarterly	2	2	4

Progress update

A review of roles and responsibilities of partners have been completed. Some guiding principles have been established which are in line with the Liverpool City Region Skills Strategy and sector skills strategies. Priorities are revisited and refined at respective HEP meetings where a discussion on lead roles and resources available takes place.

The Halton Employment Partnership (HEP) meets at least each quarter, and depending upon priorities, more frequently. A cross-sector approach is at the heart of the Terms of Reference for the HEP, where partners meet to agree a shared approach to addressing the borough's employment and skills needs and demands.