



******Please note change of venue******

**Employment, Learning, Skills and
Community Policy and Performance Board**

**Wednesday, 9 June 2010 at 6.30 p.m.
Conference Room 2, Municipal Building**

A handwritten signature in black ink, appearing to read 'David W R', written over a light grey rectangular background.

Chief Executive

BOARD MEMBERSHIP

Councillor Susan Edge (Chairman)	Labour
Councillor Peter Lloyd Jones (Vice-Chairman)	Labour
Councillor Dave Austin	Liberal Democrat
Councillor Chris Carlin	Liberal Democrat
Councillor David Findon	Conservative
Councillor Margaret Horabin	Labour
Councillor Harry Howard	Labour
Councillor Andrew MacManus	Labour
Councillor Stan Parker	Labour
Councillor Joe Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat

*Please contact Michelle Simpson on 0303 333 4300 or e-mail michelle.simpson@halton.gov.uk for further information.
The next meeting of the Board is on Monday, 20 September 2010*

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

Part I

Item No.		Page No.
1. MINUTES		
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)		
	Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. PUBLIC QUESTION TIME		1 - 3
4. EXECUTIVE BOARD MINUTES		
	There are no minutes from the Executive Board or Executive Board Sub-Committee that are relevant to the Employment, Learning, Skills and Community PPB, since the last meeting.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Employment, Learning and Skills Policy & Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director, Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
 - (ii) Members of the public can ask questions on any matter relating to the agenda.
 - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
 - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
 - (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

8.1 There are no background papers under the meaning of the Act.

REPORT TO: Employment Learning, Skills and Community
Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Chief Executive

SUBJECT: Specialist Strategic Partnership minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

1.1 The Minutes relating to the Community Portfolio which have been considered by the Specialist Strategic Partnership are attached at Appendix 1 for information.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE
LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

Employment, Learning & Skills SSP

Minutes of Executive Group Meeting 22 March 2010

9.30 am, The Heath, Runcorn

Present:

Wesley Rourke
 Lisa Driscoll
 Maurice Gleeson
 Siobhan Saunders
 Claire Bradbury
 Claire Tierney
 Hitesh Patel
 Diane Sproson
 Andy Guile
 Cllr Eddie Jones
 Simon Clough
 Madeleine Hamadianian
 Cleo Pollard
 Steve Eccles
 Nick Mannion

Organisation:

HBC Economic Regeneration
 Policy & Partnership (HBC)
 Riverside College Halton
 Adult Learning & Skills (HBC)
 YMCA
 External Funding (HBC)
 CAB
 Connexions
 HVA
 HBC
 14-19 Partnership (HBC)
 Adult Learning & Skills (HBC)
 Halton Parents & Carers
 Transport Policy (HBC)
 Neighbourhood Mgmt (HBC)

1. Welcome/Apologies

- 1.1 Wesley Rourke welcomed everyone to the meeting and the Group provided introductions.
- 1.2 Apologies had been received from:

Gerry Fitzpatrick	Enterprise & Employment (HBC)
Eleanor Carter	External Funding (HBC)

2. Minutes of last meeting and Matters arising

The previous Minutes were reviewed and agreed.

Matters arising:

- 5.1 LD informed that the ELS Network Event on 21 January had been well attended with good feedback. Copies of the evaluation reports will be circulated soon.
- 11.1 WR confirmed that nothing further was required. It is within the gift of the SSP in terms of how it allocates its resources.

3. Future Role & Remit of ELS

3.1 Chairing & Support Arrangements

LD provided background information on the historical Chair arrangements which since 2006 had been held by JCP with HBC as Vice Chair. This no longer applies and WR had been happy to chair on an interim basis although other offers to chair had been received. It was proposed and no objections raised to WR being Chair. The Group also agreed Riverside College as Vice Chair.

Regarding the new structure LD informed that she is moving post, handing over to Nick Mannion and will work with him to ensure a seamless handover. **HP felt it would be useful for external**

partners to receive a directory of . . . ructure coming in to effect from 1st April and LD will circulate.

3.2 Development Session

The remit to LSP will change over the next 12/18 months, particularly in regards to the reduction in funding. A development session on 8 April was proposed to look at some of the issues and to consider how it would like the SSP to operate in the future. At the session members would be able to update on the skills sets and revisit/discuss terms of reference for SSP. Favourable comments were received on such a session but it was noted that in view of the Council restructure the 8th April would be too early for such a session. WR agreed that this be deferred and commented that the Community Strategy is due for re-writing later in the year and such a session would be the opportunity to influence what the Group would like to see included, considering the external landscape and political options.

3.3 Action Plan and Budget

LD informed that the Action Plan is updated annually and will require re-writing within the next 2 months.

The 2 year budget allocations were set last year and still remain the same. This year's budget is not radically different from last year. A copy of the budget was circulated to members.

Cllr Jones thanked LD for her excellent work for the SSP and wished her well in her future post.

4. **LPSA 2 Proposals**

4.1 DP updated the Group on the 2nd March meeting at which all proposals were considered in detail. The proposals which the Group would support were listed and will be put forward to the SSP Chairs Group on 25th March.

4.2 The total allocation to be presented is £653k. LD outlined how the allocations were arrived at and reminded members that allocations can not be guaranteed. WR commented that some WNF windfall funding has not yet been allocated and collaborative working and cross partnership opportunities could support this. SC felt it would be useful to have some mapping.

4.3 The Group approved the recommendations that were made and It was agreed that this discussion will be picked up again at a later date.

5. **Local Transport Plan 3**

5.1 Steve Eccles, HBC Transport Policy circulated a copy of his presentation on Halton Local Transport Plan 3.

5.2 In answer to the query "why not join with Merseyside?" SE informed that it was intended to have a joint LTP3 with Merseyside, however on 4 February the integrated transport policy for Merseyside ruled that Halton would not be part of the consultation launch.

5.3 As a local authority there are certain factors which can be controlled, such as better access to services, better control policies in planning travel although some decisions may be politically unpalatable or viewed as elitist.

5.4 HP commented that the biggest thing to affect Halton is the bridge and that no information had been made available from the Council re the cost of tolls for local residents. **He was requested to email this question to Steve Eccles for response.**

5.5 WR queried how consultation will be made with LSP and whether it would be appropriate to have a representative from this SSP. SE explained that he had been advised to consult each SSP individually and a representative from each of the SSP groups would be able to attend future stakeholder workshops. There will be opportunities for further comments over the next year or so.

6. **Ecotec Presentation**

6.1 Ros Grimes presented on the Halton Business Perceptions Survey which Ecotec had undertaken and circulated a copy to the Group. The survey will help inform Halton's Workforce Development Strategy.

6.2 Cllr Jones queried whether the training figure was for initial training or ongoing job training. **Ros said she would try and whittle this figure down.**

6.3 It was confirmed that agencies would have been included in the businesses surveyed.

- 6.4 HP queried the awareness of TTG ε accessing it. SS confirmed that LSC do produce figures on TTG, however TTG budgets have been capped and 01 August SFA have announced a 25% cut in TTG for companies with more than 1000 employees.
- 6.5 The survey indicated that there needs to be more support for apprentices. There is a barrier to this.
- 6.6 NM queried whether employers indicated satisfaction with the offer made in Halton. **Ros said she would review the full report for any specific comments.**
- 6.7 Cllr Jones informed the Group that the new retailers in Widnes Shopping Park had been impressed by the quality of the job candidates with the majority of jobs offered to local people.
- 6.8 **SS agreed to email the Ecotec report to members. A press release is to be issued with some of the headlines – SS/Helen Slater.**

7. Risk Register

- 7.1 LD provided an update and asked the Group to review the register within their sub-groups and send back comments to LD/NM by 30 April. **LD to send the report through to the various sub-group leads.**

8. Sub Group Updates

- 8.1 Skills
- SS circulated an update. She asked that the Minutes record that Partnership involvement and support re the Halton offer to 3MG has been outstanding.
- 8.2 Enterprise
- An update was circulated with the Agenda.
- 8.3 Employment
- No representative from JCP attended the Meeting.
- 8.4 Performance
- An initial meeting has been held with the local improvement advisor re commissioning and spending. Their report at the end of March and LD will pass this to the Group.
 - Regarding evaluation of WNF projects, approval from the Executive Board is awaited.
 - LEA updated targets have been submitted to Government. A meeting was held re the method of data collection and quarterly reporting.

9. Any Other Business

- 9.1 SC informed that apprenticeships are currently sitting at amber/green. The 14-19 Partnership have asked him to co-ordinate a strategy and it is felt that a borough wide partnership approach is required. **SC to circulate a membership list for an initial meeting and when received, if Group members will consider whether they can identify anyone who may be more appropriate.**
- 9.2 MG informed that Riverside College had gained a provisional Grade 2 at their recent Ofsted inspection. The report is available on the Ofsted website under unique ref. 130622.
- 9.3 AG informed that he will be leaving HVA. He was wished all the best and thanked for his contributions made to this Group and across the partnership as a whole.
- 9.4 Re the Future Jobs Fund , HP queried how many had been taken up from the target of 107. **WR to provide an update at the next meeting**

10. Date and Time of Next Meeting

- 10.1 Future meeting dates are being planned.

REPORT TO: Employment Learning, Skills, & Community
Policy Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director, Adults & Community

SUBJECT: Scrutiny Review of Employment Practices for
people with learning or physical disabilities or
mental health issues

1.0 **PURPOSE OF REPORT**

1.1 The purpose of the report as proposed in the topic brief was to:

- Review current employment opportunities for people with a learning or physical disability or mental health issues in Halton.
- Develop an understanding of the financial processes around employment for these specific groups.
- Consider best practice and local examples in terms of supporting people into employment.
- Develop an understanding of corporate responsibilities in supporting vulnerable people into employment.
- Devise a series of recommendations and accompanying action plan to improve the authority's performance in relation to supported employment opportunities.

2.0 **RECOMMENDATION :**

i) That members of the Board note the contents of the report.

3.0 **SUPPORTING INFORMATION**

3.1 As part of a Care Quality Commission performance assessment carried out in 2008, it was noted that, while Halton had supported more people with a learning or physical disability or mental health issue into employment than was predicted, performance was still lower than comparators. Care Quality Commission also noted that targets set in relation to supported employment were relatively low.

Despite a number of interventions through employment and social care programmes in Halton, the number of people with learning disabilities progressing into employment remains low and is significantly lower than north-west averages. As a result of this assessment, a scrutiny review of current practice was commissioned.

3.2 **Employment Topic Group**

The Employment Topic Group comprised of:

- Cllr Ellen Cargill (Joint Chair)
- Cllr Eddie Jones (Joint Chair)
- Cllr Geoff Swift
- Cllr Bob Gilligan
- Cllr Martha Lloyd-Jones
- Cllr Pamela Wallace
- Audrey Williamson, Operational Director Prevention & Commissioning
- Stiofan O'Suillibhan, Divisional Manager Community Services
- Gerry Fitzpatrick, Divisional Manager Enterprise & Employment
- Emma Bragger, Service Development Officer
- Jo Burrows, Service Development Officer
- Katy Rushworth, Policy Officer

3.3 **Methodology**

The scrutiny review was conducted through a number of means, including:

- Regular meetings of the scrutiny review topic group
- Attendance at meetings by various key members of staff and external guests
- Provision of information
- Visits to a number of local authorities

By following the above process, a Scrutiny Report was agreed by members (Appendix One) and within this report, a series of recommendations (25 in total) have been discussed and agreed by the members of the Employment Topic Group.

4.0 **POLICY IMPLICATIONS**

4.1 Linked to the implementation of the recommendations set out in the scrutiny report, a number of updates or reports may be required to be developed and presented to Chief Officers Management Team in the future.

5.0 **FINANCIAL/RESOURCE IMPLICATIONS**

5.1 Any financial implications which may impact on the delivery of the recommendations of the scrutiny review, will be explored in detail through the development of a Business Case to explore Invest to Save initiatives. Any such implications will be explored in detail and presented to Chief Officers Management Team in due course.

6.0 **OTHER IMPLICATIONS**

6.1 None identified

7.0 **RISK ANALYSIS**

7.1 The risk of the recommendations not being agreed and progressed fully, is that Halton will not be in a position to improve its performance rating for National Indicators 146 and 150 and maybe be subject to closer review by the Care Quality Commission.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 None Identified



*Scrutiny Review of Employment Practices for
people with learning or physical disabilities or
mental health issues*

March 2010

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1.0 Purpose of the Report

The purpose of the report, as outlined in the initial topic brief (at *Annex 1*) is to:

- ◆ Review current employment opportunities for people with a learning or physical disability or mental health issues in Halton.
- ◆ Develop an understanding of the financial processes around employment for these specific groups.
- ◆ Consider best practice and local examples in terms of supporting people into employment.
- ◆ Develop an understanding of corporate responsibilities in supporting vulnerable people into employment.
- ◆ Devise a series of recommendations and accompanying action plan to improve the authority's performance in relation to supported employment opportunities.

2.0 Structure of the Report

This report is structured with the introduction, a brief summary of the methodology followed by a description of current practice and performance, evidence, analysis with findings/conclusions and recommendations. The appendices include the topic brief, presentations and Action Plan.

3.0 Introduction

3.1 Reason the report was commissioned

As part of a Care Quality Commission performance assessment carried out in 2008, it was noted that, while Halton had supported more people with a learning or physical disability or mental health issue into employment than was predicted, performance was still lower than comparators. Care Quality Commission also noted that targets set in relation to supported employment were relatively low.

Despite a number of interventions through employment and social care programmes in Halton, the number of people with learning disabilities progressing into employment remains low, and is significantly lower than north-west averages.

3.2 Policy and Performance Boards

This report was commissioned as a joint scrutiny topic with the Healthy Halton and the Employment, Learning & Skills Policy & Performance Boards.

3.3 Membership of the Topic Team

Membership of the Topic Team included:

Members	Officers
Cllr Ellen Cargill Cllr Eddie Jones Cllr Geoff Swift Cllr Bob Gilligan Cllr Martha Lloyd-Jones Cllr Pamela Wallace	Audrey Williamson – Operational Director, Adults’ Services Stiofan O’Suillibhan – Divisional Manager Gerry Fitzpatrick – Divisional Manager Service Development representatives – Emma Bragger, Jo Burrows, Katy Rushworth

4.0 Methodology Summary

This scrutiny review was conducted through a number of means:

- Regular meetings of the scrutiny review topic group;
- Attendance at meetings by various key members of staff and external guests (detail of the attendees can be found in *Annex 2*);
- Provision of information; and
- Visits to a number of local authorities.

5.0 Current Practice – Halton Borough Council

Across the authority there are a number of initiatives underway to support people with disabilities into employment. These include jobs both within and external to the Council.

5.1 Day Services/Physical and Sensory Disability Employment Projects

The Day Services Employment Projects are open to service users from Adults with Learning Disabilities services, and are based on a tiered approach to capacity building and preparing for employment. The projects have a number of areas of focus as follows:

- Economic wellbeing
- Improved health and emotional wellbeing
- Equality of opportunity

Tier 1 – Country Garden Catering and Market Garden

The project provides service users with the fundamentals of catering through the Pebbles Project – a step-by-step approach to learning the basics of catering. The approach takes account of the varying needs levels of services users; with each user having a personalised support plan with clearly defined goals and access to relevant training.

Country Garden has one member of staff and approximately four service users accessing the project for two days a week. Within the market garden, there are approximately eight services users who prepare the land and grow the fruit and vegetables for use in the buffet and café projects.

Tier 2 – Country Garden Buffet Service

At Tier 2, service users are able to put into practice the skills developed during the time spent on Tier 1. The project operates five days per week with between five and six service users accessing the project daily. Some of the service users are in receipt of permitted earnings. The buffet service can cater for meetings and events for between 12 and 120 people. Any income generated is reinvested in the project. While taking part in the project, service users compile a portfolio detailing their skills and experience, their training objectives and any qualifications they have gained, such as Food Hygiene.

Tier 3 – Murdishaw Community Café

This tier represents further progression, and allows participants to develop ‘front of house’ skills in addition to furthering their catering knowledge. Some of the service users are in receipt of permitted earnings.

In 2007, Murdishaw Community Café won awards for Equality and Diversity and for Positive Action in recognition of the work done to provide service users with meaningful opportunities and developing skills towards employment.

Tier 3 – Cup Cakes and Market Garden

This project provides opportunities for service users with physical and/or sensory disabilities to develop skills specifically in confectionary and cake-making. Produce from Cup Cakes is sold to Norton Priory Café (see Tier 4), and to the Country Garden Buffet service. At current capacity, the project can produce 80 cakes per week, and income generated covers the cost of ingredients. The project runs on two days per week and eight service users volunteer over these days.

There is a wheelchair accessible garden at the Independent Living Centre which, once established, will provide fresh produce for the Cup Cakes, Buffet and Café projects.

Tier 4 – Norton Priory Café

This tier represents the culmination of the skills developed through the tiers. The café provides a range of hot and cold meals at a busy

Runcorn tourist attraction. Service users work in the kitchens, serving customers and carrying out 'front-of-house' tasks such as cleaning and laying tables. The café is open seven days per week and two members of staff support 16 service users who access the project on a rota basis. Two service users at the project are currently undertaking NVQ2 in Health and Social Care which incorporates health and safety and food hygiene.

5.2 Halton People Into Jobs (HPIJ) Employment Service for Disabled People

Halton People into Jobs is a Council service offering information, advice and guidance on a range of employment, learning and skills and business start up support services available direct from Halton People Into Jobs and local providers.

The help that Halton People Into Jobs can provide for individuals includes:

- Appointments with qualified advice and guidance workers available in the Halton People Into Jobs office and in 15 neighbourhood outreach locations across Widnes and Runcorn
- Helping to identify barriers to employment and/or learning, providing information, advice and guidance to develop an action plan to achieve work related goals
- Matching client skills and experience to local job opportunities
- Access to waged and unwaged work experience placements to improve practical work skills offering on the job training
- Work tasters and other personal development and employability skills training courses
- Financial assistance (certain eligibility conditions apply) to ease the transition from unemployment to work or to access training related to a job offer from an employer
- Access to business start up/self employment advice and practical help with business planning, finance and marketing
- In Work support for up to 26 weeks to help new employees with the transition into permanent or long term work
- Specialist Disability Employment Advisors
- Job Retention Service which provides advice to people who work but are off with ill health

The help that Halton People Into Jobs can provide for employers includes:

- Comprehensive and flexible recruitment support (large and small scale)
- Access to clients on work placement basis prior to taking on as employed

- Access to training for staff via Apprenticeships, Train to Gain or other employer demand training provision
- Promoting vacancies, identifying and matching candidates and managing applications to vacancies
- Arranging interviews and providing employer feedback to candidates on the employers behalf
- Redundancy service – Support for clients facing redundancy – on site information, advice and guidance and practical support
- Advise to employers on recruiting and retaining disabled people.

5.3 Mental Health Employment Project

In order to support people with mental health problems into work Halton's Mental Health team are operating in accordance with the principles of Sainsbury Centre for Mental Health's 'Individual Placement and Support' model (see Annex 3).

Employment Officer

An Employment Officer has been appointed to the Mental Health team. The post sits with the Community Bridge Builders, in order to ensure the widest possible links with mainstream services, and the post holder is also required to spend a significant amount of time within mental health services. They are involved with clinical assessments and reviews, support individual service users with job searching and seek employment opportunities for service users.

In-work Support

This phase of the project will be delivered by the Richmond Fellowship, a national charity with substantial experience of employment-focussed work and particular expertise in the Individual Placement and Support model. In-work support will be offered to both the employer and employee and will not be time-limited.

6.0 Current Performance

National Indicators 146 and 150 relate to supporting people known to social services or secondary mental health services into employment. There are no National Indicators relating to employment support for people with physical and/or sensory disabilities.

NI 146

'The percentage of adults with learning disabilities known to Councils with Adults Social Services Responsibilities (CASSRs) in paid employment at the time of their assessment or review'.

In 2008/09, Halton reported an outturn of 4.12% against this indicator. This performance put Halton 104th out of a possible 150 local authorities, and the authority compared unfavourably with the north-west average of 6.6%.

NI 150

‘The percentage of adults known to secondary mental health services in employment’.

The current outturn for this indicator for Halton is 11.1%. Whilst this figure puts the authority within the average range of between 10 and 15% in the northwest region, there is room for improvement.

In February 2010, the number of adults with learning disabilities supported in paid employment was 6 and the number of adults with mental health needs supported in paid employment was 5.

The number of adults with adults with learning disabilities supported in voluntary work as at February 2010, was 60. The number of adults with physical or sensory disabilities, supported in voluntary work was 7 and the number of adults with mental health needs supported in voluntary work was 12.

7.0 Evidence (summary of evidence gathered) and Analysis with findings/conclusions

7.1 Definitions

National Indicator 146 (full definition at Annex 4)

The definition states ‘This indicator is intended to improve the employment outcomes for adults with learning disabilities – a key group at risk of social exclusion.’ In order to include people in the outturn for this indicator they have to be ‘known to social services’. This means that they should have been reviewed or assessed in the preceding 12-month period, but may or may not have received a service. The nature of learning disabilities means that those people assessed by social services, and considered suitable for employment, are usually signposted to the Supported Employment service and cases are closed at that point. The indicator definition means that these people are not included in the outturn.

There is also a lack of clarity in terms of the number of hours a week a person has to work to be included in the outturn figures. According to the published definition, working for any number of hours (from 1 to more than 30) is accepted. However, verbal indications from Care Quality Commission have suggested that in the future it will only be acceptable to include those people who are working in excess of 16 hours per week.

Other conditions attached to this indicator define an ‘employee’ as someone who is employed by a company (or self-employed), paid at more than the minimum wage and whose National Insurance contributions are paid directly from their salary. This can include people in supported employment as long as the other conditions are met.

Conclusion

This definition limits the numbers of people who can be ‘counted’ towards the indicator by failing to recognise those people who are assessed and signposted to Supported Employment, and whose cases

are then 'closed', meaning that they are not known to social services. Adults with learning disabilities who are 'known' to social services tend to be people whose needs are moderate to severe, and for whom employment is infrequently an option. The Care Quality Commission should be encouraged to acknowledge the specific complex needs of this client group, which in many cases preclude employment in any form.

Being prescriptive about the number of hours that an individual has to work also limits the number of people who can be included in the outturn. In some instances, service users within this cohort will be unable to work more than a few hours a week due to their condition.

The restrictive nature of the definition does not allow Local Authorities to demonstrate the extent of the work being undertaken in this area. This can clearly be seen in the performance figures from 2008/09 for adults with learning disabilities supported into some form of paid work. There was 31 adults with learning disabilities supported, this figure equates to 4.12% when expressed per 10,000 population aged 18-64 which is 75184 in Halton.

There do not appear to be the same issues with National Indicator 150: clients known to secondary mental health services are more likely than learning disabled adults to be able to work, and service users within this cohort can be counted in the outturn regardless of the number of hours worked each week.

Recommendations:

- (i) Develop employment opportunities and examples of best practice as researched and observed from visits from and to other local authorities and complete a review on In House services and where possible broaden out to other departments within the Council***
- (ii) Senior managers within Adults and Community to seek further clarification from the Care Quality Commission regarding definitions used within NI 146, particularly in reference to the number of hours worked***
- (iii) Positive action target setting jobs and employment opportunities for adults with learning disabilities, those with physical or sensory disabilities and people with mental health issues and clarify the legal status of this i.e. positive action V positive discrimination***
- (iv) Ensure that all learning disability service users employed under permitted earnings rule are paid at or above minimum wage directly through the payroll system***
- (v) In relation to recommendation 4, ensure that service users are volunteering by agreement i.e. working longer than permitted earnings allow***

7.2 Partnership Working

To ensure the best employment opportunities are available to adults with disabilities and those with mental health problems, Halton Borough Council needs to work with partners such as Jobcentre Plus, the

Primary Care Trust and the local Hospital's Trust. A partnership approach to both creating appropriate vacancies and supporting people to get and retain employment is vital.

Recommendations:

- (i) Development of a Business Case i.e. why it pays partners to financially support employment projects for disabled people (removing people from benefits, how much does this save Job Centre Plus, reducing reliance on health services, how much does this save the Primary Care Trust**
- (ii) Development of a Business Case around Invest to Save initiative to identify savings from the Council's Community Care Budget that could be ring fenced to employ people with disabilities on at least minimum wage and provide sustainable employment**
- (iii) Longer-term partnership strategy in place to promote the employment of people with disabilities and those with mental health problems**
- (iv) Generation of support for paid employment opportunities and work placement schemes with local employers for disabled people**
- (v) Halton Borough Council and National Apprentice Service to explore the potential for the Council to become a Group Training Association to manage and deliver apprenticeships across the Borough**

7.3 Community Leadership – The Council as a Key Employer

Local Authorities have a role in providing community leadership. As part of this role the organisation should be striving to ensure that its workforce is representative of the community it serves. According to the most recent figures available, there are currently 34 people with disabilities employed by Halton Borough Council, which equates to approximately 1.7% of the workforce. Acknowledging that some people choose not to disclose their status in terms of disability, it is accepted that this figure may be slightly lower than the actual numbers of people with a disability employed by the Authority. However, given that in the 2001 Census, 22% of Halton residents reported having a Limiting Long Term Illness, and 8.8% of the population are claiming Disability Living Allowance, we have a long way to go in terms of making our workforce representative of our community.

There are a range of actions that should be considered by the authority in its role as the largest employer in the Borough, this will require buy-in from Human Resources and a general commitment across the authority.

Conclusion

In order to confidently promote the employment of disabled people to our partner organisations and other local employers, the Authority should be taking a lead.

Recommendations:

- (i) Apprenticeship Corporate Working Group to examine the feasibility of developing specific initiatives for people that may need additional support to get into and remain in employment***
- (ii) Staff Survey: Full and detailed staff survey to collect up to date information on the workforce, to include type of disability and update the Trent system***
- (iii) Consideration given to more user friendly methods of recruitment and selection which would open up access to jobs in the Council for disabled people***
- (iv) Positive action to identify or create jobs that are suitable for disabled people i.e. job carving***
- (v) Explore the feasibility of encouraging the employment of disabled people through procurement and commissioning processes***
- (vi) Vacancy Management programme in place to identify jobs which are suitable for people with disabilities or those with mental health issues***
- (vii) Disability Awareness training for all new staff through Corporate Induction and existing staff through Safeguarding training programme***
- (viii) Closer working relationships with Department for Work and Pensions Access to Work programme to support disabled people to move more easily into work***
- (ix) Establishment of an Officer/Member working group to examine and review the Council's progress in employing apprentices and disabled people***

7.4 Mental Health

The information for this section has been taken from the Disability Employment Network report, presented by the Divisional Manager for Mental Health Services to the Employment Topic Group in February 2010.

There is a National Indicator for employment for those accessing mental health services which is NI 150. The employment of people known to secondary mental health services. The message from central government was clear, that all people, including this group, should have the opportunity to access paid employment and that communities should work together to achieve this.

The process for delivering NI 150 in Halton was as follows:

- Embedding the process within the Disability Employment Network, to ensure a wide range of service responses

- Setting a baseline against which any improvements can be measured
- Identifying and agreeing a model of service delivery
- Identifying and allocating resources to deliver a specialist response
- Developing additional improvement processes with wider processes.

The Individual Placement and Support model by Sainsbury Centre for Mental Health has been adopted in Halton. This has a number of implications for local service delivery. In particular, it is increasingly apparent that a specialist service response is needed for people with this high level of need, rather than management through more general employment services. Locally, therefore, the approach that is being adopted is to employ specialist workers who can work directly with individuals, market them proactively to employers, then stay with both them and the employers for an extended period in their employment career. This involved very close working with mainstream employment services (to the extent that performance targets can be met by all organisations) but tailors the support needed to the particular client group.

Conclusion

The following steps have been taken in Halton to improve performance for National Indicator 150:-

- An internal employment officer has been appointed with strong links to mainstream employment services
- Contract developed with external provider Richmond Fellowship, which is a national mental health charity with substantial experience of employment-focused work and expertise in working to the Individual Placement Model
- Mental health employment group set up to support these services, with direct management input from mental health services. This group will have more structured links with JobCentre Plus.

This programme will only be able to be delivered by an effective multi-agency response to the issue, involving not just health and social care services but also the wide range of mainstream employment services will need to actively support the marketing and promotion of real work opportunities for people with complex mental health needs.

Recommendations:

- (i) Examine the potential to focus resources on service users with primary mental health issues i.e. anxiety and depression**
- (ii) Mental health and employment promotion i.e. awareness-raising with local employers to dispel some of the myths surrounding people with mental health problems**
- (iii) Detailed evaluation after first year of contract with Richmond Fellowship mental health employment project**

7.5 Adults with Learning Disabilities and Physical and Sensory Disabilities

The current “businesses” run by Adults with Learning Disabilities Day services include:

- Vine Street Kitchen
- Murdishaw Café
- Moorfield Kitchen
- Market Garden Service
- Cup Cake Catering
- Norton Priory Museum

The feedback at Norton Priory continues to be positive with customers commenting favourably on the quality, cost, variety and the friendliness of the service. Monthly meetings are held with Norton Priory Trust’s management team.

The Market Garden produce is sourced from: Hough Green, Deansway Allotments, Norton Priory Gardens and a small plot at Murdishaw Community Centre. This should make approximately 30% profits, but it will need a full year to generate maximum produce and provide the level of financial detail needed to forecast properly.

Cup Cake Catering takes around £600 per month. The group has no permanent staff support and will not be given such support in the future – the emphasis being on independence.

There are some new initiatives that are in progress at the moment. Details of which are given below:

Priory Ales Microbrewery (working title) is a new initiative. The proposal to establish a microbrewery at Norton Priory was approved by the Norton Priory Board of Trustees in July 2009. Beer production involves a great number of separate tasks, which will provide opportunities for a great number and wider range of people of all abilities.

Priory Tea Rooms is another new initiative and is in effect an extension of the successful refectory operation in the main building. It will extend the possibilities for people to experience and gain work.

“The Head Office” Hair Dressers (working title) – hairdressing has been a feature of Pingot for years. By transferring the hairdressers to a real shop in a real place with real customers we can produce a real business with real jobs and real job satisfaction. The strategy is to target people with disabilities in an attempt to corner a niche market. Experience indicates that those with a disability will feel safer and more at home in a business designed to meet their needs and staffed by people who may share those needs.

The Chuckie Chicken Sanctuary (working title) is a new project for ex battery chickens to provide eggs for the catering projects, primary schools will also be

encouraged to visit as a petting sanctuary. It also has the potential in the future to develop into an urban farm.

Dorset Gardens café will operate seven days per week between the hours of 9.30am-2pm for a number of residents (30). The service will provide further opportunities for work and work experience and will add to the financial viability of Country Garden Catering.

Myers Meadow (working title), was an unused garden area inside the Moorfield Road establishment, which has been planted with fruit trees and soft fruit beds. The produce will contribute to the menus of the catering service and have an indisputable provenance. It will also contribute to the financial viability of the market gardens. The official launch is under preparation.

Independent Living Centre Raised Beds Project – Work on developing the land next the Independent Living Centre extension to turn it into a market garden is very near completion. Twelve raised beds have been built to provide accessible gardening opportunities for people using wheelchairs. This project has the potential to be developed into a small garden centre as well as selling the produce to the catering services of Country Garden Catering.

Conclusion

Adults with Learning Disabilities Provider Services is committed to developing and pursuing employment opportunities for people with all disabilities. In addition to the catering and market garden enterprises Provider Services have found placements at the Stadium, Norton Priory Walled Gardens, Catalyst House Museum. Those in placements are in receipt of permitted earnings and include people with mental health problems, PSD service users and will include young people leaving care in the very near future.

When Provider Services finds a job opportunity outside of its own jurisdiction Bridge Builders are immediately involved. Once initiated Bridge Builders match a person to the job and support the individual until both employee and employer are satisfied that the relationship works. At this stage the individual is passed onto Enterprise and Employment Services who process the Permitted Earnings. In the event of difficulties after the introductory phase Bridge Builders will return to provide further support if necessary.

At a meeting held on 12th February 2009 with the Operational Director for Adults of Working Age, the Divisional Manager for Adults with Learning Disabilities Provider Services, the Head of Enterprise and Employment and the Principle Manager for Bridge Builders it was agreed that Environment would deliver 10 service users by the 31st March 09 to the 10 service users paid via Country Garden Catering, therefore, achieving a total of 20 for 2008/09 for adult with learning disabilities on Supported Permitted work. This was achieved and the Department met the Local Indicator Target for the three star rating.

The 2009/10 target would need to rise to 30, which equated to an additional 10 people with learning disabilities in employment. Country Garden Catering

is in a position to pay the additional 10 required to meet the 2009/10 target if necessary, however, it would make sense for the target to be shared particularly with employment services.

Recommendations:

- (i) To ensure that the Council employment projects offering work opportunities to service users meet the minimum health, safety and hygiene standards required in any workplace***
- (ii) To contribute to the Business Case explaining why it pays partners to financially support employment projects that employ people with learning disabilities***
- (iii) Review the Council employment projects with learning disabled service users with a view to increasing the capacity for paid employment. Detailed financial analysis and service user consultation required***

8.0 Overall Conclusion

This scrutiny review has been a useful exercise in reviewing current practices and procedures for employment opportunities for people with learning disabilities, physical or sensory disabilities or mental health needs in Halton. The opportunity for exploring areas of best practice from other local authorities in this area was also taken. Exploration as to how examples of best practice can be instilled in Halton have formed some of the recommendations of this report, however it was evident from this research undertaken, that a number of key objectives around employment opportunities are already being delivered in Halton. Financial analysis of current employment projects was undertaken in order to assess how and what future opportunities could be identified and developed for pan disability service users or those with mental health needs.

The recommendations from the scrutiny review have been arranged into an Action Plan at Annex 5 for ease of reference and monitoring.

TOPIC BRIEF

Topic Title:	Employment opportunities for people with learning or physical disability or mental health issue
Officer Lead:	Gerry Fitzpatrick/Stiofan O'Suillibhan
Planned start date:	July 2009
Target PPB Meeting:	March 2010 (it is anticipated that this will be a joint scrutiny topic with the Employment, Learning & Skills Policy and Performance Board)

Topic Description and scope:

An examination of the current processes involved in supporting those service users known to social care, who have a learning or physical disability or a mental health issue into appropriate employment.

Why this topic was chosen:

From the CSCI (Commission for Social Care Inspection) performance assessment report carried out July-September 2008, it was noted that Halton Borough Council has helped more people with a learning or physical disability or mental health issue into employment than it had planned, but that this was still lower than comparator Councils. As a result this was identified by CSCI as an area for development/improvement.

Key outputs and outcomes sought:

- Exploration on how employment opportunities for people with a learning or physical disability or mental health issue are identified
- An understanding of the complexities of the financial processes/issues around employment for people with a learning or physical disability or mental health issue
- Raise awareness of the service provided to service users known to Social Care
- Develop an action plan to ensure that CSCI targets are met and that the service continues to develop
- Consider national best practice in terms of supporting people into employment opportunities
- An understanding of the Corporate responsibilities in supporting vulnerable people into employment

Which of Halton's 5 strategic priorities this topic addresses and the key objectives and improvement targets it will help to achieve:

Improving Health: N/A

Halton's Urban Renewal N/A

A Safer Halton N/A

Children and Young People in Halton N/A

Employment Learning & Skills in Halton

Key Objective C: To promote and increase the employability of local people and to remove any barriers to employment and get more people into work

Nature of expected/desired PPB input:

Member led scrutiny review of the employment opportunities for people with a learning or physical disability or mental health issue.

Preferred mode of operation:

- Review of current employment opportunities for people with a learning or physical disability or mental health issue
- Benchmarking with comparative local authorities
- Visits/meetings including:
Job Centre Plus
Service Users – someone who has used the service
Providers
5BP
LSC (Learning Skills Council)
Warrington Disability Employment Forum

Agreed and signed by:

PPB chair

Officer

Date

Date

Methodology Detail**a) Details of Presentations, Guest Speakers and Visits undertaken**

The following officers/guests gave presentations as part of this scrutiny review:

Name	Date	Title of Presentation
Rachel Roberts-Newton and Sarah Sturmeay, Pure Innovations	30 th September 2009	Pure Innovations Presentation on Employment Initiatives in Stockport and other Local Authorities
Name		Visits Undertaken
Members of Employment Topic Group	9 th August 2009	Halton Borough Council Learning Disability Employment Projects
Members of Employment Topic Group	20 th October 2009	Derbyshire County Council
Name	Date	Guest Speaker
Hazelle Jones, Divisional Manager Human Resources HBC	3 rd December 2009	Information provided regarding the Human Resources Team practices, Halton Borough Council
Lindsay Smith, Divisional Manager Mental Health Services HBC	18 th February 2010	Presented information regarding the Halton Disability Employment Network report

b) Research Undertaken

- Lancashire County Council Apprentice Model Briefing Note, Gerry Fitzpatrick

Healthy Halton PPB Topic Group - Apprentice Briefing Note**Lancashire County Council Apprentice Model****Background**

1.1. Lancashire County Council employ over 43,000 people spread across a wide geographical area that encompasses 12 district Councils where there are both prosperous and deprived communities. The Council is the second largest employer after the NHS and serves many multi-cultural societies.

1.2. As a large employer LCC often finds it necessary to supplement its workforce with agency staff to cover short, medium and long term absences and also to fill temporary jobs. In 2007/8 LCC spent £8.1m on agency related staff costs. The agency staff used cover a wide spectrum of occupational areas, however a significant number have been in business administration, finance/IT and customer service.

1.3. LCC recognised that as a key employer in Lancashire and a corporate partner in the Local Area Agreement that it had the opportunity to support economic development and social inclusion priorities by redirecting work opportunities from agencies by directly recruiting staff.

1.4. The Corporate HR and Economic Development Departments worked together to develop an apprenticeship programme aimed at recruiting and training 50 apprentices to support the work of the business admin, finance and customer services teams based in the County Hall in Preston.

1.5. Apprenticeship Programme

Apprentices are not supernumerary; they are recruited through open and competitive selection, are offered a two-year training contract and paid entry level Scale 1/2 (£11,995p.a.) on starting work. Apprenticeships are open to candidates of all ages i.e. 16-60 years. A two-year placement provides them with the opportunity to gain a breadth of experience within the organisation. Apprentices have access to:

- NVQ level 2 and/or level 3 training with LSC approved providers
- LCC's portfolio of corporate training
- a workplace supervisor/mentor that has been trained
- support from a nominated HR Apprentice Officer

1.6. Approach to Apprenticeships

- converting eligible employees to apprentices (NVQ 2 & 3)
- vacancy management – all recruitment including requests for agency staff must go via HR to determine if there is an apprentice opportunity
- pre-employment workshops for interested candidates to prepare for interview selection process
- selection & appointment – normal recruitment criteria/qualifications must be satisfied

1.7. Reducing Worklessness - Work Preparation Programmes

In order to support economic development and social inclusion priorities LCC have piloted and introduced several work preparation initiatives that have complimented the Apprentice Programme.

- ***Future Horizons*** has been developed to provide young people that are NEET and care leavers that are on Entry 2 Employment LSC provision with the opportunity to gain an 8 week work experience placement within LCC for between 16 – 30 hours per week. Eligible trainees receive EMA. Trainees are given the opportunity to participate in pre-employment workshops aimed at helping them to apply for the Apprenticeship Programme.

- **Future Horizons+** is a bespoke pre-employment programme for care leavers to gain an extended period of paid work experience (LSC recommended training allowance £95 p.w.) within LCC Departments of up to 12 months duration. Trainees are given extra support to gain pre-level 2 vocational qualifications and additional support to help them to compete for apprentice opportunities when they are advertised.
- **Work Start – Public Sector Work Trial** has been developed in partnership with JCP for priority customers living in Lancashire i.e. lone parents, people with health conditions & disabilities claiming Income Support or Incapacity benefit, JSA 6 months+. Participants are offered 30 day work placement in LCC and receive a travel & subsistence allowance paid by JCP, at the end of the placement they are provided with a work reference and a certificate of completion.

Trainees that successfully complete the pre-employment programmes are given the opportunity to join the **Talent Pool** where they can apply for jobs that arise within LCC including temporary assignments through the contracted recruitment agency.

1.8. The Business Case.

During 2006/7, LCC recruited more than 80 apprentices through the programme and achieved savings of £569,000 on the previous years spend. In 2008/9 the savings achieved on agency staff costs were in excess of £1m and since 2006 LCC has employed 284 apprentices. The HR Department now recruits apprentices across all Council Departments including teaching assistants, care workers, road workers, construction workers, motor vehicle and outdoor workers. The District Councils that make up LCC have adopted the model and are now starting to employ apprentices and to recruit through the Talent Pool.

2. National Apprenticeship Service

2.1. The National Apprenticeship Service (NAS) was launched in April 2009 as one of the successor organisation to the LSC and it has the remit to drive forward the Governments ambition for apprenticeships aiming to bring about a significant growth in the number of employers offering apprenticeships.

2.2 There are three types of apprenticeships:

- Apprenticeships (equivalent to 5 GCSE's at grades C and above) work towards work-based learning qualifications i.e. NVQ level 2, Key Skills Certificate (literacy, numeracy & ITC skills) and in most cases a relevant Technical Certificate which is a knowledge based qualification such as a BTeC. Completion of an apprenticeship allows entry to an Advanced Apprenticeship.
- Advanced Apprenticeships (equivalent to 2 'A' level passes) work towards a work-based learning qualifications i.e. NVQ level 3, Key Skills Certificate (literacy, numeracy & ITC skills) and in most cases a

relevant Technical Certificate which is a knowledge based qualification such as a BTeC. To start this programme entrants must have 5 GCSE's at grades C and above or have completed an Apprenticeship.

- Higher Apprentices work towards a work-based learning qualification i.e. NVQ level 4 and in some cases a knowledge based qualification such as a Foundation degree.

2.3. Apprentices can progress to higher education, including university degrees but university graduates and those with qualifications above level 4 are not eligible for apprenticeship support.

2.4. NAS have commissioned Lancs CC to provide consultancy advice and support to other Local Authorities that are contemplating adopting or modifying the apprentice model that they have developed. Anne-Marie Morgan, Head of HR Consultancy at Lancs CC has offered to provide support to HBC to develop a customised approach to developing an apprentice model in Halton.

NAS and Halton BC

2.5 Several meetings have been held with NAS who are very keen to work in partnership with the Council to improve the numbers of employers in Halton that offer apprenticeships particularly to young people aged 16-18 and young people aged 19-24 that are NEET.

2.6. NAS are very impressed with the number of employer based apprenticeships that have been created through the WNF APT4U Project which provides private sector employers with an apprentice recruitment incentive of £2,000. NAS are keen to explore how their funding could add value to the APT4U initiative, and they are particularly interested in increasing the number of apprenticeships offered by the Council and other public sector employers and hold up the Lancs CC model as an example of best practice which won a National Apprentice Award in 2009.

2.7. In order to increase the take up of apprenticeships NAS are keen to develop Group Training Associations (GTA) which are funded collaborative initiatives involving groups of employers and/or training providers to develop joint apprenticeship programmes that operate across industrial sectors or geographical areas.

Instead of contracting with a variety of individual apprentice providers, NAS would passport the apprenticeship funding (£7,500 per apprentice place on average) to the GTA who would either directly deliver the apprenticeships or broker with existing apprentice providers to deliver the apprentice frameworks to meet the needs of employers.

2.8. NAS are very keen to explore the potential for the Council to become a geographical based GTA in Halton that would broker the delivery of apprenticeships to both private and public sector organisations. Should there be support for such a proposal an outline business case will be worked up.



Annex 3

Sainsbury Centre for Mental Health's Individual Placement and Support Model

Individual Placement and Support (IPS) in mental health has seven key elements:

1. It aims to get people into competitive employment
2. It is open to all those who want to work
3. It tries to find jobs consistent with people's preferences
4. It works quickly
5. It brings employment specialists into clinical teams
6. It provides time unlimited, individualised support for the person and their employer
7. Benefits counselling is included

Indicator Definitions for Nation Indicator 146 and 150

NI 146: Adults with learning disabilities in employment

The percentage of adults with learning disabilities known to Councils with Adult Social Services Responsibilities (CASSRs) in paid employment at the time of their assessment or latest review.

Adults with learning disabilities known to CASSRs: Learning disabled clients aged 18-64 who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service.

Paid employment is measured using the following categories:

1. Working as a paid employee or self-employed (30 or more hours per week)
2. Working as a paid employee or self –employed (16 to less than 30 hours per week)
3. Working as a paid employee or self-employed (more than 4 to less than 16 hours per week)
4. Working as a paid employee or self employed (more than 0 to 4 hours per week)
5. Working regularly as a paid employee or self –employed but less than weekly (e.g. fortnightly, monthly or on some other regular basis)

Employee: Those who work for a company and have their National Insurance paid for directly from their wages and are earning at or above the National Minimum Wage. This also includes those who are working in *supported employment* (i.e. those who are receiving support and assistance from a specialist agency to maintain their job) who are earning at or above the National Minimum Wage.

Self employed: Those who work for themselves and generally pay their National Insurance themselves. This should also include those who are unpaid family workers (i.e. those who do unpaid work for a business they own or for a business a relative owns).

Categories 1-5 above are to be combined to report on the per cent of learning disabled clients known to CASSRs in paid employment.

The indicator will also collect data on those in voluntary unpaid work using the following categories:

- Working as a paid employee or self-employed **and** in unpaid voluntary work
- In unpaid voluntary work only

Unpaid voluntary work: Work of a voluntary nature that is unpaid, including unpaid work experience.

The unpaid voluntary work categories are **not** to be included in the count of those who are in paid employment.

Data for this indicator is to be reported by gender and type of service that the client is receiving, that is, community based service, residential care service or no services.

- Community based services are services provided to support clients living in the community
- Residential care services include the following:
 - LA residential care (excludes short term residential). Residential care provided by the CASSR
 - Independent sector residential care (excludes short-term residential). Includes residential care provided by another CASSR. Also includes adult fostering
 - Nursing care (excludes short-term residential)

NI 150: Adults receiving secondary mental health services in employment

The percentage of adults receiving secondary mental health services in paid employment at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting.

Adults receiving secondary mental health services: Those aged 18-69 who are receiving secondary mental health services and who are on the Care Programme Approach.

Employment status is recorded using the following categories:

- Employed
- Unemployed
- Other including education or training
- Not disclosed
- Not applicable
- Not known

Employed: Those who are employed by a company and have their National Insurance paid for directly from their wages. It also includes those who are *self employed* (i.e. those who work for themselves and generally pay their

National Insurance themselves); those who are in *supported employment*; and those who are in *permitted work* (i.e. those who are in paid work and who are also receiving Incapacity Benefit.

Unemployed: Those who are *not* in paid work but are actively seeking work and are available to start, or are waiting to start a paid job they have already obtained.

Other including education or training: This category includes those who are economically inactive, that is, those who are *not* in paid work and who are not actively seeking work, or they are *not* available to start. It includes the following:

- *Students* who are undertaking full (at least 16 hours per week) or part-time (less than 16 hours per week) education or training and who are *not* working or actively seeking work;
- The *long term sick or disabled*, including those who are receiving Incapacity Benefit, income support or both, and who are not working or actively seeking work;
- Those *looking after the family or home* and who are *not* working or actively seeking work;
- Those who are *not receiving benefits* and who are not working or actively seeking work;
- Those who are in *unpaid voluntary work* who are not working or actively seeking work;
- Those of working age who have *retired* from paid work

Not disclosed: Patient was asked but refused to respond

Not applicable: Patient has not received secondary mental health services or is not in the working age group

Not Known: Patient's employment status is not known.

The employed category above is to be used to report on the per cent of adults receiving secondary mental health services in paid employment.

Action Plan

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
1	7.1 Definitions	Develop employment opportunities and examples of best practice as researched and observed from visits from and to other Local Authorities and complete a review of In House services and where possible broaden out to other departments within the Council	Stiofan O'Suillibhan (Divisional Manager Community Services) and Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
2	7.1 Definitions	Senior Managers within Adult & Community to seek further clarification from the Care Quality Commission regarding definitions used within NI 146, particularly in reference to the number of hours worked	Adults & Community Senior Management Team with support from Amanda Lewis (Principle	Progress updates to be provided at each PPB Meeting		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
			Performance & Improvement Officer, Adults & Community)			
3	7.1 Definitions	Positive action target setting jobs and employment opportunities for adults with learning disabilities, those with physical or sensory disabilities and people with mental health issues and clarify the legal status of this i.e. positive action V positive discrimination	<p>Chief Officers Management Team supported by:</p> <p>Stiofan O'Suillibhan (Divisional Manager, Community Services);</p> <p>Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)</p> <p>And</p>	Progress updates to be provided at each PPB Meeting		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
			Lindsay Smith (Divisional Manager, Mental Health)			
4	7.1 Definitions	Ensure that all Learning Disability service users employed under permitted earnings rule are paid at or above minimum wage directly through the payroll system	Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
5	7.1 Definitions	In relation to recommendation 4, ensure that service users are volunteering by agreement i.e. working longer than permitted earnings allow	All managers who employ staff through Permitted Earnings	Progress updates to be provided at each PPB Meeting		
6	7.2 Partnership Working	Development of a "Business Case" i.e. why it pays partners to financially support employment projects for disabled people (removing people from benefits, how much does this save Job Centre Plus?, reducing reliance on health services, how much does this save the Primary Care Trust?	Audrey Williamson (Operational Director, Prevention & Commissioning)	Progress updates to be provided at each PPB Meeting		
7	7.2	Development of a Business Case	Adult &	Progress		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
	Partnership Working	around Invest to Save initiative to identify savings from the Council's Community Care Budget that could be ring fenced to employ people with disabilities on at least minimum wage and provide sustainable employment	Community Senior Management Team. Proposal to be developed by Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	updates to be provided at each PPB Meeting		
8	7.2 Partnership Working	Longer-term partnership strategy in place to promote the employment of people with disabilities and those with mental health problems	Disability Employment Network. Lead Officer: Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
9	7.2 Partnership Working	Generation of support for paid employment opportunities and work placement schemes with local employers for disabled people	Disability Employment Network. Lead Officer: Gerry	Progress updates to be provided at each PPB		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
			Fitzpatrick (Divisional Manager, Enterprise & Employment)	Meeting		
10	7.2 Partnership Working	Halton Borough Council and National Apprentice Service to explore the potential for the Council to become a Group Training Association to manage and deliver apprenticeships across the Borough.	Strategic Apprenticeship Working Group. Lead Officer: Wes Rourke (Operational Director, Employment, Economic Regeneration & Business Services) and Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
11	7.3 Community Leadership	Apprenticeship Corporate Working Group to examine the feasibility of developing specific initiatives for people that may need additional support to get into and remain in employment	Wes Rourke (Operational Director, Employment, Economic Regeneration & Business Services)	Progress updates to be provided at each PPB Meeting		
12	7.3 Community Leadership	Staff Survey: Full and detailed staff survey to collect up to date information on the workforce, to include type of disability and update the Trent system	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
13	7.3 Community Leadership	Consideration given to more user friendly methods of recruitment and selection which would open up access to jobs in the Council for disabled people	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
14	7.3 Community Leadership	Positive action to identify or create jobs that are suitable for disabled people i.e. to consider job carving	Jane Burgess (Divisional Manager, Human Resources) with support from Gerry	Progress updates to be provided at each PPB Meeting		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
			Fitzpatrick (Divisional Manager, Enterprise & Employment)			
15	7.3 Community Leadership	Explore the feasibility of encouraging the employment of disabled people through procurement and commissioning processes.	Lorraine Cox (Divisional Manager, Procurement) and Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
16	7.3 Community Leadership	Vacancy Management programme in place to identify jobs which are suitable for people with disabilities or those with mental health issues	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
17	7.3 Community	Disability awareness training for all new staff through Corporate Induction	Brian Hilton (Learning &	Progress updates to		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
	Leadership	and existing staff through Safeguarding training programme	Development Manager)	be provided at each PPB Meeting		
18	7.3 Community Leadership	Closer working relationships with Department for Work and Pensions Access to Work programme to support disabled people to move more easily into work.	Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment) and Job Centre Plus	Progress updates to be provided at each PPB Meeting		
19	7.3 Community Leadership	Establishment of an Officer/Member working group to examine and review the Council's progress in employing apprentices and disabled people	Alex Villiers (Divisional Manager, Scrutiny)	Progress updates to be provided at each PPB Meeting		
20	7.4 Mental Health	Examine the potential to focus resources on service users with primary mental health issues i.e. anxiety and depression	Lindsay Smith (Divisional Manager, Mental Health)	Progress updates to be provided at each PPB Meeting		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
21	7.4 Mental Health	Mental health and employment promotion i.e. awareness-raising with local employers to dispel some of the myths surrounding people with mental health problems	Lindsay Smith (Divisional Manager, Mental Health) and Gerry Fitzpatrick, Divisional Manager, Enterprise and Employment)	Progress updates to be provided at each PPB Meeting		
22	7.4 Mental Health	Detailed evaluation after first year of contract with Richmond Fellowship mental health employment project.	Lindsay Smith (Divisional Manager, Mental Health)	Progress updates to be provided at each PPB Meeting		
23	7.5 Learning Disabilities	To ensure that the Council employment projects offering work opportunities to service users meet the minimum health, safety and hygiene standards required in any workplace.	Stiofan O'Suillibhan (Divisional Manager, Community Services)	Progress updates to be provided at each PPB Meeting		
24	7.5 Learning	To contribute to the Business Case explaining why it pays partners to	Stiofan O'Suillibhan	Progress updates to		

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
	Disabilities	financially support employment projects that employ people with learning disabilities	(Divisional Manager, Community Services)	be provided at each PPB Meeting		
25	7.5 Learning Disabilities	Review the Council employment projects for learning disabled service users with a view to increasing the capacity for paid employment. Detailed financial analysis and service user consultation required	Stiofan O'Suillibhan (Divisional Manager, Community Services)	Progress updates to be provided at each PPB Meeting		

REPORT TO: Employment Learning, Skills and Community
Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Gifted and Talented Sports provision

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To report back on the Information Gathering Day on Gifted and Talented Sports provision.

2.0 RECOMMENDATION: That:

- i) Members comment on the initial findings of the Information Gathering Day.**
- ii) Members determine how they wish to proceed with this issue.**

3.0 SUPPORTING INFORMATION

3.1 The PPB has previously received a presentation on the approach of Children and Young Peoples Directorate's to gifted and talented young sports persons. Following this, the Chair asked for a wider information gathering day to be held to begin to fully understand the subject.

3.2 As such a 'reference day' was held in April to receive evidence from sports practitioners. Details of the day are attached as Appendix 1. Three Members attended the session.

3.3 There were wide ranging discussions, but a number of major strands began to appear, often posed as questions rather than solutions. These are set out below: -

- a) Young people and their families/carers face financial difficulty to fulfil their potential. This can be equipment, but a major problem is being able to find and employ good coaches, and good practice partners.
- b) Coaching structure needs developing in Halton. More clubs need to embrace the idea of gifted and talented, but they are reliant often on school links.
- c) Schools major focus is on Physical Education (because of curriculum requirements). They work on the five principles of creative, physical, cognitive, social, and personal: rather than focussing on specific talent in any given sport.

- d) Whilst Halton identifies above national average numbers of gifted and talented, there is a feeling that expertise might be lacking in junior schools, and high schools adopt an individual rather than a borough-wide approach.
- e) There needs to be a greater focus on school to club links, whereby once talent is identified young people are clearly pointed in a direction, which may well be outside the borough.
- f) The above, in itself, brings difficulties. Many young people are 'multi-sports talented', and play a number of disciplines. At what age do you specialise? Should you? Should you protect young people from injury/burn-out to the benefit of a particular sport? These questions have not really been addressed, and there are a myriad of views.
- g) There was general consensus that you build basic sports skills before you specialise.
- h) Governing bodies need to be challenged over their commitment to gifted and talented. Several scholarships have ceased.
- i) Disability Sports needs greater support. Currently there is only £1,500 of education funding to support Gifted and Talented disability sports. Generally schools awareness is limited.
- j) In general terms it was felt that there is no cross-borough programme that everyone is working to. However, there was a consensus that the over-riding approach was "Learn to train, Learn to compete, Learn to win". Halton has a small and limited club base, one factor being its size.

4.0 **POLICY, LEGAL AND FINANCIAL IMPLICATIONS**

- 4.1 None at this stage, as the report only outlines a fact-funding approach. Any recommendations for the future, however, may have budget implications.

5.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

5.1 **Children & Young People in Halton**

The aim of the approach described in the approach is to create and increase opportunities for all young people to participate in a wide range of sports and physical activities and to raise personal achievement.

5.2 **Employment, Learning & Skills**

None at this stage.

5.3 **A Healthy Halton**

Sport and physical activity is generally acknowledged to improve health and well-being, and to contribute to the preventative agenda.

5.4 **A Safer Halton**

None at this stage.

5.5 **Halton's Urban Renewal**

None at this stage.

6.0 **RISK ANALYSIS**

6.1 None identified at this stage, but in general terms there is a desire to maximise young people's potential.

7.0 **EQUALITY AND DIVERSITY ISSUES**

7.1 The Topic Group were keen to ensure that disability sports continue to be developed across the borough.

8.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 None.

Policy and Performance Board

Gifted and Talented Topic Group

Tuesday 20 April 2010 at Stobart Stadium Halton, Box 13

9.30am **Karen Tonge**

(Halton Table Tennis Club Ltd)

Karen Tonge is an active volunteer in the operation of Table Tennis in Halton. There are a number of talented athletes in the Halton based club competing at County and National level. Halton Table Tennis Ltd employs a part time community sport coach whom goes into schools offering taster session to promote table tennis and encourage young people to participate. The clubs current junior membership is over 400.

Table Tennis is one of many sports in the Borough. Sports Development has grant supported a number of athletes. As national governing bodies provide different sporting excellence structures it would be interesting to understand the support structures in place to support young participants once they have been attracted to the sport.

9.55am **Gill McGough**

(PE & Sport Advisor in School Improvement Team – Children & Young People Directorate)

Gill looks strategically how the Physical Education and Sport Strategy for Young People (PESSYP) is delivered in Halton. The Youth Sport Trust manages the Gifted and Talented strand of the government's PESSYP strategy. Gifted and Talented programmes focus not only on high achievers but also on those who show sporting potential, including pupils at risk of underachieving and those from disadvantaged areas. Strands of Gifted and Talented programmes include Multi Skill Academies and Multi Skill Clubs.

10.20am

Simone Hands

(School Sports Coordinator, Bankfield High School)

A School Sports Co-ordinator (SSCo) is based within a secondary school. Simone is a secondary school PE teacher released from teaching for approx two days per week. Simone looks at improving school sport opportunities, including the co-ordination and development of after school activity, out of hours learning, intra and interschool competition and club links, local community links in their own school and partners/ special schools.

10.45

Break

11am

Sue Lowrie

(Sport and Recreation Manager)

Generic support services across

11.25am

Stephen Wood

(Community Sports Coach, Halton Borough Council)

Stephen delivers sports coaching session to young people in Halton. He is funded via Sport England and HBC Priorities fund. Session are delivered in curriculum time, after school club, community sessions.

In his Leisure time he is an active Rugby League volunteer and coach educator for Rugby Football League (RFL), currently training as a level 3 coach funded by the RFL.

12noon **Mark Eccleston**

(Disability Sports Officer, Halton Borough Council - former Tennis Paralympian)

Mark is part funded through the School Sport Coaching programme which is one of 10 strands which make up the PE and Sport Strategy for Young People (PESSYP). His aim is to assist young people in developing to the next level of competition or in joining an accredited sports club. Two days a week Mark is responsible for delivering the PE curriculum to pupils at Chesnut Lodge.

12.30pm Allyn Condon

(Great Britain summer and winter Olympian Athletics and Bobsleigh)

1pm Lunch

The attendees have been briefed as follows:

You will have the opportunity to discuss gifted and talented provision in Halton with a number of Councillors and senior officers (approximately 20mins). The discussion will include the following 4 points

- 1 A short introduction around who/what the organisation you represent is/does.
- 2 Current programmes/delivery relating to Gifted and Talented
- 3 What major barriers are there for you/your group accessing support for gifted and talented athletes?
- 4 What key improvement could be made that would benefit you/your current and future athletes.

REPORT TO: Employment, Learning, Skills and Community Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director of Environment and Economy

SUBJECT: Barriers to Work Scrutiny Topic Group

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 To report on the findings and recommendations of the Barriers to Work Scrutiny Topic Group that was established to consider the Halton Neighbourhood Management Employment Focus Groups. Research was undertaken by Mott MacDonald MIS in 2008 on behalf of the Employment Learning & Skills Specialist Strategic Partnership.

2. RECOMMENDED: That

- 2.1 The key recommendations as detailed in Paragraphs 5.1 – 5.14 of the Scrutiny Topic Group are approved by the Policy & Performance Board and forwarded for consideration to the Executive Board at the next available meeting.**

3. SUPPORTING INFORMATION

- 3.1 The Halton Neighbourhood Management Employment Focus Groups Research was commissioned by the Specialist Strategic Partnership to help to better understand why worklessness is so high in the Neighbourhood Management Area priority Lower Super Output Areas (LSOAs) where worklessness is higher than 25%. The research was commissioned through the Merseyside Information Service. (The results of which are detailed in Appendix 1).

4. METHODOLGY

- 4.1 The Scrutiny Topic Group was established to analyse the results of the research, to understand them in some depth and to develop appropriate recommendations as to how local employment initiatives, training & skills programmes and business start-up services can be re-focused to address the perceived barriers to employment identified by residents in the neighbourhood management areas that was captured by the research.
- 4.2 The Scrutiny Topic Group met on seven occasions between the period October 2008 and March 2010 and in order to assist with gathering evidence for the Key Recommendations a Partner Workshop was held on 25 March 2009 and an Employer Workshop was held on 22 October 2009. (A summary of both workshops are detailed in Appendix 2).

- 4.3 The Chair of the Scrutiny Topic Group and the Chair of the Healthy Halton Employment Scrutiny Topic Group, accompanied by the Head of Enterprise & Employment attended a National Apprenticeship Service (NAS) workshop at Lancashire County Council on 19 January 2010 to find out about the Apprentice Programme and Talent Pool that had been established by the County Council in partnership with NAS and Jobcentre Plus. (A summary of the Lancashire County Council models are attached at Appendix 3.)

5. KEY RECOMMENDATIONS

- 5.1 There is generally a lack of understanding, particularly by employers, of the National Qualifications Framework and where qualifications that they may be familiar with sit within the new framework. The 14-19 Strategy Manager has re-produced an aide memoire for use by practitioners and to promote to employers. (A copy is attached at Appendix 4)
- 5.2 The 14-19 Partnership should examine the feasibility and costs associated with developing a Vocational Assessment Centre which allows the opportunity for secondary pupils to be introduced to the world of work much earlier in order to help them to make more informed curriculum choices for GCSE's or Diploma options.
- 5.3 Secondary school children should have access to more effective and impartial Information, Advice & Guidance which helps them to make more informed choices about career options, employment opportunities with learning, further or higher education.
- 5.4 There is recognition that the WNF Apprentice Support Project (APT4U) has led to the creation of significant new apprenticeships with local employers, however, a protocol for monitoring the progress of apprentices supported by the project should be developed and introduced.
- 5.5 The potential for the Council to act as lead organisation in establishing a Group Training Association to coordinate and promote more apprenticeships across all employing organisations in the borough should be vigorously explored with the National Apprenticeship Service.
- 5.6 The Apprenticeship Corporate Working Group should examine the feasibility of introducing a two year Council Apprenticeship Programme along the lines of the best practice models that have been identified by the Scrutiny Topic.
- 5.7 That Care Leaver and NEET apprentice trainees on placements within Departments should be paid through the Council's payroll rather than via Jarvis Training Management Ltd and that the Terms & Conditions of Traineeship drawn up by HPIJ and Legal Services should be introduced and issued to all apprentice trainees without any delay.
- 5.8 The feasibility and costs associated with the Council introducing the Prince's Trust Team Challenge, a personal programme for young employees aged 16-24 years provided by Cheshire Fire & Rescue Service should be explored.
- 5.9 The Corporate Agency Working Group should examine the potential cost savings of utilising Halton People into Jobs to develop Council

employment initiatives, similar to those models that have been identified by the Scrutiny Topic Group which could significantly reduce the requirement for agency staff, including the feasibility of HPIJ establishing a bank of casual workers paid directly through the Council payroll system to be deployed as appropriate in Council Departments.

- 5.10 That external Council vacancies should routinely be advertised via Halton People into Jobs in order to open up and improve the access to jobs in the Council for local residents.
- 5.11 That an Officer/Member working group be established to examine the Council's recruitment practices to determine if they are open and accessible to local people from under represented groups i.e. young people that are NEET, those leaving care, disabled people, carers and lone parents. If the recruitment practices are found to be less accessible, the working group should develop and promote positive action procedures to open up access to jobs and encourage recruitment from such groups.
- 5.12 A review of the effectiveness of the Council's Corporate Parenting Strategy and Employment Policy for Care Leavers should be undertaken.
- 5.13 The potential of creating more local jobs through the Council Procurement Strategy should be explored - recommend that a Scrutiny Topic Group be established to address this issue.
- 5.14 Explore the potential of securing funding post 31st March 2011 to continue to provide the very successful Enterprising Halton Business start up Programme to support new businesses that create additional jobs and offer new apprenticeships for local residents.

6. POLICY IMPLICATIONS

- 6.1 The worklessness & skills agenda is a key priority within the Corporate Plan, the Local Area Agreement/Multiple Area Agreement and is the cornerstone of the sub regional Liverpool City Region Employment Pathfinder Programme in which the Council is a strategic partner.

7. OTHER IMPLICATIONS

- 7.1 No other implications.

8. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton.

The work of the Scrutiny Topic Group has included a review of the NEET (not in education employment or training) provision and that available to young people leaving care that is available within the borough. Many of the perceived barriers cited in the research by young people from our most deprived areas will be the same as those which affect all young people growing up in Halton.

8.2 Employment Learning and Skills in Halton

The work of the Scrutiny Topic Group has enabled a review of how effective local employment initiatives are perceived by residents, partners and employers.

8.3 A Healthy Halton.

Poor health and disability were clearly identified by the focus groups as a real barrier to work. The need to develop a better coordinated and more effective response to help disabled people and those with health conditions to gain and retain employment.

8.4 A Safer Halton

The potential for improved access to employment and learning provision for young people may have a positive influence on youth anti social behaviour.

8.5 Halton's Urban Renewal

No implications identified at this time.

9.0 RISK ANALYSIS

9.1 The findings and recommendations of the Scrutiny Topic group if accepted and implemented will provide an opportunity to open up access to jobs and skills, improve employment prospects and help to address the worklessness agenda in the borough.

10. EQUALITY AND DIVERSITY ISSUES

10.1 The review of employment and skills provision by the Scrutiny Topic Group will impact on equality and diversity issues by improving access to employment opportunities by under represented groups within the community.

11. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT

11.1 None under the meaning of the Act.

Contact Officer

Gerry Fitzpatrick, Head of Enterprise & Employment 0151 906 1558

Halton Neighbourhood Management Employment Focus Groups Summary

Introduction

Mott MacDonald MIS were commissioned by Halton Borough Council to undertake an exploratory study to find out why unemployment persists in certain areas of Halton, despite various Government Initiatives to reduce unemployment in those areas.

Methodology

Eight focus groups were carried out with unemployed residents across Halton to gather qualitative data on their knowledge and experiences of the New Deal Programme, where they go for support in finding work, their perceived barriers to working and factors that would encourage them to work.

Finding work

Participants discussed where they have gone to get help in finding work. They mentioned:

- Halton People Into Jobs
- Job Centre
- Action for Employment (A for E)
- Crosby training
- Employment Agencies
- Connexions
- Youth Centres
- Counsellors
- Lighthouse Foundation
- Shaw Trust
- Link Up

Attitudes to working

Most of the participants maintained that they would like to work. The benefits of working they described included:

- Pride
- Motivation
- Sense of worth
- Financial benefits
- The social aspect

Self employment

Overall, most participants did not feel that being self employed was an option for them due to the record keeping and accounting involved, start up costs and the lack of job security.

Type of Work

Participants hoped to get the following types of work:

- Legal administration, clerical/Office work/reception
- Retail
- Plastering
- Parks and garden work
- Hospital porter work
- NVQ Assessors
- Work with O2
- Paramedic
- Hairdressing
- Holiday rep.

- Work with young offenders/probation
- Agricultural/ranger/parks and gardens
- Work with children/Nursery nurse
- Tiling
- Pub landlady
- Sales and marketing
- Computer engineering
- Security
- IT
- Railways repair
- Training
- Engineering Customer service
- Building/Construction
- Factory work
- Jobs dealing with people
- Warehousing and production
- HGV/Truck/lorry driving
- Homeless people/Drug and alcohol problems/Care work

Barriers to Working

Participants discussed reasons why they are prevented from working and finding Work:

- **Low minimum wage**

Participants also maintained that they could not afford to work, because, with the cost of living, they would be worse off financially if they worked than if they stayed on benefits. They claimed there is no financial incentive for working.

- **Lack of Support**

Some felt that they did not receive any support in finding work.

- **Lack of Jobs in Local Area**

The group complained that there is a lack of work locally, within a reasonable travelling distance from their homes. They explained that there is a Job Centre rule that they should be able to travel one and a half hours each way to work and back but they thought this was unrealistic, especially if they have to pay for childcare.

- **Cost of Travel**

They further commented that the cost of travelling to and from work and work placements is a barrier to working. They argued that they are limited to searching for jobs in certain areas due to the cost of travel. It was explained that on some work placements, travel expenses can be refunded if they are paid and claimed back but that it is difficult to pay in the first place.

- **Public Transport**

Furthermore, in relation to travel, the participants maintained that there is inadequate public transport in their area and this has an effect on what jobs they can get to, what time they can reasonably get there and how long they have to travel for.

- **Lack of Driving Licence**

Participants felt that not being able to drive was a barrier to working because it is more difficult to get to work and also, many jobs require you to have a driving license.

- **Lack of Experience**

Participants felt that their lack of experience was impeding their search for a job. They maintained that placements are supposed to address this issue but they are so often provided in the wrong field of work that they do not succeed in affording participants with valuable experience after all.

- **Health issues/disability**

Due to health considerations, some participants could not perform certain jobs.

- **Fear of interviews/lack of confidence**

Some participants felt that they lacked the confidence to find a new job after being made redundant and others lacked the confidence or grew nervous at interviews.

- **Age**

Participants in a number of groups felt that their age was a barrier.

- **Childcare/family commitments**

Finding jobs that fit around children was seen as difficult by participants. They complained that it is not easy to find childcare that provides care in the evenings or weekends. Furthermore, some felt that it is difficult to leave their children with a childcare provider as their children's behaviour changes if they are put in childcare and they have guilt associated with leaving their child and not spending enough time with them.

- **Criminal record**

Some participants felt that their criminal record is a barrier to finding work. They felt there should be more support for people with criminal records.

- **Stigma of a YMCA address.**

Participants in the Runcorn YMCA group felt strongly that they were stigmatised for living at the YMCA. They argued that employers do not want to interview them or offer them a job when they see they are living at the YMCA.

- **Lack of relevant jobs**

Participants complained that there is a lack of jobs in the area they would like to work in or are trained in. One participant had been on a course with the Social Partnership, to train to be a community worker, working with people with drug and alcohol issues. He commended this course; however, there are reportedly no jobs in that area. The Job Centre has since advised him that he needs to widen his search to encompass further types of jobs but he has been trained in a particular field and wants to work in that field.

- **Illiteracy**

Participants did not feel there was enough support for people with literacy problems.

- **Lack of feedback**

It was also explained that it is very frustrating when the effort had been put in to apply for a job and employers do not even have the courtesy to reply to their application.

- **Lack of financial support**

Some participants felt that there is a lack of financial support or funding for interview clothes and licences and training required for certain jobs. One participant, in the Central Widnes Over 35 group, commented on the lack of financial support for buying interview clothes. She maintained that most of her clothes were casual and that it would not be possible to attend an interview in such clothing.

- **Lack of information about help that is available.**

Participants were not clear about what help they could access and how to access this help.

- **Lack of joined up thinking**

One participant had come off incapacity benefit and went onto job seekers allowance and was left without money for a period because the two departments did not correlate the information. He felt that if he had known that he could not simply transfer from one benefit to another he would not have come off incapacity benefit.

- **Immigrants**

Participants also complained that there are fewer jobs in their local area because there are many immigrants who are willing to work for less money who take their jobs.

Encouragement to work

Participants discussed what would encourage them to find work.

- **More qualifications**

Participants felt that it was important for them to be able to gain more qualifications, in order to get better jobs.

- **More training/skills**

Several participants were of the opinion that improving their skills or retraining would help them to get back into the workplace.

- **Voluntary work in the relevant field**

Participants felt that there should be more voluntary work organised, in the fields that people want to work in, to give them experience. They advocated help with training, and experience, to achieve the type of job they wanted to do rather than just any job.

- **More jobs in local area**

Participants stressed the need for having a job that is in an area that is accessible for them via public transport or walking, due to cost of travel.

- **Transport**

Many felt that they would need their own transport to get a job, as public transport is not always available at shift times.

- **More support and empathy**

Participants felt that staff at the Job Centre and other employment organisations should be more friendly and understanding of their plight.

- **More support for people on incapacity benefit**

Participants felt that there should be more support for those on incapacity benefit, as often they are just left alone and they should still be encouraged and assisted to find work.

- **Support to find jobs in relevant area**

Participants argued that they would like help to find jobs in the specific area they are interested in, not having to apply for any job. One participant commended Halton People into Jobs for searching for a job he would actually like.

- **More financial support**

They also advocated more practical financial help by way of milk tokens, food tokens, and free bus/rail pass/travel expenses.

- **Support when you sign off**

The participants advocated financial assistance when they sign off benefits as there may be a month period before they get paid from a new job.

- **Funding for self employment**

Funding for self employment would be useful for some participants.

- **Childcare**

Participants highlighted that with the 3 hour travelling distance that is expected of them, they will have to pay an extra 3 hours childcare, when they are not earning in those hours.

- **More flexible working patterns**

Participants called for more family friendly jobs.

- **Affordable wage/financial incentive to work**

Participants felt that in order to be better off working, the minimum wage needs to be increased or better paid jobs made available.

- **Support from local businesses**

Participants felt that local businesses should be more committed to training and providing experience. They felt that local businesses could be more supportive by offering paid training, placements and work trials and also being more relaxed on the experience they require.

- **Apprenticeships**

Participants advocated more apprenticeship schemes, regardless of age as many consider that they are too old for a traditional apprentice scheme but would still like to learn a trade.

- **More support and jobs specifically for older people**

Participants felt that older people may need more support to find jobs and some may need jobs with lighter duties because they may not be as fit as younger people and may have health issues.

- **Confidence building**

Participants in a number of groups advocated more help in building their confidence and interview techniques, in terms of returning to the workplace and taking part in interviews.

• **Access to the same information for everyone**

Participants felt that all job seekers should have access to the same information, such as placements, training, grants, other financial support, access to schemes etc. There was some confusion in some groups about what help was available and to whom.

• **Joined up/partnership thinking in relation to social initiatives**

Participants argued that areas are being regenerated, with new housing being built and community facilities, but the people living in them still have no jobs. They called for a more joined up way of looking at regeneration, where all social issues are addressed, health, housing, unemployment etc, with more jobs and more affordable housing.

Group Comments

The following section is just a sample of the comments that people made during the sessions.

- Positive aspects of the service :
- Regular meetings are good
- Providing benefits advice before you come off
- More informal meetings
- Being encouraged/getting training in something you want to do
- The HPiJ Charter course (motivation and skills)
- Paid job placements
- JCP job points easy to use
- Work trails
- Help with barriers e.g. disabilities
- Some people like websites

Not so good:

- Being trained where there are no jobs afterwards
- Not being trained in what I want to do
- Trained but then placed in an unrelated field
- Trained but no work experience
- Directing people to agency work
- Leaving people to fill in forms but literacy problems
- More training for some staff on CV preparation
- Have to use the phone in JCP
- Left on your own
- Long waiting times to see someone
- Staff do not have enough time to help
- Staff are simply processing claims
- Some just promote certain courses
- They do not listen to what you want to do
- Push people to apply for jobs not in the correct field
- Need more empathy
- Lack of privacy when talking to an advisor
- Job quality
- Minimum wage
- It all depends on how good the advisor is
- No cash incentive to take work placement so can be worse off after travel and food costs
- Placements 9 out of 10 do not get a job
- Lack of support on certain courses – just left to get on with it
- Connexions – lack of clarity who they help

Appendix 2

Barriers to Work Partner Workshop 25 March 2009

Summary of Table Workshops – barriers identified:

Table 1

- Poor confidence – with completing forms and sharing personal details
- Earlier interventions – it was suggested that the numbers of people in receipt of incapacity benefit are used to hide unemployment figures
- Segmented customer base – it was agreed that partners need to be smarter about the different customer bases to better support individuals and tailor services to meet their needs (i.e. where do they live, what benefit they receive)
- Identify priorities for the borough – JCP provide a universal (national) service, more flexible monies are available to tailor services (locally/regionally) to better meet demands (i.e. WNF/NWDA)
- How organisations communicate with individuals – this should be reviewed for those that do not regularly access mainstream services (i.e. carers, incapacity benefit claimants, individuals who receive pension credits)
- Budgetary confidence – need to consider the ability for individuals to manage budgets within the home and where needs be invest in this area
- Focus on moving from inactivity to activity – need to recognise the need for a longer journey i.e. voluntary work/learning to enable positive progressions towards employment
- Re branding of services – it is recognised that individuals may be reluctant to access JCP. Neutral territory is much more effective – are there organisations that can act as intermediary bodies for JCP?
- Don't rely on people coming to us – services need to be taken to the people
- Seek to address family issues – apposed to individual issues
- Need to raise aspirations of people
- Directory of services in the borough – to be accessed by all and kept updated

Table 2

- Lack of support – very little support to individuals under 6mths unemployed. Need to focus on newly unemployed/redundant workers to avoid growing numbers of long-term unemployed
- Referrals and signposting to services and support is only being done at mandatory stage – individuals not receiving advice about help when they first claim benefits/access JCP services are more likely to become long-term unemployed
- Services available need to be more flexible i.e. available at evenings/weekends
- Lacks of experience – previously placements sourced were anywhere and everywhere with very little emphasis on whether it was suitable for the individual. Now placements are sourced where there is the opportunity of a real job at the end
- Permitted work – can be used as a progression route for individuals who have a health condition
- Funding for employers – New Deal/ILM incentives used to move local people into local employment
- Fear of interviews – interviews need to be conducted by employers in a much more constructive and appropriate manner to avoid further damaging
- Lack of feedback - feedback is vital in order to help people improve their chances of gaining suitable employment
- Suggestion to involve employers in 'mock interview' days would be beneficial
- Support to be included throughout school (10-16yrs) to better prepare school leavers for the world of work

- Criminal records – lots of specialist support available to ex-offenders to help them apply for work, portraying their criminal record in a more positive way
- Employers need to be educated about offences/criminal records and the relevance of those for their vacancies
- Illiteracy – issues not being identified or addressed before individuals are mandatory referred to provision by JCP. There is lots of support currently available for Skills for Life issues
- Voluntary work – should remain voluntary and the reason for doing voluntary work should be the right reason i.e. to give something back, develop skills/experience. Mandatory referrals to voluntary sector is not voluntary and individuals are less likely to give back the sector
- More support for people on incapacity benefit – existing support should be more widely promoted i.e. 104 Linking Rule/Return to Work Credit/Pathways Support
- Joined up partner thinking – a good example used is that of HPIJ/Neighbourhood Management/Housing Associations working together to recruit and Neighbourhood Employment Officers – to be based within the community, knocking on residents doors and signposting to services available for those wanting to move into employment, learning or enterprise

Table 3

- Lack of jobs available – the decline in the number of vacancies available has impacted on the numbers of people securing employment
- Cost of travel – currently bus passes/advisor discretion fund available for transition into work. At what point does this stop and individuals have to be self-sufficient?
- Public Transport – access to some ‘employment hubs’ is limited as traditionally employees that already work there have own transport
- Driving Licenses – are there any schemes that fund driving licenses, aware that there is a scooter/moped scheme?
- Childcare/Family commitments – cost of childcare impacts on the ability to move into work particularly for Lone Parents. Childcare providers are not flexible enough to meet some individuals needs i.e. evenings/weekends. Work needed to be done with employers/children’s information services for employers to be more flexible/family friendly
- YMCA – historically there is a stigma attached to those accessing service available from the YMCA. Employers can make assumptions about prospective employees. YMCA is positively addressing lots of issues. Consider a name change?
- Immigration – EU Workers – stats show an influx of migrant workers to Halton. The perception is that generally this group of people are working below NMW and generally in TEMP factory/process roles. So are they just filling a gap locally were local people don’t want TEMP work, or are local jobs being taken?
- Qualifications – is it just a perception that people need qualifications, do employers value strong work ethics instead
- Training – individuals may not be aware of the vast and wide ranging support available because they are not being told i.e. Train 2 Gain/NVQ’s/Route Ways/Job Brokering/Apprenticeships
- Support in relevant areas – partnership work to meet individuals needs “joined up approach”
- Marketing if services – marketing of each others services is more effective than a huge marketing campaign
- Employer Matrix – Business 2 Business trading

In summary

- 1) Information should be communicated to individuals and employers at an appropriate level
- 2) Front line services need to be improved to the end customer to provide services at the earliest possible intervention
- 3) Consistent levels of information should be given to all customers
- 4) There is lots of support and provision in place to customers from day one of unemployment, people just need to be told about it to access it
- 5) A joined up approach needs to be taken to improve the life chances of local people wanting to move into learning, employment or enterprise
- 6) Services need to be taken to local people rather than relying on local people going to the services

Barriers to Work Employer Workshop 22 October 2010

Employers Attended

Carl Watson – Just Care (Domiciliary Care Contractor)
Phil Williams – The Financial Contact Centre (Call Centre)
Christine McLoughlin – Halton Housing Trust (RSL)
Jim O’Neil (SRS Recruitment Agency)

Introduction

Chair Cllr Eddie Jones / Gerry Fitzpatrick welcomed the group and gave background to PPB Scrutiny Group looking at Barriers to Work in Halton. Following on from focus groups conducted independently with local residents a partner event took place to further identify the perceived barriers that prevent people from moving off benefits into employment.

Employers were invited to give brief overview of the nature of work their business undertakes in Halton:

- 1) Carl Watson – set up Just Care after being made redundant. Domiciliary care agency carrying out many contracts including those for HBC
- 2) Jim O’Neill – gave background to contracts he has recruited for via Reed for HBC – Refuse Collection, Drivers, Norton Priory Country Garden Kitchen
- 3) Phil Williams – recently set up new call centre on Manor Park

Employers were invited to discuss or raise the barriers they had experienced with recruiting local residents:

Jim O’Neill (SRS)

- previously experienced difficulty getting employers to commit to funding CRB checks when recruiting local residents for specific roles
- feels that having a driving license makes people more employable
- believes that agency work now provides more of an opportunity to lead into permanent employment
- more recently has found that there is a far greater pool of employable people competing for job opportunities
- Cllr Howard highlighted that local employers use agencies to fill seasonal roles or posts where particular skills sets are required and this is increasingly done through recruiting individuals from Eastern Europe. SRS mainly recruit local residents and have now found particular skills shortages in Halton

Carl Watson (Just Care)

- recently struggled to recruit into vacant posts – trying to promote care as a career not just a job and wants to increase male to female ratio (10% male)

- 100% reliability in the care sector is vital – peoples lives depend on it and high levels of sickness are not tolerated
- large proportion of employees is on a part time contract, mainly female.
- previous experience is not essential is investment in training is priority
- some problems with retention – mainly people moving completely away from care, although care can be a relatively low paid job in Halton (£6.50ph opposed to national average of £10.50ph) Carl doesn't feel that money is the key factor in retaining employees
- he has used incentives such as mileage allowance to encourage drivers

Phil Williams (The Financial Contact Centre)

- feels that there is a supply and demand issue, less pay in Halton in comparison to some other areas
- location of business (Manor Park). Cllr Findon asked about accessibility particularly for those residents that live in Widnes. All staff use public transport and have to walk from Windmill Hill bus stop which is about 10/15 minute walk. In the winter months/dark nights this may prove to be more of an issue

Rate of pay

Cllr Findon asked would agency staff benefit from professional tax advice. The majority felt that this was not feasible for those on National Minimum Wage.

Gerry Fitzpatrick highlighted how HPIJ link into specialist advice available through JCP – better off calculations

Jim O'Neill has found that people are more open to lower rate of pay due to available tax credits etc

Training

Cllr's queried whether employers are committed to investing in training. Should pay be incremental as staff becomes more qualified?

- 1) Some employers highlighted that there is a lot of funding available for training via the Learning & Skills Council
- 2) Some employers have linked into communication/confidence building courses available through HPIJ/HEP. It has been a joy to see people leave the training with increased confidence and motivation

Apprenticeships

Discussion took place over the importance of apprenticeships in Halton. Gerry Fitzpatrick highlighted that the Annual Perception Survey sent out to 2,500 businesses identified that less than 10% of employers knew about apprenticeships or how to recruit an apprentice. HPIJ developed apprenticeship programme APT4U - £2,000 incentive to employers to recruit/train young person (NEET). Christine McLoughlin gave overview of the success of 5 local apprenticeships recruited via HHT.

Gerry highlighted increasing problems with graduates finding employment.

Employers were asked to summarise their experience of recruiting in Halton:

- 1) shortage of jobs has created a more employable pool of people
- 2) poor literacy/numeracy prevents people from getting through application process (support available through Adult Learning & Skills – community learning/Skills for Life provision)
- 3) lack of understanding about what qualifications actually mean i.e. equivalent levels
- 4) high business rates impacts on the ability to become self employed

Summary

Employers were asked to identify what they feel is important when recruiting:

Phil Williams:

- looks for someone who is willing to work, flexible and wants to get off benefits. Has the motivation to turn up to work on time and not look for any excuse not to turn up
- feels that employers should be asked what training needs are required before investing government money on training that is not beneficial
- employers should be asked what their recruitment needs are to tailor local projects
- low level basic skills has been common amongst applicants

Jim O'Neill:

- attitude is key – at the minute he has a hungry workforce
- link funding to training that would be beneficial
- redundant workers increasingly make up part of the employable pool

Carl Watson:

- looks for common sense at all levels
- communication skills are key – finds that some 18-23 year old struggle to hold a conversation. Communication training used to improve this key skill
- problems with recruiting due to the stigma attached to care work (particularly for males)

Christine McLoughlin:

- agrees that a 'can do' attitude is essential
- self motivation and drive and the desire to want to help customers is needed
- HHT have an aspiration and commitment to recruit locally
- Established links with HPIJ to access funding for training and support with recruitment needs/apprentices

Appendix 3

1. Lancashire County Council Apprentice Model

Background

1.1. Lancashire County Council employ over 43,000 people spread across a wide geographical area that encompasses 12 district Councils where there are both prosperous and deprived communities. The Council is the second largest employer after the NHS and serves many multi-cultural societies.

1.2. As a large employer LCC often finds it necessary to supplement its workforce with agency staff to cover short, medium and long term absences and also to fill temporary jobs. In 2007/8 LCC spent £8.1m on agency related staff costs. The agency staff used cover a wide spectrum of occupational areas, however a significant number have been in business administration, finance/IT and customer service.

1.3. LCC recognised that as a key employer in Lancashire and a corporate partner in the Local Area Agreement that it had the opportunity to support economic development and social inclusion priorities by redirecting work opportunities from agencies by directly recruiting staff.

1.4. The Corporate HR and Economic Development Departments worked together to develop an apprenticeship programme aimed at recruiting and training 50 apprentices to support the work of the business admin, finance and customer services teams based in the County Hall in Preston.

1.5. LCC Apprenticeship Programme

Apprentices are not supernumerary, they are recruited through open and competitive selection, are offered a two year training contract and paid entry level Scale 1/2 (£11,995p.a.) on starting work. Apprenticeships are open to candidates of all ages i.e. 16-60 years. A two year placement provides them with the opportunity to gain a breadth of experience within the organisation. Apprentices have access to:

- NVQ level 2 and/or level 3 training with LSC approved providers and in some cases level 4 training
- LCC's portfolio of corporate training
- a workplace supervisor/mentor that has been trained
- support from a nominated HR Apprentice Officer

1.6. LCC Approach to Apprenticeships

- converting eligible employees to apprentices (NVQ 2 & 3)
- vacancy management – all recruitment including requests for agency staff must go via HR to determine if there is an apprentice opportunity
- pre-employment workshops for interested candidates to prepare for interview selection process
- selection & appointment – normal recruitment criteria/qualifications must be satisfied

1.7. Reducing Worklessness - Work Preparation Programmes

In order to support economic development and social inclusion priorities LCC have piloted and introduced several work preparation initiatives that have complimented the Apprentice Programme.

- **Future Horizons** has been developed to provide young people that are NEET and care leavers that are on Entry 2 Employment LSC provision with the opportunity to gain an 8 week work experience placement within LCC for between 16 – 30 hours per week. Eligible trainees receive EMA (£30 per week). Trainees are given the opportunity to participate in pre-employment workshops aimed at helping them to apply for the Apprenticeship Programme.

- **Future Horizons+** is a bespoke pre-employment programme for care leavers to gain an extended period of paid work experience (LSC recommended training allowance £95 per week.) within LCC Departments of up to 12 months duration. Trainees are given extra support to gain pre-level 2 vocational qualifications and additional support to help them to compete for apprentice opportunities when they are advertised.
- **Work Start – Public Sector Work Trial** has been developed in partnership with Jobcentre Plus for JCP priority customers living in Lancashire i.e. lone parents, people with health conditions & disabilities claiming Income Support or Incapacity benefit, JSA 6 months+. Participants are offered 30 day work placement in LCC and receive a travel & subsistence allowance paid by JCP, at the end of the placement they are provided with a work reference and a certificate of completion.

Trainees that successfully complete the pre-employment programmes are given the opportunity to join the **Talent Pool** where they can apply for jobs that arise within LCC including temporary assignments through the contracted recruitment agency.

1.8. The Business Case.

During 2006/7, LCC recruited more than 80 apprentices through the programme and achieved savings of £569,000 on the previous year's agency spend. In 2008/9 the savings achieved on agency staff costs were in excess of £1m and more significant savings are anticipated in 2009/10. Since 2006 LCC has employed almost 400 apprentices, many of whom have progressed into sustainable employment with LCC. The HR Department now recruits apprentices across all Council Departments including teaching assistants, care workers, road workers, construction workers, motor vehicle and outdoor workers. The District Councils that make up LCC have adopted the model and are now starting to employ apprentices and to recruit through the corporate Talent Pool.

2. National Apprenticeship Service

2.1. The National Apprenticeship Service (NAS) was launched in April 2009 as one of the successor organisation to the LSC and it has the remit to drive forward the Governments ambition for apprenticeships aiming to bring about a significant growth in the number of employers offering apprenticeships.

2.2 There are three types of apprenticeships:

- Apprenticeships (equivalent to 5 GCSE's at grades C and above) work towards work-based learning qualifications i.e. NVQ level 2, Key Skills Certificate (literacy, numeracy & ITC skills) and in most cases a relevant Technical Certificate which is knowledge based qualification such as a BTeC. Completion of an apprenticeship allows entry to an Advanced Apprenticeship.
- Advanced Apprenticeships (equivalent to 2 'A' level passes) work towards a work-based learning qualifications i.e. NVQ level 3, Key Skills Certificate (literacy, numeracy & ITC skills) and in most cases a relevant Technical Certificate which is a knowledge based qualification such as a BTeC. To start this programme entrants must have 5 GCSE's at grades C and above or have completed an Apprenticeship.
- Higher Apprentices work towards a work-based learning qualification i.e. NVQ level 4 and in some cases a knowledge based qualification such as a Foundation degree.

2.3. Apprentices can progress to higher education, including university degrees but university graduates and those with qualifications above level 4 are not eligible for apprenticeship support.

2.4. Several meetings have been held with NAS who are very keen to work in partnership with the Council to improve the numbers of employers in Halton that offer apprenticeships particularly to young people aged 16-18 and young people aged 19-24 that are NEET.

2.5. NAS are very impressed with the number of employer based apprenticeships that have been created through the WNF APT4U Project which provides employers with an apprentice recruitment incentive of £2,000. NAS are keen to explore how their funding could add value to the APT4U initiative, and they are particularly interested in increasing the number of apprenticeships offered by the Council and other public sector employers and hold up the

Lancs CC model as an example of best practice which won a National Apprentice Award in 2009.

2.6. In order to increase the take up of apprenticeships NAS are keen to develop Group Training Associations (GTA) which are funded collaborative initiatives involving groups of employers and/or training providers to develop joint apprenticeship programmes that operate across industrial sectors or geographical areas. Instead of contracting with a variety of individual apprentice providers, NAS would passport the apprenticeship funding (£7,500 per apprentice place on average) to the GTA who would either directly deliver the apprenticeships or broker with existing apprentice providers to deliver the apprentice frameworks to meet the needs of employers.

2.7. NAS are very keen to explore the potential for the Council to become a geographical based GTA in Halton that would broker the delivery of apprenticeships to both private and public sector organisations. Should there be support for such a proposal an outline business case will be worked up.

Appendix 4

National Qualifications Framework (NQF)

Qualification Level	What an employer can expect from this level of Qualification	Qualifications that are accredited to this level
Entry Level	<p>basic knowledge and skills</p> <p>ability to apply learning in everyday situations</p> <p>not geared towards specific occupations</p>	<ul style="list-style-type: none"> • Entry level certificates • Skills for Life at entry level • Functional Skills at entry level
1	<p>basic knowledge and skills</p> <p>ability to apply learning with guidance or supervision</p> <p>may be linked to job competence</p>	<ul style="list-style-type: none"> • GCSEs grades D-G • BTEC Introductory Diplomas and Certificates • OCR Nationals • Key Skills level 1 • Functional Skills level 1 • NVQ level 1 • Skills for Life • Foundation Diploma - equivalent to five GCSEs at grades D to G
2	<p>good knowledge and understanding of a subject</p> <p>ability to perform variety of tasks with some guidance or supervision</p> <p>appropriate for many job roles</p>	<ul style="list-style-type: none"> • GCSEs grades A*-C • BTEC First Diplomas and Certificates • Apprenticeships – equivalent to five GCSEs at grades A* to C • OCR Nationals • Key Skills level 2 • Functional Skills level 2 • NVQ level 2 • Skills for Life • Higher Diploma - equivalent to seven GCSEs at grades A* to C
3	<p>ability to gain or apply a range of knowledge, skills and understanding, at a detailed level</p> <p>qualified to enter higher education</p> <p>can work independently, or in some cases supervise and train others in their field of work</p>	<ul style="list-style-type: none"> • A levels • Advanced Extension Awards • Advanced Apprenticeships – equivalent to 2 A levels • GCE in applied subjects • International Baccalaureate • Key Skills level 3 • NVQ level 3 • BTEC Diplomas, Certificates and Awards • BTEC Nationals • OCR Nationals • Advanced Diploma - equivalent to 3½ A levels • Progression Diploma – equivalent to 2 A levels

Qualification Level	What an employer can expect from this level of Qualification	Qualifications that are accredited to this level
4	<p>specialist learning, involving detailed analysis of a high level of information and knowledge in an area of work or study</p> <p>appropriate for people working in technical and professional jobs, and/or managing and developing others</p>	<ul style="list-style-type: none"> • Key Skills level 4 • NVQs • BTEC Professional Diplomas, Certificates and Awards • Certificates of Higher Education
5	<p>ability to increase the depth of knowledge and understanding of an area of work or study, so you can respond to complex problems and situations</p> <p>involves high level of work expertise and competence in managing and training others</p> <p>appropriate for people working as higher grade technicians, professionals or managers</p>	<ul style="list-style-type: none"> • HNCs and HNDs • NVQs • BTEC Professional Diplomas, Certificates and Awards • Bachelors Degrees • Foundation Degrees • Diplomas of HE and FE
6	<p>a specialist, high-level knowledge of an area of work or study, to enable you to use your own ideas and research in response to complex problems and situations</p> <p>appropriate for people working as knowledge-based professionals or in professional management positions</p>	<ul style="list-style-type: none"> • BTEC Advanced Professional Diplomas, Certificates and Awards • Bachelors Degrees with Honours • Graduate Certificates and Graduate Diplomas
7	<p>highly developed and complex levels of knowledge, enabling you to develop original responses to complicated and unpredictable problems and situations</p> <p>appropriate for senior professionals and managers</p>	<ul style="list-style-type: none"> • BTEC Advanced Professional Diplomas, Certificates and Awards • Masters Degrees • Postgraduate Certificates • Postgraduate Diplomas
8	<p>opportunity to develop new and creative approaches that extend or redefine existing knowledge or professional practice</p> <p>appropriate for leading experts or practitioners in a particular field</p>	<ul style="list-style-type: none"> • Doctorates

The Qualification and Curriculum Framework (QCF)

The QCF will replace the NQF and awarding bodies are currently in the process of transferring qualifications into the new framework. The QCF is a new way of recognising skills and qualifications. It does this by awarding credit for qualifications and units (small steps of learning). It enables people to gain qualifications at their own pace along flexible routes.

How will the QCF help me understand the qualifications system?

At present, it is hard to understand all the different types of qualification that learners hold - what level they are, how long they take to complete, what content they cover, and how they compare to other qualifications. The new framework will help present qualifications in a way that is easy to understand and measure.



Credit and level

Every unit and qualification in the framework will have a credit value (one credit represents 10 hours, showing how much time it takes to complete) and a level between Entry level and level 8 (showing how difficult it is).

There are three sizes of qualifications in the QCF:

- Awards (1 to 12 credits)
- Certificates (13 to 36 credits)
- Diplomas (37 credits or more).

In the new framework you can have an award at level 1 or an award at level 8. This is because the qualification type 'award, certificate, diploma' represents the size of a qualification, not how difficult it is. Each qualification title contains the following:

- the level of the qualification (from Entry level at the bottom to level 8 at the top)
- the size of qualification (award/certificate/diploma)
- details indicating the content of the qualification.

Simply by looking at the title of a qualification you will be able to see how difficult it is, how long it will take the average learner to complete, and its general content. To understand the level of difficulty of the units and qualifications in the new framework it might be helpful to know that GCSEs (grade A*- C) are level 2, GCE A levels are level 3 and a PhD is a level 8. Knowing this can help to position the difficulty and challenge of each level in the framework.

REPORT TO: Employment, Learning, Skills and
Community Policy & Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director, Environment & Economy

SUBJECT: Annual Report

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the draft annual report for 2008-09.

2.0 RECOMMENDATION: That

(1) The Policy & Performance Board considers and comment upon the draft annual report.

3.0 SUPPORTING INFORMATION

3.1 Annex comprising the draft Employment Learning and Skills PPB Annual Report for 2009 - 10

4.0 POLICY IMPLICATIONS

4.1 None arising from this report

5.0 OTHER IMPLICATIONS

5.1 None arising from this report

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

6.1 Children and Young People in Halton.
6.2 Employment Learning and Skills in Halton
6.3 A Healthy Halton.
6.4 A Safer Halton
6.5 Halton's Urban Renewal

No implications identified at this time.

7.0 RISK ANALYSIS

7.1 No implications identified at this time.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Equality of access to services and opportunities is an important part of the PPB scrutiny function. There is increasing focus on identifying

areas and groups that need to be proactively targeted to drive up participation on a range of issues including skills development and employment.

9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT

9.1 None under the meaning of the Act.

Cllr Jones
Chairman



ANNUAL REPORT
EMPLOYMENT LEARNING AND SKILLS
POLICY AND PERFORMANCE BOARD
APRIL 2009 – MARCH

Councillor Eddie Jones

INTRODUCION

We have completed another busy and eventful Municipal Year, which as is usual, has presented fresh challenges to Elected Members. Yet “real” Social Inclusion for all our residents has continued to be a priority for this Council. A commitment energetically supported by and through the members of this Policy and Performance Board. Despite their many other Council commitments, we have, together devised a heavy ongoing work programme, which has required much time and energy to meet it’s objectives, fortunately, I believe that with the quality support of our officers much has been achieved and the efforts worthwhile. In this regard I have been personally indebted to the dedicated Elected Members, in particular our loyal and supportive Vice Chair, and hardworking officers who have served this P.P.B so well.

In my view, formal PPB evenings have been packed agenda, lively affairs, demonstrating high calibre scrutiny and debate. The probing enquiries and robust challenge from Councillors perhaps most evident when outside bodies were called in to the Chamber. This often caused an unscheduled presentation and even resolution of issues, some thornier than others yet they who dares not grasp the thorn should not seek the rose.

In the broader sense I am pleased that we continue to develop a rich diversity in our cultural offer to our people. The wonderful Brindley Theatre goes from strength to strength, supported by core arts and performance development work in the community. A highlight event being, Halton’s Got Talent. Thus giving an opportunity to showcase the abilities and potential of our young people. As bases for such developmental work, our community centres continue to offer a wide range of activities and spaces. As do our school holiday leisure and sports programmes, alongside year round projects such as coaching and free swimming sessions. Well - being, leisure and quality of life comes in many forms. We are committed to striving for improvement in all manner of delivery for all of our residents.

Sport is still an integral part of our communities. Local clubs are flourishing, thanks to the commitment of volunteer coaches and administrators interacting with this Council that values them highly. Further, we have maintained the

involvement of our young people in The Merseyside Youth Games, allowing them to mix as well as compete with their counterparts across the sub – region. For young and not so young we have been able to provide greater access to better resourced Libraries and our residents have utilised them in all aspects. Access to improvement opportunities in enterprise and skills development has also been welcomed by many of our citizens. As has the continued excellence of Adult Learning provision in our Borough, coupled with the delivery from the Council's own very effective Employment Assistance Teams.

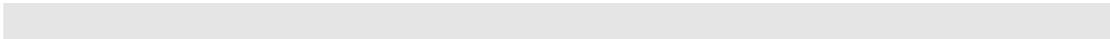
We hope this area in particular has been enhanced by some of the PPB's day to day activity, which has included the formation of task groups, examination of topics, scrutiny and development of policy, rigorous evidence days, the consideration of methodologies from far a field and much more.

Complex reports compiled from this scrutiny have included consideration of barriers to employment, joint work with other Board colleagues around science and technology aspirations, collaborations on how Health and disability impacts on work and the individual and cultural and sporting considerations, particularly focussing on the range and requirements of gifted and talented sports people.

We have also had a working party seeking to dissect and improve the delivery of vitally important performance monitoring reports. A broad but associated range of subject matter that I trust shows this PPB has been about vision with substance and has displayed a fair-minded clarity of purpose in its representation of the people. All the more poignant as we seek to consolidate, then enhance our position in this turbulent world. I would conclude by thanking all colleagues and external contributors to our past year's work, our officers for their diligence and Councillors, juggling a mass of responsibilities and demands yet retaining their enthusiasm and focus.

Thank you

Councillor Eddie Jones, Chairman Employment Learning and Skills Policy and Performance Board



MEMBERSHIP AND RESPONSIBILITIES

During 2009/10 the Board comprised eleven Councillors – Councillors Eddie Jones, Susan Edge, Dave Austin, Marjorie Bradshaw, David Findon, Harry Howard, Stan Parker, John Stockton, Christopher Rowe, Councillor Kath Loftus, and Philip Worrall.

The Board was responsible for scrutinising performance and formulating policy in relation to the Culture and Leisure Services and the Economic Regeneration Departments. The primary functions are to focus on the work of the Council (and its partners) in seeking to improve economic prosperity, to further develop culture and community cohesion, to improve the skills and employment prospects of its residents, and to scrutinise progress against the Corporate Plan in relation to the Employment, Learning and Skills Priority.

Members were advised that Halton Borough Council (Halton People into Jobs) is part of the Liverpool City Region Future Jobs Fund programme being delivered by partners in the City Employment Strategy. Halton People into Jobs is managing the initiative in Halton and has a dedicated team on hand to support Future Jobs Fund employers and employees throughout the programme.

REVIEW OF THE YEAR

The full Board met four times during the year, and set out below are some of the main initiatives that the Board has worked on during the year.

FUTURE JOBS FUND

The Board received a report on the future jobs fund

The Future Jobs Fund is a national initiative of approximately £1 billion to support the creation of 150,000 jobs. It is aimed at long term unemployed young people and others who face significant disadvantage in the labour market.

Members were advised that Halton Borough Council (Halton People into Jobs) is part of the Liverpool City Region Future Jobs Fund programme being delivered by partners in the City Employment Strategy. Halton People into Jobs is managing the initiative in Halton and has a dedicated team on hand to support Future Jobs Fund employers and employees throughout the programme.

ECONOMIC CLIMATE

The Board received a presentation by Hitesh Patel, the Chief Executive of the Citizens' Advice Bureau (CAB) in Halton entitled "The Economic Downturn Halton CAB's Perspective".

Arising from the presentation the Board discussed spreading the word regarding the specialist debt relief advice that CAB provided and it was suggested that this be publicised further by advertising through Registered

Social Landlord leaflets, Inside Halton and Parish Council news letters at minimal cost.

The Board also considered a report on the economic impacts of the present economic climate. It was reported that the Council and its partners had been working hard for many years to reduce unemployment in the Borough. Key elements in reducing unemployment included improving skills, promoting enterprise, reclaiming derelict sites, environmental and infrastructure improvement and facilitating private sector investment.

COMMUNITY DEVELOPMENT & VOLUNTARY SECTOR FUNDING

The Board considered a report which outlined the delivery of Community Development in 2008/09.

It was reported that the purpose of Community Development was to build relationships with our communities, to help groups and networks of people take joint action on matters that concerned them. It was also about enabling individuals to influence the decisions that affected their lives.

The Board were informed that to do this the Community Development combined a number of aspects which were outlined in the report for information. The Board was advised of the service performance and service development which detailed the following:

- Starter Grants;
- Community Development Grants;
- Voluntary Youth Organisation Grants; and
- Bursaries.

The Board also received a report which outlined the Annual Report for Voluntary Sector Funding. The report provided performance information on the 12 organisations Core Grant supported in 2008/09, which were detailed in the report for information.

It was advised that any organisation that received over £5,000 in funding was subject to a Service Level Agreement and quarterly monitoring reports.

Members reviewed a selection of case studies from various agencies such as Cheshire Asbestos Support Group, Cheshire Halton and Warrington REC, Cheshire Victim Support, Halton Citizens Advice Bureau, Halton Talking Newspapers, Halton Voluntary Action, Rape and Sexual Support Centre, Relate, Vision Support and W. and R. Cancer Support.

LIBRARIES

The Board considered a number of reports on Libraries in Halton.

SKILLS

The Board received a report of the Strategic Director, Environment which outlined the recommendations of the Topic Group on Workforce and Skills for the Logistics Industry.

The Board was advised that the topic commenced with a skills audit of the logistics sector in Halton and the audit covered aspects of work which were outlined in the report for information. It was noted that the Halton Employment Partnership was established in late 2008, to bring together expertise from various employment, learning and skills.

Members considered that a Halton Investors' Handbook had been produced, specifically tailored to the logistics sector and set out the skills and recruitment offer of the Halton Employment Partnership. A pilot skills and recruitment offer was being tested with the first occupier at 3MG. It was noted that this pilot could be rolled out to all future occupiers on 3MG and borough wide.

CONSTRUCTION EMPLOYMENT INTEGRATOR MODEL

The Board considered a report on progress made on identifying how employment and training opportunities resulting from the Mersey Gateway could be secured for local people.

The Board discussed various issues such as a breakdown of requirements and targeted audience, training needs for Job Centre staff to source the correct candidates for the jobs and a breakdown of percentage of categories of jobs required for example skilled, semi-skilled and low skilled.

GIFTED AND TALENTED

The Board received a report which detailed how young skilled and talented sports participants were managed in Halton.

The Board received a presentation from Gill McGough – Advisory Teacher for Sports and Physical Education and Sue Lowrie – Sports and Recreation Manager, which outlined processes for the gifted and talented young people in physical education and sport.

APPRENTICESHIPS

The Board received a report an update on the progress on the Apprenticeships Programme.

The Board held a wide-ranging discussion and considered that the Apprenticeship Scheme would benefit from mainstream funding.

SHANGHAI EXPO 2010

The Board considered a report on EXPO 2010. Shanghai World Expo takes place from 1st May to 31st October. It is expected that 70 million visitors and 200 participants (i.e. Cities and countries) will visit the exhibition which covers an area of 5.28 square kilometres.

Liverpool Vision is leading a North West Trade Pavilion which focuses on Liverpool gateway to the North West. Board Members were advised that the Liverpool pavilion is situated in one of the many regenerated old dock Buildings along the waterfront. The pavilions holding area is based on the theme of a 'departure lounge'

Members supported taking forward the opportunity for Halton, and the Council has along with the other five Merseyside Authorities agreed to contribute £18,000, as sponsorship for a service known as the 'Platinum Package'. The board considered that Expo 2010 is an opportunity to take forward a number of strategic objectives for the Council and its partners. In economic regeneration terms, a key objective would be to focus on developing a strong, diverse, competitive and sustainable knowledge-based local economy. Shanghai EXPO 2010 will enable the Council to support local businesses to benefit from growing and emerging markets and help them prepare for future ways of working.

Members of the Public are welcome at the meetings of the Board. If you would like to know where and when the meetings are to be held or if you would like any more information about the Board or its work, please contact Wesley Rourke 0151 4717526 wesley.rourke@halton.gov.uk

REPORT TO: Employment, Learning, Skills and Community
Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director, Environment & Economy

SUBJECT: Lead Accountable Bodies

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide information on the new Lead Accountable Body (LAB) role for local authorities from August 2011 for the management of all public funded Informal Adult Learning provision in the local area.
- 1.2 To put forward the new LAB role as a key council decision for 2010/11.

2.0 RECOMMENDATIONS:

- a) **That the report is noted.**
- b) **That the ELS PPB recommends to the Executive Board that this a key Council decision for 2010/11**

3.0 BACKGROUND

- 3.1 The 2008 *Learning Revolution* White Paper set out an exciting and new vision for informal adult learning. The Government consulted local authorities and other key delivery organisations on its proposals and the outcome was that the majority of local authority responses expressed the aspiration to take on strategic and operational leadership of informal learning. In particular, local authorities wanted to:
 - improve coherence across services to support family learning, citizenship, mental and physical wellbeing, health, culture, environment
 - engage disadvantaged groups and integrate informal learning with their wider, local agendas for community and economic well-being.
- 3.2 In October 2008, the Government wrote to local authorities proposing they take up, in the future, the pivotal role of providing the leadership to create and support vibrant local networks of informal adult learning in their area.
- 3.3 The Government then worked with the Local Government Association, the Local Education Authorities Forum for the Education of Adults, the Association of Colleges, Ofsted and other delivery partners to develop a

Lead Accountable Body 'model' that would enable local authorities effectively to discharge this pivotal leadership role.

- 3.4 On 1 April 2010, the Learning & Skills Council was replaced by 3 separate agencies:
- The Skills Funding Agency (SFA)
 - The Young People's Learning Agency (YPLA)
 - The National Apprenticeship Service (NAS)
- 3.5 The funding for informal adult learning will now come through the SFA.

4.0 SUPPORTING INFORMATION

4.1 From August 2011, the SFA plans to channel all available budgets to support informal adult learning in a local area through identified Lead Accountable Bodies (LABs). The LGA is working closely with the SFA and the Department for Business, Innovation and Skills to ensure a smooth transition for local authorities to the new LAB.

4.2 A formal invitation for local authorities to accept 'in principle' the role of LAB was issued in March 2011, with a deadline of the end of April. Halton has now accepted the role in principle. Accepting the role in principle allows the SFA to work with Halton in planning the changes during the academic year 2010/11 with all the available public funding for informal adult learning transferring to the LAB for the 2011/12 academic year.

4.3 The funding that is currently allocated to Informal Adult Learning in Halton is shared between the council's Adult Learning & Skills Development Division and Riverside College Halton. The funding to the council is broken down as follows:

• Family Literacy, Language & Numeracy	£96,273
• Wider Family Learning	£25,197
• Personal Community Development Learning	£111,242
• Neighbourhood Learning in Deprived Communities	£146,603.

The funding to Riverside College Halton is approximately: £140,000

The total funding allocated to the LAB will be (approx.): £519,315.
The Skills Funding Agency will inform LAs of the final allocation in summer 2010.

- 4.4 LAs are free to build on or adapt existing partnerships when formalising the LAB role, however, it is expected that the partnership be local, representative and light touch.
- 4.5 The LAB will need to draw up and agree a plan for informal adult learning in Halton and ensure the activities within it are delivered. In addition to the traditional areas of work detailed in 4.3, the plan must also address some of the new ideas as detailed in the Learning

Revolution White Paper, for example the approach to support self organised groups and opening up new spaces for learning. The plan must involve all partners, old and new, and achieve the maximum value from (and add to) the funds it receives from the public purse.

- 4.6 The Skills Funding Agency will require targets to be set to increase the number of learners ('extend the reach') and to show that extra resources are being introduced through flexible approaches ('extending the stretch'). However, LABs will set their own local targets that link closely with local priorities and the LAA.
- 4.7 Informal adult learning which is funded through the LAB will be subject to Ofsted inspection requirements although the exact details about the kind of criteria that will be used to inspect is still under discussion.

5.0 POLICY IMPLICATIONS

- 5.1 Informal adult learning funded through the Skills Funding Agency is currently delivered by the Adult Learning & Skills Development Division. The Division has been Ofsted inspected in 2009 and received a good (Grade 2) award. The Division manages all its provision in line with local and national policies relating to the delivery of adult learning and skills.

6.0 OTHER IMPLICATIONS

- 6.1 Given the emphasis on 'extending the stretch', it is expected that those individuals that can afford to pay for learning, should do so. A fees policy will need to be set by the LAB to take this principle into account. Currently, all Family Learning and Neighbourhood Learning in Deprived Communities programmes are free to the learner.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

Supports key objectives D and E.

Existing Family Learning funding is used to support parents in learning, often alongside their children. Provision takes place in primary schools and some secondary schools, as well as in all of Halton's Children's Centres. The introduction of LABs must ensure that existing good practice is maintained and families benefit accordingly.

7.2 Employment, Learning and Skills in Halton

Supports key objectives B, C and D.

Existing informal adult learning in Halton is delivered by Halton Borough Council's Adult Learning & Skills Development Division and Riverside College Halton. The college currently sub-contracts some of its informal adult learning to the Division (approximately £33k per annum). Both providers are key members on the Employment, Learning & Skills SSP, together with a range of other appropriate learning and skills partners, which would potentially make up the new LAB. Any implications arising

from the establishment of the LAB will sit well with the Employment, Learning & Skills SSP and sub group arrangements already in place. Work on establishing the LAB by August 2011 will need to take place over the 2010/11 academic year and this work will be led by the Adult Learning & Skills Development Division and guided by the Employment, Learning & Skills SSP.

7.3 A Healthy Halton

Supports key objectives B, C and E.

7.4 A Safer Halton

None applicable

7.5 Halton's Urban Renewal

Supports key objectives A, D and E.

8.0 RISK ANALYSIS

8.1 The Skills Funding Agency has deemed the risk of local authorities acting as both commissioner and provider as being low, providing that a transparent commissioning model is in place and there is an effective scrutiny process.

8.2 Existing provision as identified in 4.3 could be adversely affected under LAB if the LAB chooses to diversify delivery or change priorities. The lead time upto the LABs going live should be used to explore all other potential risks to existing provision.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Overall responsibility for the LAB will sit with the Adult Learning & Skills Development Division, but the LAB partnership will reside under the umbrella 'Employment, Learning & Skills SSP and sub groups'. All operate under the Council's Equality and Diversity policy.

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

10.1 The Learning Revolution White Paper 2009.

http://www.dius.gov.uk/assets/biscore/corporate/migratedd/publications//learning_revolution_exec_summary.pdf

REPORT TO: Employment, Learning, Skills and Community
Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director, Environment & Economy

SUBJECT: Topic Group – Workforce and Skills for the
Science, Technology and Advanced Manufacturing
(STAM) Sector in Halton

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To update members on the work undertaken since July 2009 in identifying the current, and modelling the future, skills needs of the science, technology and advanced manufacturing sector in Halton and on the establishment of a STAM routeway aimed at supporting local residents into employment within the STAM industries.
- 1.2 The recommendations will help support the development of a clearly defined routeway of opportunities within STAM related sectors and will allow Halton's young people and adults, particularly those who are long term unemployed, to gain the skills needed to take up these employment opportunities.

2.0 RECOMMENDATIONS:

- a) **That the recommendations outlined in section 5 of the report are progressed.**

3.0 BACKGROUND

- 3.1 The Borough of Halton already has a vital critical mass in the science, technology and advanced manufacturing sector. For example:
 - *Daresbury Science and Innovation Campus; one of the UK's two premier large-scale research facilities*
 - *Daresbury Innovation Centre; high specification incubation facilities for small technology based businesses and university spinouts*
 - *The Cockcroft Institute; the National Centre for Accelerator Science*
 - *The Heath Business And Technical Park; the former global headquarters of the ICI now home to over 175 individual businesses many in the fields of science and research.*
 - *The presence of a great many existing businesses, many based at The Heath, at the cutting edge of science and innovation*

- *The embedded skills base of the existing chemical industry*
- *Proximity to the Northwest's premier FE and HE facilities*
- *An unrivalled position at the heart of the Northwest's communications network*
- *A portfolio of existing facilities and development land to attract new and expanding companies in the sector.*

3.2 The sector has therefore been recognised, alongside logistics and distribution, as key to the future prosperity of the Borough. Within this context, it was vital to explore the current access to appropriately skilled individuals that would be required to work in the STAM sector and to understand the employment opportunities that the STAM industries in Halton would afford.

3.3 It was equally vital that training pathways for young people in the borough were examined, alongside any gaps, and that an appropriate STAM routeway be proposed/developed.

4.0 SUPPORTING INFORMATION

4.1 The topic commenced with the formation of the Skills for the STAM Sector Steering Group, closely followed by a piece of research undertaken by Amion Consulting (autumn 2009) to:

- (a) Establish the skills and employment needs of inward investing science companies in Halton; and
- (b) To assess the potential of young people and adults, including the long term unemployed, in being able to access future jobs in these sectors.

An e-mail questionnaire was sent out to all 161 businesses in the sector in Halton and followed up by telephone. A total of 32 interviews were undertaken (of which 8 were conducted face-to-face and 24 by telephone). A further 12 interviews were undertaken with stakeholders.

4.2 The STAM research was completed in January 2010 and this was shared with PPB Topic Group members at its March 2010 meeting. The main recommendations within the report focused on the development of a STAM routeway, which in turn would be made up of the following elements:

- *Careers education and advice*
- *Engagement, advice and support; and*
- *Pre employment skills (including training) and workforce development*

A copy of the Executive Summary is attached at Appendix 1.

5.0 Topic Group findings/recommendations

5.1 Taking into consideration the findings of: the STAM research; discussions with council officers during Topic Group meetings; and an

improved knowledge base acquired of the recruitment and training needs for the STAM industries in Halton, the joint Topic Group concluded the following:

(a) The development of a STAM routeway detailing the opportunities and qualifications available in the borough to enable a young person or adult to acquire the right skills and experiences to gain employment in the STAM sectors;

(b) A launch event to promote the STAM routeway and enthuse local people about working within the STAM industries;

(c) The involvement of all schools with this agenda, particularly in relation to information, advice and guidance ;

(d) The merging of Halton's Science Action Group (HSAG) with the Skills for the STAM sector Steering Group – to bring greater coherence to the STAM agenda.

5.3 Members agreed the development of the routeway was central to this topic group but emphasised the need to promote careers in STAM at the earliest opportunity.

6.0 FINANCE IMPLICATIONS

6.1 Working Neighbourhoods Funding was used to fund the STAM research and a small amount of funding was made available to support some STAM initiatives in schools. The development of the STAM routeway will also be funded through WNF at a cost of £2000. The launch event will be a joint 'partnership' event so any additional financial implications should be minimal.

6.2 If the final routeway determines a number of 'gaps' in qualifications or provision available to support the journey to a career in the STAM industries, then the STAM group will need to determine any financial implications associated with this and ensure negotiations with the Skills Funding Agency take place at the earliest opportunity to ensure the most effective use of public funds.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

Supports key objectives D and E.

The routeway resource will be of use to school children of all ages and their parents and can assist young people in choosing their options at age 14.

7.2 Employment, Learning and Skills in Halton

Supports key objectives B, C and D.

This PPB topic clearly focused on future employment opportunities within the STAM industries in Halton. The associated recommendations will have implications on employment, learning and skills priorities and resources and need to be embedded into future skills strategies.

7.3 A Healthy Halton

Supports key objectives B, C and E.

7.4 A Safer Halton

None applicable

7.5 Halton's Urban Renewal

Supports key objectives A, D and E.

This PPB topic brief, whilst focusing on the people side of the STAM industries, was set within the context of the science developments taking place in the borough, as detailed in 3.1. Implications on Halton's urban renewal sit alongside the employment, learning and skills implications.

8.0 RISK ANALYSIS

8.1 None applicable

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The STAM Steering Group operates within the LSP framework, which in turn operates under the Council's Equality and Diversity policy.

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

10.1 There are no background documents under the meaning of this Act.

Executive summary

1. Introduction

AMION Consulting was appointed by Halton Borough Council to undertake a skills assessment of the science, technology and advanced manufacturing sectors (STAM) sectors with the aim of establishing the sector's future skills and recruitment needs in Halton.

The approach to the assignment has included:

- modelling the potential demand for labour from the sector in the period up to 2030 and profiling the forecast skill requirements over the period;
- undertaking interviews with Halton-based STAM businesses to explore views on future prospects for employment; skills needs - both now and in the future; methods of recruitment; the quality and level of training and recruitment support currently available; and the relationship between businesses and the education sector;
- a series of interviews with stakeholders – including in particular an assessment of links with the sector and the availability and take-up of existing training and skills provision; and
- identification of appropriate routeways for young people and local adult residents.

An e-mail questionnaire was sent out to all 161 businesses in the sector in Halton and followed up by telephone. A total of 32 interviews were undertaken (of which 8 were conducted face-to-face and 24 by telephone). A further 12 interviews were undertaken with stakeholders.

2. The Context

The Government recognises that the STAM sector is key to the future economic growth of the country and has published a number of policy and strategy documents setting out a framework on how the education sector can contribute to its growth.

The sector consists of 5 sub-sectors: bioscience; chemical; digital; engineering; and research and development. The STAM sector is strongly represented in the Halton Borough with key employment sites at The Heath and Daresbury.

Halton, however, also has areas where the levels of worklessness are significantly above the regional and national average. In addition, it has a significantly higher percentage of residents possessing no qualifications than regional and national averages, and also lags behind on higher level skills.

3. Current and future demand for skills

Cambridge Econometrics has estimated that total employment in Halton in 2009 was just over 61,000 jobs and forecast (on a trend basis) an increase to 62,800 by 2020 and 65,000 by 2030.

Projections for the STAM sector, however, show a decline from 6,168 to between 4,114 and 4,411 by 2030. This decline is due to a significant forecast shrinkage in the chemicals sub-sector of between 2,600 and 2,642 jobs. All other sub-sectors are forecast to be increasing their employment (with the exception of Engineering which is projected to remain constant).

Notwithstanding this overall shrinkage, there will be a significant amount of workforce churn during the period – with a 'replacement' labour demand of some 5,400 jobs. Overall, net total labour demand would, therefore, be some 3,300 – 3,800 jobs.

The consultation process broadly supported these projections with:

- 50% of businesses questioned stating that their workforce would stay the same over the next 2 years;

- over 62% projecting an increase over the two to five year period; and
- 42% over 5 to 10 years.

The future demand for skills will be manifested in two ways - firstly through the types of skills demanded from new recruits and, secondly, through up-skilling of the existing workforce.

In terms of recruitment skills some 55% of employers will require a level 4 or above and 70% level 3 and above. Only 15% of jobs will be level 2 and below. In addition, employers are seeking key attributes including good employability skills (51%) and relevant previous work experience (43%).

Nearly 80% of businesses interviewed considered that their workforce was suitably skilled to meet their needs over the next 2 years, but over the medium to longer term 50% of businesses felt that they would need to up-skill.

Regarding the source of new recruits to the sector, practically all of the lower skilled jobs (level 2 and below) were recruited locally, with 50% of recruits requiring level 3 and above sourced from outside of Halton. The general view of employers interviewed was that people from Halton were not sufficiently skilled for the higher level jobs. The qualification profile of the local population would tend to support this view.

The overall consensus was that a significant number of businesses expected to grow in the medium to longer term with the majority of their employees being qualified to a minimum of level 3 (both existing staff and new recruits). Even amongst those businesses which were unsure whether they were going to recruit new staff, a majority stated that they would be up-skilling their existing workforce. Several businesses identified the need for support to help grow their business base and recruit new staff.

4. Existing provision and activity

The three key areas where STAM businesses are currently engaged with stakeholders are through:

- Raising awareness of the sector - through partaking in activities with the education sector such as: work experience placements; workplace visits; teacher placements; enterprise activities; apprenticeships; and the new 14-19 diploma.
- Recruitment to the sector – the extent of local linkages tends to vary with skill level. The majority of employers stated that they use specialist agencies to recruit to level 3 posts, but used lower budgets. Many businesses manage their recruitment in-house using methods such as dedicated internet sites.
- Up-skilling and training of staff. In the majority of cases (60%), this was organised, funded and, in some cases, delivered in-house. Overall, the availability of training was not considered to be an issue.

The Sector Skills Council (SSCs) have an important role to play in acting as an interface between employers and local stakeholders with employers within their related industries to develop national occupation standards and qualifications as well as managing the Train to Gain programme for their sectors. The SSCs covering the STAM sector includes Cogent (chemicals), SEMTA (engineering), E-Skills (digital) and Pro-Skills (manufacturing). All provide access to training resources for employers including the funding of second Level 2 and 3 qualifications as part of the Learning and Skills Council's Train to Gain Initiative.

5. The Routeway

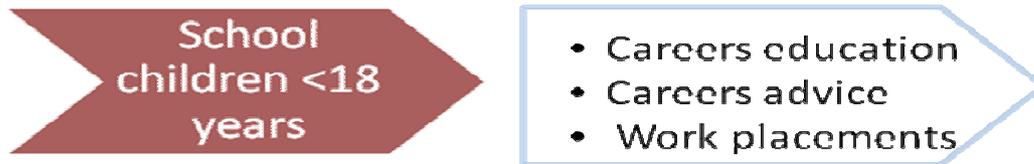
There are a number of core aims of the routeway, which would be the responsibility of different stakeholders to deliver. These are to:

- provide an interface between the STAM sector, local residents and training and support providers;
- provide relevant and innovative careers advice and education;
- provide proactive engagement, advice and support for individual residents;

- use both bespoke / tailored and traditional pre-employment skills provision, including existing training routes, to meet individual needs;
- support the development of the existing workforce; and
- provide support for local STAM businesses in terms of identifying and accessing relevant skills and training support (particularly bespoke), as well as pre-recruitment and recruitment support.

The three primary function areas of the routeway are outlined below:

(i) Careers education and advice



Careers education and advice is delivered throughout the education sector – from primary school to HE Institutions. A key factor from the consultations is that it needs to be innovative and engaging. Current provision is varied in terms of scale, relevance and effectiveness.

The following should be taken into account in planning future provision:

- better co-ordination of the contacts made between schools, intermediaries and local STAM businesses;
- a greater emphasis within careers education across all ages of school children on raising awareness of the wide spectrum of career opportunities available within the STAM sector;
- further development and roll-out of a number of existing initiatives which are considered to be good practice – including, in particular, those which involve collaborative working with businesses (for example, teacher placements, STAM Breakfasts and Children Challenging Industry); and
- explore the potential for developing new and better relationships with relevant specialist recruitment agencies and local Universities.

(ii) Engagement, advice and support



Although there are a number of organisations which provide support to individuals in returning to/seeking work, there are no sector specific organisations which would provide a holistic service in the STAM sector to both employers and local residents. It is, therefore, recommended that:

- a dedicated STAM ‘gateway’ is developed for local residents, ensuring that local people receive support, advice and skills development, in order to help them access employment opportunities as they arise plus subsequent continued workforce development support with the aim of enabling them to climb the career ladder; and
- the preparation of an ‘investors handbook’ for employers to promote the ‘gateway’ including information on training availability and market recruitment avenues.

The consultations demonstrated support for a ‘gateway’ approach which would provide a demand-led approach to the provision of advice and support to individuals through developing a proactive relationship with local STAM businesses to gather intelligence on emerging employment opportunities in the sector (utilising similar principles to that potentially being

developed through the Construction Employment Integrator¹). This information would be used to inform both the education sector and recruitment organisations (such as HPIJ and JCP).

(iii) Pre-employment skills (including training) and workforce development



key role of the HEP would be to ensure that individuals can acquire the skills necessary to access jobs in the sector and that there is appropriate provision to meet the workforce development needs of existing businesses. This will be sourced through a combination of:

- existing provision available through primarily local delivery organisations; and/or
- bespoke training, developed and tailored to meet the needs of the employers.

The approach being proposed is similar to that being delivered through the Logistics Gateway and will help ensure a comprehensive offer for employers.

It is, therefore, proposed that future provision should involve:

- the introduction of collaborative working as per the HEP model for logistics, with a protocol commitment among relevant partners/providers to working together to meet the needs of local STAM employers;
- development of a capability / mechanism for gathering regular local labour market information to inform local stakeholders/STAM skills group on an ongoing basis; and
- maximisation of links with Further and Higher Education to capture potential recruits with higher level skills.

6. Conclusions

The following are the conclusions from the report:

- (i) In terms of growth of the sector, the results of the modelling and consultations indicate that:
 - a. in the short term, there is a degree of uncertainty among businesses in the sector regarding growth, however many are more optimistic in the medium and longer term with many identifying the need for new recruits in two to five years
 - b. in the medium to longer term, all sub-sectors are projected to grow with the exception of the chemical sector which is anticipated will reduce significantly.
- (ii) The bioscience, R&D and digital sectors are projected to require a highly skilled workforce (level 4 and above).
- (iii) With the projected reduction in the chemical sector there will be a reduced number of level 2 and below employment opportunities.
- (iv) Employers, generally, would like to recruit locally. However, they do not consider local people to have the higher skill levels required to meet the needs of their business and tend to recruit from a wider catchment.

¹ The Construction Employment Integrator (CEI) is an approach which seeks to co-ordinate interventions in order to capture demand; provide access to opportunities to local people; promote workforce development; and enable employment planning through Labour Market Intelligence. To achieve this, the CEI uses tools such as community benefit clauses; client tracking systems; integration of funding routeways / skills register; SME capacity register; and a skills forecasting model. While not all appropriate for STAM, use of certain elements of the CEI model could be explored (for example, the skills forecasting model).

- (v) Due to this perception many employers do not target recruitment for higher level skill positions (Level 3 and above) from the local resident population. As a consequence, these jobs are lost to local people.
- (vi) In the digital and engineering sectors in Halton, there is a prevalence of small and medium sized businesses. This has implications for both the development of links with the education sector and the promotion of workforce development – given the capacity constraints that often confront small businesses.
- (vii) Smaller businesses are sometimes reluctant to assume the risks associated with expansion and in particular taking on additional employees. They often require a combination of business support and recruitment advice to overcome these barriers.
- (viii) There is a range of various awareness raising activities being delivered within schools at all levels and some example of very good practice (e.g. CCI). There is a need for greater co-ordination in order to streamline and maximise linkages with the STAM sector. In addition, the potential for additional resources to support rolling out the identified good practice should be explored.
- (ix) Although 54% of businesses consulted did not have a workforce plan, there was wide recognition of the need for continuing development of workforce skills. Many businesses pursue this in an informal and ad hoc manner.
- (x) The potential for developing extended work trials (e.g. for one day per week) for the more disaffected groups (including for example NEET group) should be explored with Connexions.
- (xi) There is a continuing need to promote the sector as a career option including increasing careers education within schools. There is, however, a lot of very good practice already being undertaken in Halton which needs to be developed further (for example, the STEM breakfasts).

REPORT TO: Employment, Learning, Skills and Community Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Strategic Director Corporate and Policy

SUBJECT: Sustainable Community Strategy Performance Report

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

1.1 To provide information on the progress towards meeting Halton's Sustainable Community Strategy targets at 2009 – 10 financial year-end.

2.0 RECOMMENDED THAT:

- i. The report is noted
- ii. The Board considers whether it requires any further information concerning the actions being taken to achieve Halton's LAA targets.

3.0 SUPPORTING INFORMATION

- 3.1 The revised Local Area Agreement, which comprises an element of Halton's Sustainable Community Strategy, was signed off by the Secretary of State in June 2008. The LAA contains a set of measures and targets agreed between the Council, local partner agencies (who have a duty of co-operation in achieving targets) and government. There are 32 indicators within the LAA along with statutory and education and early years targets. The current agreement covers the period April 2008 to March 2011.
- 3.2 The Agreement was refreshed in March 2010 following a review with Government Office North West. Any changes to performance targets that resulted from this review are reflected within the enclosed report.
- 3.3 Attached as Appendix 1 is a report on progress to the 2009 – 10 financial year-end which includes those indicators and targets that fall within the remit of this Policy and Performance Board.
- 3.4 In considering this report Members should be aware that:-
- a) All of the measures within the National Indicator Set are monitored through Quarterly Departmental Service Plan Monitoring Reports. The purpose of this report is to consolidate information on all measures and targets relevant to this PPB in order to provide a clear picture of progress.

- b) In some cases outturn data cannot be made available at the mid-year point and there are also some Place Survey based indicators for which information will not become available until 2010 i.e. the next date the survey is due to be undertaken.

4.0 CONCLUSION

- 4.1 The Sustainable Community Strategy for Halton, and the Local Area Agreement contained within it, is the main mechanism through which government will performance manage local areas. It is therefore important that we monitor progress and that Members are satisfied that adequate plans are in place to ensure that the Council and its partners achieve the improvement targets that have been agreed.

5.0 POLICY IMPLICATIONS

- 5.1 The Local Area Agreement acts as the delivery plan for the Sustainable Community Strategy for Halton and is therefore central to our policy framework.

6.0 OTHER IMPLICATIONS

- 6.1 The achievement of Local Area Agreement targets has direct implications for the outcomes in relation to Comprehensive Area Assessment judgements.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 7.1 This report deals directly with the delivery of the relevant strategic priority of the Council.

8.0 RISK ANALYSIS

- 8.1 The key risk is a failure to improve the quality of life for Halton's residents in accordance with the objectives of the Sustainable Community Strategy. This risk can be mitigated thorough the regular reporting and review of progress and the development of appropriate actions where under-performance may occur.

9.0 EQUALITY AND DIVERSITY ISSUES

- 9.1 One of the guiding principles of the Local Area Agreement is to reduce inequalities in Halton.

10.0 LIST OF BACKGROUND PAPAERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document Local Area Agreement 2008 – 11

Place of Inspection 2nd Floor, Municipal Building, Kingsway, Widnes

Contact Officer Rob MacKenzie (0151 471 7416)



The Sustainable Community

Strategy For Halton

2006 - 2011

Year End Progress Report

01st April 2009 – 31st March 2010

EMPLOYMENT, LEARNING & SKILLS

This report provides a summary of progress in relation to the achievement of targets within Halton's Sustainable Community Strategy.

It provides both a snapshot of performance for the period 01st April 2009 to 31st March 2010 and a projection of expected levels of performance to the period 2011.

The following symbols have been used to illustrate current performance against 2010 and 2011 target levels.

	Target is likely to be achieved or exceeded.
	The achievement of the target is uncertain at this stage
	Target is highly unlikely to be / will not be achieved.

EMPLOYMENT, LEARNING AND SKILLS

71	153	<u>Working age people claiming out of work benefits in the worst performing neighbourhoods</u>		
73	163	<u>Working age population qualified to at least Level 2 or higher.</u>		
75	171	<u>VAT Registration rate</u>		

Non Local Area Agreement Measures / Targets

Page	NI	Descriptor	09/10 Target	2011 Target
76	ELS1	<u>Reduce the proportion of adults with no qualifications</u>		
77	ELS2	<u>Increase the proportion of adults qualified to Level 3</u>		
77	ELS3	<u>Increase the rate of self-employment</u>		
78	ELS4	<u>Ensure unemployment in any Lower Super Output Area is less than 20% above the borough average</u>		

EMPLOYMENT, LEARNING & SKILLS

NI 153 Working age people claiming out of work benefits in the worst performing neighbourhoods

Baseline (2007/08)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
31.5%	29.5%	33.5%		Maintain the 0.4pp gap below NW average	

Data Commentary

The data supplied is for quarter 3 2009, which is the latest data available. The source is the Work and Pensions longitudinal study.

The data reflected a worsening of the Job Seekers allowance figures during the last quarter of 2009. Unemployment had risen each month from October 2009 ahead of national and regional averages. There were a number of reasons for this.

Given the nature of industry in Halton e.g. distribution, logistics, manufacturing the figures would be influenced by seasonal work and a higher proportion of agency workers. Linked to this given low skills and low qualifications' levels in the borough, often residents are employed in the lower paid jobs, which are particularly vulnerable in the current climate.

Private sector partners advise that given Halton's geographical position many Halton residents commute outside the borough and there are redundancies outside the borough that have affected Halton residents.

Although there have not been 'large scale redundancies' announced in the borough there was a steady flow of smaller redundancies, all of which have a bearing on the overall NI 153 figure i.e.

October 09 – DHL 85 jobs;
 November 09 – Dept Children Families and Schools 80 jobs;
 December 09 - Avery Denison 17 jobs;
 December 09 – Thermaphos 69 jobs

General Performance Commentary

As part of the LAA refresh process the Government Office acknowledged that the target would need to be revised and Government agreed that the Halton target would equate to a 0.4 percentage point gap below the North West average

EMPLOYMENT, LEARNING & SKILLS

Summary of key activities undertaken / planned during the year

A range of events and door knocking exercises have been delivered to engage with residents of Hallwood Park, Palacefields, Castlefields & Windmill Hill, linking in with partners such as NMT, Connexions, Telematics Centre, Schools and Job Centre Plus.

A new NEEO for Central Widnes will be recruited and will undertake a mapping exercise of Central Widnes to identify potential groups which could best benefit from this

The Future Jobs Fund Initiative was launched. As part of the programme Halton People into Jobs have been working with partners to discuss employer requirements prior to the advertisement of vacancies.

In February, the 3MG Recruitment Project, managed by the Halton Employment Partnership (HEP), commenced. Following an initial launch of the recruitment project, the HEP took nearly 5000 enquiries from individuals wishing to gain employment on the 3MG site. The majority of these were from Halton residents. In addition, nearly 2000 individuals requested some pre employment training (e.g. interview techniques). The HEP team followed these requests up and allocated pre employment training to those who still required it. The training was delivered by partner organisations within the HEP including HBC and Riverside College and continues to be delivered.

Application packs have been sent out with an expectation that a large proportion of jobs will be obtained by Halton residents.

Interviews will commence (have commenced) in April and HEP colleagues will support Tesco with the whole recruitment process, from scoring application forms to organising the pre employment checks during interview. Tesco will provide daily updates on successful candidates. The interviews will last for a number of weeks.

NI 163 Working age population qualified to at least Level 2 or higher

EMPLOYMENT, LEARNING & SKILLS

Baseline (2006)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
60.1%	65.7%	61.6% (2008)		67.5%	

Data Commentary

The figure relates to the period January 2008 to December 2008. The source of the data is derived by DIUS from the ONS Annual Population Survey (LFS/IHS) The number of people of working age with level 2 or above qualifications during this period was 43,800 or 57.9%.

General Performance Commentary

Whilst this is still above the North West average (64.2%) in relation to the baseline, this figure is improving, not least, because of the range of actions taking place and partnerships responses now being felt.

Summary of key activities undertaken / planned during the year

Although this covers the period January – December 2008, below are a couple of activities currently being undertaken (quarter 4 2009/10) to generally support the increase in qualifications of our residents and ensure that these qualifications and skills are linked to employer needs.

Skills for Life (Q4 figures)

Between January and March 2010, 384 Skills for Life Assessments were carried out by the Skills for Life Project Officers. Most referrals came from general adult learning enquiries, with a good number of referrals coming from HPIJ, HEP and JCP.

55% of those assessed then progressed onto a learning programme. A total of 79 City & Guilds qualifications were achieved during January and March 2010, which included:

- 19 learners achieving Level 1 Literacy
- 25 learners achieving Level 2 Literacy
- 12 learners achieving Level 1 Numeracy; and
- 23 learners achieving Level 2 Numeracy.

Skills Development

EMPLOYMENT, LEARNING & SKILLS

The 2009/10 Business Perceptions Survey was presented during March 2010.

- 'Being close to customers' was the most frequently given reason for businesses being in their current location
- The majority of the businesses taking part (86%) had no more than ten employees
- In the previous twelve months there had been a slight overall decline in staffing levels and this was more likely in medium and large companies. However, there are companies doing well and showing signs of growth who have been able to increase staffing levels
- The three most important skills to business as a whole are: communication, numeracy and literacy
- Currently, 12% perceive a gap between the skills they need and those present amongst their workforce. Looking ahead, 10% expect to have skills gaps in 2 years time
- Skilled trades are those where gaps are most severe, followed by the professions and senior management. The most likely remedial action was to provide training for existing staff
- Most businesses (84%) felt that local people did have the necessary skills, qualifications and experience to fill any vacancies they may have. This represents a significant change from the previous survey when more than 60% felt there was a mismatch between the skills of the local workforce and the skills that were needed.
- Some 8% of businesses currently have Apprentices and they are clearly seen as a way to provide training for existing employees
- Only 7% of businesses currently have vacancies and these are mainly at the higher levels of employment. Word of mouth is the most likely way to recruit, even for the larger companies.
- At least one in four companies expect to be recruiting in the next year
- A very high proportion (more than 80%) are happy to employ people from both areas of Halton; a very few have concerns about potential travel difficulties.
- Three out of four businesses see it as important for training to take place but some are quick to add that funding it is difficult.
- Two out of three have a formal business plan but only 35% an available training budget.
- Acknowledged training needs are currently limited.
- Training initiatives and services with the highest levels of awareness tend to be the national ones such as Job Centre Plus, Business Link, Apprenticeships and Train to Gain. But there are good levels of awareness for 'Halton People into Jobs' (57%) and Halton Employment Partnership' (40%).
- One in four businesses have employees currently undergoing some form

EMPLOYMENT, LEARNING & SKILLS

of training and just over half of them were funding this or contributing to the cost. Most of the training was job specific.

- The level of satisfaction with all aspects of training provision in Halton – availability, quality, range, delivery, affordability, innovation and accessibility – was around 70%.
- Barriers to training are mainly funding and employees being able to spare the time. The same was broadly true in the previous survey but now far fewer employers perceive a reluctance amongst employees to undertake training which will be beneficial to the objective of up-skilling the workforce.

NI 171 VAT registration rate

Baseline (2007/08)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
42.3%	42.3%	44.5% (2008)		42.8%	

Data Commentary

This data is from the Business Demography 2008 dataset provided by Office for National Statistics - <http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=15186>

This replaces the previously used VAT registrations dataset from BERR.

NI 171 is the number of new businesses (births) per 10,000 adult population (16+). The baseline 42.3% is an average from 2005-2007. The 2008 figure is 44.5% (NW 49.6%) which is above our 2010 target but below the North West rate.

General Performance Commentary

Historically, Halton has had low levels of new registrations, but equally has low levels of de-registrations, which means that stock levels have been increasing year on year and business survival rates are good.

In 2007/8 the programme helped 68 new businesses start-up (of which 5 were VAT-registered).

In 2008/9 this increased to 78 (of which 8 were VAT-registered).

In 2009/10 the Enterprising Halton programme agreed a target of helping to create 100 new businesses, 10 of which were to be VAT-registered.

This target was exceeded, with 154 new businesses being created, 13 of

EMPLOYMENT, LEARNING & SKILLS

which registered for VAT. In addition to the 154 new business owner/managers at least 61 further new jobs were created.

Summary of key activities undertaken / planned during the year

It should be noted that responsibility for business start ups is managed through the Business Link Service which is organised on a regional basis. Business Link provides a free business advice and support service to anyone wishing to consider setting up in business.

The Enterprising Halton business start-up programme was introduced in 2007, and has the aim of developing a culture of enterprise within the Borough to promote self – employment as a realistic option, and provide 1-to-1 business advice and support to potential entrepreneurs .

Non Local Area Agreement Measures contained within Halton's Sustainable Community Strategy (2006 – 2011)

ELS 1 Reduce the proportion of adults with no qualifications

Baseline (2007)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
14,800	N/A	13,800		12,240	

Data Commentary

The latest figures relate to the period January 2008 – December 2008.

General Performance Commentary

The number of people with no qualifications during this period was 13,800 or 18.2% of the population. Whilst this is still above the North West average (25.6%) in relation to the baseline, this figure is improving, not least, because of the range of actions taking place and partnerships responses now being felt.

Summary of key activities undertaken / planned during the year

Information not currently available

ELS 2 Increase the proportion of adults qualified to Level 3

EMPLOYMENT, LEARNING & SKILLS

Baseline (2007)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
12,400	N/A	11,900 (2008)		15,875	

Data Commentary

The information is based on official labour market statistics covering the period January 2008 – December 2008

General Performance Commentary

The number of people with level 3 qualifications and above during this period was 25,600 or 33.8% of the population. This is still above the North West average (44.2%) in relation to the baseline.

Summary of key activities undertaken / planned during the year

Information not currently available

ELS 3 Increase the rate of self-employment

Baseline (2007)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
5.2%	N/A	4.9% (2009)		6.8%	

Data Commentary

The figures are based on the period October 2008 to September 2009. According to the ONS annual population survey, during the period there were 700 categorised in self-employment in Halton.

General Performance Commentary

In 2009/10 the Enterprising Halton programme agreed a target of helping to create 100 new businesses. This target was exceeded, with 154 new businesses being created (13 of which registered for VAT). In addition to the 154 new self-employed businesses at least 61 further new jobs were created.

Summary of key activities undertaken / planned during the year

EMPLOYMENT, LEARNING & SKILLS

The Enterprising Halton business start-up programme was introduced in 2007, and has the aim of developing a culture of enterprise within the Borough to promote self – employment as a realistic option, and provide 1-to-1 business advice and support to potential entrepreneurs.

ELS 4 Ensure unemployment in any Lower Super Output Area is less than 20% above the borough average

Baseline (2007)	2009 - 10			2011	
	Target	Actual	Progress	Target	Projected
	Ensure unemployment in any Lower Super Output Area is less than 20% above the borough average	29 LSOAs (out of 79) more than 20% above the borough average		Ensure unemployment in any Lower Super Output Area is less than 20% above the borough average	

Data Commentary

Source: JobSeekers Allowance claimant counts for LSOAs, ONS, Mar-09

General Performance Commentary

Summary of key activities undertaken / planned during the year

Information not currently available

REPORT TO: Employment, Learning, Skills and
Community Policy and Performance Board

DATE: 9 June 2010

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports for
2009/10

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To consider and raise any questions or points of clarification in respect of the 4th quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for;

- Economic Regeneration
- Culture & Leisure

2.0 RECOMMENDATION: That the Policy & Performance Board;

- 1) Receive the 4th quarter performance management reports;
- 2) Consider the progress and performance information and raise any questions or points for clarification; and
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.

3.0 SUPPORTING INFORMATION

3.1 The departmental service plans provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. The service plans are central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

3.2 The quarterly reports are on the Information Bulletin to reduce the amount of paperwork sent out with the agendas and to allow Members access to the reports as soon as they have become available. It also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting.

4.0 POLICY IMPLICATIONS

There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The quarterly performance monitoring reports demonstrate how services are delivering against the objectives set out in the relevant service plan. Although some objectives link specifically to one priority area, the nature of the cross-cutting activities being reported means that to a greater or lesser extent a contribution is made to one or more of the priorities listed below;

6.1 Children and Young People in Halton

6.2 Employment, Learning and Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

6.6 Corporate Effectiveness and Efficient Service Delivery

7.0 RISK ANALYSIS

N/A

8.0 EQUALITY AND DIVERSITY ISSUES

N/A

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
N/A		

QUARTERLY MONITORING REPORT

DIRECTORATE: Health & Community
SERVICE: Culture & Leisure
PERIOD: Quarter 4 to period end 31st March 2010

1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department fourth quarter period up to 31st March 2010. It describes key developments and progress against 'key' milestones and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2009 / 10 financial statements for the Department will be prepared and made available via the Council's Intranet once the Council's year-end accounts have been finalised. A notice will be provided within the Members' Weekly Bulletin as soon as they are available.

The way in which RAG symbols have been used to reflect progress to date is explained in Appendix 5

2.0 KEY DEVELOPMENTS

Ditton HDL is moving to Ditton Library following Halton Housing Trust's decision to close its Ditton office. This involves building changes to create a single point of access for customers.

Work will be finished on the new Runcorn Linnets football ground (at Halton Sports) by the end of April.

Executive Board has approved proposals to let the contract for the future management of Widnes Recreation Club.

The contract with Warrington Disability Service to provide a Shopmobility service in Halton has been extended for a year while proposals for long term provision are developed.

HBC has won a Government Innovation award for its proposals to create jobs for disabled people with the scheme to open a micro-brewery at Norton Priory.

3.0 EMERGING ISSUES

The implementation of the Efficiency Review has meant significant changes to the Department. HDL and the Contact Centre, Adult Day Care, Community Safety and Locality Management have all become the responsibility of the department. The Drug Action Team has moved out of the department.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	11		8		2		1
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Most milestones have been met. In the case of Halton Lea library the impact of building work had a greater than anticipated effect, and for parks poor weather led to a delay in the master plan. Re-tendering of the drugs and alcohol contract is subject to a report which is awaiting Member endorsement

5.0 SERVICE REVIEW

The Ministerial Statement on the future of Public Libraries has been published. A report will be brought to a future meeting of the ELS PPB.

Work has begun to review the current structure of the Library Service in Halton.

HDL and the Call Centre are subject to an efficiency review alongside the Revenue and Benefits service.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	6		5		0		1
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A number of KPIs and subject to surveys being undertaken therefore is not available this year. The target for adults participating in sport was not achieved but the direction of travel is good data
Refer to Appendix 2 for details.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	12		7		2		3
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As with KPIs some data is not available. The majority achieved target, Those which did not are, in the main, partner agency indicators
Details are contained at Appendix 3.

7.0 RISK CONTROL MEASURES

During the production of the 2009/10 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives. Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

There are no Service Objectives for this service that have been assessed and found to have associated 'High' risks. Therefore, there is no progress to report.

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

There are no High priority actions for this service; therefore, there is no progress to report.

9.0 DATA QUALITY

The author provides assurances that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sources directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

10.0 APPENDICES

Appendix 1- Progress against Objectives/ Milestones
Appendix 2 – Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4 - Explanation of RAG symbols

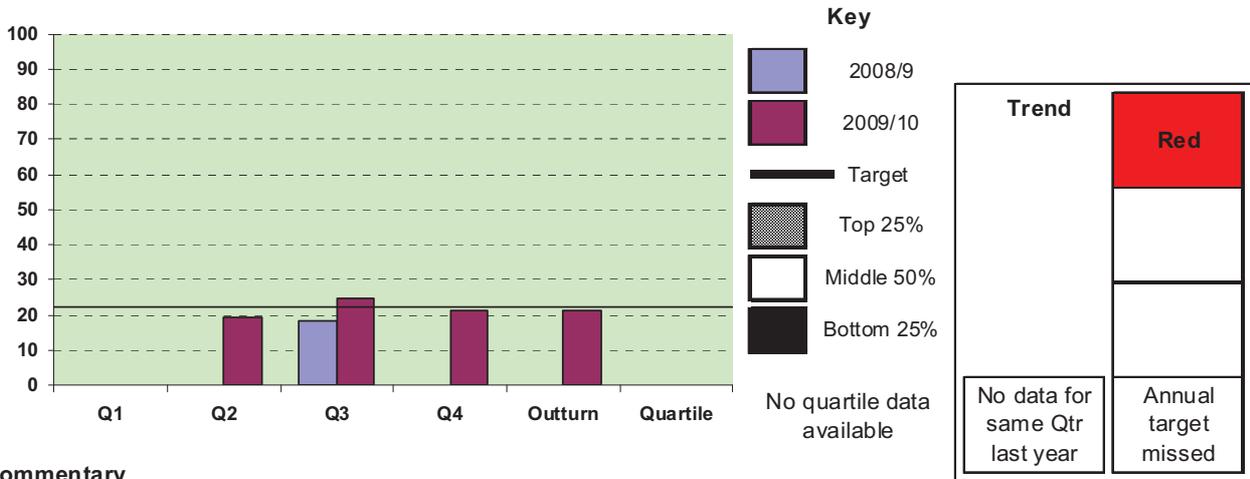
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
CL 1	Increase participation in sport and physical activity, thereby encouraging better lifestyles.	<ul style="list-style-type: none"> <i>Achieve annual programme of re-accreditation for Quest Oct 2009. (AOF2 & 6)</i> 		KLC maintenance visit completed, BRC April '10; RSP May '10.
		<ul style="list-style-type: none"> <i>Increase number of new participants through Sport and Physical Activity Alliance delivery plan i.e. sports participation (This is part of a 3 year agreed programme with Sport England). April 2010. (AOF2 & 3)</i> 		Year 2 target 1048 - achieved 1057 (sports specific numbers for last 6month not reported) A large amount of targeted work has taken place throughout 2010. See WNF Sports Participation and Sports Vol and Club Dev Project Q4 returns
		<ul style="list-style-type: none"> <i>Work with PCT to ensure PA is integrated into 4-19 years old. Healthy weight pathway programme. (AOF 2,3)</i> 		Meeting with Health Improvement Team – new pathway developed Role out due April 2010. waiting confirmation of programme content
CL 2	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.	<ul style="list-style-type: none"> Building refurbishment at Halton Lea Library complete and extended facilities fully operational. Sept 2009. (AOF 15,26) 		Library open and operational in August 2009.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		<ul style="list-style-type: none"> Active Membership of Halton Lea Library increased as a result of the lottery-funded refurbishment by 10% compared to April 2007 of which, 5 % will be from target wards. March 2010 (AOF21 & 26) 		<p>The impact of the building work during the 12-month refurbishment has had a greater impact than anticipated and the active membership figures have actually declined.</p> <p>However the trend for issues and visits shows a steady increase, this is despite having a reduced offer over a 6-month period during the refurbishment.</p> <p>Halton Lea actually issued 214,562 items and recorded 238,116 visits in 2009-2010.</p> <p>Visitor figures for March 2010 are the highest recorded since unitary. 38,466 people visited the building, approx 8,500 per week.</p>
		<ul style="list-style-type: none"> Implement RFID (Radio Frequency Identification) technology at Halton Lea Library to facilitate self-service thereby providing opportunities for added value services. 50% transactions to be self-service within 3 months. Dec 2009 (AOF 15,26) 		RFID operative as part of the refurbishment, over 70% of transactions are now self-service.
		<ul style="list-style-type: none"> Launch Books on Prescription service in conjunction with the PCT. April 2009. (AOF 15,26) 		Service launched and operative in all libraries.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		<ul style="list-style-type: none"> Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter. March 2010 (AOF 15,26) 		Wide range of events held this Qtr, including a Book Launch, Author visit, Book slam, Living Books event and Dr Who Day. This family event attracted over 900 people and was supported by the young volunteers from the Headspace Steering Group
		0 Deliver a programme of lifelong learning activities including IAG targets. March 2010 (AOF 15,21)		Various lifelong learning activities delivered including over 130 Information and Advice sessions
CL 3	Increase use and satisfaction with parks and open spaces, promoting healthy lifestyles and providing diversionary activities for young people. Manage the re-furbishment of Runcorn Town Hall Park to establish a 21st century facility with appropriate facilities and functions.	<ul style="list-style-type: none"> Obtain 10 Green Flag sites. Sep 2009. (AOF12 & 2) Re-furbish Runcorn Town Hall Park (AOF12 & 2) Start on site. June 2009 (AOF 12 & 2) Completion March 2010 (AOF 12 & 2) 		12 Green Flags achieved. Runcorn Town Hall Park phase 1 new play area completed. Phase 2 delayed because of weather and delay in master plan. Estimated completion end of May. New visitor centre complete August 2010.
CL4	Improve drug and alcohol services through the re-tendering of the contract.	<ul style="list-style-type: none"> Finalise specification. April 2009 (AOF 30,3) Tender short-listing and interviews. October 2009 (AOF 30,3) Contract signed December 2009. (AOF 30,3) Handover/TUPE January – March 2010 (AOF 30,3) 		Halton, together with Warrington & St Helens Drug Action Teams have commissioned Mott McDonald to undertake a desk top review with a view to establishing a business case for collaborative commissioning across the three areas. Final report received and awaits Member endorsement.

NI 8

Adult participation in sport DCMS DSO

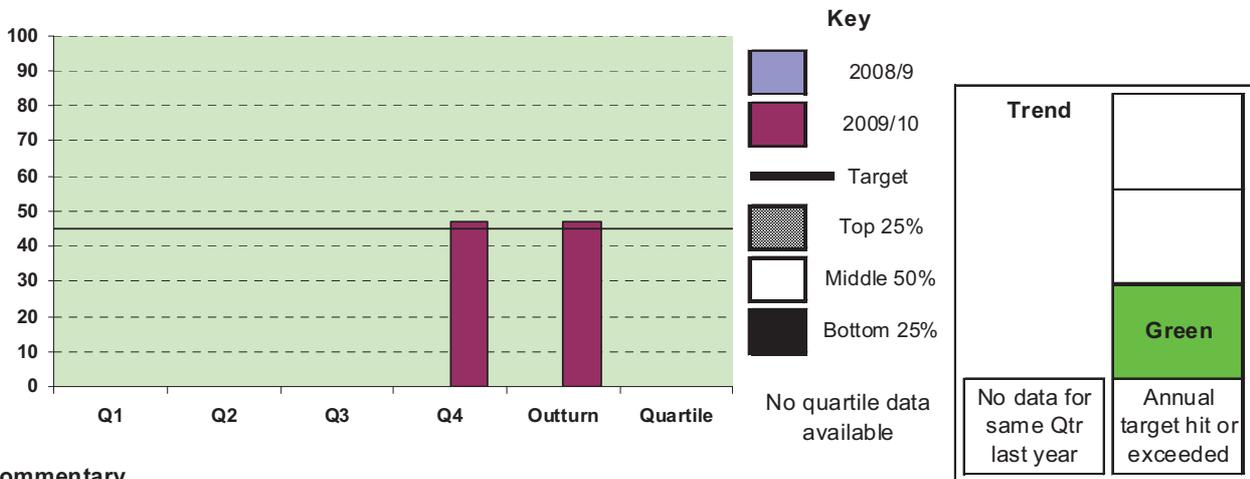


Commentary

Information as of December 2009. Target not achieved but direction of travel good, moving from a low baseline figure.

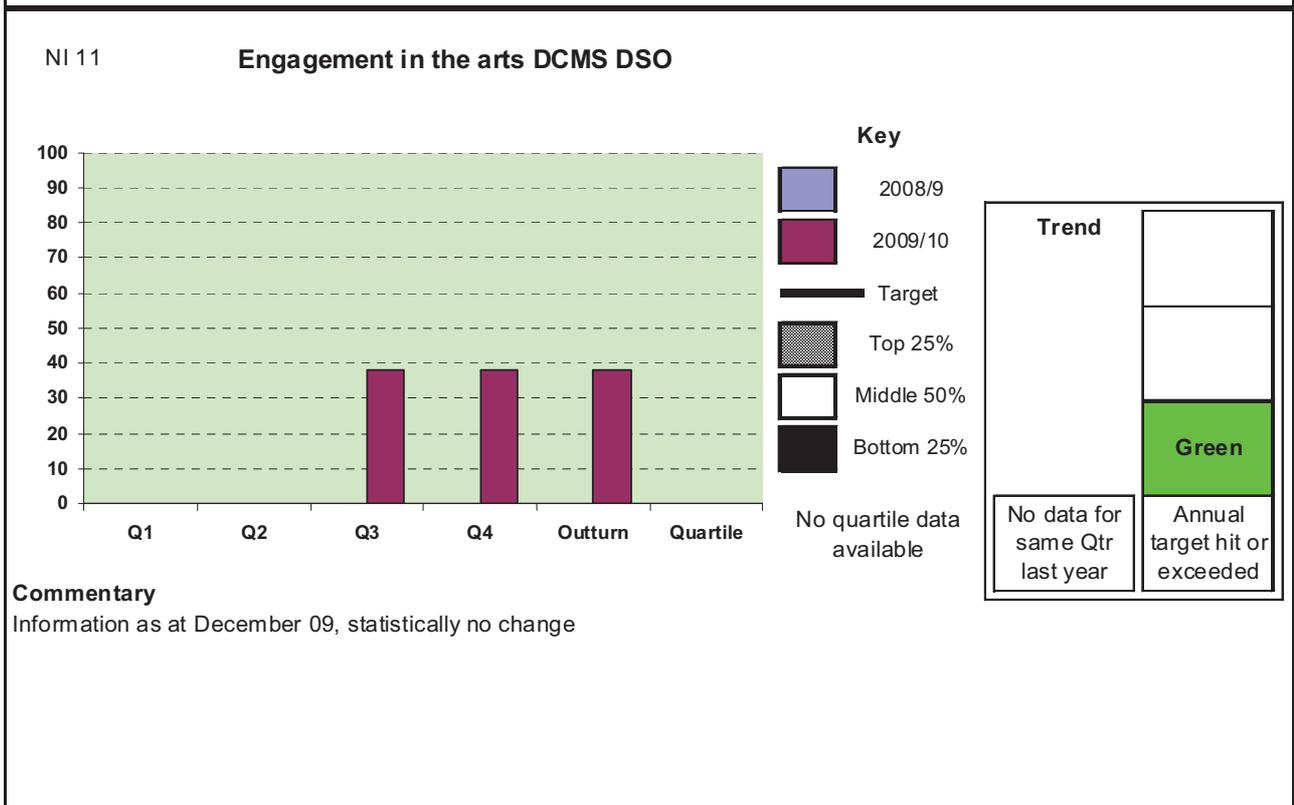
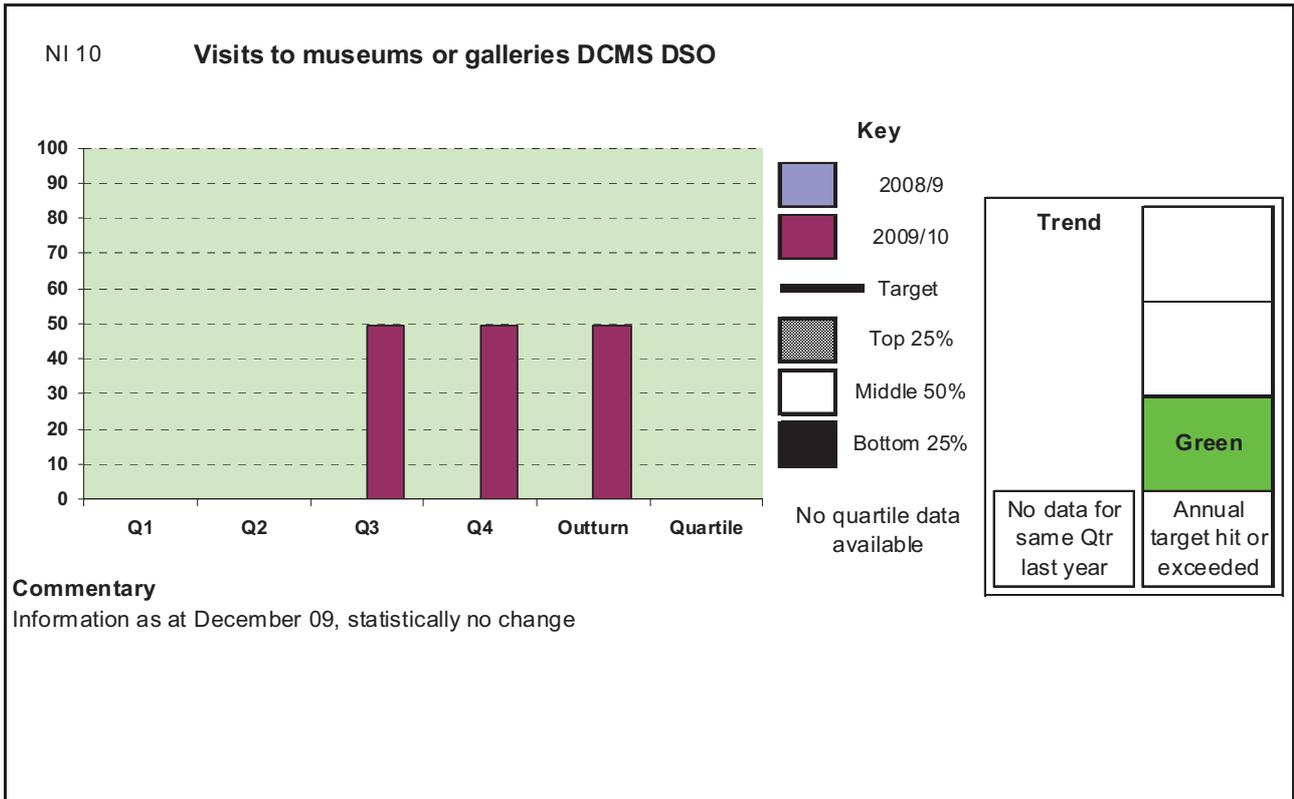
NI 9

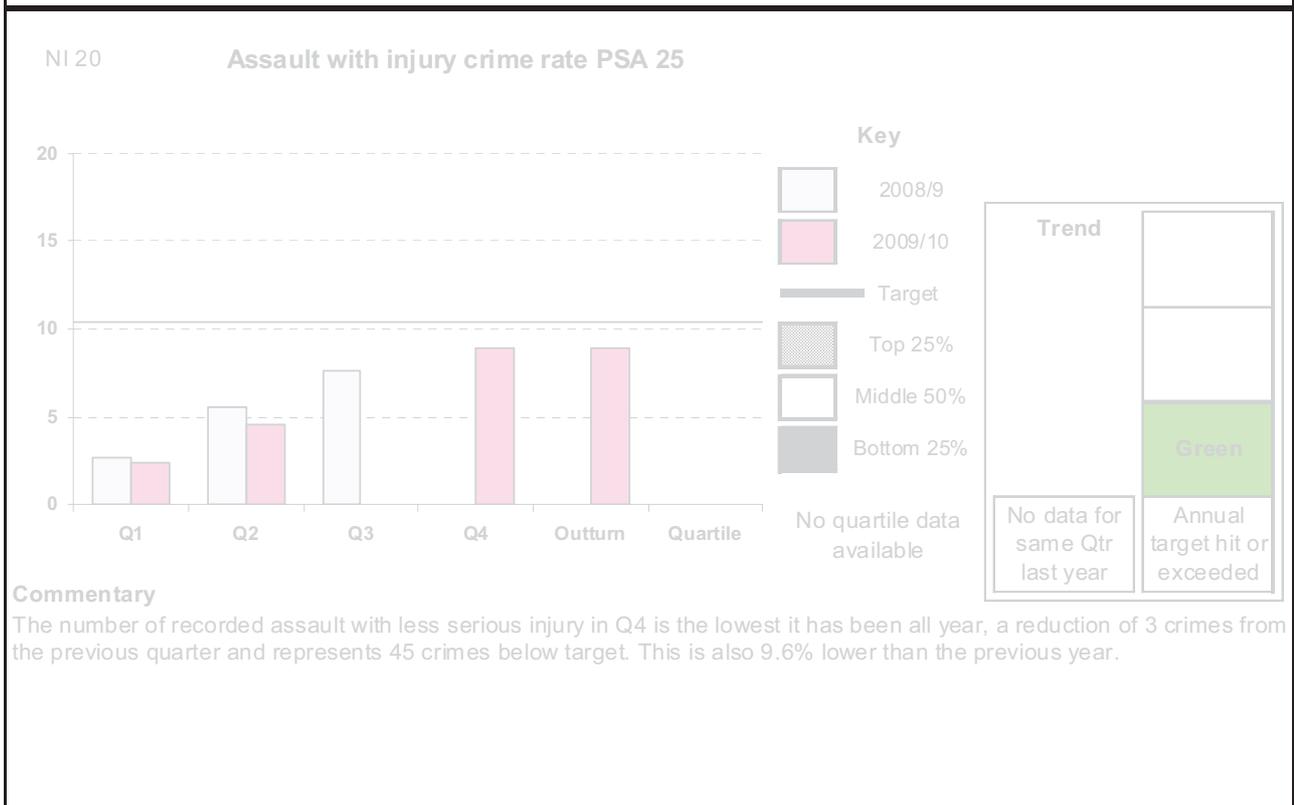
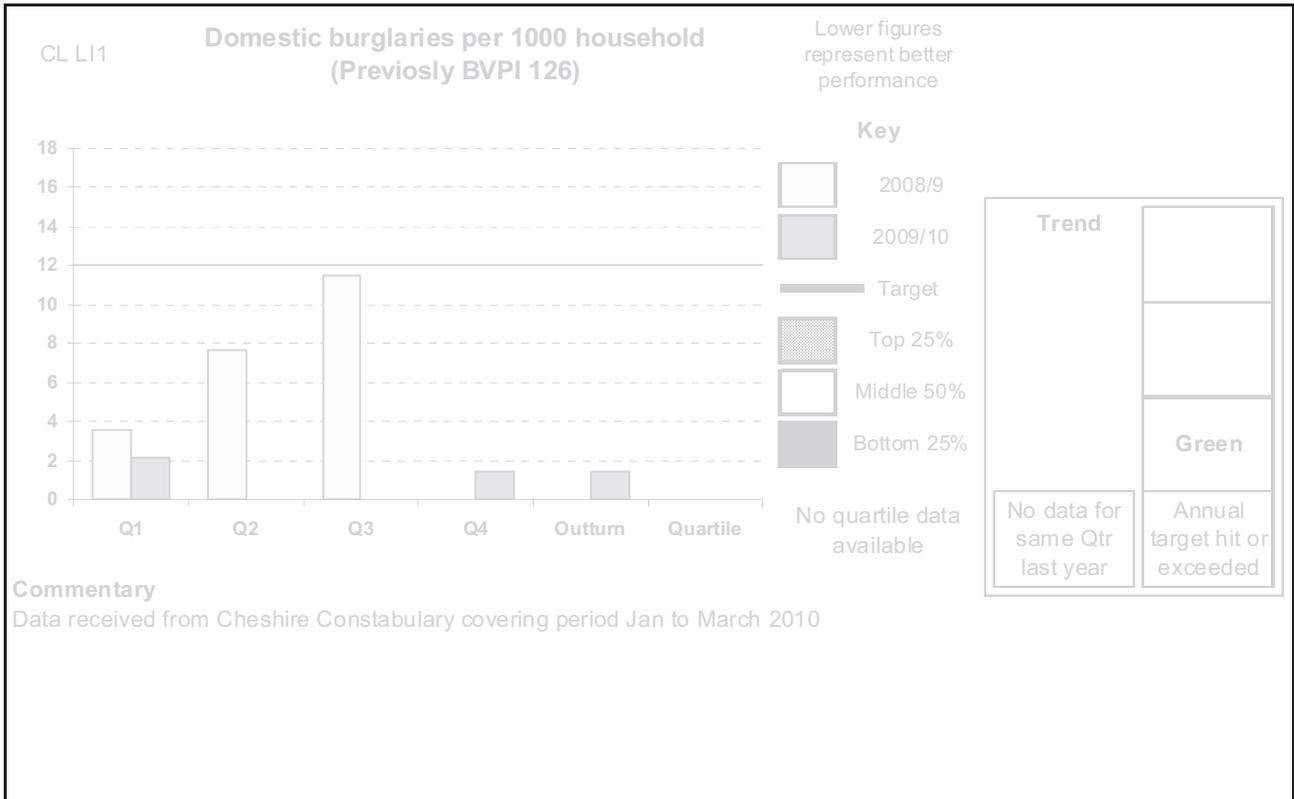
Use of public libraries DCMS DSO



Commentary

Information as at December 09, statistically no change





The following key indicators have not been represented graphically for the reasons stated: -

CL LI4; % Overall satisfaction of Library Users (Previously BVPI 118c)
Survey undertaken, results still being analysed

CL LI5; % Of residents satisfied with sport and leisure (Previously BVPI 119a)
Figure taken from bi-annual Place Survey. Next survey October 2010.

NI 17; Perception of anti-social behaviour

This baseline position for this indicator is the perception data that was captured as part of the 2008 National Place Survey. The next Place survey will be held in October 2010 although results will probably not be available until Q1 2011/12. Trends indicate an ongoing reduction in ASB

Ref ¹	Description	Actual 2008/9	Target 09/10	Quarter4	Progress	Commentary
Quality						
NI 22	Perceptions of parents taking responsibility for the behaviour of their children in the area	25.4%	N/A			Figure taken from bi-annual Place Survey. Next survey October 2010.
NI 41	Perceptions of drunk or rowdy behaviour as a problem	32.2%	N/A			Figure taken from bi-annual Place Survey. Next survey October 2010.
NI 42	Perceptions of drug use or drug dealing as a problem	40.8%	N/A			Figure taken from bi-annual Place Survey. Next survey October 2010.
Service Delivery						
CL LI2	Number of racial incidents recorded by the Authority per 100,000 population (Previously BVPI 174)	N/A	N/A			Awaiting data
CL LI3	% Of racial incidents that resulted in further action (Previously BVPI 175)	3	N/A			Awaiting data
N1 21	Dealing with local concerns about anti-social behaviour and crime by the local council and police	21.2%	N/A	N/A		Figure taken from bi-annual Place Survey. Next survey October 2010.
NI 27	Understanding of local concerns about anti-social behaviour and crime by the local council and police	21.1%	N/A	N/A		Figure taken from bi-annual Place Survey. Next survey October 2010.
NI 31	Re-offending rate of registered sex offenders	N/A	N/A			Awaiting data

¹ Key Indicators are identified by an **underlined reference in bold type.**

Ref ¹	Description	Actual 2008/9	Target 09/10	Quarter4	Progress	Commentary
NI 6	Participation in regular volunteering	20.2 (2006)	N/A	N/A		Figure taken from bi-annual Place Survey. Next survey October 2010.
NI 7	Environment for a thriving third sector	24.4%	N/A	N/A	N/A	This baseline position for this indicator is data that was captured as part of the 2008 National Place Survey. The next Place survey will be held in 2010 although results will probably not be available until Q1 2011/12.

Area Partner National Indicators:

The indicators below form part of the new National Indicator Set introduced on 1st April 2008. Responsibility for setting the target and reporting performance data will sit with one or more local partners. As data sharing protocols are developed, baseline information and targets will be added to this section

Ref ²	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
NI 15	Serious violent crime rate	N/A	0.54% 64*	0.17		Data received from Cheshire Constabulary covering period Jan to March 2010.
NI 16	Serious acquisitive crime rate (per 1000 population)	16.47	16.06	14.42		Serious acquisitive crime has decreased by 19% (93 crimes) from Q3 to Q4. There is also a reduction of 4.6% (19%) on the same quarter last year and an year end figure which is 7.6% below target.

² Key Indicators are identified by an **underlined reference in bold type**.

Ref ²	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
NI 18	Adult re-offending rates for those under probation supervision	N/A	N/A	7.8% (Q1 0910)	<input type="checkbox"/>	There is a 6 month time lag to allow sufficient time for re-offences to be counted and to reach Court.
NI 19	Rate of proven re-offending by young offenders	N/A	N/A	28.4% (Q3 0910)	<input type="checkbox"/>	There is a 6 month time lag to allow sufficient time for re-offences to be counted and to reach Court.
NI 26	Specialist support to victims of a serious sexual offence	N/Av	N/Av	N/Av	N/Av	There is currently no target or data collection around this as the NI has yet to be finalised and implemented.
NI 28	Serious knife crime rate	N/Av	77	7	<input checked="" type="checkbox"/>	Data received from Cheshire Constabulary covering period Jan to March 2010.
NI 29	Gun crime rate	N/Av	33	3	<input checked="" type="checkbox"/>	Data received from Cheshire Constabulary covering period Jan to March 2010.
NI 30	Re-offending rate of prolific and priority offenders	16%	19%	16.69%	<input checked="" type="checkbox"/>	Although this report covers Quarter 4, statistics are produced three months in arrears to allow time to finalise convictions. The figure is on line to meet the target
NI 32	Repeat incidents of domestic violence	N/Av	28%	22%	<input checked="" type="checkbox"/>	This is confirmed data for the end of quarter 4. Significant improvement in performance against this NI has been achieved after data reliability was flagged as an issue. Review of the years repeat data has identified that our performance for the year has been around the 26% level. This final quarter significant reduction in the percentage is due to the implementation of a new Risk Identification Checklist which has led to a large increase in the level of cases referred into the MARAC process whilst repeat case levels have remained constant at an average of 4 per month.
NI 33	Arson incidents	1277	937	700	<input checked="" type="checkbox"/>	Data collected from Cheshire Fire and Rescue Incident Service (IRS). 2009/10 action plans

Ref ²	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
						identified several areas of high activity with regard to this activity.
NI 34	Domestic violence - murder	Deleted figure incorrect	Deleted figure incorrect	0	<input checked="" type="checkbox"/>	There is no target for this NI. The figure should be based on the number of domestic abuse murders per 1,000 of the population ie about 0.001 (Cheshire Q2 09/ 10)
NI 38	Drug-related (Class A) offending rate	0.59	TBA	0.65	N/A	Data is for the first six months and is better than predicted.
NI 40	Drug users in effective treatment	467	528	448 (month 7)	<input type="checkbox"/>	Data is for Apr/ October 09.The DAT meets bi-monthly with service providers to monitor and manage the Performance Improvement plan.. The plan focuses on improving numbers and retention in treatment through; improving the targeting and effectiveness of the Outreach service; a revised assessment & intake process; improved management and scrutiny of cases put forward for discharge; promoting services to a wide number of professionals; improving the continuity of care between prisons and the criminal justice arm of the service; & enhancing service user involvement in proposed changes to service delivery. An initial indication from 09/10 data is that there has already been improvement in delivery. The deficit for October YTD (-16) is lower than the same period last year (-26)
NI 143	Offenders under probation supervision living in settled and suitable accommodations at the end of their order or licence	N/Av	N/Av			Awaiting data
NI 144	Offenders under probation supervision in employment at the end of their order or licence	N/Av	N/Av			Awaiting data
NI 35	Building resistance to violent extremism	2.5	2.5			Awaiting self assessment from Counter terrorist unit of Cheshire Police.

Ref ²	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
NI 36	Protection against terrorist attack	N/Av	N/Av			
NI 49	No. of primary fires and related fatalities and non-fatal casualties, excluding precautionary checks per 100,000 population	2.48 (per 100,000 popn.) 296 incidents	0.59/ 70			Awaiting data

The RAG symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the milestone/objective <u>will</u> be achieved within the identified timeframe	Indicates that the annual target <u>will</u> , or has, been achieved or exceeded.
<u>Amber</u>	 Indicates that at this stage it is <u>uncertain</u> as to whether the milestone/objective will be achieved within the identified timeframe.	Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.
<u>Red</u>	 Indicates that the milestone/objective <u>will not</u> , or has not, been achieved within the identified timeframe.	Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 4 to period end 31st March 2010

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31 March 2010. It describes key developments and progress against “key” objectives and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2009 / 10 financial statements for the Department will be prepared and made available via the Council’s Intranet once the Council’s year-end accounts have been finalised. A notice will be provided within the Members’ Weekly Bulletin as soon as they are available.

The way in which traffic lights symbols have been used to reflect progress to date is explained within Appendix 4

2.0 KEY DEVELOPMENTS

Enterprise & Employment

LSC completed a audit of Skills Boost , Priority Sector Routeway & Gateway+ - full assurance received.

The Nexstep IAG contract was monitored by Connexions – complementary report with HPIJ receiving top rating.

Future Jobs Fund Programme

During Q4 21 FjF jobs with voluntary & community organisations in Halton have been advertised and 11 jobs filled. The first tranche of 40 FjF jobs in the Council have been advertised with Jobcentre Plus.

Graduate Internship Programme

The new Council Graduate Internship programme launch event was held on 22 March 2010 at the Corporate Training Centre. The event hosted cby HPiJ and supported by Jobcentre Plus attracted 12 unemployed graduates who all expressed an interest in obtaining a work placement in the Council. All graduates will meet with HPiJ over the coming weeks to be matched to internship opportunities within Council Departments. A similar event is being planned for June 2010.

Sector initiatives:

- Skills for the Science, Technology & Advanced Manufacturing (STAM) sector – Amion Consulting reported on their STAM research in Q4 and this information was shared with the STAM Steering Group and the PPB STAM Topic Group. The key recommendation is for an online STAM routeway of information, resources, training and support to be developed covering all age education and businesses. It is also proposed that the routeway is launched to coincide with Year 9s choosing their options.
- The 3MG recruitment project managed by the Halton Employment Partnership went live in February 2010. During Q4, nearly 5000 people had registered an interest in a job with Tesco and 2225 application packs were sent out.
- The 2009/10 Business Perceptions Survey, undertaken by Ecotec, was reported on in Q4. 250 businesses were surveyed in relation to skills gaps, training provision, local workforce and support available to businesses. The survey revealed a significant improvement in how businesses rated the quality of local training provision. It also showed that most businesses (84%) felt that local people did have the necessary skills, qualifications and experience to fill any vacancies they had, and this was a significant change from the previous survey when more than 60% felt there was a mismatch between the skills of the local workforce and the skills that were needed.
- 79 Literacy or Numeracy qualifications were achieved, with 48 learners achieving level 2 (GCSE) standard. A Celebration of Achievement took place to present certificates to learners.
- The Construction Employment Integrator Business Plan for Halton was finalised during Q4.

3.0 EMERGING ISSUES

- From 1 April 2010, the Learning & Skills Council will cease and will be replaced by 3 separate agencies: The Young People's Learning Agency; the Skills Funding Agency; and the National Apprenticeship Service. The role of the SFA will purely be one of funding and not planning, so how these changes will roll out will need to be monitored at the divisional level and beyond.

- The second phase of the 3MG recruitment project with Tesco will roll out in Q1 of 2010/11, with successful applications moving to interview stage. It is expected that the HEP will support Tesco with 1000 interviews over a 6 week period. In addition, talks with Norbert Dentressangle will take place in April ,with a view to assisting them with their recruitment for the recycling element of the Tesco distribution centre.
- The SFA have requested local authorities to accept the role, in principle, of Lead Accountable Body for the planning and funding of local, informal adult learning provision from August 2011. This role will require a key decision from council. A report will be produced and shared with appropriate members. The impact on the local authority taking on this role will be additional capacity creating within the Division to take the LAB forward.
- A project manager will need to be recruited to take forward the Construction Employment Integrator model in Halton.
- Following publication of the Government’s latest Skills Strategy and SFA priorities, and the expectation for the local authority to take on the role of LAB, a further review of the Adult Learning & Skills Development Division structure has been identified. It is hoped that a new structure could be in place in time for the 2010/11 academic year. This will require consultation with staff, HR and unions.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	12		11		0		1
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With the exception of updating a skills and workforce strategy all objectives / milestones have been achieved as planned. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW

The new structures following the efficiency review will come into place from 1 April 2010.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	5		4		0		1
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With the exception of people with disabilities into paid work all key indicators have achieved target. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	6		3		0		3
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A number of performance indicators have been adversely affected by the prevailing economic climate and additional details are provided within appendix 3 for additional information

7.0 RISK CONTROL MEASURES

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

No actions have been identified as high priority for the service.

9.0 DATA QUALITY

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

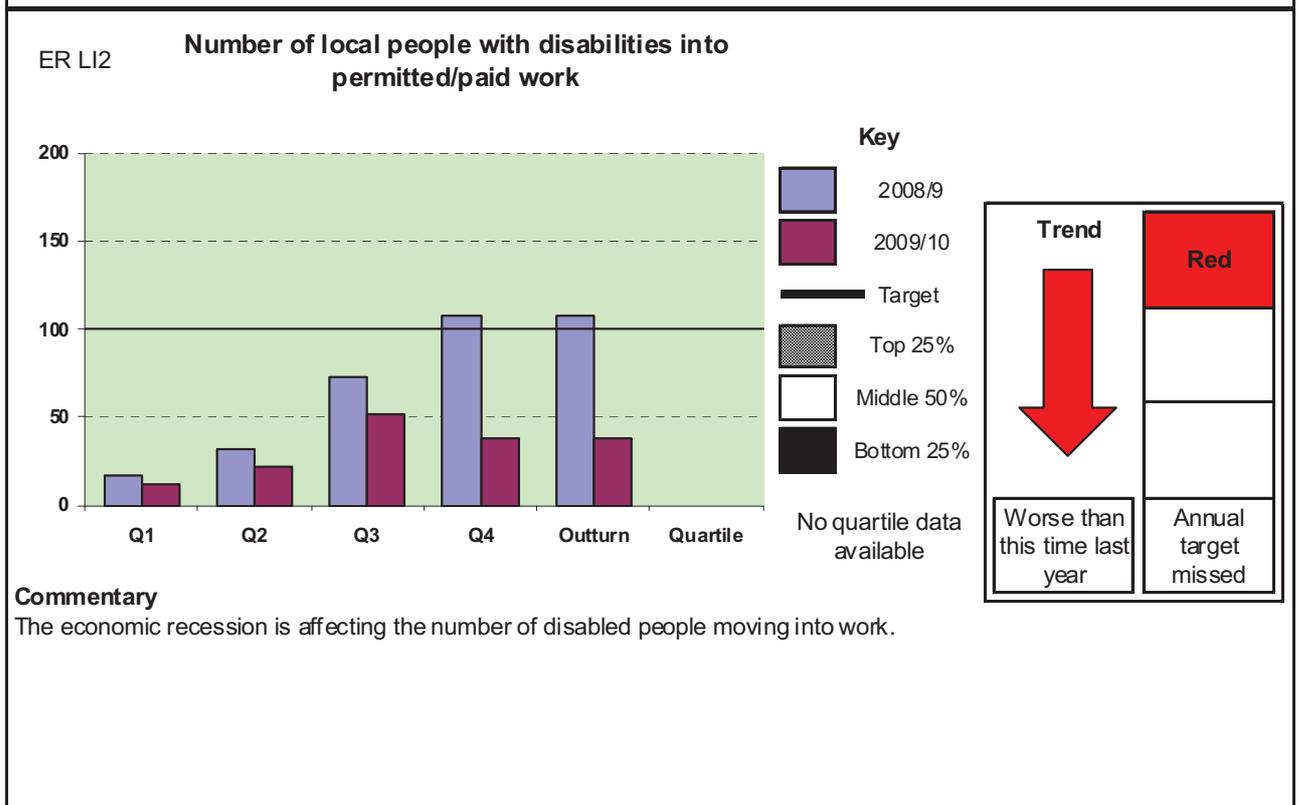
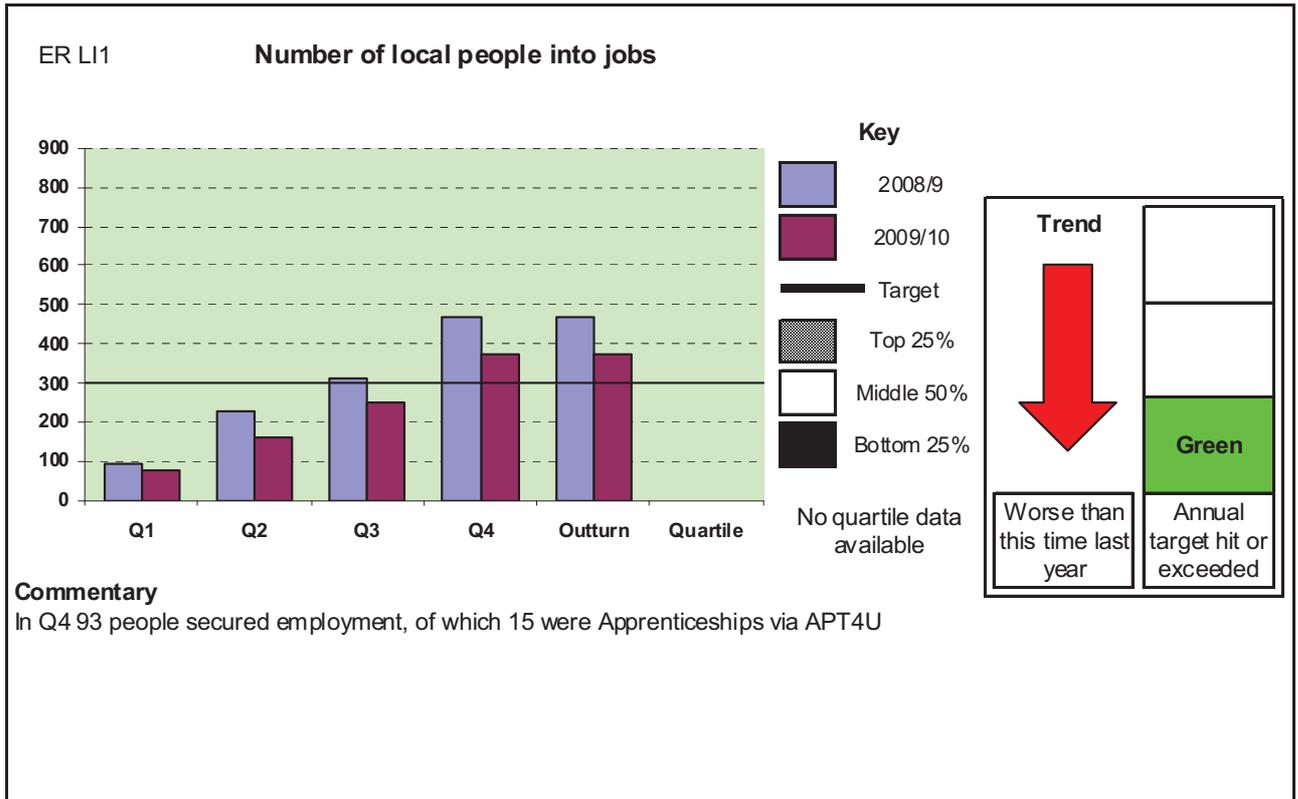
10.0 APPENDICES

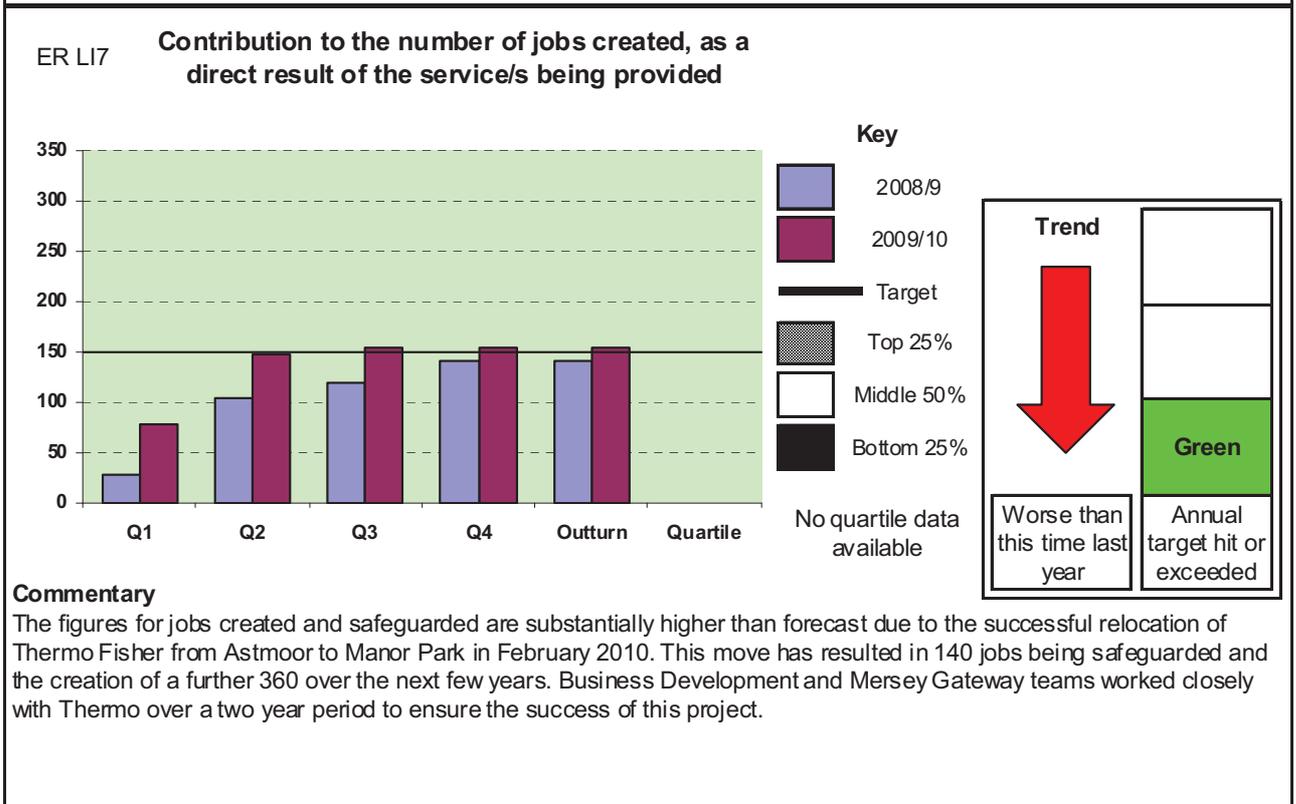
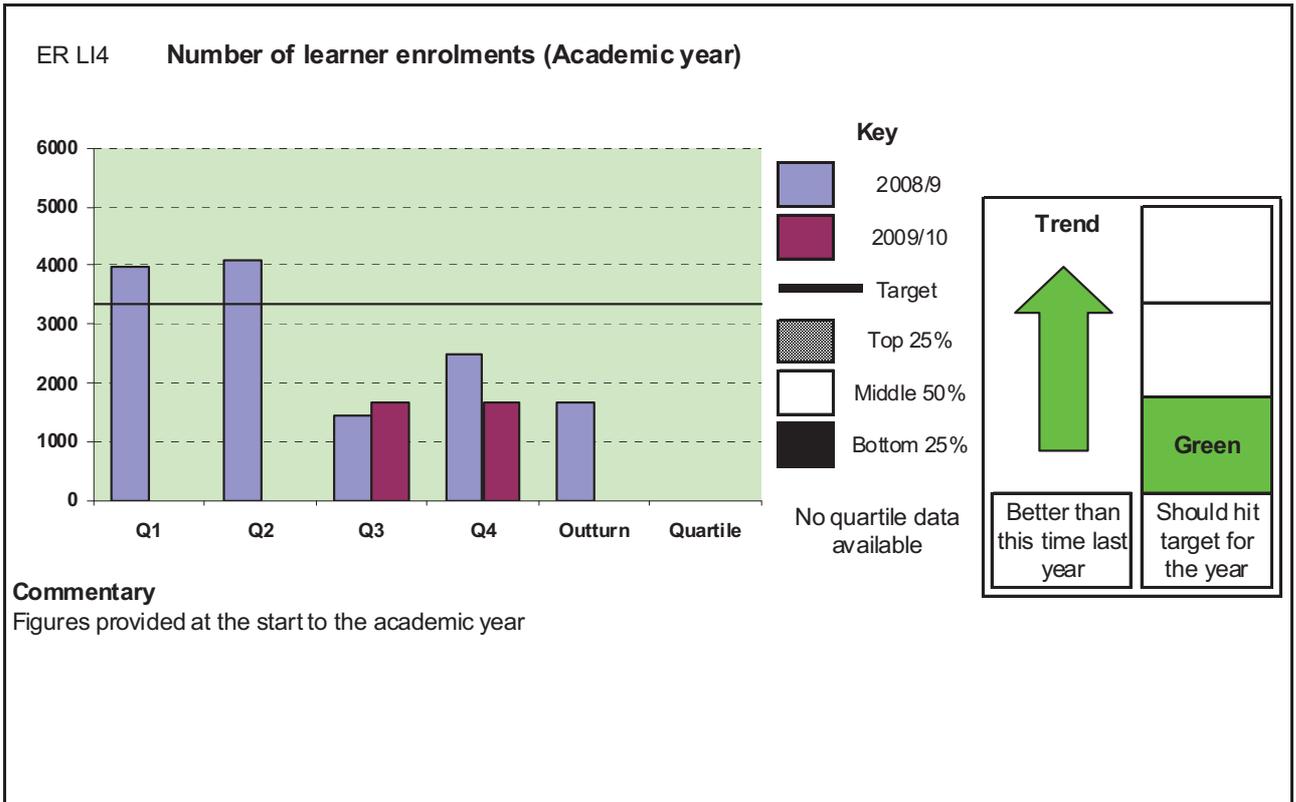
Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3 - Progress against Other Performance Indicators
Appendix 4 - Progress against Risk Treatment Measures
Appendix 5 - Explanation of traffic light symbols

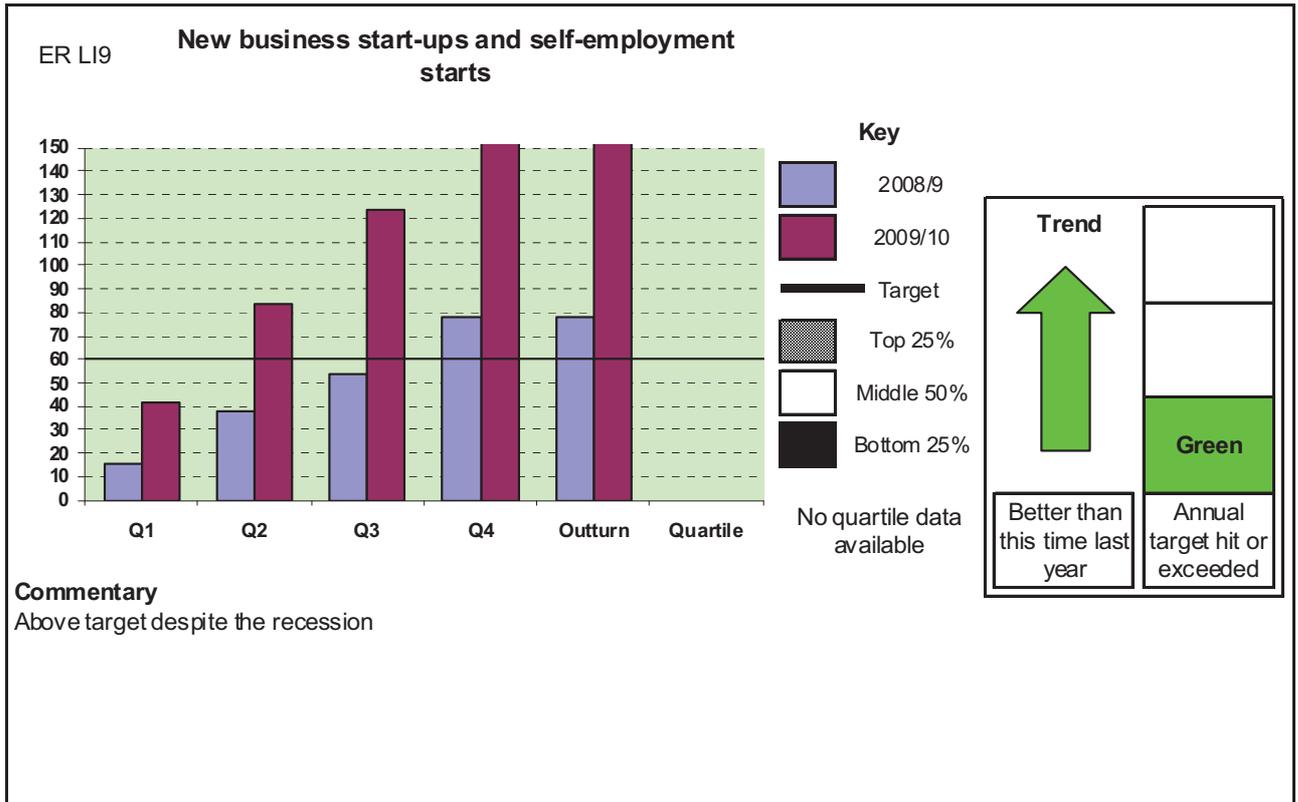
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.	Re-launch expanded Enterprise Academy by 30/6/09	<input checked="" type="checkbox"/>	Halton Chamber commissioned to deliver and launched the expanded Enterprise Academy.
		Deliver Enterprise Week programme by 31/11/09	<input checked="" type="checkbox"/>	The Launch of the Primary Enterprise Game and an expanded 2009 Enterprise Challenge Competition were launched during Enterprise Week (November 2009).
		Deliver expanded start up programme by 31/3/10	<input checked="" type="checkbox"/>	NWDA funding secured to expand and coordinate all business start up activity from September 2009. 154 start ups achieved by 31/12/09.
ER 3	Reduce unemployment and worklessness by assisting people to secure employment	Secure future of Castlefields Employment Project by 31/5/09	<input checked="" type="checkbox"/>	Completed
		Deliver permitted work placements in council department by 1/10/09	<input checked="" type="checkbox"/>	2 people started permitted work placements in the council in Q4 making a total of 28 for the year.
		Development of Employment Action Plans for each NM area by 31/1/10	<input checked="" type="checkbox"/>	NM Action plans have been implemented and a hand over exercise between NEEO's and NMT Coordinators has taken place to ensure activity agreed is completed

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 3 cont'd	Reduce unemployment and worklessness by assisting people to secure employment	<p>Double the number of council apprenticeships by 31/1/10 (2008/9 will be baseline)</p> <p>Finalise the Disabled and Carers Employment Strategy by 30/6/09</p> <p>Implement phase 1 of the Disabled and Carers Employment Strategy by 31/3/10</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>A further 4 apprentices, all care leavers, commenced during Quarter 4. Recruitment for a further apprenticeship with Open Spaces is underway. The Council Apprentice Steering Group chaired by the Operational Director of the Environment Directorate. Has been re-established.</p> <p>Refreshed Strategy completed and is with key partners for consultation prior to launch.</p> <p>Disability Employment Network operational. JCP have appointed a mental health partnership manager and in the process of establishing a disability provider network.</p>
ER 4	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	Commence full operation of Halton Employment Partnership by 30/6/09	<input checked="" type="checkbox"/>	The HEP is fully operational offering a range of pre employment, sector specific programmes aimed at unemployed individuals aged 16+, including the Response to Redundancy project (run in partnership with HPIJ). The deletion of the HEP team's manager in the efficiency review will no doubt impact on the HEP provision during any transition period.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 4 cont'd	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	<p>Develop Science and Technology offer and handbook by 31/12/09</p> <p>Produce updated skills and workforce development strategy by 31/3/10</p>	<p></p> <p></p>	<p>A STAM online routeway is being worked up, which has superseded the proposed Science & Technology Handbook.</p> <p>Further discussion is required with HR, CoE to determine when this work will be completed.</p>







Ref	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
Cost & Efficiency						
ER LI13	Cost per job created and/or safeguarded to which the authorities inward investment promotional activity has made a significant contribution. (£)(Audit Commission ECR18d)	£303.19	£142.00	£82.27		This reflects strong value for money in respect to the service provided.
Fair Access						
NI 146	Adults with Learning Disabilities in Employment	Baseline being established	30	28		Disability Employment Network operational. JCP have appointed a mental health partnership manager and in the process of establishing a disability provider network.
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.6% Aug 08	29.6%	33.5%		As part of the LAA refresh process, Government has agreed Halton to maintain the 0.4pp gap below NW average.
NI 150	Adults in contact with secondary mental health services in employment	Baseline being established	-			4 people with Mental health conditions went into P/W in Q4
Service Delivery						
ER LI3	Number of learners accessing adult learning provision (Academic Year)	1569 March	1952 (as in LSC 3 year plan)	1369		The Q4 period relates to the spring academic term. The target of 1952 for 09/10 relates to the academic and not financial year period and so the figure of 1369 is positive in terms of meeting the final 1952 figure.

Ref	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
ER LI5	Number of inward investment enquiries per annum	193	180	153		The number of investment enquiries has been severely affected by the current recession. Numbers have fallen throughout 2008\09 and 2009\10 and to date there is little evidence of an improvement 2010\11.
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	235	300	378		The figures for jobs safeguarded are substantially higher than forecast due to the successful relocation of Thermo Fisher from Astmoor to Manor Park in February 2010. Business Development and Mersey Gateway teams worked closely with Thermo over a two year period to ensure the success of this project.
NI 13	Migrants English language skills and knowledge	84	-	N/A	Refer comment	The college outturn for ESOL in the 2008/9 academic year was 84. The college's target for the 2009/10 academic year (i.e. ending 31 July 2010) is 60. This is one of the NIs that have been deleted for 2010/11.
NI 163	Working age population qualified to at least Level 2 or higher	57.4%	-			
NI 171	VAT registration rate	Annual in arrears	-			

Area Partner National Indicators:

The indicators below form part of the new National Indicator Set introduced on 1st April 2008. Responsibility for setting the target, and reporting performance data, will sit with one or more local partners. As data sharing protocols are developed, baseline information and targets will be added to this section.

Ref	Description	2008-09 Actual	2009-10 Target	Quarter 4	Progress	Commentary
NI 151	Overall employment rate	70.4%	TBC	-	-	Data provided retrospectively.
NI 152	Working age people on out of work benefits	17.8%	TBC	-	-	Data provided retrospectively.
NI 161	Learners achieving a Level 1 qualification in literacy	No data available from LSC	TBC	-	-	No data available from LSC/SFA
NI 162	Learners achieving an Entry Level 3 qualification in numeracy	No data available from LSC	TBC	-	-	No data available from LSC/SFA
NI 164	Working age population qualified to at least Level 3 or higher	32.6%	TBC	-	-	No data available from LSC/SFA
NI 165	Working age population qualified to at least Level 4 or higher	16.2%	TBC	-	-	No data available from LSC/SFA
NI 166	Average earnings of employees in the area	£419.1 2008	TBC	-	-	Neil can confirm.
NI 172	VAT registered businesses in the area showing growth	Available winter 2009	TBC	44.5		The data has now been released for 2008

Ref	Description	2008-09 Actual	2009-10 Target	Quarter 4	Progress	Commentary
NI 173	People falling out of work and on to incapacity benefits	Not available	TBC		<input checked="" type="checkbox"/>	Baseline data to be set by DWP. HPiJ Job Retention Service has supported 46 clients referred.
NI 174	Skills gaps in the current workforce reported by employers	Calculated every two years by LSC	TBC			Halton Business Perceptions will report in Q4, however, only a small % of local businesses take part in the survey.

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
ER1	Reduction in capacity of team	Prioritise programmes and projects	<input checked="" type="checkbox"/>	Reflected in revised structures which maintain existing experience.
	Credit Crunch impact on businesses & investment	Increased focus on aftercare combined with selective proposition based marketing	<input checked="" type="checkbox"/>	Working with The Mersey Partnership to focus resources in these areas.
	Problems with accessing ERDF for tourism	Target decision makers to access funding	<input checked="" type="checkbox"/>	NWDA focused on "Attack Brands" but secured visitor attraction funds instead.
	Increased workload re Mersey gateway	Reduce other activity to compensate		
	Loss of tourism dispersal post	Redistribution of priority work.	<input checked="" type="checkbox"/>	Included in revised departmental structures.
ER2	Inability to recruit to vacant enterprise officer post due to grading.	Revise JD if HBC decides to take on NWDA programme		The temporary arrangements of an Acting Development Officer continues whilst the revised job description is awaiting job evaluation prior to recruitment.
	Multiple providers creating local confusion	HBC to procure on behalf of NWDA		All business start up activity co-ordinated by Enterprising Halton.
	Economic climate making access to start up funding difficult	Promotion of new Government initiatives to address this at national and regional levels.		NWDA ISUS funding to support start ups has been accessed. DWP self-employment grant is now available to people unemployed claiming benefit for 13 weeks or longer
ER3	Existing funding package ends 2011	Seek alternate funding opportunities		Additional Nextsteps funding secured. Bids for Community Task Force & Flexible New Deal 2 has been submitted by partners.

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
	Economic climate reducing vacancies and increasing redundancies	Promotion of new Government initiatives to address this at national and regional levels.		LSC funding secured to provide rapid redundancy response to employers and redundant workers.
ER4	Reductions in real term LSC adult learning team budgets	Increased efficiencies. Source other budgets. Better partnership working.		Secured resources through WNF and LSC contracts.
	Increasing LSC focus on in-work training will reduce resources for unemployed to develop skills (e.g. First Steps funding moving to Foundation Learning Tier within FE budgets)	Work with LSC and JCP on provision plans. Consideration of alternate provision.		Additional funding for Response to Redundancy, Train to Gain, the Employability Skills Programme and Family Learning Impact Fund remains in place until 2010/11. WNF is secured until March 2011. The Division will continue to submit relevant ITTs to the Skills Funding Agency to secure future funding. Funding for Informal Adult Learning is safeguarded until end July 2011.
	Potential of LSC to introduce contestability could result in loss of funding and reduced provision.	Identify efficiencies and additional income sources to enable targets to be met with decreased LSC funding		The SFA has announced its funding priorities for 2010/11. One priority area is programmes for the unemployed to undertake training and secure employment. Adult Learning 'core' budgets have been safeguarded for the same period.
	Credit Crunch impact on businesses & skill development	Promotion of new Train to Gain flexibilities. Increased promotion of what training is available and benefits of training.		Train to Gain flexibilities are now less flexible! Apprenticeships are now the priority for the SFA/government, although Train to Gain funding is still available until July 2011.

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	Indicates that the <u>target is on course to be achieved</u> .
<u>Amber</u>	 Indicates that it is <u>unclear</u> at this stage, <u>whether the milestone/objective will be achieved</u> within the appropriate timeframe.	Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.
<u>Red</u>	 Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.	Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.