

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

Reporting Period: **Quarter 3 – 1st October 2017 – 31st December 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 third 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 Halton People into Jobs (HPIJ) successfully secured a subcontract with Ingeus for the delivery of the new Department for Work & Pensions (DWP) Work & Health Programme. The programme went live in Q3 and will potentially run for 7 years.
- 2.3 The Division worked with Combined Authority colleagues in recruiting a team of Senior Employment Advocates and Employment Advocates who will be employed on the new 2 year Households into Work pilot. One of each will be deployed to cover the Halton patch and will be co-located with HPIJ.
- 2.4 An ILM Jobs Fair took place in Q3 to promote a range of paid work placement opportunities for Halton unemployed residents aged 16-29, which are funded through ESF.
- 2.5 Q3 saw the opening of the new Mersey Gateway – all employment and skills KPIs associated with the project were achieved or over achieved.
- 2.6 The Combined Authority launched its 2018/19 Annual Skills Investment Statement in December 2017; the statement considers the key labour market evidence and wider strategic context for the Liverpool City Region (LCR) impacting on the development and delivery of skills needed for sustainable and inclusive economic growth.

- 2.7 The Department for Education published its new Careers Strategy in December 2017. The services delivered through the Division, including the wider City Region Apprenticeship Hub, will need to take account of the recommendations in the strategy. The Division already holds the Matrix Standard and will be bidding to be a subcontractor for the next round of National Careers Service funding.
- 2.8 The LCR Apprenticeship Hub (managed currently through HBC) sponsored a range of activities in Q3, including a large NHS Skills Show, which saw hundreds of school pupils involved in 'have a go' activities relating to the health care sector. Additionally, the Open Door Theatre Company visited a number of schools, including in Halton, to perform a short play about apprenticeships and their benefits. Since May 2017 The LCR Apprenticeship Hub has delivered:
- 14 Skills Shows to over 2,300 individuals, of which 29% attended from Halton
 - 437 Targeted Outreach Meetings including presentations to 8,723 individuals, of which 70 were delivered in Halton accounting for 16%.

Library Service

- 2.9 Widnes Library refurbishment is now complete and the new library is fully open on the ground floor.

Sports & Recreation Services

- 2.10 The Active Halton website continues to be refreshed so it is easier to locate information, such as timetables and latest news etc. <http://www.halton.gov.uk>. The main challenge has been recruitment. It has proven difficult to recruit into a number of positions, such as Swimming Instructors, Leisure Attendants and Group Workout Instructors.
- 2.11 The Leisure Centre service is currently restructuring its Fitness and Sales teams, to improve service delivery and generate efficiencies towards the 2018/19 savings target.
- 2.12 In brief, the restructuring proposals involve:
- The deletion of existing posts and the creation of 2 new posts.
 - Reduction in the total hours in the services area from 394.25 per week to 289.
 - Anticipate the restructure being implemented fully by March 2018.
- 2.13 Fitness and Swimming memberships are still thriving despite the many challenges the service is facing; over the last 6 months recruitment to the fitness and membership service was put on hold. This has proven a difficult challenge from a customer service point of view, member retention and the ability to generate more customers.
- 2.14 Promotions
- October - £0 joining fee promotion on all memberships. This promotion was on for the whole of October. 126 memberships sold across the service.
 - November- Children in Need event on Saturday 18 November. The event involved a Pudsey pool party, Spinathon, centre activities and a raffle. Promotion for Children in Need, 26 memberships across the service were sold. £290.95 raised for Children in Need.
 - December- Join today and pay no more until the New Year. 41 memberships sold. Ran a Refer a Friend campaign. This involved a current member referring another member to join our fitness offer. Once the new member joined we would enter the referring member into the prize draw.

Kingsway

2.15 Meetings held with Kingsway members to review service delivery, highlighted:

- No Monday and Thursday morning classes on the timetable. Response: Monday morning class on the timetable permanently. Thursday morning put on from October. Every other day does have a morning class on if not 2.
- Music on the gym floor: Members were unhappy about the music system on the gym floor. Resolved by replacing the CD system with an iPod and music channel where the music can be selected to suit the taste of our customers.
- Zumba classes: Zumba was a popular class that we lost due to instructor departing, now back on every Monday evenings and numbers steadily increasing.

2.16 Courses

- Multi-Activity session scheduled to start in January, partnership with Sports Development
- Smoking Cessation session at Kingsway in partnership with Health Improvement Team
- New Walking Football session started in November due to the success of the current session.
- Partnership with Sports Development.
- 2 External NPLQ courses ran which has provided another 24 Lifeguards within the local area.

Brookvale

2.16 Courses

- Members requested 30 minutes classes, 8 classes introduced.
- Staff on the floor: Brookvale was struggling with staff on the gym floor; new full time instructor recruited to support customers on gym floor, receiving training tips etc.
- £1 Astro session introduced for December, low usage period. Raising small income and providing activity for young people, helping the wider council engagement goals.
- New football camp, Sunday's on Astro turf – Elite training academy. Attracting elite from local clubs and preparing them for the next level. Operated by professional and semi-professional football players.
- Supported Warrington Road Runners Winter Cross Country Event - providing facility support.
- Supported OBA Xmas Markets - attracted 25 new membership leads through positive engagement with local community
- Christmas holiday activities ran on site – Gymnastics and Football clubs introduced
- Xmas Present collection point for Charity – 40 extra presents for our community
- Secured 8 new football block bookings
- HAFS annual Christmas party held – Supporting families with an adult or child with ASD.

2.17 Gym Appointments

The Active Pathway has picked up again. Appointment attendance has increased by 20% over the past three months across the service due to the introduction of spreadsheet trackers for all appointment. The fitness team have completed 293 appointments,

Leisure Centre	Total: Q3 2017/18
Kingsway	153
Brookvale	107
Runcorn Swimming Pool	33

2.18 Swimming

School swimming lessons programmed in at Brookvale for the spring term with some new schools. Kingsway school bookings all confirmed for the spring term. Swimming Lessons: 2 new Swimming Coordinators recruited one each for Runcorn and Brookvale.

2.19 Active Halton Community Programmes Project

In brief: 61 new participants completed a registration form. 47 verified as Halton addresses, (7 unknown, 5 outside Halton). 75% females, 25% males. Most dominant age group: 51-70, followed by 71-80. Most popular venue for new participation: Frank Myler Pavilion. Family and Friends or another activity session was the main source of initial information.

New classes: Mature Movers Frank Myler Pavilion; Evergreen chair exercise; Yoga and Meditation Frank Myler Pavilion; Movement Therapy class Castlefields CC.

- Support Runcorn Parkrun secure public health funds for Junior parkrun set-up
- Disseminate Merseyside Sport coach training and community sports info
- Support Breath Easy group Palacefields find a new suitable lev 3 coach
- Mapping information provided to Health Improvement
- Disseminate info regards Pink Pilates class for women with breast cancer during Breast cancer Awareness week
- Support Fresh Start with various docs for the new Fresh start Facebook
- Support Halton's Women's Centre find suitable coaches re yoga/wellbeing
- Organise Halton section of Every Minute Counts – workplace challenge with Merseyside Sport
- Attend Health Watch Social Inclusion event at Widnes market with info table
- Catch-up meeting with Walking Netball group to support and organise a social media promotion and support for Netball Competition
- Social Media campaign to recruit new Walk Leader Volunteers
- Attend CCG Winter Event at Halton Stadium. Attend Health Watch Social inclusion event Halton lea Runcorn
- Press release for Walking Football
- Video various activities to start a social media 6 second video campaign
- Supply case study re Christine to Inside Halton magazine etc.
- Case Study completed with Pam Moss re Couch to 5K program

Community Centres

2.21 Income

Centre	Income Target (£)	Income (to date) (£)	End of Year Income (£)
Castlefields	71,890	47,600	10,000
Ditton	99,370	73,640	16,000
Grangeway	96,710	63,470	30,000
Murdishaw	44,060	20,670	25,000
Upton	114,490	61,825	10,000

The table above highlights the income targets for the Council's Community Centres, it also demonstrates the current income position and the guaranteed income by way of SLA's due at the end of the financial year. The only centre that is expected to miss its income target, with the current target having been raised substantially over the last couple of years is Upton. However, it is expected that through the improved control of costs and the over achieving of income across the other centres, the service as a whole will continue the recent trend and come within the allocated budget.

2.22 Annual Attendance

Annual Attendance 15/16	Annual Attendance 16/17	Annual Attendance 17/18 (to date)
313,582	315,736	215,733*

*Data not populated for December, actual annual attendance is expected to be higher than shown.

Year to date comparisons are not available due to the design of the Booking Management System. Expectations would be that the annual attendance continues to grow by the end of the financial year.

The annual total (to date) is broken down at the various centres as follows:

Centre	Attendance
Castlefields	42,856
Ditton	52,713
Grangeway	40,770
Murdishaw	23,583
Upton	55,811

Usage

2.23 Castlefields

IT provision has now been increased at the centre; where the use of Chromebooks as an alternative to the traditional PC's is being trialled. Three Chromebooks have been purchased and space is available to increase the provision to include a further 4/5 Chromebooks if the trial is successful; this would allow 10 users to be accommodated at any one time.

The centre has seen an increase in bookings this year, two in particular are worth mentioning; firstly, the centre now hosts 10 sessions per week of adult exercise classes, the sessions have proven to be very popular with the coach looking to introduce some more in 2018. Secondly, a lot of work has been done with a local guides and scouts group; including approaching schools to generate initial interest. The girl guides are now based at the centre delivering sessions on a Monday evening.

2.24 Ditton

The centre seen significant investment over the past 12 months; the toilets have been refurbished in the youth club side of the building and a new meeting room is available to hire – with unused space at the centre being converted (previously used for practical work in the youth club side) and an agile working space for Council staff has been introduced.

Further investment from property services is scheduled for 2018 as part of the rewiring of the building.

2.25 Grangeway

Grangeway is also set to benefit from investment from property services; completing the next phase of the rewire. Final plans and schedules are being developed.

Further work is expected at Grangeway with the updating of two offices planned to be utilised as part of the Council's accommodation strategy. For the time being, the space will be offered as Agile working space for Council staff.

An agile working area has been set up at Grangeway for use by HBC staff, at no additional cost to the centre, similar to Ditton.

A two year lease arrangement for the use of the youth club and associated offices has been agreed with Addaction which will see the team moving to Grangeway from CRoomz.

In December, plans were being finalised for the opening of A Community Café in January 2018. This is being delivered through an agreement that has been reached for the rent of the space by a private operator. The café provision will enhance the offer at Grangeway whilst generating an additional income stream for the centre.

2.26 Murdishaw

Murdishaw has remained consistent with previous years in terms of bookings. The centre has hosted a sequence dance group looking to move from the Heath site and early indications are that the group are satisfied with the centre and is set to continue into 2018.

Having slightly missed its income target last year, achieving this year's income target has been a key focus for the centre. Efforts have been made to further reduce costs and regular bookings or long term tenants for the old housing office have been sought. Final negotiations are currently taking place with the Bridge School, who are looking to utilise the space as a classroom for some of their students. This arrangement is scheduled to start after the February half term. The booking is set to make optimum use of the currently vacant space at the centre and generate additional income.

2.27 Upton

Upton remains a very well utilised centre and there has been a slight increase in bookings compared with the previous financial year. Three of the five weekdays are currently operating at almost full capacity. Bookings in the sports hall have increased in recent months, although a number of the local schools and leisure centres provide strong competition for this space. Investment is required in the sports hall to bring the floor up to standard with conversations to be continued with property services in 2018.

Opportunities to further develop the café provision to improve income generation are currently being explored.

2.28 Other business

- Marketing Approach - The Community Centres website and Facebook page are now live; links to both are below:

<http://haltoncommunitycentres.co.uk>

<https://www.facebook.com/haltoncommunitycentres>

- Work is continuing on building the existing content of the website; opening hours and images of bookable spaces are scheduled to be included early in 2018.
- All Staff and Supervisors have received social media training; specifically targeting Facebook and have been tasked with increasing the list of followers on the site.
- The links to both pages are included in all new marketing and advertising materials.
- Customer Satisfaction Survey
- Plans to undertake a customer satisfaction survey are being finalised. The survey will be undertaken in February and March 2018 and service users will be asked for their comments and any suggested improvements.
- A general feedback form will be introduced across the centres; inviting service users to make comments all year round.

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 Expressions of interest to be submitted to work as a subcontractor on the National Careers Service. The new contracts will be in place by October 2018.
- 3.3 In January 2018, a follow up ILM Jobs Fair will take place. A wide range of opportunities for 6 month paid work placements will be promoted to local unemployed 16-29 year olds. To ensure maximum use of ESF, all candidates will need to be in employment by the end of January 2018.
- 3.4 Recruitment will take place for a replacement Head of Curriculum & Learner Services following the resignation of the current post holder. The Division will continue to recruit to other vacant roles. These are sometimes hard to fill due to the short term nature of the funding.
- 3.5 The LCR Apprenticeship Hub is sponsoring Visitor Economy Week in February 2018. A range of events and celebrations focusing on the sector are planned across the city region. The Apprenticeship Growth Plan, which was recently commissioned through the Hub will launch in National Apprenticeship Week in March 2018 and will set out the commitments from the Combined Authority and partners around apprenticeship growth. The Apprenticeship Hub will work alongside the Combined Authority and LEP in delivering a number of employer workshops to support them with use of the Apprenticeship Levy.
- 3.6 The Divisional Manager will continue to support discussions and planning around the forthcoming devolution of the Adult Education Budget, which Halton's Adult Learning Service currently receives to deliver its curriculum. Full devolution will be from August 2019.
- 3.7 The Households into Work programme will go live in Q4 (February 2018), with first referrals expected in March 2018. The target number of households for Halton is 54. The programme is for 2 years with participants receiving support for 12 months.
- 3.8 Expressions of interest have been requested for a possible extension to the ESF Employees Support in Skills project (which includes the Apprenticeship Hub). These requests will be reviewed in April 2018 (current funding set to cease at end of July 2018).

3.9 DWP set out proposals for adjusting the payment model of the Work Programme for the remaining years of delivery, with the stated aim of 'ensuring the sustainability of high-quality and performance focused delivery with continued Value for Money.' These proposals would effectively bring forward the end date of the programme by around 15 months (so from summer 2021 when the current programme tail would end, to early 2020). Impact for HPIJ would be minimal.

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 high-risk mitigation measures relevant to this Board are included as Appendix 1.

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.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Employment, Learning & Skills

Key Objectives / milestones

Ref	Milestones	Q3 Progress
EEP 01a	Develop Halton Inward Investment Prospectus – April 2017	
EEP 01b	Produce Local Economic Assessment – September 2018	
EEP 01c	Deliver Youth Employment Gateway – December 2017	
EEP 02a	Implement Sci-Tech Daresbury Skills Plan – June 2017	
EEP 02b	Secure Work Health Programme Contract – March 2018	
EEP 02c	Deliver ESF Ways to Work Programme – December 2018	

Supporting Commentary

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'.

A progress report was taken to ELS PPB on September 25 2017 with details of timescales and likely outcomes. Interim findings will be reported to EEP PPB in February 2018.


The Youth Employment Gateway contract ended 31st December 2017. All KPI's were exceeded/met in year 2 of the programme.











The Skills Plan actions are in progress with the Skills Factory proposals developing and a Skills Broker delivering training and organisational needs analyses for businesses on campus.

The programme went live in Q3. There are 2 Key Workers employed to deliver on the programme.

ILM recruitment is currently taking place with the aim of filling 1.3 places by the end of January to satisfy the programme completion date of July 2018.

Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 05	Number of Jobs Created (from projects managed by EEP)	122	200	235.3		N / A
EEP LI 06	Number of Jobs Safeguarded (from projects managed by EEP)	N / A	100	N / A	N / A	N / A

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 07	Number of Enrolments (Adult Learning)	3183	3600	2,062		
EEP LI 08	Number of People supported into work	543	400	250		
EEP LI 09	Percentage of learners achieving accreditation	16%	37%	43.00%		N / A
EEP LI 10	Total number of job starts on DWP programme (People Plus)	123	36	17		N / A
EEP LI 11	Total number of job starts on DWP programme (Ingeus)	197	58	35		N / A
EEP LI 12	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period)	33	30	26		
EEP LI 13	Number of Businesses Supported	N / A	TBC	689		N / A

Supporting Commentary

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

EEP LI 05

29.8 Jobs created Sci-Tech Daresbury (reported to DCLG in November 17)

3 Eddie Stobart
4 Stobart Group

EEP LI 06

Sci-Tech Daresbury info only available in February (annual collection).

EEP LI 07

The academic year runs Aug – Jul so this figure includes enrolments from summer term through to Autumn Term. The enrolment figures are lower than previous years but are still rising for this year

EEP LI 08

In Q3 76 individuals were supported into work (250 year to date).

This quarter:

- 52 – ESF Ways to Work
- 16 – Youth Employment Gateway
- 7 - Ingeus Work Programme contract
- 1 – People Plus Work Programme contract

EEP LI 09

The academic year runs Aug – Jul so this figure includes learners from summer term through to Autumn Term. 365 learners have achieved accreditation and are above the target set

EEP LI 10

Total number of new jobs sourced for People Plus customers in Q3 was 1 (17 year to date). A further 10 jobs were sourced for customers that had been supported into work previously.

EEP LI 11

Total number of new jobs sourced for Ingeus customers in Q3 was 7 (35 year to date). A further 19 jobs were sourced for customers that had been supported into work previously.

EEP LI 12



1 individual with a disability/health condition was supported in to permitted/paid work during in Q3 (26 year to date).

EEP LI 13

The business assists figure cited in the Q3 report was incorrect and has been revised accordingly. In total there have been 689 business assists in 2017\18, with 70 achieved in Q3.

Community Services

Key Objectives / milestones

Ref	Milestones	Q3 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets - March 2018	
CE 01b	Develop a programme of cultural activity meeting identified local targets – March 2018	

Supporting Commentary

Supporting people to develop online skills:

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

Providing opportunities to learn new skills:






More than 120 people attended Code Clubs to learn how to make computer games, animations and websites by learning how to code. Fun Palaces at Ditton and Halton Lea Libraries were attended by more than 300 people. Activities delivered by the community for the community included digital music, painting, coding and quilting.

Developing a Borough of readers:

More 1000 parents / carers and children attended story sessions that demonstrate the value of reading with children, and the impact on speech and learning development. 1400 children attended visited the library on class visits designed to support learning and literacy.

Cultural highlights included the [Ada Lovelace show, ADA.ADA.ADA](#), attended by over 130 people,

Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 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	256,181		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	562,648	600,000	322,558		
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	73.8%		N / A
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	N/A	TBC	28.4%	N / A	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

73.8% is for 2 times in last 28 days.

CE LI 10

28.4% are inactive.

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 31st December 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Employees	4,620	3,389	3,398	(9)
Repairs & Maintenance	2,294	1,412	1,380	32
Premises	43	43	42	1
Energy & Water Costs	658	424	347	77
NNDR	538	522	500	22
Rents	353	311	305	6
Economic Regeneration Activities	42	2	2	0
Supplies & Services	2,192	1,527	1,510	17
Grant to Non Vol Organisations	87	47	47	0
Agency Related	1	0	0	0
Total Expenditure	10,828	7,677	7,531	146
Income				
Fees & Charges	-289	-171	-169	(2)
Rent – Markets	-789	-591	-588	(3)
Rent – Investment Properties	-161	-122	-102	(20)
Rent – Commercial Properties	-879	-536	-528	(8)
Government Grant	-2,641	-1,197	-1,197	0
Reim & Other Income	-185	-147	-160	13
Recharges to Capital	-163	-76	-76	0
Transfer from Reserves	-447	-305	-305	0
Schools SLA Income	-535	-493	-491	(2)
Total Income	-6,089	-3,638	-3,616	(22)
Net Operational Expenditure	4,739	4,039	3,915	124
Recharges				
Asset Rental Support Costs	4	0	0	0
Premises Support Costs	1,746	874	874	0
Transport Support Costs	23	11	11	0
Central Support Service Costs	1,865	958	958	0
Repairs & Maintenance Recharge Income	-2,412	-1,206	-1,206	0
Accommodation Recharge Income	-2,624	-1,312	-1,312	0
Central Support Service Recharge Income	-1,890	-945	-945	0
Net Total Recharges	-3,288	-1,620	-1,620	0
Net Department Expenditure	1,451	2,419	2,295	124

Comments on the above figures

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

The negative variance on employee costs is lower than was reported in quarter 2 due to the Department delaying the recruitment of vacant positions. However the targets against staff turnover savings are still 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.

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.

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Schools SLA income will not be achieved this financial year. Due to the increase of staffing costs this means that the SLA charges have increased, which in term has meant that not as many schools are buying back the service.

The commercial property income target will not be met due to the courts relocation to Rutland House taking longer than anticipated.

A delay in the construction of the investment property in Runcorn has resulted in the Department not achieving the projected investment income.

It is forecast net spend at year end will be below the annual budget.

Capital Projects as at 31st December 2017

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	4,966	4,496	4,496	470
Sci Tech Daresbury – EZ Grant	483	0	0	483
Johnsons Lane Infrastructure	66	0	0	66
Decontamination of Land	50	4	4	46
Venture Fields	6,000	5,959	5,959	41
Former Crossville Site	1,150	926	926	224
Signage at The Hive	87	87	87	0
Widnes Market Refurbishment	100	80	80	20
Equality Act Improvement Works	120	107	107	13
Linnets Club House	1,173	1,126	1,126	47
Milton Road (Former Simms Cross Caretakers House)	14	7	7	7
Widnes Road Car Park, 29-31 Moor Lane & Land at Halebank	235	235	235	0
The Croft	30	0	0	30
Solar Farm – Golf Course	60	1	1	59
Broseley House	690	0	0	690
Murdishaw Regeneration	46	0	0	46
Total Capital Expenditure	15,270	13,028	13,028	2,242

Comments on the above figures.

3MG - Alstom's landscape contractor has completed tree planting on site. Some small scale works are continuing in and around the HBC Field in line with a tenancy agreement and to maintain an area of land for sky larks and barn owls.

Solar Panels – Golf Course - The procurement progress for a planning consultant is now complete and the contract has been awarded. A detailed planning application is expected by the end of January.

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.

Widnes Market Refurbishment - Due to the project having to go back out to tender the work on the roof has been delayed until Financial Year 18-19. All other works will be complete in the next few weeks.

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.

Johnsons Lane – Project reached practical completion Autumn 17.

Decontamination of Land – Phase 2 sampling due to commence February 2018 to allow validation of design.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 31st December 2017

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Expenditure				
Employees	13,240	10,285	10,625	(340)
Other Premises	1,965	1,526	1,521	5
Supplies & Services	1,651	1,254	1,128	126
Book Fund	167	125	121	4
Hired & Contracted Services	1,193	870	861	9
Food Provisions	548	425	479	(54)
School Meals Food	1,983	1,223	1,215	8
Transport	55	45	32	13
Other Agency Costs	442	235	217	18
Waste Disposal Contracts	5,775	3,449	3,541	(92)
Grants To Voluntary Organisations	67	35	2	33
Grant To Norton Priory	172	172	174	(2)
Rolling Projects	55	53	53	0
Capital Financing	77	7	7	0
Total Expenditure	27,390	19,704	19,976	(272)
Income				
Sales Income	-2,105	-1,654	-1,551	(103)
School Meals Sales	-2,324	-1,510	-1,543	33
Fees & Charges Income	-5,363	-4,161	-4,034	(127)
Rents Income	-297	-190	-87	(103)
Government Grant Income	-1,246	-1,227	-1,227	0
Reimbursements & Other Grant Income	-716	-595	-595	0
Schools SLA Income	-99	-92	-91	(1)
Internal Fees Income	-191	-117	-95	(22)
School Meals Other Income	-2,096	-1,741	-1,723	(18)
Catering Fees	-179	-134	-57	(77)
Capital Salaries	-123	-61	-61	0
Rolling Projects Income	-55	62	62	0
Transfers From Reserves	-173	-175	-175	0
Total Income	-14,967	-11,595	-11,177	(418)
Net Operational Expenditure	12,423	8,109	8,799	(690)
Recharges				
Premises Support	1,760	1,320	1,320	0
Transport Recharges	2,072	1,433	1,406	27
Departmental Support Services	9	0	0	0
Central Support Services	3,467	2,616	2,616	0
Asset Charges	85	0	0	0
HBC Support Costs Income	-449	-369	-369	0
Net Total Recharges	6,944	5,000	4,973	27
Net Department Expenditure	19,367	13,109	13,772	(663)

Comments on the above figures

The net Department spend is £663,000 over budget profile at the end of the third quarter of the 2017/18 financial year.

Employee spend is over budget mainly due to staff turnover saving targets not being achieved as well as casual and some agency usage. Casual staff spending is higher than the budget to date by £177,000, and is £35,000 higher than at the same point last year. Agency spend has reduced this year and is £64,000 less than the same stage last year.

Food and bar provisions are currently overspent by £54,000 to date. This is mainly due to spend at stadium catering and bars related to events which took place over the summer months.

The new waste contracts have now started and it is expected costs will increase estimated on Halton's share of overall waste across the city region. It has the potential to affect the outturn position on a large scale pending a reconciliation of Halton's share of overall waste.

As reported over previous quarters sources of income for the Department continue to struggle to meet targets, further details on specific items are included below.

Sales income had a better performance in quarter three though is still considerably short of the target to date by £103,000. This is mainly food and drink related and evident within Commercial Catering and the Stadium.

Fees and charges are still struggling to meet increased targets and the cancellation of the Vintage Rally has impacted in quarter three. Currently this heading is underachieved by £127,000 across the Department. The main items causing this are burials, architect fees, Open Spaces chargeable works, stadium pitch bookings, events income and fines for depositing litter.

Rental incomes are under budget target so far mainly due to shortfall in income at the Stadium. Catering and internal fees actual income is also below the budget target to date and this is expected to be the case for the outturn position. These budgets have been reviewed in terms of setting the 2018/19 base budget and have been realigned to expected actual income levels.

Capital Projects as at 31st December 2017

	2017-18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Works	30	10	10	20
Peel House Cemetery Works	383	150	110	273
Runcorn Cemetery Extension	9	9	11	-2
Open Space Schemes	602	400	315	287
Childrens Playground Equipment	100	50	77	23
Playground – The Glen	25	0	0	25
Playground – Runcorn Hill Park	233	100	106	127
Playground – Crow Wood Park	450	150	21	429
Landfill Tax Credit Scheme	160	20	5	155
Phoenix Park	110	10	2	108
Sandymoor Playing Fields	600	300	102	498
Victoria Park Glass House	150	0	0	0
Widnes Recreation	0	0	10	-10
Litter Bins	20	10	10	10
Norton Priory Project	455	100	65	390
Brindley Café Extension	80	0	0	80
Total	3,407	1,309	844	2,413

Comments on the above figures.

The Runcorn Hill project has committed another 130k of works to be completed before the end of March in line with the agreement we have with the Heritage Lottery Fund.




Other parks projects have completed the tendering stage and have begun and are expected to be fully spent by year end.

The Glasshouse and Brindley Café projects are expected to start during quarter 4 of 17/18.





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.