



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

**Monday, 25 March 2013 at 6.30 p.m.
Bridge Suite, Stobart Stadium**

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

Chief Executive

BOARD MEMBERSHIP

Councillor Susan Edge (Chairman)	Labour
Councillor Carol Plumpton Walsh (Vice-Chairman)	Labour
Councillor Lauren Cassidy	Labour
Councillor Harry Howard	Labour
Councillor Peter Lloyd Jones	Labour
Councillor Geoffrey Logan	Labour
Councillor Andrew MacManus	Labour
Councillor Stan Parker	Labour
Councillor Joe Roberts	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Geoff Zygadlo	Labour

*Please contact Michelle Simpson on 0151 511 8708 or e-mail
michelle.simpson@halton.gov.uk for further information.
The next meeting of the Board is on Wednesday, 5 June 2013*

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

Part I

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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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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, Skills and Community
Policy & Performance Board

DATE: 25 March 2013

REPORTING OFFICER: Strategic Director, Policy and Resources

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 34(9).
- 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(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from 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 given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one 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 your 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 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, Skills and Community
Policy and Performance Board

DATE: 25 March 2013

REPORTING OFFICER: Chief Executive

SUBJECT: Executive Board Minutes

WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Community Portfolio which have been considered by the Executive Board 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

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 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.

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

EXECUTIVE BOARD MEETING HELD ON 13 DECEMBER 2012

EXB119 - THE LIVERPOOL CITY REGION SUSTAINABLE ENERGY ACTION PLAN

The Board considered a report of the Strategic Director, Policy and Resources, on the Liverpool City Region Sustainable Energy Action Plan (SEAP).

The Board was advised that a SEAP had been prepared for the City Region by the Merseyside Advisory Service (MEAS) and consultants, ARUP. The SEAP was officially launched in July 2012 and had been welcomed by both the public and private sectors, including potential investors and energy companies, as it provided a larger scale and more co-ordinated response to the energy agenda for the City Region. The SEAP set out a number of prioritised actions across the City Region to deliver a low carbon economy with potential to add value to a number of investment opportunities and projects, which were outlined in the report.

The Board noted that a benefit of the City Region SEAP Programme was to provide the framework within which Districts could take forward their own energy aspirations. The SEAP was a live document and would be updated periodically as and when required. The report provided details on the governance and reporting arrangements, opportunities for projects across the sub-region and the various stages of development of the low carbon projects within the Borough.

RESOLVED: That

- 1) the Liverpool City Region Sustainable Energy Action Plan be endorsed as the programme and framework for the City Region to advance its sustainable energy actions; and
- 2) the Environment and Urban Renewal Policy and Performance Board receive progress reports on the SEAP Programme as and when appropriate.

EXB120 - LIVERPOOL CITY REGION COVENANT OF MAYORS AND
CLIMATE LOCAL

The Board considered a report of the Strategic Director, Policy and Resources, on the Liverpool City Region Covenant of Mayors and 'Climate Local'.

The report outlined the benefits and implications of signing up to two climate change commitments. The European Commission launched the Covenant of Mayors (the Covenant) in 2008 to endorse and support the efforts deployed by local authorities in the implementation of sustainable energy policies. The Covenant was a charter of key commitments, outlined in the Adhesion Form attached at Appendix B. It was noted that to date, Liverpool City Council was the only City Region authority to have signed up.

'Climate Local' was launched by the Local Government Association in June 2012 as a replacement to the Nottingham Declaration on Climate Change. This also required the signing of a commitment to address climate change but had a wider scope than the Covenant, as it addressed climate resilience and the management of future impacts of climate change such as extremes of weather. A copy of this agreement was attached at Appendix C.

It was noted that the European Union target was a 20% reduction in CO₂ emissions by 2020. The report provided details on the implications for Halton Borough Council, the development of the Council's Carbon Management Plan, Low Carbon Plan and the Sustainable Energy Action Plan. Progress on the latter had been reported elsewhere on this agenda.

RESOLVED: That the Board endorse the Council's signing of the EU Covenant of Mayors 'Climate Local'.

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

DATE: 25th March 2013

REPORTING OFFICER: Strategic Director - Policy & Resources.

PORTFOLIO: Economic Development

SUBJECT: Employment, Learning & Skills Quarterly Policy
Update

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform the Board of recent national policy announcements relevant to employment, learning and skills.

2.0 RECOMMENDATION:

- 2.1 **That the report is noted.**

3.0 BACKGROUND

- 3.1 A steady flow of policy announcements, consultation exercises, reports and ministerial statements are issued by government departments and agencies that have varying degrees of relevance to issues on the employment, learning and skills agenda and related topics.
- 3.2 Therefore, brief summaries of key announcements in a 'digest' format to the board are provided on a quarterly basis, along with observations of local relevance, where appropriate, so the Board can consider whether to initiate more detailed scrutiny and/or a more detailed report to a future meeting.

4.0 RECENT KEY POLICY ANNOUNCEMENTS

4.1 Richard Review of Apprenticeships

An independent review of apprenticeships chaired by entrepreneur, former Dragon's Den Investor and founder of School for Start-ups, Doug Richard, issued its final report and recommendations in late November 2012. A summary of the report can be found [HERE](#).

Richard calls for an improvement in the quality of apprenticeships and that they are more focused upon the needs of employers.

His key recommendations include:

- A redefinition of apprenticeships: they should be targeted only at those new to a job or role that requires sustained and substantial training.
- A stronger focus on the outcome of an apprenticeship: what the Apprentice will be able to do upon completion of training, and a freeing up the process by which they get there. The development of trusted and independent assessment is a key element.
- The basis of an apprenticeship should be the relevant recognised industry standards.
- All Apprentices should have reached a good level in English and maths before they can complete their apprenticeship.
- Government funding should be used to create the right incentives for apprenticeship training, with the purchasing power for investing in training being with the employer.
- A greater diversity and innovation in training – with employers and government taking more active role in safeguarding quality.

The Secretaries of State for Business and Education, and the government will now consider the recommendations.

COMMENT; Reaction to the Richard Review has been generally favourable, especially the strong recommendation to tighten the definition of an apprenticeship. A greater involvement of employers in the design and planning of apprenticeship frameworks was also generally welcomed.

The main area of concern has been around the frequent use of the phrase 'light touch' throughout the report. Any mention of 'light touch', particularly in regard to the approval of training organisations that provide good-quality training relevant for the this sector inevitably generates unease.

4.2 Coalition Government Mid-Term Review

In early January the Coalition Government published its 'Mid-term Review' along with a detailed pledge-by-pledge audit of its progress so far.

Whilst not a great deal of direct significance to the employment, learning and skills agenda, key 'pledges' in the Coalition Agreement that have been achieved include:

- Welfare reforms delivering savings of £19bn per year by 2014-15
- Creation of a Benefit 'Cap' to apply from 2013
- Design of a single benefit - Universal Credit to simplify the benefits system
- The number of people on incapacity benefits reduced by 145,000
- Launch of the Youth Contract.
- Increased financial support for poorer students
- Funded nearly a million new apprenticeships
- Maintained investment in science and research

Action points on the 'To do' list for the second half of the current Parliament that are relevant to employment, learning and skills:

- The implementation of Universal Credit
- Start all remaining outstanding parts of the Youth Contract
- Introduce the Personal Independence Payment for disabled people
- Provide start-up loans and business mentors to unemployed people
- Implement the Wolf reforms to vocational qualifications
- Reduce the number of further education qualifications
- Introduce Advanced Learning Loans in August 2013
- Provide £920m extra investment for UK science research infrastructure

COMMENT: Whilst there is not anything 'new' in the mid-term review about employment, lifelong learning and skills the Coalition Government's commitment to delivering its existing pledges on issues such as welfare reform should be noted.

4.3 Consultation on pre-Apprenticeship Traineeships

In January the Government's Department for Education, and Department for Business, Innovation and Skills ('BIS') issued a joint discussion paper on pre-Apprenticeship Traineeships. It is proposed to introduce the programme in September 2013 alongside 16 to 19 study programmes.

The aim is to establish traineeships as the preferred route for young people aged 16 to 24 to equip them with the skills and experience they need to go on to secure an apprenticeship. An issue that was raised in the Richard Review – see paragraph 4.1 above.

It is proposed that traineeships will last around 6 months and consist of three core elements:

- A focused period of work preparation training. E.g. CV writing, interview preparation, job searching, strengthening inter-personal skills.
- A high quality work placement (extended, where possible).

- English and maths for those who have not yet achieved at least a GCSE Grade C or an equivalent.

The programme, which would include mentoring and other pastoral support, is intended to be flexible enough to allow for the needs of individual young people, and of the local labour market, with the objective of helping young people to successfully progress into an apprenticeship.

Comments were invited by 8 February 2013.

COMMENT: A generally positive reception, with a consensus that Traineeships should seek to equip young people with the skills and experience they need to secure an Apprenticeship or another good job.

It has been pointed out that there are a proportion of adults over the age of 24, who would similarly benefit from this structured approach to acquiring essential employment skills and experience, rather than when entering the Work Programme after a period of employment.

More precise details of the content of Traineeships is to be published during the spring, but it is hoped that it will be as expansive as possible and suitable to be tailored to the needs of the individual, and providing them with sufficient support and advocacy to successfully launch their employment career. Clarification of how this will work alongside any welfare benefits they may be in receipt of, and other programmes is also awaited.

4.4 Consultation on changes to TUPE Regulations

In November 2011 BIS issued a call for evidence on the effectiveness of TUPE. Also, in May 2012 businessman Adrian Beecroft's review of employment regulations for BIS included several radical recommendations across a wide range of issues, including introduction of 'no-fault' dismissal and a significant weakening of TUPE regulations and redundancy consultation notice periods, especially for employees of SME's.

In January 2013 BIS launched a formal consultation on a set of proposed changes to the TUPE Regulations, stating that the changes will "improve and simplify" the Regulations. The consultation document is available [HERE](#)

There are changes proposed in a number of areas of the current TUPE Regulations. These include:

- service provisions changes
- employee liability information
- contractual changes, protection against dismissal and substantial changes to working conditions

- dismissals arising from a change in the workplace
- collective redundancy consultation
- micro-businesses
- terms and conditions derived from collective agreements
- pre-transfer dismissals.

The closing date for the receipt of responses is 11 April 2013

Comment: Reaction has been very mixed with a considerable amount of concern and uncertainty from both employers and trade unions as well as amongst specialist employment lawyers, as to whether the changes as currently drafted will clarify the current situation.

4.5 Regional Growth Fund ('RGF')

The results of Round 3 of the RGF were announced in October 2012, and 21 projects in the North West were successful, receiving a total of £88m. Nationally there were 130 successful bidders sharing £1bn. The Government claims that for every £1 of taxpayer money spent, the fund would leverage £6 of private sector investment.

Locally, Sci-Tech Daresbury was successful in securing £10m towards funding its expansion plans, and the five local enterprise partnerships in the region, will also share £65m to deliver business support programmes and prepare sites for development. Liverpool City Region LEP has been awarded cash to create a three-year grant programme

On 17th January 2013 the latest round (Round 4) of the Government's Regional Growth Fund opened, with a £350 million cash pot, and closes for applications on 20 March. All grant offers will be confirmed within six months.

The aim of the Regional Growth Fund is to help rebalance the economy by investing in companies that can create jobs and attract substantial match-funding from the private sector. It has a target for every pound of government money, the private sector to put in six pounds.

Potential applicants are advised to participate in 'expressions of interest' events in their region for support and further help with the application process. The north west hosted the first of these, in Manchester on 31 January 2013.

COMMENT: The Government states that over 180 RGF-supported projects are already under way and that it is expected there will be strong interest from across a wide range of industries for this latest round.

4.5 Launch of Industrial Cadet Scheme

A new scheme to raise the aspirations and develop the employability skills of young people by exposing them to career opportunities in local industry was launched on 21st January 2013 by His Royal Highness the Prince of Wales and Communities Secretary Eric Pickles at the Jaguar Land Rover plant in Halewood, Liverpool.

The Industrial Cadets scheme offers students aged 12 - 14 in six areas across the country a programme of activities including 'hands-on' project work, mentoring and company visits to build awareness of their local manufacturing industry and future career opportunities. The experience gained on the scheme, supported by funding provided by the Department for Communities and Local Government, is designed to help young people develop important skills and abilities such as creativity and innovation, critical thinking and problem solving, digital skills, and personal development.

The scheme is being implemented by the education charity Engineering Development Trust, that works to promote science, technology, engineering and maths (STEM) subjects and careers to children and young people aged 11 to 21.

More information can be found at the Industrial Cadets website: <http://industrialcadets.org.uk/>

COMMENT: Whilst Halton is currently not one of the six places covered by the scheme, if it is successful we need to explore how to establish it with local STEM employers in the borough and adopt any emerging good practice.

4.6 Publication of further 2011 Census Data

A steady stream of data from the 2011 Census has been published by the Office for National Statistics in recent months. The Council's Research & Intelligence Unit has collated this into a single document that shows Halton's position in 2011 relative to the 2001 Census (where applicable) and to England. A copy of the document can be found at this hyperlink [Halton Census Summary](#) .

Further data has very recently been received, and should permit analysis down to ward level for several of the key indicators. It is hoped to publish this in the spring.

COMMENT: The Census is a valuable 'snap-shot', providing a wealth of information that shows Halton's position relative to both where we were a decade ago, and to that of other local authority areas. The ward level data expected later this year will be especially helpful when planning services.

4.7 Launch of International Business Festival in Liverpool

On Friday 4th January during a visit to Liverpool, the Prime Minister announced the launch of the UK's International Festival for Business 2014, to be take place in the city region in June and July 2014.

The festival is planned to be a global showcase of business, with a programme of events across the city region over 61 days and attracting over 250,000 international visitors and a target of £100 million of inward investment.

COMMENT: Planning is already underway to ensure that Halton is well represented during the festival, such as events at the iconic tower at Daresbury as part of our drive to draw in new businesses to the thriving and growing Sci-Tech Daresbury campus.

More detailed progress reports on the International Festival for Business will be brought to future meetings.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The varied range of issues covered in this report potentially present a number of challenges and opportunities across a number of the Council's Current priorities. Each would therefore require a thorough analysis at some point in the future.

6.0 RISK ANALYSIS

There are no immediate risks or opportunities directly relating to the information in the report at this point in time. Again, a full assessment could be necessary at some point in the future.

7.0 EQUALITY AND DIVERSITY ISSUES

Not applicable.

FURTHER INFORMATION

If members require a more detailed analysis of any of the issues in this report, or copies of any of the documents referred to, they should contact;

Nick Mannion at Nicholas.mannion@halton.gov.uk 0151 511 7661

REPORT TO:	Employment Learning Skills and Communities Policy & Performance Board
DATE:	25 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Neighbourhood, Leisure and Sport
SUBJECT:	Library Services update
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

1.1 Purpose of this report is to present the Board with information on library service achievements for the period up to 31st March 2013.

2.0 **RECOMMENDATION:**

That the contents of the report be noted.

3.0 **SUPPORTING INFORMATION**

3.1 The library service undertook a CIPFA evaluation of the service in October 2012. Overall satisfaction was shown that 94% of users rate the service as good/very good.

3.2 The following highlights have contributed to these positive results.

3.3 **Runcorn Library:**

Runcorn Library opened in the old market hall in April 2012; relocating from Egerton Street. This new facility is a centrally located, modern and vibrant space and has been a very successful investment. Since opening there have been more than 40,000 books taken out – 10,000 more than the previous year, and more than 1,000 new members – three times more than the previous year. The library now hosts a weekly story time for the under 4's, 1-2-1 computer support sessions and is a venue for events delivered regularly by the children's centres and well being partnerships.

3.4 **Supporting Change Lottery Funding at Halton Lea Library:**

The Supporting Change project aimed to help to reduce the social isolation of older people through engagement in a variety of social activities, and establish user groups to ensure we continue to provide and develop a service that reflects what the community wants. It has enabled us to bring in new partners who provide a range of activities, events and services from Halton Lea Library. We have established a self-sustaining programme of activities and

events through volunteers supporting and delivering added value sessions. These include a Reading Aloud group, dementia café, knit & natter sessions, IT classes, partner open days, tea dances & local history film shows.

This has raised the profile of the service overall and highlighted the role the service plays in providing a neutral, accessible and non-threatening community venue.

3.5 Community Pathfinders Project at Halton Lea Library & Widnes Library:

Halton libraries began the community pathfinders' project to enhance the services that they already deliver to job seekers and also to improve working with local partnerships. We set up 'digital job hubs' that aim to equip job seekers with the IT skills that they require in the 21st century to apply for jobs. Work clubs have also been established and partners from the National Careers Service, Halton People Into Jobs, the local voluntary group and others are invited to attend to talk to job seekers and provide advice. In February 2013, we launched a new scheme of work clubs, working closely with local children's centres the aim is to support parents back into work and to provide the general public with the opportunity to access advice and information on a fortnightly basis.

3.6 Reading Activists Project:

The Reading Activists project gets young people aged 11-19 to volunteer and organise creative reading and writing events alongside librarians. They gain new skills and meet writers, artists and other creative people.

Halton is one of only 18 authorities nationally engaged in this Lottery Funded Project. We currently have three groups, in Halton Lea Library, Widnes Library & Grangeway Community Centre. Events so far have included author visits, cartoon workshops, digital film making and a band night.

3.7 Reading Families Project:

The Reading Families project is part of a national scheme supported by The Reading Agency and publishers. They are working with a number of different library services to explore creative ways in which we can share reading with other readers online using Twitter, blogs and Facebook.

In Halton families from all libraries selected their favourite books to be displayed and use social media to promote this to other customers.

3.8 Library Strategy:

The strategy is currently in development and will be presented to PPB in June 2013.

3.9 Home Delivery Service:

Halton libraries provide a home delivery service to people who are either permanently or temporarily housebound. In partnership with the WVRS (Women's Royal Voluntary Service) books and audio materials are delivered directly to people in their own homes or care facilities. We are currently in the process of reviewing the service in order to extend take up over the coming months.

3.10 **Koha Library Management System:**

Halton Libraries migrated to the Koha Library Management system in 2011 in order to benefit from reduced costs associated with both maintenance and development. The costs have since reduced by a third.

This open source product has allowed the service to have much greater control of the product and we are currently working on creating a user-friendly online catalogue which will be ready for launch later this year.

4.0 **POLICY IMPLICATIONS**

4.1 Information has been fed into the Library Strategy review.

5.0 **OTHER/FINANCIAL IMPLICATIONS**

None at this time

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

6.1 **Children & Young People in Halton**

The Reading Activists project provides volunteering opportunities for young people.

Reading Families has enabled families to promote their love of reading to the community.

New story session for the under 4s is now delivered weekly in Runcorn Library.

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

The community Pathfinders project has helped people learn online skills and supported job seekers in Halton.

The Supporting change project has encouraged older people to develop new online skills.

There is now increased PC access in Runcorn Library and Wi Fi in all libraries.

6.3 **A Healthy Halton**

The supporting change project has established Halton Lea Library as a venue to deliver wellbeing events to older people, and through strengthened partnerships has improved the library role in meeting the health agenda.

6.4 **A Safer Halton**

N/A

6.5 **Halton's Urban Renewal**

Runcorn Library is now an established and vibrant community building.

7.0 **RISK ANALYSIS**

7.1 None

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 This is in line with all equality and diversity issues in Halton.

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

None under the meaning of the Act

REPORT TO:	Employment, Learning & Skills Policy & Performance Board
DATE:	25 th March 2013
REPORTING OFFICER:	Strategic Director, Communities
PORTFOLIO:	Neighbourhood, Leisure & Sport
SUBJECT:	Community Centres
WARD(S)	Borough-wide

1.0 **PURPOSE OF THE REPORT**

To provide an annual report on the Community Centres for the operating period 2011/12.

2.0 **RECOMMENDATION: That:**

- i) the report be noted;
- ii) Members comment on service delivery and future developments and challenges for the community centres service.

3.0 **SUPPORTING INFORMATION**

3.1 The Community Centres service consists of five buildings, Castlefields, Ditton, Grangeway, Murdishaw and Upton. The centres have programmes of community activities, varying models of community café's and service outlets, i.e children's centre, youth centre, day services. These centres provide a community hub, a central point at the heart of these communities for residents to enjoy chosen activities and receive services in their neighbourhoods. They are based in the most severely deprived wards in the Borough and are well utilised. Churchill Hall also receives grant funding to support community use.

3.2 Community centres contribute to a whole area approach to health and wellbeing. They provide a nucleus to support community activity and access to services in neighbourhoods. The activity supports the Council's key priorities.

- 3.3 Community centres are safe, accessible facilities located in the heart of our communities. They serve both the local and wider community and promote participation, inclusion and cohesion. All centres are designated Emergency Rest and Hate Crime Reporting Centres.
- 3.4 The Community Centres service demonstrates continuous improvement through its performance monitoring and has made significant contributions to the Council's efficiency programme. Income generation is a key area of focus to support the sustainability of the service.
- 3.5 The Community Centres are benchmarked as part of APSE (Association of Public Service Excellence) against other Civic, Cultural and Community Venues owned and run by other local authorities. This provides performance data but also trend information over a number of years. Halton's community centres have progressed positively overall on their indicators earning awards for Ditton & Upton as most improved centres and nominations for Grangeway and Murdishaw in recent years.
- 3.6 Annual usage of the community centres increased steadily in 2009/10 and 2010/11 however this dipped in our last full operating year:-
- 2009/10 307,633 Attendances
 - 2010/11 309,952 Attendances
 - 2011/12 271,264 Attendances
- During 2010/11 Adult Day Services and Youth Services reduced their delivery from community centres impacting significantly on the overall usage figures. Added to this, Castlefields was moving to a new community centre as part of the regeneration programme. Once the local centre had been demolished the old community centre's physical location was isolated which had a negative impact on usage. The move to the new community centre has generated increased usage and it is anticipated usage figures will recover in the operating year 2012/13.
- 3.7 A new building management system developed internally in collaboration with IT Services was introduced during this operating year. This will create efficiency in the administration tasks for the centres i.e bookings, invoices and provide more robust data capture to support the performance management indicators.

4.0 COMMUNITY CENTRE PROFILES 2011/12

4.1 Castlefields Community Centre

4.1.1 This was a centre that was going through a transitional period, usage declined and user groups were looking forward to moving into the new centre. Much of the second half of the year was spent in planning meetings to discuss the transition from old to new in order to minimise disruption to centre users. A genuine feeling of optimism was clear and numerous service providers came forward to express an interest in making use of the centre. Children's services and health providers identified Castlefields as a key area of focus and service level agreements for future usage at the new centre were negotiated. The last pensioners Christmas party supported and funded by Plus Dane and LHT provided attendees with an opportunity to reminisce about their experiences and share memories of the centre and the new town development since its inception.

4.1.2 Castlefields had a significant drop in usage in this operating year, attendance was 21,316 compared to 28,000 in the previous year representing a 24% reduction. This significant drop in usage is explained by the centre's physical decline and lack of investment coupled with the national state of the economy. The complete withdrawal of youth services sessions similarly had an impact. In addition it is felt that data capture submission may be inconsistent, the introduction of the new building Management system developed internally with ICT services will eliminate the discrepancies in the future and lead to reliable data.

Total annual opening hours	3300
Total aggregate hours main room hired	750
Total aggregate hours other rooms hired	145
Total attendance main room	8844
Total attendance other rooms	3724
Total other attendance	8748
Total attendance	21316

4.1.3 Category of usage is broken down as follows:-

Youth & Children	426
Lifelong Learning	2537
Health & Healthy Living	3947
Arts Development	1426
Sports Development	1426
Other community use	11554
Total	21316

Health related attendances are high, in the main this is due to regular bookings by Smoking Cessation, Weight Watchers and Shape-up. Two health events for flu vaccinations and health and well-being engagement days were well attended. 'Other community use', is the highest category this includes parties, events, the community café and meetings such as residents groups, planning meetings and consultation to support the Castlefields Regeneration Programme.

4.1.4 **Castlefields Capacity Analysis**

Castlefields had average bookings for 68 hours per week in 2011/12. The capacity analysis provides a breakdown of actual usage:-

Room	Usage Per Week
Hall	26 hrs 38%
Café	42 hrs 61%
Room 1	30 hrs 44%
Room 2	6 hrs 9%
Room 3	3hrs 4%

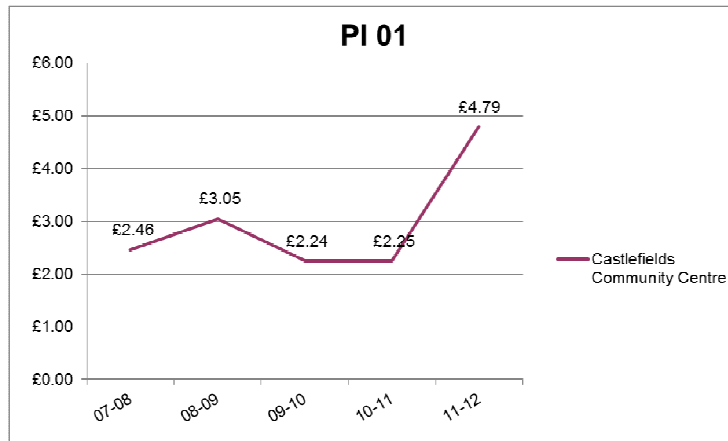
During this period Castlefields experienced particularly low levels of usage in the centre's Main Hall at 38%. Similarly the centre shows low levels of usage in group rooms with the exception of Room 1 which is the Day Services base room. The move to the new community centre has seen a significant increase in usage in the main hall and reversed this trend at Castlefields with usage up by 12 % at mid-year.

4.1.5 **Castlefields Direction of Travel Indicators**

The following graphs are extracts from the APSE performance data suite and demonstrate the direction of travel on performance. The key performance indicators illustrate centre performance over a five year period, these are used to determine how a centre is performing against other facilities owned and run by local authorities.

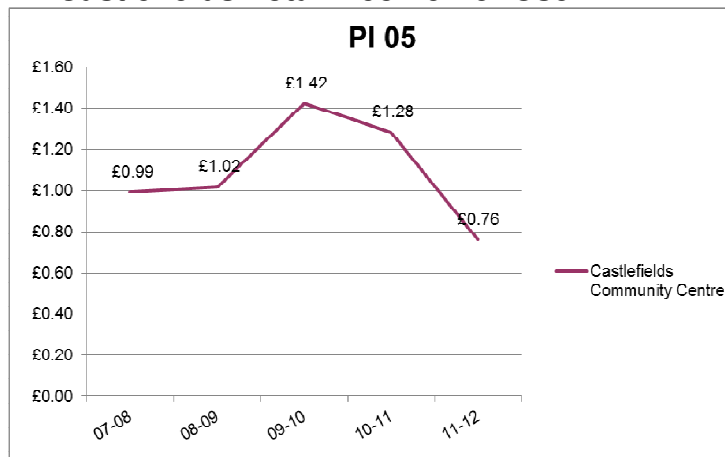
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- **Castlefields Net Cost Per User**



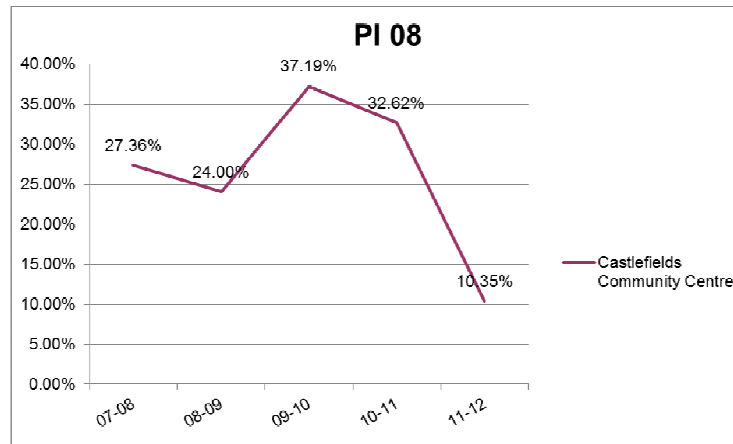
The cost to run Castlefields has not increased, the upward spike across the financial year is due to the drop in attendances pushing up the cost for the individual user.

- **Castlefields Total Income Per User**



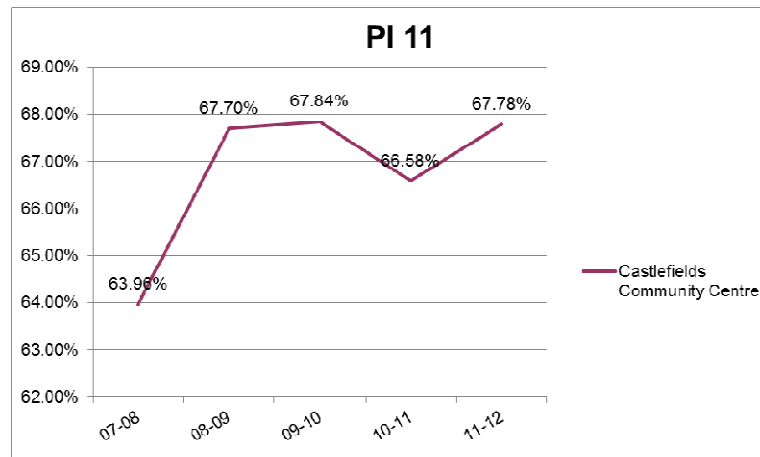
This diagram has a similar picture demonstrating that a fall in usage and a drop in income can have a dramatic impact on a centre's performance in this case the total income per user. Despite the fall in this operating year there are clear signs of recovery.

- **Castlefields Operational Recovery**



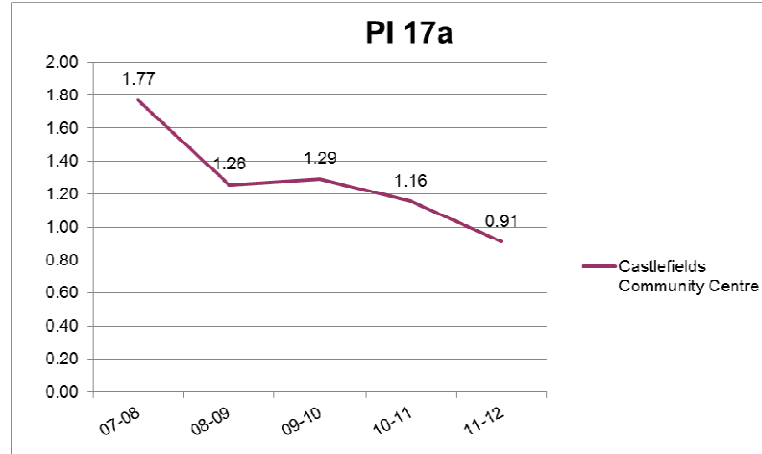
Castlefields operational recovery dipped to the lowest position in a five year period, this is symptomatic of low levels of income. As previously noted fortunes have reversed this financial year and we would expect to see operational recovery levels to eclipse the previous high of 37.19%.

- **Castlefields Staffing Cost as a Percentage of Total Cost**



There is very little variation over a five year period, this is typical of a small team where attendance levels are constant and overtime is closely managed, this is unlikely to fluctuate in the future. The increase over the period is attributed to bringing down cost in other areas notably around energy usage which in turn pushes up the staff cost as a percentage of total cost.

- **Castlefields Visits Per Household (Catchment Area)**



This has dropped as attendances have dropped at the centre.

4.1.6 Castlefields new community centre opened in March 2012, performance for the 2012/13 operating year demonstrates usage and income has increased. The centre has Service Level Agreements with Adult Day Services, Children’s Services and Corporate Training. There is a community library, community café and a job club operating at the new centre, all contribute to increased usage and a more vibrant feel.

4.2 Ditton Community Centre

4.2.1 Ditton has maintained usage with only a slight dip, attendances dropped by 928 from the year before. The community café operated by Country Garden was withdrawn and youth services reduced their outreach delivery from Ditton both of which have impacted on usage figures.

Total annual opening hours	4050
Total aggregate hours main room hired	1954
Total aggregate hours other rooms hired	1149
Total attendance main room	31820
Total attendance other rooms	58648
Total attendance	90468

4.2.2 **Category of usage** at Ditton Community Centre is broken down as follows:-

Youth & Children	19856
Lifelong Learning	2620
Health & Healthy Living	19604
Arts Development	33413
Sports Development	4756
Statutory Agencies	2500
Other community use	7719
Total	90468

The highest category of usage at Ditton is art development, this in the main is due to regular hire by three dance schools; Katie Glover, G-school and Tanza. They generate large and regular footfall as well as being the biggest source of income from enhanced weekend charges.

Youth and children not surprisingly have the second largest attendance due to the co-location of Children's Centre. The centre was awarded excellent status by OFSTED and the relationship between the Community Centre and Children's Centre was highlighted as being particularly strong and mutually beneficial.

Health and healthy living attendance's is just short of youth and children due to high numbers attending Pulmonary Rehab, Recharge, Happy Hearts the Alzheimer's Society and Weight Watchers.

4.2.3 **Ditton Capacity Analysis**

Ditton had average bookings for 75.5 hours per week in 2011/12. The capacity analysis provides a breakdown of actual usage:-

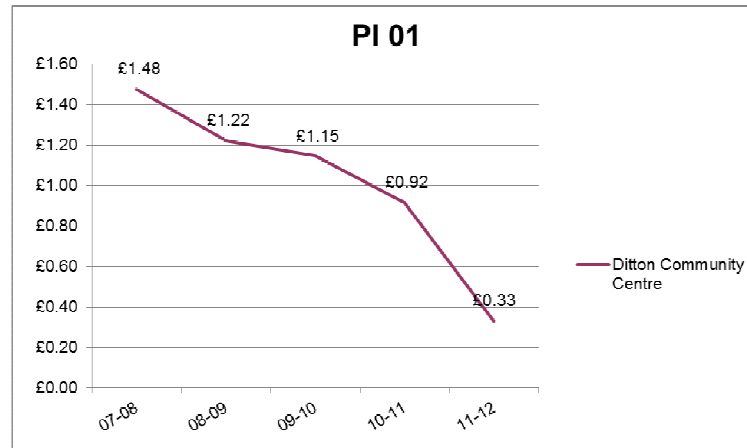
Room	Usage Per Week
Hall	41 hrs 54%
Café	43 hrs 56%
Room 1&2	28 hrs 37%
Room 3	22 hrs 29%
Youth Hall	29.5hrs 39%
ITC Suite	12 hrs 16%
Youth Café	25hrs 33%

Levels of usage in the centres two halls are positive. Other rooms exist within Ditton Community Centre (not included above) and are occupied by Children's Services, there is a Service Level Agreement in place for this usage.

Investment in the ICT suite in 2013 should see levels increase for drop in sessions and adult learner courses thereby increasing attendances in the category of life-long learning.

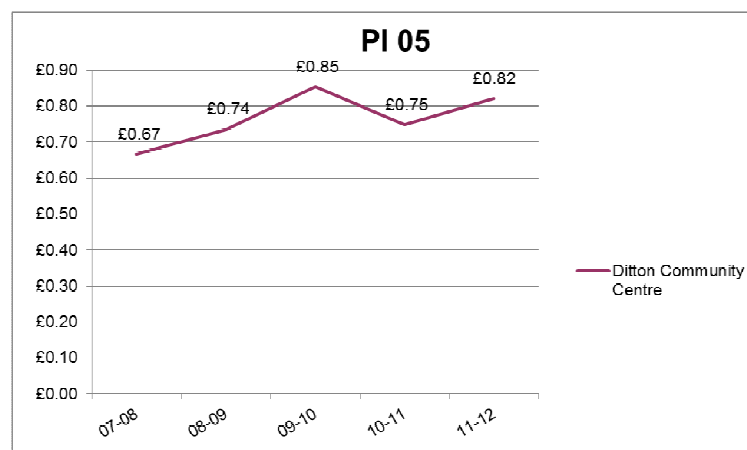
4.2.4 **Ditton Direction of Travel Indicators**

- **Ditton Net Cost Per User**



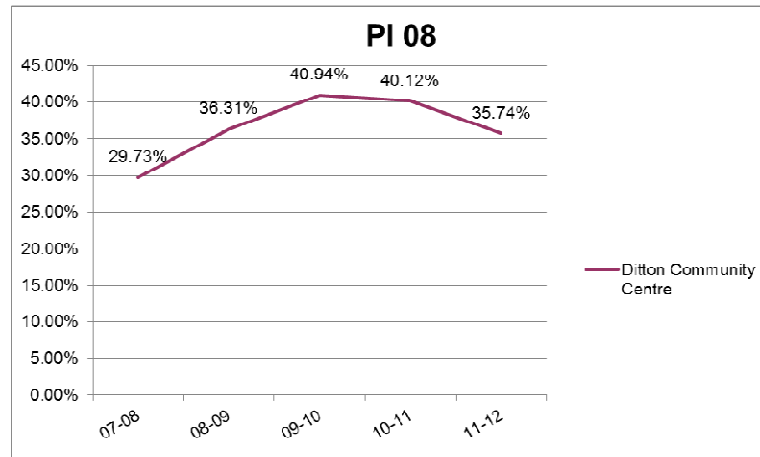
This is showing a very positive direction of travel due to year on year success in increasing income and a consistent footfall. Ditton has overachieved on income target positively impacting against this indicator.

- **Ditton Total Income Per User**



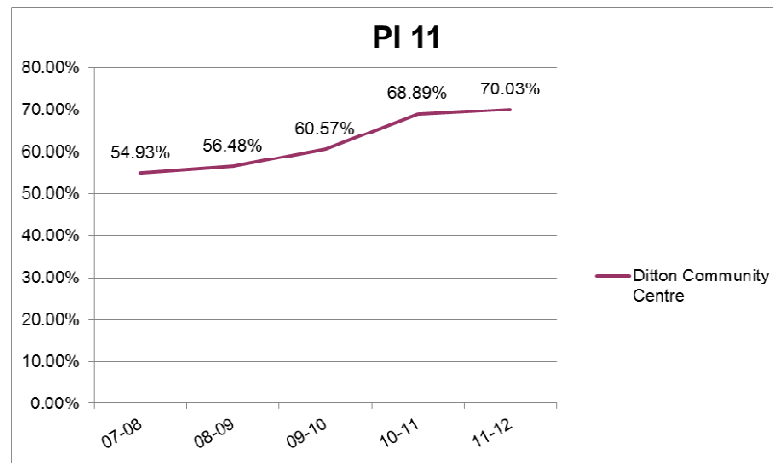
A five pence increase on income per user acknowledges the over achievement on income to the previous year and overall there is a healthy upward direction of travel for the centre. Income per user is all primary income i.e that coming from fees and charge.

- **Ditton Operational Recovery**



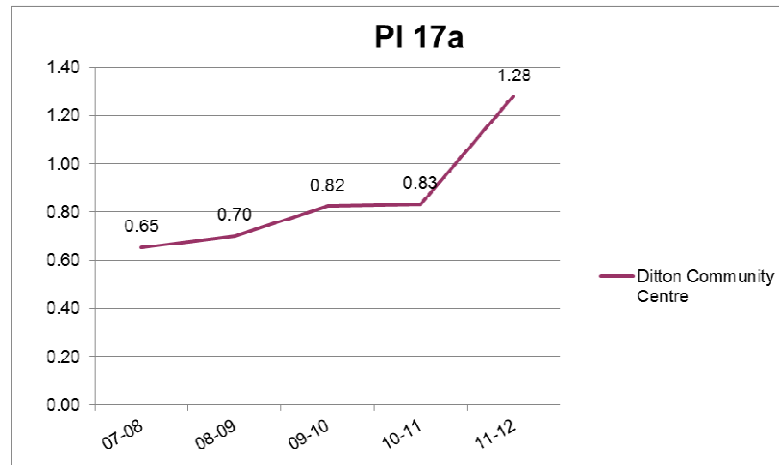
There is an unexpected drop in operational recovery given the increase in income and relatively fixed costs, this is due to how the information is collated. The actual operational recovery at Ditton is 71.46%.

- **Ditton Staffing Cost as a Percentage of Total Cost**



Staffing costs as a percentage of total cost has gone up steadily over a five year period, this is a culmination of staff increments and additional hours to cover for absenteeism allied to costs coming down in other areas notably around energy management particularly since replacing oil fired heating with gas boilers in 2010/11.

- **Ditton Visits per Household- Catchment Area.**



This has risen steadily for four years in line with rising attendances. The result of the postcode evaluation shows a high volume of centre users are from the local area.

4.3 Grangeway Community Centre

4.3.1 Grangeway Community Centre has two distinct areas of activity, the community centre and the Hub which is occupied by Catch 22, Young Addiction and Barnardos are co-located here. Grangeway Community Centre is known across Cheshire for its popular Wrestling events which are well attended by the wider community, In addition to the events the club train at the centre. The Main Hall at Grangeway is a popular venue for dancing and pensioner groups and a successful area forum grant and some core centre funding enabled us to refurbish the stage in order to bring it up to the required standard to promote shows.

The Grangeway Community Centre Forum was established this year and a group that is supported by the HBC area Community Development Officer who is located at the centre. The group were successful in gaining planning permission for lighting for the Centre's multi use games area and a subsequent submission of a bid to Wren for the supply and installation of flood lights was successful.

4.3.2 Attendances at Grangeway in 2011/12 fell by 10% on the previous year it is felt that this in the main is due to both karate and zumba ceasing at the centre as well as a fall in numbers attending some sessions such as years ahead, sequence dancing etc. Similarly Adult Day Service's withdrew from using the centre hence a low figure in the statutory agency category.

Total annual opening hours	3106
Total aggregate hours main room hired	1987
Total aggregate hours other rooms hired	7437
Total attendance main room	31908
Total attendance other rooms	29401
Total attendance	61309

4.3.3 **Category of usage** at Grangeway Community Centre is broken down as follows:-

Youth & Children	1104
Lifelong Learning	7755
Health & Healthy Living	12752
Arts Development	14530
Sports Development	14837
Statutory Agencies	31
Other community use	10300
Total	61309

There is a good cross section of usage by category and percentage utilisation, in addition Grangeway recovers the largest amount of income against relatively low levels of expenditure placing it as Halton's optimum performing community centre.

4.3.4 **Grangeway Capacity Analysis**

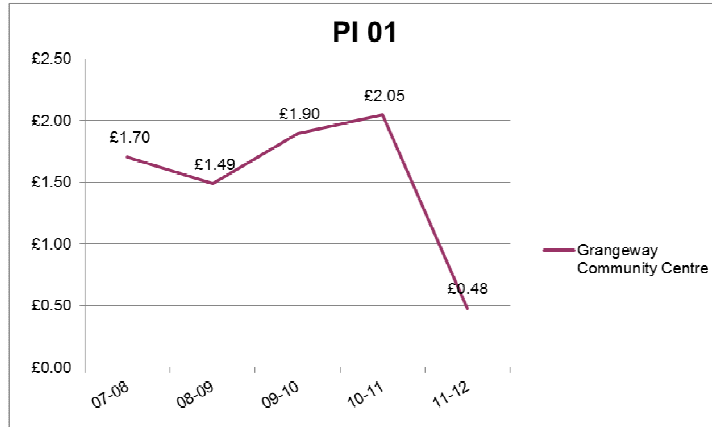
Grangeway had average bookings for 78 hours per week in 2011/12. The capacity analysis provides a breakdown of actual usage and income against potential:-

Room	Usage Per Week
Hall	39 hrs 50%
Café	33.75 hrs 43%
Lounge	11 hrs 14%
Room 1	40 hrs 51.5%
Room 2	15hrs 19%
Room 3	40 hrs 51.5%

Rooms 1, 2 and 3 are occupied by Sure Start to Later Life and Community Bridge Builders, there is a Service Level Agreement in place for this usage.

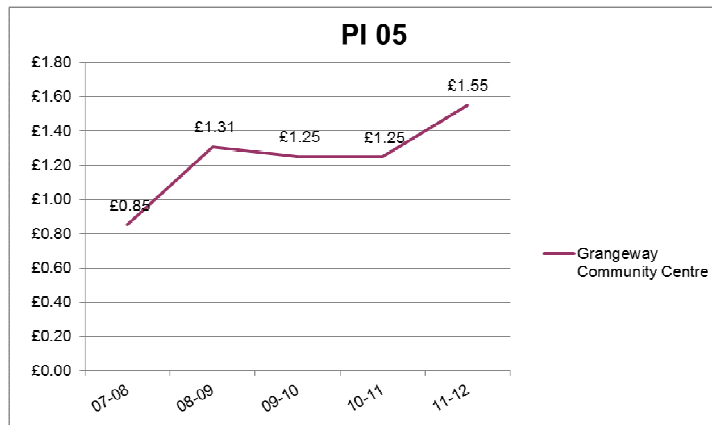
4.3.5 Grangeway Direction of Travel Indicators

- Grangeway Net Cost Per User



Net cost per user has dropped dramatically this financial year due to overall expenditure costs reducing by £63,097 from the previous operating year. This is in the main due to efficiency savings however, good energy housekeeping and a reduction in supplies and services budget has also contributed. Allied to this drop in expenditure is the increased income from the previous year of around £10,000 to deliver a vastly improved net position. This improvement in centre performance has led to Grangeway Community Centre being shortlisted in the Association of Public service excellence (APSE) Civic Cultural and Community Venues performance networks as best nationally.

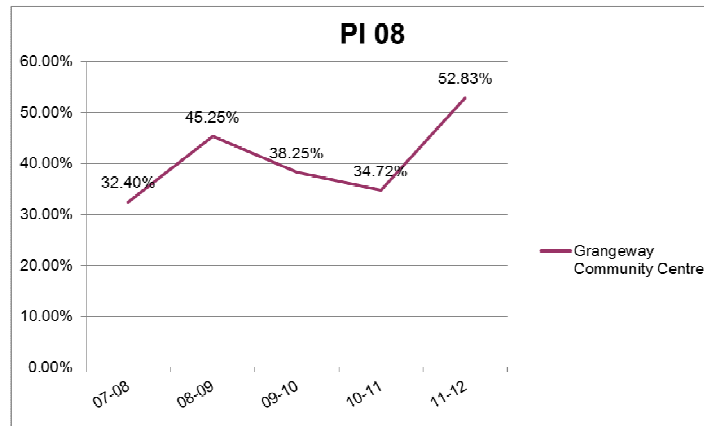
- Grangeway Total Income Per User



Grangeway has experienced a positive upward trend and direction

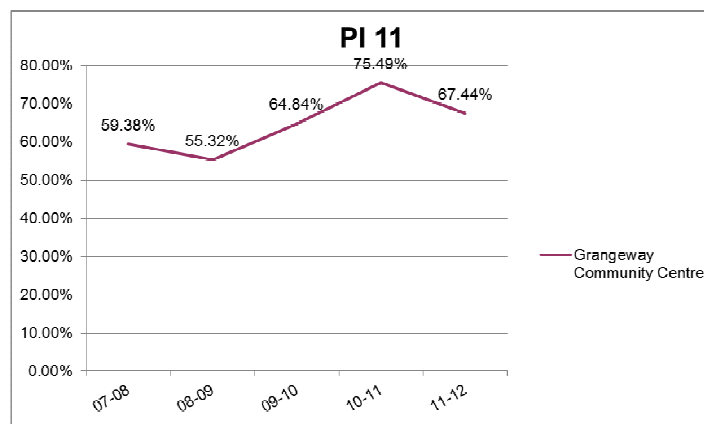
of travel over a five year period. Income has increased by co-locating service providers whilst maintaining levels of community usage.

- **Grangeway Operational Recovery**



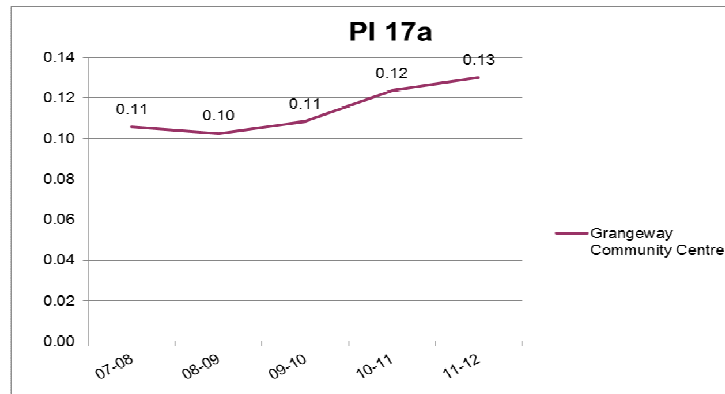
Grangeway is the first Halton Community Centre to achieve over a 50% operational recovery which was a target identified last year but over a three year period this is a fantastic achievement. It demonstrates centres can be more financially viable and there is still income capacity to be achieved. A review of the centre's community café, a mechanism for secondary spend in the centre may provide further scope for increasing income.

- **Grangeway Staffing Cost a Percentage of Total Cost**



As previously reported, the staffing cost as a percentage of total cost has reduced by approximately 8%.

- **Grangeway Visits Per Household –Catchment Area**



Visits per household in the catchment area has risen steadily, the varied programme of events and activities particularly other community use which pertains to events, the community café, meetings and forums which tend to have local participation is key to this. This category has risen from 5590 in 2010/11 to 10300 in 2011/12.

4.4 **Murdishaw Community Centre**

4.4.1 Murdishaw Community centre has a reputation for running successful annual events throughout the year. The centre benefits from having a Board of Directors (including four Local Councillors) and an active Project Group. This year members of both the Directors, Project Group, Housing Providers and HBC joined together to hold a planning event to identify key priorities and medium and long term planning for the centre. Health engagement is a prominent feature of the centre and this year a new bookings pain management session were established. A successful gardening course was run this year with 12 participants involved two of these have continued to tend the outdoor space and in particular the raised beds that were installed the previous year.

4.4.2 Usage is slightly down on the previous year from 28,033 to 26,348 a drop of 1685 conversely bookings are slightly up.

Total annual opening hours	2882
Total aggregate hours main room hired	1367
Total aggregate hours other rooms hired	2741
Total attendance main room	16860
Total attendance other rooms	9488
Total attendance	26348

4.4.3 **Category of usage** at Murdishaw Community Centre is broken down as follows:-

Events	5271
Youth & Children	2002
Lifelong Learning	696
Health & Healthy Living	5201
Arts Development	452
Sports Development	76
Statutory Agencies	9846
Other community use	2637
Total	26181

Statutory agencies are the highest category due to usage by Bridgewater and Adult Services. Similarly health and health living feature prominently due to regular bookings by the Stroke Association, Lunch Bunch, Stop Smoking and Recharge.

4.4.4 **Murdishaw Capacity Analysis**

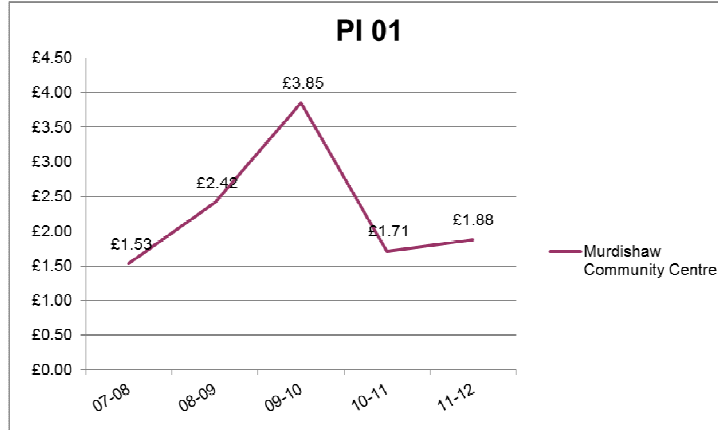
Murdishaw had average bookings for 65 hours per week in 2011/12. The capacity analysis provides a breakdown of actual usage:-

Room	Usage Per Week
Hall	27 hrs 42%
Café	34 hrs 52%
Playroom	41 hrs 63%
Education Rm	4.5 hrs 7%
Housing Office	4 hrs 6%

Clearly there is significant potential for increasing usage with both the housing office and the education room, both require very little investment and would provide a suitable base for a small organisation team or agency. Hall usage particularly in the day time offers scope for increasing income. The centre is overseen by a Board of Directors who are supported by a project group it will be the task of the project group to identify opportunities for establishing regular bookings. The centre office would be an ideal incubator space for a small business venture.

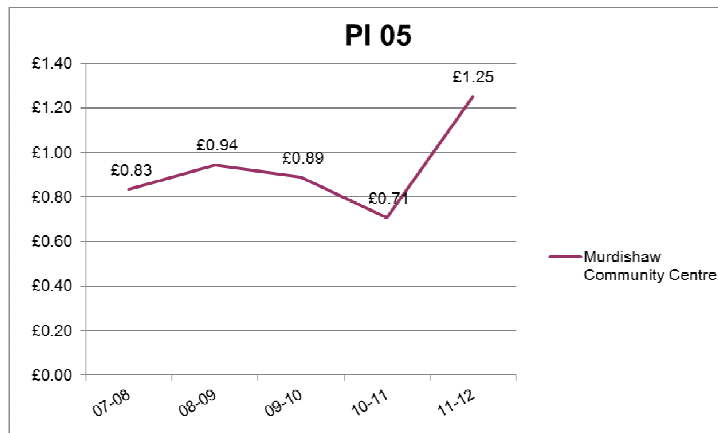
4.4.5 **Murdishaw Direction of Travel Indicators**

- **Murdishaw Net Cost Per User**



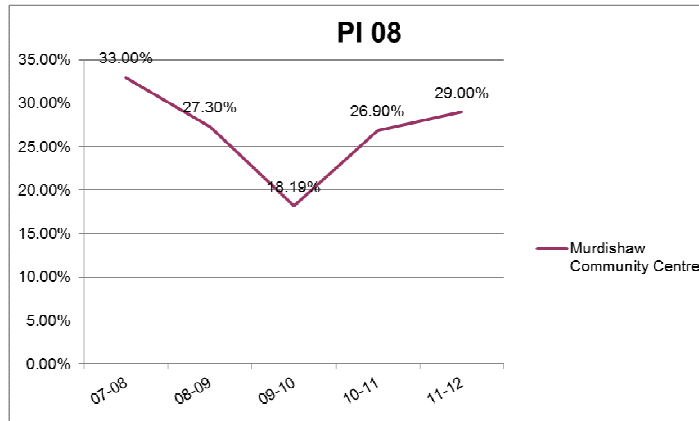
The net cost per user has gone up slightly due to an increase in expenditure costs coupled with the total number of attendees reducing slightly.

- **Murdishaw Total Income Per User**



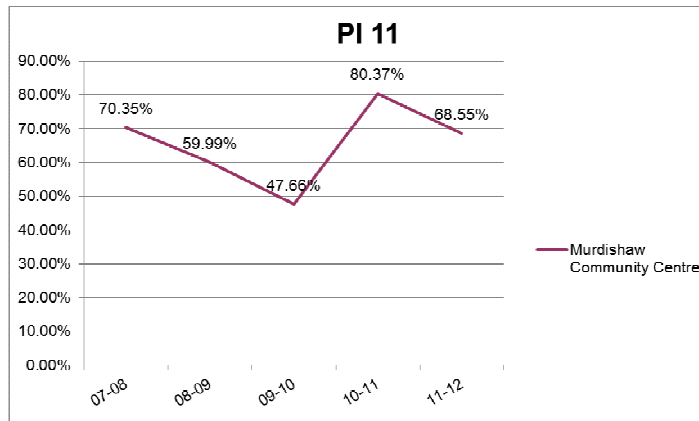
Total income per user has gone up significantly in the operating year, a combination of recharges to Day Services and hire income has generated this increase. This improvement in financial performance led to Murdishaw being shortlisted in the category of most improved performer for APSE Annual Awards.

- **Murdishaw Operational Recovery**



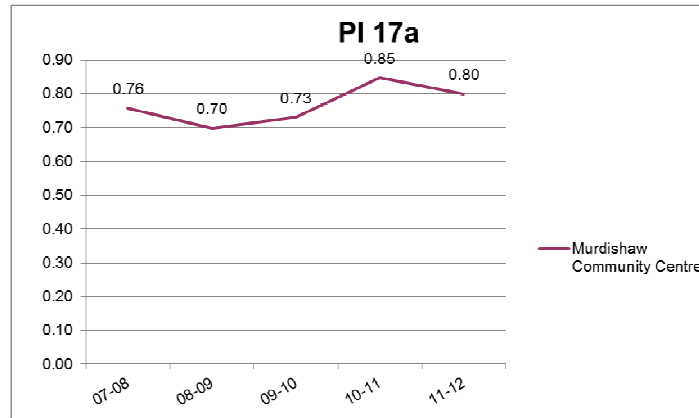
There was a significant drop in performance in 2009/10. Play Services withdrew from Murdishaw creating vacant space. There was a gap before Day Services occupied the accommodation which has impacted positively on operational recovery. The centre has also benefited from a number of new bookings and associated income.

- **Murdishaw Staffing Cost as a Percentage of Total Cost**



Performance in this indicator has fallen year on year as the centre carried a vacant centre assistant post for two consecutive years. An unexpected spike in the 10/11 operating year is due to cover for a member of staff who had a significant period of sickness requiring cover.

- **Murdishaw Visits Per Household- Catchment Area.**



Visits per household in the catchment area have altered very little over a five year period, overall it's an upward trend indicating usage by local residents.

4.4.6 Catering Provision

The cafe at Murdishaw is delivered by Country Garden. This has been expanded from being a two day operation to operating five days a week, a small recharge is levied against this operation.

4.5.1 Upton Community Centre

4.5.1 Upton Community Centre has a recently refurbished Sports Hall which attracts sports teams from the local and wider community. There are nine junior football teams in addition to senior block booking sessions that ensure the hall is booked out every night of the week between 5 and 10 pm and has a waiting list. The centre has a thriving Taekwondo Club based at Upton and have a key role in developing young talent through their junior 'Tigers' club. In addition to the Sports Hall, Upton has a diverse programme of activity ranging from arts class's to musical minis, cake decorating and majorettes. Each year the centre has a pantomime delivered By HEARTS theatre group this helps to develop local talent and is a key pathway for young people entering the annual Halton Got Talent events. Upton has a range of group rooms which have recently been refurbished in order to support lifelong learning and training activity. Upton Community Centre is strengthening links with the Children's Centre in order to further develop and promote child and family activities, stay and play and courses such as ICT and preparation for work for parents.

4.5.2 Upton has maintained steady opening hours and seen a slight increase in new bookings.

Total annual opening hours	3550
Total aggregate hours main room hired	1999
Total aggregate hours other rooms hired	4136
Total attendance main room	21982
Total attendance other rooms	50008
Total attendance	71990

4.5.3 **Category of usage at Upton Community Centre** is broken down as follows:-

Youth & Children	426
Lifelong Learning	2537
Health & Healthy Living	3947
Arts Development	1426
Sports Development	1426
Other community use	11554
Total	21316

Upton experienced a drop in usage in 2011/12 with a significant reduction compared to 2010/11 however bookings haven't reduced indicating less people are attending.

4.5.4 **Upton Capacity Analysis**

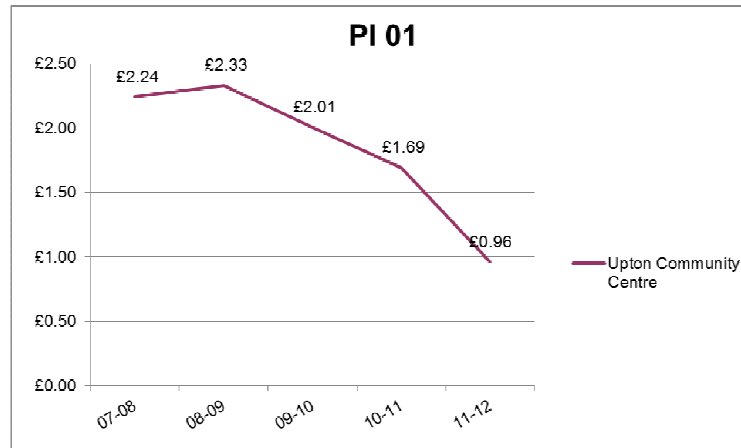
Upton had average bookings for 71 hours per week in 2011/12. The capacity analysis provides a breakdown of usage as follows:-

Room	Usage Per Week
Hall	34.25 hrs 48%
Café	31.5 hrs 44%
Rooms 1 & 2	Nil
Room 3	11.75 hrs 16.5%
Room 5	7 hrs 10%
Room 6	8.75 hrs 12%
Sports Hall	29 hrs 41%

Upton has significant potential for increased usage and income. In 2012 Corporate Training funded refurbishment of rooms 5 and 6 to provide training space to deliver courses from, hence this indicator should see an improvement in the next operating year. Focus on boosting sports hall usage is a priority to increase income levels.

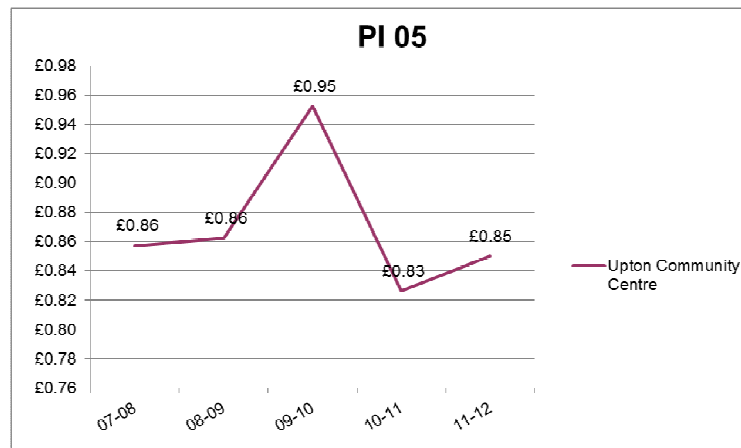
4.5.5 Upton Direction of Travel Indicators

- Upton Net Cost Per User



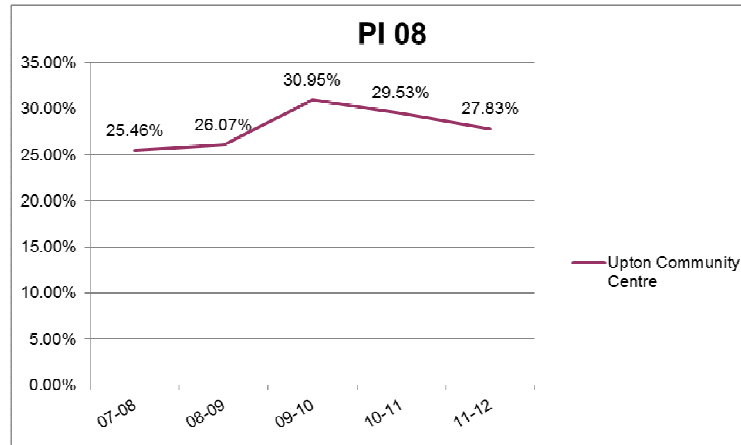
This key performance indicator shows a positive direction of travel which is surprising given the fall in attendances. The reason for an improving trend is in the main due to efficiency savings and managing staff overtime and sickness. In addition we have reduced premises related costs such as energy costs.

- Upton Total Income per user



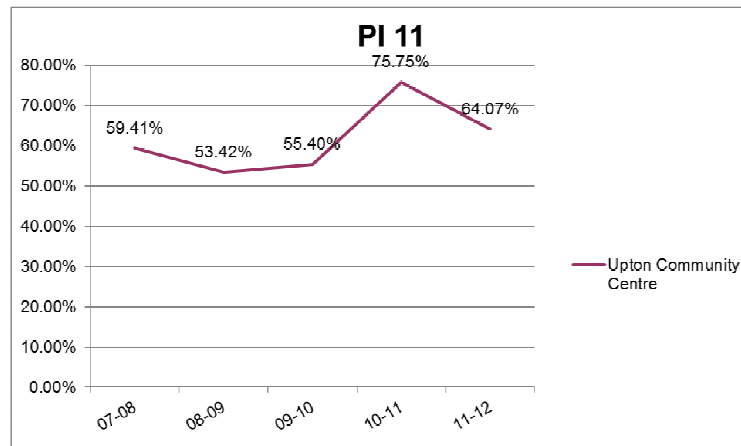
Total income per user has risen slightly, this is a result of drop in attendances being proportionally higher than the drop in income.

- **Upton Operational Recovery**



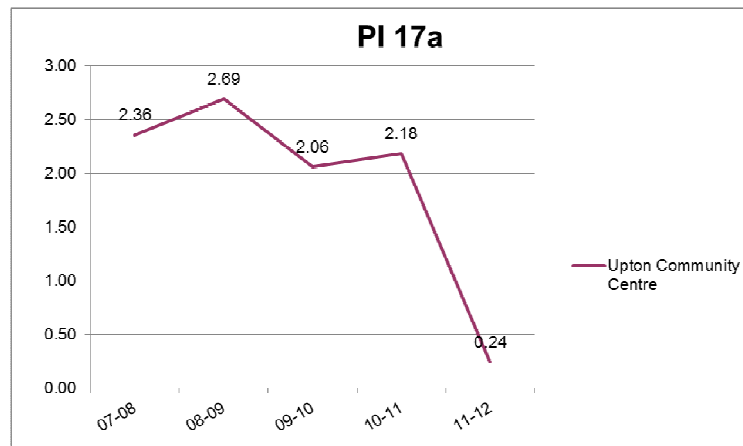
Operational recovery showed slight signs of improvement over the period 2007/10 but this has dropped slightly over the last two years primarily due to a drop in income offsetting positive efforts to reduce operational expenditure. The forecast is for a significant improvement is 2012/13 with the additional income from Training.

- **Upton Staff Costs as a Percentage of Total Cost**



This demonstrates staffing costs are the most significant service cost. This spiked last year due to the efficiency programme and costs initially associated with reducing staff. Staffing costs have reduced by over 10% in the operating period 2012/13.

- **Upton Visits Per Household – Catchment Area**



There is a general downward trend in this indicator, this is due to the drop in attendances but equally it demonstrates a shift in usage by users outside the catchment area. A detailed post code assessment of usage will provide further analysis on the users of Upton Community Centre.

4.5.6 Catering Provision

The catering is direct provision operating four days a week providing breakfast and lunch. This service is well used by the local community and is a valuable space where people meet and socialise. It is financially viable but is experiencing an impact from local competition.

5.0 FUTURE CHALLENGES

5.1 Securing service level agreements and fixed income for the community centres is a key objective. Adult Day Services and Youth Services have reduced usage creating gaps. Focus on securing alternative use and income is a priority to support increased efficiency in the service.

5.2 The community café provision at Grangeway needs resolving. Options for the future are being considered.

5.3 Expanding the governance model at Murdishaw to the other community centres would provide opportunities to access external funding to support the facilities and community initiative's. There are legal considerations that require exploring and the model requires community representation to be viable thus requiring capacity building and intense community development support.

5.4 A customer evaluation mechanism to be introduced by April 2013 to

provide a formal mechanism for feedback and customer suggestions in shaping the service.

5.5 A focus on marketing and publicity for the Community Centres is required considering social media and local opportunities to expand publicity and usage.

5.6 Striving for continuous improvement and increased efficiency to support the viability of the service in difficult economic times.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

Intergenerational activity, community activity, youth service delivery in community centres, NEET training in Grangeway Community Café. Deliver Halton's Got Talent each year engaging with hundreds of young people, signposting to culture and performing arts activities and showcasing youth hubs to increase participation.

6.2 Employment, Learning & Skills in Halton

Employment within the service areas, community delivery points for training and employment initiatives and lifelong learning, future job funds placements, work experience for young people and adults with learning disabilities.

6.3 A Healthy Halton

Community cafes, health initiatives, health based activity in community centres such as physical activity, smoking cessation, breathe easy, stroke association, community gardening, healthy eating, cook & taste, weight management. 19% of usage in community centres is directly health outcome related. Community Centres are SHOP (Safer Homes for Older People) and HELPS (Home Equipment at Low Price) outlets providing low cost safety equipment.

6.4 A Safer Halton

A sense of community and community connectedness reduces residents fears of crime where they live, they are likely to feel a stronger sense of belonging and safety in an environment where the communities know each other, are active and there are established links to other stakeholders like police, housing, community wardens, etc. Community Centres provide a community hub and platform for this.

6.5 Halton's Urban Renewal

Community Centres contribute to wider community initiatives and regeneration in the areas they are sited. There are numerous community gardening and local environmental projects across the service working jointly with key stakeholders.

7.0 OTHER IMPLICATIONS

7.1 None.

8.0 RISK ANALYSIS

8.1 Community centres provide cohesion to those communities they serve. Accessing services and participating in community life contributes to residents health and wellbeing by providing support, enhancing skills and building connected communities. The service is non-statutory, withdrawing community centres would result in poorly served and disconnected communities.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The service is open and accessible to all Halton's residents.

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

10.1 None under the meaning of the Act

REPORT TO:	Employment, Learning, Skills & Community Policy and Performance Board
DATE:	25 th March 2013
REPORTING OFFICER:	Strategic Director Children and Enterprise
PORTFOLIO:	Leader
SUBJECT:	International Festival of Business 2014
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

The purpose of this report is to inform Members of proposals for the development of an International Festival of Business in the Liverpool City Region, and to advise Members (at an early stage) of the opportunities that the event could bring to the borough.

2.0 RECOMMENDATION: That

- (1) Halton's participation in The International Festival of Business 2014 be supported

3.0 SUPPORTING INFORMATION

3.1 Background

The International Festival for Business is an international gathering of the world's most inspiring businesses taking place in Liverpool in June and July 2014. It will provide a global forum where industries in key sectors such as advanced manufacturing, low carbon, and life sciences, professional and financial services can come together to trade ideas, products and contacts.

The International Festival has been conceived as a key component of the Lord Heseltine and Sir Terry Leahy review: "Rebalancing Britain – Policy or Slogan" and is supported by the Liverpool City Region LEP, Wirral MBC, UK Trade & Investment, the Department for Business Innovation & Skills, The British Chambers of Commerce and the Peel Group.

Described as 'Mini Shanghai Expo' it will bring together world and UK cities for 61 days of themed events, exhibitions and showcases. The expo will be the largest event of its kind in the UK since the Millennium

Fair of 2000, held at the Millennium Dome, and the Festival of Britain in 1951. It is anticipated that the Festival will attract 250,000 visitors from across the globe and bring £100 million worth of investment. A brochure is appended to this report.

The International Festival of Business will be themed around three core business sectors:-

- LOW CARBON: One of the world's growth industries, valued in the UK alone at £112 billion and worth over £3.2 trillion globally.
- GLOBAL COMMUNICATIONS: A thriving and highly competitive sector and the backbone of international trade.
- KNOWLEDGE ECONOMY: The industries that are shaping our future, comprising the varied worlds of creative and digital, advanced manufacturing, life sciences and financial and professional services.

The Festival will attract international business leaders, entrepreneurs, innovators, investors and policy makers and act as a launch pad for commercial success by providing opportunities for companies of all sizes to engage with new networks and make global deals. The North American and the BRIC economies (Brazil, Russia, India and China) will be particularly targeted.

A major cultural festival will also take place alongside the Festival of Business.

To date three launch events are planned:-

- 25th February 2013 in London which is targeted at high profile attendees such as Ambassadors, Trade Envoys etc.
- 18th March 2013 at ACC Liverpool, an evening event for 500 people aimed at a northern UK audience
- 27th June 2013 as part of Accelerate 2013 at ACC Liverpool. 400 UK entrepreneurs and high growth businesses will be invited to a gala dinner

A draft version of the calendar of events will be available late spring/early summer 2013. First key sponsors and speakers anticipated to be announced early March 2013. We have an opportunity to contribute to the calendar of events.

3.2 A Role for the Borough Halton

Given the concentration of both business and facilities which fall broadly within the sector designation of 'the knowledge economy' in the Borough it is proposed that two, possibly three, themed events are planned to take place within Halton during the Festival.

In consultation with the Chamber of Commerce, discussions have commenced with both The Heath Business and Technical Park and Daresbury Science and Innovation Campus to hold events during the Festival. It is also proposed that one of the bi-annual Economic Forums be held during the Festival.

- 3.3** Clearly the focus will be on business; Halton might wish to consider supporting a 'do business day' which picks up on the theme of growing innovation and entrepreneurship, a key ingredient at both the Heath and Daresbury. This is a great opportunity to show case businesses and assets that the borough has to offer in a global context and Halton's involvement in the Festival has received favourable recognition from Liverpool Vision, the event coordinators.

4.0 POLICY IMPLICATIONS

The International Festival of Business 2014 will deliver tangible benefits to the local business community and in so doing contribute to the realisation of a number of the Council's key strategic objectives described in the Community Strategy

5.0 OTHER IMPLICATIONS

5.1 Financial Implications

It is proposed that a sum not exceeding £5,000.00 be allocated from existing budgets to support the delivery of two\three events in Halton during The International Festival of Business.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Improving business sustainability and performance will create more employment opportunities for the Borough's young people

6.2 Employment, Learning and Skills in Halton

The International Festival of Business will make a positive contribution to employment generation across the City Region

6.3 A Healthy Halton

No implications

6.4 A Safer Halton

No implications

6.5 Halton's Urban Renewal

The International Festival of Business will be an opportunity to showcase a number of development opportunities in Halton to a national and international business audience.

7.0 RISK ANALYSIS

The International Festival for Business has set itself ambitious targets in terms of the numbers of visitors expected to visit the City Region and the volume of events which are proposed to take place during June and July 2014.

Considerable responsibility lies, therefore, upon the principal organisers, Liverpool Vision, to secure sufficient sponsorship and contributing partners to deliver the Festival

8.0 EQUALITY AND DIVERSITY ISSUES

There are no equality and diversity issues

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

None under the meaning of the Act.

**INTERNATIONAL
FESTIVAL OF
BUSINESS
2014**



it's liverpool

WHAT IS THE INTERNATIONAL FESTIVAL OF BUSINESS?





The International Festival of Business is a global gathering of the world's most inspiring businesses; an arena where pivotal industries converge to trade ideas, products and contacts.

The festival will be a showcase for business with hundreds of world-class events from June to July 2014 in Liverpool. It will attract 250,000 visitors from across the globe, and bring £100 million worth of investment.

It is an urban festival of commerce, bringing together cities from the North to the South, East to the West in 61 days of events, exhibitions, showcases and celebrations.

It is about realising the potential of recovery. It is an imperative summed up by Martin Luther King as **the fierce urgency of now.**

**I WANT BRITAIN
TO BE THE PLACE
INTERNATIONAL
BUSINESSES GO TO...**

GEORGE OSBORNE

WHY BRITAIN?

Where else?

Britain is a top destination for inward investment in Europe and its economic strength makes it a gateway to international markets.

With 1,000 new jobs created each week, a rich and flexible labour market and a strong skills base, the British Isles offer an outstanding record of achievement and credentials from which to build this world-class event.

Great Britain: a home for international business.

WHY LIVERPOOL?

Liverpool is a city reborn. With approximately £6 billion of major investment since 2000, Liverpool's economy has grown faster than that of the UK.

Liverpool is, quite simply, Britain at its best. Not only is it the UK's third most popular tourist destination internationally, the city has established itself as a global brand recognised the world over.

What is more, Liverpool is no stranger to a spectacle. Over the last few years, the city has become renowned for hosting or participating in major world-class events.

- **European Capital of Culture 2008:** brought 15 million tourists to the city to marvel at its cultural offering – 25 per cent of whom were visiting the city for the first time.
- **World Expo in Shanghai, 2010:** the Liverpool pavilion attracted 770,000 visitors over six months and served to further cement Liverpool's strong and growing relationship with China.
- **Global Entrepreneurship Congress in March 2012:** brought 3,000 international delegates and a host of high-profile speakers to the city, in an inspiring festival of ambition that celebrated and unleashed the will to win.
- **The Sea Odyssey Giant Spectacular in April 2012:** using the city as a stage, this three-day, 27-mile long, unrivalled display of street theatre captured the imagination and hearts of those in Liverpool and beyond.

With its experience, aspirations and global reputation, Liverpool is the ideal venue for an International Festival of business.

Put simply, if there's one place to do business in 2014, it's Liverpool.

CREATING THE INTERNATIONAL FESTIVAL OF BUSINESS

The International Festival of Business will offer something for everyone, from those attending the wealth of business events, to those looking to benefit from the many cultural activities on offer.

It will be the must-attend event for:

- Multinational corporations
- High-growth firms
- Entrepreneurs
- Cities
- Policy makers
- Tourists
- Inward investors

THEMES OF THE INTERNATIONAL FESTIVAL OF BUSINESS

01 CITIES

Recognising the fundamental role of cities in stimulating innovation and driving economic growth, the International Festival of Business will be an urban celebration, with an urban feel.

02 SECTORS

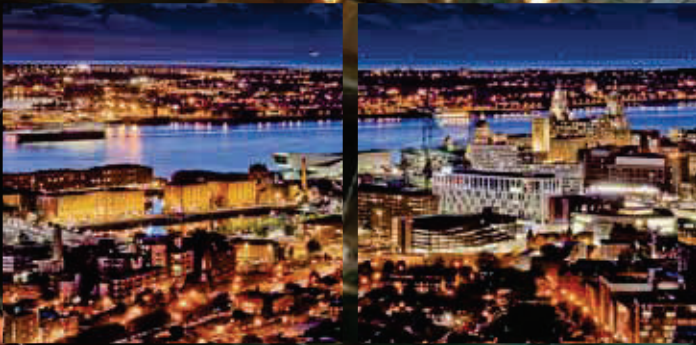
Activity will be focused around three high-value core business sectors:

- **LOW CARBON:** One of the world's growth industries, valued in the UK alone at £112 billion and worth over £3.2 trillion globally.
- **GLOBAL COMMUNICATIONS:** A thriving and highly competitive sector and the backbone of international trade.
- **KNOWLEDGE ECONOMY:** The industries that are shaping our future, comprising the varied worlds of creative and digital, advanced manufacturing, life sciences and financial and professional services.

03 CULTURE

The International Festival of Business is not just a place to forge connections, make deals and learn. A vibrant cultural festival will add a distinctive and stimulating backdrop, providing inspiration of a different kind for those from the city region and abroad.

01 CITIES



02 SECTORS



03 CULTURE



THE EVENTS

The International Festival of Business will be built on:

- Events organised by Liverpool as a centrepiece for the Festival.
- Events brought to Liverpool under the impetus of the Festival.
- Events organised by local, regional and national groups using the banner of the Festival.



SIGNATURE EVENTS

The Festival will be underpinned by a series of signature events across Liverpool, the Wirral and the wider North West, including the Wirral International Trade Centre.

THE INTERNATIONAL TRADE HUB

- Signature installation running over one week in which UK and world cities, corporations and business organisations can showcase their assets.
- A strong seminar programme will underpin the event to ensure practical advice and inward investment opportunities for visitors.
- A celebration of the rich tapestry of national and international business and promote international inter-sectoral links.

ACCELERATE 2014

- Three-day festival focused on high-growth businesses – built around a national search for the top 250 businesses which are transforming the economic landscape.
- Emphasis on entrepreneurship – in celebrating the passion, performance and power of some of the countries greatest enterprise exhibits.
- Leaders of industry will offer their expertise and knowledge and visit some of the local celebrations taking place in the enterprise community.

MAYORS' SUMMIT

- Gathering of international mayors to debate urban best practice and the role of cities in driving national and international growth.
- Showcase of the world's finest cities, their unique business offers and their role in shaping the global economic future.

NATIONAL & INTERNATIONAL EVENTS

During the International Festival of Business we will be attracting a series of both national and international events to the city.

These will range from:

- High-profile opening and closing events
- CEO Summits
- Entrepreneur Festival
- Annual Conferences
- Exhibitions
- Award ceremonies
- Thought leadership seminars

GRASS ROOTS EVENTS

The International Festival of Business will be a springboard for a series of events spearheaded by business organisations, universities and individual operations.

These events will support the festival by offering major practical advice for businesses throughout the period.

They will include:

- Conferences
- Seminars
- Business breakfasts
- Workshops
- Panel discussions
- Hackathons
- Discussion groups
- Networking events
- Lectures

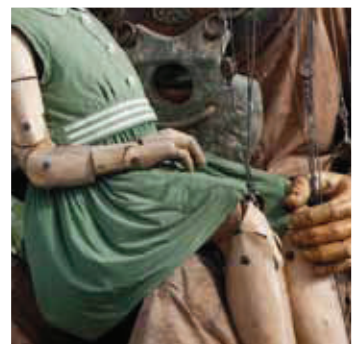
INTERNATIONAL
FESTIVAL OF
BUSINESS
2014

THE CULTURAL FESTIVAL

The cultural festival will underpin the International Festival of Business, with a rich programme of cultural activities.

Liverpool will look to create a visual spectacle through:

- Dressing the city and Festival venues
- Food festivals
- Curated exhibitions
- Keystone exhibits
- Street theatre
- Projections





Liverpool's International Festival of Business will be:

A global gathering where international business minds can broaden their horizons, access new global markets and cultivate fresh ideas to inspire profitability.

The festival will act as a launch pad for commercial success by providing opportunities to engage with new networks and make global deals.

It will bring together innovators from key sectors, united by a will to win and an ambitious desire to gain competitive advantage.

This is an event that will open the doors to global opportunity.

If there's one place in the world to do business in 2014.

**It's Liverpool,
It's Britain.**

BE A PART OF IT.

STEPS TO 2014

In the coming months, the Festival team will pull together:

- A powerful group of patrons
- A high-profile launch at Downing Street
- National and regional event organiser briefings
- The brand and marketing collateral

HOW CAN YOU GET INVOLVED?

There are a number of ways to get involved in the Festival which include:

- Sponsorship
- Exhibitor
- Event organiser
- Promoter
- Speaker
- Patron
- Delegate or visitor

GET IN TOUCH

To find out further information on how you can get involved please contact Festival Director Ian McCarthy at Liverpool Vision:

phone 0151 600 2900

email imccarthy@liverpoolvision.co.uk

or write to

Liverpool Vision
10th Floor, The Capital
39 Old Hall Street,
Liverpool L3 9PP
United Kingdom



PARTNERS

Festival partners include:

- The Department for Business, Innovation and Skills
- Cabinet Office
- UKTI

**IF THERE'S ONE
PLACE TO DO
BUSINESS IN 2014,
IT'S BRITAIN,
IT'S LIVERPOOL.**

it's liverpool



REPORT TO:	Employment, Learning & Skills Policy and Performance Board (PPB)
DATE:	25 th March 2013
REPORTING OFFICER:	Strategic Director – Children and Enterprise
PORTFOLIO:	Children, Young People and Families
SUBJECT:	Halton Borough Council Update on Apprenticeships
WARD(S):	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To provide Members with an update on Apprenticeships in Halton.

2.0 RECOMMENDATION:

- (1) That the Policy & Performance Board note the information.**
- (2) To seek Members views on how Halton Borough Council can better promote Apprenticeships and, in the future, Traineeships to employers.**

3.0 SUPPORTING INFORMATION

3.1 Overview of Apprenticeships

Apprenticeships are real jobs with training. They take between one and four years to complete and cover 1,400 job roles in a wide range of industries. An apprenticeship is a set of qualifications called a 'framework' developed by Sector Skills Councils. Most apprenticeship frameworks follow a standard format that comprises of:-

- A National Vocational Qualification (eg Level 2 for Intermediate Level Apprenticeships, Level 3 for Advanced Level, upto levels 4, 5 and 6 at Higher Level Apprenticeships)
- A Technical Certificate (knowledge based qualification eg BTEC, HNC)
- Transferable Skills (eg English)

A Learning Provider provides the knowledge and develops the skills of the Apprentice while the employer provides the practical experience to put those skills to the test. Training can be delivered in a classroom, workshop or in the workplace depending on the subject and learning provider.

There is opportunity for progression within apprenticeships; this has traditionally been from Level 2 to Level 3. However, the development of Higher Level Apprenticeships has increased opportunities for movement from Level 3 upwards to Level 6, which is equivalent to a degree.

The National Apprenticeship Service (NAS) has an on-line vacancy service where all Apprenticeship job opportunities are posted on-line and are available to any young person registered with the vacancy service to apply for. Being able to view all vacancies opens up both local and nationwide opportunities for young people.

NAS are in the process of developing a programme to deliver sessions to schools across the Liverpool City Region with the aim of supporting teachers' knowledge and understanding of apprenticeships. This will include briefing sessions for schools including support for pupils to help them understand how to search and apply for apprenticeship opportunities via the NAS Apprenticeship Vacancy site.

For young people who apply for apprenticeships and aren't successful NAS are currently procuring face to face and telephone support for young people to improve the quality of their applications.

4.0 HALTON OVERVIEW

4.1 Apprenticeship Starts and Success Rates for Halton Residents

Over the last 6 years there has been a significant increase in the numbers of young people aged 16 to 24 undertaking an apprenticeship. A historic summary of apprenticeship starts by age band is shown in Table 1 below:-

		2007/08	2008/09	2009/10	2010/11	2011/12
16-18	No.	310	306	435	422	370
	%	6%	6%	9%	8%	7%
19-24	No.	296	250	411	508	528
	%	3%	3%	5%	6%	6%
Total		606	556	846	930	898

Table 1.

Source: NAS Q4 dataset 2011/12, % based on 2010 ONS Mid-year population estimates

Success rates are a measure of how many young people achieve the full apprenticeship framework. For example a young person who achieves all but one of the apprenticeship framework components, which could be an ICT certificate, for example, would not appear as a positive success. However, the young person would have been awarded their National Vocational Qualification, technical certificate, other transferable skills and can continue to re-sit or resubmit work to complete their apprenticeship framework. A full breakdown of apprenticeship success rates for both 2009/10 and 2010/11 with regional and national comparisons can be seen in Table 2:-

		2009/10			2010/11		
		Level 2	Level 3	Overall	Level 2	Level 3	Overall
16-18	Halton	72.4%	81.2%	74.5%	65.8%	84.4%	69.6%
	North-West	71.1%	77.2%	72.7%	70.7%	79.9%	73.0%
	National	71.1%	76.3%	72.4%	72.2%	79.0%	74.0%
19-24	Halton	69.7%	73.6%	70.9%	75.6%	82.2%	83.3%
	North-West	72.7%	74.8%	73.6%	75.9%	79.3%	77.2%
	National	74.6%	75.5%	74.9%	76.7%	79.7%	77.8%
25+	Halton	86.2%	61.2%	78.8%	82.6%	79.5%	81.3%
	North-West	78.0%	70.9%	75.4%	81.3%	77.0%	79.5%
	National	77.5%	71.5%	75.1%	80.6%	76.2%	78.8%
All Ages	Halton	74.4%	73.2%	74.1%	71.8%	82.1%	74.7%
	North-West	72.7%	75.0%	73.5%	74.0%	79.0%	75.6%
	National	73.4%	74.8%	73.8%	75.3%	78.6%	76.4%

Table 2.

Source: NAS Q4 report, 2011/12

4.2 Halton Residents Starting an Apprenticeship by Sector Subject Area

Table 3 below shows a breakdown of 16-18 apprenticeship starts by the top 10 recruiting frameworks between 2009/10 and 2010/11, interim final year figures are shown for 2011/12.

Framework	2009/10	2010/11	2011/12 (interim)
Customer Service	23	75	46
Business Administration	38	40	39
Children's Care Learning and Development	35	28	32
IT and Telecoms Professionals (inc. ICT)	22	31	28
Active Leisure and Learning	39	52	28
Hairdressing	40	27	24
Construction	17	18	19
Engineering	42	35	19
Industrial Applications	1	6	14
MES Plumbing	8	7	14

Table 3.

Source: NAS Halton LA Apprenticeship Profile 2011/12 Q4

During 2011/2012 Customer Service continues to be the most recruited sector followed by Business Administration and Children's Care Learning and Development.

4.3 Apprenticeship Starts by Gender for Halton Residents

Within the 16-18 age band, more males start apprenticeship programmes than females, though the gender gap has narrowed since 2009/10. Across both 19-24 and 25+ age categories more females participate than males.

4.4 Halton Employer Information

There is a level of information that cannot be provided, which is:-

- Employer names
- Information on where companies recruiting apprentices residing in Halton are based.

4.5 Halton Borough Council Apprenticeship Development Plan

In 2012 Halton Borough Council adopted the People Plan 2012-2015, which aims to place our workforce at the heart of the Council. Twelve apprentices are working within the areas of Waste Management and Open Spaces and 3 within Employment, Learning and Skills. A target of 10 apprenticeships has been set for 2013.

There is a firm Council commitment to the apprenticeship model, and a desire that the Council should set an example, as the largest employer within the Borough, to developing its own apprenticeship programme. There is strong independent research of the return on investment from employing apprentices.

A 'snap-shot' of temporary and agency staff employed across the Council highlighted several work areas, for example in administration and social care, where the work could instead potentially be delivered by way of an appropriate apprenticeship framework.

This could re-direct some of the current expenditure on temporary and agency staff to the employment and training costs of an apprenticeship.

This creative application of apprenticeships could potentially offer some efficiency savings whilst also helping to minimise the negative impact upon services, and lead to more effective workforce planning.

Recruitment from groups under-represented in the Council's workforce will be prioritised and, supported by the Halton Employment Partnership, targeting residents who are NEET, and those leaving care.

4.6 Halton Employment Partnership

Halton Employment Partnership Team has funding available to assist new apprentices, residing in Halton, with providing financial support for travel, lunches and/or work clothes for up to 4 weeks from the start of the apprenticeship (or payment of their first salary). This Apprenticeship Support Fund was introduced in December 2012 and 6 grants have been awarded to date.

Locally, the Halton Employment Partnership committed to and secured 100 new apprenticeship opportunities (*confirmation awaited*) across the borough in 2011/12, with over 300 young people and adults across Halton signing up to the National Apprenticeship Service to help secure future employment and training. These opportunities will support the continued work of the 14-19 Partnership and of reducing young people not engaged in education or training.

As an employer Halton Borough Council has entered the Liverpool City Region Apprenticeship Awards 2013 for its commitment to apprenticeships and has also nominated apprentices from Waste Management and Open Spaces for Awards.

4.7 Liverpool City Region Apprenticeship Strategy

Halton Borough Council's Divisional Manager of Employment, Learning and Skills is the Chair of the Liverpool City Region Apprenticeship Hub. The group will take a strategic lead on the delivery of the Liverpool City Region Apprenticeship Strategy.

5.0 FUTURE POLICY

5.1 Apprenticeships

The Government is intent on a major expansion in the number and range of apprenticeships, with around 200 different career choices on offer in 80 different sectors, available to anyone over 16 years-old and not in full-time education. The target is to create 100,000 more apprentices by the year 2014, with a budget of £1,400m allocated in 2011/12.

The Youth Contract launched in late 2011 aims to provide nearly half-a-million new opportunities for 16 to 25-year-olds. This will include encouraging small businesses to hire young apprentices with incentive payments; simplifying processes to make it quicker and easier for employers to take on an apprentice; a renewed focus on targeting the programme where apprenticeships deliver greatest value and the requirement for apprenticeship providers to offer training in English and maths up to the standard of a good GCSE (level 2) for all apprenticeships.

5.2 Traineeships

The Departments for Education, and Business, Innovation and Skills have issued a discussion paper on Traineeships with a view to introducing the programme in September 2013. The aim is to establish Traineeships as the preferred route for young people aged 16 to 24 to equip them with the skills and experience they need to secure an Apprenticeship.

It is proposed that Traineeships would last around 6 months and consist of three core elements:-

- A focused period of work preparation training.
- A high quality work placement (extended, where possible).
- English and maths for those who have not achieved a GCSE Grade C or equivalent.

The programme, which would include mentoring and other pastoral support, would be highly flexible to allow for the needs of individual young people, and of the local labour market helping young people to successfully move into apprenticeships.

5.3 Richard Review of Apprenticeships – November 2012

The independent review of apprenticeships chaired by Doug Richard has issued its final report and recommendations. It calls for an improvement in the quality of apprenticeships and that they are made more focused on the needs of employers. The key recommendations:-

- Apprenticeships should be redefined and targeted to those new to a job
- The focus of apprenticeships should be on the outcome and linked to standards for professional registration
- The testing and validation process should be independent and genuinely respected by industry
- All apprentices should have achieved Level 2 in English and maths before they can complete their apprenticeship
- Government funding should be used to create the right incentives for apprenticeship training, with the purchasing power for investing in apprenticeship training lying with the employer
- A greater diversity and innovation in training – with employers and the Government taking a more active role in safeguarding quality

The Secretaries of State for Business and Education, and the Government will now consider the recommendations.

6.0 POLICY IMPLICATIONS

6.1 Council Corporate plan, People Plan, Children and Young People's plan, Sustainable Community Strategy and Employment, Learning and Skills Strategies have key priorities to raise aspirations of young people and increase local employment opportunities for local young people and adults.

7.0 OTHER IMPLICATIONS

7.1 The 11-19 Partnership members are involved in the planning and delivery of provision for 14-19 learners in Halton. They will enable Halton Borough Council to implement apprenticeship requirements.

8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

8.1 Children and Young People in Halton

Raising awareness of the benefits of apprenticeships and increasing the numbers of apprenticeships available supports key priorities to ensure that Children and Young People do well wherever they live and provides opportunities for young people to be successful when they leave school by raising aspirations of young people.

8.2 Employment, Learning and Skills in Halton

Ensuring apprenticeships are available links to Halton's key priorities to:

- Reduce the number of young people Not in Education, Employment and Training (NEET)
- Increase the number of Halton young people achieving Level 2 and Level 3 qualifications

8.3 A Healthy Halton

Will create opportunities to reduce NEET, young people in NEET are more at risk of ill health.

8.4 A Safer Halton

Young People who are not engaged in education, employment or training are more likely to be involved in criminal activity.

8.5 Halton's Urban Renewal

n/a

9.0 RISK ANALYSIS

9.1 Failure to continue with the drive to raise awareness of and increase the numbers of apprenticeships available to young people may lead to a mix and balance of provision driven by providers' priorities and may not meet the needs of young people or employers.

10.0 EQUALITY AND DIVERSITY ISSUES

10.1 Halton Borough Council has a statutory duty to secure that enough suitable education and training is provided to meet the reasonable needs of:-

- (a) Persons in their area who are over compulsory school age but under 19, and
- (b) Persons in their area who are aged 19 or over but under 25 and are subject to a learning difficulty assessment

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

11.1 None under the meaning of the Act.

REPORT TO:	Employment Learning and Skills PPB
DATE:	25 th March 2013
REPORTING OFFICER:	Strategic Director Children and Enterprise
PORTFOLIO:	Economic Development
SUBJECT:	Topic Group: The Impact of Welfare Reform on Employment Learning and Skills Provision in Halton
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

The purpose of this report is to propose the establishment of a topic group to consider the main impacts of the Welfare Reform changes on Employment Learning and Skills provision in the borough.

2.0 RECOMMENDATION: That

- 2.1 Members agree to the establishment of a topic group on the main impacts of Welfare Reform in respect of the Employment, Learning and Skills agenda;
- 2.2. Members nominate representatives of the PPB to sit on the group;
- 2.3. An evaluation report is presented to the ELS and Community PPB no later than September 2013.

3.0 SUPPORTING INFORMATION

3.1 Background

A presentation to the borough's Local Strategic Partnership Board earlier this month (March 2013) explained that measures introduced in the *Welfare Reform Act 2012* represent the biggest changes to the welfare system since its conception 60 years ago.

The *Welfare Reform Act* received Royal Assent in March 2012. It introduces a number of new measures which the ELS and C PPB might wish to consider in more detail. The Act will begin to take effect in phases from April 2013.

4.0 POLICY IMPLICATIONS

There are a number of considerations that the topic group might wish to discuss which will ultimately inform and influence the Council's response to the Welfare Reform Act i.e.

- 1) What, if anything, are we doing/have done to address these issues both as a Council and as a partnership for our residents?
- 2) Is there any information/documentation that has been produced or which needs to be produced to advise our staff/customers/residents on the changes?
- 3) How can we best collaborate with partners in order to mitigate the impact of the Welfare Reform Act in Halton?
- 4) Are there any changes needed in how we deliver our services. Do we anticipate an increase/change in demand for the services provided?

Therefore, it is suggested that a Topic Group will be a useful forum for developing a coordinated response to how best to deal with the issues arising out of the changes to the Benefits System.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Not applicable

6.2 Employment, Learning and Skills in Halton

There are a number of potential implications for this priority, although the Topic Group will consider the implications in more detail.

For example, employers and employees will be required to learn and understand new in-work benefit changes. There are, for example, changes to benefits in respect of part time employees which may have an impact on the ability of an organization to have a flexible and responsive workforce

There will be a potential increase in demand for specialist advice services on finances, debt, and eligibility for benefits which could put extra strain on service providers, in particular Job Centre Plus and Citizens' Advice Bureau.

However, there may also be an increase in demand for the adult education services provided by the Council and other partners as residents will need a sound ICT, literacy and numeracy skills.

Equally, given the focus on people finding work, it is possible that there will be a demand for the borough's job brokering and employment services.

6.3 A Healthy Halton

It is possible that the reforms will lead to raised levels of stress amongst the borough's workforce which could lead to an increase in the need for support from the healthcare sector.

6.4 A Safer Halton

Not Applicable

6.5 Halton's Urban Renewal

Not applicable

6.0 RISK ANALYSIS

There are no anticipated risks associated with the implementation of this topic group

7.0 EQUALITY AND DIVERSITY ISSUES

The Topic Group will focus on how we can ensure that our most vulnerable residents are supported in responding to the challenges presented in the Welfare Reform Act.

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

None under the meaning of the Act.

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

DATE: 25 March 2013

REPORTING OFFICER: Strategic Director Policy & Resources

PORTFOLIO: Resources

SUBJECT: Performance Management Reports for Quarter 3 of 2012/13

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

1.1 To consider and raise any questions or points of clarification in respect of performance management for service areas within the remit of the Employment, Learning and Skills and Community Policy & Performance Board, for the third quarter to December 2012. The report details progress against service objectives/ milestones and performance targets, and describes factors affecting the service, structured by key priorities as stated in section 3.3 below.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the second 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 Departmental objectives provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is 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 In line with the revised Council's Performance Framework for 2012/13 (approved by Executive Board in 2012/13), the Policy and Performance Board has been provided with an Employment, Learning and Skills & Community Priority Based overview report; which identifies the key issues arising from the performance in Quarter 3.

3.3 The report has been structured using the below key priorities and key area of focus as stated in the Directorate Plan for 2012-15:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

3.4 The full Departmental quarterly reports are available on the Members' Information Bulletin to allow Members access to the reports as soon as they have become available within six weeks of the quarter end. This 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. The two Departmental quarterly monitoring reports (for Economy, Enterprise and Property and Community & Environment) are also available via the following link

<http://hbc/teams/PERFIMP/Quarterly%20Monitoring%20Reports/Forms/AllItems.aspx>

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 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 Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

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

None under the meaning of the Act

Employment, Learning, Skill & Community Priority Based Report

Reporting Period: Quarter 3, Period 1 October 2012 – 31 December 2012

1.0 Introduction

1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2012/13; for services areas within the remit of the Employment, Learning Skill & Community Policy & Performance Board.

The report has been structured using the below key priorities:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

1.2 The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix 8. Please also note initials have been provided to indicate which Operational Director is responsible for commentary to aid members understanding, as shown in the key in the Appendix 8.

2.0 Key Developments

2.1 Supporting Growth and Investment (WR)

2.1.1 **Business Improvement District (BID)**

The formal process to secure a further five year Business Improvement District Programme at Astmoor and Halebank Industrial Estates is well advanced.

Business Improvement Districts or BIDs are a partnership between local authorities and local businesses to provide additional services or improvements to a specific area funded by an additional levy to the non-domestic rates.

All ratepayers in the BID area have the opportunity to vote on the proposed BID Programme. Approval of a BID has to meet two tests. Firstly a simple majority of those voting in the BID ballot must vote in favour. Secondly, those voting in favour must represent a majority by rateable value of the rateable properties of those voting.

The process by which businesses are balloted to ascertain their views with respect to the creation, or continuation, of a BID is strictly governed by statute. The following timetable has been, therefore, been put in place to satisfy the requirements of the relevant legislation :-

Date	Action
December 04 2012	Notice given to ballot holder (HBC) to hold BID Ballot.
December 05 2012	Ballot holder instructs Electoral Reform Society (ERS) of intention to ballot.
January 03 2013	ERS receives list of eligible BID businesses + wording for covering letter.
January 17 2013	Formal '42 Day Notice' of ballot issued to Department for Communities and Local Government.
January 31 2013	Ballot papers distributed by ERS.
February 28 2013	Close of Ballot.

The delivery of the ERDF 4.2 Business Support Programme is scheduled to commence in January 2013. In readiness for a January roll out a small Project Team has been created made up of a part-time Project Manager (in post) and a full time Project Support Officer (offered to existing Council staff as a secondment opportunity).

The Halton element of the pan-Merseyside ERDF 4.2 Business Support Programme will consist of firstly, a comprehensive business diagnostic which will generate a detail 'Strategic Plan for Growth' for each participating business. The 'Strategic Plan for Growth' will suggest further specific interventions which will enable the company to grow and achieve second stage growth.

The BIG team does not have the capacity or skill sets to deliver one to one, face to face business support. Expert consultancy support will, therefore, be procured utilising the Council's Matrix SProc.Net portal. The Matrix SProc.NET is a procurement portal employed by all Merseyside Local Authorities to source consultancy services.

The Team has, therefore, in partnership with Knowsley, Wirral and Sefton Councils, participated in numerous events to ensure that the programme has access to a ready supply of suitable consultants. It is anticipated that a company, consortia or group of consultants will be appointed in January 2013 to begin the diagnostic element of the programme with local companies.

2.2 **Raising Skill Levels and Reducing Unemployment (WR)**

2.2.1 **Matrix Accreditation**

The Employment, Learning & Skills Division successfully achieved accreditation following the Matrix Assessment in December 2012. The Matrix is a quality standard which is a requirement for delivery of certain services, for example, the National Careers Service.

The Matrix Standard will be used as an on-going quality improvement tool. Login details to the Matrix website will be issued in January 2013 in order to access the Continuous Improvement Check, which will support quality improvement within the Division.

2.2.2 **Adult Learning & Skills Development Self-Assessment**

The Adult Learning & Skills Development service completed its annual Self-Assessment Report (SAR) in December 2012. Overall, the provision was self-assessed to be Good (Grade 2), this maintained the score from the previous outcome.

2.2.3 **National Apprenticeship Service**

As part of the Liverpool City Region City Deal, Halton was given access to devolved National Apprenticeship Service (NAS) funding to support employers taking on apprentices. The incentive grant for those employers satisfying all criteria is £3k, with other incentive grants available from £1500.

The Employment, Learning & Skills Division recruited and appointed 3 apprentices during Q3. The apprentices will work across different teams offering information, data and support services.

2.2.3 **Mersey Gateway Employment Plans**

Evaluation of the Mersey Gateway draft Employment & Skills Delivery Plans was undertaken with the Halton Employment Partnership (HEP) Manager acting as an evaluator and the Divisional Manager Employment, Learning & Skills acting as an expert witness. Final plans will be submitted in March 2013.

2.2.4 Efficiency Review

The Employment, Learning & Skills Division has been selected to take part in the next efficiency review workstream. The "As is" questionnaires were completed and submitted to the Efficiency Team in Q3, with the review starting proper in Q4.

2.2.5 Sills Funding Agency

Changes to Skills Funding Agency (SFA) funding require the Employment, Learning & Skills Division to offer additional qualification bearing courses. Urgent meetings with SFA took place in December 2012 to support the transition to the new model. Issues with conflicting SFA advice, problems with the Management Information System and MIS reporting has resulted in some clawback.

2.2.6 Work Programme

During Q3, HPIJ were issued with a Notice to Improve by A4E. This required the team to submit a Performance Improvement Plan setting out areas for development. Changes to Skills Agency Funding streams has meant that courses that were previously offered as non-accredited now have to be accredited. The Division successfully gained accredited centre approval from a range of awarding bodies (Ascentis, City & Guilds, ABC, British Computer Society, OCN and CACHE). Programmes commence in quarter three.

2.3 Enhancing Residents' Quality of Life (CP)

2.3.1 Library & Recreation Services

The public library services in the North West and Yorkshire & Humber regions (30 in total) have submitted a joint bid to the Arts Council for "Grants for Arts: Libraries" funding for a creative project called "Try Reading". This is a unique opportunity for libraries to widen the audience for literature by connecting with the Rugby League World Cup 2013. A programme of high quality reading, writing and drama events and an interactive digital portal will be built around the sport and associated themes for readers and writers. The outcome of the bid which is for £199,700 will be known in February 2013.

2.3.2 Stadium Fitness

Stadium Fitness Gym has seen a steady increase of all types of membership both pay-as-you-go and pay monthly. We also introduced for December 2012, 12 days for £12 and in January, 3 months for £50, these cash memberships have now brought in £2050.

The i-Pitch has over 100 Football and Rugby teams registered to play casual or block bookings at the Stadium, since the i-Pitch was introduced over 16,000 adults and children have used it for training or competitive games/training.

During November and December Stadium Fitness sports hall hosted the following events:

- Cheshire Police Commissioner Elections,
- Halton Business Fayre,
- Cheshire Schools Table Tennis competition,
- Cheeky Monkeys and Sequence Dancers Christmas Parties.

2.3.3 Membership Details

Type of membership	April 2012	Dec 2012
FULL	691	726
CASUAL ADULT	1676	1775
CASUAL JUNIOR	460	497
Halton Leisure Card	83	101

2.3.4 Stadium Catering

Despite the economic down turn and lack of disposable income, the Christmas period at the stadium has gone very well with a variety of events taking place that saw over 3,000 customers attend the Stadium in December. These events included:

- Over 350 Senior Citizens lunchtime Christmas Parties
- Get Active Christmas lunch
- Let's Go Christmas lunch
- Halton Day Centre
- Sequence Dancers
- Horticultural Dinner
- Table Tennis

2.3.5 Matches/Pitch Activities

- Widnes season ended in September 2012
- A friendly game was held between Widnes Vikings and Warrington Wolves on Boxing Day
- The Liverpool Ladies fixtures are now available on the stadium Web Site, advertising for these events will take place in the full Liverpool Match day programme, they are expecting to average over 800 spectators per game. In addition, 10 Liverpool Ladies Reserves games have taken place.

2.3.6 Events

- 10 Weddings have taken place since September with a significant increase in the number actually getting married at the Stadium

Other significant events include:

- Adult Learning Awards
- School Public Speaking Competition
- Sports Development Recognition Evening
- Breakfast Business Meeting
- HEARTS Charity Night
- Mayor's Charity Race Night
- Irish Guard's Charity Night

2.3.7 Bars

Live entertainment now takes place every Saturday, other entertainment includes: charity nights, quiz nights, regular poker night, twice weekly bingo, karaoke. A member of the Stadium Dart's Team (John Bowles) got to the second round of World Championship Darts Competition.

2.3.8 Other Issues:

- Facebook now has 1500 likes (regular followers)
- The Stadium Website has noticed a significant increase in visitors of which 18% are from Widnes, 14% from London and 10% from Liverpool.
- The Stadium now receives, on average, 25 requests each week for details of activity dates, fee/prices and details of Stadium Fitness etc. most of which result in confirmed bookings.

3.0 Emerging Issues

3.1 Supporting Growth and Investment (WR)

3.1.1 Liverpool City Region Enterprise Partnership

Liverpool City Region (LCR) Local Enterprise Partnership (LEP) has secured £10,000,000 of funding under Round 3 of the Regional Growth Fund (RGF) for business support within the LCR, excluding the City of Liverpool.

The LEP intend to use RGF to provide grant support of between £100,000 and £1,000,000 per project based on a 1:5 ratio, that is for every five pounds the business puts in RGF will provide one pound. However, the LCR LEP is both an SME and has no reserves to pay grant prior to drawing down the RGF. The LCR Local Authorities have, therefore, agreed to underwrite the scheme.

The LCR Local Authorities are currently working with the LEP on the development of a Programme Delivery Plan together with a common project appraisal procedure in anticipation of an official programme sign off in March 2013.

Meetings have taken place with a number of the major commercial lenders, Merseyside Special Investment Fund, North West Fund, NW Access to Finance Team and the Chamber of Commerce to develop a support package to assist local companies to access the finance they need to grow. In 2013 it is intended that a marketing campaign will be undertaken to make local companies aware of the various financial product current available and to demystify the process by which companies access development capital.

3.1.2 Halton Economic Forum

Planning has begun for the second Halton Economic Forum. The Forum will take place on Wednesday 13 March and the theme will be 'Science and Growing the Knowledge Economy'

3.2 Raising Skill Levels and Reducing Unemployment (WR)

3.2.1 Adult Learning & Skills Quality Improvement Plan

Management/staff meetings will take place throughout Q4 to complete the Adult Learning & Skills Quality Improvement Plan (QIP) associated with the annual self-assessment report. Additionally, a series of meetings and workshops will be rolled out in readiness for Ofsted inspection. LSIS consultants will carry out a "Health Check" in February 2013, to assess the provision's readiness for short-notice inspection.

3.2.2 National Apprenticeship Service Grant

The NAS incentive grant will be available until end of March 2013. Should the 'deal' be successful, it is likely that the grant will be devolved for the next financial year. If not, the maximum grant that Halton can offer to employers taking on an apprentice will be £1500. The Employment, Learning & Skills Division will continue to champion apprenticeships in the borough, including within the Council. Further negotiations with the unions and HR are necessary to drive up the number of apprentices working in the council.

3.2.3 Mersey Gateway Employment & Skills Delivery Plan

Once the final Employment & Skills Delivery Plans have been submitted by the 3 Mersey Gateway bidder consortia, the HEP Manager & Divisional Manager Employment, Learning & Skills will be involved in the final evaluation, leading to preferred bidder stage.

Interviews between each Employment, Learning & Skills managers and the efficiency team have been diarised for January 2013. Following these meetings, the efficiency team will meet with the Divisional Manager and then will begin a wider consultation with all divisional staff.

3.2.4 Skills Funding Agency

SFA have selected Halton Borough Council to be part of a pilot for their new 'data handling query service'. This will ensure that all enquiries submitted by HBC to SFA will be carefully tracked and responded to and should help avoid conflicting advice being provided.

3.2.4 A4E Performance Improvement Plan

The A4E Performance Improvement Plan was approved and referrals to HPIJ will be reinstated in Q4.

4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. During the development of the 2012/13 Business Plan, the service was required to undertake a risk assessment of all key service objectives with high risks included in the Directorate Risk Register.

As a result, monitoring of all relevant 'high' risks will be undertaken and progress reported against the application of the risk treatment measures in Quarters 2 and 4.

5.0 Progress against high priority equality actions

5.1 There have been no high priority equality actions identified in the quarter.

6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key thematic priority areas.

Supporting Growth & Investment (WR)

Key Milestones

Ref	Milestones	Q3 Progress
EEP2	Support Halton's key strategic priorities through bid-writing for large scale bids by March 2013	
EEP2	Maintain a comprehensive database of all commercial by March 2013	
EEP2	Deliver the BID Year 5 action plan by March 2013	

Supporting Commentary







All milestones related to supporting growth and investment are progressing in line with expectations.

The department has developed a Work Plan for bid-writing for 2012-13 through liaison with Strategic Directors to identify the priority bids for each Directorate. The Current Work Plan includes c 30 schemes. 3 large-scale bids for Heritage Lottery Fund and 10 bids averaging £250k each to Big Lottery Fund's Reaching Communities programme have been worked on. The department has also led on Regional Growth bid of £9.77m for the Sci-Tech Enterprise Zone.

The BIG Team continue to maintain a comprehensive database of all commercial property; that is development land, industrial and office space and retail units. A number of initiative have been put in place over the last twelve months to improve the on-line provision of property searches.

All outputs associated with the BID Year 5 Action Plan are on programme and on budget.

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
DIS LI 01	Occupancy of HBC Industrial Units	72%	85%	81%		
SCS ELS01	Increase the number of active enterprises within the Borough	2660 (2011)	2675	2715		
SCS ELS02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor Economy	25.94%	24%	26.34%		



Supporting Commentary

A campaign to further promote our industrial units has resulted in an improvement in the quarters. However, looking across the portfolio, the property sector as a whole is fragile.

Performance against the business development indicators is showing a positive trajectory with the latest available data indicating that targets have been met.

Raising Skills Levels & Reducing Unemployment (WR)

Key Milestones

Ref	Milestones	Q3 Progress
EEP3	Deliver Work Programme via sub contract arrangements to Prime Contractors A4E and Ingeus Delotte in line with the contract	
EEP3	Ensure that all monthly reviews of performance of the Work Programme contract are undertaken	











Supporting Commentary

Targets for Ingeus job starts in Q3 were achieved successfully however targets for A4e were underachieved in Q3.

Monthly reviews took place in October, November and December the next quarter review will take place January 2013. Monthly reviews consider all operational targets and progress made.

During Q3, A4E issued a Notice to Improve due to underachievement of job starts. A Performance Improvement Plan was submitted and accepted by A4E. Both contracts will be re-profiled in Q4.

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
SCS ELS03	Increase the number of people classed as self-employed	5.7% (Sept 10 to Oct 11)	6.5%	6.4% (Jul 11 – Jun 12)		
SCS ELS04	Reduce the proportion of people with no qualifications	12.8% (2010 calendar year)	12%	11.5% (2011 calendar year)		
SCS ELS05 Revised NI165	Increase the percentage of people achieving NVQ Level 4 and above	21.3% (2010 calendar year)	23.5%	24% (2011 calendar year)		
SCS ELS07 NI152	Reduce the percentage of people registered unemployed and seeking employment	5.8%	5.2%	5.1% (October 2012)		
SCS ELS08	Reduce the percentage of the working age population claiming out of work benefits	18.9% (Aug 11)	18%	17.11% (October 2012)		
ELS LI03	Number of starts on DWP Work Programme	Contractual arrangements prevent publication of this information at the point of writing this report				

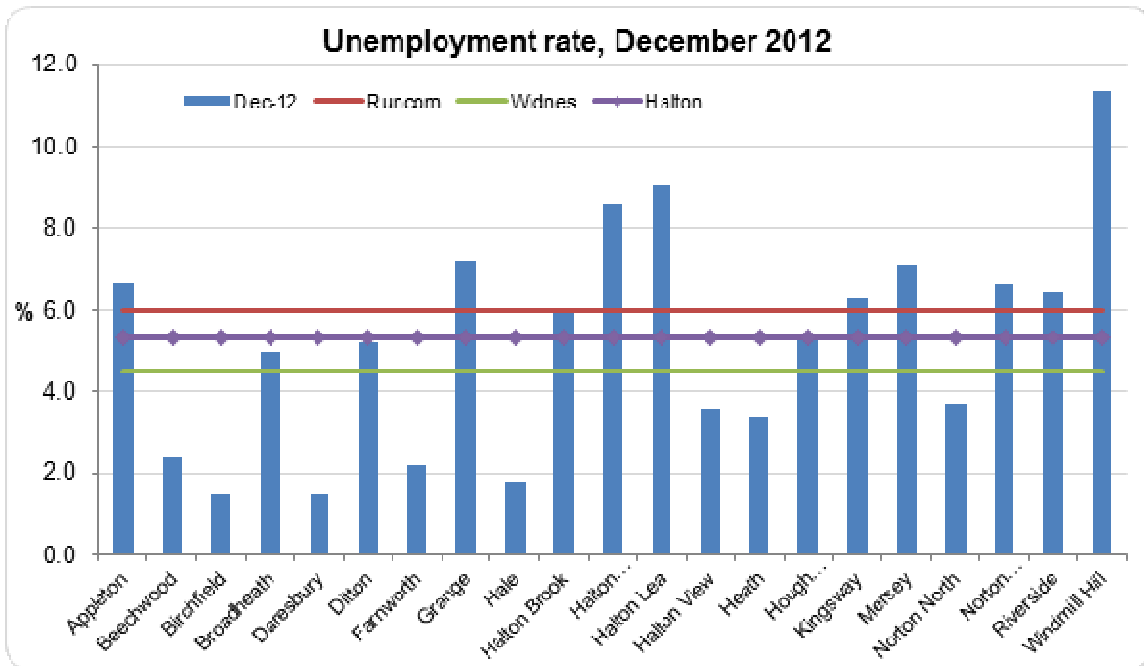
Supporting Commentary

Self-employment has increased, although at June 2012 (latest available data) performance indicates it has yet to meet the target for the end of the year.

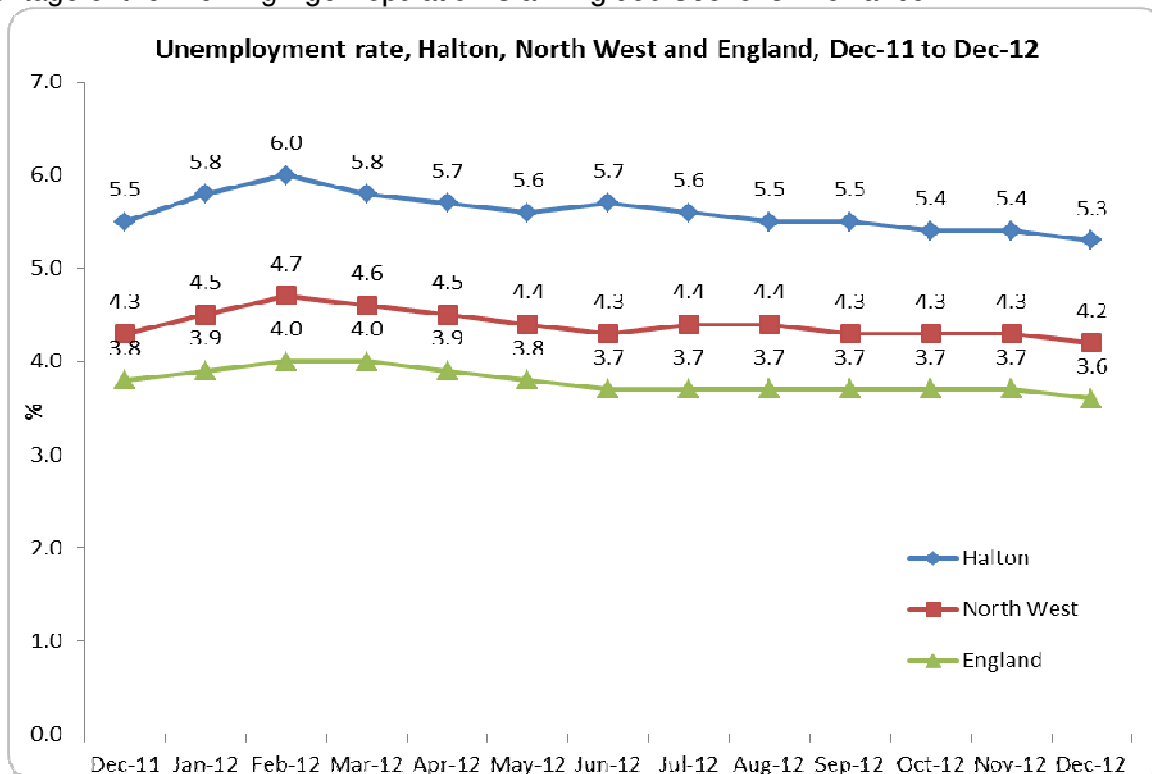
There have been 125 learners accessing HBC Skills for Life and Employability courses have achieved Literacy/Numeracy qualifications up to Quarter 3.

Both qualification indicators are showing positive improvements for the latest information available and have met the targets set. The Employment Learning and Skills division are continuing to deliver courses to further improve these outcome measures.

October figures from JCP show that there are 4207 JSA claimants, equating to 5.1% of the working age population. Given the new census data, Halton's working age population cohort has increased by 4500; with the reduction in those claiming JSA, the direction of travel is very positive. Further information around the unemployment rates is given overleaf with detailed breakdown by ward and in comparison with the North West and England averages.









Percentage of the Working Age Population Claiming Job Seeker's Allowance



Halton's unemployment rate has been gradually decreasing since the peak in December 2012. Halton remains higher than both the North West (4.2%) and England rate (3.6%) where the trend is a continued reduction from the peak in the spring.

Enhancing Residents' Quality of Life (CP)

Key Milestones

Ref	Milestones	Q3 Progress
CE1	Commence development of new Sports Strategy (2012-2014) by March 2013	
CE1	Use promotional events to increase participation and raise awareness associated with Sporting Excellence and 2012 Olympics by August 2012	
CE4	Undertake CIPFA PLUS survey (public library user survey for Adults) due to take place September 2012	
CE4	Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter March 2013	
CE4	Deliver a programme of extended informal learning opportunities including support for digital inclusion through the Race Online and Go ON campaigns meeting identified local targets by March 2013	
CE4	Implement efficiencies in stock procurement processes through the introduction of electronic invoicing, supplier selection and direct delivery by March 2013	

Supporting Commentary

Sports Strategy Development

Halton Sports Strategy 2012 – 2015 adopted in July 2012.

Awareness raising

Join in Local Sport – A 2 week promotion campaign for local sports providers. 55 free sessions; 20 swim for £1 sessions; 6 free junior swim; 1 main event held at Halton Stadium which 500 people attended.

Local Olympic and Paralympic sports makers and torch bearers promoted and assisting with local events. Press releases x 12 and 2 radio interviews.

2 new activities – chair exercise at Queens close and workplace zumba at Halton Lea.

CIPFA PLUS Survey

The CIPFA PLUS Survey for Adults was undertaken during October 2012. The results are available now and should go to the March PPB.

Reader Development

The Supporting Change lottery funded project at Halton Lea Library staged an Open Day involving 7 local services and other activities to celebrate Older People's Day at the beginning of October, 80 people attended these events

National Poetry Day was celebrated at Runcorn Library with Eleanor Rees reading a selection of her poems.

8 schools have been engaged in visits to the libraries this quarter with over 550 children participating in the sessions.

Informal Learning Opportunities

127 one to one support sessions have been delivered covering job seeking, how to get online, online basics, setting up e-mail accounts, social networking and safe internet use.





The Digital Job Hub has been delivered at both at Halton Lea and Widnes Libraries this quarter with 18 sessions having taken place with over 150 attendances.

Stock Procurement Efficiencies

Library Management System software has been developed to enable electronic invoicing and is currently being tested prior to its implementation.

Supplier selection for Adult and Children's fiction was introduced April 2012. Direct delivery is being investigated with our current book supplier.

Key Performance Indicators

Ref	Measure	11/12 Actual	12/13 Target	Q3	Current Progress	Direction of Travel
CE LI 6	Number of active users of the library service during the last 12 months.	New Measure	22,500	16,733		N/A
CE LI 6a	Number of visits to libraries (annual total).	New Measure	599,000	448,900		N/A
CE LI 7	Percentage of the adult population (16+) participating in sport each week (Previously NI8).	24.5%	24.0%	21.7%		

Supporting Commentary

CELI 6, 6a – Increase from last quarter in registered users up from 57,826 to 59,373 but reduction in the number of active users from 17,372 to 16,733 due to seasonal trends. Alternative format materials as well as online resources are now having an impact on the number of people actively borrowing stock.

CE LI 7 – The Councils Leisure Centre user figures continue to increase, but at a much slower rate than in previous years. The 2012 Olympics and Paralympics did generate more enquiries. Sports clubs and community classes have reported a decline in adult membership/attendance due to financial pressure.

There has been an increase in the number attending free taster sessions, walking/jog programmes. Continue to support existing clubs and groups and organise and encourage use of the natural environment. The Council won an England Athletic award for its "Jog in Halton" project.

Clear statistical evidence exists that the current difficult economic situation, which began 2008 and still continues, has had a statistically significant effect on the level of sports participation. NI 8 is report as a 2 year cumulative rate falling from 24.5% October 2009 to October 2011 to 21.7% October 2010 to October 2012, published in December 2012. This could take account of the removal of the free swim for over 60s.

Sport England new strategy has no numerical participation targets but an ambition for year on year growth and focus on 1 x 30 minutes of sport, with Halton's 1x30 now at 35.3%.

Rolling results are next due June 2013 and the survey will be extended to include 14 & 15 year olds.

7.0 Financial Statements

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

SUMMARY FINANCIAL POSITION AS AT 31 DECEMBER 2012

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<u>Expenditure</u>				
Employees	4,493	3,546	3,606	(60)
Repairs & Maintenance	2,585	2,051	2,164	(113)
Energy & Water Costs	626	532	476	56
NNDR	854	813	763	50
Rents	683	624	647	(23)
Marketing Programme	98	27	27	0
Promotions	41	29	28	1
Supplies & Services	1,332	852	807	45
Agency Related Payments	90	33	33	0
Total Expenditure	10,802	8,507	8,551	(44)
Sales	0	0	0	0
Fees & Charges	-319	-283	-284	1
Rent - Markets	-806	-629	-609	(20)
Rent - Industrial	-613	-484	-447	(37)
Rent - Commercial	-1,099	-874	-784	(90)
Government Grant Income	-913	-791	-791	0
Transfer from Reserves	-45	-220	-220	0
Recharges to Capital	-754	-167	-118	(49)
Reimbursements & Other Grant Income	-662	-471	-471	0
Schools SLA Income	-684	-647	-629	(18)
Total Income	-5,895	-4,566	-4,353	(213)
NET OPERATIONAL BUDGET	4,907	3,941	4,198	(257)
Premises Support	1,518	1,151	1,151	0
Transport Support Costs	47	33	33	0
Central Support Service Costs	2,057	1,579	1,579	0
Asset Rental Support Costs	3,464	8	8	0
Repairs & Maintenance Recharge Income	-2,393	-1,795	-1,795	0
Accommodation Recharge Income	-3,344	-2,508	-2,508	0
Central Supp. Service Rech Income	-1,833	-1,416	-1,416	0
Total Recharges	-484	-2,948	-2,948	0
Net Expenditure	4,423	993	1,250	(257)

The expenditure for employees is above budget as staff savings targets are not being achieved. This is due to an insufficient level of staff turnover compared to staff vacancies across the Division and will be closely monitored throughout the financial year.

A recent reduction in the Repairs & Maintenance budget has resulted in an in-year overspend. This is only temporary and is restricted to the current financial year as a retendering exercise has been carried out (which will result in a reduction of planned maintenance expenditure) ensuring the budget is balanced in future years.

Energy and water costs are under budget as a result of improvements that are currently being implemented throughout the Council. Business rates are under budget due to the revaluation of various properties within the Council.

In order to ease budget pressures only necessary spending on supplies and services has occurred in year.

Rental Income (including Markets; Industrial Estates & Commercial) is currently showing a shortfall due to vacant unites across all three areas. Work is being carried out to promote these units and there is a possibility that activity levels will change as the financial year progresses. Budgets will be monitored closely throughout the year to make sure the financial impact is limited and action taken to balance the Directorate budget at year-end.

In overall terms it is anticipated that net expenditure will be above the overall departmental budget by year-end, primarily as a result of the shortfalls in income outlined above. Steps will therefore need to be taken where possible to reduce expenditure to offset the shortfalls in income.

COMMUNITY & ENVIRONMENT DEPARTMENT

REVENUE BUDGET AS AT 30 SEPTEMBER 2012

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	11,457	8,625	8,977	(352)
Other Premises	1,200	858	720	138
Supplies & Services	1,377	1,078	842	236
Book Fund	245	169	156	13
Promotional	260	255	253	2
Other Hired Services	925	598	582	16
Food Provisions	861	589	518	71
School Meals Food	1,656	884	830	54
Transport	43	39	39	0
Other Agency Costs	121	88	65	23
Waste Disposal Contracts	5,113	2,414	2,364	50
Leisure Management Contract	1,493	870	886	(16)
Grants To Voluntary Organisations	72	63	64	(1)
Grant To Norton Priory	222	222	224	(2)
Rolling Projects	286	68	68	0
Transfers To Reserves	10	0	0	0
Capital Financing	59	9	8	1
Total Spending	25,400	16,829	16,596	233
<u>Income</u>				
Sales Income	-1,948	-1,402	-1,333	(69)
School Meals Sales	-2,173	-1,066	-1,129	63
Fees & Charges Income	-2,393	-1,787	-1,587	(200)
Rents Income	-178	-159	-124	(35)
Government Grant Income	-31	-38	-43	5
Reimbursements & Other Income	-476	-377	-392	15
Schools SLA Income	-2,037	-1,931	-1,969	38
Internal Fees Income	-123	-72	-37	(35)
School Meals Other Income	-369	-261	-279	18
Meals On Wheels	-193	-145	-154	9
Catering Fees	-226	-169	-64	(105)
Capital Salaries	-101	-75	-69	(6)
Transfers From Reserves	-298	-17	-17	0
Total Income	-10,546	-7,499	-7,197	(302)
Net Controllable Expenditure	14,854	9,330	9,399	(69)

CAPITAL PROJECTS AS AT 30 SEPTEMBER 2012

Recharges				
Premises Support	1,329	832	833	(1)
Transport Recharges	2,343	1,848	1,852	(4)
Departmental Support Services	9	0	0	0
Central Support Services	2,757	2,080	2,079	1
Asset Charges	2,459	0	0	0
HBC Support Costs Income	-307	-307	-307	0
Net Total Recharges	8,590	4,453	4,457	(4)
Net Departmental Total	23,444	13,783	13,856	(73)

Comments on the above figures:

In overall terms the Net Operational budget is £73,000 over budget profile at the end of the third quarter of the financial year.

Staffing related expenditure is over budget profile by £352,000, although this is primarily due to the £ 513,000 savings target for premium pay, staff turnover and terms and conditions budget reductions. Agency staff is still being used to keep services running at full capacity in the Open Spaces and Waste Management Divisions with expenditure of over £252,000 so far. In Open Spaces this has been necessary to cover up to ten long term illnesses, but this is now diminishing. Waste Management have also had a number of long term illnesses and two of these will continue for at least the rest of this financial year. One recent return to work should reduce agency costs slightly for the remainder of the year. Most other employee costs are under budget profile across the department with exception of the Stadium Catering and Matchdays.

Other Premises costs and Supplies and Services are both currently under budget profile. Advertising and purchasing of dustbins remains low as does need for repair in school kitchens. Expenditure incurred on utilities and Rates is still lower than expected at this point of the year.

Expenditure on food provisions for both catering and school meals remain lower than anticipated though related sales for catering also remain low, so adversely affecting related income. Internal Catering Fees Income is also under budget profile due to the continuing trend of reduced internal orders for catering across the council as a whole. School Meals incomes continue to benefit from the recent price increase of school meals and school breaks are also expected to over achieve against target.

Fees & Charges income is still under achieving on its budget target across most divisions of the department, mainly due to an unachievable target on Open Spaces, suite hire at the Stadium and a fall in Trade waste within Waste Management partly due to companies going into administration. Income budgets are currently being investigated to determine if they can be realigned to reflect more accurately income levels generated from the service provided.




Rental income will be considerably reduced this current financial year due to Everton Football Club no longer using the Stadium. The annual effect of this will be in the region of £ 50,000.

CAPITAL PROJECTS AS AT 31 DECEMBER 2012

	2012/13 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	18	18	12
Stadium Disability Works	25	12	12	13
Children's Playground Equipment	96	88	34	62
Landfill Tax Credit Schemes	340	20	20	320
Arley Drive (Upton)	72	20	6	66
The Glen	5	1	2	3
Crow Wood	12	0	0	12
Open Spaces Schemes	150	87	52	98
Runcorn Cemetery Extension	71	38	61	10
Installation of 5 Multi Use Games Areas	29	15	0	29
Dev of Facilities at RTH Park	73	73	75	(2)
Playground Runcorn Hill Park	48	43	44	4
Litter Bins	28	18	23	5
Cremators At Widnes Crematorium	350	0	0	350
Runcorn Busway Works For Gas Powered Buses	90	0	0	90
Castlefields Recycling Scheme	30	0	0	30
	1,449	433	347	1,102




8.0 Appendix – Explanation for use of symbols

Symbols are used in the following manner:

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

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

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

Key for Operational Director Lead

WR – Wesley Rourke - Operational Director Economy, Enterprise & Property
 CP – Chris Patino - Operational Director Community and Environment