



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

**Monday, 8 March 2010 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David W R'.

Chief Executive

BOARD MEMBERSHIP

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

Please contact Michelle Simpson on 0151 471 7394 or e-mail michelle.simpson@halton.gov.uk for further information.

The next meeting of the Board is to be confirmed.

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

Part I

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1. MINUTES	
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
<p>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.</p>	
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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: 8 March 2009

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: 8 March 2009

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.

APPENDIX 1

Extract of Executive Board Minutes Relevant to the Employment, Learning and Skills Policy and Performance Board

EXECUTIVE BOARD-SUB COMMITTEE HELD ON 14 JANUARY 2010

The Sub-Committee considered a report of the Strategic Director, Corporate and Policy regarding the tendering process relating to the refurbishment and extension of Kingsway Health Centre to form a new centre for youth services.

The Council had previously been informed in February 2009 from the My Place Committee on behalf of the Department for Children Schools and Families that a bid to extend and refurbish the Kingsway Health Centre in Widnes to provide a world-class facility for youth services in Halton had been successful. A grant of £2,500,000 had been awarded. Additional funding had been provided for this scheme from the Youth Capital budget £452,000, the DCSF Extended School budget £17,000 and a £35,000 contribution from the Primary Care Trust. Therefore the total budget available was £3,004,000.

Tenders were invited from six contractors in a two stage process, designed to ensure that the contractor offering best value was appointed to carry out the project. Following analysis of the stage 1 bids, which were assessed on both price and quality, four contractors were chosen to progress to stage 2.

At stage 2 a detailed presentation and rigorous interview of each of the four contractors was undertaken by an appointed panel to establish quality levels as part of the overall review. The aggregate of both price and quality from this two stage process resulted in a preferred contractor, Globe Management Services Limited, being chosen for this project.

In order to provide part of occupation of the building in March 2010, with the completion of the remaining work in September 2010 and to expend the Youth Capital Plus Fund of £452,00 by the end of March 2010, phase 1 was started in October 2009.

A further report outlining the revenue implications for the project would be presented to the Executive Board on 28th January 2010.

RESOLVED: That Members note that the tender submitted by Globe Management Services Limited had been accepted by the Strategic Director, Corporate and Policy and a contract had been entered into, with a contract sum of £2,508,643.00.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 8 March 2010

REPORTING OFFICER: Chief Executive

SUBJECT: Specialist Strategic Partnership minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

3.1 None.

4.0 OTHER IMPLICATIONS

4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

Employment, Learning & Skills SSP

Minutes of Executive Group Meeting 14 January 2010

9.30 am, The Heath, Runcorn

Present:

Wesley Rourke
 Neil Maguire
 Maurice Gleeson
 Colin Billingsley
 Gerry Fitzpatrick
 Eleanor Carter
 Claire Tierney
 Hitesh Patel
 Diane Sproson
 Shelah Semoff
 Andy Guile
 Alison Bowen
 Mark Grady
 Cllr Eddie Jones
 Simon Clough
 Madeleine Hamadianian

Organisation:

HBC Economic Regeneration
 Learning and Skills Council (LSC)
 Riverside College Halton
 Jobcentre Plus
 Enterprise & Employment (HBC)
 External Funding (HBC)
 External Funding (HBC)
 CAB
 Connexions
 Policy & Partnership (HBC)
 HVA
 Adult Learning & Skills (HBC)
 Policy & Partnership (HBC)
 HBC
 14-19 Partnership (HBC)
 Adult Learning & Skills (HBC)

1. Welcome/Apologies

- 1.1 Wesley Rourke welcomed everyone to the meeting and informed the Group of his appointment to Operational Director, Employment, Economic Regeneration and Business Development and that subject to the Group's approval he would Chair this meeting. This was agreed 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 |
| Lisa Driscoll | Policy & Partnership (HBC) |
| Cleo Pollard | Halton Parents & Carers |

2. Minutes of last meeting and Matters arising

The previous Minutes were reviewed and agreed. There were no matters arising not covered in the Agenda.

3. LPSA 2 Proposals and Revised ELS Budget

- 3.1 The Group were informed that at the Partnership Board meeting it was agreed to delegate agreement and approval to SSP Chairs' Group. It had been felt that it would not be correct to rush into funding without clear guidance around past performance, partners' involvement, evidence of need provided and a clear exit strategy. It was agreed that the SSP would sift through the proposals prior to submission to the Board on 25 January for formal endorsement.
- 3.2 A general discussion ensued. The following outlines some of the key points:
- MG informed of Riverside College inspection w/c 01 February. The College has self assessed Grade2 across most of its provision and expects this to be reflected on inspection.

The College NEET offer is being piloted on a 6-month unemployed contract, infilling NEET learners into it and it is piloting Foundation Learning within that framework. Current number of learners is over 40 with rolling enrolment due to flexible nature of the curriculum offer.

Additional premises have been identified in Widnes behind Moor Lane Business Centre and it is hoped to turn this into a Skills Centre.

- SS informed that the Partnership Board feels more coordination is required between proposals.
- Cllr Jones queried the College courses benefit to the unemployed and MG extended an invitation to him to visit to view the curriculum offer. Cllr Jones felt it would be better to look at new and innovative proposals.
- WR felt that a parallel piece of work is required and proposed to revisit the Performance Group and look at it from the performance perspective and do a review of existing projects alongside the projects coming forward.
- SS informed that if members would care to send her their comments on projects, then she would forward these. **Action point for all.**

4. ELS Financial and Performance Management

- 4.1 SS informed the Group that the Partnership has a new performance management template. If any variance on spend this must be communicated in the comments box. The agresso report used by finance can only be accurate as far as current data provided and she is trying to identify any underspend from the projects.
- 4.2 AB confirmed that the PreL2 allocation will be spent. Siobhan Saunders will need to put a comment in to this effect. **Action: S Saunders**
- 4.3 HEP allocation of 818k indicates a spend of 375k (although this is a 2-year funding) and across this SSP's allocation of 2,290k, about 1,340k has been spent. However it was pointed out that some underspends have been reallocated to other projects.

5. ELS Network Event

- 5.1 The event is being held on 21 January at The Foundry. There will be a speed networking event, presentations and workshops, "things for the future". The Group were asked to choose their preferred workshop/s by the end of today.
- 5.2 CB felt it would provide a good opportunity partners to give comments on how they see ELS SSP progressing and shaping in the immediate and short term.
- 5.3 DS requested people's attendance if they have confirmed since a lot of work has gone into making this a positive event.

6. Outcome Based Accountability

- 6.1 MG provided the Group with an overview as per the briefing paper circulated with the Minutes and circulated an example around NEET. There will be workshop on OBA at the ELS Network Event.
- 6.2 Connexions have used OBA as the basis for internal key performance indicators/management. **Action: DS to send MG an example of what has been completed for a Connexions vulnerable Group.**

7. Local Economic Assessment

- 7.1 WR provided an overview as per the briefing paper circulated with the Minutes and asked the Group for their views. He felt significant input from the Group is required.
- 7.2 SS felt that engaging with communities needs to be reflected. Cllr Jones felt engagement does take place. The 3rd sector has a larger role and there is an opportunity now to look at this. WR felt there are some developments we can build on ourselves and a local level mapping exercise has commenced. SS advised that if the Group wish to feed into the LAA then work needs to be completed by end December.
- 7.3 CB commented that the Work & Skills Plan should be a key part of it. It was suggested that Andrew Parnell be linked into progress with the Assessment in terms of the Core Strategy.

8. Future Jobs Fund

- 8.1 GF asked the Group to note that the briefing paper had been prepared in November for December's meeting at which time this item had been deferred.
- 8.2 GF outlined the briefing paper circulated with the Minutes. There are now 255 young people in Halton eligible for FJF and CAB are interviewing 10 people next week to hopefully engage 6.
- 8.3 There is a lot of duplication with CES with organisations for FJF, due to DWP. As candidates come through JCP, JCP will place an advisor into HPIJ and anyone eligible will be referred to an advisor.
- 8.4 Regarding NEET, DWP have agreed that anyone previously NEET can join FJF as soon as they reach age 18. JCP advisors are also in Connexions.

9. Skills Strategy and Development Updates

- 9.1 It was agreed that this be deferred to the next meeting.

10. Sub-Group Updates

10.1 Skills Group

- NM reviewed the Skills Group update and advised that Jane Trevor will take on the Chair's role.

10.2 Enterprise

- GF reviewed the update circulated with the Minutes.

10.3 Employment Sub-Group

- CB advised that the group met in November and December and he will circulate the details of proposals.
- Whilst the Group discuss topical issues and priorities it is felt there is considerable overlap and CB said he would welcome a discussion on collaborative working. GF felt this is a resource issue. SS said people must take responsibility for cross activity and sharing knowledge. WR informed that the development session at the end of the month will pick up a wide range of issues.

11. Any Other Business

- 11.1 GF requested that the 2k incentive for public sector employers be reviewed. The Group agreed to support this request and **WR agreed to clarify whether anything further was required.**

12. Date, Time and Venue of Next Meeting

The next meeting will be on Tuesday 16 March at 9.30 am at The Heath, Runcorn.

REPORT TO:	Employment Learning & Skills Policy & Performance Board
DATE:	8 March 2010
REPORTING OFFICER:	Strategic Director, Health & Community
SUBJECT:	Annual Report on the Community Centres Service for 2008/09
WARD(S)	Borough-wide

1.0 Purpose of Report

1.1 To inform the Employment, Learning and Skills Policy and Performance Board on the performance of community centres in the 2008/2009 operating year.

2.0 Recommendation: That:

- i) The report be considered and Members comment on service performance.

3.0 Supporting Information

3.1 The community centre's service operates five venues: -

- Castlefields
- Ditton
- Grangeway
- Murdishaw
- Upton

It employs thirty one staff. The service also supports T.H.Brown Trust in operating Churchill Hall. The service sits in the Health and Community Directorate in the Community Involvement Team and works closely with community development.

3.2 Community centres are safe, accessible facilities located in the heart of our communities. They serve both the local and wider community and promote participation, inclusion and cohesion.

3.3 Community centres offer space and support of community activity and provide a platform for service delivery at a local level. They contribute to council priorities and are part of Halton's infrastructure in supporting community engagement from low level engagement activity to high end involvement in shaping services.

4.0 Service Performance 2008/2009

4.1 The service collates and submits its performance data in order to benchmark the venues and the service. The Association of Public Service Excellence (APSE) crunch all the performance data and provide operations reports for each of our venues. These reports demonstrate that Halton's community centres have achieved a continual increase on income and attendances over the last three years.

4.2 Overall the service has continued to demonstrate effective service delivery with a five percent (5%) increase in attendance, 291,591 and a nine percent (9%) increase in income £276,935 compared to the previous year as below: -

Centre	Attendances 07-08	Attendances 08-09	Variance	Income 07-08	Income 08-09	Variance	Hours of use
Grangeway	68,734	70,404	1670	£88,540	£91,997	£3457	3752
Castlefields	31,492	29,278	(2214)	£31,214	£29,770	(£1444)	3125
Upton	65,125	74,634	9509	£55,828	£64,357	£8529	3900
Ditton	87,915	95,260	7345	£58,558	£70,020	£11,462	4043
Murdishaw	24,032	22,015	(2017)	£20,038	£20,791	£ 933	3016
Total	277,298	291,591	+14,293	£254,178	£276,935	+£22,757	17,836

4.3 Both Grangeway and Ditton showed significant improvement in centre performance in 2008/09 and consequently were short listed for a 'Most Improved Performer' award, which Ditton won at the APSE Awards in December 2009. Halton has consistently had nominations for APSE Awards for the last three years.

4.4

Through our benchmarking data we are able to identify our usage by 'target audiences'. Table 2 shows the total number of attendances across all five centres by categories of usage.

Category	Total attendances	% Attendances
Culture (sports and Art)	91,770	31.47%
Health and Healthy Living	57,092	19.57%
Youth and Children	49,174	16.86%
Other	45,713	15.6%
Statutory agencies	27,766	9.5%
Commercial events	14,304	4.9%
Life long learning	5,772	1.97%
Total	291,591	100%

4.5

The service continued to have Service Level Agreements in place with Halton's Youth Service, Children's Centres and Adult Day Services as below: -

Castlefields	Adult Day Services Monday – Friday Base room 9-5	Youth Service
Ditton	Children's Centre	Youth Service

	Monday – Friday	
Grangeway	Adult Day Services Monday – Friday Base room 9-5	Youth Service Exclusive use of the 'hub'
Upton	Adult Day Services Monday – Friday Base room 9-5	

This usage optimises the centre provision in terms of local delivery of council services for Halton's residents, utilising traditionally quieter periods for community centres and an income source to support the service's viability.

4.6

Community centres hosted the auditions for Halton's Got Talent involving the five centres with 43 acts and 60 young people taking part.

5.0 **Key Activities in Community Centres in 2008/2009**

5.1 Castlefields

5.1.1 Castlefields operational costs for staff costs per letting hour has decreased from £16 in 2004/05 to £9 in 2008/09. This reflects an increase in bookings and efficiency as there has been no changes to the staff structure and a backdrop of increasing staff and utility costs.

5.1.2 Castlefields is in the top quartile for low staff absence of 0.77% against an average of 3.36% in the national benchmarking. This is similar for Murdishaw and sets a local standard for the other centres to strive towards.

5.1.3 The centre achieves an average of 9.7 users per opening hour against a national average of 7.47.

5.1.4 Castlefields is working towards a new community facility in 2011 and is actively involved with colleagues in regeneration regarding design, fixtures and fittings and supporting external funding applications. £50,000 has been secured from WREN (Waste recycling environment network).

5.1.5 A café service has resumed at the centre five mornings a week and has steady levels of usage and volunteers.

5.1.6 A fruit and vegetable service was launched to assist people who experience barriers to transport and accessing shops to have fresh produce at a reasonable price.

5.2 Ditton

5.2.1 Primary income (includes ticket sales, room hire and admissions) has constantly risen at Ditton over the last five operating years from 22p to 62p per user.

5.2.2 Visits per 1000 of the population are consistently high and places Ditton as one

of the national top performers.

- 5.2.3 Ditton is ranked second out of all participating authorities for visits per household in APSE data.
- 5.2.4 Outdoor garden space has been developed for garden projects by user groups. This was supported by community development with funding.
- 5.2.5 A community café service two days a week provided by country garden has commenced. Future developments will be to expand this service and supply produce grown in the outdoor space to the café.
- 5.2.6 The portage building at Ditton is now being used by the Community Safety Team. This supports the stay safe initiative whereby young people who come into contact with the police have somewhere to go whilst their parents/guardians are contacted to collect them.

5.3 Grangeway Community Centre

- 5.3.1 For four years Grangeway has consistently performed higher than the national average in APSE indicators, this is reflected in being shortlisted in the last few years for most improved performer awards.
- 5.3.2 The centre has had a gradual reduction in costs per user from £2.45 five years ago to £1.55 in 2008/09, a 37% improvement. This contrasts with the national picture where the net cost per user increased across the board.
- 5.3.3 Usage at G'way is consistently above the national average, which again contrasts with the national picture that has decreased over a two-year period.
- 5.3.4 A community café, Grangeway was launched to provide a training opportunity for NEET (Not in Employment, Education or Training) individuals in partnership with HITS any YMCA and supported by Area Forum funding. Over the year twelve young people have been involved in operating a café service two days a week serving an average of thirty people per day.
- 5.3.5 Youthbank and the Youth Parliament have relocated to the Hub at Grangeway providing more focus on youth related activity.

5.4 Murdishaw Community Centre

- 5.4.1 The centre is in the top quartile for the 'health and healthy living' category of usage accounting for over 80% of letting time.
- 5.4.2 The centre is also in the top quartile for low staff absence at 0.73% against an APSE national average of 3.36%.
- 5.4.3 Staffing cost per letting hour has reduced from £20 in 2005/06 to £16 in 2008/09, this reflects the increased efficiency in centre performance.

- 5.4.4 Support continues to the Board of Management at Murdishaw and their project group. The project group accessed area forum funding for a youth games night to purchase games consoles and equipment to provide diversionary activity for local young people. This activity is provided one night a week with a variance of between 15 and 30 young people attending. This initiative is to be further developed with 4 Estates delivering more sessions per week.
- 5.4.5 The project group secured WREN (Waste Recycling Environment Network) funding to develop a community garden in the grounds of the centre. This provides gardening plots and so far the Alzheimer's Society, the Stroke Association and Country Garden Catering have adopted plots. This space has also enabled the delivery of an eight-week gardening class.
- 5.4.6 'Lunch Bunch', a support group for carers of people with alzheimers has become established and meets weekly.

5.5 Upton Community Centre

- 5.5.1 Upton won an APSE Award in 2007/08 for most improved performer and therefor enjoys high levels of performance. The centre has recorded double the number of visits per 1000 of the population than other local authorities.
- 5.5.2 The centre's usage stands at 19.14 per hour against a national average of 7.47. This places the centre in the top quartile of national performance.
- 5.5.3 Upton has delivered two 'splash' schemes during the period with thirty young people participating in each scheme involving forty sessions.
- 5.5.4 Upton continues to support the HEARTS theatre school and their annual performance of a pantomime heavily supported and attended by the local community in the first week of December.

6.0 **Key Developments and Activities for 2009/10**

Prime Minister visit at Ditton
Intergenerational Activity – Halloween Events
Halton's Got Talent – Auditions
Develop and sustain community café provision
Accommodate Adult Day Services at Murdishaw
Prepare for new community centre at Castlefields
Review service level agreements
Further develop stakeholder approach to service delivery and opportunities to access external funding
Passport to health courses
Baby Welcome Awards for all venues.

7.0 **Implications for the Council's Priorities**

The community centre's make a significant contribution to supporting the councils priorities. Activities across the centres that impact are: -

7.1 **Children and Young People**

- Halton's Got Talent
- The 'Hub' at Grangeway
- Youth Service delivery at Grangeway, Castlefields, Ditton and Murdishaw
- Upton Splash Schemes
- Games Nigh at Murdishaw
- Various sport sessions, kickboxing, wrestling, karate, taekwondo
- Various dance sessions, cheerleading, street dance, musical mini's
- Various theatre, tanza, Split Ends, Hearts.

7.2 **Employment, Learning and Skills**

- Grangeway café training for NEETS
- Volunteer opportunities and placements in community cafes
- Halton People Into Jobs outreach
- ICT drop in and classes
- Adult learning short courses
- Pupil placements
- Public Sector Pathway to Employment placements
- Arts classes and activities i.e. pottery, years ahead, riverside arts.

7.3 **A Healthy Halton**

- Lunch Bunch at Murdishaw
- Fruit and Vegetable initiative at Castlefields
- Castlefields Health Eating Group (CHEG)
- Physical activity i.e. dance classes, sports
- Smoking cessation classes
- Weight management classes

7.4 **A Safer Halton**

- Community centre's hosting neighbourhood policies team community engagement meetings
- PCSO's holding surgeries
- Stay safe initiative at Ditton
- Safer Homes for Older People (SHOP) equipment outlet
- Home Equipment at Low Price (HELP) for young families
- Police comments box in Castlefields
- CCTV improvement at Murdishaw and Upton.

7.5 **Urban Renewal**

- Community gardens at Ditton and Murdishaw
- Community centre's hosting playbuilder consultations
- New community facility at Castlefields, part of wider regeneration project.

8.0 **Risk Analysis**

8.1 Community centre's act as emergency rest centres as part of the Council's wider emergency planning provisions.

8.2 Continuing plans for the service have been developed.

9.0 **Equality and Diversity Issues**

9.1 Community centres offer accesible spaces and are fully DDA compliant.

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

10.1 None under the meaning of the Act.

REPORT TO: Employment Learning & Skills
Policy & Performance Board

DATE: 8th March 2010

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Local Economic Assessment

WARDS: Borough wide

1. PURPOSE OF REPORT

1.1 To provide a briefing on the Local Economic Assessment of Halton.

2. RECOMMENDED: That

2.1 The Board considers the development of a Halton Local Economic Assessment and identifies any specific requirements it wishes the assessment to consider.

3. SUPPORTING INFORMATION

3.1 From April 2010 there will be a duty on councils to prepare a Local Economic Assessment (LEA) for their area. Once completed local authorities may revise a LEA at any time and that they should consult with organisations that they feel appropriate in developing them. Local authorities will need to adhere to any guidance published by the Secretary of State with regard to what an assessment should contain. Draft guidance has been issued by the Department for Communities and Local Government (DCLG). Initially government was suggesting it should take 6-9 months to prepare LEAs but more recently has suggested it may take up to a year.

3.2 LEAs should equip local authorities and partners with a common understanding of local economic conditions, economic geography and the economic, social and environmental factors that impact on economic growth. This understanding should lead to improved economic interventions and better spatial prioritisation of investment. Assessments should provide a mechanism for bringing a range of data and evidence together within a common evidence base that tells a story of place. The evidence base should then inform local, sub-regional and regional economic strategies. This should ensure that policy making at all levels is based around a shared understanding of local economic challenges.

3.3 Local authorities will need to take account of a broad range of factors that impact both positively and negatively on their area and will need to work across different service areas such as economic development and regeneration, education and skills planning, transport, sport and culture in preparing assessments. The Government believes that the core objectives of local economic assessments should be to:

- Provide an understanding of the economic conditions in the area and how they affect residents and businesses
 - Identify comparative strengths and weaknesses of the local economy and the nature of local economic challenges and opportunities
 - Identify local economic geography including linkages with the wider economy
 - Identify local constraints to economic growth and employment and the risks to delivering sustainable economic growth.
- 3.4 Local authorities are requested to adopt a broadly consistent approach so that assessments are comparable and can be readily aggregated to inform sub-regional strategies. Local authorities should work with the RDA and other regional partners to achieve consistency across the region. As such assessments should address a core set of themes:

Business and Enterprise

- Structure of the Local Economy
- Overall economic competitiveness of the area
- Enterprise and innovation
- Business Needs

People and Communities

- Labour Market
- Skills
- Economic Inclusion

Sustainable Economic Growth

- Environmental Sustainability
- Housing and Infrastructure

- 3.4 LEAs should draw out the linkages between economic growth and wider social and environmental issues and should interact with evidence about the local environment. They should also interact with local evidence assembled around social issues such as health, poverty and crime and examine the extent to which sport and cultural facilities, broadband provisions and the quality of a place can hinder or attract investment and a well qualified workforce. Section 21 of the Child Poverty Bill will place a new duty on local authorities to work with their partners to prepare an assessment of the needs of children living in poverty in their area. Local authorities should, wherever possible, seek to integrate the preparation of a local economic assessment and a child poverty assessment, helping to ensure that the economic development of an area supports understanding of poverty.
- 3.5 Local economic assessments should be place based, forward looking and based on appropriate and proportionate evidence and data. However, assessments should not be seen as purely data collection exercises and should also set out a clear narrative, explaining the

methods employed and with any limitations noted. Where appropriate, local authorities should build on their existing evidence base.

- 3.6 As far as possible, local economic assessments should match real economic geographies or functional market areas. A widely used set of indicators such as labour markets measured by travel to work areas, retail markets by catchment areas etc could be used as a suite to pick a combination that best reflects the key drivers of the local economy. This will require a strong evidence base. Where strong economic links are identified local authorities should consider the benefits of working with neighbouring authorities. Collaboration could take the form of a joint economic assessment, with perhaps an overarching sub-regional assessment of the broad economic conditions, below which would sit more detailed assessments by individual authorities. The Government expects those local authorities that have a multi-area agreement (MAA) to prepare a joint assessment or collaborate closely in preparing their individual assessments.
- 3.7 The primary purpose of local economic assessments should be to inform Sustainable Community Strategies and in turn Local Area Agreements (LAAs). Where appropriate they may lead to LAA revisions and economic interventions by LSPs. Flowing from this, economic assessments should also inform other strategies such as local development frameworks, local transport plans, housing strategy and work and skills plans, as well as local authorities' commissioning role for 16-19 learning following the transfer of responsibilities from the LSC in 2010. Local economic assessments should also inform any review of economic development activities.
- 3.8 As an element of Comprehensive Area Assessment (CAA), inspectorates will consider the performance of local economies and the effectiveness of partners' actions in support of sustainable economic growth. Local economic assessments will complement the national indicator set in providing evidence for CAA inspections. The CAA process may highlight red flag areas where current local action is unlikely to deliver improvement and local authorities would need to take into account these CAA identified risks when revising or conducting local economic assessments.
- 3.9 Local authorities should seek to actively involve partners from the start of the process when undertaking local economic assessments. As a minimum, local authorities should consult with LAA partners with functions related to economic development. Ideally, local authorities will embed the preparation of local economic assessments into the role of the LSP. It is particularly important that representatives of local business and social enterprise are consulted in the preparation of assessments and their views represented.
- 3.10 The Local Democracy, Economic Development and Construction Bill provides for new integrated regional strategies for each region. Each strategy will set out a region's economic, social and environmental priorities. Local economic assessments should form part of the evidence

base for the preparation of the regional strategy and accompanying implementation plan. Local economic assessments should also inform the preparation of annual monitoring reports for the regional strategy. This will mean that economic conditions in a region need to be assessed in a consistent way and using a core evidence base that should be common to all local economic assessments.

- 3.11 As the Liverpool City Region does have an MAA there either needs to be a joint assessment or close collaboration between authorities. The present proposal is for The Mersey Partnership (TMP) to lead on the development of a City Region Assessment. The content of this will be the subject of agreement with the local authorities and other partners. Whilst this will provide an overarching assessment for the city region, it will also provide all the information disaggregated for each local authority area. As such it will provide the core information for each local authority's LEA. Each local authority will commission any additional detailed work it considers pertinent to its own area and use the results to supplement the core information provided by TMP to complete its own assessment.
- 3.12 Appendix A gives a flavour of the type of questions and areas to be picked up through the sub-regional arrangements described above.
- 3.13 TMP is presently developing a project plan and costings for this work which will be reported to the City Region Cabinet in due course. A small core group involving all six local authorities and others is starting to look at the content of the LEA. It is important to note that where ever possible existing sources of information will be used and the commissioning of additional work will be kept to filling in gaps and adding value. An important part of the process will be mapping all the up to date information that partners hold. The Merseyside Information Service will be supporting the development of the LEA under the provisions of the existing contract it has with the local authorities and such costs will be contained within existing budgets.
- 3.14 In terms of developing the Halton LEA, once it is clear what the city region assessment will cover it will be possible to look at any additional work thought appropriate. A brief LEA summary has been given to Employment Learning and Skills Specialist Strategic Partnership members to introduce the subject. More thought now needs to be given to participation and consultation arrangements of the wider community.

4. POLICY IMPLICATIONS

- 4.1 The LEA will provide substantial economic information and foster understanding of the economy that will be fed into the future development of the Community Strategy, Corporate Plan and also enable the development of a new Economic Strategy. .

5. OTHER IMPLICATIONS

- 5.1 The government has awarded local authorities specific monies as part of the Area Based Grant to enable the preparation of LEAs, but of course this must be seen within the light of overall reductions. In Halton this is £65,000 in 2010/11 but it is unclear whether this is just a one off.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

- 6.1 Children and Young People in Halton.
Draft guidance makes it clear that child poverty should be part of the LEA. Also, the assessment will provide significant amounts of information for the 14-19 partnership to consider when developing its programmes and activities.

- 6.2 Employment Learning and Skills in Halton
The Employment, Learning and Skills agenda is already heavily intelligence driven though the economic development analysis and review that is undertaken every three years and by the large scale business survey that takes place every other year. However, the LEA is likely to be much broader than previous work and is likely to foster a greater understanding of how factors interact. One area of particular interest is worklessness and debt.

- 6.3 A Healthy Halton.
With such high levels of economic inactivity in the city region, much of which is linked to ill health, the LEA should seek to explore and understand this area better than we do already. As such, the Primary Care Trusts in the city region should be encouraged to play an active role in the development of the LEA.

- 6.4 A Safer Halton
The extent to which crime impacts on economic prosperity should be an area of consideration for the LEA, but this may turn out to be an area where detailed study is more relevant at local authority or neighbourhood level as opposed to city region.

- 6.5 Halton's Urban Renewal
The creation of wealth generating activity and the need to improve where people live and work should be an essential part of the LEA. Initial scoping documents were somewhat light on property issues and this has already been flagged to TMP as an issue. An important part of this area will also be the consideration of climate change and the challenge of how to increase economic activity and jobs whilst seeking to reduce emissions.

7.0 RISK ANALYSIS

- 7.1 It is difficult to formally assess the risks at this time until the statutory guidance is issued later this year. If the final guidance is similar to the draft and if there is a revised timescale of up to a year, then the production of the LEA is achievable.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Equity is a central feature in realising the potential of the local economy. The LEA may well foster a better understanding of equality and diversity issues at the local and city region level, but ultimately it is the resultant actions that are put in place that will need to make a difference.

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

- 9.1 None under the meaning of the Act.

Commission Questions

1. Introduction

This note is intended to supplement the **LCR Economic Commission** proposal paper that has been recently distributed. For a full elucidation of the proposal, please see that paper.

This note focuses on setting the groundwork for part of the first phase of the Commission, namely, the development of a set of important, fundamental questions about the LCR Economy that will need to be answered. The questions given below represent the first attempt at composing these fundamental questions. They have been sorted by theme and sub-theme depending on the focus of the question (however a number of them do encompass more than one theme). This list is by no means exhaustive and there are a number of omissions and gaps in themes and questions that are quite conspicuous (for example, within the recession sub-theme). These gaps will be filled by consultation with colleagues.

At this early stage, these questions are inevitably generic – it is anticipated that as they are discussed in more detail and developed into something more cogent, they will become more specific to the LCR and its constituent areas. We will also aim to reduce the number of questions in order to make them easier to answer.

2. Economy

2.1. Economic Performance

- What are the strengths and weaknesses of the local economy?
- What aspects of the LCR add to the competitiveness of the local economy; what factors make it poorer (regionally, nationally and internationally)? Are they quantifiable? Can they be ranked?
- What are our future aspirations?
- To what extent is our performance dependant on outside influences?
- What trends – from the global to the local – will influence its future? And what opportunities and challenges will these present?
- How well equipped are policies to maximise local assets while responding to the key challenges?
- Four transformational areas have been identified with potential for making the step change in economic performance. What can we quantify about the scale of potential in each of these areas?
- What is the scale and extent of transformation needed - can we quantify it? What is a reasonable timescale for transformation – how long will it take?
- What does being world-class mean in the context of the four transformational actions?

2.2. Productivity

- What is the City Region's workforce productivity? How has this changed over time?
- How does workforce productivity differ between geographies and sectors and against areas outside of the LCR? What are its determinants?
- What is productivity and why is it so important for the LCR economy? What are the drivers of productivity and how does the Liverpool City Region perform in each of these? How do we make the economy more productive?

- What is the multi-factor productivity (MFP) of the LCR? To what extent does deficiency in QALI and VICS help explain the difference between local and national productivity?

2.3. Wealth

- What is the size of the economy? How has that changed over time?
- What has driven economic growth in recent years? How does recent strong growth in the LCR compare with growth elsewhere in the UK?
- What are the wage differentials between groups?

2.4. Sector composition

- What is the sectoral make-up of the local economy? How does this differ between districts and relative to regional and national averages? What does this say about the local economy?
- Which sectors are particularly important to the CR and individual districts?
- What industries/sectors (sub-sectors) might be important in the future? What is the local distribution of them?
- How do we promote growth in future growth clusters?
- What does the sector structure say about the comparative advantages or resource allocations of particular areas?

2.5. Recession

- What is the impact of recession on the LCR economy? How has it affected future prospects?

2.6. Characteristics

- Is the City Region economy self-contained? Labour markets, capital markets (venture capital, equity / debt market), goods/service markets, investment, migration, knowledge transfer (capacity to internalise innovations)? Which companies and sectors are most open?
- How has its economic history influenced its path?
- What insights can we get from a complex economic view of the LCR? In particular, hysteresis (path dependence) in relation to growth; inequalities / deprivation?

3. Labour Market

3.1. Employment

- What has been the driver of employment growth within the City Region? How does this vary in other more successful locations? How has employment changed over time? Which sectors and occupations are predominant in the economy?
- Where, geographically, are the areas of employment within the LCR and where is the workforce drawn from?
- What factors affect the ability to gain employment?
- What has been the impact of workforce development programmes on employability, alleviation of poverty and overall economic growth?

3.2. Unemployment

- How have the different measures of unemployment, worklessness and inactivity changed over time? What differences are there in age, gender, ethnicity, spatial level components? Under-represented group? – women, ethnic minorities and people with disabilities
- Why are unemployment and inactivity levels so high in LCR?
- What are the socio-economic determinants of unemployment and long-term worklessness; do they vary across the City Region? What are the barriers to employment and how do they differ between different areas? What's the impact of worklessness on the LCR economy? What would the costs and benefits of tackling worklessness be – now and in the future?
- What is the relationship between employment and deprivation? How does LCR make the link between new job creation and unemployment? Will increasing job numbers tackle deprivation?
- Why are vacancies not filled by the available local labour supply? What are the labour market links between areas with high job growth and areas of high unemployment and deprivation? How would we strengthen them?

3.3. Skills Demand and Supply

- What is the qualification attainment in the workforce? How does this compare with other comparator areas? How does this differ across the City region?
- Qualification attainment in young people? What factors determine it?
- Are the skill needs of local employers met by the local workforce? What do we know about skills needs in key sectors and transformational actions? What future skill requirements are likely?
- What is the long term economic impact of early years education on the economy? How does this relate to family situation and distribution of wealth?
- What do we know about existing provision of further and higher education courses and how they relate to the transformational actions?

4. Enterprise

4.1. Entrepreneurship

- How many micro-businesses (predominantly sole-traders) are there in the LCR?
- How many people are self-employed? How has that changed over time?
- What are the causes of local variation in entrepreneurship and business start-up rates?
- What determines peoples movement into self-employment? What are the behavioural characteristics? What resources are open to successful entrepreneurs?
- What barriers exist to starts? What are the determinants of growth and survival? How quickly do businesses grow? How well do we support them? Does this explain the enterprise gap between the City Region and the regional / national average?

4.2. Established Businesses

- How many VAT and PAYE enterprises are there in LCR? What industries are they in? How has it changed over time?
- What are the characteristics of local enterprise? How are they different from national / regional characteristics?
- What is the survival rate of businesses? How has that changed over time?
- Why are there so fewer businesses in the LCR?
- How many high-growth businesses (Gazelles) do we have? What sectors and geographies are they predominant in? How does this compare to other comparator areas, NW and UK?

- What local factors improve individual business performance, what factors degrade it?
- Do established businesses feel that the business support services of local partners support their needs? How well do local partners engage with businesses?
- Where do businesses find their customers and suppliers?

5. Deprivation and Exclusion

- Which wards and neighbourhoods are particularly deprived? What causes deprivation in particular wards?
- How many young people are NEET? What spatial variations are there? What factors determine the incidence of young people NEET within different geographies?
- What is the impact of inter-generational worklessness?
- Do children have a good quality of life in LCR and its constituent parts? What are the quality of life issues for the LCR population, in general?
- How does poor health impact on economies, both in terms of unemployment and loss of productivity? How does the LCR perform in this regard?
- What are the factors inhibiting and enhancing job seeking behaviour in workless groups?
- How does anti-social behaviour and retail crime endanger the sustainability of shopping parades and district centres?

6. Population

- What is the population of the LCR? What is the split between different demographics?
- To what extent has natural change and migration driven population change in LCR? What factors affect natural change and migration?

7. Environment

7.1. Environmental performance

- What is the LCR's current performance relating to carbon emissions and what is this driven by? How are economic growth, travel and housing predictions likely to impact on this, and how will this vary by district?
- What are the environmental assets of the LCR?
- How well adapted is the local economy to fulfil commitments relating to protection and enhancement of the local environment? Including biodiversity, reducing and recycling waste, reducing greenhouse gas emissions and increasing renewable energy capacity.
- What are the risks of long-term climate change? Can this be quantified?

7.2. Low Carbon Economy

- What pressures does economic growth exert on environmental sustainability? What are the potential opportunities for maximising green growth?
- What are the challenges and opportunities for the local economy when moving to a low-carbon state? How well placed is the local infrastructure to support this transition?
- Where do firms and public sector bodies currently procure their low carbon goods and services? Is it better to drive up the procurement of these goods and services locally, or look at agglomeration benefits?

8. Knowledge Economy and Innovation

- How many knowledge-intensive businesses do we have? What sectors and geographies are they predominant in?
- What role do Universities play in City Region economies? What is the value of knowledge?
- How do universities and HEIs contribute to the development of enterprises (esp. KIBs and Gazelles)? What are the direct contributions (spin-outs, knowledge transfer programmes); what are the induced contributions (capacity for internalising new innovation, presence of clusters)?
- What are the direct and induced contributions to the economy of KIBs and Gazelles?

9. Property and Infrastructure

- To what extent does local housing provision and infrastructure support sustainable economic growth in the LCR and local areas? What are the housing markets within the LCR? What are the demand constraints?
- Is there sufficient housing of the appropriate type and affordability to help sustain economic growth?
- To what extent does connectivity –both physical and digital- drive economic development within the LCR? What deficits exist that limit growth, economic inclusion and improvement in the population's quality of life? What areas of the LCR are cut off from local amenities; how does that effect those localities?
- What's the vitality and viability of town centres and smaller district centres?
- What are the LCR's unique assets e.g. Sefton coastline and villages as tourism destinations? How do they affect the local economy?
- What are the roles played by places within the City Region? Where are the centres of leisure, employment, and investment?
- How does the Liverpool City Region relate to other economic places? What are the relationships with Manchester, Chester and other surrounding area? Where do people travel to work and access services?

REPORT TO: Employment Learning & Skills
Policy & Performance Board

DATE: 8th March 2010

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Shanghai Expo 2010

WARDS: Borough wide

1. PURPOSE OF REPORT

The purpose of this report is to inform Members of Shanghai Expo 2010 and to advise Members of the Council's involvement in promoting the event.

2. RECOMMENDED: That

- 2.1** Members support proposals to ensure that Halton businesses are able to maximise any opportunities arising from EXPO 2010.

3. SUPPORTING INFORMATION

3.1 Shanghai World Expo takes place from 1st May to 31st October. It is expected that 70 million visitors and 200 participants will visit the exhibition which covers an area of 5.28 square kilometres.

3.2 Liverpool Vision is leading a North West Trade Pavilion which focuses on Liverpool gateway to the North West. The NWDA has invested £1.2m; half of this is going towards the build project with the other half invested in audio and visual applications. It is estimated that this investment will increase GVA in the region by £50m over the next 10 years.

3.3 The Liverpool pavilion is situated in one of the many regenerated old dock buildings along the waterfront. The pavilion is 24.7 meters long and 16.3 meters wide. We will occupy the arena with five other cities, Suzhou, Hangzhou, Venice, Pondicher, and Cairo.

3.4 The pavilions holding area is based on the theme of a 'departure lounge' which will act as a holding bay keeping people entertained using four features;

- The opportunity to have your photograph taken with Liverpool Football Club
- The opportunity to have your photograph taken with Everton Football Club
- Information and the opportunity to have your photo taken at the side of HMS Liverpool
- A watch and play information and entertainment wall

3.5 The departure lounge will then feed into a 3D theatre where visitors will experience a virtual tour of the North West of England. Once the 3D tour has been completed visitors will continue on into the exhibition area where they will be met by the 8 themed exhibitions.

3.6 In taking forward the opportunity for Halton, the Council has along with the other five Merseyside Authorities agreed to contribute £18,000, as sponsorship for a service known as the 'Platinum Package'. The Platinum Package (approximately £2,571 per business) allows for the following: -

- 7 Business to Business Meetings with Follow Up
- Translation Services
- Business Cards
- Promotional Materials
- Support with Visas
- Site Care
- Meeting Venues

3.7 The sponsorship package does not cover travel, hotel or incidental expenses. However, grant assistance can be applied for from the NWDA up to a value of £1,500 to attend. In addition, Uniglobe Diamond Travel has been designated as the approved travel partner.

3.8 Favourable travel rates have been negotiated with both KLM Air Travel and Equatorial Hotel in Shanghai; (the hotel is located 20 minutes away from the site of the conference).

3.9 A key element of the sponsorship package is that UK Trade and Investment (UKTI) and China Britain Business Council will undertake work on behalf of participating companies prior to and during the event in Shanghai.

3.10 This will include meeting with companies to understand their requirements, and research to help with identifying and setting up meetings with relevant trade contacts.

3.11 The Council is also working with the Halton Chamber of Commerce to identify suitable companies which might benefit from Expo 2010. To achieve this, we have been working to draw up a list of companies that already have links with China, recognising, however, that EXPO 2010 is not about how businesses progress links with China per se, but further promote international trade links.

3.12 It would also be worth considering a thematic approach to engaging with companies and businesses in Halton. This is because the sponsorship package only allows for one research/support package. Themes would reflect the monthly themes of the Liverpool/North West Pavilion listed below. This approach would perhaps make it easier to coordinate activity and demand and ensure that Halton receives maximum impact from the sponsorship investment. As an early example the theme of science and innovation is being

progressed through our links with Daresbury. However, it must be stressed that other themes are also being pursued.

3.13 As a starting point, the Council has worked with Halton Chamber of Commerce to raise awareness of Expo 2010 through its first Tuesday. Initial discussions have also taken place with the Borough's Enterprise Board.

3.14 At a recent First Tuesday session, a presentation was provided by Liverpool Vision which explained that the North West Pavilion has been designed to achieve the following:

- Increase export Trade for North West based businesses to China and other countries resulting from leads generated at the Expo.
- Increase the amount of Foreign Direct Investment (FDI) from China and other countries in larger scale business opportunities that exist in Liverpool and the North West of England, from leads generated at the Expo.
- Increase the number of Chinese tourists that are attracted to visit Liverpool and the North West region of England either on personal or business travel.
- Increase the number of Chinese students accessing education within the Liverpool & the North West region of England

3.15 The Liverpool/North West Pavilion Each month's theme has been changed into a saying that translates into Mandarin; the translated themes are as follows

- May is known as the:
Virtual gateway to the Northwest UK ports and airports in the UK but will become *"The open road to the future"*
- June is known as the :
Science and Innovation in the UK but will become *"Working for future benefits"* in China
- July is known as:
Culture - Health and Sport in the UK will be *"Great prospects worth doing"*
- August is known as :
The Knowledge Sector will become *"Future study"*
- September is:
Financial and Professional Services will become *"Future Yields"*
- October is known as the :
Urban Regeneration but will become *"Recall the past to inform the future"*

4.0 POLICY IMPLICATIONS

4.1 Expo 2010 is an opportunity to take forward a number of strategic objectives for the Council and its partners. In economic regeneration terms, a

key objective is to focus on developing a strong, diverse, competitive and sustainable knowledge-based local economy. Shanghai EXPO 2010 will enable the Council to support local businesses to benefit from growing and emerging markets and help them prepare for future ways of working.

5.0 OTHER IMPLICATIONS

5.1 Taking into account the strengths of Halton's economy particularly around Science/technology, Innovation, Knowledge), Members are advised that it might be useful for the Council to concentrate on a presence in Shanghai during the month of June and or August.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES.

6.1 Children and Young People in Halton.

N/A

6.2 Employment Learning and Skills in Halton

As mentioned above Shanghai EXPO 2010 is being used as a platform for local businesses to consider how they promote and develop trade links internationally. It is hoped that this will lead to business growth and expansion prospects leading to enhanced employment opportunities for the people of Halton.

6.3 A Healthy Halton.

N/A

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

The Council has been providing information to support the Urban regeneration theme (in October) as a way of showcasing and promoting urban renewal activity in Halton.

7.0 RISK ANALYSIS

7.1 The main risk associated with this proposal is that either too many companies are interested in participating or conversely, too few. To minimise this risk, the Council is using existing networks to gauge

interest and understand the likely take up, and is discussing with Liverpool Vision other packages and offers for businesses.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Council's promotion of Shanghai EXPO 2010 has been widely circulated and participation is open to all companies in Halton.

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

9.1 None under the meaning of the Act.

REPORT: Employment Learning and Skills Policy and Performance Board

DATE: 8 March 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 8th March, bearing in mind the Council's Topic selection criteria**
- (3) Decide at its March 8th 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.

Annex 1**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 "yeses" indicate a stronger case for selecting the Topic.

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

12	Are PPBs the best way to add value in this Topic area? Can they make a distinctive contribution?	
13	Does the organisation have the capacity 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 time available?	

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

DATE: 8 March 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 3rd 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 3rd 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

7.1 Not applicable

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable

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

9.1 There are no background documents under the meaning of the Act.

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 3 to period end 31st December 2009

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31 December 2009. It describes key developments and progress against “key” 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 5.

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

2.0 KEY DEVELOPMENTS

- A Celebration of Achievement event was held for learners and their families in November 2009. This recognised the literacy and numeracy qualifications achieved by learners. Over 120 individuals attended the event, with Cllr Marie Wright presenting learners with certificates.
- The Adult Learning and Skills Development Division assisted in a number of key events held in Q3. These included the My Halton (SSP) event in October and the Halton Borough Council Support Roadshows held in December. At both events, the Division was able to showcase its services and this resulted in new enquiries.
- The Adult Learning & Skills Development service completed the latest LSC Invitation to Tender for additional Train to Gain Skills for Life provision. Outcomes of the ITT will be known in Q4. Implications for a successful outcome include taking on additional staff to run the contract.
- The annual Adult Learning & Skills Development service ‘Self Assessment Report’ was uploaded onto the LSC provider gateway at the end of Q3. An SAR Quality Improvement Plan will be compiled early in Q4, setting out the areas for improvement identified through the SAR process. The service self-assessed at grade 2 (Good).

- The 2009/10 Business perceptions survey commenced in Q3, with a company called Ecotec commissioned to undertake the survey across 250+ businesses in Halton. Funded through WNF, this survey assists in setting out the employment, learning and skills priorities for the next year.
- A piece of research around skills for the Science, Technology & Advanced Manufacturing (STAM) sectors commenced in Q3, with Amion Consulting commissioned to undertake this work. Funded through WNF, this research will assist the newly established STAM Steering Group establish a 'routeway' of provision/activities to enable children and adults to aspire to work in STAM related industries. An executive summary suitable for an 11year old will be disseminated across Halton schools in Q4. Alongside the STAM group, a STAM PPB topic group is continuing and will meet again in Q4
- The spring term Continuous Improvement Workshop for the Adult learning & skills development division ran in December 2009 and focused on the Observation of Teaching & Learning process and CPD arrangements through the Institute for Learning.
- The DM Adult Learning & Skills Development and the Adult Learning Team Leader met with Riverside College principal and assistant principals for the first of what will be KIT meetings to discuss curriculum mapping and partnership working.
- Flexible New Deal Phase 2. HPIJ had been approached by several potential DWP bidders for FND2 in Merseyside including Halton and has agreed to partner 3 organisations.
- Despite the recession the Enterprising Halton Business Start up programme continues to support more new start ups with 124 at the end of December 2009.
- 3. The APT4U Apprentice Support Programme continues to attract interest from local employers with 90 new apprenticeships created by the end of December 2009.

3.0 EMERGING ISSUES

- ITT results for additional Train to Gain Skills for Life funding will be known in Q4 and if successful will require additional staffing to be recruited.
- Both the Business Perceptions Survey and the STAM research will be concluded in Q4 and reported to the SSP/Skills Group for further action. The Junior Executive Summary will be disseminated to all Halton's schools.
- The SAR QI Plan will be completed in Q4 and uploaded onto the LSC provider gateway.
- An announcement regarding Customer Number One on 3MG is expected in Q4. The implications for this are huge in that hundreds of jobs could be earmarked for Halton residents. For this to happen, the 3MG Halton Employment Partnership

‘recruitment team’ needs to be re-formed; For this to happen, senior managers from relevant agencies must re-commit to their organisation’s involvement. This includes taking dedicated space at the Corporate Training Centre, working in partnership with Halton Direct Link and inputting to a bespoke IT database to manage the process from enquiry through to employment. Recommendation – to update David Parr once information is known on timescales re 3MG and customer number one.

- The Construction Employment Integrator Model will need to be progressed if the model is to impact on the 3 main physical projects (3MG Highways infrastructure, the Mersey Gateway and BSF).
- The next KIT meeting with Riverside College is planned for Q4, by which time the results of the college’s Ofsted inspection will be known.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	16		14		1		1
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Of the key milestones for the service two, relating to the development of a Science and Technology Handbook and a Skills and Workforce Development Strategy, have not progressed as planned and additional details are included within Appendix 1.

5.0 SERVICE REVIEW




The efficiency review has resulted in new and emerging structures being developed. Outcomes of the efficiency review and job evaluation outcomes are resulting in either staff leaving the department, or being recruited to the department. There will Plans are being put in place to ensure services are managed effectively during any transition periods and disruption is kept to a minimum.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	5		4		0		1
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Only one of the key indicators for the service, relating to local people with disabilities into work, is unlikely to achieve the annual target. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	6		4		0		2
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Of the remaining indicators for the service two, relating to people claiming out of work benefits in the worst performing neighbourhoods and the number of jobs safeguarded, are unlikely to achieve target and additional details are provided within 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.

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.

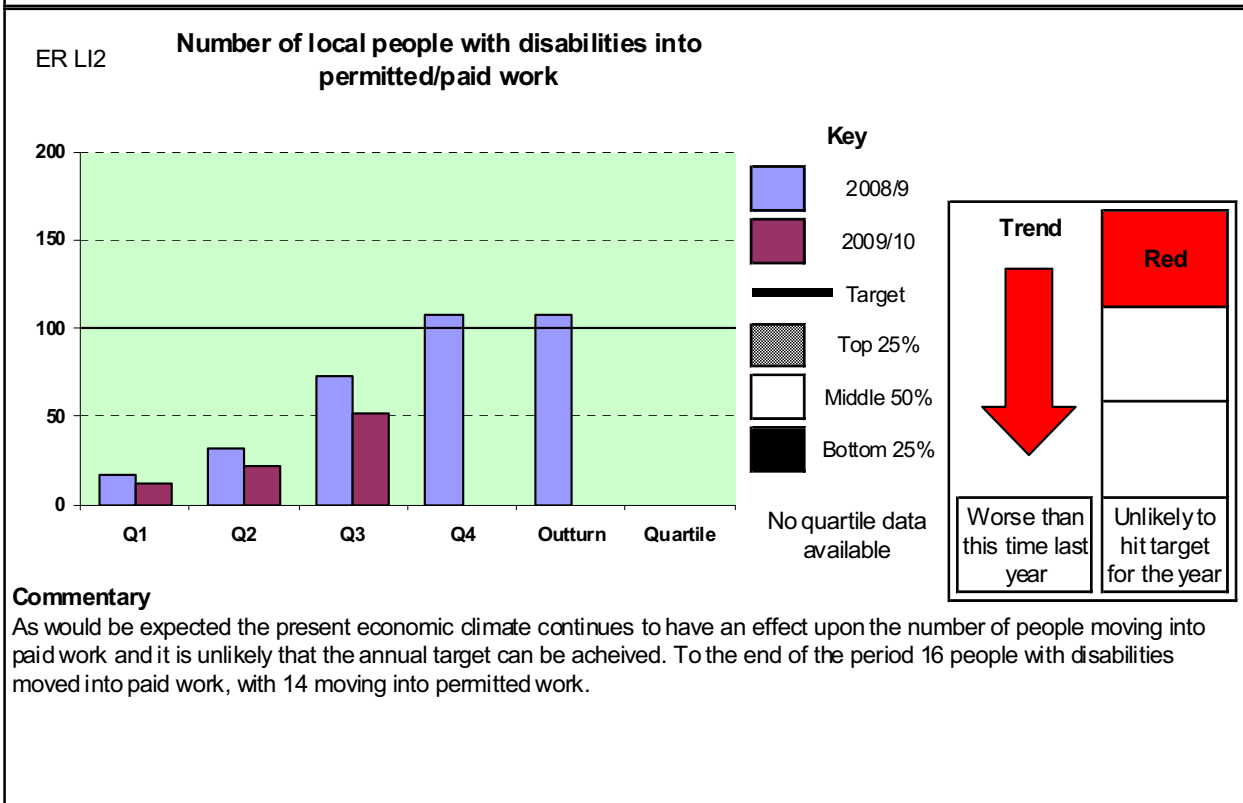
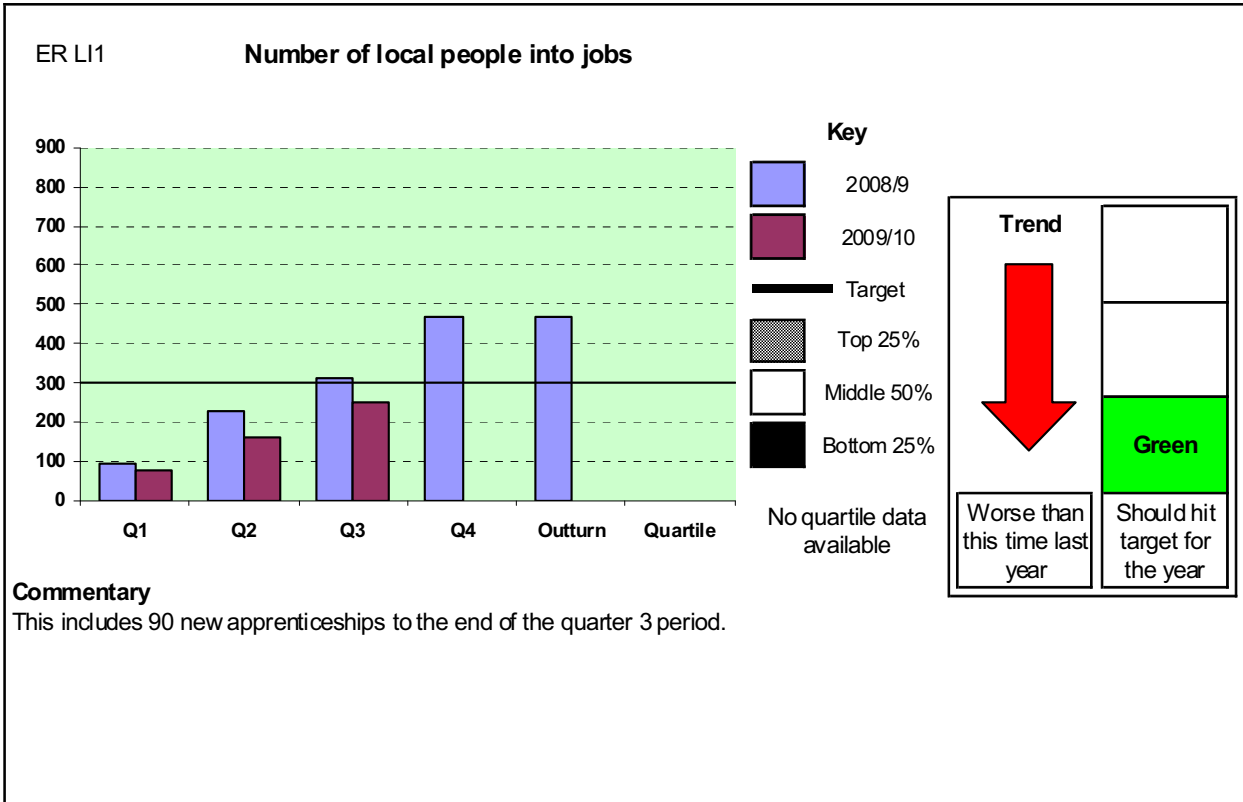
10.0 APPENDICES

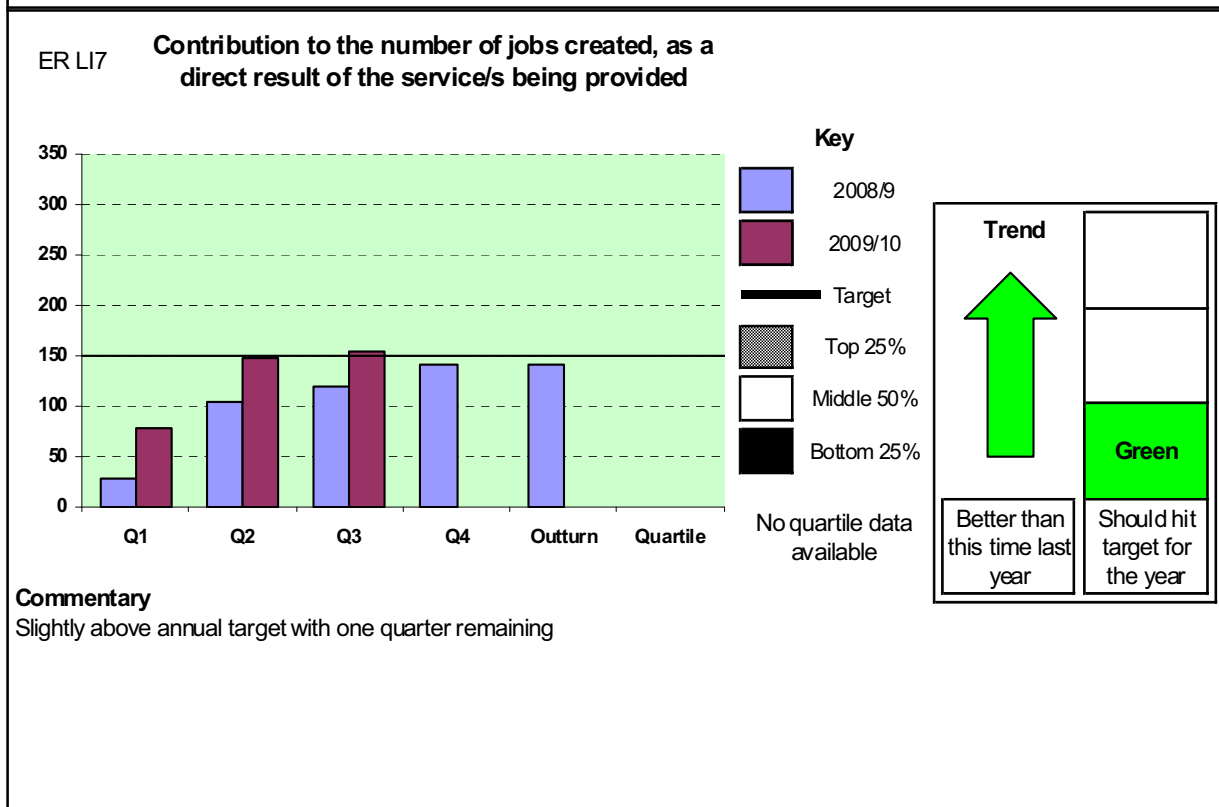
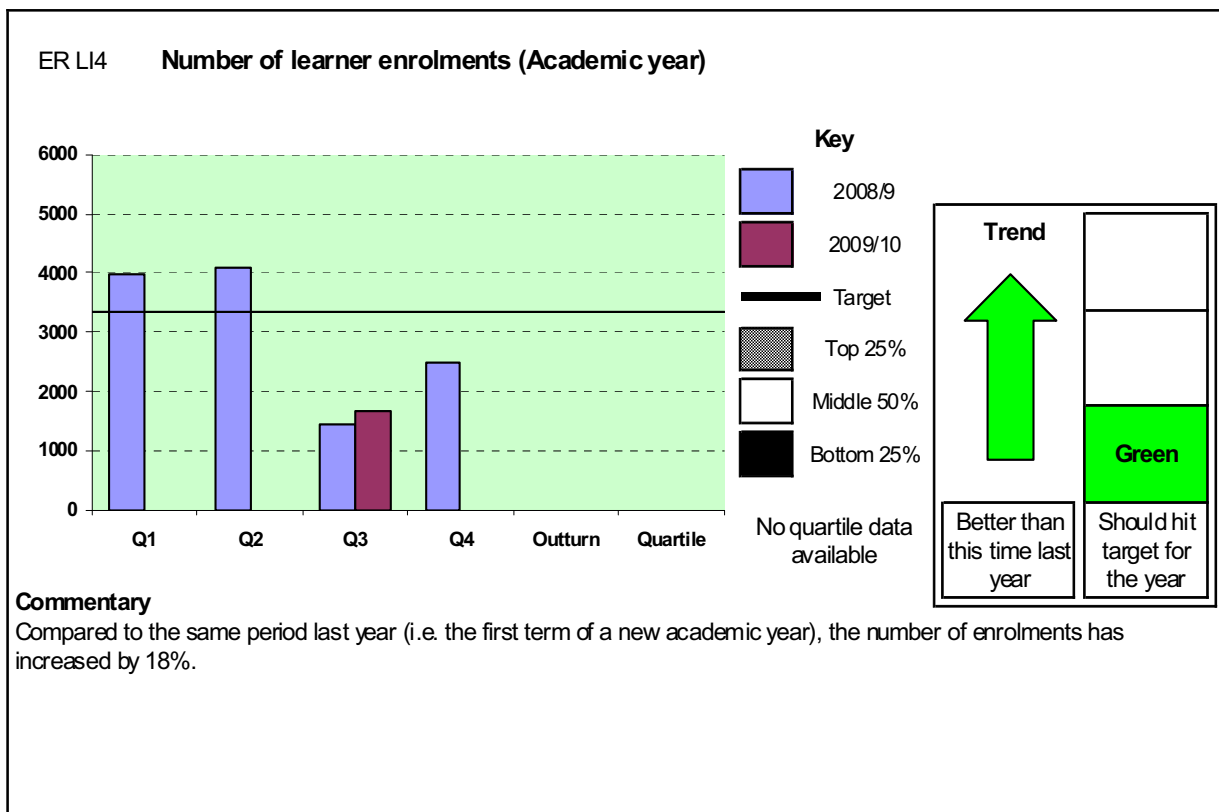
Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3 - Progress against Other Performance Indicators
Appendix 4 - Financial Statement
Appendix 5- Explanation of Red, Amber Green symbols

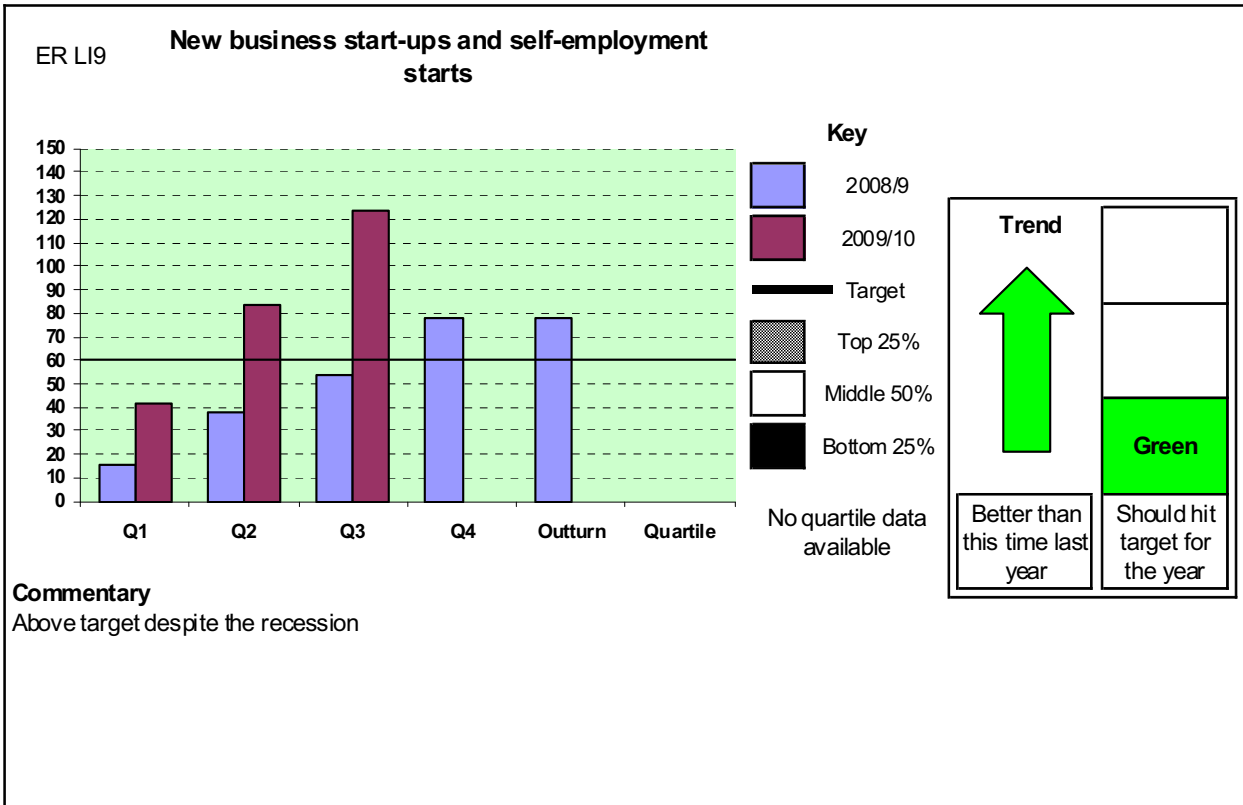
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 1	Promote economic diversity and competitiveness within an improved business environment	Update Economic Development Strategy by 1/10/09	See comment	This work has been superseded by legislation requiring Councils to complete Local Economic Assessments
		Develop Tourism Strategy and action plan by 1/10/09	See comment	In light of the Efficiency Review, this work has been put on hold
		Review procurement topic actions by 31/10/09	<input checked="" type="checkbox"/>	Picked up as a PPB work topic
		Revise Science and Technology Strategy and action plan by 1/10/09	<input checked="" type="checkbox"/>	Strategy and Action Plan has been updated
		Deliver BIDs year 2 action plan by 31/3/10	<input checked="" type="checkbox"/>	As reported, this has been presented to the Executive Board
		Secure funding package for Lewis Carroll visitor centre by 31/3/10	<input checked="" type="checkbox"/>	Funding package secured
ER 2	Foster enterprise and entrepreneurship in order to grow an enterprise culture in Halton.	Re-launch expanded Enterprise Academy by 30/6/09	<input checked="" type="checkbox"/>	Halton Chamber commissioned to deliver and launched the expanded Enterprise Academy.
		Deliver Enterprise Week programme by 31/11/09	<input checked="" type="checkbox"/>	The Launch of the Primary Enterprise Game and an expanded 2009 Enterprise Challenge Competition were launched during Enterprise Week (November 2009).
		Deliver expanded start up programme by 31/3/10	<input checked="" type="checkbox"/>	NWDA funding secured to expand all business start up activity from September 2009. 124 start ups achieved by 31/12/09.



Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
ER 3	Reduce unemployment and worklessness by assisting people to secure employment.	Secure future of Castlefields Employment Project by 31/5/09	<input checked="" type="checkbox"/>	Completed
		Deliver permitted work placements in council department by 1/10/09	<input checked="" type="checkbox"/>	Ongoing – 26 permitted work placements in Council Departments.
		Development of Employment Action Plans for each NM area by 31/1/10	<input checked="" type="checkbox"/>	Action Plans have now been produced and officers will start to implement key actions Jan 2010
		Double the number of council apprenticeships by 31/1/10 (2008/9 will be baseline)	<input checked="" type="checkbox"/>	During Q3 2 new apprentices recruited in Landscape Services (horticulture & arborist). A total of 10 apprentices including 5 care leavers developed within the Council. One young male care leaver has progressed into employment as a trainee Executive Officer with the DCSF and starts 2/1/2010.
		Finalise the Disabled and Carers Employment Strategy by 30/6/09	<input checked="" type="checkbox"/>	Refreshed Strategy completed and is with key partners for consultation prior to launch.
		Implement phase 1 of the Disabled and Carers Employment Strategy by 31/3/10	<input checked="" type="checkbox"/>	Disability Employment Network operational. JCP have appointed a mental health partnership manager and in the process of establishing a disability provider network.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
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		The HEP is fully operational offering a range of pre employment, sector specific programmes aimed at unemployed individuals aged 16+, including the Response to Redundancy project (run in partnership with HPIJ). The deletion of the HEP team's manager in the efficiency review will no doubt impact on the HEP provision during any transition period.
		Develop Science and Technology offer and handbook by 31/12/09		The STAM research will be reported in Q4 and will form the basis of the proposed Science Investors' Handbook. It is expected that an online Handbook will be developed initially.
		Produce updated skills and workforce development strategy by 31/3/10		The 2009/10 Business Perceptions Survey will provide some excellent research for setting out the updated Workforce & Skills Strategy. However, given that the Skills Strategy post has now been deleted from the Divisional structure, further consideration will need to be given to implementing this work.







Ref	Description	Actual 2008/9	Target 09/10	Quarter 3	Progress	Commentary
Fair Access						
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.6% Aug 08	29.6%	33.5%		As part of the LAA refresh process, Government has agreed Halton to maintain the 0.4pp gap below NW average which currently stands at 21.8%.
Service Delivery						
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	235	300	144		As expected the recession is impacting upon this measure and it is highly unlikely that the annual target will be achieved.

REGENERATION**Revenue Budget as at 31st December 2009**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	1,735	1,316	1,065	251	1,066
Premises Support	81	15	15	0	15
Office	69	52	55	(3)	55
Accommodation					
Marketing	44	33	27	6	37
Programme					
Promotions	51	38	53	(15)	56
Development	21	15	48	(33)	48
Projects					
Supplies & Services	117	87	134	(47)	145
Halton People into Jobs	140	105	129	(24)	130
Mersey Partnership	75	75	75	0	75
Transport	19	14	14	0	14
Central Support	265	199	199	0	199
Services					
Departmental	23	0	0	0	0
Support Services					
Agency	0	0	1	(1)	1
Capital Financing	-188	0	0	0	0
Asset Charges	10	0	0	0	0
Total Expenditure	2,462	1,949	1,815	134	1,841
Income					
Sales	0	0	-1	1	-1
Fees & Charges	-30	-10	-42	32	-42
Reimbursements	-325	-163	-137	-26	-137
Government grants	-639	-479	-505	26	-505
Recharges to Capital	0	0	0	0	0
Total Income	-994	-652	-685	33	-685
Net Expenditure	1,468	1,297	1,130	167	1,156

Comments on the above figures:

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

Regarding expenditure, employee costs are under budget for the period, which is mainly due to vacancies that exist within the Employment Team. Also, external funding is being used to fund some posts.

Promotions expenditure is over budget at the end of quarter 3 which is due to the costs associated with staging the Road Race and Fireworks Display. In terms of the Road Race, part of the staging costs will be offset using fees and charges income generated by the event.

Development costs are also over budget for the period and this is due to expenditure relating to the Halton Science Technology Advanced Manual Unit. It is anticipated that any expenditure over budget will be offset through the receipt of additional income.

Supplies and services expenditure is also higher than budget, however, it is anticipated that this will be offset by an increase in reimbursement and government grant income.

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




REGENERATIONLocal Strategic Partnership Schemes as at 31st December 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	45	46	(1)	46
Halton ILM/Stepping Stones	144	108	141	(33)	141
Enterprise Development	383	287	276	11	278
Supported Employment	95	71	72	(1)	72
Nbr'hood Employment Officers	105	79	45	34	45
Links 2 Work	51	38	14	24	28
YMCA Skills for Life	20	15	11	4	11
Inspiring Women	10	7	6	1	7
NEET Employers Foundation	35	26	1	25	1
Employment	28	21	0	21	0
Pre-level 2 Provision	288	216	148	68	148
Halton Employment Partnership	818	613	364	249	380
Newly unemployed / redundancy response	51	38	0	38	0
Apprenticeship Support	150	112	57	55	57
Total Expenditure	2,238	1,676	1,181	495	1,214

Local Strategic Partnership (LSP) funding spending to the end of quarter 3 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>
<u>Green</u>	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	Indicates that the <u>target is on course to be achieved</u> .
<u>Amber</u>	 Indicates that it is <u>unclear</u> at this stage, <u>whether the milestone/objective will be achieved</u> within the appropriate timeframe.	Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.
<u>Red</u>	 Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.	Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.

QUARTERLY MONITORING REPORT

DIRECTORATE: Health & Community
SERVICE: Culture & Leisure
PERIOD: Quarter 3 to period end 31st December 2009

1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department third quarter period up to 31st December 2009. It describes key developments and progress against 'key' milestones and performance indicators for the service.

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

2.0 KEY DEVELOPMENTS

Widnes Recreation Club closed at the end of the year. The use of the playing pitches and changing rooms is being maintained whilst the future of the facility is determined.

HBC's Olympic initiative, the Get Inspired programme has received national recognition from the British Olympic Committee, and has publicly been praised by Lord Coe.




Monies have been made available through the North West Regional Efficiency Board to introduce Radio Frequency self-service (RFID) with Ditton, Kingsway and Runcorn Egerton Street libraries, phased throughout 2010.

3.0 EMERGING ISSUES

The application for capital funding (£385k) for developing changing facilities at Kingsway Leisure Centre under the Governments Free Swimming initiative has passed Phase 1 scrutiny. Out of 28 applications in the North West, only 8 were successful. We now enter Phase 2, the outcome of which is expected in April 2010.

The recommendations for voluntary sector grant funding will be presented to Executive Board in March 2010.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	5		4		1		0
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All key objectives/milestones are on target except one. This is a joint project with partners and currently requires further discussions, following the commissioning of a desk top review.
 Non key objectives/milestones are reported by exception at Quarter 3 Appendix 1 refers.

5.0 SERVICE REVIEW

A response has been made by the Merseyside Cultural Forum on the national Library Review.




The Cultural Forum also asked that a Merseyside view was made to the Regional Strategy 2010 in respect of culture and leisure.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	4		3		0		1
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A number of key indicators cannot be reported as they are derived from national surveys, such as Place Survey, Public Library Users Survey, which are biennial or annual
 Appendix 2 refers

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	2		0		2		0
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Non key indicators are reported by exception in quarter 3
 Appendix 3 refers

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

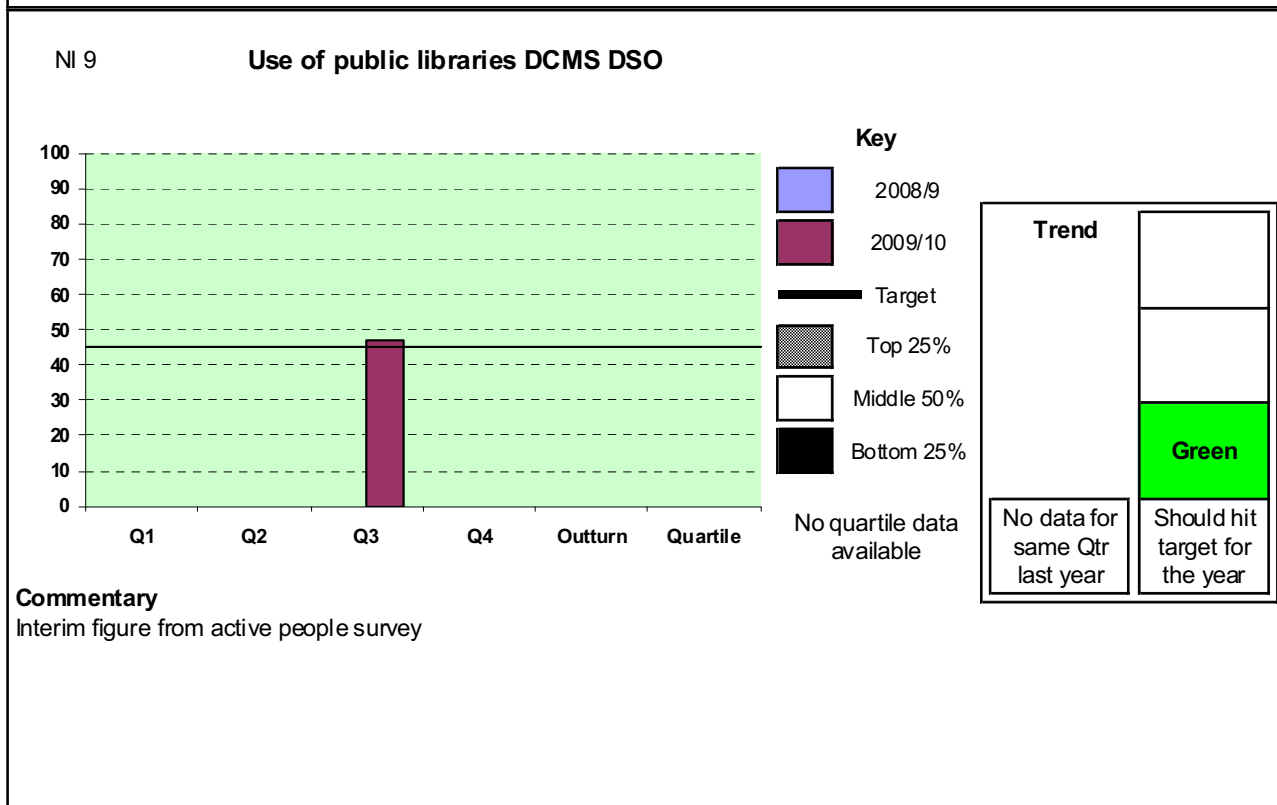
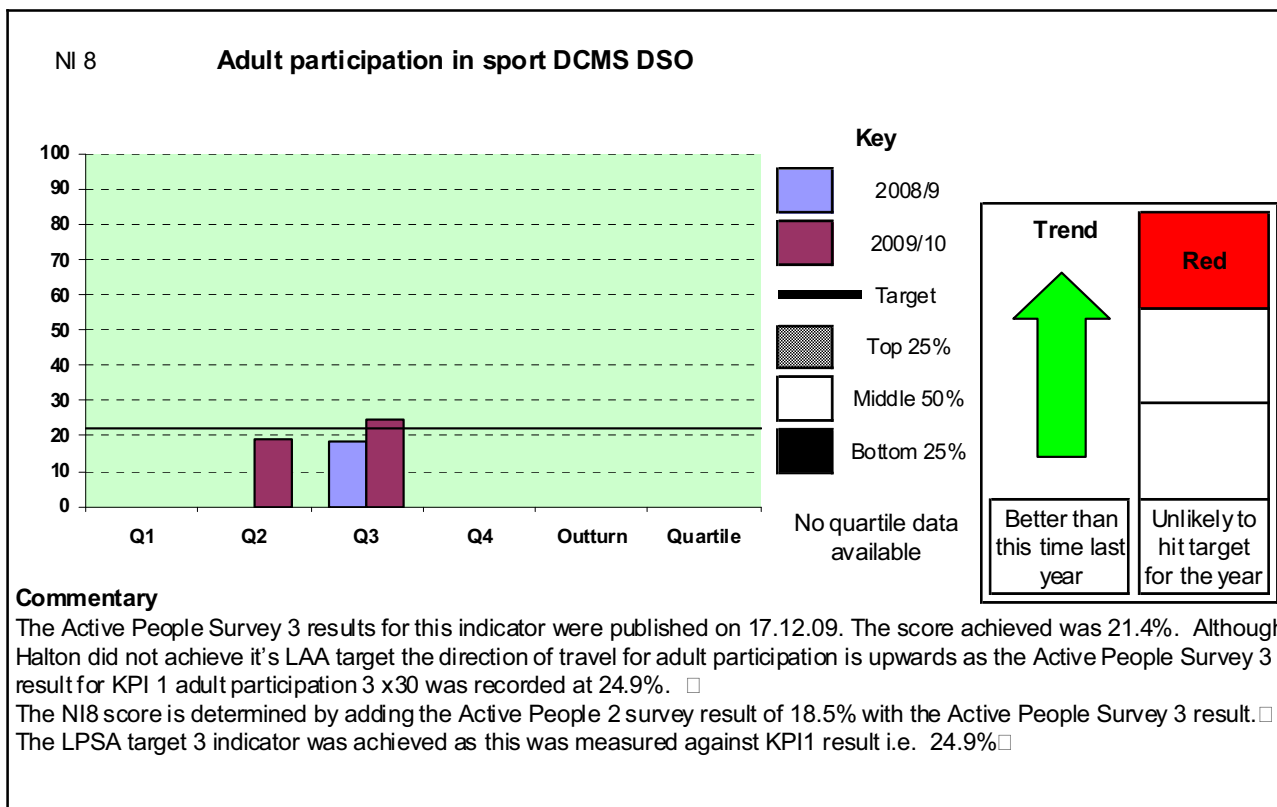
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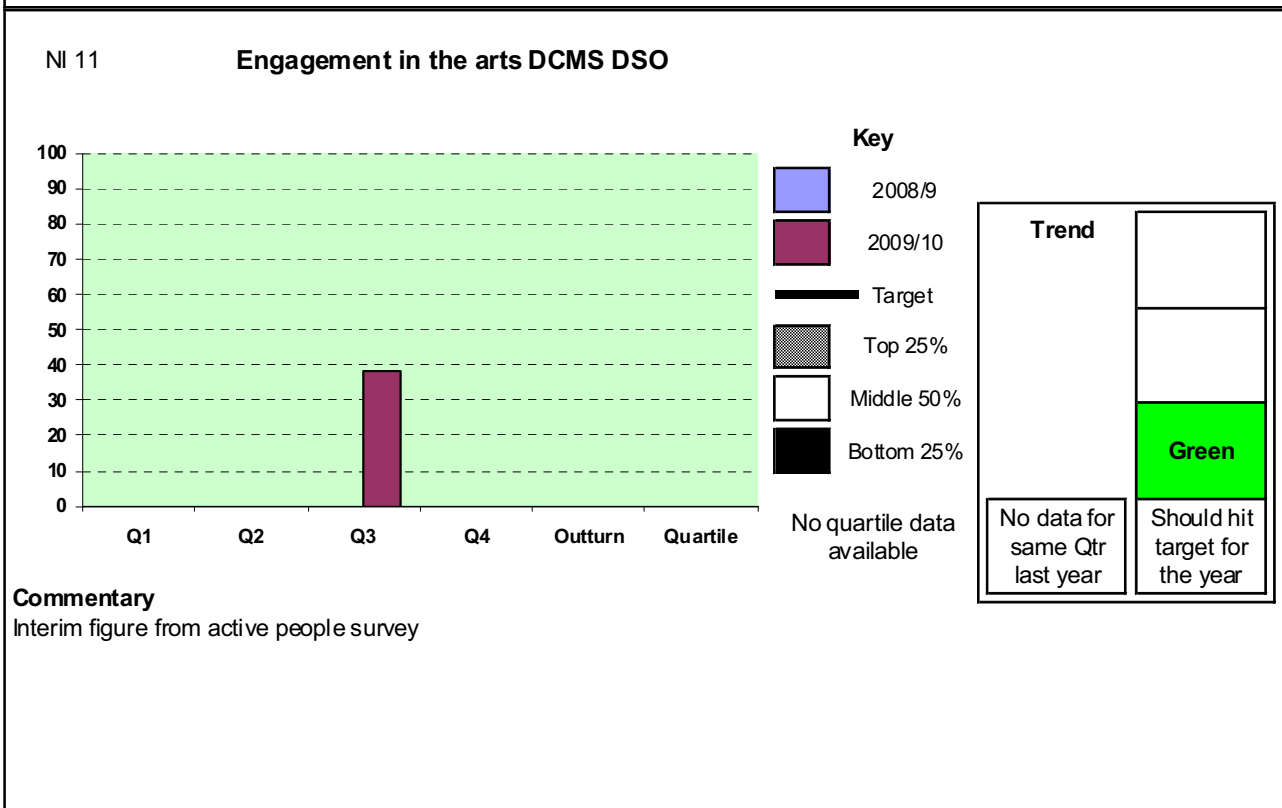
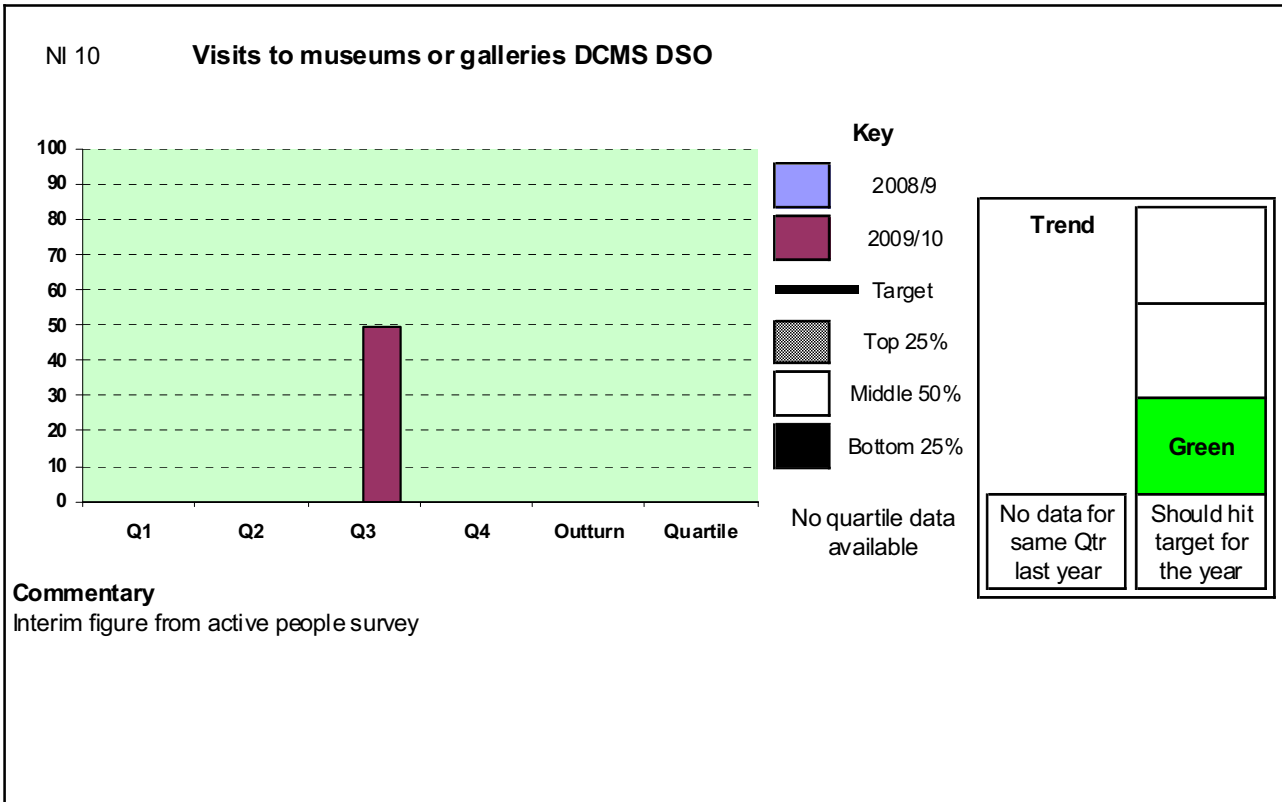
10.0 APPENDICES

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 RAG symbols

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
CL 2	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.	Building refurbishment at Halton Lea Library complete and extended facilities fully operational. Sept 2009. (AOF 15,26)		Library open and operational in August 2009.
		Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter. March 2010 (AOF 15,26)		3 major events held in 3rd quarter, including the launch of Headspace, the teenage area, which was organised by the Volunteers from the Young People's Steering Group.
		Deliver a programme of lifelong learning activities including IAG targets. March 2010 (AOF 15,21)		Various lifelong learning activities delivered including over 100 Information and Advice sessions
CL 3	Increase use and satisfaction with parks and open spaces, promoting healthy lifestyles and providing diversionary activities for young people. Manage the re-furbishment of Runcorn Town Hall Park to establish a 21st century facility with appropriate facilities and functions.	Re-furbish Runcorn Town Hall Park (AOF12 & 2) Completion March 2010 (AOF 12 & 2)		12 Green Flags achieved. Runcorn Town Hall Park phase 1 new play area completed.

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
CL4	Improve drug and alcohol services through the re-tendering of the contract.	<p>Finalise specification. April 2009 (AOF 30,3)</p> <p>Tender short-listing and interviews. October 2009 (AOF 30,3)</p> <p>Contract signed December 2009. (AOF 30,3)</p> <p>Handover/TUPE January – March 2010 (AOF 30,3)</p>	?	Halton, together with Warrington & St Helens Drug Action Teams have commissioned Mott McDonald to undertake a desk top review with a view to establishing a business case for collaborative commissioning across the three areas. A report has been produced that will be discussed by the three areas at the beginning of February





The following key indicators have not been reported at quarter 3 for the reasons stated: -

CL LI4 % Overall satisfaction of Library Users (Previously BVPI 118c): -
CIPFA Public Library Users Survey being undertaken in Qtr 4

CL LI5 % of residents satisfied with sport and leisure (Previously BVPI 119a): -
Figure taken from bi-annual Place Survey, next survey October 2010

NI 17 Perception of anti-social behaviour: -
Figure taken from bi-annual Place Survey, next survey October 2010

At the time of producing this report no Quarter 3 information was available for the following key performance indicators: -

CL LI1
NI 20
NI 33

Area Partner National Indicators:

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

NI 32	Repeat incidents of domestic violence	N/Av	28%	31%	?	Data is for Apr – Oct 09(GONW MARAC report).
NI 40	Drug users in effective treatment	467	528	29	?	Data is provided by the NTA 3 months in arrears and is currently at month 5 (Aug 09). The actual number reported for August 09 is 429 - 11 below the expected figure for August of 440. The percentage of new treatment journeys (YTD) in effective treatment at 98% (49/50) is the highest in the country.

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

Cultural & Leisure Services

Revenue Budget as at 31st December 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	4,401	3,332	3,334	(2)	3,334
Grounds Maintenance	2,854	0	0	0	0
Premises Support	1,202	904	904	0	904
Other Premises	633	434	426	8	619
Book Fund	216	162	162	0	163
Hired & Contracted	908	597	588	9	717
Promotions	385	289	284	5	358
Other Supplies & Serv.	2,000	1,223	1,219	4	1,908
Transport	52	33	31	2	31
Leisure Mgt. Contract	1,395	930	930	0	930
Grants	653	613	615	(2)	615
Other Agency	68	3	8	(5)	9
Asset Charges	1,745	0	0	0	0
Support Services	1,914	785	785	0	785
Total Expenditure	18,426	9,306	9,287	19	10,373
Income					
Sales	-258	-193	-194	1	-194
Fees & Charges	-1,033	-739	-756	17	-756
Rents	-18	-13	-25	12	-25
Support Recharges	-1,097	0	0	0	0
Grant Funding	-851	-420	-419	(1)	-419
Reimbursements	-2,187	-1,375	-1,371	(5)	-1,371
Total Income	-5,443	-2,742	-2,766	24	-2,766
Net Expenditure	12,983	6,564	6,521	43	7,607

1

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is below the budget profile.

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 the final quarter. 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 slightly above target at this stage of the financial year. This results mainly from increased income generation at the Brindley Arts Centre, and the Community Centres. However, some of the surplus will be offset by increased costs resulting from the income generation.

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 31st December 2009

	2009/10 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	50	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	15	0	72
<u>Runcorn Town Hall Park</u>	354	245	176	178
<u>Improvements To Allotments</u>	60	30	27	33
	1,624	1,158	344	1,280

Cultural & Leisure Services

WNF, External or Grant Funded Items as at 31st December 2009

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<u>Priority 1: Healthy Halton</u>					
Sports Partnership	61	46	35	10	37
Health & Physical Activity	40	30	24	6	24
Alcohol Harm Reduction	225	169	0	169	0
Enhanced Sports	75	56	10	47	10
Sub Total	401	301	69	232	71
<u>Priority 4: Employment Learning & Skills</u>					
Citizen's Advice Bureau	68	51	36	17	36

Sub Total	68	51	36	17	36
Priority 5: Safer Halton					
Youth Splash	128	96	86	10	89
Blue Lamp	505	378	252	126	252
Domestic Violence	100	75	36	39	85
Prolific & Persistent Offenders	45	34	22	11	22
Sub Total	778	583	396	186	448
	1,247	935	501	435	555

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 & LIFE EVENTS

Revenue Budget as at 31st December 2009

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	436	331	335	(4)	335
Premises Support	332	135	135	0	135
Other Premises	119	89	51	38	82
Hired & Contracted Services	23	17	24	(7)	25
Supplies & Services	60	45	52	(7)	59
Transport	33	23	11	12	11
Support Services	310	223	223	0	223
Contract Recharge	423	247	245	2	245
Asset Charges	59	0	0	0	0
Total Expenditure	1,795	1,110	1,076	34	1,115
<u>Income</u>					
Sales	-91	-63	-75	13	-75
Fees & Charges	-674	-451	-413	(38)	-413
Grants	-1	-1	-1	0	-1
Rents	-4	0	0	0	0
Support Recharge	-4	0	0	0	0
Total Income	-773	-515	-489	(25)	-489
Net Expenditure	1,022	595	587	9	626

Comments on the above figures:

In overall terms the revenue spending to the end of quarter 3 is £9000 below the budget profile.

The under spend on the "Other Premises" budget head relates to the maintenance budgets for the cemeteries and crematoria. An under spend is projected as a result of remedial action required to offset the forecast under-achievement on burials and cremations income.

Income from burials & cremations are running approximately £38,000 below the budget profile for the first three quarters of the year. This is partially offset by £13,000 income above target to date. It is proposed to defer expenditure on the repair and maintenance budgets in order to meet the remaining deficit. Other income budgets are running broadly to budget at this stage in 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.

Capital Projects as at 31st December 2009




	2008-09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Headstone Safety Programme	25	19	19	6
Screened Tip Area	25	25	0	25
Total	50	44	19	31

WNF, External or Grant Funded Items as at 31st December 2009

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
Budgeting Skills Project	33	24	17	7	17

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 RAG symbols are used in the following manner:

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

NOTES OF THE ELS PERFORMANCE GROUP MEETING
17th February 2010

Present:

Councillors: Sue Edge, Dave Austin and Harry Howard

Officers: Mike Foy and Alex Villiers

Apologies: Cllr. David Findon

The working party considered the notes of its last meeting and the draft quarterly performance monitoring reports for 1) Culture and Leisure, and 2) Economic Regeneration.

Purpose and style of quarterly performance monitoring reports (QPMRs)

Initial discussion centred round the need for a clear purpose and preferred format for presenting performance information. While the Performance Group (the 'Group') appreciated that Members would always want to be able to access the kind of detail available the current style of service plan quarterly monitoring reports, they queried whether this ought to be the priority or principle form of information made available for scrutiny by Members. In the Group's view:

- Key developments did not all seem to be very 'key'
- Monitoring reports tended to present a record of what had been going on rather than providing an insight into what developments meant both for the services concerned and their impact on outcomes for local people
- The way financial information was presented was perceived as not being very clear or user friendly.

The Group's picture of success in respect of improved quarterly performance reporting would include:

- Reports, like the PPBs themselves, geared to and organised around Halton's Strategic Priorities, rather Council Departments
- Reports that are more strategic, focussing on what is truly 'key': key developments, key emerging issues and opportunities, key performance indicators, key exceptions and variances, key risks and resource implications
- Reports that, by concentrating on what is key, would be considerably shorter and easier to digest than the present monitoring reports
- Reports that emphasise what the facts mean, their implications and any opportunities or choices they open up, rather than just recording what has happened
- Key performance information provided with a context (e.g. trend information or comparative data) that indicates whether Halton's performance is good, bad or indifferent
- Report where the language used was clear and concise, and, where acronyms were essential, the full version of what they stood for would be spelt out the first time they occurred in a report
- Reports that improve understanding and open the door for scrutiny Members to add value by making well-informed and useful recommendations.

Action: Members of the Performance Group

Once PIs, objectives and targets for 2010/11 service plans have been agreed by Council, the Group should get together with relevant Operational Directors (ODs) and Mike Foy to determine what they regard as 'key' and would like to see included in an ELS pilot, Priority-based, performance report.

Action: Mike Foy was asked if he could then develop a report along the lines described above using the comparatively uncomplicated (i.e. spanning information within the remits of only two HBC Departments) ELS Priority/PPB. This would be a kind of 'guinea-pig' or trial run to test the concept on a small scale to see if it could better meet Members' needs in 2010/11.

Availability of information and timing of reports

It came up in discussion that some information currently in QPMRs could seem well out of date. This could be down to a number of different factors. Sometimes information was only collected at quite long intervals e.g. information from surveys that are only undertaken every two years. In addition, partners' reporting cycles were not always well synchronised with that of HBC so it could be months behind by the time it appeared in QPMRs on PPB timetables. In some instances there could also be scope to streamline the process for exchanging information with key partners.

Members asked that HBC officers be proactive in trying to ensure HBC received timely information from partners for performance monitoring purposes and that steps be taken to improve and accelerate the provision of information where this was proving problematic.

Action: Mike Foy to identify any significant problem areas and initiate steps to improve the provision of timely performance information by key partners.

Tracking of PPB recommendations and implementation

Members of the Group were concerned that it was not always evident what had happened with recommendations emerging from the PPB e.g. what had been decided and whether action had been taken.

Action: Alex Villiers to explore scope for strengthening the processes for tracking PPB recommendations and reporting back progress.

PPB presentations by partner organisations

It was felt that PPBs did not always get the maximum mileage from visits to their meetings by representatives of key partner and other organisations. It was suggested that there would be benefit in interested Members of the PPB having an informal (non-Party political) pre-meeting at which they could formulate some key questions in advance and consider points they wanted to discuss with the visiting speaker(s). This should help to focus the debate at PPB and make for shorter meetings..

Action: Sue Edge to discuss the idea of such holding such pre-meetings where relevant, with the PPB Chair.