

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

Reporting Period: **Quarter 2 – 1<sup>st</sup> July 2020 – 30<sup>th</sup> September 2020**

## 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 20/21 for service areas within the remit of the Employment, Learning, Skills and Community (ELSC) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2020-21 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to Employment, Learning, Skills and Community (ELSC) Policy & Performance Board i.e.
  - Employment, Learning and Skills
  - Library and Culture and Leisure Services
- 1.3 The emergence of the global COVID19 pandemic early in 2020 has had a significant and unavoidable impact upon Council services the full extent of which is yet to become known. The Council, along with key partner agencies, has prioritised its resources upon mitigating the serious risks to public health, the protection of vulnerable residents, and the social cohesion of the local community. In developing appropriate responses to emerging national and local priorities this situation is likely to remain the case for the foreseeable future.
- 1.4 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

## 2.0 Key Developments

- 2.1 There have been a number of developments during the period which include:-

### **Employment, Learning & Skills**

- 2.2 During the period there has been a rollout of the online and remote delivery of all customer and learner facing activities within Adult Learning provision, Halton People into Jobs and Apprenticeship support. This has included the piloting of Microsoft Teams in Adult Learning and Learn Live within the Apprenticeship Service as a means of sustaining effective service provision during the current COVID pandemic.
- 2.3 A 15 week Skills Capital Work Programme commenced in Kingsway Learning Centre. The project which is funded through the Strategic Investment Fund and has a value of £720, 000, has 2 elements i.e. Improved Facilities and Equipment
- 2.4 A new subcontract called Job Entry Targeted Support (JETS) was awarded to Halton People into Jobs and delivery commenced during Quarter 2. This is a separate strand of the existing Work and Health Programme provision already delivered by HPIJ. Its purpose will be to help people who have been

unemployed and in receipt of benefits for at least 13 weeks, to find sustained work. Recruitment has now commenced.

- 2.5 An expression of interest and application was submitted to the Department of Work and Pensions for the Employment Learning and Skills Division to act as an Intermediary/Gateway Provider for the Government's new Kickstart programme, which launched in Quarter 2. The programme is for 16-24 year olds who are on Universal Credit and at risk of becoming long term unemployed. Each Kickstart paid placement is for 25 hours per week for 6 months.
- 2.6 Council staff made significant efforts to re-open its Halton People into Jobs premises at Church Street, and the Acorn Learning Centre site during Quarter 2. COVID-safe checklist were developed and deployed effectively in order to sustain accessibility of provision.
- 2.7 Council staff continue to work closely with the Liverpool City Region Combined Authority on the people elements of Build Back Better, including plans for a Response to Redundancy project and the establishment of Liverpool City Region Youth Employment Task Force and Physical Youth Hubs in each borough.
- 2.8 Work with HBC's 14-19 Team continued regarding the Supported Internship Programme. Plans are underway for the Division to take over the delivery of this programme from spring 2021 (currently it is delivered by Riverside College, who are supportive of the move to the Council). Whilst the Division is currently in receipt of funding from the ESFA, a revision to its status will be required as Supported Internships funding is for 16-18 year olds

## **Library and Culture and Leisure Services**

### Library Services

- 2.9 As would be expected the provision of library services has been significantly affected during the first half-year period as a result of the prevailing COVID pandemic. Staff within the service worked quickly to introduce digital platforms to provide service continuity to users and an intensive social media campaign has been undertaken to engage audiences and highlight resources to both existing and potential customers.
- 2.8 This has proved successful and the use of digital newspapers and magazines has increased by 100% alongside e-Book and e-Audio loans increasing by 70%. The first half-year has also seen a 350% increase in new membership.

### Community Centres

- 2.16 Following a period of closure, the Council's 5 Community Centres reopened on Monday 3<sup>rd</sup> August. Since their reopening, the Centres have been operating with some restrictions upon activities and access to services. At the time of writing this report, the cafés located in Castlefields and Upton Community Centres were operating a 'take-out' service only and there was no access to any of the public access computers. At the end of the period the Sports Hall at Upton also remains closed.
- 2.17 During the period to September there was an 80% reduction in usage across the service compared to the same period last operating year. Whilst this is disappointing, it is expected and attributable to the national lockdown and the temporary closure of the centres. Since reopening, the usage at the centres has gradually increased. Whilst attendance figures are still not comparable to last year's attendances for the same period, it is interesting to note the increase in certain categories of usage.

- 2.18 The increases in usage are consistent with the types of activity that has been permitted to continue in the venues, in line with Government guidance, with increases seen to activity that falls within the following categories; Statutory Agencies, Lifelong Learning and Sports Development.
- 2.19 Whilst it is likely that some of our regular hirers may not return to the centres in the near future, it is encouraging to see that the centres are able to react positively to the constantly changing demand for space for the delivery of different types of activities and that they continue to remain key to local communities for the delivery of services.

#### Sports and Recreation

- 2.20 During the first quarter period Kingsway and Brookvale Leisure Centres and Runcorn Pool remained closed to the public in response to national lockdown measures and a number of staff were redeployed to other service areas. Unfortunately this meant that no income could be derived from subscriptions and customer Direct Debits were frozen.
- 2.21 A phased approach taken to reopening the facilities, starting with the delivery of 4 week Holiday Activity at Brookvale (numbers were low compared to programme delivery last year), all participants received packed lunch, the team also facilitated activity at the Stadium. Dry side activities of gym and fitness classes started on 3<sup>rd</sup> August, with swimming pool opening a week later. Operations reviewed daily and amendments made using feedback from staff and customers. Difficult trying to facilitate customers from the three sites wanting to use Brookvale, with restricted capacity and opening hours. Meetings between Brookvale and OBA staff to ensure safety and to agree on Covid19 secure operations once school opened.
- 2.22 Kingsway had a number of maintenance issues, which had to be resolved before it reopened to the public. Kingsway opened for dry sided activities on 14<sup>th</sup> September, followed by the swimming pool on 21<sup>st</sup>. Kingsway reopening was welcomed; in particular, the swimming pool participation numbers (hourly slots can take 16 customers) and programmes have been adapted to suit the users, such as, junior lane swimming to accommodate the Swimming Clubs etc.
- 2.23 Walk through visual video tours have been produced for Brookvale and Kingsway Centres so customers knew what to expect when they arrived at the facility. Information regarding the reopening of facilities and clear, and concise Direct Debit information has also been sent to customers and posted on the Councils website. Face Coverings continue to be worn by staff and customers in public areas and Customer feedback has been excellent, with weekly visit circa 600 at Brookvale; 1000 at Kingsway.
- 2.24 Sports development staff have continued to support and provide advice to local groups and individuals throughout the pandemic and community activities were delivered over the summer holidays at the Stadium which involved 649 participants each of whom were provided with a packed lunch.
- 2.25 Grass sports activities recommenced as of 12<sup>th</sup> September with 100 local teams being allocated a Council pitch. Although the Winter Pitch assessment was completed the summer pitch assessment was delayed as a consequence of the COVID situation and this will delay the production of the Playing Pitch Strategy until 2021.
- 2.26 The Staying Active webpage set-up March, which received 600 views first day, and was updated with information for older adults <https://activehalton.co.uk/staying-active-at-home-during-covid-19/> It provides access to 100's of online classes and advice provided on the active Halton webpage.

2.27 In addition staff have continued to deliver training and to research online resources to support the community and Council staff and this has included, for example,

- Suicide Awareness training; Walking for Back pain; Stress management; Psychological First Aid; Mindfulness; inc deliver mindfulness to staff; Physical Activity and Mental Health; Active Ageing and Covid –William Bird; Dementia Adventure skills.

### **3.0 Emerging Issues**

3.1 A number of emerging issues have been identified during the period that will impact upon the work of services including:-

#### **Employment, Learning & Skills**

3.2 Whilst the Employment Learning and Skills Division has been able to open some premises to staff and the general public, social distancing and other Covid restrictions will mean that a blended approach of face to face and remote support will be in place for many months to come. This has required staff to quickly upskill in new ways of working, particularly via online platforms and whilst this has been a steep learning curve for many, staff have demonstrated a willingness and commitment to successfully acquire new skills in a very short space of time to support service delivery

3.3 Work is underway in Quarter 2 to reopen the Kingsway Learning Centre site to learners/customers once capital works are complete. The improved facilities include a new lift, a learner break out area and a new Adult Learning Reception on the first floor. New IT equipment, vending machines and corridor display units are amongst the items purchased with Equipment funds. Additionally the Halton People into Jobs staff will be relocated from the Widnes Direct Link facility during quarter 3.

3.4 Apprenticeship Support by the Be More team have a number of targeted deliverables as part of their Strategic Investment Fund contract with the Combined Authority (CA). These include large skills shows and an Apprenticeship Graduation Ceremony. Given current Covid measures, there is a strong possibility that these events will not be possible and the Council will work with the CA and appointed contractors on alternative options.

#### **Library and Culture and Leisure Services**

3.5 The temporary loss of library buildings as cultural spaces has had a negative effect on cultural engagement for communities. Current restrictions around delivering live events will continue to impact on the arts sector and on the mental health and wellbeing of residents that benefit from engaging with arts and culture. However during the pandemic public libraries continue to be well used and have remained responsive and adaptable to reconnect communities to vital resources that support wellbeing, learning, information & reading.

3.6 The trusted reputation of library services, working with key partners and making novel alliances, provides a valued platform for engaging and supporting communities in this new normal. Effectively communicating new initiatives to dispersed communities and teams across the Borough will play a pivotal role in successful delivery.

3.7 The leisure centres have introduced a booking system (no turn-ups) and capacity for all activity has been necessarily reduced as a consequence of the ongoing COVID situation. At the time of writing industry surveys suggested that 70 – 80% of gym members would return within a couple of week of reopening. Approximately 40% members have cancelled; this is comparable with neighbouring authorities.

- 3.8 However participation numbers are not expected to rise to pre Covid levels for a considerable period of time and this will likely have a significant and unavoidable impact upon future income. As a result alternative service delivery models are being explored such as the introduction of Peak and Off Peak sessions and allowing casual users to ‘pay and play’ which would require a pre-registration system for Test and Trace to be developed.
- 3.10 Regrettably whilst social distancing measures remain in place Runcorn Poll, does not have a viable operating model given the structural limitations of the building and by necessity staff have been temporarily deployed elsewhere.

#### 4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council’s Business Planning and Performance Monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2019 – 20 Directorate Business Plans.
- 4.2 Progress concerning the implementation of any high-risk mitigation measures relevant to the Board is included as Appendix 1 to this report.

#### 5.0 High Priority Equality Actions

- 5.1 Equality issues continue to form a routine element of the Council’s business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.
- 5.2 The Councils latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:


<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>




#### 6.0 Performance Overview

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

##### Employment, Learning & Skills

##### Key Objectives / milestones

Ref	Milestones	Q2 Progress
EEP 01a	To manage and sustain employment support programmes Work Programme by <b>March 2021</b>	

Ref	Milestones	Q2 Progress
EEP 01b	To prepare an Economic Reset Plan for the Borough <b>by July 2020</b>	
EEP 05a	To prepare funding bids to support Halton's Borough of Culture 2021 <b>by November 2020</b>	
EEP 05b	To implement the Adult Education Test & Learn Pilots and prepare evaluation report <b>by January 2021</b>	

### Supporting Commentary

#### EEP 01a

The ELS division manages a number of employment support programmes. The landscape is constantly changing but the team has been successful in securing funding from the European Social Fund, and other government contracts. The team will continue to seek funding to support these initiatives.

#### EEP 01b









The pandemic has resulted in the business improvement and growth team allocating time and resources to supporting businesses to access grants. However, it is important to think beyond the current crisis and develop a longer term strategy to support the borough's economy. A reset plan is now being prepared.





#### EEP 05a/b

In 2021 Halton becomes the Liverpool City Region's borough of culture. It will be necessary to seek matching funding to develop a programme of activities to complement funding provided by the Combined Authority.

Following the review of the Adult Education Budget, the ELS division applied for funds to deliver test and learn pilots aimed at promoting innovation and best practice across the City Region. It was proposed that the adult learning team would consider piloting activities that are focused on ICT and digital participation.

### Key Performance Indicators

Ref	Measure	19 / 20 Actual	20/21 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 08	Number of Enrolments (Adult Learning).	TBA	TBA	1532		
EEP LI 09	Number of People supported into work.	TBA	TBA	141		
EEP LI 10	Percentage of learners achieving accreditation.	TBA	42%	22%		
EEP LI 11	Total number of job starts on DWP programme (Ingeus).	TBA	TBA	43		

Ref	Measure	19 / 20 Actual	20/21 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 12	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period).	TBA	TBA	23		
EEP LI 13	Number of Businesses Supported.	TBA	TBA	396		

### Supporting Commentary

#### EPP LI08

In the 2019/2020 academic year there were 1532 enrolments. Due to COVID restrictions, summer term enrolments could not be undertaken which has impacted on our ability to reach the expected target this academic year

#### EEPLI 09

141 people supported into work/jobs confirmed in Quarter 2. Cumulative since April 239 people have been supported into work/job starts.

#### EEP LI10

In the 2019/2020 academic year, 185 learners achieved accreditation (22%). The service implemented the Awarding Body requirements for Centre Assessed Grades and learners who completed assessment activities were submitted for accreditation. Learners who were unable to access remote teaching, Learning and assessment were given priority to continue their learning when face-to-face provision recommenced in September 2020.

Although close to target (25%), a percentage of accreditations were lost due to COVID and our summer accreditation programmes being unable to run. The service is currently working towards the target of 42% for the 2020/21 academic year. It is too early in the teaching, learning and assessment cycle for learners to achieve accreditation



#### EEP LI11 / 12

43 starts on DWP/Ingeus Work and Health Programme in Quarter 2. 61 cumulative starts since April. COVID19 has significantly affected referrals from Jobcentre Plus.

23 people with disabilities/health conditions supported into work in Quarter 2. Cumulative since April 37 people have been supported into work.

## Community Services





### Key Objectives / milestones

Ref	Milestones	Q2 Progress
CE 02a	Deliver a programme of extended informal learning opportunities meeting identified local targets - <b>March 2021</b>	
CE 02b	Develop a programme of cultural activity meeting identified local targets – <b>March 2021</b>	

### Supporting Commentary

In the face of the COVID pandemic work has continued to successfully deliver programmes digitally and additional information is provided within the Key Developments section of this report.

### Key Performance Indicators

Ref	Measure	19 / 20 Actual	20 / 21 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	TBA	TBA	834, 514		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	TBA	TBA	744, 970		

### Supporting Commentary

CE LI 07 / 08 the number of active users at quarter 2 is showing a positive trend and as would be expected the number of virtual visits to libraries has increased in light of the COVID situation.



## 7.0 Financial Statements

### ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

#### Revenue Operational Budget as at 30 September 2020

	Annual Budget	Budget to Date	Actual	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	4,472	2,129	2,145	(16)	(31)
Repairs & Maintenance	2,205	995	895	100	200
Premises	76	64	64	0	0
Energy & Water Costs	694	252	234	18	33
NNDR	472	464	486	(22)	(22)
Rents	179	63	63	0	1
Economic Regeneration Activities	34	5	0	5	10
Security	471	168	168	0	0
Supplies & Services	260	212	197	15	15
Supplies & Services - Grant/External Funded	1,022	386	386	0	0
Grants to Voluntary Organisation	150	19	19	0	0
Covid-19 Discretionary Business Support Grants	831	831	831	0	0
Capital Financing	21	21	21	0	0
Transfer to Reserves	210	122	122	0	0
<b>Total Expenditure</b>	<b>11,097</b>	<b>5,731</b>	<b>5,631</b>	<b>100</b>	<b>206</b>
<b>Income</b>					
Fees & Charges	-876	-301	-301	0	(1)
Rent - Commercial Properties	-780	-319	-221	(98)	(216)
Rent - Investment Properties	-39	-17	-17	0	0
Rent - Markets	-570	-200	-198	(2)	(2)
Government Grant Income	-1,615	-1,012	-1,012	0	0
Reimbursements & Other Income	-1,044	-178	-178	0	0
Schools SLA Income	-440	-434	-434	0	0
Recharges to Capital	-206	-67	-67	0	0
Transfer from Reserves	-794	-244	-244	0	0
<b>Total Income</b>	<b>-6,364</b>	<b>-2,772</b>	<b>-2,672</b>	<b>(100)</b>	<b>(219)</b>
<b>Net Operational Expenditure</b>	<b>4,733</b>	<b>2,959</b>	<b>2,959</b>	<b>0</b>	<b>(13)</b>
<b>Covid Costs</b>					
Staffing	0	0	1	(1)	(1)
Repairs & Maintenance	0	0	26	(26)	(51)
Security	0	0	16	(16)	(16)
Supplies & Services	0	0	74	(74)	(84)
<b>Covid Loss of Income</b>					
Rent - Commercial Properties	-197	-197	0	(197)	(312)
Rent - Investment Properties	-5	-5	0	(5)	(5)
Rent - Markets	-209	-209	0	(209)	(235)
Covid Grant Funding	0	0	-528	528	704
<b>Net Covid Expenditure</b>	<b>-411</b>	<b>-411</b>	<b>-411</b>	<b>0</b>	<b>0</b>
<b>Recharges</b>					
Premises Support	1,777	888	888	0	0
Transport Support	28	14	14	0	0
Central Support	2,082	1,041	1,041	0	0
Asset Rental Support	4	0	0	0	0
Recharge Income	-6,592	-3,296	-3,296	0	0
<b>Net Total Recharges</b>	<b>-2,701</b>	<b>-1,353</b>	<b>-1,353</b>	<b>0</b>	<b>0</b>
<b>Net Departmental Expenditure</b>	<b>1,621</b>	<b>1,195</b>	<b>1,195</b>	<b>0</b>	<b>(13)</b>

## **Comments on the above figures**

Finance continue to work closely with the Department to ensure that a balanced budget is achieved.

Whilst effective control over expenditure can be maintained, income remains a budget pressure, as the majority of the income is generated externally.

It is projected that the saving measures put forward by the Department for 2020/21 will be met.

However, future revenue savings are becoming increasingly hard to find, given the number of employees within respective business units. In addition, the department consists of 134.4 staff, of which 73 are externally funded, through grant/capital or external sources. There are three vacancies in the department at present. One vacancy is being recruited to whilst the remaining vacancy within the Investment & Development Division will not be filled and any savings will be used towards meeting the staff turnover saving target of £0.092m

The Repairs & Maintenance Programme is projected to be under budget this financial year. An assessment has been carried out to identify work that is not committed and which can be delayed until the next financial year to help balance the budget.

The negative variance in recent years for Energy & Water Costs was addressed at budget setting time. Due to the majority of staff now working from home the budget continues to show a positive variance this financial year. This may increase during the next few months depending on the working from home situation.

Some buildings have been acquired as part of a particular regeneration scheme and currently remain vacant. As a result, in the interim, operating costs will have to be funded internally until the buildings are demolished. This with the additional cost of NNDR on empty buildings is causing a significant budget pressure.

The report shows how much Grant/External Funding the Department receives for Supplies & Services. This highlights the difficulties the department is faced when making savings on controllable budgets.

Adult Learning Division has contributed £0.122m as match funding towards the Ways to Work Programme. During the last 4 year this has generated £1.808m in matched funding, creating an employment programme of £4.773.

Commercial Property rent continues to be the main budget pressure for the department. During the last few years, the Council has disposed of many properties, either in preparation for regeneration projects but also to generate capital receipts, which have been reinvested in Council services. This loss of rent has not been reflected in the future setting of income targets.

Capital grant conditions allowed the Council to recharge staff time to projects.

A balanced budget is forecast this financial year.

## **Covid Costs**

The majority of the costs for COVID are related to loss of income. The market tenants and some commercial property tenants were given a three month rent free period in April. The department is forecasting that the Flea Market at Widnes Market will not open until at least January.

Additional costs for the department relate to the purchase of PPE equipment, adaptations to corporate buildings plus security on the Ice Rink whilst it was being used by the Council. It is also projected that additional cleaning will be required in the next few months.

### Capital Projects as at 30 September 2020

	2020-21 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	72	21	21	51
Foundry Lane Residential Area	150	112	112	38
Equality Act Improvement Works	303	58	58	245
Widnes Market Refurbishment	149	88	88	61
Broseley House	24	20	20	4
Solar Farm	699	637	637	62
Solar Farm Extension	67	49	49	18
The Croft	30	0	0	30
Murdishaw Redevelopment	38	0	0	38
Kingsway Learning Centre Improved Facilities	470	321	321	149
Kingsway Learning Centre Equipment	281	10	10	271
Halton Lea TCF	721	8	8	713
Sci Tech Daresbury – Project Violet	6,389	128	128	6,261
Runcorn Town Centre Redevelopment	750	34	34	716
<b>Total</b>	<b>10,143</b>	<b>1,486</b>	<b>1,486</b>	<b>8,657</b>

### Comments on the above figures.

**Sci Tech Daresbury Project Violet-** Project Violet commenced on site in August 2020 and the groundworks are commencing to schedule

**Widnes Market** - Evaporative cooler works completed. Initial redecoration works completed. Further phases of works planned for the remaining allocation

**3MG** -Alstom have confirmed they will expand on their existing site rather than purchase more land from the Council. CDP have confirmed they will acquire all the remaining land, including the public open space.

**Solar Farm** - All commissioning and testing has been completed. The system passed the Plant Performance Ratio test in September 2020 and the commissioning certificate was completed in August 2020.

The Council formally took over the site in September 2020.

**Equality Act Improvement Works** - The installation of a stair lift to improve access within Kingsway Learning Centre is currently on site and the Council is planning for various upgrade works to be undertaken later in the year following on from the various access audit reports carried out by consultants Cassidy & Ashton

**Broseley House** - Only one tenant now remains and notice has been served on them with a view to having them vacate the building when their lease expires in June 2021. Once vacated the building will be demolished and the site brought forward for redevelopment. Minimum works will be carried out until then so there should be little expenditure over the short term.

**Kingsway Learning Centre Improved Facilities** – Works are progressing well and on budget, phases 1 and 2 have been handed back to the end user, The Council have a delay on the lift installation and the sliding folding partition but the rest of the works are progressing well

**Halton Lea TCF** – The project for the Community Shop is near completion.

**Foundry Lane** – The Foundry Lane project relates to the regeneration of the Foundry Lane industrial estate in Halebank. Over the next 5-10 years, the aim is to regenerate the 8ha site from its current low quality/value industrial usage, to a thriving mixed tenure housing estate of approx. 400 units. The project is currently at procurement stage in order to appoint a long term Development Partner.

**Murdishaw** –The Council is awaiting confirmation of the masterplan in partnership with Onward Homes. Outcome delayed due to Covid. Currently liaising with Onward to agree priority schemes. Hope to identify quick win projects for delivery in Q3/4.

**COMMUNITY & ENVIRONMENT DEPARTMENT**

**Revenue Budget as at 30 September 2020**

	Annual Budget	Budget to Date	Actual	Variance (Overspend)	Forecast Outturn (Overspend)
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	13,636	6,570	6,165	405	493
Premises	2,176	1,314	924	390	463
Supplies & Services	979	491	475	16	9
Book Fund	155	40	40	0	0
Hired Services	541	155	66	89	179
Food Provisions	85	15	12	3	2
School Meals Food	1,384	154	134	20	0
Transport	157	86	91	(5)	(10)
Area Forum	210	34	34	0	0
Contribution to Archives	57	0	0	0	0
Levies	31	31	30	1	1
Waste Disposal Contract	6,188	0	0	0	136
Grants to Voluntary Organisations	84	0	0	0	65
Grant to Norton Priory	172	86	87	(1)	(1)
Capital Financing	0	0	50	(50)	(50)
Rolling Projects	0	0	86	(86)	(86)
<b>Total Expenditure</b>	<b>25,855</b>	<b>8,976</b>	<b>8,194</b>	<b>782</b>	<b>1,201</b>
<b>Income</b>					
Sales Income	-737	-450	-203	(247)	(325)
School Meals Sales	-1,274	-100	-86	(14)	(40)
Fees & Charges Income	-3,484	-2,281	-2,128	(153)	(345)
Rents Income	-78	-39	-28	(11)	(22)
Government Grant Income	-1,077	-1,077	-943	(134)	(134)
Reimbursements & Other Grant Income	-547	-108	-95	(13)	44
Schools SLA	-1,208	-1,208	-1,309	101	101
Internal Fees Income	-380	-166	-37	(129)	(320)
School Meals Other Income	-130	-22	2	(24)	(31)
Catering Fees	-14	-9	-9	0	0
Capital Salaries	-173	-60	-57	(3)	(7)
Transfers from Reserves	-133	-38	-38	0	18
<b>Total Income</b>	<b>-9,235</b>	<b>-5,558</b>	<b>-4,931</b>	<b>(627)</b>	<b>(1,061)</b>
<b>Net Operational Expenditure</b>	<b>16,620</b>	<b>3,418</b>	<b>3,263</b>	<b>155</b>	<b>140</b>

<b>Covid Costs</b>					
Community Development	0	0	1	(1)	(1)
Community Safety	0	0	9	(9)	(9)
Leisure & Recreation	0	0	7	(7)	(16)
Open Spaces	0	0	248	(248)	(299)
Schools Catering	0	0	19	(19)	(19)
Waste & Environmental Improvement	0	0	3	(3)	(592)
Shielding Hub	0	0	25	(25)	(25)
<b>Avoided Costs</b>					
Commercial Catering	98	24	0	24	98
Community Development	35	27	0	27	35
Leisure & Recreation	368	126	0	126	368
Open Spaces	712	245	0	245	712
Schools Catering	972	651	0	651	972
Stadium	451	92	0	92	451
<b>Covid Loss of Income</b>					
Commercial Catering	-110	-34	0	(34)	(110)
Community Development	-269	-147	0	(147)	(269)
Leisure & Recreation	-1,091	-653	0	(653)	(1,091)
Open Spaces	-1,263	-514	0	(514)	(1,263)
Schools Catering	-1,497	-954	0	(954)	(1,497)
Stadium	-682	-215	0	(215)	(682)
Waste & Environmental Improvement	-12	-12	0	(12)	(12)
Government Grant Income	0	0	-1,676	1,676	3,249
<b>Net Covid Expenditure</b>	<b>-2,288</b>	<b>-1,364</b>	<b>-1,364</b>	<b>0</b>	<b>0</b>
<b>Recharges</b>					
Premises Support	1,640	820	820	0	0
Transport Support	2,360	1,184	1,073	111	223
Central Support	4,170	2,085	2,085	0	0
Asset Rental Support	146	0	0	0	0
Recharge Income	-488	-244	-244	0	0
<b>Net Total Recharges</b>	<b>7,828</b>	<b>3,845</b>	<b>3,734</b>	<b>111</b>	<b>223</b>
<b>Net Departmental Expenditure</b>	<b>22,160</b>	<b>5,899</b>	<b>5,633</b>	<b>266</b>	<b>363</b>

### Comments on the above figures

The net Department spend is £0.266m under the available budget at the end of Quarter 2 and the estimated outturn underspend for 2020/21 is £0.363m under budget.

The Department has been greatly affected by Covid-19 in the first half of 2020/21. Many services were halted for at least part of the first half of the year, whilst others have had to make changes to working methods and service delivery, all of which have had an impact on the Department's budgetary position. As such, the estimated Department outturn for 2020/21 has changed considerably from 2019/20, with the caveat that there are many uncertainties around when and how service provision can begin to return to normal. The assumptions used in preparing these figures are that The Brindley will remain closed for the rest of 2020/21; Kingsway Leisure Centre and Brookvale Recreation Centre will remain open for the rest of the financial year with reduced capacity; Runcorn Swimming Pool will remain closed until next year; functions at the Stadium will not be able to take place for the rest of the year and any matches staged will be behind closed doors; Community Centres and Libraries will remain open but will operate with restrictions on services in line with Tier 3 guidance; and a full School Meals service will continue to be offered from September, albeit with disruption caused by increased student absences and partial school closures. Any changes to these assumptions will result in major changes to the Department's financial position.

Employee expenditure is £0.405m under budget at the end of Quarter 2. The underspend relates to a large number of unfilled vacancies in the Leisure Centres, The Brindley and within Open Spaces. Site closures and reductions in service delivery have allowed vacancies across the Department to be held open for longer than usual which has also contributed to the underspend. As services are now beginning to resume, some of these vacancies have now been filled and it is not anticipated that an underspend of this scale will continue into Quarters 3 and 4. Savings on casual staff and overtime from sites that are currently closed have been classed as costs avoided due to Covid-19 and have been netted off reported Covid-19 income losses.

Premises costs are £0.390m under budget at the end of Quarter 2. Utilities and repair costs have reduced considerably whilst sites have been closed, although these will likely increase again now sites have started to reopen. The outturn position is currently projected to be £0.463m under budget due to ongoing closures at The Brindley and Runcorn Swimming Pool, a reduction in services offered at the Stadium and reduced energy usage at the Leisure Centres due to restricted capacity.

Spend on Supplies and Services is currently £0.016m under budget and spend on Hired Services is currently £0.089m under budget. This underspend has been generated by reduced spending on services that were temporarily halted, and spending is expected to return to normal once sites reopen.

No invoices have been received for the waste disposal contracts in 2020/21. Estimated expenditure has therefore been calculated based on the average cost per tonne in 2019/20. Any changes to these costs could have a large impact on the Department's outturn budget.

The overspend on Rolling Projects partially relates to emergency works to the Sankey Canal which have been necessitated by the closure of Fiddlers Ferry Power Station. Once the preliminary stages of the work are complete, a report will be taken to the Board which will set out options to fund the project.

An estimate of the income loss due to Covid-19 has been made based on the income received by the Department in 2019/20 and has been reported separately from the normal operational income. The underachievement of Sales Income of £0.247m at the end of Quarter 2 therefore relates to shortfalls in catering income from Commercial Catering and the Stadium which have been ongoing issues for many years.

Minimal income has so far been received for School Meals sales due to schools only being open for a very limited number of children in the summer term. It is extremely challenging to estimate the income which is likely to be received during the rest of the year as the service has been subject to considerable disruption since resuming fully in September, many schools have had to send large numbers of children home to self-isolate. Sales income will also be affected by the economic downturn due to a likely increase in free school meals numbers and possible reductions in the amount of household income available for discretionary spending. These factors mean that any projections relating to the School Meals service are subject to a high degree of uncertainty and could change considerably by the end of the 2020/21 financial year.

Fees & Charges Income is £0.153m under budget at the end of Quarter 2. This relates to historic shortfalls in income in the Leisure Centres and the Stadium, offset by an increase in income for Cemeteries, the Crematorium and green waste licences.

The shortfall in Government Grant income relates to the Universal Infants Free School Meals Grant.

The Department has incurred £0.312m of additional costs due to Covid-19 at the end of Quarter 2. £0.217m of these costs relate to the rental of the ice rink for use as a temporary morgue and the installation of a temporary cremator to cope with additional service demand. There were also £0.020m of additional costs incurred due to the School Meals service requiring to operate throughout the school holidays, and £0.015m of food costs relating to the Shielding Hub for distribution to vulnerable residents. The estimated additional costs for the whole of 2020/21 are £0.961m. The majority of the additional costs are in relation to waste disposal, caused by a significant increase in the amount of waste generated from households during lockdown.

This has increased considerably from the estimated cost at Quarter 1 due to the Liverpool City Region being subject to Tier 3 restrictions from October. It has now been determined that the temporary cremator will be required to be in place throughout the rest of 2020/21 at an additional cost of £0.020m. There are also additional costs being incurred relating to PPE and cleaning requirements in buildings which are open to the public.

Covid-19 related income losses across the Department in Quarter 2 are estimated at £2.529m, offset by £1.165m of avoided costs for casual and agency staff, overtime, food and bar provisions, and costs of artists performing at The Brindley.

It has been assumed that all additional costs and loss of external income that can be attributed to Covid-19 will be covered by government grant funding. This includes a grant of £0.231m awarded by the Arts Council to assist with the running costs of The Brindley, as well as to purchase equipment to enable the theatre to reopen safely in 2021/22. The only impact of Covid-19 which is shown as having an effect on the Department's financial position is therefore the loss of internal income which cannot be offset by grant funding. This loss of income will be offset by a reduction in expenditure across other Departments. This has the largest impact on the Stadium and the Community Centres, all of which receive significant income from internal room hire.

Transport recharges are currently £0.111m under budget, which is projected to increase to £0.223m at the end of 2020/21. This is consistent with the historical trend of reduced transport running and maintenance costs within the Department.

### **Capital Projects as at 30 September 2020**

	2020/21 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	69	33	33	<b>36</b>
Children's Playground Equipment	120	20	20	<b>100</b>
Landfill Tax Credits	10	0	0	<b>10</b>
Upton Improvements	13	0	0	<b>13</b>
Crow Wood Play Area	90	6	6	<b>84</b>
Crow Wood Pavilion	1	1	1	<b>0</b>
Peelhouse Lane Cemetery	349	300	308	<b>41</b>
Victoria Park Glass House	25	20	20	<b>5</b>
Sandymoor Playing Fields	27	0	0	<b>27</b>
Town Park	246	20	14	<b>232</b>
Open Spaces	542	150	154	<b>388</b>
Bowling Greens	5	4	4	<b>1</b>
Widnes & Runcorn Cemeteries – Garage & Storage	3	3	3	<b>0</b>
Litter Bins	20	20	20	<b>0</b>
Brookvale Recreation Centre Pitch	488	0	0	<b>488</b>
Moor Lane Leisure Centre	4,986	984	984	<b>4,002</b>
<b>Total</b>	<b>6,994</b>	<b>1,561</b>	<b>1,567</b>	<b>5,427</b>



**Comments on the above figures.**

**Stadium Minor Works** – There have been major works carried out to modernise the Bridge Suite, including upgrading to energy efficient LED lighting.

**Children’s Playground Equipment** - This is an ongoing project which includes spend on improvements within the Borough’s playgrounds.

**Crow Wood Park** – The park building and the external works are substantially complete and the next phase of landscaping works is now under way.

**Open Spaces Schemes** – This covers spending on a variety of externally funded projects, including works to Sunnybank Park, Hale Lighthouse Approach, Birchfield Gardens and several projects in the Runcorn Hill area.

**Peelhouse Lane Cemetery** – The major hard landscaping is nearing completion. The final planting needed to complete the scheme will take place in the autumn.

**Victoria Park Glass House** – Works to the glass house are now complete. Works to the garden are currently being carried out.

**Sandymoor Playing Fields** – The main work has been completed and the site has now been handed over to the Parish Council. There will be some soft landscape establishment works to complete over the next year.

**Widnes & Runcorn Cemeteries - Garage & Storage** – Work at both sites has now been completed, with the exception of some final establishment works. There will be a retention payment due in 2020/21.

**Town Park** – The southern paths phase is nearing completion, with only reinstatement works remaining to be completed.




**Bowling Greens** – Works related to the removal of the bowling green is now substantially complete.

**Moor Lane Leisure Centre** – Works currently on hold due to potential compulsory purchase orders (CPO) on site.





## 8.0 Application of Symbols

Symbols are used in the following manner:

### Progress Symbols

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

### Direction of Travel Indicator

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