Executive Board

7 November 2011
0930 – 1430
Brian Redhead Room, Media City Quay House, Salford

Attendees

1. Minutes from the Executive Board meetings on 10 and 17 October 2011
2. General update
3. Strategic Budget discussion
4. Project Lion
5. Property
6. World Service Alternative Funding
7. Commercial update
8. Delivering Quality First Transformation Workstream update
9. BBC North
10. Director updates
Papers for approval
11. Quarterly Compliance Report
12. Help Scheme Performance
14. Any other business
15. Summary of papers and actions from Finance Committee

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Attendees

Present
Caroline Thomson  Chief Operating Officer (Chair)
Helen Boaden   Director, News
Tim Davie    Director, Audio and Music (A&M)
George Entwistle  Director, Vision
Zarin Patel  Group Finance Director
Ralph Rivera   Director, Future Media
Marcus Agius    Senior non-executive director
Simon Burke    Non-executive director
Mike Lynch    Non-executive director
Robert Webb    Non-executive director

With
Lynsey Tweddle Head of the Executive Unit (secretary)
Christina Roski Business Manager, Executive Unit
Chris Waiting   Chief Adviser to the Chief Operating Officer
Lucy Adams  Director, Business Operations (item 8)
Kerensa Jennings  Head of Strategic Delivery, BBC People (item 8)
Peter Salmon  Director, BBC North (item 9)
Alice Webb  Chief Operating Officer, BBC North (item 9)
Ken Lee    HR Director, BBC North (item 9)
Other members of staff from BBC North also joined for item 9.

Via videoconference:
Pipa Doubtfire  Head of Revenue Management (item 4)
Nick Mason Senior Commercial Manager, Strategic Contracts (item 4)
Beverley Tew  Director, Finance, Procurement and Revenue Management (item 4)
Chris Kane  Head of BBC Workplace (items 5a and 5b)
Jim Egan Controller, Strategy and Business Development (item 6)
Richard Dawkins  Controller, Strategy, News and A&M (item 6)
Mark Bunting  Head of Strategy and Policy (item 6)
John Smith  Chief Executive, BBC Worldwide (items 6 and 7)
John Tate  Director, Policy and Strategy (item 10)
Helen Normoyle  Director of Marketing and Audiences (item 10)

Apologies
Mark Thompson  Director-General
Val Gooding Non-executive director
1 Minutes from the Executive Board meetings on 10 and 17 October 2011

1.1 The minutes from the October Board meeting were approved and the summary for publication noted. The minutes of the conference call on 17 October 2011 were also approved.

2 General update

Delivering Quality First

2.1 The Board discussed the internal and external reaction to the DQF announcements.

Other matters

2.2 The Board received a brief update on a number of other matters including S4C, DAB and the proposed new Communications Bill. The Board asked for a short briefing on items that might be included in a Communications Bill Green Paper.

3 Strategic Budget discussion

3.1 This discussion offered the Board an opportunity to input into the assumptions for the BBC budget for the three years 2012/13 to 2014/15. It was noted that this budget contained a higher level of operational planning than previous budgets and was focused on delivering DQF proposals.

4 Project Lion

4.1 Zarin Patel explained the background to the procurement process. The Board also noted the commercial terms and other contractual provisions that were proposed.

5 Property

As a Non-executive Director of a company involved in the bidding process, Rob Webb declared a conflict of interest in relation to the sale of Television Centre – he therefore left the room for items 5a and 5b relating to property. In addition he did not receive paperwork for item 5b and received a redacted paper for item 5a.

a) Corporate Property Plan

5.1 This paper provided an update on delivery of the Corporate Property Plan.

5.2 The Board discussed migration plans to the W1 Broadcasting House site, which it was noted was expected to perform above benchmark targets.

5.3 The Board approved the revisions to the plan as noted, subject to comments made.

b) TVC Shortlisting and Award criteria

5.4 The Board received an update on the sale of Television Centre and the different options available.
6 World Service Alternative Funding

6.1 The Board noted that the Comprehensive Spending Review (CSR) settlement for the World Service had set a target to raise a certain level of commercial income by 2013/14. Although the timing of the paper was not ideal, because of other discussions around international news, the CSR requirement meant it was essential to agree arrangements to achieve this target.

6.2 The Board discussed the principles and rationale around the proposal to place limited advertising around a small number of World Service language websites.

6.3 The Board approved the proposals, subject to comments made and approved the paper for submission to the Trust.

7 Commercial update

7.1 John Smith provided an update on commercial matters.

8 Delivering Quality First Transformation Workstream update

8.1 Lucy Adams presented the background, context and progress on the transformation workstream. The Board asked that regular updates on progress include a report on each specific target identified.

9 BBC North

9.1 Peter Salmon, Alice Webb and Ken Lee gave a presentation on BBC North. This included an explanation of the efficiencies BBC North had achieved through the transition and some of the benefits that had already begun to be realised. They also talked about how BBC North was working with the rest of the BBC and explained the North Operating Model, outlining how this had crystalised into actions in order to realise North benefits.

9.2 Some members of BBC North staff joined the presentation and also spoke to the Board about their experiences.

10 Director updates

a) Audiences and all services

10.1 Executive Board discussed the audience update which featured Audio & Music and RAJAR figures this month.

Quarterly Performance Report

10.2 The Board noted the new format of the report and commented on some of the detail in relation to competitor performance. It was agreed that it would be useful to include more digital channels in the comparative data.

b) Regulatory and industry

10.3 Caroline Thomson provided an update on regulatory and industry matters.
c) **Finance**

10.4 The Board noted the Finance Report and Continuous Improvement update.

d) **News**

10.5 Helen Boaden provided an update on News matters.

**Papers for approval**

11 **Quarterly Compliance Report**

11.1 This paper provided the Compliance Report for the second half of 2011/12 and also a half year review.

11.2 The Board discussed the report.

12 **Help Scheme Performance**

12.1 This paper provided an interim report on the performance of the Help Scheme against a set of agreed success measures.

12.2 The Board noted the update and approved the paper for submission to the Trust.

13 **Radio and Television Investigation Service: biannual update**

13.1 The Board noted the update, in particular the annual cost savings that had been made.

13.2 The paper was approved for submission to the Trust.

14 **Any other business**

14.1 No other business was raised.

15 **Summary of papers and actions from Finance Committee**

15.1 This paper was noted.