

# DIVERSITY IN BROADCASTING WORKFORCE SURVEY 2020



## ABOUT THE SURVEY

Ofcom conducts an annual Diversity in Broadcasting monitoring programme in order to develop a more comprehensive picture of what broadcasters are doing to promote equality and diversity in their organisations. To fill in this questionnaire you will need to use the free '**Adobe Acrobat Reader**' software installed on a laptop/desktop computer (it is not suitable for a tablet or mobile phone). Please ensure to open this questionnaire directly within the app itself, rather than in an internet browser (such as Internet Explorer, Google Chrome or Safari).

Please return the completed questionnaire to Ofcom via our secure Managed File Transfer (MFT) system to ensure your data is sent securely. The email in which we sent you the questionnaire will explain what you need to do to return your questionnaire via the system.

## THE INFORMATION REQUEST

The covering letter and Annexes 3 and 4 set out why Ofcom is seeking this data, what it will be used for, the elements you are required to provide under your licence/s and what we are asking you to provide voluntarily. Annex 1 sets out data protection obligations you must comply with before processing any information which is personal data. Please read these before completing this questionnaire and follow the steps described in Annex 1.

As you complete this questionnaire please ensure you correctly identify any information which is personal data as reported to Ofcom. This is data that, due to the small numbers you are reporting and the make-up of your organisation, could lead to an individual being identified. It cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable. To do this please add the letter 'P' before any information you enter that is personal data.

## PLEASE TICK THE FOLLOWING BEFORE CONTINUING:

**I have provided information to and, where necessary, obtained consent from individuals whose personal data I am processing, in accordance with Annex 1**

# REQUIREMENTS

All broadcasters receiving this questionnaire are required to complete questions A1 to A3 of **Section A**. If you (or you and any group companies together) employ more than 99 people in connection with the provision of licensed broadcast service(s) and you are authorised to broadcast for more than 31 days a year, you are also required to respond to the questions coloured purple in the remainder of **Section A** and in **Sections C, D, and E**.

It is important to note that Ofcom could find you in breach of your broadcast licence(s) if you do not complete and submit these mandatory sections by **FRIDAY 11 SEPTEMBER 2020**.

Broadcasters are also asked to respond to the questions coloured blue in **Sections F to J**. Although it is not a licence requirement to provide the information requested in these sections, and failure to do so will not result in a licence breach being recorded, this information will enable Ofcom to develop a more comprehensive picture of the make-up of the broadcasting industry in terms of other protected characteristics in the Equality Act 2010 and, as appropriate, to promote equality of opportunity in relation to employment and training for other potentially under-represented groups.

To provide context and transparency, Ofcom's Diversity in Broadcasting report will highlight which licensees responded to which sections of the questionnaire.

Before completing the questionnaire please familiarise yourself with each section. Unless otherwise specified, data is requested for the period of **1 April 2019 to 31 March 2020**

## PLEASE TICK THE SECTIONS YOU ARE ABLE AND WILLING TO COMPLETE:

SECTION A: ABOUT YOU AND YOUR ORGANISATION	Pages 3-4	Majority Mandatory if A2>99 and A3=Yes
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Note: there is no Section B this year

SECTION C: GENDER	Page 6	Mandatory if A2>99 and A3=Yes
SECTION D: RACIAL GROUP	Page 7	Mandatory if A2>99 and A3=Yes
SECTION E: DISABILITY	Page 8	Mandatory if A2>99 and A3=Yes
SECTION F: AGE	Page 9	Voluntary
SECTION G: SEXUAL ORIENTATION	Page 10	Voluntary
SECTION H: RELIGION OR BELIEF	Page 11	Voluntary
SECTION I: SOCIAL MOBILITY	Page 12	Voluntary
SECTION J: QUALITATIVE QUESTIONS	Page 13-15	Voluntary

# SECTION A: ABOUT YOU AND YOUR ORGANISATION

A1. Please complete the following details:

Name:

Job title:

Organisation (Name to be used in report):

Licence(s) relevant to this submission:

Include the reference code for each licence covered (e.g. TLCS000000BA/1). If multiple licences are covered use a comma to separate each one.

This questionnaire can be completed on a licence-by-licence or aggregated basis (i.e. for your licensed broadcasting services taken together), depending on how your organisation collects information.

A2 How many people did your organisation (including, if relevant as explained above, any group companies) employ either full or part time in connection with the provision of licensed broadcasting services for the period 1st April 2019 to 31st March 2020? This does not include Freelancers.

Total number of employees

A3	Is your organisation authorised to broadcast for more than 31 days a year?
1	Yes
2	No

- If you answered A2 with a number lower than 100 or A3 with ‘No’ you do not have to continue with this questionnaire. Please send your responses for these to Ofcom.
- If you answered A2 with a number of 100 or higher and A3 with ‘Yes’ you are required to continue to complete the questionnaire as explained above.

A4	Are your licensed service(s) received in the UK?
1	Yes
2	No

A5	How many of the                      employed in connection with the provision of your licensed services are based in and outside the UK?
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Please ensure that the total at the end equals this number

Still to allocate

a	Employees based in the UK
b	Employees based outside of the UK

**Note: If your organisation only employs people based outside of the UK you have now completed the questionnaire** **Total**

A6	How many UK based employees fell into the following categories for the period 1st April 2019 to 31st March 2020?
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a	Joined your organisation
b	Left your organisation
c	Received training (related to developing in their role)
d	Were promoted within your organisation

A7	How many of the                      UK based employees fall into the following broad classifications of job level?
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Please ensure that the total at the end equals this number

Still to allocate

a	Senior managers
b	Middle / Junior managers
C	Non-management
d	No data

**Total**

For Sections C to H please use the grids provided on the following pages to input the number of UK based employees in your organisation with specific characteristics who fall into each of the categories shown below. Please note that this year we are only requesting for columns 1 and 5-8 to be filled in (all others are blanked out).

Column	Category	Heading
1	Among all {A5a} UK based employees in your organisation	Total UK
5	Among the {A6d} UK based employees who were promoted between 1 April 2019 and 31 March 2020	Promoted
6	Among the {A7a} UK based employees at senior management level	Senior
7	Among the {A7b} UK based employees at junior / middle management level	Junior
8	Among the {A7c} UK based employees at non-management level	NonMgt

SECTION C: GENDER

For each column please ensure that the sum of boxes a to e equals the total specified in the top row (as already specified in Section A).  
Completion of row c is voluntary. Only provide information in row c if you have the explicit consent of the relevant individuals.

		1
		Total UK
TOTAL SPECIFIED AT:		A5a
a	Male	
b	Female	
c	Other (e.g. Intersex, non-binary)	
d	Employee preferred not to disclose	
e	Data not collected	
Total		
Still to allocate		

5	6	7	8
Promoted	Senior	Junior	NonMgt
A6d	A7a	A7b	A7c

# SECTION D: RACIAL GROUP

For each column please ensure that the sum of all boxes equal the total specified in the top row (as already specified in Section A).  
For Column 1 only use rows 1,2,3,4,5,6 if you don't have more detailed figures (a-e, f-g, h-k, l-n, o-r, s-t). Only use row u if you don't have numbers for rows 2-6 or f-t.  
For Columns 5-8 we only require details for rows 1-6. Only use row u if you don't have more detailed figures for rows 2-6.

TOTAL SPECIFIED AT:	1
	Total UK
	A5a
1 White:	
a English /Welsh /Scottish /Northern Irish /British	
b Irish	
c Central and Eastern European	
d Gypsy or Irish traveller	
e Other white background	
2 East Asian / East Asian British:	
f Chinese	
g Other East Asian background	
3 South Asian / South Asian British:	
h Indian	
i Pakistani	
j Bangladeshi	
k Other South Asian background	
4 Black / African / Caribbean / Black British:	
l African	
m Caribbean	
n Other Black /African /Caribbean background	
5 Mixed:	
o White and Black Caribbean	
p White and Black African	
q White and Asian	
r Other mixed/multiple racial background	
6 Other:	
s Middle Eastern, including Arabic origin	
t Other ethnic group	
u Black, Asian and Minority Ethnic (BAME)	
v Employee preferred not to disclose	
w Data not collected	

Total

Still to allocate

5	6	7	8
Promoted	Senior	Junior	NonMgt
A6d	A7a	A7b	A7c

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# SECTION E: DISABILITY

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).  
For Column 1 only use row g if you don't have numbers for rows b to f.  
For Columns 5-8 we require a less detailed breakdown so please fill in details for rows a, g, h, i and j only.

		1
		Total UK
TOTAL SPECIFIED AT:		A5a
a	No disability	
b	Sensory Disability (e.g. hearing/visually impaired)	
c	Physical Disability / Muscular-skeletal (inc. co-ordination, dexterity, mobility, wheelchair user)	
d	Mental Health (inc. serious depression, bipolarity)	
e	Cognitive / Learning disabilities (inc. dyslexia, Down's syndrome, autism)	
f	Multiple, Long term or other disability / condition (This includes conditions such as diabetes, epilepsy, arthritis, asthma, speech impairments, facial disfigurements)	
g	Has a disability	
h	Employee preferred not to disclose	
i	Data not collected	
Total		
Still to allocate		

5	6	7	8
Promoted	Senior	Junior	NonMgt
A6d	A7a	A7b	A7c




# SECTION G: SEXUAL ORIENTATION

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).

For Column 1 only use row f if you don't have numbers for rows b to e. For Columns 5-8 we require a less detailed breakdown so please fill in details for rows a, f, g, h and i only .

		1
		Total UK
TOTAL SPECIFIED AT:		A5a
a	Heterosexual / Straight	
b	Gay men	
c	Gay women / Lesbian	
d	Bisexual	
e	Other sexual orientation	
f	Lesbian, Gay, or Bisexual (LGB)	
g	Employee preferred not to disclose	
h	Data collected but no consent to disclose to Ofcom	
i	Data not collected	

Current total

Still to allocate

5	6	7	8
Promoted	Senior	Junior	NonMgt
A6d	A7a	A7b	A7c


# SECTION H: RELIGION OR BELIEF

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).  
For Column 1 only use row i if you don't have numbers for rows b-h.  
For Columns 5-8 we require a less detailed breakdown so please fill in details for rows a, i, j, k and l only.

		1
		Total UK
TOTAL SPECIFIED AT:		A5a
a	Not religious	
b	Christian	
c	Hindu	
d	Sikh	
e	Muslim	
f	Buddhist	
g	Jewish	
h	Other religion or belief	
i	Religious	
j	Employee preferred not to disclose	
k	Data collected but no consent to disclose to Ofcom	
l	Data not collected	

Current total

Still to allocate

5	6	7	8
Promoted	Senior	Junior	NonMgt
A6d	A7a	A7b	A7c


SECTION I: SOCIAL MOBILITY / SOCIAL & ECONOMIC BACKGROUND

For questions I1 to I3, please specify how many of the  
Please ensure the total for each question adds up this number.

UK based employees in your organisation fit into each category.

I1	Occupation of main household earner when employee was aged 14.	Still to allocate:
a	<b>Modern professional occupations</b> such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer.	
b	<b>Clerical and intermediate occupations</b> such as: secretary, personal assistant, clerical worker, call centre agent, nursery nurse.	
c	<b>Senior managers or administrators</b> (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager, chief executive.	
d	<b>Technical and craft occupations</b> such as: motor mechanic, plumber, printer, electrician, gardener, train driver.	
e	<b>Semi-routine manual and service occupations</b> such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant.	
f	<b>Routine manual and service occupations</b> such as: HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.	
g	<b>Middle or junior managers such as:</b> such as: office manager, retail manager, bank manager, restaurant manager, warehouse	
h	<b>Traditional professional occupations</b> such as: accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer	
i	<b>Long term unemployed</b> (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year	
j	<b>Inactive (including those that are retired)</b>	
k	Don't know/Not applicable	
l	Employee preferred not to	
m	Data collected but no consent to provide to Ofcom	
n	Data not collected	

Total

I2	Type of school employee attended for the most time between the ages of 11 - 16	Still to allocate:
a	State-run or state-funded school - selective on academic, faith or other grounds	
b	State-run or state-funded school - non-selective	
c	Independent or fee-paying school – bursary	
d	Independent or fee-paying school – no bursary	
e	Attended school outside the UK	
f	Don't know	
g	Employee preferred not to disclose	
h	Data collected but no consent to provide to Ofcom	
i	Data not collected	

Total

I3	Highest level of qualification achieved by either of parent(s) or guardian(s) by the time employee was 18	Still to allocate:
a	Degree level or Degree equivalent or above (e.g. first or higher degrees, postgraduate diplomas, NVQ/SVQ Level 4 or 5 etc.)	
b	Qualifications below degree level (e.g. A-Level, SCE Higher, GCSE, O-Level, SCE Standard / Ordinary, NVQ/SVQ, BTEC etc.)	
c	No qualifications	
d	Don't know	
e	Employee preferred not to disclose	
f	Data collected but no consent to provide to Ofcom	
g	Data not collected	

Total

# SECTION J: QUALITATIVE QUESTIONS

As we intend to publish your response to these questions verbatim, please indicate clearly any confidential information that you wish to be removed before publication (with reasons why you consider it confidential). Your responses to these questions should not contain any personal data.

Please ensure that your response to the following is limited to a **total of no more than 3,000 words** (i.e. an average of 500 words in response to each of the six sub-sections - J1) Diversity of your workforce, J2) Inclusion in your workforce, J3) Freelancers, J4) Commissioning, J5) Coronavirus, and J6) Priorities and collaboration.)

## Activity during the reporting period (1 April 2019 to 31 March 2020)

### Diversity of your workforce

J1a Please describe how your organisation has promoted equality of opportunity by providing information on each of the following (i to iii), ensuring that you include: its intended outcome(s); how you have evaluated it; and any conclusion(s) you have reached about its outcome(s) and/or evaluation:

i) the most successful action (e.g. new initiative) you have taken during the reporting period to increase the diversity of your workforce

(ii) the most successful ongoing initiative with which you have continued

(iii) the least successful action you have taken during the reporting period.

J1b Please tell us whether your organisation has prioritised particular characteristics\* in order to increase diversity during the reporting period and briefly explain why.

*\*By 'particular characteristics' we mean any of the mandatory reporting characteristics – gender, racial group, disability – and/or other characteristics, such as age, gender identity, sexual orientation or religion/belief.*

## Inclusion in your workforce

J2 Please describe the two most successful actions you have taken during the reporting period to support inclusion within your organisation (*for example, in relation to: progression; senior leadership; the make-up of key broadcast teams/departments; or more generally fostering inclusive behaviours and social norms*). For each action, please ensure that you include its time-frame and any evaluation undertaken or intended.

a) Action 1

b) Action 2

## Freelancers

J3 If you have considered diversity in relation to freelancers during the reporting period, please outline briefly how and detail any action(s) you have taken to address representational shortfalls you identified and/or prioritised. *For example: broadcasters may have considered diversity in relation to people working in freelance production.*

## Commissioning

J4 Please describe how you have approached diversity in relation to any commissioning you have undertaken during the reporting period, detailing any specific actions you have taken to improve appropriately diverse representation throughout the commissioning process (in specific cases or more generally).

# Looking forwards and other matters

## Coronavirus

J5a Please describe the main **challenges** caused by the Covid-19 pandemic that you anticipate will have an impact on diversity and inclusion in your organisation.  
Please also describe how you are meeting and/or intend to meet each specific challenge.

J5b Please describe any **opportunities** you consider the Covid-19 pandemic may afford your organisation in relation to diversity and inclusion.  
Please also describe any actions you are taking to capitalise on these opportunities.

## Priorities and collaboration

J6a Please outline your diversity and inclusion priorities for the period 1 April 2020 to 31 March 2021, describing for each: why it is a priority; what you hope to achieve; and how you intend to achieve it.

J6b How best do you think Ofcom and/or other broadcasters could collaborate to further diversity and inclusion in our respective organisations?

**Once you are certain that the form is complete, please ensure you save this document using the organisation name you will be submitting under as the file name, and then upload to the secure site.**

**Ofcom may wish to use your company logo in the report. If you consent to this please tick this box to confirm your permission and upload an image file (jpeg or png) along with this questionnaire.**

**We are keen to reflect how you see diversity within your organisation. If you would like to supply a couple of images (jpeg or png) which sum up diversity at your organisation please tick this box and upload these too. Please ensure you have the consent of any individuals featured in the images for Ofcom to use the images in its report.**

## THANKS FOR COMPLETING THIS SURVEY

### Personal data

Please ensure that you have correctly identified any information which is personal data as reported to Ofcom by adding the letter 'P' before the data. Personal data is data that, due to the small numbers you are reporting and the make-up of your organisation, could lead to an individual being identified. It cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable.

### How will Ofcom use the information?

The information will be used to produce Ofcom's Diversity in Broadcasting report which will set out how broadcasters are doing on equality and diversity overall and steps being taken by individual broadcasters, highlighting areas where the industry is doing well and which groups lack representation. To provide context, the report will note which licensees responded to which sections of the questionnaire.

Ofcom will publish all the information each broadcaster provides unless the information constitutes personal data under the relevant data protection legislation or is confidential. Where possible the data will be published on a broadcaster by broadcaster basis, but we anticipate that in some cases the information will have to be aggregated at an industry level to prevent data being attributable to individuals. No individuals will be identifiable in the final report.

Please see the covering letter for further information on Ofcom's publication plans and how to return the questionnaire.