Attendees

Agenda

1. MINUTES FROM EXECUTIVE BOARD ON 14 JANUARY 2008
2. DIRECTOR REPORTS
3. TARGETED HELP SCHEME
4. PURPOSE PLANS
5. BBC WORLDWIDE REVIEW OF PROGRESS AGAINST 5 YEAR PLAN
6. TECHNOLOGY STRATEGY
7. NETWORK SUPPLY REVIEW
8. REPORTS
9. DATA PROTECTION AUDIT AND STRUCTURE
10. MINUTES FROM FINANCE COMMITTEE
11. ALLOCATION CRITERIA FOR PARTY ELECTION BROADCASTS
Attendees

Present:

Mark Thompson  Director-General (Chair)
Jenny Abramsky  Director, Audio & Music
Jana Bennett  Director, Vision
Mark Byford  Deputy Director-General
Tim Davie  Director, Marketing, Communications & Audiences
Steve Kelly  Director, BBC People
Ashley Highfield  Director, Future Media & Technology
Zarin Patel  Group Finance Director
Caroline Thomson  Chief Operating Officer
John Smith  Chief Executive, BBC Worldwide
Marcus Agius  Senior Non-executive director
Val Gooding  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
Lynsey Bigger  Head of the Executive Unit (Secretary)
Peter White  CEO, Digital Switchover Help Scheme (item 3)
Kerstin Mogull  Deputy Director, Policy and Strategy (items 4 and 8a)
David Fawcett  Head of Policy Development (item 4)
James Micklethwait  Head of Strategy, Future Media & Technology (item 6)
Pat Loughrey  Director, Nations & Regions (item 7)
Bal Samra  Director of Vision Operations and Rights (item 7)
Gautam Rangarajan  Head of Policy and Development (item 7)
Philippa Gay  Head of Production Strategy (item 7)
Adrian Ruth  Head of Strategy (item 8a)
Nicholas Eldred  General Counsel (items 8b and 9)
Balbir Binning  BBC Compliance Officer (item 8b)
James Leaton Gray  Head of BBC Information and Policy Compliance (item 9)

Apologies:

Mike Lynch  Non-executive director
Agenda

1. MINUTES FROM EXECUTIVE BOARD ON 14 JANUARY 2008

2. DIRECTOR REPORTS
   a) Industrial Relations and Health & Safety
   b) Audiences and all services
   c) Journalism and Editorial matters
   d) Regulatory and industry
      − BBC at mediacity:uk:  Developer Funding Arrangements
   e) Finance
      − Finance report

3. TARGETED HELP SCHEME

4. PURPOSE PLANS

5. BBC WORLDWIDE REVIEW OF PROGRESS AGAINST 5 YEAR PLAN

6. TECHNOLOGY STRATEGY

7. NETWORK SUPPLY REVIEW

8. REPORTS
   a) Performance Report
   b) Compliance Report

9. DATA PROTECTION AUDIT AND STRUCTURE

FOR NOTING:

10. MINUTES FROM FINANCE COMMITTEE

11. ALLOCATION CRITERIA FOR PARTY ELECTION BROADCASTS
1. MINUTES FROM EXECUTIVE BOARD ON 14 JANUARY 2008

1.1 The minutes were approved, subject to the addition of David Robbie’s name in the list of attendees, and the summary for publication confirmed.

2. DIRECTOR REPORTS

a) Industrial Relations and Health & Safety update

2.1 Steve Kelly updated the Board on Industrial Relations and the forthcoming action plan on Health and Safety which would be presented to the Board in March.

b) Audiences and all services

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

c) Journalism and Editorial matters

2.3 Mark Byford provided an update on journalism matters.

d) Regulatory and industry

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

e) Finance report

2.5 Zarin Patel introduced the finance report which summarised the 2007/08 financial results for the BBC for the year to December 2007.

3. TARGETED HELP SCHEME

3.1 Zarin Patel introduced this paper, which updated the Board on the recommendation of the duly constituted Executive Board sub committee. The Board had agreed in November 2007 to establish a sub-committee with delegated authority to make a recommendation to the Trust on the selection of the main scheme contractor to operate the Help Scheme.

3.2 The Board noted the decision of the Executive Board sub committee to approve the recommendation for the main scheme contractor for the Help Scheme, prior to approval by the BBC Trust.

4. PURPOSE PLANS

4.1 Caroline Thomson introduced this paper, which asked the Executive Board to approve the Purpose Plans for submission to the Trust.

4.2 The Board noted that the Purpose Plans were not regulatory documents but outlined the Executive response to the Purpose Remits set by the Trust. They explained the
strategy and were consistent with the priorities and objectives set out in the *Delivering Creative Future* strategic framework.

4.3 **The Board approved the Purpose plans for consideration by the Trust.**

5. **BBC WORLDWIDE REVIEW OF PROGRESS AGAINST 5 YEAR PLAN**

5.1 John Smith introduced this paper which reviewed BBC Worldwide performance in 2007/08 against the five year plan approved by the Executive Board in January 2007 and subsequently by the Trust. The paper also provided an overview of BBC Worldwide’s strategic priorities for 2008/09. It was noted that the revised budget for 2008/09 was not yet available but would return to the Board later in the month as part of the wider budget discussion.

5.2 **Executive Board noted the review of progress against BBC Worldwide’s five year plan and that the budget would return to the Board prior to consideration by the BBC Trust.**

6. **TECHNOLOGY STRATEGY**

6.1 Ashley Highfield introduced this paper which set out the BBC’s Technology strategy.

6.2 **The Board approved the BBC’s Technology Strategy, subject to comments raised and agreed it could progress to the Trust.**

7. **NETWORK SUPPLY REVIEW**

7.1 Caroline Thomson introduced this paper reminding the Board that BBC management had proposed a review of the supply of network television programming, to be led by the Chief Operating Officer. This paper updated the Executive Board on the progress of that review, explaining that the focus had been to ensure that long-term sustainability was achieved across the whole country. Detailed planning and modelling was being undertaken to support the emerging recommendations and to develop further the associated cost.

7.2 The paper outlined emerging thinking around production and commissioning and advised that implementation plans and costings would return to the Board. Recommendations would also be presented to the Trust.

8. **REPORTS**

a) **Performance Report**

8.1 Caroline Thomson introduced the quarterly performance report for the fourth quarter of 2007. A delay in the release of RAJAR radio audience data for the quarter meant that the relevant updated pages were distributed at the meeting.

8.2 **The Board noted the information in the report and discussed the key talking points.**
b) Compliance Report

8.3 Nicholas Eldred introduced the compliance report, which covered the third quarter of 2007/2008.

8.4 The Board discussed the key points of the report.

9. DATA PROTECTION AUDIT AND STRUCTURE

9.1 Caroline Thomson and Zarin Patel introduced this paper which asked the Board to note the current measures being implemented in relation to data protection and data security and also to approve the procurement of an external auditor to conduct a Data Protection Audit.

9.2 The Board approved the procurement of an external auditor to conduct a Data Protection Audit and agreed that each division would pick up its associated cost of conducting the exercise.

FOR NOTING:

10. MINUTES FROM FINANCE COMMITTEE

10.1 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.

10.2 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.

10.3 The Board noted the summary minutes and actions.

11. ALLOCATION CRITERIA FOR PARTY ELECTION BROADCASTS

11.1 This paper explained that the draft allocation of Party Election Broadcasts (PEBs) for the May elections in England and Wales needed the approval of the Trust and was therefore being shared with the Board in advance. The BBC had consulted with other members of the Broadcasters’ Liaison Group and was also giving political parties an opportunity to comment on the draft proposals. Under the provisions of the Political Parties and Referendum Act 2000, there was an obligation to “have due regard to the views of the Electoral Commission”. This had been sought informally and would be formally considered by a full meeting of the Commission.

11.2 The Board noted the paper ahead of its submission to the Trust.