

# QUARTERLY MONITORING REPORT

**DIRECTORATE:** Environment  
**SERVICE:** Economic Regeneration  
**PERIOD:** Quarter 3 to period end 31<sup>st</sup> December 2009

## 1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31<sup>st</sup> December 2009. It describes key developments and progress against “key” objectives and performance indicators for the service.

The way in which traffic lights symbols have been used to reflect progress to date is explained within Appendix 5.

***It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this board have been shaded grey.***

## 2.0 KEY DEVELOPMENTS

- A Celebration of Achievement event was held for learners and their families in November 2009. This recognised the literacy and numeracy qualifications achieved by learners. Over 120 individuals attended the event, with Cllr Marie Wright presenting learners with certificates.
- The Adult Learning and Skills Development Division assisted in a number of key events held in Q3. These included the My Halton (SSP) event in October and the Halton Borough Council Support Roadshows held in December. At both events, the Division was able to showcase its services and this resulted in new enquiries.
- The Adult Learning & Skills Development service completed the latest LSC Invitation to Tender for additional Train to Gain Skills for Life provision. Outcomes of the ITT will be known in Q4. Implications for a successful outcome include taking on additional staff to run the contract.
- The annual Adult Learning & Skills Development service ‘Self Assessment Report’ was uploaded onto the LSC provider gateway at the end of Q3. An SAR Quality Improvement Plan will be compiled early in Q4, setting out the areas for improvement identified through the SAR process. The service self-assessed at grade 2 (Good).

- The 2009/10 Business perceptions survey commenced in Q3, with a company called Ecotec commissioned to undertake the survey across 250+ businesses in Halton. Funded through WNF, this survey assists in setting out the employment, learning and skills priorities for the next year.
- A piece of research around skills for the Science, Technology & Advanced Manufacturing (STAM) sectors commenced in Q3, with Amion Consulting commissioned to undertake this work. Funded through WNF, this research will assist the newly established STAM Steering Group establish a 'routeway' of provision/activities to enable children and adults to aspire to work in STAM related industries. An executive summary suitable for an 11year old will be disseminated across Halton schools in Q4. Alongside the STAM group, a STAM PPB topic group is continuing and will meet again in Q4
- The spring term Continuous Improvement Workshop for the Adult learning & skills development division ran in December 2009 and focused on the Observation of Teaching & Learning process and CPD arrangements through the Institute for Learning.
- The DM Adult Learning & Skills Development and the Adult Learning Team Leader met with Riverside College principal and assistant principals for the first of what will be KIT meetings to discuss curriculum mapping and partnership working.
- Flexible New Deal Phase 2. HPIJ had been approached by several potential DWP bidders for FND2 in Merseyside including Halton and has agreed to partner 3 organisations.
- Despite the recession the Enterprising Halton Business Start up programme continues to support more new start ups with 124 at the end of December 2009.
- 3. The APT4U Apprentice Support Programme continues to attract interest from local employers with 90 new apprenticeships created by the end of December 2009.

### **3.0 EMERGING ISSUES**

- ITT results for additional Train to Gain Skills for Life funding will be known in Q4 and if successful will require additional staffing to be recruited.
- Both the Business Perceptions Survey and the STAM research will be concluded in Q4 and reported to the SSP/Skills Group for further action. The Junior Executive Summary will be disseminated to all Halton's schools.
- The SAR QI Plan will be completed in Q4 and uploaded onto the LSC provider gateway.
- An announcement regarding Customer Number One on 3MG is expected in Q4. The implications for this are huge in that hundreds of jobs could be earmarked for Halton residents. For this to happen, the 3MG Halton Employment Partnership

'recruitment team' needs to be re-formed; For this to happen, senior managers from relevant agencies must re-commit to their organisation's involvement. This includes taking dedicated space at the Corporate Training Centre, working in partnership with Halton Direct Link and inputting to a bespoke IT database to manage the process from enquiry through to employment. Recommendation – to update David Parr once information is known on timescales re 3MG and customer number one.

- The Construction Employment Integrator Model will need to be progressed if the model is to impact on the 3 main physical projects (3MG Highways infrastructure, the Mersey Gateway and BSF).
- The next KIT meeting with Riverside College is planned for Q4, by which time the results of the college's Ofsted inspection will be known.

#### 4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

<b>Total</b>	<b>16</b>		<b>14</b>		<b>1</b>		<b>1</b>
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Of the key milestones for the service two, relating to the development of a Science and Technology Handbook and a Skills and Workforce Development Strategy, have not progressed as planned and additional details are included within Appendix 1.

#### 5.0 SERVICE REVIEW

The efficiency review has resulted in new and emerging structures being developed.




Outcomes of the efficiency review and job evaluation outcomes are resulting in either staff leaving the department, or being recruited to the department. There will Plans are being put in place to ensure services are managed effectively during any transition periods and disruption is kept to a minimum.

#### 6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

<b>Total</b>	<b>5</b>		<b>4</b>		<b>0</b>		<b>1</b>
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Only one of the key indicators for the service, relating to local people with disabilities into work, is unlikely to achieve the annual target. For further details, please refer to Appendix 2.

## 6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

<b>Total</b>	<b>6</b>		<b>4</b>		<b>0</b>		<b>2</b>
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Of the remaining indicators for the service two, relating to people claiming out of work benefits in the worst performing neighbourhoods and the number of jobs safeguarded, are unlikely to achieve target and additional details are provided within Appendix 3.

## 7.0 RISK CONTROL MEASURES

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

## 8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

No actions have been identified as high priority for the service.

## 9.0 DATA QUALITY




The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

## **10.0 APPENDICES**

Appendix 1- Progress against Objectives/ Milestones  
Appendix 2- Progress against Key Performance Indicators  
Appendix 3 - Progress against Other Performance Indicators  
Appendix 4 - Financial Statement  
Appendix 5- Explanation of Red, Amber Green symbols

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 1	Promote economic diversity and competitiveness within an improved business environment	Update Economic Development Strategy by 1/10/09	See comment	This work has been superseded by legislation requiring Councils to complete Local Economic Assessments
		Develop Tourism Strategy and action plan by 1/10/09	See comment	In light of the Efficiency Review, this work has been put on hold
		Review procurement topic actions by 31/10/09	<input checked="" type="checkbox"/>	Picked up as a PPB work topic
		Revise Science and Technology Strategy and action plan by 1/10/09	<input checked="" type="checkbox"/>	Strategy and Action Plan has been updated
		Deliver BIDs year 2 action plan by 31/3/10	<input checked="" type="checkbox"/>	As reported, this has been presented to the Executive Board
		Secure funding package for Lewis Carroll visitor centre by 31/3/10	<input checked="" type="checkbox"/>	Funding package secured
ER 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.	Re-launch expanded Enterprise Academy by 30/6/09	<input checked="" type="checkbox"/>	Halton Chamber commissioned to deliver and launched the expanded Enterprise Academy.
		Deliver Enterprise Week programme by 31/11/09	<input checked="" type="checkbox"/>	The Launch of the Primary Enterprise Game and an expanded 2009 Enterprise Challenge Competition were launched during Enterprise Week (November 2009).
		Deliver expanded start up programme by 31/3/10	<input checked="" type="checkbox"/>	NWDA funding secured to expand all business start up activity from September 2009. 124 start ups achieved by 31/12/09.

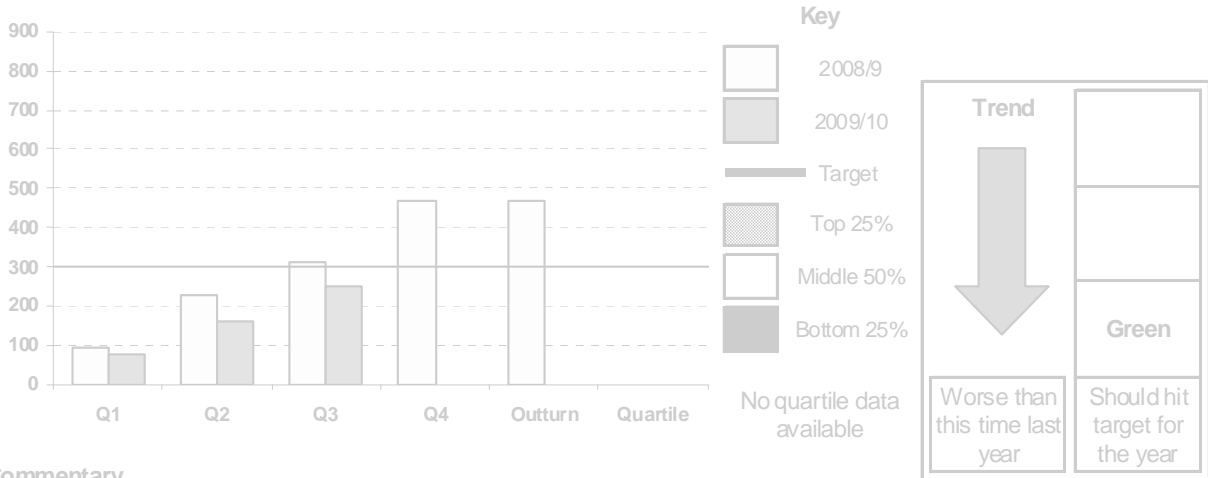
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 3	Reduce unemployment and worklessness by assisting people to secure employment.	Secure future of Castlefields Employment Project by 31/5/09	<input checked="" type="checkbox"/>	Completed
		Deliver permitted work placements in council department by 1/10/09	<input checked="" type="checkbox"/>	Ongoing – 26 permitted work placements in Council Departments.
		Development of Employment Action Plans for each NM area by 31/1/10	<input checked="" type="checkbox"/>	Action Plans have now been produced and officers will start to implement key actions Jan 2010
		Double the number of council apprenticeships by 31/1/10 (2008/9 will be baseline)	<input checked="" type="checkbox"/>	During Q3 2 new apprentices recruited in Landscape Services (horticulture & arborist). A total of 10 apprentices including 5 care leavers developed within the Council. One young male care leaver has progressed into employment as a trainee Executive Officer with the DCSF and starts 2/1/2010.
		Finalise the Disabled and Carers Employment Strategy by 30/6/09	<input checked="" type="checkbox"/>	Refreshed Strategy completed and is with key partners for consultation prior to launch.
		Implement phase 1 of the Disabled and Carers Employment Strategy by 31/3/10	<input checked="" type="checkbox"/>	Disability Employment Network operational. JCP have appointed a mental health partnership manager and in the process of establishing a disability provider network.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 4	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	Commence full operation of Halton Employment Partnership by 30/6/09		The HEP is fully operational offering a range of pre employment, sector specific programmes aimed at unemployed individuals aged 16+, including the Response to Redundancy project (run in partnership with HPIJ). The deletion of the HEP team's manager in the efficiency review will no doubt impact on the HEP provision during any transition period.
		Develop Science and Technology offer and handbook by 31/12/09		The STAM research will be reported in Q4 and will form the basis of the proposed Science Investors' Handbook. It is expected that an online Handbook will be developed initially.
		Produce updated skills and workforce development strategy by 31/3/10		The 2009/10 Business Perceptions Survey will provide some excellent research for setting out the updated Workforce & Skills Strategy. However, given that the Skills Strategy post has now been deleted from the Divisional structure, further consideration will need to be given to implementing this work.



ER LI1

**Number of local people into jobs**

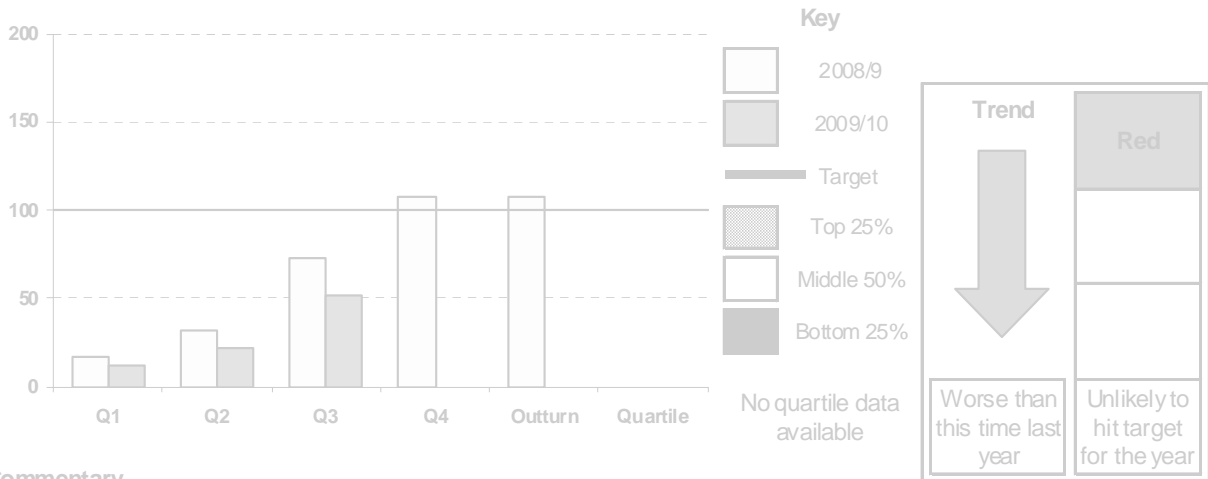


**Commentary**

This includes 90 new apprenticeships to the end of the quarter 3 period.

ER LI2

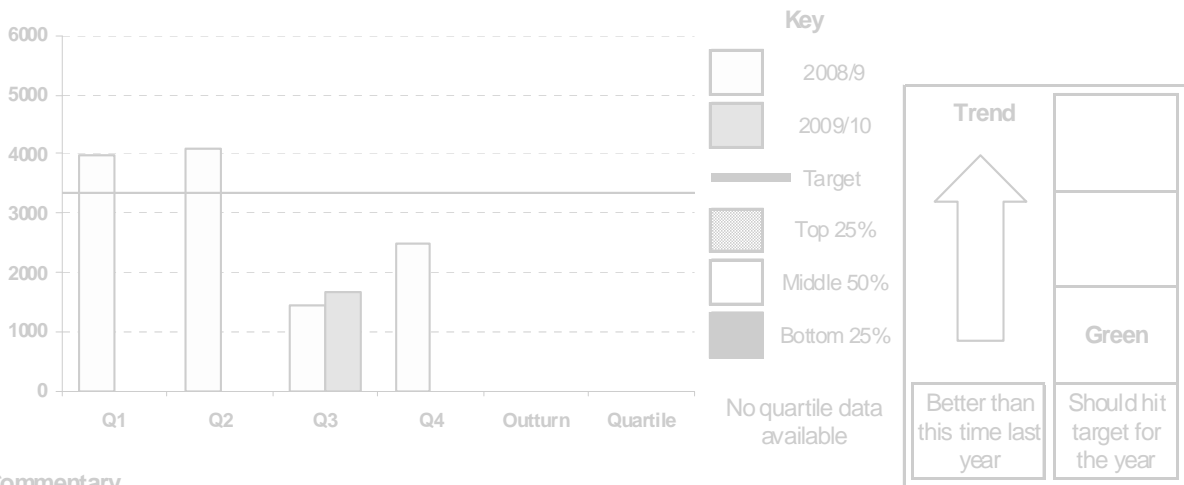
**Number of local people with disabilities into permitted/paid work**



**Commentary**

As would be expected the present economic climate continues to have an effect upon the number of people moving into paid work and it is unlikely that the annual target can be achieved. To the end of the period 16 people with disabilities moved into paid work, with 14 moving into permitted work.

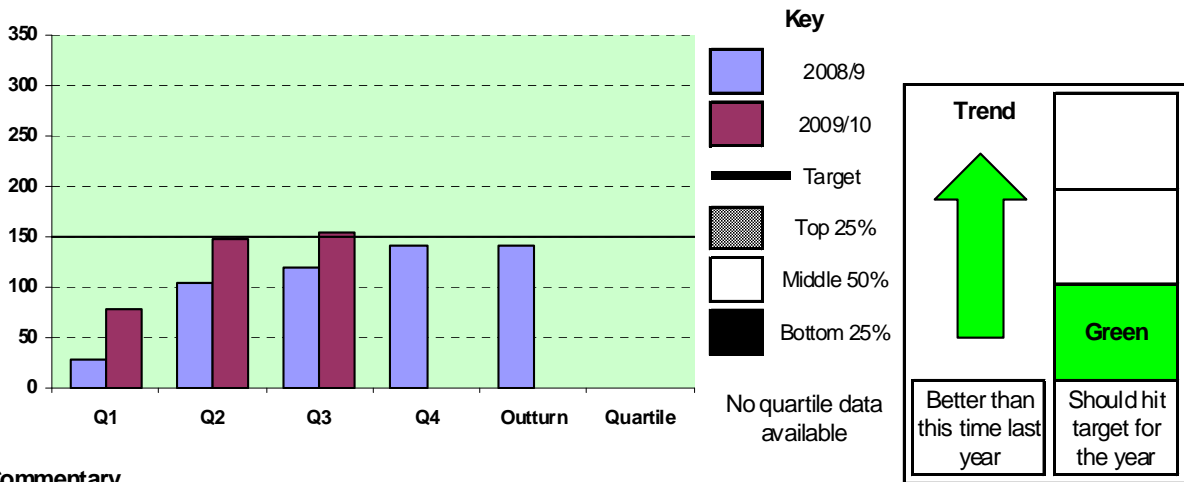
ER LI4 Number of learner enrolments (Academic year)



**Commentary**

Compared to the same period last year (i.e. the first term of a new academic year), the number of enrolments has increased by 18%.

ER LI7 Contribution to the number of jobs created, as a direct result of the service/s being provided

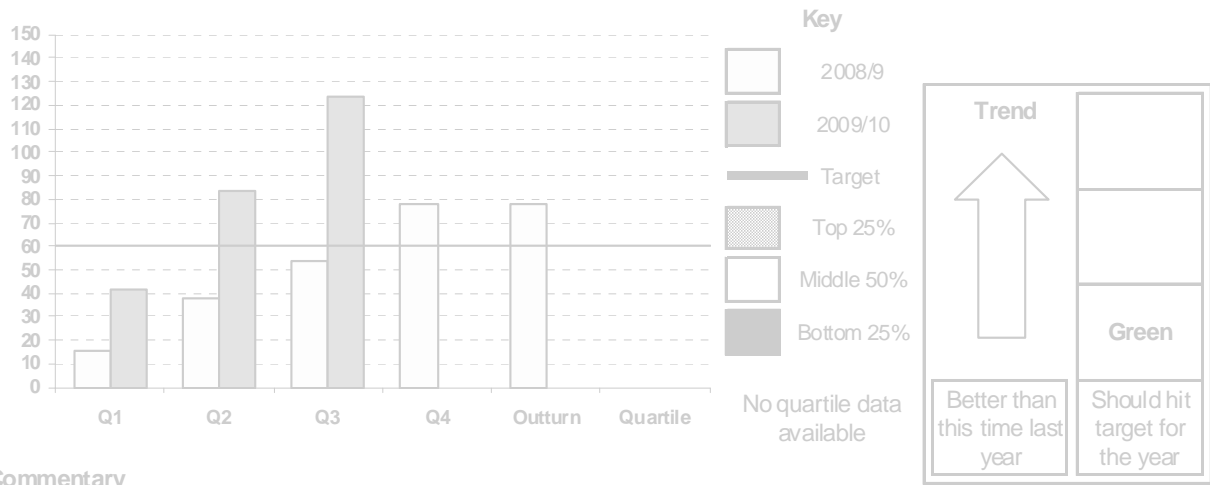


**Commentary**

Slightly above annual target with one quarter remaining



ER LI9

### New business start-ups and self-employment starts



**Commentary**

Above target despite the recession

Ref	Description	Actual 2008/9	Target 09/10	Quarter 3	Progress	Commentary
<b>Fair Access</b>						
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.6% Aug 08	29.6%	33.5%		As part of the LAA refresh process, Government has agreed Halton to maintain the 0.4pp gap below NW average which currently stands at 21.8%.
<b>Service Delivery</b>						
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	235	300	144		As expected the recession is impacting upon this measure and it is highly unlikely that the annual target will be achieved.

## REGENERATION

### Revenue Budget as at 31<sup>st</sup> December 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	1,735	1,316	1,065	251	1,066
Premises Support Office	81	15	15	0	15
Accommodation	69	52	55	(3)	55
Marketing Programme	44	33	27	6	37
Promotions	51	38	53	(15)	56
Development Projects	21	15	48	(33)	48
Supplies & Services	117	87	134	(47)	145
Halton People into Jobs	140	105	129	(24)	130
Mersey Partnership	75	75	75	0	75
Transport	19	14	14	0	14
Central Support Services	265	199	199	0	199
Departmental Support Services	23	0	0	0	0
Agency	0	0	1	(1)	1
Capital Financing	-188	0	0	0	0
Asset Charges	10	0	0	0	0
<b>Total Expenditure</b>	<b>2,462</b>	<b>1,949</b>	<b>1,815</b>	<b>134</b>	<b>1,841</b>
<b>Income</b>					
Sales	0	0	-1	1	-1
Fees & Charges	-30	-10	-42	32	-42
Reimbursements	-325	-163	-137	-26	-137
Government grants	-639	-479	-505	26	-505
Recharges to Capital	0	0	0	0	0
<b>Total Income</b>	<b>-994</b>	<b>-652</b>	<b>-685</b>	<b>33</b>	<b>-685</b>
<b>Net Expenditure</b>	<b>1,468</b>	<b>1,297</b>	<b>1,130</b>	<b>167</b>	<b>1,156</b>

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is under budget.

Regarding expenditure, employee costs are under budget for the period, which is mainly due to vacancies that exist within the Employment Team. Also, external funding is being used to fund some posts.

Promotions expenditure is over budget at the end of quarter 3 which is due to the costs associated with staging the Road Race and Fireworks Display. In terms of the Road Race, part of the staging costs will be offset using fees and charges income generated by the event.

Development costs are also over budget for the period and this is due to expenditure relating to the Halton Science Technology Advanced Manual Unit. It is anticipated that any expenditure over budget will be offset through the receipt of additional income.

Supplies and services expenditure is also higher than budget, however, it is anticipated that this will be offset by an increase in reimbursement and government grant income.

At this stage, it is anticipated that overall revenue spending will be within departmental budget by year-end.

## REGENERATION




### Local Strategic Partnership Schemes as at 31<sup>st</sup> December 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Employment Outreach	60	45	46	(1)	46
Halton ILM/Stepping Stones	144	108	141	(33)	141
Enterprise Development	383	287	276	11	278
Supported Employment	95	71	72	(1)	72
Nbr'hood Employment Officers	105	79	45	34	45
Links 2 Work	51	38	14	24	28
YMCA Skills for Life	20	15	11	4	11
Inspiring Women	10	7	6	1	7
NEET Employers Foundation	35	26	1	25	1
Employment	28	21	0	21	0
Pre-level 2 Provision	288	216	148	68	148
Halton Employment Partnership	818	613	364	249	380
Newly unemployed / redundancy response	51	38	0	38	0
Apprenticeship Support	150	112	57	55	57
<b>Total Expenditure</b>	<b>2,238</b>	<b>1,676</b>	<b>1,181</b>	<b>495</b>	<b>1,214</b>

Local Strategic Partnership (LSP) funding spending to the end of quarter 3 is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund grant is spent during the year.

The traffic light symbols are used in the following manner:

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