Attendees

1. Minutes of BBC Executive Board held on 6 October 2008 and the extraordinary meeting on 17 September 2008
2. Russell Brand Show on BBC Radio 2
3. Director reports
4. Public Service Broadcasting Review: partnerships update
5. Public Value Test for 6 – 10 Skills Learning Proposition
6. BBC Jam
7. Update and compliance reports
8. Launching High Definition on Digital Terrestrial Television
9. BBC on demand platform capabilities status and roadmap
10. Response to the Trust on the Window of Creative Competition Review
11. Any other business
12. Minutes and Actions from Finance Committee
14. Future governance of W1 development project
15. Religion briefing for the BBC Trust
Attendees

Present

Mark Thompson (Chair), Director-General
Mark Byford, Deputy Director-General
Jana Bennett, Director, Vision
Tim Davie, Director, Audio and Music
Chris Day, Acting Group Finance Director
Erik Huggers, Director, Future Media and Technology
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
Lynsey Tweddle, Head of the Executive Unit
John Tate, Director, Policy and Strategy (items 4, 5 and 8)
Gautam Rangarajan, Head of Policy and Development (item 4)
William Garood, Strategy Manager (item 4)
George Entwistle, Controller, Knowledge Commissioning (item 6)
Liz Cleaver, Controller, Learning (item 6)
Shaun Day, Chief Economist (items 6 and 7)
John Turner, Finance Director, Future Media and Technology (item 7)
Laura McGaughey, Business Manager (item 7)
Adrian Ruth, Head of Strategy (item 8a)

Chris Kane, Head of Corporate Real Estate (item 8b)

Nicholas Eldred, General Counsel (item 8c)

Balbir Binning, Controller, Fair Trading and Compliance Officer (item 8c)

Catherine Smadja, Head of Special Projects, Policy and Strategy (item 9)

Apologies

Stephen Kelly, Director, BBC People
1 Minutes of BBC Executive Board held on 6 October 2008 and the extraordinary meeting on 17 September 2008

1.1 The minutes from the October Board were approved and the summary for publication noted. The minutes from the extraordinary meeting on 17 Sep 08 were also approved.

2 Russell Brand Show on BBC Radio 2

2.1 The Board received an update on the narrative of events, the investigation and actions, and the report to the Trust in November. It was noted that Ofcom was currently investigating the incident under their ‘harm and offence’ remit.

3 Director reports

a) Audiences and All services
3.1 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.

b) Journalism
3.2 Mark Byford provided an update on journalism matters.

Progress report on response to the Business Impartiality Review
3.3 The Board noted progress and approved the report for onward progression to the Trust.

c) Regulatory and Industry
3.4 Caroline Thomson provided an update on regulatory and industry matters

Update on Project Canvas
3.5 The purpose of this paper was to share the paper and Non Service Approval application that had been submitted to the Trust Finance and Strategy Committee. The Board noted that the Trust Finance and Strategy Committee had been asked to put the strategy forward to the BBC Trust for approval. The amendments made to the paper in response to feedback from previous BBC Boards were also noted.

Future governance of W1 development project
3.6 The Board approved the paper for onward progression to the Trust and noted the changes to the governance structure of the W1 project.

d) Commercial
3.7 John Smith provided an update on commercial matters.

e) Finance report
3.8 The finance report summarised the 2008/09 financial results for the BBC for the year to September 2008 and highlighted the key points. The Board also reviewed the quarterly update on continuous improvement which accompanied the finance report.
3.9 The Board noted the reports.

4 Public Service Broadcasting Review: partnerships update

4.1 This paper reminded the Board that Ofcom had published phase 2 of its review of Public Service Broadcasting on 25 September 2008, with a deadline for responses in December 2008. The paper updated the Board on the BBC’s planned response to the Review, focusing on the development of a set of partnership proposals.

4.2 The Board approved the partnership work for submission to the BBC Trust noting that it would return to the Board at the appropriate time.

5 Public Value Test for 6 – 10 Skills Learning Proposition

5.1 This paper sought approval for the draft Public Value Test (PVT) application for the 6 - 10 Skills Learning Proposition, for submission to the BBC Trust.

5.2 The Board noted that the proposal was aimed at helping to deliver skills, as opposed to following a curricular agenda, and was built around characters already known to that age group.

5.3 The Board approved the proposition summarised in the paper and agreed to the submission of the PVT application to the BBC Trust.

6 BBC Jam

BBC Jam: post implementation review

6.1 This paper noted that the BBC Jam post implementation review had been requested by the BBC Trust in spring 2008. The paper was an interim report, providing an overview of findings and next steps to be taken forward by BBC management.

6.2 The Board approved the paper for onward progression to the Trust.

Recycling Jam assets: update

6.3 This paper updated the Board on progress on recycling content from the closed BBC Jam service. It had been agreed with the Trust that any proposals for reusing such content within the BBC or releasing it to third parties would be subject to Trust approval.

6.4 The Board noted the current state of play and approved the submission of new proposals to the BBC Trust Public Value and Fair Trading Committee.

7 Update and compliance reports

Quarterly performance report – quarter 3

7.1 This report provided a review of performance for the third calendar quarter of 2008.

7.2 The Board noted the report and discussed the key talking points.
Quarterly property update – quarter 2

7.3 This paper provided the second quarterly property update for the financial year 2008/09. It provided an update on the current activities of BBC Workplace together with key property metrics and also included an update on the Corporate Property Plan.

7.4 The Board noted the situation with the property market and that the Finance Committee was receiving regular checks and updates.

7.5 The Board discussed the report and approved its onward progression to the Trust.

Compliance report – quarter 2 and half year review

7.6 This paper presented the second quarterly and half yearly compliance report for the financial year 2008/2009. The Board noted that the report would be sent to the Trust for consideration, accompanied by a statement that the Executive Board had discussed the key risks and endorsed the proposed actions.

Editorial compliance and complaints – half yearly report

7.7 This paper explained that six monthly and annual reports on editorial compliance and complaints were required by the BBC Trust and this presented the half year report.

7.8 The Board noted that, as the report covered the period April to September, it did not include mention of the Russell Brand show. The Board also noted progress made on responding to complaints.

7.9 The Board approved the report for progression to the Trust, noting that the Editorial Standards Board would review it before then.

8 Launching High Definition on Digital Terrestrial Television

8.1 This paper updated the Board on the programme to launch High Definition on the Digital Terrestrial Television platform from November 2009. It also set out the consequences of this implementation for the BBC.

8.2 The Board noted the update and approved the paper for progression to the Trust, thanking the team for their work so far on the project

9 BBC on demand platform capabilities status and roadmap

9.1 This paper provided an update in relation to the implementation of a technology solution to provide BBC iPlayer downloads to the Mac and Linux platforms.

9.2 The Board approved the paper for progression to the Trust.

10 Response to the Trust on the Window of Creative Competition Review

10.1 This item was deferred.
11 Any other business

Renewal of non-executive appointments

11.1 Following consideration by the Executive Nominations Committee and approval from the BBC Trust, the Board appointed Mike Lynch, David Robbie, Samir Shah and Robert Webb to serve a further two year term as non-executive directors of the BBC Executive Board, commencing from 1 January 2009.

For noting

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 Network Supply Review – shape of Nations growth to 2012

13.1 This paper briefed the Trust on the 2008 – 2016 strategy for the supply of network television from the UK and the recommendation for implementation and had been reviewed by the Trust Finance and Strategy Committee on 6 November 2008. It was brought to the Executive Board for noting.

13.2 The Board noted the briefing.

14 Future governance of W1 development project

14.1 This paper outlined the proposed new governance structure for the W1 project, which sought to build on the transformation plans in hand, and under development. It explained that for continuity reasons, the Chief Operating Officer would remain the project lead, but the role of sponsor and champion of transformation would pass to the Deputy Director-General, at the head of a W1 Project Board. In this he would be supported by new posts including a full-time W1 Editorial Director, working at divisional board level across News, Global News and Audio & Music.

14.2 The Board noted the changes to the governance structure of the W1 project.

15 Religion briefing for the BBC Trust

15.1 This paper explained that the BBC Trust had requested a briefing note on the BBC’s provision in the genre of religion. The paper presented a brief summary of how the Religion and Ethics elements of the BBC’s strategy were being delivered. The paper
noted that the BBC’s purpose remit, “Representing the UK, its Nations, Regions and Communities”, was divided into six specific priorities, of which “reflecting the different religious beliefs in the UK” was the fifth. The paper also provided an update on the BBC’s delivery of the specific actions associated with this priority.

15.2 The Board noted the paper and approved it for progression to the Trust.