



**Exeter City Council**

To the Chair and Members  
of the Scrutiny Committee - Economy

Philip Bostock, Chief Executive

Bindu Arjoon, Assistant Chief Executive

Civic Centre, Paris Street, Exeter, EX1 1JN  
Tel: 01392 277888      www.exeter.gov.uk

Direct dial: 01392 265115

Fax: 01392 265268

email: sharon.sissons@exeter.gov.uk

Our ref:

Your ref:

**AGENDA FOR**  
**EXETER CITY COUNCIL**  
**SCRUTINY COMMITTEE - ECONOMY**

The Scrutiny Committee - Economy will meet on **THURSDAY 13 NOVEMBER 2008**, commencing at **5.30 pm**, in the Rennes Room, Civic Centre, Paris Street, Exeter to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Member Services Officer on **Exeter 265115**.

***Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.***

Pages

**Part I: Items suggested for discussion with the press and public present**

1

**MINUTES**

To sign the minutes of the meeting held on 4 September 2008.

2

**DECLARATIONS OF INTEREST**

Councillors are reminded of the need to declare personal and prejudicial interests, including the nature and extent of such interests, in relation to business on the agenda, before any discussion takes place on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 -**  
**EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act

1972, the press and public be excluded from the meeting for the consideration of item 15 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I, Schedule 12A of the Act.

4 **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes should be set aside to deal with questions to the Committee from members of the public.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedure are available from Member Services (Exeter 265115) and also on the Council web site

<http://www.exeter.gov.uk/scrutinyquestions>

5 **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20**

To receive questions from Members of the Council to appropriate Portfolio Holders.

6 **PORTFOLIO HOLDERS TO PRESENT THEIR HALF YEARLY REPORT**

Councillor Wadham (Portfolio Holder for Sustainable Development and Transport) and Councillor Mrs S Brock (Portfolio Holder for Economy and Tourism) will present a verbal half yearly report on the Scrutiny Committee work programme.

**MATTERS FOR CONSIDERATION BY SCRUTINY ECONOMY**

7 **FESTIVALS REVIEW 2008**

To consider the report of the Head of Economy and Tourism – *report circulated* 1 - 26

8 **DEVON COUNTY COUNCIL'S TRANSPORTATION PROPOSALS FOR THE EXETER PRINCIPAL URBAN AREA**

To consider the report of the Director Economy and Development – *report circulated* 27 - 32

9 **RISK MANAGEMENT**

To consider the report of the Head of Audit – *report circulated* 33 - 38

## **PERFORMANCE MONITORING**

### 10 **CAPITAL PROGRAMME MONITORING REPORT (HALF YEAR)**

To consider the report of the Director Economy and Development – *report circulated* 39 - 42

### 11 **ECONOMY STEWARDSHIP TO SEPTEMBER 2008**

To consider the report of the Head of Treasury Services – *report circulated* 43 - 48

### 12 **KEY PERFORMANCE INDICATORS**

To consider the report of the Director Economy and Development – *report circulated* 49 - 52

### 13 **PROPERTY PERFORMANCE INDICATORS**

To consider the report of the Head of Estates Services – *report circulated* 53 - 56

### 14 **PROPERTY VOIDS AND DEBTS**

To consider the report of the Head of Estates Services – *report circulated* 57 - 62

## **MATTER FOR CONSIDERATION BY THE EXECUTIVE**

## **PART II: ITEM SUGGESTED FOR DISCUSSION WITH THE PRESS AND PUBLIC EXCLUDED**

### 15 **REVIEW OF THE MANAGEMENT STRUCTURE IN THE ECONOMY AND DEVELOPMENT DIRECTORATE**

To consider the report of the Director Economy and Development on a proposed change in the Economy and Development management structure – *report circulated to Members* 63 - 88

## **DATE OF NEXT MEETING**

The next **Scrutiny Committee - Economy** will be held on Thursday 22 January 2009 5.30 pm

## **FUTURE BUSINESS**

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website: <http://www.exeter.gov.uk/forwardplan>

Councillors can view a hard copy of the schedule in the Members Room.

**Membership -**

Councillors M A Baldwin (Chair), Gale (Deputy Chair), Boyle, P J Brock, Coates, A Hannaford, Martin, Newcombe, Noble, Sheldon, W M Starling, Wardle and Winterbottom

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Member Services Officer on (01392) 265115 for further information.

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – ECONOMY 13 NOVEMBER 2008

#### FESTIVALS REVIEW 2008

#### 1. PURPOSE OF REPORT

- 1.1 To review and report back on the performance of the festivals portfolio, which comprises the Autumn Festival 2007, Animated Exeter, Vibraphonic and the Summer Festival 2008.

#### 2.0 BACKGROUND

- 2.1 The Exeter Festivals 2004 Report to Economy Scrutiny on 18<sup>th</sup> November 2003 reviewed the Council's Festivals programme and proposed creating two new distinctly targeted festivals in addition to a revised and more focused Summer Festival. This led to the development of Vibraphonic, a festival presenting a diverse mix of jazz, soul, funk, world and dance music and other activities in the spring. The Autumn Festival was also developed to showcase local cultural activity and encourage the growth and development of talent through participation and performance. Animated Exeter was not considered as part of this process as it had at that time been the subject of a recent review.
- 2.2 In 2008 the Council's festival portfolio collectively attracted an audience of over 32,216 to 113 ticketed events with a further 22,771 attending 138 free or education events. It has been previously acknowledged that one festival cannot cover all cultural provision and a more focused portfolio of festivals adds to the breadth of cultural activity for residents as well as reinforcing the City's image as a cultural centre by spreading activity across the year.
- 2.3 Each festival, while serving specific target audiences or genres, has key themes or characteristics that link back into the Exeter Arts and Media Strategy and the Exeter Vision as follows:
- Autumn Festival :**
- invests in a capacity building programme to enable groups to create and manage their own programmes by supporting them with financial assistance and advice where appropriate
  - promotes social cohesion through a programme that is designed to encourage interest in the arts and cultural fabric of the city
  - reduces barriers to participation by providing events that are accessible to those that are socially excluded such as those on low incomes, young people and those with learning disabilities
  - encourages the use of City venues and spaces whilst promoting the Exeter night time economy.
- Animated Exeter:**
- promotes Exeter as a learning city – providing access and learning opportunities in new technologies
  - develops creative industries – showcasing and supporting the work and training needs of local film and media companies

**Vibraphonic:**

- an annual festival attracting both visiting and local audiences to urban and non mainstream music from all over the world
- works with a wide variety of venues and spaces to encourage the development of promoters, artists, and new audiences

**Summer Festival:**

- produces a programme which enhances the City's image as the cultural capital and as a vibrant visitor destination, benefiting the local economy
- presents a multi-disciplinary arts festival recognised for its distinctive vision and excellence, promoting contemporary and classical music, theatre, dance and visual arts
- works with and promotes the city's heritage and cultural venues and organisations.

- 2.4 In considering the future of the Council's existing festival portfolio proposals found in the Draft Arts and Media Strategy for Exeter 2008 – 2011 should be considered as well as the recently published Great Arts for Everyone plan recently released by Arts Council England. This sets out Arts Council priorities for 2008 – 2011 that will influence funding for Grants for the Arts which will be a potential further funding source for Animated Exeter and Exeter Summer Festival.

**Draft Arts and Media Strategy 2008 – 2011**

- 2.5 Members are aware of and have established a working party to consider the recommendations of the Draft Arts and Media Strategy which seeks to set the parameters for the City's cultural involvement including the festival portfolio for the next three years. Any recommendations made by this group will have to be seen in the light of the potential impact of proposed budget savings in 2009, regional funding bodies priorities over the term, other Council strategies and the overall longer term vision for the city.
- 2.6 Within the draft strategy are several key recommendations for strategic objectives that could have an impact on the City Council's festival portfolio including:
- develop further the City's portfolio of arts and media festivals to create a festival of regional and national significance
  - work in partnership with relevant agencies and partners to provide more opportunities for people and young people in particular, to engage in arts education and learning programmes
  - work strategically in developing new partnerships and funding for the arts
  - work with the arts and media sector and other partners to develop new models of sustainability and generate new income and funding sources

**Arts Council England : Great Art for Everyone 2008 – 2011**

- 2.7 The Arts Council England has highlighted 4 priority areas of work for funding and development up to 2011:
- *Digital Media* – research into public engagement, and developing digital artforms
  - *Visual Arts* – fostering innovation and excellence through international exchanges; increasing artist commissions; supporting artists through workspace, career development initiatives

- *Children and Young People* – access to participation and learning in the arts working with Creative industries/ skills sector/revenue funded organisations to exchange knowledge and improve training routes to careers. Working towards a World International Young People's Biennale in 2013.
- *Cultural Olympiad* - focusing on street arts, circus and high quality outdoor events and commissions.

2.8 Key objectives against which applications for Arts Council funding will be measured will be:

- excellence – high quality art and experience
- reach – more people taking part and attending
- engagement – more people feel that there are more opportunities to enjoy and get actively involved in arts activity relevant to them
- diversity – reflecting diversity of contemporary England
- innovation – artists to have the freedom and are challenged to innovate

2.9 In this report each festival in the City Council's current portfolio is reviewed in turn followed by recommendations for the future in item 7.

### 3.0 AUTUMN FESTIVAL 2007

#### Attendance

3.1 A total of 48 organisations took part compared to 49 in 2006, the overall number of artists, number of events and attendance increased in 2007. The table shows that with the exception of free events, the number of which was down by 20%, all other figures show a marked increase.

	<b>Autumn Festival 2006</b>	<b>Autumn festival 2007</b>	<b>Number Difference</b>
Overall attendance	22204	31586	+ 9382
Attendance at Free events	15900	21921	+ 6021
Attendance at ticketed events	7095	9352	+2257
Number of artists	661	1203	+ 542
Number of events	84	101	+17
Free events	30	24	-6
Ticketed events	54	77	+ 23

#### Awards

3.2

The Exeter Autumn Festival Awards scheme was established in 2004 to provide a low level of financial assistance to community and youth groups, clubs, organisations and individuals who want to develop an activity for the festival.

Organisations must meet the following criteria:

- contribution to the range and quality of events in the festival programme
- promoting the creative talent and activities of groups or individuals in the city

- benefiting the local community

3.3 A total of 21 applications were received in 2007 compared to 20 in 2006 and 13 applicants, compared to 12 in 2006, were awarded a total of £5010. The largest award of £820 was given to ENPAS (Exeter Newtown Performance Appreciation Society), a new organisation formed specifically to produce live performance at the Globe during the Autumn festival. The events included story telling, films and music and as a result of the success of the events during the Autumn Festival, ENPAS has extended its events to a year round programme.

### Marketing

3.4 Exeter City Council produced and distributed 20,000 full colour brochures throughout the city and neighbouring areas and delivered an ADshel campaign on bus shelters throughout the city. The Exeter Citizen carried full page features and an advertising campaign was delivered through the Express and Echo. The Express and Echo also included listings of all festival events and featured articles on highlighted events during the festival. Press releases and listing were also issued to other key Devon media.

### Programme

3.5 The festival maintained its wide-ranging and inclusive programme in 2007 and the number of events increased to 101 as follows:

	2007	2006		2007	2006		2007	2006	
Music	38	42	Education	13	5	Exhibitions	13	13	
Dance	6	4	Theatre	15	15	Comedy	1	2	
Literary	9	5	Film	6	4				

The largest increase in type of event is shown in education. This can be attributed to the new Storyworks festival which offered a variety of free workshops.

3.6 A proportion of the events were venue promoted events which may have happened anyway. It is considered that there should be the opportunity to encourage the commercial venues to work with community organisations in order to further enhance and support the festival programme.

### Analysis

3.7 About 90% of evaluation questionnaires sent to participating organisations were returned, of which 88% felt that participation in the Autumn Festival was beneficial particularly because the extensive marketing campaign carried out by Exeter City Council helped to raise their profile and gave better publicity and more coverage than they could achieve themselves. Some 85% stated that they would participate in 2008 and 76% felt that the award scheme was a good idea.

3.8 It was not possible to run any awareness raising/training to help groups understand and explore all areas of event management which had been recommended in Scrutiny Committee report in 2007. This was because of the change of Festival Manager and the resulting work pressure on the team. In the evaluation only 29% of respondents felt they would attend any such training, perhaps because as many of the participants are volunteers attendance at training would be another demand on their time. Nevertheless it is felt that availability of



training/information sharing should still be on offer and will be explored when the opportunity arises.

### Finance

- 3.9 The total costs for delivering the festival, as summarised below, amounted to £21537 leaving a saving of £3463

<b>Expenditure</b>		<b>Income</b>	
Marketing	£16,532	Exeter City Council	£25,000
Awards	£5,005	<b>Total</b>	£25,000
<b>Total</b>	£21,537	<b>Surplus</b>	£3,463

## 4.0 ANIMATED EXETER 2008

### Programme

- 4.1 The two week programme for Animated Exeter 2008 took place 11-23 February 2008, with 11–15 February being Schools' Week. The opening public screening took place on Friday 15 February after the Animate and Educate Conference. This was followed by eight days public screenings and events coinciding with the local school half-term.

	<b>2008</b>	<b>2007</b>	<b>Difference</b>
Overall attendance	6065	4613	+1452

- 4.2 The festival has succeeded in attracting back a similar number of audiences from the most successful year 2006 (6621). A further estimated 15,000 visited the free exhibitions over the festival fortnight and wider exhibition periods. The exhibition figures for each venue were comparable with previous years and the Institute of Arab and Islamic Studies noted a dramatic increase in audience figures compared with their standard exhibition programme.

### Screenings

- 4.3 Attendance at the Festivals' UK and International Film screening programme significantly increased by 251 from 336 in 2007 to 587 in 2008, and associate partners such as Exeter Film Society sold out the advanced preview screening of *Persepolis*. For the Regional Screening Programme, the *ExAnimation* competitive screening of animations made in the South West by under 18 year olds, attracted 32 submissions, of which 20 were selected for screening and were shown simultaneously at Exeter Picturehouse and the Barn Cinema, Dartington. The two free screenings attracted an audience of 170.
- 4.4 A total of 23 films were selected for regional screenings from the *Best of the West*, a competitive open submission programme for students from the South of England and South Wales. A further 20 films were selected for screening out of 71 submissions for *Screen Out Loud* also a competitive programme which is open to amateurs and professionals from the South West aged over 18 years. Prizes were sponsored by University College Falmouth, Focal Press and Corel UK. The combined audience for these regional screenings was 371, a 7% decrease on 2007 (401) but a 14% increase on 2006 (318)

## Events

- 4.5 The festival was host to a high profile and unique BAFTA (British Academy of Film and Television Awards) in the Regions and South West Screen sponsored event featuring the Quay Brothers from the United States in conversation with Suzanne Buchan, the Professor of Animation Aesthetics at the University College for Creative Arts; the sold out event was a real coup for the festival and provided a rare insight into the creative processes behind the work of the Quay Brothers.
- 4.6 The Animate and Educate conference had a total audience of 279 people over six sessions, the festival's most successful industry conference to date.
- 4.7 Special events at Exeter Phoenix attracted over 1000 visitors and included The Interactive Weekend featured a Digital Funfair with a selection of interactive digital displays, installations and workshops and two performance events by Viral Duets. The popular Comic Expo features comic book artists, comic and merchandise stalls and special guests.

## Workshops

- 4.8 A wide range of workshops targeting all ages and abilities were held in Exeter Phoenix, Exeter Central Library and the Spacex Gallery attracting over 1300 participants. The activities on offer included basic animation techniques, curating an exhibition, v-jaying (live mixing of visual images) leading to animations and performance that were showcased in the festival.
- 4.9 Exeter Scrap Store ran a residency with disengaged young people through Devon and Cornwall Housing Association and Devon Youth Service's mobile unit at Copplestone Drive Youth club. Over three sessions in January, between 6 and 8 young people aged between 14 and 16 worked on two finished animations, which were screened with the Animarathon films on the 23 February at Exeter Phoenix
- 4.10 The festival received sponsorship, in recognition of the regional impact of and expertise of Animated Exeter, from Creative Partnerships towards a residency project for 5 young people aged between 16 and 18 years from Ashfield Young Offenders Prison in Bristol. The young people worked on producing one piece of animation which was also screened during the festival at Exeter Phoenix.
- 4.11 A DVD has been produced of all recorded animations created in the workshops and residencies during the festival, including 11 short compilation animations.

## Education

- 4.12 The screening of specially selected international short films and taster workshops was integrated into Animation Exploration days. This led to greater involvement and capacity attendance of schools during the festival and in total 8 schools and 220 students took part. DVDs produced by Animated Exeter are available to schools throughout the year to encourage more animation production in schools for future festivals. The festival also worked in partnership with Devon Arts in Schools Initiative (DAISI) to develop year round animation projects based on the schools curriculum. In conjunction with these schools programmes Animated Exeter held an Inset Training Day for Teachers to further encourage the use of

animation in the classroom. This was attended by a total of 15 teachers from 13 different schools of whom 73% were primary teachers.

- 4.13 Animation Careers Event: this event was fully booked with 90 pupils aged 14 – 19 attending from 7 secondary/colleges across Devon. The event included hands on workshops, talks, careers' stands and demonstrations enabling young people to experience pathways into careers and further education.
- 4.14 Animated Exeter also worked with Creative Partnership to establish out of school media clubs and encourage youth-led activity working with four specialist media and arts schools in Devon, two existing youth-led groups and one specially created youth-led group. Some 40 young people learnt animation techniques and produced a trailer, documentaries, developed a website, and learnt how to v-jay.

### Marketing

- 4.15 The anecdotal feedback on the 2008 festival marketing was good indicating that a higher level of awareness of the overall festival and focused targeting of events was achieved. The PR company One Voice achieved and sustained local and regional media coverage and local and national listings. With more pages the brochure was clearer with the information organised in a day-by-day basis and special events being given greater prominence. The website was used to promote any additional information allowing for more images and less dense information in the brochure. The print run remained at 20,000 to reflect increased web use.
- 4.16 During Summer 2006 the mailing list was updated which resulted in fewer brochures distributed directly (600 compared to 2,500 in 2006); however since 2006 this figure has already increased to almost 2,000. The remaining brochures are distributed via drops to venues across the county and to media venues and colleges across the wider region. This was supplemented by six different generic and specifically targeted postcards, exhibition posters and additional brochure coverage by each of the host venues. There was also a high profile and striking Adshel campaign across the city and street banners.

### Analysis

- 4.17 A total of 6092 attended ticketed events, schools, public and community programmes. It is further estimated that up to 10,000 people came to exhibitions programmed during the festival.

	Number	Attendance
Events	13	1713
Schools activities	17	399
Public workshops	41 sessions	1780
Schools residencies	30	519
Community residencies	3	27
Public screenings	28	1654
<b>TOTAL</b>		<b>6092</b>

- 4.18 In terms of the post code analysis 618 postcodes were collected of all workshop participants, selected screenings and events. The analysis shows that the highest percentage come from the rest of Devon, closely followed by EX1 – EX4 post codes

<b>Postcode analysis</b>				
	<b>2008</b>		<b>2007</b>	
Total List	618	100%	814	100%
EX1 – EX4	235	35%	316	39%
Rest of Devon	276	44%	356	44%
Rest of Region	54	8%	68	8%
Rest of Country	56	9%	73	9%

## Finance

- 4.19 The financial outturn of Animated Exeter 2008 is shown below with a small surplus of £309.

<b>Expenditure</b>		
Marketing	£20,221	
Exhibition	£12,235	
Projects	£39,703	
Films	£6,038	
Development	£553	
Consultants	£24,111	
<b>Total</b>		£102,861
<b>Income</b>		
Sponsorship	£14,170	
Grants: ACE, South West Screen, Creative Partnerships	£51,500	
Exeter City Council	£37,500	
<b>Total</b>		£103,170
Surplus		£309

## 5. VIBRAPHONIC 2008

### Service Level Agreement

- 5.1 Vibraphonic 2008 was the fifth festival since the approved enhancement of Exeter Festivals in the report to Economy Scrutiny in November 2003. The festival has gone from strength to strength in reaching alternative and new audiences in comparison to other festivals within the City Council portfolio. Furthermore the success of the 2007 festival cemented the strong partnership developed with venues and promoters across the city leading to the decision by Exeter City Council to run the festival at “arms length”. Support is now given via grant aid setting the Council’ contribution at £16,000 and also through appropriate administrative and marketing support and officer involvement and input at Vibraphonic Steering Group Meetings.
- 5.2 The grant is paid to the event on the basis of an annual Service Level Agreement between Vibraphonic Festival Limited and Exeter City Council. The agreement sets out the conditions for allowing Vibraphonic Festival Limited to deliver the festival. Vibraphonic Festival Limited is a not for profit company established by Exeter Phoenix and Hold It Down Promotions solely for the purpose of delivering the Vibraphonic Festival.

- 5.3 The agreement states that Vibraphonic Festival Limited shall:
- deliver a minimum of 25 shows featuring eclectic and non mainstream music from artists of international, national and local repute to target Exeter's new and diverse audiences
  - work in partnership with a minimum of 8 venues across the city
  - initiate and produce a minimum of 2 workshops relevant to the festival
  - work closely with Phonic FM to enhance the reach and promotion of the festival
  - endeavour to expand the successful Jack to Phono programme providing opportunities for local bands to gain exposure through the festival
  - carry out monitoring and evaluation of all programmes and to provide a full account of the festival to the City Council

### Programme 2008

- 5.4 A total of 31 shows, 9 workshops, 10 free events, one exhibition and one commission were programmed across 13 venues in the city. A total of 414 artists were involved in the festival.

	<b>2007</b>	<b>2008</b>
Ticketed events	34	31
<i>Attendance</i>	<i>7261</i>	<i>7189</i>
Free events	13	11
<i>Attendance</i>	<i>784</i>	<i>1071</i>
Workshops	4	9
<i>Attendance</i>		<i>75</i>

- 5.5 The 2008 programme figures show that although slightly fewer shows were programmed audience numbers remained high. In the case of the free programme, Jack to Phono, audience numbers show a significant increase despite fewer venues being involved. The workshop programme is a key tool for Vibraphonic Festival to reach and work with new audiences and in 2008 the increase in the number of workshops offered and take up in comparison to 2007 establishes a clear need to continue developing the workshop programme in future years.

### Marketing

- 5.6 A total of 25,000 brochures were produced and distributed in Exeter and across the region via Exeter Arts Network. The festival's media partner was Phonic FM which worked closely with the festival and provided a valuable marketing tool. Several new marketing initiatives were developed including over printable posters provided free of charge to participating venues and banners for use in venues, to produce an identifiable festival branding. Also a new festival website was developed: [www.vibraphonic.co.uk](http://www.vibraphonic.co.uk).
- 5.7 Exeter City Council oversaw the mailout of 5000 brochures to the existing Vibraphonic mailing list as well as the production and installation of Adshel posters across the city.

## Analysis

- 5.8 The analysis carried out by Vibrasonic Festival Limited included:
- attendance figures as detailed in item 5.4 above
  - postcode evaluation of 19 events held at Exeter Phoenix - see chart below:

<b>Postcode analysis</b>	
Exeter	46%
East Devon	15%
Teignbridge	9%
Torbay/South Hams	9%
Plymouth/North & West Devon	9%
Mid Devon	6%
Outside Devon	6%

## Financial overview

- 5.9 The festival budget is based on Exeter City Council's grant of £16,000 and a further £1200 of cash sponsorship from 6 organisations (Chart A). In addition it is estimated that a further £11,320 was contributed as in kind support (Chart B).

### Chart A

<b>Expenditure</b>	
Marketing	£7,470
Advertising	£585
Press/media	£1,100
Co-ordinators	£5,000
Administration	£355
Programme: Jack to Phono & workshop support	£2,545
<b>Total</b>	<b>£17,055</b>
<b>Income</b>	
Exeter City Council Grant	£16,000
Cash Sponsorship	£1,200
<b>Total</b>	<b>£17,200</b>
<b>Surplus</b>	<b>£145</b>

### Chart B

<b>In kind Support breakdown</b>	
Exeter City Council: officer time re administrative, marketing support	£1,500
Co-ordinators	£7,000
Other marketing/discounted advert	£1,320
Video/photography of events	£500
Education event subsidy (4 events)	£400
Phoenix administration subsidy: eg phone hospitality, accountancy	£600
<b>Total</b>	<b>£11,320</b>

## 6.0 EXETER SUMMER FESTIVAL 2008

### 6.1 Programme

The festival consisted of 44 events over 16 days of which 36 were direct or subsidised promotions. In addition there were three major outdoor programmes including a series of 13 lunchtime street theatre performances in Princesshay prior to and during the first weekend to help raise the profile of festival in the city centre;

Arquiem – a free outdoor theatre show held on two nights at the end of the festival in Northernhay Gardens and the Opening Event on Cathedral Green.

- 6.2 A wide spread of venues across the city were used including the Exeter Northcott Theatre, University of Exeter Great Hall, Exeter Corn Exchange, Exeter Barnfield Theatre, Exeter Phoenix, Exeter Cathedral and Chapterhouse. New programmes featuring 3 lunchtime storytelling session and a day of writing workshops brought festival audiences to the Central Library and Exeter Guildhall, and a lunchtime series of concerts at Southernhay United Reform Church proved popular.
- 6.3 The main Festival Box Office was run by Exeter Northcott/Exeter Tickets. On line ticket sales for all festival events accounted for 34% compared with 31% in 2007. Counter and ticket sales accounted for 66% of all sales administered by Exeter Tickets. Some 6% of the overall sales includes tickets for sponsors, civic and press allocations.
- 6.4 The analysis of seats filled at each event is set out in Appendix I and is compared against the licensed capacity of each venue. Care has to be taken when comparing ticket sales with previous years because of variations in venues and the nature and characteristics of the events. This year 9062 seats were filled at 29 ticketed events directly promoted by the festival, this represents 62% of potential capacity sales (14470), compared to 11,599 at 29 ticketed events in 2007 representing 74% of capacity sales (15469).
- 6.5 In addition to directly promoted and ticketed events the festival also supported several venue or artist led initiatives both to add new interest to the programme and attract new audiences.  
For example
- Exeter Urban Live an indie rock music event run over two days and two venues, Exeter Phoenix and Exeter Cavern, including an under 18s event to attract a younger audience;
  - Creative Writing Workshops led by Riptide Short Story Journal; and
  - Horizon in Exile, a film screening by an award winning dance choreographer/film maker shown as part of Exeter Film Society's event in the festival.
- 6.6 These above events combined with estimated audience attendance at free and other events increased audience totals by another 3000.
- 6.7 A successful application was submitted to Arts Council South West, Grants for the Arts, for £5000 for audience development, primarily to promote the accessibility of the programme and to attract new audiences to the festival, in particular families and younger people. The Festival worked closely with Deafinite Interpreters and booked British Sign Language interpreters for the comedian Ardal O'Hanlon and also for one of the Potted Potter shows at Exeter Phoenix. Exeter FM produced an audio guide of the whole festival programme.
- 6.8 The Festival programme featured national and international performers and included 5 classical concerts at the Cathedral, a mix of 8 contemporary and popular events at the Exeter Corn Exchange and Exeter Barnfield including dance, cabaret and a range of music from contemporary classical to jazz to world music. At the Exeter Phoenix Arts Centre, 7 events were delivered covering world music, comedy, and aerial theatre. Overall 8 nights were programmed at Exeter Northcott including spoken word, classical, jazz, opera and musical theatre. The

Friends of Exeter Festival event, Mortimer's Miscellany programmed at the Exeter Northcott was cancelled due to Sir John Mortimer's ill health. A further 2 ticketed events, including comedy and folk, took place at the University of Exeter Great Hall.

- 6.9 The 2008 festival held 10 free lunchtime street theatre sessions, a free outdoor schools music concert and opening event on Cathedral Green, and two late night free theatre performances.
- 6.10 Taking into account the broad programming framework outlined in the Executive report in September 2007, the final programme for directly promoted ticketed events was as follows:-

Type of performance	2007 29 events	2008 36 Events
Classical Music	8	10
Jazz	1	3
Rock/Popular Music	3	1
World/Folk	7	5
Comedy/cabaret	4	2
Dance/Ballet	3	2
Spoken Word	1	1 (cancelled)
Children's Events	0	2
Theatre	2	2
Music theatre	0	3
Film	0	1
Literature/storytelling	0	4

### Marketing

- 6.11 A total of 85,000 32-page brochures were produced with 11,300 copies sent to the Summer Festival mailing list. The remaining brochures were distributed to around 600 targeted locations throughout Exeter and the sub-region. Additional funding from the Arts Council's Grants for the Arts enabled the festival to produce and distribute a further 15,000 leaflets as follows:
- promoting festival shows particularly accessible and suitable to families. These were produced both in English and also translated into Polish, Exeter's largest minority community
  - Festival for Free leaflets - Street Theatre on Princesshay, Exeter Craft Festival, Opening Event and Arquiem.
  - to give additional marketing support to Exeter Urban Live with production of Adshels and flyers.
- 6.12 In addition to the main brochure and leaflet campaign the following marketing initiatives were undertaken:-
- over 1000 generic and event specific posters were distributed around the city and county
  - a generic 2-week bus shelter poster campaign
  - window adverts on Stagecoach buses on Exmouth, Exeter network and on some Torquay buses
  - 5,000 family leaflets, 5000 jazz, world music leaflets, 5000 Festival for Free leaflets produced and distributed to targeted mailing lists, venues and by hand at free events
  - advertisements were placed in local newspapers, lifestyle magazines and



- regional “whats-on” publications
- e-bulletins were sent out to potential world music attendees on the Respect festival mailing list.
- festival website attracted approximately 97600 hits
- national free listings included Guardian Guide, Independent on Sunday and Times (top five festivals in June)
- listing and feature in Exeter Citizen (Circ 40,000)

6.13 Public relations organisation One Voice Media were contracted to coordinate a focused campaign targeting regional, national and specialist publications, television and radio. A targeted media campaign ran from April to June 2008. This included media releases and listings sent to local, regional and national media, specialist publications and relevant web sites. In addition there were regular interviews on local radio, local and regional publications involving participating artists and festival representatives.

### Analysis

6.14 The Summer Festival was evaluated by attendance figures (see Appendix 1), a limited number of audience evaluations across different events and post code evaluation carried out via the box office. A total of 192 audience surveys were returned from a range of events which represents 2% of the audience totals. Although limited in number these results show that these people attended between 1 – 3 events; that most people thought the quality of the event they attended was high; that most had attended the festival before and would come again in the future. A postcode analysis of box offices sales from Exeter Northcott, as detailed below, shows that the highest number of tickets purchased, i.e 51%, are in EX1 – EX4 post codes within the city, 49% are purchased from postcodes across Devon and outside the county, indicating the festival’s regional significance.

	No of customers*	Tickets purchased
EX1 – EX4	1039	4051
TQ1 – TQ14	258	674
EX5, EX6	223	764
EX13 – EX17	222	758
EX9 - EX12	164	564
EX7, EX8	139	455
TA1 – TA24	70	182
PL1 – PL25	56	137
EX20	30	105
EX31 – Ex39	24	58
DT1 – DT11	16	41
EX18 – EX19	12	32
EX21 –EX24	5	17
	2258	7778

\* the above chart is compiled using data from Exeter Northcott box office returns, a further 1284 festival tickets were purchased at Exeter Phoenix for which no data was collected.

### 6.15 Financial Overview

The total cost of the Festival including production, marketing and artists’ fees amounts to £282,165. Ticket receipts resulted in an income of £112,679 with

sponsorship generating £54,300 and grant funding of £5000 from the Arts Council's Grants for the Arts. Taking into account the City Council's contribution of £100,000 leaves the festival with a deficit of £10,186. The deficit figure includes costs totalling £5,000 associated with the 2007 Festival which unfortunately had to be transferred to 2008/09.

<b>Expenditure</b>	
Venue Hire	£32,429
Staging	£29,365
Marketing	£35,538
Miscellaneous	£12,207
PRS	£1,447
Box Office commission	£12,071
Security	£7,423
Artist Fees	£144,302
Hospitality	£7,383
<b>Total</b>	<b>£282,165</b>
<b>Income</b>	
Ticket sales/Income	£112,679
Sponsorship	£54,300
Grant	£5,000
Exeter City Council	£100,000
<b>Total</b>	<b>£271,979</b>
<b>Deficit</b>	<b>£10,186</b>

- 6.16 Securing sponsorship for the festival continues to remain difficult, especially as the city has an even greater number of other major organisations and events seeking significant levels of funding. In 2008 a total of £54,300 was raised in cash or grants from 17 sponsors and a further £6,250 was in kind. This is compared to a total of £71,500 raised in 2007. Of this £63,600 was in cash from 16 sponsors and £7,900 was in kind.

## 7.0 CONCLUSIONS

- 7.1 The above evaluation of the four festivals indicates that each Festival meets the objectives set out in the 2004 report. Each festival has attracted significant audiences, received good feedback. Audience numbers and ticket sales were down in the Summer Festival in part due to the onset of the current financial climate and resulting in a deficit, nevertheless it is clear to see from the post code analysis that the Summer Festival does achieve the Council's objective of attracting regional audiences.
- 7.2 There are a number of improvements that can be made and Members are asked to note and consider the potential improvements and issues on the current festival portfolio raised below.

### Autumn Festival

- 7.3 ) It is noted in 3.5 that the 2007 Autumn Festival programme featured events at a number of commercial venues that may well have been programmed with or without the festival. In order to enhance and promote the community based agenda of the Autumn Festival a second award scheme has been implemented for Autumn 2008, the Partnership Award. The Partnership Award scheme can be

applied for only by city venues to encourage them to work in partnership with a community group to develop a special event for the Autumn Festival.

- 7.4 In order to further develop the content and scale of the Autumn Festival providing the new award scheme works well it is recommended that:
- both award schemes be continued
  - the City Festival Officers assist where appropriate in the development of Partnership Awards
  - that current marketing options are explored and evaluated to ensure the approach taken is as cost effective as possible
  - that participating organisations and community groups are offered a range of training for example in fund raising, event management, health and safety

### **Animated Exeter**

- 7.5 As a specialist genre festival programming and development of Animated Exeter 2009 is currently being managed through external consultancies with full administrative and marketing back up from the Festival and Events team which is currently depleted pending budget decisions for 2009/10 financial year.
- 7.6 Festival advice was obtained last year from an external specialist on how best to further develop the festival in a viable and sustainable fashion. Consequently an application for 3 year funding was made by the former City Arts Officer to the Film Council to provide transitory funding towards setting up Animated Exeter as a stand alone entity with an increased involvement of the industry and increased opportunities to receive new grant, trust funding and sponsorship. This application was unfortunately unsuccessful against a large number of applications. Nevertheless the 2009 festival is still receiving substantial support from Arts Council Grants for the Arts and Screen South West but there is no certainty of this funding beyond this year. In light of the current staffing and funding situation with regard to Animated Exeter it is recommended that:
- all avenues are explored to continue to develop Animated Exeter beyond 2009 including continuing to seek to establish an arms length management of the festival run by a not for profit company under a service level agreement with Exeter City Council
  - in the event of the above solution not being feasible that ways be considered of incorporating animation and digital media as a key element into the remaining festivals in the portfolio.

### **Vibraphonic**

- 7.7 Vibraphonic remains a highly successful and developing event and one that helps give the City's Festival portfolio a sustained media profile, following the successful transfer of the festival to arms length management. It is recommended that:
- the option to renew the annual Service Level Agreement with Vibraphonic Festival Limited for funding at same level as 2008 is agreed with a new set of targets negotiated between Exeter City Council and Vibraphonic Festival Limited.
  - That Vibraphonic Festival Limited must seek to raise additional cash sponsorship and grant funding to support the festival, in particular the education programme

## Exeter Summer Festival

- 7.8 The Exeter Summer Festival Advisory Steering Group at its September meeting has recognised that the festival faces some key challenges in 2009:
- increasing costs of artists of calibre and renown required to raise the profile of the festival
  - no large capacity venues with adequate facilities to cater satisfactorily for the high quality performance requirements or financial viability of big name artists
  - decreasing sponsorship because of the festival's inability to cater for the above and less projected business spend on marketing in light of the economic situation
  - careful spending by the public especially on leisure activity
  - competition from other regional commercial festivals/large scale outdoor concerts
  - lack of affordable marketing/promotional opportunities within the city centre to give festival visibility
  - increasing costs of production making it difficult to provide affordable or free events of a quality worthy of the festival
- 7.9 A subsequent meeting of the Festival Programming Group involving the Portfolio Holder for Economy and Tourism and the Chair of Festival Advisory Steering Group, agreed that the following should be developed :
- retain a directly promoted classical programme maintaining the number of classical events (including opera/choral) at 8 events in order to retain the festival's core audience and established reputation; also to consider new venues for the classical programme – churches and interesting spaces, to encourage new audiences.
  - seek to develop a partnership agreement with the city's key venues: the Exeter Phoenix, Exeter Corn Exchange, Exeter Barnfield and Exeter Northcott Theatre to produce a core programme of co-promotions featuring dance, rock, jazz and world music, comedy and theatre subsidised by the festival (minimum 16 events for a fixed subsidy) in order to maximise opportunities for a high quality programme.
  - re-establish a free large scale opening event with fireworks in 2009 and to have a theme of circus and carnival, a known priority for Arts Council South West
  - research possibility of running larger ticketed concerts at available larger venues e.g. Exeter Race Course, Exeter Football Club.
- 7.10 While the number of directly promoted events by the City Council would be reduced the above measures would allow for a more focussed event that:
- maximises use of the known expertise of the city's existing venue promoters whilst, by giving a set subsidy, it aims to also encourage more challenging and innovative programming of these venues during the festival
  - minimises financial risk to the festival
  - enables the festival team to focus their limited resources on key areas – developing audiences, site specific and large scale outdoor events/concerts, the delivery of the classical programme and the marketing of the festival

- 7.11 Progress on the above initiatives will be monitored via regular meetings with the Festival Programming Group and the programming of any partnership events would be subject to the approval of that group. Any agreement with co-promoters will set out the responsibilities of both the City Council and the partners to ensure full compliance with the standards and public expectations of council led festival events including customer care and effective branding and publicity.
- 7.12 Subject to continued discussion with the Portfolio Holder for Economy and Tourism and the Festival Chair, it is recommended that consideration be given to the above options within the broad framework for Exeter Summer Festival 2009. The programme content to be broadly in line with the following:

Type of performance	2008 (36 events)	2009 (29 events)
Classical Music (inc. Choral and Opera)	10	8
Jazz	3	2
Rock/Popular Music	1	2
World/Folk	5	5
Comedy/cabaret	2	2
Dance/Ballet	2	2
Spoken Word	1	1
Theatre/children	4	2
Music theatre	2	2
Visual Arts/Film	1	1
Literature	4	2

### Overview

- 7.13 As mentioned in items 2.5 and 2.6 in considering the future of the Council's existing festival portfolio proposals found in the Draft Arts and Media Strategy for Exeter 2008 – 2011 should be considered as well as priorities set out in the recently published Great Arts for Everyone plan recently released by Arts Council England. The latter sets out the Arts Council priorities for 2008 –2011 that will influence funding for Grants for the Arts which will be a potential further funding source for Animated Exeter and Exeter Summer Festival.

## 8 RECOMMENDED that Members

- (1) Comment on the performance of the festivals portfolio
- (2) Agree the future programme of improvement and broad content of events for 2009

**RICHARD BALL**  
**HEAD OF ECONOMY AND TOURISM**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-

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**EXETER FESTIVALS ATTENDANCE 2008****APPENDIX 1****1) EXETER AUTUMN FESTIVAL 2007 PROGRAMME ANALYSIS**

All award winners are shown in bold type. (\*) Number of performances if more than 1

<b>AUTUMN FESTIVAL Ticketed events evaluation 2007</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% filled</b>
Action folk	80	20	25%
Amamus Cantare	150	25	16.50%
Amnesty international	150	60	40%
Beatz & Bobz	900	900	100%
<b>Castles in the Sky</b>	<b>No return</b>		
City of Exeter Railway Band	200	85	42.50%
<b>Classics Galore</b>	<b>1400</b>	<b>1100</b>	<b>78.50%</b>
Cygnets New theatre (6)	900	794	88%
D'Accord	120	56	46.50%
<b>Dance in Devon</b>	<b>290</b>	<b>290</b>	<b>100%</b>
Devon Ringers' Council	25	19	76%
<b>Double Elephant Print Workshop - free</b>	drop in	55	
Eloquent Guitar	100	50	50%
Exeter Philharmonic Choir	1400	523	37%
<b>Exeter Story Works:(10) - free</b>	<b>drop in</b>	<b>1600</b>	
<b>Exeter Rising – Voodoo Lounge</b>	<b>No return</b>		
Dinosaur Hunting	100	80	80%
<b>Digital Gallery Four Alphington Through The Ages</b>	<b>No return</b>		
Exeter Young Strings	95	60	63%
Face Promotions	450	100	22%
Festival Chorus	894	430	48%
Film Society – (4)	864	77	47%
Four Seasons Theatre(2) - free	100	50	50%
Friends of Northcott - free	100	51	50%
GOB	100	39	39%
Highland Pipes & Drums -free	High St	1500	
Jolly Porter Jazz Club-free	60	60	100%
LSDA - The Ragged Child (4)	1156	700	60%
<b>Magic Carpet - free</b>	<b>drop in</b>	<b>13</b>	
<b>Opera Glass ( 2)</b>	<b>300</b>	<b>98</b>	<b>32%</b>
Society of Recorder Players	100	40	40%
Sound Gallery	85	65	76.50%
Surreal Saloon	100	78	78%
The Future Sounds of Exeter	300	300	100%

Theatre Alibi (3)	560	560	100%
<b>Theatre Furore</b>	<b>40</b>	<b>39</b>	<b>99%</b>
West Barok (2)	150	45	30%
Whipton Community Association – free	craft fair	50	
Woodcraft Folk	200	60	30%
Young Musicians Recital	150	100	66.50%
<b>ENPAS:</b>			
<b>Beowulf</b>	<b>80</b>	<b>54</b>	<b>67.50%</b>
<b>Autumn Festival Jazz Jams(2) - free</b>	<b>80</b>	<b>40</b>	<b>50%</b>
<b>Rattle and Hum</b>	<b>80</b>	<b>20</b>	<b>25%</b>
<b>Tales from the Dragon</b>	<b>80</b>	<b>20</b>	<b>25%</b>
<b>Mint Julep</b>	<b>80</b>	<b>60</b>	<b>75%</b>
<b>The Deadly Wars</b>	<b>80</b>	<b>50</b>	<b>50%</b>
<b>Creative Collective tour - free</b>	<b>80</b>	<b>4</b>	<b>5%</b>
<b>Pyrates Raid the Globe</b>	<b>80</b>	<b>60</b>	<b>75%</b>
<b>Killer Whale</b>	<b>80</b>	<b>42</b>	<b>52.50%</b>
<b>TOTAL</b>		<b>9352</b>	
<b>Phoenix (own promotions)</b>			
James Taylor Quartet	450	300	66.60%
Kathryn Williams	450	123	27%
Everybodys Kitchen	450	45	10%
Damo Suzuki	450	80	17.50%
Retina Dance	450	138	30.50%
Jello Biafra			
Come Here often	450	45	100%
<b>Exeter Corn Exchange (own promotions)</b>			
Exeter Comedy Club	350	250	71%
Uk Guns & Roses	500	102	20.50%
Bridgetower	500	281	56%
Sleeping Beauty	500	500	100%
Ola Onabule	500	66	13.20%
Mr Men	500	352	70%

2007 9352 tickets sold from 101 events with 21921 at 24 free events  
2006 7095 tickets sold from 84 events with 15,900 at 30 free events  
2005 6867 tickets sold from 87 events with 32,050 at 18 free events



**2) ANIMATED EXETER 2008 PROGRAMME ANALYSIS**

a)

<b>PUBLIC WORKSHOPS &amp; RESIDENCIES</b>	<b>CAPACITY</b>	<b>TOTAL ATTENDANCE</b>
Animarathon	200	100
Other workshops (10)	155	136
Library drop in (7)	0	1213
SpaceX Gallery (8)	150	128
Coombeshead Gallery (3)	28	15
Thelma Hulbert Gallery	0	161
SpaceX Ex Panel	0	20
Scrap Store (3)	0	7
<b>TOTAL</b>		<b>1780</b>

<b>EDUCATION</b>		
Explore Days (4)	360	259
Animate your Future	0	142
Animate your Classroom	20	15
DAISI residencies (38)	0	489
Youth-led initiatives (10)	0	40
<b>TOTAL</b>		<b>945</b>

In 2008 2725 participants attended 88 workshops

In 2007 1389 participants attended 45 workshops

In 2006 1283 participants attended 45 workshops

b)

<b>PUBLIC SCREENINGS</b>	<b>No of shows</b>	<b>No of films screened</b>	<b>Capacity</b>	<b>Total</b>	<b>%</b>
The Barn, Dartington	7	192	1295	203	14%
University, Cine Society	4	8	752	227	30%
Exeter Film Society @ Exeter Phoenix	5	4	696	349	50%
Exeter Picturehouse	13	192	1828	875	48%
<b>TOTAL</b>	<b>29</b>	<b>396</b>	<b>4571</b>	<b>1654</b>	<b>36%</b>

In 2008 1654 tickets were sold at 29 events

In 2007 1165 tickets were sold at 42 events

In 2006 3076 tickets were sold for 42 events

c)

<b>EVENTS</b>	<b>No of events</b>	<b>Capacity</b>	<b>Total</b>
Picturehouse	2	40	40
Animate Conference	7	874	279
Quay Brothers	1	134	142
Phoenix	19	2234	1394

In 2008 1394 people attended 19 events

In 2007 1165 people attended 16 events

In 2006 1482 people attended 11 events

### 3)VIBRAPHONIC 2008 PROGRAMME ANALYSIS

#### a) Concerts

Event	Venue	Capacity	Attendance	Artists
Gilles Peterson	Phoenix	450	368	9
Pama international	Phoenix	450	275	23
Mike Westbrook's Village Band	Voodoo Lounge	90	32	6
Basquiat Strings	Phoenix	192	192	6
Humphrey Lyttleton	Northcott	464	464	5
Matt Schofield	Voodoo Lounge	90	90	3
Gilad Atzmon	Phoenix	174	67	5
Jelly Jazz + Lack of Afro	Timepiece	300	80	3
Black Orpheus	Picturehouse	129	25	0
Electroma	Phoenix	80	18	0
Red Snapper	Phoenix	450	210	6
Galactic	Lemon Grove	700	230	11
The Grandmothers of Invention	Phoenix	450	272	7
Alec Empire	Cavern Club	220	122	8
Joint-Shy FX, Dillinja	Lemon Grove	1000	856	15
Misty in Roots	Phoenix	450	343	16
Templehedz- Phonic FM	Phoenix	450	155	12
Trash Fashion	Cavern Club	220	220	8
B-Music	Voodoo Lounge	90	82	12
Acoustic Ladyland	Phoenix	450	147	5
Buena Vista Social Club	Picturehouse	219	88	0
Rusko	The Hub	250	162	3
Clark + Muzik	Phoenix	450	155	16
Ronnie Herel	Timepiece	300	300	1
Mr Scruff	Lemon grove	1000	1000	1
Asian Dub Foundation	Phoenix	450	450	20
Sue Kibbey	Barnfield	60	25	4
Surreal Saloon Slam Jam	Voodoo Lounge	90	71	20
Ska Cubano	Phoenix	450	450	43
My Toys Like Me	Cavern Club	220	181	4
Imperial Leisure	Voodoo Lounge	90	59	14
<b>TOTAL</b>		<b>10478</b>	<b>7189</b>	<b>289</b>

2008 Festival achieved 7189 tickets sold from 31 events

2007 Festival achieved 3534 tickets sold from 19 events

2006 Festival achieved 3915 tickets sold from 14 events

**b) Jack to Phono – free events**

<b>Event</b>	<b>Venue</b>	<b>Capacity</b>	<b>Attendance</b>	<b>Artists</b>
Dusty Toy Space Junk	Globe	75	75	2
Trash City	Cavern Club	220	220	2
King Porter Stomp	Havana	150	97	14
Toupe	Globe	75	30	6
Bad Robot	Cavern Club	220	70	4
Timewasters	Globe	75	52	7
Jemma Rycroft	North Bridge	100	100	3
Detor	North Bridge	100	100	6
Los Albertos	Havana	150	164	14
Mugenta cafe	Globe	100	54	5
Faceometer	North Bridge	100	100	5
<b>TOTAL</b>		<b>1365</b>	<b>1062</b>	<b>68</b>

2008 Festival achieved 1062 attendees from 11 events

2007 Festival achieved 784 attendees from 13 events

2006 Festival achieved 745 attendees from 10 events

**c) Workshops**

<b>Event</b>	<b>Venue</b>	<b>Capacity</b>	<b>Attendance</b>	<b>Artists</b>
Working in the music industry	Phoenix	25	8	2
Dusty Toy Space Junk	Globe	40	36	4
Looking for JJ – Vjay sessions	Northcott	15	3	2
Guitar Sounds	Phoenix	10	6	2
Graffphonics	Phoenix	0	0	5
DJ Workshop	The Hub	10	5	1
Dusty Toy Space Junk	Phoenix	11	11	2
Music production workshop	The Hub	10	6	1
<b>TOTAL</b>		<b>121</b>	<b>75</b>	<b>19</b>

2008 Festival achieved 75 participants for 8 workshops

2007 Festival achieved 117 participants for 6 workshops

2006 Festival achieved 80 participants for 5 workshops

#### 4) EXETER SUMMER FESTIVAL 2008 EVENT PROGRAMME ANALYSIS

(Events directly promoted by the City Council and included in Summer Festival Brochure)

<b>Cathedral concerts – 5 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
London Mozart Players with Chloe Hanslip	924	747	81%
Orchestra of the Age of Enlightenment	924	620	67%
Dante Quartet (Chapter House)	100	100	100%
Acoustic Triangle	924	205	22%
Exeter Festival Chorus	924	897	97%
<b>Totals</b>	<b>3796</b>	<b>2569</b>	<b>68%</b>

2007 Festival achieved 2579 tickets sold from 4 events

2006 Festival achieved 3792 tickets sold from 5 events

2005 Festival achieved 4356 tickets sold from 5 events

<b>Exeter Northcott – 6 events*</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Michael Portillo	464	454	98%
Opera a la Carte	464	464	100%
Wonderful West End	464	464	100%
Jacqui Dankworth	464	416	90%
Tasmin Little	464	464	100%
Independent Ballet Wales	464	464	100%
<b>Totals</b>	<b>2784</b>	<b>2726</b>	<b>98%</b>

\*Michael Portillo – Friends of Exeter Festival event

Sir John Mortimer performance scheduled for Sunday 29<sup>th</sup> June cancelled due to ill health of Sir John Mortimer

2007 – Exeter Northcott closed for re-furbishment

2006 Festival achieved 4909 tickets sold from 14 events (Northcott totals)

2005 Festival achieved 4911 tickets sold from 14 events (Northcott totals)

<b>Exeter Corn Exchange –2 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Jazz Jamaica	250	215	86%
Harlem Hot Feet/Jiving Lindy Hoppers	500	213	43%
<b>Totals</b>	<b>750</b>	<b>428</b>	<b>57%</b>

2007 Festival achieved 3918 tickets sold from 10 events\*

\* in 2007 Exeter Corn Exchange replaced Exeter Northcott which was closed for re-furbishment

<b>Exeter Phoenix – 7 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Natacha Atlas	400	350	88%
Ockham's Razor	126	124	98%
Ockham's Razor	126	123	98%
N'faly Kouyate	400	72	9%
Potted Potter	150	146	97%
Potted Potter	150	139	93%
Candido Fabre	400	158	40%
<b>Totals</b>	<b>1752</b>	<b>1112</b>	<b>63%</b>

2007 Festival achieved 1235 tickets sold from 6 events

2006 Festival achieved 625 tickets sold from 3 events

2005 Festival achieved 578 tickets sold from 4 events.

<b>Exeter Barnfield Theatre – 6 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Jef Neve trio	289	103	36%
Contemporary Consort	289	39	13%
Tibetan Monks	289	289	100%
Variety on the Exe	289	267	92%
Stringfever	289	235	81%
Leading Ladies	289	95	33%
<b>Totals</b>	<b>1734</b>	<b>1028</b>	<b>59%</b>

2007 Festival achieved 577 tickets sold from 2 events

2006 Festival achieved 833 tickets sold from 3 events

2005 Festival achieved 506 tickets sold from 3 events.

<b>Great Hall, University – 2 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Ardal O'Hanlon	1427	615	43%
Eliza Carthy/Flook/Kris Drever	1427	372	26%
<b>Totals</b>	<b>2854</b>	<b>987</b>	<b>35%</b>

<b>Southernhay Church – 2 events</b>	<b>Capacity</b>	<b>Attendees</b>	<b>% Filled</b>
Nicholas Walker	400	121	30%
Sarah Williamson	400	91	23%
<b>Totals</b>	<b>800</b>	<b>212</b>	<b>27%</b>

**GRAND TOTAL =**

**9062 tickets were sold for 29 events in the 2008 festival**

11,599 tickets were sold for 29 events in the 2007 Festival

10,562 tickets were sold for 27 events in the 2006 Festival

11,392 tickets were sold for 32 events in the 2005 Festival

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – ECONOMY 13 NOVEMBER 2008

### PLANNING MEMBER WORKING GROUP 25 NOVEMBER 2008

## DEVON COUNTY COUNCIL'S TRANSPORTATION PROPOSALS FOR THE EXETER PRINCIPAL URBAN AREA

### 1.0 PURPOSE OF REPORT

- 1.1 This report advises Members of the County Council's progress in preparing a major schemes bid for transportation enhancements in the city to help tackle congestion and improve air quality. The scheme is called the Exeter Principal Urban Area Scheme.

### 2.0 INFORMATION

- 2.1 The government introduced a system of funding several years ago which sets out regional priorities and funding of transport enhancements via the Regional Funding Allocation (RFA) system. Major schemes are the subject of outline bids for the provisional allocation of funding and then detailed submissions have to be made to the Department for Transport in order for funding to be confirmed and allocated to each transportation authority where value for money and alignment with transport policy is demonstrated.
- 2.2 The County Council has been working for some time on a series of bids and has already submitted a bid to secure cash to enhance junctions 29 and 30 on the M5. There is a provisional allocation in the RFA for a scheme made up of a package of highway improvements in Exeter.
- 2.3 Proposals, which are put forward by highway authorities for RFA funding, need to be a carefully balanced package whereby congestion is not simply tackled by seeking to build extra highway capacity throughout the system. What is required is a more balanced approach that provides for targeted enhancement to highway capacity combined with improved facilities for public transport, cycling and walking, wherever possible. The EPUA scheme follows these general principles and the various components of the package are outlined below.

#### **Alphington Road Corridor**

- 2.4 The key design principles for the enhancement of this corridor are to improve outbound capacity and as part of this to improve priority for public transport and to encourage modal shift by the provision of a new park and ride facility at the end of the Alphington Road corridor.
- 2.5 Dealing first with the outbound traffic from the city centre, one key challenge is to improve the flow of buses and all traffic to the Exe Bridges system, so there are proposals to enhance the ability to get onto the Exe Bridges by providing two lanes all the way down Western Way from the Acorn Junction to Exe Bridges. Exe Bridges becomes very congested at times of peak traffic flow so the

objective has been set to improve outbound capacity along the Alphington Road route is to unlock congestion at Exe Bridges and beyond. The package for this route includes:

- o improved capacity at the Haven Road junction by creating a dedicated left turn lane from Alphington Street into Haven Road. This will provide a significant benefit to park and ride buses servicing the Matford P&R site and city centre, as well as to local traffic in the Haven Road area.
- o There is no further scope for enhancement until the Marsh Barton Road junction, where the intention is to put in place two outbound lanes all the way through to the Alphington Cross junction. This can be accommodated by small scale physical works, re-lining and the use of space which has been reserved for some time through previous planning consents.
- o The Alphington Cross junction will be the subject of limited re-design such that it will be ready to deal with the traffic management consequences of creating the Grace Road link, as and when a successful scheme is promoted opening up the land at Grace Road.

2.6 The above measure will take out a number of key pinch points and will thereby enable a reduction in outbound queuing and provide improved services for buses at several key locations.

2.7 The other element of the proposals for this corridor involves the provision of a new park and ride site for this approach to Exeter. It has long been acknowledged that the city lacks a park and ride site on the west of the city to pick up the A30 approach and indeed it is City Council policy to provide such a facility. Established research on park and ride demonstrates that the optimum location for a park and ride site for an historic city is on the inside of the city's by-pass, at the point where a key radial route intersects with the by-pass. Furthermore, the economics of operation are such that the target number of spaces should be in the region of 1000 parking spaces and an absolute minimum of 750 spaces. For the site to be effective, it also needs to be close to principal traffic flows and therefore the only practical proposition is identification of a site at, or very close to, the Ide intersection as there are no further intersections on the A30 anywhere adjacent to the built up area of Exeter.

2.8 The County Council has conducted a detailed site assessment of all the potential options and concluded that part of the Oaklands Stables site bounded by the A30 and the Alphin Brook to the north of the Ide intersection is the only viable option. Sites to the west of the A30 have very unattractive topography in terms of creating an effective park and ride site with gradients of 1 in 10 or worse. Sites to the east of the A30 are very limited – they are either built up or have poor access to the highway network. This leaves only the Oaklands Stables site as the viable option. Intensive work has been undertaken with the Environment Agency on flood modelling and the County Council have concluded that the minimum of 750 spaces could be achieved. However, the debate continues with the EA regarding the interpretation of data which could release the remainder of the land west of the Alphin Brook and the current proposals are to enhance tree planting in this area to improve the screening of the site from adjacent residential areas.



- 2.9 A sustainable drainage system will be required as part of the design in order to minimise run off from the site and it is proposed to use permeable surfaces in the parking areas to achieve this. Bus priority would be provided from the site along the Alphington spur to the Alphington Cross junction to separate the buses from other traffic and improve their journey time and reliability.

### **Topsham Road/Bridge Road Corridor**

- 2.10 The key focus here is the provision of two lanes outbound from School Lane, through the Tollards Road junction to the Countess Wear roundabout and then along Bridge Road to the Matford roundabout. The County Council propose to widen Topsham Road on the north side to provide a shared footway/cycleway and to provide two traffic lanes outbound on the approach to the Countess Wear roundabout junction. A cycle route through King George V is also under consideration, although detailed proposals are not yet available.
- 2.11 The County Council has assessed a range of options for revising the Countess Wear junction but concluded that only limited re-modelling is practicable and beneficial.
- 2.12 Key measures on the Bridge Road corridor are to provide an extended bus lane inbound from just beyond Countess Wear Road to the Countess Wear roundabout. Two outbound traffic lanes are proposed on Bridge Road and can be achieved by moving the footway and cycleway out on the west side of Bridge Road on to new structures. The new structure would be attached to the stone listed bridge across the river and a separate structure would be attached to the railway bridge further down this corridor. By virtue of this re-engineering, the whole of the corridor could be restored to two traffic lanes in both directions with a separate, segregated pedestrian and cycling facility.

## **3.0 KEY ISSUES**

- 3.1 Members are asked to consider the strategic and detailed issues that are raised by these proposals. In strategic terms there would appear to be a comprehensive package for these two corridors. Taken together the proposals will cost in the region of £35 million and will go some way to addressing congestion on the corridors and, through unlocking Exe Bridges, to reducing congestion in the city centre. By cutting congestion, air quality problems in the Air Quality Management Zone identified by the City Council, will be reduced. The scheme will also have safety benefits and improve journey time reliability for all traffic, particularly buses. The package will make sustainable modes of travel more attractive and by increasing bus use, walking and cycling, will help to control congestion and improve the City Centre environs. Of major benefit will be the provision of a new park and ride facility on the west side of the city which will have substantial benefit in terms of modal shift on this corridor. There is no intention to increase in-bound capacity which would run the danger of being more attractive to drive into the city centre.
- 3.2 Nevertheless, Members are likely to have some concerns in a number of areas as follows. The most significant one is the matter of policy regarding the proposed Ide Park and Ride site, which is a designated Riverside Valley Park, which has been protected for development under successive policies of the Council. Development would normally be resisted in any Valley Park location. The assessment by the County Council has included a wide ranging search for a site to the west of the City and this shows that there is no viable alternative to

the proposed site. This is often a dilemma faced by historic cities where provision by park and ride has, in many instances, been on land which is protected by formal Green Belt and authorities have recognised that those sites constitute the only practicable solutions. Members are not asked to take a view on this at the present time, as the planning application is in preparation by the County Council and will be submitted for consultation with the City Council in the near future.

- 3.3 There are a number of other impacts that will cause significant local concern where highway improvements can only be achieved by the significant loss of a number of trees. This particularly affects a range of trees on Western Way, Topsham Road and Bridge Road. Officers have already indicated the need for careful design to minimise tree loss and the need for flexible engineering standards to protect as many trees as possible. There will also be limited impacts on King George V playing field with the provision of a cycle route running inside the playing field parallel to Bridge Road with a likely future proposal for a link between the cycle route and the gates to King George V playing field on Topsham Road, to provide a safe and attractive means for cyclists to avoid the Countess Wear roundabout.
- 3.4 These proposals have recently been the subject of public consultation in Alphington and Countess Wear and also by using a mobile exhibition in the city centre and at Matford P&R site. The County Council have asked for feedback by 20 November. Bearing in mind the City Council's Committee timetable, it has been agreed that late comments will be submitted by the City Council to the County Council prior to their consideration by the County Council's Executive on 16 December.
- 3.5 Work would then be undertaken on scheme details with the bid submitted to the Department for Transport in March 2009, with an expected outcome from the submission in Autumn 2009. Whilst Members will undoubtedly have some concerns about specific aspects of these proposals, they are part of a comprehensive package of measures which form a rational and comprehensive approach to the city's transport challenges.
- 3.6 It is also worth bearing in mind that a number of other elements of work which the County Council has set out in its Local Transport Plan are also being working on and, taken together, they constitute a comprehensive strategy for addressing the city's transportation problems. For example:
- o Proposals are either in place or are being finalised to address key junctions of the M5 to improve connections to the New Growth Point to the east of the city.
  - o Work is on-going on a scheme to provide a showcase high quality public transport network, which would act as a catalyst to upgrading bus services across the city network.
  - o Work continues on the enhancement of a range of cycling facilities around the city.
- 3.7 Members are accordingly asked to support the proposed Exeter Principal Urban Area Package scheme.

**4.0 RECOMMENDATION**

- 4.1 It is recommended that Members give their support to funding bid from Devon County Council.

**JOHN RIGBY  
DIRECTOR ECONOMY AND DEVELOPMENT**

**ECONOMY & DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1972 (as amended)**

***Background papers used in compiling this report:-***

None

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - ECONOMY 13 NOVEMBER 2008

#### RISK MANAGEMENT

##### **1.0 PURPOSE OF THE REPORT**

- 1.1 To advise the Committee of the risks identified that relate to its areas, and of the actions taken and proposed to mitigate the risks concerned.

##### **2.0 BACKGROUND**

- 2.1 The Scrutiny Committee – Resources 19 March 2008 approved the suggestion that risk management reports should be made annually to both the Economy and the Community Scrutiny Committees so that they are aware of the risks that relate to their areas.

##### **3.0 RISK REGISTER**

- 3.1 The Corporate Risk Management Group and relevant officers have considered the risks identified and, based upon the measures already taken, have assessed the Impact and Likelihood of the risks occurring. For each risk, the Impact and Likelihood is scored on the basis of 1 (low) to 4 (high), and the resulting total is expressed as either High, Medium or Low.
- 3.2 All the risks identified are recorded on the Corporate risk register in priority order under standard headings. The risk register is reviewed quarterly by each Directorate Management Team to ensure that it is a 'living document' and any new risks or changes to existing risks are identified, assessed and recorded.
- 3.3 Below is a link to the Risk Management page on the Councillors' Information Portal. This page contains guidance on risk management and the 'high' and 'medium' risk on the corporate risk register <http://intranet/index.aspx?articleid=1695>

##### **4.0 RISK MANAGEMENT PROGRESS**

- 4.1 As part of the roll-out process work has begun to establish risk registers for each unit. The roll-out is essential in order to ensure that risk and business continuity management is embedded throughout the Council.

##### **5.0 RECOMMENDATIONS**

- 5.1 That the Scrutiny Committee – Economy
- (i) notes the risks relating to its areas and
  - (ii) undertakes ongoing monitoring to ensure that the risk register remains current and risk assessments are valid, that proposed mitigating action is taken by the agreed target dates.

Originator: Edmund Heaton  
Head of Audit

**Local Government (Access to Information) Act 1985 (as amended)**

***Background papers used in compiling the report:***

None

**CORPORATE SERVICES DIRECTORATE**

RiskManagement2008-09EC131108

October 2008

<b>Key:</b>	
↑	Increased risk priority from last half-year
↔	Same risk priority as last half-year
↓	Reduced priority from last half-year

Severity of impact matrix						
Score	Personal safety	Failure to provide statutory duties or meet legal obligations	Financial loss	Service disruption	Personal privacy infringement	Embarrassment or reputation
1 Minor	Minor injury or discomfort to an individual or several people	Litigation, claims or fines - Section/ Unit up to £5k	Up to 5% of budget	1 day	Isolated individual personal detail compromised or revealed	Contained within section or unit
2 Significant	Severe injury to an individual or several people	Litigation, claims or fines - Section/ Unit £5k to £10k	Up to 10% of budget	2-3 days	Some individual personal details compromised or revealed	Local public or press interest
3 Serious	Major injury to an individual or several people	Litigation, claims or fines - Section/ Unit £10k to £50k	Up to 25% of budget	3-5 days	Many individual personal details compromised /or revealed	National public or press aware
4 Major	Death of an individual or several people	Litigation, claims or fines - Unit over £50k	Over 25% of budget	5+ days	All personal details compromised or revealed	Section Head, Head of Service or Director forced to resign

<b>Likelihood matrix</b>			
<b>Score</b>	<b>Definition</b>	<b>Likelihood of occurrence</b>	<b>Environmental event (e.g. flooding)</b>
1 Remote	Rare/may occur in exceptional circumstances	0% to 15%	Once in 50 years
2 Unlikely	Could occur at some time	15% to 55%	Once in 20 years
3 Likely/possible	Will/might occur at some time	55% to 90%	Once in 5 years
4 Very likely	Almost certain/is expected to occur in most circumstances	90% +	Annually

<b>Risk matrix</b>				
<b>Impact</b>	4 Low	8 Medium	12 High	16 High
	3 Low	6 Medium	9 Medium	12 High
	2 Low	4 Low	6 Medium	8 Medium
	1 Low	2 Low	3 Low	4 Low
	1	2	3	4
				<b>Likelihood</b>



Exeter City Council Economy Risk Register	Inherent Risk (impact x likelihood)		What has been done to control risks (i.e. countermeasures)	Residual Risk (impact x likelihood) and Risk Priority		What needs to be done to control risks	Target date(s)	Responsible officer	Strat Obj ref	Change		
	I	L		I	L						Tot	
<b>Risks and benefits</b>												
	I	L	Tot	I	L	Tot	H M L					
<b>8. Financial</b>												
1. Concessional fares <b>a) Risks &amp; threats:</b> <ul style="list-style-type: none"> <li>Costs of concessional travel exceeds budget provision.</li> </ul> <b>Consequence:</b> <ul style="list-style-type: none"> <li>Council's overall financial position worsens</li> </ul> <b>b) Benefits and opportunities:</b> <ul style="list-style-type: none"> <li>Greater mobility for older people.</li> </ul>	4	4	16	4	4	16	<b>H</b>	<ul style="list-style-type: none"> <li>A higher level of funding needs to be obtained from government.</li> <li>Enhancements to the scheme over and above those legally required should be resisted.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing to March 2009</li> </ul>	<ul style="list-style-type: none"> <li>Head of Admin and Car Parks</li> </ul>	11b	New
2 <b>Car Parks Income</b> <b>a) Risks &amp; threats</b> <ul style="list-style-type: none"> <li>Effects of any significant reduction in demand</li> </ul> <b>Consequences:</b> <ul style="list-style-type: none"> <li>significant loss of income</li> </ul> <b>b) Benefits and opportunities:</b>	3	4	12	3	4	12	<b>H</b>	<ul style="list-style-type: none"> <li>Promote Exeter as a shopper/visitor destination</li> <li>Quarterly monitoring of car park usage &amp; income</li> <li>Programme of works to make facilities more attractive to customers</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Head of Econ &amp; Tourism</li> <li>Head of Admin and Car Parks</li> </ul>	11b	↑
3 <b>Flooding</b> <b>(a) Risks &amp; threats</b> <ul style="list-style-type: none"> <li>River Exe overtopping the flood defences</li> </ul> <b>Consequences</b>	4	1	4	4	1	4	<b>L</b>	<ul style="list-style-type: none"> <li>Environment Agency to raise height of flood barriers in Exwick area</li> <li>Identify utilities' installations that are vulnerable to flooding and</li> </ul>	<ul style="list-style-type: none"> <li>5 to 15 years hence</li> </ul>	<ul style="list-style-type: none"> <li>Engineering and Construction Manager</li> </ul>	7b	↗

Exeter City Council Economy Risk Register	Inherent Risk (impact x likelihood)			Residual Risk (impact x likelihood) and Risk Priority			What needs to be done to control risks	Target date(s)	Responsible officer	Strat Obj ref	Change
	I	L	Tot	I	L	Tot					
<ul style="list-style-type: none"> <li>• risk of drowning</li> <li>• damage to property</li> <li>• displacement of large numbers of people</li> <li>• health risks</li> </ul>											
							What has been done to control risks (i.e. countermeasures)				
							created. <ul style="list-style-type: none"> <li>• Flood training provided</li> <li>• Emergency response measures are in place</li> </ul>				
							actions necessary. <ul style="list-style-type: none"> <li>• Implications of Pitt Report to be considered by Council.</li> </ul>				

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – ECONOMY

13 NOVEMBER 2008

#### CAPITAL PROGRAMME MONITORING REPORT (HALF YEAR)

##### 1.0 PURPOSE OF REPORT

- 1.1 This report advises Members of the latest position with regard to the 2008/09 Capital Programme for Economy.

##### 2.0 INFORMATION

- 2.1 The capital programme was last reviewed on 5 June 2008. This report provides a summary of the position at the end of September. Annex A gives a complete list of projects. A number of schemes are worthy of particular highlight and these are detailed below.

- 2.2 *Canal Basin and Quayside and CCTV Provision at Haven Road Car Park*  
Work has been completed on the new residential units next to the old Electricity building but the Developer has had to delay works to the Electricity building itself pending a clearer view on which particular uses to accommodate in the current market conditions and the consequent availability of development finance. Across the road, the site adjacent to 60 Haven Road is under construction with the planned delivery of 14 Affordable Housing Units which will be completed in Autumn 2009. Work on the Bridger Marine site is progressing well and construction should be completed before the end of this year which will enable the site on the Canal Basin to be released as the next phase of regeneration work. We are intending to enter into an Exclusivity Agreement with Sutton Harbour covering the other sites at the head of the Basin recognising the fact that in the prevailing economic circumstances development finance is not forthcoming unless pre-lets have been secured on sites such as these. We will be working with the Developer and ECQT to try to secure progress on these schemes but recognise that progress is unlikely in the immediate future. There is very positive news in relation to the Haven Banks Outdoor Education Centre where the County Council has allocated some £2.75 million for a new facility which is being designed by Nigel Grainge on behalf of the Centre's users. Whilst the overall programme of spending and delivery was considered by Executive recently, the element of immediate relevance is the construction of the link road through Haven Road Car Park. As outlined in the last report to Committee, there have been significant delays whilst an appropriate highways drainage scheme is being agreed with the Environment Agency and Devon County Council, and after a further design iteration, it is hoped that tenders will be invited at the turn of the year with construction of the link road starting in March 2009 or slightly later. In terms of the expenditure profile, it is proposed that some £450,000 is left allocated in the current financial year with the remaining £800,000 deferred to 2009/10.

- 2.3 *City Centre Enhancements*  
Work on Paris Street and Sidwell Street has now been completed apart from the tree planting in both streets for which tree pits were dug as part of the original

works and temporarily covered, with trees to be planted in late November/early December. An invoice for £310,000, which is the City Council's share of this project, is to be submitted by Devon County Council at the turn of the year. The next major commitment which has been agreed by Planning Member Working Group is for the replacement of paving in Martin's Lane. This is once again a partnership scheme with Devon County Council and will be delivered at a cost of some £55,000 to the authority.

2.4 *Fore Street Heavitree, Environmental Enhancements*

The scheme started on site in the summer but progress was delayed by the failure of the selected stone supplier to deliver materials of adequate quality and similar colour. As a result of this, the supply contract has been terminated and the second supplier, whose tender was more expensive, has now been contracted to supply the materials. The result will be an increase in cost of the materials of some £30,000 (split equally between Exeter City Council and Devon County Council) and there will be additional costs from the main contractor whose works have been delayed by the failure of the original stone supplier.

2.5 *Floodlighting*

Members of Planning Member Working Group agreed a programme of additional lighting and it is likely that some of the budget will be deferred to 2009/10 because of the long lead in time of these projects.

2.6 *Science Park*

This project, which is a collaborative project between the City Council, County Council, East Devon District Council, the University, the Met Office and the Regional Development Agency, is progressing well with a significant collective will to deliver the necessary infrastructure and a planning consent in late 2009. Members allocated a capital contribution towards this scheme for the current year, 2008/09, but following discussion with partners this allocation has been re-profiled over a three year period so that the bulk of spending is in 2010/11.

**3.0 RECOMMENDED**

- 3.1 It is recommended that Members note the contents of this report and the Capital Programme for Economy and Development for the first half year 2008/09.

**JOHN RIGBY  
DIRECTOR ECONOMY AND DEVELOPMENT**

**ECONOMY & DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1972 (as amended)**

***Background papers used in compiling this report:-***

None

CAPITAL PROGRAMME 2008/09 as at 30 September 2008

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Project	Code	Lead officer	Budget 08/09 £	08/09 Spend (excludes internal capitalised staff costs) £	Internalised staff costs (in financial yr 08/09) £	08/09 Commitments (in value of orders raised, not yet paid) £	Budget 09/10 £	Beyond £	Value of estimated Deferred Expenditure into future years £	Date of element estimate made (by whom)	Latest estimate of total project variance (underspend/ overspend) £	Date under/over spend estimate made (by whom)	Project Progress Update (and contingencies employed/actions taken since last report, if project slippage/anticipated deferment/cost variance)
Basin/Quayside (redevelopment of canal basin; refurbished listed buildings; improved public access to area & continued activity on water)	Z1139	DP	1,246,770	69,584	44,268	775	1,275,950		800,000/02/10/08 - DP				See main report.
Cathedral Yard & Closer/New Cut	Z1205	JR (Chris Westlake)	6,990	0	480	0							Paving/street works now complete. Remaining sum for lighting column replacements.
Central Station Gateway Enhancement	Z1108	RFS (Chris Westlake)	123,166	0	0	0	122,620		123,160/08/10/08 - Chris Westlake				Scheme deferred into 09/10 given slow response from Network Rail to design principles.
CC TV Improvements at Car Parks	Z1206	RDC	3,900	0	0	0							Will be spent on upgrading existing camera.
CC TV Specialist Consultancy Advice	Z1195	JR	15,296	6,000	0	2,750	15,000						
CC TV provision at Haven Road Car Park & Boat Storage Area	Z1157	RDC	60,000	0	0	0			50,000/09/10/08 - Steve Carnell				Dependent on the larger redevelopment. Expenditure expected during Spring 2009.
CC TV provision at ISCA/New North Road	Z1417	JR	31,270	0	0	0							Scheme in preparation.
City Centre Enhancements	Z1116	JR (Chris Westlake)	330,230	621	0	13,480	200,000						See main report.
Conservation Area Enhancements	Z1163	RFS (Kathy Metcalfe)	43,496	0	653	0			35,000/09/10/08 - Kathy Metcalfe				Only likely to spend £8k this financial year. Defer £35k to 09/10.
Com Exchange - Install Wood Pellet Boiler	Z1114	DP	80,000	0	0	0			80,000/1st Quarter 2008/09 - DP				This will be deferred to 09/10 as a result of technical issues that need to be resolved.
Com Exchange Improvements	Z1131	DP	104,500	0	0	0	76,500						Range of improvements for 2008/2009 scoped and costed, with some ordered, and others programmed for completion to fit in with operational activities.
Cowick Street Environmental Improvements	Z1113	RPS (Paul Osborne)	100,000	0	0	0	100,000		80,000/08/10/08 - Paul Osborne				Currently developing proposals leading towards a public consultation. Likely implementation is autumn 2009, so need to carry over approx. £80k of this year's budget until then.
Cricklepit St Wall Repairs	Z1128	DH	0	2,052	996	0				2,000/08/10/08 - DH			Additional works required from SVH to complete scheme.
Custom House	Z1121	DP (Mike Carson)	34,250	412	2,868	0							Works are complete and the residual budget is for final payments yet to be settled with the contractor but likely to be on budget.
Exe Estuary NCN	Z1107	DH	25,600	24,539	8,731	0				5,000/05/08/08 - DH			£5,000 overspend anticipated.
Exwick - Unadopted Land	Z1179	DH	53,076	9,460	1,537	0			33,070/05/08/08 - DH				Anticipated total expenditure this year of £20,000.
Fore St, Heavitree - Environmental Enhancement	Z1105	RPS (Paul Osborne)	553,430	11,433	0	168,459				15,000/02/10/08 - Paul Osborne			See main report.
Floodlighting	Z1156	RPS (Andy Pyle)	20,570	0	0	0			10,000/06/08/08 - AP				See main report.
King William Street - Upgrade of Facilities for Staff	Z1134	RDC (Steve Carnell)	40,000	235	111	0							Works completed, may be £7k over budget but funding is sought from DCC as a contribution to CPE capital start up costs.
Isstock Environmental Improvements	Z1407	DP	4,450	0	0	0							Adoption issues should be resolved this year so budget will be spent, and on budget.
Matthews Hall Car Park Resurfacing	Z1184	RDC (Steve Carnell)	16,000	0	70	0				(4,000)	09/10/08 Steve Carnell		Work being carried out in Autumn 2008. Small underspend likely.
Met Office	Z1176	JR	8,750	0	0	0							Contractual liability completed this year.
New Stalls for Farmers Market	Z1251	DP	8,000	0	0	0							Residual monies to be spent this year, with possible small saving.
T8 North Street Panelling	Z1106	RPS (Andy Pyle)	35,000	9,160	0	13,952							Expected that a large amount of this budget will be spent this year, but some will slip over into next year but cannot confirm how much at this point.
Parking Enforcement System	Z1516	RDC	65,000	0	6,500	0							Awaiting the outcome of discussions with the RDC/E Hospital Trust. No spend likely before the last quarter of the year.

CAPITAL PROGRAMME 2008/09 as at 30 September 2008

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Project	Code	Lead officer	Budget 08/09 £	08/09 Spend (excludes internal capitalised staff costs) £	Internalised staff costs (in financial yr 08/09) £	08/09 Commitments (ie value of orders raised, not yet paid) £	Budget 09/10 £	Beyond £	Value of estimated Deferred Expenditure into future years £	Date of element estimate made (by whom)	Latest estimate of total project variance (underspend/ overspend) £	Date under/over spend estimate made (by whom)	Project Progress Update (and contingencies employed/actions taken since last report, if project slippage/anticipated deferment/cost variance)
Planning Delivery Grant Schemes	Z19	RPS	96,720	3,410	0	640			50,000	08/10/08 - RPS			E40k IT improvements have been provisionally identified. The remaining budget may need to be carried forward into 09/10. A provisional award of £14.5k has been awarded for 08/09.
Planting Improvements in Riverside Valley Park	Z1408	RPS	14,250	0	0	0							
Quay House Visitor Centre Improvements	Z1135	RB	53,000	0	0	0							It is planned to spend this money on planting in the vicinity of Makro subject to consultation with the EA. Funds from S106 monies.
Riverside Valley Park Security Measures	Z1254	DH	52,300	18,058	0	7,290			18,250	05/08/08 - DH			Potential saving depending on outcome of budget review.
Science Park	Z1150	RB	846,910	0	0	0							This year's expenditure will be about £34k. Balance to be carried forward.
Signage	Z1117	RPS (Paul Osborne)	215,630	7,248	3,863	33,600	75,000		819,910	03/10/08 - RB			See main report.
St Georges Market Reconfiguration	Z1225	DP	5,436	0	20	0	0		(28,000)	02/10/08 - Paul Osborne			Tender returns for Fingerposts now received - cost £205K. To be installed Jan 2009. £38k committed for months in 08/09, therefore £28,000 of 09/10 budget will need to be spent in 08/09.
Walling Strategy	Z1133	DH	57,526	40,817	6,974	7,894	30,000	30,000					Residue of £5,430 will be spent this year. No anticipated under or over spend
<b>Total</b>			<b>4,346,410</b>	<b>203,030</b>	<b>77,112</b>	<b>248,130</b>	<b>1,894,670</b>	<b>30,000</b>	<b>2,071,390</b>		<b>18,000</b>		Budget is fully committed for this year.

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - ECONOMY 13 NOVEMBER 2008

#### ECONOMY SCRUTINY STEWARDSHIP TO SEPTEMBER 2008

#### 1. PURPOSE OF REPORT

1.1 This report advises Members of any forecast variations to the budget in financial year 2008/09.

#### 2. INFORMATION

2.1 This report highlights any differences by management unit to the outturn forecast for the year compared with the approved annual budget, as at the end of September 2008.

2.2 The total of the variances indicate that the overall net expenditure for this committee will increase by £1,708,740 which represents a variation of 85% from the approved budget. The main variations are detailed in para 2.3 below, however the dominant features of this increase are:

- £1,000,000 projected deficit related to the national concessionary fares scheme.
- £427,000 projected shortfall in car parking income (including fees, season tickets and parking fines).
- £190,000 one-off capital charges related to the revaluation of various car park assets and the Matford Centre.
- £160,000 projected deficit for the Archaeological Field Unit.

2.3 The projected variances by management unit are shown in the Appendix and explained as follows:

	£
<b>2008-2009 APPROVED ESTIMATE</b>	<b>2,002,270</b>
<b>83A1 PROPERTY &amp; ESTATES SERVICES</b>	<b>(52,830)</b>
<p>The main forecast area of reduced expenditure in this unit relates to staff vacancy savings and other reduced operating costs for the service.</p> <p>As previously reported, rental income is higher than expected at several properties due to the completion of various lease renewals, geared rent increases and income from the release of several restrictive covenants relating to ex-council dwellings. Projected income at St George's Retail Units remains lower than budgeted due to the former Card Shop unit being vacant.</p>	
<b>83A2 TRANSPORTATION/CONCESSIONARY FARES</b>	<b>1,000,000</b>
<p>Information received from Stagecoach and other smaller bus operators, relating to the usage of concessionary bus travel during the period April to September 2008, indicates</p>	

that the new nationwide scheme for concessionary travel has resulted in a significant increase in costs for Exeter City Council.

On this basis, early assessment of the impact of the national scheme gives a projected increase in costs to the Council of some £1.947m in 2008/09 compared to a budgeted increase of only £0.300m; a gap of £1.647m. The Council has received a specific government grant of £0.647m this year for the scheme, leaving a projected net deficit of £1.000m.

<b>83A3</b>	<b>CAR PARKING</b>	547,970
	Car park fee income levels are projected to decline further below budgeted expectations due to the deteriorating economic climate, competition from the new Princesshay car park and the impact of concessionary travel. Additionally, parking fines income is projected to fall below budgeted levels for the year, continuing a trend which has been observed for the last two years.	
	Overall, income is currently projected to be down by some £427,000 (including fees, season tickets, and parking fines). Fee income usually peaks during the third quarter of the financial year, therefore we will be able to report with more certainty to Scrutiny in March 2009.	
	In addition, capital charges expenditure is projected to exceed budget by a total of £121,000, which includes a one-off £100,000 charge related to revaluation downwards of various car park land and property.	
<b>83A5</b>	<b>FESTIVALS &amp; EVENTS</b>	10,000
	The Summer Festival has made a small deficit.	
<b>83A9</b>	<b>BUILDING CONTROL</b>	19,810
	Due to the significant recent contraction in the construction industry, building control fee income is estimated to fall below budget expectations. The impact of this is partially offset by reduced staffing costs. The deficit of £19,810 can comfortably be funded from the Building Control earmarked reserve this year.	
<b>83B2</b>	<b>ADMINISTRATION SERVICE</b>	(20,000)
	Savings are projected due to staff vacancies.	
<b>83B3</b>	<b>DIRECTOR ECONOMY &amp; TOURISM</b>	(11,600)
	Savings are projected due to a staff vacancy.	
<b>83B5</b>	<b>PLANNING</b>	(10,530)
	As previously reported, planning fee income is projected to fall £50,000 below budgeted levels by the end of the year due to the general downturn in development activity. This is largely offset by projected staff vacancy savings this year. Additionally, LDF forecast expenditure has been reduced by	



£19,000 to match the funding brought forward in the associated earmarked reserve.

<b>83B7</b>	<b>ARCHAEOLOGICAL FIELD UNIT</b> The overall income levels for the Field Unit are projected to be down for the year mainly due to falling demand within the construction industry, together with the cost of non-chargeable time during the move to new premises.	160,000
<b>83B9</b>	<b>MARKETS &amp; HALLS</b> Income levels continue to be above budget for the Matford Centre, Markets and the Corn Exchange. This is offset partly by related cost of sales and other running costs, resulting in a forecast 'operating surplus' of approx. £34,000.	65,920

However, there is an overall increase in net expenditure this year due to a one-off capital charge of £90,000, related to a revaluation downwards of the Matford Centre asset (assessed as part of the revaluation of the Council's property portfolio this year).

<b>2008-2009 EXPECTED FINAL OUTTURN</b>	<b>£3,711,010</b>
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3. **RECOMMENDED that** Members note the contents of this report.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

1. None

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – ECONOMY 13 NOVEMBER 2008

#### KEY PERFORMANCE INDICATORS

##### 1.0 PURPOSE OF REPORT

- 1.1 This report advises Members on the current position on key performance indicators.

##### 2.0 BACKGROUND

- 2.1 Members receive a report every six months on the Key Indicators to measure the performance of the Directorate's work in the important areas of service delivery. Attached to this report are figures at the half-year point for 2008/09 which are set in the context of the targets previously agreed and in the context of performance in the previous full year, 2007/08. Overall performance to date is broadly positive. Key issues to highlight are as follows:

###### *Planning*

- 2.2 There are a number of national performance indicators on which the Council's planning performance is judged. The performance of the Planning Services team has slipped over the first six months of this year. Regrettably, our performance on handling major applications has plummeted with 33% of applications dealt with within the 13 week target against a national standard of at least 60% being determined within this period. There are a variety of reasons why this has happened, ranging from failure by statutory consultees to meet the consultation deadline, through to the delays in signing historic Section 106 agreements and the increasing complexity of the documentation required for an application, resulting in applicants failing to submit sufficient quality information and needing considerable work to bring this up to standard. At bottom, however, we have also failed to manage the process proactively which requires routine and frequent monitoring of progress and taking a clear cut decision in the first six weeks on whether an application is likely to be sufficiently good to warrant approval, or in fact warrants an early refusal rather than an extended period of negotiation which takes us over the 13 week limit.
- 2.3 I, and the managers of the service, are sufficiently concerned about this performance that we have introduced a new set of procedures for handling major applications which will provide much greater clarity in the form of pre-application discussions. This means that when applications are submitted, it is much more clear cut whether or not an application is likely to warrant approval or refusal without protracted negotiations. A protocol has been prepared and discussed with agents and developers and has been warmly received by them. The protocol has been reviewed by Planning Member Working Group and Members have endorsed the revised approach which we are now implementing from the beginning of this month. It will undoubtedly mean that hitting the target this year is fairly unlikely but we will do our very best to dramatically improve the performance for the second half of the year. In respect of minor and other applications, our performance is above target in the case of minor applications and just below target for other applications.

*Economy & Tourism*

- 2.4 Members have received a verbal report in the context of the staffing paper on the Underground Passages at the September meeting which indicated that this attraction was performing particularly well. The data so far indicate that in the first full year of operation some 20,300 visitors went through the Passages (up 10% on the previous best year) producing £77,000 income (55% up on the previous best year). Customer satisfaction at our three facilities is good with scores of 98% of uses at the Underground Passages saying the experience was good/excellent, 81.5% at Exeter Visitor Information and Tickets and 92% at the Quay House Visitor Centre against a target of 90%.

*Building Control*

- 2.5 Yearly figures are reported for all Building Control performance indicators. With respect to the service being self-financing, in recent months income has fallen due to the decline in construction activity and competition from approved inspectors. This has been funded by setting this loss against the surplus in the reserve which reflects previous years' surpluses. Customer feedback remains very positive with high levels of satisfaction.

*Land Charges*

- 2.6 Achievement at the half-year point remains very encouraging with 100% of local searches carried out within 7 days.

*Administration and Parking Services*

- 2.7 Take up rates among over 60's for the concessionary bus travel pass in Exeter is particularly high – much higher than other districts in the Devon Concessionary Bus Travel Partnership. Take up stands at 83% as at 30 September 2008. Usage levels are also high which is covered separately in the Stewardship report.

**3.0 RECOMMENDED**

- 3.1 It is recommended that Members note the contents of this report.

**JOHN RIGBY  
DIRECTOR ECONOMY AND DEVELOPMENT**

**ECONOMY & DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1972 (as amended)*****Background papers used in compiling this report:-***

None

SO5: Ensure that Exeter is a buoyant, dynamic and innovative regional city with sustainable growth										
Service	Year End 07/08	Actual Q1 08/09	Actual Q2 08/09	Half Year	Performance Half Year	Target Half Year	Target Annual 08/09	Compared to 07/08 half year figure	Q2 Commentary	Tolerance
BV109a.02 % major planning applications determined within 13 wks	70.39	30.00	40.00	35.00	▲	60.00	60.00	×	Performance continues to be affected by S106 agreements, the Council is introducing a	0.25
BV109b.02 % minor planning applications determined within 8 wks	74.41	79.03	77.46	78.25	▲	65.00	65.00	×		0.25
BV109c.02 % other planning applications determined within 8 wks	80.42	72.16	83.70	77.93	▲	80.00	80.00	×		0.25
SO7: Use resources effectively and provide high performing, value for money services that focus on customer needs										
LPIAC1 % take-up of concessionary fares passes by eligible residents aged 60 and over	86.00	87.00	83.00	83.00	●	84.00	88.00	×		5
SO8: Promote an extremely positive image and reputation and ensure high levels of customer satisfaction										
LPI ET1 % of overall impression of the TIC was excellent/good	98.00	n/a	81.50	81.50	●	90.00	90.00	×	The 'overall impression' is below our target, from analysing the surveys	10
LPI ET3 % overall impression of Underground Passages was excellent/good	n/a	n/a	98.00	98.00	▲	90.00	90.00	×	The recent investment in the new Heritage Centre and improvement s in the	10
LPI ET4 % stated overall the Quay House Visitor Centre was excellent/good	100.00	n/a	92.00	92.00	▲	90.00	90.00	×	From those that completed the survey most stated that their experience	10
LPI ES1 % of local searches carried out in 7 working days	100.00	100.00	100.00	100.00	▲	95.00	95.00	×	Above target	10

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - ECONOMY 13 NOVEMBER 2008

#### PROPERTY PERFORMANCE INDICATORS

##### 1.0 Purpose of Report

- 1.1 To inform Members of the position regarding the Council's performance on Property Performance Indicators (PPIs) and to establish further targets for those indicators.

##### 2.0 Background

- 2.1 The City Council has a significant property asset portfolio. At the year end for 2007/8 the net book values of these assets (not including housing) were as follows:

Operational assets	£58,703,000
Non-operational assets	£43,841,000

- 2.2 The non-operational portfolio is held for strategic purposes and also generates a substantial rent roll which underpins the City Council's revenue budget.
- 2.3 As part of its Asset Management Plan requirements for local authorities, the Government established high level PPIs which have been developed to provide a standard set of data against which authorities can measure their own performance year on year and also can use to benchmark nationally. These were first reported in the Council's Asset Management Plan submission to the Government Office South West in July 2002 for the year 2001/2 and have been reported to Economy Scrutiny Committee on an annual basis since then.
- 2.4 The Council has also identified a series of local PPIs to measure specific performance in certain areas. It is intended that these will assist the Council to focus on and monitor in greater detail the objectives set out in the Capital Strategy and Asset Management Plan. Again, these PPIs have been reported annually to the Economy Scrutiny Committee since 2003.
- 2.5 The Economy Scrutiny Committee also set targets for both the national and local PPIs and performance against these targets are shown in the PPI tables in the Annex to this Report.

##### 3.0 Property Performance Indicators and Targets

- 3.1 The returns for 2007/8 are set out in the Annex together with the 2006/7 data and the targets set for 2007/8. New targets for 2008/9 are also proposed.

##### 4.0 Performance Analysis

- 4.1 Comment can be made as follows on each Indicator:

###### *National PPIs*

###### 1A Property Condition:

The position has stabilised. It is hoped that some of the projects being brought forward under Capital and AIM budgets in 2008/9 will enable us to address some of the Category C and D properties (e.g. proposed works to the Bridge Road Depot and the Canal Depots).

- 1B Backlog of Maintenance:  
The AIM programme continues to make significant inroads into the outstanding identified maintenance backlog with most premises now fit for purpose (condition Category B or better). Most urgent outstanding works have been addressed and this has led to a much improved performance on this indicator.
2. Overall Average Internal Rate of Return\*:  
The internal rate of return of the retail portfolio has decreased by 1.5% from 1 September 2007. This reflects the adoption of an assumption of zero rental growth and the extension of property yields to reflect the current market position. It is possible that some rents due for review in 2009 will fall and we would anticipate a further reduction in the rate of return in 2008/9.
- 4A Maintenance spending has been sustained at present levels across the portfolio.
- 4B The collation and analysis of the data for these PPIs is the responsibility of the  
C Energy Manager in Contracts & Direct Services. Unfortunately the post-holder  
& has left without completing the task. The post has been filled with the new  
D post-holder starting soon. The preparation of this data will be a priority and we will report back at the earliest opportunity.

#### *Local Indicators*

1. Capital Disposals:  
Significant receipts were not received in the year 2007/8 (e.g. Canal Basin). We continue to actively manage the portfolio to secure capital receipt opportunities as and when they arise.
2. Performance and Investment Portfolio:  
The initial yield on the portfolio has increased as a consequence of some marginal rental growth over the subject year. We would anticipate further lengthening in the yield in current circumstances.
3. Voids:  
Active management of the portfolio has resulted in a voids performance significantly above target. It is anticipated that new economic conditions will make a repeat of such performance challenging.
4. Efficiency of Income Collection:  
It has proved more challenging to maintain our traditionally very high levels of income collecting efficiency. This issue is addressed in more detail in the Voids and Debts report that is also being presented to this Committee.

## **5.0 RECOMMENDED that:**

- 5.1 The report on Property Performance Indicators be noted and the targets for 2008/9 be adopted.

**DAVID PROSSER  
HEAD OF ESTATES**

**ECONOMY & DEVELOPMENT DIRECTORATE**

Local Government (Access to Information) Act 1985 (as amended)  
Background papers used in compiling this report:  
Revenue and Capital Estimates  
Draft Accounts 2007/8

\* The internal rate of return is the actual return obtained from an investment. It is the rate of return at which the Net Present Value is zero with the investment making neither a profit nor a loss.

**PROPERTY PERFORMANCE INDICATORS AND TARGETS**

	<b>National Property Performance Indicators</b>	<b>Performance 2006/7</b>	<b>Target 2007/8</b>	<b>Performance 2007/8</b>	<b>Target 2008/9</b>
1A	Percentage of gross internal floor space in condition categories A to D for operational properties  A (Good) B (Satisfactory) C (Poor) D (Bad)	42%	42%	41%	42%
		48%	49%	49%	50%
		7%	7%	7%	6%
		3%	2%	3%	2%
1B.	Backlog of maintenance by cost for operational property expressed as:  (i) As total value (up to condition B) (ii) As a percentage in priority levels 1 – 3. 1 (Urgent) 2 (Essential) 3 (Desirable)	£347,500	£300,000	£252,500	£200,000
		4%	4%	2%	1%
		15%	11%	7%	5%
		81%	85%	91%	94%
2.	Overall average internal rate of return (IRR) for the Council's Retail Portfolio.	10.25%	10%	8.75%	8.5%
4A	Total annual repair and maintenance costs per sq metre (GIA) for operational property	£20.13	£20.00	£20.24	£20.00
4B	Total annual energy costs per sq metre (GIA) for operational property.	£2.31	£2.25	-	-
4C	Total annual water costs per sq metre (GIA) for operational property.	£1.54	£1.50	-	-
4D	Total annual CO <sub>2</sub> emissions in tonnes per sq metre (GIA) for operational property.	0.004	0.004	-	-
5A	Percentage of projects where outturn falls within plus or minus 5% of estimated outturn.	68%	70%	68%	70%
5B	Percentage of projects falling within plus 5% of estimated timescale.	69%	77%	53%	60%

	<b>Local Performance Indicators</b>	<b>Performance 2006/7</b>	<b>Target 2007/8</b>	<b>Performance 2007/8</b>	<b>Target 2008/9</b>
1.	Performance of capital disposals against target set as a percentage of the financial value achieved against the target set.	32%	100%	61%	100%
2.	Performance of Investment Portfolio as a percentage of the return of income against capital value of the investment estate.	7.2%	7%	8%	8.5%
3.	Voids. Number of lettable units void as a percentage of total units.	6.1%	5%	2%	5%
4.	Efficiency of Income Collection as a percentage of total gross income receivable as a percentage.	99%	99%	96.6%	99%

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - ECONOMY 13 NOVEMBER 2008

#### PROPERTY VOIDS AND DEBTS

#### 1.0 PURPOSE OF REPORT

- 1.1 To inform Members of the position regarding void properties as at 30 September 2008 and debts for the four quarters ending on the September 2008 quarter day.

#### VOID PROPERTIES

#### 2.0 BACKGROUND

- 2.1 The situation regarding void properties as at 30 September 2007 was reported to the Scrutiny Committee – Economy on 7 November 2007.
- 2.2 For the purpose of the report a void is defined as any unused or unlet land or building which is not used for the provision of services but with the following assumptions:
- Includes commercial properties and undeveloped and surplus land
  - Excludes parks and community spaces, allotments and garden plots, grazing land, all highway land, pavement cafes, showcases, parking spaces and residential properties.
- 2.3 Any property remaining un-let for more than one year is treated as a long-term void for the purposes of this report.

#### 3.0 LONG TERM VOIDS

- 3.1 The last report featured only one long term void across the portfolio, being the shop at 118 Cowick St, and this was re-let in November 2007 for the sale and supply of clothes to the elderly.
- 3.2 The shop at 88 Fore St has now been vacant since January 2007, when the previous tenants, The Card Shop, went into administration. Commercial agents were appointed to re-let the unit but although there has been some interest and a number of viewings, it has proved extremely hard to find a tenant, especially in the current difficult market. However, terms are now agreed for a letting to a sandwich retailer and this is in solicitors hands.
- 3.3 The second long term void is the former council depot at Locarno Road. Operational use of the building ceased in 1990 and it has since been let to a brain injury charity (until 2000) and to the Steiner School (until 2007). Terms have been put to an interested party for storage use, and there is some other interest in the building should this storage proposal not proceed.

3.4 The long-term voids as at 30 September 2008 are summarised in Table A below.

**Table A**  
**Long term voids**

Address	Area m <sup>2</sup> Approx	Rental Value £	Date Vacated	Notes
88 Fore St	85	40,000	25/01/07	See note 3.2
Locarno Rd depot	160	3,000	17/01/07	See note 3.3
<b>Total</b>	<b>245</b>	<b>43,000</b>		

#### 4.0 SHORT TERM VOIDS

- 4.1 Since last report, the double shop unit at 120/121 Sidwell St has been let as a photography studio, and has recently commenced trading.
- 4.2 The shop at 91 Wonford St was included in the previous report as a short term void, but as this unit is specifically being held vacant to include within a social housing development of the wider site, and won't be re-let prior to the scheme proceeding, it has been removed from the voids list for the purposes of this report.
- 4.3 In late 2007 Wilkies Stores were relocated from their freestanding unit at 88B Beacon Lane into the adjoining parade, taking on much enhanced space by occupying and knocking through four vacant shop units. Subsequent marketing of 88B has produced some interest but nothing that has yet translated into a letting. Discussions are continuing with a potential occupier for a café and take away use, but progress is slow.
- 4.4 The council repossessed the shop unit at 89 South St in August 2008 on the basis of rising rent debt with little apparent prospect of payment. The shop is on the market and there is some early interest in it.
- 4.5 A small office in Verney House in Sidwell St is currently void following the relocation of Gemini Taxis to South St in November 2007, although this space is now under offer.
- 4.9 The short-term voids as at 30 September 2007 are summarised in Table B below.

**Table B**  
**Short term voids**

Address	Area m <sup>2</sup> Approx	Rental Value £	Date Vacated/Available	Notes
88B Beacon Lane	107	10,000	27/11/07	See note 4.3
89 South St	31	12,500	12/08/08	See note 4.4
Verney House	17	2100	14/11/07	See note 4.5
<b>Total</b>	<b>155</b>	<b>24,600</b>		

#### 5.0 UNDEVELOPED AND SURPLUS LAND

- 5.1 Since the last report no land in this category has been disposed of.

**Table C**

Land	Area Hectares	Descriptions	Comments
Exhibition Fields (Eastern Fields)	2.6	Development site	Linked to infrastructure provision

## 6.0 CONCLUSION

6.1 The position on void units compared to the four previous reports is:

**Table D**

	No of Void Units	Total Area of Void Units in m <sup>2</sup>	Annual Rental of Void Units (£)
January 2006	14	2,740	161,700
July 2006	13	2,964	210,750
January 2007	15	2,301	202,100
September 2007	4	325	79,950
September 2008	5	400	67,600

6.2 The position on long-term voids is very favourable with only two properties in this category, one of which is let subject to contract. Of the short-term voids, 88B Beacon Lane is of most concern, as it is proving difficult to let. The retail property market is suffering from the effects of the economic downturn and the drop in consumer confidence. We are aware that a number of our commercial tenants are finding it difficult to trade effectively in the current climate, and a number of existing leases are on the market. It remains to be seen how occupancy rates will hold up through these difficult trading times, but for the time being the council is maintaining a very low rate of property voids relative to the size of the portfolio.

6.3 The rental value of current voids amounts to less than 2% of the total rental value of the commercial portfolio. This is very low for a large and varied property base, particularly in the current market.

## RENT AND DEBT COLLECTION

### 7.0 BACKGROUND

The table overleaf summarises the amount of rent invoiced for each of the four quarters up to the quarter ended 28 September 2008, and the outstanding amounts at various points up to the date of compilation, the 30 September 2008. The first three columns of the table summarise the invoices as sent; the fourth column the amount of rent outstanding at 28 days, along with the percentage of the original total which these figures reflect; the fifth at 90 days, and the final one as at the date of compilation of this table.

### 8.0 PERFORMANCE INDICATORS

8.1 Targets have been set for debt management where the rent is billed on a quarterly basis. The Council has agreed that debts outstanding 90 days after billing should be less than 2% of the total sum invoiced.

**9.0 CURRENT POSITION**

- 9.1 £105,218 outstanding at 90 days, representing 3.42% of the total invoiced on the M01-M05 (now M001-M005) Cost Centres during the four quarters ending 28 September 2008 is a marginal percentage increase on the amount outstanding in the last report made to Committee in November 2007, the figures being then £95,688 and 3.4% respectively.
- 9.2 £105,218 is of course a large amount of Rent to have outstanding at the end of 90 days. The total actually invoiced increased from £2,815,465 during the previous four quarters to £3,080,516 during the four quarters reported on here, and this is largely because rent reviews taking place during this period have reflected the increase in commercial rents over the past few years. However since, say, the end of 2007 there has been a definite down-turn in the fortunes of, for example, Estate Agents, and Retailers and Restaurateurs in the secondary positions (where most of our tenants are to be found): this is beginning to show up in our day-to-day dealings with these tenants and their rent payment difficulties are evidenced by the "90 day" column.
- 9.3 Despite the picture painted in 9.2, only one shop has had to be re-possessed during the year because of an unsustainable rent debt level (4.4 above): the total debt amassed here during the year was £8,731 and will be referred to the County Court. All other amounts outstanding against these four quarters' invoices are either being chased or are the subject of instalment agreements.
- 9.4 Committee will note that as at the 30<sup>th</sup> September (i.e. 2 days after the 90 day "deadline"), the total outstanding had dropped to £26,450 or 0.86% of the total originally invoiced.

**10.0 RECOMMENDED that:**

- 10.1 The Report on Voids and Debts be noted.



**COMMERCIAL DEBT RAISED AND OUTSTANDING  
AS AT 30 SEPTEMBER 2008**

<b>Summary</b>	<b>Items</b>	<b>Amount</b>	<b>Outstanding at 28 days</b>	<b>Outstanding at 90 days</b>	<b>Outstanding as at 30.09.08</b>
		£	£	£	£
Billed September 2007	244	638,922	117,344	40,167	0
% outstanding			18.37%	6.29%	0.00%
Billed December 2007	291	727,450	141,280	13,013	0
% outstanding			19.42%	1.79%	0.00%
Billed March 2008	259	847,040	222,627	36,974	10,466
% outstanding			22.57%	4.37%	1.24%
Billed June 2008	261	867,104	140,977	15,064	15,984
% outstanding			16.26%	1.74%	1.84%
<b>Total</b>	1,055	3,080,516	622,228	105,218	26,450
<b>% outstanding</b>			20.20%	3.42%	0.86%

**DAVID PROSSER  
HEAD OF ESTATES SERVICES  
ECONOMY & DEVELOPMENT DIRECTORATE**

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling this report:- None

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