



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

**Wednesday, 8 January 2014 at 6.30 p.m.
The Board Room - Municipal Building,**

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

Chief Executive

BOARD MEMBERSHIP

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

*Please contact Michelle Simpson on 0151 511 8708 or e-mail
michelle.simpson@halton.gov.uk for further information.
The next meeting of the Board is on Monday, 24 March 2014*

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

Part I

Item No.		Page No.
1. MINUTES		
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)		
	Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. PUBLIC QUESTION TIME		4 - 6
4. DEVELOPMENT OF POLICY ISSUES		
(A) RLWC USA TOMAHAWKS - VERBAL PRESENTATION UPDATE		7 - 9
(B) WIDNES RECREATION GROUND DEVELOPMENT - VERBAL PRESENTATION UPDATE		10 - 11
(C) LIVERPOOL CITY REGION ENTERPRISE STRATEGY		12 - 14
(D) EUROPEAN PROGRAMME 2014-2020		15 - 20
(E) COMMUNITY DEVELOPMENT SERVICES		21 - 29
(F) EMPLOYMENT LEARNING AND SKILLS QUARTERLY POLICY UPDATE		30 - 32
(G) WELFARE REFORM SCRUTINY TOPIC GROUP – TAKING FORWARD THE RECOMMENDATIONS		33 - 37
5. PERFORMANCE MONITORING		
(A) QUARTERLY PERFORMANCE MONITORING		38 - 56

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, Skills and Community
Policy & Performance Board

DATE: 08 January 2014

REPORTING OFFICER: Strategic Director, Policy and Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
 - (ii) Members of the public can ask questions on any matter relating to the agenda.
 - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
 - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
 - (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

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

DATE: 8th January 2014

REPORTING OFFICER: Operational Director, Community and Environment

PORTFOLIO: Community and Sport

SUBJECT: Rugby League World Cup 2013 USA Team Visit

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

To provide a verbal update on the USA Tomahawks team visit in October 2013 to Halton for the Rugby League World Cup 2013 (RLWC 2013).

2.0 RECOMMENDATION: That:

the report be noted.

3.0 SUPPORTING INFORMATION

3.1 The USA team arrived in England on 19 October 2013 and set up team base at The Park Royal Hotel, Warrington. They commuted to their Training Base at Halton Stadium.

3.2 The RLWC 2013 went from 26 October to 30 November 2013 and involved 14 teams with games staged at 18 different venues.

3.3 A delivery plan included the following:

- Civic Reception
- Coaching Master Class
- Open Training Session
- Community Engagement Activity (at least 1 activity per week during the teams stay). Pan-Merseyside and schools tag rugby competitions at the stadium. Local clubs mini tournament.

3.4 The USA team had 3 group games: Wednesday 30 October v Cook Islands at Memorial Stadium, Bristol; Sunday 3 November v Wales at Racecourse Stadium, Wrexham; Thursday 7 November v Scotland at Salford City Stadium.

3.5 The delivery plan activities increased the interest and engagement in the

community in sport and cultural activities. The stadium provided an ideal venue to deliver a large range of activities.

- 3.6 The opportunity to rebrand existing activities for services included:
- November 5th - Firework music themed
 - HBC Staff restaurants hosted themed days.
 - Brindley shows which could be rebranded
 - American themed school meals across Halton Schools
 - Welcome signage on the four main routes into the borough with the RLWC 2013 logo on.
 - Vintage Rally options and advertising.
 - Stars and stripes bunting.
- 3.7 The RLWC2013 had a dedicated delivery team based at Media City in Salford. As a host city Halton had access to promotional material, such as logos, banners, and posters. There were also a number of national initiatives, such as, Try Reading and Education Resource.

4.0 **POLICY IMPLICATIONS**

4.1 No policy implications.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications as a result of the Delivery Plan.

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

6.1 **Children and Young People in Halton**

None identified.

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

None identified.

6.3 **A Healthy Halton**

None identified.

6.4 **A Safer Halton**

None identified.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 The main risk for the Borough was if the tournament was cancelled or the USA team withdrew.

8.0 **EQUALITY & DIVERSITY ISSUES**

8.1 There are no Equality and Diversity issues associated with this report.

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

None under the meaning of the Act.

REPORT TO:	Employment, Learning, Skills & Community Policy & Performance Board
DATE:	8 th January 2014
REPORTING OFFICER:	Operational Director, Community and Environment
PORTFOLIO:	Community and Sport
SUBJECT:	Widnes Recreation Ground Development
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

To provide a verbal update on the Widnes Recreation Ground Development, Liverpool Road, Widnes further to Executive Board report and project proposal outline business plan on 5th September 2013.

2.0 **RECOMMENDATION: That:**

the report be noted;

3.0 **SUPPORTING INFORMATION**

3.1 A business plan had been prepared which contained background detail, project outline and associated financial implications for the development of a sports facility at the former recreation site.

3.2 The new sports facilities would include new changing facilities, an indoor activity room, kitchen facilities, an external multi use games area, a new cricket pitch, reconfiguration of the outdoor sports pitches and improvements to the car park. The draft business plan would be sent to Sport England for comments.

4.0 **POLICY IMPLICATIONS**

4.1 No policy implications.

5.0 **FINANCIAL IMPLICATIONS**

5.1 It was reported that the estimated £2.680m required to fund the scheme would be raised by the proposed sale of 3 acres of land at the Widnes Recreation site for housing development.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

None identified.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 None identified.

8.0 EQUALITY & DIVERSITY ISSUES

8.1 There are no Equality and Diversity issues associated with this report.

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

None under the meaning of the Act.

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

DATE: 8th January 2014

REPORTING OFFICER: Strategic Director – Children and Enterprise.

PORTFOLIO: Economic Development

SUBJECT: Liverpool City Region Enterprise Strategy

1.0 PURPOSE OF THE REPORT

- 1.1 To inform the Board of further work being done to develop an Enterprise Strategy for the Liverpool City Region and to invite Members to contribute to the content of the document

2.0 RECOMMENDATION That:

- 2.1 Members receive a presentation from Mark Basnett from the Liverpool City Region Enterprise Board on an Enterprise Strategy for the Liverpool City Region;**
- 2.2 Members identify priority areas for Halton which might be included in the strategy**

3.0 REPORT

- 3.1 In September, this PPB received a report advising that partners in the Liverpool City Region (LCR) are developing an Enterprise Strategy to capture and evaluate existing evidence on economic development in Liverpool City Region and the wider economy to inform the design and development of a future enterprise programme. The enterprise strategy will contribute to the City Region's submission on ERDF 2014-2020 programmes.
- 3.2 As a reminder of the purpose of the document, the strategy is being developed so that:
- The LCR is able develop and deliver a coherent plan of action to tackle the chronic shortage of businesses that impedes economic performance and address the gap of 17,000 business, creating an environment where business are created and grow at a rate above targeted levels.
- 3.3 The development of the strategy will include:
- A forensic evaluation of existing evidence of the needs and drivers of the current and potential LCR business community, including an assessment of the specific issues facing the sub-region, identifying key opportunities that can be addressed by the future ERDF funds
 - An evaluation of existing evidence of the impact of underlying and structural issues on economic development interventions, including the impact of regional affluence on outcomes

- An evidence based report on the efficacy of business support mechanisms to ensure that the proposed interventions will deliver the desired outcomes and value for money/Rate Of Investment with an options analysis that maps the development against the efficacy of potential interventions
- Modeling of a range of potential activities and interventions with their predicted impact on the delivery the targeted outcomes
- A workshop to build a common understanding of the most appropriate solution to deliver the targeted economic outcome and how an ERDF programme is able to facilitate those outcomes

3.4 **Key questions to be considered will be: -**

- How do the existing economic conditions of a region impact on likely outcomes
- Are there structural issues that must be addressed before economic potential can be realized
- Are there social grouping issues requiring specific attention (Women, Ethnic, Social, Ethnicity)?

3.5 It is anticipated that the strategy will need to focus on the following Key performance indicators:

- Increased starts, survivals or growths
- New micros and growing micros
- New start-ups and sole trader-converts
- Support to low ambition starts and starting for growth businesses
- Open access and picking winners

3.6 The LEP is keen to engage a wide range of stakeholders in the process and it was considered that the ELS and C PPB would provide the forum for shaping and informing the document.

3.7 Mark Basnett will present a detailed report to Members at the meeting.

4.0 **POLICY IMPLICATIONS**

4.1 The development of a Liverpool City Region Enterprise Strategy presents an opportunity for the City region to deliver a coherent business support and growth service to businesses in the area. It will set out a framework for accessing resources to deliver these services

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

5.1 It is important that Halton plays an active role in shaping and informing the development of this strategy. This is because many of the interventions and activities proposed at the City Region level will have a direct impact in Halton. We will work with the Chamber of Commerce and local businesses to ensure that the document will meet local needs. As the strategy is being developed, officers will assess the opportunities, challenges and impact of the strategy for businesses in Halton.

6.0 RISKS

- 6.1 The risk of not developing an Enterprise Strategy for the Liverpool City Region, is that the business support services provided across the area would become disjointed and have reduced relevance for businesses. Equally, it would become more difficult to lobby and secure external funding if an agreed strategy and action plan were not in place.

7.0 EQUAL OPPORTUNITIES

There are no equal opportunities arising out of this report.

8.0 BACKGROUND PAPERS

There are no background papers under the meaning of the act.

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

DATE: 8th January 2013

REPORTING OFFICER: Strategic Director Children & Enterprise

PORTFOLIO: Leader

SUBJECT: European Programme 2014-2020

WARD(S) Borough-wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to advise the Employment Learning and Skills and Community PPB on the development of a European Action Plan for Halton as part of the next European Programme 2014 -2020. The report is divided into two sections.

2.0 **RECOMMENDATION: That PPB Members:**

- i) **Note the implementation of a Halton Action Plan for the European Programme 2014-20;**
- ii) **Give consideration to the thematic priorities identified and to advise on areas of particular importance to the ELS and C PPB**

3.0 **SUPPORTING INFORMATION**

Accessing European Funds

- 3.1 A report to the Executive Board in December 2013 explained that the 2014-2020 European Programme primarily covers the European Regional Development Fund (ERDF) and European Social Fund (ESF) grant schemes. For the first time UK Government has devolved European Union (EU) funding to Local Enterprise Partnerships (LEPs). The LEP has been required to produce an EU Investment Plan setting out how the Liverpool City Region proposes to spend its EU funding allocation.
- 3.2 Budgets have now been allocated, with Liverpool City Region (LCR) receiving €221.9m (circa £185m). This is roughly one third of the funding received by the LCR in the previous programme period 2007-13 and the Liverpool City Region is currently seeking a Judicial Review on this matter. It is unlikely that the outcome of the Judicial Review will impact on Halton significantly.
- 3.3 It appears that Halton will receive an indicative allocation of £16.9m by the LEP out of the £185m pot. (See Appendix 1 Indicative Halton Spend Profile). This is

because Government allocated resources based on the regional geography of 2006 (when Halton was classed as part of Cheshire) and apportioned resources for Halton accordingly.

3.4 EU Regulations for the new programme require all EU funding to be spent on 11 thematic objectives; the Liverpool City Region has agreed that these themes will be taken forward through 5 portfolios:

- Blue/Green Economy
- Business Economy
- Innovation Economy
- Inclusive Economy
- Place and Connectivity

(N.B. The term portfolio is used in this context is to describe specific headings. It does not mean Council Portfolios).

Identifying and Developing Halton's priorities

3.5 Given that the Liverpool City Region LEP will be required to distinguish between the resources set aside for Halton and the rest of the City Region, it is logical to develop a European Funding Investment Plan/Action Plan for Halton.

Halton has mirrored the 5 Portfolios in developing its own set of projects under the same themes. An internal officer group chaired by the Strategic Director for Children & Enterprise has been meeting since April 2013 to develop Halton's priorities in relation to the new programme.

The approach we are taking can be summarised by the diagram below:



Portfolio leads have been identified and draft Portfolios produced which identify key projects to be delivered via the Programme. Drafts have been shared with LCR leads for each portfolio area.

The Portfolio leads are:

Jim Yates - Blue-Green Economy
Tim Leather - Business Economy
Wesley Rourke - Innovative Economy
Siobhan Saunders - Inclusive Economy
Mick Noone - Place and Connectivity

- 3.6 The next steps will be to develop these 'high level' Portfolios in more detail, and to consult with stakeholders (internal and external) to the Council. Therefore, PPB Members are asked to consider the themes identified and consider how the proposals link to the development of the ELS and C Business Plan referred to later on the agenda.
- 3.7 Final drafts of Halton Portfolios will need to be submitted to the LEP by 31st December 2013, but there is a period from January to July 2014 where we will have an opportunity to develop and make applications.
- 3.8 We will, therefore, develop a Halton European Action Plan which will provide further detail on individual projects. It is important to note that projects will be large-scale.

A central resource will be required for the lifetime of the programme and beyond to develop projects and applications and to monitor progress and spend.

4.0 **POLICY IMPLICATIONS**

- 4.1 This is in line with the Council's Corporate Priorities and with the requirement to lever as much external funding as possible into the borough to support the communities of Halton.
- 4.2 It is proposed that the Operational Director for Economy, Enterprise and Property will take the lead on the day to day management of the programme and will be supported by the External Funding Team who will offer a borough-wide service helping with application writing, funding claims and the ongoing monitoring.

Whilst Halton has an allocation it is imperative that all Halton's applications are realistic and robust and meet the eligibility criteria and that they are underpinned by a comprehensive monitoring system.

It is therefore, anticipated that additional support will be required from the Council's Internal Audit and Accountancy Divisions.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

- 5.1 An indicative allocation of £16.9 million is good news for the Borough. However, in order to draw down the maximum grant available over the 7 year period, it will be necessary to identify and secure appropriate matching funding, because,

depending on the type of project, the level of matching funding required can vary between 20% and 50%. In broad terms to draw down £16.9m of European grant, a further £40m to £50 million of additional funding will be required.

However, this additional funding can be drawn down using a variety of sources, for example, Government departments (DWP, Skills Funding Agency, Business Innovation and Skills), Lottery Funding, Trust Funding, Landfill Communities funding, Regional Growth Fund, Growing Places Fund, as well as private sector contributions from businesses and developers.

In addition, 'in kind' and 'actual' costs can be used as matching funding, providing the costs are attributable to the project. Examples of in-kind contributions include land, equipment, and unpaid voluntary costs. Actual costs can include premises, salaries, overheads and fees.

There are also opportunities for Halton to apply economies of scale principles by either 'slip-streaming' regional initiatives, or working collaboratively with neighbouring LEP areas. In cases such as these, the Council would not always be the provider of the service, but could still use its influence and its EU allocation to direct the most effective deployment of these resources for the benefit of Halton's residents and businesses.

Therefore, colleagues have developed project realistic options which are not only based on need and demand, but reflect opportunities for drawing down external funding.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

There is a significant opportunity for the EU programme to benefit all of the Council's priorities. Specific projects will be developed to support Children and Young People, targeting the resources where they are most needed.

6.2 Employment, Learning & Skills in Halton

Overall the EU programme will assist in providing job opportunities for local people and will go some way in addressing the level of unemployment in Halton. The projects being developed will support the local economy, local businesses and the local community which in turn will skill up Halton's workforce and create more jobs locally.

6.3 A Healthy Halton

The EU programme will promote healthier communities through jobs opportunities, the development of green transport and housing initiatives.

6.4 A Safer Halton

The EU programme will complement the initiatives of the Mersey Gateway Regeneration Strategy and the good work of the Police and Community Safety

and through its projects look to reduce the fear of crime.

6.5 Halton’s Urban Renewal

The EU programme will act as a catalyst to attract developers and new businesses to the area by creating an attractive, well-accessed and serviced area, which provides a safe and attractive environment for employees and visitors.

7.0 RISK ANALYSIS

7.1 There is a risk that the Council will not be in a position to access the EU grant funding if it cannot source the match funding required which is a minimum of £16.9m. If the Council were to place an over reliance external match, Halton could potentially lose out.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 *It is anticipated that reference to Equality and Diversity principles will be a prerequisite for any funding available. In fact, the theme ‘Inclusive Economy’ focuses on supporting disadvantaged either to enter into the work place or remain in the work place*

9.0 REASON(S) FOR DECISION

An indicative allocation of £16.9m is a much needed resource which will support the borough in delivering its strategic priorities

10. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

N/A

11. IMPLEMENTATION DATE

January 2014 onwards

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

Document	Place of Inspection	Contact Officer
Strategic Investment Plan	Municipal Building	Wesley Rourke

INDICATIVE HALTON SPEND PROFILE FOR EU PROGRAMME 2014 - 2020

TOTAL ALLOCATION £16,927,600 (£8,486,380 ERDF; £8,486,380 ESF)

PORTFOLIOS	Portfolio Priorities	ERDF (£m)	ESF (£m)
Blue Green	Energy	£375,000	
	Sector and supply chain development	£375,000	
	Low carbon Infrastructure (grants)	£375,000	
	Skills		£337,500
Business	Winning new business, international trade	£525,000	
	Business start-ups and entrepreneurial culture	£665,000	
	Business support and investment readiness	£525,000	
	Skills		£900,000
Innovation	Infrastructure, facilities for collaborative research (grant)	£375,000	
	Innovation for business start and early growth	£285,000	
	Innovation for business growth	£490,000	
	Higher level skills		£562,500
	Promotion of LCR Knowledge Brand	£75,000	
Inclusive	Tackling youth unemployment (NEETS)		£3,250,000
	Helping adults back to work		£2,180,000
	Social growth and connectivity		£1,100,000
Place & Connectivity	Business infrastructure (gap funding)	£450,000	
	Transport infrastructure	£520,000	
	Place marketing	£215,000	
Financial Instruments	JESSICA (business,energy, innovation infrastructure)	£1,650,000	
	JEREMIE (VCLF / finance for business)	£1,386,380	
	LOCAL IMPACT FUND	£200,000	£146,380
		£8,486,380	£8,476,380

REPORT TO:	Employment, Learning & Skills Policy & Performance Board
DATE:	8 th January 2014
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Neighbourhood, Leisure & Sport
SUBJECT:	Community Services
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

To provide an annual report on the Community Development service delivery for the period 1st April 2012 to 31st March 2013.

2.0 RECOMMENDATION: That:

the report be noted;

3.0 SUPPORTING INFORMATION

3.1 Community Development supports the creation, development and sustainability of independent local community groups. This generates the capacity for effective and inclusive community engagement with council departments and services thus enabling the delivery of many hundreds of community initiatives to tackle strategic objectives and community needs. The Community Development team have both a strategic and neighbourhood role in co-ordinating partnership support to respond to community concerns and create cohesive neighbourhoods which are participative and vibrant with a strong sense of community connectedness.

4.0 COMMUNITY DEVELOPMENT

4.1 The team consists of six members of staff including one Senior Officer. The Community Development Officers are neighbourhood based and work to the Area Forum patches. They work alongside community groups helping them develop their skills and knowledge to support community action. This often involves advice and guidance around committee structures, financial arrangements, policies and regulations which need to be developed and observed and assisting in delivery community action. Community development is the only role that has this as its core purpose. It strengthens local belonging and addresses inequalities. It provides a conduit between communities and the public sector which fosters a relationship that:-

- Promotes a strong sense of place, local services really matter to how people feel about where they live and their overall satisfaction.
- Understands and targets local priorities – community concerns drive community initiatives and improvement in their neighbourhoods.
- Communicates what the Council’s doing and proactively seeks views
- Generates community respect – activity brings residents together, intergenerational work in particular has had a significant impact in breaking down perceptions between young and old in communities resulting in people feeling safer.

Funding has increasingly become core to the Community Development role, particularly in this current economic climate. The service co-leads on providing funding market places with colleagues in External Funding. These events are always popular with many enquiries for follow up support in accessing funding. This has been a useful mechanism to link with groups who aren’t receiving on-going community development support.

4.2 A performance framework is in place for community development activity. In 2012/13 the services performance indicators can be seen below.

	2012/13
Total number of volunteers	929
Number of groups worked with	135
Number of people benefiting from activity	12,152
Number of partners involved	89
Number of events/initiatives supported	27
Funding secured from CD intervention	
From external sources	£205,309.54
From internal sources	£116,713.50
TOTAL FUNDING	£322,023.04

4.3 For every pound it costs to provide community development, in 2012/13 a further £1.38 was levered into supporting community initiatives. This measure has peaks and troughs over the years, in the previous operating year the figure was £1.67 however, capacity within the team during the year was reduced due to longer term sickness, maternity leave and a vacancy within the team. The current economic climate with greater competition on grant funding will of further hindered this.

5.0 GRASS ROOTS DELIVERY

Ward Members receive quarterly briefings and annual reports on Community Development activities across the Borough. Below is a snapshot to give a flavour of neighbourhood activity extracted from the Annual Reports.

5.1 Broadheath, Ditton, Hough Green & Hale

- **Halton Ambassadors** – Support was provided to this new group to get them started and this included governance advice, support to access funding and ensuring safeguarding procedures and policies were in place.
- **Friends of Naughton Fields** – facilitated the start-up of this new tenant and residents group and provided advice surrounding governance and other essential paperwork as well as supporting the group to source funding.

5.2 Appleton, Kingsway & Riverside

- **New Shoots** - Lead support to this community initiative to provide fresh fruit and vegetables at low cost. Supported the expansion to eleven food clubs across Halton and the submission of a lottery grant. Has now registered as a Community Interest Company.
- **Art Unlimited** – provided support to this group to update their policies and procedures as they weren't fit for purpose. Advice and guidance was given on an Arts Council and an Awards for All bid and a borough wide Arts Council bid is now being explored.
- **Widnes Foodbank** - worked with the committee as they got this project off the ground to support them to get funding to ensure their ideas were viable.

5.3 Birchfield, Farnworth & Halton View

- **Moorfield School** – worked with school to access Area Forum and Awards for All funding to enable them to install outdoor play equipment and a fitness trail for the benefit of the children.
- **Halton Speak Out** – provided support on a number of funding applications and advice to develop their business plan.
- **Birchfield Gardens** – carried out consultation with local residents and groups to ensure that successful Wren and Area Forum applications were submitted for the redevelopment of the gardens.

5.4 Grange, Heath, Halton Brook & Mersey

- **Grange Community Forum** – continue to facilitate this group of local residents and partners with the work focused on project development and events. These included a diamond jubilee celebration and a summer fun day.
- **Runcorn Veterans Association** - Support has been provided to this new group regarding governance and procedures as well as funding support and advice for equipment and instruments for their band. This new group will support ex forces personnel as they return to civilian life.
- **Carnegie Steering Group** – Provided support and advice to the partnership of community groups looking at community and management of the old library on Egerton Street including advice on many aspects of the Localism Act, particularly the Community Right to Bid process.

5.5 Halton Castle, Norton North & South, Windmill Hill

- **Murdishaw Health Centre** – Worked closely with the centre to support them to engage more widely with their patients, this included consultation tools and techniques.
- **Friends of Halton Trinity Methodist Church** – Work has taken place with the group around sourcing funding, event planning and action planning to ensure that they stay focussed and are able to achieve what they set out to.
- **Castle Kids Fun Club** – Support to this group included advising on risk assessments and assisting them to write safeguarding policies and procedures.

5.6 **Beechwood & Halton Lea**

- **Welcome Club** – support to access Area Forum funding
- **Dorset Gardens** – support around event planning and wider community engagement.

5.7 **Daresbury**

- **Moore Scouts** – grant support to enable 80+ of Halton's young people to benefit from scouting activities locally and regionally and support the volunteer involvement in scouting.

6.0 **SERVICE EVALUATION**

6.1 A service evaluation is carried out annually assisted by the Customer Intelligence Unit. The evaluation achieved a 48% return rate, which would indicate the service is valued by the groups.

The responses demonstrated:-

86 % of respondents stated Community Development support has made a difference to their group

90% of respondents rated the service as excellent and 10% as good

100% of respondents would recommend the service to other groups

Open comments were received for a number of questions and a snapshot of responses is provided below:-

Did receiving help from the Community Development Team make a difference to your group?

“The interest and guidance has enabled us to be proactive in the community. Since completing our improvement project to improve heating, insulation and floor covering, we have restarted our coffee morning for local people in Widnes, hired the building to Brownies and Guides, and it's been used by Wellbeing Enterprises for courses. There have been a significant number of people using the building”.

“Yes it made a huge difference, the support from CDT in particular Karen Jacobs was very much a turning point this support and understanding had a major influence in bringing the Club Halton Farnworth Hornets in to the 21st century. Thank you...”

“The team have helped us secure funding to enable us to continue the work with schools and community groups; the team are now helping us put together an up to date business plan as we prepare to go for further funding.”

“The community development team makes a positive different by (a) giving the sense that people are on our side, and wish to support us, valuing what we do, (b) by giving honest informed advice on funding and general organisation and making contacts”.

“We have had training (committee skills) and this has made us work better as a group. We have also had support and guidance on funding applications.”

“By putting us in touch with funding organisations; organising meeting with HBC (i.e. Paul Wright); helping us to set up our fishing club (i.e. helping us with the constitution, advising us on banking, rules and regulations) Adele Clarke was fundamental in helping us to set up West Bank Angling Club.”

What do you think was most helpful about receiving help from the Community Development Team?

“Each member of the team has a deep understanding of the issues which are impacting on local communities and a good knowledge base.”

“Adele is always genuinely supportive, interested and helpful. We have a long term relationship with Adele, she is not here one day and gone the next. She also understands the challenges of community development - the erraticism of volunteers and the stretching of timescales.”

“They are able to direct to different funding bodies and to explain the criteria and requirements for each one. Gill inspired confidence in me to complete applications myself and I will always be grateful for her help.”

“The information and knowledge they have is fantastic. We have applied to organisations that we would never have thought about, also the support with the applications is fantastic as well. I wouldn't know what to put for most of the applications but Kerry always points me in the right direction”.

If you could improve one thing about the service offered what would this be?

On a positive note there were no areas identified for improvement apart from comments saying that groups could do with more time with their Community Development Officer but they also understood that it was a resource for the whole community.

7.0 COMMUNITY DEVELOPMENT GRANTS

The Community Development service also administers grants for Starter, Community Development and Voluntary Youth grants. The grant allocation for 2012/13 was:-

Starter Grants & Community Development Grants

GROUP NAME	PROJECT	GRANT AWARDED
Grange Community Forum	Start-up Costs	£150.00
St Bedes Helping Hands	Start-up Costs	£150.00
Runcorn Town Carnival	Start-up Costs	£150.00
Umbrella Halton	Start-up Costs	£150.00
OATS Science Club	Start-up Costs	£150.00
Runcorn Veterans Association	Start-up Costs	£150.00
Private Todger Jones Statue Appeal	Start-up Costs	£150.00
Four Estates	Café Equipment	£400.00
Halton Brook Residents Association	Bingo Machine	£360.00
Runcorn Veterans Association	Musical instruments & equipment	£400.00
Widnes Rugby League Heritage Society	Stationery	£400.00
HASCAS	Room hire, administration etc	£150.00
New Shoots Community Food Club	Promotional banners	£400.00
Age UK Mid Mersey	Equipment	£398.58
Halton Speak Out	Materials & Stationery	£400.00
TOTAL		£3958.58

Voluntary Youth Grants – Group & Bursary Support

GROUP NAME/INDIVIDUAL	PROJECT	GRANT AWARDED
Bursary	Dance	£250.00
Bursary	Cheerleading	£250.00
Ignite Youth Church	Youth Festival	£600.00
Bursary	Dance	£250.00
Bursary	Dance	£250.00
Bursary	Expedition	£250.00
Bursary	Dance	£250.00
Halton Komets	Equipment & Materials	£600.00
Bursary	Angling	£250.00
14 th Farnworth Methodist Scout	Group Expedition	£600.00

Group		
1 st Moore Scout Group	Group Expedition	£600.00
Ella Together CIC	Drama Workshop	£600.00
3 rd & 9 th Runcorn Scout Group	Sports Equipment	£592.71
Xscape Explorer Scout Unit	Training	£600.00
Bursary	Dance	£250.00
14 th Farnworth Methodist Scout Group	Group Expedition	£600.00
TOTAL		£6792.71

8.0 STRATEGIC APPROACHES

Community Development has had a key role supporting a community led approach to Health & Wellbeing during the transition of public health to local authority delivery. The team is supporting Area Forums in developing a grass roots approach which provides a direct relationship between health service providers and local communities. This has resulted in a number of themed events in Local Area Forums delivering health checks, awareness of early signs and symptoms, information on being active for all sections of the community, etc. The team is supporting community groups in developing initiatives that tackle health challenges and empower residents to have a proactive approach to community wellbeing.

Community Development continues to provide support to the Big Local initiative on Windmill Hill which will bring £1 million of lottery investment to the area over the next ten years. A formal partnership structure that demonstrates a community led approach needs to be in place to draw down the funding with a strong emphasis on community engagement informing priorities and objectives, these will be in place by March 2014.

Community Development leads a Community Engagement Practitioners Forum which meets quarterly. The Forum is an opportunity for joint training, networking and identifying joint areas of work for front line officers across agencies operating in Halton.

Community Development supports Community First in the Appleton & Mersey wards alongside External Funding and Halton & St Helens VCA. Community First provides grass roots funding for community groups and voluntary sector organisations. The allocation is £33,910 over 4 years for each area, 2012/13 is the second year of delivery.

The Community Development Manager is the designated Armed Forces Champion for Halton. This requires liaison with Armed Forces units, developing strong links with veteran support organisations and ensuring policy and services meets the pledges set out in the Armed Forces Covenant.

Community Development supports a strategic approach to community engagement in Halton at a partnership level. The service enables and

facilitates HBC departments and partner agencies engaging with local communities, it supports the third sector infrastructure that provides the platform for community involvement.

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

10.1 **Children and Young People in Halton**

Community services deliver Halton's Got Talent each year engaging with hundreds of young people, signposting to culture and performing arts activities and showcasing youth hubs to increase participation. Intergenerational activity generating cohesion between young and old in communities. Grants for voluntary youth groups and bursary support provide benefits in activities being accessed and opportunities for young people being realised.

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

Employment within the service areas. Volunteer opportunities and skills development in committee skills, capacity building, fundraising, consultation, etc. Support to adult and lifelong learning for community groups and neighbourhood delivery.

10.3 **A Healthy Halton**

Community development supports a whole area approach to health and wellbeing linking appropriate partners and stakeholders to work jointly with all sections of Halton's community responding to health issues, i.e zipper club, alzheimers group, lunch bunch, Halton happy hearts. This approach raises awareness of health issues and empowers communities to be proactive. Examples of this are support to New Shoots fruit & vegetable initiative, community gardening & allotment projects, patient support groups and liaison with the Health Improvement Team.

10.4 **A Safer Halton**

A sense of community and community connectedness reduces resident's fears of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders like police, housing, community wardens, etc. Community Development attends Tasking & Co-ordination to contribute to a co-ordinated approach.

10.5 **Halton's Urban Renewal**

Community development contribute to wider community initiatives and regeneration in the areas they are sited. There are numerous community gardening and local environmental projects across the service working jointly with key stakeholders. The service has a key role in Castlefields Regeneration which is now ten years into the programme. Delivering community development within the neighbourhoods linking into the Area Forums provides a mechanism for local people to influence improvements for their area and translate aspirations into objectives.

11.0 **RISK ANALYSIS**

11.1 The service has a robust performance management mechanism.

12.0 **EQUALITY & DIVERSITY ISSUES**

12.1 The Community Development service is open and accessible to all of Halton's Community. The service supports both groups providing general community initiatives and those who represent marginalised sections of the community, i.e. Halton Umbrella providing a network for black, minority and ethnic residents, many groups who exist to support disabled, support those suffering severe ill health, etc.

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

None under the meaning of the Act.

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

DATE: 8th January 2014

REPORTING OFFICER: Strategic Director – Children and Enterprise.

PORTFOLIO: Economic Development

SUBJECT: Employment, Learning & Skills Quarterly Policy Update

1.0 PURPOSE OF THE REPORT

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

2.0 RECOMMENDATION:

2.1 That the report is noted.

3.0 BACKGROUND

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

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

4.0 NEW POLICY, STRATEGY AND STATUTORY GUIDANCE

This Policy round-up summarises new policy, research, consultations and other publications that may be of interest to Children's Trust and Employment, Learning and Skills partners. It is provided as a series of short summaries, with links to the source documentation included for further information (links accessible through titles).

[The Future of Apprenticeships in England: Implementation Plan](#)

The Future of Apprenticeships in England: Implementation Plan details the government's reforms to the Apprenticeship system, and outlines how they will be implemented.

The key elements of the reforms are introducing new employer-designed standards and assessment procedures; strengthening English and maths requirements; and mandating that Apprenticeships last for a minimum of 12 months. The new standards and assessment procedures will be designed over 2013/14 and 2014/15 by companies and professional bodies acting as 'trailblazers' for their sector. From 2017/18 all new Apprenticeship starts should be based on the new standards.

[Care Leaver Strategy](#)

The Government has published a cross-departmental [strategy](#) for young people leaving care. It pulls together into one document recent actions and future plans for each of the major service areas which can be 'areas of concern' for care leavers. Too many care leavers are not in education, employment or training (NEET) or are long term unemployed. What has been, and will be, done includes:

- the Department for Work and Pensions (DWP) are providing a range of initiatives for 18-24 year olds, including care leavers, through the [Youth Contract](#)
- Jobcentre Plus advisors have been given more flexibility to provide direct support to care leavers, and have access to local flexible support funding
- Care leavers are able to access the DWP Work Programme from the third month of their benefit claim
- DfE funds Catch22 to run [FromCare2Work programme](#), supporting LAs to place employability on the corporate parenting agenda, and enable employer engagement
- DWP has introduced a 'marker' to identify care leavers on their information database, and is raising awareness of Jobcentre Plus advisors of issues faced by care leavers.

5.0 Research, Consultations and General Information

[Proposal to establish a combined authority for Greater Merseyside](#)

This consultation seeks views on the proposal that a combined authority for the area of Greater Merseyside should be established, and on the proposed structure, constitution and functions of the new authority. The Department of Communities and Local Government has invited people and organisations to respond to a proposal to establish a combined authority for Greater Merseyside by 22 January 2014.

[OECD Skills Outlook 2013: Key findings](#)

The Organisation for Economic Co-operation and Development (OECD) has conducted its first Survey of Adult Skills across a number of countries assessing skills of the entire adult population. The adult survey was based on the assessment of 166,000 adults in 24 education systems in education populations of 724 million. The Survey of Adult Skills collects information on how skills are used at home, in the workplace and in the community; how these skills are developed, maintained and lost over a lifetime; and how these skills are related to labour market participation, income, health, and social and political engagement. Young people in England and Northern Ireland participated in the survey. The key headlines were that England came 22nd in literacy and 21st in numeracy out of 24 countries and unlike other developed countries, the study also showed that young people in England performed not much better than older people in the 55-65 age-range.

[Regional policy for smart growth and SME support](#)

This LGIU briefing draws on EU documents on smart specialisation, innovation, and SME support in regional or local economic development. Smart specialisation is an 'ex ante' condition for spending on certain thematic objectives of the European Investment and Structural Funds, and is a crucial EU policy for economic development. This briefing also reviews how some LEPs have approached smart specialisation. It will be of interest to

members and officers with an interest in local economic development, or involved in partnerships with LEPs.

6.0 Funding Information

Investment and campaign to help small firms grow

The British Business Bank is investing £45 million to boost finance for small businesses. This is the first allocation of funds from the bank's £300 million investment programme launched in April. The British Business Bank will support economic growth by bringing together public and private sector funds to create more effective and efficient finance markets for small and medium-sized businesses in the UK. The British Business Bank is a key element of the government's Industrial Strategy. The British Business Bank programme is currently run directly by the Department for Business, Innovation and Skills. A new business support website, www.greatbusiness.gov.uk will also make it easy to access the services and products, including [Manufacturing Advice Service](#), [National Apprenticeship Service](#) and [Growth Accelerator](#) that help businesses grow.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

8.0 RISK ANALYSIS

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

9.0 EQUALITY AND DIVERSITY ISSUES

9.1.1 Not applicable.

10.0 FURTHER INFORMATION

10.1 If members would a more detailed analysis of any of the issues mentioned in this report, or paper copy of any of the documents referred to, the should contact; Debbie Houghton at Debbie.houghton@halton.gov.uk or 0151 511 8231

11.0 BACKGROUND PAPERS

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

REPORT TO:	Employment, Learning, Skills and Community Policy and Performance Board
DATE:	8 th January 2014
REPORTING OFFICER:	Strategic Director: Children & Enterprise
PORTFOLIO:	Economic Development
SUBJECT:	ELS & C PPB Welfare Reform Scrutiny Topic Group – Taking forward the recommendations

1.0 PURPOSE OF THE REPORT

To outline proposals to :-

- take forward the recommendations from the Employment, Learning and Skills PPB Welfare Reform Scrutiny Topic Group
- respond to the PPB recommendation to put in place a mechanism for monitoring implementation of the action plan

2.0 RECOMMENDATIONS:

It is recommended that:

- (1) Members further consider the ranking and feasibility of the recommendations in line with corporate priorities and resources available.

3.0 SUPPORTING INFORMATION

Background

- 3.1 Measures introduced in the *Welfare Reform Act 2012*, represent the biggest changes to the welfare system since its conception 60 years ago. Given that a key pillar of the Government's reform is a focus on "making work pay", it was felt that there were a number of issues that required further exploration within the context of employment, learning, skills and communities. In response the Employment, Learning, Skills and Community PPB commissioned a Scrutiny Review to consider the implications of the welfare reforms. The Topic Group was chaired by Cllr Sue Edge and supported by Wesley Rourke, Operational Director for Economy, Enterprise and Property, Principal Policy Officer from the Children and Enterprise policy team and the Halton Strategic Partnership Board Partnership Officer.
- 3.2 The scrutiny review was conducted through a number of means between June 2013 and September 2013, as follows:

- Monthly meetings of the scrutiny review topic group;
 - Presentations by various key members of staff from the Council and partners;
 - Provision of information
- 3.3 The outcomes from the work of the Halton Strategic Partnership Board (HSPB) on the local impacts of the welfare reforms were fed into the Scrutiny Topic Group Review. The HSPB have organised two dedicated events to start to understand how the changes will affect not only residents but also service provision across Partner organisations. These events took place on the 12th September 2012 and 6th March 2013, looking at the changes and how Partners could work better together to support residents. The HSPB has nominated Wesley Rourke as the Strategic Lead for the Partnership on this issue, which of course fits with his operational role within HBC and the Lead Officer for the Scrutiny Review. He is supported by the Corporate & Organisational Principal Policy Officer and the other officers previously mentioned.

4.0 Process to date

- 4.1 Due to the wide remit of the Scrutiny Topic Group, this was a complex scrutiny review that covered many different areas including:
- Welfare Reform and the impact on disabled people
 - A Halton Strategic Partnership perspective – i) Mapping Partners' support; ii) partner responses to the welfare reform agenda; iii) joint working opportunities.
 - Welfare Reform Key Issues and Challenges for Disabled people
 - Welfare Reform and the Armed Forces
 - Welfare Reform Key Issues and Challenges for those on the low pay no pay cycle
 - Welfare Reform - The perspective from the Halton Disability Partnership
 - Welfare Reform a perspective from the Council's Employment Learning and Skills Division
 - Sheffield Hallam University Research
- 4.2 The ELS and C PPB Welfare Reform Scrutiny Topic Group made a number of recommendations, which require further consideration and action. Elements of the scrutiny review also impact on the other key priorities, in particular 'A Healthy Halton' as the reforms will impact on people in receipt of disability benefits, Children whose families may see changes to the benefits they receive and 'A Safer Halton', as benefits changes and sanctions may lead to an increase in domestic violence and potentially anti-social behaviour and crime.
- 4.3 The Topic Group concluded their findings by identifying recommendations, but recognised that these may not be achievable due to the Council's and current financial position and the budget restraints and highlighted that these would require further investigation prior to implementing.

- 4.4 At the Employment, Learning, Skills and Community Policy and Performance Board on 11th November, members agreed to endorse the recommendations in the report and continue the Scrutiny Topic Group in order to fully investigate the feasibility of the recommendations together with partners prior to implementation.
- 4.5 The Halton Strategic Partnership Board is also keen for partners to work together in order to:-
- Identify and better integrate local support services
 - Gather information about partner experiences of the impacts of the welfare reforms as they are implemented, and
 - Identify case studies that give a customer perspective of the impacts of the welfare reforms

5.0 Way Forward

- 5.1 The continuing work of the ELS & C Welfare Reform Scrutiny Topic Group will build upon the good work that it has done to date and that of the HSPB. It is proposed that a series of themed meetings of the Topic Group are planned, to which partners will be invited as appropriate to help inform the discussion, refine the recommendations and work with the council to deliver any resulting actions and put in place a mechanism for monitoring their implementation.
- 5.2 The welfare reforms are being implemented over time, with many of the changes yet to happen. However the reforms continue to be a key Government priority, which aim to save money by getting working age people that are able, off benefits and into work. It is therefore inevitable that some residents will lose their benefits or receive a reduction in the amount that they receive. This is likely to have a knock on effect on their ability to pay for goods and services, including housing rent, food and fuel. Residents who find work may however find themselves better off financially and the outcomes for them and their families may improve.
- 5.3 The role of the topic group will therefore be to gain a better understanding of the continuing impacts of the reforms on the lives of residents, council services and on our businesses and how we can best support people through the changes. In particular, we need to focus on the more vulnerable residents, such as those with mental health issues and children living in families who may find their income much reduced or indeed potentially stopped if subject to benefit sanctions and/or delays in processing their benefit applications. The Topic Group will also consider and agree appropriate performance measures that will enable us to track the impact of the reforms over time.
- 5.4 A number of key themes have emerged from the work of the Scrutiny Topic Group, which will inform their future work. These include:-

- Benefit Sanctions and the impact they have upon families
- Supporting people with mental and other health conditions that may struggle to respond to the welfare reform changes that may impact upon them
- Supporting people into quality employment or training opportunities
- Planning for the ongoing changes to the benefits system including the introduction of Universal Credit
- The impact of the welfare reforms, particularly the bedroom tax on housing and the borough's urban environment.

6.0 POLICY IMPLICATIONS

6.1 Existing policies are endorsed by the report.

7.0 OTHER/FINANCIAL IMPLICATIONS

7.1 The recommendations of the Welfare Reform Topic Group will be reviewed and actions to be taken forward agreed by the group. Some of these actions may require resources to undertake, however these will be determined and considered on an individual basis and it is anticipated that any resources required will be from existing operational teams.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children & Young People in Halton

The welfare reforms will continue to impact upon children, young people and families in the borough due to potential new charges to families such as the bedroom tax, contribution to council tax costs, possible loss in income etc

8.2 Employment, Learning & Skills in Halton

The Welfare Reforms will result in an overall loss of money to residents and therefore will result in less money in the local economy. Also people who may not have worked for many years due to ill health etc will now potentially be required to seek work. This will be a real challenge particularly for HPIJ. As the welfare reforms require applications to be made online, then there may also be a need for more access to IT and improvements in residents' IT skills .

8.3 A Healthy Halton

Elements of the Welfare Reform Scrutiny Review impact on this priority, for example, people being taken off disability benefits and required to seek work opportunities. Also changes to the benefits system is likely to cause stress for

some vulnerable groups, for example those with mental health problems, which may impact upon their health and well-being.

8.4 A Safer Halton

Due to reductions in household income and the potential impact on vulnerable groups, such as those with substance misuse issues, there could be a corresponding rise in crime, in particular domestic abuse.

8.5 Halton's Environment and Urban Renewal

The welfare reforms will result in less money in the economy which may impact upon existing and new development. On the positive side Halton has a good supply of local labour skills to support economic growth and regeneration.

9.0 RISK ANALYSIS

- 9.1 The work of the welfare reform topic group supports the Council's strategic priority of Employment, Learning, Skills and Community. The welfare reforms present a number of risks to children and families in the borough, due to families being likely to have less money and increasing demands on that income

10.0 EQUALITY AND DIVERSITY ISSUES

- 10.1 The implementation of the recommendations will help to mitigate against the impacts of the welfare reforms on the residents of Halton.

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

None under the meaning of the act.

REPORT TO:	Employment, Learning & Skills and Community Policy and Performance Board
DATE:	08 th January 2014
REPORTING OFFICER:	Strategic Director Policy & Resources
SUBJECT:	Performance Management Reports for Quarter 2 of 2013/14
PORFTFOLIO:	Resources
WARDS:	Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the second quarter period to 30th September 2013.
- 1.2 Key priorities for development or improvement in 2013-16 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
 - Economy, Enterprise and Property extracts for Employment, Learning & Skills
 - Community Services extracts for Library Services and other Culture and leisure Services

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

2.0 RECOMMENDED: That the Policy and Performance Board

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

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and

Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

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

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

Not applicable

Employment, Learning, Skills & Community Priority Based Report

Reporting Period: Quarter 2, Period July 2013 – 30 September 2013

1.0 Introduction

1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2013/14; for services areas within the remit of the Employment, Learning Skill & Community Policy & Performance Board.

The report has been structured using the below key priorities:

- Supporting Growth and Investment.
- Raising Skill Levels and Reducing Unemployment.
- Enhancing Residents' Quality of Life.

1.2 The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix (Section 8.0). Please also note initials have been provided to indicate which Operational Director is responsible for commentary to aid members understanding, as shown in the key in the Appendix (Section 8.0).

2.0 Key Developments

2.1 Supporting Growth and Investment (WR)

European Programme 2007-13

Merseyside Business Support (ERDF 4.2) Programme

The Business Improvement and Growth (BIG) Team have been managing the Halton element of the pan-Merseyside ERDF 4.2 Merseyside Business Support Programme for almost twelve months.

The programme supports local eligible SME's, who have been trading for at least twelve months plus one day. Support is in the form of expert advice and guidance on a range of business critical activities following the development of an Action Plan for Growth. To date the programme has:

- Received 131 enquiries since November 2012
- Actively assisted 77 businesses who are receiving assistance via the programme either in the initial diagnostic phase or the subsequent specialist intervention phase.
- Established formal links with Halton Employment Partnership (HEP) to ensure that additional support is available to those businesses seeking assistance with recruitment. Currently 8 businesses have been referred to HEP and there are a further 3 in the pipeline.
- Undertaken a comprehensive expenditure re-profile to extend the end date for financial completion of the programme from September 2014 to March 2015. This means that the programme can support additional eligible local SME's.

Feedback from businesses, which have accessed the programme, has been very positive to date. The programme also recently underwent two audits covering business files, expenditure and compliance. The project was described as “a beacon of good practice”.

Regional Growth Fund

Liverpool City Region Business Growth Grant

The LCR Business Growth Grant scheme has been soft launched and can provide grant of between £50,000 and £750,000 across the LCR based on a private sector leverage ratio of of 5:1 and the creation of sustainable jobs.

The delivery of the scheme in Halton has been fully processed mapped with input from colleagues from the Council’s Legal and Finance Departments.

A report will be presented to Executive Board on October 17 2013 seeking approval to sign the formal agreement with the Liverpool City Region Local Enterprise Partnership to roll out the programme in Halton.

Employment and Skills Governance Board

Merseylink established the Employment and Skills Governance Board which has been put in place to drive forward the Employment and Skills Delivery Plan/ The Divisional Manager for Employment, Learning and Skills and the Halton Employment Partnership will sit on the Board alongside the Divisional Manager for 14-19, the National Apprenticeship Service and colleagues from the Merseylink Consortia. (WR)

2.2 Enhancing Residents’ Quality of Life (CP)

2.2.1 Stadium Fitness

Halton Table Tennis Club received a number of awards this year. Community Sport & Recreation Alliance Award, Karen Tonge MBE received the award in July from his HRH Prince Edward. This award is recognition for the clubs work with schools from all over the country. They also have won the National Club of the year 2013 and the North West Regional Club of the year 2013. Stadium Fitness staff continue to have an excellent working relationship with Karen and the Halton Table Tennis Club.

In July Stadium Fitness started a new Stay and Play session, a mums and tots session every Wednesday. It has been very successful up to date with the numbers increasing each week.

The new Hair & Beauty salon opened in June - Tenda Touch Hair and Beauty, this is a fantastic additional service at Stadium Fitness, and members also receive a discount on any treatments.

The Mayor of Halton attended a Tea Dance last week to celebrate Older People Day, the dance was held in our sports hall, another fantastic turn out, and during the Tea Dance everyone enjoyed afternoon tea of sandwiches and scones.

Plans for the new Ladies Gym are in place and should be ready for the January; with the new treadmills in the main gym we will see an increase in the gym membership.

Below is a table outlining the current levels of membership at the Stadium:

Type of membership	Totals
Full	705
Casual Adult	1,771
Casual Junior	649
Halton Leisure Card	124
Overall Total	3,249

2.2.2 Libraries

The Library Strategy

The Library Strategy has now been endorsed by Executive Board and progress is underway to implement it, with action plans being drawn up for each of the five priorities. The Strategy consultation has now closed and 311 responses were received. The question asking people whether they agreed or disagreed with each of the 5 strategic priorities reflected overwhelming support for each of the priorities. The consultation also asked what people considered to be the most important services offered by the library, the 5 highest ranked were “to borrow books”, “to use books and printed material within the library”, “to use the internet”, “to get advice from library staff” and “as a way to spend my spare time”.

Try Reading Project

The public library services in the North West and Yorkshire & Humber regions (30 in total) were successful in their joint bid to the Arts Council for “Grants for Arts: Libraries” funding for the creative project “Try Reading”. The project celebrates the Rugby League World Cup 2013 and encourages people to read more and engage in writing and drama.

In July young people from Bankfield School took part in a professionally led workshop based on Mick Martin's play, “Broken Time” which tells the story of the birth of Rugby League, participants used scenes from the play to explore writing about character and how to create tension through the written word. During August the author of two rugby themed children's books Tom Palmer brought his Rugby Reading Game to Widnes Library. Children and parents were joined by players from Widnes Vikings and took part in the game and goal kicking competition.

One of the aims of Try Reading is to develop the digital skills capacity of staff in libraries, to support the project commissioned training in web and social media skills which staff have now attended and this will be cascaded over the next few months.

Summer Reading Challenge 2013

Children aged four to eleven took part in this year's Summer Reading Challenge which aimed to keep them reading throughout the summer holidays. The theme was the “Creepy House” and on entering the challenge children embarked upon an exciting adventure with friendly characters as they explored the three creaking floors of the Creepy House.

Participants had to read six books of their choice and after every two books another part of the Creepy House adventure was unlocked and new a hair-raising character revealed. Children could read any books they liked and there were activities to participate in and rewards along the way. 830 children joined the Creepy House Summer Reading Challenge with 39% of those who originally started, finishing the challenge. This is a 29% increase of children taking part in last year's challenge.

Reminiscence Therapy

The Library Service has established a resource collection of "memory boxes" which can be borrowed and used in the care of people with dementia. This is an extension of the Pictures to Share Collection which has proved to be extremely popular; the memory boxes will provide a variety of resources including books, photographs, objects, smells and music which help stimulate memory and are provided together as one themed collection.

Reminiscence Therapy is widely used in the care of people with dementia and consists of a carer stimulating the memories of the person living with dementia using content such as images and physical items as the catalyst to stimulate memory. This can be delivered either in the home, at a day centre or in a care home. One of the main advantages of this therapy is that it is an informal process that can be done by anyone, with minimal training.

Memory boxes provide the resources to look at themed topics that should help stimulate memories of the past and long term memory. Memory boxes provide an excellent way of consolidating all the resources the library has including the wealth of local history material by providing a one-stop aid to reminiscence. This also compliments the libraries other resources such as Mood Boosting Books, Books on Prescription and strengthens the services offer and commitment to improving the health and well-being of local people.

2.2.3 Sports and Recreation

The Brindley

In Q2 the Brindley, Arts and Events functions were merged through a small scale restructure within the Open Space Service. There was obvious synergy within the three functions and they are now managed by a Brindley, Arts and Events Manager.

Through the restructure associated with the Brindley a new post of Open Space Officer (Trees and Woodlands) has been created. The post was a recommendation of an Environment Policy and Performance Board Tree Working Group and will allow the Council to meet its legal obligations with regards to tree inspection. The post has been created within existing resources.

The Vintage Rally

The Vintage Rally took place at Victoria Park on 28th and 29th September 2013. The weather was perfect and many thousands attended. Feedback has suggested the event was one of the best yet.

USA Rugby League Visit

Halton will provide the USA training team camp base for the duration of their tournament stay. A mascot competition received over 300 entries from young people in Halton, the mascot has been launched and Tom the Eagle is proving extremely

popular having already visited local schools and businesses, community events will be held to promote participation in sport.

Sports Development Update

During the last two quarters the Sports Development Team, in addition to regularly circulating information to over 400 sports contacts, has supported other agencies and HBC colleagues and provided specific advice and support to many groups, such as, Widnes Football Forum, Halton Sports Partnership, Get Active Forum, and sports specific clubs such as Widnes RUFC, Avon Athletic FC. Assisted 9 coaches with coaching qualifications and distributed 17 bursary grants and 7 sport group grants.

The Councils Leisure facilities will have to compete with 2 low cost Gyms. In order to remain competitive they will launch their own Gym only membership in the next quarter.

3.0 Emerging Issues

3.1 Supporting Growth and Investment (WR)

European Programme 2014-20

Work continues via an internal cross directorate officer sub-group to develop Halton's priorities for the 2014-20 programme of funding. Halton has now received an indicative allocation of £17.9 million and we are working to prioritise the best use of this funding.

The Business Improvement & Growth Team are developing a number of potential business support programmes under the 'Business' thematic portfolio

Potential projects include:

- SME Competiveness (follow on project for the current ERDF 4.2 Business Support Programme)
- Business Engagement (to proactively engage with the most significant employers and fastest growing companies in the Borough)
- Advanced Manufacturing (to develop a bespoke Halton advanced manufacturing programme which compliments existing sub-regional and national provision, for example AMSCI and the MAS)
- Maximising the Benefits of Superfast Broadband
- Open Innovation (in partnership with STFC and others)
- Place Marketing

The Council are also discussing with Sci-Tech Daresbury and The Heath Business and Technical Park the development of series of stand-alone propositions to complement the above.

The proposals for the Inclusive Economy European priorities are currently being worked up and will be finalised during Q3, when the proposals will be shared with Liverpool City Region

£100m grant funding is to be made available to Enterprise Zones in the next few months. Initial guidance suggests that projects that were eligible for LIF will not be able to apply. The funding is for major infrastructure projects which will remove barriers for EZs and create employment within the EZ. DCLG are looking to fund a small number of large scale projects but some smaller projects (£1m to £5m) will be supported.

Again, the project will need to be legally committed by March 2015. The project must lever either private or public match to the project. Proposed projects should create tangible results: infrastructure, buildings and or creation of new businesses.

A proposed bid for Daresbury includes:

1. Making Lord Daresbury plot land ready for development
2. Making hostel land ready for development
3. Project Broadband

The outcomes of the ELS Division efficiency review are yet to be finalised. It is hoped that these will be agreed during Q3.

Greater emphasis on supporting those furthest away from being 'job ready' into work will be a challenge for the division. 'Priority Group' customers that enter employment will result in greater income being received. Other changes to the Work Programme payment model include the loss of income for 'attaching' customers onto the Work Programme.

The annual Self-Assessment Report for Adult Learning & Skills will need to be completed by the end of Q3.

The Annual Adult Learners' Awards Ceremony which usually takes place in May during Adult Learners' Week will take place on 21st November 6-9pm at the Halton Stadium. As well as nominated learners, invitations will be sent to SSP and PPB members.

Merseylink held its first 'Meet the Buyer' event on 23rd September. A further event will take place in February 2014.

Merseylink are currently recruiting an Employment & Skills Co-ordinator. The post holder will be key to driving the Employment & Skills Delivery Plan forward and engaging closely with HEP. It is hoped the post will be in place in January 2014.

A number of working groups associated with the Employment & Skills Delivery Plan are to be established. It is expected that the Divisional Manager for Employment, Learning & Skills and the Halton Employment Partnership Manager will lead on a number of these.

The relocation of HPIJ/HEP staff from Moor Lane to HDL is yet to be finalised. It is hoped that attendance at the Vintage Rally on 28th and 29th September by the ELS division will result in new enquiries for the division.

Prime Contractors bidding to deliver the National Careers Service from April 2014 have invited the ELS Division to submit expressions of interest to become subcontractors.

4.0 Risk Control Measures

Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements.

As such progress concerning the implementation of all high risk mitigation measures will be monitored in Quarter 2 and Quarter 4.

5.0 Progress against high priority equality actions

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

As a result the Board will receive further information following the completion of the Annual Equality Assessment which will be undertaken during Quarter 3.

6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key thematic priority areas.

Supporting Growth & Investment (WR)

Key Milestones

Ref	Milestones	Q2 Progress
EEP2	Deliver the BID Year 5 action plan by March 2013	

Supporting Commentary

EEP 02: All outputs associated with the BID year 1 Action Plan are on programme and on budget (WR)

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q2	Current Progress	Direction of Travel
SCS ELS01	Increase the number of active enterprises within the Borough	2715 (2012)	2675	2775		
SCS ELS02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor Economy	26%	26%	27.03% (March 2013)		
DIS LI 05	Number of inward investment enquiries per annum	246	180	126		
DIS LI 06	Inward investment enquiry conversion rate percentage	15%	10%	12%		

Supporting Commentary

SCS ELS01: The latest data released on 3rd October 2013 is a snapshot of the Inter Departmental Business Register (IDBR) taken on 12 March 2013. This shows the highest performance since 2008. (WR)

SCS ELS02: The measure is in line with the Liverpool City Region priority agreed sectors for growth. (WR)

DIS LI05: Enquiries continue to rise. At the same period in 2012/13, the number of enquiries was 108. (WR)

DIS LI06: Conversion rate are higher than the same period last year. (WR)

Raising Skills Levels & Reducing Unemployment (WR)

Key Milestones

Ref	Milestones	Q2 Progress
EEP3	Deliver Work Programme via sub contract arrangements to Prime Contractors A4E and Ingeus Deloitte in line with the contract	

Supporting Commentary

EEP 03: Job Start and Job Outcome targets for Ingeus were achieved in Q2. Performance on the A4e contract was slightly behind target but performance and a Performance Development Plan was implemented.

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q2	Current Progress	Direction of Travel
SCS ELS03	The number of people classed as self-employed	6.2%	6.5%	6% (Local Economic Assessment HBC July 2013)		
SCS ELS04	Number of new starts into permitted work for local people with disabilities (over 12 months)	14	20	8		
SCS ELS05	The proportion of people achieving NVQ Level 4 and above	24.5%	11.25%	24.5% (Jan to Dec 2012)		
SCS ELS07	The percentage of people registered unemployed and seeking employment (JSA Claimants)	5.2%	5.2% Under review with JC Plus	4.4%		

SCS ELS08	The percentage of the working age population claiming out of work benefits	16.87%	17% Under review with JC Plus	15.74%		
ELS LI 03	Number of starts on DWP work programme	1271	1572	509		
		489 (A4E)	454 (A4E)	173 (A4E)		
		782 (Ingeus)	1118 (Ingeus)	336 (Ingeus)		

Supporting Commentary

SCS ELS 03: HBC does not own this NI data. The latest data available from ONS relates to 2011/12. However, 29 learners accessing HPIJ's Enterprising Halton service have become self-employed during quarter 1 and quarter 2. (WR)

SCS ELS 04: 5 individuals started permitted work this quarter. In addition 2 individuals that started permitted work in quarter 1 have now secured permanent employment with a local employer. (WR)

SCS ELS 05: There has been an increase in the range of courses and places offered at level 4 and above at Riverside College. Courses include: Counselling; DTLLS; Advanced Practice in Early Years; Business and Management; Health and Social Care; IT and Systems Development; and Sport. (WR)

SCS ELS 07: The JSA count up to September 2013 is 3548 which is 4.4% of the working age population. This is a decrease of 16.3% on the JSA count during August 2012. (WR)

SCS ELS 08: The Employment Support Allowance and Incapacity Benefit statistics for February 2013 is 7550. The Income Support (Lone Parents) statistics for February 2013 is 1570.

In August 2013, the percentage of the working age population claiming out of work benefits was 15.74% (12,783) – an improvement on the same time last year and an improvement on Q1 2013/14 performance. (WR)

ELS LI03: There have been 253 starts across both Ingeus and A4e Work Programme contracts in quarter 2 (163 Ingeus starts and 90 A4e starts). (WR)

Enhancing Residents' Quality of Life (CP)

Key Milestones

Ref	Milestones	Q2 Progress
CE1	Implement the new Sports Strategy (2012-2014) - March 2014 .	
CE4	Undertake CIPFA PLUS Survey (Public Library User Survey for Children) due to take place September 2013 .	

Supporting Commentary

CE1: A monthly report is produced by the Sport and Recreation Team highlighting the key areas of work under the Strategy headings. (CP)

During Q2 2013/14 Community Sports coaches delivered 304 hours coaching; 2595 coaching contacts and 413 training opportunities. 2 workshops delivered 21 attendees; 16 leaders and 21 young leaders trained. 5 clubs attended funding and information clinic. Other activities included; hosting Valiant International Boccia competition with Faroe Islands, Sport coaching at Halebank and West Bank community days attracted 65 participants.

- The Widnes Football Cup took place on Sat 24th August 2013. The Football Forum clubs will soon all be Charter Standard.
- Join In at the Community Games – 3rd Aug. 100 people attended.
- Sport Coaching at Party in the Park attracted 40 young people.
- Supported set up of No Strings Badminton sessions – 15 registered, this is to continue Wed.
- Swim for Health 23 signed up to 6 week course
- Girls Football Project – Just Play sessions started 25th Sept at the Stadium for school years 3 to 6.
- Launched RLWC mascot at Widnes Vikings home game – good press coverage and Twitter profile and page set up (124 followers).
- Re-Brand Walking schedule with new Walking for Health UK branding. Distributed Halton schedule for Oct-Dec to over 150 contacts, walks led by volunteers.
- On-going support to community exercise classes, over 50 groups.
- 285 class timetables distributed at community events.
- Taster New Age Bowls activity, volunteer training at Runneymede Court.
- Coordinated and delivered the Halton Sports Awards 100+ in attendance. Nominations came in from 20 different sports / organisations.
- Runcorn Boxing Club opened at new base during September ‘Murdishaw Youth Club’ – 50 people have tried boxing in first week.
- 165,044 Leisure centre visits during Jul/Aug/Sept. Total visits since 1 April 2013 340,196.
- 1073 Leisure Card applications.
- 5 Sportivate activities operating (sport sessions for 14 – 25 year olds).

CE4: The new format survey has been delayed but we are on schedule for this to be undertaken in the next allocated timeslot between 17th February 2014 and 1st March 2014. (CP)

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q2	Current Progress	Direction of Travel
<u>CE LI 6</u>	Number of active users of the library service during the last 12 months.	16,468	23,000	16,257		
<u>CE LI 6a</u>	Number of visits to libraries (annual total).	621,109	600,000	184,909		
<u>CE LI 7</u>	Percentage of the adult population (16+) participating in sport each week (Previously NI8).	21.7%	24%	TBC		N/A

Supporting Commentary

CE LI6: 66,535 registered users, current figure of 16,257, having using the service in the last 12 months. This is down on the equivalent quarter last year, however the number of new borrowers joining in this quarter has risen by 20%. (CP)

CE LI6a: Based on current figures target will be achieved. (CP)

CE LI7: Active People Survey 7 results expected December 2013. (CP)

7.0 Financial Statements

Economy Enterprise & Property Department

Summary Financial Position As At 30th September 2013

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,360	2,184	2,225	(41)
Repairs & Maintenance	2,541	1,264	1,262	2
Energy & Water Costs	603	283	279	4
NNDR	647	806	809	(3)
Rents	372	291	291	0
Marketing Programme	85	15	12	3
Promotions	60	12	6	6
Supplies & Services	1,240	536	526	10
Capital Financing	7	4	4	0
Other	4	5	5	0
Agency Related Payments	176	90	90	0
Total Expenditure	10,095	5,490	5,509	(19)
Fees & Charges	-501	-398	-398	0
Rent - Markets	-758	-382	-382	0
Rent - Industrial	-970	-440	-422	(18)
Rent – Commercial	-516	-324	-320	(4)
Government Grant Income	-916	-431	-431	0
Transfer from Reserves	-215	-100	-100	0
Recharges to Capital	-649	-325	-325	(0)
Reimbursements & Other Grant Income	-370	-39	-38	(1)
Schools SLA Income	-501	-501	-501	0
Total Income	-5,396	-2,940	-2,917	(23)
NET OPERATIONAL BUDGET	4,699	2,550	2,592	(42)
Premises Support Costs	1,498	767	767	0
Transport Support Costs	38	16	16	0
Central Support Service Costs	1,707	870	870	0
Asset Rental Support Costs	2,390	0	0	0
Repairs & Maintenance Recharge Income	-2,185	-1,093	-1,093	0
Accommodation Recharge Income	-2,759	-1,380	-1,380	0
Central Supp. Service Rech Income	-1,891	-946	-946	0
Total Recharges	-1,202	-1,766	-1,766	0
Net Expenditure	3,497	784	826	(42)

Comments

Expenditure for employees remains above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover across the department. In particular the Building and School Cleaning Staffing Service which needs to fully staffed at all times.

The adverse variances relating to property income has continued in year as tenant's vacate Moor Lane ready for the demolition of the site, There still remains a shortfall in income on Seymour Court and contingency plans are in place for 2014/15 budgets. Income within the remaining Industrial sites remains steady at the end of Quarter 2 with most units fully occupied.

The under achievement of Commercial Rent has reduced in Quarter 2 due to renegotiation of contacts which have resulted in additional income received in year.

Work has been undertaken with Managers during the last quarter to realign the budgets based on in year pressures and this is reflected in the variances above.

In overall terms it is anticipated that net expenditure will above the overall Departmental budget by year-end, primarily as a result of the Staff Savings target and the shortfalls in income.

Community & Environment Department

Revenue Budget As At 30th September 2013

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	12,107	5,881	5,985	(104)
Other Premises	1,366	745	683	62
Supplies & Services	1,457	665	626	39
Book Fund	225	129	129	0
Promotional	264	108	70	38
Other Hired Services	1,019	305	306	(1)
Food Provisions	835	343	323	20
School Meals Food	1,660	546	529	17
Transport	55	27	18	9
Other Agency Costs	877	60	64	(4)
Waste Disposal Contracts	4,799	1,030	1,015	15
Leisure Management Contract	1,492	634	655	(21)
Grants To Voluntary Organisations	333	142	141	1
Grant To Norton Priory	222	111	113	(2)
Rolling Projects	6	6	6	0
Capital Financing	54	11	11	0
Total Spending	26,771	10,743	10,674	69
<u>Income</u>				
Sales Income	-2,174	-1,117	-1,058	(59)
School Meals Sales	-2,224	-737	-762	25
Fees & Charges Income	-2,655	-1,316	-1,251	(65)
Rents Income	-156	-68	-68	0
Government Grant Income	-111	-31	-38	7
Reimbursements & Other Grant Income	-443	-157	-185	28
Schools SLA Income	-278	-248	-232	(16)
Internal Fees Income	-104	-40	-35	(5)
School Meals Other Income	-2,265	-1,768	-1,790	22
Meals On Wheels	-218	-91	-102	11
Catering Fees	-173	-86	-33	(53)
Capital Salaries	-103	-51	-23	(28)
Transfers From Reserves	-62	0	0	0
Rolling Projects	-6	-6	-6	0
Total Income	-10,972	-5,716	-5,583	(133)
Net Controllable Expenditure	15,799	5,027	5,091	(64)

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Recharges</u>				
Premises Support	1,491	632	632	0
Transport Recharges	2,242	860	868	(8)
Departmental Support Services	9	0	0	0
Central Support Services	3,119	1,601	1,602	(1)
Asset Charges	3,052	0	0	0
HBC Support Costs Income	-375	-375	-374	(1)
Net Total Recharges	9,538	2,718	2,728	(10)
Net Departmental Total	25,337	7,745	7,819	(74)

Comments

Net operational expenditure is £74,000 over budget profile at the end of the second quarter of the financial year.

Staffing expenditure is over budget profile by £104,000, primarily due to the premium pay savings target for the year to date of £128,200. Although there remains some spending on agency staffing it is approximately £70,000 less than at the same stage last year. With the exception of the Stadium, all other divisional employee budgets are under budget profile to date therefore contributing to the achievement of the staff turnover saving targets of £309,948 for the year to date.

The Leisure management contract is over budget profile and is expected to overspend by approximately £ 40,000 by year end. Work is on-going to renegotiate the contract price for 2014/15 to ensure a balance budget is achieved.

Expenditure on other premises and supplies and services is currently £ 101,000 under budget profile to date. The main reasons for this being there is very little advertising across the division, utility bills are lower than expected due to staff being more energy efficient and savings being made on some consumables budgets.

Most Income budgets are underachieving particularly Sales, Fees & Charges, Catering Fees and Capital Salaries. Sales and fees are still struggling to meet inflated income targets in the recessionary market whilst capital salaries has begun to suffer due to changes in capital grant conditions for which some projects do not now permit claims for in-house staff time.

Although waste disposal contract invoices continue to arrive late, recent invoices have been lower than expected giving an expected underspend. However, larger invoices are yet to arrive and revisions to projections will continue to be monitored.

School Meals continues to perform well against budgets, with sales and food costs both having favourable variances.

The budget for the Department will overspend by circa £150,000 by the end of the current financial year. This will be contained within the overall budget for the Directorate.

Community & Environment Department

Capital Projects As At 30th September 2013

	2013/14 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Capital Project</u>				
Stadium Minor Works	60	0	0	60
Stadium Gym Equipment	30	0	0	30
Children's Playground Equipment	81	20	14	67
Playground Third Party Funding	340	17	13	327
Arley Drive (Upton)	66	4	1	65
Crow Wood	13	0	0	13
Open Spaces Schemes	51	45	45	6
Runcorn Cemetery Extension	9	3	1	8
Runcorn Busway Works For Gas Powered Buses	30	30	30	0
Litter Bins	50	29	29	21
Cremators At Widnes Crematorium	396	0	0	396
Runcorn Hill Park	120	25	22	98
Widnes Recreation Site	2,680	0	0	2,680
Total Capital Programme	3,926	173	155	3,771

8.0 Appendix – Explanation for use of symbols

Symbols are used in the following manner:

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

Direction of Travel Indicator

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

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

Key for Operational Director Lead

WR – Wesley Rourke - Operational Director Economy, Enterprise & Property

CP – Chris Patino - Operational Director Community and Environment