

Note to Broadcasters

Monitoring of diversity and equal opportunities in broadcasting

On 25 November 2020, Ofcom published its latest [report](#) on Diversity and equal opportunities in television and radio. It was the first year that the two separate industry reports were combined. It set out how larger broadcasters (with 100 or more employees) are doing on equality and diversity overall, both in terms of what they're doing well and what they could do better. The report also contained our key recommendations on where industry needs to do more.

We would like to thank all those broadcasters who responded to our information request and provided us with the relevant data within the timeframe requested, despite the challenging working conditions due to the pandemic.

Next Steps

We have offered individual meetings to 22 broadcasters who provided us with data. We will be meeting with them in the coming weeks to discuss the report's findings in the context of their licence conditions relating to promoting equality of opportunity. We will be writing to those who did not respond to our meeting invitation to set out the findings of the report, including any aspects of particular relevance to their organisation.

Monitoring of television and radio industry

Stage one information request

In March we will be sending out an initial information request to each licensee who have told us previously that their employees totalled **50 or under** and to any new licensees. The stage one information request will ask for information related to your number of employees and the number of days you are licensed to broadcast per year, to identify whether you are required to complete a full questionnaire at stage two (see below). This request will initially be sent to company secretaries and licence contacts by email. The questionnaire will take the form of an online survey, accessed via a link, included as part of the email sent to licence contacts.

The survey will be sent out to television licensees on 1 March and the deadline for completing this survey will be 15 March. Radio licensees will be sent the survey on 8 March and the deadline for completing this survey will be 22 March 2021.

If you fail to submit the requested information by the specified deadline date we may commence enforcement proceedings and you could be found in breach of your licence conditions. If the impact of the COVID-19 pandemic will cause you difficulty in responding to this information request by the

specified deadline, we ask that you notify us by emailing diversityinbroadcast@ofcom.org.uk as soon as you receive the survey.

Stage two information request

Licensees identified at stage one as meeting the relevant thresholds¹, along with licensees who told us previously that they have **over 50 employees**, will receive the stage two information request in **early April**. This request will initially be sent to company secretaries and to licence contacts by email. Licensees will be given eight weeks to complete the stage two questionnaire.

The stage two information request will consist of a detailed questionnaire asking about your workforce and, to a lesser extent this year, your equal opportunities arrangements which will need to be completed and returned to Ofcom. The questionnaire will take the form of an PDF questionnaire, accessed via an attachment, included as part of the email sent to licence contacts.

Last year we required reduced information regarding broadcasters' employees and equal opportunities arrangements, from only those with 100 or more employees. However, we made it clear that in this year's request, in addition to asking for 2020/21 employee data (April 2020 to March 2021) we will also be asking for the outstanding data relating to 2019/20 (April 2019 to March 2020) from all broadcasters with more than 20 employees.

How will the information be used?

We will use the information to produce our annual diversity and equal opportunities in broadcasting report in Autumn 2021.

Any broadcasters who wish to provide feedback or who have questions about our work in this area should contact diversityinbroadcast@ofcom.org.uk

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

¹ Have more than 20 employees and licensed to broadcast for more than 31 days per year.