



On-Screen & Off-Screen Diversity Capture **Report Guidelines & FAQs**

What Is the On-Screen & Off-Screen Diversity Capture Report?

The On-Screen & Off-screen Diversity Capture Report is completed to gather data of all types of diversity both "On" all of UKTV's programming produced, and to report on who "Off" screen is creating the UKTV Programmes themselves.

What types of diversity are we reporting on?

This diversity report looks to capture the 'number of' and 'percentage of' Male or Female, BAME (Black, Asian & Minority Ethnic), LGBT (Lesbian, Gay, Bisexual & Transgender) & people with Disability for both "off" and "on" screen in UKTV Programming.

Do we need to contact cast/contributors & employees to request consent to take part in the report?

No. The UKTV Diversity Capture Report is a summary and is non-specific to individuals - please do not list any names of cast, contributors or employees on the Diversity Capture Report paperwork. For the purposes of collecting employee data in order to complete the Off-Screen Diversity Report section, all Production Companies must hold a data protection policy of their own and adhere to all its data protection processes including secure storage of data for the Diversity Capture Report.

Why does UKTV require this Diversity Information?

UKTV is committed to review and report on all types of diversity that is featuring on and off our channels. All the On-Screen & Off-Screen Diversity Capture Report forms will be stored electronically with the rest of the production delivery paperwork (in a secure location), and any statistics / data created from these reports and shared would not breach any data protection laws.

ON-SCREEN REPORTING FAQs:

How do I know for sure if a Cast/Contributor would be classed as Male, Female, BAME, LGBT or has a Disability?

The information you provide should be based on your perception of diversity and how it might appear to the viewer. Only if it is evident or referred to onscreen that someone is Male, Female, BAME, LGBT or has a Disability should you count them in the report.

What is the difference between (1) Lead/Main & (2) Secondary/Support Cast/Contributors?

Lead/Main and Secondary/Support roles will reflect the status of the contribution in the programme. Generally, lead/main cast/contributors relate to being key to the narrative and/or strongly featured within the story (i.e. presenters, primary contributors/cast/reporters). Secondary/Support roles would be cast/contributors that are featured in a programme with a speaking role but may not feature throughout the programme.

Where a person appears on screen but doesn't specifically perform a role, contribute to any great extent nor speak then they would be more accurately classified as background or incidental and do NOT need to be included in the Diversity Capture report. This would apply to crowd scenes etc.

What if a Cast/Contributor falls into more than one category of Diversity?

If a cast/contributor is perceived to fall into more than one category, please count them in all categories.

OFF-SCREEN REPORTING FAQs:

What Off-Screen data do you require?

The off-screen data required relates to the diversity of the employees/freelancers that have worked behind the scenes on the specific UKTV production/programme made by the TV Production Company.

What positions are classed as (1) Senior Production, (2) Crew, and (3) All other Production/Junior roles?

Here are some examples of roles in each category:-

Senior production role examples:- Producer, Series Producer, Executive Producer, Director, Production Manager, Writer, Head of Production and any other key senior/manager level positions that is relevant to the production.

Crew role examples:- Director of Photography, Camera Operator, Sound Operator, Data Wrangler, Gaffer, Spark, Jib/Drone Operators, Lighting Director and any other positions that is relevant to the technical department of production.

All other Production/Junior role examples:- Assistant Producer, Researcher, Production Assistant, Runner, Art Director & assistant, Make up artist, Stylist, Logger, Co-ordinator, Secretary.