

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

Reporting Period: **Quarter 1 – 1<sup>st</sup> April 2017 – 30<sup>th</sup> June 2017**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2017/18 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 (ELS)*
- 2.2 The new Liverpool City Region (LCR) Apprenticeship Hub Team, working on behalf of the Combined Authority, started in post in Q1 and will be managed by the ELS Divisional Manager. The ELS Divisional Manager represented LCR Apprenticeship Hub at the first meeting of the Area Based Review Apprenticeship SPOG (Strategic Planning & Oversight Group).
- 2.3 As part of the planning for the devolution of the Adult Education Budget (AEB), the Adult Learning Service completed an Outcome Based Agreement exercise for the city region. These will be analysed and used to inform future AEB allocations.
- 2.4 The Adult Learning Team's Ofsted inspection report (for the inspection that took place in 2016/17 Q4) was published on the Ofsted website and has received a rating of "Good". It should be noted that although the team was rated "Good" in its previous inspection, the inspection regime has changed and it is now considered to be tougher to achieve a "Good" rating.
- 2.5 The Portfolio Holder for Economic Development and the Operational Director Economy, Enterprise & Property spent half a day visiting Adult Learning courses. A number of recommendations came out of the visit following discussions with learners and tutors.

- 2.6 The European Social Fund (ESF) Ways to Work programme continued to deliver Intermediate Labour Market placements (ILMs). The placements for those individuals aged 30+ were oversubscribed. Future ILMs will only be available for those aged 29 and under.
- 2.7 Halton People into Jobs were successful in being on the supply chain for a number of shortlisted Prime Contractors who are bidding to deliver the forthcoming DWP Health & Work Programme, which will replace the current Work Programme. Announcements will be made early autumn.
- 2.57 Along with LCR colleagues, a submission was made to DWP to deliver a “Households into Work” programme from January 2018. The programme will look to work with families where there are at least two individuals who are not in employment.
- 2.8 Internal audit took place in HPIJ and resulted in very positive outcomes
- 2.9 Work with Merseylink and Emovis continued during Q1 including the delivery of pre-employment programmes leading to guaranteed interviews and recruitment.

#### *Library Service*

- 2.10 Reading Well Books on Prescription launch takes place 5th July. The latest list is focused on long term conditions, and as always the list has been curated and endorsed by a board of medical professionals. The Mayor will attend the Halton launch. <http://reading-well.org.uk/>
- 2.11 World renowned children’s author Jeremy Strong came to Halton in June and entertained more than 400 children from a number of schools.
- 2.12 As lead authority on a Society of Chief Librarians bid, Halton have secured 100k funding from Arts Council England to deliver a tour of an interactive show based on the life of Ada Lovelace. The show will be performed at 25 library authorities across the North and will include opportunities for the community to take part in digital making workshops as well as see the performance. The tour will come to Halton Libraries for 2 days in September. Watch highlights of the show here: <https://www.youtube.com/watch?v=BjLCQ91vU20>
- 2.13 The library service [summer programme](#) is well underway – highlights so far have included a visit from David, 1917 author Joseph Hewitt, and a live streaming of 1984 from University College London (which received national press recognition). The autumn / winter programme will be finalised during Q2.
- 2.14 Halton libraries have successfully partnered on a Big Lottery / European Social Fund bid called Include IT. The library service will receive funding to support people to develop their digital skills.
- 2.15 Halton Libraries are taking part in an innovative project to lend Micro:bits. The Micro:bit is a handheld programmable computer. Libraries continue to offer lots of opportunities to learn to use the devices but they can now also be borrowed for free. The Micro:bits have been donated by the [Micro:bit Foundation](#).
- 2.16 Widnes Library refurbishment project now has a confirmed start date of 18th September 2017. We have secured £10,000 funding from Arts Council England for our innovative Community Library Service. The funding will support the further development of the bespoke offer libraries deliver to care and residential homes across the Borough. A case study examining the impact of the project will be published soon.

2.17 Work has started on the latest revision of the library service strategy.

#### *Sports & Recreation Services*

2.18 The new structure for Leisure Centres came into operational on 1<sup>st</sup> June 2017. Recruitment is still taking place to the new staffing structures. The centres are open and operating, some programmes have been adapted whilst the recruitment continues. Due to staff shortages swimming lessons had to be cancelled during June 2017 at Brookvale Recreation Centre. Lessons have recommenced at Brookvale. There are a few lessons where cover is still required but the centre staff are ensuring the customers are informed of alterations to the programme as soon as possible.

2.19 The Active Halton website has been refreshed so it is easier to locate information, such as timetables and latest news etc [www.halton.gov.uk](http://www.halton.gov.uk)

2.20 Through funding from Children in Need, sport development has run 2 sports clubs engaging children in sport that are vulnerable of being physically inactive. One was run out of The Frank Myler sports pavilion, with regular attendances of 6 boys. The second is a Girl's yoga sessions at Grangeway in partnership with Young Addaction, with 5 girls attending and is still in progress. There are two more of these clubs in the planning stages.

2.21 Knight Kavanagh Page (KKP) consultancy has been appointed to complete an indoor facilities needs assessment across Halton. They have commenced survey work of the local indoor facilities and are consulting with local sports clubs who use indoor sports facilities.

#### *Community Centres*

2.22 In June, the Employment, Learning & Skills and Community Policy & Performance Board received a report on the Council's Community Centres. The report covered the 2015/16 and 2016/17 operating years. Key highlights within the report are set out below.

2.23 User Numbers: Overall usage has increased over the past two years. In 2016/17, there were 315,000 attendances at the centres. This means that there has been an increase in attendances of 40,000 compared to 5 years ago. The 2016/17 attendance figures reflect the recorded number of users of the centres. However, the level of 'drop-in' usage, such as visitors who use the café or community library facilities, is difficult to measure meaning that actual attendances will be higher than those actually recorded.

2.24 Operating Costs: A combination of delivering operational efficiencies and increasing income has seen the net operating costs for the Community Centres service reduce greatly over recent years. In 2016/17, the total net operating costs for all 5 Centres was £151k, which is less than half of the costs compared to 5 years ago and demonstrates the continuous improvement and overall efficiency of the service. Whilst it will be challenging, recognising the ambition for the service is to continue this trend towards a zero net operating cost.

2.25 Moving Forward: A marketing strategy is being developed to increase the profile of the Centres and promote their offer with the aim of increasing activity, usage and income further. A review of Community Centre café provision is also planned. [A website has been developed](#) which includes an e-communication mechanism to enable regular communication and social media coverage.

### 3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### *Employment, Learning & Skills*

3.2 Programme Update

- Halton is managing an ESF Employees Support in Skills contract on behalf of the Combined Authority. This includes the LCR Apprenticeship Hub Team. The contract will be managed by the Education & Skills Funding Agency, with a clear set of deliverables and will continue until July 2018. Activities will include the delivery of Skills Shows and one is scheduled for Sci Tech Daresbury in Q2 (28/29 July) <http://www.stfc.ac.uk/public-engagement/activities-for-the-public/visit-daresbury-laboratory/>
- Internal audit is scheduled in Q2 for the previous Apprenticeship Hub contract that was funded from LCR Skills for Growth.
- Delivery of maths, English and IT provision will commence in Q2 at the Tesco Chilled Distribution Centre. The training is for staff employed at the centre.
- Delivery will commence of the new LCR 'Include IT' project, funded through ESF and Big Lottery. This is an IT project aimed at those aged 45 to 63 and will be delivered in Halton through partnership with Adult Learning and the Library Service.

### 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 2017 – 187 Directorate Business Plans.

Progress concerning the implementation any relevant high-risk mitigation measures will be 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 Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

### Employment, Learning & Skills

#### Key Objectives / milestones

Ref	Milestones	Q1 Progress
EEP 01a	Develop Halton Inward Investment Prospectus – <b>April 2017</b>	
EEP 01b	Produce Local Economic Assessment – <b>September 2018</b>	
EEP 01c	Deliver Youth Employment Gateway – <b>December 2017</b>	
EEP 02a	Implement Sci-Tech Daresbury Skills Plan – <b>June 2017</b>	
EEP 02b	Secure Work Health Programme Contract – <b>March 2018</b>	
EEP 02c	Deliver ESF Ways to Work Programme – <b>December 2018</b>	

#### EEP 01a

The Halton Inward Investment prospectus is an integral part of the development of the 'Halton Tomorrow' visioning document and will provide a local accent to the Liverpool City Region prospectus detailing the specific sites and propositions that make up the 'Halton Offer'. The prospectus will be completed in Quarter 3 2017\18.

#### EEP 01b

The Local Economic Assessment will provide the baseline data to inform the development of 'Halton Tomorrow' and the 'Halton Inward Investment Prospectus' and will be progressed, with the support of partners, and completed in Quarter 3 2017\18.

#### EEP 01c

Performance remains very good at end of Q1 (June 2017)

- **246** 18-24 year old unemployed people started on programme (October 2015 – December 2016) (original profile = 201 starts)
- **119** job starts (profile target = 101 by December 2017)
- **41** sustained jobs (26 weeks in work) (profile target = 70 by December 2017)

Recruitment of the IDS Officer progressed in Q1 and it is anticipated that the post holder will commence in Q2. A priority task will be to verify job starts and sustained job outcomes with employers.

#### EEP 02a

Implementation of the action plan is ongoing with a key focus on the Skills Factory proposal. A skills broker has been appointed by LCR CA to deliver at Sci-Tech Daresbury. Action plan will now be refreshed to account for progress.

The Skills Factory Evaluation Report was completed by the end of Q1 (Sysco & Community Concepts). The report provides a good foundation for updating the Sci Tech Daresbury Skills Action Plan. Additional funding has been secured through the LCR Skills for Growth for a Skills Brokerage Service at Sci Tech Daresbury, commencing Q2 (Della Thomas Consultancy), which will build on the findings of the Skills Factory Report and support businesses in securing skills solutions.

#### EEP 02b

Prime Contractors (Ingeus/G4S and Reed in Partnership) will submit their best and final offers to DWP in August. The successful prime for Lot 3 (including Halton) will be announced in the Autumn of 2017 with a possible go live date between November 2017 and January 2018.

All information has been submitted on time as part of the sub-contractor expression of interest process.

#### EEP 02c

Performance to the end of Q1 (June 2017):

1.1 (Adults 30+ and Non NEET participant):









- starts on programme (profile target 205)
- participants started employment \*profile target 32)








To date the 1.1 element of the project has claimed £272,361 of the £844,924 allocation, which is around 32%. The 1.1 element of the project was late commencing due to delays in staff recruitment so has been delivering for approx. 11 months and with another 18 months of delivery left we have profiled to spend all of this allocation.

- (16-29 years NEET participants)
- 358 starts on programme (profile target 414)
- 42 participants started employment

To date the 1.3 element of the project has claimed £718,163 of the £2,499,089 allocation, which is nearly 30%. The 1.3 element of the project was also late commencing due to delays in staff recruitment. The project has another 13 months left of delivery and we plan to focus the spend on setting up further ILMs with local SMEs.

#### **Key Performance Indicators**

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 05	Number of Jobs Created (from projects managed by EEP)	122	200	94		
EEP LI 06	Number of Jobs Safeguarded (from projects managed by EEP)	N / A	100	24		
EEP LI 07	Number of Enrolments (Adult Learning)	3183	3600	879		
EEP LI 08	Number of People supported into work	543	400	164		

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 09	Percentage of learners achieving accreditation	16%	37%	3%		N / A
EEP LI 10	Total number of job starts on DWP programme (People Plus)	123	36	9		
EEP LI 11	Total number of job starts on DWP programme (Ingeus)	197	58	15		
EEP LI 12	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period)	33	30	15		
EEP LI 13	Number of Businesses Supported	N / A	TBC	TBC	N / A	N / A

### Supporting Commentary

#### EEP LI 05

In this quarter the job outputs are taken from the Work Programme Contracts

#### EEP LI 06

In this quarter the job outputs are taken from the Work Programme Contracts

#### EEP LI 07

Actual 16/17 reported from PICS as total for academic year. Q1 figure = final term of 16/17 academic year.

#### EEP LI 08

In Q1164 individuals were supported into work of which:

- 70 - ESF Ways to Work/YEG projects
- 15 - Ingeus Work Programme contract
- 9 – People Plus Work Programme contract

#### EEP LI 09

In Q1 (April to June 2017) achievement of full qualifications = 25 (6 x Maths and 19 x Employability Skills). In addition, 28 x English unit accreditations were achieved. Final Data not yet available for 16/17 as not all results are through.

#### EEP LI 10

Total number of new jobs sourced for People Plus customers in Q1 was 9. A further 10 jobs were sourced for customers that had been supported into work previously.

#### EEP LI11

Total number of new jobs sourced for Ingeus customers in Q1 was 15. A further 14 jobs were sourced for customers that had been supported into work previously.

#### EEP LI 12

15 individuals with disabilities/health conditions were supported in to permitted/paid work during in Q1.

#### EEP LI 13

This is a new indicator from 2017/18 and it is hoped that by the end of the financial year the base line and standardised calculation will be formulated.

#### EEP LI 14



The cumulative inward investment enquiries total (Quarter 1 – 4) is 63 or 25.2% against a target of 250.

#### EEP LI 15

The cumulative conversions total (Quarter 1 – 4) is 11.11% against a target of 10%.

### Community Services

#### Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets - <b>March 2018</b>	
CE 01b	Develop a programme of cultural activity meeting identified local targets – <b>March 2018</b>	

#### Supporting Commentary

##### CE 01a

##### Supporting people to develop online skills:

- 542 adults attended IT clinics to learn digital skills and to support job seeking.

##### Providing opportunities to learn new skills:

- 103 people attended code clubs to learn how to make computer games, animations and websites by learning how to code.
- 45 people attended our Easter Tech event - an introduction to computer programming, circuits and coding.
- 57 people attended our Lego meets Micro:bit event – learning to programme computers to power Lego creations.







##### CE 01b

##### Developing a Borough of readers:

- More 1400 parents / carers and children attended story sessions that demonstrate the value of reading with children, and the impact on speech and learning development.
- 565 children attended a visit from author Jeremy Strong
- adults attended a visit from local author David Hewitt



### Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	435,403	400,000	130,826		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	562,648	600,000	146,941		
CE LI 09	Increase in percentage of the population taking part in sport and physical activity at least twice in the last month (KPI 1 from Active Lives survey)	N/A	TBC	75.20%		N/A
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	N/A	TBC	25.0%		N/A
CE LI 11	Percentage of adults utilising outdoor space for exercise/ health reasons (MENE survey)	N / A	N / A	N / A	N / A	N / A

### Supporting Commentary

#### CE LI 07

User figures increasing due to implementation of e-resources and catalogue clean up.

#### CE LI 08

Seasonal fluctuations mean this is on target.

#### CE LI 09

This is the first Active Lives data set released for this new indicator. Survey 2015/16, the next report is due for release September 2017. (National average 74.4%).

#### CE LI 10

Less than 30 minutes of activity a week. (National average 25.6%).

#### CE LI 11

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 30 June 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Employees	4,681	1,119	1,126	(7)
Repairs & Maintenance	2,219	420	418	2
Premises	41	1	1	0
Energy & Water Costs	650	109	84	25
NNDR	546	503	491	12
Rents	352	170	169	1
Economic Regeneration Activities	42	0	0	0
Supplies & Services	3,109	443	444	(1)
Grant to Non Vol Organisations	75	9	9	0
Agency Related	1	0	0	0
<b>Total Expenditure</b>	<b>11,716</b>	<b>2,774</b>	<b>2,742</b>	<b>32</b>
<b>Income</b>				
Fees & Charges	-250	-34	-36	2
Rent – Markets	-789	-197	-197	0
Rent – Investment Properties	-187	-35	-35	0
Rent – Commercial Properties	-850	-152	-147	(5)
Government Grant	-3,156	-315	-315	0
Reim & Other Income	-237	-180	-180	0
Recharges to Capital	-161	-18	-18	0
Transfer from Reserves	-830	-89	-89	0
Schools SLA Income	-517	-435	-440	5
<b>Total Income</b>	<b>-6,977</b>	<b>-1,455</b>	<b>-1,457</b>	<b>2</b>
<b>Net Operational Expenditure</b>	<b>4,739</b>	<b>1,319</b>	<b>1,285</b>	<b>34</b>
<b>Recharges</b>				
Asset Rental Support Costs	4	0	0	0
Premises Support Costs	1,746	438	438	0
Transport Support Costs	23	6	6	0
Central Support Service Costs	1,865	512	512	0
Repairs & Maintenance Recharge	-2,412	-603	-603	0
Income				
Accommodation Recharge Income	-2,624	-656	-656	0
Central Support Service Recharge	-1,890	-473	-473	0
Income				
<b>Net Total Recharges</b>	<b>-3,288</b>	<b>-776</b>	<b>-776</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,451</b>	<b>543</b>	<b>509</b>	<b>34</b>

### Comments on the above figures

Economy Enterprise & Property Departmental budget is projected to be slightly under budget profile at year end. The significant budget variances are listed below.

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

Following reconciliation by the energy providers, we have received a number of refunds relating to previous years utility charges.

NNDR expenditure is below budget due to the revaluation of a number of council properties.

A delay in the Court Service relocating to Rutland House has resulted in the department not achieving the anticipated income target set for Commercial Property.

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 30 June 2017

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	4,591	29	29	4,562
Sci Tech Daresbury – EZ Grant	483	0	0	483
Johnsons Lane Infrastructure	66	0	0	66
Decontamination of Land	50	0	0	50
Venture Fields	6,000	6	6	5,994
Former Crossville Site	1,150	860	860	290
Signage at The Hive	87	0	0	87
Widnes Market Refurbishment	1,294	38	38	1,256
Equality Act Improvement Works	300	33	33	267
Linnets Club House	1,379	189	189	1,190
Milton Road (Former Simms Cross Caretakers House)	14	0	0	14
Widnes Road Car Park, 29-31 Moor Lane & Land at Halebank	235	2	2	233
The Croft	30	0	0	30
<b>Total Capital Expenditure</b>	<b>15,679</b>	<b>1,157</b>	<b>1,157</b>	<b>14,522</b>

**Comments on the above figures.**

**3MG** – Majority of the work on the rail siding is near completion. Rail has been in use since 28 June. Alstom will be operational on site 5 August.

**Sci Tech Daresbury EZ Grant** - Grant to be drawn down over this financial year to pay for JV design and planning fees for the next phase of the EZ – Project Violet (3 new buildings). Works have been commissioned by the JV and are underway with a submission date for planning anticipated in the October 2017.

**Johnsons Lane** – Work is now complete on site and final payment has been made to contractors.

**Equality Act Improvement Works** - Work at Norton Priory is now complete. Projects in the forthcoming months relate to Linnets Club House, Crow Wood Park Pavilion and the Vine Street Centre.

## Community & Environment Department

### Revenue Budget as at 30 June 2017

	Annual Budget	Budget To Date	Actual to Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
<b><u>Expenditure</u></b>				
Employees	13,355	3,512	3,606	(94)
Other Premises	1,950	830	820	10
Supplies & Services	1,580	399	377	22
Book Fund	167	49	48	1
Hired & Contracted Services	1,127	230	235	(5)
Food Provisions	570	193	205	(12)
School Meals Food	1,903	291	288	3
Transport	55	21	16	5
Other Agency Costs	432	87	84	3
Waste Disposal Contracts	5,775	1,444	1,458	(14)
Other Expenditure	0	0	0	0
Grants To Voluntary Organisations	67	14	1	13
Grant To Norton Priory	172	87	88	(1)
Rolling Projects	0	74	74	0
Capital Financing	84	2	0	2
<b>Total Expenditure</b>	<b>27,237</b>	<b>7,233</b>	<b>7,300</b>	<b>(67)</b>
<b><u>Income</u></b>				
Sales Income	-2,125	-510	-487	(23)
School Meals Sales	-2,244	-482	-497	15
Fees & Charges Income	-5,588	-1,889	-1,830	(59)
Rents Income	-297	-50	-21	(29)
Government Grant Income	-1,186	-31	-31	0
Reimbursements & Other Grant Income	-663	-256	-255	(1)
Schools SLA Income	-84	-77	-74	(3)
Internal Fees Income	-216	-32	-20	(12)
School Meals Other Income	-2,096	-1,371	-1,386	15
Catering Fees	-182	-45	-8	(37)
Capital Salaries	-123	0	0	0
Transfers From Reserves	-8	0	0	0
<b>Total Income</b>	<b>-14,812</b>	<b>-4,743</b>	<b>-4,609</b>	<b>(134)</b>
<b>Net Operational Expenditure</b>	<b>12,425</b>	<b>2,490</b>	<b>2,691</b>	<b>(201)</b>
<b><u>Recharges</u></b>				
Premises Support	1,760	440	440	0
Transport Recharges	2,072	669	669	0
Departmental Support Services	9	2	2	0
Central Support Services	3,467	943	943	0
Asset Charges	85	0	0	0
HBC Support Costs Income	-449	-254	-254	0
<b>Net Total Recharges</b>	<b>6,944</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>19,369</b>	<b>4,290</b>	<b>4,491</b>	<b>(201)</b>

### Comments on the above figures

The net Department budget is £ 154,000 over budget profile at the end of the first quarter of the 2017/18 financial year.

Employee spend is currently over budget due to staff turnover saving targets not being achieved and casual and agency usage at the stadium and for catering being greater than expected. Agency spend is double what it was at the same stage last year, though has been necessary to maintain service standards and cover absences.

Food and bar provisions are also currently overspent by £12,000 to date. This is mainly due to spend at the Stadium. Stadium Catering and Bars being greater than at expected at this point of the year.

Income sources for the Department have in the past struggled to meet targets, and with savings targets increased by £ 538,000 this year it will be even more difficult to achieve. Sales income is currently short of the target to date by £23,000 which is mainly due to Stadium Bars, Catering and Civic Catering.

Fees and charges income will again struggle to meet the budgeted target this year. Currently income to date is £47,000 under the profiled expectation, mainly due to income generation at the Stadium and within Open Spaces. Increased income targets on Open Spaces are yet to show any real results and chargeable works are slow this year. The Stadium is below income targets on fitness memberships, and executive suite hire.

Internal fees are under budget target so far and mainly due to little room hire income received in Leisure Centres, Stadium Catering and Fitness. Catering fees which is also an internal income source is already £37,000 adrift of the income target to date.

### Community & Environment Department




#### Capital Projects as at 30 June 2017

	2017-18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Works	30	0	0	30
Peel House Cemetery Works	383	0	0	383
Runcorn Cemetery Extension	9	0	0	9
Open Space Schemes	600	100	90	510
Childrens Playground Equipment	55	0	0	55
Upton Improvements	13	0	0	13
Playground – The Glen	25	0	0	25
Playground – Runcorn Hill Park	75	0	5	70
Playground – Crow Wood Park	450	0	0	450
Landfill Tax Credit Scheme	160	0	0	160
Phoenix Park	110	0	0	110
Sandymoor Playing Fields	600	50	24	576
Victoria Park Glass House	150	0	0	150
Widnes Recreation	0	0	7	-7
Litter Bins	20	0	0	20
Norton Priory Project	455	0	0	455
<b>Total</b>	<b>3,135</b>	<b>150</b>	<b>126</b>	<b>3,016</b>





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