



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

**Wednesday, 13 January 2010 at 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David W R', written over a faint rectangular stamp.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Eddie Jones (Chairman)</b>	<b>Labour</b>
<b>Councillor Susan Edge (Vice-Chairman)</b>	<b>Labour</b>
<b>Councillor Dave Austin</b>	<b>Liberal Democrat</b>
<b>Councillor Marjorie Bradshaw</b>	<b>Conservative</b>
<b>Councillor David Findon</b>	<b>Conservative</b>
<b>Councillor Harry Howard</b>	<b>Labour</b>
<b>Councillor Kath Loftus</b>	<b>Labour</b>
<b>Councillor Stan Parker</b>	<b>Labour</b>
<b>Councillor Christopher Rowe</b>	<b>Liberal Democrat</b>
<b>Councillor John Stockton</b>	<b>Labour</b>
<b>Councillor Philip Worrall</b>	<b>Liberal Democrat</b>

*Please contact Michelle Simpson on 0151 471 7394 or e-mail [michelle.simpson@halton.gov.uk](mailto:michelle.simpson@halton.gov.uk) for further information.  
The next meeting of the Board is on Monday, 8 March 2010*

**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 personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
<b>3. PUBLIC QUESTION TIME</b>	<b>1 - 3</b>
<b>4. EXECUTIVE BOARD MINUTES</b>	<b>4 - 8</b>
<b>5. SSP MINUTES</b>	<b>9 - 11</b>
<b>6. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) PRESENTATION: JOB CENTRE PLUS</b>	
To receive a presentation on the role of Job Centre Plus.	
<b>(B) MID YEAR MONITORING REPORT FOR VOLUNTARY SECTOR FUNDING 2009/10</b>	<b>12 - 21</b>
<b>(C) PUBLIC LIBRARY REVIEW</b>	<b>22 - 29</b>
<b>(D) EMPLOYMENT LEARNING AND SKILLS PPB WORK PROGRAMME 2010/11</b>	<b>30 - 31</b>
<b>7. PERFORMANCE MONITORING</b>	
<b>(A) LOCAL AREA AGREEMENT PERFORMANCE</b>	<b>32 - 39</b>
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***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

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

**DATE:** 13 January 2010

**REPORTING OFFICER:** Strategic Director, Corporate and Policy

**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 Services Policy  
and Performance Board

**DATE:** 13 January 2010

**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 and Executive Board Sub 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 Policy and Performance Board**

**EXECUTIVE BOARD HELD ON 19 NOVEMBER 2009**

**EXB 58 HALTON 2000 SURVEY ON THE COUNCIL'S BUDGET**

The Board received a report of the Strategic Director, Corporate and Policy, on the results of the recent Halton 2000 Survey.

In October 2009, members of Halton's Citizen's Panel were sent a questionnaire asking them for their opinions on a range of Council services. The response rate was 53.5% and a summary of the results were attached to the report.

The survey was aimed at gauging public opinion of the Council's spending on services. The first part of the survey asked about the top five priorities in relation to Council spending and preferences of spending and saving money in relation to those priorities identified within the Community Strategy. The top five priority spending areas selected by respondents were:

- Health Services
- The level of crime
- Education provision
- Job prospects
- Affordable decent housing

The second part of the survey invited opinions on Council Tax payments in relation to service standards and introducing/increasing charges for certain Council provided services. The Board noted that nearly 63% of respondents had shown support for the Council to increase its charges which included such services as pest control and the removal of bulky waste.

The survey also asked a question on the preferred methods of consultation on future Council budgets, the format of information available and the method of receiving information on the budget. The three preferred methods identified by respondents on how the Council spent its money were:

- Via the Council Tax leaflet
- Via 'Inside Halton'
- Via the local press

RESOLVED: That

- (1) Executive Board note the results of the survey; and
- (2) the results be taken into account when considering the 2010/11 Budget proposals.

### **EXECUTIVE BOARD SUB COMMITTEE HELD ON 5 NOVEMBER 2009**

#### **ES30 CLG GRANT – EXTRA SUPPORT FOR TOWN CENTRES**

In August 2009 the Secretary of State for Communities and Local Government announced, £3m funding package to support town centres in the current economic downturn. Halton Borough Council was now in receipt of £52,632 from this Grant to support town centres. Guidance on how local authorities could support town centres was provided in the “Looking After Our Town Centres” document. One of the key issues addressed in this, that led to the grant was the re-use of empty units in town centres.

There were already a number of on-going initiatives to regenerate and support the town centres in Halton. It was suggested that the CLG Grant should be used to augment, develop and compliment ongoing activities. It was also proposed that the grant be split between Runcorn and Widnes according to need. Given the commitment of Working Neighbourhood Fund spend in Widnes and the relative vacancy rates in the two town centres, it was proposed that the grant be split approximately 40% for Widnes and 60% for Runcorn, with a number of the proposed Town Centre Management Schemes covering both town centres. An element of over-programming was recommended to ensure the full spend within the financial year.

As the CLG grant was a relatively small pot of funding, it was proposed that the following principle be adopted of no more than 10% of the grant to be spent on any single individual scheme, unless there was exceptional merit to that scheme.

The report detailed Town Centre Management proposals for the allocation of DCLG grant for both Runcorn and Widnes Town Centres.

**RESOLVED:** That the Sub-Committee agrees the approach to implementing a support programme for Runcorn and Widnes Town Centres, funded by this new DCLG grant.

### **EXECUTIVE BOARD SUB COMMITTEE HELD ON 3 DECEMBER 2009**

#### **ES45 MANAGEMENT OF MOOR LANE AND WATERLOO BUSINESS GENERATION CENTRES**

The Sub-Committee considered a report of the Strategic Director, Corporate and Policy which sought approval to revert the management of Moor Lane and Waterloo Business Centres from Halton Chamber of Commerce to the Council. The Waterloo Centre was to be closed on the 31<sup>st</sup> March 2011 to facilitate the construction of the new bridge. The Centre currently had 75% occupancy rate. However, this would reduce in the coming months due to the Mersey Gateway requirement. The Mersey Gateway Team was currently giving support to the remaining businesses to find them new accommodation which would hasten the closure of Waterloo Centre.

It was noted that if this course of action was taken this would have an implication for the Chamber and their staff and would probably mean the transfer of one or more members of staff into the Council under the TUPE Regulations.

The current cost for management fees and the handyman were in the order of £49,000 per annum. It was anticipated that any additional costs to the Council would be covered by no longer paying the £49,000 fee to the Chamber.

RESOLVED: That the Sub Committee approve the following subject to there being no additional cost to the Council:

- (1) the Council terminates the contract with the Chamber of Commerce for the management of the two business centres;
- (2) three months' Notice of Termination be given to the Chamber of Commerce, in accordance with the contract; and
- (3) the Corporate Services portfolio holder be kept up to date on developments

## Employment, Learning & Skills SSP

### Minutes of Executive Group Meeting 03 December 2009

9.30 am, The Heath, Runcorn

#### Present:

Gary Collins  
 Neil Maguire  
 Lisa Driscoll  
 Maurice Gleeson  
 Colin Billingsley  
 Gerry Fitzpatrick  
 Eleanor Carter  
 Claire Tierney  
 Hitesh Patel  
 Diane Sproson  
 Cleo Pollard  
 Andy Guile  
 Alison Bowen  
 Steve Wood  
 Mark Grady  
 Madeleine Hamadianian

#### Organisation:

HBC Economic Regeneration  
 Learning and Skills Council (LSC)  
 Policy & Partnership (HBC)  
 Riverside College Halton  
 Jobcentre Plus  
 Enterprise & Employment (HBC)  
 External Funding (HBC)  
 External Funding (HBC)  
 CAB  
 Connexions  
 Halton Parents & Carers  
 HVA  
 Adult Learning & Skills (HBC)  
 University of Liverpool  
 Policy & Partnership (HBC)  
 Adult Learning & Skills (HBC)

#### 1. Welcome/Apologies

- 1.1 Gary Collins welcomed everyone to the meeting and the Group provided introductions.
- 1.2 Apologies had been received from:
- |                  |                               |
|------------------|-------------------------------|
| Siobhan Saunders | Adult Learning & Skills (HBC) |
| Jane Trevor      | Jobcentre Plus                |
| Claire Bradbury  | YMCA                          |
| Cllr Eddie Jones | HBC                           |
| Simon Clough     | 14-19 Partnership (HBC)       |

#### 2. Additional Agenda Item – Changes at Jobcentre Plus/LSC

- 2.1 CB informed the Group of Mark Wilson's new role in JCP. His focus is to be on disability issues and the development of disability services in JCP. He was thanked for his contribution to the Group and wished well in new role. However, he will retain some involvement in other groups. Janet O'Connor is the temporary District Manager and following further investment, additional senior managers are to be employed.
- 2.2 Neil Maguire, is to relinquish his Chair of the Skills Sub-Group due to his new role within the Skills Funding Agency (SFA) and thanks were expressed for his contributions.

#### 3. Previous Minutes & Matters Arising

- 3.1 The previous Minutes were reviewed and agreed.
- 3.2 Matters arising were:

2.2 GC informed that at a recent E Councillors debated the College minimum entrance requirement and endorsed point 3 on the Minutes. Maurice Gleeson confirmed the College's priority to maintain standards and make provision more appropriate according to student needs. 45% of programmes are of the vocational BTEC and the College is trying to get all L3 learners to apply to UCAS. **GC requested MG to circulate a breakdown of the different programmes they are on.**

7. Local Economic Assessment – GC requested **this be an agenda item for the next meeting.**

#### **4. Liverpool University Careers & Employability Service**

4.1 Steve Wood provided a presentation on the careers' service offer. It is a free service with its core values being innovation, flexibility and pro-activity. The areas of expertise are:

- o Information Advice and Guidance (IAG)
- o student development
- o University talent

Services offered include:

- o vacancy advertising,
- o bespoke graduate recruitment & placements for small local businesses
- o student placements and WBL projects,
- o general recruitment,
- o remote options,
- o international students

SW confirmed that students can access services up to 5 years from leaving university even if they have not attended at Liverpool. Information on people's place of origin is stored.

**GC requested that the presentation be circulated to the group.**

4.2 DS informed that IAG is available from Connexions for A Level students. Adult support is via a Next Steps contract – in Halton this is HPIJ & Connexions.

Invitations to tender have gone out for an all-age guidance service – the contract will be offered on a sub-regional basis.

The annual HE Fair is supported by Connexions, however schools need to be proactive in taking students to this event.

#### **5. ELS Commissioning**

5.1 GC informed the group that following a thorough examination of the programme £205k Working Neighbourhood Fund (WNF) under spend has been identified. In addition Mark Wilson had allowed £30k to fund 3MG should recruitment commence between January and March. The Group agreed that this was a manageable risk and that the £30k should be added in and the revised total to allocate was set at £235k. GC then reviewed the projects as per the paper and proposals circulated. NM commented that a NEET theme and graduate retention theme were emerging. The SSP discussed each project at length and the following figures were agreed.

- o YMCA £10,250
- o Graduate work experience £24,425
- o Radio campaign £3,000
- o Digital project £45,000
- o CAB debt advisors £32,357
- o Balance of £119,768 to Riverside College for NEET

**GC to confirm via email.** The procedure for new and amended SLAs was agreed. For a number of projects such as Connexions and CAB proposals, it was agreed that as these were based on spend taking place up to March 2011, then they should form part of the proposals for the additional WNF that has been allocated and also the Reward Grant.

5.2 **DS to provide GC with Connexions management information regarding the Shaw Trust proposal for circulation to the SSP.**

5.3 MG circulated the Riverside College programme for 25 January start to end March. The programme should impact on NEET figures.

5.4 **GC requested DS to email the outcome of the 60 people who were on flexible start to College.** Most have progressed on to full-time courses.

## 6. LPSA 2 Reward Grant Proposals

6.1 LD summarised the LPSA Agreement as per circulated paper. The SSP noted that 2 of our projects have made a significant contribution to the grant. As such, and bearing in mind the recession, it was felt that a reasonable proportion should be aligned to employment, learning and skills and asked that this be reported to the LSP Board.

## 7. Additional WNF Allocation

7.1 There is an additional WNF funding allocation of £483k. John Denham (Communities Secretary) has stated that funding should be focused on skills enterprise employment activity and particularly in registered social landlords (RSLs) working on worklessness issues. A discussion was held on new commissioning and the framework where it is believed investment is required is:

- NEET – Connexions project with LDD, College expansion, Care leavers activity
- Apprenticeships – expansion of programme
- Learning & Skills – family learning, L2 and below including Skills for Life
- Recession Busters – CAB enhancements, Graduates pilot extended, Radio promotions
- RSLs and Employment
- Health & Employment – Psychological therapies

GC requested the above be raised in sub-groups with responses submitted as soon as possible. Formal proposals are to be presented for 15 January 2010.

**GC to email summary to the Group**

## 8. ELS Network Event

8.1 LD provided the Group with a summary of the event to be held 21 January 2010. She will email the Group with a draft agenda for comment and for confirmation of attendance.

## 9. Outcome Based Accountability

9.1 Due to time constraints it was agreed that this be deferred to the next meeting.

## 10. Future Jobs Fund

10.1 Due to time constraints it was agreed that this be deferred to the next meeting.

## 11. Sub Group Updates

11.1 Due to time constraints it was agreed that this be deferred to the next meeting.

11.2 GF informed the Group of the January XPO Shanghai event where Halton will have a presence. A presentation is to be made at the next Enterprise Board Meeting.

11.3 A copy of the Community Strategy was circulated to the group.

## 12. Date, Time and Venue of Next Meeting

To be advised.

**REPORT TO:** Employment, Learning and Skills PPB

**DATE:** 13 January 2010

**REPORTING OFFICER:** Strategic Director – Health and Community

**SUBJECT:** Mid Year Monitoring Report for Voluntary Sector Funding 2009/10

**WARD(S):** Borough-wide

**1.0 PURPOSE OF REPORT**

**1.1** To receive the Mid Year monitoring report for Voluntary Sector Core Funding in 2009/2010

**2.0 RECOMMENDED THAT:**

(1) The report be noted.

**3.0 SUPPORTING INFORMATION**

**3.1** The Council awarded eleven Core Grants in for 2009/2010 to:

	<b>2009/10</b>
Cheshire Asbestos Victims Support	£13,300
Cheshire Racial Equality Council	£6,000
Cheshire Victim Support	£7,400
Halton Citizens Advice Bureaux	£139,000
Halton Voluntary Action	£55,903
Rape and Sexual Abuse Centre	£3,200
Relate	£9,200
Runcorn & Frodsham Mencap	£2,400
Samaritans	£4,000
Vision Support	£8,200
Widnes & Runcorn Cancer Support Group	£11,848
<b>TOTAL</b>	<b>£260,451</b>

Those organisations who were awarded over £5,000 are subject to a Service Level Agreement and provide quarterly monitoring. Those organisations who received under £5,000 provide 6 monthly performance monitoring information.

**3.2** Appendix one provides the performance breakdown for the individual organisations for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2009.

**3.3** All but one organisation are forecast to meet expected targets and fulfil their Service Level Agreements. Cheshire Victims Support performance has dipped and a meeting is scheduled in December 2009 to raise the issue.

**3.4** The monitoring report will be available in the Members Rooms

#### **4.0 POLICY IMPLICATIONS**

**4.1** None at this stage.

#### **5.0 FINANCIAL IMPLICATIONS**

**5.1** The recommended grants do not exceed the current budget allocations in the general grants budget.

**5.2** The work of the voluntary sector organisations receiving grants impacts greatly on health improvements, social inclusion, community involvement, anti-poverty and diversity issues.

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

The service delivery from organisations receiving core grant in many cases is cross cutting in the context of the Council's strategic priorities. There is significant levels of welfare rights and debt handling support provided which impacts on anti-poverty issues for the Borough.

##### **6.1 Children & Young People in Halton**

The work delivered by Relate in preventing family breakdown and offering counselling to teenagers has a direct impact on those children and young people in the Borough.

The Youth Volunteer programme delivered by Halton Voluntary Action (the V Project) is targeted at young people participating in their community.

The Samaritans is open to all age ranges and does receive calls from young people in the Borough looking for support.

Widnes & Runcorn Cancer support group offer support to all members of families affected by the disease, encompassing young members of families.

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

The voluntary sector organisations have a significant reliance on volunteer time to deliver services. The organisations provide training opportunities for volunteers to enable the delivery of service and improve their skills and employability. The CAB in particular have experienced local volunteers gaining local employment as result of the training and experience.



### **6.3 A Health Halton**

Widnes & Runcorn Cancer support have a major impact on the health and well-being of our residents diagnosed and in remission from cancer through the support, advocacy and therapies they are able to offer.

Cheshire Asbestos works with sufferers and their families to support them through the illness, offering welfare support and recreational breaks for the sufferers and their families.

Vision support provide a resource centre for the visually impaired and offer home visits and welfare rights support. The talking newspaper enables their clients to receive news on current affairs weekly.

### **6.4 A Safer Halton**

Cheshire Victim Support provide support to victims of crime through to pre trial preparation and court attendances which can be daunting for residents left vulnerable from crimes against them.

Cheshire, Halton & Warrington Racial Equality Council work with minority groups in the Borough to contribute to a cohesive and integrated community in Halton. They offer support to individuals experiencing discrimination and will support in challenging discriminatory practice and will help people through tribunal processes.

The Rape & Sexual Abuse Centre provides support to the victims of crime. The Centre provides an assessment necessary for criminal proceedings and follow on support to the individuals.

Mencap provides a community meeting point for disabled members in Halton offering a safe environment for their clients to engage in community activity and participate in skill development and recreational activity.

### **6.5 Halton's Urban Renewal**

None identified.

### **7.0 RISK ANALYSIS**

**7.1** The PPB will monitor how the grants are being spent and ensure that the Council and Halton people receive value for money.

### **8.0 EQUALITY & DIVERSITY ISSUES**

**8.1** To receive a grant, organisations have to demonstrate that acceptable equality and diversity policies are in place.

### **9.0 List of Background Papers Under Section 100D of the Local Government Act 1972**

**9.1** None under the meaning of the Act.



# Voluntary Sector Funding

Mid Year Monitoring Information 2009/10

1<sup>st</sup> April to 30<sup>th</sup> September 2009

# 6 Month Monitoring 09/10

**Cheshire Asbestos Victims Support Group**  
**3/5 Fryer Street, Runcorn Cheshire WA7 1ND**  
**01928 576641** **£13,300**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Counselling hours	604	675
Welfare Rights obtained	£40,234.00	£104,815.00
Civil Claims DTER etc	£1,136,185	£1,475,434.00
Volunteer hours per year	1160	856
No of volunteers over the year	8	13
Telephone enquiries	520	596
Personal visits to centre	63	85

<b>HBC Priorities met by organisation</b>
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A Healthy Halton
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A Safer Halton
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**Cheshire Halton & Warrington Racial Equality Council**  
**2, Hunters Walk, Canal Street, Chester, CH1 4EB**  
**01244 400730** **£6,000**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Attend HIAP Exec & Provider meetings	0	2
Cheshire Chief Executive Advisory Group on Gypsies & Travellers	1	1
Casework	3	6
Hours spent on casework	63.5	59

<b>HBC Priorities met by organisation</b>
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A Healthy Halton
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A Safer Halton
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Halton's Children & Young People
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Employment, Learning & Skills in Halton
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**Cheshire Relate**

Allman House, Langley Road, Northwich, Cheshire, CW9 8AW  
01606 350995 £9,200

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Counselling hours	572	617
'Relateen' group hours	120	110
Volunteer hours per year	240	352
No of volunteers over the year	7	8
Telephone enquiries	658	662
Personal visits to centre	572	617

**HBC Priorities met by organisation**

A Healthy Halton

A Safer Halton

Halton's Children &amp; Young People

**Cheshire Victims Support**

Widnes Police Station, Kingsway, Widnes, WA8 7QJ  
0151 495 3528 £7,400

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Volunteer hours per year - counselling	430	970
No of volunteers over the year	7	19 (Q3&4 = 6)
Telephone enquiries & letters/e-mails/fax	1591	1597
Home visits seen	64	119
unseen	12	29
Pre Trial visits	119	139
Court Attendances	291	482

**HBC Priorities met by organisation**

A Healthy Halton

A Safer Halton

Employment, Learning &amp; Skills in Halton

**Cheshire Vision Support****Halton Independent Living Centre, Collier Street, Runcorn, WA7 1HB****01928 582944 (evening answer phone)****£8,200**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Clients visits to Resource Centre inc family visit	753	491
Telephone enquiries from service users & their families	442	496
Other agencies visits to centre	225	341
Other agencies telephone calls	469	373
Home visits to new and existing service users	629	579
Welfare Rights inc. DLA and back pay	£7,877	£8,315

**HBC Priorities met by organisation**

A Healthy Halton

A Safer Halton

Employment, Learning &amp; Skills in Halton

**Halton District Citizens Advice Bureau****Unit 3, Victoria Building, Lugsdale Road, Widnes, WA8 6DJ****0151 257 2443****£139,000**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Number of unique users	4059	2269
Number of cases worked on	5169	2926
Welfare Rights	£202,378.00	£333,447.00
Debt written off	£739,679.00	£271,135.00
Debt handled	£9,166,562.00	£4,141,945.00
Gains (employment)	£18,966	£47,976
Volunteer hours	5,448	4110
Number of volunteers	35	27
Telephone enquiries	588	828
Home Visits	108	174
Tribunals attended	3	3
Court attendances	25	48

**HBC Priorities met by organisation**

A Healthy Halton

A Safer Halton

Halton's Children &amp; Young People

Employment, Learning &amp; Skills in Halton

**Halton Voluntary Action**

**Sefton House, Public Hall Street, Runcorn WA7 1NG**  
**01928 592405**

**£55,903**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Individuals - sessions attended - Training / Activities	14	12
No of volunteer involved in HVA activities	4	2
No of volunteer hours	82.5	162.5
Telephone enquiries for info & advice	2306	2543
Newsletter distributed	1142	1355
Volunteers recruited (for placements)	255	253
Organisations receiving direct funding or group support	15	10

**HBC Priorities met by organisation**

A Healthy Halton

A Safer Halton

Halton's Children & Young People

Employment, Learning & Skills in Halton

**Rape & Sexual Abuse Centre**

**26 Cairo Street Warrington WA1 1EH**  
**01925 245 445/4 – 01706 347 330**

**£3,200**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Total calls to centre	328	430
Initial Assessments Runcorn & Widnes	33	42
Volunteers in service delivery	5	6
Counselling & Support hours	200	250

**HBC Priorities met by organisation**

A Healthy Halton

Employment, Learning & Skills in Halton

**Runcorn Frodsham & District Mencap**  
**The Acorn Club, Laburnam Grove, Runcorn, WA7 5EX**  
**01928 722910** **£2,400**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
No of volunteers over 6 month	39	40
Volunteer hours per 6 month	1872	1898

<b>HBC Priorities met by organisation</b>
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A Healthy Halton
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A Safer Halton
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Employment, Learning & Skills in Halton
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**Samaritans**  
**46 Arpley Street, Warrington, WA4 1LX**  
**01925 235000** **£4,000**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Counselling calls	5608	6489
Counselling by email	240	224
Volunteer hours per year	4,000	4000
No of volunteers over the year	54	56
Personal visits to centre	0	5

<b>HBC Priorities met by organisation</b>
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A Healthy Halton
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A Safer Halton
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Halton's Children & Young People
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Employment, Learning & Skills in Halton
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**Widnes & Runcorn Cancer Support Group**  
**21-23 Alforde Street, Widnes, Cheshire, WA8 7TR**  
**0151 423 5730** **£11,848**

<b>Activity</b>	<b>6 Monthly Total 2009/10</b>	<b>6 Monthly Total 2008/09</b>
Counselling hours	28	87
Listening hours	727	705
Information centre - patients	61	58
Volunteer hours per year	2030	1835
No of volunteers over the year	83	55
Information phone calls	63	57
Listening phone calls	227	200
HUGS club	532	498
Hand in Hand	84	72
Busom buddies	176	193
Therapies and workshops	412	272
Exercise (New for 2009/10)	53	-
Mens group (New for 2009/10)	157	-

<b>HBC Priorities met by organisation</b>
A Healthy Halton
A Safer Halton
Halton's Children & Young People
Employment, Learning & Skills in Halton



## Consultation Questions

**ROLE FOR LIBRARIES:**

The Government believes that the public library service is vital to a democratic society, which offers equality of opportunity and intellectual freedom. Each local authority has a duty to provide a user responsive library service and the variety of demand across the country is currently met with a mixture of complementary services in different areas:

**Providing books, learning, information and entertainment to customers:** All libraries provide a range of books and written material, often in a variety of formats, eg hard copy, audio, online and e-books. Most libraries also offer Music and Film material and provide computers with free internet access.

**The library at the centre of the Community:** in many areas libraries are centres of the community, facilitating community meetings such as social groups or book clubs. Often, libraries work in partnership with other public services, providing signposts to customers or integrating health, learning, skills or education provisions.

**The library as an education resource and proactive provider of information and learning** – In many areas libraries have a strong role in guiding customers through a morass of information, providing opportunities for education by linking to digital inclusion initiatives, improving literacy, offering reading events and providing learning opportunities within the library.

However, new challenges require new responses by libraries and give us an opportunity to consider afresh the role of public libraries.

Q1

Does every library authority have to share a common purpose? Are these purposes complementary and relevant? Are some more important than others? Are there other purposes we should consider?

**NATIONAL AND LOCAL LEADERSHIP**

Library services are delivered by local authorities who have a large amount of flexibility around which services are delivered to the community and the allocation of funding from LA budgets. Central Government has a leadership role (the Secretary of State for Culture has a duty of oversight under the Public Libraries & Museums Act 1964) and provides funding to Local Authorities (this money is distributed by the Department for Communities & Local Government). National programmes rolled out to all libraries, such as the introduction of the People's Network, are initiated by central government.

Q2

Do you think the current roles as defined for central and local government are still appropriate? Is the 1964 legislative framework still appropriate or does it need review? If so what changes would you like to see? Is there any value in central government having a more direct role in setting the vision and objectives for the library service or is the service better managed entirely at local level.

Q3

Could (a) central government departments, and (b) local authorities better use the public library service to communicate initiatives and contribute to other public services? Do you have any ideas on how this might work?

**ORGANISATIONAL STRUCTURES, GOVERNANCE AND FUNDING**

Funding for libraries is provided by the Department for Communities and Local Government and policy responsibility for public libraries rests with the Department for Culture, Media and Sport. However, many other departments have an interest in ensuring that libraries continue to contribute to a number of national and local government priorities – health, literacy & learning, business support and entrepreneurship, job hunting and employability, community cohesion, citizenship and digital inclusion. Two DCMS public bodies – the Museums, Libraries & Archives Council or MLA (a strategic Non Departmental Public Body promoting best practice) and the Advisory Council on Libraries (providing strategic advice to the Secretary of State on public libraries) – support central government policy making. In addition, third sector organisations like The Reading Agency and BookTrust work with central government and libraries to deliver programmes supporting literacy and learning.

During the early stages of this review we spoke to the library authorities that are testing new and emerging governance models such as Trust structures and procurement to private companies, and those that are opening up new revenue streams, fund raising opportunities or radical efficiency measures. Case studies on these authorities are included in the final section of this document.

Q4

A recent report by the All Party Parliamentary Group on Libraries, Literacy and Information Management concluded that central Government structures complicate the delivery of library funding and policy. The Report also called into question the suitability of the MLA and ACL and recommended a Library Development Agency.

- Are there benefits in changing the structures in government?
- Are there benefits in changing the structures or roles of the public bodies?
- Is there a value in a greater central function around particular issues?  
Eg Marketing and publicity, digital services?
- Do you see any benefit in establishing new national/local structures as set out in Margaret Hodge's essay?

Q5

In 2007 the Department for Communities and Local Government published Developing the Local Government Services Market: New ways of working and new models of provision within the public library service but only a handful of local authorities currently deliver libraries through a trust or private company. The case studies show that alternative delivery models can be effective so how might we best encourage Local Authorities to explore the opportunities they offer? What other governance models might be suitable for library services or are there barriers to introducing these models? For instance:

- What could libraries learn from other sectors including the private sector?
- Would other models of delivery and funding – eg the academy model for schools, social enterprise models or Foundation Trusts for hospitals – be appropriate for library services?

Q6

How can we prioritise investment in libraries, especially at a time of financial constraints? You may like to consider:

- How we might ensure that all libraries are able to develop successful funding models which are based on a diversity of funding streams.
- How could we help open new and more revenue streams for libraries,
- What could libraries learn from other sectors?
- How do we effectively spread best practice?

## DIGITAL

For libraries to remain useful and usable they must be responsive to changing circumstances. The internet revolutionises the opportunities for how libraries make their content available to the public and there is now a growing demand for 24/7 access to libraries with people wanting to access what they want, when and where they want it. The popularity of the download shows how libraries will have to adapt and the arrival of e-book readers will no doubt stimulate a market for books in new formats which libraries will have to embrace. The case study on Essex library service shows that this is already happening, that in a digital age libraries can capitalise on the opportunities available.

Q7

Digital Services: What is the future of library services in a digital environment? What changes do you envisage as a result of changes in technology over the next 5-10 years? You might like to consider –

- How can we use the digital revolution to extend access to library resources?
- Should virtual lending (ie lending downloads to the home via the internet) be the future of the public library service either generally or in some areas? What challenges would virtual lending present?
- What digital content should libraries provide? For example should all libraries make subscription online services available to users? Should this be a free service?
- Web 2.0 enables people and communities to contribute web content? Do you think that there is a role for libraries in Web 2.0? If so, what?
- Is there other content or technology which you think should be guaranteed to users?

- How can libraries support the Digital Inclusion agenda? What are some of the potential obstacles to greater digital engagement within libraries, and how might these be overcome?
- What other opportunities does new technology present for libraries? Do you have ideas for innovative ways in which new technology could be applied in local libraries?

Q8

Digital technology is already helping with the back office and administrative functions of many libraries

- How can we spread best practice and maximise those opportunities?
- Self service and return technology is intended to free up library staff to deal with more complex customer enquiries. Should this technology be available in all libraries?

Q9

Do Local Authority IT strategies support or impede libraries' digital innovation? Should libraries have a national web presence? Would a national online catalogue covering all public libraries be beneficial?

## WHAT SERVICES SHOULD BE AVAILABLE TO USERS?

The Government believes that the public library service should continue to be a local service which is shaped by the characteristics of its community.

We know that the services libraries offer vary across the country from opening hours to e-books to other community services. We know that there is a striking variation in the use of libraries across authorities. This must be linked to the services on offer and the responsiveness to customer demand. If we want the library service to flourish in the future we need to reverse the established downward trend in usage and ensure that libraries are relevant, popular and used by local communities. So we need to think about what libraries offer to their communities and what is effective in growing the demand by customers for libraries.

Contributors to the library review discussed whether a clear national 'offer to consumers' of the library in the 21st century needs to be articulated or whether the service content should be entirely locally led. A national offer would have the benefit of enabling coherent national marketing.

Q10

Are there any services which you consider should be prescribed across all library services or should services be entirely determined at local level? Is there any value in having a clear national 'offer to consumers of the library in the 21st century'. If so which elements would be vital components? Besides hard copy books do you think there are other services which should be free at the point of delivery on a national basis?

Q11

How can we widen usage and make libraries more accessible to the public? For instance:

- On what basis should library leaders make decisions about opening hours and location?
- Should library joining and membership arrangements be simplified across all libraries? Indeed should library membership be national so that citizens can use any library and borrow and return material anywhere.
- Do you think there are particular services which would encourage more library use?  
You might wish to consider a universal home delivery service (in addition to the scheme for housebound people), and enabling people to request a book online.
- Only a third of 16-24 year olds now visit public libraries. How can we ensure that young people who leave full time education remain library users?
- How can we improve our understanding of the people who use libraries – and of the people who do not – in order to improve services to them?
- How might library users have a greater voice in decision making

Q12

Do we do enough to market library services? If not, what more could/should be done to promote or explain the benefits of libraries?

## COMMERCIAL ACTIVITIES & PARTNERSHIPS

Research shows that over 80% of library services already operate a procurement partnership; over 60% are co-located with another service and over 30% have developed shared services. While there are

excellent examples across the country of partnership working – as illustrated by our case studies – sometimes library services remain risk averse and unwilling to drive change.

Q13

Commercial partnerships through libraries are not common. How might we bring more private funding into the public library service?

- What commercial activities should we encourage libraries to operate? (Examples of commercial activities or partnerships might be book selling or partnerships with bookshops, provision of coffee shops, rental of certain materials, contracts with local business, national partnerships with private companies?)
- What benefits do you think these might bring to the library service?
- Are there any commercial activities which you think are not appropriate for libraries to undertake?

Q14

Where can libraries learn from the commercial sector and what private partnerships can you think of which have been useful for library services?

- How can we better spread good practice here?

## LOCATION AND BUILDINGS

In 2006 estimates prepared for MLA identified a need for £760m to make the library estate fit for purpose and Disability Discrimination Act compliant. But how many buildings and in which locations are needed to deliver a modern public library service?

Q15

What are the circumstances in which a Local Authority would be justified in closing a library?

Q16

Co-location of libraries with other public services, schools and colleges or business is becoming increasingly prevalent. When is co-location successful and what factors should LAs consider in making co-location decisions?

Q17

There is a mixed economy of library buildings including large central libraries, smaller local libraries and mobile libraries. What should library leaders consider in making decisions about the make-up of their library service? For instance:

- What kind of customer information should library leaders have in deciding where to locate libraries?
- How should Library leaders make decisions about library buildings' accessibility and fitness for purpose?
- How should the library service be provided in small rural communities?
- Are there benefits from unstaffed mini-libraries, library machines and self service check out of books?
- How important is it that libraries should be housed in dedicated buildings?

## TRAINING, LEADERSHIP AND SERVICES FOR STAFF

Library services need a flexible and user responsive workforce to offer the level of customer experience that the public expects, but while we have discovered excellent best practice while preparing this paper, we know that many services remain unable to meet this challenge.

Traditional information skills – such as good understanding of information resources – remain important to the delivery of library services, but other skills are becoming increasingly critical for their future success.

Q18

How could we encourage a greater skill mix beyond traditional librarianship in the library service?

- Do you think library courses have the relevant content and teach the right skills to equip the library workforce?
- How can we ensure that the library service attracts and nurtures leaders with the ability to drive improvement, engage in partnerships and innovate services?
- What other skills and/ or qualifications are required to staff a modern library?

Q19

Do you think that volunteering is a useful component of the library workforce? How can we ensure that volunteering arrangements are used to best effect?

## HOW SHOULD WE MONITOR LIBRARY PERFORMANCE AND WHAT SHOULD WE ASPIRE TO?

Local Authorities have a statutory responsibility to provide a 'comprehensive and efficient' library service under the 1964 Act and the Secretary of State has a power to intervene if a Local Authority is in breach of that responsibility but 'comprehensive & efficient' is not defined in statute or guidance. Contributors to the initial stages of this review questioned whether introducing such a definition would discourage excellence by incentivising library services to work to the definition and provide the 'minimum required.'

Q20

Is it important that libraries remain a statutory obligation for local authorities?

- What might be the advantages and disadvantages?
- For instance, would the removal of statute allow greater flexibility for fundraising or different modes of operation currently off limits?

Q21

Is the obligation to provide a 'comprehensive and efficient' library service the correct one?

- Does it need further definition or guidance around what that means or should the interpretation be left to local authorities?
- For instance, should there be more prescription around opening hours, web presence, service provision, staff skill mix?

Q22

How should we measure performance?

You might like to consider:

- Is there a need for less, more or different local or national monitoring?
- Are visits and books borrowed still relevant?
- What else should we consider and measure when determining the efficiency and effectiveness of our libraries?
- Would an accreditation scheme for libraries be beneficial or are there other systems which might incentivise libraries to deliver more effectively?
- Is the Secretary of State's power to intervene still appropriate?

Q23

What research do we need to do to best demonstrate the benefits of the library service to local and national leaders? Who would be best placed to initiate this research?

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

**DATE:** 13<sup>th</sup> January 2010

**REPORTING OFFICER:** Strategic Director – Health & Community

**SUBJECT:** Public Library Review

**WARD(S)** Borough-wide

**1.0 Purpose of Report**

1.1 To consider how the Council might wish to respond to the national review of public libraries.

**2.0 Recommendation: That:**

- i) The Board recommends how to respond to the Government's national consultation on the public library service.**
- ii) The Board make any appropriate comments on the nature of the questions posed in the consultation paper.**

**3.0 Supporting Information**

3.1 On 1 December 2009 the Culture Minister Margaret Hodge launched a two month consultation seeking the views of a wide range of people on the future of public libraries. In practice, any comments need to be submitted by 26<sup>th</sup> January 2010.

3.2 The consultation document takes the form of 29 'think pieces' (short essays) from invited thinkers commentators and leaders in library services, as well as individuals working in retail, digital media, education, publishing and local government on how to make libraries fit for the 21<sup>st</sup> century.

3.3 Five significant challenges are set out to be addressed. These are:

- How can the library service demonstrate to citizens, commentators and politicians that they are still relevant and vital?
- How can we reverse the current trend of decline in library usage and grow the numbers using their local library?
- How can all libraries respond to a 24/7 culture and respond to changing expectations of people who want immediate access to information?
- How can all libraries grasp the opportunities presented by digitisation?
- How can the library service cope with limited public resource and economic pressures?

The consultation paper concludes with 23 questions. These are set out in Appendix 1.

3.4 The paper, and the questions have had a mixed review from the 'industry'. There seems little new since the last review of libraries (Framework for the Future 10<sup>th</sup> February 2003) in which a vision for a national library service was set out. It does not attempt to define any national standards which remains a weakness since the removal of the national performance indicators. As such we are no nearer to defining a "comprehensive and efficient public library service" under the terms of the 1964 Act, although Wirral was deemed to be in breach of its statutory duties under the act in its proposals to close a number of libraries and re-configure its services. The professional view is represented by Fiona Williams, President of the Society of Chief Librarians, who writes: "There is no need to re-invent the public library service to make it fit for the 21<sup>st</sup> century. It already is, what we need now is leadership and strategic thinking".

3.5 The PPB is asked to consider the questions posed in Appendix 1 and recommend how, if at all, the authority should respond.

#### 4.0 **Policy Implications**

4.1 None at this stage. The paper is for consultation.

#### 5.0 **Financial Implications**

5.1 None at this stage, although one area of the paper asks how libraries should cope with limited public resource and economic pressures.

#### 6.0 **Implications for the Council's Priorities**

##### 6.1 **Children & Young People in Halton**

Improving literacy and early years education is a particular focus for libraries.

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

Libraries embody open access to information and education for all. They focus on learning and skills development, digital inclusion, citizenship, business support and entrepreneurship.

##### 6.3 **A Healthy Halton**

Libraries have a role to play in the health and well-being of the population, and recently have developed 'Books on prescription', 'Information on prescription' interventions from those suffering dementia, promotions of healthy life-styles.

##### 6.4 **A Safer Halton**

Libraries offer a safe environment for activities and events, ICT access, community information, advice giving sessions, etc.

##### 6.5 **Halton's Urban Renewal**

Libraries have a role in the physical development of local communities and Building Schools for the Future.

7.0 **Risk Analysis**

7.1 None relating to the consultation paper.

8.0 **Equality and Diversity Issues**

8.1 Libraries help to promote equality of opportunity and intellectual freedom with a commitment of open access of information and education for all.

9.0 **List of Background Papers Under Section 100D of the Local Government Act 1972.**

9.1 None under the meaning of the Act.



**REPORT:** Employment Learning and Skills Policy and Performance Board

**DATE:** 13<sup>th</sup> January 2010

**REPORTING OFFICER:** Strategic Director Environment

**SUBJECT:** Employment Learning and Skills Policy and Performance Board Work Programme 2010/11

**WARDS:** Boroughwide

## **1.0 PURPOSE AND CONTENT OF REPORT**

- 1.1 This report is the first step in developing a work programme of Topics for the Board to examine in 2010/11. While the Board ultimately determines its own Topics, suggestions for Topics to be considered may also come from a variety of other sources in addition to Members of the Board themselves, including members of the Council's Executive, other non-Executive Members, officers, the public, partner and other organisations, performance data and inspections.
- 1.2 The key tasks for Board Members are:
- to suggest and gather Topic ideas on issues relevant to the Board's remit;
  - to develop and prioritise a shortlist of possible Topics for examination in 2010/11, bearing in mind the Council's agreed selection criteria (Annex 1)
  - to decide on a work programme of 2 or 3 Topics to be undertaken in the next municipal year.

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

- (1) Put forward and debate its initial suggestions for Topics to be included in the Board's 2010/11 work programme**
- (2) Develop and informally consult on a shortlist of its own and others' 2010/11 Topic suggestions ahead of the Board's meeting on 8<sup>th</sup> March, bearing in mind the Council's Topic selection criteria**
- (3) Decide at its March 8<sup>th</sup> meeting on a work programme of 2 or 3 Topics to be examined in 2010/11.**

## **3.0 SUPPORTING INFORMATION**

Annex 1 – Topic selection checklist

- 3.1 Prior to determining their preferred Topics, the PPB may wish to take soundings from relevant Executive Board portfolio holders, the SSP and other key partners.
- 3.2 The Board will shortly be concluding a number of existing topics including 'Barriers to Work'. The planned topic on 'Financial Inclusion' is yet to commence and it may be sensible to carry this over into 2010/11.

## OVERVIEW AND SCRUTINY WORK PROGRAMME

**Topic Selection Checklist**

This checklist leads the user through a reasoning process to identify a) why a topic should be explored and b) whether it makes sense to examine it through the overview and scrutiny process. More “yesses” indicate a stronger case for selecting the Topic.

#	CRITERION	Yes/No
<b><i>Why? Evidence for why a topic should be explored and included in the work programme</i></b>		
1	Is the Topic <b>directly aligned with and have significant implications for at least 1 of Halton's 5 strategic priorities &amp; related objectives/Pis, and/or a key central government priority?</b>	
2	Does the Topic <b>address an identified need</b> or issue?	
3	Is there a <b>high level of public interest or concern about the Topic</b> e.g. apparent from consultation, complaints or the local press	
4	Has the Topic been <b>identified through performance monitoring</b> e.g. PIs indicating an area of poor performance with scope for improvement?	
5	Has the Topic been <b>raised as an issue requiring further examination through a review, inspection or assessment, or by the auditor?</b>	
6	Is the Topic area likely to have a <b>major impact on resources or be significantly affected by financial or other resource problems</b> e.g. a pattern of major overspending or persisting staffing difficulties that could undermine performance?	
7	Has some <b>recent development or change</b> created a need to look at the Topic e.g. new government guidance/legislation, or new research findings?	
8	Would there be <b>significant risks</b> to the organisation and the community <b>as a result of <u>not</u> examining this topic?</b>	
<b><i>Whether? Reasons affecting whether it makes sense to examine an identified topic</i></b>		
9	<b>Scope for impact</b> - Is the Topic something the Council can actually influence, directly or via its partners? Can we make a difference?	
10	<b>Outcomes</b> – Are there clear improvement outcomes (not specific answers) in mind from examining the Topic and are they likely to be achievable?	
11	<b>Cost: benefit</b> - are the benefits of working on the Topic likely to outweigh the costs, making investment of time & effort worthwhile?	
12	<b>Are PPBs the best way to add value</b> in this Topic area? Can they make a distinctive contribution?	
13	Does the organisation have the <b>capacity</b> to progress this Topic? (e.g. is it related to other review or work peaks that would place an unacceptable load on a particular officer or team?)	
14	Can PPBs contribute meaningfully given the <b>time</b> available?	

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

**DATE:** 13<sup>th</sup> January 2010

**REPORTING OFFICER:** Strategic Director Corporate and Policy

**SUBJECT:** Local Area Agreement Performance Report

**WARDS:** Borough-wide

### **1.0 PURPOSE OF REPORT**

1.1 To provide information on the progress towards meeting Halton's Local Area Agreement (LAA) targets to September 2009.

### **2.0 RECOMMENDED THAT:**

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

### **3.0 SUPPORTING INFORMATION**

3.1 The revised LAA was signed off by the Secretary of State in June 2008. The LAA contains a set of measures and targets agreed between the Council, local partner agencies (who have a duty of co-operation in achieving targets) and government. There are 32 indicators within the LAA along with statutory and education and early years targets. The current agreement covers the period April 2008 to March 2011.

3.2 The Agreement was refreshed in March 2009 following a review with Government Office North West. It is not expected that there will be many significant changes to the agreement excepting those areas affected by the downturn in the national economy, such as measures relating the local economy and house-building. As a consequence of this government has identified a list of indicators for which targets will be reviewed before the end of March 2010.

3.3 Attached as Appendix 1 is a report on progress to the 2009 – 10 mid-year which includes those indicators and targets that fall within the remit of this Policy and Performance Board.

3.4 In considering this report Members should be aware that:-

- a) All of the measures within the National Indicator Set are monitored through Quarterly Departmental Service Plan Monitoring Reports. The purpose of this report is to consolidate information on all measures and targets relevant to this PPB in order to provide a clear picture of progress.

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

#### **4.0 CONCLUSION**

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

#### **5.0 POLICY IMPLICATIONS**

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

#### **6.0 OTHER IMPLICATIONS**

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

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

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

#### **8.0 RISK ANALYSIS**

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

#### **9.0 EQUALITY AND DIVERSITY ISSUES**

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

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

Document                      Local Area Agreement 2008 – 11  
Place of Inspection    2<sup>nd</sup> Floor, Municipal Building, Kingsway, Widnes  
Contact Officer        Rob        MacKenzie        (0151        471        7416)

# A Local Area Agreement For Halton

June 2008 – April 2011



## Employment, Learning & Skills

### Mid-Year Progress Report

01<sup>st</sup> April – 30<sup>th</sup> September 2009

## Performance Overview

This report provides a summary of progress in relation to the achievement of targets for Halton Local Area Agreement.

It provides both a snapshot of performance for the period 01<sup>st</sup> April to 30<sup>th</sup> September 2009 and a projection of expected levels of performance to the period 2011.

The following symbols have been used to illustrate current performance against 2009 and 2011 target levels.



Target is likely to be achieved or exceeded.



The achievement of the target is uncertain at this stage









Target is highly unlikely to be / will not be achieved.



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## Performance Overview

### EMPLOYMENT, LEARNING AND SKILLS

NI	Descriptor	09/10 Target	2011 Target
153	<u>Working age people claiming out of work benefits in the worst performing neighbourhoods</u>		
163	<u>Working age population qualified to at least Level 2 or higher.</u>		
171	<u>VAT Registration rate</u>		

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

Baseline (2007/08)	2009 - 10			2011	
	Target	Mid-year Actual	Progress	Target	Projected
31.5%	29.5%	<b>31.7</b>		28.5%	

**Data Commentary**

The data supplied is for Q1 2009 which is the latest data available on the hub. The source of the information is Work and Pensions Longitudinal Study – Benefit data. ONS - Population estimates.

**General Performance Commentary**
**NI153 for Halton**

Date	%
May-08	30.6
Aug-08	30.6
Nov-08	30.9
Feb-09	31.6
<b>May-09</b>	<b>32.6</b>

The table above shows progress since May 2008 and reflects the impact of the recession. Before the recession it was calculated that in order to achieve the LAA target the partnership would need to help an additional 213 people in these LSOAs into work. Good progress is being made towards the 213 but these have been more than replaced by people newly unemployed.

**Summary of key activities undertaken / planned during the year**
**Key projects from the Employment Learning and Skills Programme**

Pre level 2 – helping people to develop basic employability skills

Foundation Employment – College project for those who need more intense support

YMCA – skills and employment support

NEET Employers – Work with employers on taking NEETs into workforce

Neighbourhood Employment – employment support in neighbourhood management areas

Halton Employment Project – employability and motivational support, business specific and general short courses

Supported Employment – help for disabled to find and retain work

Halton ILM – minimum wage ‘in work’ training programme



Employment Outreach – events in neighbourhoods  
 Inspiring Women – motivational support  
 Community Grid – 160 households developing on line skills and learning and job finding.  
 College NEET Programme – to reduce NEET cohort

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

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

**Data Commentary**

The data supplied refers to calendar year 2008 and is the latest figure available from the hub. The source of the data is derived by DIUS from the ONS Annual Population Survey (LFS/IHS).

**General Performance Commentary**

Forecasts and targets relied heavily on advice and guidance from the Learning and Skills Council and much of the increase was expected to come through the Train to Gain programme (learning in the workplace). Given the impact of the recession the LSC has already revised its national targets down and may well have to do this again as expected numbers are not coming through train to gain.



**Summary of key activities undertaken / planned during the year**

Key projects from the Employment Learning and Skills Programme

Apprenticeships – over 2 years the generation of 125 additional apprenticeships in Halton

Graduate work experience – this project will seek to provide unemployed graduates within Halton with work experience, thus retaining their skills in the borough and boosting their chances of employment.

**NI 171 VAT registration rate**

Baseline (2007/08)	2009 - 10			2011	
	Target	Mid-year Actual	Progress	Target	Projected
42.3%	42.3%	<b>48.3%</b>		42.8%	

**Data Commentary**

The figure supplied refers to calendar year 2007 and is based on data from a new series produced by the Office for National Statistics (Business Demography) aimed at obtaining the best estimates of new business formations. The new Business Demography series will replace, by 2009, the current VAT registrations and de-registrations publication currently available on the BERR website. The new series measures business births in a different way to VAT registrations statistics and as a result will be extended to include businesses registered for PAYE.

**General Performance Commentary**

The mid year actual of 48.3 is actually the 2007 figure (produced annually in arrears) and is recognised as a one off as there were taxation changes nationally that resulted in a one of boost to start ups across the country. For the purposes of the LAA the 2006 figure was used (40.0) as the base year with a trend estimated from that. We are not likely to know the 2008 figure until early 2010.

**Summary of key activities undertaken / planned during the year**

The Enterprising Halton programme delivers a range of projects including:

Business start up support (the local scheme has been integrated with the regional programme under the management of HBC into one programme operating under the new business simplification programme.

Start up centre – at the heath business and technical park for people who need a desk and business address to help launch their business.

Next generation – enterprise in schools

Aftercare Academy – workshop sessions to help businesses on topics of importance to new businesses e.g. how to network.

Business mentors – new project to start early 2010.

Public Procurement – Chamber of Commerce support to businesses and the public sector to increase local purchasing opportunities for local businesses.

**REPORT TO:** Employment, Learning & Skills PPB

**DATE:** 13 January, 2010

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Performance Management Reports for 2009/10

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To consider and raise any questions or points of clarification in respect of the 2nd quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for;

- Economic Regeneration
- Culture & Leisure

## **2.0 RECOMMENDATION: That the Policy & Performance Board;**

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

## **3.0 SUPPORTING INFORMATION**

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

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

#### **4.0 POLICY IMPLICATIONS**

There are no policy implications associated with this report.

#### **5.0 OTHER IMPLICATIONS**

There are no other implications associated with this report.

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

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

##### **6.1 Children and Young People in Halton**

##### **6.2 Employment, Learning and Skills in Halton**

##### **6.3 A Healthy Halton**

##### **6.4 A Safer Halton**

##### **6.5 Halton's Urban Renewal**

##### **6.6 Corporate Effectiveness and Efficient Service Delivery**

#### **7.0 RISK ANALYSIS**

N/A

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

N/A

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

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
N/A		

## QUARTERLY MONITORING REPORT

**DIRECTORATE:** Environment

**SERVICE:** Economic Regeneration

**PERIOD:** Quarter 2 to period end 30th September 2009

### 1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department second quarter period up to 30 September 2009. It describes key developments and progress against all objectives and performance indicators for the service.

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

1. The level of inward investment enquiries recorded by the Business Development Team remains depressed. The Team, therefore, continue to work with partners to furnish the local business community with the advice and support necessary to survive and prosper during the recession. A number of events have already taken place and the content of the web site [www.runcorn-widnes.com](http://www.runcorn-widnes.com) is constantly updated to reflect the changing offer from national and regional business support agencies.

2. A series of 1 to 1 seminars have also been launched in partnership with SOG Ltd, The Federation of Small Business, Nat West and Irwin Mitchell Solicitors. Initial seminars will focus upon debt recovery and access to company finance.

3. North West Vintage Rally weekend has now become the largest event of its type in the UK attracting over 40,000 visitors and more than 350 exhibits. Wade Deacon and St Peter and Pauls Schools are used for car parking to reduce impact on neighbourhood and this worked well. Promotions and Tourism Unit working closely with Fair Organ Preservation Society (FOPS) and HBC Parks and Countryside service to evaluate the event and start planning for next years event. Vintage rally has its own website in conjunction with FOPS. Received over 2000 hits in the run up to this years event [www.northwestvintagerally.co.uk](http://www.northwestvintagerally.co.uk) . Also used twitter to market event for the first time and now have 50 followers around the world.

4. Runcorn and Widnes Tourism Business Network (RWTBN) now has a dedicated blog area, allowing news and stories which may be of interest to members to be easily input. News added into a blog site, enabling updating and keeping archives of older stories. <http://rwtbn.blogspot.com/>
5. 2<sup>nd</sup> Annual Business and Tourism Awards will be held on 26<sup>th</sup> February 2010. Nominations now open for the tourism awards. Promotions and Tourism team working with RWTBN and Halton Chamber of Commerce to ensure that the event is as much a success as last year.
6. Fireworks were successfully delivered to a theme of Science, Technology and the Future. The improved traffic management arrangements from last year were again put into effect to ease exiting from the area.
7. Enterprise & Employment has secured NWDA funding (£180,000 p.a.) until 31.3.2012 for new business start ups in the Borough. Two specialist providers have been appointed; ELECT a social enterprise based in Liverpool will provide generic business support and the Princes Trust will provide business start up support for unemployed young people aged 18 – 30 years.
8. Halton People into Jobs has secured an enhanced Learning and Skills Council Nextstep contract that will enable the delivery of Information Advice and Guidance to people looking for employment.
9. Future Jobs Fund. The Liverpool City Region Partnership has secured funding to support the creation of temporary jobs for eligible Job Seekers Allowance customers across the City Region including Halton. The funding is being released in batches and the first of these will provide for 75 jobs in Halton against an estimated (by Jobcentre Plus) target group of 85 18-24 year olds. The new jobs will be handled by HPiJ. There are also a number of sub regional projects such as energy efficiency by Registered Social Landlords which will provide additional places in the borough.
10. The Response to Redundancy LSC contract secured by the council has commenced and support offered to a number of organisations including O2 at Preston Brook.
11. The Ofsted Inspection Report for the Adult Learning & Skills Development Division was published on the Ofsted website in Q2. Following this, Halton provided inspection preparation sessions to Liverpool, Sefton and Knowsley adult learning services.
12. A Construction Employment Integrator Model workshop was delivered by Richard Macfarlane Ltd to HBC staff from Legal, Major Projects, BSF, the Mersey Gateway Team, Procurement, Halton

Employment Partnership, Highways, Neighbourhood Services and Economic Regeneration. The workshop detailed the training and recruitment clauses within procurement documents that would assist in securing employment for local people on local construction projects. Amion Consulting are producing a business plan for HBC based upon the CEI model outlining key recommendations for progressing the model in Halton.

13. Skills for the Science, Technology & Advanced Manufacturing (STAM) Sector is the next sectoral initiative underway. A Skills for the STAM Sector PPB Topic Group has been established and research into STAM skills/employment in the borough has been put out to tender.

14. The Adult Learning & Skills Development Division was successful in their submission to City & Guilds to become an ITQ (a new National Vocational Qualification for IT Users) approved centre, thus enabling the ITQ qualification to be offered from Q3.

15. The 2009/10 Neighbourhood Learning in Deprived Communities grant was allocated to 12 community/voluntary organisations following panel agreement (panel made up of HBC, Riverside College, PPB member).

16. A Celebration of Achievement event to acknowledge individuals achieving qualifications took place on 16 July. Certificates were awarded to 60 individuals.

### **3.0 EMERGING ISSUES**

1. The secondment of the Economic Development Officer (Development) to the Mersey Gateway Team is reducing the Business Development Team's ability to meet its performance targets in terms of investment enquiries and conversions.

2. The Business Parks Officer has tendered his resignation and will leave the authority in December. It will, therefore, be necessary to replace the current post holder as a matter of urgency in order to satisfy the requirements of the Business Improvements District (BID) agreement between the Council and the businesses at Astmoor and Halebank Industrial Estates. The post has been advertised internally and representatives from the businesses will be on the interview panel.

3. Flexible New Deal Phase 2. The Department of Work and Pensions is in the process of procuring a prime contractor to deliver this provision across Merseyside & Halton and has shortlisted several organisations to complete an ITT (Tender) by early January 2010. The potential to work in partnership with those organisations is being explored by HPIJ.

4. A post inspection action plan (PIAP) will need to be developed as a response to the areas of improvement identified in the Ofsted Inspection Report. The annual Self Assessment Report (SAR) will also need to be

produced and uploaded onto the LSC website by mid December. The PIAP and SAR will very much be linked together in terms of content.

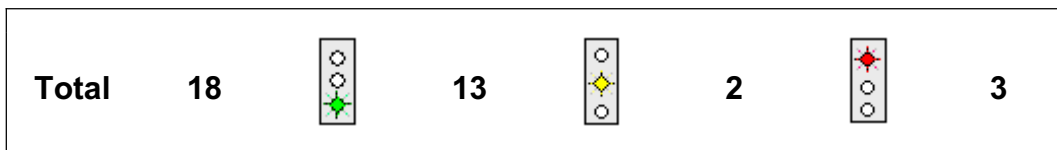
5. The next step of the development of the Construction Employment Integrator Model is the development of a Business Plan. This already exists in draft and considers need for short term dedicated project management resources as well as development of model clauses and refinement of the development pipeline list.

6. An employment, learning & skills zone will be included as part of the LSP's 'My Halton' event. Plans across ELS providers will be agreed and put in place to ensure full representation.

7. The Union Learn project developed by Unison has now been approved. Unison are sub contracting this piece of work to the Adult Learning & Skills Development Division. A formal service level agreement will now be developed including key tasks, critical dates and resources committed.

8. The third Business Perceptions Survey will commence in Q3 and go on into Q4. This will inform the updating of the workforce and skills development strategy and will provide very useful information to the 14-19 partnership.

**4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES**

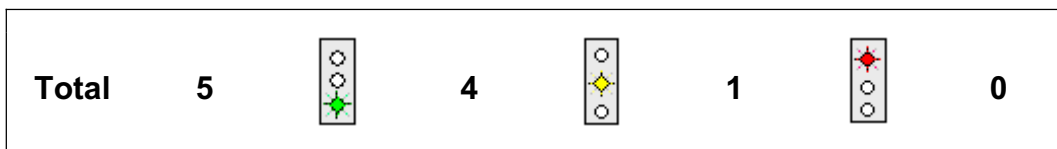


The majority of milestones/objectives are expected to be achieved within set timescales. However 2 are uncertain and 3 have/or will not meet related milestone dates. For further details, please refer to Appendix 1.

**5.0 SERVICE REVIEW**

Nothing to report this quarter.

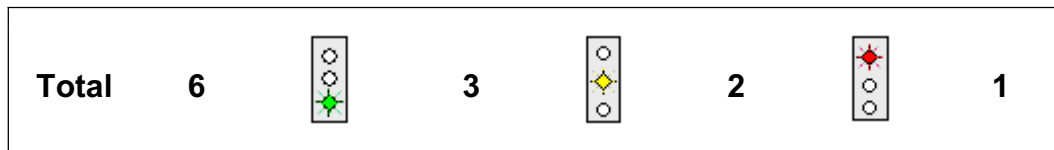
**6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS**



Most "Key" performance indicators are on track to meet their targets. However, it is uncertain that ER LI2 - Number of local people with disabilities into permitted/paid work, will meet target. For further details, please refer to Appendix 2.



## 6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



The majority of “Other” performance indicators are on track to meet their target for the year. For further details, please refer to Appendix 3.

## 7.0 RISK CONTROL MEASURES

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

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

For further details please refer to Appendix 4.

## 8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

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

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








## 9.0 DATA QUALITY





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

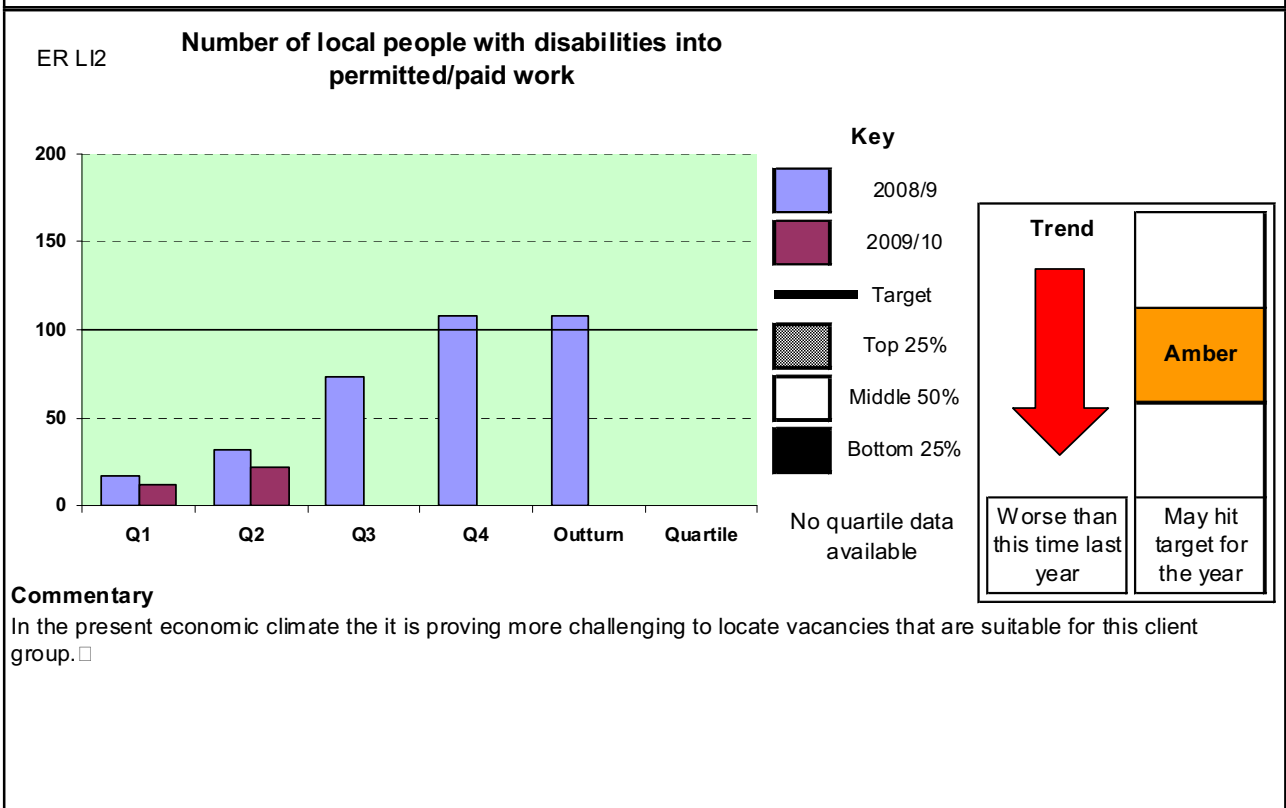
## 10.0 APPENDICES

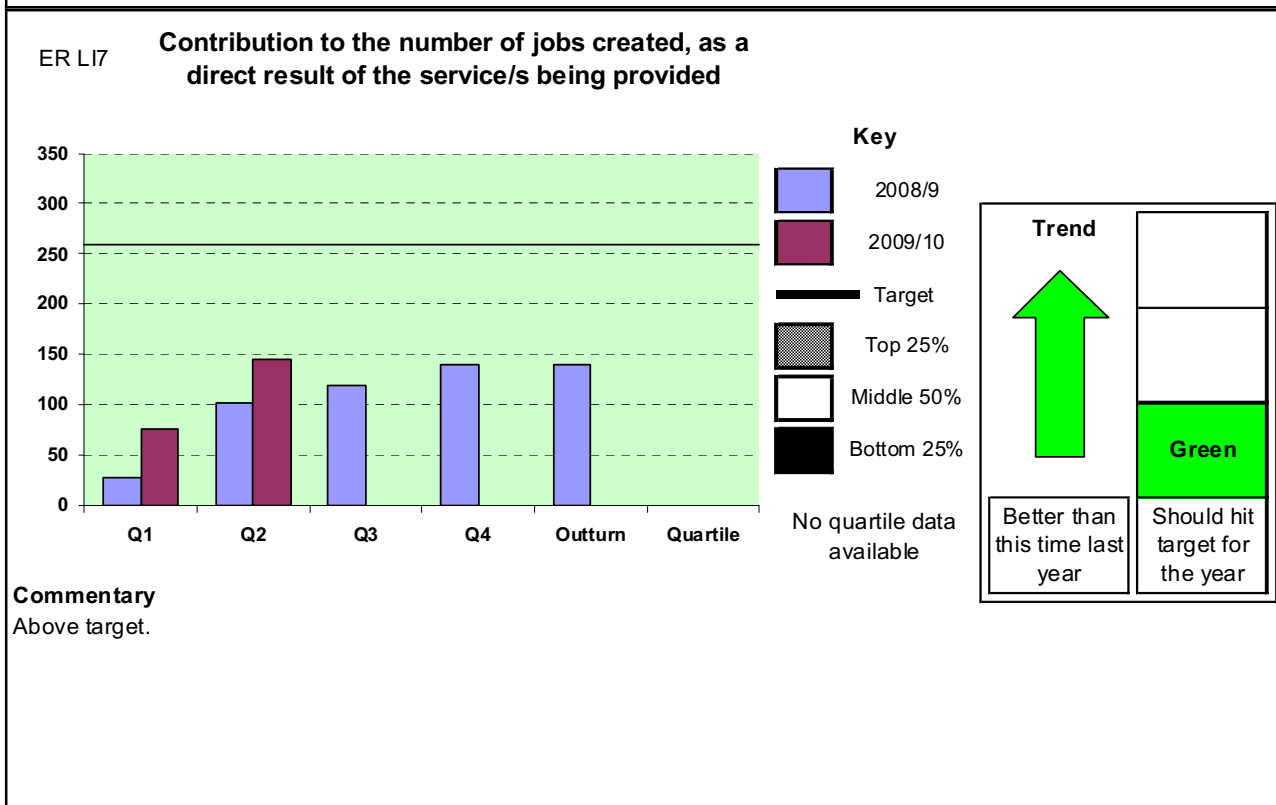
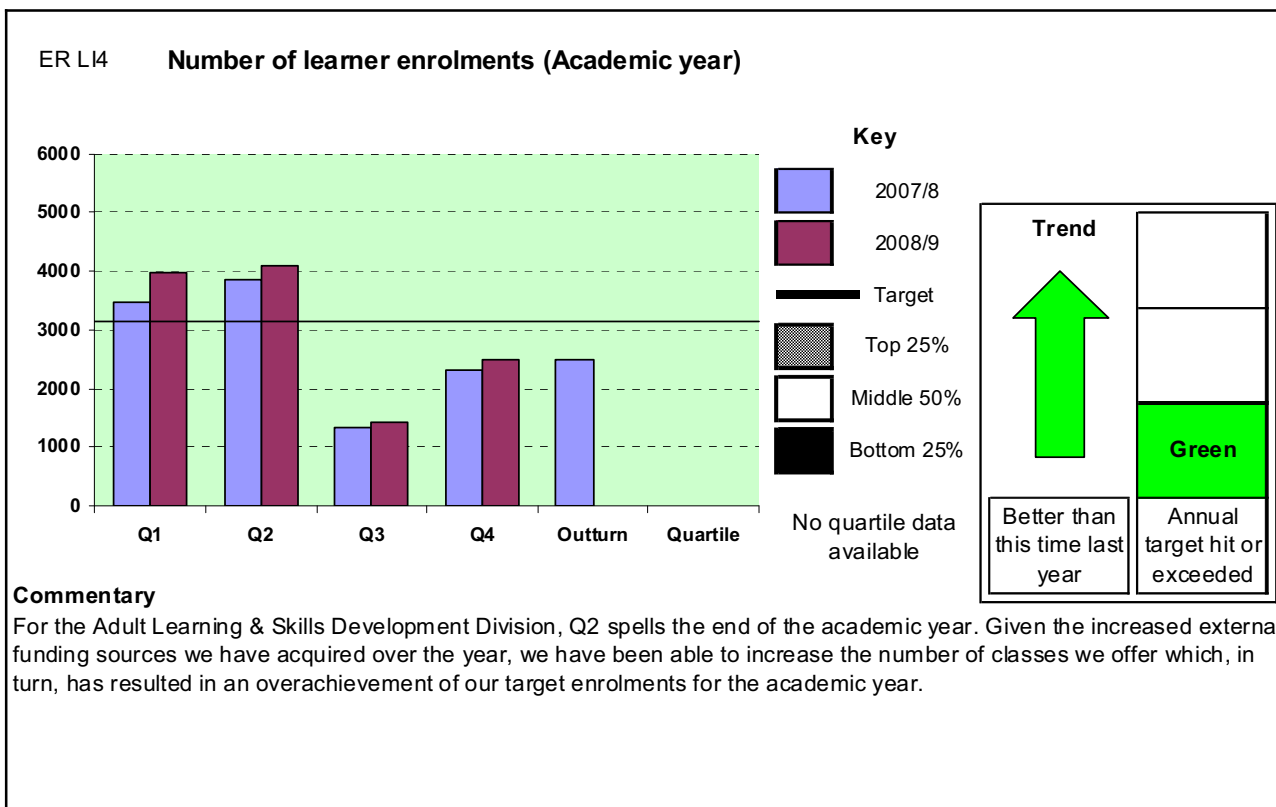
Appendix 1- Progress against Objectives/ Milestones  
 Appendix 2- Progress against Key Performance Indicators  
 Appendix 3- Progress against Other Performance Indicators  
 Appendix 4- Progress against Risk Treatment Measures  
 Appendix 5- Financial Statement  
 Appendix 6- Explanation of traffic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

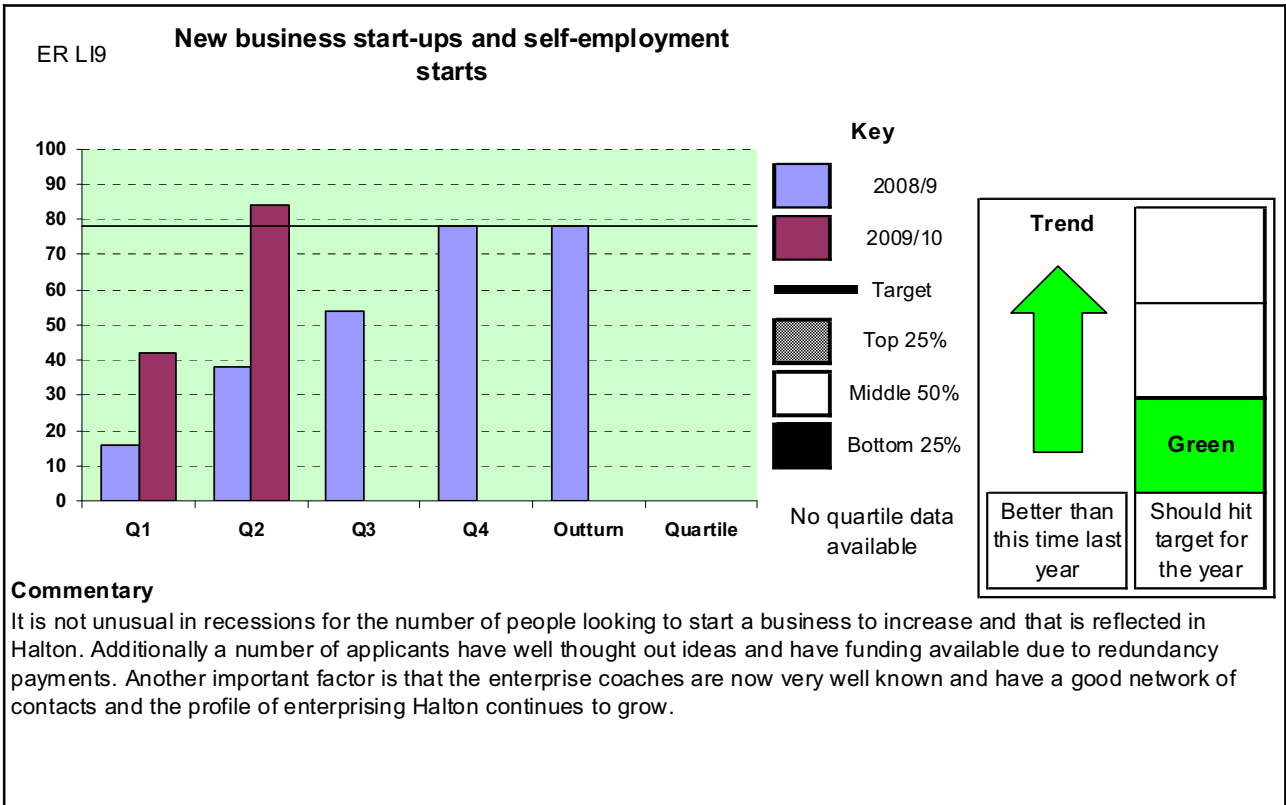
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 1	Promote economic diversity and competitiveness within an improved business environment	Update Economic Development Strategy by 1/10/09		A draft of the Economic Development Strategy has been completed but is now on hold pending the completion of the new Local Economic Assessment.
		Develop Tourism Strategy and action plan by 1/10/09		Work on the strategy is underway, but is not yet fully developed.
		Review procurement topic actions by 31/10/09		Review focused as per PPB request to exploring the issues of procurement and employment associated with the second crossing.
		Revise Science and Technology Strategy and action plan by 1/10/09		Action plan/work programme updated June 2009. New Skills for the Science, Technology & Advanced Manufacturing (STAM) Steering Group established; 2 meetings taken place in Q2.
		Deliver BIDs year 2 action plan by 31/3/10		All outputs associated with the BID programme are on-programme and were reported to Executive Board Sub-Committee on 16/07/09
		Secure funding package for Lewis Carroll visitor centre by 31/3/10		All funding secured with an expected completion date in 2010
ER 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.	Re-launch expanded Enterprise Academy by 30/6/09		Halton Chamber commissioned to deliver expanded Enterprise Academy.




Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Deliver Enterprise Week programme by 31/11/09		Halton Lea Enterprise Fair held on 3/9/09. Events planned for Enterprise Week (November) include the Launch of the Primary Enterprise Game and an expanded 2009 Enterprise Challenge Competition.
		Deliver expanded start up programme by 31/3/10		NWDA funding secured to expand and coordinate all business start up activity from September 2009. 84 start ups achieved by Q2.
ER 3	Reduce unemployment/worklessness by assisting people to secure employment.	Secure future of Castlefields Employment Project by 31/5/09		Completed.
		Deliver permitted work placements in council department by 1/10/09		Ongoing – 23 permitted work placements in Council Departments.
		Development of Employment Action Plans for each NM area by 31/1/10		Neighbourhood Employment Officers appointed and working with RSL's to develop Employment Action Plans.
		Double the number of council apprenticeships by 31/1/10 (2008/9 will be baseline)		8 new apprenticeships within the Council of which 5 are for care leavers.
		Finalise the Disabled and Carers Employment Strategy by 30/6/09		Strategy delayed as government strategy delayed. Consultation draft now being finalised.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Implement phase 1 of the Disabled and Carers Employment Strategy by 31/3/10		Actions as per draft strategy. Disability Employment Network operational and JCP to establish a Provider Network. NI150 Mental Health Employment Worker appointed and NI173 Job Retention Service operational. JCP to appoint a Mental Health Partnership Manager.
ER 4	Raise workforce skill levels by reviewing and addressing the skills deficit in Halton	Commence full operation of Halton Employment Partnership by 30/6/09		Fully operational and delivering courses
		Develop Science and Technology offer and handbook by 31/12/09		New Skills for the Science, Technology & Advanced Manufacturing (STAM) Steering Group established and an audit of the demand and supply for skills within the sector will be reported in Q3. The outcomes of this will determine the content of the Science Investors' Handbook.
		Produce updated skills and workforce development strategy by 31/3/10		On target










Ref	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
<b>Cost &amp; Efficiency</b>						
ER LI13	Cost per job created and/or safeguarded to which the authorities inward investment promotional activity has made a significant contribution. (£)(Audit Commission ECR18d)	£303.19	£142.00	N/a	N/a	Reported annually at the year end
<b>Fair Access</b>						
NI 146	Adults with Learning Disabilities in Employment	Baseline being established	30	23		This target relates to service users with learning disability that are known to health & social care remaining in work.
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.6% Aug 08	29.6%	32.6% May 09		The recession is clearly increasing worklessness in the priority LSOAs even though individual projects are helping people into work
NI 150	Adults in contact with secondary mental health services in employment	Baseline being established	-	-	-	Work in progress with the 5 Boroughs Partnership, to enable this performance indicator to be reported.
<b>Service Delivery</b>						
ER LI3	Number of learners accessing adult learning provision (Academic Year)	1569 March	1952 (as in LSC 3 year plan)	2278		For the Adult Learning & Skills Development Division, Q2 spells the end of the academic year. Given the increased external funding sources we have acquired over the year, we have been able to increase the number of classes we offer which, in turn, has resulted in an overachievement of our target learner numbers for the academic year.



Ref	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
ER LI5	Number of inward investment enquiries per annum	193	180	80		The number of property enquiries has been severely affected by the current recession. Numbers have fallen throughout 2008\09 and were expected to continue to do so in 2009\10. The impact of the recession has been particularly felt within the commercial property sector where land values have, in some instances, fallen by 45%
ER LI6	Inward investment enquiry conversion rate (%)	11.9%	6%	11.3%		Although enquiries are down conversions remain surprisingly strong
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	235	300	124		Recession impacting on the number of jobs safeguarded.
ER LI10	No of day visitors per annum to the borough (Calendar year)	Annual in arrears calculation	+2%	N/a	N/a	Reported annually at the year end
NI 13	Migrants English language skills and knowledge	Calculation Autumn 2009	-	N/a	N/a	Some concern that a valid out turn will be possible as the college does not record the number of ESOL enquiries at this time.
NI 163	Working age population qualified to at least Level 2 or higher	57.4%	-	57.9%	N/a	Indicates the increased attainment by schools and the additional resources being committed by the Learning and Skills Council are starting to have a positive impact.
NI 171	Business registration rate	Annual in arrears	-	N/a	N/a	Data available winter 2009




**Area Partner National Indicators:**




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


Ref	Description	2008-09 Actual	2009-10 Target	Quarter 2	Progress	Commentary												
NI 151	Overall employment rate	70.4%	N/a	N/a	N/a	N/a												
NI 152	Working age people on out of work benefits	17.8%	N/a	19.4 (May 2009)	N/a	<p><b>NI152 for Halton</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>May-08</td> <td>17.9</td> </tr> <tr> <td>Aug-08</td> <td>17.9</td> </tr> <tr> <td>Nov-08</td> <td>18.1</td> </tr> <tr> <td>Feb-09</td> <td>18.7</td> </tr> <tr> <td><b>May-09</b></td> <td><b>19.4</b></td> </tr> </tbody> </table>	Date	%	May-08	17.9	Aug-08	17.9	Nov-08	18.1	Feb-09	18.7	<b>May-09</b>	<b>19.4</b>
Date	%																	
May-08	17.9																	
Aug-08	17.9																	
Nov-08	18.1																	
Feb-09	18.7																	
<b>May-09</b>	<b>19.4</b>																	
NI 161	Learners achieving a Level 1 qualification in literacy	No data available from LSC	N/a	N/a	N/a	No new data from LSC												
NI 162	Learners achieving an Entry Level 3 qualification in numeracy	No data available from LSC	N/a	N/a	N/a	No new data from LSC												
NI 164	Working age population qualified to at least Level 3 or higher	32.6%	N/a	33.8%	N/a	Indicates the increased resources being committed by the Learning and Skills Council are starting to have a positive impact.												
NI 165	Working age population qualified to at least Level 4 or higher	16.2%	N/a	18.1%	N/a	Indicates the increased resources being committed by the Learning and Skills Council are starting to have a positive impact.												
NI 166	Average earnings of employees in the area	£419.1 2008	N/a	N/a	N/a	No new data												

NI 172	VAT registered businesses in the area showing growth	Available winter 2009	N/a	N/a	N/a	Data available Winter 2009
NI 173	People falling out of work and on to incapacity benefits	Not available	N/a	N/a	N/a	Baseline data to be set by DWP. HPiJ Job Retention Service has supported 32 clients referred.
NI 174	Skills gaps in the current workforce reported by employers	Calculated every two years by LSC	N/a	N/a	N/a	No new data from LSC

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
ER1	Reduction in capacity of team	Prioritise programmes and projects		The service is responding to increasing demands to support businesses affected by the recession but with fewer staff, a problem compounded by the resignation of the Business Parks Officer.
	The impact of the global economic slowdown on businesses and investment	Increased focus on aftercare combined with selective proposition based marketing		The service is working with partners to put in place a comprehensive programme of information and support to assist the local business community during the current recession
	Problems with accessing ERDF for tourism	Target decision makers to access funding		ERDF funding via NWDA allocated and oversubscribed. Halton "reports" to TMP as the Merseyside Destination Organisation but can not access the transitional ERDF funding ring-fenced for Merseyside.
	Increased workload re Mersey gateway	Reduce other activity to compensate		The continuing involvement of the Economic Development Officer (Development) is having a negative and continuing effect upon the services capacity to service investment enquiries
	Loss of tourism dispersal post	Redistribution of priority work.		Some of the work has been taken on by other staff.
ER2	Inability to recruit to vacant enterprise officer post due to grading.	Revise JD if HBC decides to take on NWDA programme		NWDA funding secured. JD revised for new job evaluation.
	Multiple providers creating local confusion	HBC to procure on behalf of NWDA		NWDA funding secured and two providers appointed.

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
	Economic climate making access to start up funding difficult	Promotion of new Government initiatives to address this at national and regional levels.		Access to start up funding from financial institutions still an issue. However, more start ups using personal investment often funded by redundancy pay and JCP have introduced the Self-employment credit of £40 per week for 16 weeks for JSA 6 months plus customers.
<b>ER3</b>	Existing funding package ends 2011	Seek alternate funding opportunities		WNF to support activities secured until 31.3.2011. Nextstep contract higher value and new LSC Response to Redundancy contract secured until 31.3.2011. Other alternatives being explored.
	Economic climate reducing vacancies and increasing redundancies	Promotion of new Government initiatives to address this at national and regional levels.		CES Partnership has secured DWP Future Jobs Funding to increase temporary jobs for eligible JSA customers.

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
ER4	Reductions in real term LSC adult learning team budgets	Increased efficiencies. Source other budgets. Better partnership working.		The Adult Learning & skills Development Division has secured various ESF/LSC non mainstream contracts as part of partnership arrangements (supporting efficiency principles). These include: Skills for Life Train to Gain and the Employability Skills Projects (both GM LA consortia projects); Response to Redundancy contract (in partnership with HPIJ); PCDL (Riverside College) and Children's Centres. The Division will continue to explore further efficiencies and partnership working.
	Increasing LSC focus on in-work training will reduce resources for unemployed to develop skills (e.g. First Steps funding moving to Foundation Learning Tier within FE budgets)	Work with LSC and JCP on provision plans. Consideration of alternate provision.		The Adult Learning & Skills Development Division has attended awareness events around the Foundation Learning Tier and has had initial discussions with Riverside College to see if any partnership working can be worked up. Information from LSC with regards to the transition to the Skills Funding Agency and what will happen to existing funding streams is not forthcoming.
	Potential of LSC to introduce contestability could result in loss of funding and reduced provision.	Identify efficiencies and additional income sources to enable targets to be met with decreased LSC funding		The Division was successful in its recent Ofsted inspection (grade 2); a good inspection result puts the service in a favourable position when it comes to winning other contracts.

Objective Reference	High Risk Identified	Risk Treatment Measures	Progress	Commentary
	Credit Crunch impact on businesses & skill development	Promotion of new Train to Gain flexibilities. Increased promotion of what training is available and benefits of training.		The Division's Skills for Life Train to Gain contract was increased in Q2 back to 100% of the 08/09 volumes. Compared to some other LAs/colleges this is very positive as many have experienced significant cuts in T2G contracts. Additional contracts (e.g. Employability Skills Project) and the HEP Award will assist unemployed people to gain better skills to get a job.

**Revenue Budget as at 30<sup>th</sup> September 2009**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	1,735	783	665	118	667
Premises Support Office	81	11	11	0	12
Accommodation	69	35	35	0	35
Marketing Programme	44	21	21	0	31
Promotions	51	12	12	0	29
Development Projects	21	10	10	0	11
Supplies & Services	117	55	90	(35)	101
Halton People into Jobs	145	72	89	(17)	89
Mersey Partnership	75	75	75	0	75
Transport	19	10	9	1	9
Central Support Services	249	125	125	0	125
Departmental Support Services	23	0	0	0	0
Agency	0	0	1	(1)	1
Capital Financing	-188	0	0	0	0
Asset Charges	10	0	0	0	0
<b>Total Expenditure</b>	<b>2,451</b>	<b>1,209</b>	<b>1,143</b>	<b>66</b>	<b>1,185</b>
<b>Income</b>					
Sales	0	0	0	0	0
Fees & Charges	-30	-2	-17	15	-17
Reimbursements	-325	-31	-63	32	-63
Government grants	-639	-328	-330	2	-330
Recharges to Capital	0	0	0	0	0
<b>Total Income</b>	<b>-994</b>	<b>-361</b>	<b>-410</b>	<b>49</b>	<b>-410</b>
<b>Net Expenditure</b>	<b>1,457</b>	<b>848</b>	<b>733</b>	<b>115</b>	<b>775</b>



**Comments on the above figures:**

In overall terms revenue spending to the end of quarter 2 is slightly under budget.

This is mainly due to vacancies that exist within the Employment Team and external funding being used to fund some posts. Supplies and Services are overspent for the period however this is being offset through an increase in reimbursement income.

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




**Local Strategic Partnership Schemes as at 30<sup>th</sup> September 2009**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Employment Outreach	60	30	29	1	30
Halton ILM/Stepping Stones	144	72	90	(18)	90
Enterprise Development	383	192	157	35	161
Supported Employment	95	48	49	(1)	49
Nbr'hood Employment Officers	105	52	54	(2)	54
Links 2 Work	51	25	8	17	33
YMCA Skills for Life	20	10	6	4	6
Inspiring Women	10	5	5	0	5
NEET Employers	35	17	1	16	1
Foundation	28	14	0	14	0
Employment					
Pre-level 2 Provision	288	144	83	61	83
Halton Employment Partnership	818	409	184	225	191
Newly unemployed / redundancy response	51	25	0	25	0
Apprenticeship Support	150	75	8	67	9
<b>Total Expenditure</b>	<b>2,238</b>	<b>1,118</b>	<b>674</b>	<b>444</b>	<b>712</b>

Local Strategic Partnership (LSP) funding spending to the end of quarter 2 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.

The traffic light symbols are used in the following manner:

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

## QUARTERLY MONITORING REPORT

**DIRECTORATE:** Health & Community  
**SERVICE:** Culture & Leisure  
**PERIOD:** Quarter 2 to period end 30<sup>th</sup> September 2009

### 1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department second quarter period up to 30 September 2009. It describes key developments and progress against 'all' milestones and performance indicators for the service.

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

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

### 2.0 KEY DEVELOPMENTS

The total number of free activity places taken during Summer Splash was 26,650. There was a decrease of 21% in youth nuisance calls compared to the same period last year.

The Drama Officer has attracted grants of £37,000 from the Arts Council and £27,648 from Cheshire Police to develop a 'Theatre for All' programme for target audiences of women/families at risk or in Domestic Violence, substance misuse, young offenders, addicts.

The Brindley received an award for Technical Excellence from the Chartered Institute of Architectural Technologist. This represents its 7<sup>th</sup> National Award.

The re-furbished Halton Lea Library opened to the public in August. Its first few weeks of business there was a 10% increase in usage.

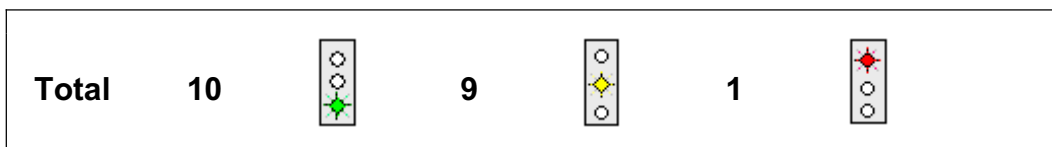
### 3.0 EMERGING ISSUES

Ditton and Grangeway Community Centres have been nominated in their categories for the most improved performer award by APSE.

The Youth Hub at Grangeway Community Centre has been identified as an emergency distribution centre for anti-virals in the event of an escalation in the swine flu pandemic.

The West Bank lock gates are deteriorating badly and a decision will need to be made about their future operation.

#### 4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

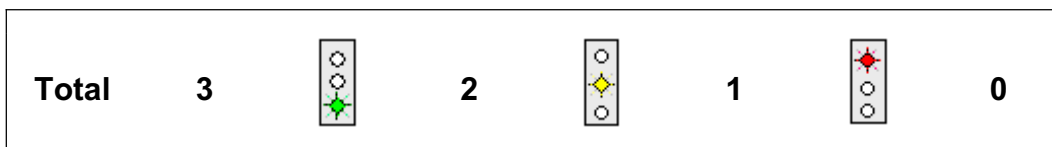


The majority of milestones and objectives are on track. Where progress has been restricted this is due to an agreed delay on the commencement date of a joint initiative with the NHS. For further details please refer to Appendix 1.

#### 5.0 SERVICE REVIEW

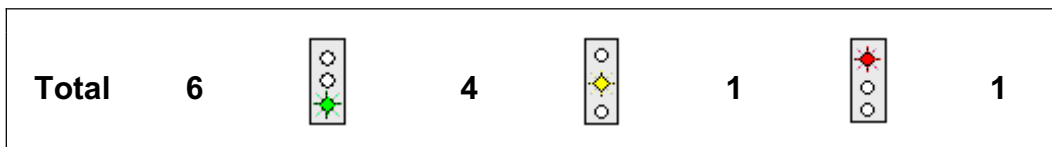
Two case studies highlighting the work of the Arts Development Team have been included in a document of good practice produced by the Regional Development Agency on targeted engagement in the North-West cultural sector.

#### 6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



Because the majority of KPIs data are derived from national annual surveys, in these cases it has not been possible to produce data for quarter 2 and where this not the case the indicators are new for this year. Therefore trends against last year have only been possible to identify in one instance, which was positive. For further details please refer to Appendix 2.

#### 6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



Again many indicators are survey based so quarterly information is not available. However the general picture, based on available data has been positive. For further details please refer to Appendix 3.

## 7.0 RISK CONTROL MEASURES

During the production of the 2009/10 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

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

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

## 8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

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





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





## 9.0 DATA QUALITY

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

## 10.0 APPENDICES

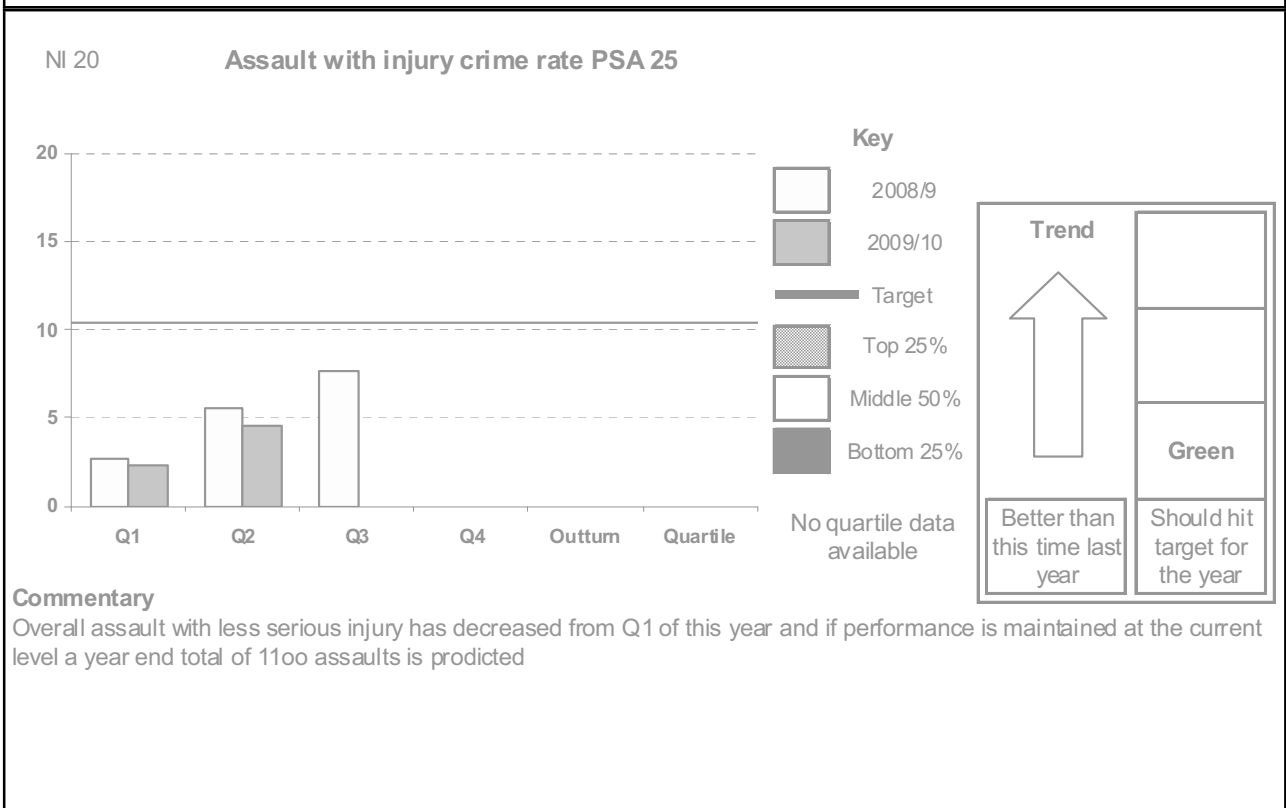
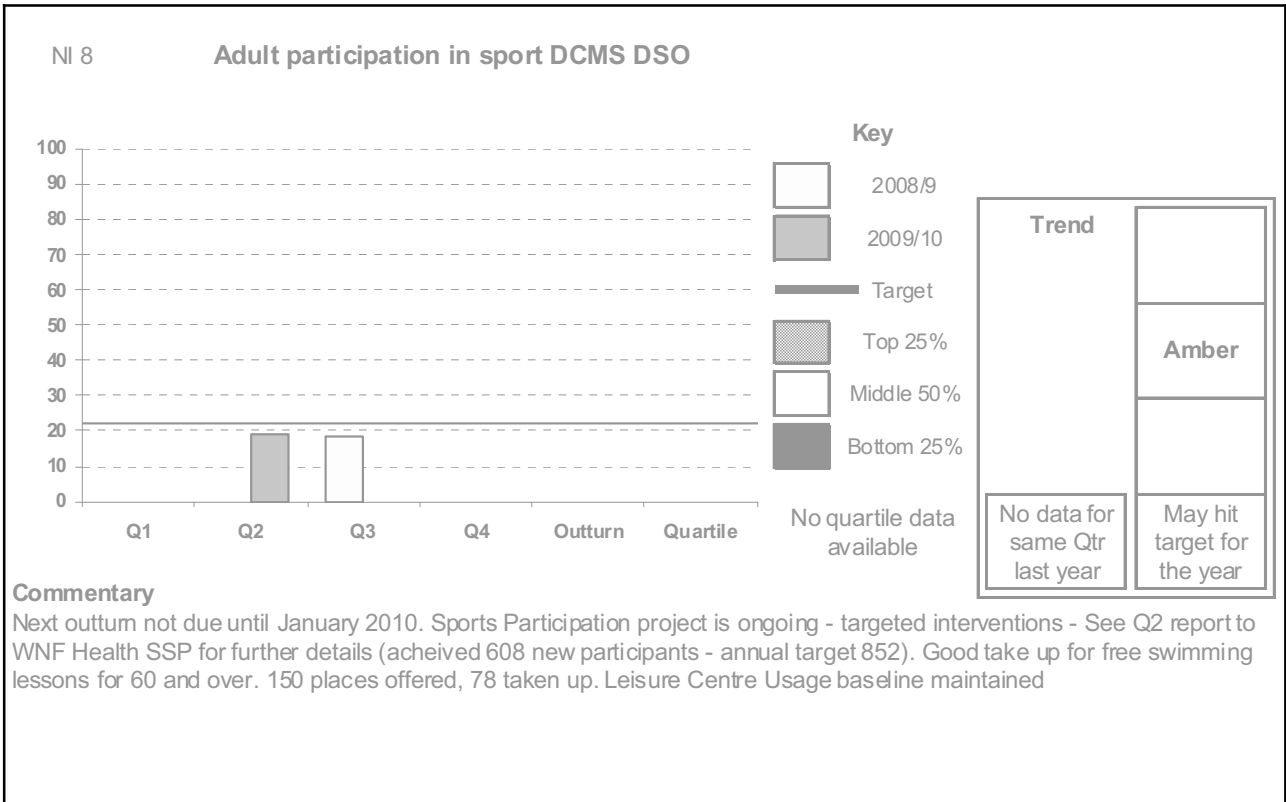
Appendix 1- Progress against Objectives/ Milestones  
Appendix 2 – Progress against Key Performance Indicators  
Appendix 3- Progress against Other Performance Indicators  
Appendix 4- Financial Statement  
Appendix 5- Explanation of traffic light symbols

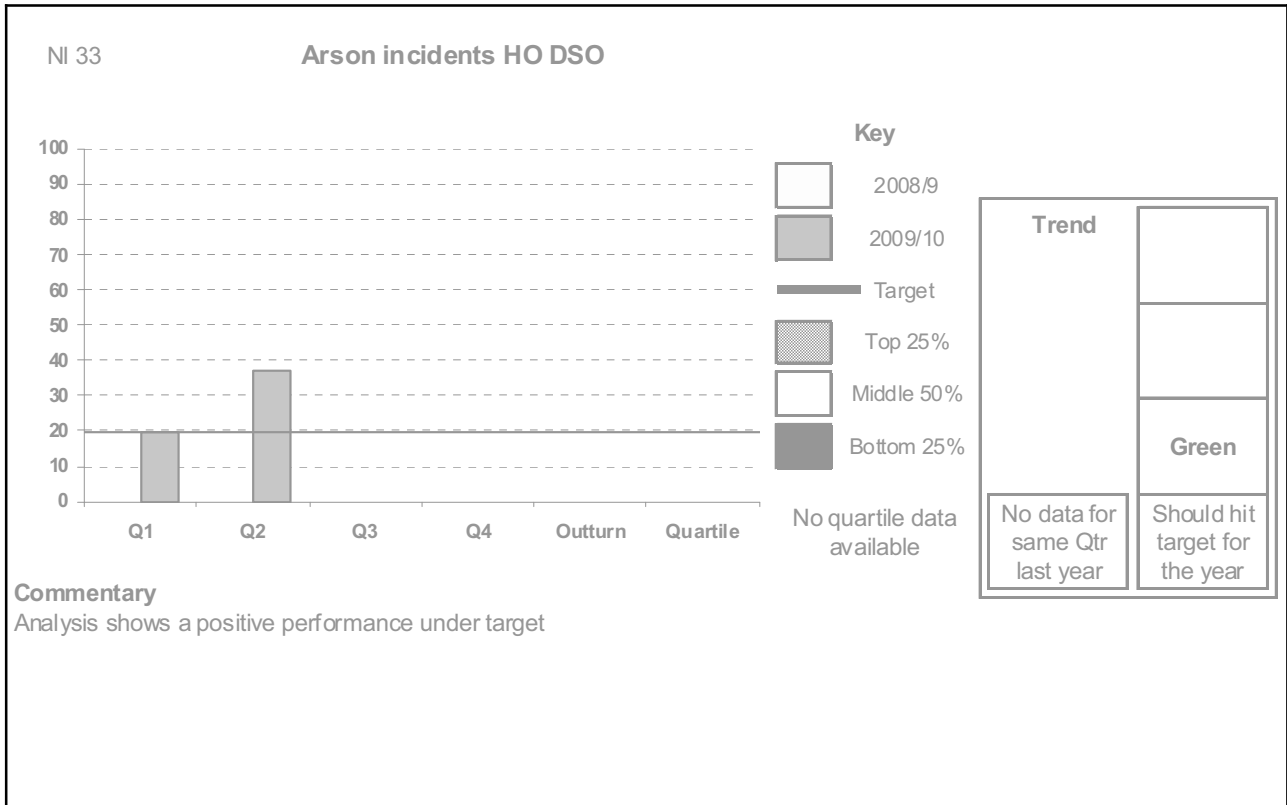
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
CL 1	Increase participation in sport and physical activity, thereby encouraging better lifestyles.	<ul style="list-style-type: none"> <li>Achieve annual programme of re-accreditation for Quest Oct 2009. (AOF2 &amp; 6)</li> </ul>		Still awaiting notification of QUEST maintenance visits. These monitor the status of the re-accreditation awarded last year. No complications are anticipated.
		<ul style="list-style-type: none"> <li>Increase number of new participants through Sport and Physical Activity Alliance delivery plan i.e. sports participation (This is part of a 3 year agreed programme with Sport England). April 2010. (AOF2 &amp; 3)</li> </ul>		Sports Participation Project continues to attract new members. See WNF Q2 report for detailed quarterly report.  Free Swimming continues to attract new members. Paper presented to ELS PPB in November.
		<ul style="list-style-type: none"> <li>Work with PCT to ensure PA is integrated into 4-19 years old. Healthy weight pathway programme. (AOF 2,3)</li> </ul>		Achieved.
CL 2	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.	<ul style="list-style-type: none"> <li>Building refurbishment at Halton Lea Library complete and extended facilities fully operational. Sept 2009. (AOF 15,26)</li> </ul>		Library open and operational in August 2009.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		<ul style="list-style-type: none"> <li>Active Membership of Halton Lea Library increased as a result of the lottery-funded refurbishment by 10% compared to April 2007 of which, 5 % will be from target wards. March 2010 (AOF21 &amp; 26)</li> </ul>		Usage has increased by 10% since the re-furbished library opened.
		<ul style="list-style-type: none"> <li>Implement RFID (Radio Frequency Identification) technology at Halton Lea Library to facilitate self service thereby providing opportunities for added value services. 50% transactions to be self-service within 3 months. Dec 2009 (AOF 15,26)</li> </ul>		RFID operative as part of re-furbishment.
		<ul style="list-style-type: none"> <li>Launch Books on Prescription service in conjunction with the PCT. April 2009. (AOF 15,26)</li> </ul>		Service launched and operative in all libraries.
		<ul style="list-style-type: none"> <li>Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter. March 2010 (AOF 15,26)</li> </ul>		2 major events held in 2 <sup>nd</sup> quarter.



Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		0 Deliver a programme of lifelong learning activities including IAG targets. March 2010 (AOF 15,21)		
CL 3	Increase use and satisfaction with parks and open spaces, promoting healthy lifestyles and providing diversionary activities for young people. Manage the re-furbishment of Runcorn Town Hall Park to establish a 21 <sup>st</sup> century facility with appropriate facilities and functions.	<ul style="list-style-type: none"> <li>Obtain 10 Green Flag sites. <b>Sep 2009.</b> (AOF12 &amp; 2)</li> <li>Re-furbish Runcorn Town Hall Park (AOF12 &amp; 2)</li> <li>Start on site. <b>June 2009</b> (AOF 12 &amp; 2)</li> <li>Completion <b>March 2010</b> (AOF 12 &amp; 2)</li> </ul>		12 Green Flags obtained, increase of 2 on last year's record of 10 awards. Runcorn Town Hall Park phase one new play area completed.
CL4	Improve drug and alcohol services through the re-tendering of the contract.	<ul style="list-style-type: none"> <li>Finalise specification. April 2009 (AOF 30,3)</li> <li>Tender short-listing and interviews. October 2009 (AOF 30,3)</li> <li>Contract signed December 2009. (AOF 30,3)</li> <li>Handover/TUPE January – March 2010 (AOF 30,3)</li> </ul>		Meetings are being held between Halton, St Helens & Warrington to agree the collaborative commissioning of drug services across the 3 areas. This new approach has created a years slippage to the programme. The new contract is anticipated to be operative by April 2011.





The following Key Performance Indicators cannot be show as a table: -

**CL LI 4 Overall satisfaction of library users: -**

CIPFA Public Library User Survey to be undertaken in October 09. Three yearly survey

**CL LI5 % of residents satisfied with sport and leisure: -**

Active People Survey – next survey Dec 09. Place Survey – next survey Oct 2010

**NI 17 Perception of Anti Social Behaviour: -**

Figure taken from bi-annual place survey. Next survey 2010

**CL LI1 Domestic burglaries per 1,000 households: -**

No data available

**NI 9 % adult population say they have used their library in the past 12 months: -**

Figure taken from active people survey

**NI 10 % of adult population who that have visited a museum or gallery in the past 12 months: -**


**NI 11: - 5 of adult paper that have engaged in the arts at least 3 times in the past 12 months**

Figure taken from active people survey



Ref <sup>1</sup>	Description	Actual 2008/9	Target 09/10	Quarter2	Progress	Commentary
<b>Quality</b>						
<b><u>CL LI4</u></b>	% Overall satisfaction of Library Users (Previously BVPI 118c)	71.7	97	N/Av	N/A	CIPFA Public Library User Survey to be undertaken in October. 3 yearly survey.
<b><u>CL LI5</u></b>	% Of residents satisfied with sport and leisure (Previously BVPI 119a)		NA	N/Av	N/A	Active People Survey. Next survey Dec 09. Place Survey. Next survey Oct 2010
<b><u>NI 17</u></b>	Perception of anti-social behaviour	24.4%	NA	N/Av	N/A	Figure taken from bi-annual place survey. Next survey 2010.
NI 22	Perceptions of parents taking responsibility for the behaviour of their children in the area	25.4%	N/A	N/Av	N/A	Figure taken from bi-annual place survey. Next survey 2010.
NI 23	Perceptions that people in the area treat one another with respect and dignity	37.2%	N/A	N/Av	N/A	Figure taken from bi-annual place survey. Next survey 2010.
NI 41	Perceptions of drunk or rowdy behaviour as a problem	32.2%	N/A	N/Av	N/A	Figure taken from bi-annual place survey. Next survey 2010.
NI 42	Perceptions of drug use or drug dealing as a problem	40.8%	N/A	N/Av	N/A	Figure taken from bi-annual place survey. Next survey 2010.
<b>Service Delivery</b>						
<b><u>CL LI1</u></b>	Domestic burglaries per 1,000 households (Previously BVPI 126)	11.97	11.97	N/Av	N/A	No data available
CL LI2	Number of racial incidents recorded by the Authority per 100,000 population (Previously BVPI 174)	N/A	N/A	N/Av	N/A	No data available
CL LI3	% Of racial incidents that resulted in further action	13	N/A	N/Av	N/A	No data available



<sup>1</sup> Key Indicators are identified by an **underlined reference in bold type**.

Ref <sup>1</sup>	Description	Actual 2008/9	Target 09/10	Quarter2	Progress	Commentary
	(Previously BVPI 175)					
<b>NI 9</b>	% of adult population (16+) say they have used their public library service during the last 12 months	47.4	45	N/Av	N/A	Figure taken from annual active people survey.
<b>NI 10</b>	% of adult population (16+) who have visited a museum or gallery at least once in the past 12 months	46.5	N/A	N/Av	N/A	Figure taken from annual active people survey.
<b>NI 11</b>	% of adult population (16+) that have engaged in the arts at least 3 times in the past 12 months.	35.2	N/A	N/Av	N/A	Figure taken from annual active people survey.
N1 21	Dealing with local concerns about anti-social behaviour and crime by the local council and police	21.2%	N/A	N/Av	N/A	Figure taken from bi-annual Place Survey. Next Survey 2010.
NI 27	Understanding of local concerns about anti-social behaviour and crime by the local council and police	21.1%	N/A	N/Av	N/A	Figure taken from bi-annual Place Survey. Next survey 2010.
NI 31	Re-offending rate of registered sex offenders	N/Av	N/A	N/Av	N/A	No data available
<b>NI 8</b>	% of adult population (16+) participating in sport each week	18.5	22.13	19.33		<p>Next outturn not due until January 2010 Sports Participation project is ongoing – targeted interventions - see Quarter 2 report to WNF Health SSP for further details (achieved 608 new participants – annual target 852).</p> <p>Good take up for Free swimming lessons for 60 and over. 150 places offered 78 taken up. Leisure Centre Usage baseline maintained</p>




Ref <sup>1</sup>	Description	Actual 2008/9	Target 09/10	Quarter2	Progress	Commentary
NI 6	Participation in regular volunteering	20.2 (2006)	N/A	N/Av	N/A	Figure taken from bi-annual Place Survey. Next survey 2010.
NI 7	Environment for a thriving third sector	24.4%	N/A	N/A	N/A	No data available

#### Area Partner National Indicators:



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

Ref <sup>2</sup>	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
NI 15	Serious violent crime rate	N/A	0.54% 64*	0.32% 22/ 38 cumulative		* Police Target Serious violent crimes increased in Q2 compared to Q1 and a 47% (7 crimes) increase when compared to the same period last year. There is no Partnership target set, only the Police targets
NI 16	Serious acquisitive crime rate (per 1000 population)	16.47	16.06	7.1% 463/ 849		Serious acquisitive crime has increased in Q2, this is partly expected due to the summer months, however when you compare this quarter with the same period last year there is a

<sup>2</sup> Key Indicators are identified by an **underlined reference in bold type**.

Ref <sup>2</sup>	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
				cumulative		significant decrease of (26%) 178 less crimes committed.
NI 18	Adult re-offending rates for those under probation supervision	N/Av	N/Av	N/Av	N/A	Data not available until Quarter 3
NI 19	Rate of proven re-offending by young offenders	N/Av	N/Av	N/Av	N/A	Data to be supplied to the SSP by YOT w.e.f. Quarter 3
<b>NI 20</b>	Assault with injury crime rate (per 1000 population)	10.62	10.35%	4.61% 268/ 551 cumulative		Overall Assault with Less Serious Injury has decreased from Q1 of this year and if performance is maintained at the current level a year end total of 1100 is projected
NI 26	Specialist support to victims of a serious sexual offence	N/Av	N/Av	N/Av	N/A	Data unavailable until 2010
NI 28	Serious knife crime rate	N/Av	77	16		Q2 saw an increase in knife crimes over Q1, however compared with the same period last year there was a 46% decrease. If performance is maintained the target should be met.
NI 29	Gun crime rate	N/Av	33	N/Av	N/A	Data to be provided w.e.f Quarter 3 by Community Safety Team
NI 30	Re-offending rate of prolific and priority offenders	16%	19%	N/Av	N/A	Data is only available to the end of 08/09 therefore a Quarter 2 figure cannot be produced. However the Prolific And Priority Offender Team use local measures which indicate meeting the target, recording 60% fewer convictions in Quarter2
NI 32	Repeat incidents of domestic violence	N/Av	28%	36%		Data indicates that repeat cases to the MARAC increased compared to the same period last year by around 40%. The criteria for repeats were amended to be in line with CAADA guidance as of September 2008 which has clearly impacted



Ref <sup>2</sup>	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
						on levels.
<u>NI 33</u>	Arson incidents	1277	937	442		Analysis shows a positive performance under target as a whole by 6% for NI 33
NI 34	Domestic violence - murder	1277	1024	N/Av	N/A	This is meant to represent level of domestic murder per thousand of the population so clearly is an inaccurate figure. This figure has been queried with the providers. Data to be supplied by Community Safety Team at Quarter 3
NI 38	Drug-related (Class A) offending rate	0.59	TBA	N/Av	N/A	No target set as yet. No data available for 2009/10.
NI 40	Drug users in effective treatment	467	528	N/Av	N/A	Due to methodology of data collection and collation data is only available up to may 2009.
NI 143	Offenders under probation supervision living in settled and suitable accommodations at the end of their order or licence	N/Av	N/Av	N/Av	N/A	No performance data available
NI 144	Offenders under probation supervision in employment at the end of their order or licence	N/Av	N/Av	N/Av	N/A	No performance data available
NI 35	Building resistance to violent extremism	2.5	2.5	N/Av	N/A	The Counter terrorist Unit of Cheshire Police is planning to carry out a self assessment in order to obtain a baseline score and set targets.
NI 36	Protection against terrorist attack	N/Av	N/Av	N/Av	N/A	The Counter Terrorist Unit at Cheshire Police is planning to carry out a self assessment in order to obtain a baseline and set targets.
NI 49	No. of primary fires and related fatalities and non-fatal casualties, excluding precautionary checks per	2.48 (per 100,000 popn.) 296	0.59/ 70	1.55/ 138		On course to meet target

Ref <sup>2</sup>	Description	Actual 2008/9	Target 09/10	Quarter 2	Progress	Commentary
	100,000 population	incidents				

## Cultural &amp; Leisure Services

**Revenue Budget as at September 2009**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	4,480	2,267	2,280	(13)	2,280
Grounds Maintenance	2,854	0	0	0	0
Premises Support	1,202	586	598	(12)	598
Other Premises	633	391	384	8	902
Book Fund	266	133	136	(2)	137
Hired & Contracted	727	355	352	3	481
Promotions	200	100	101	(1)	173
Other Supplies & Serv.	1,872	662	658	4	2,025
Transport	52	20	23	(3)	23
Leisure Mgt. Contract	1,395	582	566	15	566
Grants	691	453	452	0	469
Other Agency	68	0	0	0	3
Asset Charges	1745	0	0	0	0
Transfer From Reserves	-80	-80	-80	0	-80
Support Services	1,885	509	509	0	509
<b>Total Expenditure</b>	<b>17,990</b>	<b>5,977</b>	<b>5,979</b>	<b>(2)</b>	<b>8,086</b>
<b>Income</b>					
Sales	-160	-80	-78	(2)	-78
Fees & Charges	-839	-382	-383	1	-383
Rents	-18	-9	-15	7	-15
Support Recharges	-1,097	0	0	0	0
Grant Funding	-815	-254	-259	6	-259
Reimbursements	-2,118	-540	-539	(1)	-539
<b>Total Income</b>	<b>-5,047</b>	<b>-1,265</b>	<b>-1,275</b>	<b>10</b>	<b>-1,275</b>
<b>Net Expenditure</b>	<b>12,943</b>	<b>4,712</b>	<b>4,705</b>	<b>8</b>	<b>6,811</b>

1

**Comments on the above figures:**

In overall terms revenue spending to the end of quarter 1 is below the budget profile.

The £12,000 spend above profile in relation to "Premises Support" relates to additional expenditure relating to building cleaning. Remedial action will be taken to ensure a balanced budget is achieved at year-end.

The "Other Premises Costs" budget heading is currently showing expenditure of £8,000 below the budget profile. However, expenditure on energy costs will need careful monitoring. In particular, expenditure on gas and electricity costs are anticipated to increase in the later stages of the year as a result of seasonal trends. Remedial action may be needed to ensure a balanced budget is achieved.

Income budgets are running broadly to target at this stage of the financial year.

At this stage it is anticipated that overall revenue spending will be in line with the Departmental budget by the end of the financial year.

**Cultural & Leisure Services**  
**Capital Projects as at 30th September 2009**

	2008/09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Show Pitches</u>	20	0	0	20
<u>Improvements To Pavilions/Changing Facilities</u>	28	28	23	5
<u>Skate Park</u>	100	0	0	100
<u>Halton Lea Library Refurbishment</u>	790	790	118	672
<u>Multi Use Games Areas</u>	200	0	0	200
<u>Electronic Access Bollards - Parks</u>	72	0	0	72
<u>Runcorn Town Hall Park</u>	354	93	175	179
<u>Handy Person Van</u>	12	0	0	12
<u>Improvements To Allotments</u>	60	8	24	36
	<b>1,636</b>	<b>919</b>	<b>340</b>	<b>1,296</b>

**Cultural & Leisure Services**

**WNF, External or Grant Funded Items as at 30th September 2009**

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<b><u>Priority 1: Healthy Halton</u></b>					
Sports Partnership	61	31	29	3	29
Health & Physical Activity	40	20	9	11	12
Enhanced Sports	75	37	7	31	7

<b>Sub Total</b>	<b>176</b>	<b>88</b>	<b>45</b>	<b>45</b>	<b>48</b>
<b>Priority 4: Employment Learning &amp; Skills</b>					
Citizen's Advice Bureau	68	34	18	17	18
<b>Sub Total</b>	<b>68</b>	<b>34</b>	<b>18</b>	<b>17</b>	<b>18</b>
<b>Priority 5: Safer Halton</b>					
Youth Splash	128	64	66	(2)	69
Blue Lamp	505	252	126	126	126
Domestic Violence	100	50	20	30	64
Alcohol Harm Reduction	250	125	0	125	0
Prolific & Persistent Offenders	45	22	11	11	11
<b>Sub Total</b>	<b>1,028</b>	<b>513</b>	<b>223</b>	<b>290</b>	<b>270</b>
	<b>1,272</b>	<b>635</b>	<b>286</b>	<b>352</b>	<b>336</b>

**Comments on the above figures:**

Regular monitoring reports are sent to the Local Strategic Partnership (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 to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhoods Fund grant is spent during the year.

## FAIR TRADING &amp; LIFE EVENTS

Revenue Budget as at 30th September 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	436	210	213	(3)	213
Premises Support	332	90	90	0	90
Other Premises	119	66	44	22	85
Hired & Contracted Services	23	11	6	5	7
Supplies & Services	60	30	33	(3)	39
Transport	33	14	7	7	7
Support Services	313	158	158	0	158
Contract Recharge	423	212	226	(14)	226
Asset Charges	59	0	0	0	0
<b>Total Expenditure</b>	<b>1,799</b>	<b>791</b>	<b>777</b>	<b>14</b>	<b>825</b>
<b>Income</b>					
Sales	-91	-38	-53	15	-53
Fees & Charges	-674	-279	-261	(18)	-261
Grants	-1	0	0	0	0
Rents	-4	0	0	0	0
Support Recharge	-4	0	0	0	0
<b>Total Income</b>	<b>-773</b>	<b>-317</b>	<b>-314</b>	<b>(3)</b>	<b>-314</b>
<b>Net Expenditure</b>	<b>1,026</b>	<b>474</b>	<b>463</b>	<b>11</b>	<b>511</b>

**Comments on the above figures:**

In overall terms the revenue spending to the end of quarter 2 is £11,000 below the budget profile.

The underspend on the "Other Premises" budget head relates to the maintenance budgets for the cemeteries and crematoria. It is anticipated that expenditure will be to budget by the year-end.

Income budgets are running broadly to target at this stage in the year. Income from burials & cremations are running approximately £25,000 below the budget profile for the first two quarters, although this is currently largely offset by income in other areas running above target. However, due to the nature of the service it is difficult to estimate whether this trend will continue for the year.

At this stage it is anticipated that overall revenue spending will be in line with the Departmental budget by the end of the financial year.

**Capital Projects as at 30th September 2009**




	2008-09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Headstone Safety Programme	25	13	10	15
Screened Tip Area	25	0	0	25
<b>Total</b>	<b>50</b>	<b>13</b>	<b>10</b>	<b>40</b>

**WNF, External or Grant Funded Items as at 30th September 2009**

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	<b>Variance To Date (overspend) £'000</b>	Actual Including Committed Items £'000
Budgeting Skills Project	33	16	8	8	8

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.

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<b><u>Green</u></b>	 <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>
<b><u>Amber</u></b>	 <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>
<b><u>Red</u></b>	 <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>



## Notes of Employment, Learning & Skills Performance Group Meeting 8<sup>th</sup> December 2009

### **Present:**

**Councillors:** Edge (Chair), Austin, Loftus and Howard

**Officers:** Collins, Cockroft, Mackenzie, Villiers

### **Discussion with Rob Mackenzie**

The majority of the meeting was taken up by a discussion with Rob Mackenzie – the Operational Director with overall responsibility for the corporate performance management and monitoring processes and procedures.

Members set out issues they had with the present arrangements and indicated the kind of features they would like to see in an improved system. These included:

#### Timing

The Members wished that the previous deadline for the finalisation of quarterly performance monitoring reports be restored i.e. quarterly monitoring reports to be available by the end of the month after the period end. It was noted that the most recent reporting scheduling was geared more to the timing of the next PPB meeting which meant that the quarterly performance information could be delayed by several weeks beyond the ‘end of the month after’ deadline. Individual Members figures wanting to scrutinise current performance information on the intranet, and PPB performance sub-groups such as the present Employment, Learning and Skills sub-group that might be established in future, are/would be obliged under the present system to examine relatively stale data.

It was recognised, however, that the production of complete monitoring reports containing fresh information was inhibited by factors such as reliance for some information on external organisations whose reporting timetables might be out of synch with the Council’s: also, the major time lags in some national (e.g. employment) data made the provision of fresh figures unrealistic in some instances. However, the availability of more timely and accessible proxy measures could be explored.

#### Target setting

Members want to be more active in appraising whether proposed targets are appropriate and felt that some kind of context would help.e.g. by showing previous years’ performance/trends and/or by including comparative data.

### Focus

The group saw merit in exception reporting – perhaps a summary of highlights – and in concentrating on aspects of performance that the Council was in a position to influence. While the detailed performance data should continue to be available, officers could usefully support the scrutiny process by highlighting the areas where Members' comments and recommendations could add most value.

### Finance

Members felt there was scope to strengthen financial reporting and that a set of simple, understandable conventions, consistently applied and supported by fuller notes could help make scrutiny of financial performance more effective.

**ACTION:** Rob Mackenzie to consult with relevant staff to consider and pull together options arising from the above.

It was further proposed that some kind of briefing be arranged to share any revised performance reporting proposals with Members.

On a cautionary note, it was pointed out that, from past experience, not all Members were of like mind in terms of how they wanted performance information to be presented, and it could be a challenge to get a consensus on this.

## **Service Planning**

The process and timetable for finalising plans and budgets for 2010/11 was outlined, including the formal stages for Member involvement and comment.

## **Date of Next meeting**

Next meeting to be 4.30 17 February 2010. Quarterly service plan monitoring reports to be circulated by 12 Feb

