

## Priority Based Report

**Priority:** Employment, Learning and Skills

**Reporting Period:** Quarter 3, Period 01 September – 31 December 2014

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress towards the priority of Employment, Learning and Skills, that have occurred during the period of the report. The way in which traffic light symbols have been used to reflect progress to date is explained within the Appendix (section 8).
- 1.2 Please note initials have been provided to indicate which Operational Director is responsible for the commentary to aid Members. A key is provided at the end of the report in Appendix (section 8).

### 2.0 Key Developments

- 2.1 **Skills Funding Agency (SFA) Community Learning Mental Health Pilot North West (WR)**  
The Government's 2014 Autumn Statement announced an additional £5m 2015-16 and £15m in 2016-17 for pilot community learning courses to help adults recover from mild to moderate mental health problems. An invitation to tender was issued at the end of December 2014 and Halton will be submitting a bid. There will be 5 contracts awarded from the 24 North West LAs.
- 2.2 **SFA Community Learning Mental Health Pilot North West (WR)**  
The pre-qualification questionnaire (PQQ) process has now been completed and a tender list of 6 contractors agreed. Works are now progressing well with the preparation of the tender documentation and it is anticipated this will be issued in late January 2015. The enabling contract for the archaeological works has been let and works will start on site in January 2015 in respect of this element of the work. It has been agreed that there will be a stage 2 tender process, the anticipated start on site now being March 2015, with completion being due by May 2016.
- 2.3 **Merseylink 'SME cluster' workshop (WR)**  
A workshop for SME businesses who had expressed an interest to create a cluster in order to collectively bid for the catering contract released by Merseylink took place on 8th October. The event was supported by the Halton Employment Partnership and the Business Innovation and Growth teams. A number of local catering businesses attended and were also offered follow up support.
- 2.4 **Corporate Apprenticeship Workshop (WR)**  
This took place at the Select Stadium on 13th October with the objective of raising awareness of and growing the number of apprentices within Halton Borough Council workforce. About 25 officers attended and heard information from Skills Funding Agency, existing HBC apprentices and the support available through HEP.

- 2.5 Youth Contract Underspend (Youth Employment Gateway) (WR)  
Q3 saw the recruitment to and the launch of the Youth Employment Gateway project which aims to support 18-24 year old JSA claimants who are between 1 and 9 months unemployed. Funded by Cabinet Office, the project aims to support 94 people in year one with training and employment.
- 2.6 Licence Acquisition Scheme (WR)  
A small pot of funding is being used to fund 10 local unemployed residents to take part in the licence acquisition scheme which 2 local logistics companies deliver (Stobarts and Freight First). Runcorn residents will access Freight First HEP programme and Widnes will access Stobart HEP programme. Discussions were being finalised in Q3 as to how individuals will be selected for the bespoke employability programme, with a view to it being delivered in Q4. Individuals would not, under their own steam, be able to fund this level of training.
- 2.7 Halton Veteran's Support Network (WR)  
An event that brought various veteran support networks together took place at the Brindley on 1st December. The event was used to highlight the various support available and to raise awareness of quality provision. A city region delivery programme to support ex-service men and women is due to launch in Q4.
- 2.8 European Programme 2014-2020 (WR)  
The LCR Local Enterprise Partnership (LEP) are having discussions with partners regarding potential new projects where Government funding that could be used as a match is time sensitive, such as Youth Employment Initiative Funding (YEI), this must be spent by end 2017. The eligibility of participants that can be assisted through TEI has been narrowed, and in conjunction with the tight timescale for spend, this is becoming a real challenge.
- 2.9 Investment Enquiries (WR)  
The Business Improvement and Growth (BIG) Team managed 32 commercial property/inward investment enquiries in quarter 3 which resulted in 7 conversions (inward investment enquiries converted into actual investment projects). The percentage of enquiries converted for quarter 3 was 21.87%. Cumulative total of enquiries for 2014-15 at end of quarter 3 was 193 against the annual target of 200. Cumulative conversions rate is 11% against the annual target of 10%.
- 2.10 LCR Business Growth Grant Programme (WR)  
The LCR Business Growth Grant can provide a grant of between £10k and £1m to eligible companies across the LCR based on private sector leverage ratio of 5:1 and the creation of sustainable jobs. To date 60 Halton companies have sought support from the schemes. Of that 28 formal expressions of interest have been received and 11 full applications appraised and approved by the Council's internal grant panel. Local companies currently contracted to receive the grant are:
- Converge IT
  - WSR Limited

- The Protein Works
- Tall Security Print Ltd
- Merseyside Printing Company Ltd
- Ineos Technologies (Vinyls) Ltd
- Helsby & Longden Ltd

The total project value of received live projects is £6,339,563 which equates to £1,026,775 of grant requested. To date, £254,249 has been paid to local companies, and £198,607 recovered from the LEP.

Whilst the current LCR Business Growth Grant Programme is fully committed, the combined Merseyside Chambers of Commerce have applied under the government's RDF round 6 for funds to deliver a scheme offering grants up to £75k and Merseyside Special Investment fund have applied for funds to deliver a scheme offering grants between 375k and £1m. Local authorities were precluded from making applications under RGF round 6. It is anticipated that Central government will announce in February 2015 where the above applications have been successful. The sum of £15m has also been included in the LCR 'City Deal' to continue the current scheme for a further two years.

#### 2.11 Merseyside Business Support Programme (WR)

The Merseyside Business Support Programme continues to engage the Halton business community. To date, there have been 257 enquiries for assistance to the programme. Of these 114 are currently engaged on the programme. The project is now collecting information on jobs created/safeguarded and the financial impact of the support. To date businesses have reported 64 jobs created (57% of target) and 16 jobs safeguarded (27% of target). Ten businesses have reported an increase in gross value added of £3,016,554.

#### 2.12 Community Development (CP)

In January, the Employment, Learning & Skills PPB received a report on the Community Development Service. Key highlights within the report were that in the last financial year;

- The CD team had supported 133 groups,
- 991 volunteers were involved in the service,
- 14,624 residents benefitted from CD activity
- The CD team levered in £288,387 of external funding to support community groups activity. Hence, for every £1 it costs to provide CD a further £1.30 was brought into the Borough.
- The CD team administers starter, community development and youth grants - 14 new groups were supported with start-up grants of £150. 15 existing groups were supported with their project/group costs, 14 young people were supported with bursaries of £250 and 12 voluntary youth groups were supported with their project/group costs.
- As a pilot, Members of the Ditton, Broadheath, Hale & Hough Green Area Forum have agreed to pilot an initiative that would see no public Area Forum meetings held for their area in the 2015/16 financial year.

### 2.13 Community Centres

With the support of Area Forum funding, a pilot scheme for delivering improved meals provision for young and old at Upton Community Centre is to be delivered. Should the scheme be successful, consideration will be given to extending the initiative to other community centres.

### 2.14 Brindley, Arts & Events (CP)

The Brindley had its busiest period in its ten year history in Q3. Performances have sold well and the annual pantomime was sold out on most evenings. The Brindley now opens for the Bonfire Night firework display and has become a popular venue for spectators.

### 2.15 Stadium (CP)

#### Pitch Activities

The Stadium has continued to attract regional and national events, these include:-

- RFL Men's Final – 5 games in one day
- RFL Ladies' Final – 2 games in one day
- RFL and Junior Finals – 4 games in one day
- National Conference Final
- Liverpool won Premiership for second year 12th October
- Liverpool played Linkoping Ladies in UEFA championship league
- Everton's last game against Man City – Everton relegated
- Halton Spartans American Football first game

#### Events

- Widnes Vikings 89 Dinner – 500 in marquee
- Fawlty Towers in conjunction with the Brindley
- Launch Ball of Sam's Diamonds Charity
- Teva Riverside College
- Pensioners Parties
- Christmas Parties
- Halton Business Fayre

#### Miscellaneous

- North West Contracts upgraded from single to double box
- 'Wife to be' extended Box contract for another two years
- Opening of the Legends Bar
- New Halton Suite opened
- Adam Gill and Doreen Quayle received award from Regional Ambulance for saving life using defib.

### 2.16 Stadium Fitness (CP)

#### Fitness Suite

Impact on membership figures this is due to the opening of the new Pure Gym. Stadium fitness monthly fee £16.00 Pure Gym £9.99.

Ladies gym is still very busy there are more current female members than male, Ladies only gym is only £10.99 a month or £40.00 for 4 months.

<b>Type of membership</b>	<b>April 2014</b>	<b>Dec 2014</b>
FULL	963	682
FULL JUNIOR GYM	39	20
CASUAL JUNIOR GYM	814	893
LADIES ONLY		417

#### Table Tennis

In November the Stadium held the Cheshire Schools Table Tennis Competition, schools and colleges from all over Cheshire took part.

#### 2.17 Library Service (CP)

##### Efficiency Review

Formal consultation with staff on proposed roles, rotas, structure and operating arrangements ran for a 30-day period from 13 October to 12 November 2014. All staff will be provided with the final structure, rotas and job descriptions and notified of their status in mid-January. Implementation date for the new structure is anticipated to be 12 April 2015.

The Executive Board met on 11th December to consider the future of the mobile library service, which included details of the responses to the public consultation exercise. It was agreed that the Council will withdraw the mobile library service. It is expected that the cessation of the service will coincide with the implementation of the library service's new structure in April.

##### Digital access/workforce development

Now that Universal Credit has been launched in Halton it is even more important for libraries to continue to offer free access to computer facilities and to assist customers get online. The Library Service offers individual support as well as weekly IT Clinics and Work Clubs.

The service is currently rolling out training to all staff focussing on the libraries role in supporting people to access information and services online in life-critical areas such as careers and job seeking; health, personal financial information and benefits.

Central to this offer is helping people to use vital government online information services. This Universal Information Offer aims to bring together government and non-government sources of information, which have been researched by information professionals in public libraries, giving a level of quality assurance to the customer and to ensure that staff are continually developing their skills to provide the help some people need to access information and services online.

#### 2.18 Sport and Recreation (CP)

##### Children in Care Free Swim Scheme

Launched in December over 220 membership cards have been distributed. In partnership with the Councils Leisure Centre operator, Places for People Leisure, the scheme is for children in care under the age of 18. The membership entitles not just the fostered child, but the foster parents and their children to a free swim at 'All Welcome' times at the Council's

three swimming pools. All children in Halton under the age of eight can already swim for free if accompanied by a paying adult.

#### The Merseyside Sporting Champions Dinner

Took place on Friday 28 November at the Britannia Adelphi Hotel, Liverpool. The awards aim to raise the profile of sporting achievements across Merseyside and raise money for the local sports council bursary funds. The evening was hosted by Steve Hothersall from Radio City and special guest former Liverpool FC player Jan Molby. Halton had 6 nominees, Halton Sports Award winners, that competed against the five other boroughs of Merseyside, Knowsley, Liverpool, Sefton, Wirral and St Helens. Kieran Henry (Mersey Storm wheelchair RL club) won the Merseyside Young Volunteer of the Year.

#### American Football Team, Halton Spartans

Established a team to play in a competitive league. Supported with Constitution, Bank Account, Risk Assessments, Insurance, League Requirements, Funding, Coach Qualifications. The team will play their home fixture at Select Security Stadium, following their very successful first fixture on 14 December, when 500 attended.

#### Runcorn Cycling club

Continues to develop and now has over 80 members, Lucy Martin, GB cyclist, met with the club to provide advice and promote their club sessions.

### **3.0 Emerging Issues**

#### 3.1 LCR Growth Hub (WR)

The LCR LEP has developed a proposal to create a “Growth Hub” for the city region. This is not a physical entity but rather a virtual organisation to provide business support services across the LCR. Government is very prescriptive with the respect to the form and function of the Growth Hub model they will support. The prescribed model suggests a preeminent role for local Chambers support by local authorities. Halton Borough Council and Halton Chamber of Commerce and others are discussing in detail how the Growth Hub might work in Halton and how best the model might serve the needs of the local business community.

At a city region level an initial funding package of £550k has been agreed between the LEP and BIS to support the development of a LCR Growth Hub. The LEP are obliged to undertake a full OJEU procurement exercise to appoint the partners who will deliver the Growth Hub locally. It is the intention of the LEP to appoint partners to a framework for five years to deliver the hub and other business support services. The Council and Chamber will work together to submit a tender response to deliver the Growth Hub in Halton.

As part of the development of a LCR Growth Hub the LEP has proposed a pan-Merseyside computerised record management system to manage investment projects, commercial property enquiries and future grant and business support programmes. The BIG team has contracted to roll out the new system locally.

#### 3.2 LCR Inward Investment Strategy (WR)

The LCR LEP has proposed the creation of a stand-alone inward investment agency for the City Region called “Invest Liverpool”. Any such agency, however, would have to be resourced by the six Local Authorities, primarily through the provision of secondees. To resource such an agency, given the current demands placed upon local authorities budgets, is unrealistic. It is, therefore, proposed that existing inward investment activity across the LCR be formalised. Once the resource currently utilised to support inward investment activities across the LCR has been identified, it can be used as match to draw down additional resources from the European Programme 2014-20. To accelerate the process the LEP have issued a tender for a private sector consultancy to work with the local authorities to identify the LCR offer.

### 3.3 Aerospace/Automotive Cluster (WR)

The first meeting of a small cluster group, made up of local companies involved in very specialist, high tech aspects of the aerospace and automotive industries will take place 5 March 2015. It is intended that in the future, the group will be private sector led and meet on a regular basis to discuss matters of shared interest and promote the sector further locally, regionally and nationally.

### 3.4 Runcorn Retail Business Improvement District (WR)

A Business Improvement District (BID) proposal, encompassing Runcorn Old Town, Trident Retail Park and Runcorn Shopping Centre has been proposed. Groundwork Cheshire have been appointed to facilitate the development of a BID Business Plan, manage a major consultation exercise and oversee a ballot of all businesses within the programme area. The proposal will be launched at the Brindley on 5 February 2015 and a ballot will be held in July 2015. It is anticipated that, subject to a successful ballot, the BID will be in place by September 2015.

### 3.5 Coastal Communities Fund, joint project with Warrington Borough Council (WR)

The project aims to increase support to businesses based along the Sankey Canal from Spike Island through to Warrington. There are two members of staff in place and the project has commenced. There have been some issues with the installation of the Marsh House Bridge at Fiddlers Ferry which is being dealt with by Warrington Borough Council. Halton is also working on another joint contract with Warrington (the Highways & Maintenance contract) with Tarmac and it is hoped that the two projects will have some synergies, particularly around the creation of apprenticeships.

### 3.6 Merseylink SME ‘Catering Cluster’ (WR)

Following the October clustering workshop, a catering cluster of local SME businesses was created and the cluster was successful in obtaining a catering contract through the Merseylink project. It is hoped to run further clustering workshops around facilities management/cleaning in Q4.

### 3.7 Corporate Apprentices (WR)

Following the workshop in October a number of teams within the council have taken steps to potentially create apprenticeship posts within their teams. In addition, current HBC vacancies

have been analysed to determine which could lend themselves effectively to an apprenticeship. This information has now been shared with the Portfolio Holder and next steps will be agreed in Q4.

### 3.8 Merseylink Visitor Centres (WR)

Both the Runcorn and Widnes centres are due to open in Q4. The Catalyst will be home to the Widnes Visitor Centre whilst Halton Lea Library will provide the location for the Runcorn centre. Initially, Wigg Island was earmarked for the Runcorn side but accessibility and the safety of the volunteers has meant a re-think and Halton Lea has been identified as a suitable information point for the project. Around 45 volunteers have been trained to date and a further volunteer recruitment campaign will commence in Q4.

### 3.9 Leisure Management Contract

The current Leisure Management Contract expires January 2016. A paper is to be presented outlining options for the leisure provision in Halton this will be a Key decision.

## 4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2014 – 15 Directorate Business Plans.

4.2 Progress concerning the implementation of all Directorate high-risk mitigation measures was reported in Quarter 2 and Risk Registers are currently being reviewed for 2015 – 16 in tandem with the development of next year's Directorate Business Plans.

## 5.0 Progress against high priority equality actions

5.1 The local authority must have evidence that it reviews its services and policies to show that they comply with the Public Sector Equality Duty (PSED) which came into force in April 2011. The PSED also requires us to publish this information as it is available.

5.2 As a result of undertaking Equality Impact Assessments no high priority actions were identified for the Directorate during the reporting period.



## 6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by each Directorate.

**Priority: Supporting growth and investment**

### Key Milestones and Measures

Ref	Milestones	Quarterly progress
EEP2	Undertake a baseline review of business makeup sectors and capacity in Halton by March 2015.	✓
EEP2	Deliver the Business Improvements Districts Year 2 action plan by March 2015.	✓
EEP2	Agree priority action areas arising from the Mersey Gateway regeneration strategy by July 2014.	✓



### SUPPORTING COMMENTARY

EEP2 – Research has been commissioned as reported at the last ELS and C PPB.

EEP2 – All milestones within the BID II Business Plan are on programme and on budget.

EEP2 – Priority action areas have been agreed.

Investment Enquiry conversion rate				SCS ELS01 Increase the No. of active enterprises in Halton				SCS ELS 09 Increase the gross weekly earnings by resident			
Current progress	Target	Quarterly progress	Direction of Travel	Current progress	Target	Quarterly progress	Direction of Travel	Current progress	Target	Quarterly progress	Direction of Travel
✓	10%	11%	↓	✓	2750	N/A	⚠	✓	£483	£512	↑
Ref	Measure	13/14 Actual	14/15 Target	Current	Direction of Travel	Quarterly progress					

SCS ELS 02	Increase the proportion of business diversity in the following sectors: Knowledge Economy, Superport, Low carbon/green, Visitor economy	27.03% (March 2013)	27%	N/A	N/A	N/A
SCS ELS 03	Increase the number of people classed as self-employed	6% (Local Economic Assessment HBC July 2013)	7%	5.7%		

### **Supporting Commentary**

DIS LI06 – The percentage of inward investment enquiries converted into actual investment projects in Q3 was 22%. The cumulative conversions to date are at 11% against an annual target of 10%.





SCS ELS01 – This information will be available at year end.

SCS ELS09 – The latest data is £512.50 at December 2014 from the NOMIS website. The figure is the gross weekly pay for full time workers in Halton which is £30 higher per week compared to NW average, and slightly below the GB average by £7.70.

SCS ELS03 – HBC does not own this National Indicator data. However, 3 customers accessing HPIJ's Enterprising Halton Service became self-employed during Q2. Latest data available is September 2014 at 6.4% on NOMIS website.

**Priority: Raising skills levels and reducing unemployment**

### **Key Milestones and Measures**

Ref	Milestones	Quarterly progress
EEP3	Deliver the Work Programme via subcontract arrangements to Prime Contractors A4E and Ingeus Deloitte in line with the contract	
EEP3	Complete SciTech skills for growth action plan by March 2015.	
EEP3	Implement Corporate Apprenticeships framework by November 2014.	
EEP3	Identify skills bank requirements from Mersey Gateway project by July 2015.	

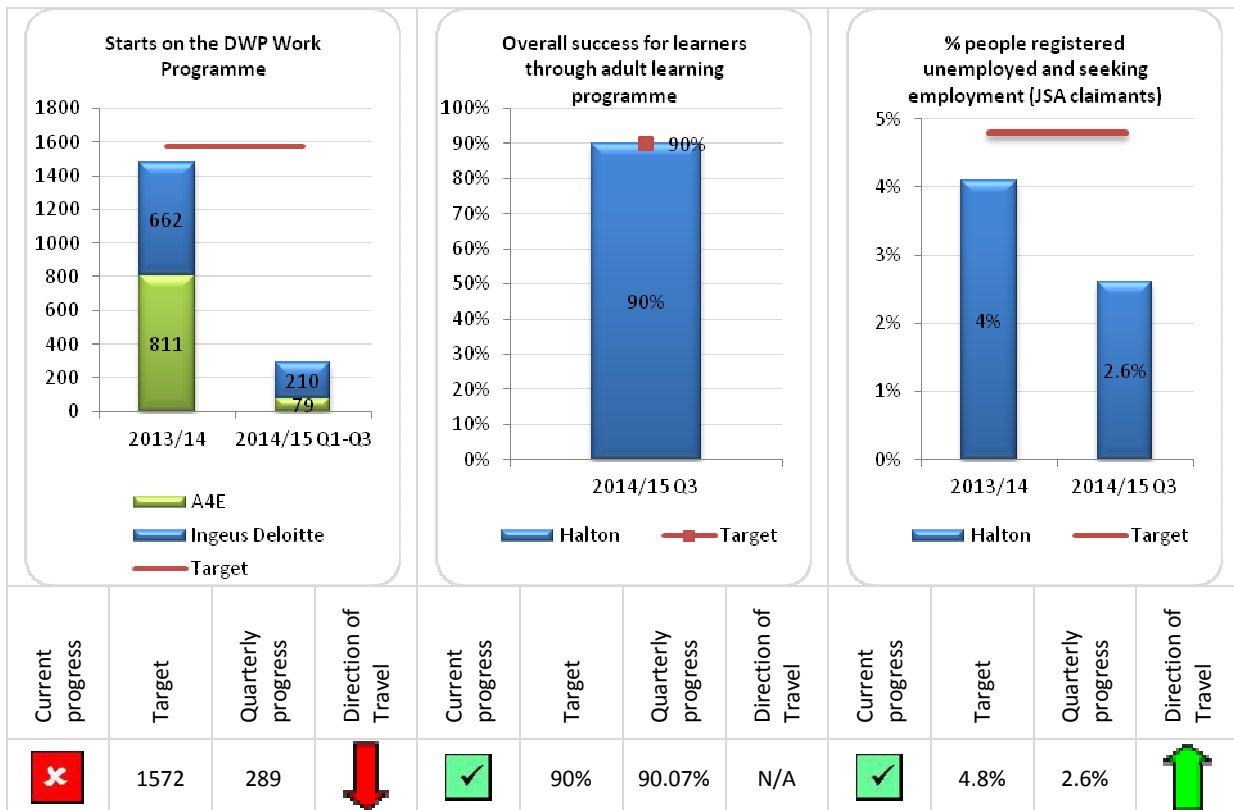
### **SUPPORTING COMMENTARY**

EEP3 – Some job starts and job outcome targets haven't been achieved on Ingeus or A4e contract during this period but contracted minimum performance levels (MPL's) for specified 3 payment groups were achieved on both contracts during the quarter. There continues to be a reduction in referrals against indicative profiles during this period. 41% of referrals received in Ingeus contract against profile and 61% against A4e profile in this period.

EEP3 – An action plan has been produced and is currently being implemented.

EEP3 – A corporate apprenticeship awareness event took place in Q3 and was well attended. However, a corporate apprenticeship framework has still not been adopted – but particular vacancies within the council have been identified as possible apprenticeship opportunities.

EEP3 – All KPI's associated with the Employment & Skills Delivery Plan are on target to be achieved.



Ref	Measure	13/14 Actual	14/15 Target	Current	Direction of Travel	Quarterly progress
ELS A1	The number of new apprenticeship starts in Halton Borough Council	361	5	5	N/A	
ELS LI04	Number of new starts into permitted/paid work for local people with disabilities (over 12 month period)	14 (Cumulative)	12	31		
SCS ELS 04	Reduce the proportion of people with no qualifications	12.1% (Jan to Dec 2012)	11%	10.9% (Jan 13 – Dec 13)		
SCS ELS05	Increase the percentage of people achieving NVQ level 4 and above	24.5% (Jan to Dec 2012)	24.5%	25.1% Jan 13 – Dec 13		
SCS ELS 08	Reduce the percentage of the working age population claiming out of work benefits	15%	16.5%	18.9%		

**SUPPORTING COMMENTARY**

ELS LI03 – Referrals from DWP have been lower than indicative flows throughout this and the previous year; therefore fewer customers have started on programme which has been out of our control. There continues to be an increase in the number of customers in receipt of Employment Support Allowance, approximately 60% of all referrals received are ESA claimants.

ELS A2 – 758 learners are active during Quarter 3, generating 1118 enrolments. To date, 1068 of those learners have been retained with a 90% success rate.

SCS ELS07 – HBC does not own this National indicator data. Data taken from NOMIS website shows that at December 2014 the number of JSA claimants is 2061, a reduction of 329.

ELS A1 – This is a corporate measure. The apprentices work in two different divisions within the Communities Directorate (2 Open spaces, 3 Waste Management)

ELS LI04 – 14 customers with disabilities/health conditions were supported into paid employment during quarter 3.






SCS ELS04 – In Quarter 3, 85 adults have achieved a qualification with HBC’s Employment, Learning and Skills Division. In addition, 73 qualifications have been taken and the results are awaited. The latest data available is for the period Jan 13- Dec 13 and is reported annually in arrears.

SCS ELS05 – HBC does not own this National Indicator data. NVQ Level 4 in the borough has risen. Halton has seen a continuous increase year on year.

SCS ELS08 – The latest data available is up to May 2014 from the NOMIS website. The total number of claimants of working age population in Halton is 15,210 which equates to 18.9%.

**Priority: Enhancing residents’ quality of life**

**Key Milestones and Measures**

Ref	Milestones	Quarterly progress
CE1	Continue to implement the Sports Strategy (2012-15) by March 2015.	
CE1	Active people survey results show an increase in participation rates from 2009/10 baseline by March 2015.	
CE2	Identify areas for improvement in line with the Business Plan and Marketing Plan by January 2015.	
CE4	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.	
CE4	Deliver a programme of extended informal learning opportunities including support for digital inclusion meeting identified local targets by March 2015.	

**SUPPORTING COMMENTARY**

CE1 - The Councils Sport and Recreation Team continue to deliver and support activity against the key themes and objectives contained in the Sports Strategy. The service produces a monthly report to highlight the key areas of work. Quarter 3 activities include:

- Community Sports coaches delivered 200 hours coaching; 2224 coaching contacts and 80 training opportunities. Safeguarding and First Aid workshops delivered - 32 attendees, 10 coaching bursaries, 9 bursaries and 1 group grant. Other activities included;
- Get Active project launch at Upton CC 50 participants registered
- 200 new participants registered with Get Active project, Touch Rugby, Athlefit and Swim4Health new sessions
- Supported Halton Disability Sports Coordinator and established links with local sports clubs
- On-going support to community exercise classes, over 50 groups. Q3: new participants supported 30 male, 61 female: 91 total (390 cumulative total).
- Merseyside Sports Awards 6 nominations – 1 award winners
- 136,766 Leisure centre visits during Oct/Nov/Dec. Total visits since 1 April 2014 434,895
- 1,261 Halton Leisure Card applications
- 8 Sportivate activities operating 73 participants (sport sessions for 14 – 25 year olds)
- How to deliver engaging sessions for young people workshop – 12 attendees from 6 different organisations

CE1 - The results expected in December were not published, the next Active People results will now be published 29 January 2015. TNS-BMRB, the research company that independently collects,

records and provides the data for the survey, informed Sport England of a technical issue with the data. They requested additional time before supplying Sport England with the data.

CE2 – A number of areas have been targeted for this year, the programmed improvement in these areas should have a positive impact on the financial performance of the Stadium.

CE4 - Strategy priority - Inspiring a community of readers and learners

Just 6 Minutes: Research has shown that Just 6 Minutes absorbed reading has a significant impact on stress. Halton Libraries are participating in the latest North West Reading promotion “Just 6 Minutes” to help improve stress levels, improve health and provide a feel good factor with mood boosting book recommendations.

Memory Bags: Following the popularity of the Memory Boxes which are suitable for residential homes and small groups, the library service has now introduced memory bags which are smaller and more portable than the boxes and can be used by individuals in their own homes.

Reading Activists Project: The young volunteers planned and organised the Christmas Extravaganza event at Widnes Library providing games, crafts, stories, balloon animals, badge making and lots of fun for the Under 11’s. Over 150 children and parents participated in the event.







Schools: 7 schools have been engaged in activities with the service this quarter with 550 children and young people participating in class visits.

Reading Groups: 15 Reading Group sessions have been held this quarter with 83 attendees.

Rhymetime: Over 990 children and parents attended 38 Rhymetime sessions in this quarter.

Other events: The library service attended Moorfields Primary Reading Afternoon engaging with 60 children; provided themed “Wimpy Kid” activities during half term with 40 participants and undertook sessions for the Children’s Centre Terrific 2’s and Brownies.

CE4 - The Library Service has worked in partnership with O2 to provide 2 workshops covering the topics of CV & Interviews and Digital Confidence and Online Safety. IT Clinics has been delivered at both Halton Lea and Widnes Libraries with 21 sessions having taken place with 116 attendances. 17 workclubs sessions supported by GMB have been delivered this quarter with 221 attendances.

Ref	Measure	13/14 Actual	14/15 Target	Current	Direction of Travel	Quarterly progress
CE LI4	Diversity – number of community groups accessing stadium facilities	N/A	15	22		
CE LI6	Number of new members of the library service during the last 12 months	N/A	9,234	1,140		
CE LI6a	Number of physical and virtual visits to libraries (annual total)	675,989	721,000	137,841		

### **SUPPORTING COMMENTARY**

CE LI4 – The Stadium has long been held as an integral part of the local community with numerous groups using the facilities (pitch and non-pitch).

CE LI6 – Performance has fallen this quarter in line with seasonal usage. It is uncertain at this stage whether the annual target will be achieved.

CE LI6a – Performance has fallen this quarter in line with seasonal usage. It is uncertain at this stage whether the annual target will be achieved.

## **7.0 Financial Summaries**

Please see overleaf

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
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<b><u>Expenditure</u></b>				
Employees	4,376	3,162	3,220	(58)
Repairs & Maintenance	2,730	1,941	1,944	(3)
Premises	49	42	43	(1)
Energy & Water Costs	614	394	368	26
NNDR	613	604	590	14
Rents	458	390	391	(1)
Marketing Programme	36	21	17	4
Promotions	62	34	33	1
Supplies & Services	1,469	735	701	34
Agency Related Expenditure	76	42	43	(1)
Grants to Non Voluntary Organisations	148	148	148	0
Other Expenditure	0	0	0	0
<b>Total Expenditure</b>	<b>10,631</b>	<b>7,513</b>	<b>7,498</b>	<b>15</b>
<b><u>Income</u></b>				
Fees & Charges	-544	-379	-388	9
Rent - Markets	-759	-563	-561	(2)
Rent - Industrial Estates	-691	-516	-525	9
Rent - Commercial	-563	-366	-364	(2)
Transfer to / from Reserves	-660	-588	-568	0
Government Grant - Income	-1,959	-1,277	-1,277	0
Reimbursements & Other Income	-90	-116	-122	6
Recharges to Capital	-297	-92	-92	0
Schools SLA Income	-553	-562	-573	11
<b>Total Income</b>	<b>-6,116</b>	<b>-4,439</b>	<b>-4470</b>	<b>31</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,515</b>	<b>3,074</b>	<b>3,028</b>	<b>46</b>
<b><u>Recharges</u></b>				
Premises Support Costs	1,409	1,065	1,065	0
Transport Support Costs	30	17	17	0
Central Support Service Costs	1,970	1,483	1,483	0
Asset Rental Support Costs	2,414	0	0	0
Repairs & Maint. Rech. Income	-2,448	-1,836	-1,836	0
Accommodation Rech. Income	-2,652	-1,990	-1,990	0
Central Supp. Service Rech. Income	-1,457	-1,093	-1,093	0
<b>Total Recharges</b>	<b>-734</b>	<b>-2,354</b>	<b>-2,354</b>	<b>0</b>
<b>Net Expenditure</b>	<b>3,781</b>	<b>720</b>	<b>674</b>	<b>46</b>



## **Comments**

Achieving staff turnover savings within the Department remains an issue this financial year, as there has been marginal turnover of staff. The staff savings turnover target set for Building & School Cleaning and Caretakers Service cannot be achieved as the services need to be fully staffed at all times.

Energy & Water Costs have continued to be under budget at the end of Quarter 3 following on from improvements that have been implemented throughout the Council buildings over the last few years.

NNDR budgets are under budget, as most of the Investment Properties are now fully occupied with HBC not being liable for empty rates.

In order to ease budget pressures spending has continued to be restricted in year on Supplies & Services. Promotions and Marketing has also been kept to a minimum in an effort to achieve a balanced budget position for the Department.

Income levels within the Asset Management Division have remained constant during quarter two and quarter three, as there has not been much change with the occupancy rates of the Investment Properties.

As rental income can fluctuate in year, close monitoring will continue on these volatile budgets.

The number of schools buying into the School Cleaning SLA has increased this financial year, resulting in the service over achieving on income.

Work has continued with Managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be under the overall Departmental budget by year-end.

## ECONOMY ENTERPRISE & PROPERTY CAPITAL PROJECTS

### SUMMARY FINANCIAL POSITION AS AT 31<sup>st</sup> December 2014

	2014/15 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Economy, Enterprise &amp; Property Dep't</b>				
Castlefields Regeneration	925	174	174	0
3MG	2,909	1,578	1,578	0
Widnes Waterfront	1,000	0	0	0
Johnsons Lane Infrastructure	466	15	15	0
Decontamination of Land	6	0	0	0
Sci Tech Daresbury	2092	1,377	1,377	0
Queens Arms	23	20	11	9
Former Crossville Depot	518	0	0	0
Moor Lane Demolition	150	11	11	0
Moor Lane Property Purchase	160	160	161	(1)
Former Fairfield Site – Demolition	2	2	2	0
Fairfield High Site - Contingency	51	49	49	0
Peel House Lane Cemetery	20	0	0	0
Peel House Lane Roundabout & Cemetery Access	155	0	0	0
Travellers Site - Warrington Road	1658	30	30	0
Widnes Town Centre Initiative	60	22	22	0
Lower House Lane Depot – Upgrade	444	410	401	9
Disability Discrimination Act/Disabled Access	150	38	38	0
<b>Grand Total</b>	<b>10,789</b>	<b>3,886</b>	<b>3,869</b>	<b>17</b>

#### Comments

**Queens Arms** – Works have now been completed on site with no further expenditure expected.

**Lower House Lane Depot Upgrade** – Works have now been completed on site (final account is due in before year-end).

**Former Crossville Depot** - There are a number of technical issues to overcome (including protection of the high pressure gas main as well as treatment of contamination), therefore work is not likely to start in this financial year.

**Travellers Site** - Approval has now been granted to proceed with the works with the anticipated completion date of the scheme being 31 May 2015.

**Widnes Waterfront & Bayer** - Heads of terms have now been agreed with the contractor and envisaged the remediation works to be started in the last quarter of the current financial year.

## **COMMUNITY & ENVIRONMENT DEPARTMENT**

### **Revenue Budget as at 31 December 2014**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	12,496	9,178	9,202	(24)
Other Premises	1,418	925	861	64
Supplies & Services	1,665	1,154	1,104	50
Book Fund	192	158	156	2
Promotional	9	13	9	4
Other Hired Services	1,259	887	877	10
Food Provisions	681	493	482	11
School Meals Food	1,914	1,225	1,195	30
Transport	55	41	18	23
Other Agency Costs	652	43	33	10
Waste Disposal Contracts	5,012	2,782	2,817	(35)
Leisure Management Contract	1,467	991	1,059	(68)
Grants To Voluntary Organisations	333	265	260	5
Grant To Norton Priory	222	222	224	(2)
Rolling Projects	154	0	0	0
Capital Financing	13	0	0	0
<b>Total Spending</b>	<b>27,542</b>	<b>18,377</b>	<b>18,297</b>	<b>80</b>
<b><u>Income</u></b>				
Sales Income	-2,197	-1,552	-1,444	(108)
School Meals Sales	-2,049	-1,234	-1,274	40
Fees & Charges Income	-2,743	-1,948	-1,845	(103)
Rents Income	-187	-195	-203	8
Government Grant Income	-35	-16	-16	0
Reimbursements & Other Grant Income	-516	-346	-359	13
Schools SLA Income	-82	-81	-85	4
Internal Fees Income	-121	-72	-79	7
School Meals Other Income	-2,935	-397	-460	63
Meals On Wheels	-192	-138	-129	(9)
Catering Fees	-225	-125	-69	(56)
Capital Salaries	-53	-29	-27	(2)
Transfers From Reserves	-285	-285	-285	0
<b>Total Income</b>	<b>-11,620</b>	<b>-6,418</b>	<b>-6,275</b>	<b>(143)</b>
<b>Net Controllable Expenditure</b>	<b>15,922</b>	<b>11,959</b>	<b>12,022</b>	<b>(63)</b>
<b><u>Recharges</u></b>				
Premises Support	2,048	1,547	1,548	(1)
Transport Recharges	2,393	1,349	1,379	(30)
Departmental Support Services	9	0	0	0
Central Support Services	3,149	2,381	2,382	(1)
Asset Charges	3,197	0	0	0
HBC Support Costs Income	-357	-357	-357	0
<b>Net Total Recharges</b>	<b>10,439</b>	<b>4,920</b>	<b>4,952</b>	<b>(32)</b>
<b>Net Departmental Total</b>	<b>26,361</b>	<b>16,879</b>	<b>16,974</b>	<b>(95)</b>

### **Comments on the above figures:**

The net budget is £95,000 over budget profile at the end of the third quarter of 2014/15.

At the third quarter of the year employee's expenditure is over budget profile by £ 24,000. Spending on agency staffing in open spaces and waste management continues however the rate has fallen during quarter three as vacancies begin to be filled and efficiency measures such as the apprenticeship scheme take hold. The other main driver for the overspend is the savings targets including premium pay of £42,300.

Other premises and supplies & services expenditures are collectively currently £ 114,000 under budget at the end of quarter three. The main reasons for this are underspending on some equipment and utilities budgets and Open Space landscaping. Where possible, some of these budgets will be investigated for adjustment to offset underachieving income targets mentioned below.

Waste Disposal Contracts are expected to overspend by year-end. In recent years Halton has successfully increased the amount of waste recycled however this now results in a recycling bonus payment at the end of the financial year. It is assumed that this payment will be approximately £100,000 which is similar to 2013/14 as recycling levels are also similar. The department will strive to ensure the additional costs are met within its overall budget if possible, if not, underspends within the Directorate will have to be used to ensure an overall balanced budget is achieved.




Sales, fees & charges and catering fees across the Department continue to struggle against budget. The social club in the stadium has now closed and due to the opening of Pure Gym, membership to the Stadium fitness gym has declined, adding to previous year's decreases. The main areas struggling are catering sales, stadium bars, open spaces non contracted works, bulky waste charges, playing fields and some lettings for community centres. As mentioned above, in order to alleviate underachieving income, any underspending budgets on expenditure could be adjusted to offset income targets.

**Capital Projects as at 31<sup>st</sup> December 2014**

	2014-15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Stadium Minor Works	80	75	77	3
Widnes Recreation Site	2,792	1,258	1,125	1,667
Children's Playground Equipment	79	15	4	75
Upton Improvements	63	47	49	14
Norton Priory	339	12	12	327
Crow Wood Play Area	13	0	0	13
Runcorn Hill Park	311	233	233	78
Runcorn Cemetery Extension	9	0	0	9
Cremators Widnes Crematorium	396	297	264	132
Open Spaces Schemes	189	142	138	51
Playground Third Party Funding	340	17	17	323
Litter Bins	20	0	0	20
<b>Total</b>	<b>4,631</b>	<b>2,096</b>	<b>1,919</b>	<b>2,712</b>




## 8.0 Appendix – Explanation for use of symbols

8.1 Symbols are used in the following manner:

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

8.2 Direction of Travel Indicator

Where possible 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.

8.3 Key for Commentary

**WR** Wesley Rourke, Operational Director, Economy Enterprise and Property Service (EEP)

**CP** Chris Patino, Operational Director, Communities and Environment (CandE)