

Departmental Quarterly Monitoring Report

Directorate: Children & Enterprise

Department: Economy, Enterprise and Property (Extract)

Period: Quarter 3 - 1st October – 31st December 2011

1.0 Introduction

This quarterly monitoring report covers the Economy, Enterprise and Property Department third quarter period up to 31st December 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

The way in which the Red, Amber and Green, (RAG), symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 4.

2.0 Key Developments

2.1 Business Development Team

The Business Development Team have produced a Halton Business Support Guide, a simple and straightforward guide to the range and type of business support currently available in the Borough of Halton. The guide provides information and up to date contact details about a range of business support initiatives including funding, innovation, resource efficiency, recruitment, training and starting your own business. The guide www.halton.gov.uk/property/support.asp is updated regularly to ensure that the business community in Halton has access to the most relevant and up to date business critical information.

The Business Development Team have begun to ramp up marketing activities in order to firstly, drive more traffic to the online commercial property search facility at www.runcorn-widnes.com and secondly, to increase the uptake of Council owned industrial units. Marketing activities either on-going or planned include:

Other examples include developing an event with Google to promote ICT amongst Halton Businesses. Further marketing and promotion at Runcorn Rail Station and other gateways to the Borough planned.

2.2 External Funding

The department co-hosted a Funding Marketplace in November 2011. Representatives were in attendance from Big Lottery Fund, Heritage Lottery Fund, WREN, John Moores Foundation and Morgan Foundation. Over 100 groups / Council Departments visited the event.

2.3 Major Projects

The Hive at Venture Fields is progressing well with a number of businesses open or in process of fitting out. Good progress is being made at the Village Square at Castlefields. Retailers have commenced trading and 16 residential units completed.

2.4 Capital Works Team

A key development commenced within the quarter included the development of Runcorn Market Hall as well as preparation for the refurbishment and relocation of staff from Grosvenor House to Rutland House. In addition, the partial refurbishment of Picow Farm Depot Office accommodation, the improvement to facilities at Lower House Lane and the demolition of Queens Hall is progressing.

3.0 Emerging Issues

3.1 Business Support Services

It is acknowledged that central government is awarding a number of Business Support contracts to the private rather than public sector. However in partnership with other Local Authorities, Halton is working to continue to provide a Business Support Service for local businesses. To this end, the LA is developing a European Regional Development Fund application which it is anticipated will run from April 2012 to March 2014.

3.2 External Funding

It has been notable that funding for the third sector is being passported to third sector organisations. Nevertheless the LA has a key role in ensuring that funding accords with local priorities and supporting bids for Reaching Communities. In addition, central government is making funding available for large scale capital infrastructure schemes, notably through the regional growth fund and schemes such as the Enterprise Zone and growing places fund. Therefore, the work of the team is moving to focus on larger scale strategic, projects and bids.

3.3 Public Health

In light of the closer working arrangements with the future Public Health move to the Local Authority, an emerging issue for the department will be the co-location of respective health teams if this is considered appropriate. This will have implications not least for IT infrastructures and accommodation.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	9		9		0		0
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All 'key' the objectives and milestones have progressed as expected. Please refer to Appendix 1 for further information.

4.2 Progress against 'other' objectives / milestones

Total	9		9		0		0
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All 'other' the objectives and milestones are progressing as expected and are therefore do not require reporting by exception at this time.

5.0 Performance indicators


5.1 Progress Against 'key' performance indicators

Total	3		1		1		1
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Of the three key performance indicators, one has progress as expected, one where progress is uncertain and one where it will not meet the end of year target.

For more information please refer to Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	0		0		0		0
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There are no 'other' performance indicators for the service.

6.0 Risk Control Measures

Where a Key service objective has been assessed and found to have an associated 'High' risk, progress against the application of this risk treatment measures will be reported at year-end.

7.0 Progress against high priority equality actions

There are no High Priority Equality Actions identified for the service.

8.0 Data quality statement


The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices



- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Financial Statement
- Appendix 4 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP 2 (previous reference: PS04)	The generation of external funding and the provision of funding advice to the third sector.


Milestones	Progress Q 3	Supporting Commentary
Bid-Writing: Minimum of four large-scale bids advised on per annum by March 2012		The department has been working with the Carers Consortium to develop an application to the Big Lottery Fund for £350,000.

Ref	Objective
EEP 3 (previous reference: EEB03)	The provision of a Comprehensive Support Service to business.


Milestones	Progress Q 3	Supporting Commentary
Scope the opportunities for 'Vikings and the Economy' Action Plan by September 2011		Scoping report has been developed jointly with the Vikings. Representatives from the club have been invited to present to the next Halton Tourism Business Network (TBN). It is anticipated thereafter that a sub-group of the TBN, made up of both public and private sector representatives, will progress the initiative
Review the land and property business portfolio (as part of the LEA) by September 2011		This review is complete and is helping us to implement Asset Management Plan priority deployments.

Appendix 1: Progress Against 'key' objectives / milestones





Ref	Objective
EEP 3 (Continued) (previous reference: EEB03)	The provision of a Comprehensive Support Service to business.

Facilitate Mersey Gateway acquisition and business relocation programme by March 2012		The Council commenced formal procurement in October 2011. Prequalification submissions are currently being evaluated. The issue of Invitation to Participate in the Dialogue will be in February 2012, with issue invitation to submit final tender in January 2013, tenders to be returned in February 2013. A Preferred Tenderer will be confirmed in May 2013 and project agreement award and mobilization in October 2013. The land acquisition and business relocation programme has already commenced with serving of the General Vesting Declarations Numbers 1-4 and will be completed by April 2013.
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Ref	Objective
EEP 4 (previous references: EEB05, 06, 07, 08 & 10)	The delivery of the Council's major regeneration schemes






Milestones	Progress Q 3	Supporting Commentary
Draft Runcorn Town Centre Action Plan by April 2011 .		The draft action plan has been completed and reported to full members briefing. A prospectus for Runcorn Town Centre has been prepared and expressions of interest will be invited from potential developers in Q4.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
EEP 4 (Continued) (previous references: EEB05, 06, 07, 08 & 10)	The delivery of the Council's major regeneration schemes	
3MG: Commence construction of western link road and warehouse development on HBC Field by October 2011		<p>Preparatory work on the link road commenced in September 2011. The main link road works and the warehouse development were to commence in December 2011.</p> <p>However, with the potential legal challenge pending the developer has not progressed the road or the warehouse development. We are now waiting a response from the developer and customer on the scheme timetable.</p>
Completion of 'Hive' Leisure Development at Widnes Waterfront by March 2012		<p>Practical completion at the Hive took place on 5th September 2011.</p> <p>Reel cinema, Widnes Super Bowl, Frankie and Bennys and Nandos are now open to the public. The Premier Inn and pub are due to open late February 2012.</p>
Review the Mersey Gateway Regeneration Strategy by March 2012		<p>An audit of the Mersey Gateway Strategy has been completed and it is now being considered in conjunction with the Core Strategy Key Areas of Change. A number of the projects identified in the strategy are already in progress, the next steps is to identify the next phase of priorities.</p>
Commence implementation of Runcorn Town Centre Action Plan phase by March 2012		<p>The Action Plan implementation has begun with an advert being placed in the Estates Gazette in January 2012 requesting expressions of interest by mid February 2012. Specific sites would be taken forward to the market in March 2012.</p>

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
<u>DIS LI05</u> (previous reference EEB LI05)	Number of investment enquiries per annum	162	180	130			The number of investment enquiries continues to be affected the current economic climate and the decline of inward investment promotion at a regional and sub-regional level
<u>DIS LI06</u> (previous reference EEB LI06)	Inward investment enquiry conversion rate %	14.8	9	19%			The number of conversions in Quarter 3 has increased and exceeds the annual target
<u>DIS LI07</u> (previous reference EEB LI07)	Contribution to jobs created as result of the service\s being provided (departmental)	244	350	178.5			Increase in Quarter 3, however unlikely to achieve revised target of 350 (original target was 225)

Appendix 3: Financial Statement

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

SUMMARY FINANCIAL POSITION AS AT 31st DECEMBER 2011

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (Overspend) £'000
<u>Expenditure</u>				
Employees	4,563	3,740	3,761	(21)
Repairs & Maintenance	2,736	1,432	1,470	(38)
Energy & Water Costs	936	505	453	52
NNDR	918	914	926	(12)
Rents	1,061	880	887	(7)
Marketing Programme	11	10	10	0
Promotions	35	27	23	4
Development Projects	85	25	25	0
Supplies & Services	1,921	1,779	1,786	(7)
Agency Related Payments	193	56	63	(7)
Property Rationalisation Saving Target	-327	0	0	0
Total Expenditure	12,132	9,368	9,404	(36)
<u>Income</u>				
Rent - Markets	-806	-604	-576	(28)
Rent - Industrial	-953	-721	-603	(118)
Rent - Commercial	-560	-420	-439	19
Sales	-3	-2	-10	8
Fees & Charges	-336	-170	-205	35
Reimbursements	-440	-94	-80	(14)
Government Grant Income	-1,407	-542	-541	(1)
Recharges to Capital	-908	-297	-201	(96)
Schools SLA Income	-714	-694	-698	4
Transfer from Reserves	-353	0	0	0
Total Income	-6,480	-3,644	-3,353	(291)
Net Operational Expenditure	5,652	5,824	6,051	(227)
<u>Recharges</u>				
Premises Support	1,713	1,207	1,207	0
Office Accommodation	282	211	211	0
Transport	57	38	38	0
Central Support Services	1,768	1,326	1,326	0
Asset Charges	2,307	5	5	0
Accommodation Recharge	-3,838	-2,879	-2,879	0
Support Service Recharges	-2,125	-1,614	-1,614	0
Repairs & Maintenance	-2,366	-1,774	-1,774	0
Net Total Recharges	-2,202	-3,480	-3,480	0
Net Department Total	3,450	2,344	2,571	(227)

Appendix 3: Financial Statement

Comments on the above figures

At the end of Quarter 3 revenue spending is over budget due to a number of reasons.

Firstly, Employee expenditure is above budget as staff savings targets will not be achieved within the department (due to the insufficient level of staff turnover within the Department, particularly within the Corporate and School cleaning services).




Energy and Water costs are under budget due to efficiency improvements that been implemented within the buildings throughout the Council.

Rental income for both Markets and Industrial units are below budget because of low occupancy rates due the current economic climate which still remains challenging, in particular there are a large number of vacant units in Seymour Court.

There is a significant shortfall in capital salaries income to date, as the scope to attribute fees to capital salaries has reduced considerably. As a result the related costs will need to be reviewed for the future.




Appendix 4: Explanation of Symbols

Symbols are used in the following manner:

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