

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

Reporting Period: **Quarter 2 – 1st July 2018 – 30th September 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2018/19 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

- 2.2 Consultation on phase 1 of the Halton People into Jobs (HPIJ) restructure commenced in Q2. The restructure is as a direct result of the DWP Work Programme contract that HPIJ has been delivering for the last 7 years coming to an end in March 2019.
- 2.3 The plans to work towards devolution of the Adult Education Budget, which the Adult Learning Team is funded from, continued at pace during Q2 with the Combined Authority holding a number of consultation events, which HBC contributed to. Joint meetings with Riverside College continued to ensure alignment of provision and maximisation of funding available.
- 2.4 Divisional Manager had initial meeting with the National High Speed Rail Academy in Q2 – this is to be based on the Alstom site and the long term goal is to offer training to rail companies across the country, not just Alstom. The provision will include delivery of apprenticeships.
- 2.5 A number of staff within the division met with Capita (based at Preston Brook) with regards to recruitment issues they are experiencing. A number of spin-off meetings/discussions took place, including attendance by Capita at the Halton Employment Partnership meeting, to try and agree a plan of action to help address some of the issues they are facing. Talks will continue into Q3.

- 2.6 The LCR Construction Skills for Growth Action Plan was launched in Q2 – this sets out the key skills and employment requirements for this sector and is part of a suite of Skills for Growth Action Plans that are being funded out of the Employee Support in Skills contract that HBC manages on behalf of the Combined Authority
- 2.7 An Intermediate Labour Market (ILM) Business Breakfast took place in Q2, hosted by the division’s Ways to Work team. Around 25 local employers attended who were interested in offering a 6 month ILM placement to local unemployed residents. Employers were asked to submit expressions of interest following the event.
- 2.8 Adult learning enrolment days took place in Q2 and were extremely well attended. Initial figures for the new academic year are looking very promising and an increase on this time last year. A comprehensive marketing campaign leading up to enrolment days has had a positive outcome. Additionally, the Division had a stand at the Vintage Rally and further enquiries for courses were received.

Community Services

Income

- 2.9 The table below highlights the income targets for the Council’s Community Centres and shows the current income position towards the end of quarter two. The final position for quarter two is likely to be slightly higher than indicated as some outstanding income is yet to be credited to the respective accounts. Based upon performance to date, the final income position is expected to meet income targets.

Centre	Income Target	Income (to date)
Castlefields	£73,640	£36,398
Ditton	£101,820	£40,430
Grangeway	£99,130	£42,050
Murdishaw	£45,160	£11,567
Upton	£117,310	£38,850

- 2.10 Library service performance continues to improve – we have [reported](#) increases in membership, book issues and visits to the libraries this year. Raising the profile of the service has resulted in increased press coverage including an appearance on BBC Radio Merseyside.

Centre Usage and Activities

- 2.11 Across the service, usage remains consistent to that previously reported. Summary of key developments at each centre is below:

Castlefields

- 2.12 Castlefields continues to thrive; with bookings increasing year on year. The Centre has increased from a five day per week to a six day per week centre, with a lucrative weekend booking set to bring additional income.
- 2.13 Having spent much focus on improving the café offer at Castlefields in the last twelve months, both usage and income in the café has also continued to grow and is up by more than more than £2.5k in comparison to the same period in the previous year.

Ditton and Grangeway

- 2.14 The most significant development at these two centres has been the improvements to the outside areas of each. The outdoor space has been transformed and resulted in community groups, children and members of staff enjoying the vibrant space. i.e. raised beds/community growing.

Murdishaw

- 2.15 September saw the Food Bank relocate a distribution centre in Runcorn from the Methodist church to the community centre.

Upton

- 2.16 In July, Upton Community Centre became the first community police base in Halton, and this was launched by Cheshire's Police and Crime Commissioner and acting Chief Constable. Ward Cllrs were invited to the launch.
- 2.17 Three of the remaining four community centres; Castlefields, Grangeway and Murdishaw are set to follow suit and become community police bases throughout the year.
- 2.18 The offer for older people in the community centre has increased with two tea dance sessions and a sequence dance session having recently commenced; with attendances gradually increasing week by week.
- 2.19 Having invested in new equipment for the kitchen and recruiting to the vacant cook's position, increasing the café offer will be an area of focus moving forward. A number of new initiatives are planned; including offering good quality takeout meals at affordable prices as an alternative to the fast food offer in Hough Green.

Building Improvements

- 2.20 Following on from the programmed building improvements in 2017/18, further planned improvements to Grangeway and Upton have been agreed and will be scheduled in the coming months.
- 2.21 Upton will benefit from the redecoration of the main hall, completing the redecorating at the centre. Equipment funded by the area forum in May has now been purchased and is in use at the centre.
- 2.22 Grangeway will see the remodelling of the toilets in the Youth Club side of the building, the replacement of a number of internal doors from the days of the pupil referral unit (making the centre much more accessible to all users) and the replacement of a series of windows.

Library Service

- 2.23 Library service performance continues to improve – we have reported increases in membership, book issues and visits to the libraries this year. Raising the profile of the service has resulted in increased press coverage including an appearance on BBC Radio Merseyside.

Sports & Recreation Services

Frank Myler Pavilion

2.24 Work continues on the development of the activity timetable for the Frank Myler Pavilion. The grass pitches are open for use, with junior teams booked on for 2018/19 season.

Parks and Open Spaces

2.25 Hale Park, Runcorn Hill Park and Victoria Park were all successful in securing Green Flag Awards during Quarter 2.

Coach and Volunteer support

- 2.26 Updates to the Coach and Volunteer support offer:
- On-going support to 12 Health Walk leaders, leading 8-walks per week.
 - On-going support to community volunteers and coaches running/teaching Get Active sessions in Halton inc parkrun
 - Attend walks to support new walk leaders complete their qualification.
 - FA Workshops in July – Safeguarding and Protecting Children, and First Aid - 31 attended

Finance and Funding for Sport

- 2.27 Details of the current sport related Finance and Funding opportunities from quarter 2:
- Funding info disseminated to groups.
 - Sports Development Grants - Widnes Football Forum, St Michaels FC,
 - Individual Bursaries x 3
 - Coaching bursaries, 1 Football
 - Secretary to RST – Charity Commission Tax Return 2018 complete
 - FA Protecting Playing Fields – Parklands Club and Halebank FC – on-going
 - HBC Funding Group meeting with External funding team, community development and HVA – share good practice and updates.

2.28 Details of the current sport related Finance and Funding opportunities from quarter 2:

Name	Support towards	Award
Mark Allen	Table Tennis Competitions	£100.00
Jack Burke	RL Lion Heats Tour to Serbia	£150.00
Meg Corker	Athletic Equipment	£150.00
Total		£400.00

2.29 Coaching bursaries – 1 awarded

Name	Support towards	Award
Brian Doyle	FA Level 1 Coaching Award	£80.00
Total		£80.00

2.30 Grants for Clubs – 2 awarded

Name	Support towards	Award
Widnes Football Forum	Support for Widnes Cup	£300.00
St Michaels FC	Equipment for new Under 16's Team	£300.00
Total		£600.00

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 Consultation of phase 2 of the HPIJ restructure will commence in Q3. The restructure is a result of the DWP Work Programme coming to an end in March 2019 and replacement programmes (e.g. Work & Health Programme, Households into Work Programme) being much smaller scale, thus requiring lower staffing levels.
- 3.3 Q2 saw the launch of the devolved Adult Education Budget (AEB) procurement process. Whilst £52m is to be devolved, a good proportion of this is tied up in grant agreements (in the main with local authority adult learning providers and FE colleges); therefore, only £15m will be available in this first commissioning round. It is unclear at this point if grant funded providers can 'bid into' the £15m or not.
- 3.4 Riverside College and HBC's Adult Learning Team will be expected to submit a joint AEB plan around December 2018. Joint planning has been in place for a while, which is very positive in terms of Following the ILM Business Breakfast, around 10 employer expressions of interest have been received to date – ILM placements will commence from Q3. An ILM recruitment event (to match employers with local residents seeking work) will support this process and will take place in Q3 at Halton Stadium.
- 3.5 The LCR Apprenticeship Hub Team will be launching its new Employer & Apprentice Ambassador Network in Q3. To date, only an Apprentice Ambassador Network has been in place – following a drive in National Apprenticeship Week to recruit employers now is the right time to bring employers and apprentices together in one network, to support the implementation of the Apprenticeship Growth Plan.
- 3.6 The LCR Apprenticeship Hub Team has commissioned another 60 school performances from the Open the Door Theatre Company to take place by the end of March 2019.
- 3.7 During Q3, the LCR Apprenticeship Hub Team, together with the Combined Authority's Skills Broker team, will begin planning for a range of mini skills shows to take place in each borough during February 2019. In addition, an Apprenticeship Graduation Ceremony will take place in March 2019 at the Anglican Cathedral to honour those apprentices that completed their programme in the 2017/18 academic year.

Sports & Recreation Services

Leisure Centres

- 3.8 Pool Plant Mechanical failures - Property Services working with contractors to ensure minimise mechanical failures via replacing and fixing broken/tired items in buildings. Brookvale needs to replace the mechanical service board, this work is essential as all the plant (excluding Biomass), is running continuously, meaning increased energy consumption.
- 3.9 The Leisure Centres have had unrepresented sickness absence and injuries to front line staff resulting in difficulties backfilling with trained personnel. Sickness absence is managed to HBC processes and procedures, there are some complex issues. Due to the nature of sickness it is unanticipated and unexpected, consequently, there have been service delays, specifically to swimming pool activities.

- 3.10 Further pool closures may occur across all sites, during October, as a result of staff leaving. Managers are working hard to minimise service delays. 9 Leisure Attendant vacancies at the end of September (approx. 200 hours a week to backfill). These vacant posts are being advertised; anticipate recruitment being complete November/December.
- 3.11 In the meantime service will be reliant on casual workers (approx. 50 workers). Recently recruited to the Casual worker Leisure Attendant list (going through pre-employment checks). Kingsway will be hosting further National Pool Lifeguard Training Courses aimed at increasing number of local residents with Lifeguarding qualification. Work experience students placed at BRC, one applied for a casual post and was appointed. Good links with schools.

The Brindley Theatre

- 3.12 Ticket sales were down on previous years during the hot weather of the early summer. This was a common trend at theatres throughout the country.

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 2018 – 19 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the remit of this Board is included as Appendix 1 to this report.

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	Q2 Progress
EEP 02a	To prepare a Self-Assessment Review (SAR) by January 2019	
EEP 02b	To update a communications and marketing plan for the Adult Learning Service - August 2019	
EEP 02c	To deliver a career skills and apprenticeships show - June 2018	
EEP 02d	To develop, in conjunction with Riverside College, a business case for future Adult Education Budget	

EEP 02a

The Adult Learning Team has started to prepare the annual self-assessment report for the 17/18 academic year and is on target to have this completed by the deadline.

EEP 02b

The Adult Learning Team has a communication and marketing plan in place, which is a live document and updated regularly. All key actions are included on the service's Year Planner including editorial deadlines.
















EEP 02c

The Apprenticeship Hub delivered a Liverpool City Region Skills Show on the 18 June 2018 at the Exhibition Centre Liverpool. Over 6,000 young people, teachers, parents and residents registered for the event with 4,058 attending. 50 out of the 58 pre-booked school groups attended, which included good representation from all Local Authority areas. The event presented 104 exhibition stands hosted by 109 different organisations. Visitors were able to get involved in a whole range of interactive activities to help them decide what jobs and careers they may want to pursue in the future and/or receive one to one support at the event to apply for live apprenticeship vacancies.

EPE 02d

A number of joint planning meetings have taken place with Riverside College in readiness for the devolution of the Adult Education Budget which both the Adult Learning Team and Riverside College receive via a grant on an annual basis. Devolution commences 1st August 2019. Preparations are in place to produce a Joint Plan by the end of December 2018.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 08	Number of Enrolments (Adult Learning).	1,960	2,950	2206		
EEP LI 09	Number of People supported into work.	319	400	59		N/A
EEP LI 10	Percentage of learners achieving accreditation.	56%	42%	33%		
EEP LI 11	Total number of job starts on DWP programme (People Plus).	22	9	1		N/A
EEP LI 12	Total number of job starts on DWP programme (Ingeus).	43	70	8		N/A
EEP LI 13	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period).	36	40	8		
EEP LI 14	Number of Businesses Supported.	658	700	181		
EEP LI 15	Number of individuals supported into paid work placements (ILMs)	New Indicator for 2018/19	58	1		
EEP LI 16	Number of adult learners who feel prepared for choosing the next steps (e.g. into employment, another course, college/university etc.)	New Indicator for 2018/19	100%	98.5%		N/A
EEP LI 17	Number of adult learners who have progressed onto another course	New Indicator for 2018/19	50%	39.15%		N/A

Supporting Commentary

EEP LI 08

2206 adults enrolled on Adult Learning programmes in the 17/18 academic year (August 2017 – July 2018). The enrolment process has changed for some courses and this has had an impact on enrolment figures. Also the cancellation of some community courses has impacted the figure this year.

EEP LI 09

More than 59 people were supported into work in Q2 but the required ESF evidence hasn't been received from employers so the additional job starts have not yet been claimed. Cumulative job starts claimed to date for 17/18 is 119.

EEP LI 10

403 learners achieved accreditation in the academic year 2017/18 compared to 372 (32%) in 2016/17.

EEP LI 11

1 job starts in total for People Plus in Q2. Cumulative total to date for 17/18 is 3.

EEP LI 12

8 job starts on Ingeus contracts in total for Q2 (3 job starts on Work Programme and 5 job starts on Work and Health Programme in Q1). Cumulative total to date for 17/18 is 17.

EEP LI 13

8 customers with health conditions/disabilities were supported into paid employment in Q2. Cumulative total to date for 17/18 is 18.

EEP LI 14

Current Progress' refers to 'unique company engagements' through the Growth Hub since the inception of the Growth Hub contract in October 2015.

EEP LI 15

7 individuals were supported into paid placements (ILMs) in Q2. Cumulative total to date for 17/18 is 8. However, there are a number of ILMs in the pipeline and an event organised in quarter 3 to seek additional placements.

EEP LI 16



1053 evaluations were completed for the academic year 17/18 and 1003 agreed that they feel prepared for choosing their next step.

EEP LI 17

There are 999 records of learners progressing to another course once they complete.

Community Services

Key Objectives / milestones

Ref	Milestones	Q2 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets - March 2018	
CE 02b	Develop a programme of cultural activity meeting identified local targets – March 2018	

Supporting Commentary

CE 01a

A promotion takes place each year when we send home brochures and attend Parents evenings to promote school meals

CE 02b

Priority 2 – Support the health and wellbeing of the community

- This year we have introduced the Summer Reading Challenge Lunch Club providing food for children after each library event and supporting parents' financial choices over the course of the summer holiday. This project has been delivered in partnership with HBC school meals and funded through HBC partnership fund. 1000 children benefited from this programme.

Priority 3 – Offer welcoming, vibrant spaces for people to meet

- As part of Heritage Open Days libraries hosted a number of events celebrating Halton's Extraordinary Women.

Priority 4 – Support learning at all ages

- NW Learn Fest, the regions first library learning festival, took place in September. Libraries held Tech Meet Ups showcasing our augmented reality resources.
- 2 library Floor Managers are currently enrolled on HBC ILM 3 training programme.

Priority 5 – Offer access to inspiring cultural activity

- Our current events programme is available here. Upcoming highlights include our first Baby Shower, annual Fun Palaces and the Great North West Read.





Priority 6 - Reach out to the community and expand activity across the Borough

- We have partnered with The Chadwick Library at Daresbury to bring a new service to the Sci-Tech Daresbury campus. Halton Libraries are now providing a mini public library onsite at Daresbury. This new service, hosted within the Chadwick Library, comprises of a bespoke collection of fiction and reading for pleasure non-fiction books, as well as a number of e-resources including e-books, online audio books, and e-newspapers.

National activity:

- National Libraries Week takes place 8-13 October. MPs and Cllrs have been invited to attend events at libraries across the Borough.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	574,045	400,000	309,488		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	614,045	600,000	332,770		
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)	TBC	TBC	TBC	TBC	TBC

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	TBC	TBC	TBC	TBC	TBC
CE LI 11	Percentage of adults utilising outdoor space for exercise/health reasons (MENE survey)	TBC	TBC	TBC	TBC	TBC

Supporting Commentary

Library usage figures remain positive at the end of this period. Information from the Active Lives and MENE Surveys is not yet available.

7.0 Financial Statement

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 30th September 2018

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	4,308	2,362	2,395	(33)
Repairs & Maintenance	2,215	1,064	1,064	0
Premises	51	50	47	3
Energy & Water Costs	686	270	257	13
NNDR	542	541	541	0
Rents	353	212	221	(9)
Economic Regeneration Activities	17	4	4	0
Supplies & Services	1,649	1,099	1,094	5
Grants To Voluntary Organisations	36	24	24	0
Other Expenditure	25	13	13	0
Capital Financing	99	74	74	0
Total Expenditure	9,981	5,713	5,734	(21)
<u>Income</u>				
Fees & Charges Income	-248	-93	-92	(1)
Rent – Commercial Properties	-1,139	-15	-28	13
Rent – Investment Properties	-44	-20	-20	0
Rent – Markets	-773	-691	-687	(4)
Government Grant Income	-1,696	-1,696	-1,696	0
Reimbursements & Other Grant Income	-105	-58	-58	0
Schools SLA Income	-504	-465	-457	(8)
Capital Salaries	-62	-16	-16	0
Transfers From Reserves	-857	-512	-512	0
Total Income	-5,428	3,566	3,566	0
Net Operational Expenditure	4,553	2,147	2,168	(21)
<u>Recharges</u>				
Premises Support	1,965	983	983	0
Transport	26	11	11	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,198	-1,198	0
Repairs & Maintenance Income	-2,402	-1,201	-1,201	0
Central Support Income	-2,042	-1,021	-1,021	0
Net Total Recharges	2,724	-1,341	-1,341	0
Net Department Expenditure	1,829	806	827	(21)

Comments on the above figures

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

Employee budgets are based on full time equivalent staffing numbers of 122.

A recent restructure within the Department has helped reduce the anticipated negative variance on employee costs this quarter. There has not been a great turnover of staff this financial year and this is reflected in the staff turnover saving target not being achieved by the Department. Where possible, vacancies will not be filled in year and agency staff will be kept to a minimum and only used in statutory areas.

Following reconciliation by the energy providers, the Council has received a number of one off refunds relating to previous years utility charges.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 2 shows the Department over achieved on rental income and this is profiled to continue in year.

School SLA income target has not been achieved this financial year. Due to the increase of staffing costs, SLA charges have increased, which in turn has meant that schools are choosing to use alternative services. Market rental income is under budget as at quarter 2. Following a restructure within the Department the main focus over the next few months will be to promote the markets, which will hopefully increase the income levels.

All savings put forward by the Department for 18-19 have been achieved this financial year.

Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year and where necessary budgets have been realigned to try and relieve budget pressures.

It is currently forecast the department's net spend will be approximately £35k over the annual budget.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 30 September 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	499	42	42	457
Sci Tech Daresbury – EZ Grant	382	243	243	139
Solar Panel Golf Course	1,278	19	19	1,259
Decontamination of Land	50	0	0	50
Former Crossville Depot	440	83	83	357
Advertising Screen at The Hive	100	0	0	100
Murdishaw	38	0	0	38
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	813	813	378
Equality Act Improvement Works	150	0	0	150
Linnets Club House	287	22	22	265
Broseley House	1,190	711	711	479
Stadium Alterations	200	0	0	200
The Croft	30	0	0	30
Total	5,876	1,933	1,933	3,743

Comments on the above figures.

Widnes Market Refurbishment – The re-roofing contract (incl. internal decoration) is currently in delay with anticipated completion W/C 22nd October (subject to weather conditions). A Notification of Delay letter has been submitted by the contractor and this is currently being assessed.

The remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Broseley House - The vacant upper floors have been secured where necessary to prevent unauthorised access, and are in the process of being cleared of all debris following vandalism prior to HBC purchasing the property. Minor improvement works have been carried out to the front parking area to make the area safe and the external oil tank building to the rear of the main building is soon to be demolished to help reduce anti-social behaviour in the area.

3MG - Alstom have completed the relocation of its Preston workforce to Widnes and now has 206 people on the Widnes Site. Discussions have commenced with Alstom to extend their option for a further 18 acres as the current option expires on 31 December 2018.

Stobart have completed a new headquarters at Viking Park for their Energy division and have completed a sale and lease back to raise capital to further invest in the site, starting with land remediation.

Solar Panel Golf Course –The Council are in the process of updating the design based on technical advice. Once finalised this will start the preparation of the main design and build contract and hopefully go out to tender at the beginning of November. Planning approval for the scheme was granted in May 2018

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30th September 2018

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	13,897	6,980	7,086	(106)
Other Premises	2,026	1,158	1,161	(3)
Supplies & Services	1,389	743	642	101
Book Fund	160	73	65	8
Hired & Contracted Services	1,165	488	492	(4)
Food Provisions	470	240	209	31
School Meals Food	1,980	744	656	88
Transport	51	28	25	3
Other Agency Costs	390	194	183	11
Waste Disposal Contracts	5,900	3,306	3,352	(46)
Grants To Voluntary Organisations	67	17	2	15
Grant To Norton Priory	172	87	87	0
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,775	14,166	14,068	98
<u>Income</u>				
Sales Income	-1,879	-945	-767	(178)
School Meals Sales	-2,368	-961	-839	(122)
Fees & Charges Income	-6,073	-3,329	-2,723	(606)
Rents Income	-225	-126	-111	(15)
Government Grant Income	-1,198	-1,018	-1,050	32
Reimbursements & Other Grant Income	-681	-271	-241	(30)
Schools SLA Income	-1,347	-1,347	-1,346	(1)
Internal Fees Income	-172	-92	-74	(18)
School Meals Other Income	-254	-105	-66	(39)
Catering Fees	-177	-83	-56	(27)
Capital Salaries	-123	-53	-61	8
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-125	-125	-125	0
Total Income	-14,622	-8,455	-7,504	(951)
Net Operational Expenditure	13,153	5,711	6,564	(853)
<u>Recharges</u>				
Premises Support	1,558	779	779	0
Transport Recharges	3,069	1,376	1,376	0
Central Support Services	3,665	1,871	1,871	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-286	-286	0
Net Total Recharges	7,964	3,740	3,740	0
Net Department Expenditure	21,117	9,451	10,304	(853)

Comments on the above figures

The net Department budget is £853,000 over budget profile at the end of the second quarter of the 2018/19 financial year.

Employee budgets are based on full time equivalent staffing numbers of 477.

Employee spend is currently over budget, mainly due to staff savings targets for the department which are not being met in all areas due to the need to maintain frontline services in areas such as School Meals and Open Spaces. Employee spend against budget to date has improved since Quarter 1 due to some areas operating with vacancies, although this is having an adverse impact on certain income streams. Casual and overtime usage across the Department is £260,685 over the profiled budget to date. Agency spend is over £43,000 higher than what it was at the same stage last year.

Income targets had been reduced by approximately £200k this year, although in many areas, the department will again struggle to meet the budgeted income amounts. Fees and charges will be the main source of concern again, with large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets and has suffered lower than expected ticket sales over the summer due to the World Cup and several weeks of unusually hot weather, although it is hoped that sales will increase coming in to the busier winter season. With no concert or significant event at the Stadium, planned events income will underachieve significantly at year-end.

Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Sales income is again currently short of the target to date mainly due to Stadium Bars and Catering, and Municipal Catering. So far income is down on these activities compared to the same stage last year and there is no evidence to be able to project anything more hopeful for the remainder of the year. Currently sponsorship income for the Stadium is under review but this also stands to underachieve significantly by year-end.

Rental income is a concern with Liverpool and Everton Ladies not currently allowed to play at the Stadium under FIFA regulations. It is hoped this can be addressed with a new pitch on which work is due to start in Quarter, however this year's income will be significantly affected, and it is not certain that these tenants will return next year.

Based on current demand and estimated income streams it is forecast the department will be approximately overspent by £1.8m at the end of the year.




COMMUNITY & ENVIRONMENT DEPARTMENT**Capital Projects as at 30th September 2018**

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	25	17	33
Stadium Pitch	300	0	0	300
Brindley Cafe Extension	80	30	6	74
Children's Playground Equipment	61	0	-1	62
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	5	3	2
Crow Wood Park Play Area	478	5	5	473
Open Spaces Schemes	611	100	128	483
Peelhouse Lane Cemetery	500	25	16	484
Peelhouse Lane Cemetery - Enabling Works	33	0	7	26
Phoenix Park	100	80	103	(3)
Victoria Park Glass House	170	0	0	270
Sandymoor Playing Fields	1,032	560	470	562
Widnes & Runcorn Cemeteries - Garage & Storage	190	0	0	210
Litter Bins	20	0	0	20
Total	4,024	830	748	3,390





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.