

Note to Broadcasters

Monitoring of diversity and equal opportunities in broadcasting

This note provides an update to radio and television broadcasters on the next round of information gathering for our annual Diversity and equal opportunities in radio and TV reports. Unlike previous years, this year we plan to align the collection of both radio and TV monitoring data.

Stage one information request

On 26 February 2020 we sent an initial information request to each radio licensee who told us last year that their employees totalled **50 or under**¹ and to any new licensees. On 4 March 2020 we sent an equivalent initial information request to each television licensee that fell in either of the same two criteria above. You will only have received this information request if the number of your employees falls within this threshold² or you are a new licensee; broadcasters with **more than 50 employees** are not involved at this stage (see below). The stage one information request asks for information related to your number of employees and the number of days you are licensed to broadcast per year, to identify whether you are required to complete a full questionnaire at stage two (see below). This request has been sent to company secretaries by post and to licence contacts by email. The questionnaire takes the form of an online survey, which can be accessed via a link, included as part of the email sent to licence contacts.

You have ten working days to complete the information request from the date it was received. If you fail to submit the requested information by the specified date, **we may find you in breach of your licence**.

Stage two information request

Licensees identified at stage one as meeting the relevant thresholds³, along with licensees who told us last year that they have **over 50 employees**, will receive the stage two information request in the Spring. This will consist of a detailed questionnaire asking about your equal opportunities arrangements and your workforce, which will need to be completed and returned to Ofcom. The details of how and when to do this will be included with the questionnaire.

¹ We will also be sending the initial information request to each licensee who failed to respond to our information request last year as we do not hold any information to enable us to determine whether their employees total 50 or under. Any licensees that failed to respond to our information request last year were investigated for breach of the relevant licence condition.

² Or you failed to respond to our information request last year. See footnote 1 above for further details.

³ Have more than 20 employees and licensed to broadcast for more than 31 days per year.

How will the information be used?

We will use the information to produce our third annual diversity and equal opportunities in radio report and our fourth annual diversity and equal opportunities in television report, both to be published in Autumn 2020.

Any broadcasters who have questions related to this note please contact:

diversityinbroadcasting@ofcom.org.uk

Diversity guidance and resources

[Guidance and resources](#) on how broadcasters can improve the diversity of their organisations.

Contact details

Finally, we would like to remind you that it is your responsibility to ensure that your contact details held by Ofcom are accurate and up-to-date. Therefore, if this isn't the case, we ask that you email Broadcast.Licensing@ofcom.org.uk with your correct contact details.

Previous reports

[2019 Diversity and Equal Opportunities in TV Report](#)

[2019 Diversity and Equal Opportunities in Radio Report](#)