

Departmental Quarterly Monitoring Report

Directorate: Environment & Economy

Department: Employment, Economic Regeneration & Business Development

Period: Quarter 4 - 1st January – 31st March 2011

1.0 Introduction

This quarterly monitoring report covers the Employment, Economic Regeneration & Business Development Department fourth quarter period up to 31st March 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 8.

2.0 Key Developments

Adult Learning and Skills Development

- 436 is the total number of assessments completed. The number of people assessed in this quarter was 253 and some people will have completed a Literacy and Numeracy assessment. 227 people progressed to a learning programme and 87 individuals were placed on the waiting list for HEP programmes (they did not start a learning programme in this quarter). An individual may participate in more than one programme within a quarter.
- 436 Skills for Life assessments were completed and, from these, 119 learners were referred to a Skills for Life learning programme, 28 to the Employability Skills Programme, 80 to the HEP Award programme (20 of which completed the HEP Award programme in Quarter 4)
- 88 City and Guilds Literacy and Numeracy qualifications were achieved in this quarter
- During Q4, 1349 individual learners (equating to 1847 enrolments) were on an adult learning programme. Of these, 18.24% had no previous qualifications; 2.37% had not been involved in learning in the previous two years; 15.86% had disclosed a disability; 6% reported they wanted additional help with literacy, number and/or ICT; 31.95% were male; 3.85% were BME learners; and 31.43% of all enrolments came from residents from Halton's LSOAs.

Family Learning

- During Q4, 292 parents or carers (equating to 373 enrolments) were on a

family learning programme.

- 18 schools, including 2 secondaries hosted a family learning programme.
- 5 Children's Centre tutors delivered a wide range of programmes, attracting new parents to adult learning.
- 40 learners were registered for the Award in Supporting a Child's Learning and Development.

The Halton Employment Partnership (including Science Halton, Construction Halton)

- In Q4 the Divisional Manager was asked to present at the National Welfare Reform Conference in London as a result of the success of the 3MG Jobs Tesco project, the work of which was picked up by LGA and put forward as a potential contributor to the event.
- Science Halton – www.sciencehalton.com website was finalised and a 'tour' of all relevant groups to promote the site and its use to young people and adults was undertaken. The website is a resource providing a 'journey' of learning and skills provision, plus a range of support services for children, young people and adults wishing to work towards a career in the STAM sector."
- Close liaison with Building schools for the Future in relation to achievement of employment and skills related KPIs took place; these relate to work experience, local employment, apprenticeship opportunities and learner information/careers days.

Halton People into Jobs

- The restructure of Halton People into Jobs was completed by the end of Q4 prior to new reporting arrangements coming into play in the new financial year.

3.0 Emerging Issues

Adult Learning

- Skills Funding Agency allocations for Adult Safeguarded Learning were confirmed in Q4, £379,469. Discussions are already underway to determine future staffing and service levels for September 2011/12.
- Agreeing future provision in light of WNF ceasing is a priority for the division.
- Learner enrolments are giving cause for concern – whilst fees have been introduced for 'leisure' courses only, there has been a new marketing campaign led by the Centre of Excellence but enrolments have actually reduced. This needs to be unpicked further in order to determine provision for the 2011/12 academic year.
- The foundations for Construction Halton are strong and it is vital that the project doesn't lose momentum. The project will tap into the work of Halton Housing Trust to fully maximise Construction Halton principles for the borough.

- The newly created Employment, Learning & Skills Division from 1 April 2011 will require a period of bedding in and subsequent review by 1st September 2011.
- In June 2010, the Government announced a radical reform of the way welfare to work services would be delivered in the future. The Work Programme will consolidate and replace many of the existing programmes delivered by providers such as A4e.

The main changes in approach are:

- introducing larger and longer term contracts for providers;
- a single programme for customers with earlier access for some people after 6 months of unemployment and inclusion of young people
- a move to differential pricing with more money for the harder to help; and
- payment for outcomes using the savings from the revised approach to benefit payments to fund long term sustainable jobs (1, 2 and 3 years).

The Work Programme is expected to 'Go-Live' in June 2011. HPIJ was successful in being awarded subcontractor status to both Prime Contractors Ingeus Deloitte & A4e.

- During Q4 the Divisional Manager assisted introductions between Corporate Training, Riverside College and the National Apprenticeship Service. It is hoped that future HBC workforce development opportunities will access apprenticeship funding via the college and enable savings for the council as well as providing a possible source of income. The focus initially will be on those members of staff who have to achieve an NVQ in Health & Social Care as part of their role.

BIS have now started a competitive dialogue process to appoint organisation(s) to deliver the "Business Coaching for Growth" programme (BC4G). The tender for the £173 million will be issued on April 8th 2011. (www.publictenders.net/tender/100270). This will provide specialist coaching for up to 10,000 high-growth SMEs per year over a 3 year period that qualify as high growth companies. These high-growth companies will include high-tech companies as well as more general businesses. Up to 10 contracts may be awarded on a national, regional or multi-regional basis.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	10		8		0		2
--------------	-----------	---	---	---	---	---	---

For further details please refer to Appendix 1. Areas where the objectives have not been met are as follows.

Originally scheduled to be completed in March 2011, the statutory duty to complete the Local Economic Assessment has been rescinded. The development of a Liverpool City Region LEA has ceased and each local authority will now undertake its own assessment. A limited 'refresh' of the 2008 Halton Economic Summary has, however, been undertaken.

Although there have been no changes to numbers of council apprentices this financial year some work is being done with Riverside College and the Corporate Training Centre to convert some existing staff onto Apprenticeships.

4.2 Progress against 'other' objectives / milestones

Total	N/A		N/A		N/A		N/A
--------------	------------	---	-----	---	-----	---	-----

There are presently no objectives/ milestones of this type identified for this service.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	7		6		0		1
--------------	----------	---	---	---	---	---	---

For further details please refer to Appendix 2.

The economic recession has had a detrimental impact on the number of people with disabilities moving into work. Three individuals with a disability / health condition were supported into jobs and two disabled people into paid permitted opportunities during quarter 4.

5.2 Progress Against 'other' performance indicators

Total	20		9		0		5
-------	----	---	---	---	---	---	---

For further details please refer to Appendix 3.

Please note that the total also includes 6 indicators for which information is currently unavailable.

6.0 Risk Control Measures

Please refer to Appendix 4.

7.0 Progress against high priority equality actions

There are no High Priority Equality Actions for this area.

8.0 Data quality statement

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.

9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Progress against risk control measures
- Appendix 5 Financial Statement
- Appendix 6 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEB 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.

Milestones	Progress Q 4	Supporting Commentary
Launch expanded Enterprise Academy by Sep 2010		Halton Chamber of Commerce & Enterprise are delivering the expanded Enterprise Academy & Aftercare Programme. Halton Education Business Partnership and Young Enterprise have jointly appointed a Schools Enterprise Officer who is leading the Next Generation Entrepreneurs schools programme.
Deliver Enterprise Week programme by Nov 2010		Enterprising Halton & Halton Education Business Partnership Events will be delivered during Enterprise Week i.e. 15-19 November 2010.
Deliver expanded start up programme by Mar 2011		The Division has now secured a further £60k to continue to deliver an extended start up programme in Halton. An SLA is now in place for 2011/2012 for Enterprising Halton to provide one to one business start up advice, pre-start up training 'kick start' courses for individuals considering becoming self-employed or wanting to start up their own business. These services will operate alongside the New Enterprise Allowance Scheme (DWP) and The Intensive Start Up Support Programme (ISUS).

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEB 3	Reduce unemployment/worklessness by assisting people to secure employment.

Milestones	Progress Q 4	Supporting Commentary
Deliver permitted work placements in council department by Oct 2010		There were 19 disabled people in permitted work placements in Council Departments during July – September 2010. The same figure was reported at end of March 2011.
Development of Employment Action Plans for each NM area by Jan 2011		Reviewed and completed 31st March 2011.
Double the number of council apprenticeships (against 09/10 out turn) by January 2011		There have been no changes to numbers of council apprentices. However, some work is being done with Riverside College and the Corporate Training Centre to convert some existing staff onto Apprenticeships.
Finalise the Disabled and Carers Employment Strategy by Sep 2010		The Disability Employment Network last met in September and has finalised the strategy.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEB 4	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton.

Milestones	Progress Q 4	Supporting Commentary
Develop Construction Investors' handbook by Dec 2010		Not yet achieved.
Complete the Business Perceptions survey by Mar 2011		The latest Business Perceptions Survey was completed in March 2010. During Quarter 2 individual businesses who requested follow up support/training were contacted and this process will continue until Q4. A training subsidy of £1000 is available to those businesses looking for support.
Secure future of Halton Employment Partnership by Mar 2011		The Division has now secured a further £135k of WNF to support the continuation of some of the activity under the original WNF SLA for HEP. An SLA for 2011/12 is now in place. The funding will support HEP project work and resources, the HEP Award delivery, Construction Halton, Science Halton and the Diploma in Childcare and Education.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
Cost & Efficiency							
<u>EEB LI18</u>	Cost per job created and/or safeguarded to which the authority's inward investment promotional activity has made a significant contribution. (Audit Commission ECR18d)	£82.27	£142.00	£103.73			The final year end figure of cost per job created and/ or safeguarded is below target but above previous year, which reflects the extra work required on enquiries in the present market.
Service Delivery							
<u>EEB LI1</u> Previously ER PI 01	Number of local people into jobs	374	300 (WNF ends 31/03/2 011)	623			116 people were supported into sustainable employment during Q4. A total of 623 since April 2010 against an annual target of 374 (167%).
<u>EEB LI2</u> Previously ER PI 02	Number of local people with disabilities into permitted/paid work	38	75 (WNF ends 31/03/2 011)	29			The economic recession has continued to have a detrimental impact on the number of disabled people moving into work. 3 individuals with a disability/health condition were supported into jobs and 2 disabled people into paid permitted opportunities during Q4.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
EEB LI4 Previously ER PI 04	Number of enrolments	3331	3450	1847 (Q3 figure of 1916) Total for academic year of 3763			For the Adult Learning & Skills Development Division, Q4 covers the academic year, term 2 (January to March). Compared to the same period last year, the direction of travel for the number of enrolments onto courses is red (5.7% decrease).
EEB LI7 Previously ER PI 07	Contribution to the number of jobs created, as a direct result of the service/s being provided	235 Dec 09	200	252			The Future Jobs Fund initiative has created 60 new jobs during Q4. In addition to 192 created Q1-Q3.
EEB LI9 Previously ER PI 09	New business start-ups and self -employment starts	154	110	148			Enterprising Halton supported 39 new business starts up in Q4. The total number of start ups supported during Q1-Q4 was 148.
EEB LI16 Previously MP LI13	Urban Renewal: Outputs as set out in Succession Urban Renewal Strategy and Action Plan (% achieved)	100	100	100			Relates to schemes implemented using WNF.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
Fair Access							
NI 153	Worklessness within the 25 most deprived LSOAs	32.8% (Feb 2010)	28.5%	32.8% (Aug 2010)			<p>The data supplied is taken from the Department for Work and Pensions claimant figures via the Office for National Statistics NOMIS reporting system. The data is available on a quarterly basis and is released six months in arrears.</p> <p>The out-of work benefits included are Job Seekers Allowance, ESA (Incapacity Benefit), Lone Parents and Others on income related benefits.</p> <p>The worst performing neighbourhoods included are the 25 most deprived LSOAs in Halton, taken from the Index of Multiple Deprivation.</p>

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
NI 146	Adults with Learning Disabilities in Employment	N/A	28	32			The economic recession has continued to have a detrimental impact on the number of disabled people moving into work. 32 people with learning disability remain in permitted work placements at the end of Q4.
NI 150	Adults in contact with secondary mental health services in employment	N/A	7	13			The target has now been met. This NI is the responsibility of NHS 5 Boroughs Partnership. The latest data available showed that 13 people with complex mental health issues had moved into work.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
-----	-------------	----------------	----------------	-----------	------------------	---------------------	-----------------------

Service Delivery							
EEB LI3 Previously ER PI 03	Number of learners accessing adult learning provision	1952	2041	1349 (Q3 figure of 1335) Total for academic year 2009/10 of 2704			For the Adult Learning & Skills Development Division, Q4 covers the Term 2 of the academic year (January to March). Compared to the same period last year, the direction of travel for numbers of individuals accessing the service shows a slight decrease of 10%
EEB LI5 Previously ER PI 05	Number of inward investment enquiries per annum	119 Dec 09	200	162			Property enquiries remain low as a reflection of the current economic climate
EEB LI6 Previously ER PI 06	Inward investment enquiry conversion rate	13.4% Dec 09	11%	14.8%			There has been a very high conversion rate even though the overall enquiries remain low.
EEB LI8 Previously ER PI 08	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	145 Dec 09	150	244			Performance higher than anticipated at the start of the year demonstrates positive movement in the local economy.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
NI 163	Working age population qualified to at least Level 2 or higher	57.6%	67.5%	60.4% (2009)			<p>This measure is taken from the ONS Annual Population Survey and refers to calendar year (the latest being 2009). The initial measure of the NI stated that a population of 19-59/64 should be used in the measure; this isn't available as a breakdown from the Annual Population Survey anymore (upon the demise of the NI set) so 16-64 (working age) is now used. The ONS population estimates have also been revised in May 2010. Figures for previous time periods have been re-calculated to reflect these changes.</p> <p>These revised figures have been used to provide the most accurate measure, however this means it may not be consistent with what has been reported previously.</p>

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
NI 171	Business growth rate (rate per 10,000 population aged 16+)	43.9 (2008)	42.8	39.1 (2009)			Historically, Halton has had a low level of new VAT registrations, but equally has also seen a low level of de-registrations. The most up to date data is from 2009 (2 years in arrears) in the worst period of the recession.
PPLI19	Value of external bids supported	£258,382	£47,910	£653,646			Much improved performance

The indicators below form part of the new National Indicator Set introduced on 1st April 2008. Responsibility for setting the target, and reporting performance data, will sit with one or more local partners. As data sharing protocols are developed, baseline information and targets will be added to this section.

Area Partner National Indicators							
NI 151	Overall employment rate	67 % (Apr 09 – Mar 10)	N/A	66.6%			latest available as at May 2011
NI 152	Working age people on out of work benefits	20.1% (Feb 10)	N/A	18.0%			latest available as at May2011
NI 161	Learners achieving a Level 1 qualification in literacy	630 (2008/09)	N/A	17 (HBC delivery only in Q4)	N/A	N/A	(latest available as at 4 th Aug 2010). 2008/09 due May 2011.
NI 162	Learners achieving an Entry Level 3 qualification in numeracy.	143 (2008/09)	N/A	13 (HBC delivery only in	N/A	N/A	(latest available as at 4 th Aug 2010). 2008/09 due May 2011.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
				Q4)			
NI 164	Working age population qualified to at least Level 3 or higher	35.8% (Jan 08 – Dec 08)	N/A	37.5% (Jan 09 – Dec 09)			latest available as at May 2011 source https://www.nomisweb.co.uk The actual for 2009-10 has been amended due to the changes made to the definition.
NI 165	Working age population qualified to at least Level 4 or higher	18.1% (Jan 08 – Dec 08)	N/A	18.3% (Jan 09 – Dec 09)			latest available as at May 2011 source https://www.nomisweb.co.uk The actual for 2009-10 has been amended due to the changes made to the definition.
NI 166	Average earnings of employees in the area	£481.6 (2009)	N/A	£501.4 (2010)	N/A	N/A	latest available as at May 2011
NI 172	VAT registered businesses in the area showing growth	16.8% (2008)	N/A	N/A	N/A	N/A	latest available as at May 2011
NI 173	People falling out of work and on to incapacity benefits	0.9% (Q3 2007/08)	N/A	N/A	N/A	N/A	This data is not available from DWP
NI 174	Skills gaps in the current workforce reported by employers	17% (2009)	N/A	N/A	N/A	N/A	latest available as at May 2011

Appendix 4: Risk Control Measures

Ref	Risk Identified	Treatment Measure	Progress	Supporting Commentary
ER 1	Impact of the global recession on local business	Increased emphasis on business aftercare and the dissemination of inform to the business community		The recent announcement of deep public sector cuts will impact upon the capacity of both the Borough Council and partners to not only provide a comprehensive support service to business but also market those services to the business community
	Impact upon service delivery as a consequence of the abolition of the NWDA specifically the cessation of the LEAD programme and Innovation Voucher Scheme	Explore pan-LCR working and lobby new LCR LEP to continue business support programmes which support high growth companies in Halton. For example, the development of a LCR ERDF 4.2 bid and engagement of private sector companies who have been appointed to deliver national business support programmes		Halton companies have derived considerable benefit from the LEAD and Innovation Voucher Schemes. Historically Halton companies are second only to Liverpool in terms of accessing the schemes. The development of a pan-Merseyside Local Authority led approach to business support in the LCR will mitigate, to a degree, the impact of changes to business support provision
	The cessation, by TMP, of the pan-Merseyside Investor Development Programme	Engage with new, national, providers of UKTI investment and business support services		The cessation of the Investor Development Programme will severely limit the support that can be given to the Borough's large and foreign owned companies

Appendix 4: Risk Control Measures

Ref	Risk Identified	Treatment Measure	Progress	Supporting Commentary
ER 2	Impact upon service provision of anticipated reduction in core funding	Review and evaluation of non-essential service delivery		The anticipated magnitude of the reduction in core funding will necessarily mean that certain business support functions will cease

Appendix 5: Financial Statement

The Department's quarter 4 financial statement will be prepared once the Council's year-end accounts have been finalised and will then be made available via the intranet by 30th June 2011.

Appendix 6: Explanation of Symbols

Symbols are used in the following manner:

Progress		<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 whether the annual target is on course to be achieved</u>.</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 unless there is an intervention or remedial action taken</u>.</i>

Direction of Travel Indicator

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

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