
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):

Vale of Glamorgan Broadcasting CIC

Proposed service name:

Bro 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 currently being advertised by Ofcom as shown in the multiplex licence advertisement)

Cardiff

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

Nathan Spackman – YMCA Barry, Court Road, Barry, CF63 4EE. 01446420681 – manager@brora-dio.fm

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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.

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 propriety 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):

Vale of Glamorgan Broadcasting CIC

2.2 Company registration number stated on Companies House:

6071362

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:

YMCA Barry, Court Road, Barry, CF63 4EE

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

Yes (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	Nathan John Spackman
Job title	Operations Director
Address	YMCA Barry, Court Road, Barry, CF63 4EE
Telephone	01446 420 681
Mobile phone	07889265788
Email	Nathan.spackman@broradio.fm

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

www.broradio.fm

- 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.

The service will be financed by our existing income sources, which including advertising and sponsorship from local businesses and national media agencies, donations from members of the local community and grant funders.

We will not be applying for any funding regarding to the C-DSP license, but expect more revenue to be generated than the expenditures of broadcasting.

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
Simon Jonathan Field	YMCA Barry, Court Road, Barry, CF63 4EE	UK	N/a	Retired
Philip Victor Kirkham	13 Tylehouse Close, Llanmaes, Llantwit Major, CF61 2XZ	UK	N/A	Retired Social Services Manager
Clive Silver	12 Littleheath Lane, Cobham, Surrey	UK	Director – Golden Budgie Films Limited (Dormant Company) Director – Tie Dye Development Limited (Dormant Company) Director – C S Media Limited (Media production)	Managing Director

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

Nathan Spackman	YMCA Barry, Court Road, Barry, CF63 4EE	UK	Director – UK Community Radio Network CIC (Trade Body) Director – NJSPACK-MAN LTD (Retail gift shop operator)	Operations Director
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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% 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
Clive Silver	500	£500	40%	40%
Phil Kirkham	250	£250	20%	20%
Raymond Murray	250	£250	20%	0%
Jon Horne	250	£250	20%	0%
Comments				
The Board of Directors are currently in the process of purchasing the shares owned by Jon Horne and the shares currently under the control of the family of Raymond Murray.				

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	

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?

Yes (delete as appropriate).

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

Licence number	Name of multiplex
CR000122BA/3	Bro Radio

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.

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
CR000122BA/3	Bro Radio

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
31/03/2009	CR000122BA/3	Bro Radio

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

Yes(delete as appropriate).

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

Licence number	Name of service or multiplex
CR000122BA/3	Bro Radio

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)?

Yes / 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?

Yes / 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?

Bro 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.

Cardiff

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.

YMCA Barry, Court Road, Barry, CF63 4EE

- 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.

CR000122BA/3

- 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.**

Bro Radio is a service targeting all the people living, working and visiting the geographical area of the Vale of Glamorgan, encompassing the Towns and Villages of Barry, Penarth, Sully, Dinas Powys, St Athan, Llantwit Major and surrounding areas. The total population of the areas served is approximately 125,000.

The service aims to promote a feeling of social identity, community pride and cohesion, amongst the diverse communities which it serves.

It's programme provides a mix of relevant speech and music, supporting local communities by highlighting issues in the rural and urban areas it serves.

The station promotes the local arts and entertainment, along with local events and musicians, providing coverage for the thriving arts and culture scenes within the area.

The service is focused on those in the Vale of Glamorgan, promoting local businesses, shopping local and what's good about living, working and visiting the communities we serve.

- 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.**

The application is being made by an existing community interest company, limited by guarantee. This legal structure ensures that no dividends will be paid to shareholders. If the company makes a profit, it will be reinvested in the radio station and its projects.

The Articles of Association state that the company's objects are to carry on activities which benefit the community and, in particular, to operate a community radio station to benefit the residents of the community. The Articles of Association also include asset lock provisions, including a requirement that, in the event of the company being wound up, any remaining assets will be transferred to a charity which benefits the local community.

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.**

Bro Radio exists to provide a radio service, delivered by local voices – with a team of 45 volunteers already involved in the station.

Through its two studios, it provides training, volunteering and projects, which provide opportunities for local people to access opportunities. The service features interviews with local community organisations, charities and schools, on a regular basis, providing them with a platform to promote their activities.

It's local news team broadcast bulletins throughout weekday afternoons.

The station provides free listings for local events and charities, both on air and via its dedicated Love the Vale website – all presenters are encouraged to talk about what's going on in the community, including events and issues.

Bro Radio has strong links with a range of local organisations, who it works with closely including Citizens Advice, who it broadcasts monthly conversations about the topics they are receiving the most calls about that month. We also air a monthly third sector programme, with Glamorgan Voluntary Services, to further promote charities and their work, whilst also raising the profile of volunteers and voluntary opportunities.

As well as working with national agencies, we work to promote small businesses. We've created a dedicated business website, Love the Vale which is promoted regularly on air.

We also offer affordable advertising rates and run an annual day, focused on promoting local businesses, charities and organisations, whilst highlighting the challenges they face.

In 2022 the station has built strong links with local schools and youth services, providing opportunities for pupils to access training and take over the radio station.

If we were to be available on DAB, it will ensure Bro Radio can continue to offer this service whilst reaching more people.

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

We regularly air interviews with local elected officials and other people, on matters of interest to the communities we serve. Our weekly news programme, the Vale this week is an opportunity for people to have a say on major issues locally and nationally which affect them, which are also broadcast through our daily news output.

The station shares a number of stories on its social media, where listeners are encouraged to share their views.

We encourage listeners, businesses, organisations and individuals to submit their local news stories for inclusion in our on air service, as well as on our dedicated news pages.

- 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.**

Bro Radio holds regular open days at both its studios, to allow members of the community to come forward, find out more and access volunteering opportunities and projects.

We are regularly at events in our community and with a new outside broadcast vehicle, hope to be able to capture new volunteers and show them the world of radio.

The station also has a track record in providing opportunities for those in education and looking for a career in the industry, to build experience and go onto a career in radio, tv or the media.

One of our priorities is to provide more opportunities for young people. We've recently launched a weekly youth radio club and are working with local schools and the Youth service to develop more opportunities, to get young people interested in radio.

- 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.**

As part of our attendance at local events, we regularly interact with the communities which we serve, seeking their views on our service and the community. These surveys help shape our projects, volunteering opportunities and service.

We will continue to conduct regular surveys of the local community to help us understand its needs and priorities.

Using our website and social media, we regularly reach out for thoughts and comments, which are collated for consideration.

Our volunteers are all members of our community, so they are in a good position to engage with other local people, feeding back the needs of the communities, the key issues impacting local people and how we can help be a source of support, information and news.

- 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.**

The Operations Director has run the radio station for 5 years, previously working as a sales manager at the organisation and a volunteer since September 2009. During this time, he has built a strong relationship with our volunteers, directors, local business community, organisations and charities.

Our day to day team are made up of local people, with experience in sales and fundraising, radio presenting and community management.

Our Board of Directors are made up of local people, with strong connections to our communities, businesses, organisation and all have an interest in community broadcasting, social gain and the Vale of Glamorgan.

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.**

With the exception of the three members of staff, all roles on and off air are conducted by volunteers, from the local community.

Their roles cover presenting, production, event management, journalism, social media and administration. We recognise the success of Bro Radio relies on having strong input from our community and providing opportunities. We will continue to hold open days, promote opportunities, and invite members of the community to be part of Bro Radio.

Opportunities are advertised on air, via social media, on our website, through local events and through agencies including Glamorgan Voluntary Services and Volunteering Wales.

We are keen to create opportunities for people to contribute their skills and experiences, whilst helping individual volunteers to build new skills.

Accountability

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

As a station we actively encourage our listeners to contact on air presenters during our programming. Members can also contribute their views via social media channels.

Through open days, we invite members of the community to find out more about our work, have a say and communicate directly with us.

We run annual surveys which are open to both listeners and non-listeners, asking for suggestions on how we can improve the service which we provide.

By attending local events, we also engage directly with our community to understand their views and allow them to influence decisions made.

- 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.**

Through regular surveys and interaction with our community, we invite suggestions to improve our service.

We hold regular volunteer meetings, with the team invited to send suggestions or criticism to the Operations Director or to the Board of Directors.

Any complaints will be taken seriously and discussed by the Board, who are in regular contact, with feedback given to individuals.

The Operations Director has access to the Board to discuss any complaint where there is a risk of serious consequences, for example safeguarding or compliance matters.

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
Bro Radio	<p>Bro Radio <i>is a radio service intended to serve</i></p> <p>NOTE: The next 3 headings below are the components of the 'character of service'.</p> <p>The rural and urban communities which exist in the Vale of Glamorgan.</p> <p>Description of Character:</p> <p>Bro Radio is a service focused on the Vale of Glamorgan. It promotes a feeling of social identity and community pride amongst the urban, rural and coastal communities which exist within the county.</p>	<p>Seven days a week.</p> <p>24 hours day.</p>	Cardiff SSDAB

C-DSP licence: Application form (Part A)

	<p>Its programming reflects the life of the residents it serves, with a mixture of locally relevant news, information and music during the day, with specialist music and information programming, covering sport, key communities, Welsh Language and specialist music genres during the evening and week-ends.</p> <p>Music:</p> <p>During daytime programming (Monday – Saturday, 7am – 6pm), Bro Radio broadcasts a mix of today’s new and chart music, alongside music from 1975 to today. During the evenings and weekends, Bro Radio broadcasts specialist music programming, including Rock, Reggae, Classical and Welsh Language music genres.</p> <p>The service provides original output for a minimum of 84 hours per week.</p> <p>The service provides locally-produced output for a minimum of 91 hours per week.</p>		
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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 Operations Director is responsible for compliance. The post holder has 5 years' experience managing the radio station, keeping up to date with compliance during that period. The post holder keeps up to date with changes in relevant codes.

- 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.

The Operations Director, Nathan Spackman is responsible for compliance. He has worked for Bro Radio in the role for five years, and eight prior to that.

He has considerable experience in writing news bulletins, conducting interviews and make decisions on matters of judgement relating to the relevant codes and rules.

Bro Radio has operated an FM service since 2009 and require all volunteers to comply with the Ofcom Broadcasting code.

- 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 Operations Manager is responsible for ensuring that all presenters receive appropriate compliance training, and for ensuring that all the station's content complies with the relevant regulatory codes.

Training may be given by other members of the team, but the Operations Manager will oversee compliance training.

The Operations Manager remains the first point of contact for Ofcom or the public, in regards to complaints or compliance matters.

A number of senior volunteers have experience working for licenced broadcast services. As and when we plan to report on any news stories, volunteers and the Operations Director will ensure any scripts are peer reviewed.

- 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 on air presenters and newsreaders are provided with training on compliance matters when they join the organisations.

As part of the training programme, all new volunteers will be provided with compliance training by the Operations Director and other senior members of the team.

All volunteers are required to sign a volunteer agreement, which confirms that they will comply with the Ofcom Broadcasting code.

The Operations Director will be responsible for ensuring that refresher training is provided to all volunteers on a regular basis.

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

The training will be mandatory for all volunteers involved in presenting, producing and news reading, as well as Directors and members of staff.

- 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 programme 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 presenters and guests pre-broadcast and the process for ensuring that any non-complaint content is dealt with swiftly during the broadcast.

During training, the Operations Director makes it clear to all presenters that they must ensure that the content provided by both themselves and any guests is compliant with Ofcom's Broadcasting Code.

When joining Bro Radio, volunteers are expected to build their experience pre-recording programmes, before live presenting. New volunteers will not interview guests live on air, until experience is built.

All volunteers have access to the Operations Director and senior staff, to ask questions if they are unsure and are able to escalate concerns, if they believe there is a potential risk of breaching Ofcom's Broadcasting Code, or any other requirements.

- 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.

The Operations Director and Production Manager is responsible for programme scheduling. All pre-recorded material is produced by Bro Radio's volunteer presenters, who have been through the training procedures and this will continue to be the case.

Any content from third party sources is reviewed regularly, with the Operations Manager and Production Manager conducting these, with the risk of any compliance incidents will be assured.

- 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.

All volunteers will be informed of the key commitments, with new volunteers made aware of them and the stations wider aims as part of their induction and training.

The Operations Director will be responsible for ensuring compliance of Key Commitments as part of his day to day management of the organisation.

The Board of Directors will provide regular support and review its key commitments on an annual basis, or more often if required.

- 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.

As part of regular reviews, the station will review compliance with off-air social gain activities and monitor how they are delivered.

This will be the responsibility of the Operations Directors responsibility as part of his day to day management role.

All monitoring will be shared with the Board of Directors, who will review them, set targets and aims, with these being published via the radio stations website.

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

The station broadcasts largely in English, with occasional content broadcast in Welsh.

- 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 of the staff and volunteers involved in compliance matters are fluent in English, with a basic understanding of the Welsh language.

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 **the 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:

Nathan John Spackman

Date of application:

22/10/2022

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

Company secretary / company director / designated member (in the case of a Limited Liability Partnership)

You also need to complete the [confidential section \(Part B\) of the application form](#)