

# NOTICE OF MEETING

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

**FRIDAY, 9 OCTOBER 2015 AT 9.00 AM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

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**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

Councillor Linda Symes (Conservative)

## **Group Spokespersons**

Councillor Lee Hunt, Liberal Democrat

Councillor Julie Swan, UK Independence Party

Councillor Yahiya Chowdhury, Labour

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

**1 Apologies for absence**

**2 Declarations of interest**

**3 Culture and City Development Business Plan (Pages 1 - 40)**

Purpose of report

This report provides a summary of the priorities, risks, key performance indicators and vision of Culture and City Development in Portsmouth City Council.

**RECOMMENDED**

**That the Cabinet Member for Culture Leisure and Sport approves the key priorities and targets set in the business plan.**

**4 Record Breakers: The Summer Reading Challenge 2015 (Pages 41 - 48)**

Purpose of report

To inform the Cabinet Member for Culture, Leisure and Sport of the results of Record Breakers: the Summer Reading Challenge 2015; the levels of promotion necessary to maintain levels of participation; the role of volunteers in supporting the Challenge and to propose targeted engagement to drive up participation rates next year.

**RECOMMENDED**

**(1) That in order to increase the numbers of children completing the Summer Reading Challenge next year and in subsequent years, the Library and Archive Service consults with primary head teachers on delivering additional activity as a traded service in targeted schools, in the summer term.**

**(2) That the Library and Archive Service engage with colleagues from Portsmouth Children and Families Social Care, to promote participation in the Summer Reading Challenge as a positive activity for young people.**

**The following items are for information only**

**5 Sale of rare and antiquarian library books not relevant to Portsmouth collections (information item) (Pages 49 - 78)**

Purpose of report

To update the Cabinet Member for Culture Leisure and Sport on the sale of rare and antiquarian library books.

**6 The ARTches Project - Progress Update (information item) (Pages 79 - 82)**

Purpose of report

To update the Cabinet Member on delivery of the ARTches project.

**7 Community Centres Update (information item) (Pages 83 - 98)**

Purpose of report

To inform the Cabinet Member for Culture Leisure and Sport of the contribution made by community centres to the Council's priorities.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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# Agenda Item 3



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Culture Leisure and Sport Decision Meeting
<b>Date of meeting:</b>	9 October 2015
<b>Subject:</b>	Culture and City Development Business Plan 2015 to 2018
<b>Report by:</b>	Director of Culture and City Development
<b>Wards affected:</b>	All
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1 This report provides a summary of the priorities, risks, key performance indicators and vision of Culture and City Development in Portsmouth City Council.

## 2. Recommendations

- 2.1 **That the Cabinet Member for Culture Leisure and Sport approves the key priorities and targets set in the business plan.**

## 3. Background

- 3.1 The Culture and City Development business plan is a refresh of the 2014 to 2017 business plan previously agreed by the Cabinet Member for CLS.

- 3.2 The business plan states our aspirations and outlines the key objectives across all elements of the service.

- 3.3 The changes to the business plan this year are:

- The addition of key information in the summary statement that was sent to the Chief Executive regarding the key priorities for the forthcoming year; plans to innovate, risks and strategies to mitigate and building resilience across all services.
- To add a section in the plan on challenges and risk.
- Incorporated are the new services to the Directorate of Licencing, Registrars, Coroners, City Centre Management, Cemeteries, Sport and Recreation and Energy and Sustainability.

- 3.4 The format of this year's business plan has been designed to provide a succinct overview of the services we provide, the risks and challenge of the service, what we

plan to do and how we are going to deliver, plus the monitoring and performance of the plan.

- 3.5 Within the plan there are three appendices, one of which is a summarised version of the Vision and "Business plan on a page" objectives. This was viewed as a useful tool for services as it is a simple document to be used both in delivering our objectives, linking the service to corporate priorities and a tool to support bid writing.
- 3.6 The business plan key actions will be detailed in the individual service operating plans and will drill down into specific actions with agreed timelines and responsibilities
- 3.7 The business plan will be monitored through key performance indicators .This will be shared with Members, Chief Executive, City Solicitor and Deputy Chief Executive, as well as the managers in each service.
- 3.8 **Business plan objectives are:**

**Objective 1:** A city where all residents and visitors have opportunities to enhance their health and well-being, to be involved in building healthy and happy communities.

**Objective 2:** A city where all residents have access to high quality formal and informal learning and skills opportunities to improve their quality of life.

**Objective 3:** Enhance Portsmouth's reputation as a city of innovation and enterprise and stimulate economic growth and generate investment.

**Objective 4:** A city with a distinctive culture established as a national and international destination.

**Objective 5:** To create a high quality urban environment encouraging sustainable development and economic and social regeneration.

**Objective 6:** An innovative service that engages in the challenges of developing quality affordable and sustainable services that meet the needs of residents, visitors and Businesses.

#### 4. **Reasons for recommendations**

- 4.1 To agree and share with the Cabinet Member for Culture Leisure and Sport the contents of the business plan and agreed actions.
- 4.2 To enable Culture and City Development to implement the objectives set out in the business plan.

**5. Equality impact assessment (EIA)**

- 5.1 An equality Impact assessment is not required for the business plan itself as preliminary and full EIA will be completed for individual activities and strategies contained in the plan which will be subject to an appropriate EIA.

**6. Legal comments**

- 6.1 All legal matters have been taken into account in the body of the report but it is essential that the Council acts within its legal authority and powers in carrying out any function in support of the objectives in the plan.

**7. Director of Finance comments**

- 7.1 The service will endeavour to deliver the objectives set out in the Culture and City Development plan within the approved 2015 /18 cash limits.
- 7.2 The impact of future savings targets on resources available to support the plan will be considered as part of service review process.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

Culture and City Development Business Plan 2015 to 2018 including  
Appendix 1: Risk Register  
Appendix 2: Business plan on a page  
Appendix 3: List of Services

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
City Development and Cultural Services Business plan 2013 to 2017	CUL shared drive

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 9 October 2015.

.....  
Signed by:  
**Cabinet Member for Culture, Leisure and Sport**



# Culture and City Development Business Plan 2015 to 2018

**30** MINUTES TO NEAREST AIRPORT

**TIPNER**  
3,600 PERMANENT JOBS  
2,370 NEW HOMES

NEW MOTORWAY JUNCTION  
NEW PARK & RIDE

**£2BN**  
INVESTMENT PLAN

**9.2M**  
VISITORS PER YEAR

UP 7%

**TOP 20**  
CITY FOR JOBS GROWTH

**LAND ROVER**

**TOP 20**  
AREA FOR START-UPS

**£4.7M**  
BOOST FOR SUPER FAST BROADBAND AND WI-FI

**6,800**  
BUSINESSES

**23,000**  
UNIVERSITY STUDENTS

**£17 MILLION**  
INVESTMENT PROJECT FOR PORT

**ONLY 70 MILES FROM LONDON**

BIRTHPLACE OF CHARLES DICKENS

AND BIRTHPLACE OF SHERLOCK HOLMES

HOME OF SIR BEN AINSLIE'S AMERICA'S CUP TEAM

**50** MPH FOILING

POPULATION 209,000  
WORKING AGE POPULATION 145,000

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## Introduction to Culture and City Development

Culture and City Development (CCD) service group launched early this year leads the local authority in delivering Portsmouth's aspirations as a great waterfront city, prioritising city growth and the wellbeing of local communities. We engage residents, visitors, businesses, investors and voluntary organisations in the city's long term growth and success, through culture, learning, creativity, innovation, the urban environment and entrepreneurialism. To embed culture as a key driver and deliverer of regeneration.

CCD combines the public service ethos of prioritising the wellbeing and quality of life of citizens and communities with the innovation and entrepreneurialism of the private sector necessary for growth.

In culture-led regeneration, cultural sites, facilities, events and programmes create a high public profile, driving regeneration and economic growth in cities, and show-casing Portsmouth as a desirable place in which to invest, work, live, study and visit.

Regeneration is typically considered across three inter-connecting (and sometimes competing) areas: physical change; economic development; and community or social renewal.

Portsmouth's Regeneration Strategy, Shaping the Future of Portsmouth, implicitly captures all three of these elements in its two stated goals to:

- support economic growth, innovation and enterprise
- enhance the competitiveness of our city

The strategy sets out a vision for Portsmouth as a vibrant, modern city with a strong and positive national and international reputation – a place people want to live, work, visit and study and where business and new enterprise choose to locate and invest. It's a sustainable approach which brings increased resiliency to organisations, creates economic value and contributes to healthy ecosystems and communities.

The local authority has chosen to embed a culture-led regeneration approach in its aspiration to identify Portsmouth as *the Great Waterfront City*.

The brand embeds our strongest assets at the forefront of Portsmouth's identity – our maritime heritage, built and natural environments, cultural life, excellent transport links to London and Europe, the role of our international port as a gateway to the world, and our many (and growing) sector strengths, including aerospace, marine, business services, advanced manufacturing, environmental technology, creativity and media and tourism and leisure<sup>1</sup>.

Key drivers for growth include the Landrover Ben Ainsley Racing team (BAR) locating their HQ to Portsmouth which will bring long term economic benefits over the next 10 years as we host the second Louis Vuitton Americas Cup in 2016. This exposure will raise the city's profile as an exciting visitor destination and a venue for world class events.

Other future demand generators include the growth of the University, the City Deal Development of Tipner and Horsea Island and Port Solent, The Hard project which is the regeneration of the transport interchange, the development of

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<sup>1</sup> See PUSH, Invest in Portsmouth for more information: <http://www.invest-in-portsmouth.co.uk/index.php?id=5>

the Historic Dockyard and the new £35M Mary Rose Museum and the Queen Elizabeth aircraft carriers arriving in 2020 and 2017 .

## **Vision**

For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for residents, visitors and investors .

## **Core services to be delivered**

City Development and Cultural Services brings together the following core services:

### **City Development Team**

#### **1. Enforcement/ Implementation**

The focus for the planning enforcement service is ensuring that developments are carried out to a high standard and in accordance with agreed details. This team plays a key role in ensuring quality development in the city.

The team also investigates claims that developments/change of use have been carried out without permission and resolve most complaints by persuasion and negotiation. However, when this is not possible then the Planning Enforcement Team has the power to commence enforcement actions if a development is found to be unacceptable.

The team operate in an equitable, proportionate and consistent manner and to follow the advice in the Good Practice Guide for

Local Planning Authorities to ensure a robust, fair and rigorous approach.

## **2. Planning Policy**

The City Council, as Local Planning Authority (LPA), has a statutory duty to prepare and maintain an up to date Development Plan. There is the further statutory requirement of the 'Duty to Cooperate' in the Localism Act.

This team works collaboratively with other authorities across the PUSH area to collectively identify housing and employment needs and how that may be shared between the authorities.

The Development Plan sets out how much and where development should take place. It also contains policies to ensure quality development is delivered and identifies types of development that is or isn't acceptable in different locations.

As a unitary authority Portsmouth is a Minerals and Waste Planning Authority, with a statutory requirement to produce a Minerals and Waste Plan and this is produced in partnership with Southampton City Council. These policies help shape development proposals in the city.

Policy planning also provides the opportunity for the local authority to deliver their strategic priorities such as economic growth or environmental protection.

This team is also responsible for identifying the infrastructure required to support the development of the city, identify all charging schedules and ensure charges are collected and invested in delivering infrastructure.

Policy planning is not a start and finish task, but a continual process. Whilst there will be peaks and troughs in the public prominence of the work, continual monitoring and evidence gathering is essential in the interests of efficient and effective planning.

### **3. Conservation**

Just as the city must protect its social, cultural and economic assets, the historic built environment and natural environment form valuable local resources that must be protected and harnessed for regeneration and growth.

Portsmouth is recognised nationally and internationally as a city of historic interest. The protection of the city's heritage assets requires specialist knowledge and Portsmouth City Council, businesses, property owners and local residents all have their part to play.

The council's management role is in conserving the city's built environment, including the historic street furniture such as streetlights and shelters on Southsea seafront or unusual ceramic street names, ancient Monuments, listed buildings, tree preservation orders and conservation areas.

Developers, business and residents need to contact the authority before carrying out any works involving change to a historic building, to be sure of the legal position.

The team also are responsible for identifying and designating conservation areas, to provide advice and guidance to other officers, particularly the development management team, regarding the protection of proposed development on heritage sites.

### **4. Project Management**

They are responsible for the efficient coordination of a complex range of project management activities through the establishment of cohesive and high functioning integrated project teams. This is a diverse and multi-disciplined team containing amongst others 2 strategic project managers. These project managers will manage and successfully deliver complex, major schemes on behalf of the City, including the delivery of such large scale schemes as, The Hard and City Deal sites of Tipner (east and west) Horsea Island and Port Solent.

The projects are broad and complex, with many internal and external stakeholders, including the public and local communities, local businesses and elected members.

The team provide a range of support and guidance to other PCC teams who are involved in appraising sites or delivering development.

Leading consultation with local residents and communities, negotiating with agencies and organisations on issues of funding and policy approval; land purchase, procurement, legal agreements and contracts, and service displacement or enhancement.

This team ensures that the highest standard of project delivery is achieved, on time and within budget for the city development schemes.

### **5. Building Control**

The Building Control team (BC) are responsible for ensuring that all building works within the Portsmouth City boundary are carried out in accordance with the Building Regulations 2000,

the Building Act 1984. Building Regulations cover matters such as structural stability, fire safety, energy conservation and accessibility to buildings.

The Building Control service continues to work towards increasing the sustainability of new buildings throughout the city. They also carry out other safety roles including:

- safety at sports grounds
- inspection of dangerous structures
- demolitions

There is a statutory requirement for the Council to provide a Building Control Service. Therefore, the council explored alternative methods of delivery of this service to manage current service challenges but also provide long term sustainability of the service and support the regeneration ambitions for the city.

Fareham & Gosport Building Control Partnership has been chosen as our preferred partner and the partnership project Phase 1 went live in May 2015 and full integration of staff and IT system will be completed by the end of 2015.

## 6. Contaminated Land

Portsmouth's constrained coastal location and its industrial and military past has resulted in a complex development history and a legacy of pollution, with a large number of sites having been contaminated by their previous uses.

Contamination can threaten public health and safety as well as the wider environment and economic activities through its impact on land users and neighbours.

The redevelopment of sites can ensure that land is remediated as part of the development. This team works with the developers identifying potential sources of contamination and developing and agreeing remediation strategies and then ensuring that the remediation is carried out in a safe and effective manner to enable development to occur.

The Developing Contaminated Land Supplementary Planning Guidance is available as a support to help developers to deal with sites which are, or are likely to be, contaminated. Portsmouth City Council. Supplementary Planning Guidance 11. 2004. Developing Contaminated Land. Planning Advice Note 11 <https://www.portsmouth.gov.uk/ext/documents-external/dev-dev-contaminated-land-guide.pdf>

## 7. Development Management

Development management focuses on working closely with developers to maximise development opportunities in the city's interest, to reduce risk and to achieve a deliverable scheme. Development management incorporates a problem-solving approach, influencing development proposals to achieve quality places and better outcomes for local communities

Fundamentally, development management represents a shift away from reactive control to the proactive management of opportunity.

Planning teams shift focus from processing planning applications to facilitating the creation of sustainable development. This approach runs alongside the agenda of 'quality places' or 'place shaping'.

## **8. Economic Development Team**

Shaping the Future of Portsmouth is the city's regeneration strategy for growth and prosperity that was developed by the city council and adopted by the local business community. Its key themes are to:

- Support economic growth, innovation and enterprise
- Enhance the competitiveness of our city

To drive forward these themes a new team was established delivering on the action plan outlined in the Business Skills and Growth Plan which was borne from the Regeneration strategy.

The team has a three pronged approach: to create new business, supporting the growth of existing business and attracting new business to the city. To deliver this it will be necessary to secure funding both at regional level (Solent LEP) and also at European level to deliver these growth agendas for the city.

This team will be a vital part of the city's commitment to growing inward investment and enhancing the reputation and profile of Portsmouth as the great waterfront city. They will work in partnership with the regional inward investment model that is currently being proposed to drive growth and investment across the Solent LEP.

The team will also contribute to the development of a skilled resident workforce as part of the future regeneration of the city interlinking physical economic and social regeneration.

### **Small Medium Enterprise Development**

The team provides support to businesses relocating to the city, to business start-ups and helping current business to grow. To help find suitable premises, relocation to industrial commercial and retail outlets, marketing support, and provides information regarding local, regional or national funding

PCC has a strong commitment to supporting small businesses and we engage with local businesses through a range of initiatives including the business work streams of the 'Shaping the Future of Portsmouth', working together to deliver its holistic regeneration plan and ambitions for business growth.

This team will also provide targeted support to key sectors, and manage business events and gather business intelligence to shape our business support .

### **Employment Skills Plans (ES Plans)**

To work with the National Skills Academy for Construction to develop ES Plans for certain developments sites which are over £3.5M, over 1000 square metres or provide 30 dwellings or larger.

To work with developers and contractors to deliver key outcomes for the city including apprenticeships, training for managers and the workforce and to provide work tasters and work experience for young people in school/college, and for those who are unemployed.

To also link with schools and colleges in order to promote careers in the construction industry. To develop a resident workforce with the right type of skills and qualifications for the job opportunities available now and in the future, and increasing the employability of Portsmouth's workforce.

### **Destination Brand Management**

Delivering and supporting city branding and marketing activity to promote Portsmouth in three key areas: as a visitor destination, business location and a place to invest.

The aim is to quantifiably improve local, national and international perceptions of Portsmouth in order to deliver greater visitor numbers, stimulate inward investment and facilitate business growth.

To act as the local authority's strategic and operational lead on city branding and as a conduit/gatekeeper for brand-related activity, working with a broad range of partners and stakeholders to improve and extend city branding and marketing.

To actively support and contribute to economic development agendas, specifically inward investment and to manage the *Invest in Portsmouth* website. To work in partnership with the Destination Marketing Partnership, the Shaping the Future work streams, Solent LEP and PUSH on and a variety of agendas to improve the perceptions of the city

### **9. European Funding**

Currently the service is involved in the delivery of two EU funded projects through which we are supporting a number of regeneration and visitor economy agendas including SME growth, skills agenda, marine and renewable energy. During

2015 new EU programmes will focus on meaningful strategic projects which support economic social and physical regeneration of the city.

### **10. Environmental Change**

The Environmental Change team is responsible for the strategic delivery of the sustainability and climate change agenda for both the council and the city.

This links directly with the overall growth and increasing investment agenda. The focus is city wide and the team explores opportunities regionally and nationally and represents Portsmouth issues across a range of forums.

### **11. Town Centre management**

Our retail centres play a significant role in providing employment, local services and entertainment for residents and visitors and are undergoing significant change across the UK. Currently, the team is responsible for the promotion key retail areas including Cosham, North End, the City Centre and Southsea. The Town Centre Management team is non-statutory and deliver a number of retail events and are a source of income generation via exhibition and promotional space agreements.

The vision for this team is to work as part of the wider city development team to play a pivotal role in contributing to the city centre strategic objectives and place shaping agenda. To contribute to an effective strategy to underpin the growth of the city centre and ensure that spending currently being lost to rival centres is re-captured.



## 12. Sport and Recreation Facilities

The service has a key role in supporting the council's core priorities and particularly in addressing outcomes relating to health, education, lifelong learning and community regeneration. The main aim is increasing levels of regular participation and accessibility to sports services for residents by providing an affordable and inclusive network of community sports facilities, developing grass roots sports and volunteering opportunities as well as supporting talented sports people.

The service is directly responsible for managing the main council provided leisure and sports facilities, either directly or through contractual arrangements and contract management. These include ; the Mountbatten Leisure Centre, Portsmouth Gymnastics and Tennis Centre, Eastney Swimming Pool, Wimbledon Park Sports Centre and Charter Community Sports Centre. Other facilities that fall within the responsibility of the service include the outdoor tennis courts across the city, the splashpool at Hilsea and the outdoor sports area at Bransbury Park.

The service is also responsible for Portsmouth's three managed cemeteries at Milton, Kingston and Highland Road and the associated burial service.

It provides a high quality burial service and maintains the cemetery sites in good condition for the continued access of current and future generations.

## Cultural Services

### 13. Libraries and Archives

A full offer of lending, information and IT services are delivered through the Central Library, eight branch libraries and a mobile service, as well as a wide range of events and learning opportunities delivered across the city.

Archives are now integrated into the Library service and the archive repository location is on the first floor of Southsea Library and the service will work towards archive accreditation at the end of 2015. The Portsmouth History Centre also gives access to the city archives, local, family and naval history and special collections including the Conan Doyle and Charles Dickens collections. Services to schools, including loan collections, information, support and training are provided by the Schools Library Service via a charged for service level agreement.

The service has widened participation in recent years and not only supports life-long learning ambitions supporting literacy and learning at all levels, but offers the opportunity to develop economic, social and personal progression too.

The Peoples Network, a free internet enabled PC, plays a vital role in reducing digital exclusion. Archives are a treasure trove that contain the collective memory of the city and are part of the enormous lifelong learning potential the service offers for residents.

## 14. Museums and Visitor Services

This service is responsible for the city's museum collections and the six museums that display them - Portsmouth Museum, D-Day Museum, Cumberland House, Dickens' Birthplace, Eastney Beam Engine House and Southsea Castle.

Portsmouth's collections, almost one million items, include social history, military history, natural history, fine and decorative art.

Visitors access the city's collections through temporary and permanent exhibitions, events and activity programmes, school sessions led by costumed interpreters, loans boxes, and the enquiry service and in some cases through digital online access. The service also seeks to engage new audiences through special projects and activities which take the collections into the community. Such activity is often made possible through external funding from organisations such as the Heritage Lottery and Arts Council England.

The council's museums are in some cases significant attractions in their own right - the D-Day Museum for example - contributing to the growth of the visitor economy and the regeneration of the seafront.

The collections deliver corporate objectives relating to learning and skills, health and wellbeing and community cohesion through projects such as D-Day+Youth and our WW1 project *Lest We Forget*. The service is supported by some 100 or so volunteers and over 310,000 visits were achieved last year (2014/15).

Museums offer wider community gains and support lifelong learning from the classroom to the community centres, enhancing wellbeing for visitors and residents alike, creating and celebrating local pride in Portsmouth.

The Museums strategy is a blueprint to deliver these outcomes despite the financial challenges ahead.

## 15. Seafront Services

The role of culture as a catalyst to regeneration and economic development – social, economic and physical – is particularly important in Portsmouth, as the city seeks to regenerate areas such as the seafront, Portsmouth's signature waterfront.

The responsibility for the overall management, maintenance, development and regeneration of the seafront falls across several Portsmouth City Council services. Cultural Services responsibilities are coordinated through the Seafront Management whose role is to increase the year-round use and enjoyment of the seafront by residents and visitors and to drive the action plan in the South seafront strategy adopted by members in 2010 to 2026.

The Seafront team plays a co-ordination role with the seafront's various cultural stakeholders, including attractions, leisure and retail businesses. It supports the economic regeneration of the seafront, helping to develop Portsmouth's ambition to become a European City break destination with world class attractions.

## 16. Events Service

The Events Team plays a key part in developing the events and cultural programme across the city which supports the growth of

the visitor economy and the positive perception of the city's image.

The growing events programme is important in both supporting and developing local business and making Portsmouth an attractive city for both residents and visitors.

The team delivers directly, civic/royal events such as D-Day commemoration, and the Mayor Making Ceremony, events in the Guildhall Square and festival events such as the Rural and Southsea show.

A key focus of the team is in supporting other events organisers to deliver events across the city. These range from the smaller events organised by social and community groups and charities, to supporting our partners to deliver larger scale events such as Victorious (100,000 visitors) and an international series of events such as the Louis Vuitton Americas' Cup World series (250,000 visitors).

The team provides assistance and support to businesses through the event application process and works in partnership with sponsors and other PCC teams to provide the infrastructure to support large-scale events. They co-ordinate the Safety Advisory Group to ensure that events are delivered in accordance with event guidelines.

Visitors are drawn by an increasing number of events, and of the 9.3 million visitors in 2014 to the city; the number of visitors attracted by the events in the city is in excess of 600,000.

## **17. Tourism and Visitor Services (Visitor Economy)**

### **Visitor Services**

Portsmouth's award winning Visitor Information Team are here to help visitors and residents make the most of their time in the city and are based at the D-Day Museum. The team will help plan visits, with information and suggestions on accommodation, attractions, entertainment and events. In addition to discounted tickets for attractions, tickets are sold for local events and entertainment, coach and theatre bookings. The service also manages the following:

Portsmouth Tourism Guiding Service  
Portsmouth Greeters  
Visitor Information Points across the city

### **Tourism**

The team promote Portsmouth as a tourism destination as well as developing the visitor experience for national and international visitors.

The priorities are driven by the Visitor Marketing Strategy which details marketing campaigns and promotional activity over the next 3 years. It looks to strengthen the current day visitor market and increase staying and international visits, developing Portsmouth into a short break destination. A focus will be digital marketing, press and PR, working closely with regional and national partners such as Visit England and Visit Britain, national domestic campaigns e.g. TV, London Underground, and international campaigns such as US Market, Near Europe and Go China with Tourism South East. Work is also carried out to increase the Business Tourism and Group and Travel Trade markets.

The team also works with the Destination Marketing Partnership which is a cross-sectorial partnership of key stakeholders and a citywide forum established to develop the City as a destination and support the branding of the Great Waterfront City.

This is part of the strategy to attract inward investment and support the growth of the visitor economy which is now attracting 9.3 million visits to the city.

Portsmouth's cultural sector, and in particular tourism, provides significant direct and indirect employment and works internationally to promote a positive perception of the city.

## **18. Community Centres**

Community centres provide a friendly and supportive local place to meet, mix and get involved in a wide range of learning, social and physical activities. Portsmouth City Council supports a network of community centres, promoting individual and community involvement and well-being.

The centres vary in size from small two room buildings to large centres with a range of facilities including sports halls, gyms, IT suites and cafes.

There are 15 council owned community centres, two of which are managed directly by the council, the rest by community associations in partnership with the council. These associations consist of local volunteers who have responsibility for running their centres and the activities there. The vision is for all community centres to be managed by charitable trusts in the longer term.

The primary role of community centres is to support and build community cohesion and this is achieved through being accessible to all and providing a range of activities that support social integration.

The associations offer activities for all interests, but focus particularly on groups such as children, young families and older people, and aim to be affordable to people on low incomes.

## **19. Richard Lancelyn Green Conan Doyle Collection**

In 2004 Portsmouth City Council was bequeathed a substantial collection of books, archives and memorabilia which had been assimilated by international collector Richard Lancelyn-Green relating to Sir Arthur Conan Doyle and his most famous creation, Sherlock Holmes.

The initial targets for making the Collection accessible to the public have been achieved through both an exhibition at the City Museum and also the significant work by volunteers on the archive.

The collection consists of approximately:

- 16,000 books
- 3,000 objects
- 45,000+ archives

The Collection has been used in a range of international projects, including touring exhibitions to Japan and France, two major biographies of Sir Arthur Conan Doyle and even in the research for the recent Guy Ritchie Sherlock Holmes film. The Collection also works closely with the University of Portsmouth to offer work experience and course-work opportunities for

students from a range of disciplines, including web design and business development.

The collection has had a small success in securing £70,000 Heritage Lottery Funding to deliver a 'Sharing Sherlock' community exhibition programme which is taking place during 2014/15 across the city with hard to reach communities.

However it is important that we consider how the collection can be supported into the future to safeguard the items in the best possible circumstances, secure as much public access to the elements and to maximise the commercial opportunity the collection presents.

## 20. Partnership and Commissioning

*Revenue Client Support.* This service provides revenue support to client organisations and monitors the service level agreements to the following clients:

- Aspex Visual Arts Trust
- Bournemouth Symphony Orchestra
- Kings Theatre
- New Theatre Royal
- Peter Ashley Centres
- Preserved Transport Group
- Portsmouth Cultural Trust

## 21. Licencing service

The Licensing Service exists to administer, regulate and enforce various statutory licensing responsibilities of the City Council and where necessary and appropriate to do so will consult with other services, external agencies and stakeholders in order to protect the safety and welfare of the general public.

The Licensing Service is responsible for administering and enforcing a wide ranging and varied types of licences/registrations including:

- Regulation of Hackney Carriage and Private Hire drivers, vehicles and operators;
- Premises and persons licensed under the Licensing Act 2003 for the sale of alcohol, regulated entertainment and late night refreshment;
- Licensing of premises for the provision of gambling activities under the Gambling Act 2005;
- Charitable collections;
- Street trading;
- Amenities on the highway;
- Sex establishments;
- Scrap metal dealers;
- Approval of marriage premises;
- Street entertainment permits

The Licensing Service reports to the Licensing Committee as opposed to the Executive. This is because the majority of the Licensing Authority licensing responsibilities are specifically

non-executive functions and are reserved to Council (and subsequently delegated to the Licensing Committee).<sup>2</sup>

The aim of the service is to work with our partners and stakeholders to be a city where residents and visitors feel safe.

## 22. Registrars Service

Portsmouth Registration Service provides statutory services for the registration of births, deaths, marriages, civil partnerships and citizenship ceremonies. It also offers a range of non-statutory services including a Nationality Checking Service and Naming and Renewal of Vows Ceremonies. In 2014/15 the figures for these services were:

Birth registrations:	3781
Death registrations:	3004
Still birth registrations:	23
Marriages & Civil Partnerships:	873
Citizenship Ceremonies:	245
Nationality Checking Service:	270
Naming & Renewal of Vows:	11

Through these services we are able to attract visitors from outside of the city - in turn helping to boost the local economy and promote Portsmouth as the Great Waterfront City.

We support local businesses and encourage the licensing of new premises for marriages, civil partnerships etc - we currently have 21 local venues licensed to hold ceremonies - and attract many people from outside of the area with the variety and uniqueness of these premises.

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<sup>2</sup> The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

Our affiliation with the Home Office and cross border working partnership with Hampshire County Council, have helped contribute to our success as a service. Although the statutory services are governed by the legal requirements of central government, the service is now under the local governance of Portsmouth City Council. This allows the service more flexibility and opportunities for growth and prosperity. Our aim is to continue to provide a professional and high quality service delivered by caring, courteous and highly skilled staff.

## 23. Coroner's Office

The management of the Coroner's Service for Portsmouth and South East Hampshire transferred to Portsmouth City Council in April 2015. It had previously been overseen by Hampshire Constabulary in conjunction with Hampshire County Council. It is funded by both Portsmouth and Hampshire County Council in a 70/30 split.

The Coroner's Service covers a wide area extending to the borders of Liss, West Meon, Sarisbury Green and Emsworth. The Coroner is an independent judicial office holder who is responsible for the investigation of deaths that are referred to him. This will include deaths that may have been violent, accidental or have undetermined causes. In 2014, 2877 deaths were referred to the Coroner, with 361 of those becoming full inquests.

The Coroner's Service for Portsmouth and South East Hampshire and Portsmouth Registration Service has been working closely together in order to help facilitate a new and flexible working partnership. Our vision is to have a more efficiently run service which will continue to be delivered in a highly professional manner.

## **Statutory responsibilities**

Portsmouth City Council is legally obliged to provide certain statutory functions across the service:

- The duty to provide “a comprehensive and efficient” Library Service under the Public Libraries and Museums Act 1964. Includes provision of books for loan and reference, information services from all sources including the provision of staff to deliver and support.
- Digital inclusion is not part of the Museum and Libraries Act 1964 but this has been part of subsequent government papers.
- An obligation to make proper arrangements for documents and records in their custody, and enabling local authorities to promote the use of records and to acquire records through an Archives or Records Service. Local Government (Records) Act 1962: Local Government Act 1972 (section 224).

For Archives, the statutory service covers:

- Provision of information and access to resources, security and conservation
- Some on-going financial implications to support Archive accreditation with National Archives

## **Parks and Open Spaces**

A range of statutory functions, including those related to conservation, biodiversity and environment (e.g. SSSIs).

Registrars Service, statutory services include:

- Registration of births, deaths and still-births
- Civil legal preliminaries for marriage
- Civil partnership
- Conducting marriage and civil partnership ceremonies
- Citizenship ceremonies
- City Development– The Town and County Planning Act 1990
- Building Regulations 2000, the Building Act 1984.
- Licensing : A large number of statutory functions across the service as above

## **Listed Buildings and Monuments**

- A range of statutory functions related to public access, care and disposal

## **Section Two: Key challenges**

### **Challenges for Cultural Services**

Portsmouth has seen some strong investment in culture and the development of new and existing venues and attractions. At the same time, austerity has led to new political and financial challenges.

Many local attractions, venues, and creative artists and entrepreneurs feel a heavy impact from the £60 million reduction in spending by Portsmouth City Council in the last 5 years. This is set to continue with required savings of £30 million by 2016.

This has led to an uneven landscape for culture. While some of the sector has seen investment, others parts are struggling to survive. While our audience have grown among some groups, there is still significant growth within the 60 minute drive time audiences and among marginalised local people more vulnerable to the impact of austerity. The key challenges remain:

- Diverse range of cultural assets and too many buildings
- Financial Impact on Revenue Clients
- Pyramids development
- Development and strategic directions of the Conan Doyle Collection/ Sherlock Holmes Experience
- Investment in the Seafront
- Development of D - Day Museum
- Digitalisation of collections/ archives
- Attracting events and investment (land and sea)
- Create a model which is sustainable
- Build external funding from Arts Council / HLF/ European
- Investment in technology

Nationally, the government prioritises the role of cities in economic recovery and culture has a crucial role to play in regeneration, economic growth and social inclusion. The Council's Cultural Services now sit alongside City Development services and culture is recognised in Shaping the Future of Portsmouth.

This is a great step forward but everyone should have the chance to be involved in the growth and development of the city and we need to make sure that all partnerships are open to all.

## Challenges for City Development

To deliver sustainable growth in the city, we need to ensure that the broader infrastructure is addressed.

The development of areas such as The Hard can be significantly hampered by a lack of infrastructure investment. We must ensure that infrastructure needs, such as flood defences and sustainable, affordable transport systems are addressed as part of our overall commitment to regeneration. Working innovatively with our partners to overcome the current financial and political challenges will be central in this aim.

In addition, the Community Infrastructure Levy (CIL) became operational on 1<sup>st</sup> April 2012 and systems for the collection of the Levy are currently spread across Planning, Finance, Credit Control, Taxation and Land Charges. To date, since the introduction of the Community Infrastructure Levy on 1 April 2012, £3,839,000 has been collected.

However, with funds unlikely to be sufficient to plug the funding gap for all identified infrastructure projects (a crucial part of regeneration), careful prioritisation of projects is urgently necessary. The onus is on the council to focus CIL spend on the projects that will make a real difference to the delivery of regeneration schemes in the city

How can we follow the pioneering bravery of other cities who have taken risks to create a new perception of their city, and not become enmeshed in the minutiae of detail?

## Risk

### Risk register (detail Appendix 1)



The Big Four comprise the biggest challenges facing Culture & City Development over the next 5 years. The discussion below includes measures to mitigate these challenges and risks.

**Risk 1: *The price of the savings targets***

- Lack of ability to devote resources to resilience and sustainability, e.g. income generation and innovation.
- Danger of reduced budget leading to low usage in areas that most need services eventually leading to the closure of service points in our most vulnerable communities where investment in new service delivery is required.
- Ongoing building costs and maintenance, particularly the deterioration of buildings and failure to adequately maintain assets.
- Services embedded in a culture where reactivity often wins over vision and proactive, long term service development.
- Additional pressures arise in terms of the licensing budget and working towards cost recovery. Whilst the licensing authority are able to set some fees locally (i.e., hackney carriage and private hire) those fees, by law, must not be used to create revenue for the Council. The Service must continue to review its processes and costs in order to ensure value for money whilst retaining the ability to effectively administer and enforce the licensing regime.

***Risk mitigation***

The main risk is the ability to realise current and future savings targets while still delivering long term sustainable services that meet the needs of local residents. This will continue to be mitigated by identifying national and international funding, sharing services, partnership working, income generation and alternative delivery models. In all areas we aim to make as many elements of service provision self-financing as possible.

We anticipate some of these risks will be mitigated by partnership and innovation in service delivery, for example sharing maintenance costs of buildings with resident partners, e.g. tenants at Eastney Beam Engine and Southsea Castle.

We must more clearly articulate our role as supporters and investors in private enterprise in the city, and raise our expectations of the beneficiaries of that support to demonstrate the return to our communities on public sector investment in their success.

More broadly, the service group must be freed up to capitalise on its strengths and to utilise the skills of staff, embedding the incredible passion of public sector workers for their city.

**Risk 2 *Managing expectations:***

- Shifting the local authority culture to embrace new ways of working that encourage innovation and flexible partnerships
- Managing the expectations of local residents – being more transparent and more vocal about the challenges facing the public sector.

- Managing the expectations of members around the capacity of services and working with them to understand priorities to inform their decision making

### **Risk Mitigation**

There needs to be clear communication, transparency and accountability across the directorate and local authority. The directorate can contribute to this via:

- Communication with frontline services, increasing involvement of all staff with the transformation agenda and empowering them to be innovative and taking ownership of the service delivery and develop innovative partnerships.
- Communicating with service users – understanding changing patterns of demand and listening to consultation and feedback to shape services
- Further, this engagement is voluntary, providing our service points with great potential to increase awareness of local residents of the current challenges faced by the local authority and broader public sector.
- Community centres, libraries and museums have great potential to act as ‘active service points’ for the local authority, becoming the focal points for community and third sector partnerships in, e.g. health, information provision and learning.
- Communicating with members – our services enjoy close working relationships with Members and we look to continue and enhance these relationships in the future.

### **Risk 3 *Market conditions negatively impact on regeneration and city growth schemes, projects and development***

- Increased pressure to generate income within service areas while the market conditions might not allow expansion of income generation
- Removal of events or services as income generation decreases

### **Risk mitigation**

There is a limited ability for us to offset shifts in the market, however, ensuring that our operating models are maximised for flexibility and innovation will be key to the ability of service areas to adapt and innovate quickly, as well as to anticipate rather than react to change.

This dovetails with the need to shift the culture within the directorate – as well as the local authority as a whole – letting go of ‘the way we’ve always done it’ in favour of looking for new ways to deliver, including services delivered in partnership with, or transferred over to external organisations.

Recruitment into new positions and roles must also begin to prioritise demonstrable track records of entrepreneurial and enterprise skills.

### **Risk 4 *Securing and managing new partnerships for sustainable delivery of local services***

- We are in an increasingly challenging environment, not only for the public sector, but for our 3<sup>rd</sup> sector partners and the

city's independent cultural landscape. This places a broader challenge for partnership working.

- Increase of public money moving increasingly into the private sector, representing a loss of public value and democratic accountability of service provision.

### **Risk Mitigation**

This is a complex area that in essence, we negotiate on a case by case basis. There is little/no ability for the directorate to influence the national funding landscape for the 3<sup>rd</sup> sector, however, we will continue to lobby and advocate for Portsmouth as a national funding priority with a range of organisations, including the EU, Arts Council and Heritage Lottery Fund, as well as with government ministers and departments, where appropriate.

Increasingly the directorate will also need to make the case for shared service provision among local cultural organisations, particularly in 'back-office' functions such as marketing and promotion. We will need to increase understanding that the local authority cannot guarantee financial support or partnership without the ability of local cultural organisations to innovate and reduce costs.

### **Section Three: What do we want to do?**

There are influencing factors to consider when setting the key strategic and operational priorities for 2015/16 from the recent PESTLE analyse the key areas identified:

### **Localism - Adapting to the changing context**

The localism agenda, as reflected in the City Deals scheme for example, has become a strong focus for shifting power from central government, sharing the responsibility for regeneration and economic development across all sectors, and placing a new importance on civic engagement and community involvement.

The government's move to localism and a more demand led approach and the idea that people and business know best has led to LEPS ( Local Enterprise Partnerships) being given increasing strategic responsibility of the economic development in their areas.

The Coalition has committed to a fundamental and radical reform of local government funding, moving away from a centralised funding system and promising local authorities more individual autonomy. Each city must now pool resources and strengths to identify the best solutions to local needs, including through the regional/sub-regional partnerships of Local Enterprise Partnerships ( LEPs).

This will enable us to deliver to local needs.

### **Digital inclusion**

The increasing shift towards increasing access to services online does not acknowledge the challenge of making sure our residents – particularly those with the poorest life chances, and/or those who currently have low usage/awareness of our services (for example, BME communities) – have not only digital access but the digital literacy required to make this shift alongside the local authority.

## **Partnership working - responsive not reactive**

Work is taking place across the sub-region, focusing on developing innovative solutions to local problems through dynamic partnerships that bring together the public, private, and voluntary sectors across the region and city, including Solent LEP, PUSH, Shaping the Future of Portsmouth group and Portsmouth's Health and Wellbeing Board.

One of the key challenges for the local authority is how best to maximise the opportunities offered by the increased focus on cross-sectoral partnership. In addition, how to embed the strategic relevance and importance of regeneration and economic development across all services areas and work flexibly in partnership across all sectors.

## **Implications of changes - 2015/16 Key Objectives**

Democracy, transparency and accountability must sit at the heart of our service provision, bringing local communities closer to the decisions that affect them the most. We are committed to building a stronger coalition of local communities, organisations, businesses and the local authority, working collectively for the best interests of Portsmouth as the great waterfront city.

There are hard choices to be made in order to meet the needs of local residents and communities with the resources available.

Culture and City Development have a number of core and interlinking objectives which are the methods or the activities by which we plan to achieve our aims.

The primary objectives remain as in last year's business plan and the additional interventions are listed below underneath each objective :

## **Objective 1: A city where all residents and visitors have opportunities to enhance their health and well-being and to be involved in building happier and healthier local communities:**

- Establish a funded programme to increase digital access.
- Aligning culture more closely with public health to deliver strong outcomes in areas including alcohol and substance abuse and recovery, physical activity, healthy diet, smoking, cessation ,long term conditions and disabilities and health inequalities.
- To improve and expand digital and community outreach.

## **Objective 2: A city where all residents have access to high quality formal and informal learning and skills opportunities to improve their quality of life:**

- Support skills development , apprenticeships and intern programmes
- Aligning city development and culture more closely with education, both attainment and aspiration for all ages.

## **Objective 3: Enhance Portsmouth's reputation as a city of innovation and enterprise by attracting investment to the city and fostering economic growth.**

- Engage with investors/ developers as a coherent organisation and develop linkages to the proposed regional Inward Investment model
- Develop an events strategy and a long term action plan.
- To explore the lack of office and industrial space and of starter/grow-on units to understand the opportunity of using assets that will attract new employers to the city.

**Objective 4: A city with a distinctive culture established as a national and international destination**

- Improving the perception of the city brand: to improve local, national and international perceptions of Portsmouth and to deliver measurable economic returns identifying key measures .
- Refresh Visitor Services Marketing strategy
- Construct a broader coalition in the region to understand The economic potential of visitor economy and creative industries.
- Create a Cultural Policy .

**Objective 5: To create a high quality urban environment encouraging sustainable development**

- To explore and promote key strategic sites for hotel development
- Successful management of our Heritage stock by establishing the framework to support this in the Heritage Strategy.
- Support the new Push Spatial strategy to provide an up-to-date and robust strategic framework for the local plan preparation and other decision-making by PUSH authorities and their partners up to 2026.
- Develop the Employment and Skills plans process as a meaningful part of the planning development management process.
- There is a Seafront opportunity to create a clear Strategy and Investment Plans for key sites, including the Pyramids, D-Day Museum and Clarence Pier.

**Objective 6: An innovative service that engages in the challenges of developing quality affordable and sustainable services that meet the needs of residents, visitors and businesses**

- Redesign Tourism/Seafront into a regeneration group.
- Review all community buildings.
- Creating a new vehicle for the delivery of some or all of the Culture & City Development services.
- Developing new income streams, fundraising and financial autonomy.
- Increase use of technology to access services.
- Build strong sustainable and dynamic partnerships with external organisations, particularly in the 3<sup>rd</sup> sector that allow an exit from lower impact service provision

**2015/16: Key Strategic projects**

The past decade has seen significant regeneration from the expansion of the University of Portsmouth, refurbishment of the Camber for Ben Ainslie Racing HQ to the new centre for Maritime Intelligent Systems and the forthcoming university technical college.

The council are continuing to deliver on this regeneration and with its development partners on complex key strategic sites. Regeneration and development schemes are set to radically change the city as a place to live, work and visit and the focus in the next 3 years will be:

- **City Deal:** A City Deal of £831m investment with the government that will unlock land at Tipner (east and west ) and Horsea Island and Port Solent for new housing and

employment and will eventually provide 2,370 new homes and more than 3,700 permanent jobs.

This investment will build on the £24m already invested by the council in a new motorway junction, to provide access to the site.

- **Dunsbury Hill Business Park** – £100m investment. This planned development will have an excellent location on the A3(M), using Portsmouth City Council land. It has support from Hampshire County Council, Havant Borough Council and the Solent LEP.
- **The Hard.** A new Hard interchanges is proposed to improve transport efficiency by linking buses, trains and ferries; make the site easier to navigate: enable pedestrians, cyclists and vehicles to share the space more safely and make the areas look more welcoming to the visitor.

We are now going through the detailed construction design process and finalising all aspects of the scheme.

Linked to this project are changes to the road layout and the Brunel house site development.

- **The Artches development** (Hot Wall Studios) project seeks to transform the area between the Square and Round Tower in Old Portsmouth into a creative/artists quarter and to create future employment. This project continues to work with our partners such as English Heritage to bring Portsmouth's built heritage back into public use - and links to the marketing of other heritage sites such as Southsea Castle, Portsmouth Guildhall, City Museum and grounds and the Square Tower.

The ARTches project will see the re-use of the Scheduled / Grade I listed structure at Point Battery and has secured funding from Coastal Communities for the project.

The scheme will deliver 13 working artists' studios created in the arches, along with a brasserie, café, manager's office and interpretation area. It will also provide opportunities for new business start-ups, employment and training through 114 direct and indirect jobs.

The project sits within a wider context of development across the city that aims to meet the emerging demands of creative businesses .

- **City Centre development** – creating a strong opportunity to relaunch with a new plan for the area, centred on mixed development and a distinctive offer beyond just retail.

This physical regeneration will act as a catalyst for attracting further development and investment to the city.

## Section 4: How will we do it?

### Performance Management

The performance standards/measures that will be used to measure success have been adjusted to reflect new targets

### Key performance measures of service group

Key performance indicators are below and are set against a baseline:

- Increase digital access : Libraries 'virtual visits' increase by 25% over the next 3 years
- 3000,000 visitors across all city museums in 2016 ( D Day closure factored in for 2017 )
- Increase visitor numbers by 5% (Target: 9.6 million visitors) by 2018
- Increase by 15% the total of overnight stays by 2018
- Increase ranking of business start-ups by 5 places in the Centre of Cities Primary Urban Areas by 2018
- Maintain a 5 year housing land supply
- Meet national planning application turnaround targets annually (80% minor; 60% major; 65% other)

In addition, each service will have performance measures within each service area and also a number of statutory returns to the government.

### Delivery of the Plans

The Business Plan is approved at a portfolio meeting and will be underpinned by a formal performance document which is monitored in a number of ways:

- *Assessment of service objectives:* information from the business plan is split at service level and performance is monitored via operational / commissioning plans
- Service performance management arrangements at DMTs
- At corporate level - key measures are monitored and reported to member and the Chief Executive(s).
- At member level - the key areas of work from the Business Plan are added to the Future Work Programme and Forward Plan to ensure complete transparency.

Encouraging member involvement is key and is managed through regular email to the portfolio holders and opposition spokespersons. Weekly briefings with the Cabinet Member for Culture Leisure and Sport and fortnightly meetings with the Cabinet member for PRED are valuable to build relationships with members and drive forward regeneration agendas.

The 2015 scrutiny programme will be welcomed and the recommendations that will follow will lead to improvements in the service.

Consultation is not seen as a separate activity but is embedded in performance best practice. Comparative analysis of customer feedback and surveys is imperative for the service to undertake, to understand if it is moving in the right direction and there are a number of these that the service undertakes each year.

Customer insight and intelligence to improve services are also fed through complaints, friends and volunteer groups and surveys.

In addition, we continue to work closely with Human Resources to review the workforce provision across the service group, with a focus on creating a flexible, highly skilled workforce capable of meeting changing business demands. Following on from the recent reorganisation of the group, we will be working with HR to ensure we have the workforce to deliver our future plans.

### **Business Plan**

Attached to this document is the Culture and City Development services plan on a page 2015 to 2018 ( please refer to Appendix 3).

### **Links to key documents and information locally**

Good growth for cities report 2013 (PwC/Demos) – [www.pwc.co.uk/government-public-sector/good-growth/index.jhtml](http://www.pwc.co.uk/government-public-sector/good-growth/index.jhtml)

Shaping the Future of Portsmouth: A strategy for growth and prosperity in Portsmouth – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘Shaping the Future of Portsmouth’

City Deal – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘City deal’

StartUp Britain. New figures reveal regional entrepreneurial hotspots – [www.startupbritain.co/news](http://www.startupbritain.co/news)

Portsmouth Local Economic Assessment. University of Portsmouth / Portsmouth City Council, January 2012 – [www.portsmouth.gov.uk/docs/PortsmouthLEA.pdf](http://www.portsmouth.gov.uk/docs/PortsmouthLEA.pdf)

Business Growth and Skills Plan. Portsmouth City Council, August 2013 – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘Business Growth and Skills’

The Portsmouth Plan (Portsmouth’s Core Strategy). Portsmouth City Council, January 2012 –visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘The Portsmouth Plan’

City Centre Masterplan, Supplementary Planning Document. Portsmouth City Council, January 2013 – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘City Centre masterplan’

The Hard, Supplementary Planning Document. Portsmouth City Council, June 2012 – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘The Hard’

Seafront masterplan, Supplementary Planning Document. Portsmouth City Council, April 2013 – visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search ‘Seafront strategy’

Solent Strategic Economic Plan 21014-20

### **Links to key documents and information nationally**

No stone unturned: in pursuit of growth - Lord Heseltine review <https://www.gov.uk/government/publications/no-stone-unturned-in-pursuit-of-growth>



## Appendix 1: Risk Register

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
Director of Culture & City Development Stephen Baily												
HA1	Recreation	Review recreation contracts; Budget pressures, legislation	CCD	Legal & Compliance	S	Value for money and contract management	Contract monitoring first phase of contract review priority Q2 2015 , Benchmarking	Medium	When inspections due	No		
HA2	Recreation	Review of recreation contracts; Budget pressures, legislation	CCD	Legal & Compliance	S	Inspections not carried out	Contract monitoring	Medium	When inspections are due -demand increases and likely to increase but reduction in resources	No		
HA3	Recreation	Review of recreation contracts; Budget pressures, legislation	CCD	Legal & Compliance	V	Health & Safety to staff re duties	Supervision, training	Medium	When staff are carrying out activities. Reducing resources put pressures on remaining staff	No		
HB1	Museums and Visitor Services	Budget pressures, reputational	CCD	Financial	S	Security of collections against loss, theft, damage by fire or flood	PDR's, 1:1's every 4 weeks and team meetings. Collections Policy and actions. Accreditation standards. Invest in Volunteer standards and accreditation	Low	At any time and especially when showing a particularly valuable or rare collection	No		

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
HB2	Museums and Visitor Services	Budget pressures, reputational	CCD	Financial	S	Collections under/ over valued	Collections policy and action plan and new structure in place to mitigate loss of collections manager	Low	If valuations are overdue or a new item is received and not valued	No		
HB3	Museums and Visitor Services	Budget pressures, reputational	CCD	Financial	S	Buildings security and security of collections	PDR's, 1:1's every 4 weeks and team meetings. Operational plans. Effective staff scheduling	Medium	When contractors need access; at closing of buildings at the end of a working day	No		
HC1	Libraries & Archives	Legislation	CCD	Legal & Compliance	S	Move of the archives from the Museum to Southsea Library has secured the Archive but still unsure of accreditation.	Policy development , staff training and implementation of security and monitoring regimes	Low	at anytime	No		
HC2	Libraries & Archives	Budget pressures, reputational	CCD	Financial	S	Buildings security and security of collections	Business Continuity Plan , security process and development of monitoring /security devices	Low	At anytime	No		
HC3	Libraries & Archives	Budget Pressures	CCD	Financial	S	Non delivery/ Unsustainability of service if further cuts	Rescheduling and reviewing opening hours volunteers on front line. Putting forward as closures, automation of services	High	If further cuts required and all libraries required to remain open	Yes		
HC4	Libraries- - School Library Service	Budget pressures, reputational	CCD	Financial	S	Lack of SLA buy back impacting on the ability to trade	staff training, stock development and engagement with traders services facilities	Medium	when SLA due - 2 year cycle 2016	No		

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
HD1	Whole Service	Budget pressures	CCD	Financial	S	Loss of key skills as flatter structure and increase of absence more pressure on fewer staff	PDR's, 1:1's every 4 weeks and team meetings. Management training. Salary benchmarking	High	At any time due to budget pressures	No		
HD2	Whole Service	Legislation	CCD	Legal & Compliance	V	Health & Safety of staff in the work place	PDR's, 1:1's every 4 weeks and team meetings. E learning programme	Medium	At any time but especially when changing collections, carrying out inventories	No		
HD3	Whole Service	Legislation	CCD	Legal & Compliance	V	Noncompliance with DBS checks where staff e.g. Museums have direct unsupervised regular contact with children	Recruitment process improved. Volunteer policy formalised	Medium	At any time but especially on recruitment of new staff	No		
HE1	Leisure , events, cemeteries, community centres & seafront and other	Legislation, budget pressures	CCD	Legal & Compliance	V	Non-compliance with Health & Safety, legionella testing	PDR's, 1:1's every 4 weeks and team meetings. Operational check in place	Medium	At anytime	No		
HE2	Leisure , events, cemeteries, community centres & seafront and other	Budget pressures	CCD	Financial	F	Fraud risks; Income not accounted for	PDR's, 1:1's every 4 weeks and team meetings. Operational check in place	Medium	At any time but especially when income collected and held prior to banking and when cash	No		
Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk

HE3	Leisure , events, cemeteries, community centres & seafront and other	Legislation (e.g. Health & safety)	CCD	Legal & Compliance	V	Events not properly risk assessed	PDR's, 1:1's every 4 weeks and team meetings. Robust events process	Medium	When event applications submitted	No		
HE4	Leisure , events, cemeteries, community centres & seafront and other	Budget pressures, political	CCD	Financial	S	Community Centres, maintenance not carried out, facilities under used	PDR's, 1:1's every 4 weeks and team meetings	Medium	Following particularly extremes of weather	No		
HE5	Leisure , events, cemeteries, community centres & seafront and other	Budget pressures, political	CCD	People & Processes	S	Conflicting usage of sea front/ beach/ sea	PDR's, 1:1's every 4 weeks and team meetings. Actions in seafront master plan	Medium	Mainly in the summer when use is high	No		
HF1	Economic Development	Budget pressures/ political	CCD	Financial	S	Lack of adoption of the necessary long term strategic plans such as The Local Plan leading to inadequate delivery of city regeneration plans		Medium	Unsustainable development planning decisions	No		
HG1	Buildings	Budget pressures	CCD	Financial	S	Greater than expected deterioration of buildings and failure to adequately maintain assets	Also risk for Housing & Property Services and Finance	High		Yes		

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
HH1	Planning	Budget Pressures	CCD	Financial	S	Capacity to meet demand/ loss of income/ demand reduced/ enforcement for Building Control team	Partnership with Gosport & Fareham	Low	Phase 1 of transfer completed 2015	No		
HH2	Planning	Budget Pressures	CCD	Financial	F	Fraud Risks income not accounted for/collected	Operational check in place	Low	If further financial cuts required and post not filled			
HH3	Planning	Legislation	CCD	Financial	G	New government funding arrangements for affordable housing until 2018 has led to developers being cautious about financial outcomes of developing as well as impact of welfare reforms and reductions in benefits	Marketing	Medium	When land becomes available for development	No		
HH4	Planning	Demographic pressures	CCD	Financial	S	availability of land for affordable housing development; conflict with obtaining maximum return on available land	Raising the profile of affordable housing in shaping the future of Portsmouth	Low	When land becomes available for development	No		

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
HH5	Planning	Legislation	CCD		G	TPO's not monitored leading to a loss of trees	Monitoring of planning applications- recruited senior manager to carry out reviews	Medium	If further financial cuts required and post not filled	No		
HI1	Town Centre Management	Budget pressures	CCD	Financial	P	Insufficient investment in the existing city centre retail area	Refurbishment of the existing centre through the Public Realm Strategy and continued support for events to maintain the vibrancy of the area	Medium	At key stages in the Northern Quarter development	No		
HJ1	Projects	Market	CCD	People & Processes	P	Predicted Milestones either on delivery of activity or financial are not met. See also Project Risk Registers- Northern Quarter, Tipner	Project Boards	High	Triggers such as market conditions negatively affect progression of key regeneration projects	Yes	£millions potential	
HJ2	City Deal Tipner & Horsea Island	Budget Pressures	TE & BS/ CCD	Environmental	P	Decontamination of the land. Transfer of land from MOD. No corporate programme Board -	Corporate Governance Group oversight of major projects. Robust project management escalation of issues to head of directorate and CGG	Low	When decontamination complete			

Ref	Activity	Drivers	Service	Theme	Code Risk Type	Threats	Assurances	Risk Level as at September 2015	Triggers/ When is this a risk?	CURRENT SIGNIFICANT RISK	Cost	Changes in risk
HK1	Cemeteries and Burial services	Demographic increase	CCD	Environment	S	Availability of land for the religious burials is 5 or 6 years based on current death rates as more space is required due to a different burial alignment	Identify land and set aside	High	5 or 6 year of land supply and takes 5 year to lay out new cemetery	yes		NEW RISK
HK2	Cemeteries	Budget pressures, legislation	CCD	Environmental	S	Cemeteries lack of capacity; Changing community needs e.g. different religions; Reduction in demand for traditional burials, increase in other religious/cultural burials, insufficient space/layout to accommodate, extra land required, financial impact	Prepare a report on the future of burials in the city - to include estimated religious needs; Be aware of statutory legislation and requirements, plan alternatives if necessary e.g. land buying. 15-20 year capacity	Low	Once capacity is approaching maximum	No		
HL1	Energy	Energy needs; budget pressures, political	CCD	Environmental	S	Sustainability; not reducing usage or costs of energy; Limited energy coming into the city by 2018	Plan & priorities; Prepare plan to overcome, investigate all options/alternatives; Promote energy efficiency/renewable energy Energy Strategy	High	If plans not carried out	Yes		

CODE RISK TYPE

V	Vulnerabilities /Corp Legislation e.g. DPA, Health & Safety, Asbestos, Legionellas
G	Government- specific Service Legislation
S	Service Priority
LO	Lost opportunity
P	Project risks
F	Fraud
BC	Business Continuity



<p><b>Vision</b></p> <p>For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for visitors, investors and residents</p>	
<p><b>1. A city where all residents and visitors have opportunities to enhance their health and wellbeing, to be involved in building health and happy local communities</b></p> <p><b>Service priorities:</b></p> <ul style="list-style-type: none"> <li>Enhance and broaden participation in cultural opportunities and the cultural offer of the city</li> <li>Engage new audiences with the city's history and collections</li> <li>Continue to make our collections, archives and services more accessible</li> <li>Promoting sustainable community management models</li> <li>Maintain and develop opportunities for volunteers</li> <li>Ensure the City's cultural programmes promote inclusiveness and celebrate cultural diversity</li> <li>Improve access and participation via digital channels</li> <li>Support early intervention to deliver on the city's health agendas</li> </ul>	<ul style="list-style-type: none"> <li>Develop the Portsmouth 'great waterfront city' brand to facilitate a unified and strong marketing message as a national, European and global destination improving the perception of the city</li> <li>Transform the D-Day Museum into a significant attraction and an inspiring living memorial relevant to the 21<sup>st</sup> century</li> <li>Create a Cultural Policy</li> </ul>
<p><b>2. To be a city where all residents have access to high quality formal and informal learning and skills opportunities to improve their quality of life</b></p> <p><b>Service priorities:</b></p> <ul style="list-style-type: none"> <li>To create spaces for inspirational community experiences</li> <li>To provide opportunities to improve literacy, numeracy and raise academic performance</li> <li>Work closer with partners in education and enterprise to support the skills agenda</li> <li>To use the richness of cultural experiences to learn, achieve and inspire</li> </ul>	<p><b>5. To create a high quality urban environment to regenerate our city and spaces, encouraging sustainable development and economic and social regeneration</b></p> <p><b>Service priorities:</b></p> <ul style="list-style-type: none"> <li>To achieve excellent design quality incorporating sustainable design and construction and renewable energy technologies</li> <li>Ensure a positive planning framework is in place to direct and enable growth</li> <li>Create quality places where people want to be through protecting and enhancing the city's open spaces, natural environment and heritage</li> <li>Work with the Coastal partnership and the Environment agency to deliver flood defences</li> <li>Maximise the potential of the seafront through introducing new uses to the area, enhancing the cultural heritage whilst maintaining its open character</li> <li>To successfully deliver physical regeneration through corporate projects such as Tipner &amp; Horsea, Port Solent, The Hard Interchanges and the ARTches</li> <li>Identify the infrastructure needed to support the growth of the city and work in partnership to identify how the infrastructure will be funded and delivered</li> </ul>
<p><b>3. Enhance Portsmouth's reputation as a city of innovation and enterprise and stimulate economic growth and generate investment.</b></p> <p><b>Service priorities:</b></p> <ul style="list-style-type: none"> <li>Encourage economic growth through creating a supportive environment for all business to flourish in the city</li> <li>Understand current and future skills demand to develop the city's workforce to provide employment opportunities.</li> <li>Attract inward investment and target key sectors</li> <li>Increase business start-ups and business survival rates</li> <li>Work with the other local authorities to help deliver the economic strategy for the sub region set out in Solent LEP Strategy and PUSH South Hampshire Strategy</li> <li>Promote the city as an attractive location for business and investors</li> <li>Create an environment in which innovation and creativity flourish</li> <li>Engage with investors/developers as a coherent organisation and linkages to the proposed regional Inward Investment model</li> </ul>	<p><b>6. An innovative service that engages in the challenges of developing quality, affordable and sustainable services that effectively meet the needs of residents and visitors</b></p> <p><b>Service priorities</b></p> <ul style="list-style-type: none"> <li>Cultivate cultural change to develop a development management approach to improving the customer experience</li> <li>The enforcement process to move from a reactive to a proactive service</li> <li>Staff are valued and supported in a rapidly changing environment</li> <li>Continue to identify and secure external funding sources and sustainable funding options linked to our priorities and vision</li> <li>Effectively manage and provide VFM in our contracts and SLAs</li> <li>Promote social enterprises combining social benefits and equality with the innovation and creativity of social entrepreneurs</li> <li>Deliver long-term sustainability for the delivery of front line services that best respond to the needs of local communities</li> <li>Develop an Asset Management Plan to manage risk and support regeneration agendas</li> <li>Create leaner and more flexible structures through service reviews and skills development</li> </ul>
<p><b>4. A city with a distinctive culture established as a national and international destination</b></p> <p><b>Service priorities:</b></p> <ul style="list-style-type: none"> <li>Support and grow the visitor economy</li> <li>To develop Portsmouth to become a European city break destination with world class attractions</li> <li>Improve the quality of the visitor experience</li> <li>Marketing and promotion of the city as a destination promoting its distinctive strengths and specialisms</li> <li>Development a strategic and operational plan for Arthur Conan Doyle Collection at an international level</li> </ul>	<p><b>VFM Priorities:</b></p> <ul style="list-style-type: none"> <li>Source External funding national &amp; European</li> <li>Internal skills development</li> <li>Consultation &amp; Evaluation</li> <li>Quality accreditation</li> <li>Digital access and channel shift</li> <li>Alternative delivery models</li> <li>Financial impact revenue clients</li> <li>Developing community centres, libraries to act as 'active service points', becoming the focal points for community and third sector partnerships.</li> </ul>

<b>Key Risks</b>		
Greater than expected deterioration in buildings and failure to adequately maintain assets	Further financial cuts to deliver services effectively and significant budget variation	Supporting the development and delivery of coastal flood defences
Risk that a significant event/ chain of events occurs that disables a part of the city	Market conditions negatively affect progression of key regeneration schemes	Lack of adoption of the necessary long term strategic plans leading to inadequate delivery of city regeneration strategy

## Key Performance Indicators

A set of performance indicators have been identified and future targets set against a baseline:

Improve digital access Libraries Virtual Visits	Museums to attract 300,000 visitors to all sites in 2016	Increase to 9.6 million visitors by 2018
Target of: <b>25%</b> Increase over the next 3 years	<b>300,000</b> Visitors	<b>5%</b> increase
A 15% increase in the total number of overnight stays by 2018	To increase the ranking performance of business start-ups by 5 places for Portsmouth in the Centre of Cities Primary Urban Areas rankings by 2018	For Portsmouth to maintain a 5 year housing land supply
<b>15%</b> increase	<b>5 places</b>	<b>5 year</b>
For Portsmouth to meet national targets of planning application turnaround times of 80% householder, 60% majors and 65% other		
<b>80%</b> Minors	<b>60%</b> Majors	<b>65%</b> Other

### Appendix 3

#### List of services within Culture & City Development

The group we manage is as follows:

- . Museums and Visitor Services
- . Libraries and Archives
- . Parks and Open Spaces (strategy and budget)
- . Seafront Services
- . Portsdown Hill and Hilsea Lines Rangers
- . Visitor Economy
- . Community Centres
- . Leisure Facilities/Contracts
- . Events
- . Revenue Clients
- . Business Support
- . Economic Development
- . Planning Policy
- . Planning Development Management
- . Building Control
- . Contaminated Land
- . City Centre Management
- . Registrars and Coroners
- . Licensing
- . Cemeteries
- . Major Projects/City Deal
- . Carbon/Energy Management
- . Interaction

WE serve a range of Members:

- . Leader
- . Culture, Leisure and Sport
- . PRED
- . Licensing Committee
- . Resources
- . Environment
- . Governance and Audit

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# Agenda Item 4



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Culture, Leisure and Sport Decision Meeting
<b>Date of meeting:</b>	9 October 2015
<b>Subject:</b>	Record Breakers: the Summer Reading Challenge 2015
<b>Report by:</b>	Director of Culture and City Development
<b>Wards affected:</b>	All
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1 To inform the Cabinet Member for Culture, Leisure and Sport of the results of Record Breakers: the Summer Reading Challenge 2015; the levels of promotion necessary to maintain levels of participation; the role of volunteers in supporting the Challenge and to propose targeted engagement to drive up participation rates next year.

## 2. Recommendations

- 2.1 **That in order to increase the numbers of children completing the Summer Reading Challenge next year and in subsequent years, the Library and Archive Service consults with primary head teachers on delivering additional activity as a traded service in targeted schools, in the summer term.**
- 2.2 **That the Library and Archive Service engage with colleagues from Portsmouth Children and Families Social Care, to promote participation in the Summer Reading Challenge as a positive activity for young people.**

## 3. Background

- 3.1 The Summer Reading Challenge is organised by The Reading Agency and public libraries. It is the UK's biggest annual reading promotion for children aged four to eleven. It combines access to books with fun, creative activities in the library. Throughout the Challenge, library staff and teenage volunteers support the children, helping them to discover new authors and to explore a wide range of different types of books and ways of reading.
- 3.2 Last year, more than 800,000 children in the UK took part in the Challenge, which requires children to read and discuss at least six books with library staff

and volunteers over the summer holidays. Children enjoy the element of competition and the incentives such as posters and stickers that are given out as they progress through the Challenge. There are significant benefits in terms of literacy attainment as well. Parents and teachers find that children who take part in the Challenge return to school after the summer break more fluent and confident readers, willing to experiment with different styles and genres (Appendix One). This year, 1,387 children completed the Challenge in Portsmouth libraries and they were invited to receive a certificate and a medal at a special winners' event. This was held once again at Southsea Castle on Sunday 13<sup>th</sup> September and 3707 people attended (2575 adults and 1132 children).

- 3.3 Library staff promoted the Challenge by speaking at assemblies in all primary schools in the city towards the end of the summer term. This was a considerable undertaking, given reduced staffing capacity. All pupils received an invitation to take part and letters were written to head teachers and parents to explain the rationale behind the Challenge and to promote participation. Articles were also featured in Portsmouth City Council publications "Flagship" and "House Talk".
- 3.4 2,710 Portsmouth primary school pupils signed up to take part and 53% of them went on to complete the Challenge. This rate of completion varies very little from year to year. A significantly larger proportion of girls (61%) completed the Challenge than boys this year.
- 3.5 For the second year running, we received £900 of funding from the Cabinet Office to support fifty-seven young volunteers, aged 12-19. These volunteers have played a crucial role in supporting our library staff to deliver the Challenge, contributing 898 hours of their time over the summer holidays. For the young people, as well as being a fun and positive activity, it is a great opportunity to develop their transferable skills and begin to populate CVs.

#### **4. Reasons for recommendations**

- 4.1 Over the last few years, the number of children completing the Challenge each year comprises around ten per cent of all primary school children in the city. The Library and Archive Service compiles statistical information on the participation rates of pupils from all the schools in Portsmouth and the completion rates are remarkably consistent each year (Appendix Two). It is clear that further interventions are needed in order to increase pupil and parental engagement. There is evidence to suggest that there is a clear correlation between pupil attainment in Portsmouth schools and pupil participation in the Challenge. Furthermore, children's engagement with the Challenge is predicated on parents or carers accompanying them to a library during the summer holidays.

4.2 By delivering the Challenge during the summer term in schools, larger numbers of pupils could be targeted and given support to complete the Challenge. This is not unrealistic, given that pupils are routinely encouraged to read and record their reading by schools in any given term. If take-up from schools was high, this model would need to be delivered as a traded service with those schools otherwise there would be undue pressures on library budgets as more resource materials would need to be purchased. This intervention would be an additional offer which would not alter or diminish the summer reading challenge delivered in all Portsmouth libraries, to families, during the summer holiday period.

4.3 The Challenge has a proven impact on literacy development and wider educational outcomes so as corporate parents, it should be an aspiration that all primary school aged looked after children are actively encouraged to take part. Older looked after children should also be encouraged to become volunteers.

## **5. Equality impact assessment (EIA)**

5.1 A preliminary EIA has been completed and there was found to be no negative impacts on service users.

## **6. Legal comments**

6.1 This scheme is within the Council's powers of promoting well being within the council area and as such requires no specific legal authority.

## **7. Director of Finance comments**

7.1 The cost of delivering the current Summer Reading Challenge is met from existing library budgets.

7.2 The recommendation in this report is to consult with primary head teachers on delivering the Summer Reading Challenge as a traded service in targeted schools, in the summer term. The costs and charging structure for the proposed traded service would form part of this consultation work. It should be noted, however, that any increase in participation and material costs would need to be funded by schools. There are no additional resources available in the Library Service.

7.3 A further report will be brought to the Cabinet member for Culture, Leisure and Sport detailing the fees and charges structure for decision.

.....

Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

**Appendix One: Feedback received from the Summer Reading Challenge Winners' Event, outlining the benefits of participation.**

**Appendix Two: School Participation in 2015**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 9 October 2015.

.....  
 Signed by:  
**Cabinet Member for Culture, Leisure and Sport**



## **Appendix One: Feedback received from the Summer Reading Challenge Winners' Event, outlining the benefits of participation.**

### Parents/Carers:

- My daughter was quite behind at school so this programme encouraged her to read as she was excited to collect the stickers for her poster and receive the medal at the end! Loved it!
- Very good idea - made us read lots of lovely books over the holiday and bumped into lots of friends in the library.
- This is a fantastic and rewarding reading challenge. My daughter loves reading and her reading has improved. Will definitely be back next year. Fantastic.
- My daughter really enjoyed the reading challenge. I found it was a good way to pass time with her during the school holidays.
- Great idea - introducing my granddaughter to the joy of using a library.
- My daughter loves doing this every year. It encourages us to go to the library over the summer and try out different books.
- Was fab that both children could join in. Really good to keep their reading going over holidays and encouraged me to keep on top of it.
- Event was brilliant, really made it special. Thank you.

### Five year-old boy:

- I thought it was epic and good because I enjoyed reading books and getting a medal at the end.

**Appendix Two: School Participation in 2015**

School	Number of children signed up for the Challenge	Number of children who completed the Challenge
St Swithun's RC Primary School	124	64
Langstone Infant School	84	59
College Park Infant School	98	58
Copnor Primary School	91	49
Court Lane Infant School	94	47
Lyndhurst Junior School	76	46
Court Lane Junior School	86	41
Milton Park Primary School	65	40
Westover Primary School	65	38
Wimborne Junior School	78	35
Arundel Court Primary School	49	32
Wimborne Infant School	64	32
Corpus Christi RC Primary School	54	31
Cottage Grove Primary School & Nursery	49	31
St Jude's CE Primary School	59	28
Solent Infant School	50	27
Cumberland Infant School	46	25
Fernhurst Junior School	49	24
Penhale Infant School	34	24
Southsea Infant School	41	24
Langstone Junior School	50	23
Goldsmith Infant School	31	21
Meon Infant School	33	21
Ark Ayrton Primary Academy	34	20
Beacon View Primary School	27	18
Medina Primary School	38	18
Devonshire Infant & Nurture Assessment Unit	32	17
Northern Parade Junior School	47	17
Solent Junior School	39	17
Ark Dickens Primary School	23	16
St John's Cathedral Catholic Primary School	21	16
Highbury Primary School	40	15
Newbridge Junior School	30	15
Northern Parade Infant School	30	15
Craneswater Junior School	36	14
St Pauls RC Primary	49	14
Stamshaw Infant School	37	14

Gatcombe Park Primary School	20	13
Meon Junior School	39	12
Meredith Infant School	27	12
Portsdown Primary School	22	11
Moorings Way Infant School	21	9
The Victory Primary School	16	9
Mayfield School	15	8
Isambard Brunel Junior School	16	7
Manor Infant School	12	7
St George's Beneficial CE Primary School	21	6
Cliffdale Primary Academy	5	5
Flying Bull Primary School	12	5
Stamshaw Junior School	24	5
Portsmouth Academy for Girls	5	3
Priory School	4	3
Admiral Lord Nelson School	6	2
Charter Academy	12	2
Springfield School	5	2
St Edmund's RC School	8	2
Trafalgar School	3	1
King Richard School	4	1
Miltoncross School	5	1
Redwood Park School	2	1
Mary Rose School	1	0
The Harbour Special School	2	0

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# Agenda Item 5



Portsmouth  
CITY COUNCIL

## THIS ITEM IS FOR INFORMATION ONLY

<b>Title of meeting:</b>	Culture, Leisure and Sport Decision Meeting
<b>Subject:</b>	Sale of rare and antiquarian library books not relevant to Portsmouth collections
<b>Date of meeting:</b>	9 October 2015
<b>Report by:</b>	Director of Culture and City Development
<b>Wards affected:</b>	All

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### 1. Requested by the Cabinet Member for Culture, Leisure and Sport

### 2. Purpose

- 2.1 To update the Cabinet Member for Culture Leisure and Sport on the sale of rare and antiquarian library books.

### 3. Information Requested

- 3.1 The Portsmouth Libraries Stock Disposal Policy approved at the Culture, Leisure and Sport decision meeting held on 13<sup>th</sup> October 2013 identified areas of stock held in the library store that fell outside the policy. Options for disposal were considered. The following methods have been identified and agreed in the policy for the disposal of surplus library stock:
- Temporary book sales in held in branch libraries.
  - A permanent second-hand bookshop in the Central Library
  - Specialist items offered for sale on Amazon Marketplace
- 3.2 The disposal of this stock has been approved by the Director of Procurement and Contracts in accordance with PCC's Financial Regulations.
- 3.3 These outlets enable the Library and Archive Service to gain the highest return on the sale of the majority of surplus library stock. However, a proportion of the book stock was identified as of potentially higher value than was likely to be realised though these options. This material was housed in the store at the Central Library and did not form part of any permanent collections such as the local and naval history collections. The subject matter of many of the titles was botanical in nature, some with attractive coloured plates. Others were of architectural, genealogical, historical, literary and religious interests. They were not suitable for display on the library shelves because of the age, and in most cases condition,

## THIS ITEM IS FOR INFORMATION ONLY

being of more specialist and antiquarian interest. A list of the items offered for sale can be found at appendix A.

### 3.3 This material raised several issues for the Library and Archive Service:

- The items put pressure on the insurance of the collections
- The concerns over the day to day security of the material
- The items were unrelated to any collections of importance to Portsmouth and occupied valuable space in the store.
- The usual methods of selling would not reach the widest potential market and thus not realise the full value of the items
- The requirement to raise income

3.4 The Library and Archive service approached a number of national auction houses to enable us to offer the material to a wider range of potential buyers than could be reached locally. Bonhams auction house was chosen as the vendor as they offered favourable terms and conditions and they had previously worked with the Library and Archive service to value the material. Bonhams hold regular sales of printed books and have an international client base. A list of the material was provided to Bonhams who advised on the likely sums to be raised at auction. Their main book sales are held at their London auction house and the most valuable items were packed and delivered to this venue. Other material of less significance and in poor condition was delivered to Bonhams Oxford site for a later sale. The items were prepared for auction with full colour catalogues produced that were available both in printed form and on the web.

3.5 The most valuable items were first offered for sale at Bonhams auction of fine books, atlases, manuscripts and photographs held in Knightsbridge on 12<sup>th</sup> November 2014. A total of sixteen lots were reported as sold on the day although a number of sales did not finally go through. Items remaining unsold were offered for sale at subsequent auctions.

3.6 The books sent to the Oxford venue were auctioned on the 26<sup>th</sup> November 2014 at Bonhams' sale of books, maps and photographs. Additional specialist and separate items have subsequently been sold at Bonham auctions as identified below.

### 3.7 Summary of auction dates:

12 <sup>th</sup> November 2014	Fine books, atlases, manuscripts and photographs, London
26 <sup>th</sup> November 2014	Books, maps and photographs, Oxford
18 <sup>th</sup> March 2015	Fine books, atlases, manuscripts and photographs, London
24 <sup>th</sup> March 2015	Books, maps and manuscripts, Oxford
21 <sup>st</sup> April 2015	Islamic and Indian art, London
24 <sup>th</sup> June 2015	Fine books, atlases, manuscripts and

**THIS ITEM IS FOR INFORMATION ONLY**

	photographs, London
29 <sup>th</sup> July 2015	Books, manuscripts and literary portraits

- 3.8 Results of the auctions to date and the sums realised can be found at appendix B.
- 3.9 A small number of books that are the property of Portsmouth City are still held by Bonham's and will be taken to auction as appropriate. Any outstanding items will be reviewed before the end of the financial year 2015/16 to determine if Bonham's can offer a suitable forum for sale, if there are more appropriate mechanisms for sale and disposal or if they should be returned to the Library and Archive store.
- 3.10 The receipts received from the sale of stock amounting to £70,149.84 have been provisionally allocated towards building improvements for the Central Library. The sum will be used to attract additional funding. In the first instance a bid to Arts Council England's capital programme will be sought, in order to develop the Central Library 1<sup>st</sup> floor administration area as a flexible space for cultural activity. This will be used to support creative, health and wellbeing and literary agendas.
- 3.11 Any progression of these works will be subject to a formal report and full financial appraisal of the proposal being brought to the Cabinet member for Culture, Leisure and Sport for decision.

.....  
 Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

- Appendices:**
- Appendix A: Sale of rare and antiquarian library books, list of items sent for sale.
  - Appendix B: Sale of rare and antiquarian library books, income received from the sales to date.

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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		ALMANACH de Gotha, 1855, 1858-1859, 1861-1867, 1871-1872, 1877-1879, 1883-1888:	annuaire genealogique, diplomatique et statistique	1855-1888
		APPORTIONMENT of the rent-charges in lieu of tithes in the Parish of Fareham, in the County of Southampton		1840
		BOOK of the dead:	facsimiles of the Papyri of Hunefer, Anhai, Kerasher and Netchemet, with supplementary text from the Papyrus of Nu	1899
		BOTANICAL Register, Vols. 1-20, 22-27:	or, ornamental flower-garden and shrubbery : consisting of coloured figures of plants and shrubs cultivated in British gardens	1815-1841
		CATALOGUE of the Lords, Knights and gentlemen that have compounded for their estates		1655
		COURT and city register, 1800:	or, Gentleman's complete annual kalendar for the year 1800	1800
		CURTIS'S botanical magazine, or, Flower garden displayed, 1823-1843:	Vols. 50-53, 1-16 (new series)	1823-1843
		DECLARATION of all the passages at the taking of Portsmouth, shewing the reasons why it was surrendered up to the	together with a true copy of the Articles agreed upon between the Committee and Colonell Goring	1642

		Committee of both Houses of Parliament:		
		DICTIONARY of polite literature:	or,fabulous history of the heathen Gods and illustrious heroes	1804
		ELEGANT epistles,or,A copious collection of familiar and amusing letters:	selected for the improvement of young persons and for general entertainment, from Cicero, Pliny, Sydney, Bacon, Raleigh... [etc.]	1790
		ENGLISH baronetage:	containing a genealogical and historical account of all the English baronets now existing...	1741
		FETE in commemoration of the Balaklava Charge:	Alexandra Palace, Muswell Hill, Monday, October 25th 1875 (Programme)	1875
		HISTOIRE du Siege de Gibraltar:	fait pendant l'ete de 1782, sous les ordres du Capitaine General Duc de Crillon	1783
		KORAN		
		LADIES' cabinet of fashion,music and romance,1836,vol.10:	August to December	1836
		LADIES' cabinet of fashion,music and romance,1841,vols.5-6:	January to December	1841
		LADIES' cabinet of fashion,music and romance,1845,vols.3-4 (new series):	January to December	1845
		LADY'S Magazine,vol.6,1775:	or,Entertaining companion for the fair sex,appropriated solely to their use and amusement	1775
		MEMOIRS of the lives and conduct of those illustrious heroes Prince Eugene of Savoy and John Duke of	wherein is included a full... account of their behaviour in the late wars,as likewise the military and gallant actions of the Duke of Argyle,the Earl of Stair,the Lord Cobham,the	1742

		Marlborough:	Earl of Cadogan...	
		MINUTES of a Court Martial holden on board His Majesty's Ship Gladiator, in Portsmouth Harbour, 6 March 1807... and 11 March:	for the trial of Capt. Sir Home Popham, including a complete copy of his defence	1807
		NEW view of London:	or, an ample account of that city, being a more particular description thereof than has hitherto been known to be published of any city in the world	1708
		NOTITIA Anglicana:	shewing the achievements of all the English Nobility compleat... being the arms of the most eminent families in Great Britain and Ireland... to which is added... a concise essay... arms and armory...	1724
		OBSERVATIONS on the course of proceedings in Admiralty Courts in prize causes		1747
		ROYAL kalendar, 1790:	or complete and correct annual register for England, Scotland, Ireland and America	1790
		ROYAL kalendar, 1809:	or complete and correct annual register for England, Scotland, Ireland and America	1809
		STATUTES of the Most Honourable Order of the Bath		1725 reprinted 1787
		SYMBOLA Heroica:	or, the mottoes of the nobility and baronets of Great-Britain and Ireland, placed alphabetically...	1736
		TABULAR view of characteristic British	H Woodward), and, TABULAR view of the orders and families of the mollusca	1865

		fossils,and,CHART of the characteristic British tertiary fossils (by J W Lowry),and,CHART of fossil crustacea,with DESCRIPTIVE catalogue (by J W Salter and		
		TRUE account and declaration of the horrid conspiracy against the late King, His Present Majesty, and the Government:	as it was order'd to be published by His Late Majesty	1685
ACHARIUS	Erik	Lichenographia Universalis:	in qua Lichenes omnes detectos... ad genera,species,varietates...	1810
ADDINGTON	William	Abridgment of penal Statutes:	which exhibits at one view, in the following manner, the offences, punishments or penalties, mode of recovery, application of penalties, number of witnesses, what Justices, the enacting Statutes	1783
ADDISON	Joseph	Free-holder, or, Political essays:	nos.1-55, 23 December 1715 to 29 June 1716	1739
ADDISON	Joseph	Miscellaneous works in verse and prose:	with some account of the life and writings of the author by T Tickell	1726-1736
ADDISON	Joseph	Remarks on several parts of Italy, etc., in the years 1701, 1702, 1703		1718
ADYE	Ralph Willett	Bombardier and pocket gunner		1801
ANDREWS	Henry	Botanist's repository for new and rare plants:	containing coloured figures of such plants,as have not hitherto appeared in any similar publication... in English and Latin	1797-1805

BADHAM	Charles David	Treatise on the esculent funguses of England:	containing an account of their classical history,uses,characters, development,structure,nutritious properties,modes of cooking and preserving,etc.	1847
BAILLON	H	Natural history of plants		1871-1888
BANKES	Thomas	New, Royal, authentic and complete system of universal geography		1791
BANKS	T C	Dormant and extinct baronage of England:	or, an historical and genealogical account of the lives, public employments, and most memorable actions of the English nobility who have flourished from the Norman Conquest...	1807-1837
BAUER	Francis	Delineations of exotick plants cultivated in the Royal Garden at Kew		1796
BEATSON	Robert	Political index to the histories of Great Britain and Ireland:	or, a complete register of the hereditary honours, public offices, and persons in office, from the earliest periods to the present time	1806
BENSON	George	Paraphrase and notes on six of the Epistles of St.Paul:	viz. I Thessalonians,II Thessalonians,I Timothy,Philemon,Titus,II Timothy	1752
BENSON	George	Paraphrase and notes on the seven (commonly called) Catholic Epistles:	viz. St.James,I St.Peter,II St.Peter,St.Jude,I,II,and III of St.John	1756
BETHAM	William	Baronetage of England:	or, the history of the English baronets, and such baronets of Scotland as are of English families, with genealogical tables and engravings of their armorial bearings	1801-1803
BETHAM	William	Genealogical tables of the sovereigns of the world, from the earliest to the present period:	exhibiting in each table their immediate successors, collateral branches, and the duration of their respective reigns, so constructed as to form a series of chronology...	1795

BIBLE. ENGLISH. AUTHORIZED VERSION		Universal family Bible,containing the Old and New Testaments		
BIBLE. ENGLISH. AUTHORIZED VERSION. 1640		Holy Bible,containing the Old Testament and the New		1640
BIBLE. ENGLISH. AUTHORIZED VERSION. 1646		[ Holy Bible ]		1646 (?)
BIBLE. ENGLISH. AUTHORIZED VERSION. 1723		Holy Bible,containing the Old and New Testaments		1723
BIBLE. ENGLISH. AUTHORIZED VERSION. 1782		Christian's new and complete British family Bible		1782
BIBLE. ENGLISH. AUTHORIZED VERSION. 1814		[ Holy Bible, containing the Old and New Testaments, and the Apocrypha ]		1814
BIBLE. ENGLISH. GENEVA. 1589		Bible	(Breeches Bible)	1589
BIBLE. ENGLISH. GENEVA. 1607		Bible,that is the Holy Scriptures contained in the Old and New Testament	(Breeches Bible)	1607
BIBLE. GERMAN. LUTHER. 1675		Biblia,das ist die ganze heilige schriff alten und newen Testaments,deutsch d.Martin Luthers:	mit dem anhang des dritten und vierden buchs Esra,vie auch dritten der Maccabeer	1675
BIBLE. NEW TESTAMENT.		Novum Testamentum Graecum,e Codice	qui Londini in Bibliotheca Musei Britannici asservatur	1786

Sale of rare and antiquarian library books not relevant to Portsmouth collections. Appendix A. List of items sent for sale

GREEK. WOIDE. 1786		MS.Alexandrino:		
BLUME	Carl Ludwig de	Collection des orchidees les plus remarquables de l'Archipel Indien et du Japon		1858
BRAYLEY	Edward Wedlake	Beauties of England and Wales,vol.6:	or, Delineations, topographical, historical and descriptive, of each county	1805
BREWER	Ebenezer Cobham	Character sketches of romance, fiction and the drama:	a revised American edition of 'The reader's handbook'	1892
BROOKES	R	General gazetteer,or,Compendious geographical dictionary:	containing a description of the empires, kingdoms, states, provinces, cities, towns, forts, seas, harbours, rivers, lakes, mountains, capes, etc., in the known world...	1820
BURKE	Edmund	Speeches of the Right Honourable Edmund Burke in the House of Commons and in Westminster Hall		1816
BURNET	Gilbert	History of the Reformation of the Church of England		1816
BUSWELL	John	Historical account of the Knights of the Most Noble Order of the Garter, from its first institution in the year 1350 to the present time		1757
BUTLER	Samuel	General atlas of ancient and modern geography		1842
BUTLER	Samuel	Hudibras, in three parts:	written in the time of the late wars, corrected and amended	1772

CALAMY	Edmund	Nonconformist's memorial:	being an account of the ministers who were ejected or silenced after the Restoration, particularly by the Act of Uniformity... 1662: containing a concise view of their lives and characters...	1775
CALVIN	John	Operum omnium theologorum, tomus quartus:	Prophetas Majores, quos vocant, nempe Isaiaem, Jeremiam, Ezechielem, Danielem : commentariis et praelectionibus accuratissimis expositos complectens	1617
CAMDEN	William	Britain:	or, a chorographically description of the most flourishing Kingdoms, England, Scotland and Ireland, and the islands adjoining, out of the depth of antiquity, beautified with mappes of the severall shires...	1610
CARTER	George	Narrative of the loss of the 'Grosvenor', East Indiaman:	which was unfortunately wrecked upon the coast of Caffraria, somewhere between the 27th and 32nd degrees of Southern latitude, on the 4th of August 1782	1791
CHAMBERLAYNE	John	Magnae Britanniae Notitia:	or, the present state of Great-Britain, with diverse remarks upon the ancient state thereof, to which is added a compleat list of their Royal Highnesses the Prince and Princess of Wales's Household...	1748
CHAMBERS	Ephraim	Cyclopaedia:	or, an universal dictionary of arts and sciences	1779-1786
CHAMBERS	Ephraim	Cyclopaedia:	or, an universal dictionary of arts and sciences	1741
CHARLES I (King of Great Britain)		Eikon Basilike:	the pourtraicture of His Sacred Majesty in His solitudes and sufferings	1649
CHILD	Josiah (Sir)	New discourse of trade:	wherein is recommended several weighty points relating to companies of merchants, the Act of Navigation, naturalization of strangers, and our woollen manufactures, the ballance of trade...	1694
CHURCH OF		Book of common prayer	together with the Psalter or Psalms of David	1779



ENGLAND. BOOK OF COMMON PRAYER		and administration of the Sacraments and other rites and ceremonies of the Church of England, according to the use of the Church of England:		
CHURCH OF ENGLAND. BOOK OF COMMON PRAYER		Book of common prayer and administration of the Sacraments:	together with the Psalter or Psalms of David	1718
CLARK	Samuel	Marrow of ecclesiastical historie contained in the lives of the Fathers:	and other learned men and famous divines which have flourished in the church, since Christ's time to this present age	1650
COLLINS	Greenville	Great Britain's coasting pilot, Part 1:	being a new and exact survey of the sea-coast of England from the River Thames to the Westward, with the Isles of Scilly, and from thence to Carlile	1693
COLLINS	Arthur	Peerage of England:	containing a genealogical and historical account of all the Peers of that Kingdom now existing, either by tenure, summons or creation...	1779-1784
COLLINS	Arthur	Peerage of England:	containing a genealogical and historical account of all the Peers of that Kingdom now existing, either by tenure, summons or creation...	1768
COTTLE	Joseph	Alfred:	an epic poem in twenty-four books	1800
COX	Thomas	Magna Britannia et Hibernia, antiqua et nova:	or, a new survey of Great Britain...	1720-1731
CRABB	George	Universal historical dictionary:	or, explanation of the names of persons and places in the departments of Biblical, political and ecclesiastical history, mythology, heraldry, biography, bibliography, geography...	1825
CRABB	George	Universal technological dictionary:	or, familiar explanation of the terms used in all arts and sciences	1833

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CURTIS	William	Flora Londinensis:	containing a history of the plants indigenous to Great Britain, illustrated by figures of the natural size	1817-1821 (?)
CUVIER	Leopold Chretien Frederic Dagobert (baron)	Animal kingdom arranged in conformity with its organization		1827-1835
DEBRETT	John	Peerage of England, Scotland and Ireland:	containing an account of all the Peers of the United Kingdom, whether by tenure, summons or creation...	1808
DORE	Gustave	Dore gallery:	containing two hundred and fifty beautiful engravings selected from The Dore Bible, Milton, Dante's Inferno, Dante's Purgatorio and Paradiso, Atala, Fontaine, Fairy Realm, Don Quixote...	1870
DORE	Gustave	London:	a pilgrimage	1872
DUGDALE	William (Sir)	History of St. Paul's Cathedral in London, from its foundation:	...whereunto is added a continuation thereof, setting forth what was done in the structure of the new church to the year 1685. Likewise, an... account of the northern cathedrals and... churches... of York	1716
DUGDALE	William (Sir)	History of St. Paul's Cathedral in London, from its foundation untill these times		1658
DUPIN	Charles	View of the history and actual state of the military force of Great Britain		1822
ERASMUS	Desiderius	[ Paraphrases of Erasmus upon the Gospels and the Acts of the Apostles ]		

EVELYN	John	Silva,or,a discourse of forest-trees and the propagation of timber in His Majesty's Dominions:	together with an historical account of the sacredness and use of standing groves,to which is added The terra: a philosophical discourse of earth	1825
FOXÉ	John	Book of martyrs:	being a history of the persecution of the Protestants	1873
FOXÉ	John	New and complete book of martyrs:	or, an universal history of martyrdom, containing the whole of Fox's book of martyrs...	1784 (?)
FRANKLIN	Benjamin	Complete works in philosophy, politics and morals:	... with memoirs of his early life	1806
GARRICK	David	Private correspondence of David Garrick with the most celebrated persons of his time:	illustrated with notes, and a new biographical memoir of Garrick	1831-1832
GERARD	John	Herball,or,general historie of plantes		1597
GILPIN	William	Life of Thomas Cranmer, Archbishop of Canterbury		1784
GMELIN	John George	Flora Sibirica,siue Historia Plantarum Sibiriae		1747-1769
GOLDSMITH	Oliver	History of the earth and animated nature		1822
GREAT BRITAIN. PARLIAMENT		History,debates and proceedings of both Houses of Parliament of Great Britain,1743-1774		1792
GREW	Nehemiah	Musaeum Regalis Societatis,or,a catalogue and description of the natural and artificial rarities belonging to the	whereunto is subjoyned 'The comparative anatomy of stomachs and guts',by the same author (being several lectures read before the Royal Society in the year 1676)	1681

		Royal Society, and preserved at Gresham Colledge:		
GROSE	Francis	Military antiquities respecting a history of the English army:	from the conquest to the present time	1786-1788
GUILLIM	John	Display of heraldrie:	manifesting a more easie access to the knowledge thereof then hath hitherto been published by any, through the benefit of method...	1660
HALES	William	New analysis of chronology:	in which an attempt is made to explain the history and antiquities of the primitive nations of the world and the prophesies relating to them	1809-1812
HALLER	Albrecht von	Bibliotheca botanica	qua scripta ad rem herbariam facientia a rerum initiis recensentur	1771-1772
HARRIS	William	Historical and critical account of the life and writings of James the First, King of Great Britain:	drawn from original writers and state-papers	1753
HEYLYN	Peter	Help to English history:	containing a succession of all the Kings of England, the English, Saxons and the Britons, the Kings and Princes of Wales, the Kings and Lords of Man, and the Isle of Wight...	1773
HIBBERD	Shirley	New and rare beautiful-leaved plants:	containing illustrations and descriptions of the most ornamental-foliaged plants, not hitherto noticed in any work on the subject	1870
HOGARTH	William	Original and genuine works of William Hogarth		[ 18.. ] ?
HOOKE	William Jackson (Sir)	Century of ferns:	being figures with brief descriptions of one hundred new, or rare, or imperfectly known species of ferns from various parts of the world	1854
HOOKE	William	Companion to the	being a journal containing such interesting	1835-1836

	Jackson (Sir)	Botanical Magazine, vols. 1-2:	botanical information as does not come within the prescribed limits of the magazine	
HOOKER	William Jackson (Sir)	Filices Exoticae:	or, coloured figures and descriptions of exotic ferns, chiefly of such as are cultivated in the Royal Gardens of Kew	1859
HOOKER	William Jackson (Sir)	Garden ferns:	or, coloured figures and descriptions, with the needful analyses of the fructification and venation, of a selection of exotic ferns adapted for cultivation in the garden, hothouse and conservatory	1862
HOOKER	William Jackson (Sir)	Genera Filicum:	or, illustrations of the ferns and other allied genera	1842
HOOKER	William Jackson (Sir)	Icones Filicum, ad eas potissimum species illustrandas destinatae, quae hactenus vel in Herbariis delituerunt prorsus incognitae, vel saltem nondum per Icones Botanicis innotuerunt:	figures and descriptions of ferns, principally of such as have been altogether unnoticed by botanists, or as have not yet been correctly figured	1829-1831
HOOKER	William Jackson (Sir)	Icones Plantarum:	or figures, with brief descriptive characters and remarks, of new or rare plants	1837-1852
HOOKER	William Jackson (Sir)	Second century of ferns:	being figures with brief descriptions of one hundred new, or rare, or imperfectly known species of ferns from various parts of the world	1861
HOUGHTON	W	British fresh-water fishes		1879
HOWARD	John	State of the prisons in England and Wales:	with preliminary observations and account of some foreign prisons	[1780?]
HUME	David	History of England from the invasion of Julius Caesar to the Revolution in 1688		1767

HUMPHREYS	Henry Noel	Coinage of the British Empire:	an outline of the progress of the coinage in Great Britain and her dependencies, from the earliest period to the present time	1854
IRELAND	John	Hogarth illustrated from his own manuscripts, vol.3		1812
JACOB	Giles	New law dictionary:	containing the interpretation and definition of words and terms used in the law, and also the whole law and the practice thereof, under all the heads and titles of the same...	1739
JAMESON	Robert	Mineralogy of the Scottish Isles:	with mineralogical observations made in a tour through different parts of the mainland of Scotland, and dissertations upon peat and kelp	1800
KEACH	Benjamin	Travels of True Godliness, from the beginning of the world to this present day, in an apt and pleasant allegory:	shewing what True Godliness is, also the troubles, oppositions, reproaches and persecutions he hath met with in every age, together with the danger and sad declining state he is in...	1725
KIMBER	E	Baronetage of England, vols.1 and 3:	containing a genealogical and historical account of all the English baronets now existing... to which is added... a dictionary of heraldry...	1771
LA VILLE SUR ILLON	Bernard Germain Etienne de (Comte de La Cepede)	Histoire naturelle des poissons, vols.1,3,5-11		1798-1803
LA VILLE SUR ILLON	Bernard Germain Etienne de (Comte de La Cepede)	Histoire naturelle des quadrupedes ovipares et des serpens, vols.1-4		1788-1790
LATHAM	John	General synopsis of birds		1781-1801
LE CLERC	Georges	Histoire naturelle des		1783-1787

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	Louis (Comte de Buffon)	mineraux,vols.1-4,6-7		
LE CLERC	Georges Louis (Comte de Buffon)	Histoire naturelle,generale et particuliere,vols.2,4-5,7,9-13		1785-1786
LE CLERC	Georges Louis (Comte de Buffon)	Histoire naturelle,generale et particuliere:	Quadrupedes,vols.4-5,8-12	1787
LE CLERC	Georges Louis (Comte de Buffon)	Histoire naturelle,generale et particuliere:	Oiseaux,vols.1-3,5-7,10-11,14-18	1785-1787
LE NEVE	John	Fasti ecclesiae Anglicanae:	or,an essay towards deducing a regular succession of all the principal dignitaries in each Cathedral,Collegiate Church or Chapel (now in being) in... England and Wales... to this present year 1715	1716
LE NEVE	John	Lives and characters, deaths, burials and epitaphs, works of piety, charity, and other munificent benefactions of all the protestant bishops of the Church of England since the Reformation... 1559,vol.1		1720
LE NEVE	John	Monumenta Anglicana,1600-1649:	being inscriptions on the monuments of several eminent persons deceased in or since the year 1600 to the end of the year 1649, deduced into a series of time by way of annals	1719
LE NEVE	John	Monumenta Anglicana,1650-1718 (Supplement):	being inscriptions on the monuments of several eminent persons deceased in or since the year 1650 to the end of the year 1718, deduced into	1719

			a series of time by way of annals	
LE NEVE	John	Monumenta Anglicana, 1700-1715:	being inscriptions on the monuments of several eminent persons deceased in or since the year 1700 to the end of the year 1715, deduced into a series of time by way of annals	1717
LINDLEY	John	Introduction to botany		1839
LLOYD	G	Rhapsody on the present system of French politics, on the projected invasion and the means to defeat it		1779
LOWE	Edward Joseph	Beautiful leaved plants:	being a description of the most beautiful leaved plants in cultivation in this country, to which is added an extended catalogue	1872
LOWE	Edward Joseph	Ferns:	British and exotic	1867-1869
LOWE	Edward Joseph	Natural history of new and rare ferns:	containing species and varieties none of which are included in... 'Ferns, British and exotic', amongst which are the new hymenophyllums and trichomanes	1868
LOWE	Edward Joseph	Our native ferns:	or, a history of the British species and their varieties	1865-1867
LYSONS	Daniel	Environs of London:	being an historical account of the towns, villages and hamlets within twelve miles of that capital, interspersed with biographical anecdotes	1795-1811
LYSONS	Daniel	Historical account of those parishes in the county of Middlesex which are not described in the 'Environs of London'		1800
LYSONS	Daniel	Magna Britannia:	being a concise topographical account of the	1808



			several counties of Great Britain, vol.2, part 1, containing Cambridgeshire	
MARTYN	Thomas	Flora rustica:	exhibiting accurate figures of such plants as are either useful or injurious in husbandry	1792-1794
MEYRICK	Samuel Rush (Sir)	Costume of the original inhabitants of the British Islands,from the earliest periods to the sixth century:	to which is added that of the Gothic nations on the western coasts of the Baltic,the ancestors of the Anglo-Saxons and Anglo-Danes	1815
MEYRICK	Samuel Rush (Sir)	Engraved illustrations of antient arms and armour:	from the collection at Goodrich Court,Herefordshire	1854
MILLAN	John	Arms of the English Nobility:	with supporters, crests, motto's, and tables of dates to family honours, viz. origin, knights, baronets, garters, peerage, etc.	1752
MOODY	James Duncan	Some notes on marbled patterns as used by bookbinders		1953
MORANT	Philip	History and antiquities of the county of Essex		1816
MORE	Hannah	Sacred dramas, chiefly intended for young persons, the subjects taken from the Bible:	to which is added Sensibility, a poem	1782
MULLER	John	Treatise of artillery:	to which is prefixed an introduction,with a theory of powder applied to fire-arms	1768
MYERS	Thomas	New and comprehensive of modern geography, mathematical, physical, political and commercial:	comprising a perspicuous delineation of the present state of the globe, with its inhabitants and productions...	1822
OEDER	Georg Christian von	Icones Plantarum sponte nascentium in regnis Daniae et Norvegiae,in	Florae Danicae nomine inscriptum	1764-1799

		Ducatibus Slesvici et Holsatiae,et in Comitatibus Oldenburgi et Delmenhorstiae:		
OGILBY	John	Britannia depicta, or, Ogilby improv'd:	being a correct copy of Mr. Ogilby's actual survey of all ye direct and principal cross roads in England and Wales, wherein are exactly delineated and engraven all ye cities, towns, villages, churches...	1720
OLDFIELD	Thomas Hinton Burley	Entire and complete history,political and personal,of the Boroughs of Great Britain:	together with the Cinque Ports	1794
OSBORN	Francis	Works of Francis Osborn, divine, moral, historical, political:	in four several tracts	1673
PAGE	John T	Stepney Church (and churchyard):	monuments and inscriptions, and, Leigh Church, Essex: its monuments and inscriptions	[ c.1900 ] ?
PALLAS	Peter Simon	Flora Rossica,seu Stirpium Imperii Rossica per Europam et Asiam indigenarum descriptiones et icones,vol.1,parts 1-2:	(jussu et auspiciis Catharinae II augustae)	1784-1788
PARKINSON	James	Organic remains of a former world:	an examination of the mineralized remains of the vegetables and animals of the antediluvian world,generally termed extraneous fossils,vol.1: the vegetable kingdom	1804
PARKINSON	John	Theatrum Botanicum,the theater of plants:	or,an herball of a large extent,containing therein a more ample and exact history and declaration of the physicall herbs and plants that are in other authours...	1640
PHILIPPS	J T	Compendious way of		1750

		teaching antient and modern languages...		
PINDAR	Peter	Works of Peter Pindar		1794
PITTS	Thomas	New martyrology, or, The bloody assizes, now exactly methodized in one volume:	comprehending a compleat history of the lives, actions, trials, sufferings, dying speeches... of all those eminent Protestants who fell in the west of England... from... 1678 to this present time	1693
POPE	Alexander	Works of Alexander Pope, vol.6:	being the second (volume) of his letters	1776
POTTS	Thomas	Gazetteer of England and Wales:	containing the statistics, agriculture and mineralogy of the counties, the history, antiquities... of the cities, towns and boroughs...	1810
RALEIGH	Walter (Sir)	History of the world (part 1)		1634
RICHARDSON	Jonathan	Works of Jonathan Richardson:	containing The theory of painting, Essay on the art of criticism (so far as it relates to painting), The science of a connoisseur	1792
RICRAFT	Josiah	Survey of Englands champions and truths faithfull patriots:	or, A chronological recitement of the principall proceedings of the most worthy commanders of the prosperous armies raised for the preservation of religion...	1647
ROSCOE	William	Life of Lorenzo de' Medici, called the magnificent		1797
RUMPH	George Everard	Herbarium Amboinense, plurimas complectens Arbores, Frutices, Herbas, Plantas Terrestres et Aquaticas, quae in Amboina et adjacentibus reperiuntur Insulis:	...quod et insuper exhibet varia Insectorum Animaliumque genera...	1750-1755

RUSKIN	John	Examples of the architecture of Venice:	selected and drawn to measurement from the edifices	1887
RUSSELL	Alexander	Natural history of Aleppo:	containing a description of the city, and the principal natural productions in its neighbourhood, together with an account of the climate, inhabitants, and diseases, particularly of the plague	1794
RUSSELL	William Oldnall	Treatise on crimes and indictable misdemeanors		1826-1828
SANDFORD	Francis	Genealogical history of the Kings of England and Monarchs of Great Britain, etc., from the Conquest, Anno 1066 to the year 1677:	containing a discourse of their several lives, marriages and issues, times of birth, death, places of burial, and monumental inscriptions, with their effigies, seals, tombs, cenotaphs...	1677
SCHAEFFER	Jacob Christian	Fungorum qui in Bavaria et Palatinatu circa Ratisbonam nascuntur icones,nativis coloribus expressae		1772-1774
SCHEEL	Henri Othon de	Memoires d'artillerie:	contenant l'Artillerie nouvelle,ou les changemens faits dans l'Artillerie Francoise en 1765,avec l'expose et l'analyse des objections qui ont ete faites a ces changemens	1777
SCOTT	Walter (Sir)	Lady of the lake:	a poem	1810
SIMPSON	Thomas	Elements of geometry:	with their application to the mensuration of superficies and solids,to the determination of the maxima and minima of geometrical quantities,and to the construction of... geometrical problems	1800
SMITH	James Edward (Sir)	English botany,vols.1-21,1790-1805:	or,coloured figures of British plants,with their essential characters,synonyms and places of	1790-1849

			growth, to which will be added occasional remarks	
SMITH	Adam	Inquiry into the nature and causes of the wealth of nations:	with a life of the author	1811
SMOLLETT	Tobias	History of England from the Revolution in 1688 to the death of George II:	being a continuation of Hume	1818
SOCINUS	Faustus Paulus	Opera Omnia, in Duos Tomos distincta:	Quorum prior continet ejus Opera Exegetica et didactica, posterior Opera ejusdem Polemica comprehendit	1656
SPEED	John	Historie of Great Britaine under the conquests of the Romans, Saxons, Danes and Normans:	their originals, manners, habits, warres, coines and seales, with the successions, lives, acts and issues of the English Monarchs, from Julius Caesar to our most gracious soveraigne King James	1623
SPELMAN	Henry (Sir)	Villare Anglicum:	or, a view of all the cities, towns and villages in England, alphabetically composed... to which is added the Bishopricks and counties under their several jurisdictions...	1678
STEWART	Dugald	Elements of the philosophy of the human mind		1792
SWEET	Robert	Florist's guide and cultivator's directory:	containing coloured figures of the choisest flowers cultivated by florists, including ranunculus, carnations, picotees, pinks, georginas, polyanthus, auriculas, hyacinths and tulips...	1827-1832
TENNYSON	Alfred (1st baron Tennyson)	Idylls of the King		1868
THOMAS	A H	Great chronicle of London (Guildhall Library		1938

		MS.3313)		
VERTUE	George	[ Description of historical prints ]		1740 [?]
VINCENT	John A C	Sundry notes of documents copied, abstracted, etc. [ 1896-1899 ]		1899
WAKELY	Andrew	Mariner's compass rectified:	containing tables shewing the true hour of the day, the sun being upon any point of the compass; with the true time of the rising and setting of the sun and stars...	1704
WALPOLE	Horace	Historic doubts on the life and reign of King Richard the Third		1768
WATT	Robert	Bibliotheca Britannica:	or, a general index to British and foreign literature	1824
WEATHERBY	James	Racing calendar, vol.17, 1789:	containing an account of the Plates, Matches and Sweepstakes run for in Great-Britain and Ireland... 1789, together with an abstract of all the Matches, Sweepstakes... 1790 to 1795...	1790
WEEMES	John	[ Works of John Weemse ]. Contents: Exercitations divine of the ceremonial laws which are annexed to the Commandements, An explication of the judicial laws of Moses,	Exercitations divine - containing diverse questions and solutions for the right understanding of the Scriptures	1632
WEEVER	John	Antient funeral monuments of Great-Britain, Ireland, and the Islands adjacent, with the dissolved monasteries	... whereunto in prefixed A discourse on funeral monuments...	1767

Sale of rare and antiquarian library books not relevant to Portsmouth collections. Appendix A. List of items sent for sale

		therein contained:		
WILKES	John	English liberty, being a collection of interesting tracts from the year 1762 to 1769:	containing the private correspondence, public letters, speeches and addresses of John Wilkes	1769
WOOD	Anthony	Athenae Oxonienses:	an exact history of all the writers and bishops who have had their education in the... University of Oxford, from ... 1500 to ... 1695 ... to which are added the Fasti, or Annals of the said University	1721
WOODVILLE	William	Medical botany:	containing systematic and general descriptions,with plates,of all the medicinal plants comprehended in the catalogues of the Materia Medica...	1832

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Sale of rare and antiquarian library books not relevant to Portsmouth collections

Appendix B

Income from sale of library books at Bonhams

Bonhams make a settlement as they receive the income from the bidder and this is sometimes delayed

Date	Amount
27 <sup>th</sup> November 2014	£37,100.40
3 <sup>rd</sup> December 2014	£1,095.60
9 <sup>th</sup> December 2014	£9,901.20
12 <sup>th</sup> December 2014	£5,644.56
20 <sup>th</sup> April 2015	£14,364.04
13 <sup>th</sup> July 2015	£1,332.00
17 <sup>th</sup> August 2015	£712.04
Total	£70,149.84

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# Agenda Item 6

THIS ITEM IS FOR INFORMATION ONLY



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Culture, Leisure and Sport Decision Meeting
<b>Subject:</b>	The ARTches project - progress update
<b>Date of meeting:</b>	9 October 2015
<b>Report by:</b>	Director of Culture and City Development
<b>Wards affected:</b>	St Thomas

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1. **Requested by:** The Cabinet Member for Culture, Leisure and Sport
2. **Purpose:** To update the Cabinet Member on delivery of the ARTches project.
3. **Programme overview**
  - 3.1 The project is progressing well towards opening in July 2016. Minor changes that have been made to the scheme, as a result of detailed design work to ensure that the facility functions as well as possible, have required new planning applications. The project team has also been working closely with Heritage England and the Local Planning Authority to discharge the many conditions attached to the existing permissions. Work on site is anticipated to start at the end of September 2015. Procurement of a brasserie operator is due to commence in October 2015, with staff recruitment and preparation for the leasing of the artists' studios commencing in the new year.
4. **Project background**
  - 4.1 Portsmouth's thriving creative and cultural sector offers opportunities to diversify and grow the local economy for the benefit of all city residents. The council and its partners recognise the particular role that historic buildings can play in providing interesting spaces within which the sector can grow. Re-using heritage assets in this way will not only ensure their long-term maintenance and conservation, but will also offer opportunities to create employment and increase heritage related tourism and education through better accessibility to, and interpretation, of these buildings.
  - 4.2 A funding bid for the ARTches project was submitted to the Coastal Communities Fund (BIG Lottery) in October 2013. Following requests for further information, the council was informed of the success of its bid in August 2014 with financials and the reporting process concluded at the end of November 2014. The council was successful in securing capital

and revenue funding totalling £1.75 million for the project from Coastal Communities, with an additional £40,000 being awarded by the Partnership for Urban South Hampshire and £100,000 contribution from the council itself. The Coastal Communities Fund is now administered by the Department for Communities and Local Government (CLG).

## **5.0 Project outputs**

5.1 The ARTches project will see 13 working artists' studios created in the scheduled / grade I listed arches on Broad Street, along with a commercial brasserie, café, manager's office and interpretation area. The project will deliver the following benefits:

- Much needed quality business premises for local creative businesses
- New jobs within the creative businesses at the ARTches, the brasserie, café and facility management
- Support and mentoring for new creative business start-ups, for business development and sustainability and new apprenticeship opportunities
- Improving the city's visitor offer and generally helping to increase visitor numbers / stay / spend in the city
- Enhancing, improving and ensuring the long-term maintenance of a highly significant historic structure and public space

## **6.0 Capital works**

6.1 Ten contractors expressed interest in the ARTches works contract and provided information in response to a pre-qualification questionnaire (PQQ) that was issued via Intend. The PQQ responses were evaluated against set criteria (including experience and track record of similar works, financial standing and references) and five contractors were selected to be invited to tender. Tender documents were issued on 28<sup>th</sup> July 2015. The deadline for tenders was the 28<sup>th</sup> August. Once tenders have been evaluated, it may be necessary to invite bidders to offer savings/value engineering to their tender prices for specific items in order to match tender price against available capital budget.

6.2 The current timeframe indicates that work will start-on site on 28<sup>th</sup> September. This is subject to satisfactory outcome of tender evaluations, achieving necessary value engineering savings and the ability of both contractor and PCC to enter into contract and start on site expediently. Bidders have been asked to price on a construction period of 7 months.

## **7.0 Scheme design and planning**

7.1 Following the granting of planning permission, listed building and scheduled monument consents at the end of 2013, project architects have worked closely with the Local Planning Authority (LPA) and Historic England on the detailed design of the facility.

- 7.2 The scheme itself remains the same in terms of the number of studios (13), brasserie, cafe kiosk and interpretation area, but a number of minor changes have required new permissions. These include creating a bin store in the void of the stairwell opposite the Round Tower and changing the type of flood defences that will be used around the searchlight area.
- 7.3 Planning and scheduled monument consent applications to carry out improvement works to the Round Tower (including new windows and ventilation) have also been submitted in order to bring this structure into the scheme.

## **8.0 Stakeholder Advisory Panel**

- 8.1 A Stakeholder Advisory Panel has been established which meets monthly to support preparations for the operation of the facility and to communicate project progress to the wider community. The Panel is made up of representatives from:
- University of Portsmouth - School of Creative & Cultural Industries
  - Cathedral Innovation Centre
  - Cultural Partnership
  - Friends of Old Portsmouth Association (FOOPA)
  - Spice Island Association
  - Old Portsmouth & Gunwharf Quays Neighbourhood Forum
  - King James Gate Residents Association

## **9.0 Branding**

- 9.1 Following a procurement exercise to secure the design of branding for the facility in July 2015, a selection panel, including two representatives from the Stakeholder Advisory group, chose the PCC Graphic Design Team to undertake the work. The branding scheme includes a new name for the facility as 'arches' is known to be used elsewhere in the country for similar schemes. The new branding will be launched at the showcase event on site on the 13<sup>th</sup> September 2015.

## **10.0 Brasserie and artist tenants**

Marketing of the new brasserie opportunity will commence in September 2015 in order to generate interest in the opportunity prior to the formal procurement of an operator. The brasserie area will accommodate some 40 covers inside with an additional 20 on its external terrace on the seaward side, overlooking the harbour. Rental income from the brasserie will provide revenue for the operation of the wider facility. Procurement of a brasserie operator will commence at the end of October 2015 and be concluded prior to Christmas.

**THIS ITEM IS FOR INFORMATION ONLY**



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Signed by:

**Stephen Baily**

**Director of Culture and City Development**

**Appendices:**        None

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>

# Agenda Item 7



**THIS ITEM IS FOR INFORMATION ONLY**

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Subject:** Community Centres Update

**Date of meeting:** 9 October 2015

**Report by:** Director of Culture and City Development

**Wards affected:** All

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**1. Requested by:**

1.1 Cabinet Member for Culture, Leisure and Sport

**2. Purpose**

2.1 To inform the Cabinet Member for Culture Leisure and Sport of the contribution made by community centres to the Council's priorities.

**3. Background**

3.1 A bi-annual survey of the 14 community centres supported through Culture was completed earlier this year. The survey comprises two parts: details of the centre users obtained via questionnaires completed by individual users during a period of one month and a report prepared by each of the managing associations on the activities, attendances and room usage over the previous 12 months. The total number of recorded visits to all centres in 2014 was 857,307.

3.2 From these two sources, the demographic data on users is obtained and this can be compared with neighbourhood data to establish how well centres are attracting local residents of all ages, income levels and ability. The reported activity programmes are analysed to establish the breadth and richness of their offer and the room usage report identifies the spare capacity available.

3.3 Each centre receives a detailed but easily understood report of the findings and this is discussed with the managing committees. The reports contribute to the Service Level Agreement monitoring process and to the subsequent Action Plans for development. An example of a report is at Appendix A

**4. Summary of findings**

4.1 The surveys show that the community centres are making significant contributions to the Council's priorities in terms of both users catered for and activities on offer. The centres offer opportunities for low cost activities - social inclusion; formal and informal learning - skill development and employability; a wide range of sport and physical exercise for all ages - health and well-being; space for interest groups and

meetings - citizenship; facilities available to other agencies and services - partnership working; high levels of local usage and volunteering opportunities - community cohesion.

## **5. Detail of findings**

**5.1** The number and make up of users varies across the centres, which themselves vary in size and facilities. Some of the centres have sports halls, IT rooms and cafes and others consist of as few as 2 modestly sized rooms. The larger centres tend to cater also for city wide groups including minority religious and cultural groups.

### **Users:**

- **Satisfaction** - the overall satisfaction level with our community centres is high, with only 1.2% of users expressing dissatisfaction.
- **Residence** - 52 % of centre users live within the neighbourhood of their local centre and 92% of all users are residents of Portsmouth.
- **Age** - the age spread of centre users is broad but includes 18.5% under 5s as compared with 6.6% in the city population and 30.7% of over 60s compared with 18.8% of the city population.
- **Ethnicity** - at 10.4% of centre users compared with 15.9% of the city population, Black and Minority Ethnic residents are under represented among centre users.
- **Disability** - 20% of recorded users report having a disability compared with 16% of the city population.
- **Income** - 76% of centre users report a household income of under £25,000, the national average, with 30% having a total household income of less than £10,000

### **Programmes**

The analysis of the programmes across all centres gives the following proportions:

- Formal and informal learning and skill development - 9%
- Physical activity and health promotion - 40%
- Social and recreational activities such as hobby groups, trips and parties - 12%
- Community interaction such as public meetings, targeted social groups and political and religious groups - 16%
- Arts and creative activities - 10%
- Individual or community well-being such as advice services, blood donors and fundraising groups - 3%
- Group and organisation meetings - 9%
- Office space for charitable / non-profit organisations - 1%



.....  
Signed by:  
**Stephen Baily**  
Director of Culture and City Development

**Appendices:**

**Appendix 1 - Fratton Community Centre usage Report**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Community Centres User Survey Reports 2015	CCD office

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# FRATTON

## COMMUNITY CENTRE

### USAGE REPORT

#### 2014

The data presented in this report was collected in two parts:

*User data and satisfaction* by means of individual questionnaire forms distributed in the centre during November 2014 (group forms were also supplied for young children's groups, to be completed by the group leaders) The number of responses received from this centre was 934.

*User numbers, the percentage space utilisation and the balance of the centre activity programme* by means of the bookings calendar for the year from January 1<sup>st</sup> to December 31<sup>st</sup> 2014, provided by the Association.

Participation in these data collection processes is a requirement of the Service Level Agreement between the Council and Fratton Community Association. The report is presented to the Association for discussion with the managing committee of Trustees and forms the basis of the SLA action plan for the coming year.

The co-operation of the staff and trustees in these processes is much appreciated.

The total number of visits to the centre in 2014 is recorded as 127,053 which includes 7,000 voting in the Romanian elections over one weekend.

This is an eleven room centre with sports hall, café, gym and offices, managed by Fratton Community Association.

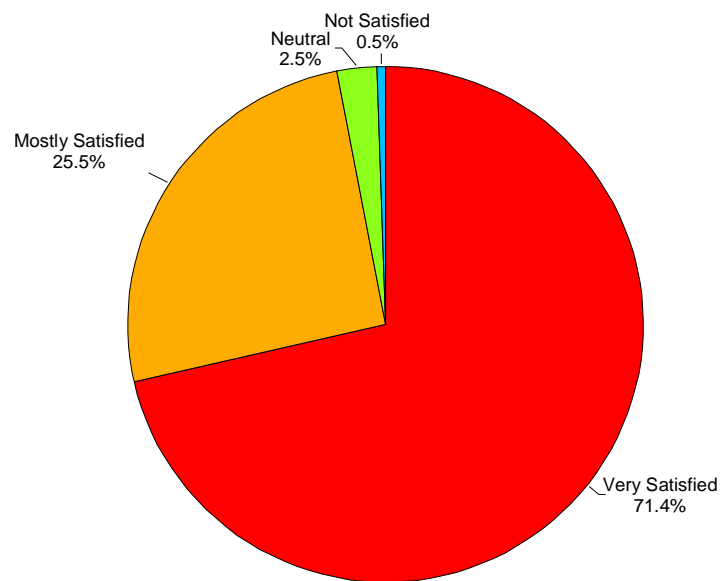
The centre has eleven spaces available for hire, including a sports hall, a gym and two small offices and has a café facility on site. Each space is deemed to be available for three sessions per day (morning, afternoon and evening) and the centre potentially available for use seven days a week all year round.

The percentage utilisation of spaces within the centre throughout 2014 was 69%

The balance of the programme is analysed below. Some activities fall into more than one category but for current and future comparative purposes, a primary category has been allocated to each. A guide to the allocation of activities is appended at the rear of the report.

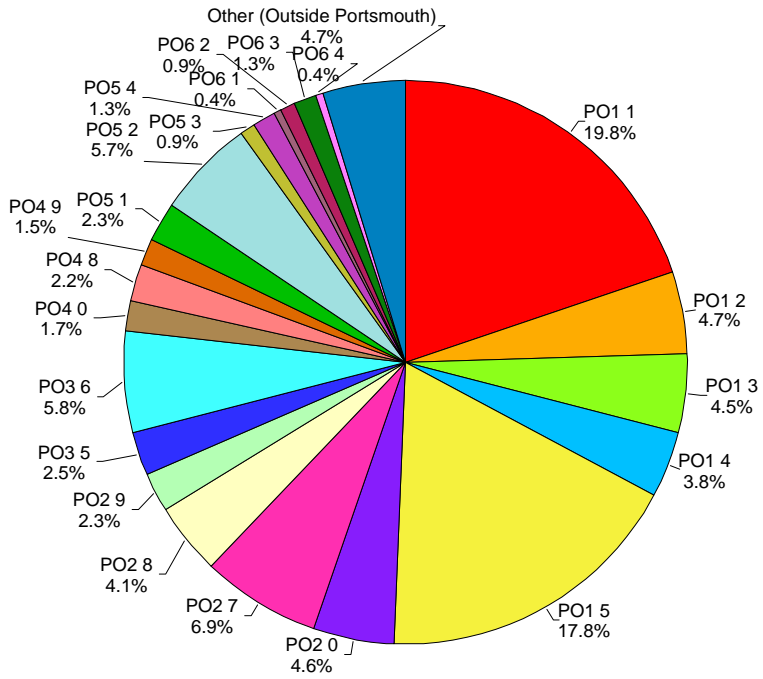
- A. Formal/informal learning / skill development 10%
- B. Physical activity 35%
- C. Health promotion 4%
- D. Social/recreational 6%
- E. Community interaction/social inclusion 16%
- F. Arts / creativity 10%
- G. Individual or community well being 3%
- H. Meetings 10%
- I. Offices 6%

Q1 - Overall, how satisfied are you with your experience of Fratton Community Centre?



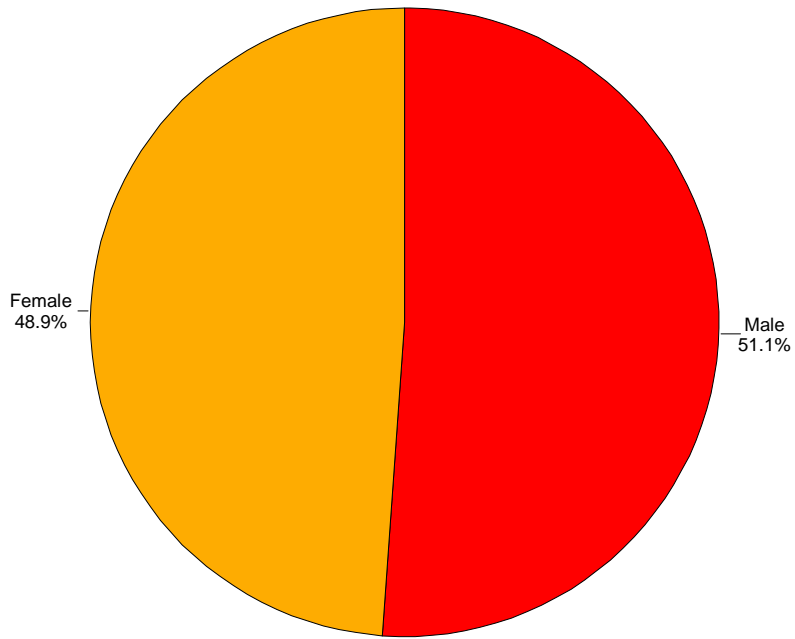
Satisfaction levels at this centre remain high at 97%

**Q2 - Which Post Code Area do you live in?**



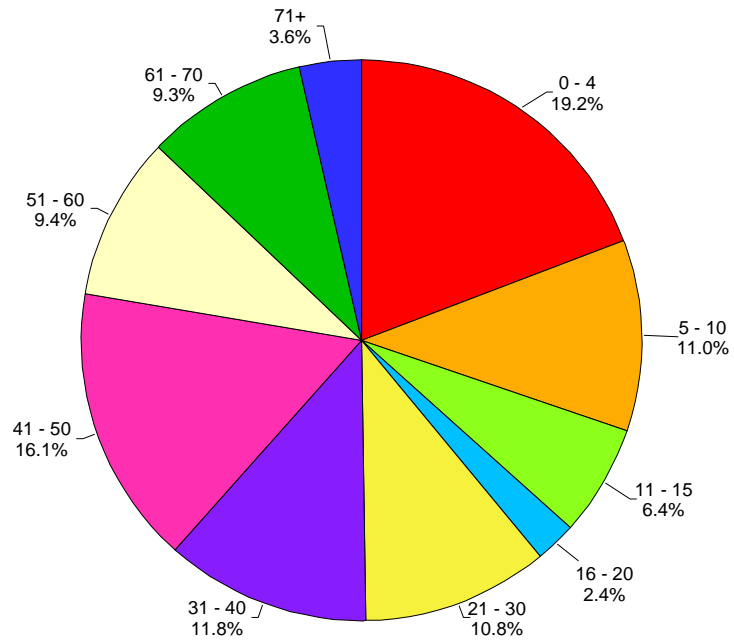
58% of respondents live in the post code areas surrounding the centre, 37% live elsewhere in the city and 5% live outside the city boundaries.

Q3 - Are you Male or Female?



Almost half the users of this centre are male, up from 37% in 2012.

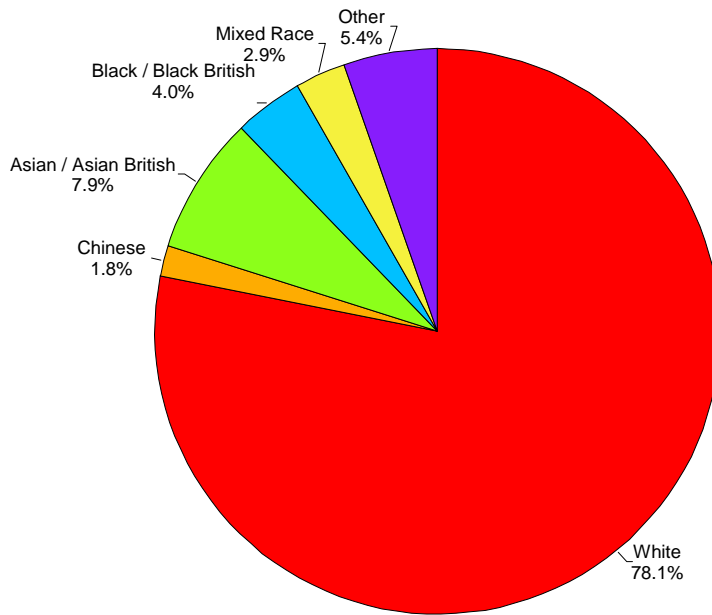
Q4 - How old are you?



This centre has an excellent age spread of users, including 19% of under-5s, most of whom are users of the on-site pre-school

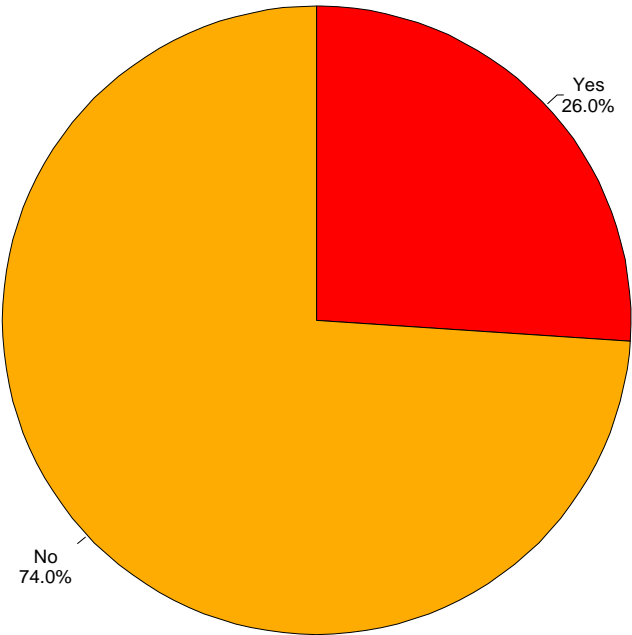


Q5 - To which of these groups do you consider you belong?



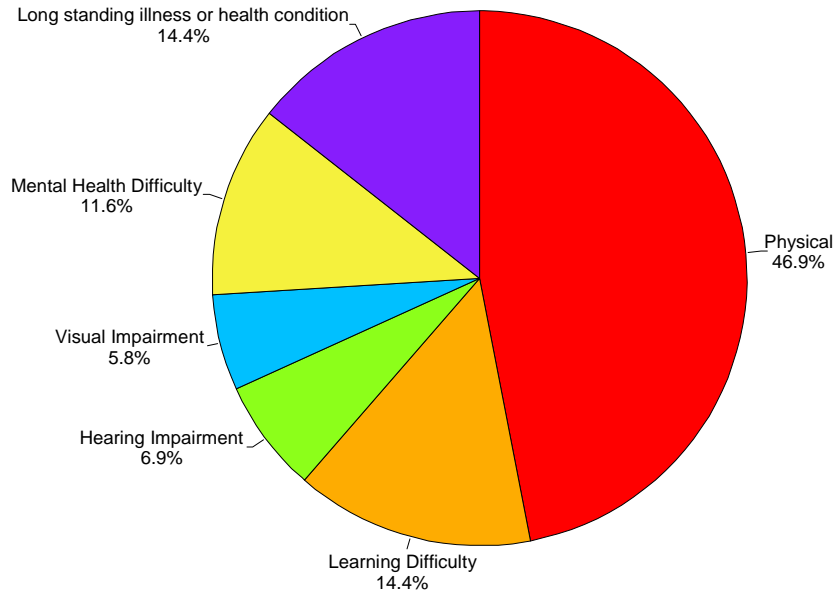
This centre has the highest proportion of BME users at 22%, up from 18% in 2012.

Q6 - Do you have a disability?



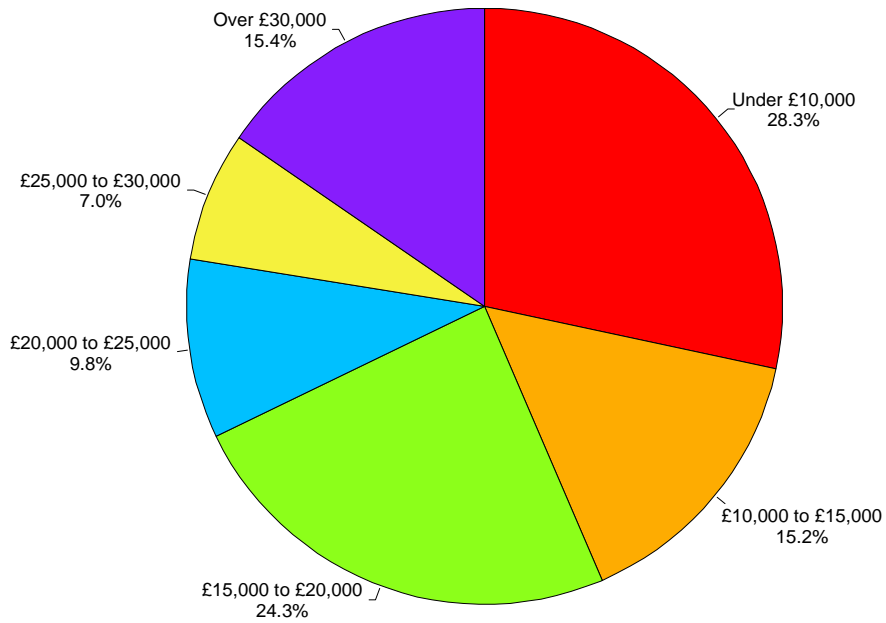
The centre has a 6% increase in users reporting a disability since 2012.

Q7 - What is the nature of your disability?



The responses show an increase in people reporting a physical disability and a decrease in those reporting a mental health difficulty.

Q8 - What is the approximate total annual income of your household?



Abstracting the under 16s, the proportion of respondents replying to this question is 73%

## Community centre programmes analysis guide

**A. Formal/informal learning / skill development** - formal or informal classes with a stated learning aim eg adult education classes, U3A, supported IT sessions, BSL classes, dog training, pre-schools, language classes, Children's Centre groups,

**B. Physical activity** - all sport and exercise sessions from armchair aerobics to football and including dance sessions, walking groups

**C. Health promotion** - services such as smoking cessation, AA, drug recovery groups,

**D. Social/recreational** - parties, functions, trips, cafes, social clubs, hobby groups not included in **B** or **F**

**E. Community interaction/social inclusion** - opportunities for people to come together eg religious or political meetings, jumble sales, coffee mornings, public meetings, elections, targeted social groups eg day services groups

**F. Arts / creativity** - arts groups, craft groups, drama groups, performance groups, choirs etc,

**G. Individual or community well being** - services provided to improve people's lives eg advice services, blood donors, fundraising groups such as Lions/Rotary,

**H. Meetings** - committee or group meetings, AGMs - not public meetings which are included in **E**

**I. Offices**

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