

## Employment, Learning, Skill & Community Priority Based Report

**Reporting Period:** Quarter 3, Period 1 October 2012 – 31 December 2012

### 1.0 Introduction

1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2012/13; for services areas within the remit of the Employment, Learning Skill & Community Policy & Performance Board.

The report has been structured using the below key priorities:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

1.2 The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix 8. Please also note initials have been provided to indicate which Operational Director is responsible for commentary to aid members understanding, as shown in the key in the Appendix 8.

### 2.0 Key Developments

#### 2.1 Supporting Growth and Investment (WR)

##### 2.1.1 **Business Improvement District (BID)**

The formal process to secure a further five year Business Improvement District Programme at Astmoor and Halebank Industrial Estates is well advanced.

Business Improvement Districts or BIDs are a partnership between local authorities and local businesses to provide additional services or improvements to a specific area funded by an additional levy to the non-domestic rates.

All ratepayers in the BID area have the opportunity to vote on the proposed BID Programme. Approval of a BID has to meet two tests. Firstly a simple majority of those voting in the BID ballot must vote in favour. Secondly, those voting in favour must represent a majority by rateable value of the rateable properties of those voting.

The process by which businesses are balloted to ascertain their views with respect to the creation, or continuation, of a BID is strictly governed by statute. The following timetable has been, therefore, been put in place to satisfy the requirements of the relevant legislation :-

Date	Action
December 04 2012	Notice given to ballot holder (HBC) to hold BID Ballot.
December 05 2012	Ballot holder instructs Electoral Reform Society (ERS) of intention to ballot.
January 03 2013	ERS receives list of eligible BID businesses + wording for covering letter.
January 17 2013	Formal '42 Day Notice' of ballot issued to Department for Communities and Local Government.
January 31 2013	Ballot papers distributed by ERS.
February 28 2013	Close of Ballot.

The delivery of the ERDF 4.2 Business Support Programme is scheduled to commence in January 2013. In readiness for a January roll out a small Project Team has been created made up of a part-time Project Manager (in post) and a full time Project Support Officer (offered to existing Council staff as a secondment opportunity).

The Halton element of the pan-Merseyside ERDF 4.2 Business Support Programme will consist of firstly, a comprehensive business diagnostic which will generate a detail 'Strategic Plan for Growth' for each participating business. The 'Strategic Plan for Growth' will suggest further specific interventions which will enable the company to grow and achieve second stage growth.

The BIG team does not have the capacity or skill sets to deliver one to one, face to face business support. Expert consultancy support will, therefore, be procured utilising the Council's Matrix SProc.Net portal. The Matrix SProc.NET is a procurement portal employed by all Merseyside Local Authorities to source consultancy services.

The Team has, therefore, in partnership with Knowsley, Wirral and Sefton Councils, participated in numerous events to ensure that the programme has access to a ready supply of suitable consultants. It is anticipated that a company, consortia or group of consultants will be appointed in January 2013 to begin the diagnostic element of the programme with local companies.

## **2.2 Raising Skill Levels and Reducing Unemployment (WR)**

### **2.2.1 Matrix Accreditation**

The Employment, Learning & Skills Division successfully achieved accreditation following the Matrix Assessment in December 2012. The Matrix is a quality standard which is a requirement for delivery of certain services, for example, the National Careers Service.

The Matrix Standard will be used as an on-going quality improvement tool. Login details to the Matrix website will be issued in January 2013 in order to access the Continuous Improvement Check, which will support quality improvement within the Division.

### **2.2.2 Adult Learning & Skills Development Self-Assessment**

The Adult Learning & Skills Development service completed its annual Self-Assessment Report (SAR) in December 2012. Overall, the provision was self-assessed to be Good (Grade 2), this maintained the score from the previous outcome.

### **2.2.3 National Apprenticeship Service**

As part of the Liverpool City Region City Deal, Halton was given access to devolved National Apprenticeship Service (NAS) funding to support employers taking on apprentices. The incentive grant for those employers satisfying all criteria is £3k, with other incentive grants available from £1500.

The Employment, Learning & Skills Division recruited and appointed 3 apprentices during Q3. The apprentices will work across different teams offering information, data and support services.

### **2.2.3 Mersey Gateway Employment Plans**

Evaluation of the Mersey Gateway draft Employment & Skills Delivery Plans was undertaken with the Halton Employment Partnership (HEP) Manager acting as an evaluator and the Divisional Manager Employment, Learning & Skills acting as an expert witness. Final plans will be submitted in March 2013.

## 2.2.4 Efficiency Review

The Employment, Learning & Skills Division has been selected to take part in the next efficiency review workstream. The "As is" questionnaires were completed and submitted to the Efficiency Team in Q3, with the review starting proper in Q4.

## 2.2.5 Sills Funding Agency

Changes to Skills Funding Agency (SFA) funding require the Employment, Learning & Skills Division to offer additional qualification bearing courses. Urgent meetings with SFA took place in December 2012 to support the transition to the new model. Issues with conflicting SFA advice, problems with the Management Information System and MIS reporting has resulted in some clawback.

## 2.2.6 Work Programme

During Q3, HPIJ were issued with a Notice to Improve by A4E. This required the team to submit a Performance Improvement Plan setting out areas for development. Changes to Skills Agency Funding streams has meant that courses that were previously offered as non-accredited now have to be accredited. The Division successfully gained accredited centre approval from a range of awarding bodies (Ascentis, City & Guilds, ABC, British Computer Society, OCN and CACHE). Programmes commence in quarter three.

## 2.3 Enhancing Residents' Quality of Life (CP)

### 2.3.1 Library & Recreation Services

The public library services in the North West and Yorkshire & Humber regions (30 in total) have submitted a joint bid to the Arts Council for "Grants for Arts: Libraries" funding for a creative project called "Try Reading". This is a unique opportunity for libraries to widen the audience for literature by connecting with the Rugby League World Cup 2013. A programme of high quality reading, writing and drama events and an interactive digital portal will be built around the sport and associated themes for readers and writers. The outcome of the bid which is for £199,700 will be known in February 2013.

### 2.3.2 Stadium Fitness

Stadium Fitness Gym has seen a steady increase of all types of membership both pay-as-you-go and pay monthly. We also introduced for December 2012, 12 days for £12 and in January, 3 months for £50, these cash memberships have now brought in £2050.

The i-Pitch has over 100 Football and Rugby teams registered to play casual or block bookings at the Stadium, since the i-Pitch was introduced over 16,000 adults and children have used it for training or competitive games/training.

During November and December Stadium Fitness sports hall hosted the following events:

- Cheshire Police Commissioner Elections,
- Halton Business Fayre,
- Cheshire Schools Table Tennis competition,
- Cheeky Monkeys and Sequence Dancers Christmas Parties.

### 2.3.3 Membership Details

Type of membership	April 2012	Dec 2012
FULL	691	726
CASUAL ADULT	1676	1775
CASUAL JUNIOR	460	497
Halton Leisure Card	83	101

#### 2.3.4 Stadium Catering

Despite the economic down turn and lack of disposable income, the Christmas period at the stadium has gone very well with a variety of events taking place that saw over 3,000 customers attend the Stadium in December. These events included:

- Over 350 Senior Citizens lunchtime Christmas Parties
- Get Active Christmas lunch
- Let's Go Christmas lunch
- Halton Day Centre
- Sequence Dancers
- Horticultural Dinner
- Table Tennis

#### 2.3.5 Matches/Pitch Activities

- Widnes season ended in September 2012
- A friendly game was held between Widnes Vikings and Warrington Wolves on Boxing Day
- The Liverpool Ladies fixtures are now available on the stadium Web Site, advertising for these events will take place in the full Liverpool Match day programme, they are expecting to average over 800 spectators per game. In addition, 10 Liverpool Ladies Reserves games have taken place.

#### 2.3.6 Events

- 10 Weddings have taken place since September with a significant increase in the number actually getting married at the Stadium

Other significant events include:

- Adult Learning Awards
- School Public Speaking Competition
- Sports Development Recognition Evening
- Breakfast Business Meeting
- HEARTS Charity Night
- Mayor's Charity Race Night
- Irish Guard's Charity Night

#### 2.3.7 Bars

Live entertainment now takes place every Saturday, other entertainment includes: charity nights, quiz nights, regular poker night, twice weekly bingo, karaoke. A member of the Stadium Dart's Team (John Bowles) got to the second round of World Championship Darts Competition.

#### 2.3.8 Other Issues:

- Facebook now has 1500 likes (regular followers)
- The Stadium Website has noticed a significant increase in visitors of which 18% are from Widnes, 14% from London and 10% from Liverpool.
- The Stadium now receives, on average, 25 requests each week for details of activity dates, fee/prices and details of Stadium Fitness etc. most of which result in confirmed bookings.

### 3.0 Emerging Issues

#### 3.1 Supporting Growth and Investment (WR)

##### 3.1.1 Liverpool City Region Enterprise Partnership

Liverpool City Region (LCR) Local Enterprise Partnership (LEP) has secured £10,000,000 of funding under Round 3 of the Regional Growth Fund (RGF) for business support within the LCR, excluding the City of Liverpool.

The LEP intend to use RGF to provide grant support of between £100,000 and £1,000,000 per project based on a 1:5 ratio, that is for every five pounds the business puts in RGF will provide one pound. However, the LCR LEP is both an SME and has no reserves to pay grant prior to drawing down the RGF. The LCR Local Authorities have, therefore, agreed to underwrite the scheme.

The LCR Local Authorities are currently working with the LEP on the development of a Programme Delivery Plan together with a common project appraisal procedure in anticipation off an official programme sign off in March 2013.

Meetings have taken place with a number of the major commercial lenders, Merseyside Special Investment Fund, North West Fund, NW Access to Finance Team and the Chamber of Commerce to develop a support package to assist local companies to access the finance they need to grow. In 2013 it is intended that a marketing campaign will be undertaken to make local companies aware of the various financial product current available and to demystify the process by which companies access development capital.

### **3.1.2 Halton Economic Forum**

Planning has begun for the second Halton Economic Forum. The Forum will take place on Wednesday 13 March and the theme will be 'Science and Growing the Knowledge Economy'

## **3.2 Raising Skill Levels and Reducing Unemployment (WR)**

### **3.2.1 Adult Learning & Skills Quality Improvement Plan**

Management/staff meetings will take place throughout Q4 to complete the Adult Learning & Skills Quality Improvement Plan (QIP) associated with the annual self-assessment report. Additionally, a series of meetings and workshops will be rolled out in readiness for Ofsted inspection. LSIS consultants will carry out a "Health Check" in February 2013, to assess the provision's readiness for short-notice inspection.

### **3.2.2 National Apprenticeship Service Grant**

The NAS incentive grant will be available until end of March 2013. Should the 'deal' be successful, it is likely that the grant will be devolved for the next financial year. If not, the maximum grant that Halton can offer to employers taking on an apprentice will be £1500. The Employment, Learning & Skills Division will continue to champion apprenticeships in the borough, including within the Council. Further negotiations with the unions and HR are necessary to drive up the number of apprentices working in the council.

### **3.2.3 Mersey Gateway Employment & Skills Delivery Plan**

Once the final Employment & Skills Delivery Plans have been submitted by the 3 Mersey Gateway bidder consortia, the HEP Manager & Divisional Manager Employment, Learning & Skills will be involved in the final evaluation, leading to preferred bidder stage.

Interviews between each Employment, Learning & Skills managers and the efficiency team have been diarised for January 2013. Following these meetings, the efficiency team will meet with the Divisional Manager and then will begin a wider consultation with all divisional staff.

### **3.2.4 Skills Funding Agency**

SFA have selected Halton Borough Council to be part of a pilot for their new 'data handling query service'. This will ensure that all enquiries submitted by HBC to SFA will be carefully tracked and responded to and should help avoid conflicting advice being provided.

### **3.2.4 A4E Performance Improvement Plan**

The A4E Performance Improvement Plan was approved and referrals to HPIJ will be reinstated in Q4.

## 4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2012/13 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

## 5.0 Progress against high priority equality actions


5.1 There have been no high priority equality actions identified in the quarter.

## 6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key thematic priority areas.

### Supporting Growth & Investment (WR)

#### Key Milestones

Ref	Milestones	Q3 Progress
EEP2	Support Halton's key strategic priorities through bid-writing for large scale bids by March 2013	
EEP2	Maintain a comprehensive database of all commercial by March 2013	
EEP2	Deliver the BID Year 5 action plan by March 2013	

#### Supporting Commentary







All milestones related to supporting growth and investment are progressing in line with expectations.

The department has developed a Work Plan for bid-writing for 2012-13 through liaison with Strategic Directors to identify the priority bids for each Directorate. The Current Work Plan includes c 30 schemes. 3 large-scale bids for Heritage Lottery Fund and 10 bids averaging £250k each to Big Lottery Fund's Reaching Communities programme have been worked on. The department has also led on Regional Growth bid of £9.77m for the Sci-Tech Enterprise Zone.

The BIG Team continue to maintain a comprehensive database of all commercial property; that is development land, industrial and office space and retail units. A number of initiative have been put in place over the last twelve months to improve the on-line provision of property searches.

All outputs associated with the BID Year 5 Action Plan are on programme and on budget.

#### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
DIS LI 01	Occupancy of HBC Industrial Units	72%	85%	81%		
SCS ELS01	Increase the number of active enterprises within the Borough	2660 (2011)	2675	2715		
SCS ELS02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor Economy	25.94%	24%	26.34%		



### Supporting Commentary

A campaign to further promote our industrial units has resulted in an improvement in the quarters. However, looking across the portfolio, the property sector as a whole is fragile.

Performance against the business development indicators is showing a positive trajectory with the latest available data indicating that targets have been met.

## Raising Skills Levels & Reducing Unemployment (WR)

### Key Milestones

Ref	Milestones	Q3 Progress
EEP3	Deliver Work Programme via sub contract arrangements to Prime Contractors A4E and Ingeus Delotte in line with the contract	
EEP3	Ensure that all monthly reviews of performance of the Work Programme contract are undertaken	











### Supporting Commentary

Targets for Ingeus job starts in Q3 were achieved successfully however targets for A4e were underachieved in Q3.

Monthly reviews took place in October, November and December the next quarter review will take place January 2013. Monthly reviews consider all operational targets and progress made.

During Q3, A4E issued a Notice to Improve due to underachievement of job starts. A Performance Improvement Plan was submitted and accepted by A4E. Both contracts will be re-profiled in Q4.

### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
SCS ELS03	Increase the number of people classed as self-employed	5.7% (Sept 10 to Oct 11)	6.5%	6.4% (Jul 11 – Jun 12)		
SCS ELS04	Reduce the proportion of people with no qualifications	12.8% (2010 calendar year)	12%	11.5% (2011 calendar year)		
SCS ELS05 Revised NI165	Increase the percentage of people achieving NVQ Level 4 and above	21.3% (2010 calendar year)	23.5%	24% (2011 calendar year)		
SCS ELS07 NI152	Reduce the percentage of people registered unemployed and seeking employment	5.8%	5.2%	5.1% (October 2012)		
SCS ELS08	Reduce the percentage of the working age population claiming out of work benefits	18.9% (Aug 11)	18%	17.11% (October 2012)		
ELS LI03	Number of starts on DWP Work Programme	Contractual arrangements prevent publication of this information at the point of writing this report				

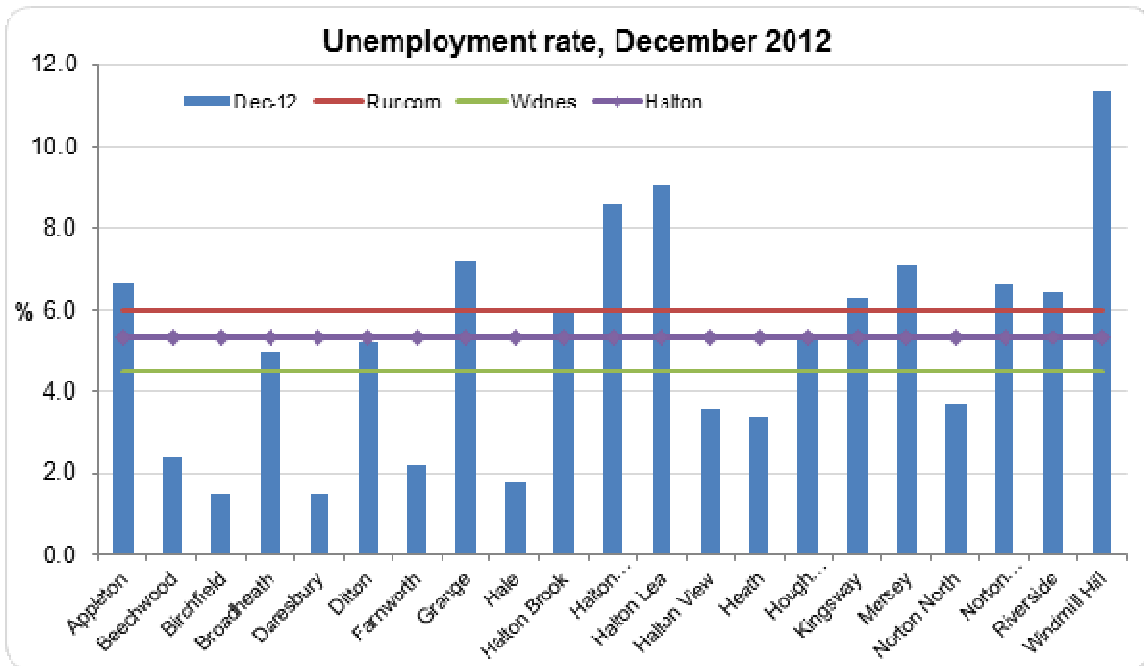
### Supporting Commentary

Self-employment has increased, although at June 2012 (latest available data) performance indicates it has yet to meet the target for the end of the year.

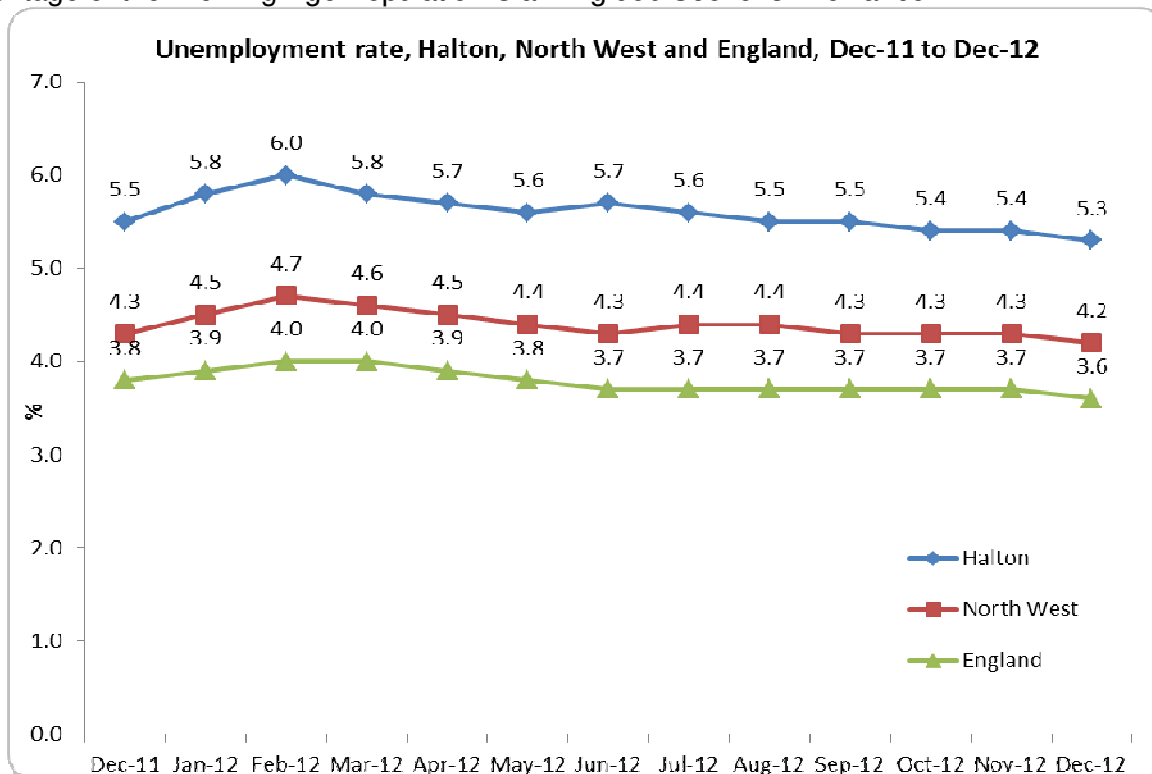
There have been 125 learners accessing HBC Skills for Life and Employability courses have achieved Literacy/Numeracy qualifications up to Quarter 3.

Both qualification indicators are showing positive improvements for the latest information available and have met the targets set. The Employment Learning and Skills division are continuing to deliver courses to further improve these outcome measures.

October figures from JCP show that there are 4207 JSA claimants, equating to 5.1% of the working age population. Given the new census data, Halton's working age population cohort has increased by 4500; with the reduction in those claiming JSA, the direction of travel is very positive. Further information around the unemployment rates is given overleaf with detailed breakdown by ward and in comparison with the North West and England averages.



Percentage of the Working Age Population Claiming Job Seeker's Allowance










Halton's unemployment rate has been gradually decreasing since the peak in December 2012. Halton remains higher than both the North West (4.2%) and England rate (3.6%) where the trend is a continued reduction from the peak in the spring.

## Enhancing Residents' Quality of Life (CP)

### Key Milestones

Ref	Milestones	Q3 Progress
CE1	Commence development of new Sports Strategy (2012-2014) by March 2013	
CE1	Use promotional events to increase participation and raise awareness associated with Sporting Excellence and 2012 Olympics by August 2012	
CE4	Undertake CIPFA PLUS survey (public library user survey for Adults) due to take place September 2012	
CE4	Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter March 2013	
CE4	Deliver a programme of extended informal learning opportunities including support for digital inclusion through the Race Online and Go ON campaigns meeting identified local targets by March 2013	
CE4	Implement efficiencies in stock procurement processes through the introduction of electronic invoicing, supplier selection and direct delivery by March 2013	

### Supporting Commentary

#### Sports Strategy Development

Halton Sports Strategy 2012 – 2015 adopted in July 2012.

#### Awareness raising

Join in Local Sport – A 2 week promotion campaign for local sports providers. 55 free sessions; 20 swim for £1 sessions; 6 free junior swim; 1 main event held at Halton Stadium which 500 people attended.

Local Olympic and Paralympic sports makers and torch bearers promoted and assisting with local events. Press releases x 12 and 2 radio interviews.

2 new activities – chair exercise at Queens close and workplace zumba at Halton Lea.

#### CIPFA PLUS Survey

The CIPFA PLUS Survey for Adults was undertaken during October 2012. The results are available now and should go to the March PPB.

#### Reader Development

The Supporting Change lottery funded project at Halton Lea Library staged an Open Day involving 7 local services and other activities to celebrate Older People's Day at the beginning of October, 80 people attended these events

National Poetry Day was celebrated at Runcorn Library with Eleanor Rees reading a selection of her poems.

8 schools have been engaged in visits to the libraries this quarter with over 550 children participating in the sessions.

#### Informal Learning Opportunities

127 one to one support sessions have been delivered covering job seeking, how to get online, online basics, setting up e-mail accounts, social networking and safe internet use.





The Digital Job Hub has been delivered at both at Halton Lea and Widnes Libraries this quarter with 18 sessions having taken place with over 150 attendances.

### Stock Procurement Efficiencies

Library Management System software has been developed to enable electronic invoicing and is currently being tested prior to its implementation.

Supplier selection for Adult and Children's fiction was introduced April 2012. Direct delivery is being investigated with our current book supplier.

### Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
<b>CE LI 6</b>	Number of active users of the library service during the last 12 months.	New Measure	22,500	16,733		N/A
<b>CE LI 6a</b>	Number of visits to libraries (annual total).	New Measure	599,000	448,900		N/A
<b>CE LI 7</b>	Percentage of the adult population (16+) participating in sport each week (Previously NI8).	24.5%	24.0%	21.7%		

### Supporting Commentary

CELI 6, 6a – Increase from last quarter in registered users up from 57,826 to 59,373 but reduction in the number of active users from 17,372 to 16,733 due to seasonal trends. Alternative format materials as well as online resources are now having an impact on the number of people actively borrowing stock.

CE LI 7 – The Councils Leisure Centre user figures continue to increase, but at a much slower rate than in previous years. The 2012 Olympics and Paralympics did generate more enquiries. Sports clubs and community classes have reported a decline in adult membership/attendance due to financial pressure.

There has been an increase in the number attending free taster sessions, walking/jog programmes. Continue to support existing clubs and groups and organise and encourage use of the natural environment. The Council won an England Athletic award for its "Jog in Halton" project.

Clear statistical evidence exists that the current difficult economic situation, which began 2008 and still continues, has had a statistically significant effect on the level of sports participation. NI 8 is report as a 2 year cumulative rate falling from 24.5% October 2009 to October 2011 to 21.7% October 2010 to October 2012, published in December 2012. This could take account of the removal of the free swim for over 60s.

Sport England new strategy has no numerical participation targets but an ambition for year on year growth and focus on 1 x 30 minutes of sport, with Halton's 1x30 now at 35.3%.

Rolling results are next due June 2013 and the survey will be extended to include 14 & 15 year olds.

## 7.0 Financial Statements

### ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

#### SUMMARY FINANCIAL POSITION AS AT 31 DECEMBER 2012

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,493	3,546	3,606	(60)
Repairs & Maintenance	2,585	2,051	2,164	(113)
Energy & Water Costs	626	532	476	56
NNDR	854	813	763	50
Rents	683	624	647	(23)
Marketing Programme	98	27	27	0
Promotions	41	29	28	1
Supplies & Services	1,332	852	807	45
Agency Related Payments	90	33	33	0
<b>Total Expenditure</b>	<b>10,802</b>	<b>8,507</b>	<b>8,551</b>	<b>(44)</b>
Sales	0	0	0	0
Fees & Charges	-319	-283	-284	1
Rent - Markets	-806	-629	-609	(20)
Rent - Industrial	-613	-484	-447	(37)
Rent - Commercial	-1,099	-874	-784	(90)
Government Grant Income	-913	-791	-791	0
Transfer from Reserves	-45	-220	-220	0
Recharges to Capital	-754	-167	-118	(49)
Reimbursements & Other Grant Income	-662	-471	-471	0
Schools SLA Income	-684	-647	-629	(18)
<b>Total Income</b>	<b>-5,895</b>	<b>-4,566</b>	<b>-4,353</b>	<b>(213)</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,907</b>	<b>3,941</b>	<b>4,198</b>	<b>(257)</b>
Premises Support	1,518	1,151	1,151	0
Transport Support Costs	47	33	33	0
Central Support Service Costs	2,057	1,579	1,579	0
Asset Rental Support Costs	3,464	8	8	0
Repairs & Maintenance Recharge Income	-2,393	-1,795	-1,795	0
Accommodation Recharge Income	-3,344	-2,508	-2,508	0
Central Supp. Service Rech Income	-1,833	-1,416	-1,416	0
<b>Total Recharges</b>	<b>-484</b>	<b>-2,948</b>	<b>-2,948</b>	<b>0</b>
<b>Net Expenditure</b>	<b>4,423</b>	<b>993</b>	<b>1,250</b>	<b>(257)</b>

The expenditure for employees is above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover compared to staff vacancies across the Division and will be closely monitored throughout the financial year.

A recent reduction in the Repairs & Maintenance budget has resulted in an in-year overspend. This is only temporary and is restricted to the current financial year as a retendering exercise has been carried out (which will result in a reduction of planned maintenance expenditure) ensuring the budget is balanced in future years.

Energy and water costs are under budget as a result of improvements that are currently being implemented throughout the Council. Business rates are under budget due to the revaluation of various properties within the Council.

In order to ease budget pressures only necessary spending on supplies and services has occurred in year.

Rental Income (including Markets; Industrial Estates & Commercial) is currently showing a shortfall due to vacant unites across all three areas. Work is being carried out to promote these units and there is a possibility that activity levels will change as the financial year progresses. Budgets will be monitored closely throughout the year to make sure the financial impact is limited and action taken to balance the Directorate budget at year-end.

In overall terms it is anticipated that net expenditure will be above the overall departmental budget by year-end, primarily as a result of the shortfalls in income outlined above. Steps will therefore need to be taken where possible to reduce expenditure to offset the shortfalls in income.

**COMMUNITY & ENVIRONMENT DEPARTMENT**

**REVENUE BUDGET AS AT 30 SEPTEMBER 2012**

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	11,457	8,625	8,977	(352)
Other Premises	1,200	858	720	138
Supplies & Services	1,377	1,078	842	236
Book Fund	245	169	156	13
Promotional	260	255	253	2
Other Hired Services	925	598	582	16
Food Provisions	861	589	518	71
School Meals Food	1,656	884	830	54
Transport	43	39	39	0
Other Agency Costs	121	88	65	23
Waste Disposal Contracts	5,113	2,414	2,364	50
Leisure Management Contract	1,493	870	886	(16)
Grants To Voluntary Organisations	72	63	64	(1)
Grant To Norton Priory	222	222	224	(2)
Rolling Projects	286	68	68	0
Transfers To Reserves	10	0	0	0
Capital Financing	59	9	8	1
<b>Total Spending</b>	<b>25,400</b>	<b>16,829</b>	<b>16,596</b>	<b>233</b>
<b><u>Income</u></b>				
Sales Income	-1,948	-1,402	-1,333	(69)
School Meals Sales	-2,173	-1,066	-1,129	63
Fees & Charges Income	-2,393	-1,787	-1,587	(200)
Rents Income	-178	-159	-124	(35)
Government Grant Income	-31	-38	-43	5
Reimbursements & Other Income	-476	-377	-392	15
Schools SLA Income	-2,037	-1,931	-1,969	38
Internal Fees Income	-123	-72	-37	(35)
School Meals Other Income	-369	-261	-279	18
Meals On Wheels	-193	-145	-154	9
Catering Fees	-226	-169	-64	(105)
Capital Salaries	-101	-75	-69	(6)
Transfers From Reserves	-298	-17	-17	0
<b>Total Income</b>	<b>-10,546</b>	<b>-7,499</b>	<b>-7,197</b>	<b>(302)</b>
<b>Net Controllable Expenditure</b>	<b>14,854</b>	<b>9,330</b>	<b>9,399</b>	<b>(69)</b>

## CAPITAL PROJECTS AS AT 30 SEPTEMBER 2012

<b>Recharges</b>				
Premises Support	1,329	832	833	(1)
Transport Recharges	2,343	1,848	1,852	(4)
Departmental Support Services	9	0	0	0
Central Support Services	2,757	2,080	2,079	1
Asset Charges	2,459	0	0	0
HBC Support Costs Income	-307	-307	-307	0
<b>Net Total Recharges</b>	<b>8,590</b>	<b>4,453</b>	<b>4,457</b>	<b>(4)</b>
<b>Net Departmental Total</b>	<b>23,444</b>	<b>13,783</b>	<b>13,856</b>	<b>(73)</b>

Comments on the above figures:

In overall terms the Net Operational budget is £73,000 over budget profile at the end of the third quarter of the financial year.

Staffing related expenditure is over budget profile by £352,000, although this is primarily due to the £ 513,000 savings target for premium pay, staff turnover and terms and conditions budget reductions. Agency staff is still being used to keep services running at full capacity in the Open Spaces and Waste Management Divisions with expenditure of over £252,000 so far. In Open Spaces this has been necessary to cover up to ten long term illnesses, but this is now diminishing. Waste Management have also had a number of long term illnesses and two of these will continue for at least the rest of this financial year. One recent return to work should reduce agency costs slightly for the remainder of the year. Most other employee costs are under budget profile across the department with exception of the Stadium Catering and Matchdays.

Other Premises costs and Supplies and Services are both currently under budget profile. Advertising and purchasing of dustbins remains low as does need for repair in school kitchens. Expenditure incurred on utilities and Rates is still lower than expected at this point of the year.

Expenditure on food provisions for both catering and school meals remain lower than anticipated though related sales for catering also remain low, so adversely affecting related income. Internal Catering Fees Income is also under budget profile due to the continuing trend of reduced internal orders for catering across the council as a whole. School Meals incomes continue to benefit from the recent price increase of school meals and school breaks are also expected to over achieve against target.

Fees & Charges income is still under achieving on its budget target across most divisions of the department, mainly due to an unachievable target on Open Spaces, suite hire at the Stadium and a fall in Trade waste within Waste Management partly due to companies going into administration. Income budgets are currently being investigated to determine if they can be realigned to reflect more accurately income levels generated from the service provided.




Rental income will be considerably reduced this current financial year due to Everton Football Club no longer using the Stadium. The annual effect of this will be in the region of £ 50,000.

**CAPITAL PROJECTS AS AT 31 DECEMBER 2012**

	<b>2012/13 Capital Allocation £'000</b>	<b>Allocation To Date £'000</b>	<b>Actual Spend To Date £'000</b>	<b>Allocation Remaining £'000</b>
Stadium Minor Works	30	18	18	12
Stadium Disability Works	25	12	12	13
Children's Playground Equipment	96	88	34	62
Landfill Tax Credit Schemes	340	20	20	320
Arley Drive (Upton)	72	20	6	66
The Glen	5	1	2	3
Crow Wood	12	0	0	12
Open Spaces Schemes	150	87	52	98
Runcorn Cemetery Extension	71	38	61	10
Installation of 5 Multi Use Games Areas	29	15	0	29
Dev of Facilities at RTH Park	73	73	75	(2)
Playground Runcorn Hill Park	48	43	44	4
Litter Bins	28	18	23	5
Cremators At Widnes Crematorium	350	0	0	350
Runcorn Busway Works For Gas Powered Buses	90	0	0	90
Castlefields Recycling Scheme	30	0	0	30
	<b>1,449</b>	<b>433</b>	<b>347</b>	<b>1,102</b>




## 8.0 Appendix – Explanation for use of symbols

Symbols are used in the following manner:

<u>Progress</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

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

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

### Key for Operational Director Lead

WR – Wesley Rourke - Operational Director Economy, Enterprise & Property  
 CP – Chris Patino - Operational Director Community and Environment