

Public Document Pack



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

Monday, 18 February 2019 at 6.30 p.m.
Civic Suite - Town Hall, Runcorn

A handwritten signature in black ink that reads 'David Walsh'.

Chief Executive

BOARD MEMBERSHIP

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

*Please contact Ann Jones on 0151 511 8276 or e-mail
ann.jones@halton.gov.uk for further information.
The next meeting of the Board is provisionally on 24 June 2019.*

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

Part I

Item No.	Page No.
1. MINUTES	1 - 6
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	7 - 9
PERFORMANCE MONITORING	
4. PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 3 OF 2018-19	10 - 29
DEVELOPMENT OF POLICY ISSUES	
5. UPDATE SCRUTINY TOPIC GROUP - BETTER JOBS	30 - 33
6. LIBRARIES	
(A) LIBRARY SERVICE	34 - 35
7. LEARNING AND SKILLS DEVELOPMENT	
(A) COMMUNITY LEARNING MENTAL HEALTH RESEARCH	36 - 38
8. ECONOMY	
(A) UPDATE ON LIVERPOOL CITY REGION ACTIVITIES	39 - 43

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, 19 November 2018 in the Halton Suite - Halton Stadium, Widnes

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

Apologies for Absence: Councillors Cassidy and Rowe

Absence declared on Council business: None

Officers present: W. Rourke, A. Jones, D. Follett, S. Lowrie, C. Patino and D. Unsworth

Also in attendance: Councillor Jones in accordance with Standing Order number 30

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

	<i>Action</i>
<p>ELS19 MINUTES</p> <p>The Minutes from the meeting held on 24 September 2018, were taken as read and signed as a correct record.</p> <p>ELS9 – with reference to ELS8, the Household into Work Programme briefing would be sent following the meeting.</p>	<p>Operational Director - Economy, Enterprise & Property</p>
<p>ELS20 PUBLIC QUESTION TIME</p> <p>The Board was advised that no public questions had been received.</p>	
<p>ELS21 POLICY UPDATE - EMPLOYMENT, LEARNING AND SKILLS</p> <p>The Board received a report informing them of recent national policy announcements relevant to the Employment, Learning and Skills, and Community Policy and Performance Board (PPB), for the period from the last PPB in September to 31 October 2018.</p>	

It was reported that a number of policy, legislation, consultation and guidance documents were issued by Government departments and agencies that had varying degrees of relevance to issues on the employment and learning and skills agenda. The following announcements within the report were highlighted for Members: *New funding for cutting edge quantum technologies; Up to £50 million to develop world leading Artificial Intelligence (AI) talent in the UK; and Call for new green innovations to tackle climate change.* The Board was advised that there was a concentration of businesses of this nature situated within the Daresbury Sci-Tech and Manor Park sites; some examples of these were provided. Officers would circulate more information to the Board on these types of businesses in Halton. It was hoped that companies in Halton would benefit from some of the announcements mentioned. Further to one Member's query regarding planned cuts to business rates, it was suggested that some businesses situated in the Town Centre could benefit, if they met the criteria.

It was noted that the information provided was not intended to be in-depth but provided a brief summary of key announcements along with observations of local relevance, where appropriate. The Board was invited to consider whether to initiate more detailed scrutiny and/or report to a future meeting.

RESOLVED: That the report be noted.

ELS22 ADULT EDUCATION BUDGET DEVOLUTION

The Board received a report from the Strategic Director – Enterprise, Community and Resources, updating them on the plans for the devolution of the Adult Education Budget (AEB), which currently funded the majority of the Adult Learning Team Service in Halton Borough Council.

The report explained that the AEB was funding provided for Liverpool City Region (LCR) residents outside of Apprenticeships, Traineeships, Advance Learner Loans and Higher Education. The report outlined the four statutory legal entitlements the funding supported and gave details of the other categories the funding was used to support.

Members were advised that the Liverpool City Region Devolution Deal in 2015 set out how the AEB would be fully devolved to local areas, which would commence from 2019-20. A Memorandum of Understanding had been agreed with the Department for Education to ensure that the devolved budget of approximately £52m per annum would follow. It

Operational
Director -
Economy,
Enterprise &
Property

was noted that once the Combined Authority took on this role, it would be responsible for commissioning AEB funded provision in the LCR, and therefore, would have the freedom to set local priorities and funding rates, whilst still being subject to the statutory duties of the Secretary of State. This would allow it to focus on meeting local area need, deliver local economic objectives and develop a sustainable local provider base.

The Board was advised of the devolution progress made so far and the challenges faced. It was noted by them that the Combined Authority was keen to involve SMEs, third sector and small providers when issuing tenders. Members discussed the latest full year information based on 2016-17 ILR data and requested the data for 2017-18. Officers would contact Riverside College and the LCR who provide the data, so Members would be sent this when it was available.

RESOLVED: That the Board notes the progress to ensure that Halton received a fair and proportionate share of the funding.

Operational
Director -
Economy,
Enterprise &
Property

ELS23 BUSINESS GROWTH PROGRAMME IN HALTON:
UPDATE

The Board received a report from the Strategic Director – Enterprise, Community and Resources, informing them of the current performance of the Halton Business Growth Programme.

It was noted that the Business Growth Programme within Halton was part of City Region initiative designed to assist Small to Medium Enterprises (SMEs) to grow and create employment. The Programme started in January 2016 and was due to finish in December 2018. The Programme provided assistance by commissioning external suppliers to undertake a two stage intervention with eligible Halton businesses, as described in the report.

Information was provided to Members on performance against company assists and performance against jobs created, both since the start of the Programme up to November 2018.

It was reported that following discussions with City Region partners, it was anticipated that the Programme would be extended to cover the period 2019 – 2021. If secured it would have a target of assisting a further 95 businesses and creating an additional 95 jobs.

In response to Members queries, the following additional information was provided:

- The process of how a company was helped from the initial enquiry to a 6 month follow up was outlined;
- There was a variety of ways in which the service was promoted: via Halton Chamber of Commerce; word of mouth; newsletters; mailing lists; referrals from Elected Members and exhibitions;
- the diagram on page 26 referred to Q4 data; it was noted that this would change as it would include data up to 31 December 2018; and
- One Member advised the Board of a Runcorn Company winning a competition on an American TV Programme called *Shark Tank*. The name of the company would be investigated by Officers.

RESOLVED: That the Board

- 1) notes the activities and performance of the Business Growth Programme and the support available to Small to Medium Enterprises within Halton; and
- 2) notes the proposed extension of the Business Growth Programme from 2019 – 2021, and supports the provision of additional business assistance within Halton.

ELS24 SPORT AND RECREATION TEAM

The Board received the annual report for the Council's Sport and Recreation Service for the period 2017-18, and accompanying presentation given by Sue Lowrie, Sport and Recreation Manager.

It was noted that there were two distinct areas within the Team:

- Sports Development Team – who developed programmes and activities to support the local infrastructure and encourage residents to start and stay active; and
- Management of the Council's three Leisure Centres: Kingsway Leisure Centre; Brookvale Recreation Centre and Runcorn Swimming Pool.

Members were advised that overall the report demonstrated a year where the Sport and Recreation Team had worked in partnership with a range of stakeholders and had made considerable progress, impact and achievements

across the Borough. The Team was structured to direct resources on tackling inactivity, as this was where the gains for the individual were greatest. The activities were used as an essential component in supporting and developing the infrastructure of the community and to improve the quality of life for residents, both physically and mentally.

The Board was advised that the Service worked closely with partner organisations to share resources which, in turn, helped achieve success. Officers highlighted the importance of the contributions from partners which had a positive impact to the success of the service.

The report provided detailed commentary on the delivery of the Sports Strategy 2017-18 under 6 themes as follows:

- Increase Participation and Widen Access;
- Club Development;
- Coach Education and Volunteering;
- Sporting Excellence;
- Finance and Funding for Sport; and
- Sports facilities.

Members welcomed the presentation and were pleased to hear about the activities being carried out across the Borough. They noted that there were now less people in Halton who were considered to be inactive as they had taken advantage of the opportunities available such as: Couch to 5k; Couch to 2k; Health Walks; Junior Parkruns; and GP Practices Health Walks. The presentation also outlined the work being carried out around summer holiday activities; mental health matters; and workshops and grants.

Officers provided responses to Members' concerns regarding staff shortages in the leisure centres' swimming pools, i.e. lifeguards and swimming coaches and the fact that services were being cancelled due to this. Members were reassured that recruitment was ongoing for both roles and some staff would be in place for January 2019. It was also commented that there was a national shortage of swimming instructors which together with the pay rates had had an impact on recruitment.

RESOLVED: That the Board

- 1) notes the report and comments made; and
- 2) welcomes the progress being made in encouraging and supporting residents to be active.

ELS25 PERFORMANCE MANAGEMENT REPORTS - QUARTER 2 OF 2018/19

The Board received the performance management reports for Quarter 2 (1 July 2018 to 30 September 2018) 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 queried the income levels for Murdishaw and Upton Community Centres as the income to date was low. The reason for this was not known, but as stated in the report, it was noted that these amounts may rise slightly as some outstanding income was yet to be credited to the accounts.

RESOLVED: That the performance management reports for Quarter 2 be received.

Meeting ended at 7.55 p.m.

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

DATE: 18 February 2019

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 and Skills and
Community Policy and Performance Board

DATE: 18 February 2019

REPORTING OFFICER: Strategic Director (Enterprise Community and
Resources)

SUBJECT: Performance Management Reports for
Quarter 3 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 third quarter period to 31 December 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 third 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 3 – 1st October 2018 – 31st December 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 third 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 (Library and other Culture and Leisure 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 The Sci-Tech Daresbury Joint Venture applied to Chrysalis Fund for £8.4m to fund Project Violet alongside the £5.9m approved by the Council's Executive Board. This application was approved subject to due diligence in November 2018. The £8.4m is now intended to be provided jointly by Chrysalis and LCR CA through the Strategic Investment Fund. The due diligence process has commenced. Following the approval of funding, the OJEU procurement process commenced with a 6 month process anticipated meaning a start on site in late summer 2019.
- 2.3 A Talent & Skills Strategy Lead was appointed by the JV in November 2018, to finalise and launch the strategy and to deliver a number of activities which seek to address the skills shortages and challenges at Daresbury. An element of this will continue the activities identified in the previous SkillsSpace bid.
- 2.4 The extension of Alstom's option over land at HBC Field has been extended to 30th June 2019 and they continue to make progress with their Pendolino contract, as well as bidding for additional work, which is a positive development in regards to future employment opportunity.
- 2.5 Delivery of the Business Growth Programme (BGP) in Halton was completed on December 31 2018. The programme has engaged with 230 Halton businesses, assisting 141 businesses against a target of 123. The final three months of the programme will collect evidence of jobs created as a result of BGP assistance. Currently 37.5 jobs have been created against a target of 108.

- 2.6 In Quarter 3 2018-19 the Halton element of the Liverpool City Region Growth Hub Programme assisted 140 unique companies which equates to a 2018-19 cumulative total of 429 against a target of 700.
- 2.7 During Quarter 3 The Liverpool City Region (LCR) Visitor Economy, Employability Skills, Low Carbon and Energy and Advanced Manufacturing Skills for Growth Action Plans were launched, which set out the key skills and employment requirements and are part of a suite of 14 Skills for Growth Action Plans to be delivered by March 2019, which HBC manages on behalf of the Combined Authority.
- 2.8 The LCR Apprenticeship Hub Team has commissioned another 80 school performances from Open the Door Theatre Company which commenced in October 2018 to March 2019 and planning is currently in progress to deliver 4 Skills Shows to take place in Halton, Sefton, Liverpool and St Helens/Knowsley (combined) during February and March 2019.
- 2.9 The Apprenticeship Hub has so far supported 14,490 individuals and completed 928 outreach meetings within the in Liverpool City Region area, with 1,711 individuals being from Halton.
- 2.10 Referrals to the Work & Health Programme have increased; however, the quality of the referrals from the Job Centres is mixed and it is felt that some referrals are not suitable given the extent of the health conditions these individuals are facing. The knock on effect is that the target numbers entering employment is adversely impacted.
- 2.11 An ILM recruitment event took place during the period for employers who were interested in offering an ILM placement for Ways to Work clients and a revised Ways to Work profile has subsequently been submitted in to the Department for Work and Pensions.

Community Services

Community Centres Income

- 2.12 The table below highlights the income targets for the Council's Community Centres and shows the current income position towards the end of quarter three. The final position for quarter three is likely to be slightly higher than indicated as some outstanding income is yet to be credited to the respective accounts. It is also worth noting that quarter 4 is usually above average in terms of income generation for most of the centres due to the completion of a number of journal transfers for Service Level Agreements prior to year-end.

Centre	Income Target	Income (to date)
Castlefields	£73,640	£62,700
Ditton	£101,820	£64,400
Grangeway	£99,130	£60,300
Murdishaw	£45,160	£26,800
Upton	£117,310	£38,850

Centre Usage and Activities

- 2.13 Across the service, usage remains consistent to that previously reported and in line with usage for the same period/s recorded for previous financial years. A summary of highlights across the service have been included below.
- 2.14 In addition a continuous Customer Feedback / Suggestion scheme is operating alongside the annual user survey and this allows routine operational matters to be addressed in a timely manner as well as providing customer insights to inform longer-term service developments.

Castlefields

- 2.15 Castlefields continues to see an increase in trends reported earlier in the year with bookings, attendance figures and income increasing year on year. Should these trends continue into quarter four, as anticipated, Castlefields will surpass previous best reported figures for both attendances and income.

Murdishaw

- 2.16 Quarter three, as in previous years, was a busy period and saw the centre host two themed parties for local families; Halloween and Christmas. The events have been hugely successful with the local community, with tickets selling out on both occasions. Both have been included in a schedule of events for the new financial year.
- 2.17 Regrettably during Quarter 3 the Food Bank ceased using the centre after deciding to relocate to Halton Haven Hospice.

Upton

- 2.18 Much of the focus for the third quarter at Upton has been to improve the café offer; attempting to replicate the success achieved over the previous nine months at Castlefields Community Centre. There remains work to be done but to date the café at Upton has seen an increase in usage and income; generating an additional £1,000 compared to that recorded for the same period during the previous financial year.
- 2.19 December saw the centre host the annual pantomime which was organised by H.E.A.R.T.S dance and theatre school. The performance of Puss in Boots was well received with around 1,000 members of the local community attending across the six performances. Planning has begun for next year's performance of Mother Goose.

Library Service

- 2.20 The Summer Reading Challenge again increased participation rates this year with 1100 children signing up to read 6 books over the summer holidays. This year we also launched a lunch club, providing a free packed lunch to children attending events.
- 2.21 A Support Worker post has now been established and the role will form a vital part of the Team that will support the delivery of the expanding Home Library Service.

Leisure Service

- 2.22 Recruitment to Leisure Centres is ongoing and 6 new casual and 8 FTE staff are due to start inductions shortly. This should help to alleviate some of the problems that have been experienced recently as a result of staff shortages.
- 2.23 A presentation has been provided to over 2 staff at Castlefields Health Centre to assist them in conversations with patients concerning engagement in physical activity and further promotional materials have been placed in 4 local GP surgeries regarding the positive outcomes of walking and physical activity.
- 2.24 In addition to ongoing support to community exercise classes, now numbering 100 classes / activities per week, the service has engaged with walking football to extend booking and promote extended hours as well as to 12 Health Walk Leaders who lead 8 walks per week.
- 2.25 During October Archery and Table Tennis sessions were held at the Frank Myler Pavillion and on 10th October World Mental Health Day was celebrated. This saw a week-long programme of sports activities at Active Kidz Club at Kingsway Leisure Centre including Tennis, Basketball, Football, Table Tennis and Archery. Sessions were delivered between 4.30 – 5.30 p.m. Each day and priced at £1.00. In addition Junior ParkRun on Sunday 14th October had a superhero theme and 41 children took part.
- 2.26 Pex Hill Junior Football club are developing a new girls' team, through the FA's SSE Wildcats scheme. They have been awarded £900 to start a girl's session for 5 – 11 year olds, the session is to be held every Thursday 7 – 8pm at Upton Community centre. The first session on 22th November had 13 girls attending the session. Promotion material has gone out on social media and to all primary schools.

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 The Combined Authority (CA) has been tasked with realising a Mayoral ambition to create 'One Front Door' (OFD), in other words a single portal for all investment enquiry and management and place marketing, for the Liverpool City Region.
- 3.3 In December 2018 the CA published a proposal that would see the creation of a small central team of approximately five individuals to oversee inward investment marketing and inward investment enquiry management across the City Region. The CA aspire to have an OFD Team and operating protocols with key partners in place by June 2019. In the meantime the Liverpool City Region Local Enterprise Partnership (LEP) will deliver a transition OFD service. The LEP will also ultimately assume all operational responsibility for the OFD Team.
- 3.4 A Change Control for the Place Market for Inward Investment was submitted on October 08 2018 and is currently being evaluated by Ministry of Housing, Communities and Local Government (MHCLG). However, the future delivery of the Place Marketing for Inward Investment programme is inexorably linked to the roll out of One Front Door (see below). It is, therefore, likely that approval of a programme extension will be subject to a number of material changes to the proposed delivery model.

- 3.5 MHGLC have confirmed a 3 year extension for the Business Growth Programme from January 2019 – December 2021 albeit with more demanding output targets.
- 3.6 Employment contracts for the Apprenticeship Hub team are due to end on 31st March 2019 and management are presently reviewing options to secure sustainability with provision set out in the existing ESIS contract and other funding resources are also being explored by the Combined Authority.
- 3.7 The sectoral make up of apprenticeship starts is shifting, with proportional growth in construction, planning and built environment and retail and commercial enterprise.
- 3.8 The Employment, Learning and Skills Division will be going through a Matrix accreditation in March 2019 which is required for all contracts which deliver information, advice and guidance.

Library Services

- 3.9 The increasing popularity of Halton's Libraries will continue to put pressure on the available resources and the service is actively exploring ways to ensure services are sustainable, as well as innovative and attractive. Investing in staff development is vital to ensure the team evolve alongside the library offer with advocacy at the core of this.
- 3.10 Given the ageing population use of the already popular Home Library Service will likely increase with our buildings potentially playing a supporting and not insignificant role tackling loneliness at the heart of the community. Also there will be demand for digital literacy to support our economic future and tackle the lack of STEM (science, technology, engineering, maths) skills in our future workforce and the library service offers introduction to informal science learning, including coding and robotics from an early age with this expanding to wider age groups
- 3.11 With regards to the digital infrastructure work is currently being undertaken to introduce much-needed new self-service technology, and will then begin on the replacement of the outdated public use PC's – essential to continue to meet community needs and to deliver digital skills support across the Borough. The cost for PC replacement is currently proving prohibitive and several options for funding are being explored.
- 3.12 Due to changes in which the cafeteria now operates, and some cost overruns, the approved extension plans have now been reconsidered and it has been determined that most cost effective way forward will be to reconfigure the existing space in order to create additional capacity.
- 3.13 Half-term young Leader's pilot course is being planned for quarter 4 with Halton Sports Partnership aimed at giving young volunteers more knowledge into coaching and assist them to gain a Level 1 Qualification.
- 3.14 The venue for the Runcorn Junior Parkrun is being explored with Phoenix Park being a likely location and possible routes are being considered to meet the needs of 4 – 14 year olds.
- 3.15 Ongoing work on the Street Games initiative has seen regular meetings with Liverpool City Region Partners to gain insight and share experiences of how other community sessions work. The Council has also received 10 'unpoppable futbols' which are being used by coaches out in the community and during school holidays.

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 any all high-risk mitigation measures relevant to the remit of individual Policy and Performance Boards were reported at quarter 2.

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	Q3 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

Marketing calendar continues to be updated and work is being undertaken to update and map out the marketing approach for 2019, with the inclusion of Twitter as a further tool to reach a wider audience and keep adult learning at the fore across the borough.

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

The Adult Learning Team and Riverside College continue to meet to prepare for the devolution of the Adult Education Budget. A shared data table has been produced which sets out the current funding allocation and the demographic of the learners. Meetings with the Combined Authority will take place in Quarter 4.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 08	Number of Enrolments (Adult Learning).	1,960	2,950	886		
EEP LI 09	Number of People supported into work.	319	400	99		
EEP LI 10	Percentage of learners achieving accreditation.	56%	42%	21%		
EEP LI 11	Total number of job starts on DWP programme (People Plus).	22	9	1		
EEP LI 12	Total number of job starts on DWP programme (Ingeus).	43	70	11		
EEP LI 13	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period).	36	40	12		
EEP LI 14	Number of Businesses Supported.	658	700	429		
EEP LI 15	Number of individuals supported into paid work placements (ILMs)	New Indicator for 2018/19	58	5		
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%		
EEP LI 17	Number of adult learners who have progressed onto another course	New Indicator for 2018/19	50%	55%		

Supporting CommentaryEEP LI 08

The academic year runs Aug – Jul, these figures are from the autumn term of the 17/18 academic year. The way in the enrolments are recorded has changed and this has reflected in the data, hence the reduction in the overall target. (If enrolments were being measured in the same way, in a comparison to how enrolments were recorded last year, the figures are higher this year).

EEP LI 09

More than 99 people were supported into work in Q3 but the required ESF evidence hasn't been received from employers and therefore, the additional job starts have not yet been claimed and counted. Cumulative job starts claimed to date for 17/18 is 218.

EEP LI 10

136 learners have achieved accreditation in the autumn term of the 17/18 academic year; this figure will increase throughout the year. Some courses have been extended and are longer than the one term, this will be reflected in the lower figures from last year.

EEP LI 11

1 job starts in total for People Plus in Quarter 3. Cumulative total to date for 17/18 is 4. The client base and programme is challenging as the programme comes to an end.

EEP LI 12

11 job starts on Ingeus contracts in total for Q3 (2 job starts on Work Programme and 9 job starts on Work and Health Programme in Q1). Cumulative total to date for 17/18 is 26.

EEP LI 13

12 customers with health conditions/disabilities were supported into paid employment in Quarter 3 and the cumulative total to date for 17/18 is 30.

EEP LI 14

Q1-Q2 2018/19 total (379). The target has already been exceeded

EEP LI 15

5 individuals were supported into paid placements (ILMs) in Quarter 3 with the cumulative total to date for 17/18 being 13.



EEP LI 16

The number of adult learners who feel prepared for choosing the next steps is indicating as slightly below target although data are collected on an academic year basis.

EEP LI 17

The number of Adult Learners progressing onto further courses continues to remain positive as we move toward year-end.

Community Services**Key Objectives / milestones**





Ref	Milestones	Q3 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets (use of libraries) - March 2018	
CE 02b	Develop a programme of cultural activity meeting identified local targets – (use of libraries) March 2018	

Supporting Commentary

A Full programme of activity supporting informal learning opportunities has been delivered in Quarter 3 including IT Clinics, school class visits, STEM (science, technology, engineering, maths) activities such as coding and digital circuits.

Cultural activity during the period included visits by authors, a range of school events, local history talks and archive exhibitions.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 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	448,517		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	614,045	600,000	480,120		
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)	-	-	Not yet available	Not yet available	-
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	-	-	Not yet available	Not yet available	-
CE LI 11	Percentage of adults utilising outdoor space for exercise/ health reasons (MENE survey)	-	-	Not yet available	Not yet available	-

Supporting Commentary

The number of visits to libraries has increased due to further cultural and learning activities in part facilitated by use of external funding and improved partnership initiatives. There has also been an increase in active users which goes against the national trend.

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 31 December 2018

	Annual Budget £'000	Budget To Date £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>				
Employees	4,463	3,586	3,607	(21)
Repairs & Maintenance	2,239	1,453	1,453	0
Premises	55	53	53	0
Energy & Water Costs	686	419	388	31
NNDR	543	543	541	2
Rents	363	259	259	0
Economic Regeneration Activities	17	5	5	0
Supplies & Services	1,845	1,523	1,510	13
Grants To Voluntary Organisations	41	35	35	0
Capital Financing	118	94	94	0
Total Expenditure	10,370	7,970	7,945	25
<u>Income</u>				
Fees & Charges Income	-277	-222	-210	(12)
Rent – Commercial Properties	-1,174	-641	-660	19
Rent – Investment Properties	-44	-30	-30	0
Rent – Markets	-775	-583	-569	(14)
Government Grant Income	-2,001	-1,696	-1,696	0
Reimbursements & Other Grant Income	-161	-130	-131	1
Schools SLA Income	-509	-483	-465	(18)
Capital Salaries	-45	-27	-27	0
Transfers From Reserves	-831	-579	-579	0
Total Income	-5,817	-4,391	4,367	(24)
Net Operational Expenditure	4,553	3,579	3,578	1
<u>Recharges</u>				
Premises Support	1,965	1,474	1,474	0
Transport	26	18	18	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,796	-1,796	0
Repairs & Maintenance Income	-2,402	-1,802	-1,802	0
Central Support Income	-2,042	-1,531	-1,531	0
Net Total Recharges	2,724	-2,552	-2,552	0
Net Department Expenditure	1,829	1,027	1,026	1

Comments on the above figures

Finance continues to work closely with the department on projections, savings proposals and balancing the Economy Enterprise & Property budget and this is reflected in the above figures. We continue to identify the financial resources available to support the delivery of the service and allocate resources where needed most, ensuring budget pressures are met.

Whilst we can maintain effective control over expenditure, income still remains a budget pressure as a majority of the income is externally funded and difficult to envisage.

Though the saving measures put forward by the Department for 18-19 have been met, future savings are becoming increasingly hard to find.

The significant budget variances are listed below.

The recent turnover of staff within the Department has helped reduce the anticipated negative variance on employee costs this quarter. However the staff savings target will not be achieved this year.

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

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 3 continues to show the Council has over achieved on rental income and this is profiled to continue in year.

Fees and charges income is projected to under achieve for the year due to the Court Service deciding not to relocate to Rutland House.

School SLA income has not been achieved this financial year. Due to the increase of staffing costs this means the SLA charges have increased, which in turn resulted in schools choosing to use alternative services.

Market rental income is under budget as at quarter 3, this is due to the open market not meeting its full capacity. This pressure looks set to continue during the winter months. Hopefully following the restructure within the Department and the main focus being to promote the markets, we will hopefully see an increase the income levels.

It is forecast the departments net spend will be within budget as at 31 March 2019.

Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	399	144	144	255
Sci Tech Daresbury – EZ Grant	382	286	286	96
Solar Panel Golf Course	100	57	57	43
Decontamination of Land	50	4	4	46
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	953	953	238
Equality Act Improvement Works	150	29	29	121
Linnets Club House	287	31	31	256
Broseley House	1,190	725	725	465
The Croft	30	0	0	30
Stadium Alternations	260	10	10	250
Total	4,658	2,322	2,322	2,336

Comments on the above figures

Equality Act Improvement Works - It is anticipated the budget will be fully spent at year end. There are a number of Improvement works ongoing or about to commence on site, including a changing places facility and new entrance doors at Catalyst Museum, new ramps at Ditton Library and Picow Farm Depot and improvements at Oakmeadow

Decontamination of Land. The works on the reed bed will be starting shortly.

Linnets Club House Junior changing building - Scottish Power have confirmed the date for the new power supply as commencing on the 31 Jan 2019; the Council still await the date from United Utilities for the new water supply. New Linnets Changing Pavilion -The remedial works to the ventilation system will commence on the 21 January with an anticipated duration of 2 weeks.

Former Crossville Depot The main site works have been concluded and the Council are waiting receipt of the final invoices.

3MG The Council agreed to extend Alstom's option over 18 acres of land at Executive Board in December 2018. The option will now expire on 30 June 2019.

Liberty have commenced construction of 107,000 sqft unit and expect to have this complete by July 2019. Liberty will also submit a planning application on behalf of the Council for the parking associated with Ditton Station by end January 2019.

The Council will complete the tree planting of the new road embankments before Spring and JBA Flood Risk specialist have been appointed to provide advice on flood mitigation for the proposed Foundry Lane residential area. Report due February 2019.

ARUP have been appointment to provide catchment modelling for Ditton Station which will test its viability of being reopened. Report due end January 2019.

Solar Panel Golf Course The Solar Farm project went out to tender for the main design, build, install and maintenance contract at the end of November. The notice is due to close on the 01 February with a view to evaluate, interview and award before April. A change control was submitted to MHCLG, the Managing Authority, in November also to make adjustments to timescales, the project is planned to complete by December 2019

Widnes Market Refurbishment The re-roofing works (incl. internal decorations) are now complete; the contractor has submitted an Extension of Time request with a claim for Loss and Expense – this is currently being assessed; the remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Brosley House It is not anticipated that there will be any further significant spend on Brosley House until the building is demolished which is anticipated to be in 2021/22. There will be minimal spend dealing with any necessary ongoing repairs but this will be kept to an absolute minimum.

Sci Tech Daresbury – EZ Grant The Joint Venture are progressing Project Violet and are currently out to tender. The Enterprise Zone grant is intended to pay for the professional fees for the project so should be fully claimed as we reach the end of the design phase

Murdishaw – Work continues with partners in Murdishaw to agree priorities for investment. The quick wins projects were delayed slightly to allow for the production of a masterplan for the area, however this has recently been reviewed and agreement has been reached to identify key projects and work with colleagues in Highways, Planning, Open Spaces etc to prioritise spend. Some activities are anticipated to carry over into the next financial year.

Stadium Alterations (Karalius Suite)- Works are on site and due for completion mid-February.

COMMUNITY & ENVIRONMENT DEPARTMENT**Revenue Budget as at 31 December 2018**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000
<u>Expenditure</u>				
Employees	13,897	10,459	10,649	(190)
Premises	2,038	1,518	1,570	(52)
Supplies & Services	1,153	917	803	114
Book Fund	160	114	103	11
Hired & Contracted Services	1,165	776	653	123
Food Provisions	506	378	309	69
School Meals Food	1,980	1,105	1,067	38
Transport	51	36	31	5
Agency Costs	438	256	251	5
Waste Disposal Contracts	5,900	3,659	3,745	(86)
Grants To Voluntary Organisations	239	196	164	32
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,635	19,522	19,453	69
<u>Income</u>				
Sales Income	-1,829	-1,353	-1,011	(342)
School Meals Sales	-2,368	-1,667	-1,523	(144)
Fees & Charges Income	-5,996	-4,675	-3,941	(734)
Rents Income	-231	-189	-193	4
Government Grant Income	-1,198	-1,198	-1,047	(151)
Reimbursements & Other Grant Income	-681	-405	-342	(63)
Schools SLA Income	-1,347	-1,347	-1,335	(12)
Internal Fees Income	-171	-130	-114	(16)
School Meals Other Income	-254	-179	-137	(42)
Catering Fees	-114	-81	-42	(39)
Capital Salaries	-123	-89	-121	32
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-172	-172	-172	0
Total Income	-14,484	-11,485	-10,023	-1,462
Net Operational Expenditure	13,151	8,037	9,430	(1,393)
<u>Recharges</u>				
Premises Support	1,558	1,168	1,168	0
Transport Recharges	3,069	2,134	2,134	0
Central Support Services	3,665	2,763	2,763	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-349	-349	0
Net Total Recharges	7,964	5,716	5,716	0
Net Department Expenditure	21,115	13,753	15,146	(1,393)

Comments on the above figures

The net Department budget is £1,393,000 over budget profile at the end of the third quarter of the 2018/19 financial year.

Employee spend is currently over budget, mainly due to staff saving targets for the department which are not being met in the majority of areas due to the need to maintain frontline services. Casual spend stands at £646,000, in contrast to £403,700 at the same point last year. The largest increases in casual spend are for Leisure Centres and School Catering, where there has been considerable difficulty in recruiting permanent staff. Casual spend has also been adversely impacted by the rise in the living wage which has caused casual pay rates to increase. Agency staffing spend is also significantly higher than last year at £115,000 compared to £63,000 in 2017/18, with School Meals the main cause of this increase.

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

The waste disposal contract is expected to overspend until arrangements are in place to reimburse the Council for spare capacity and waste sold for electricity. Actual tonnage the Council is contributing to the contract is currently less than forecast in comparison to contract partners, this is helping to maintain actual costs to a reasonable level.

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. There are large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, swimming lessons no longer being offered at Runcorn Swimming Pool (again due to recruitment difficulties) and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets, although over the past quarter promotions income has increased after a difficult summer. With no concert or significant event at the Stadium, planned events income will underachieve 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 growth for the remainder of the year.

The replacement of the iPitch at the stadium has meant that it has been unavailable for hire for approximately three months leading to a reduction in lettings income. Letting fees income is also significantly underachieving at Ditton, Grangeway and Upton Community Centres.

Government Grant income is low compared to budgeted targets for Universal Infants Free School Meals. Free meal children numbers appear to have fallen dramatically over the last few years.

Expenditure on Supplies and Services and Hired and Contracted services is currently under budget across the majority of areas as spend is limited where possible. Premises spend is over budget, mostly due to increases in utility prices and the increased maintenance cost of the ageing Leisure Centre buildings. There have also been some essential repairs at the cemeteries which have contributed to the current premises overspend.




Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	38	16	34
Stadium Pitch	300	300	277	23
Brindley Cafe Extension	80	30	7	73
Children's Playground Equipment	57	1	1	56
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	7	7	471
Open Spaces Schemes	611	458	357	254
Peelhouse Lane Cemetery	500	375	135	365
Peelhouse Lane Cemetery - Enabling Works	33	25	17	16
Phoenix Park	104	104	104	0
Victoria Park Glass House	170	0	0	170
Sandymoor Playing Fields	1,032	803	803	229
Widnes & Runcorn Cemeteries - Garage & Storage	190	9	9	181
Town Park	280	2	2	278
Litter Bins	20	0	0	20
Total	4,304	2,162	1,738	2,566





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.

REPORT TO:	Employment, Learning and Skills and Community Policy Performance Board
DATE:	18 February 2019
REPORTING OFFICER:	Strategic Director Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Update Scrutiny Topic Group – Better Jobs
WARDS:	All

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to update Members on the work of the 'Better Jobs' Scrutiny Topic Group

2.0 RECOMMENDATION: That Members acknowledge the work undertaken to date and proposed next steps.

3.0 SUPPORTING INFORMATION

Members agreed to the establishment of a Scrutiny Topic Group for the Municipal Year 2018/19 which would consider how local residents could be encouraged to access the better paid jobs being created in the borough.

The Scrutiny Topic Group is using aspects of the Six Sigma methodology to manage the process. The approach being used is known as 'DMAIC' Define; Measure; Analyse; Design; Improve; Control.

To date, three meetings have taken place which have covered the Define and Measure stages of the process. This has enabled Members and Officers to gain a better understanding of the issue and then determine the most appropriate 'Key Lines of Enquiry.

A large amount of data has been gathered. Members have reviewed a number of research documents and a discussion has taken place regarding how any successful improvements to services and or processes relating to the topic brief will be measured.

In considering the data and information provided, Members recognised the value of previous Topic Group studies which provided information on the barriers to employment and learning from both an employer and employee perspective. It was felt that this work provided a useful context, but a further analysis of the data suggests that an in depth

revisit of this work would not add value to the purpose and scope of the topic. It would merely reaffirm 'what we already know'.

Research undertaken to date confirmed the perception that a lower proportion of Halton's residents are employed in higher level occupations and in turn, earnings per person by place of residence are lower.

On a positive note the 'professional, scientific and technical' is the largest employment sector in the borough and there has been a significant increase in the number of people employed in these occupations. Equally, Halton has seen a significant growth in its business base, with above average business starts and above average business survival rates.

The research confirms that jobs are being created and in those areas that will support Halton's economy in the long-term. However, the research also demonstrates that many of these jobs are described as 'difficult to fill vacancies'.

This then presents a dichotomy in terms of the policies the Council might progress in respect of how an improvement in the proportion of local people accessing high paid jobs in the borough can be achieved.

Therefore, Members concluded that more appropriate scrutiny questions to pose might be 'why is it happening?' and 'what are we going to do about it?'

At the last topic group meeting, Members made a number of points regarding behaviour change; and the feasibility of identifying determinants in relation to data held by Public Health professionals and whether 'nurture and nature' played a role in determining a person's future job prospects and how influences early in life will have a bearing on this.

Next Steps.

In response to the above, since the last topic group meeting, further information and research has been obtained in the following areas:

An article illustrating teacher and parent involvement in career decisions 2016

<https://www.allaboutschoolleavers.co.uk/articles/article/251/who-has-the-most-influence-over-young-people-s-career-decisions>

Making the links: poverty, ethnicity and social networks 2013

<https://www.jrf.org.uk/report/making-links-poverty-ethnicity-and-social-networks>

Time to change report press release and a short summary 2017

<https://www.gov.uk/government/news/an-analysis-of-2-decades-of-efforts-to-improve-social-mobility>

full document link: <https://www.gov.uk/government/publications/social-mobility-policies-between-1997-and-2017-time-for-change>

This information will be shared at the next Topic Group meeting on 25th February 2019.

A further key line of enquiry to be explored at a future topic group will focus on whether the borough's residents who hold higher level qualifications and skills are accessing the borough's job opportunities being created. The Council's Customer Intelligence Unit has collated information which identifies where Halton residents attend Higher Education establishments and the range of courses they complete. The Topic Group will consider how resources can best be deployed to promote links between residents and businesses before and during their academic studies rather than after they have completed their courses.

To assist with this key line of enquiry, it is proposed that 'expert witnesses' from industry; educational establishments; and training providers will be invited to future meetings.

Finally, the Topic Group will produce a mapping exercise to identify where existing resources support residents to find and obtain employment, and where there are gaps in this provision. This will ultimately inform future decisions on service design and delivery.

4.0 POLICY IMPLICATIONS

There are no further policy implications arising from this report

5.0 OTHER IMPLICATIONS

There are no other implications arising from this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

The work of the topic group will inform future employment, learning and skills services provided by the Council and its partners.

6.2 Employment, Learning and Skills in Halton

The work of the topic group will inform future employment, learning and skills services provided by the Council and its partners.

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

There are no risks arising from this report.

8.0 EQUALITY AND DIVERSITY ISSUES

It is envisaged that recommendations emerging from the topic group will relate to promoting equality of access to job opportunities in the borough.

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

None under the meaning of the Act.

REPORT TO:	Employment, Learning and Skills, and Community Policy and Performance Board
DATE:	18 th February 2019
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Community and Sport
SUBJECT:	Library Service
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

The Library Strategy and Development Manager will be in attendance at this meeting and will make a presentation to Members of the Board providing an overview of the activities undertaken by the library service over the past 12 months.

2.0 RECOMMENDATION: That

1) the report be noted

3.0 SUPPORTING INFORMATION

The Library Strategy and Development Manager will be in attendance at this meeting and will make a presentation to Members of the Board providing an overview of the activities undertaken by the library service over the past 12 months.

4.0 POLICY IMPLICATIONS

Library service activity supports the delivery of the Library Service Strategy

5.0 FINANCIAL IMPLICATIONS

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

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

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

6.2 Employment, Learning and Skills in Halton

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

6.3 A Healthy Halton

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

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 RISK ANALYSIS

None at present.

8.0 EQUALITY AND DIVERSITY ISSUES

The service is open and accessible to all Halton residents

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

None under the meaning of the Act.

REPORT TO:	Employment, Learning and Skills, and Community Policy and Performance Board
DATE:	18 February 2019
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Employment, Learning & Skills
SUBJECT:	Community Learning Mental Health Research
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

The Divisional Manager Employment, Learning & Skills will be in attendance at this meeting and will make a presentation to Members of the Board providing an overview of the Halton element of the Greater Merseyside (Halton, Knowsley, Liverpool, St Helens and Wirral) Community Learning Mental Health Research project..

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

3.1 The Divisional Manager Employment, Learning & Skills will be in attendance at this meeting and will make a presentation to Members of the Board providing an overview of the impact and outcomes of the Community Learning Mental Health Research project. The project aimed to assess the potential for adult and community learning courses to help people develop strategies and a tool kit to manage and aid recovery from mild to moderate mental health problems.

3.2 52 learning providers took part covering 57 local authorities over a 2 year span. Halton participants were experiencing mild to moderate mental health problems.

4.0 POLICY IMPLICATIONS

4.1 The figure for learners experiencing mild to moderate mental health issues and access Halton's Adult Learning Service currently sits at 36%. The Adult Learning Service is a partner in the Time to Change campaign with a number of staff going forward as Time to Change Champions.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications contained in this report. The activities undertaken have been undertaken using external Education & Skills Funding Agency grant.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None. The project in question funded adults aged 19+.

6.2 Employment, Learning and Skills in Halton

- 6.2.1 The project supported employment, learning and skills priorities through the provision of learning opportunities to support people presenting with mild to moderate levels of mental ill health. The project aimed to support people with building their sense of self-esteem, confidence and reducing their sense of social isolation, which is a contributing factor in mental ill health. The project supported with engaging people into a learning environment and they were then further signposted to other support services and learning opportunities with a view to helping them to gain a better level of mental well-being and qualifications to support them into gaining employment skills. As people's socio-economic situations improve thus does their sense of mental health well-being.

6.3 A Healthy Halton

The psychological benefits of community learning improve the participants' mental health and wellbeing.

6.4 A Safer Halton

None.

6.5 Halton's Urban Renewal

None.

7.0 RISK ANALYSIS

None at present.

8.0 EQUALITY AND DIVERSITY ISSUES

The service is open and accessible to all Halton residents.

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

None under the meaning of the Act.

REPORT TO:	Employment Learning and Skills and Community Policy Performance Board
DATE:	18 February 2019
REPORTING OFFICER:	Strategic Director, Enterprise, Community and Resources
PORTFOLIO:	Economic Development
SUBJECT:	Update on Liverpool City Region Activities
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to update PPB Members on employment, learning and skills activities in the Liverpool City Region.

2.0 **RECOMMENDATION: That Members note the progress being made to deliver employment, learning and skills activities across the Liverpool City Region and recognise the role Halton Council and its partners play in supporting these activities.**

3.0 **SUPPORTING INFORMATION**

3.1 The Council contributes to a number of initiatives and actions that are taking place in the Liverpool City Region. It is hoped that this update will be of interest to this PPB.

3.2 **Local Industrial Strategy for the Liverpool City Region**

The Liverpool City Region Combined Authority has commissioned consultants SQW to facilitate the development of a Local Industrial Strategy, (LIS) for the Liverpool City Region. This is in response to the production of the National Industrial Strategy in 2017. The Industrial Strategy was originally reported to this PPB in January 2018.

The purpose of a Local Industrial Strategy is to ensure that all places are able to increase productivity and realise their potential. An LIS will set out the spatial impacts of national and local policy across cities, towns and rural areas.

LIS proposals will need to be based on a robust and open evidence base and aligned to the national industrial strategy, its grand challenges and foundations of productivity.

The LIS document will set out clearly defined specific, achievable and long term priorities, making the most of distinctive strengths and addressing local weaknesses. They will be used to coordinate policy at local level and ensure greater collaboration across boundaries.

The LCR CA LIS will need to outline how the document will align with LEPs and promote partnership working with both public and private stakeholders.

The LIS will provide a strategic overview which will inform the UK Shared Prosperity Fund (post Brexit funding) and the CA's approach to devolved funding.

It is proposed that the LCR LIS will become **THE** strategy for the LCR, replacing previous economic strategies; and all dependent strategies like the Spatial Development Strategy and our investment strategy refer upward to the LIS.

It is an important document because it will be used to help inform funding and investment decisions including the Comprehensive Spending Review.

It is anticipated that the LIS will link LCR priorities to investment opportunities to generate economic growth as well as environmental sustainability and community wellbeing.

It will harness the strong assets of the Liverpool City Region to create a place where the benefits of a booming local economy are shared.

It aims to attract more residents and businesses to live, work, study, and visit and invest in the City Region and will serve to demonstrate the positive contribution that the Liverpool City Region makes to the national economy.

To date SQW have produced a large data pack of data and analysis and they will be undertaking further work based on targeted questions

SQW will wish to access relevant non-public data from LAs, academics and businesses in the LCR

They will be consulting with Local Authorities but will also undertake in-depth interviews with academics, businesses and civil society leaders

A Larger scale public engagement exercise will be developed in the summer.

Discussions are currently taking place to consider governance arrangements, including the establishment of a Project Board and Advisory panel and consultative forum.

Apprenticeships Hub

A combined LCR Apprentice and Employer Ambassador Network was launched at the Hilton Hotel in Liverpool. 65 employers and their apprentices officially signed up to be apprentice ambassadors. Over time, the Ambassador network will grow to fully reflect the LCR sectors. Halton employers who have signed up to be Ambassadors are:

- Alstom
- Whitfords
- Halton Council
- Science Technology Facilities Council (STFC) at Sci-Tech

LCR Apprentice Graduation Ceremony

The ceremony has not taken place for a couple of years. Funding has been secured so that it can take place on the 7th March 2019 at St Georges Hall in Liverpool. The event will celebrate the achievements of apprentices from the 2017/18 academic year. Further details are provided in the link below:

<https://www.eventbrite.co.uk/e/liverpool-city-region-apprenticeship-graduation-2019-tickets-54844641800>

School Careers Hub

The launch of the Careers & Enterprise Company's School Careers Hub for Liverpool City Region took place on the 29th January at The Tate in Liverpool. Young people spoke about the positive experiences they have had with regards to positive careers advice whilst at school.

Devolution of the Adult Education Budget (AEB)

Members of this PPB have received regular reports on the AEB. AEB provides for funding to support Community Adult Learning.

The CA is meeting with all FE colleges (collectively) and all council adult learning services (collectively) to discuss grant funded AEB allocations. These meetings will be followed up by individual meetings with each FE College and Local Authority. In Halton, the Adult Learning Team and Riverside College will continue to work in partnership to ensure AEB is fully maximised in the borough.

Skills for Growth Action Plans and Careers Materials

Of the 14 Skills for Growth Action Plans commissioned by the

Apprenticeship Hub, there have been 7 published and disseminated at launch events across the City Region. Riverside College hosted the launch of the Advanced Manufacturing Action Plan in November.

Member may wish to view all published Action Plans, via the link below. <http://www.lcrskillsforgrowth.org.uk/our-work/skills-for-growth>.

The CA will be publishing associated careers materials for each Action Plan. To date, just the Health & Social Care materials have been produced. It is hoped that a number of others will be published in readiness for the various Skills Shows that the Apprenticeship Hub are running across the City Region during February and March 2019.

National Apprenticeship Week

This takes place 4-8th March 2019. A whole host of activities will be taking place during the week. This annual week-long celebration of apprenticeships will bring the whole apprenticeship community together to celebrate the impact of apprenticeships on individuals, employers and the economy.

National Apprenticeship Week 2019 – which also coincides with National Careers Week - will look to involve more individuals, employers, partners and providers in activities that highlight the benefits apprenticeships bring to employers and the opportunities apprenticeships present to individuals.

www.apprenticeshiphub.org.uk

Some key activities already planned to take place in NAW include:

- The LCR Apprenticeship Graduation
- Launch of the new Combined Authority 'Apprenticeship Portal'
- STFC (Sci Tech Daresbury) Apprenticeship Open Day

4.0 POLICY IMPLICATIONS

4.1 There are no further policy implications arising from this report.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no further financial implications identified.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

A number of initiatives highlight support being provided to prepare young people for employment

6.2 Employment, Learning & Skills in Halton

The report identifies projects and programmes which will make a positive contribution to delivering this key priority

6.3 A Healthy Halton

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 There are no risks identified in the report.

8.0 EQUALITY AND DIVERSITY ISSUES

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

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

9.1 None under the meaning of the Act.