

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31 December 2008. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 6.

It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this Board have been shaded grey.

2.0 KEY DEVELOPMENTS

A corporate economic climate working group is being established. Chaired by the Strategic Director Corporate and Policy, this will develop the council response to the present economic situation. HPIJ has already signed up to the NW Rapid Response Redundancy Protocol developed by NWDA, Jobcentre Plus and LSC. This enables a higher degree of coordination of public sector support. In terms of investment, there has been a dramatic decline in enquiries and a number of projects that were looking favourable are now at risk of not proceeding. The government has made a number of announcements regarding initiatives to address the recession. These are being evaluated as the detail is released as a number of them would seem to replicate what already exists in Halton. As such, a view will need to be taken as to whether local programmes should continue.

Following a recent Financial Audit Monitoring visit by DWP (Department of Work and Pensions) the Council was awarded 'full assurance'. This means that DWP continue to regard the Council as 'low risk' provider which is an excellent performance by the team.

The ELS SSP has re-profiled its budget to release £50k of Working Neighbourhood Fund (WNF) to commence the new apprenticeship programme early (previously planned to start April 09). This will support the creation of 25 new apprenticeships by 31/3/09 by offering employers an incentive of £2,000 per additional apprenticeship. The Department

has already identified 11 new apprentice places including 5 at Halton Housing Trust. Importantly, case conferencing is taking place with Connexions staff to identify potential candidates that are NEET.

As part of the moves within Rutland House, HPiJ and the Employment Team (the latter presently at the Heath) collocate in new offices on the first floor. In addition, the new Halton Employment Partnership Team (comprising employability trainers and course designers that will design sector and business specific training courses) will be based there and a new training centre will be opened on the ground floor. This will bring all key employment teams together which has been a key aim for a number of years. Also, the new Connexions Care Leavers Employment Officer post funded by WNF will be co-located at the offices.

The secondment of two key officers from within the Business Development Division to the Mersey Gateway team (Economic Development Officer Development three days per week and Divisional Manager Business Development full time) is now having significant impact upon the Business Development Team's ability to meet its performance targets.

Executive Board has considered a report on the proposed Heart of Halton report and resolved that Urban Renewal Policy and Performance Board be requested to examine this proposal in further detail, providing information in relation to the process and criteria. Work has commenced on this including meetings with local Historical Societies. The proposal has created significant interest in the press and all suggestions through this route are being noted for possible inclusion in the programme.

The Fireworks attracted over 45,000 people viewing from both sides of the River. Of particular note was the impact of the new traffic management plans which worked very well in reducing time of egress on both sides of the River.

Work is ongoing with O2 with regard to its sponsorship of the Easter 2009 Road Race. O2 now plans a series of workshops/workplans for employees to improve fitness levels and ultimately entry into road race.

The Business Parks Manager has been managing the hand over of main security contractor at Astmoor and Halebank Industrial Estates after Druants Security were taken over by Select Security. Performance of this new contractor will be closely monitored.

The new Skills Strategy Officer commenced employment on 1 October 2008. This is an important new post as it gives the council for the first time a dedicated resource to develop business related skills within the workforce (including the unemployed) in Halton.

In line with the publication of its national annual priorities, the LSC

reviewed its procurement processes and introduced a new Qualified Provider Framework (QPF) process to replace the previous PQQ from December 2008. During Q3 Halton Borough Council submitted a QPF application via the LSC's online system. This will mean that, if HBC is successful, any new procurement rounds from January 2009 can be accessed.

Q3 saw the production of a joint Self Assessment Report (SAR) for provision delivered by the Adult Learning & Skills Development Division and the Enterprise & Employment Division. This was the first joint SAR that had to be submitted to LSC and was successfully uploaded onto the LSC online system in December 2008.

The transfer of Adult Learning Tutors from NJC terms and conditions to FE tutors terms and conditions will be finalised in Q4.

The Investors' Handbook produced specifically with 3MG in mind was finalised during Q3 and will be distributed early in Q4.

3.0 EMERGING ISSUES

There has been a meeting with the Chester and District Inland Waterways Association regarding possibility of holding a narrowboat rally adjacent to Norton Priory in 2010.

Following the completion of the Halton Economic Review 2008 work has begun to produce the Borough's next Economic Development Strategy. Also, early work has commenced on developing a tourism strategy for Halton.

Initial meetings have taken place with Catalyst Discovery Centre, DSIC and a creative agency to develop 'Cool Science' a web site to enthuse young people about careers in science.

The wind up of the ICT Investment for Growth project is nearing completion. Final claim and ERDF 60 have been prepared but following an Article 4 Visit a number of audit queries remain to be resolved. Two members of the team have already left the authority and a third has secured a part time post for six months with the Council's External Funding Team.

The secondment of the dispersal Manager from TMP is due to finish 19th March 2009. No funding is available to continue this post. This will leave a gap in the transfer of information between HBC and TMP. It will also impact on the amount of work we can do with local tourism businesses.

As part of the expansion of employability and skills courses for the unemployed two new training centres are to be established. Property Services has reviewed what is available in accessible locations. The

Stobart Stadium has been identified as a training venue, but at a high cost that may not be affordable in the medium term. The ground floor room at Rutland House has also been identified but due to ICT Services high levels of activity at this time completion will be delayed.




The NWDA is presently commissioning its new regional business start up programme. Within Merseyside local authorities have been given the opportunity to manage the start up contracts for their own areas subject to local authority monies being used as co-finance. This represents a significant opportunity for business start up services to be coordinated more effectively and for the removal of duplication. The NWDA has gone through a tendering procedure to meet EU requirements and is developing a select list of contractors from which local authorities must select. There is a NWDA workshop on 4th February where all the details of how the programme will be explained to Local Authorities in more detail.

The start of new Halton Employment Partnership has been delayed due to delays in advertising the posts (8 weeks from the posts being signed off by the Strategic Director until they were passed to advertising). Some other projects have experience lesser delays. This may impact on the amount of WNF that is spent this year and may prevent full draw down of LSC funding.

Initial discussions have been held regarding how levels of adult learning can be increased in childrens centres. As a result, proposals are being considered to change the existing staff roles into more direct delivery i.e. tutors. As this is firmed up there will be a need to discuss any implications with staff and unions.

Discussions between Riverside College Halton and the Adult learning & Skills Development Division have taken place around Skills for Life. It is hoped that during Q4, an SLA will be drawn up that will mean the Division will deliver Skills for Life qualifications on behalf of the college; in turn, the college will fund this delivery. This SLA will be in addition to the SLA currently in place with the college for the delivery of PCDL type provision.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

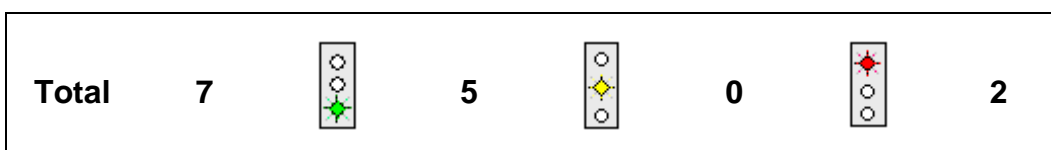
Total	24		17		0		7
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Of the 5 “Key” milestones 4 have been assigned a green traffic light and 1 a red. This quarter 5 “Other” milestones (in italics) have been reported by exception, 4 have red traffic lights and the remainder a green. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW

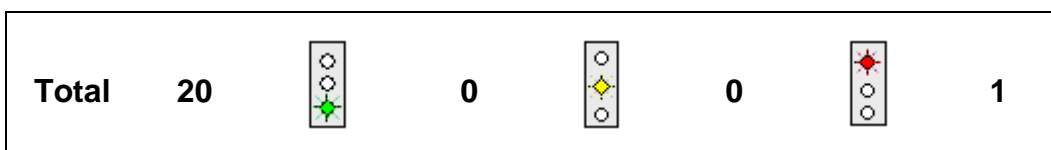
A further meeting of the Town Centre Management PPB Scrutiny Panel took place in November 2008. At the meeting the Elected Members made a number of suggestions with respect to the management of the TCM function. Better integration between the existing TCM function and certain town centre cleansing and maintenance functions is to be explored within the Directorate with proposals to be considered at a further meeting of the panel.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



Generally good progress towards targets for “Key” performance indicators, although two have been awarded a red traffic light. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



One “Other” performance indicator has been reported by exception this quarter - Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided, which has been awarded a red traffic light. For further details, please refer to Appendix 3.

7.0 PROGRESS AGAINST LPSA TARGETS

Overall target set for LPSA 12 is 179 IB job retentions by 31/3/2009. The cumulative total as at 31/12/08 is 152. Therefore a further 29 IB customers need to have been supported into employment/self-employment and be remaining in employment/trading for a period of 13wks. Outcomes can be counted for a period of 13 weeks after 31st March 09 i.e. 30 June 2009. A number of new services have recently been commissioned to help this target group by government agencies. This has reduced the numbers of people that are approaching the council. HPIJ is seeking to counter this with being more proactive but it is now unclear whether the overall target will be met.

8.0 RISK CONTROL MEASURES

During the production of the 2008-09 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

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






9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS






During 2007/08 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

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

10.0 APPENDICES

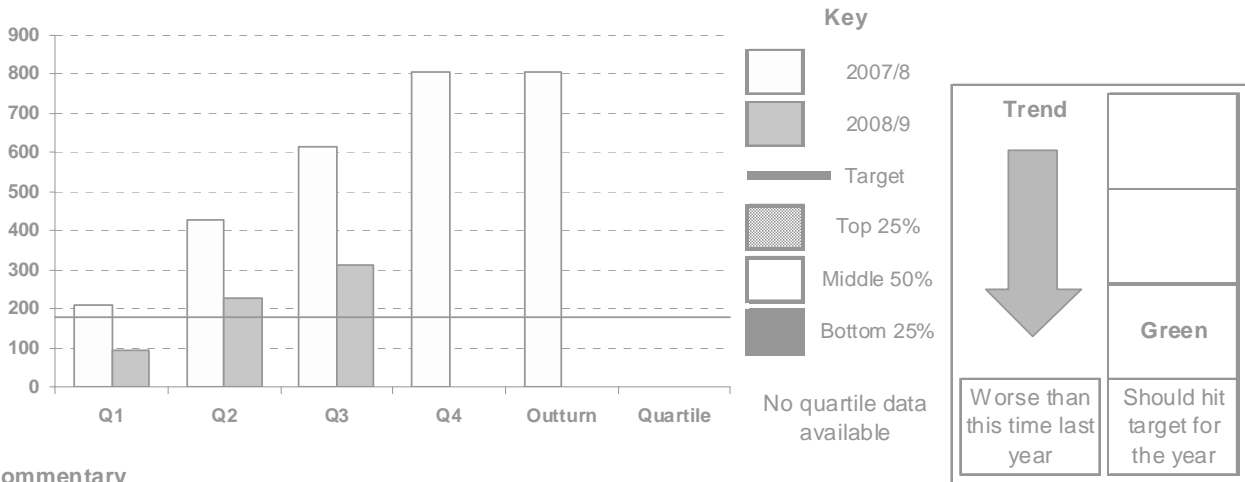
Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4- Progress against LPSA Targets
Appendix 5- Financial Statement
Appendix 6- Explanation of traffic light symbols

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
ER 1	To foster a culture of enterprise and entrepreneurship, particularly amongst the low skilled, making Halton an ideal place to start and grow economic activity	Secure continuation of Enterprise coaches, Jun 2008		Continuation secured.
		<i>Launch Enterprising Halton DVD, Dec 2008</i>		With the scheduling of the Enterprise Fair in January it was decided to delay the DVD to enable footage of the event to be included. .
ER 2	To develop a culture where learning is valued and raise skill levels throughout the adult population and in the local workforce	Completed sector skills plan for Science with first provision commencing, Mar 2009		Further discussions took place during Q3, in particular around Process Industries. Discussions between Riverside College, HBC and the National Academy for Process Industries continued
		<i>Recruitment of dedicated apprenticeship officer post, Jul 2008</i>		Delayed due to JE delaying the reorganisation of HPIJ
ER 3	To promote and increase employability of local people, to identify and remove any barriers to employment to get more people into work	<i>Complete reconfiguration of E&E division to embed outreach, Jul 2008</i>		Outreach now embedded

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		<i>Launch pre-recruitment partnership, Jul 2008</i>		Delayed due to commissioning round processes and recruitment issues
		Complete Employment strategy for disabled and carers with launch of disability employment network, Sep 2008		Failure of government to announce national changes on time has delayed the finalisation of this strategy. It has now been decided that it cannot be delayed any further.
ER 4	To develop a strong, diverse, competitive and sustainable knowledge based economy	Commence delivery of logistics campaign, Sep 2008		PR consultants have been engaged for six months commencing September 2008 to take forward the logistics campaign reported to PPB on June 18 2008
		<i>Deliver a new tourism promotion DVD, Nov 2008</i>		Delayed due to difficulty in sourcing good quality images in good weather.
ER 5	To create and sustain a thriving business environment	Complete Business Improvement District phase 1 actions (CCTV, security, signage), Mar 2009		All actions associated with the implementation of Phase 1 of the BID programme have either been completed or are ongoing

ER LI1

Number of local people into jobs

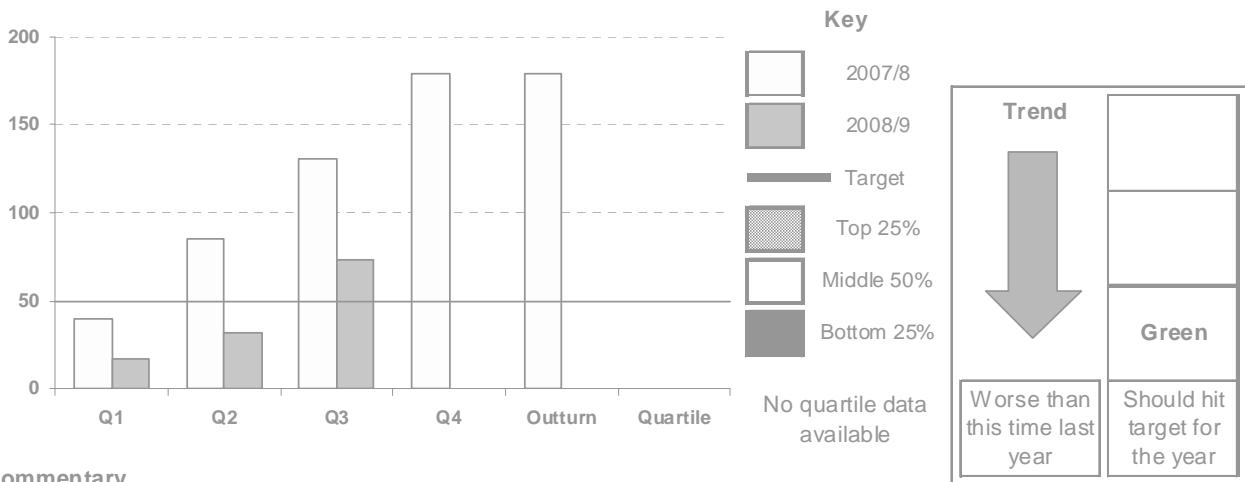


Commentary

87 in Q3. The reduction in numbers from last year reflects the plan to move into working with the most priority clients that are furthest away from the employment. The economic climate will also be a factor and this will grow over time.

ER LI2

Number of local people with disabilities into permitted/paid work

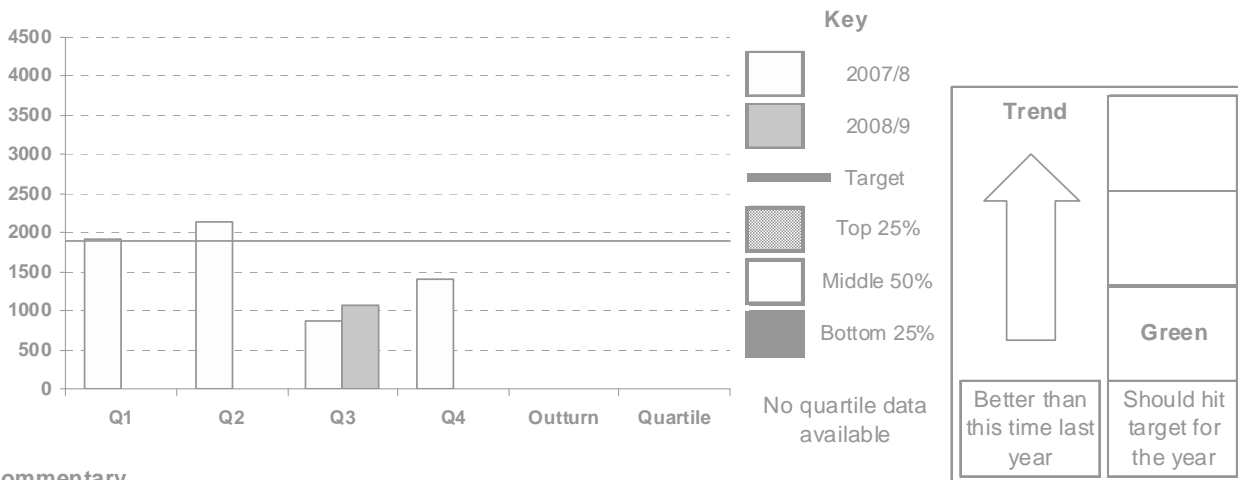


Commentary

12 disabled people into jobs and 11 into permitted work placements in Q3. Proposals have been endorsed by Chief Officers management Team for an expansion of permitted work placements within the council. This will help increase the overall numbers by the end of the year.

ER LI3

Number of learners accessing adult learning provision (Academic year)

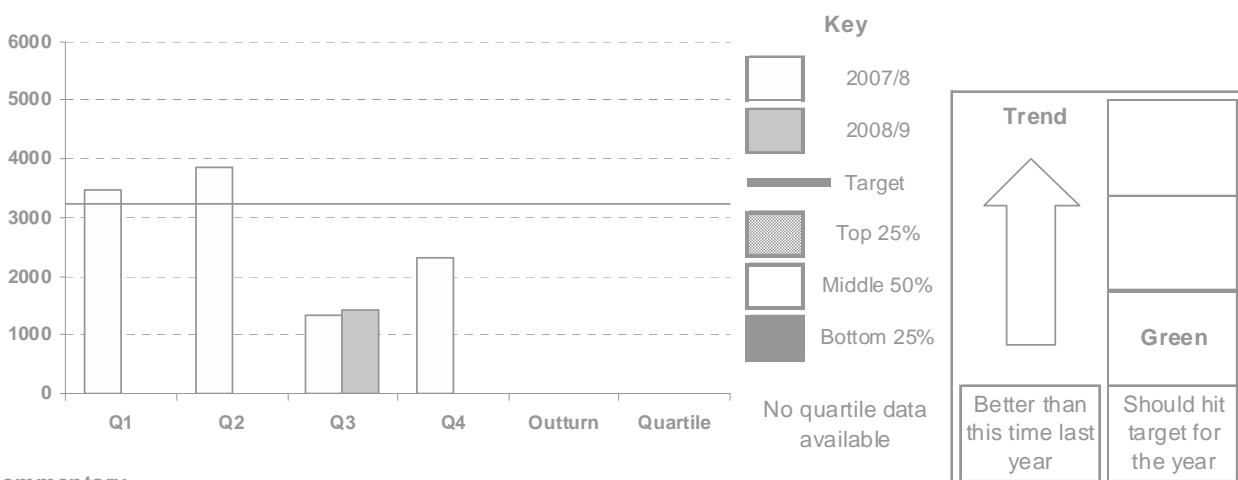


Commentary

Q3 saw the start of the new academic year and learner numbers were very healthy (an increase of 25% from the same quarter last year).

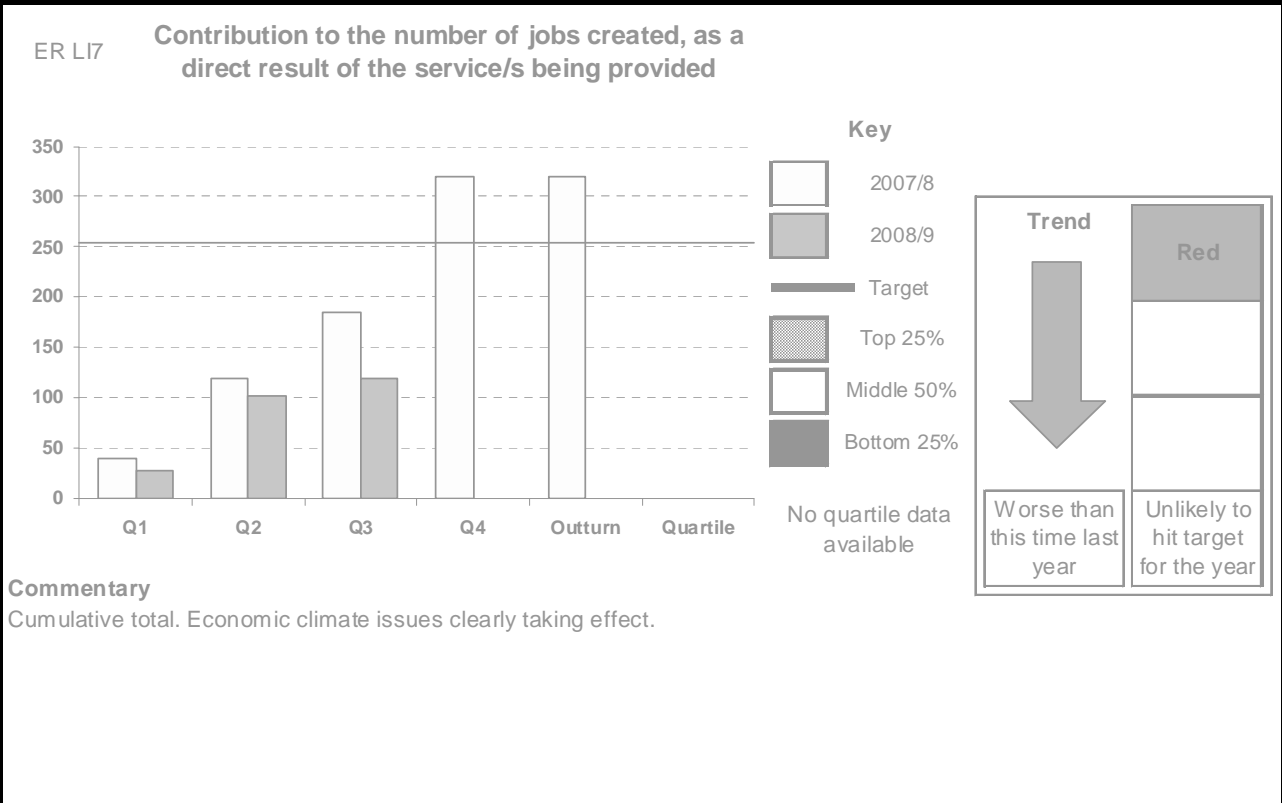
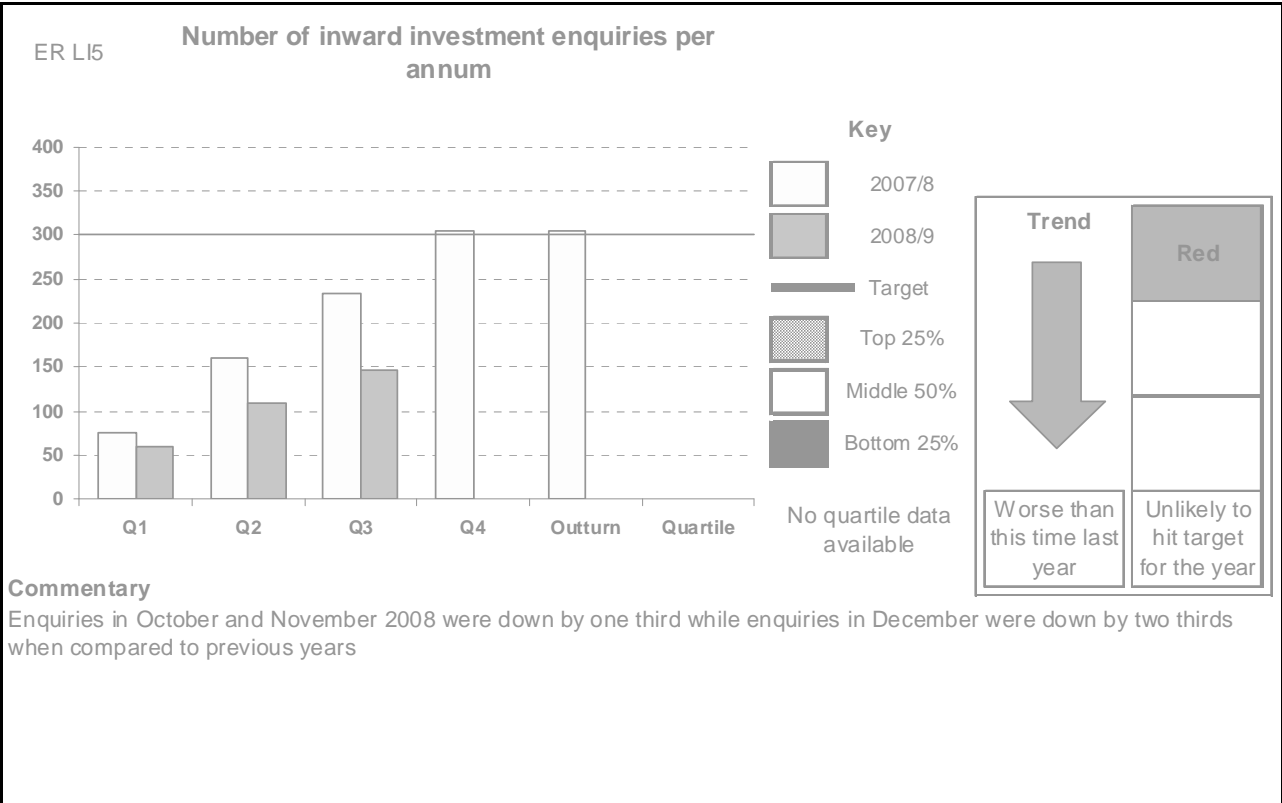
ER LI4

Number of learner enrolments (Academic year)



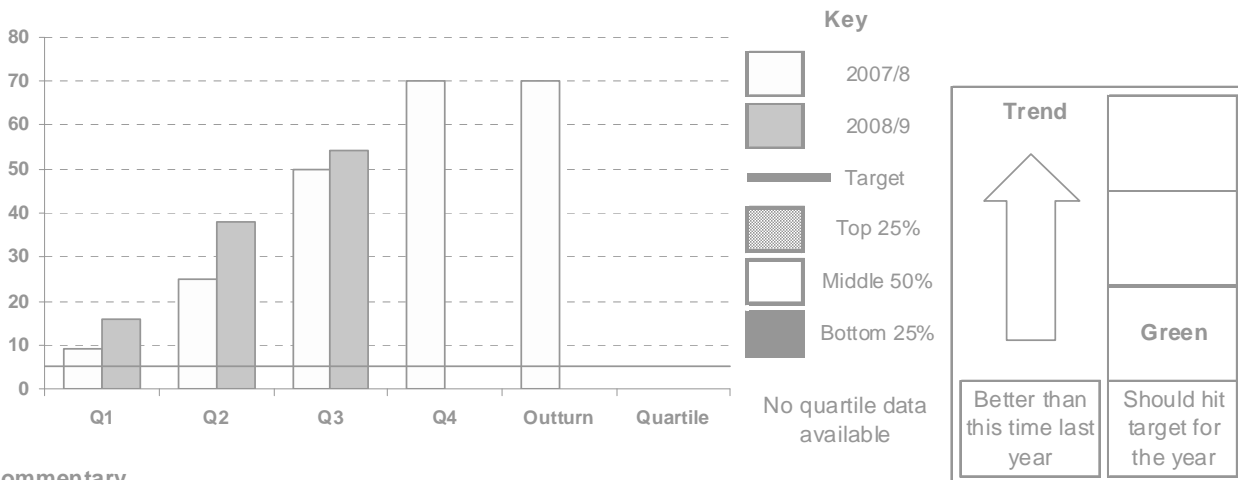
Commentary

Q3 saw the start of the new academic year and learner enrolments were healthy (an increase of 7% from the same quarter last year). The number of enrolments has not increased to the same extent as the number of learners (ER LI3) meaning that whilst more learners have accessed provision, not as many of them have enrolled onto more than one course.




ER LI9


New business start-ups and self-employment starts



Commentary

16 in Q3. The business start up programme continues to perform strongly. However, it is anticipated that the banks increased reluctance to lend will start to have an impact in 2009.

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Service Delivery						
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	443	400	216		Cumulative total. It is anticipated that whilst more people will be looking for support due to the recession, the scope to safeguard will be reduced given the economic climate.

LPSA Ref.	Indicator	Baseline	Target	Perform 07/08	Perform 08/09 Q3	Traffic light	Commentary
12	Increase the number of people who have been claiming an incapacity benefit into sustained employment of at least 16 hours per week for 13 consecutive weeks or more	18 for year ending 31/03/06	179 3 year cumulative to 31/03/09	72	40		Target 08/09 is 67. Q3 was 14.

Revenue Budget as at 31st December 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
Expenditure					
Employees	1,646	1,256	1,173	83	1,173
Premises Support Office	2	1	2	(1)	2
Accommodation	71	17	13	4	13
Marketing Programme	47	30	31	(1)	40
Promotions	47	47	48	(1)	52
Development Projects	21	1	1	0	37
Supplies & Services	175	140	146	(6)	158
Halton People into Jobs	0	0	0	0	0
Mersey Partnership	75	75	75	0	75
Transport	34	26	19	7	19
Central Support Services	291	0	0	0	0
Departmental Support Services	26	0	0	0	0
Agency	0	0	0	0	0
Asset Charges	7	0	0	0	0
Total Expenditure	2,442	1,593	1,508	85	1,569
Income					
Sales	0	0	0	0	0
Fees & Charges	-15	-15	-36	21	-36
Reimbursements	-274	-148	-138	-10	-138
Government grants	-371	-371	-425	54	-425
Employment Service	-256	-138	0	-138	0
Recharges to Capital	-17	0	0	0	0
Total Income	-933	-672	-599	-73	-599
Net Expenditure	1,509	921	909	12	970

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is slightly under budget.

With regards to expenditure the staffing underspend relates to savings against costs for the Supported Employment Team, external funding is being used to fund eligible salary costs.

At this stage, it is anticipated that overall revenue spending will be within departmental budget by year-end.

Local Strategic Partnership Schemes as at 31st December 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Employment Outreach	55	41	30	11	35
Halton People into Jobs	80	60	54	6	54
Adult Learners Celebration	82	61	12	49	16
Rail Maintenance	143	107	60	47	60
Halton ILM					
Castlefields	94	70	20	50	20
Employment Project Enterprise	152	114	91	23	96
Development					
Supported Employment	35	26	32	(6)	32
Skills for Life	26	19	19	0	19
Halton YMCA	82	62	54	8	54
Halton Inspiring Women	10	7	5	2	6
CES Contribution	14	10	3	7	3
Pre-level 2 Provision	35	26	8	18	8
Childcare	32	24	9	15	9
HPiJ Pre-recruitment Partnership	200	150	41	109	43
Total Expenditure	1,040	777	438	339	455

Comments on the above figures:

Local Strategic Partnership (LSP) funding spending to the end of quarter three is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund grant is spent during the year.

External or Grant Funded Schemes as at 31st December 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
<u>ERDF</u> ICT Investment for Growth	46	46	46	0	46
Total Expenditure	46	46	54	(8)	54




Comments on the above figures:

Expenditure is in line with budget.

Capital Projects as at 31st December 2008

	2008-09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
<u>HBC Projects</u> Information Touch Screen Kiosks	50	0	0	0
Total Capital	50	0	0	0

The traffic light symbols are used in the following manner:

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