

**DIVERSITY AND INCLUSION
(D & I) MONITORING FORM FOR PRODUCTION**

**Date of publication:** 5 February 2021

**Pact Template – Diversity Monitoring Form for TV production**

**Equality monitoring is not legally mandatory for employers in the private sector. The Equality and Human Rights Commission (EHRC) recommends it, however and increasingly broadcasters, commissioners and financiers require it. The monitoring methods that you use will depend on the size of your company. Pact has drafted a template diversity monitoring form for members to use when monitoring the equality and diversity of their staff, freelancers and subcontractors. Whether using this Pact form or one of your own, as an employer you must comply with the General Data Protection Regulation (EU 2016/679) (GDPR) and the Data Protection Act 2018 (DPA), collectively the Data Protection Legislation, when you collect, process, store, retrieve, use, analyse, publish, disclose, disseminate or otherwise make available, combine with other information, erase, destruct and or transfer personal data and special category data for the purpose of monitoring the make-up of your workforce.**

**Film**

Film producers are advised to discuss diversity and equality monitoring with their project supporters and financers as they may have specific requirements and forms that must be submitted. As an example, under the BFI Diversity Standards, applicants for the BFI Film Fund must submit a diversity report at the end of their project. More information on the BFI Diversity Standards is available [here](https://www2.bfi.org.uk/sites/bfi.org.uk/files/downloads/bfi-diversity-standards-criteria-2019-07-23.pdf).

**Data Protection**

**Personal data** is any information  relating to a living individual (who can be identified from that data, or from that data in conjunction with other readily available information (a **Data Subject**)) by reference to name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

**Special category data** is any information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership of a Data Subject and the processing of genetic data, biometric data for the purpose of uniquely identifying a Data Subject, data concerning health or data concerning a Data Subject’s sex life or sexual orientation.

Pact’s pan-industry guidelines on data protection and security are available [here](https://www.pact.co.uk/news-detail.html?id=pact-and-broadcasters-update-pan-industry-data-protection-guidelines-in-line-with-gdpr). They are designed to provide practical advice to assist in protecting the data of individuals and in turn protecting production companies from civil and/or criminal sanctions and reputational damage as the result of an unauthorised disclosure of personal or special category data. It is therefore important that all staff read these guidelines and that the necessary practical support and guidance is provided.

Employers need a legal basis for processing personal data and an additional legal basis when processing special category data. The most relevant legal bases for processing personal data and special category data for the purpose of an employer’s diversity and equality monitoring are:

1. it is necessary for the performance of a contract to which the Data Subject is a party (for example, the staff member’s contract of employment); and
2. it is necessary for the purposes of carrying out the obligations and exercising specific rights of the employer in the field of employment law.

**Information Commission Office (ICO) requirement: data controllers**

An employer is statutorily required to pay an annual charge and provide certain information to the Information Commissioner (in accordance with the Data Protection (Charges and Information) Regulations 2018) when it acts as data controller, either alone or jointly with others, and determines the purposes and means of processing personal data and special category data. See [the ICO guidelines for organisations here.](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/data-protection-fee/)

**Safe Storage and Best Practice**

Employers must comply with Data Protection legislation and the data protection principles contained when storing personal data and special category data. Please see the pan-industry guidance for recommended practices on the security of personal data and special category data. If employers have any concerns about the data protection issues surrounding diversity monitoring, they should speak to their company’s data protection officer, or contact Pact or their commissioning broadcaster.

**How do you measure social mobility?**

Measuring the socio-economic background of your employees and potential recruits is the critical first step. It helps you know what needs to be done in order to improve the socio-economic diversity and inclusion in your organisation.

The Social Mobility Commission consulted with dozens of academic experts, think tanks, charities and employers to produce [a simple guide to the most important information you need to collect](https://socialmobilityworks.org/toolkit/measurement/).

Asking your workforce, apprentices and applicants this key question ( agreed on by the BBC for their targets) will give you a basis on which to develop an informed strategy for improving social mobility.

**What to ask?**

What was the occupation of your main household earner when you were about aged 14?

* **Modern professional & traditional professional occupations**such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.
* **Senior, middle or junior managers or administrators**such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.
* **Clerical and intermediate occupations** such as: secretary, personal assistant, call-centre agent, clerical worker, nursery nurse.
* **Technical and craft occupations**such as: motor mechanic, plumber, printer, electrician, gardener, train driver.
* **Routine, semi-routine manual and service occupations** such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.
* **Long-term unemployed**: claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year.
* **Small business owners who employed less than 25 people** such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.
* **Other**such as: retired, this question does not apply to me, I don’t know.
* **I prefer not to say**.

**Why ask?**

This question is the best measure to assess someone’s socio-economic background. Not only that but it’s easy to understand, it gets the highest response rates in testing, and [it’s applicable to those from all ages and from all countries](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/768371/Measuring_Socio-economic_Background_in_your_Workforce__recommended_measures_for_use_by_employers.pdf). It really can’t be simpler!

**What changed ?**

Old versions of this question had multiple follow-up questions that helped improve its accuracy. The Social mobility commission worked with a group of experts to simplify this question and change the response categories to make it fit-for-purpose for employers looking for a one-question measure of socio-economic diversity.

**How to analyse?**

Report socio-economic background in three groups, following this guide:

* Professional backgrounds – modern professional & traditional occupations; senior or junior managers or administrators.
* Intermediate backgrounds – clerical and intermediate occupations; small business owners.
* Lower socio-economic backgrounds – technical and craft occupations; routine, semi-routine manual and service occupations; long-term unemployed.
* Exclude – other; I prefer not to say.

**You’ve got your data. Now what?**

Review the proportion of applicants and staff members from each socio-economic background – is there equal or close to equal representation from each group? If not, which is the dominant socio-economic group?

Compare your results to the following national benchmarks for the entire workforce:\*

**Parental occupation at age 14**

**Professional 34%**

**Intermediate 24%**

**Working class 42%**

*\*Benchmarks based on entire workforce in England*

You can find industry benchmarks on the Social Mobility Commission microsite for the financial and professional services, public sector, creative sector, SMEs and retail sectors.

For ease of presentation, categorise your results according to the [simplified 3-class scheme of NS-SEC,](https://www.ons.gov.uk/methodology/classificationsandstandards/otherclassifications/thenationalstatisticssocioeconomicclassificationnssecrebasedonsoc2010#deriving-the-ns-sec-full-reduced-and-simplified-methods) used in most social mobility research. To do this, compare respondents with professional and managerial (NS-SEC 1 and 2) “middle-class” origins to those with intermediate (NS-SEC 3, 4 and 5) origins, and routine and semi-routine “working-class” (NS-SEC 6 and 7) origins. A respondent’s origin class is then compared to their destination class, measured in terms of their current position.

We have identified 5 main tiers of seniority in television:

* Assistants/Administrators
* Professional/Technical Managers
* Senior Managers
* Executives/ Heads of Department (HOD)

Senior Managers and Exec/HoDs fall into the first category (NS-SEC 1).

Professional / technical managers and senior managers fall into NS-SEC 2.

Assistants/Administrators fall into NS-SEC 3.

Using this categorisation, those in television with intermediate and working-class origins have experienced intergenerational social mobility. Accordingly, they are often referred to as the “socially mobile”.

**Adapt the sample monitoring questionnaire below, to collect relevant data on diversity and inclusion from your staff, freelancers and subcontractors.**

**-          please remove these front pages before using the diversity form**

**- avoid asking for any personal identifying information such as name, initials, date of birth or job title. If you need to collect information on job roles, keep this as board as possible: for example, ‘production’ or ‘rights’ rather than ‘post-production supervisor’ for example.**

**-          provide the form below to individuals, together with a stamped envelope addressed to the individual in the company who will be responsible for managing the diversity monitoring forms in line with the rules referred to above. Alternatively, provide the form in an online format, either as a text document or as a link to an anonymous online survey.**

**TEMPLATE: ANONYMOUS TV DIVERSITY MONITORING FORM**

 **[NAME OF COMPANY]** is committed to ensuring that all job applicants, freelancers, workers and members of staff are treated equally without discrimination, and to building an accurate picture of the make-up of its workforce, with the aim of encouraging equality and diversity. To help us pursuing our equality and diversity aims please complete the information requested below, although filling in this form is voluntary.  The information that you provide will stay confidential, be collected, used and stored securely and access to it limited to only particular staff in the company and will remain anonymous at all times. The information you provide will only be used to understand the make-up of our workforce and identify any barriers to equal opportunities, and will not be passed on to any other entity.

Note to applicants: complete this form and return it sealed in the envelope provided, marked ”Strictly Confidential” to **[NAME OF EMPLOYEE HANDLING EQUALITY MONITORING]** to help us protect your confidentiality. Do not include your name, initials, email address or job role.

**Gender**

□ Female

□ Male

□ Identify as transgender or transsexual

□ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

**Gender identity: Is your gender identity the same as at birth?**

□ Yes   □ No    □ Prefer not to say

**Sexual orientation**

□ Bisexual

□ Gay man

□ Gay woman /lesbian

□ Heterosexual /straight

□ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

**Age**

□ 16-24 □ 35-39  □ 50-54 □ 60-64 □ 75+

□ 25-29   □ 40-44 □ 50-54 □ 65-69  □ Prefer not to say

□ 30-34 □ 45-49  □ 55-59  □ 70-74

**Ethnic Origin**

**Asian / Asian British**

□ Bangladeshi □ Indian □ Pakistani □ Any other South Asian background

□ Chinese □ Other East Asian background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black / African / Caribbean / Black British**

□ African □ Black British □ Caribbean

□ Other Black background, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed / Multiple ethnic groups**

□ White and Asian

□ White and Black Caribbean

□ White and Black African

□ Other Mixed or Multiple ethnic background, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**

□ Arab

□ Other ethnic group, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

**White**

□ British  □ English □ Welsh □  Scottish □ Northern Irish

□ Central and Eastern European □ Gypsy or Irish Traveller □ Irish

□ Other White background, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability: Do you consider yourself to have a disability or health condition?**

**The Equality Act 2010 defines a disability as any long-term impairment which has a substantial adverse effect on your ability to carry out day-to-day activities.** An effect is long-term if it has lasted, or is likely to last, more than 12 months.

□ Yes

□ No

□ Prefer not to say

**If yes, what best describes your disability, impairment, learning difference or long-term condition? If yes, tick all that apply.**

□  Blind or a serious visual impairment uncorrected by glasses

□  Deaf or serious hearing impairment

□  General learning disability (such as Down’s syndrome)

□  Long-standing illness or health condition such as cancer, chronic heart disease, diabetes, epilepsy, HIV or multiple sclerosis

□  Mental health condition, such as depression, schizophrenia or anxiety disorder

□  Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches

□  Two or more impairments and/or long-term conditions

□  A disability, impairment, or long-term condition that is not listed above (including a hidden disability not listed above)

□  Prefer not to say

□  Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you consider yourself to be neurodiverse?** **If yes, please tick all that apply.**

□  Attention Deficit (Hyperactive) Disorder (AD(H)D)

□  Autistic Spectrum Disorder (ASD)

□  Dyslexia

□ Dyscalculia

□  Dyspraxia

□  Obsessive Compulsive Disorder (OCD)

□  Prefer not to say

□  Another form of neurodiversity (e.g. Tourette’s Syndrome) Please specify

□  Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion/belief**

□ I have no religion or belief

□ Buddhist

□ Christian

□ Hindu

□ Jewish

□ Muslim

□ Sikh

□ Other, I would describe my religion or belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

**When you were 14. what did the main income earner in your household do for a living? What was their main job? If this question does not apply to you (for instance, if you were in care), you can indicate this below.**

□ Clerical /intermediate occupations e.g. secretary, personal assistant, nursery nurse, office clerk, call-centre agent

□ Middle or junior manager e.g. office manager, warehouse manager, restaurant manager

□ Modern professional occupations e.g. teacher, nurse, social worker, artist, musician, software designer

□ Routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff

□ Semi-routine manual /service occupation e.g. postal worker, security guard, machinist, receptionist, sales assistant

□ Senior manager/ administrator e.g. finance manager, chief executive

□ Technical and craft occupation e.g. fitter, plumber, printer, electrician

□ Traditional professional occupation e.g. accountant, solicitor, scientist, medical practitioner

□ Long-term unemployed e.g. claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year

□ Other (e.g. independent income) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ This question does not apply to me

□ Prefer not to say

**Do you have caring responsibilities? If yes, tick all that apply**

□ None

□ Primary carer of a child/children (under 18)

□ Primary carer of older person

□  Primary carer of disabled child/children

□ Primary carer of disabled adult (18 and over)

□ Secondary carer (another person carries out the main caring role)

□ Prefer not to say

Prefer to self-describe: \_\_\_\_\_\_