

Employment, Learning, Skills and Community Scrutiny Panel	
Scrutiny Review Creating Better Jobs	
Aims and Objectives	
Aim and Objectives	The aim of the review is to investigate how the borough’s residents can access work and particularly the better paid jobs that are being created.
Context/Background	The number of jobs being created in the borough is increasing. However, the number of local residents accessing higher paid jobs is relatively modest
Methodology	
Timescale	<p>The subject is complex and, therefore it is anticipated that the Topic Group will operate throughout the Municipal Year 2018/19, culminating in a report to Executive Board in March/April 2019.</p> <p>The methodology used to conduct the Scrutiny Topic Group will apply criteria which draw reference to ‘Lean Sigma Six Principles and the (DMAIC) methodology:</p> <p>Define – as part of the initial discussion with the topic group, Members will be asked to define a problem and undertake an initial assessment of the situation and define the scope and goals of the topic group.</p>

APPENDIX 1

	<p>Measure - work will be undertaken to gather statistical information on employment rates, skills levels and vacancy rates within the borough used to measure performance.</p> <p>Analyse – the views of partners and customers (including residents and employers) will be sought to better understand the processes, procedures and policies applied to helping people secure and retain work and will consider areas where performance could be improved.</p> <p>Improve – a discussion will take place on whether systems or services can be improved.</p> <p>Control – the topic group will set out recommendations for how any changes can be applied and retained.</p>
<p>Scrutiny Topic Group Sessions Phase 1</p>	<p>Date of meetings: Tbc</p> <p>Purpose of the sessions: Understand the issue, gather statistical data</p> <p>Expert witnesses: W Rourke, Neil McSweeney</p>
<p>Scrutiny Topic Group Sessions Phase 2</p>	<p>Date of meetings: Tbc</p> <p>Purpose of the sessions: To provide an overview of services provided to help people into work. To understand the role of the Halton Employment Partnership</p> <p>Expert witnesses: Members of the Halton Employment Partnership</p>

APPENDIX 1

<p>Scrutiny Topic Group Sessions Phase 3</p>	<p>Date of meeting: Tbc</p> <p>Purpose of the session: To provide a customer perspective on services</p> <p>Expert witnesses: Business perspective; customer perspective (tbc)</p>
<p>Scrutiny Topic Group Sessions Phase 4</p>	<p>Date of meeting: Tbc</p> <p>Purpose of the sessions: To consider and agree the review’s final report and recommendations.</p>
<p>Potential outcomes</p>	
<p>Expected outcomes</p>	<p>It is expected that this review will support the ELS&C PPB in:</p> <ul style="list-style-type: none"> (a) Providing a clear understanding of support for job creation in Halton; (b) Providing a steer as to whether Halton’s approach to job creation is fit for purpose; (c) Deciding if the approach to job creation is meeting the needs of Halton businesses and residents; (d) Identify activities that we could undertake to better meet the needs of Halton businesses and residents

APPENDIX 1

<p>Measuring success</p>	<p>Any recommendations arising out of the review will be considered by the Employment, Learning, Skills and Community PPB and once agreed presented to the council’s Executive Board. Subject to Executive Board approval, recommendations will be implemented and monitored.</p>
<p style="text-align: center;">Officer/Member involvement</p>	
<p>Members</p>	<p>All Members of the ELS&C PPB will be given the opportunity to be involved in the Scrutiny Topic Group review.</p> <p>Chair of the scrutiny topic group – Cllr Andrew MacManus</p> <p>The Scrutiny topic Group will be supported by the following council officers:-</p> <p>Wesley Rourke - Operational Director, Economy Enterprise & Property Siobhan Saunders – Divisional Manager Employment Learning and Skills Neil McSweeney – Lead Officer Research and Customer Intelligence Unit Lynsey Carr/Alison Bowen/Jacqueline Chantler – Lead Officers Employment Learning and Skills Division</p> <p>Other officers and guest speakers will be invited to participate in the Scrutiny Topic Group as appropriate.</p>