Community Digital Sound Programme (C-DSP) licence

Application form – Part A (public)

Name of applicant (i.e. the body corporate that will hold the licence):

Bedrock Radio

Proposed service name:

Bedrock Radio

Radio multiplex service(s) on which the proposed C-DSP service is to be provided (note this must be a small-scale multiplex area either previously advertised or <u>currently being advertised</u> by Ofcom as shown in the multiplex licence advertisement)

England – North East London, South West Essex

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email):

Bedrock Radio

The Cornwall Suite, Room 121003, Queen's Hospital, Rom Valley Way, Romford, Essex, RM7 0AG

01708 503 113 - studio@bedrockradio.org.uk

Publication date: 1 June 2021

Contents

Section

1. Overview

You should complete this form if you are applying for a community digital sound programme licence ("C-DSP"). You can find further information about C-DSP services in the guidance notes for licensees and applicants.

This application form is divided into two parts – **Part A** (which we will publish on our website) and **Part B** (which will be kept confidential). This document constitutes Part A; Part B of the application form is available on our website.

If you encounter any issues using these forms, please contact broadcast.licensing@ofcom.org.uk.

The purpose of this form

1.1   You should complete this form if you are applying for a Community Digital Sound Programme (C-DSP) licence.

1.2   A digital sound programme service intended for broadcast by means of a local or small-scale radio multiplex service requires either a C-DSP licence or a local DSP licence. Ofcom's published guidance notes set out some of the key issues that potential applicants need to consider in deciding which type of licence is suitable for them. In summary, C-DSP services are not run for financial gain and are required to provide social gain. C-DSP licences therefore include strict conditions to ensure that happens, and provide less flexibility than a local DSP licence. However, they do provide access to capacity that small-scale radio multiplex service providers are required to reserve solely for C-DSP services.

1.3   A C-DSP licence will be required even if the same programme service is also provided on any other platforms (e.g. FM, satellite), as separate licences are required for those.

1.4   As noted above, small-scale radio multiplex services will have reserved capacity for C-DSP services. Issue of a C-DSP licence does not, however, guarantee carriage on a small-scale (or local) radio multiplex service. That is a matter for agreement between the C-DSP licensee and the multiplex service provider, and there may be more C-DSP licences issued in a locality than there are reserved slots on the small-scale radio multiplex service. Note that a C-DSP service does not necessarily have to broadcast using reserved capacity. It can use unreserved capacity on a small-scale radio multiplex service or capacity on a local radio multiplex service, again subject to agreement with the multiplex service provider.

1.5   An application for a C-DSP licence will be accepted only once Ofcom has advertised the licence for the small-scale radio multiplex service upon which the proposed C-DSP service is intended to be provided. There is no closing-date by which an application for a C-DSP licence must be submitted (i.e. it can be submitted at any time after the licence for the relevant small-scale radio multiplex licence has been advertised).

1.6   You can find further information about how to determine if a service requires a C-DSP licence in Section 2 of the guidance notes for applicants and licensees.

Provision of information

1.7   Ofcom requires complete and accurate information to assess applications. This is so that we can assess your application against statutory criteria, consider whether those involved in the body applying for a licence are 'fit and proper' to hold a licence, and determine whether their involvement with other organisations disqualifies them from participation in a licence.

1.8   It is an offence under the Broadcasting Act 1996 (as amended) to provide false information or withhold relevant information during the application process, and may be grounds for revocation of a licence subsequently granted.

Publication of information about applications and licensed services

1.9   Information provided in **Part A** of the application form will typically be published by Ofcom in our Monthly Radio Update publication the month following the submission of your application. This may take longer if the application is received late in the month. Information provided in **Part B** will not be published.

1.10   In submitting this application you agree that, should a licence be granted, Ofcom may publish contact details for the licensee (specified in Section 2 of Part B of the application form), which may include personal data, on the Ofcom website and/or in other relevant publications. If you have any questions about the information that we publish, or there are any changes to this information, you should contact the Broadcast Licensing team by email (broadcast.licensing@ofcom.org.uk).

1.11   Ofcom considers issued C-DSP licences to be public documents and copies of licences will be made available to third parties on request albeit, other than the Key Commitments which are tailored to the service, C-DSP licences are standard form documents. A brief description of the licensed service will be published on the Ofcom website, along with the Key Commitments which form part of the licence.

1.12   Ofcom publishes a monthly radio licensing update which lists new services licensed, new applications, licences revoked, licence transfers, and changes to licensed services during the past month.

Data protection

1.13   We require the information requested in this form in order to carry out our licensing duties under the Broadcasting Act 1990, Broadcasting Act 1996 and Communications Act 2003. Please see Ofcom's General Privacy Statement for further information about how Ofcom handles your personal information and your corresponding rights.

5

Keeping up to date with broadcasting matters

1.14   We strongly recommend that the appropriate person at the applicant body signs up to receive Ofcom's regular email updates on broadcasting matters including notification when the Broadcast and On Demand Bulletin is published.

1.15   To sign up to receive these communications, you must visit the email updates area of our website and select 'Broadcasting.'

2. Applicant's details

About this section

In this section we are asking you for details about the applicant company. This must be a body corporate which is not profit distributing.

In the first part of this section, we are asking for basic details about the applicant. These include company registration number and contact information.

In the second part of this section we are asking for details of the applicant's officers (directors or, in the case of LLPs, designated members), its shareholders and participants. Where applicable, we are also asking for details of the officers of the applicant's parent and associated companies or LLPs etc.

If any of the individuals named in your responses are known by more than one name/version of their name, all names must be provided.

Certain persons are disqualified from holding a C-DSP licence. This section asks the questions which enable us to consider this for those types of disqualification which apply specifically to bodies corporate. It also asks questions which are relevant to our assessment of the applicant's fitness and properness to hold a C-DSP licence.

Before completing this section of the form, you should read Ofcom's guidance on the definition of 'control' of media companies. Throughout this section, "control" has the meaning it is given in Part I of Schedule 2 of the Broadcasting Act 1990.

The response boxes and tables should be expanded or repeated where necessary, or provided in a separate annex.

'Officerships' in this section refers to: directorships of bodies corporate, designated memberships of LLPs, or membership of a governing body of an unincorporated association (including partnerships).

Applicant information and contact details

2.1 Name of applicant (i.e. the body corporate that will hold the licence):

> **BEDROCK RADIO**

2.2 Company registration number stated on Companies House:

> **Bedrock Radio is a registered charity 1180476**

2.3 For UK registered companies, the address of the applicant's registered office stated on Companies House.

For non-UK registered companies, the principal office address:

> **Bedrock Radio**
> **The Cornwall Suite, Room 121003, Queen's Hospital,**
> **Rom Valley Way, Romford, Essex, RM7 0AG**
> **01708 503 113 - www.bedrockradio.org.uk**

2.4   If a UK registered company, is the **current** Memorandum and Articles of Association document available on the Companies House website?

~~Yes/~~**No** (delete as appropriate)

If no, please submit the up to date document and indicate you have done so in the checklist in Section 4 of Part B.

2.5   Contact details of the individual duly authorised by the applicant for the purposes of making this application. This individual should be the company secretary, a director or (if an LLP) designated member.

(If you are an agent completing the form on behalf of the applicant please do not enter your details here – see paragraph 2.25 of the guidance notes).

Full name	**Mathew Watson**
Job title	**Trustee: Chair** **(Station Manager)**
Address	**Bedrock Radio,** **The Cornwall Suite, Room 121003, Queen's Hospital,** **Rom Valley Way, Romford, Essex, RM7 0AG**
Telephone	**01708 503 113**
Mobile phone	**07525 631806**
Email	**mathew.watson@bedrockradio.org.uk**

2.6   If the proposed Licensed Service has/will have a website, please provide the website address below.

> **www.bedrockradio.org.uk**
> **(Including: www.bedrock.radio)**

2.7   How will the service be financed? If the applicant is receiving, or is likely to receive, any form of funding and/or financial assistance to establish and maintain the service, please provide details of who is providing that funding/financial assistance and the extent of it.

If you are receiving funding from, or on behalf of, a source that could be considered a political organisation or a religious body, you must set out the nature of that organisation here.

> **Bedrock Radio is funded through fundraising activities, grants, volunteer membership subscriptions and sponsorship / advertising.**
> **We host ant participate in fundraising events throughout the year**
> **for example, Christmas events within London Borough of Havering and local charities such as summer fetes, along with Quiz Nights & bucket collections.**

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

2.8   Complete the following table, expanding it if necessary, to provide the following details for each director or designated member of the applicant (i.e. the body corporate that will hold the licence):

Full name of individual	Correspondence address[1]	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Mathew Watson	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**		**Transport For London**
Lee Howe	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**	**EduNet ICT LTD Managing Director IT Support Services**	
Gillian Rowley	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**		**N/A**
Chris Deighton	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**		**Ministry of Justice**
Barry Felton	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**		**N/A**
Beverley Stroud	**Bedrock Radio, Cornwall Suite, Queen's Hospital, Romford, Essex, RM7 0AG**	**UK**		**N/A**

2.9   Complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5%

---

[1] This should be the same address as is held and published by Companies House.

in the applicant ("participants"). If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

Full name of >5% participant (existing and proposed)	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				
Bedrock Radio is a registered charity. There are no beneficial owners.				

2.10   Complete the following table, expanding if necessary, to identify any entities with which the applicant is affiliated. By affiliated, we mean companies that are related through ownership, either with one company being a minority shareholder in the other, or through multiple companies being owned by a third party.

(If this question is not applicable to the applicant please respond "N/A" in the table.)

Full name of the entity	Address
N/A	

2.11   Complete the following table, expanding it if necessary, to list any bodies corporate which are controlled by the applicant, and their affiliates:

(If this question is not applicable to the applicant please respond "N/A" in the table.)

Full name of entity	Address	Affiliates
N/A		

Details of persons who control the applicant

2.12   Complete the following table, expanding it if necessary, to list all persons who control the applicant, together with their affiliates. If any persons or bodies control the applicant jointly because they act together in concert (e.g. because of a shareholder's agreement), each such person must be identified here:

(If this question is not applicable to the applicant please respond "N/A" in the table.)

Full name of individual or body	Address	Affiliates
N/A		

2.13   Complete the following table, expanding it if necessary, to list all officerships in other bodies that are held by any individual listed in response to question 2.12, and any affiliates of those bodies. An "officership" refers to being a director of a body corporate, designated member of a limited liability partnership, or member of the governing body of an unincorporated association:

(If this question is not applicable to the applicant please respond "N/A" in the table)

Full name of individual	Name of body in which officership held	Affiliates of that body
N/A		

2.14   Complete the following table, expanding it if necessary, to list all bodies corporate which are controlled by any body corporate listed in response to question 2.12, and their affiliates:

(If this question is not applicable to the applicant please respond "N/A" in the table)

Full name of body corporate listed in 2.11	Body corporate controlled	Affiliates of body corporate controlled
N/A		

2.15   In relation to each body corporate identified in response to question 2.12, complete the following table, expanding it if necessary, to list all bodies which hold or are beneficially entitled to shares, or who possess voting powers, amounting to more than 5% in the body corporate concerned (i.e. "participants"). You may, but are not required to, exclude from this table any bodies listed in response to question 2.12. If you are unable to provide a complete answer to this question in relation to beneficial owners, please state whether you have any reason to suspect the existence of any beneficial owners.

(If this question is not applicable to the applicant please respond "N/A" in the table)

Name of body corporate identified in response to question 2.11				
Full name of >5% participant	Number of shares	Total investment (£s)	Total investment (%)	% of voting rights
N/A				
Comments				

Involvement of the applicant in specified activities

2.16   Please state below whether the applicant, or any of the directors, shareholders or other individuals named above, including their associates (i.e. directors of their associates and other group companies), is, or is involved in, any of the below, and the extent of that interest.

Activity/involvement	Yes or No	Please state who is involved; the name of the body/individual/agency they are involved with; and the extent of their involvement
A local authority	**No**	
A body whose objects are wholly or mainly of a political nature, or which is affiliated to such a body	**No**	
A body whose objects are wholly or mainly of a religious nature;[2]	**No**	
An individual who is an officer of a body falling within (b) or (c);	**No**	
A body corporate which is an associate (as defined in paragraphs 1(1) and 1(1A) of Part I of Schedule 2 to the Broadcasting Act 1990) of a body falling within (b) or (c);	**No**	
An advertising agency or an associate of an advertising agency	**No**	

---

[2] Please refer to Sections 3 to 5 of Ofcom's religious guidance note for details on how we determine the eligibility of religious bodies to hold certain broadcasting licences.

Details of applications, licences and sanctions

2.17   Is the applicant (i.e. the body corporate that will hold the licence) a current licensee of Ofcom?

No (delete as appropriate).

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of multiplex

2.18   Has the applicant (i.e. the body corporate that will hold the licence) held an Ofcom broadcasting licence before?

Yes (delete as appropriate).

If yes, please provide the details expanding the table if necessary:

Licence number	Name of service or multiplex
	Bedrock formally held a Long term restricted service licence for Low Power AM Induction Loop 846AM - Broadcast as Bedrock AM – Licence surrendered in 2006 due to building closure.

2.19   Has anyone involved in the proposed service held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

No (delete as appropriate).

If yes, please provide the details expanding the table if necessary:

Dates licence was held or dates of involvement	Licence number (if known)	Name of service or multiplex

2.20   Does the applicant (i.e. the body corporate that will hold the licence) control an existing Ofcom licensee?

No (delete as appropriate).

If yes, please provide the licence details expanding the table if necessary:

Licence number	Name of service or multiplex
N/A	

2.21   Is the applicant (i.e. the body corporate that will hold the licence) controlled by an existing licensee or by any person who is connected (within the meaning of Schedule 2 to the Broadcasting Act 1990) with an existing licensee (i.e. as a "participant")?

No (delete as appropriate).

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service or multiplex
N/A	

2.22   Has the applicant – or any person(s) controlling the applicant - made any other application to Ofcom (or its predecessor broadcast regulators – the Independent Television Commission and the Radio Authority) for any licence which has since been surrendered by the licensee or revoked by Ofcom (or one of its predecessor regulators)?

No (delete as appropriate).

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service or multiplex
N/A	

2.23   Is the applicant – or any person(s) controlling the applicant - subject to any current or pending investigation by any statutory regulatory or government body in the United Kingdom or abroad in respect of any broadcast-related matter?

No (delete as appropriate).

If yes, please provide the following details expanding the table if necessary:

Licence number (or equivalent)	Name of service or multiplex	Details of the investigation
N/A		

2.24   Has the applicant – or any person(s) controlling the applicant – ever been subject to a statutory sanction for contravening a condition of a broadcasting licence in the UK or any other jurisdiction?

No (delete as appropriate).

If yes, please provide the following details relating to each sanction expanding the table if necessary:

Licence number (or equivalent)	Name of service or multiplex	Nature of the breach	Sanction imposed	Date sanction imposed
N/A				

2.25   Has the applicant – or any person(s) controlling the applicant – ever been convicted of an unlicensed broadcasting offence?

No (delete as appropriate).

If yes, please provide the following details:

Full name	Date of conviction/action (dd/mm/yy)	Penalty
N/A		

2.26   Please provide any further information you hold, relating to the past conduct of the applicant or those individuals listed, in regulatory matters or in matters going to honesty and/or compliance, which may be relevant to Ofcom's consideration of whether or not the applicant is fit and proper to hold a broadcast licence. If the applicant or the form signatory fails without reasonable excuse at this point to declare any matter of which Ofcom subsequently becomes aware, and which we do consider to be relevant to the applicant's eligibility to hold a licence, we will take it into account in determining the question of whether the applicant/licensee remains fit and proper to hold a licence.

If you have no information to provide, please respond "N/A".

N/A

3. The proposed service

> **About this section**
>
> This section asks you to describe your proposed service, including the Key Commitments you propose to include in your licence. This includes your service name, multiplex name and character of service, in addition to standard commitments that all C-DSP licensees need to abide by. Holders of an existing analogue community radio licence to be a simulcast on the proposed C-DSP service can replicate the existing analogue key commitments as it is our expectation that the key commitments for simulcast services are to be in keeping with one another. If a licence is granted, the information you provide in this section will be used to form the basis of the annex to your licence. You will only be authorised to broadcast what is detailed in the annex of the licence.
>
> In this section, you will also need to set out how your service will provide social gain, community participation and how you will be accountable to the target community. This is in line with statutory requirements for the granting of C-DSP licences. **The information provided in this section is also the basis on which decisions are made.**
>
> If you hold, or intend to hold, multiple C-DSP licences, the answers given in this section and the intended delivery of your Key Commitments must apply to the locality in which your proposed service will broadcast (as set out in the Draft Key Commitments in this application form).

Your proposed service and target community

3.1   What is the proposed service name?

> **BEDROCK RADIO**

3.2   On which radio multiplex service do you intend to broadcast? If the relevant radio multiplex licence has not yet been awarded, please state the name of the area that the multiplex service is intended to cover, as defined in the multiplex licence advertisement.

> **NORTH EAST LONDON & SOUTH WEST ESSEX POLYGON**

3.3   Where is your proposed studio located? Please note that this must be located within the coverage area of the small-scale radio multiplex service identified in answer to 5.2 (or the advertised area for a small-scale radio multiplex service that has not yet been awarded).[3]

---

[3] If you propose to provide your service on a local, rather than a small-scale, radio multiplex service, there is no requirement for your studio to be located within the licensed area of that local radio multiplex service.

Queen's Hospital, Rom Valley Way, Romford, Essex, RM7 0AG

3.4   If the proposed service is a simulcast or corresponding service of an existing licensed radio service, please list that below and provide the licence number.

N/A

3.5   What is the target community of the service? Please include the geographical area that you wish to serve in addition to the interests or characteristics that define your target community. The area you wish to serve must be geographically located within the coverage area of the radio multiplex service on which you intend to broadcast. **Answer in fewer than 400 words**.

Bedrock Radio is a registered charity, providing hospital radio services with a heritage spanning back to the early 1960s. Over the last 10 years we have taken over other outgoing hospital radio services in order to continue providing a comprehensive service of music, entertainment and local information to those within the healthcare community.

Broadcasting through dedicated hospital entertainment equipment (Ward Radios / Speakers) and streaming online. The charitable objective is to provide relief sickness, poor health and old age to hospitals, residential homes and community care settings.
And the advancement of health through promotion of benefits of living a healthy lifestyle and having good personal mental and physical health for public benefit targeting East London & South Essex.

The advent of SSDAB covering a more localised region of London and Essex gives Bedrock Radio the opportunity to outreach outpatients in the wider health community we target, they will be able to hear news and information relevant to them. With patients generally having a shorter stay in hospital, and more community and outpatient care services being used, we would be able to expand our service to encompass more residential & care homes, and involve healthcare workers across the community (including; surgeries, dentists etc.)

Bedrock provide light entertainment and information that's relevant to the healthcare sector, working with local NHS Trusts (BHRUT, NELFT, BARTS & local CCG's), local authorities and charities to promote health initiatives and projects for health and social gains, DAB would allow these messages cover a wider area and encourage more local interaction with our service.

The proposed North East London and South West Essex polygon area encompasses the vast majority of hospitals, units and clinics we current target through NHS WiFi services.

A wider ambition for Bedrock Radio is to provide a single comprehensive health radio service accessible to local NHS services & other healthcare environments, to provide familiarity throughout helping reduce anxieties and stresses from the often busy and complex environments.

3.6   How will you ensure that your proposed C-DSP service is run on a not-for-profit basis? Please give details of specific measures or arrangements in place to ensure this, and how any profit will be wholly and exclusively used for securing or improving the future provision of the service, or for the delivery of social gain. **Answer in fewer than 400 words.**

Bedrock Radio is an established registered charity, in 2015 we were granted Charitable Incorporated Organisation (CIO) status by the charity commission and have no owners and no individual, company or other body which may exert control over it, and it operates for solely charitable purposes.

The charity It is governed by a board of Trustees, the majority of which must be elected by the charities wider membership.

Members of a CIO are required to vote in the best interests of the charity at all times.

There is also the option for the Trustees to appoint additional Trustees or persons with particular skills or knowledge beneficial to the furthering charity.

Our main sources of income vary from donations, fundraising, sponsorships and grants, these includes our annual events such as; Quiz nights, Christmas events, collections at supermarkets and sponsorships of programmes or equipment.

All funds received are reinvested to running the radio services.

Social gain

3.7   What community benefits will your service bring to your target community(ies) and, if applicable, the general public. Please include summaries of evidence to support your answer, including details about other organisations you intend to work with. **Answer in fewer than 500 words. Please do not provide names of individuals in your answer.**

Bedrock Radio exists to benefit those with poor health across the East London and South Essex area, our station is available across three NHS Trusts, serving seven hospitals and a number of clinics, units and centres through predominantly on NHS WiFi and internal entertainment systems (where fitted).

Working to our charitable objective of providing relief of sickness, poor health and old age by providing a local broadcasting service for hospitals, residential holes and similar instructions and for patients receiving community care.

No one chooses to be in unwell, poorly or to be in hospital, what Bedrock Radio does is provides a distraction, from the busy healthcare environments, creating appositive environment.

Hospital Radio has been shown to improve the mental health state of patients, from talking with one of our volunteers and listening to our radio service helps provide distraction from their current circumstances and helps meet psychological needs. We work closely with Hospital Patient experience teams to gain understandings of the impacts.

An Independent Impact Study on 250 people across the UK about Hospital Radio (commissioned in 2016 by the Hospital Broadcasting Association) revealed there was evidence of hospital radio having positive impacts on psychosocial health outcomes with reductions in; Boredom, loneliness, anxiousness, disorientation, depersonalisation and improving overall health and wellbeing awareness. All through the medium of Hospital Radio, with volunteers interacting with the patients and providing reassurances it has been found to give patients a sense of belonging and involvement

We understand many people choose to listen to radio primarily for music, news and information. Bedrock Radio provides music-lead programming interlaces with social action content that includes interactions with patients form our interactive request programmes and features people from the local community from healthcare professionals highlighting a health campaign, to community groups and charities talking about their specialist subjects.

This information extends further to meeting our second charitable objective of; The advancement of health and prevention or relief of sickness for public benefit, by promoting benefits of living healthy lifestyles and importance of maintaining good personal mental and physical health through educational messages.

We promote health schemes through the years where possible including interviews or material from local NHS Trusts and NHS England (including use of Cabinet Office radio fillers service)

With a wider reach on DAB, Bedrock Radio we will be able to involve more GP surgeries, care and residential homes, social enterprises and third sector organisations to benefits the local area targeting patients, staff and their families and friends. Creating our 'Community Health' radio service brining patients and staff together.

> Bedrock Radio provides further social gains; as a voluntary organisation we provide meaningful volunteering opportunities for people to develop personally; through building confidence, social interactions and communication skills, this has been proven thought the decades with volunteers take up positions within the BBC, Commercial and community radio stations.

3.8   Please summarise how your service will facilitate discussion and the expression of opinion. Answer **in fewer than 200 words**.

> Through music lead programming, Bedrock Radio includes content to support health and wellbeing across the community, working with various NHS Trusts to ensure relevant and up-to-date information is on-air.
>
> We receive press releases from local authorities and NHS Services (Trust / CCGs) in providing key and relevant information for the community.
>
> Health and wellbeing promotion takes a variety of different forms from short Public Service Announcements that provide information for national campaigns to our own local in-house Health & Hospital Information segments, that provide information about hospitals and services done on a per-hospital basis targeting patients, visitors and staff across the various NHS Trusts served. Furthermore this extents to interviews, news items and local events; which have included updates from Dagenham & Redbridge FC Home Games, Havering MIND's Family Fun Day, Christmas events.
>
> We have worked with local news outlet, The Havering Daily to receive live updates from large local events such as Remembrance parades and updates from the Wennington, Rainham wildfires in summer 2022.
>
> Bedrock invite listeners to be interactive, comment and engage on our content, either through electronic means, phone or if they see our volunteers in the hospitals undertaking tasks such as request collecting.

3.9   How will you ensure that members of your target community(ies) can gain access to the facilities used to provide your service, and receive training in using these? In particular, please set out how this will be done practically, formally and/or informally. **Answer in fewer than 400 words**.

Bedrock Radio is a voluntary organisation, whereby membership is open to anyone aged over 18+, our charity is always on the open to new volunteers to perform a range of tasks to operate our radio services.

With our heritage spanning back to 1964, with our founding stations of Harold Wood & Oldchurch (Rush Green) Hospital Radio's we have accepted volunteers from all across the East London and South Essex area for decades we have welcomed members who are employed, unemployed, have disabilities, students or have retired.

Working within the Hospital Environment, Bedrock Radio have developed a volunteer recruitment system with the assistance from BHRUT NHS Trust, for safeguarding and suitability, all volunteers are checked through the Disclosure and Barring (DBS) service and if successful will receive relevant training and information to working with the hospitals, which helps provide an understanding to a large aspect of our target audience.

Volunteers coming on-air to present programmes at Bedrock Radio are provided with training to use our studios, which include industry-standard hardware and software.

Trustees of Bedrock Radio designed a clear outline of what our service should sound like, creating an on-air format and music policy to ensure we are including relevant health and wellbeing information, with music patients and staff have told us they like.
All volunteers (new and existing) are briefed and reminded of our styles and formats, making our team aware of their responsibilities are broadcasters.

Bedrock Radio maintain a recording of transmission (ROT / Logger), which made available to volunteers to take copies of their programmes for self-improvement, of which charity Trustees review periodically to ensure volunteers are maintaining a good quality service, meeting charitable objectives.

Furthermore, there are a number of off-air roles for volunteers to get involved with. From technical aspects to the ever important fundraising, promotions and Trustee management roles.

With the expansion onto DAB and our move to incorporating a wider 'community health' output on DAB we anticipate to attract more volunteer enquires to take on new members.

We also outreach to other local charities and health organisation in the local area to offer opportunities to participate in interviews, promote their messages and open more communication with them and their end-users.

To increase engagement, we may consider offering training of studio equipment, or content delivery to third-parties to provide further health & wellbeing programmes or inserts.

3.10   How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words**.

Hospital Radio in East London & South Essex began in the early 1960s.
In 2002 Bedrock was formed as to bring the various hospital radio services together (Harold Wood & Oldchurch) due to changes in NHS Services, In 2015 Bedrock took over Goodmayes Hospital Radio and in 2022 Whipps Cross Hospital Radio, Resulting in Bedrock Radio now serving three NHS Trusts, eight hospitals and a notable number of units & clinic across the area.

The current charity (and predecessors) has strong links with local NHS Services, and with changes in delivery of health provision and more focus on community care means in-patients are spending less time in hospital and are recovering at home.
DAB will allow the station to extend its reach to the broader community, reaching beyond our tradition in-hospital audiences, allowing us to involves friends, families, patients and staff from local NHS, Care and health communities.

Offering improved opportunities for stronger partnerships between Bedrock Radio and the public, local NHS services, care homes, GP's, dentist (& other healthcare professions), along with local council social services and public health responsibilities and relevant charities and community groups. Using local volunteers who have a passion for the music and the community.

3.11   Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words**.

Our Volunteers come from various backgrounds;

Collectively many of our on-air volunteers have had years of broadcasting experience through the hospital environments.
A small selection of our volunteers have experience within other local community, hospital, commercial and BBC radio stations as either part of their careers or on a voluntary basis. Of which knowledge is shared with volunteers on best practices.

We have a strong understanding of the needs of our in-hospital listening as off-air volunteers are involved with ward visiting (request collecting), which helps with wellbeing and supports patients (and volunteers) social needs within the heath environment.

Some of our volunteers are involved within the community being members of local clubs and associations including; Disability groups, British Legion members and social clubs.

Participation

3.12   How do you propose to ensure that members of your target community(ies) are given opportunities to participate in the operation and management of the service? **Answer in fewer than 400 words**.

Bedrock Radio as a registered charity recruits' volunteers ages 18+ to take up membership of our services. All individuals are subject to Disclosure and Barring (DBS) security checks along with induction and training (We receive support from BHRUT NHS Trust, for security and safeguarding measures (Bedrock Radio Trustees have the final say on Recuitment of all our volunteers)).

A variety of volunteer roles both on and off air are open to all prospective applicants including; presentation and production, technical, ward visiting, fundraising, promotions, trustee roles such as administration, finance and programme scheduling.

Bedrock Radio averages 25 unpaid volunteers, which include the Trustees who are elected on three year cycles from and by our wider voluntary membership of the charity. Trustees are voted in based upon relevant skills and knowledge of a variety of topics to operate the business of the charity. The members of the charity are involved in its management and strategic direction and decisions and all members are able to voice their opinions through our regular charity group meetings, acting in best interest of the charity at all times. Bedrock Radio provide training to all new volunteers and provide current volunteers with feedback and further training as and when required.

Broadcasting on DAB would enable us to reach a wider audience, where we would expect more volunteer enquires as people become encouraged and engaged to join Bedrock Radio and experience the enjoyment and satisfaction that membership of our charity brings. This has the added benefit of ensuring we are able to find and maintained the relevant skills required to operate our charity well into the future.

Opportunities to volunteer with Bedrock Radio are promoted on-air, on hospital notice boards and online through our website, app and social media. We work with local volunteer action groups such as Havering Volunteers Centre and our Recuitment process is supported by BHR Hospitals NHS Trust Voluntary Services department.

As a charity, to ensure we get return on the time invested in recruitment and training we prefer to take on members who have a view to volunteering for a long-term basis (3+ years) more so for in on-air roles – We appreciate that a long term commitment isn't suitable for everyone and we are able to offer less time-demanding roles and event / project based roles.

Accountability

3.13 How will members of your target community contact your service and influence its operation? **Answer in fewer than 300 words**.

Bedrock Radio presently invite patients, friends, families and staff to contact our radio station using our Mobile App, studio phone, email and social media (Facebook, Twitter). Listeners are welcome to give feedback, comment and suggestions about our services, which are reviewed by the Trustees.

For instance; our Mobile App offers a quick interactive way for listeners to 'vote' on every song played, allowing them to 'Up Vote' or 'Down Vote' songs they like or dislike. Every quarter Trustees are able to export this data, and review our playlists accordingly.

In addition to our listeners and volunteers, we are accountable to the multiple NHS trusts we serve to ensure we are providing a service of relevant information to their hospitals, units and clinics.

We work with NELFT & Barts Health Trusts to ensure patient entertainment systems are operating as expected, and with BHR Hospitals Trust provides us rooms for our studio suite based within Queen's Hospital, Romford. We continue to maintain strong links with this Trust ensuring the future of Bedrock Radio.

With a view to moving to DAB Bedrock Radio will be able to outreach to further NHS services such as local Clinical Commissioning Groups (CCG) and partnerships to reach the wider health community.

As a charity, we aim to be as transparent as possible, Bedrock Radio hold a minimum of four General Meetings per year which are open for members of the public to attend, furthermore meeting minutes may also be requested by written request.

3.14   How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words**.

Suggestions and critique of Bedrock Radio is handled by the Trustees Board, whereby severity is assessed.
Our email, app messages and social media is monitored by the Trustees.

If an item is deemed trivial; Such as a song complaint, or disagreeing with a point of view; The item is investigated, checking our transmission logs and Myriad Playout logs to establish if any intervention is required.
In terms of playlist, this maybe noted for review by Trustees overseeing programming.
For comments; if they are targeting an individual, we will liaise with the individual volunteer if they require further support. In general presenters are encouraged to ignore the comment and report it to a Trustee if they have concerns.

More meaningful critique is reviewed by the Trustees at a Trustee meeting, using data from transmission logs and Myriad Playout logs. We will respond directly to the correspondent to find a resolution.
Should a volunteer be involved, we will follow up with the individual(s)
depending on severity, they will be given re-training, or subject to the Charities complaints and termination procedure.

Trustees will also discuss feedback received when we are on the hospital wards, speaking with staff, at fundraising / promotional events, and from our voluntary membership.

The charity is accountable to its volunteers, who are encouraged to give feedback and are encouraged to participate in general meetings, stand for and elect trustees and act in the best interest of the charity in accordance to its governing document. Volunteers have a large voice in the direction and daily operation of the charity.
If volunteers are not comfortable using formal settings (such as group meetings) they are able to discuss with Trustees privately and informally.

Draft Key Commitments

Below is an example of the licence annex where the Key Commitments appear. Should a licence be awarded, the entries you provide below will form the Key Commitments section of your licence. Holders of a community radio analogue licence that is to be simulcast, or a corresponding service, are expected to provide key commitments that are in line with their existing service(s). As such, applicants may refer to the existing key commitments of the relevant simulcast or corresponding service(s) to ensure that the draft below is in line with those of the existing service(s).

Please provide entries where specified in **BOLD** below. The information you enter here should reflect your answers to Sections 3 and 4 of the Part A of your completed Application Form. This will form the basis of your Key Commitments alongside the mandatory text in italics**.** Do not amend the text in italics as every service is required to comply with these requirements, but the details of how each service does so do not need to be included in the Key Commitments.

ANNEX TO LICENCE

LICENSED SERVICE NO   tbc

Licensed Service	Service Description	Transmission Schedule	Multiplex
BEDROCK RADIO	**BEDROCK RADIO** *is a radio service intended to serve* *People using healthcare services, and healthcare staff.* *Targeting those with sickness, poor health and long term conditions, who are users of health services such as Hospitals, units, clinics, residential homes and similar institutions and for patients receiving community care.* **in East London and South Essex**	**Available 24 hour**	**North East London & South West Essex.**

Bedrock Radio serves patients, staff and their friends and families who use or work in healthcare services across East London & South Essex, with a wider community emphasis on health promotion and benefits of living a healthy lifestyle, maintaining good personal, mental and physical health.

<ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words>

The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).

The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:

- *the facilitation of discussion and the expression of opinion,*

- *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, and*

- *the better understanding of the particular community and the strengthening of links within it.*

Members of the target community shall contribute to the operation and management of the service.

The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.

4. Compliance of the service

About this section

This section asks you to describe the compliance arrangements for the proposed licensed service, i.e. the arrangements which the applicant will put in place to ensure that the content it proposes to broadcast will comply with the relevant regulatory codes and rules for programming and advertising. These include:

- The Ofcom Broadcasting Code

- The BCAP Code: the UK Code of Broadcast Advertising

- The Phone-paid Services Authority Code of Practice

Condition 17 of a C-DSP licence requires that you have compliance procedures in place, and this section asks that you demonstrate your ability to meet this licence condition.

Before completing this section of the form you should read Section 4 of the C-DSP guidance notes, where you will also find links to the codes and rules listed above.

4.1   Please give details of all compliance training (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e. the individual who holds overall responsibility for compliance of the service) has received in the relevant codes and rules (for example, those referred to in the box at the start of this section).

The majority of the Trustees board are long serving volunteers at Bedrock Radio, taking responsibilities of operating the charity professionally.

Our Station Manager has previous experience within the broadcast industry, having previously worked on-air for a local commercial radio brand Time FM,

He has played a key role in restructuring the charity and on-air content to ensure we are meeting our charitable objectives. He has structured our on-air training for new volunteers to ensure our volunteers have knowledge and understanding of our formats and styles for broadcasting.

Although currently Bedrock Radio is not an Ofcom licenced station, As a former holder of a long term RSL holder Induction Loop (LPAM 846Khz) our training has maintained the core principles being the Broadcast Code including;
Retention of broadcast recordings for 42 days.
We follow advertising, promotion rules,
comply with election rules for broadcasters,
Have an Obituary procedure
Ensure content complies with offensive language, religion etc guidelines.

We will update and remind presenters of various actions as required.
Trustees of Bedrock periodically review on-air material to ensure standards are maintained, and will contact presenters where we believe adjustment maybe required to maintain good practice.

We do not use premium phone lines

4.2   Please give details of any practical compliance experience (including dates) the person named in response to either question 2.3 or 2.5 in Part B (i.e the individual who holds overall responsibility for compliance of the service) has with respect to the relevant codes and rules.

Bedrock Radio Trustees are board of seven people who make decisions on the operation of the overall Charity.

However, the Station Manager and Library Manager are responsible for training, procedures and standards of the presenters.

New Volunteers attended induction and training sessions when they join the station, we work with the individual to build their confidence, knowledge and skills.
During this time, they may be invited to sit with seasoned presenters to learn and practice their new skills, once we are satisfied they have an understanding of what is required from them they maybe invited to host their own programmes.

The Station manager and Library Manager work together to in producing the station's programme schedule and manage the day to day output.

Sharing relevant feedback with presenters to correct any behaviours that would bring the charity into disrepute. And to ensure standards remain consistent.

4.3   For each role within your compliance team please provide job title and a brief description of the functions of the role specific to ensuring compliance of the proposed service. Please do not give names of individual members of staff – this question relates to job roles rather than currently employed individuals.

The Station Manager has overall responsibility for compliance, reporting to fellow Trustees of the charity and its voluntary members. This role manages the overall programme schedule, oversees studio training and distributing relevant information, updates and compliances to the on-air team.

Liaising with the Database Manager who reviews music and on-air content to ensure the broadcast content is relevant and meets our charitable objective. Supporting and feeding backing to the volunteers either one-to-one or in volunteer meetings.

We have on-air guidance for presenter which is available to them upon training and can be referenced online and in hardcopy at the studio.

Our Head Of Engineering (Also a Trustee) maintains our IT systems, ensuring volunteers can access everything they require and ensures our recording of transmissions (logger) is operational.

4.4   How does the applicant intend to formally train staff in compliance procedures? Please include details of the compliance training that will be given to those responsible for live programming, including compliance staff, presenters and producers.

All volunteers are provided with induction training which includes compliance and under-standing our charitable objective in relation to our content broadcast.

Along with training sessions, we have a 'studio manual' that encompasses all items brought up during training, These are made available to all volunteers, so they are able to refer to it.

We have regular volunteer meetings, during which we reinforce the vales, aims and tar-get audience and if any relevant changes affect us, ensuring that volunteers understand the importance of adhering to relevant guidelines.
Depending on severity these may also be emailed to all on-air volunteers and be on the studio notice board to remind presenters.

Volunteers are always encourages to have their say with Trustees over programming and share ideas of ways to improve and suggest changes.

Where there maybe a concern that a Volunteer is struggling, or standards are not being met, a Trustee (usually the Station Manager) will have a discussion and take remedial ac-tion as required, this may extend to further training or taking the volunteer off-air.

4.5   Will the training described in response to question 4.5 be mandatory for all staff and volun-teers? If not, outline who will receive it.

All on-air volunteers of Bedrock Radio are required to undertake training.

Volunteers will need to undertaking studio technical and on-air training, participate in the charity general meetings in which programming is a regular topic.

4.6   It is a licence requirement that a licensee must ensure that all programming on its service (broadcast at any time of the day or night) complies with Ofcom's codes and rules (e.g. Ofcom's Broadcasting Code, which sets requirements on standards to be observed in pro-gramme content for the protection of the public).

a)   Set out in detail below the systems the applicant intends to have in place to ensure it will be able to comply with the codes and rules when the service is broadcasting live content. Your response should include details of what you will do to prepare present-ers and guests pre-broadcast and the process for ensuring that any non-complaint con-tent is dealt with swiftly during the broadcast.

All on-air volunteers undertake on-air / studio training as part of their induction into Bedrock Radio.

They are taken through modules of training that cover; Style & Format, Presentation & Show Prep, Technical (Studio) training. All of these are accessible to volunteers, along with links to Broadcast Code and BCAP/ASA to supplement our training materials.

Only training presenters are permitted to undertake live broadcasts by themselves, in agreement with the Station Manager, who will take a decision based upon the training the volunteers has received.

Presenters are instructed to brief guests / co-hosts on their programmes and we give them advice on how to deal with problems that might occur when on-air; Should problems arise, the Station Manager should be informed at the first instance.

Our music library is managed by our Database Manager, they check and upload music into the database ensuring it is compliant and of broadcast quality.

As a music station, we have a number of specialist / themed music programmes whereby we allow volunteers to choose their own music, volunteers are asked to liaise with the database manager request songs to be included on the database for regular broadcast.

It is a condition that all songs played, not on our computer system (i.e. from CD) must be compliant, being listen too off-air before broadcast.

b) Set out in detail below how the applicant intends to ensure that pre-recorded material will comply with Ofcom's codes and rules. Pre-recorded content could include, for example, material obtained from, or streamed from, third party sources as well as content produced by the licensee.

Pre-recorded materials are loaded onto our database by the Database Manager or the Station Manager.

The small number of specialist shows have their music checked and monitored by our Database Manager to ensure their compliance, regularly used specialist material is uploaded onto the database.

The Database Manager is responsible for addition of new releases to our database, these will come from reputable sources known to the charity.

We pre-record (including Presenter Voice Link / Tracking) some programmes, whereby our presenters keep to the same standards and practices as outlines in the Broadcast Code.

Some content provided is syndicated we only use reputable and reliable soruces, which already have an understanding and adherence to codes and practices,
however these are periodically checked for compliance. Any new syndicated programme is checked by the Station Manager before committing to carry the syndication.

4.7 Please set out how you will ensure ongoing compliance with your Key Commitments that relate to what you will broadcast on the station, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

Bedrock Radio's Trustees are responsible for the operation of the charity and it's activities. This includes ensuring our agreed key commitments at kept.

At present we hold Trustee meetings to review on-air content to ensure our charitable objectives (of health & wellbeing content) are being met.
Discussion is held at General Meetings with all volunteers to discuss programming ideas and where changes need to be made to keep on-target.

Outlining key commitments and our charitable objectives ensures that our volunteers can deliver them. The importance of the Key Commitments will be included in our training and induction.

The Station manager will keep trustees updated overall on performance, with the Trustees signing off.

4.8   Please set out how you will ensure ongoing compliance with your Key Commitments that relate to the station's off-air social gain activities, including how you will monitor that these are being delivered e.g. who will be responsible for monitoring this, how often will they monitor it, how you ensure this information is published.

Bedrock Radio's Trustees are responsible for ensuring that compliance is kept.

The Station Manager will be the main operational person to check and ensure Key Commitments are being met, reporting back to the Trustees Board and the volunteers at General Meetings.

As a charity, we produce our annual report whereby we already keep track of our activities including volunteers, fundraising, promotional etc.

We will report on programmes annually to Ofcom.

4.9   What language(s) does the applicant intend to broadcast in?

> English

4.10   For each language listed in response to question 4.9 please provide details of how many compliance team member(s) are fluent in each language and will be responsible for ensuring that content broadcast in that language complies with the Ofcom's code and rules. **Please do not give names of individual members of staff.**

> All presenters are fluent in English.

5. Declaration

> **About this section**
>
> This form must be submitted by the applicant named in response to question 2.2. An agent may not sign t**he form.**
>
> The person authorised to make the declaration on behalf of the applicant must print their name and must be one of the following :
>
> - A director of the company or the company secretary where the applicant is a company.
>
> - A designated member where the applicant is a Limited Liability Partnership.
>
> The declaration must also be dated.

5.1   I hereby apply to Ofcom for the grant of a licence for the community digital sound programme service described above and declare that the information given in this application form is, to the best of my knowledge and belief, correct.

5.2   I further declare and warrant:

a) that I am not a disqualified person within the meaning of that expression as defined in Part II of Schedule 2 to the Broadcasting Act 1990, as amended, or as a result of a disqualification order under Section 145 of the Broadcasting Act 1996;

b) that having made all reasonable enquiries neither the applicant nor any person controlling the applicant, as a result of the grant to me of the licence, breach any requirement of Schedule 14 to the Communications Act 2003 with regard to the accumulation of interests in broadcasting services or to the restrictions on cross-media interests; and

c) that the applicant is not disqualified by virtue of the provisions of section 143 (5) of the Broadcasting Act 1996 in relation to political objects and the provisions of section 144 (3) of the Broadcasting Act 1996 in relation to the provision of false information or through the withholding of information with the intention of misleading Ofcom; and

d) that no director or person concerned directly or indirectly in the management of the applicant is subject to a disqualification order as defined by section 145 (1) of the Broadcasting Act 1996.

5.3   I understand that Ofcom reserves the right to revoke the licence (if granted) if at any time any material statement made to Ofcom is found to be false and to have been by the applicant or any member or officer thereof knowing it to be false. I also understand that under sections 144 and 145 of the Broadcasting Act 1996, the provision of false information could incur a criminal conviction and a disqualification from the holding of a Broadcasting Act licence. I further certify that, to the best of my knowledge, any matters which might influ-

ence Ofcom's judgement as to whether the directors and any other individuals and/or bodies corporate with substantial involvement in this application are fit and proper persons to participate in a radio licence, have been made known to Ofcom.

Full name (BLOCK CAPITALS) of the applicant or person authorised to make the application of behalf of the applicant:

MATHEW WATSON

Date of application:

08/05/2023

I am authorized to make this application on behalf of the applicant in my capacity as (**delete as appropriate**):

Chairty Trustee / designated member

You also need to complete the confidential section (Part B) of the application form