

Section 1

Key commitments Annual Report Form

1.1 Community Radio Form: Year Ending 31 December 2013

Station details

Licence Number

CR000006

Station Name

Express FM

Launch Date

20/03/06

Web address where you will publish this report.

www.expressfm.com

When will the report be published / available to view?

1st May 2014

1.2 The year in numbers

Please specify the station's achievements in the year under review in numbers as follows:
(some of this may be a repetition of the information supplied in the financial report)

Average number of live hours per week (live material is created at the same time as it is broadcast)	76
Average number of original programming hours per week (original material includes live plus pre-recorded material, but does not include repeats or automated output). [This figure cannot be less than the station's live hours alone]	98
The percentage of your daytime output that is speech	25%
Total number of people trained during the year	300
Total number of volunteers involved during the year	105
Total number of volunteer hours per week	152
If appropriate, a list of languages you have broadcast in	

(There may be some repetition of this information in other sections such as programming.)

Please indicate whether your station key commitments have been delivered during the reporting period: 1 January to 31 December 2013

1.3 Key commitments: programming

Key commitment delivery	YES	NO
The programming will prominently feature four main strands: output that promotes lifelong learning and engagement in the affairs of the city; output produced by volunteers who wish to learn radio skills; output produced by students studying at college to gain media or other qualifications; output that showcases the work of participants in the station's radio workshops.	YES	
<ul style="list-style-type: none"> • Live programming output will typically comprise 80% music and 20% speech (around 25% speech in daytime, and a lower proportion at night). ('Speech' excludes advertising, programme/promotional trails and sponsor credits, and may be calculated over any four hours). 	YES	
<ul style="list-style-type: none"> • Current and recent chart hits will form the largest part of music output as some programming will be created by children and young people. A variety of other styles will also be featured as output reflects the tastes and interests of volunteers. Music from local musicians may be included. 	YES	
<ul style="list-style-type: none"> • Speech output will include news bulletins, local news features, features about Portsmouth issues, studio discussions and debates. 	YES	
<ul style="list-style-type: none"> • Output will be in English; programming may be produced in other languages if there is a community need that can be addressed. 	YES	

Explanatory notes re non-delivery (if applicable):

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1.4 Key commitments: Social gain objectives

Key commitment delivery	YES	NO
(a) The provision of sound broadcasting services to individuals who are otherwise underserved		
<ul style="list-style-type: none"> • At the start of Express FM's licence term, the station's focus on planned access to the airwaves for those involved in learning was not offered by any other service in the area. 	YES	
<ul style="list-style-type: none"> • At the start of Express FM's licence term radio that celebrates learning and community engagement was unlike any other service available to people in Portsmouth. 	YES	
(b) The facilitation of discussion and the expression of opinion		
<ul style="list-style-type: none"> • Express FM's aim is to give a voice to people in Portsmouth. Output will embrace debate and opinion. News features and live studio discussions will explore both sides of local issues. Such output will be scheduled to take into account availability of both listeners and volunteer programme-makers. 	YES	

(c) The provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service		
• Express FM's overarching mission is to encourage more people in Portsmouth to engage in education. Radio will be used as a means of making education more fun and of teaching core skills 'by stealth'.	YES	
• The primary means of creating this provision is through the training of volunteers and participants in radio skills workshops.	YES	
• Collaborative output will be produced with at least eight Portsmouth bodies such as schools, colleges, local government departments and youth projects in each year.	YES	
• Express FM will provide opportunities for hundreds of local people to participate in the making of its programmes each year.	YES	
(d) The better understanding of the particular community and the strengthening of the links within it		
• Express FM will endeavour to expand and strengthen links with educational establishments and training providers to ensure that the learning and development opportunities offered reflect the needs of the whole community.	YES	
• Relevant parts of the output will reflect and celebrate the enthusiasms of volunteers and workshop participants.	YES	

Explanatory notes re non-delivery (if applicable):

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1.5 Key commitments: Access and participation

Key commitment delivery	YES	NO
• The group structure provides for target community participation at all levels and community representation shall be encouraged throughout the group from top to bottom.	YES	

Explanatory notes re non-delivery (if applicable):

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1.6 Key commitments: Accountability to the target community

Key commitment delivery	YES	NO
Express FM's accountability to the community shall be by the following methods:		
• Conducting a questionnaire-based consultation twice each year and feeding the results back to the board	YES	
• The consultation will include station representatives and users of local services	YES	
• A feedback mechanism is included on the station website	YES	

Explanatory notes re non-delivery (if applicable):

1.7 Volunteer inputs

Please provide details of the contribution made by volunteers to the station and its operation of the station, such as:

- The approximate number of hours worked on average per volunteer per week.
- Any other information to help Ofcom understand the input of volunteers to the station.

Our volunteers remain at the heart of our day-to-day operations. Whilst the majority join us once a week to work on their individual shows (2-4 hours per week), a number dedicate a significant number of hours each week (15+) producing and presenting our daily output. With so many shows (42 per week) and so many guests invited on air, we are able to serve the city well and we can only do this with the good will and hard work of our volunteers both behind and in front of the microphone. They span an age range of 15 to 70 so each generation has a voice

1.8 Significant achievements

Continued coverage of every home and away game for Portsmouth Football Club including over 50 live commentaries a season, broadcasting live from Fratton Park following Pompey's court battle and exit from Administration under fan ownership, coverage of fans days and for the 2013/14 season official partner for the clubs online player and 5 Football Hours a week with the first months guests including the clubs Chairman, Chief Exec, Board members, Manager, Academy Manager and Captain.

At grass roots level we also offer online commentary from a number of non-league fixtures each week.

Local Democracy "Question Time" Putting patients at the heart of local health and social care with a panel including some of the key players in the city's health and social care

services

Coverage from the opening day of the new Mary Rose Museum

Coverage and OB's from the revival of the Southsea Show

Coverage and OB's from the Rural and Seaside Show

Coverage of the Portsmouth Festivities

OB's from a series of community days throughout the city

OB with interviews and activities from Lyons Copse Campsite for the Scout District Camp

Live simulcast with PURE (University of Portsmouth) and SURGE (Southampton University)

student radio stations for coverage of Varsity 2013

Bank Holiday takeover students from PURE (University of Portsmouth) took over the schedule from 07:00 – 01:00 presenting all the shows live from our studios

Our breakfast presenter ran the Great South Run raising money for the Hampshire and Isle of Wight Air Ambulance

Section 2

Declaration

I hereby declare that the information given in this annual report is, to the best of my knowledge and belief, true and correct.

Signature	
Name	Rob James
Position	Operations Manager
Station	Express FM
Email address	robjames@expressfm.com
Telephone number	02392 751530
Date	05 th April 14

Section 3

Checklist

Please ensure that you have done the following:

- Read the Annual Report Guidance Notes.
- Checked that all sections of both forms (i.e. this document and the accompanying spreadsheet) are completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which has been awarded the community radio licence, and that the person has the authority to act on behalf of the board.

Then

Submit your form by email to community.radio@ofcom.org.uk

Annual report forms must be returned to Ofcom by Wednesday 9 April 2014.