

BBC Executive Board

12 September 2011

1030 - 1530

Rm 3028, Broadcasting House, London

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Attendees

Present

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

With

Mary Wilkinson	Acting Head of the Director-General's Office
Lynsey Tweddle	Head of the Executive Unit (secretary)
Christina Roski	Business Manager, Executive Unit
Nicholas Eldred	Group General Counsel (items 2, 10 and 11)
John Tate	Director, Policy and Strategy (items 3 and 4)
Gautam Rangarajan	Controller, Public Service, Policy and Strategy (item 3)
Paul Mylrea	Director of Communications (item 3)
Charlie Villar	Director, Corporate Finance (item 3)
Matthew Postgate	Controller, Research and Development (item 4)
John Smith	Chief Executive, BBC Worldwide (item 5)
Alix Pryde	Director, Distribution (item 6)
Vanessa Tamms	Senior Policy Adviser (item 6)
David Ramsden	Chief Executive, BBC Children in Need (item 7)
Paul McCauley	Charity Appeals Advisor (items 7 and 8)
Stephen Dunmore	Chair, BBC Appeals Advisory Committee (items 7 and 8)
Helen Normoyle	Director, Marketing and Audiences (item 9)
Beverley Tew	Director, Finance, Procurement and Revenue Management (item 9)
Balbir Binning	Controller, Fair Trading (items 10 and 11)

Apologies

Helen Boaden	Director, News
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1 Minutes from the Executive Board meeting on 11 July 2011

- 1.1 The minutes from the July Board meeting were approved and the summary for publication noted.

2 General update

- 2.1 The Board reviewed summer activity, covering News, Music, Television, Radio and Future Media. The Proms season had been particularly successful and the Board agreed it would be beneficial to ensure the reasons for this success were noted.

3 Delivering Quality First (DQF)

Bringing the Best to Everyone – draft Service Licence Analysis Equality Analysis

- 3.1 Three papers were presented - the draft proposals, the service licence analysis and the equality analysis. The timetable was outlined and it was agreed that a further Executive Board meeting/conference call should be convened prior to publication.

4 Mobile Broadcast update

- 4.1 This paper provided an update on the BBC's mobile broadcast strategy.
- 4.2 The Board noted the significant technological and consumer behaviour changes that had taken place since it had last considered the mobile strategy in 2009. Upcoming spectrum auctions and associated policy decisions also made it timely to consider the BBC's position.
- 4.3 The Board agreed it was important to focus on the key aim of ensuring that audiences could access BBC services without barriers. It was agreed that more work should take place offline before the issue returned to the Board next year and that Business Development should join the process.

5 Commercial update

- 5.1 John Smith provided an update on commercial matters.

6 DAB Investment Strategy

- 6.1 The paper set out the BBC's approach to DAB investment and engagement with the Government's policy on radio switchover.
- 6.2 The Board agreed the recommendations in the paper:

7 BBC Children in Need Annual Report

- 7.1 This paper updated the Board on the activities of the BBC Children in Need Appeal over the last year, in line with the governance arrangements for the Charity agreed by the BBC Executive Board and Trust in 2007.
- 7.2 The Board welcomed the encouraging ideas in the report.

8 Charity Appeals Annual Report

- 8.1 This paper presented an overview of the BBC's Charity Appeals for the period 2010/11 and updated the Board on the work of the BBC's independent Appeals Advisory Committee (AAC) and the Charity Appeals Unit.
- 8.2 Stephen Dunmore advised that the Appeals Advisory Committee (AAC) would now look to implement the recommendations agreed by the Board following the strategic review of charitable appeals. As new processes enabled aggregation of information the AAC would also look to set targets in this area.

9 Director updates

a) Audiences and all services

- 9.1 Executive Board discussed the audience update which featured News this month.

b) Regulatory and industry

- 9.2 Caroline Thomson provided an update on regulatory and industry matters.

c) Finance

- 9.3 The Board noted the Finance Report and the Continuous Improvement quarterly update. The new, shorter format of the Finance Report was welcomed.
- 9.4 With respect to other finance matters, Zarin Patel updated the Board on the position with pensions, noting the next valuation was planned in 2013.

Papers for approval

10 Quarterly Compliance Report

- 10.1 This paper provided the first quarterly compliance report of 2011/12.
- 10.2 The Board discussed the report.

11 Proposed change to composition of Executive Fair Trading

- 11.1 This paper set out proposals to update the constitution and standing orders of the Executive Fair Trading Committee (EFTC). It proposed that the committee should be constituted of Non-Executive Directors only, with relevant Executive Board members attending as required.

- 11.2 The Board approved the recommendations and revised standing orders, but asked that the Chief Operating Officer be included as a standing attendee at Executive Fair Trading meetings. It was noted that the changes would be implemented on appointment of a sixth non-executive director.

12 Quarterly Performance Report

- 12.1 This paper provided the first quarterly performance report for 2011/12.
12.2 The Board noted the paper.

13 BBC Portfolio Status Report

- 13.1 This paper provided the Board with a high level update on the BBC Portfolio of critical projects, together with a summary of the issues arising from the Finance Committee scrutiny of the first quarter status report.
13.2 The Board noted the update, welcoming in particular the realisation of the Welsh Drama Village, which had completed on budget and to a very tight timescale.

14 Trials Register

- 14.1 This paper explained that the Board was 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, together with the full register were provided. It was noted that all of the trials had received prior approval by the relevant divisional board (and in some cases the Executive Board).
14.2 The Board noted the register and approved it for submission to the Trust.

15 Syndication update

- 15.1 This paper explained that the BBC syndicated content in line with the BBC Syndication Guidelines and the On-Demand (iPlayer) Public Value Test. The paper provided a regular update to the Trust on syndication activity within the Public Service, not including commercial syndication by BBC Worldwide.
15.2 The Board noted the update and approved it for submission to the Trust.

16 5Live Service Review Management response

- 16.1 This paper summarised the BBC's submission to the BBC Trust's Service Review of BBC Radio 5 live and 5 live Sports Extra.
16.2 The Board approved the paper for submission to the Trust.

17 BBC Trust Review of BBC News Channel and BBC Parliament

- 17.1 This paper provided the BBC's submission to the BBC Trust's Service Review of the BBC News Channel and BBC Parliament.

17.2 The Board approved the paper for submission to the Trust.

18 Any other business

18.1 No other business was raised.

Papers for noting

19 Summary of papers and actions from Finance Committee

19.1 The Board noted the summary of discussions and actions at the Finance Committee meetings held on 14 and 27 June 2011.