Executive Board

12 January 2009

1300 – 1530

Rm 3028, Broadcasting House, London

Attendees

1 Minutes of BBC Executive Board held on 8 December 2008
2 Public Service Broadcasting Review – partnerships update
3 Director reports
4 Trust Review of BBC Network News coverage of the four nations of the UK – progress report from BBC management
5 Quarterly property update – Q3 (October – December 2008)
6 Papers requiring approval to progress to the BBC Trust
7 Any other business
8 Minutes and Actions from Finance Committee
9 Distinctiveness project – terms of reference
10 BBC Executive response to the National Audit Office review of the BBC’s management of strategic contracts with the private sector
Attendees

Present
Mark Thompson, (Chair) Director-General
Mark Byford, Deputy Director-General
Jana Bennett, Director, Vision
Tim Davie, Director, Audio and Music (A&M)
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
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 Tweddle, Head of the Executive Unit
John Tate, Director, Policy and Strategy (item 2)
Gautam Rangarajan, Head of Policy and Development (item 2)
Ed Williams, Director of Communications (item 2)
Richard Halton, Programme Director, IPTV (item 3)
Helen Boaden, Director of News (item 4)
Chris Kane, Head of Corporate Real Estate (item 5)

Apologies
Mike Lynch, Non-executive director
1 Minutes of BBC Executive Board held on 8 December 2008

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

2 Public Service Broadcasting Review – partnerships update

2.1 The Board considered a general update.

3 Director reports

a) Audiences and All services

3.1 Erik Huggers provided a short update on audience figures and services for the last month, noting key highlights for Vision, Audio & Music and online. He noted that video statistics would be reported differently from now on – rather than hours viewed, a new measure, such as ‘unique viewer minutes per week’ would be utilised.

b) Journalism

3.2 Mark Byford provided an update on journalism matters.

   BBC Alba

3.3 It was noted that when the Trust issued the service licence for BBC Alba it had requested an update in 3 months. Mark Byford updated the Board orally on progress, noting that a paper would be presented to the Trust, and circulated offline to the Board.

c) Regulatory and Industry

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

d) Commercial

3.5 John Smith provided an update on commercial matters.

e) Finance

   Finance report – November 2008

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

3.7 The Board noted the report.

4 Trust Review of BBC Network News coverage of the four nations of the UK – progress report from BBC management

4.1 This paper updated the Trust on progress towards achieving the aims set out in management’s ‘action plan’ following publication of the review of BBC network news coverage in the four nations.

4.2 The Board noted the progress outlined in the report and the benefits realised as a result.

4.3 The Board approved the proposals and agreed the report could progress to the Trust.
5 Quarterly property update – Q3 (October – December 2008)

5.1 This paper represented the third quarterly property update to the Executive Board for 2008/09. It provided an update on the current activities of BBC Workplace together with key property metrics. The Board noted that the report had been approved by the Finance Committee and had been amended only to update it for known changes in the dates and outcomes of other papers to which it referred.

5.2 The Board approved the report for onward submission to the Trust.

6 Papers requiring approval to progress to the BBC Trust

   National Audit Office review – the efficiency of radio production at the BBC

6.1 This paper set out management’s response to the review of the efficiency of radio production at the BBC, undertaken by the National Audit Office at the Trust’s request.

6.2 The Board noted the report and the key findings.

7 Any other business

7.1 No other business was raised.

For noting

8 Minutes and Actions from Finance Committee

8.1 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.

8.2 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.

8.3 The Board noted the summary minutes and actions.

9 Distinctiveness project – terms of reference

9.1 This paper set out proposed terms of reference for a project on Distinctiveness.

9.2 The Board noted the paper.

10 BBC Executive response to the National Audit Office review of the BBC’s management of strategic contracts with the private sector

10.1 This paper set out Management’s response to the review of strategic contracts with the private sector at the BBC, undertaken by the National Audit Office (NAO). This review complemented the review undertaken by the NAO in 2007 which focused on the procurement of the BBC’s spend on goods and services not covered by outsourced contracts with strategic partners.

10.2 The Board noted the report.