



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

**Monday, 9 March 2009 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David W R'.

Chief Executive

BOARD MEMBERSHIP

Councillor Eddie Jones (Chairman)	Labour
Councillor Frank Fraser (Vice-Chairman)	Labour
Councillor Dave Austin	Liberal Democrat
Councillor Marjorie Bradshaw	Conservative
Councillor Susan Edge	Labour
Councillor David Findon	Conservative
Councillor Harry Howard	Labour
Councillor Stan Parker	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor John Stockton	Labour
Councillor Philip Worrall	Liberal Democrat

*Please contact Lynn Derbyshire on 0151 471 7389 or e-mail
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The next meeting of the Board is on Wednesday, 10 June 2009*

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

Part I

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1. MINUTES		
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)		
	Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
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	There has not been an SSP since the last meeting of the Board.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Employment Learning and Skills Policy & Performance Board

DATE: 9 March 2009

REPORTING OFFICER: Strategic Director, Corporate and Policy

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 33(5).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

- 3.1 Standing Order 34(11) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
 - (ii) Members of the public can ask questions on any matter relating to the agenda.
 - (iii) Members of the public can ask questions. Written notice of questions must be submitted by 4.00 pm on the day prior to the meeting. At any meeting no person/organisation may submit more than one question.
 - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
 - (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - Requires the disclosure of confidential or exempt information.

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

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

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

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

None

6.2 Employment, Learning and Skills in Halton

None

6.3 A Healthy Halton

None

6.4 A Safer Halton

None

6.5 Halton's Urban Renewal

None

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

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

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

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 9 March 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Employment Learning and Skills Portfolio which have been considered by the Executive Board and Executive Board Sub since the last meeting are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 RISK ANALYSIS

None.

7.0 EQUALITY AND DIVERSITY ISSUES

None.

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

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

APPENDIX 1

Extract of Executive Board Minutes Relevant to the Employment, Learning and Skills Policy and Performance Board.

Executive Board – 28 January 2009

Regional Funding Allocations (2)

The Board considered a report of the Strategic Director – Environment providing a brief summary of the Regional Funding Allocations (RFA) Advice document and setting out a number of initial comments in response to the consultation.

It was noted that the Government had invited the North West and other English Regions to submit its advice on regional investment priorities by the end of February 2009. The advice covered regional funding allocations for transport, housing and regeneration, and economic development for the period up to 2011. The advice would also present planning assumptions for these funding streams up to 2018.

A draft North West Advice had been produced by the North West Development Agency (NWDA) and 4 North West (4NW) and responses to the document were required by 30th January 2009. Although the Merseyside Police Unit and The Merseyside Partnership were co-ordinating a sub-regional response, colleagues across the Council had raised a number of important points and it was therefore proposed that a separate response be submitted on behalf of Halton Borough Council.

The Board was advised that, in summary, the Advice document used the NWDA's Corporate Plan, the ERDF Programme, and Regional Housing Strategy HCA investment plan as a reference point. It recognised that the Single Regional Strategy (SRS) was in development and, as a result, it did not propose any significant changes to future priorities at this point as an in-depth review through the SRS process in 2009 was anticipated.

The Advice recognised that testing economic conditions would require actions in the short-term to support businesses and individuals to manage the impact of the global slow-down, but there were major long-term challenges facing the region in regard to structural weaknesses in the housing market, high levels of transport congestion, and poor transport infrastructure. The draft Advice therefore set out four priority areas, which were outlined within the report for Members' information.

Priority areas were further broken down into "Economic Development and Skills", "Housing and Regeneration", and "Transport" action points. Further

details, together with views from respective Council departments, were provided within the report.

It was noted that officers were broadly comfortable with the document, although the level of detail provided varied across the respective themes. In particular, it was considered that there should be greater cross-referencing to the Regional Spatial Strategy, especially in regard to the designation of priority areas, in order to avoid unnecessary confusion and a dilution of any messages the region would wish to present to Government. It was also noted that focus on such designations was not helpful to Halton. It was intended that further representation be made in this respect pointing out that, were the towns of Widnes and Runcorn not separated by the Mersey, they would be included in the designation.

RESOLVED: That the development of a Halton response to the regional consultation on Regional Funding Allocations be agreed.

Executive Board 10 February 2009

Public Art

The Board considered a report of the Strategic Director – Health and Community seeking endorsement of a Public Art Strategy for Halton.

It was noted that the Employment, Learning and Skills Policy and Performance Board had recognised the value of Public Art at a meeting in November 2008 and had supported the proposal to develop a strategic approach for its development in Halton. The Arts Council had agreed to fund consultants to help develop an approach to Public Art in Halton. Their brief was to produce a practical, working document, which concentrated on planning issues, recognising opportunities for the short to medium term.

The National Public Art Think Tank Definition of Public Art was outlined within the report for Members' consideration, together with potential for the community. It was noted that the Strategy suggested the creation of a post to kick-start the development of Public Art and it was proposed that the post sit within the Planning Department within the Environment Directorate. The Arts Council had indicated that they would fund a part time post for two years, and as such, there was no financial risk to the Council. All other actions and opportunities were dependent on funding being identified, but at no extra cost to the Council.

Reason for Decision

To develop a strategic and informed approach to public art work in Halton.

Alternative Options Considered and Rejected

An alternative option would be to not adopt a strategic approach but to continue to add piecemeal pieces of public artwork across the Borough.

Implementation Date

This was dependent upon drawing up a brief for the post with the partners involved and then advertising.

RESOLVED: That

- (1) the proposed strategy identified at Appendix 1 be noted; and
- (2) the Strategy for Halton be endorsed.

Executive Board Sub Committee 15 January 2009

Joint working with the Learning & Skills Council (National dissemination post 16 transport information)

The Sub Committee received a report of the Strategic Director, Environment which informed Members of the joint working being undertaken by the Environment Directorate in partnership with the national Learning and Skills Council (LSC) to disseminate and develop best practice nationally, in terms of post 16 education transport provision for learners.

Members were advised that Halton Borough Council recently received Beacon Council status for the work it was doing to improve accessibility by transport for local residents to a wide range of everyday facilities.

It was noted that the Council had been identified by the LSC as an Authority which had fostered an effective multi-agency partnership to deliver transport services for post 16 learners.

It was further noted that, building on this success, in 2007 the national Learning and Skills Council approached Halton Borough Council with a request that the Authority jointly work with the LSC to disseminate 'best practice' on post 16 learner transport nationally.

During 2008/9, the LSC had agreed to the payment of an additional £25,000 to enable Halton Borough Council to assist it deliver a number of dissemination activities at a national level, details of which were outlined in the appendix to the report.

It was noted that the work was progressing well, with final preparations being made to jointly host with the LSC a series of nine regional conferences in March 2009. In addition the Sub Committee was updated on issues of particular interest currently, as outlined in the report.

RESOLVED: That

- (1) (1) the decision of the Operational Director (Highways, Transportation and Logistics) to enter into a contract with the Learning and Skills Council to disseminate good practice on post 16 education transport provision be supported; and
- (2) the programme of ongoing partnership working with the Learning and Skills Council be endorsed.

REPORT TO: Employment, Learning & Skills PPB

DATE: 9 March 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Community Grants

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To provide the Board with a brief on the criteria and assessment for accessing community grants.

2.0 RECOMMENDATION:

i) **The report is considered and Board Members comment on the process.**

3.0 BACKGROUND INFORMATION

3.1 Community grants administered by the Community Involvement Team are: -

- Starter Grants, maximum £150
- Community Development Grants, maximum £400
- Voluntary Youth Group Grants
- Voluntary Youth Bursary Grants

3.2 The grants are delivered as a rolling programme throughout the year. They will not reimburse monies already spent on routine overheads or running costs for established groups.

3.3 Applications for grant must be from groups resident in the Borough and contribute to Halton's strategic objectives.

3.4 All applicants must declare applications for grant from other sources. Applicants must be non-party political and operate non-discriminatory activity.

3.5 All grants are submitted to the Executive Board Member for approval and approved grants are required to acknowledge the Council's contribution in publicity, leaflets, etc.

3.6 Grants are monitored regularly with proof of expenditure required.

4.0 THE GRANT ASSESSMENT PROCESS

- 4.1 **Starter Grants** – this grant is intended to help new community groups with set up and initial running costs. It is a maximum of £150, applicants must be able to satisfy a commitment to equal opportunities, accountability within the organisation, effective financial management arrangements, operate on a not for profit basis, and be non-party political. Applications are forwarded to Ward Members for comments before being presented for approval by the Executive Member.

New community groups will be offered community development support to assist in developing formal arrangements for the group, for example, constitution, policies, financial arrangements, etc.

- 4.2 **Community Development Grants** – these are available to community groups established for longer than six months. Groups applying need to be able to provide a constitution and governance documents, bank account records, details of officers of the group and equal opportunities policy.

Community development grants support community initiatives, can help groups purchase equipment and support community events. Applicants need to identify contribution to Halton's strategic objectives and number who will benefit. The maximum grant is £400.

Again, these grants are forwarded to Ward Members for comment prior to being presented for approval by the Executive Board Member.

- 4.3 **Voluntary Youth Group Grants** – this grant is to assist voluntary youth organisations to provide structured personal development programmes / benefits to young people of the Borough between the ages of 5 to 18. Groups need to provide their constitution and governance documents, officers details, confirm appropriate CRB checks are in place and present bank details.

Applying groups need to demonstrate affiliation to a governing body if appropriate, how activity will be sustained, commitment to volunteer development and encouraging the involvement of young people with disabilities.

- 4.4 **Voluntary Youth Bursary Grant** – this grant is to support the Borough's young people in personal development through structure activity, for example Duke of Edinburgh awards, volunteering in overseas development programmes.

Applicants need to demonstrate a commitment to volunteering, financial contribution to the total cost, the benefits to their participation and a written report following their experience.

- 5.0 **POLICY IMPLICATIONS**

5.1 None at this stage

6.0 **OTHER IMPLICATIONS**

6.1 The Council is currently developing an on-line grants system to enable e-access and more efficient management of the process and information; this is expected to be live towards the end of the calendar year.

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

7.1 **Children & Young People in Halton**

Voluntary Youth and Bursary grants have a direct impact on the provision of structured personal development and access to opportunities for the Borough's young people.

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

Participation in community initiatives provides opportunities to learn new skills whilst engaging in positive activity contributing to a vibrant community sector.

7.3 **A Healthy Halton**

The health and well being of residents has strong correlation with levels of deprivation and participative communities. These are key targets in Halton's Local Area Agreement.

7.4 **A Safer Halton**

Community grants enable community groups to address community identified issues, often linked to improving their environment.

7.5 **Halton's Urban Renewal**

Community grants support community groups in engaging with local matters. Community organisations are actively engaged in development and regeneration initiatives.

8.0 **RISK ANALYSIS**

8.1 None at this stage.

9.0 **EQUALITY AND DIVERSITY ISSUES**

9.1 Grant applicants must demonstrate non-discriminatory practice and encourage diverse membership/take up of activities supported.

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

None.

REPORT TO: Employment, Learning & Skills PPB

DATE: 9 March 2009

REPORTING OFFICER: Strategic Director – Health & Community

SUBJECT: Community Cohesion

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To provide the Board with an update on cohesion matters since the PPB Topic Group Report, September 2007.

2.0 RECOMMENDATION:

That PPB Members:

- i) **Comment on progress;**
- ii) **Agree future reports will be received by the Corporate Services PPB.**

3.0 BACKGROUND INFORMATION

3.1 In 2007 the ELS PPB established a topic group to examine cohesion issues in Halton. This resulted in a report to the PPB in September 2007 which concluded Halton's key cohesion issues centred around poverty, equality of opportunity, intergenerational issues aligned with community safety concerns and increasing migrant workers and international students in the Borough.

3.2 In tandem with the PPB Topic Group the Audit Commission also undertook a self-assessment with the Council on cohesion and concurred with the Council's findings. As part of the process the Audit Commission provided a data set of performance indicators for tension monitoring around four themes: -

- Inequalities and competition
- Isolation and participation
- Safer communities
- Coping with change

and concluded Halton is a fairly cohesive place.

3.3 Since September 2007 here have been a number of guidance documents to local authorities setting out expectations that Regional

Government Offices would be examining at local levels.

4.0 DEVELOPMENTS AROUND COHESION

- 4.1 Cohesion has gathered increasing focus since the PPB topic group completed their report with guidance from the Institute of Community Cohesion on local authorities role and a requirement from the Department of Communities and Local Government for Council's to develop a Contingency Plan for cohesion and a framework for tension monitoring on a partnership level.
- 4.2 The Contingency Plan requires a 'Tactical Group' is established. This is a multi-agency group of staff on the ground ensuring a co-ordinated approach to cohesion and will provide further intelligence and recommend responses to the tension monitoring indicators. This mechanism provides active monitoring and programming for interventions as soon as tensions are detected i.e. briefing Members, Community Leaders, mobilising Youth Workers, provide diversionary activities, etc.
- 4.3 It is proposed this tactical group, (which in Halton is being referred to as the Cohesion Officers Group) report to the Local Strategic Partnership (LSP) sub-group for Equality and Diversity. The LSP, Halton Strategic Partnership Board is to receive a report with this recommendation on 18th February 2009. The sub-group (if approved) will provide regular updates to the main Board. This mechanism ensures multi-agency involvement in monitoring and responding to any cohesion related issues and challenges.
- 4.4 It is also a requirement of the contingency plan that there is strategic leadership on cohesion and senior level sign up. The Strategic Director for Health and Community is the Lead Officer and the Chair of the Equality and Diversity sub-group of HSPB (if approved on 18/02/09) will fulfil the Lead role.
- 4.5 The contingency plan links to the Borough's Emergency Plan in the event of major disturbances.
- 4.6 The dataset of indicators monitoring community tensions is currently under review by the Audit Commission and a new tool kit is expected to be published in April 2009. As tensions are locally defined it is anticipated any changes will be minimal and the four theme's for Halton will remain.
- 4.7 Cohesion is strongly interlinked with Equality and Diversity and Corporate Services PPB has a strong focus on scrutinising this area of work in line with the Council's Constitution. The Strategic Director for Health and Community is also the lead Senior Officer for Equality and Diversity and reports to Corporate Services PPB. It is proposed to also report on cohesion to Corporate Services PPB to ensure

regular reporting and scrutiny is applied to future arrangements.

4.0 **POLICY IMPLICATIONS**

4.1 The Department for Children, Schools and Families now require all schools have a community cohesion policy and this will be considered in the Ofsted inspection.

4.2 Services need to be aware of changing demographics in Halton's community that may impact on service provision and performance for example, children attending school without English as a first language and consider future implications.

5.0 **OTHER IMPLICATIONS**

5.1 None at this stage, the Cohesion Officer Group will monitor the tension indicators and provide reactive responses to shifts in tensions.

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

6.1 **Children & Young People in Halton**

Anti-social behaviour is a key concern for Halton's residents and is part of the tension monitoring indicators. Intergenerational activity and pro-active initiatives will support a more cohesive community in Halton.

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

Equality of opportunity to employment and learning is a key cohesion indicator in Halton. Supporting initiatives to remove the barriers to employment and training opportunities is a key area of work.

Supporting the ESOL programme of providing English Tuition as a second language supports the positive integration of migrant workers and international students to the Borough.

6.3 **A Healthy Halton**

The health and well being of residents has strong correlation with levels of deprivation and participative communities. These are key targets in Halton's Local Area Agreement.

6.4 **A Safer Halton**

Hate crime and criminal damages are key indicators in the tension monitoring data set for Halton and will be monitored by the Cohesion Officers Group.

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 Cohesion is detailed on the Corporate Risk Register. Government guidance is clear in setting out its expectations on local authorities in understanding their communities and proactively supporting mechanisms for multi-agency approaches in monitoring tensions and proactively planning and responding to community issues.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 Cohesion has a major impact on equality and diversity. A cohesive community is one where people from different backgrounds can get on well together. Halton is committed to creating a culture where people of all backgrounds and experience feel valued and appreciated.

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

None.

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

DATE: 9th March 2009

REPORTING OFFICER: Strategic Director of Environment

SUBJECT: Skills Topic Action Plan Update

WARD(S): Borough-wide

1. PURPOSE OF REPORT

1.1 To provide a briefing on progress of skills topic group action plan.

2. **RECOMMENDED: That that progress on the action plan be noted and that Policy and Performance Board identifies any further actions that it considers appropriate.**

3. SUPPORTING INFORMATION

3.1 As part of the topic work of the former Life Chances and Employment PPB, it established a topic groups looking at skills issues in the Borough. As part of the final reports from the topic group to the PPB, a number of recommendations for improvements to the service were developed and put into an action plan. Appendix One details the action plan and provides an update on progress.

3.2 The most notable development recently in terms of capacity and capability is the establishment of the Halton Employment Partnership. This new team funded through Working Neighbourhood Funds has a core element of Designers and Trainers. When a local company wishes to recruit, the designers will be available to take job descriptions and develop bespoke training solutions to skill up local unemployed people. The trainers will deliver core employment skills training and assist in the delivery of the bespoke package, supplemented by specialist trainers being brought in when required.

3.3 In terms of strategic developments, the work on the logistics sector is well advanced. There has been work to identify the future needs of the logistics and distribution sector, the skills training that exists has been mapped out and partners have been engaged to resource implementation. The next sector to be brought forward will be science and technology.

3.4 The existing Skills and Workforce Development Strategy is due for updating in 2009/10. At that point a new action plan will be developed.

4.0 POLICY IMPLICATIONS

- 4.1 The Corporate Plan identifies key objective to develop a learning culture and also to promote and increase employability.

5.0 OTHER IMPLICATIONS

- 5.1 None at this stage

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There still remains a challenge with NEET in Halton. The new Halton Employment Project will develop close links with Connexions as part of the response to this..

6.2 Employment, Learning and Skills in Halton

With the present economic climate, the need to up skill people will be more important as ever in terms of finding people work.

6.3 A Healthy Halton

None at this stage.

6.4 A Safer Halton

None at this stage.

6.5 Halton's Urban Renewal

None at this stage.

7. RISK ANALYSIS

- 7.1 The risks in implementing the action plan are of a very similar nature to those originally identified. Lack of resources remains the key issue and further bids and submissions will be made as the opportunities arise. In terms of the influencing and lobbying effort, this will continue within in the context of wider lobbying from other local authorities and agencies on the same subject.




8. EQUALITY AND DIVERSITY ISSUES




- 8.1 As a result of work undertaken at the Employment Learning and Skills SSP, there is now a clear message regarding the need to target groups and areas that are most excluded from the labour market. In terms of geography, the target areas are Castlefields, Windmill Hill, Halton Lea, Kingsway, Riverside, Appleton and Grange. In terms of groups, the targets are 50+ (silver economy), economically inactive women, lone parents, young long term, people on Incapacity Benefit/disabled and those adults without a level 2.





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



None

Skills

Action	Progress	Commentary
There is a need to offer pathways to skill development where achievement is recognised as well as qualifications		<p>Achievement is now increasingly recognised but not yet embedded – the RARPA standard is now one of the Government’s new Measures of Success (within Success for All). However, government policy is still fixated on funding qualifications and will continue to be so once existing ‘First Steps’ funding for pre level 2 learning is transferred to the new Foundation Learning Tier.</p> <p>RARPA (Recognising and Recording Progress and Achievement in non-accredited learning) is a tool for quality improvement and increases recognition of learner achievement. It’s a learner-focused system of recognising both anticipated and unanticipated learning outcomes arising from non-accredited programmes, thereby enabling learners (and providers) to evidence distance travelled towards more formal qualifications.</p>
There is a need to see skills progression like a staircase, where people start at the bottom and can work their way up in manageable steps.		<p>Progression routes and individual development plans are now more widely used. People seeking to develop their employability all receive Information Advice and Guidance sessions, and from, these individual progression routes are identified. Increasing focus on delivery locally and nationally of in work support will support the progression up the ladder.</p> <p>Under the Foundation Learning Tier (FLT), there will be no separate Entry Level or Level 1 qualifications – these will be merged into the FLT.</p>
There is a need to deliver courses that engage and interest people as a first step – such courses to have variety including academic, vocational, physical, leisure etc.		<p>In Halton, a PCDL Partnership has been established to ensure courses are available to support Personal, Community, Development Learning (PCDL). Funding from the LSC for PCDL provision is given to both HBC’s Adult Learning & Skills Development service and to Riverside</p>

Action	Progress	Commentary
		<p>College. The College made a strategic decision not to deliver out in the community, but to concentrate on level 2 upwards provision. As such, it has sub contracted a good proportion of their PCDL funding to the Adult Learning & Skills Development service to deliver in the community on its behalf. The PCDL Partnership acts as a planning body for this type of learning.</p> <p>In 2008, DIUS undertook a consultation exercise on 'informal' adult learning. The final recommendations are still to be agreed, so until that point, it is unclear what the future of PCDL funding and Partnerships will be.</p>
<p>There is a clear need to lobby government to give longer funding programmes.</p>		<p>The recent Houghton Review into worklessness is calling on government to fund skills and employment programmes for up to 7 years. This is welcomed.</p> <p>However, it is also calling for more competition in how such funds are allocated. This is viewed as a retrograde step in that this type of approach was used for many many years and failed to deliver. The policy of allocation based on need should be defended.</p> <p>On a positive, some of the LSC/JCP/ESF funded projects have offered 3 year funding.</p>
<p>Reduce confusion of multiple providers.</p>		<p>Whilst it is possible to map some local provision to identify what exists, the commissioning approach of major agencies still results in multiple providers. The Skills Sub Group of the SSP is leading on a matrix of provision available to Halton employees/employers/residents. The 'Client Engagement' framework will provide a comprehensive database of funded projects in the borough and be used by SSP partners in signposting and supporting learners.</p>
<p>Work more towards delivering skills development on site with businesses.</p>		<p>Train to gain programme delivered by the LSC through contracted providers should do just this. Over the last 6 months in particular, the amount of Train to Gain funding</p>

Action	Progress	Commentary
		nationally has increased significantly. Added to this, Train to Gain now offers many flexibilities e.g. it can be accessed by volunteers, those who are self employed, and those who have started on programme but have been made redundant.
Basic Skills must be seen as integral to workforce development.		The Skills for Life Strategy dovetails the Workforce Development Strategy, with both action plans having shared goals. Train to Gain includes targets for Skills for Life in the workplace and the Adult Learning & Skills Development Division has been successful on obtaining a Greater Merseyside Skills for Life Train to Gain contract.
There is a need to develop short courses where there are skills gaps and there is a clear need for the Council to take a leading role in this, identifying gaps/creating solutions/lobbying partners/securing resources etc.		There are now more LSC and other funded projects available to Halton that assist in filling skills gaps. For example, the Skills Boost programme offers short courses for individuals who require a set qualification, etc in order to gain employment (e.g. FLT licence). Also, there is an ESF employability programme available, which offers 2 weeks + training. The newly established Halton Employment Partnership will offer short sector specific employability programmes and Working Neighbourhoods Funding will be used to offer pre level 2 provision.
The vast majority of training is aimed at those in work. There is a clear need to develop training opportunities for unemployed people with courses that will enable people to get a job. (This is an answer to the training 'catch 22' - cannot get training if not in a job, but cannot get a job without first having the right training).		In Halton, the ELS SSP has established the Halton Employment Partnership (HEP). This will work with local businesses to identified skill needs for jobs they intend to advertise. It will then deliver bespoke short course training to unemployed to give them the skills to compete for the jobs. The HEP will also offer a 'design' service to support companies' pre recruitment needs.
Real concern exists that new LSC contracts do not allow for training needs analysis support for companies that would help them identify future needs. This used to exist in previous schemes and will still exist in the other 5 Merseyside Boroughs but not Halton.		The LSC Skills Brokerage service and the Train to Gain programme offers employers a full training needs analysis. In addition, the Skills Brokers will be able to offer individual employees advice and guidance about the most appropriate provision and qualifications.

Action	Progress	Commentary
That employment and skills (i.e. adult learning team) related services within the Council be brought together within the Regeneration Department. However, there must be no loss of effort on delivery of the skills for life work already being delivered in the community.		Completed January 2006.
That businesses are given support and encourage to undertake training needs analysis.		The LSC Skills Brokerage service offers an individualised support package to employers, including training needs analysis service. This service will be complemented by the work of the wider HEP.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 9th March 2008.

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Skills: Identifying the existing and future needs of businesses

WARD(S): Borough-wide

1. PURPOSE OF REPORT

- 1.1 This report sets out the outcomes from the Skills Topic scrutiny process which was undertaken between September 2007 and September 2008.
- 1.2 The report presents a number of final recommendations resulting from the outcomes.

2. RECOMMENDED: That

- (1) The Board considers the recommendations of the Topic Group and agrees a final set of recommendations**
- (2) The Executive Board be asked to consider and comment on the recommendations of this Board**

3. BACKGROUND

- 3.1 This Board established the 'Skills: Identifying the existing and future needs of businesses' Topic as a means for identifying whether existing activity would meet those needs, including the identification of opportunities for improved performance. A survey of business perceptions in relation to skills and employment had been undertaken in early 2008 and this provided a good foundation in the development of the topic group work.
- 3.2 In the first meeting, the Topic Group identified a number of issues that should be included within the scope of the topic:
 - The skills needs of local businesses now and in the future
 - The skills for life needs of the local population (literacy, numeracy, ICT)
 - The position of the Halton Borough Council workforce in relation to skills for life needs; and
 - Age and gender issues associated with skills.
- 3.3 The Topic Group held an evidence day to unpack some of these areas. This took place in March 2008 (agenda for the day attached at Appendix 1). The diverse nature of the subject matter became apparent

during the day and members requested a number of summary reports to support the observations made.

3.4 Two separate reports were produced in July 2008. The first report presented information on the different aspects of work of the Adult Learning & Skills Development Division and its partners, details of staffing numbers and roles within the AL & DS Division, funding levels/sources, and the marketing and promotion strategies used by the Division. The second report provided an overview of Family Learning provision in Halton during the 2007/8 academic year.

3.5 The major conclusions of the Topic Group are -

- Family Learning activity within schools is gradually increasing but is not yet borough wide.
- The scale of employability programmes in Halton does not match with the level of need.
- Whilst the LSC's Neighbourhood Learning in Deprived Communities (NLDC) grant is distributed following the LSC guidance, there needs to be more PPB scrutiny of how the decisions are made.
- Riverside College attendance at various Employment Learning and Skills meetings is at best patchy.
- That the opportunities of using volunteers to support learners should be explored.
- The new qualifications and rules for teaching in the lifelong learning sector are likely to act as a barrier for using volunteers and may have a negative impact on existing tutors.
- The government focus on level 2 qualifications as a gateway to employment has resulted in pre level 2 activity being reduced/under funded. The jump for some people from basic skills to level 2 is too great and the reduction in government funding is gradually eroding the ability of people to progress using small steps.
- The Train to Gain programme requires attention. The lack of a published up to date list of Train to Gain providers working in Halton is not helpful when dealing with training needs of businesses. There is too much focus on qualifications at the expensive of certificated training that businesses need. Finally, that commissioning contracts over very large areas means that some contractors could deliver outputs in some areas whilst not delivering anything in others – this is inequitable.
- The Corporate Training Centre offers an excellent facility. At a time where it is proving difficult to secure additional training facilities for worklessness programmes the scope for use of this facility should be explored.
- During the collection of evidence, it became apparent that council training is organised in a number of ways with a number of sections. It is unclear whether this is efficient.
- It is important to generate a flow of good news skills stories in the local press in order to raise the profile of skills development.
- In some instances the length of time it has taken to fill vacancies has prevented services from being commenced in a timely fashion.

- The decision that the council took some years ago to cut the funding for adult learning services reflected that significant amounts of government money were starting to flow into pre level 2 activity. With the changes in government policy this money is now reducing year on year and as such it is time to consider the case for reintroducing council funding.

4. PANEL RECOMMENDATIONS

4.1 Having taken all the evidence into account the Topic Group recommends that -

- a) Family Learning provision is expanded and delivered in all schools of the borough. [Proposed Lead – Adult Learning and Skills Development Division, in partnership with Children & Young People]
- b) The overall level of employability provision in the Borough is increased to reflect need as opposed to funding formulae. [Proposed Lead – Employment, Learning and Skills SSP partners organisations as commissioners of services]
- c) The way in which the LSC's Neighbourhood Learning in Deprived Communities (NLDC) grant is awarded is scrutinised more closely through the inclusion of a PPB member on the awards panel. [Proposed Lead – Adult Learning and Skills Development Division]
- d) Riverside College be requested to re-commit to the Employment Learning and Skills SSP and ensure attendance at meetings. [Proposed Lead – Employment, Learning and Skills SSP Chair]
- e) A programme of volunteering is developed around the theme of 'learning champions' that would offer one to one support to people that are seeking to improve their Skills for Life. [Proposed Lead – Adult Learning and Skills Development Division]
- f) A letter is sent to the Secretary of State in relation to the new qualifications and rules for teaching in the lifelong learning sector explaining how these will act as a barrier for using volunteers [Proposed Lead – Adult Learning and Skills Development Division]
- g) The level of pre level 2 provision in the borough is increased; [Proposed Lead – Employment learning and Skills SSP partners organisations as commissioners of services]
- h) The LSC should publish and regularly update the list of Train to Gain providers in order to provide greater clarity for businesses and other public sector providers. [Proposed Lead – LSC]
- i) The LSC should commission Train to Gain and other services on the basis of local targets and penetration rates in order to ensure that all areas benefit from national programmes [Proposed Lead – LSC]

- j) That Corporate Services PPB considers the ways that the Corporate Training Centre could be used to support skills development of workless and low skilled people. [Proposed Lead – Corporate Services PPB]
- k) As part of the Efficiency Programme that consideration should be given to the dispersed nature of training activity within the Council with a view to establishing the merits of bringing training activity together. [Proposed Lead – Efficiency Board]
- l) Regular good news stories/statistics are fed into ELS PPB meetings and into the press [Proposed Lead – Adult Learning and Skills Development Division]
- m) The time it takes to recruit staff through HR procedures is reduced in order to maximise the drawdown of external funding and to speed up delivery of employment and skills programmes. [Proposed Lead – Corporate and Policy]
- n) Through future budget setting processes, the Council considers recommencing funding for adult learning is in order to increase service provision in our most deprived neighbourhoods. [Proposed Lead – Management Team]

5. POLICY IMPLICATIONS

6.1 The Sustainable Community Strategy identifies the following strategic priorities:

- To develop a culture where learning is valued and raise skill levels throughout the adult population and in the local workforce;
- To promote and increase the employability of local people and remove barriers to employment to get more people into work

6.2 The LSC's Annual Statement of Priorities for 2009/10 sets out how the LSC will undertake its commissioning and development activity to deliver the priorities within the funds made available. There are three key priorities:

- Meeting the needs of young people
- Improving adult skills through Train to Gain, integration of Employment and Skills and Skills for Work, Adult Learner Responsive provision and developmental learning, Apprenticeships and the National Apprenticeship Service
- Reforming the FE system.

7. OTHER IMPLICATIONS - FINANCE

Recommendation	Cost Estimate £pa
Family Learning provision is expanded and delivered in all primary schools of the borough.	£83K
The overall level of employability provision in the Borough is increased to reflect need as opposed to funding formulae.	£4.6m
The way in which the LSC's Neighbourhood Learning in Deprived Communities (NLDC) grant is awarded is scrutinised more closely through the inclusion of a PPB member on the awards panel.	Nil
Riverside College be requested to re-commit to the Employment Learning and Skills SSP and ensure attendance at meetings.	Nil
A programme of volunteering is developed around the theme of 'learning champions' that would offer 1-2-1 support to people that are seeking to improve their skills for life.	£30k
A letter is sent to the Secretary of State in relation to the new qualifications and rules for teaching in the lifelong learning sector explaining how these will act as a barrier for using volunteers	Nil
The level of pre level 2 provision in the borough is increased	£1.2m
The LSC should publish and regularly update the list of Train to Gain providers in order to provide greater clarity for businesses and other public sector providers.	LSC expenditure
The LSC should commission Train to Gain and other services on the basis of local targets and penetration rates in order to ensure that all areas benefit from national programmes	LSC expenditure
That Corporate Services PPB considers the ways that the Corporate Training Centre could be used to support skills development of	Minimal – maximise externally funded

workless and low skill people.	training
As part of the Efficiency Programme that consideration should be given to the dispersed nature of training activity within the Council with a view to establishing the merits of bringing training activity together.	Minimal – maximise existing, externally funded training
Regular good news stories/statistics are fed into ELS PPB meetings and into the press	Nil
The time it takes to recruit staff through HR procedures is reduced in order to maximise the drawdown of external funding and to speed up delivery of employment and skills programmes.	Nil
Through future budget setting processes, the Council considers recommencing funding for adult learning is in order to increase service provision in our most deprived neighbourhoods.	£50k

7 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

The value of adult and family learning provision is recognised as having a direct impact on overcoming deprivation and poverty. In turn, this can have a direct and positive effect on families.

7.2 Employment, Learning and Skills in Halton

All recommendations would contribute to an improvement in skills levels in Halton.

7.3 A Healthy Halton

A number of adult and family learning programmes have a health-related focus, including Healthy Share, some Personal Community Development Learning (PCDL) provision and a number of the NLDC projects. NB PCDL and NLDC provision is currently funded through a safeguarded LSC pot until end of academic year 2010.

7.4 A Safer Halton

None identified

7.5 Halton's Urban Renewal

A number of Adult Learning & Skills Development programmes related to employability skills have been developed in line with major physical developments in the borough. With capital investment comes jobs and jobs require appropriately skilled individuals. Adult and family learning provision is one of the key suppliers of workforce and employability skills in the borough.

8 RISK ANALYSIS

- 8.1 The recent Economic Review of Halton made it clear that the low levels of skills in the borough are a significant factor that if not addressed, will hold back economic growth and thus stifle job creation. Therefore the most significant risk associated with not implementing the recommendations is that Halton would continue to remain an economically deprived area.

8. EQUALITY AND DIVERSITY ISSUES

- 8.1 The Topic Group recognises the valuable investments made by the Learning & Skills Council to support level 2 qualifications, in particular, for those in the workplace. It also highlights that funded training for employed people is a greater priority nationally than pre level 2 provision, including Family Learning. However, it could be argued that this places those low skilled, unemployed adults at a disadvantage when it comes to available training. Given Halton's level of worklessness, set alongside its low skill levels, the desired outcome would be for provision to be just as readily available at pre level 2 standards as it is for level 2 and beyond.
- 8.2 All LSC funded suppliers of adult learning and skills provision have a duty to monitor and report on participation rates from target groups. Through the Employment, Learning & Skills SSP, regular reports should be shared to ensure that those most in need in Halton are being served.
- 8.3 Where possible, training provision should be offered locally within the person's own community or in their workplace. Access to learning and skills provision needs to be continually improved.

Employment, Learning & Skills PPB**Skills Topic Group – EVIDENCE DAY****Monday 3 March 2008****10am – 3.30pm****AGENDA**

- 10am Corporate Training Centre: Tea/coffee**
- 10.15am Corporate Training Centre: Welcome/introductions to the Evidence Day – Siobhan Saunders**
- 10.30am Corporate Training Centre: Short DVDs showcasing the work of the Division: LBTV, Skills for Life – Alison Bowen**
- 10.45am Corporate Training Centre: Skills for Life Quality Initiative – Stacy Murray**
- 11.00am Corporate Training Centre: Neighbourhood Learning in Deprived Communities Project (Halton YMCA) – Alison Bowen/Claire Bradbury**
- 11.20am Corporate Training Centre: Certificate in Childcare & Education – Liz Hughes**
- 11.45am Corporate Training Centre: Representatives from one of the Children’s Centres to talk about the SLA, including benefits, etc - Angela Houghton (Service Delivery Manager)/Louise Faint**
- 12.05pm Corporate Training Centre: Representative from a school to talk about the family learning work in schools, including benefits, etc – Carolyn McAuley (Fairfield Infants)/Louise Faint**
- 12.30pm LUNCH**
- 1.00pm Kingsway Learning Centre: visit to Calligraphy class (PCDL class) and a visit to IT class (First Steps) – Stacy Murray**
- 1.30pm Kingsway Learning Centre: visit to O2 class and discussion with Emily Sutherland (O2 recruitment manager) and a new employee of O2 who undertook the O2 pre-recruitment course at Kingsway – Stacy Murray**
- 2.00pm Corporate Training Centre – Tea/coffee**
- 2.15pm Corporate Training Centre: Riverside College Halton – to discuss links with HBC re skills development (e.g. progression options, logistics training developments, etc) – Siobhan Saunders**
- 2.35pm Corporate Training Centre: Business Perceptions Survey – Ian Barker, Peat Associates/Siobhan Saunders**
- 3.00pm Corporate Training Centre Halton Borough Council Skills for Life Strategy: Hazelle Jones, Divisional Manager**
- 3.20pm Corporate Training Centre: Summing up/next steps –topic group members**
- 3.30pm End**

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 9 March, 2009

REPORTING OFFICER: Strategic Director Environment

SUBJECT: Mersey Gateway Project - Employment Opportunities Update

WARDS: All Wards

1.0 PURPOSE OF THE REPORT

1.1 To report progress on establishing measures relating to employment, to ensure that local residents and businesses benefit from the Mersey Gateway (MG) and other capital projects.

2.0 RECOMMENDATION: That

(1) The Board comments on the Mersey Gateway procurement timetable

(2) The Board comments on the proposal to establish a council wide employment policy

3.0 BACKGROUND

3.1 On 11 September, 2008, the Executive Board accepted a series of recommendations arising from an Employment Learning and Skills (ELS) Scrutiny Panel Topic Group, that explored the role of the Council's procurement policy in developing local employment. The Executive Board's acceptance of the recommendations was subject to consideration of the budget implications as part of the 2009/10 budget setting process.

3.2 One of the recommendations was that progress on issues relating to employment in respect of the MG and other related capital projects be reported to the ELS Policy and Performance Board on a half yearly basis.

3.3 This report is the first half yearly report and provides a summary of the MG procurement timetable, details of the potential job opportunities during the construction phase and proposals to develop a council wide policy designed to encourage the use of local labour and businesses in council led construction projects.

4.0 MERSEY GATEWAY PROCUREMENT TIMETABLE

4.1 The MG procurement planning process is being managed by the Mersey Gateway Procurement Steering Group and facilitated by Halcrow Group Ltd. Halcrow specialises in the provision of planning, design and management services for infrastructure development worldwide. The Steering Group comprises members of the MG Project Team; financial advisers and legal representatives and through the Mersey Gateway Project Director they will report to the OFFICER Project Board and the Mersey Gateway Executive Board.

4.2 To reinforce the project team the MG Procurement Manager post was filled in February 2009. The appointee will be responsible for coordinating the procurement agenda in accordance with the agreed timetable.

4.3 The following timetable provides a summary of the key milestones leading up to the award of the contract to the successful MG Project bidder. It comprises 7 distinct stages.

4.4 Stage 1: Planning and Initial Preparation

- Develop Procurement Strategy – ongoing
- Appoint Procurement Manager – February 2009
- Start preparation of pre-qualification documentation (PQQ) – March 2009
- Start preparation of tender documents – May 2009
- Finalise Procurement Strategy – August 2009

4.5 Stage 2 : OJEU Contract Notice to Shortlist Bidders via PQQ

Contracts above a certain threshold must be advertised in the Official Journal of the European Communities (OJEU). The current European Union (EU) threshold (excluding VAT) for public works, as at 1 January 2008 is £3,497,313 (5,150,000 Euros). For Private Finance Initiative (PFI) projects, such as Mersey Gateway, the Council is required to obtain approval from HM Treasury to commence formal procurement process. Subject to obtaining this approval the following process is envisaged :-

- Issue contract notice and PQQ – early October 2009
- Candidates prepare PQQ responses – October to December 2009

4.6 Stage 3 : Selection of Bidders

- PQQ responses, evaluation and selection of bidders – December 2009 to February 2010

4.7 Stage 4 : The Dialogue

- Invitations to bidders to engage in discussions – March 2010
- Dialogue process and draft tender documents – April to July 2010
- Council approval of tender documents – mid to end September 2010

4.8 Stage 5 : Post Dialogue

- Invitation to submit tenders, bidders price tenders and bid evaluation – October 2010 – January 2011

4.9 Stage 6 : Bid Clarification

- Bid clarification, specification and fine tuning – November 2010 to April 2011

4.10 Stage 7 : Award of Contract

- Select and appoint preferred bidder (Concessionaire) - April 2011 to October 2011.

4.11 The Concessionaire will be responsible for the financing, design, construction and operation of the whole scheme. The concession is expected to run for a period of 30 years, during which time the Concessionaire will be responsible for the operation and maintenance of the entire infrastructure related to the scheme. The full scope of this infrastructure will be defined in the contract documents.

4.12 At the end of the period of the concession, the Concessionaire will be required to hand back the infrastructure to Halton Borough Council in a specified condition. That condition also will be specified in the hand back requirements in the contract documents.

5.0 JOB OPPORTUNITIES DURING THE CONSTRUCTION PHASE

5.1 A study of the wider economic impacts of the MG Project has been undertaken. The purpose of the study was to assess the effect of the project on:-

- The local and sub-regional economy
- Employment within specific Regeneration Areas
- Local regeneration – using the project as a catalyst for regeneration and to attract inward investment

5.2 The study indicates that the construction phase of the project will result in jobs being supported directly and indirectly in construction and other sectors. Information derived from the construction of the Dee Bridge was used to illustrate the type of construction jobs that will be

supported. The level of local employment was estimated using evidence from other major construction projects. Other sectors, such as accommodation providers, retailers and the leisure sector are also forecast to benefit from the influx of people into the borough during the construction phase.

- 5.3 Based on evidence from the Dee Bridge, it is estimated that the MG Project during the three to four year construction might generate the equivalent of 370 permanent full time jobs and that the peak workforce will be some 500 jobs.
- 5.4 Table A illustrated the types of construction employment that will arise from the MG Project, defined as 'Specialist' and 'General'

TABLE A

Construction Employment - Specialist and General jobs	
Specialist	General
Management and site engineers	Administration staff
Quantity surveyors	General site operatives
Land surveyors	Catering and support staff
Piling engineers and operatives	Joiners
Cable stay and stressing engineers	Steel fixers
Cable stay and stressing operatives	Scaffolders
Construction foremen	Crane drivers
Steel erectors	Lorry drivers
Material testing technicians	Excavation plant drivers
Various specialist contractors (including safety fences, parapets, white lines, lighting, signs, blacktop, joints and sealing)	Concrete batching plant staff

- 5.5 The jobs are likely to be filled from local, regional, wider UK, or even the international labour market. In the context of the study, local is defined as Halton and regional as North West England.
- 5.6 It is anticipated that the specialist jobs will generally be imported by contractors and that the more general jobs will be recruited locally. Evidence from other major construction projects suggests that a third of the jobs will be drawn from the local area, a further third from the wider region and the remaining third from elsewhere, however, depending on the availability of people with the necessary skills locally, this could rise to half the construction jobs being recruited locally.
- 5.7 The study did not consider the numbers of jobs that would be required in each discipline and it is not, therefore, possible to be precise about employment opportunities in either the specialist or general categories of work.

6.0 PROPOSALS FOR A COUNCIL WIDE EMPLOYMENT POLICY

- 6.1 Arising out of the work undertaken by ELS Scrutiny Panel Procurement Topic Group, the ELS SSP has started to consider how the opportunities of procurement and planning agreements can be harnessed to provide training and employment opportunities. The Economic Regeneration Department and Corporate Procurement Team are now to look at this in more detail with particular reference to the Mersey Gateway. Initial scoping would suggest opportunities in apprenticeship/training placements and positions for the unemployed. Note – it is not legal under European law to specify that residents of a specific area must be recruited but it is legal to specify recruitment targets of the unemployed.

7.0 FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications arising from this report.

8.0 POLICY IMPLICATIONS

- 8.1 The aims of Council's Procurement Strategy (2006-09) include a commitment to promote procurement practices and techniques that can contribute to the Council's priorities on equality, sustainability and regeneration. The Strategy also includes an objective to focus on the objectives that support the National Procurement Strategy for Local Government and the council's strategic priorities, to realise economic, social and environmental benefits for Halton.

9.0 OTHER IMPLICATIONS

- 9.1 There are no other implications arising from this report.

10.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

10.1 Children and Young People in Halton

There are no implications for Children and Young People in Halton arising from this report

10.2 Employment, Learning and Skills in Halton

A key objective of the employment, learning and skills agenda is to promote and increase the employability of local people and to remove any barriers to employment and get more people into work. The council's procurement policies provide an opportunity to contribute to this process.

10.3 A Healthy Halton

There are no implications for a Healthy Halton arising from this report.

10.4 A Safer Halton

There are no implications for a Safer Halton arising from this report.

10.5 Halton's Urban Renewal

A key element of the Urban Renewal Agenda is the attraction of new businesses to Halton. A key driver of this in the future could be the development of a council wide procurement initiative, which is seen as being welcoming and supportive to local businesses.

11.0 RISK ANALYSIS

11.1 Failing to capitalise on the employment opportunities for local people, that the Mersey Gateway and related capital projects will offer, will result in a missed opportunity to address a lack of work related skills and the resultant unemployment it causes for disadvantaged residents in the borough.

12.0 EQUALITY AND DIVERSITY ISSUES

12.1 There are no equality and diversity issues arising from this report.

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

13.1 None.

REPORT TO: Employment Learning and Skills Policy and Performance Board

DATE: 9th March 2009

REPORTING OFFICER: Strategic Director, Environment

SUBJECT: Employment Learning and Skills Policy and Performance Board Work Programme 2009/10

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 This report seeks to establish a work programme of Topics for the Board to examine in 2009/10 bearing in mind the Council's agreed selection criteria (Annex 1):

2.0 RECOMMENDATION: That the Employment Learning and Skills Policy and Performance Board agrees the Topics to be examined in 2009/10.

3.0 SUPPORTING INFORMATION

3.1 At the previous Board meeting members identified a number of potential topics for consideration during 2009/10 including.

- Workforce and skills for science and technology focusing on Daresbury (this would be a joint group with the Urban Renewal PPB);
- Financial inclusion including employment and debt support through the economic climate;
- Libraries and the possible increase of mobile libraries including examination of options such as libraries in schools and satellite libraries; and
- Identification of potential and encouragement of elite sports performance in the borough.

3.2 In addition to the above, the Barriers to Employment Topic from this year will run over into 2009/10.

3.3 The Board will also be aware that the Healthy Halton PPB has selected as one of its topics employment of disabled people.

4.0 POLICY IMPLICATIONS

4.1 The Corporate Plan identifies key objectives in relation to fostering a culture of enterprise and entrepreneurship, to develop a learning culture and also to promote and increase employability. There are also a range

of objectives that relate to healthy lifestyles that provide a context for elite sport.

5.0 OTHER IMPLICATIONS

5.1 None at this stage

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Learning, employment and healthy lifestyles through sport all contribute to the well being of children and young people in Halton.

6.2 Employment, Learning and Skills in Halton

With the present economic climate, the financial inclusion topic would be of major significance.

6.3 A Healthy Halton

Whilst elite sport is not achievable by all, the promotion of local people maximising their potential is an important factor in the promotion of healthy life styles across the borough.

6.4 A Safer Halton

None at this stage

6.5 Halton's Urban Renewal

The science and technology topic would bring together the physical transformation that is planned to take place around Daresbury and the employment potential it will generate. This meshing of the physical and softer economic development in topic groups has been found to be very effective in the logistics work that has already been undertaken.

7.0 RISK ANALYSIS

7.1 The most tangible risk that can be identified at this time is if too many topics are selected and the capacity issues this would generate. By keeping the number of new topics to 2, this should be achievable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 All topics finally selected will take into account equality and diversity implications.

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

Document	Place of Inspection	Contact Officer
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None

Annex 1

OVERVIEW AND SCRUTINY WORK PROGRAMME

Topic Selection Checklist

This checklist leads the user through a reasoning process to identify a) why a topic should be explored and b) whether it makes sense to examine it through the overview and scrutiny process. More “yeses” indicate a stronger case for selecting the Topic.

#	CRITERION	Yes/No
<i>Why? Evidence for why a topic should be explored and included in the work programme</i>		
1	Is the Topic directly aligned with and have significant implications for at least 1 of Halton's 5 strategic priorities & related objectives/PIs, and/or a key central government priority?	
2	Does the Topic address an identified need or issue?	
3	Is there a high level of public interest or concern about the Topic e.g. apparent from consultation, complaints or the local press	
4	Has the Topic been identified through performance monitoring e.g. PIs indicating an area of poor performance with scope for improvement?	
5	Has the Topic been raised as an issue requiring further examination through a review, inspection or assessment, or by the auditor?	
6	Is the Topic area likely to have a major impact on resources or be significantly affected by financial or other resource problems e.g. a pattern of major overspending or persisting staffing difficulties that could undermine performance?	
7	Has some recent development or change created a need to look at the Topic e.g. new government guidance/legislation, or new research findings?	
8	Would there be significant risks to the organisation and the community as a result of <u>not</u> examining this topic?	
3.0		
3.1 <u>Whether?</u> Reasons affecting whether it makes sense to examine an identified topic		
9	Scope for impact - Is the Topic something the Council can actually influence, directly or via its partners? Can we make a difference?	
10	Outcomes – Are there clear improvement outcomes (not specific answers) in mind from examining the Topic and are they likely to be achievable?	
11	Cost: benefit - are the benefits of working on the Topic likely to outweigh the costs, making investment of time & effort worthwhile?	
12	Are PPBs the best way to add value in this Topic area? Can they make a distinctive contribution?	
13	Does the organisation have the capacity to progress this Topic? (e.g. is it	

	related to other review or work peaks that would place an unacceptable load on a particular officer or team?)	
14	Can PPBs contribute meaningfully given the time available?	

REPORT TO: Employment, Learning & Skills PPB

DATE: 9 March 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports for 2008/09

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To consider and raise any questions or points of clarification in respect of the 3rd quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for;
- Economic Regeneration
 - Culture & Leisure

2.0 RECOMMENDATION: That the Policy & Performance Board;

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

3.0 SUPPORTING INFORMATION

- 3.1 The departmental service plans provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. The service plans are central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.
- 3.2 The quarterly reports are on the Information Bulletin to reduce the amount of paperwork sent out with the agendas and to allow Members access to the reports as soon as they have become available. It also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting.

4.0 POLICY IMPLICATIONS

There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The quarterly performance monitoring reports demonstrate how services are delivering against the objectives set out in the relevant service plan. Although some objectives link specifically to one priority area, the nature of the cross-cutting activities being reported means that to a greater or lesser extent a contribution is made to one or more of the priorities listed below;

6.1 Children and Young People in Halton

6.2 Employment, Learning and Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

6.6 Corporate Effectiveness and Efficient Service Delivery

7.0 RISK ANALYSIS

N/A

8.0 EQUALITY AND DIVERSITY ISSUES

N/A

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

Document	Place of Inspection	Contact Officer
N/A		

QUARTERLY MONITORING REPORT

DIRECTORATE: Environment
SERVICE: Economic Regeneration
PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This quarterly monitoring report covers the Economic Regeneration Department third quarter period up to 31 December 2008. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 6.

It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this Board have been shaded grey.

2.0 KEY DEVELOPMENTS

A corporate economic climate working group is being established. Chaired by the Strategic Director Corporate and Policy, this will develop the council response to the present economic situation. HPIJ has already signed up to the NW Rapid Response Redundancy Protocol developed by NWDA, Jobcentre Plus and LSC. This enables a higher degree of coordination of public sector support. In terms of investment, there has been a dramatic decline in enquiries and a number of projects that were looking favourable are now at risk of not proceeding. The government has made a number of announcements regarding initiatives to address the recession. These are being evaluated as the detail is released as a number of them would seem to replicate what already exists in Halton. As such, a view will need to be taken as to whether local programmes should continue.

Following a recent Financial Audit Monitoring visit by DWP (Department of Work and Pensions) the Council was awarded 'full assurance'. This means that DWP continue to regard the Council as 'low risk' provider which is an excellent performance by the team.

The ELS SSP has re-profiled its budget to release £50k of Working Neighbourhood Fund (WNF) to commence the new apprenticeship programme early (previously planned to start April 09). This will support the creation of 25 new apprenticeships by 31/3/09 by offering employers an incentive of £2,000 per additional apprenticeship. The Department

has already identified 11 new apprentice places including 5 at Halton Housing Trust. Importantly, case conferencing is taking place with Connexions staff to identify potential candidates that are NEET.

As part of the moves within Rutland House, HPIJ and the Employment Team (the latter presently at the Heath) collocate in new offices on the first floor. In addition, the new Halton Employment Partnership Team (comprising employability trainers and course designers that will design sector and business specific training courses) will be based there and a new training centre will be opened on the ground floor. This will bring all key employment teams together which has been a key aim for a number of years. Also, the new Connexions Care Leavers Employment Officer post funded by WNF will be co-located at the offices.

The secondment of two key officers from within the Business Development Division to the Mersey Gateway team (Economic Development Officer Development three days per week and Divisional Manager Business Development full time) is now having significant impact upon the Business Development Team's ability to meet its performance targets.

Executive Board has considered a report on the proposed Heart of Halton report and resolved that Urban Renewal Policy and Performance Board be requested to examine this proposal in further detail, providing information in relation to the process and criteria. Work has commenced on this including meetings with local Historical Societies. The proposal has created significant interest in the press and all suggestions through this route are being noted for possible inclusion in the programme.

The Fireworks attracted over 45,000 people viewing from both sides of the River. Of particular note was the impact of the new traffic management plans which worked very well in reducing time of egress on both sides of the River.

Work is ongoing with O2 with regard to its sponsorship of the Easter 2009 Road Race Easter 2009. O2 now plans a series of workshops/workplans for employees to improve fitness levels and ultimately entry into road race.

The Business Parks Manager has been managing the hand over of main security contractor at Astmoor and Halebank Industrial Estates after Druants Security were taken over by Select Security. Performance of this new contractor will be closely monitored.

The new Skills Strategy Officer commenced employment on 1 October 2008. This is an important new post as it gives the council for the first time a dedicated resource to develop business related skills within the workforce (including the unemployed) in Halton.

In line with the publication of its national annual priorities, the LSC

reviewed its procurement processes and introduced a new Qualified Provider Framework (QPF) process to replace the previous PQQ from December 2008. During Q3 Halton Borough Council submitted a QPF application via the LSC's online system. This will mean that, if HBC is successful, any new procurement rounds from January 2009 can be accessed.

Q3 saw the production of a joint Self Assessment Report (SAR) for provision delivered by the Adult Learning & Skills Development Division and the Enterprise & Employment Division. This was the first joint SAR that had to be submitted to LSC and was successfully uploaded onto the LSC online system in December 2008.

The transfer of Adult Learning Tutors from NJC terms and conditions to FE tutors terms and conditions will be finalised in Q4.

The Investors' Handbook produced specifically with 3MG in mind was finalised during Q3 and will be distributed early in Q4.

3.0 EMERGING ISSUES

There has been a meeting with the Chester and District Inland Waterways Association regarding possibility of holding a narrowboat rally adjacent to Norton Priory in 2010.

Following the completion of the Halton Economic Review 2008 work has begun to produce the Borough's next Economic Development Strategy. Also, early work has commenced on developing a tourism strategy for Halton.

Initial meetings have taken place with Catalyst Discovery Centre, DSIC and a creative agency to develop 'Cool Science' a web site to enthuse young people about careers in science.

The wind up of the ICT Investment for Growth project is nearing completion. Final claim and ERDF 60 have been prepared but following an Article 4 Visit a number of audit queries remain to be resolved Two members of the team have already left the authority and a third has secured a part time post for six months with the Council's External Funding Team.

The secondment of the dispersal Manager from TMP is due to finish 19th March 2009. No funding is available to continue this post. This will leave a gap in the transfer of information between HBC and TMP. It will also impact on the amount of work we can do with local tourism businesses.

As part of the expansion of employability and skills courses for the unemployed two new training centres are to be established. Property Services has reviewed what is available in accessible locations. The

Stobart Stadium has been identified as a training venue, but at a high cost that may not be affordable in the medium term. The ground floor room at Rutland House has also been identified but due to ICT Services high levels of activity at this time completion will be delayed.




The NWDA is presently commissioning its new regional business start up programme. Within Merseyside local authorities have been given the opportunity to manage the start up contracts for their own areas subject to local authority monies being used as co-finance. This represents a significant opportunity for business start up services to be coordinated more effectively and for the removal of duplication. The NWDA has gone through a tendering procedure to meet EU requirements and is developing a select list of contractors from which local authorities must select. There is a NWDA workshop on 4th February where all the details of how the programme will be explained to Local Authorities in more detail.

The start of new Halton Employment Partnership has been delayed due to delays in advertising the posts (8 weeks from the posts being signed off by the Strategic Director until they were passed to advertising). Some other projects have experience lesser delays. This may impact on the amount of WNF that is spent this year and may prevent full draw down of LSC funding.

Initial discussions have been held regarding how levels of adult learning can be increased in childrens centres. As a result, proposals are being considered to change the existing staff roles into more direct delivery i.e. tutors. As this is firmed up there will be a need to discuss any implications with staff and unions.

Discussions between Riverside College Halton and the Adult learning & Skills Development Division have taken place around Skills for Life. It is hoped that during Q4, an SLA will be drawn up that will mean the Division will deliver Skills for Life qualifications on behalf of the college; in turn, the college will fund this delivery. This SLA will be in addition to the SLA currently in place with the college for the delivery of PCDL type provision.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

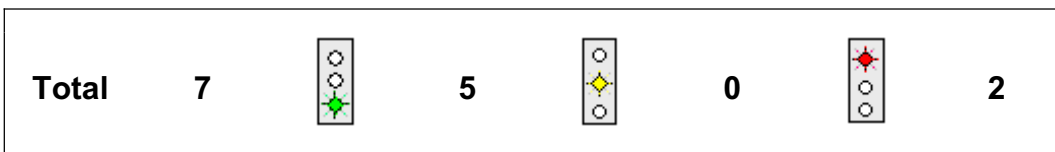
Total	24		17		0		7
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Of the 5 “Key” milestones 4 have been assigned a green traffic light and 1 a red. This quarter 5 “Other” milestones (in italics) have been reported by exception, 4 have red traffic lights and the remainder a green. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW

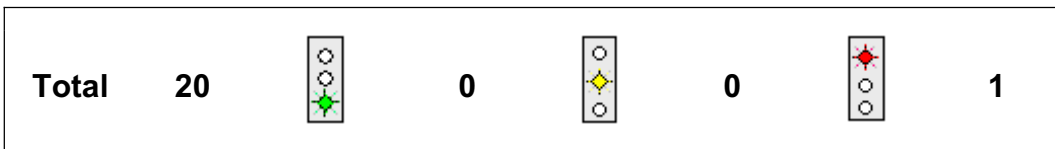
A further meeting of the Town Centre Management PPB Scrutiny Panel took place in November 2008. At the meeting the Elected Members made a number of suggestions with respect to the management of the TCM function. Better integration between the existing TCM function and certain town centre cleansing and maintenance functions is to be explored within the Directorate with proposals to be considered at a further meeting of the panel.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



Generally good progress towards targets for “Key” performance indicators, although two have been awarded a red traffic light. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



One “Other” performance indicator has been reported by exception this quarter - Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided, which has been awarded a red traffic light. For further details, please refer to Appendix 3.

7.0 PROGRESS AGAINST LPSA TARGETS

Overall target set for LPSA 12 is 179 IB job retentions by 31/3/2009. The cumulative total as at 31/12/08 is 152. Therefore a further 29 IB customers need to have been supported into employment/self-employment and be remaining in employment/trading for a period of 13wks. Outcomes can be counted for a period of 13 weeks after 31st March 09 i.e. 30 June 2009. A number of new services have recently been commissioned to help this target group by government agencies. This has reduced the numbers of people that are approaching the council. HPIJ is seeking to counter this with being more proactive but it is now unclear whether the overall target will be met.

8.0 RISK CONTROL MEASURES

During the production of the 2008-09 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.






9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS






During 2007/08 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

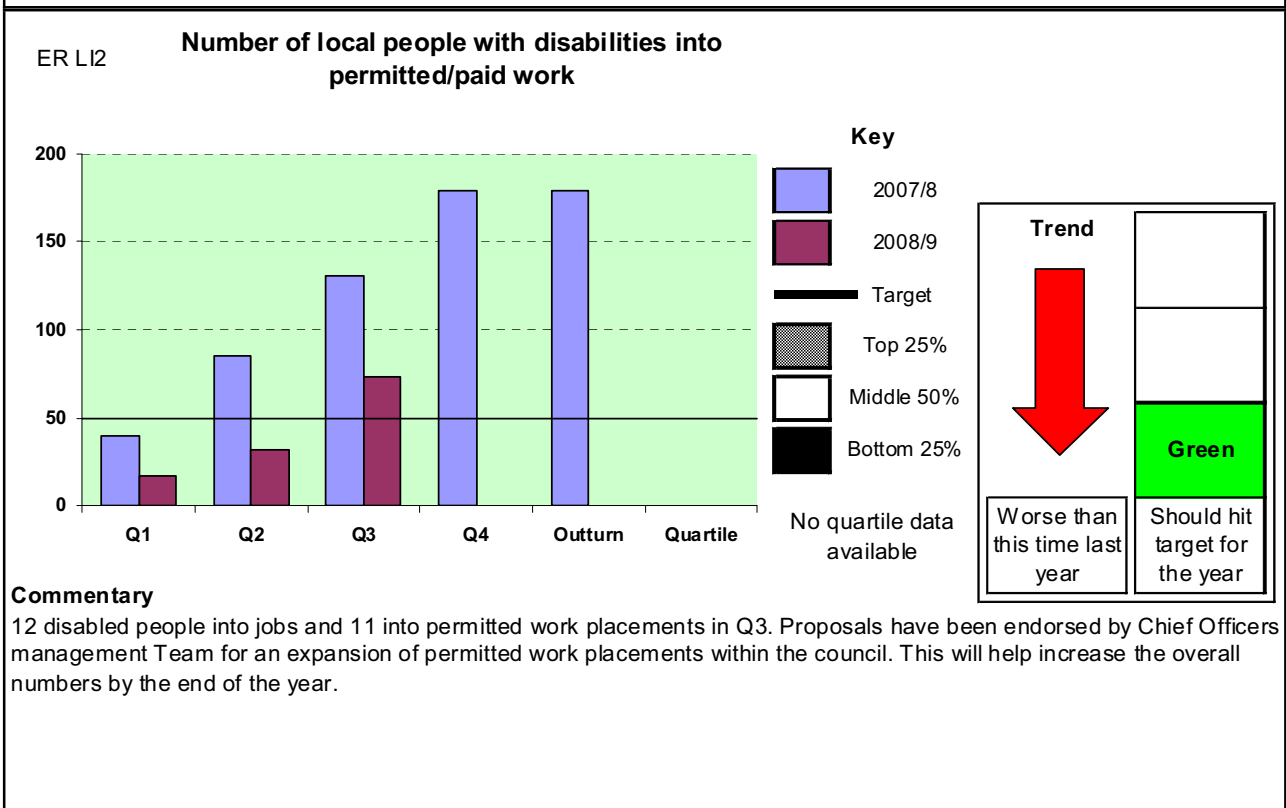
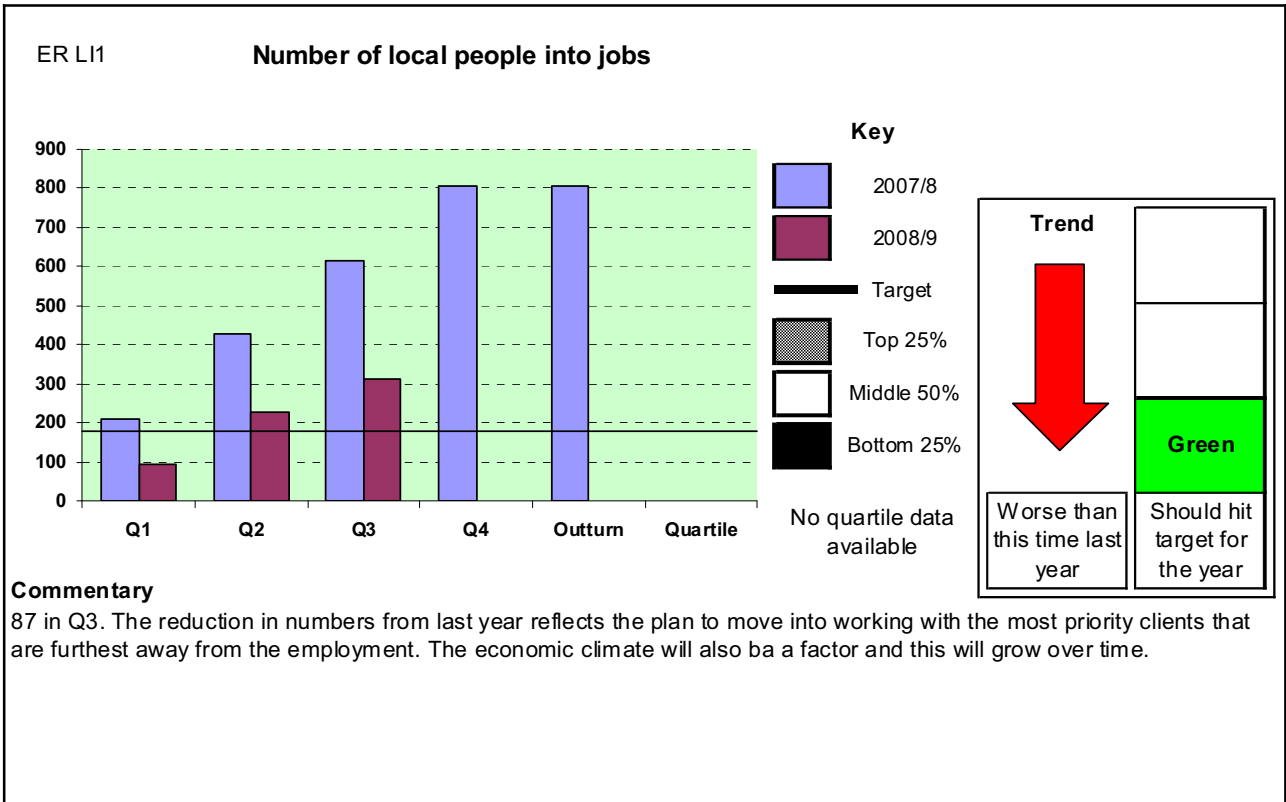
There are no High priority actions for this service; therefore, there is no progress to report.

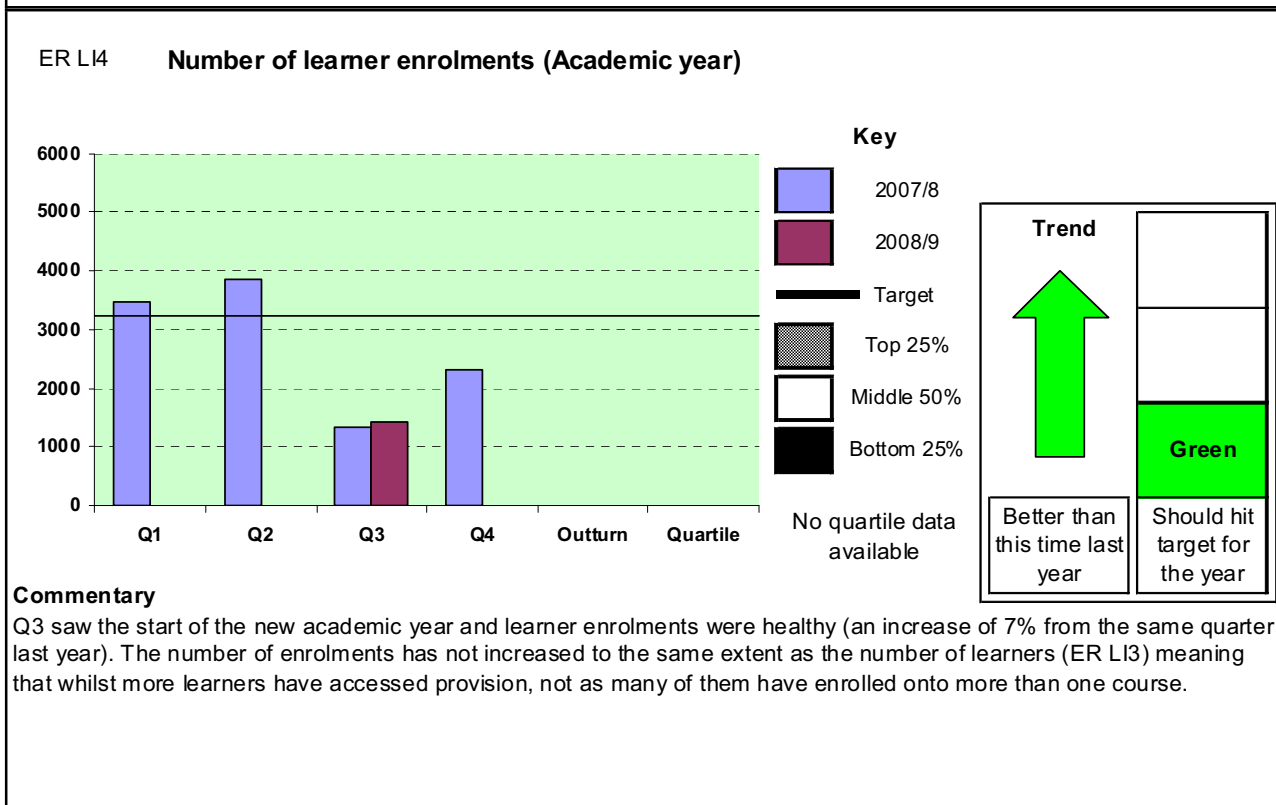
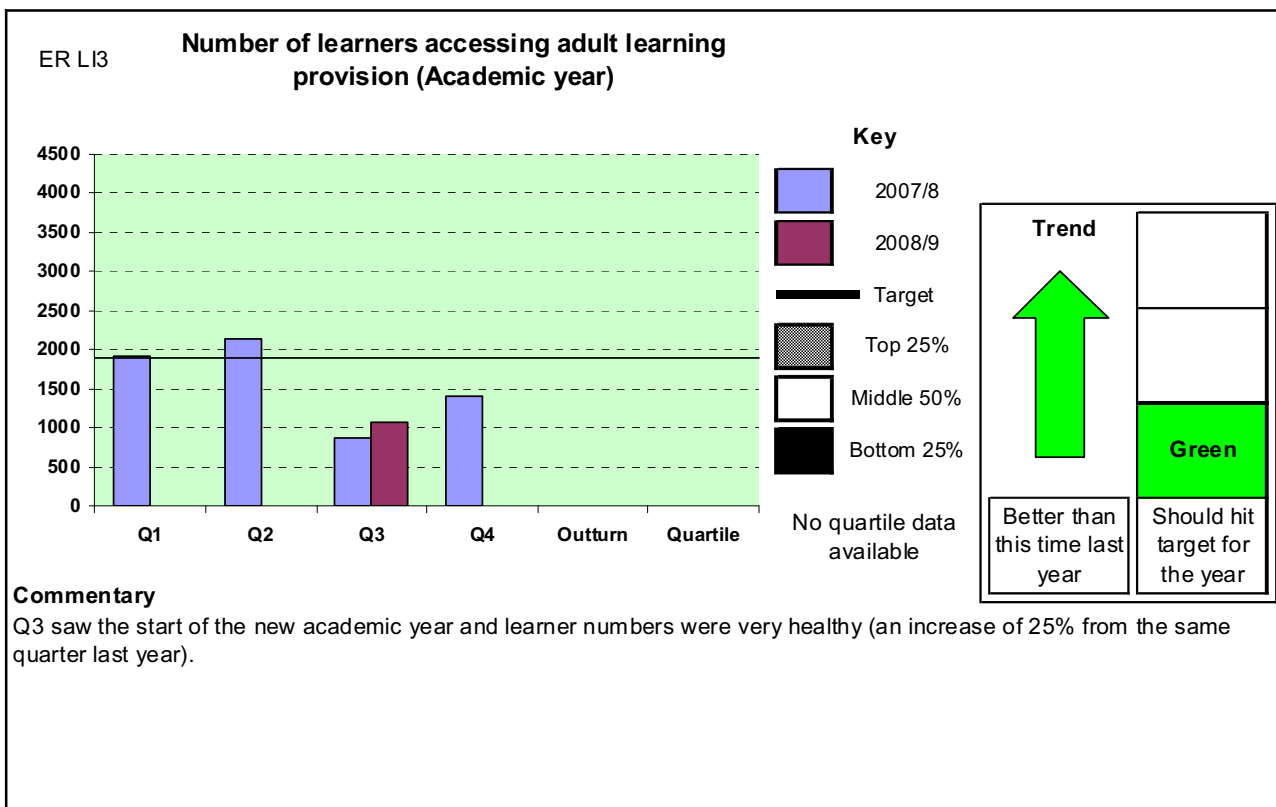
10.0 APPENDICES

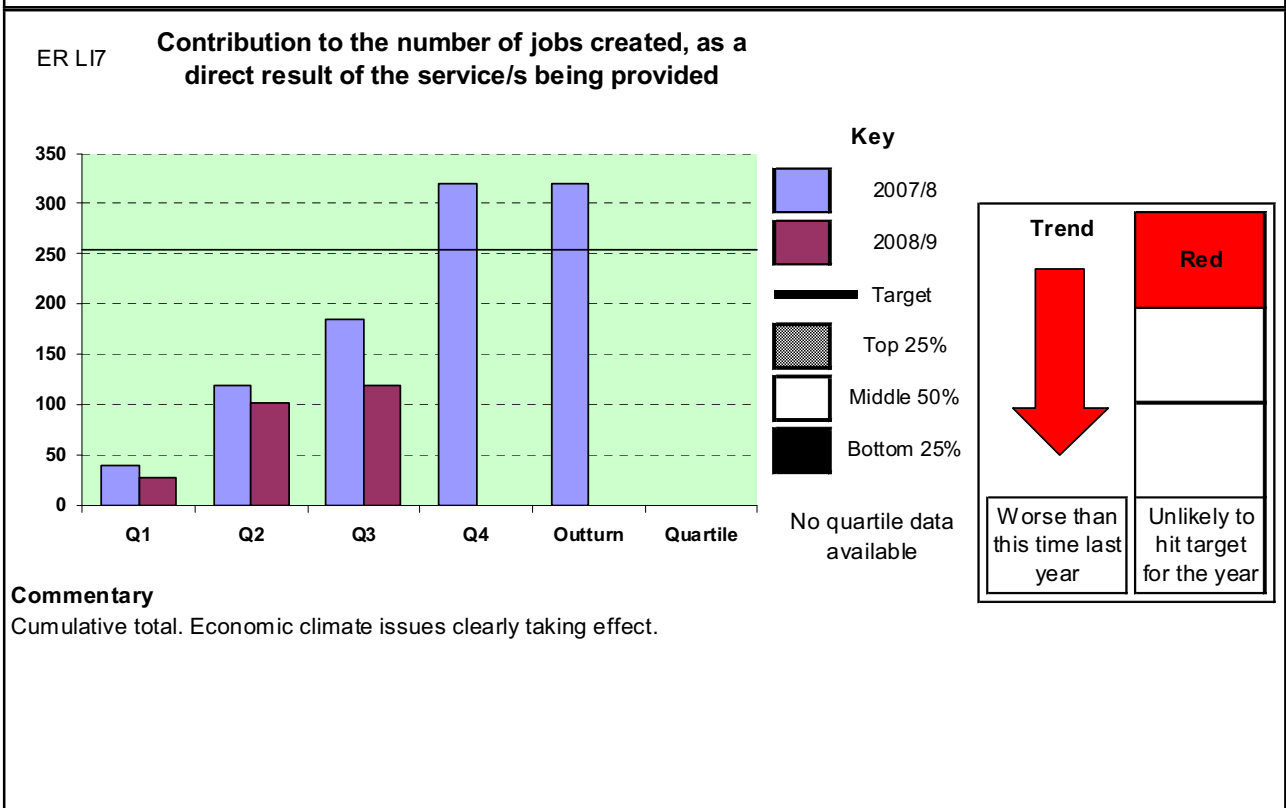
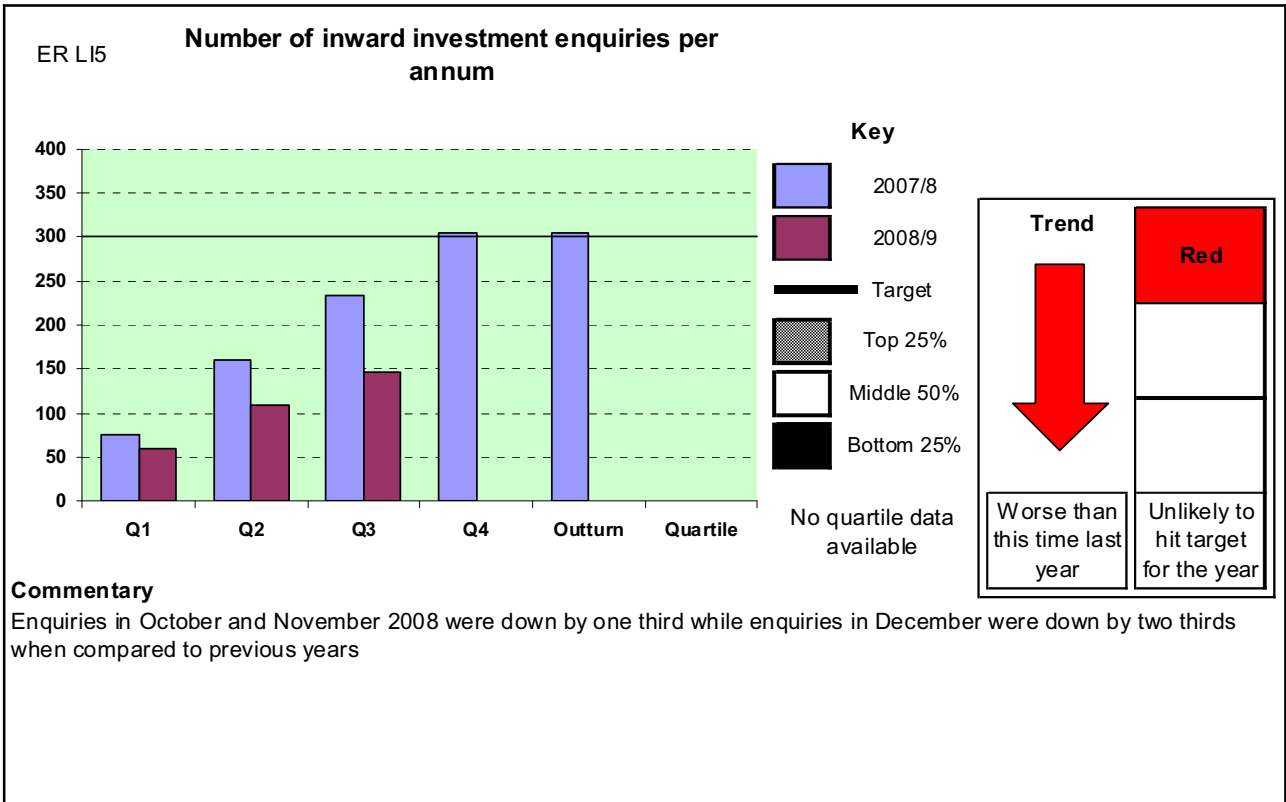
Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4- Progress against LPSA Targets
Appendix 5- Financial Statement
Appendix 6- Explanation of traffic light symbols

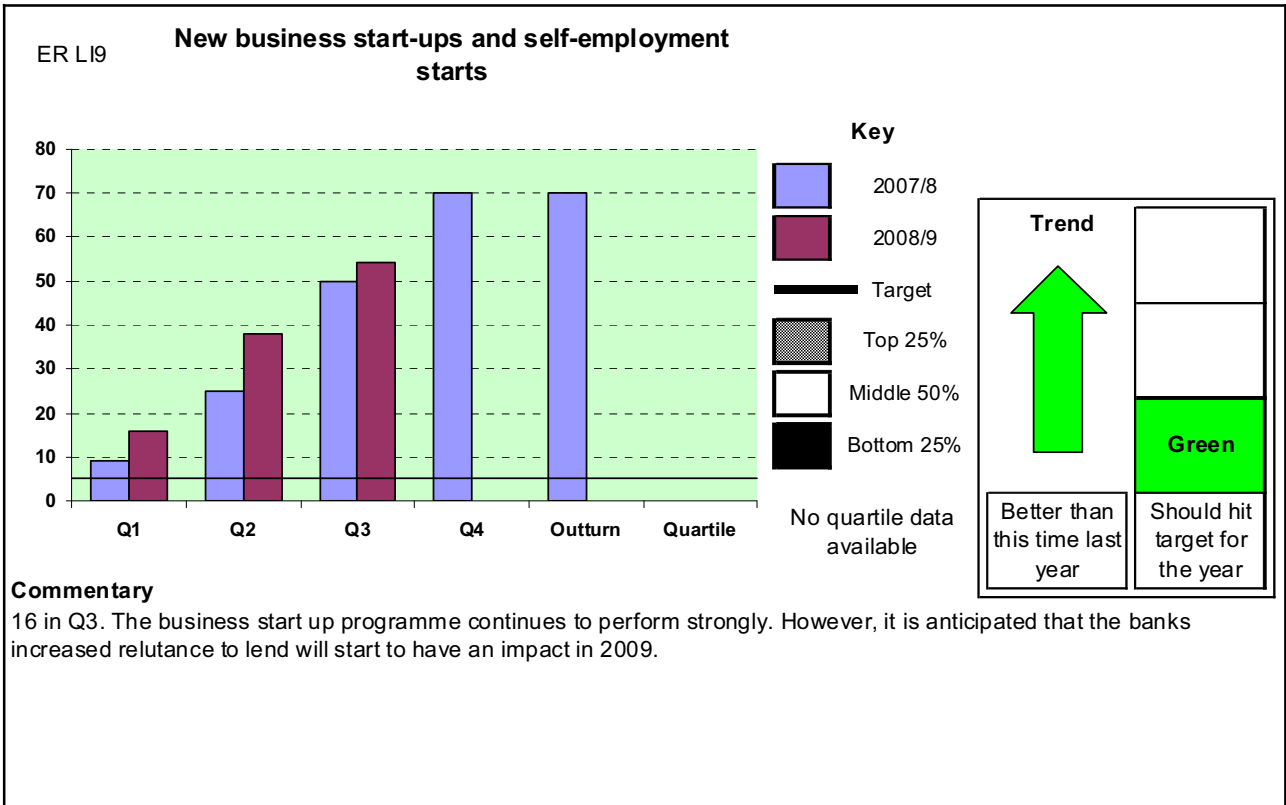
Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
ER 1	To foster a culture of enterprise and entrepreneurship, particularly amongst the low skilled, making Halton an ideal place to start and grow economic activity	Secure continuation of Enterprise coaches, Jun 2008		Continuation secured.
		<i>Launch Enterprising Halton DVD, Dec 2008</i>		With the scheduling of the Enterprise Fair in January it was decided to delay the DVD to enable footage of the event to be included. .
ER 2	To develop a culture where learning is valued and raise skill levels throughout the adult population and in the local workforce	Completed sector skills plan for Science with first provision commencing, Mar 2009		Further discussions took place during Q3, in particular around Process Industries. Discussions between Riverside College, HBC and the National Academy for Process Industries continued
		<i>Recruitment of dedicated apprenticeship officer post, Jul 2008</i>		Delayed due to JE delaying the reorganisation of HPIJ
ER 3	To promote and increase employability of local people, to identify and remove any barriers to employment to get more people into work	<i>Complete reconfiguration of E&E division to embed outreach, Jul 2008</i>		Outreach now embedded


Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		<i>Launch pre-recruitment partnership, Jul 2008</i>		Delayed due to commissioning round processes and recruitment issues
		Complete Employment strategy for disabled and carers with launch of disability employment network, Sep 2008		Failure of government to announce national changes on time has delayed the finalisation of this strategy. It has now been decided that it cannot be delayed any further.
ER 4	To develop a strong, diverse, competitive and sustainable knowledge based economy	Commence delivery of logistics campaign, Sep 2008		PR consultants have been engaged for six months commencing September 2008 to take forward the logistics campaign reported to PPB on June 18 2008
		<i>Deliver a new tourism promotion DVD, Nov 2008</i>		Delayed due to difficulty in sourcing good quality images in good weather.
ER 5	To create and sustain a thriving business environment	Complete Business Improvement District phase 1 actions (CCTV, security, signage), Mar 2009		All actions associated with the implementation of Phase 1 of the BID programme have either been completed or are ongoing










Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Service Delivery						
ER LI8	Contribution to the number of jobs safeguarded, as a direct result of the service/s being provided	443	400	216		Cumulative total. It is anticipated that whilst more people will be looking for support due to the recession, the scope to safeguard will be reduced given the economic climate.

LPSA Ref.	Indicator	Baseline	Target	Perform 07/08	Perform 08/09 Q3	Traffic light	Commentary
12	Increase the number of people who have been claiming an incapacity benefit into sustained employment of at least 16 hours per week for 13 consecutive weeks or more	18 for year ending 31/03/06	179 3 year cumulative to 31/03/09	72	40		Target 08/09 is 67. Q3 was 14.

Revenue Budget as at 31st December 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
Expenditure					
Employees	1,646	1,256	1,173	83	1,173
Premises Support	2	1	2	(1)	2
Office	71	17	13	4	13
Accommodation					
Marketing	47	30	31	(1)	40
Programme					
Promotions	47	47	48	(1)	52
Development	21	1	1	0	37
Projects					
Supplies & Services	175	140	146	(6)	158
Halton People into Jobs	0	0	0	0	0
Mersey	75	75	75	0	75
Partnership					
Transport	34	26	19	7	19
Central Support Services	291	0	0	0	0
Departmental Support Services	26	0	0	0	0
Agency	0	0	0	0	0
Asset Charges	7	0	0	0	0
Total Expenditure	2,442	1,593	1,508	85	1,569
Income					
Sales	0	0	0	0	0
Fees & Charges	-15	-15	-36	21	-36
Reimbursements	-274	-148	-138	-10	-138
Government grants	-371	-371	-425	54	-425
Employment Service	-256	-138	0	-138	0
Recharges to Capital	-17	0	0	0	0
Total Income	-933	-672	-599	-73	-599
Net Expenditure	1,509	921	909	12	970

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is slightly under budget.

With regards to expenditure the staffing underspend relates to savings against costs for the Supported Employment Team, external funding is being used to fund eligible salary costs.

At this stage, it is anticipated that overall revenue spending will be within departmental budget by year-end.

Local Strategic Partnership Schemes as at 31st December 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Employment Outreach	55	41	30	11	35
Halton People into Jobs	80	60	54	6	54
Adult Learners Celebration	82	61	12	49	16
Rail Maintenance	143	107	60	47	60
Halton ILM					
Castlefields	94	70	20	50	20
Employment Project Enterprise Development	152	114	91	23	96
Supported Employment	35	26	32	(6)	32
Skills for Life	26	19	19	0	19
Halton YMCA	82	62	54	8	54
Halton Inspiring Women	10	7	5	2	6
CES Contribution	14	10	3	7	3
Pre-level 2 Provision	35	26	8	18	8
Childcare	32	24	9	15	9
HPiJ Pre-recruitment Partnership	200	150	41	109	43
Total Expenditure	1,040	777	438	339	455

Comments on the above figures:

Local Strategic Partnership (LSP) funding spending to the end of quarter three is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund grant is spent during the year.

External or Grant Funded Schemes as at 31st December 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (Overspend) £'000	Actual Including Committed Items £'000
<u>ERDF</u> ICT Investment for Growth	46	46	46	0	46
Total Expenditure	46	46	54	(8)	54




Comments on the above figures:

Expenditure is in line with budget.

Capital Projects as at 31st December 2008

	2008-09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
<u>HBC Projects</u> Information Touch Screen Kiosks	50	0	0	0
Total Capital	50	0	0	0

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective</u> is <u>on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.</p>	<p>Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.</p>

QUARTERLY MONITORING REPORT

DIRECTORATE: Health & Community
SERVICE: Culture & Leisure
PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This quarterly monitoring report covers the Culture & Leisure Department first quarter period up to 31 December 2008. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 6

It should be noted that this report is presented to a number of Policy and Performance Boards. Those objectives and indicators that are not directly relevant to this Board have been shaded grey.

2.0 KEY DEVELOPMENTS

Proposals for implementing the Governments Free Swim programme for Under 16's and Over 60's have been approved by Executive Board and will be operative from April 2009. There will be no extra cost to the Council.

Tenders have been returned for the new Castlefields Community Centre. They are within budget, and a late spring start on site is anticipated.

A contract has been approved by Executive Board-Sub for the installation of Radio Frequency Implementation Devices for the re-furnished Halton Lea Library. This is an advanced self-service issue system, but has huge advantages in stock management. It frees up staff to spend more time on customer care.

Catalyst Museum have been successful in a European Grant to support its educational programme.

3.0 EMERGING ISSUES




The management of the Registration Service and Bereavement Services will pass to Culture and Leisure in April 2009.

The Culture and Leisure Stakeholder Group have to produce the Outline Business Case for Building Schools for the Future in February/March

2009.

Executive Board will consider options for future cemetery provision in February 2009.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES




Total	17		6		1		1
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Satisfactory progress has been made for most milestones and in one instance it is expected that when the results of local survey information is known in quarter 4 the year end figure will show a satisfactory result. For further details please refer to Appendix 1.

5.0 SERVICE REVIEW




A project team has been convened to consider service provision to Older People following the CPA inspection. There will be a particular emphasis on intergenerational issues.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	4		2		0		2
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Four key PIs have been reported for this quarter. For further details please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	0		0		0		0
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No other indicators have been reported this quarter

7.0 PROGRESS AGAINST LPSA TARGETS

Progress against LPSA targets 2 and 5 has been reported

8.0 RISK CONTROL MEASURES

During the production of the 2008-09 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.





Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.





9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

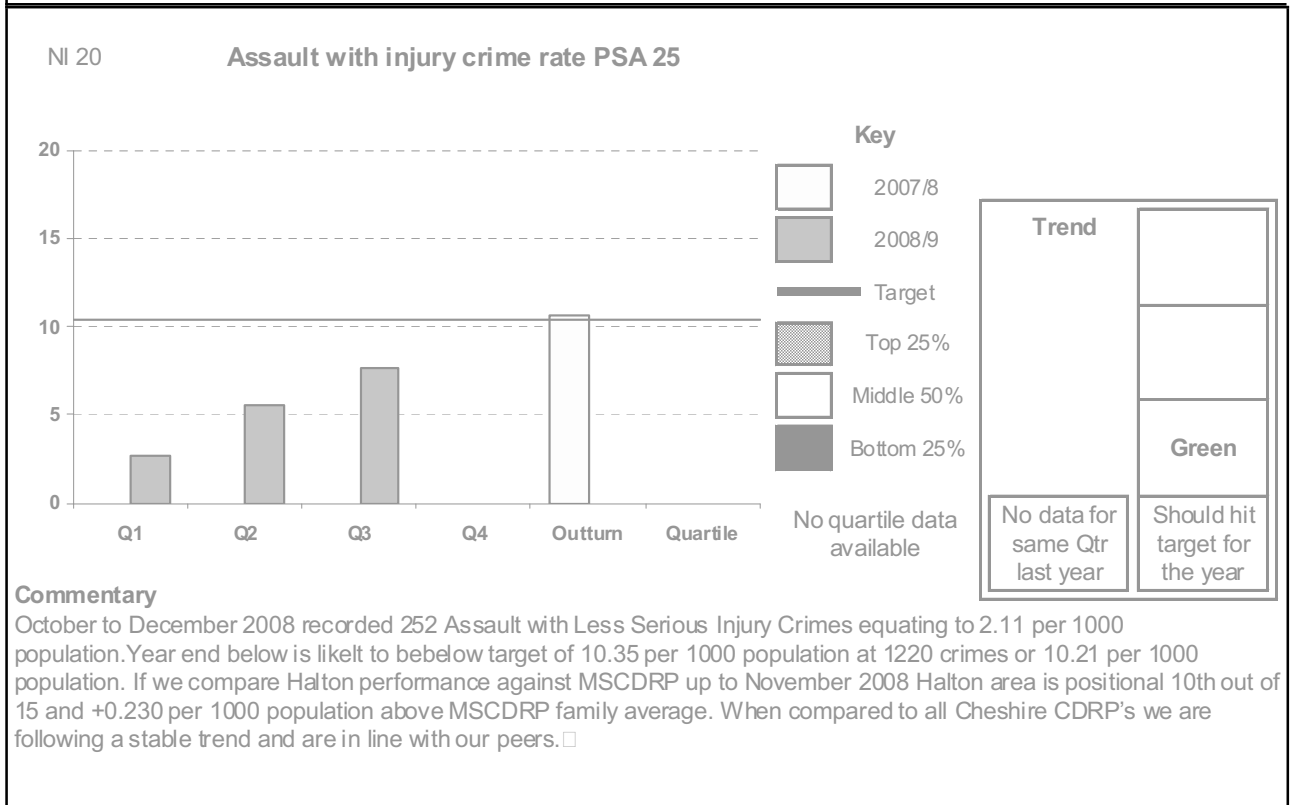
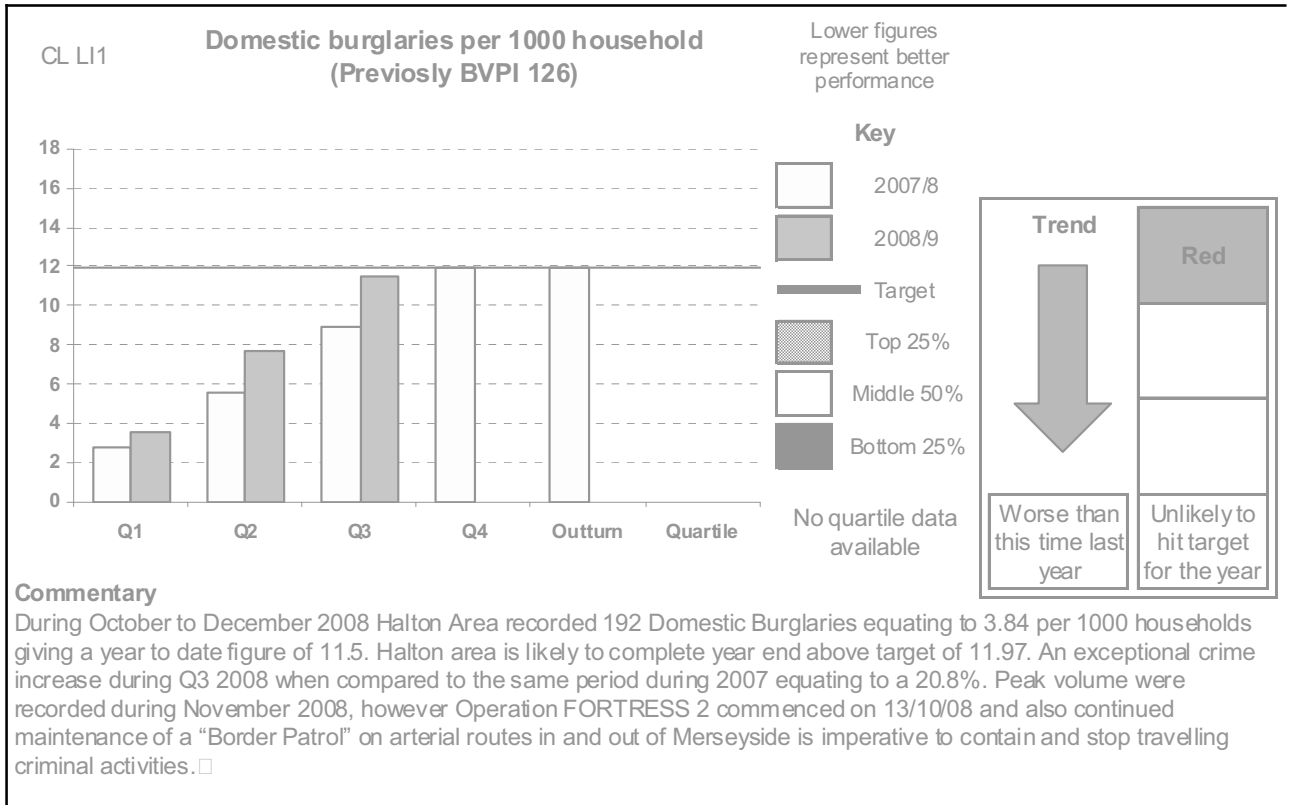
During 2007/08 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.



10.0 APPENDICES

Appendix 1- Progress against Objectives/ Milestones
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Appendix 3- Progress against Other Performance Indicators
Appendix 4- Progress against LPSA Targets
Appendix 5- Financial Statement
Appendix 6- Explanation of traffic light symbols

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
CL1		Increase number of members in local sports clubs 125 by improving school to club links (Jan08-Dec08). Jan 2009		Active People survey actual results recorded decrease in club membership. Local proxy indicators outturn will be reported in quarter 4.
CL 2	Increase the use of libraries, thereby encouraging literacy skills and quality of life opportunities.	Develop plans for £1.3million upgrade of Halton Lea Library. Community Engagement Plan, Business Plan, Capital Plan to be submitted to Big Lottery, April 2008; work to commence on site Sept 2008. Consultation complete. Date Missing		Phase 1 building work (Ground & 1 st floor) will be complete at the beginning of March with handover week beginning 2 nd March. Phase 2 (2 nd & 3 rd floors) will commence immediately with work on target to be complete by July 09. The first meeting of the Community History Steering Group has been held. Young Persons Steering Group to meet shortly.
		Hold 2 promotional campaigns to increase library membership (Sept08-Feb09). Feb 2009		Membership campaign held during Oct/Nov which resulted in 20% more new members than the equivalent period last year actual numbers 1524. Voices Fun Day at Widnes Library. Wii day at Ditton Library.
CL 3	Develop the arts product in Halton which will in turn improve quality of life, self-esteem and encourage new skills.	Produce Public Arts Strategy for Halton to provide a structure for future investment into Public Art. Sep 2008		Draft produced. Presented to ELS & Urban Renewal PPB. To be ratified by Exec Board in February 2009.

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		Produce Arts Strategy for Halton which recognises cultures contribution to quality of life, health and economic regeneration. Sep 2008		Draft produced. Presented for comment to ELS PPB. To be adopted by Executive Board in March 2009.
		Obtain Green Flag for 8 sites in the Borough. Sep 2008		Green Flags obtained
		Reduce the number of repeat victims of domestic abuse from the 07/08 baseline. March 2009.		Cheshire Police data for Nov 08 shows 109 repeat victims. Target of 121 unlikely to be met.
		Reduce longest waiting time for alcohol treatment from 16 to 12 weeks. March 2009.		Community Alcohol Team reports waiting list at 12 weeks in quarter 3. On target.



Ref ¹	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
<u>NI 8</u>	% of adult population (16+) participating in sport each week	20.2 (2006)	22.02	18.5		This is a disappointing outcome for Halton indicating a reduction in participation. The survey sample was only 500 compared to 1000 when the survey was conducted in 2006. Local evidence collected through targeted intervention and Leisure Facility usage does not show a reduction but rather an increase. For example there has been over 1% year on year visit across Councils Leisure Facilities and an increase in Club Live membership Sept 07 compared to Sept 08 of 253. Most noticeable increase at KLC due to moving the Gym to a larger room. New facilities have opened i.e. 2 ATPs, Tennis Centre & Athletics track all indicating increase in participation.
<u>NI 17</u>	Perception of Anti Social Behaviour	35%	32%	24.3%		Significant reduction, Anti Social Behaviour strategy fully operative

¹ Key Indicators are identified by an **underlined reference in bold type.**

The following Key Performance Indicators are not being reported this quarter: -

CL L14 % Overall satisfaction of Library Users (Previously BVPI 118c);
Data not yet available from Place Survey

CL L15 % of residents not satisfied with Sport and Leisure;
Data not yet available from Place Survey



NI 9 % of adult population (16+) say they have used their public library service during the last 12 months;
Data not yet available


NI 10 % of adult population (16+) who have visited a museum or gallery at least once in the past 12 months;
Data not yet available

NI 11 % of adult population (16+) that have engaged in the arts at least 3 times in the past 12 months.

NI 30 Re-offending rate of prolific and priority offenders
Data not yet available

NI 33 Arson incidents
Data not yet available

	Indicator	Baseline	Target	Perform 07/08	Perform 08/09 Q3	Traffic light	Commentary
3	The percentage of adults in Halton participating in at least 30 minutes moderate intensity sport and active recreation (including recreational walking) on 3 or more days a week, as measured by Sport England's Active People survey	19.62 (Nov 2006)	20.60 (Nov 2009)	N/A	18.5		This is a disappointing outcome for Halton indicating a reduction in participation. The survey sample was only 500 compared to 1000 when the survey was conducted in 2006. Local evidence collected through targeted intervention and Leisure Facility usage does not show a reduction but rather an increase. For example there has been over 1% year on year visit across Councils Leisure Facilities and an increase in Club Live membership Sept 07 compared to Sept 08 of 253. Most noticeable increase at KLC due to moving the Gym to a larger room. New facilities have opened i.e. 2 ATPs, Tennis Centre & Athletics track all indicating increase in participation.
5	Reducing the harm caused by drug misuse: 1. The number of individuals in Halton who are in contact with structured drug treatment services.	604 (2004/5)	790 (2008/9)	864	678		Figures provided by National Drug Treatment Monitoring System in November 2008.

	Indicator	Baseline	Target	Perform 07/08	Perform 08/09 Q3	Traffic light	Commentary
	2. The percentage of individuals in Halton starting treatment who are retained in treatment for over 12 weeks.	80% (2004/5)	88% (2008/9)	86%	72%		NDTMS Nov Data

Cultural & Leisure Services

Revenue Budget as at 31st December 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	4,316	3,209	3,203	6	3,203
Grounds Maintenance	2,727	0	0	0	0
Premises Support	794	0	0	0	0
Other Premises	638	433	452	(19)	656
Book Fund	261	174	168	6	169
Hired & Contracted	576	374	383	(9)	458
Promotions	151	114	105	9	169
Other Supplies & Serv.	1,683	1,016	1,015	1	1,277
Transport	56	42	39	3	39
Leisure Mgt. Contract	1,340	894	896	(2)	896
Grants	609	525	523	2	523
Other Agency	119	48	50	(2)	50
Asset Charges	1,720	0	0	0	0
Support Services	1,837	0	0	0	0
Total Expenditure	16,827	6,829	6,834	(5)	7,440
<u>Income</u>					
Sales	-116	-87	-87	0	-87
Fees & Charges	-581	-473	-486	13	-486
Rents	-18	-13	-17	4	-17
Support Recharges	-1,067	0	0	0	0
Grant Funding	-399	-129	-125	(4)	-125
Reimbursements	-2,182	-1,953	-1,955	2	-1,955
Total Income	-4,363	-2,655	-2,670	15	-2,670
Net Expenditure	12,464	4,174	4,164	10	4,770

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is below the budget profile.

The "Other Premises Costs" budget heading is currently showing expenditure £19,000 below the budget profile, and expenditure on energy costs will need careful monitoring. In particular, expenditure on gas and electricity costs are anticipated to be significantly higher in the later stages of the year, partly as a result in an increase in the contract prices, and partly as a result of seasonal trends. Remedial action may be needed to ensure a balanced budget is achieved. It should be noted that expenditure on utility costs were £40,000 above budget in the previous financial year.

The overachievement of fees and charges income is primarily related to the Brindley Arts Centre. Income is above target for the first three quarters, although it cannot be assumed that a similar trend will continue for the remainder of the year. However, comparison with the previous year's income profile suggests a favourable outcome.

At this stage it is anticipated that overall revenue spending will be in line with the Departmental budget by the end of the financial year.

Cultural & Leisure Services
Capital Projects as at 31st December 2008

	2008/09 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Show Pitches</u>	27	0	7	20
<u>Improvements To Pavilions/Changing Facilities</u>	30	0	0	30
<u>Skate Park</u>	50	0	0	50
<u>Halton Lea Library Refurbishment</u>	1,140	612	269	871
<u>Multi Use Games Areas</u>	60	0	0	60
<u>Electronic Access Bollards - Parks</u>	72	0	0	72
<u>Lewis Carrol HLB</u>	50	0	0	50
<u>Runcorn Town Hall Park</u>	50	0	9	41
<u>Improvements To Allotments</u>	65	35	12	53
	1,544	647	297	1,247

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WNF, External or Grant Funded Items as at 31st December 2008




	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<u>Priority 1: Healthy Halton</u>					
Sports Partnership	60	45	30	15	41
Health & Physical Activity	39	29	29	0	31
In Pursuit Of Sport	72	54	0	54	0
Enhanced Sports	75	56	8	48	9
Sub Total	246	184	67	117	81
<u>Priority 3: Children & Young People</u>					
Vikings In The Community	50	37	25	12	25
Sub Total	50	37	25	12	25

<u>Priority 4: Employment Learning & Skills</u>					
Citizen's Advice Bureau	68	51	36	15	36
Sub Total	68	51	36	15	36
<u>Priority 5: Safer Halton</u>					
Youth Splash	171	128	103	25	126
Blue Lamp	485	364	121	242	121
Alcohol Harm Reduction	42	31	18	13	24
Domestic Violence	100	75	45	30	68
Increased Drug Treatment	26	20	20	0	26
Prolific & Persistent Offenders	37	28	9	19	9
Positive Futures	25	19	19	0	19
Sub Total	886	665	335	329	393
	1,250	937	463	473	535

Comments on the above figures:

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhoods Fund grant is spent during the year.

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective</u> is <u>on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.</p>	<p>Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.</p>