
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):

Coventry & Warwickshire Media Community Ltd

Proposed service name:

Radio Plus

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)

Coventry

Public contact details (i.e. Contact name and/or company name, company address, telephone number(s) and email): Michael Jones c/o Radio Plus, 5 Hertford Place, Coventry, CV1 3JZ 07718971120

michael.jones@Radio Plus.org.uk

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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 license are ‘fit and proper’ to hold a license, and determine whether their involvement with other organisations disqualifies them from participation in a license.
- 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):

Coventry & Warwickshire Media Community Ltd

Coventry & Warwickshire Media Community (CWMC), is a Social Enterprise not-for-profit company; No: 06461333 which holds the current FM license, broadcasting as Radio Plus. CWMC is the trading arm of Coventry Spirit (Radio) Ltd, charity no: 1134596, company no: 07032023.

Three of the six trustees of CSR are directors of CWMC, no individual has a financial interest in either the CSR and CWMC and nobody receives remuneration from either organisation.

- 2.2 Company registration number stated on Companies House:

06461333

- 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:

5 Hertford Place, Coventry CV1 3JZ

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

Yes on 31 July 2009

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	Michael Andrew Jones
Job title	Director
Address	68 Cannon Close Coventry CV4 7AS
Telephone	02476692734
Mobile phone	07718971120
Email	michael.jones@radioplus.org.uk

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

www.radioplus.org.uk

- 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 broadcasting service will be funded by existing income sources. We will not need to apply for any additional funding relating to the C-DSP licence and anticipate that other sources of revenue can be made available if required.

As indicated earlier Coventry & Warwickshire Media Community (CWMC), is Social Enterprise not-for-profit company; No: 06461333. CWMC is a trading arm of Coventry Spirit (Radio) Ltd, Charity no: 1134596, company no: 07032023. CSR is a charity that is funded through a mixture of project grants, donations, fundraising activities, CWMC receives grants from CSR, delivers training services with Partners such as Groundworks and DWP, advertising /sponsorship, hiring space to start-up businesses in a variety of forms from individual desks to four person offices. There are also two residential flats in the building which are let on short term assured tenancies.

Ownership and control of the company which will hold the licence

Details of officers, participants and shareholders of the applicant

Full name of individual	Correspondence address ¹	Country of residence	Other officerships held (and nature of the business concerned)	Other employment
Michael Andrew Jones	5 Hertford Place Coventry CV1 3JZ	UK	Chairman: Coventry Spirit (Radio) Ltd and Coventry & Warwickshire Media Community Ltd [broadcasting as Radio Plus] Director Coventry Community Digital Media CIC Trustee of PCC of All Saints Church, Allesley	
Rebecca Neeley	91 Conway Ave Coventry CV4 9JA	UK	Director Rock & Water Ltd Director Coventry Spirit (Radio) Ltd and Coventry & Warwickshire Media	

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

			Community Ltd [broadcasting as Radio Plus]	
Karen Forbes	37 Poplars Drive Castle Bromwich Birmingham B369DR		Director Proactivity Supported Living Ltd Director Proactivity OT Ltd Director Regional Driving Assessment Centre Director Venshu Ltd Director Coventry Spirit (Radio) Ltd and Coventry & Warwickshire Media Community Ltd [broadcasting as Radio Plus]	

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):

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
N/A				
Comments				

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 of- ficership 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 corpo- rate 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% partici- pant	Number of shares	Total invest- ment (£s)	Total invest- ment (%)	% 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	YES	Radio Plus is owned by a Christian charity, Coventry Spirit (Radio) Ltd, (CSR) Radio Plus is run by CWMC Ltd which is the trading arm of CSR and has full editorial independence from the charity.
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	

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.

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 We have an FM Licence CR000182 and we are a shareholder of Coventry Community Digital Media CIC which has just been awarded the licence to run the new small scale DAB multiplex for Coventry

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

Licence number	Name of multiplex
Awaiting Licence Number from OFCOM	Coventry Community Digital Media CIC

- 2.18 Has the applicant (i.e. the body corporate that will hold the licence) held an Ofcom broadcasting licence before?

Yes

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

Licence number	Name of service or multiplex
CR000182	Coventry & Warwickshire Media Community Ltd broadcasting as Radio Plus FM

- 2.19 Has anyone involved in the proposed service held an Ofcom broadcasting licence or been involved in an Ofcom-licensed broadcast service before?

Yes / 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

2010 to date	CR000182	Radio Plus

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

Yes / ~~No~~ (delete as appropriate).

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

Licence number	Name of service or multiplex
CR000182	Radio Plus

- 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

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)?

No

If yes, please provide the following information, expanding the table if necessary:

Licence number	Name of service or multiplex
N/A	

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- 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?

No

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

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 im- posed	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.

If yes, please provide the following details:

Full name	Date of conviction/action (dd/mm/yy)	Penalty
N/A		

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- 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?

Radio Plus

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.

Small scale DAB Multiplex for Coventry (Coventry Community Digital Radio CIC)

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.

Radio Plus is based at 5 Hertford Place, Coventry CV1 3JZ

- 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.

Radio Plus CR000182

Answer in fewer than 400 words.

Radio Plus is for the Christian community of Coventry. The programming has a particular emphasis on the 16-35 age group, while also aiming to reach a wider audience on behalf of the Christian community.

The service broadcasts:

- Music. The main types of music broadcast over the course of each week are: contemporary Christian music. Specialist music shows will also feature.
- Speech. The main types of speech output broadcast over the course of each week are: local and community news and information, weather and travel news, guests from the target community, what's on information, bible readings and discussions.
- The core output from Monday to Friday includes such shows as a Breakfast show, Godiva live, an afternoon show focusing on local charities and community organisations.

In the evening and weekends there is a range of specialist shows including, Health and Well Being, Urban Café, Sport and Alternative Anthems; Live commentary on Coventry Ladies Football matches.

As a key supporter of Coventry City of Culture we have strengthening community cohesion through local civic pride and participation to increase tolerance and understanding across the communities. Our work as a public broadcaster of health messages throughout the pandemic has been much appreciated.

We work with Motofest, the motor and music festival that takes over a large section of Coventry's ring road each year and were represented in the community field at the Godiva Music Festival, Sadly, several have been cancelled due to Covid and most recently by the Queens passing.

We have a high profile in the Coventry community and, while we are not targeting Christians, our Christian ethos is clear. Our mission statement is simple and as follows:

Radio Plus is passionate about using culturally relevant media to positively influence young people of Coventry to love and follow Jesus.

Passion for Music - Passion for Life - Passion for Coventry

We wish to see the whole of Coventry prosper, spiritually, economically and socially and to foster collaboration among the media community. We have strong contacts within the Coventry City Council and the Mayor herself launched our new programme schedule in 2020.

- 3.5 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.**

CWMC broadcasting as Radio Plus has been operating as a not-for-profit organisation since 2009. Any profit will, as in previous years, be reinvested back in to the charity to accommodate keeping the studio equipment fully operational for the benefit of the community broadcasting. The surplus funds will also be used to support running costs, upgrades, maintenance and training workshops to bolster the achievement of our Social Gains which includes the provision of both technical training and providing employability skills working alongside Groundworks funded by the European Social funds.

Accounting procedures have been in place since 2009 to meet all financial criteria for operating a community radio station.

Social gain

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.**

Radio Plus broadcasts, across all communities within Coventry, information and programmes for the various social, cultural, religious, music, sports, youth, activities and interests of the community. Local business and community organisations are encouraged to sponsor or advertise on air.

The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives:

- the facilitation of discussion and the expression of opinion,
 - the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and
 - the better understanding of the community and the strengthening of links within it.
- Members of the target community contribute to the operation and management of the service.

The service has mechanisms in place to ensure it is accountable to its target community. We profile a wide range of charities and community organisations supporting vulnerable and marginalised people and we co-ordinate events and joint initiatives that demonstrate our values to the wider community.

We are an affiliate of Hope in Coventry and regular feature those who are leading a Hope charity; their Coventry's projects include Coventry Winter Night Shelter, Healing on the Streets, HOPE @ Motofest; Coventry Prayer House, Coventry Christian Service Centre, Christians against Poverty and Good Neighbours, Coventry. These projects support huge numbers of local people in need; they have engaged with hundreds of older people, sheltered dozens of homeless people, and we have helped mobilising hundreds of volunteers to serve their local community.

We were awarded the Gold Award for The Community Development Project of the year at The National Community Radio Awards 2020 The project "Radio Plus Christmas Advent Calendar" was run in partnership with local primary schools from right across the City of Coventry. Each weekday throughout December, the schools were invited to come on to the Breakfast Show. Macca and Ewa talked to the children and staff, found out what they really loved about Christmas and most importantly...what they hoped to get from Santa! The children then sang some wonderful Christmas Carols.

We have good links with Coventry City Council, the Job Shop and the DWP and we run Employability Skills Workshops for people on universal credit, in association with our Partners Groundworks. Apart from enabling them to improve their CVs, cover letters and have practice interviews we are able to build their confidence and self-esteem, such that their final practical is to prepare and deliver a presentation pitching a new show for Radio Plus.

During Coventry City of Culture, projects included "Coventry Moves Together" a collaboration with other community radio stations and the BBC; "Sounds of Coventry" simulcasting and curating a music festival, the legacy for ourselves and other community stations, is regular contact and cooperation.

Finally, we are proud to have received The Queens Award for Volunteering.

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

Radio Plus facilitates and will continue to facilitate discussion and the expression of opinion by inviting community guests, specialists and invited speakers to provide information through interviews.

The Afternoon Show is more a magazine show regularly showcasing events held across the city, charities seeking support, either financially or more importantly in the recruitment of new volunteers.

Discussions enable people to explain their objectives, how they might help people and we act as a signpost to individuals and/or their carers. Other shows such as the Radio Plus Re-charge Show is broadcast in the middle of the day and is religious and reflective in nature, and often features interviewees.

The sports show is now supplemented by live commentary of Coventry Women Football Club, directly from their ground which is helpfully around 800 metres from the studio, following the success of the England team, the numbers attending is growing and more interest is being shown for interviews with players and managers.

- 3.7 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**

We regularly receive applications from potential volunteers, both for production support, and broadcasting. It is very much an open door policy, individuals are invited in and inducted into the organisation, understanding our objectives and assessed on their competences and ability. Having assessed training needs, the station manager might ask the volunteer to provide production support, perhaps running the desk for an experienced broadcaster or looking at researching topics for content relevant to the day or identifying and contacting potential interviewees and drafting initial questions.

As part of their training they would be trained to fully understand OFCOM broadcasting regulations, the reasoning behind them and the importance of compliance.

If interested in producing their own show, the Station Manager would ask them to produce a pitch presentation, demonstrating the core content, the musical genre and how they might use social media to promote the show and gather interest and listeners. The volunteers would produce a number of recordings, which would receive critical analysis and having demonstrated a satisfactory level of competency the show would go on air. The show would be monitored on a regular basis initially with weekly reviews, later maybe monthly or quarterly.

Occasionally we hold events, e.g., pizza nights, for all volunteers to catch up with fellow presenters, new shows, and we encourage discussion between them. We also offer open days to encourage participation and we ourselves have been covered by local news outlets.

Finally, through our relationship with the BBC (several previous volunteers now work with the BBC), we sent three of our volunteers to the Radio One intensive training day, from which one volunteer was offered and accepted a twelve month paid internship.

- 3.8 How will your service provide better understanding of your target community and the strengthening of links within it? **Answer in fewer than 200 words.**

The Radio station supports and assists the young people in the community by attending events such as the Godiva festival, the largest free festival in the UK and producing special programmes showcasing the local live music

At Motofest, we had a stand, with our own rally cross car and driver, a combination of free music and amazing cars on designated race areas on the Coventry Ring road. We have hosted one of the stages and interview visitors and participants. This year it was due to start just hours after the Queen died so was immediately postponed and we are waiting for more information in due course.

There are a range of smaller community festivals such as the Earlsdon and Allesley festivals, thriving communities in their own right and we provide commentaries to both local residents and visitors from across the city

The radio disseminates information about community events such as sleep outs to publicise the plight of the homeless and thereby encourages wider understanding of charities and voluntary partnership working.

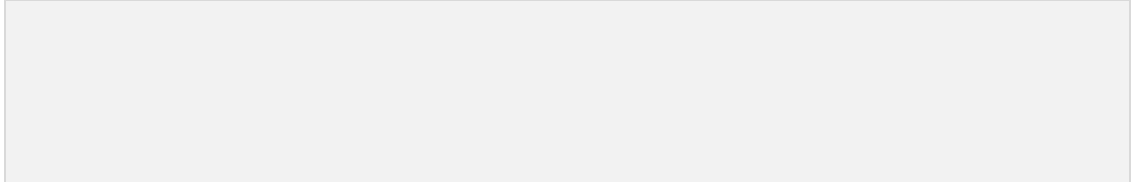
- 3.9 Please summarise the relevant experience of the group or its members in activities related to the provision of social gain or other relevant non-broadcast areas (such as third sector, training or education). **Answer in fewer than 200 words.**

Our volunteers have a very broad range of expertise with many experienced in training education, NHS and social care:-

- working and fighting for the rights of children affected by the lack of special educational needs
- management of graduate gaining professional qualifications, in professional service practices
- coaching senior management teams, running strategic workshops
- providing marketing and sales training in local universities
- running communication strategies and social media with the local NHS Mental Health Trust

Indeed, training has been a key part of our provision either :-

- as a broadcaster, training people to create new output
- providing employability skills to enable people to get back into employment;
- a new venture to provide alternative provision, supporting school children who cannot adapt to the rigidity of school life.



Participation

- 3.10 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.**

All of the current members of the management & volunteers are from the local community although some have moved away yet have retained their contact and can broadcast remotely if necessary.

New people are encouraged to join the team to take part in whatever aspect of the station they feel comfortable with, if their interest is in broadcasting, training will be given and when competent they may join a show in a team environment, often two presenters working together rather than jump in at the deep end on their own.

As a result of the pandemic numbers of volunteers have been impacted but we are recruiting new volunteers so we would continue to have around 50 as a minimum. Opportunities to get involved are publicised on our website and through Voluntary Action Coventry and Warwickshire Community and Volunteer Action.

The student population in Coventry is significant and the student rep on the media degree course at Warwick University has just joined Radio Plus as a volunteer.

Also, we advertise opportunities for new trustees, to broaden our skill base or to leverage their expertise. Recent new Trustees have included an IT expert, and we are currently talking to an accountant who can provide professional advice.

Accountability

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

While lacking the systems that commercial stations use to measure numbers of listeners, although we are able to assess those listening on-line and on smart devices. We have used public surveys, either by asking members of the public a series of questions, face to face and analysing feedback, more recently we have used social media to get feedback on line.

We also have feedback /contact us/volunteer sign up form - pages on our website

Presenters are also asked to encourage listeners for comments and suggestions during their show, asking for specific artists /songs and Radio Plus encourages contribution through e-mails, SMS text message, twitter and other social media applications. Twitter is particular is a very effective means of highlighting local bands played on the shows etc., and their concerts at local venues.

This feedback on website forms and e-mails are regularly reviewed by the station manager and subject to editorial direction, has enabled an influence on our daily schedules. In particular this feedback has highlighted the need for specialist evening and weekend broadcasting.

As mentioned earlier, we interview many charities and community groups to provide signposts for people in the community to make use of their services and it is great to get direct feedback about how such charities etc., are contacted as a result of their interview.

- 3.12 How will suggestions and/or criticisms from members of your target community(ies) be considered and acted upon? **Answer in fewer than 300 words.**

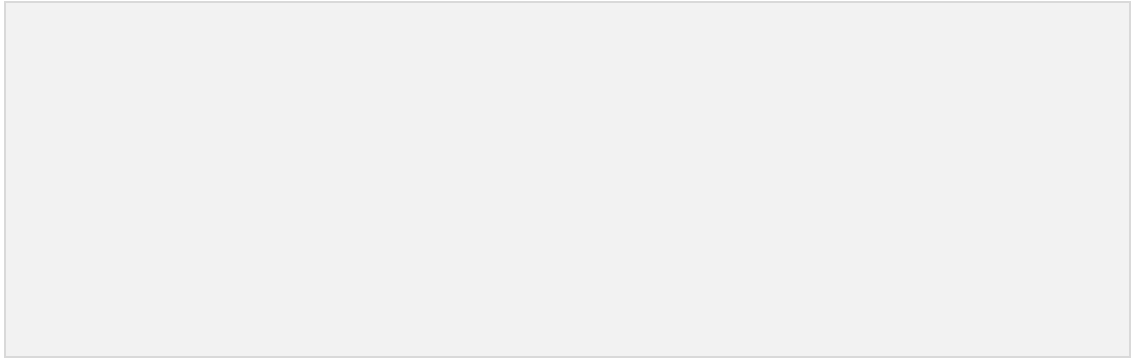
Radio Plus has a well-developed and systematic systems to measure feedback / comments and complaints.

Any member of the public is welcome to visit and make comments/suggestions regarding programming. Community members are encouraged to meet the staff or presenters in person at festivals, events etc.

Open days have been held, pre Covid pandemic, where members of the public can give feedback about shows they enjoy and where new shows might be developed. This gives the Station Manager useful ideas on potential new content, the style of show and maybe which people might be interviewed to inform the local community.

Any complaints are considered carefully and reviewed by the Station Manager in the first instance to ensure that the complaint is valid and needs further investigation. Details are recorded in all circumstances. If further investigation is warranted a Director would review the nature of the complaint, whether there had been any breach of OFCOM regulations etc., and whether such a breach merited disciplinary procedures to be enacted.

The remedy, would be agreed and reviewed by the Trustees and recorded on a confidential file. Sanctions could include a range of requirements from retraining, suspension followed by further training and a probationary period with regular reviews or dismissal.



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
RADIO PLUS (the on-air names of the programme service as in question 3.1 of this application)>	<p>RADIO PLUS <i>is a radio service intended to serve the local community in COVENTRY</i></p> <p><ENTER A BRIEF STATEMENT OF MAIN PURPOSE OF THE RADIO SERVICE, ITS FUNCTIONS/ACTIVITIES describe in no more than 50 words></p> <p>Promote social inclusion by raising a sense of achievement and self-esteem for young people in Coventry through training in radio broadcasting, and by featuring a wide variety of new music, local news, events, information and</p>	<p>24/7 365 days per year with special schedules around Christmas and New Year</p>	<p>COVENTRY</p> <p><ENTER THE RADIO SERVICE MULTIPLEX SERVICE (as per the licence advert): as in question 3.2 of this application, specify if</p>

	<p>discussion broadcasts relevant to young people in Coventry and Warwickshire</p> <p><i>The studio of the Licensed Service is located within the coverage area of the Small-Scale Radio Multiplex Service identified above (n.b. the Licensee will not be in breach of this requirement if an existing studio ceases to fall within the coverage area merely as a result of technical changes to the Small-Scale Radio Multiplex Service outside the control of the Licensee).</i></p> <p><i>The Licensed Service shall have the characteristics of a Community Digital Sound Programme Service as set out in the 2019 Order and, in so doing, shall achieve the following objectives:</i></p> <ul style="list-style-type: none"> • <i>the facilitation of discussion and the expression of opinion,</i> • <i>the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and</i> • <i>the better understanding of the particular community and the strengthening of links within it.</i> <p><i>Members of the target community shall contribute to the operation and management of the service.</i></p> <p><i>The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.</i></p>		<p>small-scale or local multiplex the radio station plans to broadcast on></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).

Station Management have received, read and understood all of the relevant broadcasting compliance documentation, these include: -

- The Ofcom Broadcasting Code
- The BCAP Code: the UK Code of Broadcast Advertising
- The Phone-paid Services Authority Code of Practice

Date of Issue - January 2019

These are reviewed annually by the Station Management and Board of Directors.

- 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.

In this time both have had responsibilities of broadcasting compliance. They are fully conversant with compliance responsibilities and the Ofcom Broadcasting Code. The Station

Manager delivers compliance training to all members and volunteers on a regular frequency and is supported in this role by other senior members who have worked in Radio and other media industries. Our training sessions are updated regularly to include all new information regarding any changes or updates to existing compliance codes.

- 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. There are four members in the Compliance team. The team consists of:

- Director, overall compliance responsibility
- Station Manager, day to day compliance responsibility, training responsibility, ensures all programmes and creatives are in compliance with requirements, ensures all presenters/volunteers have been trained, maintains all records, monitors content
- Engineering compliance officer, ensures all broadcast engineering is in accordance with guidelines and recording is in adherence of Ofcom requirements
- Financial compliance officer, ensures all accounting strictly adheres to Ofcom Codes, works closely with our independent Accountant.

The Ofcom Broadcasting Codes are always available and accessible for everyone involved. All presenters are volunteers and are given appropriate compliance training as part of their induction.

- 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.

The Station Manager provides training to all presenters and volunteers before they start presenting live programmes. This training includes briefing on the regulatory rules of the Ofcom Broadcasting Code, BCAP Code and Phones services codes and Radio Plus internal guidelines. The training is mainly in house but sometimes an outside body is used.

Meetings are held with all presenters on a regular basis to provide updates and to address any issues regarding compliance and other matters.

Radio Plus has developed, with modifications every year, a handbook for all presenters detailing the good and bad practices of presenting. These are provided to all presenters.

After completion of induction and training all presenters and volunteers are required to confirm, by signing the confirmation form, that they understand the regulations of broadcasting and advertising codes.

- 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.

Training mentioned above is mandatory for all staff and volunteers involved in radio production and broadcasting.

Compliance with the Broadcasting and Advertising codes is given prominence above all other matters to ensure everyone involved at the radio station is fully aware of the regulations. Refresher training is provided regularly and training is updated as required to keep abreast of changes.

- 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.

Presenters are only allowed on air after they have completed the formal induction and training which includes compliance training. Every presenter is therefore aware of the Broadcasting Codes and ensures they and any guests on air stay within the guidelines. The Director and the Station Manager monitor all presenters and have also put into place opportunities for all presenters to listen to any other programmes so they can support each other to ensure that everyone is fully compliant.

Guests are always briefed about the codes prior to going live on air either by the Station Manager or the presenter. Procedures are in place to ensure that a programme is stopped immediately if the Director, Station Manager or other presenter feels there are issues with any programme being non-compliant.

The broadcasting is recorded at all times and randomly used in workshops for compliance and training. An emergency contact is always displayed in the studio for support if required.

- 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.

Normally, Radio Plus would not use pre-recorded material other than produced by the station. If, for example, pre-corded material is to be used the presenter has to have this cleared by the Station Manager to ensure it is in compliance with all Broadcasting Codes before it is broadcast.

- 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.

The management review all programming on a monthly basis. Programmes are planned and produced to ensure compliance with our Key Commitments. All presenters discuss their format and content programming on a regular basis and this is then monitored by the Station Manager who reports back to the management which then assess if the programming content is appropriate. This information is then published and discussed with community members at quarterly meetings and also provided at the events organised by the radio station.

- 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.

Radio Plus's named Director will be responsible for ensuring our compliance with the station's off-air social gain activities. These will be reported at local management meetings and the quarterly meetings with the Trustees.

These activities primarily involve community engagement to ensure we are delivering the right programming content, community empowerment to ensure participation and accountability, provision of training and maintenance of records and preparation of all reports. Appropriate compliance has been maintained since 2010 when Radio Plus first started broadcasting.

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

All programmes are broadcast in English

- 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.

100%

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:

MICHAEL ANDREW JONES

Date of application:

11/10/22

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