

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

Reporting Period: **Quarter 3 – 1st October 2018 – 31st December 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the third quarter of 2018/19 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 (Library and other Culture and Leisure 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

- 2.2 The Sci-Tech Daresbury Joint Venture applied to Chrysalis Fund for £8.4m to fund Project Violet alongside the £5.9m approved by the Council's Executive Board. This application was approved subject to due diligence in November 2018. The £8.4m is now intended to be provided jointly by Chrysalis and LCR CA through the Strategic Investment Fund. The due diligence process has commenced. Following the approval of funding, the OJEU procurement process commenced with a 6 month process anticipated meaning a start on site in late summer 2019.
- 2.3 A Talent & Skills Strategy Lead was appointed by the JV in November 2018, to finalise and launch the strategy and to deliver a number of activities which seek to address the skills shortages and challenges at Daresbury. An element of this will continue the activities identified in the previous SkillsSpace bid.
- 2.4 The extension of Alstom's option over land at HBC Field has been extended to 30th June 2019 and they continue to make progress with their Pendolino contract, as well as bidding for additional work, which is a positive development in regards to future employment opportunity.
- 2.5 Delivery of the Business Growth Programme (BGP) in Halton was completed on December 31 2018. The programme has engaged with 230 Halton businesses, assisting 141 businesses against a target of 123. The final three months of the programme will collect evidence of jobs created as a result of BGP assistance. Currently 37.5 jobs have been created against a target of 108.

- 2.6 In Quarter 3 2018-19 the Halton element of the Liverpool City Region Growth Hub Programme assisted 140 unique companies which equates to a 2018-19 cumulative total of 429 against a target of 700.
- 2.7 During Quarter 3 The Liverpool City Region (LCR) Visitor Economy, Employability Skills, Low Carbon and Energy and Advanced Manufacturing Skills for Growth Action Plans were launched, which set out the key skills and employment requirements and are part of a suite of 14 Skills for Growth Action Plans to be delivered by March 2019, which HBC manages on behalf of the Combined Authority.
- 2.8 The LCR Apprenticeship Hub Team has commissioned another 80 school performances from Open the Door Theatre Company which commenced in October 2018 to March 2019 and planning is currently in progress to deliver 4 Skills Shows to take place in Halton, Sefton, Liverpool and St Helens/Knowsley (combined) during February and March 2019.
- 2.9 The Apprenticeship Hub has so far supported 14,490 individuals and completed 928 outreach meetings within the in Liverpool City Region area, with 1,711 individuals being from Halton.
- 2.10 Referrals to the Work & Health Programme have increased; however, the quality of the referrals from the Job Centres is mixed and it is felt that some referrals are not suitable given the extent of the health conditions these individuals are facing. The knock on effect is that the target numbers entering employment is adversely impacted.
- 2.11 An ILM recruitment event took place during the period for employers who were interested in offering an ILM placement for Ways to Work clients and a revised Ways to Work profile has subsequently been submitted in to the Department for Work and Pensions.

Community Services

Community Centres Income

- 2.12 The table below highlights the income targets for the Council's Community Centres and shows the current income position towards the end of quarter three. The final position for quarter three is likely to be slightly higher than indicated as some outstanding income is yet to be credited to the respective accounts. It is also worth noting that quarter 4 is usually above average in terms of income generation for most of the centres due to the completion of a number of journal transfers for Service Level Agreements prior to year-end.

Centre	Income Target	Income (to date)
Castlefields	£73,640	£62,700
Ditton	£101,820	£64,400
Grangeway	£99,130	£60,300
Murdishaw	£45,160	£26,800
Upton	£117,310	£38,850

Centre Usage and Activities

- 2.13 Across the service, usage remains consistent to that previously reported and in line with usage for the same period/s recorded for previous financial years. A summary of highlights across the service have been included below.
- 2.14 In addition a continuous Customer Feedback / Suggestion scheme is operating alongside the annual user survey and this allows routine operational matters to be addressed in a timely manner as well as providing customer insights to inform longer-term service developments.

Castlefields

- 2.15 Castlefields continues to see an increase in trends reported earlier in the year with bookings, attendance figures and income increasing year on year. Should these trends continue into quarter four, as anticipated, Castlefields will surpass previous best reported figures for both attendances and income.

Murdishaw

- 2.16 Quarter three, as in previous years, was a busy period and saw the centre host two themed parties for local families; Halloween and Christmas. The events have been hugely successful with the local community, with tickets selling out on both occasions. Both have been included in a schedule of events for the new financial year.
- 2.17 Regrettably during Quarter 3 the Food Bank ceased using the centre after deciding to relocate to Halton Haven Hospice.

Upton

- 2.18 Much of the focus for the third quarter at Upton has been to improve the café offer; attempting to replicate the success achieved over the previous nine months at Castlefields Community Centre. There remains work to be done but to date the café at Upton has seen an increase in usage and income; generating an additional £1,000 compared to that recorded for the same period during the previous financial year.
- 2.19 December saw the centre host the annual pantomime which was organised by H.E.A.R.T.S dance and theatre school. The performance of Puss in Boots was well received with around 1,000 members of the local community attending across the six performances. Planning has begun for next year's performance of Mother Goose.

Library Service

- 2.20 The Summer Reading Challenge again increased participation rates this year with 1100 children signing up to read 6 books over the summer holidays. This year we also launched a lunch club, providing a free packed lunch to children attending events.
- 2.21 A Support Worker post has now been established and the role will form a vital part of the Team that will support the delivery of the expanding Home Library Service.

Leisure Service

- 2.22 Recruitment to Leisure Centres is ongoing and 6 new casual and 8 FTE staff are due to start inductions shortly. This should help to alleviate some of the problems that have been experienced recently as a result of staff shortages.
- 2.23 A presentation has been provided to over 2 staff at Castlefields Health Centre to assist them in conversations with patients concerning engagement in physical activity and further promotional materials have been placed in 4 local GP surgeries regarding the positive outcomes of walking and physical activity.
- 2.24 In addition to ongoing support to community exercise classes, now numbering 100 classes / activities per week, the service has engaged with walking football to extend booking and promote extended hours as well as to 12 Health Walk Leaders who lead 8 walks per week.
- 2.25 During October Archery and Table Tennis sessions were held at the Frank Myler Pavillion and on 10th October World Mental Health Day was celebrated. This saw a week-long programme of sports activities at Active Kidz Club at Kingsway Leisure Centre including Tennis, Basketball, Football, Table Tennis and Archery. Sessions were delivered between 4.30 – 5.30 p.m. Each day and priced at £1.00. In addition Junior ParkRun on Sunday 14th October had a superhero theme and 41 children took part.
- 2.26 Pex Hill Junior Football club are developing a new girls' team, through the FA's SSE Wildcats scheme. They have been awarded £900 to start a girl's session for 5 – 11 year olds, the session is to be held every Thursday 7 – 8pm at Upton Community centre. The first session on 22th November had 13 girls attending the session. Promotion material has gone out on social media and to all primary schools.

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

- 3.2 The Combined Authority (CA) has been tasked with realising a Mayoral ambition to create 'One Front Door' (OFD), in other words a single portal for all investment enquiry and management and place marketing, for the Liverpool City Region.
- 3.3 In December 2018 the CA published a proposal that would see the creation of a small central team of approximately five individuals to oversee inward investment marketing and inward investment enquiry management across the City Region. The CA aspire to have an OFD Team and operating protocols with key partners in place by June 2019. In the meantime the Liverpool City Region Local Enterprise Partnership (LEP) will deliver a transition OFD service. The LEP will also ultimately assume all operational responsibility for the OFD Team.
- 3.4 A Change Control for the Place Market for Inward Investment was submitted on October 08 2018 and is currently being evaluated by Ministry of Housing, Communities and Local Government (MHCLG). However, the future delivery of the Place Marketing for Inward Investment programme is inexorably linked to the roll out of One Front Door (see below). It is, therefore, likely that approval of a programme extension will be subject to a number of material changes to the proposed delivery model.

- 3.5 MHGLC have confirmed a 3 year extension for the Business Growth Programme from January 2019 – December 2021 albeit with more demanding output targets.
- 3.6 Employment contracts for the Apprenticeship Hub team are due to end on 31st March 2019 and management are presently reviewing options to secure sustainability with provision set out in the existing ESIS contract and other funding resources are also being explored by the Combined Authority.
- 3.7 The sectoral make up of apprenticeship starts is shifting, with proportional growth in construction, planning and built environment and retail and commercial enterprise.
- 3.8 The Employment, Learning and Skills Division will be going through a Matrix accreditation in March 2019 which is required for all contracts which deliver information, advice and guidance.

Library Services

- 3.9 The increasing popularity of Halton's Libraries will continue to put pressure on the available resources and the service is actively exploring ways to ensure services are sustainable, as well as innovative and attractive. Investing in staff development is vital to ensure the team evolve alongside the library offer with advocacy at the core of this.
- 3.10 Given the ageing population use of the already popular Home Library Service will likely increase with our buildings potentially playing a supporting and not insignificant role tackling loneliness at the heart of the community. Also there will be demand for digital literacy to support our economic future and tackle the lack of STEM (science, technology, engineering, maths) skills in our future workforce and the library service offers introduction to informal science learning, including coding and robotics from an early age with this expanding to wider age groups
- 3.11 With regards to the digital infrastructure work is currently being undertaken to introduce much-needed new self-service technology, and will then begin on the replacement of the outdated public use PC's – essential to continue to meet community needs and to deliver digital skills support across the Borough. The cost for PC replacement is currently proving prohibitive and several options for funding are being explored.
- 3.12 Due to changes in which the cafeteria now operates, and some cost overruns, the approved extension plans have now been reconsidered and it has been determined that most cost effective way forward will be to reconfigure the existing space in order to create additional capacity.
- 3.13 Half-term young Leader's pilot course is being planned for quarter 4 with Halton Sports Partnership aimed at giving young volunteers more knowledge into coaching and assist them to gain a Level 1 Qualification.
- 3.14 The venue for the Runcorn Junior Parkrun is being explored with Phoenix Park being a likely location and possible routes are being considered to meet the needs of 4 – 14 year olds.
- 3.15 Ongoing work on the Street Games initiative has seen regular meetings with Liverpool City Region Partners to gain insight and share experiences of how other community sessions work. The Council has also received 10 '*unpoppable futbols*' which are being used by coaches out in the community and during school holidays.

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 2018 – 19 Directorate Business Plans.
- 4.2 Progress concerning the implementation of any all high-risk mitigation measures relevant to the remit of individual Policy and Performance Boards were reported at 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	Q3 Progress
EEP 02a	To prepare a Self-Assessment Review (SAR) by January 2019	
EEP 02b	To update a communications and marketing plan for the Adult Learning Service - August 2019	
EEP 02c	To deliver a career skills and apprenticeships show - June 2018	
EEP 02d	To develop, in conjunction with Riverside College, a business case for future Adult Education Budget	

EEP 02a

The Adult Learning Team has started to prepare the annual self-assessment report for the 17/18 academic year and is on target to have this completed by the deadline.

EEP 02b

Marketing calendar continues to be updated and work is being undertaken to update and map out the marketing approach for 2019, with the inclusion of Twitter as a further tool to reach a wider audience and keep adult learning at the fore across the borough.

EEP 02c

The Apprenticeship Hub delivered a Liverpool City Region Skills Show on the 18 June 2018 at the Exhibition Centre Liverpool. Over 6,000 young people, teachers, parents and residents registered for the event with 4,058 attending. 50 out of the 58 pre-booked school groups attended, which included good representation from all Local Authority areas. The event presented 104 exhibition stands hosted by 109 different organisations. Visitors were able to get involved in a whole range of interactive activities to help them decide what jobs and careers they may want to pursue in the future and/or receive one to one support at the event to apply for live apprenticeship vacancies.

EPE 02d

The Adult Learning Team and Riverside College continue to meet to prepare for the devolution of the Adult Education Budget. A shared data table has been produced which sets out the current funding allocation and the demographic of the learners. Meetings with the Combined Authority will take place in Quarter 4.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 08	Number of Enrolments (Adult Learning).	1,960	2,950	886		
EEP LI 09	Number of People supported into work.	319	400	99		
EEP LI 10	Percentage of learners achieving accreditation.	56%	42%	21%		
EEP LI 11	Total number of job starts on DWP programme (People Plus).	22	9	1		
EEP LI 12	Total number of job starts on DWP programme (Ingeus).	43	70	11		
EEP LI 13	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period).	36	40	12		
EEP LI 14	Number of Businesses Supported.	658	700	429		
EEP LI 15	Number of individuals supported into paid work placements (ILMs)	New Indicator for 2018/19	58	5		
EEP LI 16	Number of adult learners who feel prepared for choosing the next steps (e.g. into employment, another course, college/university etc.)	New Indicator for 2018/19	100%	98%		
EEP LI 17	Number of adult learners who have progressed onto another course	New Indicator for 2018/19	50%	55%		

Supporting Commentary

EEP LI 08

The academic year runs Aug – Jul, these figures are from the autumn term of the 17/18 academic year. The way in the enrolments are recorded has changed and this has reflected in the data, hence the reduction in the overall target. (If enrolments were being measured in the same way, in a comparison to how enrolments were recorded last year, the figures are higher this year).

EEP LI 09

More than 99 people were supported into work in Q3 but the required ESF evidence hasn't been received from employers and therefore, the additional job starts have not yet been claimed and counted. Cumulative job starts claimed to date for 17/18 is 218.

EEP LI 10

136 learners have achieved accreditation in the autumn term of the 17/18 academic year; this figure will increase throughout the year. Some courses have been extended and are longer than the one term, this will be reflected in the lower figures from last year.

EEP LI 11

1 job starts in total for People Plus in Quarter 3. Cumulative total to date for 17/18 is 4. The client base and programme is challenging as the programme comes to an end.

EEP LI 12

11 job starts on Ingeus contracts in total for Q3 (2 job starts on Work Programme and 9 job starts on Work and Health Programme in Q1). Cumulative total to date for 17/18 is 26.

EEP LI 13

12 customers with health conditions/disabilities were supported into paid employment in Quarter 3 and the cumulative total to date for 17/18 is 30.

EEP LI 14

Q1-Q2 2018/19 total (379). The target has already been exceeded

EEP LI 15

5 individuals were supported into paid placements (ILMs) in Quarter 3 with the cumulative total to date for 17/18 being 13.

EEP LI 16



The number of adult learners who feel prepared for choosing the next steps is indicating as slightly below target although data are collected on an academic year basis.

EEP LI 17

The number of Adult Learners progressing onto further courses continues to remain positive as we move toward year-end.

Community Services

Key Objectives / milestones





Ref	Milestones	Q3 Progress
CE 01a	Deliver a programme of extended informal learning opportunities meeting identified local targets (use of libraries) - March 2018	
CE 02b	Develop a programme of cultural activity meeting identified local targets – (use of libraries) March 2018	

Supporting Commentary

A Full programme of activity supporting informal learning opportunities has been delivered in Quarter 3 including IT Clinics, school class visits, STEM (science, technology, engineering, maths) activities such as coding and digital circuits.

Cultural activity during the period included visits by authors, a range of school events, local history talks and archive exhibitions.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 07	Number of active users (physical & digital resources) of the library service during the last 12 months.	574,045	400,000	448,517		
CE LI 08	Number of physical and virtual visits to libraries (annual total)	614,045	600,000	480,120		
CE LI 09	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)	-	-	Not yet available	Not yet available	-
CE LI 10	Percentage of people physically inactive (KPI 2 from Active Lives survey)	-	-	Not yet available	Not yet available	-
CE LI 11	Percentage of adults utilising outdoor space for exercise/ health reasons (MENE survey)	-	-	Not yet available	Not yet available	-

Supporting Commentary

The number of visits to libraries has increased due to further cultural and learning activities in part facilitated by use of external funding and improved partnership initiatives. There has also been an increase in active users which goes against the national trend.

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 31 December 2018

	Annual Budget £'000	Budget To Date £'000	Actual Spend £'000	Variance (Overspend) £'000
<u>Expenditure</u>				
Employees	4,463	3,586	3,607	(21)
Repairs & Maintenance	2,239	1,453	1,453	0
Premises	55	53	53	0
Energy & Water Costs	686	419	388	31
NNDR	543	543	541	2
Rents	363	259	259	0
Economic Regeneration Activities	17	5	5	0
Supplies & Services	1,845	1,523	1,510	13
Grants To Voluntary Organisations	41	35	35	0
Capital Financing	118	94	94	0
Total Expenditure	10,370	7,970	7,945	25
<u>Income</u>				
Fees & Charges Income	-277	-222	-210	(12)
Rent – Commercial Properties	-1,174	-641	-660	19
Rent – Investment Properties	-44	-30	-30	0
Rent – Markets	-775	-583	-569	(14)
Government Grant Income	-2,001	-1,696	-1,696	0
Reimbursements & Other Grant Income	-161	-130	-131	1
Schools SLA Income	-509	-483	-465	(18)
Capital Salaries	-45	-27	-27	0
Transfers From Reserves	-831	-579	-579	0
Total Income	-5,817	-4,391	4,367	(24)
Net Operational Expenditure	4,553	3,579	3,578	1
<u>Recharges</u>				
Premises Support	1,965	1,474	1,474	0
Transport	26	18	18	0
Asset Charges	4	0	0	0
Central Support Services	2,121	1,085	1,085	0
Accommodation Income	-2,396	-1,796	-1,796	0
Repairs & Maintenance Income	-2,402	-1,802	-1,802	0
Central Support Income	-2,042	-1,531	-1,531	0
Net Total Recharges	2,724	-2,552	-2,552	0
Net Department Expenditure	1,829	1,027	1,026	1

Comments on the above figures

Finance continues to work closely with the department on projections, savings proposals and balancing the Economy Enterprise & Property budget and this is reflected in the above figures. We continue to identify the financial resources available to support the delivery of the service and allocate resources where needed most, ensuring budget pressures are met.

Whilst we can maintain effective control over expenditure, income still remains a budget pressure as a majority of the income is externally funded and difficult to envisage.

Though the saving measures put forward by the Department for 18-19 have been met, future savings are becoming increasingly hard to find.

The significant budget variances are listed below.

The recent turnover of staff within the Department has helped reduce the anticipated negative variance on employee costs this quarter. However the staff savings target will not be achieved this year.

Following reconciliation by the energy providers, the Council has received a number of one off refunds relating to previous years utility charges.

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Commercial Properties held by Halton Borough Council are fully occupied and this is reflected in the income to date. Quarter 3 continues to show the Council has over achieved on rental income and this is profiled to continue in year.

Fees and charges income is projected to under achieve for the year due to the Court Service deciding not to relocate to Rutland House.

School SLA income has not been achieved this financial year. Due to the increase of staffing costs this means the SLA charges have increased, which in turn resulted in schools choosing to use alternative services.

Market rental income is under budget as at quarter 3, this is due to the open market not meeting its full capacity. This pressure looks set to continue during the winter months. Hopefully following the restructure within the Department and the main focus being to promote the markets, we will hopefully see an increase the income levels.

It is forecast the departments net spend will be within budget as at 31 March 2019.

Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	399	144	144	255
Sci Tech Daresbury – EZ Grant	382	286	286	96
Solar Panel Golf Course	100	57	57	43
Decontamination of Land	50	4	4	46
Former Crossville Depot	440	83	83	357
Advertising Screen at The Hive	100	0	0	100
Murdishaw	38	0	0	38
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	953	953	238
Equality Act Improvement Works	150	29	29	121
Linnets Club House	287	31	31	256
Broseley House	1,190	725	725	465
The Croft	30	0	0	30
Stadium Alternations	260	10	10	250
Total	4,658	2,322	2,322	2,336

Comments on the above figures

Equality Act Improvement Works - It is anticipated the budget will be fully spent at year end. There are a number of Improvement works ongoing or about to commence on site, including a changing places facility and new entrance doors at Catalyst Museum, new ramps at Ditton Library and Picow Farm Depot and improvements at Oakmeadow

Decontamination of Land. The works on the reed bed will be starting shortly.

Linnets Club House Junior changing building - Scottish Power have confirmed the date for the new power supply as commencing on the 31 Jan 2019; the Council still await the date from United Utilities for the new water supply. New Linnets Changing Pavilion -The remedial works to the ventilation system will commence on the 21 January with an anticipated duration of 2 weeks.

Former Crossville Depot The main site works have been concluded and the Council are waiting receipt of the final invoices.

3MG The Council agreed to extend Alstom's option over 18 acres of land at Executive Board in December 2018. The option will now expire on 30 June 2019.

Liberty have commenced construction of 107,000 sqft unit and expect to have this complete by July 2019. Liberty will also submit a planning application on behalf of the Council for the parking associated with Ditton Station by end January 2019.

The Council will complete the tree planting of the new road embankments before Spring and JBA Flood Risk specialist have been appointed to provide advice on flood mitigation for the proposed Foundry Lane residential area. Report due February 2019.

ARUP have been appointment to provide catchment modelling for Ditton Station which will test its viability of being reopened. Report due end January 2019.

Solar Panel Golf Course The Solar Farm project went out to tender for the main design, build, install and maintenance contract at the end of November. The notice is due to close on the 01 February with a view to evaluate, interview and award before April. A change control was submitted to MHCLG, the Managing Authority, in November also to make adjustments to timescales, the project is planned to complete by December 2019

Widnes Market Refurbishment The re-roofing works (incl. internal decorations) are now complete; the contractor has submitted an Extension of Time request with a claim for Loss and Expense – this is currently being assessed; the remaining Widnes Market projects will be postponed until the final costs for the re-roofing works are confirmed.

Brosley House – It is not anticipated that there will be any further significant spend on Brosley House until the building is demolished which is anticipated to be in 2021/22. There will be minimal spend dealing with any necessary ongoing repairs but this will be kept to an absolute minimum.

Sci Tech Daresbury – EZ Grant The Joint Venture are progressing Project Violet and are currently out to tender. The Enterprise Zone grant is intended to pay for the professional fees for the project so should be fully claimed as we reach the end of the design phase

Murdishaw – Work continues with partners in Murdishaw to agree priorities for investment. The quick wins projects were delayed slightly to allow for the production of a masterplan for the area, however this has recently been reviewed and agreement has been reached to identify key projects and work with colleagues in Highways, Planning, Open Spaces etc to prioritise spend. Some activities are anticipated to carry over into the next financial year.

Stadium Alterations (Karalius Suite)- Works are on site and due for completion mid-February.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 31 December 2018

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (Overspend) £'000
Expenditure				
Employees	13,897	10,459	10,649	(190)
Premises	2,038	1,518	1,570	(52)
Supplies & Services	1,153	917	803	114
Book Fund	160	114	103	11
Hired & Contracted Services	1,165	776	653	123
Food Provisions	506	378	309	69
School Meals Food	1,980	1,105	1,067	38
Transport	51	36	31	5
Agency Costs	438	256	251	5
Waste Disposal Contracts	5,900	3,659	3,745	(86)
Grants To Voluntary Organisations	239	196	164	32
Rolling Projects	7	7	7	0
Capital Financing	101	101	101	0
Total Expenditure	27,635	19,522	19,453	69
Income				
Sales Income	-1,829	-1,353	-1,011	(342)
School Meals Sales	-2,368	-1,667	-1,523	(144)
Fees & Charges Income	-5,996	-4,675	-3,941	(734)
Rents Income	-231	-189	-193	4
Government Grant Income	-1,198	-1,198	-1,047	(151)
Reimbursements & Other Grant Income	-681	-405	-342	(63)
Schools SLA Income	-1,347	-1,347	-1,335	(12)
Internal Fees Income	-171	-130	-114	(16)
School Meals Other Income	-254	-179	-137	(42)
Catering Fees	-114	-81	-42	(39)
Capital Salaries	-123	-89	-121	32
Rolling Projects Income	0	0	-45	45
Transfers From Reserves	-172	-172	-172	0
Total Income	-14,484	-11,485	-10,023	-1,462
Net Operational Expenditure	13,151	8,037	9,430	(1,393)
Recharges				
Premises Support	1,558	1,168	1,168	0
Transport Recharges	3,069	2,134	2,134	0
Central Support Services	3,665	2,763	2,763	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-349	-349	0
Net Total Recharges	7,964	5,716	5,716	0
Net Department Expenditure	21,115	13,753	15,146	(1,393)

Comments on the above figures

The net Department budget is £1,393,000 over budget profile at the end of the third quarter of the 2018/19 financial year.

Employee spend is currently over budget, mainly due to staff saving targets for the department which are not being met in the majority of areas due to the need to maintain frontline services. Casual spend stands at £646,000, in contrast to £403,700 at the same point last year. The largest increases in casual spend are for Leisure Centres and School Catering, where there has been considerable difficulty in recruiting permanent staff. Casual spend has also been adversely impacted by the rise in the living wage which has caused casual pay rates to increase. Agency staffing spend is also significantly higher than last year at £115,000 compared to £63,000 in 2017/18, with School Meals the main cause of this increase.

Employee budgets are based on full time equivalent staffing numbers of 477.

The waste disposal contract is expected to overspend until arrangements are in place to reimburse the Council for spare capacity and waste sold for electricity. Actual tonnage the Council is contributing to the contract is currently less than forecast in comparison to contract partners, this is helping to maintain actual costs to a reasonable level.

Income targets had been reduced by approximately £200k this year, although in many areas, the department will again struggle to meet the budgeted income amounts. There are large shortfalls on Leisure Centre income due to cancelled classes as staff vacancies cannot be filled, swimming lessons no longer being offered at Runcorn Swimming Pool (again due to recruitment difficulties) and a continued reduction in the number of memberships being taken out. The Brindley is struggling to meet income targets, although over the past quarter promotions income has increased after a difficult summer. With no concert or significant event at the Stadium, planned events income will underachieve at year-end.

Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Sales income is again currently short of the target to date mainly due to Stadium Bars and Catering, and Municipal Catering. So far income is down on these activities compared to the same stage last year and there is no evidence to be able to project growth for the remainder of the year.

The replacement of the iPitch at the stadium has meant that it has been unavailable for hire for approximately three months leading to a reduction in lettings income. Letting fees income is also significantly underachieving at Ditton, Grangeway and Upton Community Centres.

Government Grant income is low compared to budgeted targets for Universal Infants Free School Meals. Free meal children numbers appear to have fallen dramatically over the last few years.

Expenditure on Supplies and Services and Hired and Contracted services is currently under budget across the majority of areas as spend is limited where possible. Premises spend is over budget, mostly due to increases in utility prices and the increased maintenance cost of the ageing Leisure Centre buildings. There have also been some essential repairs at the cemeteries which have contributed to the current premises overspend.




Capital Projects as at 31 December 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	38	16	34
Stadium Pitch	300	300	277	23
Brindley Cafe Extension	80	30	7	73
Children's Playground Equipment	57	1	1	56
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	5	3	2
Crow Wood Park Play Area	478	7	7	471
Open Spaces Schemes	611	458	357	254
Peelhouse Lane Cemetery	500	375	135	365
Peelhouse Lane Cemetery - Enabling Works	33	25	17	16
Phoenix Park	104	104	104	0
Victoria Park Glass House	170	0	0	170
Sandymoor Playing Fields	1,032	803	803	229
Widnes & Runcorn Cemeteries - Garage & Storage	190	9	9	181
Town Park	280	2	2	278
Litter Bins	20	0	0	20
Total	4,304	2,162	1,738	2,566





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