Executive Board

7 March 2011
1030 – 1530
Rm 3028, Broadcasting House, London

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Attendees

Present
Mark Thompson  Director-General (Chair)
Mark Byford  Deputy Director-General
Tim Davie  Director, Audio and Music (A&M)
Caroline Thomson  Chief Operating Officer
Zarin Patel  Group Finance Director
George Entwistle  Acting Director, Vision
Ralph Rivera  Director, Future Media
Peter Salmon  Director, BBC North
Marcus Agius  Senior non-executive director
Mike Lynch  Non-executive director
Robert Webb  Non-executive director
Simon Burke  Non-executive director
Val Gooding  Non-executive director

With
Jo Clarke  Acting Head of the Executive Unit (Secretary)
Mary Wilkinson  Head of the Director-General’s Office
Christina Roski  Business Manager, Executive Board
John Tate  Director, Strategy (items 3-5)
Jessica Cecil  Project Director, DQF (items 3-5)
John Smith  CEO BBC Worldwide (item 2)
Helen Normoyle  Director of Marketing and Audiences (items 4 & 7)
Amanda Rice  Head of Diversity (item 6)
Roger Mosey  Director, London 2012 (item 7)

Apologies
Lucy Adams  Director, Business Operations
1 Minutes from the Executive Board meeting on 7 February 2011

1.1 The minutes from the February Board were approved.

2 Commercial Update

2.1 John Smith, CEO BBC Worldwide, provided an update on the commercial businesses

3 Licence Fee Implementation Update

3.1 The paper sought the Board’s agreement to amendments to the BBC Agreement that implements the licence fee settlement. The Trust will formally approve the Amending Agreement at its meeting on 17 March and subsequently seek approval from the Secretary of State.

3.2 Executive Board discussed the paper and considered the amendments.

3.3 Executive Board agreed to recommend that the Trust should approve the proposed amendments.

3.4 Executive Board endorsed the proposed approach to resolving the outstanding issues as set out in the paper.

3.5 Executive Board agreed to delegate authority to the Director-General and Chief Operating Officer to finalise the terms of the amended Agreement with the BBC Trust.

4 This World in 2016

4.1 This item was a presentation which had been produced to provide the Delivering Quality First workstreams with a shared view of the landscape in which the BBC could be operating in 2016. It considered future trends in audience and consumer behaviour, technology and innovation and the regulatory and media market environment.

4.2 Executive Board discussed the presentation.

5 Delivering Quality First – First Take

5.1 Executive Board noted the update provided by John Tate and Jessica Cecil on some of the themes and ideas emerging from the DQF workstreams.
6 Diversity Strategy

6.1 The purpose of this paper was to present the BBC Diversity Strategy for approval which had been reviewed and re-developed in the light of the public sector equality duty introduced by the Equality Act 2010 and which was to come into force on 6 April 2011.

6.2 Executive Board noted that the strategy represented the BBC’s response to the public sector equality duty as well as reflecting its organisational approach to diversity as a public service broadcaster. Executive Board also noted that the document and the divisional Diversity Action Plans which supported it would be published by the Trust.

6.3 Executive Board discussed the strategic equality objectives identified in the paper.

6.4 Executive Board approved the strategy and agreed that it could be submitted to the Trust.

7 Director Updates

a) Audiences and all services

7.1 Executive Board noted the Quarterly Performance Report and the audience update which featured BBC North services this month.

b) Regulatory and Industry

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

c) Finance

7.3 Zarin Patel provided an update on Finance matters.

7.4 Executive Board noted the Executive Financial Report

d) Journalism

7.5 The Board noted the update from Mark Byford which included plans for coverage of the Royal Wedding.

e) London 2012

7.6 Roger Mosey provided an update on plans for coverage of the events in London during 2012, including the Olympic Games, the cultural Olympiad and the Diamond Jubilee.

Papers for approval

8 Scottish News Review

8.1 Since devolution, the BBC has been regularly reviewing its provision of news for Scotland to ensure its provision is appropriate and relevant. The last comprehensive review was in
2003. Since there have been significant changes in audience behaviour and the market, and an ongoing debate about provision of PSB in Scotland. This latest review therefore considers the appropriate provision of News in Scotland from the BBC and makes recommendations for continuing to improve news provision in Scotland for the period 2011 – 2016.

8.2 Executive Board noted that the proposals had been made based on flat funding for BBC Scotland news. It was unknown to what extent this framework would be subject to significantly lower funding over the next five years as part of the DQF process. Therefore the paper had been presented for noting only; in particular Executive Board members were asked to:

- Note the research and the conclusions relating to the performance of the BBC in Scotland
- Note the themes for changes to BBC Scotland and network news
- Note the affordability of specific proposals will need to be considered in the summer as part of the Delivering Quality First process

8.3 The Executive Board discussed the paper and recognised that any final decision on implementation would be taken in the context of the DQF process.

8.4 The Executive Board noted the recommendations in the paper and approved it for onward submission.

9 **BBC North Six Monthly Update**

9.1 The BBC Trust has requested a six-monthly update on BBC North (in addition to the quarterly report on all major projects that the BBC provides for the Trust FCC).

9.2 The paper described the progress that had been made since the previous update to the Trust in September 2010. It covered People & Migration, Technology & Services, Buildings & Campus Operating Model Initiatives, Editorial & Audiences, Finances & Benefits, Outreach and Events.

9.3 Executive Board noted that considerable progress had been made in each of these areas and, though there were still some risks facing BBC North, migration would have started in earnest by May, and by August the first programmes would be broadcasting from the Salford site.

9.4 Executive Board noted the update and approved it for onward submission to the Trust.

10 **Quarterly Property Update**

10.1 This was the third quarterly property update to the Executive Board for 2010/11. The report had been produced at the request of the Trust and was to be presented to the
Finance and Strategy Committee on 7th April 2011. This report had been approved by the Finance Committee (FC) on 8th February 2011.

10.2 Executive Board approve the submission of the report to the Finance and Strategy Committee of the Trust.

11 Syndication Update

11.1 The BBC currently syndicates content in accordance with the BBC Syndication Guidelines and the On-Demand (iPlayer) Public Value Test. The paper was a regular update to the Trust on syndication activity within the Public Service, i.e. not including commercial syndication by BBC Worldwide.

11.2 Executive Board noted the update and approved it for onward submission to the Trust.

12 Trials Register

12.1 The Executive Board is required to provide to the Trust a register of pilots and trials, updated on a quarterly basis. A summary of the contents of the trials register was included in the covering paper, and the full register was attached. All of the trials had received prior approval by the relevant divisional board (and in some cases the Executive Board).

12.2 Executive Board noted the register and approved it for onward submission to the Trust.

13 Finance Committee Standing Orders

13.1 The Standing Orders of the Finance Committee had been revised and were attached for approval by the Executive Board. The Finance Committee (FC) was established under the delegated authority of the BBC Executive Board. The purpose of the FC is to ensure the practice of good financial governance across the BBC and the enforcement of the BBC’s Investment Policy and Guidelines.

13.2 Executive Board approved the revised Standing Orders of the Finance Committee.

14 BBC Portfolio Status Report

14.1 The Portfolio Status report was designed to inform the Executive Board of the issues arising from the Finance Committee’s scrutiny of the Q3 FY 10/11 status report on the BBC Portfolio of critical projects. The Report would also be submitted to the Trust Finance and Compliance Committee.

14.2 The Executive Board discussed the Report, with particular regard to the risk identification, assessment and mitigations.
14.3 Executive Board approved the Portfolio Status Report for onward submission to the Trust.

15 News/Global News Transitional Arrangements

15.1 The closure of the Journalism Group, and the cessation of its board, would lead to the integration of News and Global News on 1 April 2011, following the integration of News and English Regions into a single division on 1 April 2009. The new combined group would be headed by Helen Boaden, Director News, and she would chair the new board replacing the Journalism Board. She will be the Executive Board member responsible for all BBC News activities at home and abroad and will represent all BBC-wide journalism (including Nations) issues at Executive Board, e.g. General Election planning and coordination.

15.2 The paper set out the proposals for the new board arrangements from 1 April 2011. It also provided some details of the workstreams in the News / Global News Integration project. The Terms of Reference for the News Group Board were also attached at Annex A.

15.3 Executive Board approved the proposals set out in the paper and the Terms of Reference for the News Group Board.

16 Managerial Arrangements following the departure of the Deputy Director-General

16.1 This paper set out a framework for the effective transfer of Mark Byford’s responsibilities and explained the new structures that had to be in place on 1 April to take account of his standing down as DDG and the ending of the Journalism Group and the Journalism Board on 31 March. The revised terms of references for the UK Forum, the Editorial Standards Board and Complaints Management Board were presented in Annex A, B and C respectively.

16.2 Executive Board approved the proposals set out in the paper and the revised Terms of Reference.

The paper would be submitted to the Trust Editorial Standards Committee to inform them of the new arrangements around the Editorial Standards and Complaints Management Board.

17 Other Business

17.1 The Director General noted that it was the last Executive Board at which Mark Byford, Deputy Director-General and Director of Journalism and Peter Salmon, Director North, would be present and thanked them for all they had contributed.
Papers for Noting

18  Worldwide Strategy
18.1 Executive Board noted the paper.

19  Pay IP Service via Freesat
19.1 Executive Board noted the paper.

20  Finance Committee: Summary of papers and actions
20.1 Executive Board noted the summary.