

**Service Level Agreement Chichester Festival Theatre and Chichester District Council 2017/18**

This agreement is shared to make clear the benefits to the District generated by the District Council’s funding of Chichester festival Theatre.

Sections:

- 1 - Creating artistic product in the summer season
- 2 – Taking the Chichester name to a wider world
- 3 – Learning and Participation work that engages local communities
- 4 – Providing an autumn and winter programme of high quality that attracts local audiences
- 5 - Capital Development
- 6 – Organisational stability and development.

Actions for CFT	Activity	Measurements	Recorded in	Target Date for review	Progress report
<b>1.1 Summer 2017 season of CFT productions – the programme</b>	1 Produce a summer season programme to include new commissions and a range of drama forms to attract a wide range of audience.	Programme to be sent to CDC Lead Officer	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	Achieved – full listings in Festival 2017 Brochure. Highlights included:      Report to be with CDC by 31 March 2018.
	2 Engage world-class theatre professionals to direct, produce, perform and design and technically support the summer season to attract audience.	Peer review	As above	October 2017, March 2018	
	3 Where appropriate co-produce new work or seek touring opportunities to stretch artistic aims and to share costs.	Number of new works and touring opportunities	As above	October 2017, March 2018	
	4 Review the summer season as part of Annual report to Overview & Scrutiny Committee.	Documented review	Annual report to CDC	March 2018	
<b>1.2 Summer 2017 season of CFT – the audience</b>	1 Achieve audience targets as per the Business Plan (which will be completed by end of 2017)	Numbers and % of targets	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	
	2 Work with District-based partners on cross-marketing and partnership projects based around the summer programme.	Who/what partnerships in place	As above	October 2017, March 2018	
<b>2.1 Chichester to a wider world</b>	1. Ensure CFT’s profile is reflected in international, national and local media during the Festival season. To reflect not just the work on stage but also the extensive community programme.	Monitor reach through press office	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	
	2. Increase CFT’s digital presence online, through social media and through broadcast and live-streaming	Numbers and % increase	As above	October 2017, March 2018	

Actions for CFT	Activity	Measurements	Recorded in	Target Date for review	Progress report
<b>3.1 Learning and Participation (LEAP) – young people</b>	1 Maintain the extensive CFYT programme: reaching 800+ participants (aged 5-25)	Monitoring activity of learning & participation dept.	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	
	2 Extend provision for Young Carers and other children and young people (CYP) under-represented to participate in CFYT with full bursary placements. Increase CFYT bursaries from 8% to 15% by targeting individuals from low socio-economic backgrounds.	Monitoring bursaries and under-represented communities	As above	October 2017, March 2018	
	3 Offer young people (through schools, colleges, youth work and holiday activities) a range of high quality experiences in drama, technical theatre, dance and street theatre and other genres.	Peer review; awards where appropriate;	Annual Report to CDC	March 2018	
	4 Offer development opportunities and signposting for young people to work in the creative industries through events, internships and Assistant posts.	Number of events and participants.	As above	March 2018	
	5 Continue to work with formal education establishments and connect with different departments for new joint learning projects as appropriate, including Chichester College.	Number of projects.	As above	March 2018	
<b>3.2 Learning and Participation – District community</b>	1. Refresh a programme of events, courses and talks linked to the theatre programme that are available to the general public and to monitor take-up of these by District Residents.	Number of events; attendances (identifying number of District residents); copy of programme	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	
	2. Continue to develop and attract a younger audience and provide audiences with a deeper understanding of CFT through a series of supporting events.	Number of new events/activities pa;	Annual Report to CDC	March 2018	
	3. Continue to develop awareness of and access to the broad range of LEAP events.	Usage of analytics, feedback and blogs etc	As above	March 2018	
<b>4.1 Winter 2017 - programme</b>	1 Continue to programme a diverse range of work in the visitor season aimed at a broad audience.	Programme; attendance per event; reviews in local papers etc	Half Yearly oral update, Annual report to CDC	October 2017, March 2018	
<b>4.2 Winter 2017 programme – audience</b>	1 Achieve audience target figures in line with budgets.	Attendance figures	Annual report to CDC	March 2018	
<b>5.1 Capital Developments</b>	1. CFT is committed to being environmentally aware, reduce its energy consumption and increase its sustainable practices as determined by its				

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	<p>Environmental Action Plan 2014:</p> <p>a) CFT has seen a reduction in heating energy from 95 kWh/sqm in 15/16 to 54 kWh/sqm in 16/17 and electricity from 148 kWh/sqm in 15/16 to 133 kWh/sqm in 16/17. This has also seen our EPC rating drop from category C-53 to a category B- 46 in 16/17. CFT will continue to monitor and look for opportunity to match or improve in forthcoming years and draw a baseline following the refurbishment of the Minerva building in 2016 for benchmarking in forthcoming years.</p> <p>b) Following the installation of energy efficient technologies in the Minerva theatre in 2016 as part of its refurbishment CFT continues to proactively look for further energy efficiencies across the organisation. Current activity is focussed on conversion of back of house lighting to LED from fluorescent units, and tighter management of energy use by staff.</p> <p>c) CFT will continue to investigate working with partners, including Chichester District Council, to benefit from regional initiatives such as sustainable transport and recycling.</p>	<p>Baseline established</p> <p>Identified energy efficiencies (number, description)</p> <p>Who, or what partnerships are in place Initiatives that have been planned and/or implemented (number, description)</p>	<p>Annual report to CDC</p> <p>As above</p> <p>As above</p>	<p>March 2018</p> <p>March 2018</p> <p>March 2018</p>	
<b>6 Organisational stability &amp; development</b>	1 Meet six-monthly with CDC Lead Officer to review the financial position and achievements against the Business Plan.	Diaries, meeting papers as appropriate	Calendar and meeting notes	October 2017, March 2018.	

The Service Level Agreement for 2017/2018 is accepted in accordance with the Funding Agreement between Chichester District Council and Chichester Festival Theatre

**Signed:**

**Signed:**

**Print Name:**

**Print Name:**

**Position:**

**Position:**

**For and on behalf of the Council**

**For and on behalf of the Grantee**

**Date:**

**Date:**