Executive Board

8 December 2008
1100 – 1530
Rm 3028, Broadcasting House, London

Attendees ....................................................................................................................................... 2
1 Minutes of BBC Executive Board held on 10 November 2008 ........................................... 3
2 Appointment to the Executive Board .................................................................................. 3
3 A sustainable future for DAB .............................................................................................. 3
4 Russell Brand Show on BBC Radio 2 ................................................................................ 3
5 Risk reports ........................................................................................................................ 3
6 Director reports .................................................................................................................. 3
7 Public Service Broadcasting Review: partnerships update ................................................. 5
8 BBC online new investment ................................................................................................ 5
9 On Demand syndication - update ....................................................................................... 5
10 Review of the BBC’s diversity workforce targets ............................................................. 5
11 Management responses ..................................................................................................... 5
12 Papers requiring approval to progress to the BBC Trust ............................................... 6
13 Any other business ............................................................................................................. 7
For noting ....................................................................................................................................... 7
14 Minutes and Actions from Finance Committee ............................................................... 7
Attendees

Present
Mark Thompson (Chair), Director-General (items 1-7 only)
Mark Byford, Deputy Director-General (Chair from item 8 onwards)
Jana Bennett, Director, Vision
Tim Davie, Director, Audio and Music (A&M) (items 1-4 only)
Chris Day, Acting Group Finance Director
Erik Huggers, Director, Future Media and Technology (FM&T)
Stephen Kelly, Director, BBC People
Zarin Patel, Group Finance Director
John Smith, Chief Executive, BBC Worldwide
Caroline Thomson, Chief Operating Officer
Marcus Agius, Senior non-executive director
Val Gooding, Non-executive director
Mike Lynch, Non-executive director
David Robbie, Non-executive director
Samir Shah, Non-executive director
Robert Webb, Non-executive director

With
Jessica Cecil, Head of the Director-General’s Office (items 1-7 only)
Lynsey Tweddle, Head of the Executive Unit
Richard Waghrorn, Controller, Distribution (item 3)
Will Jackson, Head of Strategy, A&M (item 3)
Cheri Moffatt, Director, Risk and Assurance (item 5)
Charles Toomer, Head of Risk Management (item 5)
Nicholas Eldred, General Counsel (item 6c)
John Tate, Director, Policy and Strategy (item 7)
Gautam Rangarajan, Head of Policy and Development (item 7)
Ed Williams, Director of Communications (item 7)
Kerstin Mogull, Chief Operating Officer, FM&T (item 8)
John Turner, Finance Director, FM&T (item 8)
Seetha Kumar, Controller, BBC online (items 8 and 9)
James Micklethwait, Head of Strategy, FM&T (item 9)
Pat Loughrey, Director, Nations and Regions (item 11a)
David Holdsworth, Acting Controller, English Regions (item 11a)
James Heath, Head of Strategy, Journalism (item 11a)
Bal Samra, Director, Vision Operations and Rights (item 11b)
Helen Blenkinsop, Managing Editor, Commissioning (item 11b)
Anna Tavares, Strategy Manager (item 11c)
William Greswell, Controller of Strategy: Vision, Archive and Rights (item 11c)
Rowena Webster, Head of Strategy (item 11c)
Minutes of BBC Executive Board held on 10 November 2008

1.1 The minutes from the November Board were approved and the summary for publication noted.

2 Appointment to the Executive Board

2.1 Following endorsement from the Executive Nominations Committee the Board agreed the appointment of Peter Salmon as Director, BBC North, and that the post become a member of the Executive Board in 2010, taking the total membership of the Board to 17. It was noted that the change to the composition of the Board would need to be approved by the BBC Trust.

3 A sustainable future for DAB

3.1 This paper set out the case for the BBC’s continued support of DAB and proposed strategic options going forward.

4 Russell Brand Show on BBC Radio 2

4.1 The Board considered events since the last Board meeting, noting that the Executive and Trust reports and statements had been published since then.

5 Risk reports

Risk status and outlook report – quarterly update

5.1 This paper informed the Board of the status of key risks identified and reported by Divisions, and the forecast changes in risk exposure over the following six months. Details of risk mitigation plans and progress made in closing overdue actions were also included, with the executive summary highlighting key risks and their impact.

5.2 The Board considered the key risks and noted the actions.

Proposal to develop management and reporting on risk

5.3 This paper proposed the introduction of a reporting mechanism to facilitate critical debate at Divisional Boards and the BBC Direction Group (BDG). It was recommended that the mechanism would enable the BDG to support the Board in its overall risk management responsibilities and also identify issues for the attention of the Board.

6 Director reports

a) Audiences and All services

6.1 Jana Bennett provided a short update on audience figures and services for the last month, noting key highlights for Vision, Audio & Music and online.

b) Journalism

6.2 Mark Byford provided an update on journalism matters.
6.3 This paper explained that the relationship between the BBC World Service (BBCWS) and the FCO was governed by a Broadcasting Agreement, which set out the framework for working together, and which identified the key principles of the relationship - the most important of which being that the BBCWS as part of the BBC had complete editorial independence. The purpose of the paper was to outline proposed changes to the Broadcasting Agreement which was due to be signed at the Annual Ministerial Meeting between BBC and FCO representatives in December 2008.

6.4 The Board noted the agreement.

c) Regulatory and Industry

6.5 Caroline Thomson provided an update on regulatory and industry matters.

Re-evaluation of the BBC policy for off-shoring of outsourced services

6.6 This paper recommended changes to the BBC policy for off-shoring of outsourced services.

6.7 The Board agreed that the BBC’s policy on off-shoring should be rescinded and replaced, in line with the recommendation set out in the paper. It was noted that this did not require Trust approval but would be presented to the Trust for information.

d) Commercial

6.8 John Smith provided an update on commercial matters.

e) Finance

Finance report – October 2008

6.9 The finance report summarised the 2008/09 financial results for the BBC for the year to October 2008 and highlighted the key points.

6.10 The Board noted the report.

Value for money reviews

6.11 This paper provided the Board with an update on the status of actions to address findings arising from Value for Money studies undertaken by the National Audit Office and other third party organisations. The paper also highlighted key themes arising from some of the Value for Money reviews. In future it was intended that the status of all Value for Money actions would be updated and reported to the Executive Audit Committee annually.

6.12 The Board approved the paper for onward progression to the Trust.
7 Public Service Broadcasting Review: partnerships update

7.1 The Board discussed the latest proposals and the communications plan.

8 BBC online new investment

8.1 This paper presented a proposal for the reprioritisation of BBC online investment. This was based on the original Delivering Creative Future plans and took account of recommendations in the Service Review and changes in the economic environment. It was noted that the discussion provided an opportunity to consider the options as the final decision would not be taken until 2009 as part of the overall BBC reprioritisation.

9 On Demand syndication - update

9.1 This paper explained that the BBC was already syndicating content to both open and closed platforms in line with the BBC Syndication Guidelines and the On Demand (iPlayer) Public Value Test. It was proposed that current syndication activity evolve, however, within a coordinated framework that maximised value to licence fee payers but at the same time did not compromise the BBC’s public purposes, nor undermine the BBC’s own services as destinations.

10 Review of the BBC’s diversity workforce targets

10.1 This paper asked the Board to approve recommendations made by the Diversity Board for workforce targets to be met by December 2012.

10.2 The Board approved the recommendations made by the Diversity Board for workforce targets to be met by December 2012.

11 Management responses

Response to the BBC Trust’s interim Public Value Test decision on the Local Video proposal

11.1 The paper provided an update on the Trust’s Public Value Test decision in relation to the Local Video proposal and suggested an approach for the Executive’s response.

11.2 The Board agreed the proposed approach and next steps for responding to the Trust’s interim Public Value Test decision on the Local Video proposal.

Window of Creative Competition review – implementation plan

11.3 This paper outlined the implementation plan in response to the recommendations set out in the Trust’s review of the Window of Creative Competition (WoCC) – and the associated timetable.

11.4 The Board approved the implementation plan and timetable.

BBC Executive submission to the BBC Trust’s review of content and services for younger audiences
11.5 This paper provided the executive summary of the submission, explaining that it focused on the BBC’s provision to younger audiences through three youth-targeted services: Radio 1, 1Xtra and BBC Three. The submission also considered how the BBC was serving this audience across its portfolio of services, as well as with content targeted to this age group from Formal Learning and BBC Switch.

11.6 The Board approved the document for submission to the BBC Trust review.

12 Papers requiring approval to progress to the BBC Trust

Quarterly Digital Switchover report

12.1 This paper provided an update on the latest developments for the digital switchover programme.

12.2 The Board noted the update.

Annual progress report on Digital Switchover for the Secretary of State (2008)

12.3 This paper explained that Clause 41 of the BBC Agreement required the BBC Trust to provide the Secretary of State with an annual report on what the BBC had done for the purpose of meeting its obligations in delivering digital switchover. This was the second annual report to be prepared and covered the calendar year 2008.

12.4 The Board approved the paper for progression to the Trust, noting that, subject to Trust agreement, the paper would then be submitted to the Secretary of State.

Help Scheme performance measures

12.5 This paper set out the initial performance of the Help Scheme against the measures set by the BBC Trust. It noted that, as it was still very early days for the scheme, the take up and cost projections presented in the paper should be regarded as indicative only. It had been agreed with the Trust that the Help Scheme would report on a quarterly basis against performance measures and this was the first report to be submitted.

12.6 The Board approved the paper for progression to the Trust.
12.7 This report provided the Trust with a half year update (covering April-September 2008) on delivery against the impartiality objective in the BBC’s Citizenship & Civil Society Purpose Remit.

12.8 The Board noted the report and approved it for progression to the Trust.

13 Any other business

13.1 No other business was raised.

For noting

14 Minutes and Actions from Finance Committee

14.1 This paper reminded the Board that the Finance Committee (FC) was established under the delegated authority of the BBC Executive Board and that the purpose of the FC was to ensure the practice of good financial governance across the BBC and the enforcement of the BBC’s Investment Policy and Guidelines.

14.2 In line with the standing orders of the FC this paper provided the Executive Board with summary minutes of recent FC meetings, covering details of all business covered and key actions and outcomes agreed.

14.3 The Board noted the summary minutes and actions.