

Reporting Period: 1st April to 30th June 2023

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2023 / 24 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 2023 - 24 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
 - Library and 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 7 of this report.

2.0 Key Developments

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

2.2 Employment, Learning and Skills

UKSPF/Economically Inactive – discussions between the 6 LAs and the CA commenced in Q1 regarding the co-design of the current LA-delivered Ways to Work programme and the CA's Households into Work programme. The 'new' programme will be funded from UKSPF, the allocations of which are much reduced compared to previous European funding. The focus of the new programme will be to support 'Economically Inactive' residents.

Local Skills Improvement Plan – St Helens Chamber, leading on this on behalf of the other Chambers in the City Region, submitted the final Local Skills Plan on behalf of the City Region. LSIPs aim to reshape skills training provision to better meet the local needs of employers and the wider economy. The Chambers undertook a range of consultation exercise with local businesses and stakeholders and an Emerging Priorities document was produced. This has formed the basis of the final LSIP submission and can be viewed here 925007_17c2761403ca4f1387ca99221bdaa782.pdf (lcrchambersofcommerce.co.uk).

Review of Adult Learning Full-Time/Fractional Tutor Contract – the contract has been in place since 2006 and requires a complete review. During Q1, managers worked together with HR and the unions to develop a more fit for purpose Local Agreement, to be implemented in Q2.

Provider Improvement Plan (DWP Restart Programme) - HPIJ has been placed on the next tier of the PIP along with many other providers nationally. The issue for Halton, in the main, is that due to referral numbers being much less than forecast, the size of the cohort is not allowing for the challenging job targets to be achieved (set by Prime Contractor). HPIJ managers are cooperating with actions being proposed by the Prime Contractor and will provide ongoing updates as necessary to PPB.

Adult Learning Ofsted Inspection – Halton Borough Council's Adult Learning Service had its first Ofsted inspection for 6 years at the end of Q1. Whilst the service was expecting a full inspection, Ofsted only undertook a short inspection over 1.5 days. The process was quite intense, trying to fit as much inspection activity in to such a short period of time, however, the results appear promising. A draft report will be sent to HBC in Q2.

Visit to Kingsway Learning Centre/HPIJ by ELS PPB Chair and Vice Chair – a valuable visit took place in Q1, whereby the Chair and Vice Chair spent a morning visiting both the Adult Learning Service and HPIJ offices with the Kingsway Learning Centre. The visit was a combination of presentations and walkabout, meeting staff, learners and customers. A follow up visit to HPIJ Runcorn offices and Acorn Learning Centre in Runcorn will be planned for September.

Recruitment continues to be a challenge – the Division has struggled to recruit good quality staff. For example, the vacant Supported Internship Team Leader post has been out to advert unsuccessfully twice, with a 3rd attempt due to take place in Q2. Current recruitment processes for some posts do not seem to be working for vacancies within the Division.

Progress on KPIs

Enrolments in target wards:

Central and West Bank – 131 – 10.49%

Appleton – 90 – 7.21%

Halton View – 83 – 6.65%

Grange – 110 – 8.81%

Halton Lea – 46 – 3.68%

Withdrawals – 105 – 8% (max 10% by end of year 3)

Funding allocation – 96% (target 97%, with more enrolments to be added to system)

Marketing activity in target wards:

- Central & West Bank – 11
- Appleton – 4
- Halton View – 2
- Grange 1
- Halton Lea – 5

Adult Learning Marketing Events Attended January to end of June – 36 (target 38, however tracking began in Jan with more events occurring in July)

Employer Engagement Activities were reviewed throughout Q1 and actions identified. Employer Engagement Strategy to be finalised in Q2 with achievement against KPI's to be reported from Q2

HPIJ Marketing Events Attended in Q1 -

- Attendance at partner/community events - 4
- Attendance at Jobs Fairs – 2

Community & Environment

2.3 Culture

A report of the Brindley Programming was considered by Employment Learning & Skills & Community PPB on 19 June regarding the Brindley programming. It was agreed that a report would be taken to Executive Board on 13 Jul

2.4 Community Centres

Old Police Station – works completed on a new lift to maximise the numbers of areas in the building which are DDA compliant, thus allowing greater occupancy.

2.5 Library Service

The Library Strategy for 2023-2028 was considered by Employment Learning & Skills & Community PPB on 19 June. It was agreed that a report would be taken to Executive Board in September following some minor amendments around employment support for customers.

3.0 Emerging Issues

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

Employment, Learning & Skills

3.2 Employment, Learning & Skills

Local Skills Improvement Fund – following the submission of the LSIP, an application from LCR colleges was submitted to the associated Local Skills Improvement Fund in Q1. The intention is that the proposed delivery will meet some of the emerging priorities that came out of the LSIP. Consultation with the Division did not take place prior to submission.

Publication of Ofsted inspection report – a draft report will be published in Q2, with the full report going live on Ofsted website no later than Q3. Any recommendations detailed within the report will be actioned by the Adult Learning Team.

Pathways to Teaching in Adult Learning – following Test & Learn Funding for a Pathways to Teaching programme, previously reported on at PPB in June, Halton is awaiting confirmation from the Combined Authority about future funding. The project was developed because of not being able to recruit good quality adult learning tutors in the City Region and so has enabled local authorities to, in effect, 'grow their own' tutor base.

Restart Programme – continued drop in referrals from local JCP offices impacting on the delivery of the programme. Placed on stage 3 performance improvement notice.

Community & Environment

3.3 Culture Services

The Brindley revenue costs for heating, lighting and cleaning will increase following the extension and incorporation of the Library. In preparation for this, the team are bidding for funding to support the switch over to LED lighting. The first external funding Bid was unsuccessful. However, another bid has been submitted, decision is expected later in the year.

3.4 Community Centres

Old Police Station – One group have informed us they intend to leave their 2 rooms by December 2023. We have had interest in the space including an additional room which is vacant at present, we will ensure a smooth transition when the time comes. This will bring us to maximum capacity in the building.

3.4 Library Service

In consistent opening hours remain an issue. The service will be part of a restructure of Leisure Service and the aim will be to standardise the opening times across the four buildings.

4.0 High Priority Equality Actions

- 4.1 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.
- 4.2 The Councils 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>



5.0 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	Objective: To facilitate & create employment To deliver a range of local/national externally funded employment programmes to increase the number of unemployed and economically inactive Halton residents to gain employment. To support local employers with sourcing local people for local jobs.
EEP 01	Employment Learning and skills

Milestone	Progress Q1	Supporting Commentary
To deliver year 3 of the Supported Internship programme by September 2023		On track – recruitment of Interns has commenced with information sessions for learners and parents taking place at KLC.
To achieve the required outputs and customer service standards on the DWP/G4S Restart Programme contract to cease the Enhanced Performance Regime/PIP by June 2023		At the end of Q1 Restart Customer Service Standards had been achieved. Job Start and Job Outcomes (output targets) were not achieved in Q1 due to a drop in referrals from JCP, reduced caseloads and increased disengaged customers on a mandatory programme. This is being reviewed in Q2 as part of our performance improvement notice by G4S/DWP.

To review HPIJ Employer Engagement Strategy and implement improvements by June 2023 .		Employer engagement activities were reviewed throughout Q1 and actions identified. Employer Engagement Strategy to be finalised in Q2.
Implementation of new contracts within required deadlines (UKSPF/Home Office Refugee Programme if contracts secured) by July 2023 .		Ingeus didn't not secure the Home Office Refugee Programme therefore they have not sub-contracted this provision to HPIJ. UKSPF meetings held regularly across the LCRCA/LA's - on track to design the programme and implement in April 2024
To deliver a Pathways to Teaching programme, which will create adult learning tutor employment opportunities by September 2023		All learners on Pathways for Halton will achieve by 31/7/2023 (Microteaches 11/7/2023). Tutor in place for September and planning has begun for 23/24 PTT project

Ref	Objective: To promote access to learning to those who need it most To provide a curriculum offer designed on intent, which is effectively marketed and implemented and has maximum impact on Halton's adult residents.
EEP 02	Employment Learning and skills

Milestone	Progress Q1	Supporting Commentary
To deliver an Adult Learning Marketing Strategy by April 2023		Adult Learning Marketing strategy has been implemented by Adult Learning, with key target wards identified and marketing implemented.
To review the Quality Assurances processes within the Adult Learning Service by July 2023		In light of Osted inspection and recommendations, the review will now take place over the summer ready for the commencement of Autumn Term (August 2023)
To review the adult learning tutor contracts by July 2024		Steering Group signed off the revised Tutor Contract (Local Agreement) for full time/fractional tutors on 6 th July 2023. The sessional tutor contract will be revised in order that both contracts are aligned.

Appendix 2: Progress Against Performance Indicators

STRATEGIC ISSUES	BASELINE POSITION	OUTCOMES AT END OF YEAR 1	OUTCOMES AT END OF YEAR 3	INTERVENTIONS	KEY PERFORMANCE INDICATORS
High Unemployment	2.7% of economically active people are unemployed (2021 Census)			<u>HBC's contribution:</u> HPIJ delivery of Welfare to Work & Health programmes (Ways to Work, Restart, Work & Health Programme and Supported Internships Programme)	Percentage unemployed (aged 16-64 years). Percentage of economically inactive of working age
Low wage residents	Data not available from Census 21? Data from Adzuna – median salary in Halton is £26,000 which is 14.3% less than the national average of £30,000 (although there has been a YOY increase of 8% in Halton)			Employers signing up to the LCR Fair Employment Charter	Percentage of employees' earnings below real living wage.
Low-income households	Data??			<u>HBC's contributions:</u> HPIJ delivery of Welfare to Work & Health programmes (Ways to Work, Restart, Work & Health Programme and Supported Internships Programme).	Percentage employees who are local (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.

STRATEGIC ISSUES	BASELINE POSITION	OUTCOMES AT END OF YEAR 1	OUTCOMES AT END OF YEAR 3	INTERVENTIONS	KEY PERFORMANCE INDICATORS
Good employment	Data not available from Census 21? Current Data from Adzuna – 26.93% in Permanent Employment, 9.68% in Contract Employment and 63.39% unspecified			Employers signing up to the LCR Fair Employment Charter <u>HBC's contribution:</u> Employer Engagement Strategy to be updated to recognise and celebrate 'good' employers in the borough.	Proportion of employed in permanent and non-permanent employment. Adzuna data??
Low skills levels in LSOAs are not being addressed in line with need.	No. of unemployed of working age population compared to number of actual HBC Adult Learning enrolments (Top 5 LSOAs for unemployment) Central and West Bank – 145 claimants, only 56 enrolled (38%) Appleton and Halton View – 100 claimants, only 35 enrolled (35%) Grange – 95 claimants, only 17 enrolled (18%)	Central and West Bank - 43% Appleton and Halton View - 40% Grange –25% Halton Lea – 38%	Central and West Bank – 48% Appleton and Halton View - 45% Grange – 35% Halton Lea – 43%	<u>HBC's contribution:</u> Targeted marketing of LSOAs – working with Customer Intelligence Team and use of Adzuna dashboard. Outreach and engagement schedule.	To increase the number of Adult Learning enrolments from residents aged 19+ living in Halton's LSOA areas

OPERATIONAL ISSUES	BASELINE POSITION	OUTCOMES AT END OF YEAR 1	OUTCOMES AT END OF YEAR 3	INTERVENTIONS	KEY PERFORMANCE INDICATORS
The number of HBC adult learning withdrawals has shown a year-on-year increase. Withdrawals adversely affect income levels.	14% overall withdrawals in the year 21/22	12%	10%	HBC's contribution: Early intervention for learner issues. Implementation of 'Extensions in Learning' process. Reviewed onboarding process – distance learning.	To reduce the number of withdrawals in the Adult Learning Service
Halton adult Learner Voice does not consistently get used to promote the service	19 limited detail success stories provided in 21/22. Format does not showcase effectively the impact of the service	12 Meaningful case studies	12	Annual marketing strategy. Promotional videos of learning.	To increase the number of Adult Learning Case Studies produced each year
A reduction of HBC AEB funding due to performance levels only achieving 98%	-£14,197.92 (2% of overall budget)	0%	0%	To increase enrolment numbers. To reduce withdrawals. To deliver more accredited provision.	To reduce our Adult Education Budget threshold level, year on year
Marketing and promotion of the Adult Learning Service is inconsistent	10 Marketing events attended in 21/22	38	38	Attendance at partner events Increased social media presence and followers. Increase to at least one marketing activity per week during term time.	To deliver an annual programme of outreach and engagement adult learning activities

OPERATIONAL ISSUES	BASELINE POSITION	OUTCOMES AT END OF YEAR 1	OUTCOMES AT END OF YEAR 3	INTERVENTIONS	KEY PERFORMANCE INDICATORS
Increase the number of Economically Inactive customers that we engage with on programmes not just for unemployed people (focused on Economically Inactive)	12% of Ways to Work participants on programme were Economically Inactive	25%	75%	Attendance at Jobcentres on a weekly basis (engaging with Work Coaches that support Economically Inactive customers) Attendance at partner/community events Attendance at Jobs Fairs Increased social media presence and followers Community Engagement Plan and Outreach Based Approach	‘Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit: The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview
Marketing and promotion of HPIJ services for programmes that allow self-referrals is inconsistent	Ad-hoc partnership working across the Borough Leaflets posters and stands displayed across community venues.	48	48	Attendance at Jobcentres on a weekly basis Attendance at partner/community events Attendance at Jobs Fairs Increased social media presence and followers	To deliver an annual programme of outreach and engagement activities to market and promote HPIJ programmes that local residents can self-refer to.

OPERATIONAL ISSUES	BASELINE POSITION	OUTCOMES AT END OF YEAR 1	OUTCOMES AT END OF YEAR 3	INTERVENTIONS	KEY PERFORMANCE INDICATORS
<p>Place Based Business Support Programme Delivered</p> <p>Targeted flexible place-based business support for existing businesses with growth ambitions and employment potential which provide equitable access across the city region. To include all businesses including social enterprises</p>	<p>Lead Officer nominated.</p> <p>Specialist advice commissioned in order to support businesses</p>	25	42	<p>Diagnostic sessions performed by trained staff and appropriate support sources for the business. Specific support can include:</p> <ul style="list-style-type: none"> • Strategy • Corporate Marketing • Procurement • Net Zero • Finance • Access to funding 	TBA by CA
<p>To provide support to Start-ups, with a focus on enterprise ready entrepreneurs (within 3 months of establishing a business) and a focus on founders who are looking to employ people within 24 months, export and/or generate high turnover growth. To include all businesses including social enterprises.</p>	<p>This service is currently not delivered by Halton BC</p>	5	11	<p>Business Starts in all sectors (non-specialised)</p>	TBA by CA

Community Services

<u>Community Services</u>	
Ref	Objective
CE 01	To manage a successful Theatre for the benefit of Halton residents and the sub region.









Milestone	Progress Q1	Supporting Commentary
Programming report to PPB June 2023.	<input checked="" type="checkbox"/>	Report received by PPB and it was agreed it could be forwarded to Executive Board.
Programming report to Executive Board July 2023.	<input checked="" type="checkbox"/>	Report has been submitted.

Ref	Objective
CE 02	Develop a new library strategy for 2023-2028.

Milestone	Progress Q1	Supporting Commentary
Programming report to PPB June 2023.	<input checked="" type="checkbox"/>	Report received by PPB and it was agreed it could be forwarded to Executive Board.
Programming report to Executive Board September 2023.	<input checked="" type="checkbox"/>	Report to be submitted in August.

CE 03	Increase the occupancy levels at the Old Police Station
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Milestone	Progress Q1	Supporting Commentary
Improve the accessibility of the building June 2023.	<input checked="" type="checkbox"/>	Works complete.
Negotiate with new tenants to secure a tenancy agreements.	<input checked="" type="checkbox"/>	In progress with the incoming tenant.

Ref	Description	Actual 2022/ 23	Actual 2022/ 23	Quarter 1 Position	Current Progress	Direction of Travel	Direction of Travel
CE LI 01	% occupancy of tenants at Old Police Station	93%	100%	93%			We expect the position to remain static until December 2023, due to the configuration of the building.
CE LI 02	Footfall for all libraries: Ditton Library Widnes Library Runcorn Library Halton Lea Library	Total 320,600	Total 320,600	Total 75,265 5,916 20,471 16,464 32,414			75,265 in total to date. There is a trend of footfall and in person issues reducing and digital issues increasing. The service is trying to buck this trend. Based on the first quarter, we are below where we want to be.
CE LI 03	Library Digital issues	1,350,119	1,500,000	882,868			Correlates with the reduction in person visits and issues.
CE LI 04	Library Issues in branch: Ditton Library Widnes Library Runcorn Library Halton Lea Library	Total 203,595	Total 203,595	Total 41,482 2790 19606 1884 17202			41,482 in total to date. There is a trend of footfall and in person issues reducing and digital issues increasing. The service is trying to buck this trend. Based on the first quarter, we are below where we want to be.

Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Operational Budget at 30th June 2023

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	5,155	1,319	1,309	10	39
Repairs & Maintenance	1,930	587	589	(2)	(2)
Premises	104	91	91	0	(3)
Energy & Water Costs	1,765	302	247	55	222
NNDR	793	683	676	7	7
Rents	165	77	77	0	0
Economic Regeneration Activities	37	3	3	0	0
Security	509	77	86	(9)	(30)
Supplies & Services	297	128	139	(11)	(45)
Supplies & Services - Grant	535	110	110	0	0
Grants to Voluntary Organisations	85	25	25	0	0
Total Expenditure	11,375	3,402	3,352	50	188
Income					
Fees & Charges Income	-803	-72	-62	(10)	(41)
Rent - Commercial Properties	-974	-186	-146	(40)	(158)
Rent - Investment Properties	-44	-13	-11	(2)	(6)
Rent - Markets	-853	-211	-191	(20)	(78)
Government Grant	-1,058	-130	-130	0	0
Reimbursements & Other Grant Income	-1,084	0	-4	4	6
Schools SLA Income	-294	-205	-169	(36)	(36)
Recharges to Capital	-232	-15	-15	0	0
Transfer from Reserves	-375	-217	-217	0	0
Total Income	-5,717	-1,049	-945	(104)	(313)
Net Operational Expenditure	5,658	2,353	2,407	(54)	(125)
Recharges					
Premises Support	2,006	502	502	0	0
Transport	23	6	6	0	0
Central Support	1,710	428	428	0	0
Asset Rental Support	4	0	0	0	0
HBC Support Costs Income	-7,728	-1,932	-1,932	0	0
Net Total Recharges	-3,985	-996	-996	0	0
Net Departmental Expenditure	1,673	1,357	1,411	(54)	(125)

Comments on the above figures

Economy, Enterprise & Property is forecast to be £0.125m over budget at the end of the financial year with a current figure of net spend being £0.054m over budget for the first quarter of the year.

Due to the energy costs budget increasing significantly in 2023/24, the department is forecasting that it will be £0.264m under budget in year, but this is still predicted to be £0.484m higher than 2022/23, which is an increase of over 50%. The forecast will change over the following three quarters depending on the change in energy costs and usage over this time.

There has continued to be delays in recruiting across the department, and so the projection is currently that the department will be under budget by £0.039m on employee costs. It is important to note that the pay award has not yet been agreed for 2023/24 and this could drastically change employee costs if awards are agreed higher than those budgeted for.

As inflation is running much higher than originally predicted at the time of budget setting, supplies and services and security are predicted to overspend by £0.030m and £0.045m respectively. These budgets will be monitored closely throughout the financial year.

As in previous years, and the long recovery from the impact of the coronavirus pandemic, the financial challenges of commercial property rent continue to present a significant financial challenge. The department is currently predicting to under achieve it's income target by £0.158m. This position takes into account an approved saving of £0.120m letting out vacant space at Rutland House not being achieved.

The department is also projecting to under achieve on market rental income targets this financial year, as the occupancy rate continues to be low, this may be due to continued impact of introduction of customers having to pay for parking outside the market but hopefully footfall will increase before year end.

Early predictions also suggest budget shortfalls in fees and charges income and School SLA Income. Financial Management continue to work closely with the Department and remain focused on achieving a balanced budget at year end, increasing income and decreasing spend where possible. This will continue to be closely monitored as the year progresses and updates will be provided accordingly.

Approved 2023/24 Savings

Please see Appendix A for details of progress towards achieving budget efficiency savings agreed by Council in February 2023.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as of 30 June 23

	2023/24 Capital Allocation	Allocation to Date	Actual Spend to 30 June 2023	Total Allocation Remaining
Expenditure				
3MG	138	12	12	126
Murdishaw	29	0	0	29
Equality Act Improvement Works	352	56	56	296
Solar Farm Extension	8	0	0	8
Foundry Lane Residential Area	2634	77	77	2557
Kingsway Learning Centre Improved Facilities	35	0	0	35
Roof Top Garden	35	0	0	35
Property Improvements	224	16	16	208
Runcorn Station Building Development	514	30	30	484
Waterloo Building	93	0	0	93
UK Shared Prosperity Fund	17	0	0	17
Town Deal				
- Unlock Runcorn	176	10	10	166
- Brindley Theatre Enhancement	359	42	42	317
- Creative & Digital Skills Facility	845	69	69	776
- Town Centre New Homes - Rutland Street	282	0	0	282
- Health & Education Hub	44	12	12	32
- High Street Connectivity	201	6	6	195
- Enterprise Hub	62	0	0	62
- Programme Management	200	0	0	200
Total Capital	6,248	330	330	5,918

3MG – HBC Field was sold in April 2023 for £11.9m. There are a small number of remaining plots that will form a portfolio of sites to be disposed of in 2023 / 2024.

Murdishaw – The department has worked in partnership with Onward Homes to develop a community scheme which includes the establishment of a new CIC who will run a new venture from the former boxing club. A scheme of environmental improvements has been initiated across the estate with some signage improvements completed. Discussions are ongoing with Community Development and Murdishaw Community Centre to make improvements to the external space and refurbish the allotment space to allow for the local community to develop its allotment project.

Equality Act Budget- There are a number of access type schemes using the equality act budget this year.

Solar Farm Extension - It has now been operational for 2 years. No key issues have been identified. The system is performing in line with expectations in terms of energy produced and income.

Foundry Lane – Project progressing on schedule with all ground remediation works now complete. Due to pre grant expenditure and additional costs for the land swap with Beesley & Fildes, it was agreed by Executive Board that the programme will be increased by £1.7m for 2023/24.

Kingsway Learning Centre Improvement Works – Majority of the refurbishment works completed; redecoration works to the meeting rooms to be carried out.

Property Improvements- There are a number of projects against this code including Reroofing the Fitness suite at the Stadium, lift replacement at Kingsway Learning Centre, and reroofing [73 High Street](#).

Runcorn Station Building Development –PACE ES3has now been completed, following an options selection process and have agreed on a preferred option. Within Network Rail the project has been moved to the Capital Delivery Team, where a client remit document has been produced and being reviewed and agreed by partners, to prepare for a procurement exercise for a Stage 4 supplier to develop the single option and obtain an Approval in Principle.





Waterloo Building - Awaiting decision from Planning in respect of demolition, subject to approval being granted demolition will follow after a tender exercise.

UKSF – Halton submitted an Investment Plan to the CA for three strands of its UK Shared Prosperity Fund (UKSPF) programme – Town Centres; Local Culture, Arts and Heritage; Green, Resilient, Safe Communities. This amounts to £608k up to March 2025 and is a mix of capital and revenue.

The Town Deal programme –. The Town Deal programme covers a number of projects to strengthen the town centre economy, including Brindley Theatre Enhancement, Creative and Digital Skills Centre, Health and Education Hub, High Street Connectivity, Town Centre New Homes, Station Enterprise Facility, and Unlock Runcorn. Business cases for all projects have been submitted and approved. Work will continue on site for the next 3 years.

ECONOMY ENTERPRISE & PROPERTY

APPENDIX A

Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value			Current Progress	Comments
				23/24 £	24/25 £	25/26 £		
EEP 1	Capital Works Team	N/A	Increase the level of fee income by increasing the percentage charged or charging by time, including those works not currently charged for.	10	0	0		On target.
EEP 4	Cleaning Services – Council Buildings	580	Review cleaning arrangements, with a focus on only emptying bins and cleaning toilets daily.	0	100	0		Until the accommodation review is complete, only limited savings will be made in 2024/25
EEP 2	Caretaking & Security Services	641	A review and restructuring of caretaking arrangements.	0	52	0		Restructure will take place in 24/25. It is anticipated the full saving will not be met in year. Cannot achieve savings for security due to anti-social behaviour in Halton Lea. Police have advised security is kept on site
			Reduce security cover at Halton Lea to provide opening/closing and then static guarding 7.00 – 19:30	35	0	0		

			Monday - Friday, and 9.30 – 15:00 Saturdays to cover the opening hours of Halton Direct Link.					until this is resolved.
EEP 5	Corporate Buildings	927	Generate additional rental income by providing additional office space for external organisations at Rutland House, by letting out the remaining three floors.	120	0	0	<input checked="" type="checkbox"/>	Reflected in 2023/24 budget.
EEP 6	Facilities Management	165	Restructure the team in light of an expression of interest for retirement.	44	0	0	<input checked="" type="checkbox"/>	Reflected in 2023/24 budget.
EEP 8	Technical Support & Market Team	392	Restructuring of the team	98	0	0	<input checked="" type="checkbox"/>	Reflected in 2023/24 budget.
Total Economy, Enterprise & Property Department				307	152	0		

Community and Greenspace

Revenue Budget as at 30 June 2023

	Annual Budget	Budget to Date	Actual Spend	Variance (Overspend)	Forecast Outturn
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	17,061	3,700	3,667	33	(50)
Premises	3,685	1,017	1,033	(16)	(63)
Supplies & Services	1,598	553	526	27	108
Hired & Contracted Services	527	128	151	(23)	(93)
Book Fund	140	62	62	0	0
Food Provisions	371	54	87	(33)	(72)
School Meals Food	1,965	526	500	26	50
Miscellaneous Transport Costs	117	35	38	(3)	(8)
Other Agency Costs	601	159	140	19	16
Waste Disposal Contracts	6,865	1,810	1,804	6	34
Grants to Voluntary Organisations	67	38	38	0	8
Grant to Norton Priory	172	87	87	0	0
Capital Financing	201	0	0	0	0
Total Expenditure	33,370	8,169	8,133	36	(70)
Income					
Sales Income	-3,974	-922	-795	(127)	(308)
Fees & Charges Income	-5,741	-1,800	-1,800	0	0
Rental Income	-221	-72	-73	1	5
Government Grant Income	-595	-595	-595	0	0
Reimbursements & Other Grant Income	-685	-389	-389	(0)	0
SLA Income	-2,391	-627	-543	(85)	(286)
Internal Fees Income	-592	-83	-72	(11)	(52)
Capital Salaries	-173	-25	-26	0	(9)
Transfers From Reserves	0	71	71	0	0
Total Income	-14,373	-4,442	-4,221	(221)	(650)
Net Operational Expenditure	18,997	3,727	3,912	(185)	(720)
Recharges					
Premises Support	1,825	456	456	0	0
Transport	2,046	512	517	(5)	(20)
Central Support	3,856	966	966	0	0
Asset Rental Support	199	0	0	0	0
HBC Support Costs Income	-540	-140	-140	0	0
Net Total Recharges	7,386	1,794	1,799	(5)	(20)
Net Departmental Expenditure	26,383	5,521	5,711	(190)	(740)

Comments on the above figures

Financial Position

The net department spend is £0.190m over budget at the end of Quarter 1 and the estimated outturn overspend against budget for 2023/24 is £0.740m.

Net employee spend is estimated to be slightly over the approved budget at the end of the financial year. The forecast outturn includes the pay increase proposal of £1,925 for all grades with the exception of a 3.5% increase for DM and above scales.

Whilst the proposed pay deal is over what had been included within the budget this is mitigated by a number of vacancies within leisure services and reduced casual usage in line with 2022/23 actual data.

Premises costs for cemeteries is overspent as contractors have been used for grass cutting services due to staff absences. Frank Myler Pavillion water meter charges is significantly higher than budget. Stadium premises electricity estimated outturn is based on previous years spend and will be reviewed during the course of the year.

Food Provisions is overspent due to the increasing inflationary food costs from suppliers.

School Meals food underspend is reflected in the underachievement of sales income.

Whilst it is currently forecast that waste disposal spend will be within the approved budget for the year this comes with a certain amount of caution. Waste disposal forecast cost is based on estimated tonnage of waste and the department is still waiting on invoices to be presented for previous years.

Sales income for the year is expected to underachieve compared to the budgeted income target. Shortfalls in income in the Leisure Centres and the Stadium plus a reduction in room hire at Community Centres and Libraries are forecast to contribute towards lower income levels.

School Meals SLA income is forecast to underachieve by £0.286m over the course of the year but this will be mitigated by reduced staffing costs.

Approved 2023/24 Savings

Please see Appendix A for details of progress towards achieving budget efficiency savings agreed by Council in February 2023

Capital Projects as at 30 June 2023

Project Title	2023/24 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	34	2	0	34
Brookvale Pitch Refurbishment	28	1	13	15
Halton Leisure Centre	15,056	5,096	6,882	8,174
Open Spaces Schemes	851	82	45	806
Children's Playground Equipment	105	10	6	99
Upton Improvements	13	0	0	13
Crow Wood Park Play Area	12	0	1	11
Landfill Tax Credit Schemes	340	26	0	340
Runcorn Town Park	284	79	91	193
Spike Island / Wigg Island	1,023	241	4	1,019
Pickerings Pasture Café	520	125	0	520
Litter Bins	20	1	0	20
Totals	18,286	5,663	7,042	11,244

Comments on the above figures

Stadium Minor Works

Previous year carry forward to buy stage and canopy.

Brookvale Pitch Refurbishment

There are some small works required in July. This project should then be completed.

Halton (Moor Lane) Leisure Centre

The project is making good progress and remains on track. The contract sum agreed with Wates is £28,997.616 and the estimated final account is currently the same value. There have been additional costs associated with the CPO. The total capital scheme is circa £31 million.

Open Spaces

This covers spending on a variety of externally funded projects, including Runcorn Hill, Ski slope & miniature railway improvements, Runcorn Cemetery improvements, Space Tree, Arley Woodland Park, Upton Rocks access works, The Big Halton Forest.

Children's Playground Equipment

This is an ongoing project which includes spend on improvements within the Borough's playgrounds.

Upton Improvements

Open space improvement works undertaken. Work has been delayed due to contractor workload and difficulty obtaining materials. No revised date set yet for when this may be spent.

Crow Wood Park

The main contract for the new park building has ended. A small amount of work to the building is required plus additional landscape contract to complete the paths - this is ongoing with some work from Property services and Open Spaces team to complete.

Landfill Tax Credits Schemes

Currently used to support improvements for a rolling programme of existing playgrounds/open space schemes across the Borough.

Runcorn Town Park

Project to renew park infrastructure. Project is ongoing with 2 contracts on site. Carry forward to complete work in season and for contingency payments. INEOS funding of £300k was deferred - £10k each to 2023/24 & 2024/25 plus £280k to 2025/26.



Wigg/Spike Island Recovery Works



The programme is slightly behind due to staff capacity issues. Waiting for a consultancy agreement to be put in place so the scheme can progress using external help.

Pickerings Pasture Café

Creation of Café Facility at Pickerings Pasture, a Local Nature Reserve (LNR), which would be operated as a franchise. The Council has been asked to include £520k within the Council's Capital Programme to fund the construction of the café facility. Funded over seven years, the capital financing cost would be £87,500 per annum. This sum could be realised through a bid to the Environment Fund (paying £87,500 pa for seven years). Once completed and opened the café would generate income for the Council from the franchise rental, which could be used to offset the running costs of Pickerings Pasture.

COMMUNITY & GREENSPACE DEPARTMENT
APPENDIX A




Ref.	Service Area	Net Budget £'000	Description of Saving Proposal	Savings Value			Current Progress	Comments
				23/24 £'000	24/25 £'000	25/26 £'000		
COMM 1	The Brindley Theatre	64	Reduce Box Office opening hours from 10am-5pm Monday-Friday to 10am-2pm. Currently 80% of tickets are purchased online or by telephone and this is increasing each year.	10	0	0		Box Office core opening hours were reduced to 5 hours (Mon – Fri) 10am – 3pm. They will be realigned to 4 hours daily 11am – 3.00pm (Mon – Fri) from 1 September onwards.
			Replace all non-LED lighting in the building. This is estimated to reduce on-stage energy costs by 75%.	10	0	0		
COMM 3	Sport & Recreation	471	Restructuring the roles and responsibilities of the Sports Development Team	0	36	0		On track to meet savings identified for 2024/25.
COMM 4	Stadium & Catering Services	751	Franchise the concourse only catering services to an external operator.	50	0	0		
			An organisational restructure is currently being implemented for Stadium & Catering Services to reflect recent service changes.	40	0	0		

COMM 6	Area Forums	170	Reduce the base budget provision to £50k temporarily for one year, with all unspent monies in 2022/23 (currently £120k) being carried forward to be spent by the relevant Area Forums in 2023/24. The base budget position will then be reviewed for 2024/25.	120	-120	0		Implemented in 2023/24 budget setting.
COMM 5	Stadium & Catering Services – School Meals	12	Cease to deliver the school meals service, which has made significant losses of over £200,000 for a number of years and is forecast to make a similar loss by year-end. Work would be undertaken with schools over the next two years to support them to secure an alternative means of delivery, whether in-house or via an external provider.	0	0	12		Work underway in school meals being delivered through alternative means
Total Community & Environment Department				230	-84	12		





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

Direction of Travel Indicator

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.