

Departmental Quarterly Monitoring Report

Directorate: Children & Enterprise

Department: Economy, Enterprise and Property (Extracts)

Period: Quarter 1 - 1 April – 30 June 2011

1.0 Introduction

This quarterly monitoring report covers the Economy, Enterprise and Property extracts first quarter period up to 30 June 2011 for Employment, Learning & Skills. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service. The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 5.

2.0 Key Developments

2.1 Employment, Learning & Skills

Key developments for employment, learning and skills include the contracts with Ingeus Deloitte and A4E to deliver the Work Programme within Halton which were signed during quarter 1 and delivery on the Ingeus contract commenced June 2011.

Adult Learning & Skills Development restructure consultation – during quarter 1 a staff consultation relating to a restructure within Adult Learning & Skills commenced. Proposals included a number of teaching posts being deleted or reduced, together with the establishment of a new team of Information, Data & Support Officers. The structure will come into effect on 1 September 2011.

The Halton Employment Partnership launched its 'Big 100' campaign to create 100 new apprenticeships across the Borough by the end of 2011. The Apprenticeship Business Incentive Grant was also made available to those companies taking on a new or additional apprentice and the grant is used to cover the salary of the apprentice.

Recruitment – through the Halton Employment Partnership (HEP) 'complete employment offer', HPIJ worked with Widnes Bowl on recruiting suitable staff to the new jobs resulting in the Hive development. These included manager posts as well as technicians, food operatives and bar staff.

Tesco Extra recruitment – the HEP met with staff from JCP Merseyside and Tesco Extra to begin planning for the recruitment at the new Widnes store due to open in February 2012.

3MG/Prologis – the Halton Employment Partnership supported the community consultation event held by Prologis to raise awareness of pre employment support and training and of new employment opportunities arising from the second phase of the 3MG development.

Science Halton – the Primary Science Quality Mark was awarded to 5 Halton schools; the funding for this had been made through available the Science Halton group as part of the Science Halton Action Plan.

Adult Learners' Awards Ceremony – more than 150 award winners, families and guests attended the 2011 ceremony. Award winners were nominated through various HEP organisations (ELS Division, Children's Centres, Riverside College and community groups).

3.0 Emerging Issues

3.1 Employment, Learning & Skills

TUPE staff – 4 Crosby Training staff were TUPEd to Halton People into Jobs as part of the Work Programme contracts. Currently, the staff are on Crosby Training terms and conditions of service and this has already created some issues. A further restructure across the whole division will be necessary in order to accommodate the delivery of the Work Programme.

Construction Halton – it is hoped that future developments on the former P & O site will allow for the Construction Halton principles to be applied. In addition, potential targeted training and recruitment clauses are being explored for a forthcoming Property Services Maintenance contract. It is critical that all relevant teams within the council are fully engaged with Construction Halton if it is to be successful, namely legal, procurement, planning, major projects and Employment, Learning & Skills.

An Apprenticeship pilot programme is being considered within the Waste Management division – this is a partnership project between Employment, Learning & Skills and Waste Management. The project could see the recruitment of circa 6 new apprentices.


Delivering on the various recruitment projects for The Hive and Tesco Extra within the specified timescales will be a challenge for the division given the additional pressures associated with delivering on the Work Programme. However, if successful, there are potentially 200 new jobs for local unemployed people.

Science Halton group – the Science Halton Routeway is now live and being used by careers staff and young people/adults. However, the key barrier to adapting the

post 16 curriculum offer for STAM subjects is lack of engagement from STAM (Skills for the Science, Technology & Advanced Manufacturing) companies and Skills Funding Agency). Science Halton will be subsumed into the Skills Group, however, a clearer strategy for engaging with STAM businesses is still needed and it is proposed that a joint strategy with the Chamber is perhaps a way forward.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	8		8		0		0
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Of the 8 'key' performance objectives/milestones, all 8 were on target.

Please see appendix 1 for more information.

4.2 Progress against 'other' objectives / milestones

Total	11		11		0		0
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Of the 11 'other' performance objectives/milestones, there were 11 where progress was as expected.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	8		2		0		0
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Of the 8 'key' performance indicators, there were 2 where progress was as expected, and 6 where data is unavailable at this time.

Please see appendix 2 for more information.

5.2 Progress Against 'other' performance indicators

Total	22		6		1		0
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Of the 22 'other' performance indicators, there were 6 where progress was as expected, and 1 where progress was uncertain at this stage of the year (ELS LI18) and three new Council indicators where progress will be reported in quarter 2. There are also currently 12 other area partner performance indicators for which progress is currently unavailable at this time or targets are to be determined with partners.

For further details please refer to appendices 3 for other indicators reported in quarter 1 by exception.

6.0 Risk Control Measures

Where a Key service objective has been assessed and found to have an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4.

7.0 Progress against high priority equality actions

There are no High Priority Equality Actions identified in the quarter.





8.0 Data quality statement

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

9.0 Appendices




- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones


Ref	Objective	
EEP7 (previous reference: EEB02)	Foster Enterprise and entrepreneurship in order to grow an enterprise culture in Halton	
Milestones	Progress Q1	Supporting Commentary
Deliver Enterprising Halton Business Start Up Programme (WNF). Deliver 90 contracted outputs by March 2012		The Division has now secured a further £60,000 to continue to deliver an extended start up programme in Halton. A service level agreement (SLA) is now in place for 2011/2012 for Enterprising Halton to provide one to one business start up advice, pre-start up training 'kick start' courses for individuals considering becoming self-employed or wanting to start up their own business. These services will operate alongside the New Enterprise Allowance Scheme (DWP) and The Intensive Start Up Support Programme (ISUS).
Deliver 12 Kick Start courses by March 2012		3 Kick Start courses were delivered in quarter 1, providing pre-start up advice to 36 local residents. Individuals have now been referred to access one-to-one practical support with a business advisor.
Manage Intensive Start Up Support Programme (NWDA) on behalf of A4e. Deliver 67 contracted outputs by December 2011		The ISUS programme supported 16 new business start ups in quarter 1. HPIJ is now working with Princes Trust and Elect to ensure 12 monthly reviews are carried out to measure sustainability and increase the number of jobs created in the borough.
Source alternative funding to continue Enterprise Services beyond March 2012		HPIJ has started to work with External Funding to explore funding streams that may be available post March 2012 across the Liverpool City Region (LCR).

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP8 (previous reference: EEB3)	Reduce unemployment/worklessness by assisting people to secure employment

Milestones	Progress Q1	Supporting Commentary
Deliver the extended Apprenticeship Support Programme. Deliver 43 contracted outputs by March 2012.		From April 2011, the £3,000 Business Support Grant per apprentice to assist local companies employing a previously unemployed young person or adult into an apprenticeship job vacancy was made available. By the end of quarter 1, seven companies had secured funding from this programme.
Develop Apprenticeships within the Council by September 2011.		During quarter 1 an apprenticeship pilot programme was discussed with the Waste Management Division. The pilot would create circa 6 new apprenticeship opportunities within the council. If successful, it is proposed to get buy in from all managers across the council to roll the initiative out to all departments.
Secure future funding for HPIJ from the DWP Work Programme – June 2011.		Halton People Into Jobs (HPIJ) has successfully secured funding via Ingeus Deloitte and A4E to deliver the Work Programme through sub contractor arrangements to support long-term unemployed, hard to reach customers with multiple barriers to employment, the majority of whom will be mandated to participate in the programme for a minimum of 2 years. Contracts between the Council and Ingeus Deloitte/A4e were signed in June 2011. The financial profile can be made available on request.



Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
EEP8 [Continued] (previous reference: EEB3)	Reduce unemployment/worklessness by assisting people to secure employment	
Deliver the Work Programme in Halton via sub contract arrangement to Prime Contractors A4e and Ingeus Deloitte. Deliver 1279 starts on joint programmes, 257 job entries and 94 sustained job outcomes by March 2012		HPIJ has commenced delivery of the Work Programme for Ingeus Deloitte as of 27 June 2011. Delivery for A4e is due to commence on 11 July 2011.



Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Employment, Learning & Skills

Service Delivery							
ELS LI01 (previous reference EEB LI04)	Number of enrolments on Employment and Learning Courses (for the academic year)	3763	3450	1226			The ratio of enrolments to learners shows that during the summer term, 24% of learners attended more than one course
ELS LI02 (new)	Number of adults engaged in Skills for Life learning	New indicator	Target to be set for 11-12	273	n/a	n/a	Data shows 273 learners participated in Adult Literacy and Numeracy learning programmes in the quarter. Targets to be set for the academic year 2011-12 in September 2011.
ELS LI03 (new)	Number of starts on DWP Work Programme	n/a	1279	Refer to comment	n/a	n/a	HPIJ has commenced delivery of the Work Programme for Ingeus Deloitte as of 27 June 2011. Delivery for A4e is due to commence 11 July 2011.
ELS LI04 (new)	Number of job starts on DWP Work Programme	n/a	257	Refer to comment	n/a	n/a	HPIJ has commenced delivery of the Work Programme for Ingeus Deloitte as of 27 June 2011. Delivery for A4e is due to commence 11 July 2011.
ELS LI05 (new)	Number of sustained (13/26wks) job outcomes on DWP Work Programme	n/a	94	Refer to comment	n/a	n/a	HPIJ has commenced delivery of the Work Programme for Ingeus Deloitte as of 27 June 2011. Delivery for A4e is due to commence 11 July 2011.


Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
ELS LI06 (new)	Number of new or additional apprenticeships created using £3,000 Apprentice Support Grant	154	43	7			7 companies had secured funding from this programme to recruit a new or additional apprentice during quarter 1. It is anticipated that this target will be achieved by the end of the year. In 2009-10 £308,000 was available for Apprenticeships. Consequently, the programme has been revised in accordance with available funding.
ELS LI07 (new)	Learners accessing HBC services achieving a Level 1 qualification in literacy (links to NI161)	44	TBC	4	n/a	n/a	Learners agree an Individual Learning Plan with the tutor at the start of each learning programme and work towards achievement of the next level of qualification. In this quarter 4 learners achieved adult literacy level 1. Target to be confirmed. Targets to be set for the academic year 2011-12.
ELS LI08 (new)	Learners accessing HBC services achieving a Level 3 qualification in numeracy (links to NI162)	33	TBC	5	n/a	n/a	Data shows that 5 Learners achieved Adult Entry level 3 qualifications in quarter 1. Target to be confirmed. Targets to be set for the academic year 2011-12.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Employment, Learning & Skills

Service Delivery							
ELS LI18 (previous reference EEB LI2)	Number of local people with disabilities into permitted/paid work	29	33	3	?		Almost all of HPIJ's programmes for the unemployed terminated March 2011. The Work Programme which replaced all previous work related programmes did not go live until the end of June 2011. This created a 3 month gap in provision which had a negative impact on the number of local people with disabilities entering paid employment / permitted work.

Appendix 4: Financial Statement

EMPLOYMENT, ECONOMIC REGENERATION & BUSINESS DEVELOPMENT DEPARTMENT

Revenue Budget as at 30 June 2011

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (Overspend) £'000	Actual including Commitments £'000
<u>Expenditure</u>					
Employees	4,563	1,298	1,314	(16)	1,324
Repairs & Maintenance	2,555	320	318	2	318
Energy & Water Costs	936	219	216	3	593
NNDR	918	918	918	0	918
Rents	1,061	495	492	3	755
Marketing Programme	11	3	2	1	3
Promotions	36	1	1	0	2
Development Projects	85	8	0	8	0
Supplies & Services	1,208	340	350	(10)	585
Agency Related Payments	193	46	51	(5)	68
Property Rationalisation Savings Target	-327	0	0	0	0
Total Expenditure	11,239	3,648	3,662	(14)	4,566
<u>Income</u>					
Rent – Markets	-806	-171	-158	(13)	-158
Rent – Industrial	-952	-208	-200	(8)	-200
Rent – Commercial	-560	-120	-116	(4)	-116
Sales	-3	-1	-2	1	-2
Fees & Charges	-336	-15	-12	(3)	-12
Reimbursements	-440	0	0	0	0
Government Grant Income	-945	-109	-109	0	-109
Recharges to Capital	-1,008	0	0	0	0
Schools SLA Income	-735	0	0	0	0
Transfer from Enterprise & Employment Reserve	-353	0	0	0	0
Total Income	-6,138	-624	-597	(27)	-597
Net Operational Expenditure	5,101	3,024	3,065	(41)	3,969
<u>Recharges</u>					
Premises Support	1,522	273	273	0	273
Office Accommodation	153	38	38	0	38
Transport	57	14	14	0	14
Central Support	2,203	552	552	0	552
Asset Charges	2,307	0	0	0	0
Accommodation Recharge	-3,705	-911	-911	0	-911
Support Service recharge	-1,876	-281	-281	0	-281
Repairs & Maintenance	-2,599	-649	-650	1	-650
Total Recharges	1,938	-964	-965	1	-965
Net Department Total	3,163	2,060	2,100	(40)	3,004

Comments on the above figures




In overall terms, revenue spending at the end of Quarter 1 is showing a slight overspend.

The Employee budget is currently over budget to date due to insufficient level of staff turnover compared to staff vacancies across the departments. This will be monitored closely through out the financial year.

Rental Income (including Markets, Industrial & Commercial) is currently showing a shortfall due to vacant units across all three areas. Work is being carried out to promote these units and again budgets will be monitored closely throughout the year to make sure the financial impact is limited and action taken to balance the Departmental budget at year-end.




Appendix 5: Explanation of Symbols

Symbols are used in the following manner:

Progress		<u>Objective</u>	<u>Performance Indicator</u>
Green		Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber		Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red		Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an <u>intervention or remedial action</u> 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 performance is better as compared to the same period last year.</i>
Amber		<i>Indicates that performance is the same as compared to the same period last year.</i>
Red		<i>Indicates that performance is worse as compared to the same period last year.</i>
N/A		<i>Indicates that the measure cannot be compared to the same period last year.</i>