

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

Reporting Period: **Quarter 3 – 1st October 2016 – 31st December 2016**

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 2016/17 for service areas within the remit of the Employment, Learning, Skills and Community (ELSC) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to Employment, Learning, Skills and Community (ELSC) Policy & Performance Board i.e.:
 - Employment, Learning and Skills
 - Community Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

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

Employment, Learning & Skills

- a. Ways to Work Project

The Project is designed to help people of all ages develop their skills, gain training and start employment. The total amount of ESF allocated is £29.5m, with HBC accessing £2.1m for the three year project. The Grant Funding Allocation (GFA) has been issued to this project therefore Government are legally committed. Project delivery commenced in Halton in January 2016 and has submitted 4 quarterly claims. The project is now supporting up to 281 local residents with Careers Advice and Guidance and 30 have started paid work placements with local employers to gain experience and develop their skills.

- b. New Markets 2

This is a business support programme for more developed businesses to help them access new market opportunities by using specialist consultants for activities such as marketing etc. This project will draw down £5.6m of ERDF for a range of delivery bodies across the City Region including Sci-Tech Daresbury. Two information / engagement events were held at The Innovation Centre at Sci-tech Daresbury during quarter 3 to raise awareness of the project and start the process of engaging with the businesses on campus.

c. Include IT-Mersey

The Council are also part of a Liverpool City Region wide consortium bid with the Voluntary Organisation Learning Association (VOLA) who are the lead applicant for a Digital Inclusion Project through the Big Lottery Fund (BLF) Building Better Opportunities call. BLF are an 'Opt In' provider of the European Social Fund who have recently released two calls; 'Digital Inclusion' and 'Financial Inclusion'. The total amount of funding available is £1.6m for Digital and £2.5m for Financial. The 1st stage application, submitted by VOLA, a social enterprise organisation has been successful and VOLA have now submitted a 2nd stage application in November. It is envisaged that a final decision regarding this contract award will take place in early 2017.

d. Liverpool City Region Integrated Business Support (LCRIBS) Programme

The Liverpool City Region Integrated Business Support (LCRIBS) programme within Halton continues to progress well. There are 120 businesses listed on the Halton LCRIBS database. Of these 83 are engaged in the programme and are either in, or have completed, the Diagnostic Phase. Of these 62 are in the Specialist Assistance Phase. The target for 2016 was 29 SMEs assisted. This target has been met in full. The delivery of the LCRIBS programme within Halton is integrated with the Halton Growth Hub service and to date there have been 410 LCRIBS engagements.

e. Business Growth Hub Brokerage Service

The Growth Hub Service has been operational since May 2016. A number of Liverpool City Region wide initiatives that are now available to Halton businesses. The latest additions to the service include:-

f. Skills for Growth

As part of the Liverpool City Region Local Growth Deal with Government, the City Region have been awarded £3.05m across 2016/17 and 2017/18 to deliver a Skills for Growth programme of training support to businesses including independent and impartial advice through a Brokerage Service working across the Liverpool City Region.

The Brokerage Service will provide a gateway to skills provision and financial support for training with Skills Brokers supporting businesses to identify their training needs. Brokers will also advise on Apprenticeship reforms including the introduction of the Apprenticeship Levy, Digital Apprenticeship Service and changes to how Apprenticeship Standards are developed.

Skills for Growth financial support will support eligible businesses within the Liverpool City Region to co-invest in training to improve the skills and productivity of their workforce. The service can provide eligible SME's with up to 80% funding towards eligible training courses and non SME's with up to 50% funding.

g. LCR 4.0

The LCR 4.0 initiative is designed to help manufacturing organisations benefit from, what has been termed, the '4th Industrial Revolution'.

Part funded by the European Regional Development Fund, LCR 4.0 creates a collaborative community that connects SME's to expertise and support from key knowledge assets in the region through a dedicated LCR 4.0 team which helps SME's explore the potential of Industry 4.0 technologies by providing support ranging from research and development, knowledge transfer and the acceleration of ideas from concept to commercialisation. This initiative brings together a breadth of resources

including the Hartree Centre and Virtual Engineering resources in Daresbury to support manufacturing innovation and growth.

h. Growth Hub Halton Business Brokerage Service

Since the official launch in May 2016 the Halton Growth Hub has responded to 409 business enquiries helping businesses access over 638 initiatives.

Activity for Quarter 3 includes engagement with 132 Halton based businesses and undertaking 81 business diagnostics. This activity helped businesses access 160 business initiatives including brokerage to:-

Business Support Agency\Initiatives	Referrals
Start-up/Enterprise	22
Regional Growth Fund	3
LCRIBS	34
MSIF	4
Property / Investment	27
DIT	1
Training	15
Events	2
Chamber Services	3
Sensor City	1
Skills for Growth	1
Low Carbon Eco	2

- i. Specification drawn up and 6 month contract awarded to Sysco for a Skills Factory piece of work at Sci Tech Daresbury. The Skills Factory is modelled on the Black Country Skills Factory concept with the objective of addressing skills needs on the Sci Tech campus
- j. Delivery of the Ways to Work ESF contract continued with the third claim and third change control being submitted. Additional ESF funding has been awarded to Halton Borough Council on behalf of the Combined Authority to deliver an 18 month Apprenticeship Services contract for the Skills Funding Agency.
- k. Liverpool City Region Apprenticeship Hub – the Council continued to manage this service and during Quarter 3 2 key events took place in the city region. The first was an Apprentice Ambassador Workshop to determine levels of interest from ambassadors with regards to supporting the city region’s apprenticeship agenda. The second was an event to seek interest from a range of agencies/partners across the city region in supporting the implementation of the Hub Strategy 2015-2020. The final announcements on Apprenticeship Reforms were announced in Quarter 3 and the Hub will be instrumental in helping businesses and providers understand the impact of these reforms on their operations.
- l. The Halton People into Jobs service continues to perform highest in the country on the DWP Work Programme (Ingeus contract). The Work & Health Programme will replace the Work Programme, once referrals cease at the end of March – these final referrals will be on programme for 52 weeks. It is unclear when the new programme will be implemented but Halton, along with city region colleagues, is engaged in the consultation process with DWP and has expressed interest in being part of the supply chain.

- m. Discussions have continued with Alstom and Emovis with regards to recruitment for their new facilities in Halton. The first few Emovis jobs have been advertised through Halton Employment Partnership and work is underway to develop a bespoke pre-employment programme with them to support recruitment of customer service staff.

Community Services

- n. Library Service
Savings: The public consultation on potential changes to the opening hours at Ditton Library, and the staff consultation on a proposed restructure have both now closed. These plans form 2017-18 budget savings proposal for the service.

Sports & Recreation

- o. Active Halton
The 'Active Halton' brand is now highly visible in the Leisure centre and wider community activities. The Active Halton website is being used and the online leisure centre booking is operational, with regular customers and new customers able to book activities online.
- p. Increase Participation and Widen Access
Fitness memberships across the leisure centres have seen a significant increase due to the recent refurbishments and marketing campaigns. Swimming Lessons are slightly down on last year. This is mainly due to recruitment issues.
- q. Holiday Programming (October)
The leisure centres ran a variety of swimming lesson programmes suitable for children age 3+. Sessions and programmes such as beginner and intermediate, snorkelling (an adventure hunt in the water using your snorkelling skills) and swimming camps (to help children progress through water based skills) etc. Currently working with a number of schools, to widen the programme on offer.
- r. Frank Myler Pavilion Activity Programme
There are now 25 community classes on offer each week and 8 groups training at Frank Myler Pavilion each week. A number of teams are using the established pitches and Multi Use Games Area (MUGA) on site for training and fixtures at the weekend.

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

- a. European Programme 2014 – 20
As part of the Skills Factory project, there is an opportunity to bid for some skills capital monies through the Single Investment Fund. Applications are due in on 24th January and a small task group has been set up to pull a bid together. The capital would be used to develop a new physical training facility on the campus and would require an element of match funding.

LCR Apprenticeship Hub – HBC has been asked to take on the Accountable Body role for this project and will include the creation of a number of new roles including an overall Project Manager. Recruitment will take place in Q4. The value of the contract is £900k and will run until July 2018.

It is nearly 4 years since the Division was inspected by Ofsted. Inspection planning is underway with staff, including updating key documents (e.g. Quality Improvement Plan). The inspection will be a short inspection (2 days) – during this time, Ofsted may deem the service to be in a similar position to the last inspection and therefore judge it to be the same. However, if, during the 2 days, evidence comes to light that the service has changed significantly, then this would spark a full inspection and there is a strong possibility that the current grade could reduce/increase.

b. Apprenticeship Hub and Skills Shows

The SFA had awarded a contract to Greater Merseyside Learning Provider Federation for Capacity building (c. £0.876m) in October 2016. This contract offer was subsequently withdrawn in early December 2016 due to an inadequate Ofsted inspection. The contract is in the process of being awarded to HBC on behalf of the Combined Authority but there is again a delay of 3 months in this support being operationalised.

Sports & Recreation

c. Leisure Centres

We are reviewing how we deliver leisure services to see where further efficiencies can be made, by doing things differently. The Councils aim is to create sustainable and long-term leisure provision in Halton, run with minimum subsidy.

Library Service

d. Digital Infrastructure:

Reliability of library Wi-Fi network and outdated hardware offer in libraries continues to undermine capacity to support users to get online and develop digital skills. Investment is required to lessen impact on planning and allow for potential external funding opportunities to be applied for.

e. Organisational capacity:

Impact on service delivery of the potential restructure as part of the budget savings proposal.

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 2016 – 17 Directorate Business Plans.

Progress concerning the implementation any relevant high-risk mitigation measures was reported to the various Policy and performance Boards 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 Councils 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	Implement delivery of A4E/ Ingeus Work Programme contracts for Year6 by June 2016 (DM ELS, EEP)	
EEP 02c	Deliver successor Merseyside Business Support Programme April 2016	
EEP 02d	Deliver ESF Ways to Work April 2016	
EEP 04a	By March 2017 provide a comprehensive programme of training through targeted 'Inspire' and 'Continuous Improvement Workshops' (Divisional Manager, Employment, Learning and Skills)	
EEP 04b	Complete the annual Matrix review to retain Matrix accreditation across the ELS division by April 2016 (Divisional Manager, Employment, Learning and Skills)	
EEP 04c	Deliver year 6 of the A4e/Ingeus Work Programme contracts (initially 5 yr. contracts) by June 2016 (Divisional Manager, Employment, Learning and Skills)	
EEP 04d	Secure extension to A4e/Ingeus Work Programme contracts (initially 5 yr. contracts) by June 2016 (Divisional Manager, Employment, Learning and Skills)	
EEP 04f	Create a Skills Brokerage service as part of a wider 'Skills Factory' model at Sci Tech Daresbury by July 2016	
EEP 04g	By December 2016 create a Coaching and mentoring team amongst the tutors which will promote professional discussion and create opportunities to learn and apply new skills in an atmosphere of trust and open professional relationships (Divisional Manager, Employment, Learning and Skills)	

Supporting Commentary

EEP 02a

Year 6 delivery commenced April 16. A review of all advisor caseloads has been completed and meetings held with Jobcentre Plus to identify effective ways of engaging with customers that do not attend

mandatory activity. Tracking is also being completed to identify any hidden performance and to generate additional revenue through to March 2017.

EEP 02c

The Liverpool City Region Integrated Business Support (LCRIBS) programme is fully contracted, all procurement has been completed and the programme has begun to deliver against output targets.

EEP 02d

- ESF / YEI funding is matched with Youth Employment Gateway (YEG) funding from January 2016
- There have been 298 starts on the programme at the end of ESF Q4 (January 2016 - December 2016). Outputs exceed targets set.

EEP 04a

Achieved. Training is based around a needs analysis using Observation of Teaching and Learning areas for improvement and as well as workshops and training days now incorporates peer exchange group drop in sessions and individual support where appropriate.

EEP 04b

Matrix accreditation achieved 23rd March 2016. Due for annual assessment March 2017.

EEP 04c

Year 6 delivery commenced April 16. A review of all advisor caseloads has been completed and meetings held with Jobcentre Plus to identify effective ways of engaging with customers that do not attend mandatory activity. Tracking is also being completed to identify any hidden performance and to generate additional revenue.

EEP 04d

Year 6 extension secured. Discussions will take place between DWP and both Prime Providers towards the end of the year regarding a possible year 7 extension.



















EEP 04f

Following a successful tender process, Cisco have been appointed for a period of 6 months and will commence the service in October 2016. An invitation to tender has been drafted but will be released via the Chest after the summer period to maximise responses. The service will be in place from September to March 2017.

EEP 04g

Two members of the team successfully achieving accreditation (ILM3 Coaching in the Workplace). Analysis of the reflective study of those involved and according to the principles of coaching we identified that it would be more effective if the Tutors were able to access a Coaching team that was outside of their own peer/management group. Mentors are provided to any staff who achieve less than Good in their performance review. HBC's Learning and Development team delivered a presentation to all staff at December Continuous Improvement Workshop raising awareness of the training opportunities for coaching, the benefits of coaching and ways to access the new corporate Coaching team (organised by the L & D team and available to all Council staff) that is expected to be rolled out in April 2017.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 04	Number of Jobs Created (from projects managed by EEP)	N / A	40	N / A	N / A	N / A
EEP LI 05	Number of Jobs Safeguarded (from projects managed by EEP)	N / A	100	N / A	N / A	N / A
EEP LI 06	Number of Enrolments (Adult Learning)	N / A	3600	1312		
EEP LI 07	Number of People supported into work	N / A	532	432		
EEP LI 08	Percentage of learners achieving accreditation	N / A	37%	N / A	N / A	N / A
EEP LI 09	Number of Businesses Supported	N / A	40	132		
EEP LI 11	Reduce the proportion of people with no qualifications	7100	TBC	Not Available	N / A	N / A
EEP LI 12	Increase the percentage of people achieving NVQ Level 4+	17,400	TBC	Not Available	N / A	N / A
EEP LI 20	Number of new apprenticeship starts in Halton Borough Council	13	10	15		
EEP LI 21	Overall success for learners through the adult learning programme	89%	90%	N / A	N / A	N / A
EEP LI 22	Number of tutors graded good or outstanding	86%	85%	N / A	N / A	N / A
EEP LI 23	Number of schools and nurseries engaged in family learning	23	30	23		
EEP LI 24	Total number of job starts on DWP programme (People Plus)	94	90	99		
EEP LI 25	Total number of job starts on DWP programme (Ingeus)	212	180	152		
EEP LI 28	Monthly reviews of performance of the Work Programme contract undertaken	100%	100%	100%		
EEP LI 29	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period)	42	15	20		

Supporting Commentary

EEP LI 04 & 05

The total number of jobs safeguarded is based on projects being managed by the EEP department. This will be reported annually.

EEP LI 06

The enrolment figure represents the first term of the academic year and is on track to reach the full year target, however the figure is lower than previous year (1365).

EEP LI 07

84 Work Programme and 12 YEG customers supported into employment in Q3.

EEP LI 08

81 learners achieved a qualification in Q3 (Oct – Dec 16). The 2016/17 academic year commenced in September 2016 and will continue to July 2017 so the % figure will be reported on an annual basis. A large proportion of learners will achieve qualifications in the Spring and Summer terms.

EEP LI 09

As outlined in the key developments section of the report a number of business support projects are progressing well.

EEP LI 11 & 12

Data updated on an annual basis.

EEP LI 20

Work is taking place to ensure the organisation is ready for changes to apprenticeships in April 2017.

EEP LI 21

Q3 data shows recorded achievement rate to date, however there are more achievements yet to be input and therefore the final Q3 figure will be higher. Final year end data not completed.

EEP LI 22

Autumn observations complete – awaiting Moderation with management OTLA team.
First round of observations not due until October 2016 (Termly Oct-Feb-May).

EEP LI 23

6 schools were engaged in Q3 but it has proved difficult to engage parents in nursery provision. 23 schools and nurseries were engaged in 2015/16 academic year (Aug 15 – July 16). The academic year runs from September (quarter 2).

EEP LI 24

Total number of jobs sourced for customers in Q3 was 12.

EEP LI 25

Total number of jobs sourced for customers in Q3 was 44.

EEP LI 28




Meetings were held with Ingeus and People Plus to review performance throughout Q3.

EEP LI 29

12 individuals with disabilities/health conditions were supported in to permitted/paid work during in Q3

Community Services

Key Objectives / milestones

Ref	Milestones	Q3 Progress
CE 01a	Leisure Centre operations brought back in house	
CE 01b	Deliver a comprehensive programme of Sport and Physical Activity throughout Halton	
CE 01c	Reduced the number of inactive people in Halton	
CE 01d	Active Halton brand rolled out.	
CE 02a	Identify areas for improvement in line with the Business Plan and Marketing Plan (this will drive the development of milestones for 2017/18) - January 2017 .	
CE 04a	Deliver a programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets - March 2017 .	

Supporting Commentary

CE 01a

After a very detailed and extensive work plan involving many departments within the Council the transfer was achieved seamlessly.

CE 01b

The sports programme this year will surpass any previous years; this is due to additional resources received from CSAF and local partners for the Get Active project.

CE 01c

The Sport and Recreation Team continue to support inactive people, including supporting exiting non sporting groups and signposting individuals to the many activities on offer in Halton

CE 01d

The Halton brand has been very well received and has been rolled out to all Council run sports venues in the Borough

CE 02a

Managers continue to work closely with Corporate Marketing to improve usage and uptake of all the various suites within the Stadium. A number of new events have been pencilled in that will see a number of new revenue streams introduced over the next twelve months.

CE 04a

Children & young people:

- 1285 children, parents & carers attended story sessions that demonstrate the value of reading with children, and the impact on speech and learning development.
- 412 children & teachers took part in library class visits to learn about libraries, reading & learning opportunities.




Digital inclusion

- 348 adults attended work clubs & IT clinics to learn digital skills to support job seeking.
- 795 adults & young people were helped to develop digital skills through 1-2-1 support from library staff – new skills included downloading Ebooks, using Skype, printing from emails, downloading apps, registering to vote, using new devices.

STEM skills development:

- 69 people attended code clubs to learn how to make computer games, animations and websites by learning how to code.
- 349 children attended, learning through play, LEGO / K-Nex clubs to develop building, engineering, creative thinking & problem solving skills.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 04	% of adult population (16+) participating in sport each week.	23.80%	24.00%	N / A	N / A	N / A
CE LI 15	Number of active users (physical & digital resources) of the library service during the last 12 months.	255,095	320,000	294,105		N / A
CE LI 16	Number of physical and virtual visits to libraries (annual total)	323,779	440,000	385,210		
CE LI 17	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)	N / A	Target to be agreed and established from baseline data in next financial year	N / A	N / A	N / A
CE LI 18	Percentage of people physically inactive (KPI 2 from Active Lives survey)	N / A		N / A	N / A	N / A
CE LI 19	Percentage of adults utilising outdoor space for exercise/health reasons (MENE survey)	N / A		N / A	N / A	N / A

Supporting Commentary

CE LI 04

The Active Lives survey will replace Active People Survey, the reporting schedule has yet to be confirmed, but it is anticipated it will follow the same format as its predecessor (Dec 16). The new survey has been designed to be as flexible as possible in order to support a wide range of measures. Currently no baseline.

CE LI 15

New methods for collecting information have been introduced for 2016-2017 to provide a more accurate measure of service use. Therefore, comparison for previous year's figures is not available.

CE LI 16

End of year figure to be provided in Q4.

CE LI 17, 18 & 19

The Active Lives survey will replace Active People Survey, the reporting schedule has yet to be confirmed, but it is anticipated it will follow the same format as its predecessor (Dec 16). The new survey has been designed to be as flexible as possible in order to support a wide range of measures. Currently no baseline.

7.0 Financial Statement

ECONOMY ENTERPRISE & PROPERTY

Revenue Budget as at 31 December 2016

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<u>Expenditure</u>				
Employees	4,574	3,288	3,321	(33)
Repairs & Maintenance	2,576	1,271	1,101	170
Premises	49	44	45	(1)
Energy & Water Costs	655	388	351	37
NNDR	542	515	467	48
Rents	353	348	340	8
Economic Regeneration Activities	49	12	12	0
Supplies & Services	2,356	1,233	1,173	60
Grants to Non Voluntary Organisations	233	64	64	0
Agency Related	0	0	1	(1)
Total Expenditure	11,387	7,163	6,875	288
<u>Income</u>				
Fees & Charges	-291	-204	-211	7
Rent – Markets	-778	-586	-589	3
Rent – Industrial Estates	-48	-63	-186	123
Rent – Investment Properties	-855	-590	-603	13
Transfer to /from Reserves	-1,538	-1,168	-1,168	0
Government Grant – Income	-2,085	-876	-876	0
Reimbursements & Other Income	-196	-170	-174	4
Recharges to Capital	-213	-81	-51	(30)
Schools Sla Income	-558	-547	-547	0
Total Income	6,562	-4,285	-4,405	120
Net Operational Expenditure	4,825	2,878	2,470	408
<u>Recharges</u>				
Premises Support Costs	1,916	1,410	1,410	0
Transport Support Costs	19	12	12	0
Central Support Service Costs	2,084	1,551	1,551	0
Repairs & Maintenance Recharge Income	-2,703	-2,027	-2,027	0
Accommodation Recharge Income	-2,959	-2,198	-2,198	0
Central Support Service Recharge Income	-1,934	-1,449	-1,449	0
Net Total Recharges	-3,577	-2,701	-2,701	0
Net Department Expenditure	1,248	177	-231	408

Comments on the above figures

Economy Enterprise & Property Departmental budget is £408k under budget profile at the end of the third quarter of the financial year. The significant budget variances are listed below.

The negative variance on employee costs is due targets against staff turnover savings not being met due to the low number of vacancies held within the department.

Delays in repair and maintenance work have resulted in the repairs and maintenance expenditure being lower than budget profile at Quarter 3.

NNDR expenditure is below budget due to the revaluation of a number of Council Properties.

Supplies & Services is below budget to date as there has been a conscious effort to limit spends on controllable budgets and security costs for the Council being lower than expected.

The delay in the sale of the Oldgate, Marshgate and Dewar Court industrial estates has meant rental income is above the budgeted target set for the year to date. Investment Properties rental income has remained constant and income remains above set targets. This is due to a minimal change in the occupancy rates.

Conditions relating to capital grants have meant there is reduced scope to recharge staffing costs to some capital projects which will have an impact in achieving budgeted capital salary income.

Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the Department for the remainder of the financial year. It is forecast net spend at year end will be below the annual budget.

ECONOMY ENTERPRISE & PROPERTY

Capital Projects as at 31 December 2016

Capital Expenditure	2016/17 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Castlefields Regeneration	54	24	24	30
3MG	876	327	327	549
Former Crossville Depot	4,375	2,283	2,283	2092
Johnsons Lane Infrastructure	302	0	0	302
Decontamination of Land	6	0	0	6
Sci- Tech Daresbury	15,939	14,240	14240	1,699
Police Station Demolition	341	323	323	18
Travellers Site Warrington Road	48	0	0	48
Widnes Town Centre Initiative	16	16	16	0
Widnes Carpark, 29-31 Moor Lane & Land at Halebank	235	0	0	235
Equality Act Improvement Works	150	0	0	150
Signage at The Hive	50	0	0	50
The Croft Public House	30	0	0	30
Widnes Market Refurbishment	1,052	74	74	978
Linnets Club House	0	0	34	(34)
Total Capital Expenditure	23,474	17,287	17,321	6,153

Comments on the above figures.

Castlefields Regeneration Negotiations are on-going to settle the final CPO as part of the Castlefields project although final settlement may slip into the following financial year.

Sci-Tech Daresbury –The current phase of works is reaching completion. Tech Space 1 is currently in fit out and essentially completed at the end of December 2016. Final sign off of the contract is anticipated early in Q4 and once this is complete the lease to Daresbury Science and Innovation Campus LLP will be completed.

3MG: The sale to Alston for the first phase was completed in December. Work will continue to provide services to the land and erect the rail sidings

Former Crossville Depot: Work continues on site with an estimated finish on site end of March for the Marstons Pub and June for Costa.

Widnes Market Refurbishment: Work has been delayed due to a procurement issue. The tender process will start again in January with work hopefully starting on site early February.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 31st December 2016

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
Expenditure				
Employees	13,850	10,418	10,511	(93)
Other Premises	2,079	1,534	1,504	30
Supplies & Services	1,739	1,310	1,260	50
Book Fund	170	115	113	2
Hired & Contracted Services	1,148	757	728	29
Food Provisions	611	481	471	10
School Meals Food	2,059	1,309	1,288	21
Transport	55	35	27	8
Other Agency Costs	557	330	244	86
Waste Disposal Contracts	5,419	2,492	2,552	(60)
Grants To Voluntary Organisations	254	226	209	17
Grant To Norton Priory	172	172	174	(2)
Rolling Projects	105	73	73	0
Transfers To Reserves	133	0	0	0
Capital Financing	86	27	20	7
Total Expenditure	28,437	19,279	19,174	105
Income				
Sales Income	-2,344	-1,628	-1,474	(154)
School Meals Sales	-2,179	-1,519	-1,565	46
Fees & Charges Income	-5,277	-4,388	-4,267	(121)
Rents Income	-291	-241	-250	9
Government Grant Income	-1,209	-1,168	-1,168	0
Reimbursements & Other Grant Income	-650	-451	-454	3
Schools SLA Income	-83	-80	-80	0
Internal Fees Income	-194	-87	-75	(12)
School Meals Other Income	-2,350	-1,796	-1,828	32
Catering Fees	-187	-140	-54	(86)
Capital Salaries	-53	-26	-34	8
Rolling Projects Income	-105	-30	-30	0
Transfers From Reserves	-75	-67	-67	0
Total Income	-14,997	-11,621	-11,346	(275)
Net Operational Expenditure	13,440	7,658	7,828	(170)
Recharges				
Premises Support	1,915	1,401	1,401	0
Transport Recharges	1,942	989	989	0
Departmental Support Services	9	0	0	0
Central Support Services	2,481	1,880	1,880	0
HBC Support Costs Income	-447	-140	-140	0
Net Total Recharges	5,900	4,130	4,130	0
Net Department Expenditure	19,340	11,788	11,958	(170)

Comments on the above figures:

The net department budget is £170,000 over budget profile at the end of the third quarter of the 2016/17 financial year.

Employee expenditure is over budget to date mainly due to staff savings targets for the period not being achieved in full. Staff savings for the year are £553,060 which will be difficult to achieve but will be monitored closely. The use of casuals in Stadium, Catering and the Brindley is higher than at the same stage last year.

Other Agency costs are £86,000 under budget profile as many Area Forum projects have not yet started. Unallocated budgets across all Area Forums total £182,000.

Waste disposal contracts have faced a significant change this year with new contract agreements commencing in October. As charges are calculated quarterly there are no indications of actual costs just yet. However, it is expected that significant increases in spend will occur and work has already been undertaken to reduce the impact of this. Currently this budget is over budget profile and will remain a pressure to be closely scrutinised for the remainder of the year.

Sales income, Fees & Charges and Internal Catering Fees across the Department collectively continue to struggle to achieve agreed income target budgets for the year. Particular problem areas are catering sales, chargeable Open Spaces works, bar income and littering fines. Where possible budgets will be realigned from any underspending expenditure budgets.

Conversely there are some income streams that are performing well. Income relating to the collection of green waste has already overachieved by over £60,000 against its budget. Brindley income is better compared to the same stage last year and cremations income has also increased and is overachieving.

Based on current spend patterns it is estimated the year-end outturn for the department will show an overspend of approximately £250,000. Expenditure will be closely monitored for the remainder of the year and the outturn position will be updated accordingly.

COMMUNITY & ENVIRONMENT DEPARTMENT

Capital Projects as at 31st December 2016

	2016-17 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Stadium Minor Works	280	260	257	23
Leisure Centres Refurbishment	275	275	276	(1)
Widnes Recreation Site	231	231	231	0
Norton Priory	2,830	2,790	2,786	44
Norton Priory Biomass Boiler	107	0	0	107
Children's Playground Equipment	65	15	13	52
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glenn Play Area	64	30	26	38
Runcorn Hill Park	210	120	120	90
Crow Wood Park Play Areas	35	5	4	31
Open Spaces Schemes	200	150	130	70
Peelhouse Lane Cemetery	105	10	10	95
Peelhouse Lane Cemetery –Enabling Works	46	35	35	11
Litter Bins	20	10	23	(3)
Total	4,821	3,931	3,911	910

Comments on the above figures:

The Norton Priory "Monastery To Museum" project commenced on-site in August 2015, and is now substantially completed. Spend is projected to be within the capital allocation. Total Heritage Lottery funding amounts to £3.9M over the course of the project.

The allocation for Landfill Tax Credit Schemes serves to match fund various open spaces projects, currently including The Glenn, Runcorn Hill, and Spike Island/Sankey Canal.

The budget allocation for Upton Improvements is required for final account/contract claim payments.

Works on the Glenn play area are now largely complete, with expenditure to show in the final quarter's financial report. Spend will be within budget.

The Runcorn Hill project is 4 years into a 5 year programme. The main capital works (Café building/pond/path/boundary works) are largely completed, with some additional path and boundary work to complete.




The allocation for Open Spaces Schemes funds a variety of small landscape improvement and play schemes. Spend will be within available funding for the year.

The Peel House Cemetery and Enabling Works was delayed due to planning issues. It is anticipated that the initial earthworks will now commence in the last quarter of the financial year 2016.





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.