

# Employment, Learning, Skills and Community PPB – Priority Based Monitoring Report

Reporting Period: **Quarter 2 – 1st July 2016 – 30<sup>th</sup> September 2016**

## 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 2016/17 for service areas within the remit of the Employment, Learning, Skills and Community (ELSC) Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to Employment, Learning, Skills and Community (ELSC) Policy & Performance Board i.e.:
  - Employment, Learning and Skills
  - Community Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

## 2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

### *Employment, Learning & Skills*

- a. Liverpool City Region Integrated Business Support (LCRIBS) Programme

The Halton element of the Liverpool City Region Integrated Business Support (LCRIBS) programme is progressing well. There are 92 businesses listed on the Halton LCRIBS database. Of these 56 are engaged in the programme and are either in or have completed the Diagnostic phase in the programme. Of these 41 are in the Specialist Assistance phase. It is anticipated that by the end of September there will be 17 outputs achieved by the programme against a target of 14 outputs.

- b. Business Growth Hub Brokerage Service

The Growth Hub Service is a national initiative put in place to help make sense of the range of business and enterprise support services available at a local, regional and national level, all 39 UK Local Enterprise Partnerships (LEPs) now have a Growth Hub in place.

Halton Borough Council, in partnership with, Halton Chamber of Commerce and Enterprise, successfully bid for the contract to deliver the Growth Hub Service in Halton for a period of three years.

Since the official launch in May 2016, the Halton Growth Hub has responded to **288** business enquiries helping businesses access over 419 initiatives including :-

No.	Description
16	Referrals to St Helens Chamber of Commerce for Regional Growth Fund 6 (RGF) support
27	Referrals to MSIF for RGF 6 and other financial support
13	Referrals to other agencies for tailored pre-start and start-up support
02	Referrals to UKTI for export advice
116	Referrals to HBC Business Improvement & Growth Team for commercial property\general business support
105	Referrals to the HBC LCRIBS programme for fully funded business support

c. Divisional Restructure

The ELS new divisional structure was implemented in Q2, with just a handful of vacancies remaining unfilled and staff still to be recruited.

d. Ways To Work Programme

The ESF Ways to Work project launch events took place in Q2 and targeted both referring agencies and potential customers.

e. Employment, Learning & Skills Events and Workshops

Staff from across the Division took part in the North West Vintage Rally to promote the various employment, learning and skills initiatives offered through the Division – enquiries taken on the day are used to help inform future curriculum. A curriculum planning day as part of the Area Based Review process also took place in Q2; this will take into account the future devolution of the Adult Education Budget which currently funds the majority of the Adult Learning provision in the division

The Continuous Improvement Workshop in September 2016 focused on Professional Standards within the FE sector – the division is expecting an Ofsted inspection within the next 6 months so the focus from now until then is to ensure we are inspection ready

The division was involved in two city region external visits organised by the LEP during Q2 – the first was Baroness Williams’ visit to Gertrag which was supported by the Portfolio Holder for Economic Development and the City Region Apprenticeship Hub and focused on apprenticeship delivery/success; the second was a Chinese delegation from Chongjing who were keen to hear about employment support for local unemployed residents.

f. Liverpool City Region Apprenticeship Hub

The division continues to manage the city region’s Apprenticeship Hub. During Q2 a number of key apprenticeship developments took place including: submitting a bid to Skills Funding Agency (on behalf of the Combined Authority) for £875k for a range of apprenticeship services; establishing a new Apprenticeship Hub Board (which reports into the ESB); latest announcements on the proposed Apprenticeship Reforms and Apprenticeship Levy (NB the public sector will be given a target of 2.3% of its workforce to be apprentices). The outcome of the SFA bid is expected anytime.

As part of the work with Sci Tech Daresbury referred to above, a Request to Advertise for 'Skills Factory' consultative support was published in Q2. The successful applicant will be tasked with developing a skills pipeline for the campus including growing the numbers of apprenticeships on site. Part of the role will be to coordinate the interface between the employment opportunities available and helping local people benefit from these opportunities.

g. Mersey Gateway Employment Opportunities

Meetings with key businesses (Alstom and Emovis (formerly Sanef)) in terms of future skills and recruitment opportunities around rail and tolling/customer service took place in Q2.

*Community Services*

h. Library Service

Learning: Introduction of a successful summer of digital maker activity that included coding, electro dough and Minecraft. We now run a regular digital programme that supports Science, Technology, Engineering and Maths (STEM) skills development, alongside weekly code clubs in Widnes and Halton Lea libraries, this includes BBC Micro:bit activities and Codebug sessions.

This quarter, weekly homework clubs and K'nex building clubs were added to the library service learning offer.

Reading: This year's Summer Reading Challenge built on last year's success with more than 1000 children taking part in the scheme, and more than 800 parents and children attending the related family activities during the school holidays.

A pilot staff development programme is currently underway to improve knowledge and confidence when recommending books to children, the Fiction for Young Reading Enthusiasts group (FYRE) discuss various junior and young adult books and share recommendations.

BBC Radio Merseyside book club featured Halton on 30 September 2016 on the Sean Styles show and can be listened to on the BBC iPlayer. This is a brand new book club set up with all the Library services within the LCR and is a new partnership for Halton, providing access to a new user audience.

In preparation for the BBC Love to Read weekend all library staff are now registered with the Publishers' Association Reading Ambassadors scheme. Love to Read weekend is 29-30 October. The Reading Ambassadors have a wider range of knowledge linked to a wider range of books and will also have more confidence in promoting such to the Library users.

Health: Community Library Service continues to expand with two new care homes added to the portfolio this quarter. Libraries deliver a bespoke programme of activity in a number of care / residential homes across the Borough including book loans, reading aloud sessions, introduction to local history, digital skills and specialist reminiscence sessions for those living with dementia.

Digital: In addition to the eBook catalogue and press reader (digital newspapers and magazines online), this quarter, Comics Plus has been introduced offering library members free access to thousands of online digital comics.

i. The Brindley

The Brindley had its busiest September ever in terms of ticket sales and associated income. This follows an upward trend in sales which has been ongoing for the last three years.

A staff restructure was carried out at the Brindley during Quarter 2 that will be fully implemented in Quarter 3. The new structure provides more flexibility and will help to drive income generation

### *Sports & Recreation*

j. Active Halton

The 'Active Halton brand is now highly visible in the Leisure centre and wider community activities. The Active Halton website is being used and the online leisure centre booking is operational, with regular customers and new customers able to book activities online.

k. Leisure Centres Activity

The Centres have been a hive of activity with events and promotion, such as, National Fitness Day 7 September – 762 people attended activities across the leisure centre sites. Halton Love your bike month – cycling challenges. Rio Olympics Fitness Challenges – A to Z of fun activities for gym users to have a go at.

l. Frank Myler Pavilion Activity Programme

There are now 34 classes/groups operating out of Frank Myler Pavilion each week. New sessions include Kettlercise and metafit. The contractor has now completed all the main externals, drainage and seeding to playing fields. The site is now in the 12 month establishment maintenance period. A number of teams are using the established pitches on site for training and fixtures at the weekend.

m. Boogie Bounce

Boogie Bounce started in July and proved successful, now 3 sessions a week being delivered. 'Summer of fitness' taster sessions delivered on Wednesday's throughout July & August some good take-up; yoga and Hooping now regular Wednesday evening classes. 'Chill Out Friday's' throughout September, free tasters for participants to try yoga/pilates/relaxation at the end of the week, proved popular and are now running as regular classes.

n. Sportivate

For ages 14 – 25 years, 5 projects delivered in the quarter and Year 6 of the programme has begun with £7,796 funding secured for initial 6 months. Projects working with Widnes Vikings, Netball, Couch to 5km, Gymnastics and Ladies Fitness are ongoing for next quarter. 40 participants taking part in sessions throughout July - September. Continuation of funding is under review with Sport England.

o. Satellite clubs

5 clubs; 3 currently in progress at Widnes Vikings, a wheelchair handball club at St Chads, and gymnastics club at The Heath, 1 more to be set up with further options under discussion. Funding of £15,000 secured for across the current academic year, with growth and sustainability fund for clubs available 2016/17 academic year.

p. Street Games

Door Step Clubs continuing at Brookvale Recreation Centre and Upton Community Centre, as well as CLUB1 programme targeting 14-25 years to get involved in individual activity. Year 3 year programme is underway, work ongoing with The Heath Academy linked to promoting This Girl Can campaign with students – event whereby girls brought their mum's back to school to take part in yoga, aerobics, rowing and taekwondo taster sessions.

q. Get Active

1733 participants registered, in addition to Parkrun numbers (2600+ registered). Programme selected to be a national case study for the Community Sport Activation Fund grant by CFE Research. Case study is complete waiting for Sport England to publish.

r. Club Development

The new running club based from Frank Myler now has over 65 members. Runcorn Parkrun plans continuing, start has been delayed by Parkrun organisation until core base of volunteers have been confirmed. Updating development plans with Widnes RUFC; St Michaels FC; Halebank FC; Widnes Golf Club; Widnes Wild Women's Ice Hockey.

s. Coach Education and Volunteering

A First Aid course has been delivered and a number of Volunteers have signed up to the new volunteer programme.

t. Sporting Excellence

Sports specific development work with local clubs continues to support talented athletes, coaches and officials to reach their full potential.

u. Finance and Funding for Sport

Sports Development Grant Scheme Q2 awards: 5 bursaries totalling £700 were awarded.

### 3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

*Employment, Learning & Skills*

a. Divisional Manager – LCR Employment & Skills Team

The Divisional Manager will continue to support a range of activities being led by the LCR Employment & Skills Team. These include the Area Based Review, devolution of the AGE Grant, (Apprenticeship Grant to Employers), devolution of the Adult Education Budget and development of Local Outcome Agreements. In addition, the city region Apprenticeship Hub will continue to be managed by HBC.

b. Skill Factory

During Q3 and Q4, the Skills Factory contract will be rolled out at Sci Tech Daresbury

c. Halton People into Jobs

Halton People into Jobs will be moving from its current Halton Lea location to the empty Direct Link building in Runcorn Old Town. This will happen on the 31<sup>st</sup> October. DWP have confirmed their approval for this move, which was required as part of the contractual requirements to deliver the Work Programme.

d. Adult Learning Team

The Adult Learning Team will need to put in place an inspection action plan in readiness for the Ofsted 'call'. This will include keeping members informed regularly.

## Sports & Recreation

### e. Leisure Centres

Over the coming months we will be reviewing how we deliver leisure services to see where further efficiencies can be made, by doing things differently. The Council's aim is to create sustainable and long-term leisure provision in Halton, run with minimum subsidy. A time line of proposed actions is expected to be finalised by the end of the current financial year.

## 4.0 Risk Control Measures

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2016 – 17 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures will be monitored in Quarter 2.

## 5.0 High Priority Equality Actions

- 5.1 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.

The Council's latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:




<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>







## 6.0 Performance Overview

The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.

### Employment, Learning & Skills

#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
EEP 02a	Implement delivery of A4E/ Ingeus Work Programme contracts for Year6 <b>by June 2016</b> (DM ELS, EEP)	
EEP 02c	Deliver successor Merseyside Business Support Programme <b>April 2016</b>	
EEP 02d	Deliver ESF Ways to Work <b>April 2016</b>	

Ref	Milestones	Q2 Progress
EEP 04a	<b>By March 2017</b> provide a comprehensive programme of training through targeted 'Inspire' and 'Continuous Improvement Workshops' (Divisional Manager, Employment, Learning and Skills)	
EEP 04b	Complete the annual Matrix review to retain Matrix accreditation across the ELS division <b>by April 2016</b> (Divisional Manager, Employment, Learning and Skills)	
EEP 04c	Deliver year 6 of the A4e/Ingeus Work Programme contracts (initially 5 yr. contracts) <b>by June 2016</b> (Divisional Manager, Employment, Learning and Skills)	
EEP 04d	Secure extension to A4e/Ingeus Work Programme contracts (initially 5 yr. contracts) <b>by June 2016</b> (Divisional Manager, Employment, Learning and Skills)	
EEP 04f	Create a Skills Brokerage service as part of a wider 'Skills Factory' model at Sci Tech Daresbury <b>by July 2016</b>	
EEP 04g	<b>By December 2016</b> create a Coaching and mentoring team amongst the tutors which will promote professional discussion and create opportunities to learn and apply new skills in an atmosphere of trust and open professional relationships (Divisional Manager, Employment, Learning and Skills)	

### Supporting Commentary

#### EEP 02a

Year 6 delivery commenced April 16. A review of all advisor caseloads has been completed and meetings held with Jobcentre Plus to identify effective ways of engaging with customers that do not attend mandatory activity. Tracking is also being completed to identify any hidden performance and to generate additional revenue through to March 2017.

#### EEP 02c

The Liverpool City Region Integrated Business Support (LCRIBS) programme is fully contracted, all procurement has been completed and the programme has begun to deliver against output targets.

#### EEP 02d

- ESF / YEI funding is matched with Youth Employment Gateway (YEG) funding from January 2016
- Q1 January to March 16) = 57 starts (57 YEG)
- Q2 (April to June 16) = 60 starts (57 YEG and 3 ESF/YEI)
- No Job Starts claimed up to date as we have no leavers from the programme due to Advisors continuing to provide In-Work Support
- Delays in HR recruitment processes have resulted in re-scheduling of the implementation of the Divisional restructure. Partial implementation will commence 1<sup>st</sup> August 2016.

#### EEP 04a

Achieved. Training is based around a needs analysis using Observation of Teaching and Learning areas for improvement and as well as workshops and training days now incorporates peer exchange group drop in sessions and individual support where appropriate.

#### EEP 04b

Matrix accreditation achieved 23<sup>rd</sup> March 2016.

#### EEP 04c

Year 6 delivery commenced April 16. A review of all advisor caseloads has been completed and meetings held with Jobcentre Plus to identify effective ways of engaging with customers that do not attend mandatory activity. Tracking is also being completed to identify any hidden performance and to generate additional revenue.

#### EEP 04d

Year 6 extension secured. Discussions will take place between DWP and both Prime Providers towards the end of the year regarding a possible year 7 extension.





#### EEP 04f

Following a successful tender process, Cisco have been appointed for a period of 6 months and will commence the service in October 2016. An invitation to tender has been drafted but will be released via the Chest after the summer period to maximise responses. The service will be in place from September to March 2017.











#### EEP 04g

Two members of the Division have achieved Coaching Qualification in July 2016. A third is due to achieve with the next cohort. It was initially planned that we would have an 'in-house' coaching facility for our teaching staff but after undertaking the training it became clear during the reflective process that the better model would be to use coaches outside of the division and not in the line of management. We now have two members of staff able to offer coaching within the team but as one is part of the management team effectiveness might be reduced. Therefore, we want to pool our resources with the wider corporate Coaching team so that more effective cross-division coaching can take place. We have asked for this to be added to the L&D Planning meeting Agenda due to be held mid-Oct with a view to launch at CIW in December.

### **Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 04	Number of Jobs Created (from projects managed by EEP)	N / A	40	10		N / A
EEP LI 05	Number of Jobs Safeguarded (from projects managed by EEP)	N / A	100	147		N / A
EEP LI 06	Number of Enrolments (Adult Learning)	N / A	3600	N / A	N / A	N / A
EEP LI 07	Number of People supported into work	N / A	532	106	226	
EEP LI 08	Percentage of learners achieving accreditation	N / A	37%	N / A	N / A	N / A
EEP LI 09	Number of Businesses Supported	N / A	40	167		N / A
EEP LI 11	Reduce the proportion of people with no qualifications	7100	TBC	Not Available	N / A	N / A
EEP LI 12	Increase the percentage of people achieving NVQ Level 4+	17,400	TBC	Not Available	N / A	N / A



Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
EEP LI 20	Number of new apprenticeship starts in Halton Borough Council	13	10	6		
EEP LI 21	Overall success for learners through the adult learning programme	89%	90%	N / A	N / A	N / A
EEP LI 22	Number of tutors graded good or outstanding	86%	85%	N / A	N / A	N / A
EEP LI 23	Number of schools and nurseries engaged in family learning	23	30	N / A	N / A	N / A
EEP LI 24	Total number of job starts on DWP programme (People Plus)	94	90	66		
EEP LI 25	Total number of job starts on DWP programme (Ingeus)	212	180	104		
EEP LI 28	Monthly reviews of performance of the Work Programme contract undertaken	100%	100%	100%		
EEP LI 29	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period)	42	15	14		

### Supporting Commentary

#### EEP LI 04

New jobs secured at Sc-Tech Daresbury and at Alstom

#### EEP LI 05

Safeguarded at Sci-Tech Daresbury

#### EEP LI 06

2004 enrolments for 2015/16 academic year (Aug 15 – July 16). The academic year runs from September (Quarter 2).

#### EEP LI 07

106 Work Programme and YEG customers supported into employment in Q2

#### EEP LI 08

398 qualifications achieved in the 2015/16 academic year (Aug 15–July 16).The academic year runs from September (Quarter 2) No qualifications achieved so far in 2016/17 academic year (Aug 16-July 17).The academic year runs from September (Quarter 2)

#### EEP LI 09

Through the Growth Hub and LCRIBS programmes

#### EEP LI 11 & 12

Data updated on an annual basis.

#### EEP LI 20

During Q3 of 2016/17 HBC had five new apprentices starting. This brings the current total of apprentices within the Council to 17. Also two Apprentices acquired full time positions within the Open Space Services division.

#### EEP LI 21

Final year end data not completed.

#### EEP LI 22

First round of observations not due until October 2016 (Termly: Oct-Feb-May)

#### EEP LI 23

23 schools and nurseries were engaged in 2015/16 academic year (Aug 15 – July 16). The academic year runs from September (Quarter 2).

#### EEP LI 24

Total number of jobs sourced for customers in Q2 was 33.

#### EEP LI 25

Total number of jobs sourced for customers in Q2 was 46.

#### EEP LI 28







Meetings were held with Ingeus and People Plus to review performance throughout Q2.

#### EEP LI 29

6 individuals with disabilities/health conditions were supported in to permitted/paid work during in Q2.

### Community Services

#### **Key Objectives / milestones**

Ref	Milestones	Q2 Progress
CE 01a	Leisure Centre operations brought back in house	
CE 01b	Deliver a comprehensive programme of Sport and Physical Activity throughout Halton	
CE 01c	Reduced the number of inactive people in Halton	
CE 01d	Active Halton brand rolled out.	
CE 02a	Identify areas for improvement in line with the Business Plan and Marketing Plan (this will drive the development of milestones for 2017/18) - <b>January 2017.</b>	
CE 04a	Deliver a programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets - <b>March 2017.</b>	

## Supporting Commentary

### CE 01a

After a very detailed and extensive work plan involving many departments within the Council the transfer was achieved seamlessly.

### CE 01b

The sports programme this year will surpass any previous years; this is due to additional resources received from CSAF and local partners for the Get Active project.

### CE 01c

The Sport and Recreation Team continue to support inactive people, including supporting exiting non sporting groups and signposting individuals to the many activities on offer in Halton

### CE 01d

The Halton brand has been very well received and has been rolled out to all Council run sports venues in the Borough

### CE 02a

The user numbers of both commercial and community groups continues to increase, the recently announced Elton John pop concert for June 2017 will only add to the Stadium's regional and National profile.

### CE 04a

#### **Children & young people:**

- 1704 children, parents & carers attended story sessions that demonstrate the value of reading with children, and the impact on speech and learning development.
- 1725 children & teachers took part in library class visits to learn about libraries, reading & learning opportunities.
- 1068 children took part in the Summer Reading Challenge. 873 children, parents and carers attended related reading activities over the summer holiday period.

#### **Digital inclusion**




- 345 adults attended work clubs & IT clinics to learn digital skills to support job seeking.
- 532 adults & young people were helped to develop digital skills through 1-2-1 support from library staff – new skills included downloading Ebooks, using Skype, printing from emails, downloading apps, registering to vote, using new devices

#### **STEM skills development:**

- 89 people attended code clubs to learn how to make computer games, animations and websites by learning how to code.
- 45 people attended our summer digital event – an introduction to computer programming, circuits and coding.

## **Key Performance Indicators**

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 04	% of adult population (16+) participating in sport each week.	23.80%	24.00%	N / A	N / A	N / A

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 15	Number of active users (physical & digital resources) of the library service during the last 12 months.	255,095	320,000	90,132		N / A
CE LI 16	Number of physical and virtual visits to libraries (annual total)	323,779	440,000	150,234		
CE LI 17	Increase in percentage of the population taking part in sport and physical activity at least twice in the last month (KPI 1 from Active Lives survey)	N / A	Target to be agreed and established from baseline data in next financial year	N / A	N / A	N / A
CE LI 18	Percentage of people physically inactive (KPI 2 from Active Lives survey)	N / A		N / A	N / A	N / A
CE LI 19	Percentage of adults utilising outdoor space for exercise/ health reasons (MENE survey)	N / A		N / A	N / A	N / A

### Supporting Commentary

#### CE LI 04

The Active Lives survey will replace Active People Survey, the reporting schedule has yet to be confirmed, but it is anticipated it will follow the same format as its predecessor (Dec 16). The new survey has been designed to be as flexible as possible in order to support a wide range of measures. Currently no baseline.

#### CE LI 15

New methods for collecting information have been introduced for 2016-2017 to provide a more accurate measure of service use. Therefore, comparison for previous year's figures is not available.

#### CE LI 16

End of year figure to be provided in Q4.

#### CE LI 17, 18 & 19

The Active Lives survey will replace Active People Survey, the reporting schedule has yet to be confirmed, but it is anticipated it will follow the same format as its predecessor (Dec 16). The new survey has been designed to be as flexible as possible in order to support a wide range of measures. Currently no baseline.

## 7.0 Financial Statement

### Economy, Enterprise & Property

#### Revenue Budget As At 30 September 2016

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,523	2,172	2,217	(45)
Repairs & Maintenance	2,561	802	800	2
Premises	49	43	43	0
Energy & Water Costs	644	247	233	14
NNDR	544	507	471	36
Rents	354	259	257	2
Economic Regeneration Activities	49	4	4	0
Supplies & Services	2,071	705	684	21
Grants to Non Voluntary Organisations	232	191	191	0
<b>Total Expenditure</b>	<b>11,027</b>	<b>4,930</b>	<b>4,900</b>	<b>30</b>
<b><u>Income</u></b>				
Fees & Charges	-289	-135	-137	2
Rent – Markets	-779	-387	-389	2
Rent – Industrial Estates	-49	-49	-112	63
Rent – Investment Properties	-855	-406	-415	9
Transfer to /from Reserves	-1,284	-828	-828	0
Government Grant – Income	-2,033	-671	-671	0
Reimbursements & Other Income	-185	-95	-98	3
Recharges to Capital	-224	-43	-18	(25)
Schools Sla Income	-507	-470	-471	1
<b>Total Income</b>	<b>-6,205</b>	<b>-3,084</b>	<b>-3,139</b>	<b>55</b>
<b>Net Operational Expenditure</b>	<b>4,822</b>	<b>1,846</b>	<b>1,761</b>	<b>85</b>
<b><u>Recharges</u></b>				
Premises Support Costs	1,920	942	942	0
Transport Support Costs	18	8	8	0
Central Support Service Costs	2,066	1,035	1,035	0
Repairs & Maintenance Recharge Income	-2,703	-1,351	-1,351	0
Accommodation Recharge Income	-2,897	-1,449	-1,449	0
Central Support Service Recharge Income	-1,995	-974	-974	0
<b>Net Total Recharges</b>	<b>-3,591</b>	<b>-1,789</b>	<b>-1,789</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,231</b>	<b>57</b>	<b>-28</b>	<b>85</b>

### **Comments on the above figures**

Economy Enterprise & Property Departmental budget is projected to be under budget at year end. The under spend in the main due to the following.

The negative variance on employee costs is mainly in relation to the School Cleaning service. The service is SLA led and therefore a full service needs to be provided at all times. As a result, variations within the level of contracted staff employed and the demand for use of casual staff has increased this quarter. Furthermore there are few vacancies within the Department that can be used to offset the savings targets.

NNDR expenditure is below budget due to the revaluation of a number of Council Properties and the Council has received a repayment of previous years NNDR payments.

In order to ease budget pressures spending will be restricted in-year on Supplies & Services, for the year to date spend is £21,000 less than forecast.

The delay in the sale of the Oldgate, Marshgate and Dewar Court industrial estates has meant rental income is above the budgeted target for the year to date. Investment Properties rental income has remained constant and generated income remains above set targets. This is due to a minimal change in the occupancy rates.

Although Market Hall rental income is above budget at the end of this quarter, there has been a decrease in the level of income as a result of tenants vacating the stalls. Action is in place to promote the Market and increase tenancy occupancy.

Conditions relating to capital grants has meant there is reduced scope to recharge staffing costs to certain projects which will have an impact in reaching budgeted capital salary income..

Under the current financial situation, every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the Department, it is forecast net spend at year end will be below the annual budget.

## **Economy, Enterprise & Property**

### **Capital Projects As At 30 September 2016**

	2016/17 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Castlefields Regeneration	179	14	14	165
3MG	2,809	249	249	2,560
Former Crossville Depot	2,618	1,000	808	1,810
Johnsons Lane Infrastructure	302	0	0	302
Decontamination of Land	6	0	0	6
Sci- Tech Daresbury	10,953	8,000	7,845	3,108
Police Station Demolition	341	219	288	53
Travellers Site Warrington Road	48	0	0	48
Widnes Town Centre Initiative	16	0	0	16
Widnes Carpark, 29-31 Moor Lane & Land at Halebank	235	0	0	235
Equality Act Improvement Works				
Advertising Screen at The Hive	150	0	0	150
Signage at The Hive	100	0	0	100
Widnes Market Refurbishment	100	0	0	100
	1,052	0	30	1,022
<b>Total Capital Expenditure</b>	<b>18,909</b>	<b>9,482</b>	<b>9,234</b>	<b>9,675</b>

#### **Comments on the above figures**

**Castlefields Regeneration** – Negotiations are on-going to settle the final CPO as part of the Castlefields project although final settlement may slip into the following financial year.

**Sci-Tech Daresbury** – The current phase of works is reaching completion. Tech Space 1 is currently in fit out and due to complete on 17th October. Once this is complete the lease to Daresbury Science and Innovation Campus LLP will be completed.

**3MG** - Alstom are now on site, they have completed the majority of the earthworks and the steel is being erected and they are on target to open in May 2017 with the land sale to Alstom for the first phase will complete in October 2016.

**Market Refurbishment** – Indoor lighting completed on site, outside lighting is still on-going. Re-roofing works to be re-tended Oct/Nov 16 with a view to starting on site Jan 2017, anticipated completion June 17. External work, new market office and agile work areas to follow re-roofing works.

**Former Crossville Depot** – Work has commenced on site. Currently undertaking the groundworks.

## Community & Environment Department

### Revenue Budget As At 30 September 2016

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<b>Expenditure</b>				
Employees	13,770	6,857	6,918	(61)
Other Premises	2,087	1,195	1,176	19
Supplies & Services	1,733	903	869	34
Book Fund	170	85	86	(1)
Hired & Contracted Services	1,159	390	372	18
Food Provisions	608	351	344	7
School Meals Food	2,059	767	753	14
Transport	59	27	23	4
Other Agency Costs	557	204	105	99
Waste Disposal Contracts	5,119	1,050	1,094	(44)
Grants To Voluntary Organisations	254	116	102	14
Grant To Norton Priory	172	86	88	(2)
Open Space Projects	70	51	51	0
Transfers To Reserves	133	0	0	0
Capital Financing	30	25	20	5
<b>Total Expenditure</b>	<b>27,980</b>	<b>12,107</b>	<b>12,001</b>	<b>106</b>
<b>Income</b>				
Sales Income	-2,410	-1,207	-1,114	(93)
School Meals Sales	-2,179	-901	-930	29
Fees & Charges Income	-5,141	-3,094	-2,986	(108)
Rents Income	-267	-204	-211	7
Government Grant Income	-1,186	-754	-754	0
Reimbursements & Other Grant Income	-643	-301	-301	0
Schools SLA Income	-83	-77	-80	3
Internal Fees Income	-194	-53	-46	(7)
School Meals Other Income	-2,350	-2,198	-2,223	25
Catering Fees	-187	-94	-31	(63)
Capital Salaries	-53	-13	-19	6
Open Space Projects	-70	-21	-21	0
Transfers From Reserves	-75	-67	-67	0
<b>Total Income</b>	<b>-14,838</b>	<b>-8,984</b>	<b>-8,783</b>	<b>(201)</b>
<b>Net Operational Expenditure</b>	<b>13,142</b>	<b>3,123</b>	<b>3,218</b>	<b>(95)</b>
<b>Recharges</b>				
Premises Support	1,915	934	934	0
Transport Recharges	1,942	825	825	0
Departmental Support Services	9	0	0	0
Central Support Services	2,481	1,280	1,280	0
HBC Support Costs Income	-447	-140	-140	0
<b>Net Total Recharges</b>	<b>5,900</b>	<b>2,899</b>	<b>2,899</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>19,042</b>	<b>6,022</b>	<b>6,117</b>	<b>(95)</b>



### **Comments on the above figures**

The net department budget is £95,000 over budget profile at the end of the second quarter of the 2016/17 financial year.

Employee expenditure is over budget to date mainly due to staff savings targets for the period not being achieved in full. Staff turnover savings target for the year is £553,060 which will be difficult to achieve but will be monitored closely. Agency spend in Open Spaces has now ceased with all vacancies now filled.

Other Agency costs are £99,000 under budget profile as many Area Forum projects have not yet started. There is currently £117,000 committed to projects with £239,000 unallocated budget across all Area Forums.

Waste disposal contracts will face a significant change this year. October introduces the new contract agreements and it is expected that significant increases in spend will occur, however work has already been undertaken to reduce the impact of this. Currently this budget is over budget profile and will remain a pressure to be closely scrutinised throughout the year.

Sales income, Fees & Charges and Internal Catering Fees across the Department collectively continue to struggle to achieve agreed budgets for the year. Last year income for these specific areas underachieved by over £500,000, although this was partially offset by other income streams. As targets increase year on year they become increasingly difficult to attain, therefore budgets are closely monitored and if necessary budgets will be realigned where possible.

Conversely there are some income streams that are performing well. Income relating to the collection of green waste has already overachieved by over £60,000 against its budget. Brindley income is up by 7% compared to the same stage last year and the newly acquired Leisure Centres are also currently overachieving by £ 14,000 to date. This will go some way to offset the departmental overspend.

Based on current spend patterns it is estimated the year end outturn for the department will show an overspend position of approximately £200,000. Expenditure will be closely monitored for the remainder of the year and the outturn position will be updated accordingly.

## **Community & Environment Department**

### **Capital Projects As At 30 September 2016**

	2016-17 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Stadium Minor Works	280	200	194	86
Leisure Centres Refurbishment	275	267	267	8
Widnes Recreation Site	156	60	51	105
Norton Priory	2,830	2,760	2,759	71
Norton Priory Biomass Boiler	107	0	0	107
Children's Playground Equipment	65	0	1	64
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glenn Play Area	64	30	26	38
Runcorn Hill Park	210	120	118	92
Crow Wood Park Play Areas	35	0	2	33
Open Spaces Schemes	200	50	51	149
Peelhouse Lane Cemetery	105	0	1	104
Peelhouse Lane Cemetery –Enabling Works	46	35	35	11
Litter Bins	20	10	11	9
<b>Total</b>	<b>4,746</b>	<b>3,532</b>	<b>3,516</b>	<b>1,230</b>

#### **Comments on the above figures**

The Leisure Centre Refurbishment project is now complete, with spend within the capital allocation.

The Widnes Recreation project has now been completed, although there are still a number of payments due in respect of retention payments. Again, it is anticipated that spend will remain within budget.

The Norton Priory "Monastery To Museum" project commenced on-site in August 2015, and is now substantially completed. Spend is projected to be within the capital allocation. Total Heritage Lottery funding amounts to £3.9M over the course of the project.

The allocation for Landfill Tax Credit Schemes serves to match fund various open spaces projects, currently including The Glenn, Runcorn Hill, and Spike Island/Sankey Canal.

The allocation for Upton Improvements is required for final account/contract claim payments.

Works on the Glenn play area are now largely complete, with expenditure to show in the third quarter's financial report. Spend will be within budget.

The Runcorn Hill project is 3.5 years into a 5 year programme. The main capital works (Café building/pond/path/boundary works) are largely completed, with some additional path and boundary work to complete.




The allocation for Open Spaces Schemes funds a variety of small landscape improvement and play schemes. Spend will be within available funding for the year.

The Peel House Cemetery and Enabling Works was delayed due to planning issues. It is anticipated that the initial earthworks will now commence in December 2016.





## 8.0 Application of Symbols

Symbols are used in the following manner:

### Progress Symbols

<u>Symbol</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 <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 intervention or remedial action taken.</i>

### Direction of Travel Indicator

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