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Attendees

**Present**

- Mark Thompson (Chair) Director-General
- Jenny Abramsky Director, Audio and Music
- Jana Bennett Director, Vision
- Mark Byford Deputy Director-General
- Tim Davie Director, Marketing, Communications and Audiences
- Zarin Patel Group Finance Director
- Steve Kelly Director, BBC People
- Caroline Thomson Chief Operating Officer
- John Smith Chief Executive, BBC Worldwide
- Marcus Agius Senior non-executive director
- Val Gooding Non-executive director
- Samir Shah Non-executive director
- David Robbie Non-executive director (by telephone)
- Mike Lynch Non-executive director (by telephone)
- Robert Webb Non-executive director

**With**

- Jessica Cecil Head of the Director-General’s Office
- Lynsey Bigger Head of the Executive Unit
- Charles Toomer Head of Risk (item 3)
- Pat Loughrey Director, Nations and Regions (item 4)
- Janet Goggins Strategy Manager (item 4)
- Michael McLaren Head of Annual Report (item 5)
- Richard Waghorn Controller, Distribution (item 7)
- Paul Greeves Head of Occupational Risk (item 8)
- Margaret Hill Chief Adviser, Editorial Policy (item 9)
- Richard Halton Controller, Business Strategy (item 10)
- Matthew Postgate Controller, Mobile (item 10)
- John Tate Director, Policy and Strategy
- Gautam Rangarajan Head of Policy and Development (item 11)

**Apologies**

- Ashley Highfield Director, Future Media and Technology
Agenda

1 Minutes: Executive Board on 4 February 2008 and sub-committee on 11 February

2 Director reports
   a) Audiences and all services
      • BBC Corporate communications strategy
   b) Journalism
   c) Regulatory and industry
   d) Commercial
   e) Finance
      • Finance report

3 Risk Status and Outlook Report

4 Minority Language Provision
   a) BBC Northern Ireland’s Indigenous Minority Language Commitments 2008-11
   b) Nations & Regions Purpose Plan

5 Annual Report and Accounts 2007/08

6 Interim Archive Strategy 2008/09

7 Health and Safety action plan

8 Statement of Policy on Alternative Means of Finance

9 Future Broadcast Technology: mobile strategy update

10 Ofcom’s review of Public Service Broadcasting

For noting

11 Digital Switchover quarterly update

12 Summary of papers and actions from Finance Committee meetings held in January 2008

13 Delivering Creative Future dashboard
1 Minutes: Executive Board on 4 February 2008 and sub-committee on 11 February

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

2 Director reports

a) Audiences and All services

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

2.2 The Board considered an updated version of the Corporate Communications Strategy, which, following earlier discussion at the Board, now reflected comments from a number of stakeholders. The overall strategy and approach remained in line with the previously endorsed paper and the Board noted that it would be presented to the Trust for information.

b) Journalism

2.3 Mark Byford provided an update on journalism matters.

c) Regulatory and Industry

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

Network Supply Review

2.5 Caroline Thomson introduced this paper which, following Executive Board discussion in February, provided further detail and context around the issue of definitions and outlined the recommendations from the review team.

2.6 The Board approved the review team’s new recommendations

Digital Switchover Help Scheme (DSHS)

2.7 The Board agreed to delegate authority to the Digital Switchover Governance Board to agree changes being proposed by DCMS. However, it was recognised that the Governance Board should escalate any concerns to the full Executive Board as appropriate.

2.8 The Board noted that under the terms of Clause 2 (4) of the DSHS Agreement dated 30 April 2007, the BBC had the power to delegate any of its functions under the Help Scheme to such third parties as it considered appropriate. As such, the Board agreed to delegate ‘those duties of the BBC the performance of which were necessary to enable the effective and efficient provision of assistance under the Help Scheme to those eligible for help, in particular the duties of the BBC as ‘Administrator’ under the Help Scheme’. The Help Scheme provisions relating to the financing and overall governance of the Help Scheme (in particular those BBC functions set out within Schedules 1 and 2 of the Help Scheme) remained the responsibility of the BBC and were not included within the delegation.

d) Commercial

2.9 John Smith provided an update on commercial matters.
3 Risk Status and Outlook Report

3.1 Zarin Patel introduced this report which provided the latest update on risk management including Key Performance Indicators and risks BBC-wide.

3.2 The Board welcomed the new summary which showed what had changed since the Board last reviewed the report.

3.3 The Board reaffirmed their commitment to review risk at the main Divisional Boards.

4 Minority Language Provision

4.1 Caroline Thomson and Mark Byford introduced these papers, which were considered together. The first outlined proposals for the enhancement of BBC Northern Ireland’s output in Irish and Ulster-Scots in the period 2008-11.

4.2 The second paper was the final part of the Nations and Regions Purpose Plan and focused on provision of output in minority languages. An earlier version of the Purpose Plan had been tabled at the Executive Board meeting on 4 February 2008.

4.3 The Board approved the outline strategy and its associated budget. The additional section to the Nations and Regions purpose plan was also agreed.

5 Annual Report and Accounts 2007/08

5.1 Tim Davie and Zarin Patel introduced this paper which outlined proposed changes to the BBC Annual Report and Accounts Part Two for 2007/08. The paper explained that, in combination, the proposals would improve corporate transparency, would more clearly link the Annual Report and Accounts with the BBC’s mission and purposes, and would align the report with current UK Corporate Governance best practice.

5.2 The Board approved the proposed changes to the structure and content of the document.

6 Interim Archive Strategy 2008/09

6.1 This item was deferred to a later meeting due the absence of one of the sponsoring Directors.

7 Health and Safety action plan

7.1 Steve Kelly introduced this paper which presented an outline action plan. It was noted that the action plan contained both short and longer term actions.
8 Statement of Policy on Alternative Means of Finance

8.1 Mark Byford introduced this paper which explained that the Agreement between the Secretary of State and the BBC required the BBC Trust and the Secretary of State to approve a Statement outlining the policy for accepting outside funding.

8.2 The Board approved the Statement of Policy for onward progression to the Trust.

9 Future Broadcast Technology: mobile strategy update

9.1 Caroline Thomson introduced this paper which set out the proposed approach to mobile broadcasting. The Board noted that the approach had been presented to, and approved by, the mobile strategy sub-committee of the Executive Board.

9.2 The Board endorsed the recommendations of the Executive Board sub-committee.

10 Ofcom’s review of Public Service Broadcasting

10.1 The Board was presented with a background briefing on Ofcom’s review of Public Service Broadcasting and acknowledged there would be further discussion on the detail and BBC response at the Executive Board conference in April.

For noting

11 Digital Switchover quarterly update

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

11.2 The Board noted the update.

12 Minutes and Actions from Finance Committee

12.1 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.

12.2 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.

12.3 The Board noted the summary minutes and actions.

13 Delivering Creative Future dashboard

13.1 This paper explained that the dashboard had been developed to enable the Trust and the Executive Board to measure the delivery of the six objectives of Creative Future. Following Trust approval of the measurement framework, the paper provided technical detail of the headline measures. It was proposed that the dashboard form part of the Quarterly Performance Report.

13.2 The Board noted the new format.