

Section 1

Key commitments Annual Report Form

1.1 Community Radio Annual Report Form: Year Ending 31 December 2012

Station details

Licence Number

CR163

Station Name

Bolton FM (CIC)

Launch Date

20/06/09

Web address where you will publish this report. [Please say if the report has already been published, and if not, when it will be]

<http://www.boltonfm.com>

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)	96
Average number of original programming hours per week (original material includes pre-recorded and live material but does not include repeats or automated or voice tracked).	133
The percentage of your daytime output that is speech	32%
Total number of people trained during the year	35
Total number of volunteers involved during the year	80
Total volunteer hours per week	320
If appropriate, a list of languages you have broadcast in	English

(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 2012

1.3 Key commitments: programming

Key commitment delivery	YES	NO
Daytime output will typically comprise 70% music and 30% speech ('speech' excludes advertising, programme/promotional trails and sponsor credits).	✓	
Music output will comprise a range of styles including folk, jazz, brass, classical, country, rock, soul, reggae; mainstream music from the 1950s to the present; contemporary local electronic/dance/mc; contemporary local electronic/dance/mc; Asian, African, West Indian and other BME both contemporary & traditional and also local music.	✓	
Speech output will include interviews and guests, panels/ discussion, news or news related programming, phone ins, documentaries and drama/ arts.	✓	
The majority of output will be in English, with programming in other community languages dependent on community demand and the availability of volunteers.	✓	
The service will typically be live for at least 8 hours per day. (Live programming may include pre-recorded inserts, if applicable). The majority of the output will be locally produced.	✓	

Explanatory notes re non-delivery (if applicable):

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		
The station will serve the people of Bolton, with particular consideration for older people, BME groups, schools and youth groups, social housing residents, people with disabilities and those in deprived communities.	✓	
(b) The facilitation of discussion and the expression of opinion		
Bolton FM will provide a wide range of speech - based programmes encouraging active participation at all levels. Open debate and discussion will be encouraged during these shows and guests from the community will be represented on discussion panels. Programmes will be made by and for local people and the agenda will be set by the programme makers themselves.	✓	
(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		

• Training will be made available and accessible to any individual or group seeking to be involved in Bolton FM. Training will cover radio skills and other topics relevant to community broadcasting. Bolton FM will train around 60 volunteers each year. Training will be offered onsite and also taken out to various community locations. There will be a skills audit for all volunteers and they will be supported to take up opportunities, encouraging progression wherever possible.		✓
• Bolton FM will offer 8 work experience placements per year on a regular rotating scheme. Training and development opportunities will also be made available to Bolton FM's listeners through educational programming.	✓	
(d) The better understanding of the particular community and the strengthening of the links within it		
• Bolton FM will publicise cross-community events and will endeavour to have an active presence at such events.	✓	
• Cross-community programming will highlight events and initiatives which aim to increase social cohesion and break down barriers. The service will not only air issues of importance raised by individuals, but will also connect them to the available bodies to help address their issues.	✓	
Additional Social Gain objectives (if any are specified in your licence).		
• Bolton FM will provide relevant information on local services and access to them. It will provide on-air information and guidance about enterprise development. It intends developing programming with agencies dealing with employment, training and signposting and will also provide referral and signposting to such organisations.	✓	
• Bolton FM will provide positive images and representation of diverse communities, and will raise awareness of the positive contribution made by members of diverse communities including migrants, disabled people, older people and younger people. Bolton FM will seek to raise cultural awareness via cultural programming and community language shows, as well as informed discussion on mainstream magazine shows.	✓	
• Bolton FM will also actively promote volunteering on air and celebrate the achievements of those who actively contribute to community life in Bolton, encouraging further participation and promoting opportunities for involvement.	✓	

Explanatory notes re non-delivery (if applicable):

1.4.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

The requirement to have CRB / DBS checks in place to work with children and young adults below the age of 18 has also had an impact as we have been unable to accept applications from people in these ages groups because we are unable to guarantee the availability of CRB / DBS checked volunteers. We are looking at ways to resolve this issue so we are able to provide training to young people under the

age of eighteen in the future.

1.5 Key commitments: Access and participation

Key commitment delivery	YES	NO
Bolton FM will have a programme of regular publicity and outreach work to ensure that members of it target communities are aware of the opportunities available.	✓	
The station will involve at least 60 volunteers a year and aims to recruit from all sections of the target community reflecting the ethnicity of the Bolton area.	✓	
Bolton FM will provide training for 10 programming teams that will support and develop the stations broadcast schedule.		✓
The station will encourage representatives from diverse community organisations and interested individuals to join the Bolton FM steering group.	✓	

Explanatory notes re non-delivery (if applicable):

1.5. Bolton FM will provide training for 10 programming teams that will support and develop the stations broadcast schedule.

We ensure that all our volunteer presenters are supported appropriately with, for cost purposes, most producing their own shows. Programming teams are in place for:

- This is Bolton*
- Bolton FM Sports*
- This is Bolton*
- Bolton FM News*
- Community Corner*
- Bolton FM Release*
- Bolton FM Unsigned*

Informal support networks exist between presenters of specialist shows.

It is an objective of the board to increase the number of production teams within the next reporting period subject to cost implications and availability of appropriate volunteers. This will allow Bolton FM to maintain and improve our broadcasting standards in line with the Board's strategy.

1.6 Key commitments: Accountability to the target community

Key commitment delivery	YES	NO
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Board members will be elected by the wider Bolton FM membership at the AGM. There will be a regular rotation of Board members with on-going training, development, mentoring and support provided for new board members.	✓	
Bolton FM will encourage representatives from diverse community organisations and interested individuals to join the Bolton FM steering group. The steering group will ensure that Bolton Fm is relevant and accountable to its target audience both in terms of broadcast output and the off-air resources and opportunities offered.	✓	
The steering group meets quarterly, feeding back opinion and information directly to the Bolton FM board. The terms of reference and membership of this group will be reviewed regularly to ensure that they are appropriate. Where feedback cannot be acted upon, this will be reported back to the steering group by the Chair.		✓
Open meetings will be held regularly for all Bolton FM volunteers to have their say and be kept informed of issues. Issues raised by volunteers will be fed back directly to the board by the station manager.	✓	
Listener feedback will be pro-actively sought on-air and via the website or through direct contact with the station staff and volunteers. An annual public questionnaire will be issued and widely distributed via publication in local media. The station will aim to make the questionnaire, other important publications and on-air broadcast campaigns available in the most common community languages of Bolton.	✓	
The station will produce an annual report	✓	
The station will have a published complaints procedure.	✓	

Explanatory notes re non-delivery (if applicable):

1.6 The steering group meets quarterly, feeding back opinion and information directly to the Bolton FM board. The terms of reference and membership of this group will be reviewed regularly to ensure that they are appropriate. Where feedback cannot be acted upon, this will be reported back to the steering group by the Chair.

An attempt to create a steering group during the reporting period faltered following an inability to attract enough volunteers to make the steering group viable, another consequence of a volunteer staffed organisation.

The current process of reflecting the views of our listeners and wider membership of Bolton FM is through regular volunteer meetings attended by two members of the Board who were elected to ensure that the station is relevant and accountable to its target audience in terms of broadcast output and off-air opportunities offered.

1.7 Volunteer inputs (see guidance notes)

Being a largely volunteer run organisation – the station employs one full time member of staff and four part time members of staff – this enables us to maintain continuity and keep our overheads low, but it does impact upon our ability to consistently exceed our objectives, commitments and targets in this area.

Eighty (80) volunteers have been involved in Bolton FM's success over the reporting period giving, on average, a four hours a week commitment to the station.

Volunteers fill the following roles:

- *Board Members*
- *Executive Group Members*
- *Day to Day Management*
- *Business Support (Reception, Office Administration, Cleaning)*
- *Presenters*
- *Producers*
- *Sales / Marketing / Publicity*
- *Roadshows / Outside Broadcasts*

1.8 Significant achievements

That we continue to thrive in the current economic climate and achieve our targets given the resources available to us, means we consider this our most significant success. The success of our new aerial application will make significant inroads into our main objectives in the next reporting period.

We are seen as playing a major role in promoting Bolton Council's strategies of: social inclusion; social cohesion and the development of self-esteem and community pride, examples of this within the reporting period include:

- *Welcoming the Olympic Torch to Bolton*
- *The Bolton Olympiad*
- *The Bolton 5K Fun Run*
- *Ironman / Ironkids*
- *Respect Me, Respect You*
- *Adult Learners Week*

Bolton's three MPs, the Leader of Bolton Council, the Council's Executive Members continue to recognise the station as a powerful means to communicate with the

town. In addition, we have well established relationships with organisations like Bolton Council, Bolton at Home, Bolton Clinical Commissioning Group, Bolton College and local and national charities these ensure that we are deeply involved in activities centred on the town.

We are continually able to demonstrate how community radio positively impacts the lives of people in Bolton. First, through raising the profile and awareness of charities and community groups within our transmission service area and helping raise money for locally valued causes. Secondly, many of our volunteers move on to Further Education or employment as a result of volunteering and training with Bolton FM.

One of the youngest members of our volunteers, Saeed Atcha conducted an interview with a Chief Inspector in regards to a national news story which was in our broadcast area. Sky News Radio/IRN used the audio on their hourly bulletin which is broadcast on most of the radio stations in the UK and credited Bolton FM on their newsportal where commercial stations take audio from. IRN Editor and Exective Producer for Sky News, Louise Hastings emailed her thanks.

1.9 Significant difficulties

Do you wish this section to be kept confidential? Delete as appropriate Yes/ No

A significant difficulty is the topography and twin-centric nature of the town which could impact on two key service level agreements. However, the solution to this challenge is, in our opinion, to resite the aerial the detail of which is outlined in our letter to OFCOM.

1.10 Audience research

Please provide a summary of any audience research/ data you have collected during the year.

We wish to undertake comprehensive audience research, however the cost of an annual RAJAR survey means that this is not currently possible. However, we do seek listener feedback on-air, through social media, our website and direct contact with station staff and volunteers.

We are investigating acceptable alternatives to RAJAR which would provide

information of sufficient quality and affordability.

We receive very positive responses from events we promote on-air, and this suggests that our listening audience is both growing and is loyal.

We conduct informal polls amongst the audience at all our Roadshows and outreach activities

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

Andrew Dickson

Position

Chairman

Station

Bolton FM

Email address

admin@boltonfm.com

Telephone number

01204 375408

Date

28th March 2013

Section 3

Checklist

Please ensure that you have done the following:

- Read the 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 3 April 2013.

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