BBC Group Commercial Strategy Committee

TERMS OF REFERENCE

1. Constitution

1.1 The Director-General has established a sub-committee of the BBC Executive Committee that will be known as the BBC Group Commercial Strategy Committee.

2. Purpose and responsibilities

2.1 The purpose of the Committee is to oversee the commercial activities of BBC Group in the UK and globally and ensure that the correct trade-offs between public service and commercial activity within the UK and ex-UK are made on behalf of licence fee payers.

2.2 The core responsibilities of the Committee are to:

- Develop BBC Group’s UK and ex-UK commercial strategy for approval by the Executive Committee and BBC Board
- Oversee the implementation of this strategy and regularly review its effectiveness
- Within this strategy:
  - Consider the appropriate levels of investment from across BBC Group in BBC commissioned programmes
  - Consider commercial deals which require BBC Group-level agreement
  - Consider key trade-offs between the BBC Public Service and the BBC’s commercial activities

2.3 The Committee will ensure that BBC Group’s Commercial Strategy, and decisions made as part of this strategy, are compliant with the BBC’s trading and separation obligations.

2.4 The Committee will operate at the Group level. The role of this committee is distinct from the role of the BBC’s Commercial Holdings Board. The role of the Commercial Holdings Board is to oversee the operations of the BBC’s
commercial subsidiaries and ensure that their strategies align with that of the BBC Group.

3. **Membership**

3.1 The Director-General will be Chair of the Committee and will appoint its members.

3.2 In addition to its members, other BBC colleagues will attend meetings as appropriate.

3.3 The Director-General shall preside at all meetings of the Committee or, in his/her absence, nominate one of the members to chair the meeting.

3.4 The Director-General has responsibility for setting the agenda of each meeting.

3.5 The BBC Group Company Secretary will be responsible for the management of the Committee.

4. **Frequency of meetings**

4.1 The Committee will typically meet every other month, and at least four times a year. Other meetings may be scheduled as and when required.

4.2 Meetings may be held remotely by telephone or video-conference and business may also be conducted offline.

5. **Minutes of meetings**

5.1 The Company Secretary or a deputy shall minute the proceedings and all resolutions, including the names of those present and in attendance.

5.2 The minutes will be submitted at the next meeting for the agreement of members.

Approved by the Director-General, September 2019