



# DIVERSITY IN BROADCASTING FOR RADIO SURVEY

## ABOUT THE SURVEY

Ofcom conducts an annual Diversity in Broadcasting monitoring programme in order to develop a more comprehensive picture of what broadcasters are doing to promote equality and diversity in their organisations. To fill in this questionnaire you will need to use the free '**Adobe Acrobat Reader**' software installed on a laptop/desktop computer (it is not suitable for a tablet or mobile phone). Please return the completed questionnaire to Ofcom via our secure Managed File Transfer (MFT) system to ensure your data is sent securely. The email in which we sent you the questionnaire will explain what you need to do to return your questionnaire via the system.

## THE INFORMATION REQUEST

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

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

## PLEASE TICK THE FOLLOWING BEFORE CONTINUING:

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

## REQUIREMENTS

All radio broadcast licensees are required to complete questions **A1 to A3 of Section A**

If 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 also required to respond to the questions coloured purple in the remainder of **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 **Monday 4 March 2019**. If you cannot answer a question or you do not have the required information, please do not leave a blank but instead explain why you are unable to provide the information, and state whether alternative information could be provided.

Broadcasters are also asked to respond to the questions coloured blue which are mostly found in **Sections F to J**.

This information will enable Ofcom to develop a more comprehensive picture of the make-up of the broadcasting industry in terms of other protected characteristics in the Equality Act 2010 and, as appropriate, to promote equality of opportunity in relation to employment and training for other potentially under-represented groups. 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 2018**.

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

SECTION A: ABOUT YOU AND YOUR ORGANISATION	Page 2-4	Majority Mandatory
SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS	Pages 6-8	Mandatory
SECTION C: GENDER	Page 10	Majority Mandatory
SECTION D: RACIAL GROUP	Pages 11-12	Mandatory
SECTION E: DISABILITY	Page 13	Mandatory
SECTION F: AGE	Page 14	Voluntary
SECTION G: SEXUAL ORIENTATION	Page 15	Voluntary
SECTION H: RELIGION AND BELIEF	Page 16	Voluntary
SECTION I: SOCIAL MOBILITY/ SOCIAL & ECONOMIC BACKGROUND	Page 17	Voluntary
SECTION J: OTHER	Page 18	Voluntary

## SECTION A: ABOUT YOU AND YOUR ORGANISATION

A1 Please complete the following details:

Name:

Job title:

Organisation (Name to be used in report):

Licence(s) relevant to this submission:

Include the reference code for each licence covered (e.g. RLCS000000BA/1). If multiple licences are covered use a comma to separate each one.

- This questionnaire can be completed on a licence-by-licence or aggregated basis (i.e. for your licensed 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 did your organisation (including, if relevant as explained above, any group companies) employ during the 2018 calendar year, either full or part time, in connection with the provision of licensed broadcasting services? This does not include Freelancers (covered separately at A9).

Total number of employees

A3 Is your organisation authorised to broadcast for more than 31 days a year?

1 Yes

2 No

- If you answered A2 with a number lower than 21 or A3 with 'No' you do not have to continue with this questionnaire. Please send your responses for these to Ofcom.
- If you answered A2 with a number of 21 or higher and A3 with 'Yes' you are required to continue to complete the questionnaire as explained above.

A4	How many employees fell into the following categories in 2018...? 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                      employees referred to in your response to A2 fall into the following broad classifications of job level?  Please ensure that the sum of boxes a to d equals the number from A2 shown above:	Still to allocate
a	Senior managers	
b	Middle / Junior managers	
c	Non-management	
d	No data	
	Current total	

A6	How many of the                      employees fall into the following roles?  Please ensure that the sum of boxes a to g equals the number from A2 shown above:	Still to allocate
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	

	How many of the                      employees in 'Programmes / Programming' and 'Journalism / News' would you classify as 'on-air talent'? (such as presenters or news readers)
h	On-air talent

A7	Are your licensed service(s) received in the UK?
1	Yes
2	No

A8	How many of the                      employed in connection with the provision of your licensed radio service(s) are based in the UK?
a	Employees based in the UK

A9	For the period 1st Jan to 31st Dec 2018 how many freelancers worked in connection with the provision of your licensed service(s)?	
a	Freelancers	

• Completion of questions A10, A11 and A12 is voluntary. If processing information in response to A11 which is personal data, please ensure you have the consent (and in the case of "Other" in Gender, and Racial Group and Disability, the explicit consent) of the relevant individuals - see Annex 1 for details.

A10	Of the	freelancers, how many are...?	Please ensure the total for each category equals this number
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**Gender** Still to allocate:

a	Male
b	Female
c	Other (e.g. Intersex, non-binary)
d	Freelancer preferred not to disclose
e	Data collected but no consent to disclose to Ofcom
f	Data not collected
Total	

**Racial Group** Still to allocate:

g	White
h	Black, Asian and Minority Ethnic (BAME)
i	Freelancer preferred not to disclose
j	Data collected but no consent to disclose to Ofcom
k	Data not collected
Total	

**Disability** Still to allocate:

l	Not Disabled
m	Disabled
n	Freelancer preferred not to disclose
o	Data collected but no consent to disclose to Ofcom
p	Data not collected
Total	

A11	Does your organisation collect information on any of the following characteristics from freelancers?	
1	Age	
2	Sexual orientation	
3	Religion or Belief	
4	Pregnancy and maternity	
5	Gender reassignment	
6	Marriage or civil partnership	
7	Social mobility / social, geographic and economic background	
8	None of these	

A12	Are there any plans to monitor the protected characteristics of freelancers? What are the challenges of doing so?	
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## SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS

The questions set out in this section aim to gather information on your equal opportunities arrangements and whether, in making and reviewing them, you have had regard to **Ofcom's equal opportunities guidance**.

Your licence obligation applies in relation to all your employees, regardless of whether they are based in the UK or not. If you cannot answer a question or you do not have the required information, **please do not leave blank** but instead explain why you are unable to provide this information, and state whether alternative information could be provided

### Written equal opportunities policy

**B1** Does your organisation have a written equal opportunities policy statement?

Yes ☐ If ticked please continue and upload/send a copy to Ofcom when you return this questionnaire.

No ☐ If ticked please describe what alternative arrangements you have in place below, and skip to B3

**Please provide details on what your policy says about the following:**

**a** How your organisation defines equal opportunities

**b** Your organisation's equal opportunities objectives

**c** How these objectives will be met

**B2** When did you last review your equal opportunities arrangements (such as your written policy document)?

## **Communicating with employees**

B3 Please provide details on how your written policy statement and any other equal opportunities arrangements have been shared with employees

## **Leading from the top**

B4 Please explain the role of senior management in your equal opportunities arrangements

B5 Do you have any arrangements that aim to promote equal opportunities at board level?  
This could apply in recruitment or development and training

## **Employee monitoring**

B6 When and how often do you ask your employees to provide monitoring data on characteristics such as gender, racial group and disability?

B7 What information do you share with your employees about the data collected through monitoring, and how is this information used to inform your equal opportunities arrangements?

## **Setting diversity targets**

B8 Does your organisation have any equal opportunities targets? If so please provide details.

## **Fair recruitment and employment practices**

B9 Please provide information on the equal opportunities measures that you have in place in terms of your recruitment practices. This may include specific training for interviewers or targeted advertising

B10 Please outline any training or schemes offered by your organisation to promote a diverse workforce or to encourage a diverse and inclusive working environment.

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 during the next 12 months?

B13 If your organisation has any other arrangements in place to promote equal opportunities not mentioned above, or if you are unable to provide the information required (purple) in any section of the questionnaire, please use the space below to explain/provide reasons and say if alternative information can 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 below categories. If you don't hold information by a category please leave the column blank. If you have not provided any of the required information please explain why at B13

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 2018	Joiners
3	Among the {A4b} employees who left your organisation in 2018	Leavers
4	Among the {A4c} employees who completed development training in 2018	Trained
5	Among the {A4d} employees who were promoted in 2018	Promoted
6	Among the {A5a} employees at senior management level	Senior
7	Among the {A5b} employees at junior / middle management level	Junior
8	Among the {A5c} employees at non-management level	Non-mgt
9	Among the {A6a} employees in a programmes / programming role	Prog
10	Among the {A6b} employees in a journalism / news role	Journ
11	Among the {A6c} employees in a technical / engineering role	Tech
12	Among the {A6d} employees in a sales role	Sales
13	Among the {A6e} employees in a marketing / press / PR role	Market
14	Among the {A6f} employees in a support functions / admin role	Support

#### FOR SECTION F (AGE) ONLY

15	Among the {C1a} men in your organisation	Males
16	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 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
Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	Non-mgt	Prog	Journ	Tech	Sales	Market	Support
A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f
a	Male												
b	Female												
c	Other (e.g. Intersex, non-binary)												
d	Employee preferred not to disclose												
e	Data not collected												

Current total

Still to allocate

C15 If you have any alternative information or additional arrangements or initiatives in place to support employees related to **gender** please provide details below.  
Please do not use the space to provide personal data.

SECTION D: RACIAL GROUP

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

For Column 1 only use rows 1,2,3,4,5,6 if you don't have more detailed figures (a-e, f-g, h-k, l-n, o-r, s-t). Only use row u if you don't have numbers for rows 2-6 or f-t.

For Columns 2-14 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
		Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f
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 racial group														
u	Black, Asian and Minority Ethnic (BAME)														
v	Employee preferred not to disclose														
w	Data not collected														

Total

Still to allocate

D15 If you have any alternative information or additional arrangements or initiatives in place to support employees related to **racial group** please provide details below.  
Please do not use the space to provide personal data.

## SECTION E: DISABILITY

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

For Column 1 only use row g if you don't have numbers for rows b to f.

For Columns 2-14 we require a less detailed breakdown so please fill in details for rows a, g, h, and i only.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f
a	No disability														
b	Sensory Disability (e.g. hearing/visually impaired)														
c	Physical Disability / Muscular-skeletal (inc. co-ordination, dexterity, mobility, wheelchair user)														
d	Mental Health (inc. serious depression, bipolarity)														
e	Cognitive / Learning disabilities (inc. dyslexia, Down's syndrome, autism)														
f	Multiple, Long term or other disability / condition (This includes conditions such as diabetes, epilepsy, arthritis, asthma, speech impairments, facial disfigurements)														
g	Has a disability														
h	Employee preferred not to disclose														
i	Data not collected														

Total  
Still to allocate

E15 If you have any alternative information or additional arrangements or initiatives in place to support **disabled** employees please provide details below.  
Please do not use the space to provide personal data.

Completion of Sections F to I is voluntary. If processing information in response to these questions which is personal data, please ensure you have the consent (in the case of sexual orientation and religion or belief, the explicit consent) of the relevant individuals - see Annex 1 for details

## SECTION F: AGE

For each column please ensure that the sum of all boxes 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
		Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	Prog	Journ	Tech	Sales	Market	Support	Males	Females
		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f	C1a	C1b
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	Data collected but no consent to disclose to Ofcom																
i	Data not collected																

Current total  
Still to allocate

F17 If you have any alternative information or additional arrangements or initiatives in place to support employees related to age please provide details below. Please do not use the space to provide personal data.

# SECTION G: SEXUAL ORIENTATION

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

For Column 1 only use row f if you don't have numbers for rows b to e. For Columns 2-14 we require a less detailed breakdown so please fill in details for rows a, f, g, h and i only .

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f
a	Heterosexual / Straight														
b	Gay men														
c	Gay women / Lesbian														
d	Bisexual														
e	Other														
f	Lesbian, Gay, or Bisexual (LGB)														
g	Employee preferred not to disclose														
h	Data collected but no consent to disclose to Ofcom														
i	Data not collected														

Current total

Still to allocate

G15 If you have any alternative information or additional arrangements or initiatives in place to support employees related to **sexual orientation** please provide details below. Please do not use the space to provide personal data.

## SECTION H: RELIGION OR BELIEF

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

For Column 1 only use row i if you don't have numbers for rows b-h.

For Columns 2-14 we require a less detailed breakdown so please fill in details for rows a, i, j, k and l only.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Total	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	Prog	Journ	Tech	Sales	Market	Support
TOTAL SPECIFIED AT:		A2	A4a	A4b	A4c	A4d	A5a	A5b	A5c	A6a	A6b	A6c	A6d	A6e	A6f
a	Not religious														
b	Christian														
c	Hindu														
d	Sikh														
e	Muslim														
f	Buddhist														
g	Jewish														
h	Other religion or belief														
i	Religious														
j	Employee preferred not to disclose														
k	Data collected but no consent to disclose to Ofcom														
l	Data not collected														

Current total

Still to allocate

H15 If you have any alternative information or additional arrangements or initiatives in place to support employees related to **religion or belief** please provide details below.  
Please do not use the space to provide personal data.



## SECTION I: SOCIAL, GEOGRAPHIC & ECONOMIC BACKGROUND

- I1 When we published our diversity in radio broadcasting report last year, we made a commitment that we would continue to develop our diversity monitoring in order to capture additional areas of interest such as social, geographic and economic background.

Whilst not protected characteristics under the Equality Act 2010, understanding the social, geographic and economic background and social mobility of the workforce is considered key in helping to form a picture of how open and accessible an industry is. It also helps reveal whether it is one where every person is able to enter and fulfil their potential, irrespective of where they were born, their educational background, or what their parents did for a living.

We would like broadcasters to explain what work they are undertaking in this area. This might include monitoring, schemes or initiatives, research that you're carrying out with third parties, or even just the internal conversations you're starting to have.

## SECTION J: OTHER

### Pregnancy and maternity, parents and carers

- J1 If your organisation has in place any initiatives or arrangements which aim to support parents, carers or prospective parents or carers please describe below. For example this may include flexible working arrangements, support for women returning from maternity leave, or employee support networks.

### Gender Reassignment

- J2 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.
- 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 not requesting that you provide the number of employees with this protected characteristic.

- J3 We would welcome any more additional information or materials you would like to share with us to demonstrate what your organisation is doing to promote and support equal opportunities. This may include images, quotes, case studies or anything else you think is relevant. Please use the space below for this purpose

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

Please remember to also provide your equal opportunities statement if you ticked 'Yes' at B1

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

We are keen to reflect how you see Diversity within your organisation.

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

## THANKS FOR COMPLETING THIS SURVEY

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

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

The information will be used to produce Ofcom's second 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 relevant data protection legislation or is confidential. Where possible the data will be published on a broadcaster by broadcaster basis, but we anticipate that in some cases the information will have to be aggregated at an industry level to prevent data being attributable to individuals. No individuals will be identifiable in the final report.

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