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# Diversity and equal opportunities in radio

## Methodology

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**STATEMENT**

**Publication Date:** 13 June 2018

# A1. Methodology

## Introduction

A1.1 This section outlines the methodology used in carrying out the data collection.

## Survey administration

- A1.2 All elements of the survey including questionnaire design, fieldwork and analysis were conducted in-house by Ofcom's market research team. The full questionnaire was provided to broadcasters via a PDF form (created in Adobe Acrobat Professional). For additional security, the forms were hosted through individual accounts on Ofcom's managed file transfer (MFT) system. Each broadcaster was notified by email and asked to download and fill in the questionnaire, save locally, and upload it back on to the same system by a specified date. Fieldwork took place Jan-Feb 2018.
- A1.3 Where a broadcaster has multiple licences we accepted information on either a licence-by-licence or aggregated (combined across licences) basis, depending on how data had been collected internally. Broadcasters were asked to specify at the top of the questionnaire to which licence(s) the data related.
- A1.4 In 2017, licensees operating both TV and radio services were given the option to complete the TV questionnaire<sup>1</sup> or the radio questionnaire. Broadcasters chose to complete the questionnaire that reflected the majority of their business.
- A1.5 The BBC was asked to complete the questionnaire in respect of its UK public radio services under provisions of the BBC Charter and Agreement.
- A1.6 For companies that provide services beyond broadcasting (such as telecoms), we made clear that we only required information about those employed in connection with the provision of radio broadcasting services.

## The qualification threshold

- A1.7 All licensees were initially emailed and asked to provide their total number of employees and whether they are licensed to broadcast more than 31 days a year. Only those with more than 20 employees and licensed to broadcast more than 31 days a year were required to complete the full questionnaire.

## Response

- A1.8 **STAGE 1 - Initial information gathering from all radio licensees<sup>2</sup> to help us understand which licensees will be required to complete a full questionnaire.**

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<sup>1</sup> Ofcom published its Diversity and equal opportunities in television report on 14 September 2017.  
[https://www.ofcom.org.uk/data/assets/pdf\\_file/0017/106343/diversity-television-report-2017.pdf](https://www.ofcom.org.uk/data/assets/pdf_file/0017/106343/diversity-television-report-2017.pdf)

<sup>2</sup> This included all Ofcom licensees but not the BBC.

We sent out initial information requests by email to 549 licensees (covering 781 licences). This email included questions to establish whether they met the qualification threshold as described in A1.6. We received responses from 404 organisations, which accounted for 538 licensees and 769 individual licences.<sup>3</sup> Of these 379 licensees (70%) did not meet the qualification threshold (specified above) so were not required to complete the full questionnaire. This accounted for 819 employees in total.

**STAGE 2 - Licensees who employ more than 20 people,<sup>4</sup> and who are licensed to broadcast for more than 31 days per year, were required to complete a full questionnaire.**

We sent the full questionnaire to 17 organisations covering 299 licences and the BBC's UK public radio services. All of them returned a completed questionnaire with at least the mandatory sections filled in. For reporting purposes we have excluded Arqiva (who did not complete their questionnaire)<sup>5</sup>; the resulting 16 broadcasters<sup>6</sup> form the basis for our reporting and their data is aggregated to make up a total UK industry figure (8,879 employees in total).

- A1.9 Due to non-responses at Stage 1, the qualification threshold, and the fact that some sections of the questionnaire received only partial responses (i.e. less than 100% of the workforce provided information) the research cannot provide a full picture of the industry. Our report does not contain information on all employees working in the radio industry but does capture information on the majority of them and therefore can be relied upon to provide an accurate picture of the industry.

## Mandatory and voluntary sections

- A1.10 The questionnaire was designed so it was clear which questions were mandatory to fill in, and which were voluntary. Purple and blue colour-coding was used to distinguish the former from the latter. All licensees meeting the qualification threshold were required to respond to the mandatory questions, and it was clarified that failure to do so would result in a possible breach of their licence condition(s).
- A1.11 Where it was not possible for broadcasters to provide the required information, we asked licensees to provide reasons for this and state whether alternative information could be provided.
- A1.12 Response rates to each section are shown below. Note that 'completed' does not necessarily mean that they provided employee data for all (or indeed any) employees; just that they answered the questions.

MANDATORY SECTIONS	COMPLETED	RESPONSE
SECTION A: ABOUT YOU AND YOUR ORGANISATION	16	100%
SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS	16	100%
SECTION C: GENDER	16	100%

<sup>3</sup> Submissions were allowed to cover multiple licences.

<sup>4</sup> Where licences are held by companies in a group corporate structure, the threshold for employee numbers applies to the group collectively.

<sup>5</sup> Although Arqiva is an Ofcom licensee and met the threshold, it is predominantly focused on providing infrastructure for the radio industry rather than content. The focus of the report is on broadcasters making content for consumers and therefore Arqiva has not been included in the report.

<sup>6</sup> See the Annex to the report for a list of the 16 broadcasters.

SECTION D: ETHNICITY	16	100%
SECTION E: DISABILITY	16	100%
<b>VOLUNTARY SECTIONS</b>	<b>COMPLETED</b>	<b>RESPONSE</b>
SECTION F: AGE	6	38%
SECTION G: SEXUAL ORIENTATION	2	13%
SECTION H: RELIGION OR BELIEF	4	25%
SECTION I: OTHER <sup>7</sup>	5	31%

## The profile grids

A1.13 Within Section A, broadcasters were asked to provide the number of employees who (for the period of January to December 2017) fell into the following 15 categories using a grid system. We acknowledge that few organisations categorise employees in exactly these ways (particularly job level and job role), so we asked broadcasters to input their information in the categories they considered most closely matched those used by their organisation. This allows us to present like-for-like comparisons across the industry. The categories were displayed as columns:

1. Total number of employees
2. Joined the organisation in 2017
3. Left in 2017
4. Attended training in 2017<sup>8</sup>
5. Were promoted in 2017

### Job level

6. Board and non-executives
7. Senior managers
8. Middle/junior managers
9. Non-managers

### Job role

10. Programming
11. Journalism and news
12. Technical and engineering
13. Sales
14. Marketing/press/PR
15. Support/admin

- In sections C to H data in relation to six protected characteristics was collected:

- C. Gender (mandatory)
- D. Ethnicity (mandatory)
- E. Disability (mandatory)
- F. Age (voluntary)
- G. Sexual orientation (voluntary)

<sup>7</sup> Pregnancy and maternity, and gender reassignment.

<sup>8</sup> We noted that several broadcasters indicated that they collected training data on a session-by-session basis, so the data we collected may have included multiple instances of the same employee in some cases.

## H. Religion or belief (voluntary)

- A1.14 For each characteristic, broadcasters were asked to provide breakdowns among each of the 15 categories above. This required numbers of employees to be put into each profile field (e.g. male and female, as shown in the gender example below). To help with this, at the header of each grid, the form automatically fed through the relevant total figure from Section A. At the bottom of each grid there was also a running total which would automatically recalculate each time a number was entered. The licensees were instructed to ensure that these two figures matched. A 'no data' field was provided for any employees whose data was not captured.

### 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 which is personal data if you have the explicit consent of the relevant individuals.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
		100	10	10	20	5	2	6	30	62	21	22	10	25	15	7
a	Male	50	4													
b	Female	50	6													
c	Other (e.g. Intersex, non-binary)															
d	Employee preferred not to disclose															
e	Didn't request this information/ no data															
Current total		100	10	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	10	20	5	2	6	30	62	21	22	10	25	15	7

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- A1.13 A rule was also applied on processing the data to ensure that the breakdowns added up to each category total. If the sum total of a column was less than the category total, the remaining number of employees was added to the 'no data' variable. If the sum total was higher, the licensees were contacted and asked to review the questionnaire.
- A1.14 Additional categories and profiles were also requested in a similar manner for the following:
- a) Freelancers
    - i) Total, gender, ethnicity and disability profiles<sup>9</sup>
  - b) Number of employees based in the UK<sup>10</sup>
  - c) Whether employees consider themselves to be English, Scottish, Welsh, Northern Irish, British, None of these<sup>11</sup>
  - d) Maternity leavers and returners (2017)<sup>12</sup>
- A1.15 A copy of the full questionnaire is provided at the end of this document.
- A1.16 An amended version of the questionnaire was sent to the BBC to reflect the BBC Charter and Agreement but did not materially change any of the questions.

<sup>9</sup> Broadcasters were required to provide the total number of freelancers but provision of data on the gender, ethnicity and disability status of freelancers was requested on a voluntary basis.

<sup>10</sup> Mandatory section

<sup>11</sup> Mandatory section

<sup>12</sup> Voluntary section

## Personal data

A1.17 Broadcasters were asked to ensure they correctly identified any information which is personal data by adding the letter 'P' before such information. We explained that personal data was data which, due to the small numbers and the make-up of the organisation, could lead to an individual being identified. This type of data cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable. In accordance with the Data Protection Act 1998,<sup>13</sup> broadcasters were asked to provide certain information to any individuals whose personal data they would provide in the mandatory sections of the questionnaire, and to obtain consent from any individuals whose personal data they proposed to provide on a voluntary basis.

## Legal background

A1.18 Ofcom has a duty under section 27 of the Communications Act 2003 (the 'Act') to take all such steps as we consider appropriate for promoting equality of opportunity in relation to employment by those providing television and radio services, and the training and re-training of persons for such employment, between men and women, persons of different racial groups<sup>14</sup> (referred to in the report as 'ethnicities') and disabled persons.<sup>15</sup>

A1.19 Ofcom broadcast licensees which employ more than 20 people in connection with the provision of their licensed service<sup>16</sup> and are licensed to broadcast for more than 31 days a year are required<sup>17</sup> to make arrangements for promoting, in relation to employment, equality of opportunity between men and women, persons of different ethnicities and for disabled persons. They are also required to make arrangements for training persons employed in, or in connection with, the provision of the licensed service or the making of programmes to be included in the service. They are required to take appropriate steps to make those affected by the arrangements aware of them, to review them, and to publish observations on their operation and effectiveness at least annually.

A1.20 The BBC is subject to similar requirements under paragraph 12 of Schedule 3 to the BBC Agreement.

A1.21 In order to review broadcasters' arrangements, and to take appropriate steps to promote equal employment and training opportunities in relation to gender, ethnicity and disability, Ofcom required licensees and the BBC to provide information about their arrangements and employees in terms of these three protected characteristics.

A1.22 Given the importance of equality of opportunity and diversity in the broadcasting industry also in terms of protected characteristics in the Equality Act 2010 other than gender, ethnicity and disability, we asked broadcasters to provide, on a voluntary basis, information on their equal

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<sup>13</sup> We noted that data protection law was changing on 25 May 2018 from when the EU General Data Protection Regulation applies.

<sup>14</sup> Under the Equality Act 2010, and therefore for the purposes of section 27 and 337 of the Act, a racial group is a group of persons defined by reference to race. Race includes colour; nationality; ethnic or national origins.

<sup>15</sup> Under the Equality Act 2010, and therefore for the purposes of section 27 and 337 of the Act, a person has a disability if he or she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

<sup>16</sup> Or where the licensee and any group companies together employ more than 20 people in connection with the provision of licensed broadcasting services.

<sup>17</sup> Pursuant to section 337 of the Act.

opportunities arrangements and employee make-up in terms of age, sexual orientation, religion or belief, gender reassignment, and pregnancy and maternity.

## DIVERSITY IN BROADCASTING FOR RADIO SURVEY



### ABOUT THE SURVEY

Ofcom is launching an annual *Diversity in Broadcasting for Radio* 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. Please return the completed questionnaire to Ofcom via our secure Managed File Transfer (MFT) system to ensure your data is sent securely. The email to your Licence Contact will explain what you need to do to return your questionnaire via the system.

### THE INFORMATION REQUEST (SEE ATTACHMENT)

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 providing 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. This is data that, due to the small numbers 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 providing, in accordance with Annex 1

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### REQUIREMENTS

As you (or you and any group companies together) employ more than 20 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 required to respond to the questions coloured purple in **Section A** and in **Sections B, 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 16th February 2018.

Broadcasters are also asked to respond to the questions coloured blue which are mostly found in **Sections F to I**. This information will enable Ofcom to develop a more comprehensive picture of the make-up of the 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. It is not a licence requirement to provide the information requested in the questions coloured blue and failure to do so will not result in a licence breach being recorded.

To provide context and transparency, Ofcom's *Diversity in Broadcasting for Radio* report will note 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 calendar year 2017.

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

SECTION A: ABOUT YOU AND YOUR ORGANISATION	Page 2-3	Mandatory
SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS	Pages 4-5	Majority Mandatory
SECTION C: GENDER	Page 6	Majority Mandatory
SECTION D: ETHNICITY	Pages 7-8	Mandatory
SECTION E: DISABILITY	Page 8	Mandatory
SECTION F: AGE	Page 9	Voluntary
SECTION G: SEXUAL ORIENTATION	Page 9	Voluntary
SECTION H: RELIGION AND BELIEF	Page 10	Voluntary
SECTION I: OTHER	Pages 11-12	Voluntary



## SECTION A: ABOUT YOU AND YOUR ORGANISATION

A1	Please complete the following details:
	Name: <input type="text"/>
	Job title: <input type="text"/>
	Organisation (Name to be used in report): <input type="text"/>
	Licence(s) relevant to this submission: Include the reference code for each licence covered (e.g. RLCS000000BA/1). If multiple licences are covered use a comma to separate each one. <input type="text"/>

- This questionnaire can be completed on a licence-by-licence or aggregated basis (i.e. for your licensed radio services taken together), depending on how your organisation collects information.
- If the licensee does not employ more than 20 individuals in connection with the provision of licensed broadcasting services you should include individuals employed by any group companies in connection with the provision of such services in the data you provide.

A2	Including yourself, how many people does your organisation (including any group companies, if relevant) currently employ either full or part time in connection with the provision of licensed broadcasting service/s? The number should <u>not</u> include Freelancers; these are captured later on at A8.
	Total number of employees <input type="text"/>

A3	Is your organisation authorised to broadcast for more than 31 days a year?
1	Yes <input type="radio"/>
2	No <input type="radio"/>

A4	How many employees fell into the following categories in 2017...? If you don't hold this information for any of the categories, please leave the relevant box blank
a	Joined your organisation
b	Left your organisation
c	Received training (related to developing in their role)
d	Were promoted within your organisation

A5	How many of the <input type="text"/> employees referred to in your response to A2 fall into the following broad classifications of job level?	Still to allocate <input type="text"/>
	Please ensure that the sum of boxes a to e equals the number from A2 shown above:	
a	Board and non-execs	
b	Senior managers	
c	Middle / Junior managers	
d	Non-management	
e	No data	
	Current total	<input type="text"/>

A6	How many of the <input type="text"/> employees fall into the following roles?	Still to allocate <input type="text"/>
	Please ensure that the sum of boxes a to g equals the number from A2 shown above:	
a	Programmes / Programming	
b	Journalism / News	
c	Technical / Engineering	
d	Sales	
e	Marketing / Press / PR	
f	Support functions / Admin	
g	Other / No data	
	Current total	<input type="text"/>

A7	Are your licensed service(s) received in the UK?
1	Yes <input type="radio"/>
2	No <input type="radio"/>
A8	How many of the 100 employed in connection with the provision of your licensed radio service(s) are based in the UK?
a	Employees based in the UK

### Freelancers

A9	In 2017, how many freelancers worked in connection with the provision of your licensed service(s)?
a	Freelancers

- Completion of questions A10 and A11 is voluntary. Only provide information in response to A10 which is personal data if you have the consent of the relevant individuals.

A10	Of the 0 freelancers, how many are...? Please ensure the total for each category equals the number from A9 shown above
<b>Gender</b> Still to allocate: 0	
a	Male
b	Female
c	Other / No data
Current total 0	
<b>Ethnicity</b> Still to allocate: 0	
d	White
e	Black, Asian and Minority Ethnic (BAME)
f	Other / No data
Current total 0	
<b>Disability</b> Still to allocate: 0	
g	Not Disabled
h	Disabled
i	Other / No data
Current total 0	

A11	Does your organisation collect information on any of the following protected characteristics for Freelancers?
1	Age
2	Sexual orientation
3	Religion or Belief
4	Pregnancy and maternity
5	Gender reassignment
6	Marriage or civil partnership
7	None of these

## SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS

B1	Which of the following statements apply to your organisation? Please tick all that apply.
A	There are arrangements in place to promote equal employment opportunities and training in relation to gender, ethnicity and disability
B	There are arrangements in place for monitoring the composition of the workforce
C	The organisation has a written equal opportunities policy statement
D	The organisation offers training, special schemes or facilities to promote equal opportunities
E	The organisation offers work experience, internships or other schemes designed to attract new talent to the industry

B2	Please outline briefly the arrangements your organisation has in place to promote equal employment opportunities and training in relation to gender, ethnicity and disability. If you have an equal opportunities policy statement please send a copy of this to Ofcom when you return this questionnaire.
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B3	How often are these arrangements discussed at senior management / board level?		
B4	How often are these arrangements reviewed?		
		B3	B4
1	Weekly or more often	<input type="radio"/>	<input type="radio"/>
2	Monthly	<input type="radio"/>	<input type="radio"/>
3	Quarterly	<input type="radio"/>	<input type="radio"/>
4	Bi-annually	<input type="radio"/>	<input type="radio"/>
5	Annually or less often	<input type="radio"/>	<input type="radio"/>
6	Never	<input type="radio"/>	<input type="radio"/>
7	Don't know	<input type="radio"/>	<input type="radio"/>

B5	How are those affected by the arrangements made aware of them?
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B6	Do these arrangements also cover any of the following protected characteristics, or socio-economic background? Please tick as many as apply
A	Age
B	Sexual orientation
C	Religion or Belief
D	Pregnancy and maternity
E	Gender reassignment
F	Marriage or civil partnership
G	Socio Economic Background/Social Mobility
H	None of these

B7 Please explain briefly any system your organisation has in place for monitoring the diversity make-up of your employees.

B8	Which of the following protected characteristics are monitored within your organisation? Please select all that apply from the list below
A	Gender
B	Ethnicity
C	Disability
D	Age
E	Sexual orientation
F	Religion or Belief
G	Pregnancy and maternity
H	Gender reassignment
I	Marriage or civil partnership
J	None of these

B9 If you do not monitor gender, ethnicity or disability, please explain why.

B10 Please outline any training offered by your organisation to promote in-role development or to encourage a diverse and inclusive environment (e.g. unconscious bias training) or any special schemes or facilities offered by your organisation to promote equal opportunities.

B11 Please outline any work experience, internships or other schemes offered by your organisation which aim to attract new talent to the industry. Please mention if these are targeted at any particular protected groups and whether they are paid or unpaid.

B12 What priorities does your organisation have in terms of promoting equal opportunities in 2018?

B13 If it is not possible for you to provide any of the required information please provide reasons and state whether alternative information could be provided.

For Sections C to H please use the grids provided to input the number of employees in your organisation with specific characteristics who fall into each of the above categories. If you don't hold information by a category please leave the column blank.

Column	Category	Heading
1	At a total level i.e. among the {A2} employees in your organisation	Total
2	Among the {A4a} employees who joined your organisation in 2017	Joiners
3	Among the {A4b} employees who left your organisation in 2017	Leavers
4	Among the {A4c} employees who completed development training in 2017	Trained
5	Among the {A4d} employees who were promoted in 2017	Promoted
6	Among the {A5a} employees at board / non-exec level	Board
7	Among the {A5b} employees at senior management level	Senior
8	Among the {A5c} employees at junior / middle management level	Junior
9	Among the {A5e} employees at non-management level	Non-mgt
10	Among the {A6a} employees in a programmes / programming role	Prog
11	Among the {A6b} employees in a journalism / news role	Journ
12	Among the {A6c} employees in a technical / engineering role	Tech
13	Among the {A6d} employees in a sales role	Sales
14	Among the {A6e} employees in a marketing / press / PR role	Market
15	Among the {A6f} employees in a support functions / admin role	Support
<b>FOR SECTION F (AGE) ONLY</b>		
16	Among the {C1a} men in your organisation	Males
17	Among the {C1b} women in your organisation	Females

## 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 which is personal data if you have the explicit consent of the relevant individuals.

TOTAL SPECIFIED AT:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a	Male															
b	Female															
c	Other (e.g. Intersex, non-binary)															
d	Employee preferred not to disclose															
e	Didn't request this information/ no data															
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## SECTION D: ETHNICITY

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 2 to 15** we only require details for rows 1-6. Only use row u if you don't have more detailed figures for rows 2-6.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	Didn't request this information/ no data															
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

D16	Of the 0 employees specified at A2, how many consider themselves...?	Still to allocate
	Please ensure that the sum of boxes a to h equals the number from A2 shown above:	0
a	English	
b	Scottish	
c	Welsh	
d	Northern Irish	
e	British	
f	None of these	
g	Employee preferred not to disclose	
h	Didn't request this information/ no data	
	Current total	0

## SECTION E: DISABILITY

For each column please ensure that the sum of boxes a to i 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 2 to 15** we require a less detailed breakdown so please fill in details for rows a, g, h and i only.

TOTAL SPECIFIED AT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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*															
g	Has a disability															
h	Employee preferred not to disclose															
i	Didn't request this information/ no data															
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*. This includes conditions such as diabetes, epilepsy, arthritis, asthma, speech impairments, facial disfigurements

Completion of Sections F to I is voluntary. Only provide information (in response to these questions) which is personal data if you have the consent of the relevant individuals.

## SECTION F: AGE

For each column please ensure that the sum of boxes a to h equals the total specified in the top row (as already specified in Sections A and C).

TOTAL SPECIFIED AT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support	Males	Females
		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f	C1a	C1b
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a	Aged under 20																	
b	Aged 20-29																	
c	Aged 30-39																	
d	Aged 40-49																	
e	Aged 50-59																	
f	Aged 60+																	
g	Employee preferred not to disclose																	
h	Didn't request this information/ no data																	
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## SECTION G: SEXUAL ORIENTATION

For each column please ensure that the sum of boxes a to h 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 2 to 15** we require a less detailed breakdown so please fill in details for rows a, f, g and h only

TOTAL SPECIFIED AT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a	Heterosexual/straight															
b	Gay men															
c	Gay women/lesbian															
d	Bisexual															
e	Other															
f	LGB															
g	Employee preferred not to disclose															
h	Didn't request this information/ no data															
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## SECTION H: RELIGION AND BELIEF

For each column please ensure that the sum of boxes a to k 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 to h.

For **Columns 2 to 15** we require a less detailed breakdown so please fill in details for rows a, i, j and k only

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total	Joiners	Leavers	Trained	Promoted	Board	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A5d	A6a	A6b	A6c	A6d	A6e	A6f
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	Didn't request this information/ no data															
Current total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## SECTION I: OTHER

### Pregnancy and Maternity

11	Please specify how many people in your organisation went on, and returned from maternity leave in 2017.
a	Went on maternity leave in 2017
b	Returned from maternity leave in 2017

### Gender Reassignment

12	<p>One of the protected characteristics under the Equality Act 2010 is gender reassignment, defined as applicable if a person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing the physiological or other attributes of sex. To be protected a person does not need to have undergone any specific treatment; the process is personal rather than medical.</p> <p>Do you have any arrangements in place to promote equality of opportunity for those with this protected characteristic? If so please describe briefly below. Please note that we are <u>not</u> requesting that you provide the number of employees with this protected characteristic.</p>
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### Social, geographic and educational make-up

13	Do you have any arrangements in place to promote equality of opportunity relating to social, geographic and/or educational make-up? If so please describe briefly below. Again, please note that we are not requesting that you provide the number of employees with any specific characteristics.
14	Is there any additional information you would like to add or comment on regarding this questionnaire or your equal opportunities activities? In addition, if it is not possible for you to provide requested information please state whether alternative information could be provided.

## THANKS FOR COMPLETING THE SURVEY

Please ensure that you have correctly identified any information which is personal data by adding the letter 'P' before the data. Personal data is data that, due to the small numbers 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.

Once you are certain that the form is complete, please ensure you save using the organisation name you will be submitting under as the file name, and then upload to the same location it was downloaded from.

### **How will Ofcom use the information?**

The information will be used to produce Ofcom's first annual Diversity in Broadcasting for Radio 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 Data Protection Act 1998 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.