



DIVERSITY IN BROADCASTING FOR TV WORKFORCE SURVEY 2021

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 ensure to open this questionnaire directly within the app itself, rather than in an internet browser (such as Internet Explorer, Google Chrome or Safari).

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 television 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 7 June 2021**. 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**. Although it is not a licence requirement to provide the information requested in these sections, and failure to do so will not result in a licence breach being recorded, 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.

To provide context and transparency, Ofcom's Diversity in Broadcasting report will highlight 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 period of **1 April 2020 to 31 March 2021**.

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

SECTION A: ABOUT YOU AND YOUR ORGANISATION	Pages 3-5	Majority Mandatory if A2>20 and A3=Yes
SECTION B: FREELANCERS	Page 6	B1 mandatory if A2>20 and A3=Yes
SECTION C: GENDER	Page 8	Mandatory if A2>20 and A3=Yes
SECTION D: RACIAL GROUP	Page 9	Mandatory if A2>20 and A3=Yes
SECTION E: DISABILITY	Page 10	Mandatory if A2>20 and A3=Yes
SECTION F: AGE	Page 11	Voluntary
SECTION G: SEXUAL ORIENTATION	Page 12	Voluntary
SECTION H: RELIGION OR BELIEF	Page 13	Voluntary
SECTION I: SOCIAL MOBILITY	Page 14	Voluntary
SECTION J: QUALITATIVE QUESTIONS	Pages 15-18	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. TLCS000000BA/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 television 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 either full or part time in connection with the provision of licensed broadcasting services on 31st March 2021?

This does not include Freelancers (covered separately at B1).

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 Are your licensed service(s) received in the UK?

1	Yes
2	No

A5 How many of the employed in connection with the provision of your licensed service(s) are based in and outside the UK?

Please ensure that the total at the end equals this number Still to allocate

a	Employees based in the UK
b	Employees based outside of the UK

Note: If your organisation only employs people based outside of the UK skip to A9 Total

A6 How many UK based employees fell into the following categories for the period
1st April 2020 to 31st March 2021

a	Joined your organisation
b	Left your organisation
c	Received training (related to developing in their role)
d	Were promoted within your organisation

A7 How many of the UK based employees fall into the following broad classifications of job level?

Please ensure that the total at the end equals this number Still to allocate

a	Senior managers
b	Middle / Junior managers
c	Non-management
d	No data

Total

A8 How many of the UK based employees fall into the following job types/roles?

Note: The attachment 'job roles' (as included in Annex 5) should help with assigning employees to these categories

Please ensure that the total at the end equals this number Still to allocate

a	Broadcast Management
b	Business Management and Administrative
c	Organisational - Technical, Engineering and Data Analytics
d	Sales and Marketing
e	Creative and Content Production
f	Journalism
g	On-screen Talent
h	Other / No data

Total

Employees based outside of the UK

Note: If your organisation only employs people based in the UK skip to B1

A9 Of the employees based outside of the UK, how many are...?

Note: Completion of row c is voluntary. Only provide information in row c if you have the explicit consent of the relevant individuals

Please ensure the total for each category equals the number shown in the question

Gender

Still to allocate:

a		Male
b		Female
c		Other (e.g. Intersex, non-binary)
d		Employee preferred not to disclose
e		Data not collected
		Total

Racial Group

Still to allocate:

f		White
g		Black, Asian and Minority Ethnic (BAME)
h		Employee preferred not to disclose
i		Data not collected
		Total

Disability

Still to allocate:

j		Not Disabled
k		Disabled
l		Employee preferred not to disclose
m		Data not collected
		Total

SECTION B: FREELANCERS

B1 For the period 1st April 2020 to 31st March 2021 how many freelancers worked in connection with the provision of your licensed service(s)?

a Freelancers

Completion of B2 is voluntary.

If processing information 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.

B2 Of the freelancers, how many are...? Please ensure the total for each category equals this number

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

B3 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 and economic background

8 None of these

B4 If you don't already, are there any plans to monitor any of the characteristics above? What are the challenges of doing so?

For Sections C to H please use the grids provided on the following pages to input the number of UK based employees in your organisation with specific characteristics who fall into each of the categories shown below.

Column	Category	Heading
1	Among all {A5a} UK based employees in your organisation	Total UK
2	Among the {A6a} UK based employees who joined your organisation between 1 April 2020 and 31 March 2021	Joiners
3	Among the {A6b} UK based employees who left your organisation between 1 April 2020 and 31 March 2021	Leavers
4	Among the {A6c} UK based employees who completed development training between 1 April 2020 and 31 March 2021	Trained
5	Among the {A6d} UK based employees who were promoted between 1 April 2020 and 31 March 2021	Promoted
6	Among the {A7a} UK based employees at senior management level	Senior
7	Among the {A7b} UK based employees at junior / middle management level	Junior
8	Among the {A7c} UK based employees at non-management level	NonMgt
9	Among the {A8a} UK based employees in a broadcast management role	BroadMgt
10	Among the {A8b} UK based employees in a business management and administration role	BusMgt
11	Among the {A8c} UK based employees in an organisational, technical, engineering and data analytics role	Tech
12	Among the {A8d} UK based employees in a sales and marketing role	Sales
13	Among the {A8e} UK based employees in a creative and content role	Creat
14	Among the {A8f} UK based employees in a journalism role	Journ
15	Among the {A8g} UK based employees in an on-screen talent role	Screen
FOR SECTION F (AGE) ONLY		
16	Among the {C1a} UK based men in your organisation	Males
17	Among the {C1b} UK based 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.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen	
		TOTAL SPECIFIED AT:	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
a	Male																
b	Female																
c	Other (e.g. Intersex, non-binary)																
d	Employee preferred not to disclose																
e	Data not collected																

Total

Still to allocate

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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
1 White:															
a English /Welsh /Scottish /Northern Irish /British															
b Irish															
c Central and Eastern European															
d Gypsy or Irish traveller															
e Other white background															
2 East Asian / East Asian British:															
f Chinese															
g Other East Asian background															
3 South Asian / South Asian British:															
h Indian															
i Pakistani															
j Bangladeshi															
k Other South Asian background															
4 Black / African / Caribbean / Black British:															
l African															
m Caribbean															
n Other Black /African /Caribbean background															
5 Mixed:															
o White and Black Caribbean															
p White and Black African															
q White and Asian															
r Other mixed/multiple racial background															
6 Other:															
s Middle Eastern, including Arabic origin															
t Other ethnic group															
u Black, Asian and Minority Ethnic (BAME)															
v Employee preferred not to disclose															
w Data not collected															

Total

Still to allocate

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 2-15 we require a less detailed breakdown so please fill in details for rows a, g, h, i and j only.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:		A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
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

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).

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen	Males	Females
TOTAL SPECIFIED AT:		A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g	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

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 2-15 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	15
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:		A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
a	Heterosexual / Straight															
b	Gay men															
c	Gay women / Lesbian															
d	Bisexual															
e	Other sexual orientation															
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

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 2-15 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	15
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:		A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
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

SECTION I: SOCIAL MOBILITY / SOCIAL & ECONOMIC BACKGROUND

For questions I1 to I4, please specify how many of the
Please ensure the total for each question adds up this number.

UK based employees in your organisation fit into each category.

I1 Occupation of main household earner when employee was aged 14.		Still to allocate:
a	Modern professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer.	
b	Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, call centre agent, nursery nurse.	
c	Senior managers or administrators (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager, chief executive.	
d	Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.	
e	Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant.	
f	Routine manual and service occupations such as: HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.	
g	Middle or junior managers such as: such as: office manager, retail manager, bank manager, restaurant manager, warehouse	
h	Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer	
i	Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)	
j	Inactive (including those that are retired)	
k	Don't know/Not applicable	
l	Employee preferred not to	
m	Data collected but no consent to provide to Ofcom	
n	Data not collected	

Total

I2 Type of school employee attended for the most time between the ages of 11 - 16		Still to allocate:
a	State-run or state-funded school - selective on academic, faith or other grounds	
b	State-run or state-funded school - non-selective	
c	Independent or fee-paying school – bursary	
d	Independent or fee-paying school – no bursary	
e	Attended school outside the UK	
f	Don't know	
g	Employee preferred not to disclose	
h	Data collected but no consent to provide to Ofcom	
i	Data not collected	

Total

I3 Highest level of qualification achieved by either of parent(s) or guardian(s) by the time employee was 18		Still to allocate:
a	Degree level or Degree equivalent or above (e.g. first or higher degrees, postgraduate diplomas, NVQ/SVQ Level 4 or 5 etc.)	
b	Qualifications below degree level (e.g. A-Level, SCE Higher, GCSE, O-Level, SCE Standard / Ordinary, NVQ/SVQ, BTEC etc.)	
c	No qualifications	
d	Don't know	
e	Employee preferred not to disclose	
f	Data collected but no consent to provide to Ofcom	
g	Data not collected	

Total

I4 Whether employee eligible for Free School Meals at any point during their school years?		Still to allocate:
a	Yes	
b	No	
c	Not applicable (finished school before 1980 or went to school overseas)	
d	Employee preferred not to disclose	
e	Data collected but no consent to provide to Ofcom	
f	Data not collected	

Total

SECTION J: QUALITATIVE QUESTIONS

As we intend to publish your response to these questions verbatim, please indicate clearly any confidential information that you wish to be removed before publication (with reasons why you consider it confidential). Your responses to these questions should not contain any personal data.

Please ensure that your response to the following is limited to a **total of no more than 3,000 words** (i.e. an average of 500 words in response to each of the six sub-sections - J1) Diversity of your workforce, J2) Inclusion in your workforce, J3) Freelancers, J4) Commissioning, J5) Coronavirus, and J6) Priorities and collaboration.)

Activity during the reporting period (1 April 2020 to 31 March 2021)

Diversity of your workforce

J1a Please describe how your organisation has promoted equality of opportunity by providing information on the following (i and ii), ensuring that you include: its intended outcome(s); how you have evaluated it; and any conclusion(s) you have reached about its outcome(s) and/or evaluation:

i) the most successful initiative you have introduced or with which you've continued during the reporting period to increase the diversity of your workforce

(iii) the least successful action you have taken during the reporting period.

J1b Please tell us whether your organisation has prioritised particular characteristics* in order to increase diversity during the reporting period and briefly explain why.

**By 'particular characteristics' we mean any of the mandatory reporting characteristics – male/female, racial group, disability – and/or other characteristics, such as age, gender identity, sexual orientation or religion/belief.*

Anti-bullying and discrimination

J1c i) Have you got a bullying/harassment policy in place in your organisation?

Yes

No

ii) Do you provide advisory facilities to which your employees can report bullying or harassment? If yes, please specify what form this takes (e.g. telephone helpline)

iii) When an employee leaves your organisation, do you have a system in place to determine why e.g. exit interviews? (please specify)

Inclusion in your workforce

J2 Please describe the most successful action you have taken during the reporting period to support inclusion within your organisation (*for example, in relation to: progression; senior leadership; the make-up of key broadcast teams/departments; or more generally fostering inclusive behaviours and social norms*). Please ensure that you include its time-frame and any evaluation undertaken or intended.)

Freelancers

J3 If you have considered diversity in relation to freelancers during the reporting period, please outline briefly how and detail any action(s) you have taken to address representational shortfalls you identified and/or prioritised. *For example: broadcasters may have considered diversity in relation to people working in freelance production.*

Commissioning

J4 Please describe how you have approached diversity in relation to any commissioning you have undertaken during the reporting period, detailing any specific actions you have taken to improve appropriately diverse representation throughout the commissioning process (in specific cases or more generally).

Looking forwards and other matters

Coronavirus

J5 Please describe the main **challenges** and/or **opportunities** that have impacted on diversity and inclusion in your organisation as a result of the Covid-19 pandemic. Please also describe how you are meeting such challenges and/or capitalising on such opportunities.

J6a Please outline your diversity and inclusion priorities for the period 1 April 2021 to 31 March 2022, describing for each: why it is a priority; what you hope to achieve; and how you intend to achieve it.

J6b How best do you think Ofcom and/or other broadcasters could collaborate to further diversity and inclusion in our respective organisations?

J7 Please use the following space for providing only:

- i) additional explanatory information, as detailed in the information request (and its annexes); and/or
- ii) a brief summary of any matter you wish to raise in relation to D&I to which you have not had the opportunity to refer in your response to Section J, above.

Please limit your following response to no more than an additional 500 words

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.

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

Personal data

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 Diversity in Broadcasting 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.