

# Public Document Pack



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

Wednesday, 6 January 2016 at 6.30 p.m.  
The Board Room - Municipal Building,

A handwritten signature in black ink, appearing to read 'David W R'.

**Chief Executive**

### **BOARD MEMBERSHIP**

Councillor Susan Edge (Chairman)	Labour
Councillor Andrew MacManus (Vice-Chairman)	Labour
Councillor Sandra Baker	Labour
Councillor Lauren Cassidy	Labour
Councillor Harry Howard	Labour
Councillor Peter Lloyd Jones	Labour
Councillor Geoffrey Logan	Labour
Councillor Stan Parker	Labour
Councillor Carol Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat

*Please contact Ann Jones on 0151 511 8276 or e-mail  
[ann.jones@halton.gov.uk](mailto:ann.jones@halton.gov.uk) for further information.  
The next meeting of the Board is on Monday, 21 March 2016*

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

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
<b>3. PUBLIC QUESTION TIME</b>	<b>1 - 3</b>
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<b>5. DEVELOPMENT OF POLICY ISSUES</b>	
<b>6. PRESENTATION - BRINDLEY THEATRE</b>	<b>7 - 8</b>
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<b>9. LIVERPOOL CITY REGION SKILLS FOR GROWTH</b>	<b>15 - 20</b>
<b>10. POLICY REPORT UPDATE</b>	<b>21 - 24</b>
<b>11. PERFORMANCE MONITORING</b>	
<b>(A) PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 2 OF 2015-16</b>	<b>25 - 48</b>

*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 and Community Policy & Performance Board

**DATE:** 6 January 2016

**REPORTING OFFICER:** Strategic Director, Community and 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 and Skills and Community Policy and Performance Board

**DATE:** 6 January 2016

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board Minutes

**WARD(s):** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the Community Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

## **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.

**Extract of Executive Board Minutes relevant to the Employment, Learning and Skills, and Community Policy and Performance Board**

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**EXECUTIVE BOARD MEETING HELD ON 19 NOVEMBER 2015**

<b>72</b>	<b>EMPLOYMENT, LEARNING &amp; SKILLS AND COMMUNITY PPB SCRUTINY TOPIC GROUP REPORT ON INWARD INVESTMENT</b>
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The Board considered a report of the Strategic Director, People and Economy, which presented the recommendations of the Inward Investment Scrutiny Topic Group.

Councillor Sue Edge, Chair of the Employment, Learning and Skills and Community Policy and Performance Board, attended the meeting to present the report. The Board was advised that the report was commissioned to look at the current approach to inward investment across the Liverpool City Region (LCR), and considered how a collaborative approach could make better use of limited resources going forward. The full report was attached at Appendix 1, with a number of recommendations for the role of the Local Authority and for the (Local Enterprise Partnership) LEP/LCR set out in the report for Members' consideration. It was reported that all of the recommendations and associated actions could be delivered within existing resources at no additional cost to the Council.

Councillor Edge dealt with Members' questions before being thanked for her attendance.

**RESOLVED:** That the report and recommendations of the Inward Investment Scrutiny Topic Group, attached at Appendix 1, be noted.

<b>REPORT TO:</b>	Employment, Learning and Skills & Community Policy & Performance Board
<b>DATE:</b>	6 <sup>th</sup> January 2016
<b>REPORTING OFFICER:</b>	Strategic Director, Community & Resources
<b>PORTFOLIO:</b>	Community & Sport
<b>SUBJECT:</b>	Presentation: Brindley Theatre
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

1.1 To receive a presentation from the Brindley, Arts and Events Manager, Community and Resources Directorate.

### 2.0 **RECOMMENDATION: That:**

- i) That the Board notes the presentation and welcomes the positive progress being made to promote the Brindley as an important visitor destination.

### 3.0 **SUPPORTING INFORMATION**

3.1 It has been some time since Members received an update on the Brindley theatre.

3.2 It is anticipated that the Brindley, Arts and Events Manager will update Members on recent successes and future priorities for the theatre.

### 4.0 **POLICY IMPLICATIONS**

4.1 There are no further policy implications.

### 5.0 **FINANCIAL IMPLICATIONS**

5.1 None identified.

### 6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### 7.0 **RISK ANALYSIS**

7.1 None identified.

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

None.

<b>REPORT TO:</b>	Employment, Learning and Skills, and Community Policy & Performance Board
<b>DATE:</b>	6 <sup>th</sup> January 2016
<b>REPORTING OFFICER:</b>	Strategic Director, People and Economy
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Presentation from Saints Peter and Paul Catholic College
<b>WARD(S)</b>	Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To receive a presentation from the Principal of Saints Peter and Paul Catholic College.

**2.0 RECOMMENDATION: That:**

i) That the Board notes the presentation and action points.

**3.0 SUPPORTING INFORMATION**

3.1 The Chair of the Employment Learning and Skills PPB has requested that Members receive a presentation from the Principal of the School. The presentation will focus on work that the school is undertaking to support pupils that are not reaching their full potential. The school has adopted a 'one teacher' approach to addressing this issue.

3.2 It is anticipated that the Principal will outline the model and illustrate to Members how the scheme has been successful.

**4.0 POLICY IMPLICATIONS**

4.1 There are no further policy implications.

**5.0 FINANCIAL IMPLICATIONS**

5.1 None identified.

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

6.1 It is anticipated that the work of the School will demonstrate how positive learning makes a real difference in later years when individuals seek employment or further training opportunities.

7.0 **RISK ANALYSIS**

7.1 There are no risks identified.

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

None under the meaning of the Act.

<b>REPORT TO:</b>	Employment, Learning and Skills, and Community Policy & Performance Board
<b>DATE:</b>	6 <sup>th</sup> January 2016
<b>REPORTING OFFICER:</b>	Strategic Director, People & Economy
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	The Merseyside Business Support Programme Review
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to update members with respect to the delivery of the Merseyside Business Support Programme within Halton

### 2.0 **RECOMMENDATION: That:**

Members of the PPB notes the performance of the Merseyside Business Support Programme in Halton with respect to:-

1. Number of companies assisted by the Merseyside Business Support Programme;
2. Anticipated jobs created or safeguarded as a consequence of engaging with the Merseyside Business Support Programme.

### 3.0 **SUPPORTING INFORMATION**

- 3.1 Reports have previously been brought to this Board describing the proposed roll-out of the Merseyside Business Support Programme in the Borough of Halton.
- 3.2 The objective of the Merseyside Business Support Programme within Halton was to offer assistance to companies who had been trading for more than 12 months and who had the capacity to expand and increase their workforce.
- 3.3 The support provided by the Merseyside Business Support Programme consisted of an initial diagnostic phase followed, where appropriate, with specialist assistance in those areas identified as contributing to business growth.
- 3.4 The initial funding available for the implementation of the Merseyside Business Support Programme within Halton was

£381,852, with a 50% contribution from the European Regional Development Fund (ERDF) and 50% provided by Halton Borough Council.

3.5 The implementation of the Merseyside Business Support Programme in Halton.

3.5.1 The delivery of the Merseyside Business Support Programme within Halton was undertaken by a number of external resources reporting to the Principal Business Development Officer within Halton Borough Council. The initial diagnostic phase with each business involved a structured set of questions and 1:1 interviews designed to identify strengths and weaknesses within the company. The results of the diagnostic phase assisted in producing a bespoke Action Plan for each company. This Action Plan was delivered to the Halton Borough Council Project Manager who then identified and assigned specialist assistance where this was appropriate.

3.5.2 Throughout the Merseyside Business Support Programme Halton worked closely with partners in other Local Authorities across the Merseyside City Region in order to ensure consistency of approach and to identify and implement good business support practise.

3.5.3 Although the Merseyside Business Support Programme is now complete ongoing contact is being maintained with assisted companies in order to identify and document the impact of the Merseyside Business Support Programme upon employment within Halton.

3.6 Merseyside Business Support Programme: Performance and Outputs

3.6.1 The programme received 287 enquiries concerning assistance under the programme. Of these, 120 businesses were assisted for => 12 hours to improve their performance. An additional 9 businesses were provided with < 12 hours assistance. 27 businesses enrolled on the programme but failed to complete the diagnostic and / or specialist support stage.

3.6.2 The following table details the performance of the Merseyside Business Support Programme within Halton. Although performance is lower than anticipated, Halton compares favourably with the Liverpool City Region as a whole. Performance is also within the thresholds required to draw down grant.

3.6.3

<b>Measure</b>	<b>Target</b>	<b>Actual</b>	<b>%</b>
Businesses Assisted	146	120	82%
Jobs Created	115	89	77%
Jobs Safeguarded	60	107	178%

Improved Business Profitability	94	14	15%
Expenditure	£381,852	£347,224	91%

**4.0 POLICY IMPLICATIONS**

4.1 The Merseyside Business Support Programme has delivered tangible benefits to the local business community and in so doing contribute to the realisation of a number of the Council’s key strategic objectives described in the Community Strategy.

4.2 Along with Regional Partners, Halton Borough Council has submitted a proposal for a follow-up programme to continue to offer business support across the Merseyside region. The Liverpool City Region Integrated Business Support Project (LCRIBS) is part of the “Priority Axis 3 Enhancing the competitiveness of SMEs” Operational Programme. The total funding for the programme is £5,870,248 with £462,146 identified for business support within Halton.

**5.0 FINANCIAL IMPLICATIONS**

5.1 There were no direct funds paid to companies participating in the Merseyside Business Support Programme. Grant was paid to suppliers contracted to manage and deliver the diagnostic and specialist support phases of the programme.

5.2 Quarterly progress and financial reports were submitted to LCC. Conditional upon these reports being satisfactory LCC claimed the funding from DCLG. LCC then reimburse Halton Borough Council with 50% of monies spent in delivering the Merseyside Business Support Programme within Halton.

5.3 The total claim to the LCC for the implementation of the Merseyside Business Support Programme within Halton was £347,224. Of this total, Halton Borough Council will be reimbursed with £173,612 by LCC.

**6.0 IMPLICATIONS FOR THE COUNCIL’S PRIORITIES**

**6.1 Children & Young People in Halton**

Improving business sustainability and performance will create more employment opportunities for the Borough’s young people

**6.2 Employment, Learning & Skills in Halton**

Improving business sustainability and performance will create more employment opportunities for the people of the Borough

6.3 **A Healthy Halton**

Creating sustainable employment will have a positive impact upon the health of the communities of Halton

6.4 **A Safer Halton**

Access to sustainable employment contributes positively to a range of issues associated with the broader areas of crime, disorder and safer communities

6.5 **Halton's Urban Renewal**

Increased business sustainability will drive the Borough's urban renewal

7.0 **RISK ANALYSIS**

7.1 The Council entered into a contract with Liverpool City Council (LCC), the Accountable Body for the Programme, and, indirectly, the Department for Communities and Local Government (DCLG), with whom LCC have a contractual agreement to deliver the Merseyside Business Support Programme across the sub-region.

7.2 The Halton project team maintained a Risk and Issue Register. This was submitted to LCC on a quarterly basis. During the course of the project the Halton delivery of the Merseyside Business Support Programme was the subject of a number of LCC Audits. These Audits did not raise any substantial issues.

7.3 Halton was also required to contribute output files and procurement materials to the DCLG as part of an LCC Audit. LCC is awaiting the final responses from the DCLG. However, initial feedback from LCC indicates that there are no issues with the Halton submission.

8.0 **EQUALITY AND DIVERSITY ISSUES**

There are no equality and diversity issues.

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

None.

<b>REPORT TO:</b>	Employment, Learning and Skills, and Community Policy & Performance Board
<b>DATE:</b>	6 <sup>th</sup> January 2016
<b>REPORTING OFFICER:</b>	Strategic Director, People and Economy
<b>PORTFOLIO:</b>	Economic Development
<b>SUBJECT:</b>	Skills For Growth Priorities in the Liverpool City Region
<b>WARD(S)</b>	Borough-wide

### 1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to advise Members of the skills for growth priorities for the Liverpool City Region. It is suggested that a number of the priorities and actions will resonate with PPB Members.

### 2.0 **RECOMMENDATION: That:**

- i) Members consider how the skills for growth priorities are communicated to key stakeholders in Halton including businesses, schools and Riverside College.

### 3.0 **SUPPORTING INFORMATION**

3.1 A number of Skills for Growth documents have been produced, which aim to influence and inform curriculum planning, training provision and the design of employment and skills policies and programmes.

3.2 The documents provide an analysis on current and future skills and employment requirements in key growth sectors and flag up future potential strategic developments in the Liverpool City Region. The documents also provide an annual baseline review so that employment and skills trends can be tracked over time.

3.3 These documents have provided a solid base for the development of a skills for growth priorities list which identifies the skills needs of employers and then provides a framework for how partners in the Liverpool City Region can respond to these needs.

3.4 There are sector specific skills that have been identified in the Skills for Growth documents described above, for example, The priorities that have been identified ranging from advanced and higher

apprenticeships in engineering to digital and technology solutions professionals.

However, there are some '**generic priorities**' as follows:

- Customer service – particularly in light of visitor economy events in taking place in the Liverpool City Region in 2016;
- An increasing need for technicians, graduates and post graduates with general science and technology skills;
- Digital skills; particularly at Sci-Tech Daresbury;
- A shortage of project management, leadership and management skills across all sectors;
- Employability skills (previously discussed at this PPB) to enable residents to contribute in the workplace

It is argued that if the Liverpool City Region is to maximise and secure opportunities in its key growth sectors that lead to an improved economy, then the following '**headline challenges**' or issues will need to be addressed:

- Enhanced links between businesses and education providers;
- Improvement of careers, information advice and guidance;
- Making it easier for businesses to invest in workforce skills;
- Helping individuals to progress beyond entry level jobs;
- Tackling long-term worklessness.

#### 4.0 **POLICY IMPLICATIONS**

4.1 As previously reported to this PPB, there is a strong focus from Government on Productivity as set out in the recent 'Fixing the Foundations' publication. Consequently, the Skills for Priorities highlighted in this report should contribute to an overall improvement in productivity through the development of higher skills in our key growth sectors, notably in Halton, Pharmaceuticals, Science and Innovation.

4.2 An officer steering group comprising key partners has been established to oversee this process. The Council's Divisional Manager for Employment, Learning and Skills represents Halton on the group. Progress will be monitored at a City Region Level by the Employment and Skills Board. However, it is suggested that Halton PPB Members will also wish to receive reports on progress and performance against the key actions identified in Appendix 1 of this report.

**5.0 FINANCIAL IMPLICATIONS**

5.1 Funding from the Skills Funding Agency has been devolved to the Liverpool City Region to deliver Skills for Growth Priorities as set out in the table below:

	£m	
Apprenticeship Hub	0.150	Allocated to Halton Council
World Host Training	0.100	Being procured by Merseytravel
Provider Coordinator	0.150	To be procured by Combined Authority
Growth Hub Capacity	0.100	To be allocated to Growth Hub
Skills for Growth fund	1.000	Grants to be payable to businesses
Administration	0.050	Allocated to Combined Authority
<b>Total</b>	<b>1.550</b>	

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

**6.1 Children & Young People in Halton**

None identified.

**6.2 Employment, Learning & Skills in Halton**

None identified.

**6.3 A Healthy Halton**

None identified.

**6.4 A Safer Halton**

None identified.

**6.5 Halton's Urban Renewal**

None identified.

**7.0 RISK ANALYSIS**

7.1 None identified.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 None identified.

9.0

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

Document	Place of Inspection	Contact Officer
<p>Life Science SfG agreement  <a href="https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-lcr-skills-for-growth-agreement-life-sciences-01-2015.pdf">https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-lcr-skills-for-growth-agreement-life-sciences-01-2015.pdf</a></p> <p>Low Carbon SfG Agreement  <a href="https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-lcr-skills-for-growth-low-carbon-07-2014.pdf">https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-lcr-skills-for-growth-low-carbon-07-2014.pdf</a></p> <p>AdMan SfG Agreement  <a href="https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-skills-for-growth-advanced_manufacturing2014.pdf">https://www.liverpoollep.org/wp-content/uploads/2015/06/wpid-skills-for-growth-advanced_manufacturing2014.pdf</a></p> <p>Digital and Creative SfG Agreement  <a href="https://www.liverpoollep.org/wp-content/uploads/2015/07/LCR-Skills-for-Growth-Digital-and-Creative.pdf">https://www.liverpoollep.org/wp-content/uploads/2015/07/LCR-Skills-for-Growth-Digital-and-Creative.pdf</a></p>		

## APPENDIX 1 Liverpool City Region Skills for Growth Priorities 2015/16 Action Plan

Headline Challenge	Enhance links between business and education/training			
What	How	When	By whom	How measure
Ensure employers have a greater say in skills provision	Annual focused discussion on Skills for Growth implementation	Ongoing	Tbc with LEP sector panels	Discussion takes place
	Contact providers and businesses to collate and publish best practice examples	One each to be uploaded each quarter	Employment and Skills Board	Number of case studies received and published
Ensure local business presence is meaningfully represented on institutional Governing Bodies	Encourage institutions to include business representation by communicating clear benefits	Quarter 1 2016	LEP Strategic Board	Number of institutions with business representation on Governing Bodies (esurvey)
Work with Government to reshape local skills system to be more responsive to employer and economic growth priorities	Ensure any Area Based Review includes strong employer focus	Quarter 2 2016	Liverpool City Region Combined Authority, Government	Successful implementation of any Area Based Review recommendations
Ensure training premises and equipment respond to current and future employer needs	Deliver Skills Capital Investment Fund and related strategy	2016-17	Liverpool City Region Combined Authority and Employment and Skills Board	Successful deployment of Skills Capital Investment Fund and creation of sustainable

				learning facilities
Further engage learners in identified skills needs through practical application (i.e. STEM, English, Maths, Digital)	Deliver Skills Show 2016 for KS4 learners	2016-17	Employment and Skills Board	Events held
	Consider potential for Skills Festival aimed at KS2/3learners			

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

**DATE:** 6<sup>th</sup> January 2016

**REPORTING OFFICER:** Strategic Director – People and Economy

**PORTFOLIO:** Economic Development

**SUBJECT:** Children and Enterprise Quarterly Policy Update

## 1.0 PURPOSE OF THE REPORT

1.1 To inform the Board of recent national policy announcements relevant to employment, learning and skills.

## 2.0 RECOMMENDATION:

2.1 That the report is noted.

## 3.0 BACKGROUND

3.1 A number of policy, legislation, consultation and guidance documents, are issued by government departments and agencies that have varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.

3.2 A brief summary of key announcements is provided in this report along with observations of local relevance, where appropriate, so the Board can consider whether to initiate more detailed scrutiny and/or report to a future meeting.

## 4.0 NEW POLICY, STRATEGY, STATUTORY GUIDANCE & GENERAL INFORMATION

### 4.1 **Guidance: Industry preparedness**

Advice to businesses and industry and what they can do to make themselves more resistant to the online threat.

### 4.2 **Guidance: Online radicalisation**

Focus on the danger that vulnerable people face from online radicalisation.

### 4.3 **Guidance: Productivity challenge 2: Management and leadership in supply chains and networked organisations**

This challenge focuses on enhancing management and leadership capability in UK firms in the manufacturing, construction and legal sectors, by supporting "prime" organisations to work with their supply chains to develop skills and embed effective management practices.

### 4.4 **Guidance: Productivity challenge 1: Addressing skills deficiencies in the offsite construction sector**

This challenge focuses on addressing specific skills problems associated with technological developments which may prevent the offsite construction sector from realising its growth potential.

- 4.5 **Apprenticeships Delivering Skills for Future Prosperity – Ofsted Survey**  
This latest report from Ofsted finds that a third of apprenticeships surveyed were failing to provide sufficiently high-quality training, suggesting that the drive to create more apprenticeships has diluted their quality. Growth in apprenticeships has been concentrated in service sectors, where there are too many low-skilled roles being classified as apprenticeships. Growth has not focused sufficiently on sectors with skills shortages.
- 4.6 **Universal Credit: estimating the early labour market impacts: updated analysis**  
This analysis assesses the short-term impact of Universal Credit and informs its further development.
- 4.7 **Access to Work guide for employers**  
Updated employers' guide to Access to Work: money to help disabled people do their jobs
- 4.8 **The costs and benefits of paying all the lowest-paid care home workers in the UK the Living Wage**  
Funding pressures on social care are growing (to be eased somewhat by the precept announced by the Chancellor). The JRF report featured in this briefing investigates the impact of the proposed National Living Wage on the care sector and the costs and benefits of increasing pay to this level.
- 4.9 **Liverpool devolution deal**  
This document sets out a devolution deal giving Liverpool City Region greater control over transport, skills, business support and other areas.
- 4.10 **Opportunities and outcomes in education and work: Gender effects**  
An exploration of latest data and evidence on women's current position in terms of experience in, and outcomes from education, and the world of work in the UK.
- 4.11 **Disability Confident promotional material**  
Updated material for the Disability Confident campaign about making disability confidence your business.
- 4.12 **Social Value Act: information and resources**  
Information on the Public Services (Social Value) Act for commissioners and providers of public services, including case studies, which has been updated to reflect new Social Value awards and the Implementation and Measurement Project.
- 4.13 **New website launched for schools and colleges re: Intellectual property**  
A new website has been launched giving schools and colleges access to free teaching resources to help students learn about intellectual property.
- 4.14 **UK Commission for Employment and Skills Report on Technology and Skills in the Construction Industry**  
*'Technology and Skills in the Construction Industry'* details the findings of a study into the role of technology in driving high level skills needs in the construction industry, with a specific focus on offsite construction. This report is one of a number of studies commissioned with the purpose of understanding the skills

needs of Government priority sectors, which is essential to ensure appropriate responses in relation to tackling skills gaps and shortages, so that the UK is best placed to compete in a global marketplace.

- 4.15 **The LGIU/CSN have produced a Briefing Post-16 Education and Training Institutions: BIS Guidance on Area Reviews**  
The government is seeking to reform post-16 education through a programme of area reviews, intended to cover all FE and Sixth Form colleges, some of which are likely to face closure or merger as a result. The reform is expected to produce fewer, larger and more specialised providers, including a network of new Institutes of Technology
- 4.16 **JRF research report - How do Landlords Address Poverty and LGIU Briefing**  
The Joseph Rowntree Foundation report conducts a review of landlord strategies to examine whether and how landlords address poverty and deprivation.
- 4.17 **LGIU Briefing The National Living Wage and Tax and Benefit Changes: Economic and distributional impacts**  
This briefing analyses the likely economic impacts of the National Living Wage and with the combined distributional impacts of the NLW, benefits cuts, and tax changes announced in the Budget – before November’s spending review where there will now likely be some changes to the tax credit proposals.
- 4.18 **LGIU Briefing Scotland and England: local government devolution – lessons and issues**  
This briefing, originally written by the LGIU for Scotland may also of interest to England: it provides an overview of devolution in England, analyses what have been the major issues to date, and looks at collaboration and competition issues for Scottish and English devolution - especially in the North of England
- 4.19 **Impact assessment: Protecting the term 'apprenticeship'**  
Impact assessment summarising the impact that new measures to protect the term 'apprenticeship' will have on business.
- 4.20 **Report of the inter-departmental ministerial group on modern slavery 2015**  
The report assesses modern slavery in the UK and explains what the UK is doing about it
- 4.21 **The Housing and Planning Bill**  
The Housing and Planning Bill received its (formal) first reading on 13 October 2015. It is essentially the legislative implications of delivering the government’s manifesto commitments to expanding affordable home ownership, improving housing management in both the social and private rented sectors and implementing planning reforms to remove any unnecessary obstacles to these objectives.
- 4.22 **Encouraging girls into STEM-related careers**  
This Ofsted good practice example shows how the school encourages girls to pursue non-stereotypical careers as those in STEM-related areas.

4.23 **Work Experience for under 16s**

82% of more than 3,000 bosses polled by the British Chambers of Commerce (BCC) have called for a reintroduction of compulsory work experience for under 16s, which was scrapped in 2012 by the coalition government. It also called for more [help for businesses](#) – especially smaller ones – to offer work placements for teenagers.

**5.0 POLICY IMPLICATIONS**

5.1 The varied range of issues covered in this report potentially present a number of challenges and opportunities across a number of the Council's current priorities. Where appropriate a more detailed analysis of the information and relevance to the council will take place.

**4.0 OTHER IMPLICATIONS**

5.1 Currently the changes are out for consultation so there are no direct implications at this time.

**5.0 RISK ANALYSIS**

5.1 There are no immediate risks directly relating to the information in the report.

**6.0 EQUALITY AND DIVERSITY ISSUES**

6.1 None

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

7.1 None under the meaning of the Act. (For information - Hyperlinks to all of the full reports are embedded within the headings.)

**8.0 FURTHER INFORMATION**

8.1 If members would a more detailed analysis of any of the issues mentioned in this report, or paper copy of any of the documents referred to, the should contact; Debbie Houghton Principal Policy Officer at [debbie.houghton@halton.gov.uk](mailto:debbie.houghton@halton.gov.uk) or 0151 511 8231

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

**DATE:** 6 January 2016

**REPORTING OFFICER:** Strategic Director People & Economy

**SUBJECT:** Performance Management Reports for  
Quarter 2 of 2015/16

**WARDS:** Boroughwide

## **1.0 PURPOSE OF REPORT**

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the second quarter period to 30<sup>th</sup> September 2015.
- 1.2 Key priorities for development or improvement in 2014-17 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Enterprise, Employment and Skills
  - Community and Environment

The report details progress against service objectives and milestones, and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

## **2.0 RECOMMENDED: That the Policy and Performance Board**

- 1) Receive the first 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 Board.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

**4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications associated with this report.

**5.0 OTHER IMPLICATIONS**

5.1 There are no other implications associated with this report.

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

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Thematic Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 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 Council priorities.

**7.0 RISK ANALYSIS**

7.1 Not applicable.

**8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Not applicable.

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

Not applicable

## Priority Based Report

**Directorate:** Employment, Learning and Skills

**Reporting Period:** Quarter 2, 01 July 2015 – 30 September 2015

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress towards the priority of Employment, Learning and Skills, that have occurred during the period of the report. The way in which traffic light symbols have been used to reflect progress to date is explained within Appendix 1 (section 8).
- 1.2 Please note initials have been provided to indicate which officer is responsible for the commentary to aid Members. A key is provided at the end of the report in Appendix 1 (section 8).

### 2.0 Key Developments

#### 2.1 EMPLOYMENT LEARNING AND SKILLS (WR)

Maternity leave commenced for the Employment Services Manager (Halton People into Jobs). The maternity leave will be for 6 months. The Skills for Life & Employability Manager will provide interim management cover for the Work Programme contracts during this period.

Q2 saw the resignation of the MIS manager within the ELS Division. A number of interim arrangements were put in place to manage this vacancy, pending a possible restructure as outlined in the emerging issues described below.

The Halton Employment Partnership reviewed its Terms of Reference and membership during Q2. This was to ensure the appropriate partners and people are present and are contributing effectively to the work of the partnership.

Merseylink employment and skills initiatives continued during Q2. A new Timebank Development Worker post has been appointed to be hosted by the CVS, whose role will be to support those groups who have received Timebank support in sustaining their projects.

Submission of a Combined Authority ESF bid for Access to Employment – value of £42m across the city region. Project is called Ways to Work. Included in this is match from the existing Youth Employment Gateway project, which has just completed its first year of delivery.

Discussions and planning around the city region Growth Deal continued in Q2. This included proposals to devolve £150k of this funding to the Council's Employment Learning and Skills (ELS) Division (until end March 2016) to manage the LCR Apprenticeship Hub finances and staffing. During this quarter, interviews took place to recruit 2 Apprenticeship Hub Co-ordinators who will be based in the ELS division.

Further discussions relating to employment and skills Devolution Asks took place in Q2. These include co-design and co-commissioning of the DWP Work Programme and the devolution of the Adult Skills Budget.

## 2.2 Investment Enquiries (WR)

The Business Improvement and Growth (BIG) Team managed 39 commercial property inward investment enquiries in Quarter II 2015/16, 6 or 15% were converted (inward investment enquiries 'converted' into actual investment projects).

## 2.3 Merseyside Business Support Programme (WR)

The Merseyside Business Support Programme has received 287 enquiries for assistance. 126 companies are currently engaged on the programme and 116 have completed the initial diagnostic phase.

To date businesses have reported 66 jobs created and 22 jobs safeguarded with 14 reporting an increase in gross value added.

The project is now entering the closing phase. Ongoing tasks include the collection of additional information concerning the impact upon employment and gross value added, the collection of all remaining documentation and informing participants of the total state aid received from the project.

## 2.4 Liverpool City Region Business Growth Grant Programme (WR)

The Liverpool City Region Business Growth Grant (RGF) Programme is now closed and all claims for grant funding from Halton companies under both the RGF 3 and RGF 4 elements of the programme were paid and monies recovered from the LEP.

The tables below describe the final spend position with respect to both RGF 3 and RGF 4

### RGF 3

Company	Grant Award	Grant Paid	Percentage Paid
Converge IT	£160,275.00	£160,274.79	99.99%
The Protein Works	£104,265.00	£96,134.69	92.20%
WSR	£99,990.00	£99,990.00	100%
Ineos Technologies	£78,500.00	£78,147.80	99.55%
Helsby & Longden	£59,950.00	£58,937.29	98.31%
CDL	£163,191.20	£127,638.50	78.21%
<b>Totals</b>	<b>£666,171.20</b>	<b>£621,123.07</b>	<b>93.23 %</b>

### RGF 4

Company	Grant Award	Grant Paid	Percentage Paid
Tall Security Print	£18,000.00	£17,487.00	91.13%
Merseyside Printing Co	£10,000.00	£9,996.00	99.96%
E-Scape	£15,000.00	£15,000.00	100%
Perceptive Engineering	£25,000.00	£16,067.93	64.27%
Freight First Ltd	£10,000.00	£9,891.00	98.91%
<b>Totals</b>	<b>£78,000.00</b>	<b>£68,441.93</b>	<b>87.74%</b>

A total of £3,290,354.03 of private sector leverage was invested in the Borough as a consequence of the RGF 4 scheme against total project expenditure of £3,916,416.50.

In total 92.64% of contracted grant (RGF 3 + RGF 4) has been paid to businesses.

## 2.5 Library Service (CP)

Priority 1- inspiring a community of readers and learners

The Summer Reading Challenge is now complete for this year. Nearly 900 children took part in this year's record breakers themed challenge.

More than 500 children attended the programme of events across the 4 libraries that included games with the Widnes Wild ice hockey mascot, science experiments, drumming workshops and record breaker challenges.

New community learning activities have begun in libraries including Lego clubs, scrabble clubs, and bedtime story sessions. Details are available on our website [kohalibrary.halton.gov.uk](http://kohalibrary.halton.gov.uk)

Priority 2 – employment, enterprise and developing online skills

IT clinics have now been extended to Runcorn and Ditton Libraries. Supported by library staff.

A 1-2-1 digital support service is now available in all buildings. Library staff are available to work with customers for up to an hour, helping them to get online, on an informal drop-in basis.

Promotion of the library service digital support offer is happening through twitter using #digitalfriends to demonstrate the range of activities staff can help with. Recording of digital interactions by library staff is now taking place. In quarter 2 883 people were helped to get online.

Priority 3 – extending access through innovation and new technology

All libraries now have an additional roving approach to customer service. All Floor Managers have been issued with iPads so that they can answer customer enquiries anywhere in the buildings and tweet about the services on offer as well.

Society of Chief Librarians - Universal Learning Offer:

The latest Universal Offer from the Society of Chief Librarians will launch 4/11. The Learning Offer highlights how libraries can support learning through a baseline sign up to provide internet access, space and resources for learning.

The project also includes the development of Code Green, a digital making kit helping libraries develop their work with children and young people around science and technology; including building computers, coding and robotics.

Priority 4 – providing a relevant and responsive library service

Community Library Service:

Community Living strand:

The development of a comprehensive library service to be delivered outside the static buildings is continuing with a pilot programme of service delivery in a number of care / residential homes. A number of visits have now taken place offering book loans, digital skills training, local history information and reminiscence sessions. Evaluation will take place at the end of the pilot.

Home Delivery strand:

We have now given notice to Royal Voluntary Service, who currently assist with this element of the service, and this will be back in house from January 1st 2016 (similar to the meals on wheels delivery decision made a few years ago) The new library service staff structure provides us with capacity to deliver a better value service to our customers unable to access static libraries.

There will be little obvious change from the customer perspective but the new delivery model will be a more efficient option; financially and operationally.

Since the removal of the mobile library service the Library Outreach and Inclusion team have doubled the number of customers receiving the home delivery service.

#### Priority 5 – workforce development

All new library staff have now undertaken Alzheimer’s Society Dementia Friends training, and Society of Chief Librarians digital champions online learning programme.

Digital Development Officer, Lorna Hulme, has been awarded a place on a national digital leadership programme.

The digital leadership course takes pressing issues relating to digital technology, and uses them to explore and develop leadership skills and competencies. The programme aims to help participants develop leadership skills and understanding of the role of digital technologies in libraries, and also to strengthen and mobilise relationships among library leaders and emerging leaders.

The course is delivered by the Society of Chief Librarians and all places are fully funded by the Arts Council.

## 2.6 Sport and Recreation (CP)

Leisure Centre key decision. The Council is bringing back in house the management of the Councils 3 Leisure Centres; Kingsway Leisure Centre, Brookvale Recreation Centre and Runcorn Swimming Pool.

240,897 visits to Leisure Centres from April to August of which 4,951 used a Halton Leisure Card. Comprehensive learn to swim programme.

Health and Physical Activity review document produced and disseminated to partners.

#### Theme 1: Increase Participation and Widen Access

Sports Fair booklet produced to advertise the many opportunities available to residents, over 60 activities delivered over Sports Fair Week 18 – 26 July. Most delivered by voluntary sports clubs in the borough with additional sessions being delivered in Leisure Centres and by the Sports Development Team. Distributed electronically to partners for inclusion in publications, such as, Respect booklet, in addition hard copies went to HDL’s, Libraries, Leisure Centres, Community Centres and the Halton Sports Partnership database. Currently collating the participation data from partners.

- 63 Free Activities and Swim for £1.00
- 11 clubs / organisations delivered the sessions
- 6 free junior swimming sessions
- 20 x swim for £1.00 adult swims

#### Summer Programme

34 sessions delivered in the school summer holidays at 8 venues throughout Halton.

Community Sports Coach Scheme:

CSC Schools SLA 2659 pupil contacts plus 232 teachers observing

CSC Community participants 227 Under 16s contacts and 340 adult contacts

Community sessions

- Weekly jog club including athleFIT sessions
- Weekly Touch Rugby sessions at the Select Security Stadium I-pitch
- Children's transition sports sessions in partnership with Sts Peter & Paul
- Work place taster session delivering rugby fun drills
- Delivered new Halton play leaders course at KLC & BRC in summer holidays
- Delivering multi sports sessions in curriculum time and after schools clubs
- Delivering several Healthy and active clubs for parent and children
- Delivering several Halton play leaders courses in curriculum time
- Delivered Box clever display in partnership with Simms Cross Primary school at the health improvement event at the Select Security Stadium

Coach development

- Delivered Coaching workshop covering sports specific sessions ie Football, Rugby, Cricket, Netball, Basketball and Tennis followed by multi skills session delivery

Sportivate/Satellite Clubs - Targeted activity for ages 14 – 25 years

Quarter 2 there were 5 Sportivate sessions involving 70 participants. Plan for Year 5 Q3 & 4 approved in principle for £7,150 (awaiting Sport England confirmation) – new activity planned in partnership with Widnes Vikings, along with sessions such as table tennis, judo, cycling, and rugby union. Links with Cronton College continue as well as targeting other groups within the age range. New Satellite clubs, 5 clubs being set up, including disability multi-sport club. £15,000 funding secured for academic year, with sessions looking to become self-sustainable thereafter.

Year 2 - Street Games Door Step Clubs continuing at Brookvale Recreation Centre, and Upton Community Centre, new CLUB1 sessions targeting 14-25 years to get involved in individual activity at Kingsway Leisure Centre.

Get Active – 694 participants registered in first 12 months, a further 1500 have registered for the Widnes Parkrun. Year 1 monitoring reports have been approved by Sport England, and the programme has been selected to be a national case study for the Community Sport Activation Fund grant.

Continued support to 40 classes on Get Active Exercise Trends timetable; Community Gentle Exercise timetable 28 weekly classes; Social Sport timetable 18 weekly activities and Health walks schedule 5 weekly walks. New classes in Quarter 2 include Heal the Body Yoga, Pilates Fitness, Yoga, Fitsteps, Kettlestrength, Metafit and Core. Taster New age bowls and equipment loan to Naughtonfields sheltered accommodation.

Events: Supported and contributed to Windmill Hill Big Local event, Mental Health week planning week beginning 5th October, Older adult week planning. Also attended events, such as, Party in the Park and Upton Community Centres Summer Programme.

Frank Myler: planning meetings, various coach meetings. New classes developed including Pilates on the Ball, Fitsteps, Yoga and Zumba.

Get Halton Cycling in partnership with British Cycling project started in May – 125 contacts.

Planning for Free Tennis Sessions starting in October 2015 in Victoria Park, it will be delivered by Widnes Tennis Academy Coaches, target 40 to 100 contacts per week.

Girls Summer Football delivered at Upton Community Centre – 10 new players.

Halton Spartans Open Try Outs at Ted Gleave Ground 1st and 8th November 2015

### Theme 2: Club Development

Club Halton Accreditation: Beechwood Netball Club were accredited with Club Halton. Continued support with Matt Fiddes Martial Arts Club, Runcorn Cycle Club and Halton Netball club.

Halton Sports Awards – received over 40 nominations in all categories. The evening took place on Thursday 24 September at Select Security Stadium Halton, with 100 people in attendance; guest speaker was former football premier league referee Chris Foy. 7 category winners, of which 6 will now go forward to the Merseyside Sports Dinner on Friday 27 November, where they will be assessed against the other 6 boroughs from Merseyside. All winners will be put forward to the Wire FM and Your Champions awards.

### Projects in development

Halton & District Junior Football League, planning and development of junior leagues, Futsal and summer league.

Halton Cricket Development Forum new focus, coach education and coaching for years 7 to 10 – all clubs involved.

Halton into Sport Group support to set up, constitution, bank account – looking at current sports disability provision and gaps.

Runcorn Cycling Club on-going support and promotion now linked with Get Halton Cycling delivery.

Widnes Boxing Academy new club planned on-going support.

### Theme 3: Coach Education and Volunteering

Get Halton Cycling - 8 new Level 1 Ride Leaders Qualified in Halton.

2 x Safeguarding & Protecting Children courses delivered, a total of 29 attended from 9 voluntary sports clubs. 2 Halton Play Leaders courses delivered (age 8-14), a total of 25 attended

### Theme 4: Sporting Excellence

Sports specific development work with local clubs continues to support talented athletes, coaches and officials to reach their full potential.

Theme 5: Finance and Funding for Sport  
Halton Leisure Card: 941 cards sold

Sports Development Grant Scheme

Q2: 6 bursaries and 3 group grants Sports Development Grants

Name	Support towards	Award
Halton Spartans	Equipment/kit for new players	£600
BPR Leiria	Equipment for Junior Football	£300
Widnes Football Forum	Support for Widnes Cup Comp	£1000
Leevi Gumbs	Swimming Kit & Travel	£300
George Walker	BMX Regional – Kit & Comps	£100
Salesi Tuiono	GB Mixed RL – Kit & Travel	£150
Reece William Airey	Support for Goal Keeping Course	£100
Taylor Goodall	Taekwondo National Comps	£400
Adam Prendergast	RL Tour South Africa	£100
	<b>TOTAL Q2</b>	<b>£3,050</b>

Halton Coaching Bursary Grant Scheme

11 coaching bursaries were awarded assisting 5 clubs

Name	Support towards	Award
Runcorn Reps ASC	3 x Level 1 swimming 1 x Level 2 swimming	£600
Mersey Storm Wheelchair RL Club	1 x Level 2 Rugby League	£60
West Bank Bears ARLFC	3 x Level 2 Rugby League	£300
Runcorn Cycle Club	1 x Level 2 Road and Time Trial	£65
Finesse Rhythmic Gymnastics Club	3 x Level 1 Rhythmic Gymnastics	£360
	<b>TOTAL Q2</b>	<b>£1,385</b>

Club Development Projects with funding secured – links to Participation.

Widnes Tennis Academy - £15,000 Tennis for Free Project, 3 year plan, (secured)

Runcorn Boxing Club, secured £3000 for Satellite Club delivery for local Primary Schools in Murdishaw area, 2 year plan.

Grow the Game funding secured from Football Foundation £2000 for girls and Womens football development, 12 month plan linked with local clubs.

Funding Fair – planned 13th October 2015 at Runcorn Town Hall 4pm to 7pm

Theme 6: Sports Facilities

Assisting a number of clubs with their facility improvement plans and funding applications including:

St Michaels Football Club: preparing a 12 month Project to the Football Foundation requesting £10,000

West Bank Bears RL: 2 year Project Plan being prepared for submission to Protecting Playing Pitches, Inspired Funding and Wren,

Runcorn Rowing Club: Preparing Wren application to be submitted for £50,000, 12 month project.

Runcorn Boys Club: Preparing Inspired Facilities and Wren applications – 2/3 year Project

Cronton Villa FC: 12 month Project, requesting Football Foundation grant of £10,000

Halebank FC: 12 month Project, requesting Football Foundation grant of £10,000

Widnes Golf Club: Project for Storage and Changing room refurbishment £20,000

### 3.0 Emerging Issues

#### 3.1 EMPLOYMENT LEARNING AND SKILLS (WR)

A restructure of the Information, Data and Support Team will take place. Planning for this will commence in Q3. Implementation of the new Management Information System called PICS will continue in Q3.

Merseylink's new Timebank Development Worker will commence in post in Q3 and it is expected she will work closely with the council's external funding team in sourcing funding opportunities for community groups.

The Combined Authority's Ways to Work ESF bid will be evaluated during Q3 and it is hoped that a decision on its outcome will be known by December 2015. The bid was written based upon a January 2016 start. The Youth Employment Gateway element of this includes a Phase 2 delivery programme which involves those accessing YEG the choice of how a £500 individualised budget can be used to assist them into employment. YEG phase 2 will be launched on 7 October.

The 2 LCR Apprenticeship Hub Co-ordinators will start in post in Q3 and will be based in Kingsway Learning Centre. Funding for the LCR Apprenticeship Hub is due to be passed down from SFA via the city region team and onto HBC some time in Q3.

#### 3.2 Growth Hub (WR)

The Liverpool City Region Local Enterprise Partnership (LEP) has developed a proposal to create a 'Growth Hub' for the city region. A Growth Hub is not a physical entity but rather a virtual organisation to provide business support services across the City Region.

Halton Borough Council responded to an OJEU tender issued by the LCR LEP to deliver the Growth Hub in Halton on behalf of Halton Growth Hub Partnership. Halton Growth Hub Partnership is made up of Halton Borough Council and Halton Chamber of Commerce and Enterprise. The tender submission acknowledged that it would be impossible for a single 'Growth Hub Broker' to provide a comprehensive business brokerage and diagnostic service to all Halton businesses. The tender, therefore, identified the 'virtual Halton Team' made up of both Council Officers and Chamber staff who will support the Halton Growth Hub Broker

The LEP informed the Council in July 2015 that Halton Growth Hub Partnership had been successful at tender and been appointed to the Liverpool City Region Growth Hub Brokerage Framework. However, appointment to the framework did not necessarily mean that the Halton Growth Hub Partnership would be awarded a separate contract to deliver the Growth Hub.

On 18 August 2015 the LEP issued a supplemental 'mini-tender' to appoint an organisation to deliver the Growth Hub in Halton between 01 September 2015 and 31 March 2016. The supplemental tender listed, for the first time, the outputs which the organisation appointed to

deliver the Growth Hub in Halton would be required to achieve and capped the fees payable to deliver the Growth Hub at £40,000.00 for the contract period.

The LEP wrote to the Council on 23 September 2015 to confirm that Halton Growth Hub Partnership have been awarded the contract to deliver the Growth Hub in Halton. However, the contract is only until 31 March 2016 and there remains considerable divergence between the output targets contained within the Growth Hub contract and the level of outputs that the Halton Growth Hub Partnership feel can realistically be delivered

### 3.3 European Programme 2014-20 (WR)

A full application for European Regional Development Funding (ERDF) under Priority Axis 3c 'SME Support' was submitted on behalf of a consortia made up of the LCR Local Authorities, Liverpool Vision, the LEP and St Helens and Liverpool Chambers of Commerce on 11 September 2015. The total bid came to £6m with a view of drawing down nearly £3m of ERDF. The Council are providing over £230k in match funding to deliver a three year project costing over £450k in total. Department of Communities and Local Government (DCLG) issued written feedback to the consortia on Wednesday 07 2015 – what date - is it October? Assuming the consortia can address the issues raised by DCLG it is anticipated that the programme will be signed off before Christmas and delivery will commence in Halton in January 2016.

DCLG also issued calls under Priority Axis 3 'Gap Funding Project for new commercial facilities' and Priority Axis 3 'Place Marketing for Investment'.

For the 'Place Marketing for Investment' call the Council are part of a consortium where the LCR LEP are the lead applicant for the bid with a view of the Combined Authority being the Accountable Body. Sci-Tech Daresbury are also a partner for the same bid. The project will be to develop a modest supply chain\sector development initiative focused upon the AEM and pharma' sector. The Council has indicated that it will provide cash match, not exceeding £25,000.00 each year, for a three year period as match.

The Council cannot provide match funding under the 'Gap Funding Project for new commercial facilities' call rather the Council have promoted the opportunity to commercial developers. To date two developers\companies have submitted outline applications to DCLG.

Langtree submitted an Outline Application on behalf of Sci-Tech Daresbury JV under the 'Gap Funding Project for new commercial facilities' call for the next phase of development on the Eastern Plots. The application identified a request of £2.1m gap funding for the £10.7m project.

A full application for European Social Funding (ESF) was also submitted on Friday 02 October under the Priority Axis 1 'Inclusive Labour Markets' by a consortia made up of all six Local Authorities and Merseytravel. The total bid came to £42m, with a view of drawing down nearly £30m of ESF and Youth Employment Initiative (YEI). The Council are providing £1.3m in match to deliver a three year project costing £3.3m in total. Department of Working Pensions (DWP) are due to provide feedback by the end of October 2015; with a view to the project commencing early in the New Year.

The council have also submitted an EOI to VOLA who are the lead applicant on a Digital Inclusion application to Big Lottery Fund (BLF). BLF are an 'Opt In' provider of the European Social Fund who have recently released two calls; 'Digital Inclusion' and 'Financial Inclusion'. The total amount of funding available is for £1.6m for Digital and £2.5m for Financial. The Council will be working with VOLA and other partners over the next couple of months to submit a 1st stage application by the end of November 2015. Applicants will then be requested to submit full application in the New Year with a view to projects starting in July 2016.

### 3.4 Business Improvement District (BID) Programme (WR)

On 02 July 2015 Executive Board resolved to transfer management of the BID programme at Astmoor and Halebank to Halton Chamber of Commerce and Enterprise

A Service Level Agreement (SLA) has subsequently been agreed with the Chamber and the Business Parks Officer was formally seconded to the Chamber from 01 October 2015

## 4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such, Directorate Risk Registers were updated in tandem with the development of the 2015-17 Directorate Business Plans. Progress concerning the implementation of all Directorate high risk mitigation measures relevant to this Directorate will be reported at quarter two.

## 5.0 Progress against high priority equality actions

5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

5.2 The council's latest annual progress report in relation to achievement of its equality objectives is published on the Council's website.

**6.0 Performance Overview**

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

**Priority: Supporting growth and investment**

Key Milestones and Measures

CED 063: Inward investment enquiry conversion rate				SCS ELS02: Increase the proportion of business diversity within the following sectors: knowledge economy, superport, low carbon/green, visitor economy				SCS ELS01: Increase the number of active enterprises within the borough			
Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel
15%	10%			27.8%	28.5%			2915	2800		

Ref	Milestones	Quarterly progress
CED11a	Undertake evaluation of Business Support Programme by September 2015	
CED11b	Development of a marketing and promotions plan for the boroughs markets by June 2015	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
SCS ELS03	Increase the number of people classed as self-employed	6.1%	7.25%	6.4%		
CED062	Number of inward investment enquiries per annum	239	250	77 (Q1 & Q2)		
CED064	Number of funding enquiries per annum	113	110	44	N/A	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED065	Proportion of successful funding bids	N/A	25%	92%	N/A	

Supporting Commentary (key measures and notable exception reporting)

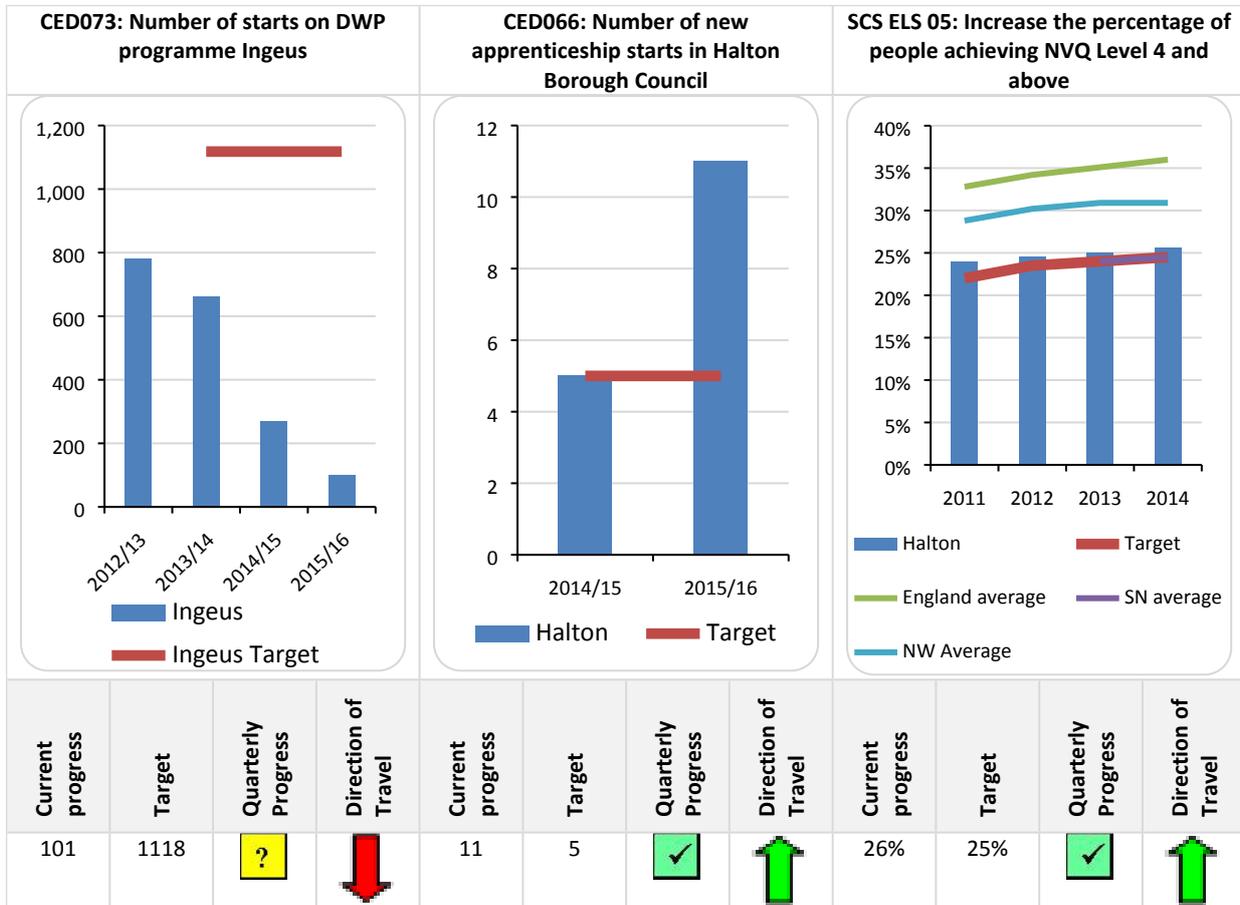
A number of project ideas have been discussed with market traders and a plan has been produced. Work has taken place with procurement to tender for this work on a longer-term basis.

In period 2 2015\16 there were 39 investment enquiries and there were 6 conversions.

The data is reported yearly in arrears. To date, in this financial year, Halton’s ‘Enterprising Halton’ Service has supported 6 people into self-employment. Quarter 2 has seen the introduction of Exploring Enterprise sessions and attendees have grown steadily. A total of 57 attended at events during this period.

**Priority: Raising skills levels and reducing unemployment**

Key Milestones and Measures



Ref	Milestones	Quarterly progress
CED12b	By March 2016 provide a comprehensive programme of training through targeted 'Inspire' and 'Continuous Improvement Workshops'	✓
CED12c	Submit proposal for year 2 delivery of the Youth Employment Gateway (Work Factor) programme by November 2015	✓
CED12d	Complete the annual Matrix review to retain Matrix accreditation across the ELS division by December 2015	✓
CED12e	Deliver year 5 of the A4e/Ingeus Work Programme contracts (initially 5 year contracts) by June 2015	✓
CED12f	Secure extension to the A4e/Ingeus Work Programme contracts (initially 5 year contracts) by June 2015	✓

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
SCS ELS04	Reduce the proportion of people with no qualifications	11%	11%	10%	↑	✓
CED067	Overall success for learners through the adult learning programme	90.07%	90%	89% (provisional)	↓	?
CED068	Number of tutors graded good or outstanding	Available at end of Quarter 4				

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED071	Number of new (additional) interventions undertaken by the service	N/A	3	2	N/A	
CED072	Number of starts on DWP programme PeoplePlus (previously A4e)	115	454	49	N/A	
CED074	Achieve 128% performance against DWP targets on A4e Work Programme contract for customer groups Payment Group 1, Payment Group 2, Payment Group 6a, Payment Group 6b	N/A	128%	Customers into work: PG1 – 119.15% PG2 – 154.5% PG6a – 166.7% PG6b – 155.5%		
CED075	Achieve 128% performance against DWP targets on A4e Work Programme contract for customer groups Payment Group 1, Payment Group 2, Payment Group 6a, Payment Group 6b	N/A	128%	Customers into work: PG1 – 142% PG2 – 217% PG6a – 260% PG6b – 155.5%		
CED076	Monthly reviews of performance of the Work Programme contract undertaken	100%	100%	100%		
CED077	Number of new starts into permitted/paid work for local people with disabilities	44	15	20		

#### Supporting Commentary (key measures and notable exception reporting)

The number of starts on the DWP Work Programme continue to be lower than targets set. All reviews of performance are undertaken and the contracts for Ingeus and PeoplePlus (previously A4E) have been extended for a 5th year.

4 Continuous Improvement Workshops take place each year. Two were held in quarter 1. The next will take place in December 2015 (Q3) and a 4th in Q4. Inspire sessions have taken place throughout quarters 1 & 2. Themes for training are identified through sector developments, OTLAs, CPD records, 1-2-1s, peer observations and tutor requests in order to meet the specific needs of our staff and service.

**Priority: Enhancing residents' quality of life**

Key Milestones and Measures

SCS ELS09: Increase the gross weekly earnings by residents				CE LI2: Diversity –number of community groups accessing stadium facilities				CE LI4: Number of active users (physical & digital resources) of the library service during the last 12 months			
Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel	Current progress	Target	Quarterly Progress	Direction of Travel
£458	N/A			26	15			13576	16500		N/A

Ref	Milestones	Quarterly progress
CED12a	Work with colleagues to roll out a digital inclusion strategy across the borough by March 2016	
CE1 a	Continue to deliver new Sports Strategy (2012-15) by March 2016	
CE1 b	Prepare 2016-2020 Sports Strategy	
CE1 c	Active people survey results report adult sports participation rates in Halton continue to be maintained or increase compared to previous years by March 2016	
CE2 a	Identify area for improvement of community usage of the stadium to maintain and improve the health of Halton residents in line with the Business Plan and Marketing Plan	
CE4 a	Implement the action plan for delivery of the Library Strategy 2013-16 by March 2016	
CE4 b	Deliver a programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets	

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CED070	Number of residents supported to get online	Available at end of Quarter 2				

Ref	Measure	14/15 Actual	15/16 Target	Current	Direction of Travel	Quarterly progress
CE LI4	Number of active users (physical & digital resources) of the library service during the last 12 months	N/A	16,500	13,576	N/A	?
CE LI4 a	Number of physical and virtual visits to libraries (annual total)	598,632	612,000	Due to technical faults not available at present		
CE li5	Percentage of adult population (16+) participating in sport each week	25%	24%	Available at Q4 only		

Supporting Commentary (key measures and notable exception reporting)

The number of community and disadvantaged groups using the Stadium continues to grow.

## 7.0 Financial Summaries

## 8.0 ECONOMY, ENTERPRISE &amp; PROPERTY DEPARTMENT

SUMMARY FINANCIAL POSITION AS 30<sup>th</sup> SEPTEMBER 2015

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Expenditure</b>				
Employees	4,359	2,074	2,098	(24)
Repairs & Maintenance	2,731	1,201	1,202	(1)
Premises	40	37	37	0
Energy & Water Costs	625	258	247	11
NNDR	542	518	516	2
Rents	456	307	304	3
Marketing Programme	22	3	3	0
Promotions	8	3	3	0
Supplies & Services	1,634	654	647	7
Agency Related Expenditure	42	6	3	3
Grants to Non Voluntary Organisations	323	311	311	0
Surplus Property Assets	-685	-342	0	(342)
Revenue Contrib'n to / from Reserves	35	35	35	0
<b>Total Expenditure</b>	<b>10,132</b>	<b>5,065</b>	<b>5,406</b>	<b>(341)</b>
<b>Income</b>				
Fees & Charges	-574	-413	-422	9
Rent - Markets	-766	-375	-383	8
Rent - Industrial Estates	-639	-333	-342	9
Rent – Investment Properties	-656	-307	-310	3
Transfer to / from Reserves	-591	-591	-591	0
Government Grant - Income	-1,876	-924	-924	0
Reimbursements & Other Income	-257	-39	-42	3
Recharges to Capital	-227	-26	-26	0
Schools SLA Income	-486	-475	-480	5
<b>Total Income</b>	<b>-6,072</b>	<b>-3,483</b>	<b>-3,520</b>	<b>37</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,060</b>	<b>1,582</b>	<b>1,886</b>	<b>(304)</b>
Premises Support Costs	1,924	980	980	0
Transport Support Costs	32	13	13	0
Central Support Service Costs	1,824	932	932	0
Asset Rental Support Costs	2,543	0	0	0
Repairs & Maint. Rech. Income	-2,558	-1,279	-1,279	0
Accommodation Rech. Income	-2,763	-1,382	-1,382	0
Central Supp. Service Rech. Income	-1,836	-918	-918	0
<b>Total Recharges</b>	<b>-834</b>	<b>-1,654</b>	<b>-1,654</b>	<b>0</b>
<b>Net Expenditure</b>	<b>3,226</b>	<b>-72</b>	<b>232</b>	<b>(304)</b>

**Comments**

Spend against the employee budget is higher than the profiled budget due to the staff turnover target not being achieved as a result of low staff turnover in the earlier part of the year.

Premises costs have remained stable during quarter 2. Property Services will continue to utilise council accommodation wherever possible and outsource accommodation space to external agencies to generate additional income.

Energy & Water costs at quarter 2 are below budget to date, due a utility provider undertaking a reconciliation exercise of bills paid to date resulting in reimbursements of previous years charges.

It is anticipated that the Surplus Property Assets savings target will not be fully achieved by year-end. Whilst an action plan has been developed the time required developing and implementing the measures to realise savings means they will not be in place in the current year and total savings of £1m against this heading will not be found in full until 2016/17 at the earliest.

In order to ease budget pressures spending will be restricted in-year on Supplies & Services; Promotions and Marketing has also been kept to a minimum in an effort to achieve savings for the Department.

It is projected Investment Properties and Industrial Estates rental income will remain constant during the year and envisaging minimal change in the occupancy rates. Market rental income is above budget at the end of Quarter 2. Both market hall and open market income has remained stable during the first half of the year.

Work will continue with managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be overspent against the overall Departmental budget by year-end. In the main this is due to the savings target against surplus property assets. However work is being undertaken to minimise this where possible. It is estimated the value of the overall variance will be in the region of £500k-£600k.

## ECONOMY, ENTERPRISE &amp; PROPERTY DEPARTMENT

## Capital Projects as at 30 September 2015

	2015/16 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Economy, Enterprise &amp; Property Dep't</b>				
Castlefields Regeneration	635	56	56	0
3MG	3,493	52	52	0
Widnes Waterfront	200	0	0	0
Johnsons Lane Infrastructure	450	119	119	0
Decontamination of Land	6	0	0	0
Sci Tech Daresbury	10,965	5	5	0
Former Crossville Depot	518	82	82	0
Peel House Lane – Enabling Costs	65	19	19	0
Peel House Lane Cemetery	1,019	12	12	0
Peel House Lane Roundabout & Cemetery Access	51	5	5	0
John Briggs House – Police Station	342	22	22	0
Travellers Site - Warrington Road	1,162	1,209	1,209	(47)
Widnes Town Centre Initiative	21	0	0	0
Lower House Lane Depot – Upgrade	24	4	4	0
Equality Act Improvement Works	250	18	18	0
Signage at The Hive	100	0	0	0
Advertising Screen – The Hive	100	0	0	0
<b>Grand Total</b>	<b>19,401</b>	<b>1,603</b>	<b>1,603</b>	<b>(47)</b>

**Comments**

The timing of spend for Castlefields Regeneration scheme is unknown as the main expenditure item relates to a compulsory purchase order claim (which is likely to be referred to Lands Tribunal).

The bulk of the capital allocation for 3MG will be used to fund the construction of rail sidings which will commence in quarter 3.

Widnes Waterfront and Bayer project will only commence once the developer has an end user in place so timing of spend is hard to predict at this moment in time.

Decontamination of Land allocation will fund final contract retention payment.

Sci Tech Daresbury spend will relate to purchase of Tech Space building which is expected to commence towards the end of the financial year.

**COMMUNITY & ENVIRONMENT DEPARTMENT****Revenue Budget as at 30 September 2015**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	12,045	6,141	6,179	(38)
Other Premises	1,182	712	690	22
Supplies & Services	1,570	643	583	60
Book Fund	142	71	74	(3)
Hired & Contracted Services	1,151	437	446	(9)
Food Provisions	652	299	292	7
School Meals Food	2,077	771	755	16
Transport	54	22	13	9
Other Agency Costs	674	249	196	53
Waste Disposal Contracts	5,160	1,545	1,585	(40)
Leisure Management Contract	1,496	547	592	(45)
Grants To Voluntary Organisations	322	161	155	6
Grant To Norton Priory	222	111	117	(6)
Rolling Projects	32	32	32	0
Transfers To Reserves	0	0	0	0
Capital Financing	9	5	0	5
<b>Total Spending</b>	<b>26,788</b>	<b>11,746</b>	<b>11,709</b>	<b>37</b>
<b><u>Income</u></b>				
Sales Income	-2,229	-1,152	-1,062	(90)
School Meals Sales	-2,180	-717	-725	8
Fees & Charges Income	-3,265	-1,782	-1,727	(55)
Rents Income	-235	-209	-238	29
Government Grant Income	-1,186	-1,170	-1,159	(11)
Reimbursements & Other Grant Income	-548	-402	-425	23
Schools SLA Income	-79	-79	-83	4
Internal Fees Income	-120	-66	-81	15
School Meals Other Income	-2,270	-1,694	-1,700	6
Meals On Wheels	-196	-98	-72	(26)
Catering Fees	-225	-88	-35	(53)
Capital Salaries	-53	-24	-14	(10)
Transfers From Reserves	-44	-23	-23	0
<b>Total Income</b>	<b>-12,630</b>	<b>-7,504</b>	<b>-7,344</b>	<b>(160)</b>
<b>Net Controllable Expenditure</b>	<b>14,157</b>	<b>4,242</b>	<b>4,365</b>	<b>(123)</b>
<b><u>Recharges</u></b>				
Premises Support	1,947	997	997	0
Transport Recharges	2,390	707	706	1
Departmental Support Services	9		0	0
Central Support Services	3,146	1,612	1,612	0
Asset Charges	3,005		0	0
HBC Support Costs Income	-382	-382	-382	0
<b>Net Total Recharges</b>	<b>10,115</b>	<b>2,934</b>	<b>2,933</b>	<b>1</b>
<b>Net Departmental Total</b>	<b>24,273</b>	<b>7,176</b>	<b>7,298</b>	<b>(122)</b>

## Comments on the above figures:

The net budget is currently £122,000 over budget profile at the end of the second quarter of the financial year.

Expenditure on employee costs is currently £38,000 over budget profile however this budget does include a staff savings target of £372,250 of which £52,380 relates to premium pay. Although savings were identified last year, delays in the reduction of staff have led to a small overspend to date, however it is anticipated that the savings will be met by year-end. Agency staff expenditure has continued to stay at a significantly lower level than last year with the introduction of the apprenticeship schemes and vacant posts being filled.

Supplies and services are currently under budget profile across all divisions on areas such as advertising, equipment, clothing and training. Expenditure is being restricted in these areas to offset other budget pressures within the department.

Although expenditure on the leisure management contract continues to be over budget profile, the contract is now in its final year and will end in January 2016, after which the service will be brought back in house.

Other agency costs are £53,000 under budget profile, due in the main, to expenditure on Area Forums where some projects have not yet been identified.

Income continues to struggle across the department with sales income, fees & charges and internal catering fees the most significant under-achievers. Last year income for these specific areas underachieved by over £322,000, although this was partially offset by an over achievement on other income streams. Although sales have increased slightly this year, at the midpoint of financial year 2015/16, income is expected to under achieve against budget by a similar figure to 2014/15. Income relating to the collection of green waste has overachieved budget by £40,000 to date. This is not expected to increase further for the rest of the financial year.

**9.0 Appendix 1 – Explanation for use of symbols**

9.1 Symbols are used in the following manner:

Progress	Milestone	Measure
Green 	Indicates that the milestone is on course to be achieved within the appropriate timeframe.	Indicates that the annual target is on course to be achieved.
Amber 	Indicates that it is uncertain or too early to say at this stage whether the milestone will be achieved within the appropriate timeframe.	Indicates that it is uncertain or too early to say at this stage whether the annual target is on course to be achieved.
Red 	Indicates that it is highly likely or certain that the objective will not be achieved within the appropriate timeframe.	Indicates that the target will not be achieved unless there is an intervention or remedial action taken.

9.2 Direction of Travel Indicator

Where possible measures will also identify a direction of travel using the following convention:

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

9.3 Key for Operational Directors

- WR** Wesley Rourke, Operational Director, Economy Enterprise and Property Services (EEP)
- CP** Chris Patino, Operational Director, Community and Environment Services (CE)