Next Generation Committee

TERMS OF REFERENCE

1. Constitution

1.1 The Director-General has established a sub-committee of the BBC Executive Committee comprising of members of staff that will be known as the Next Generation Committee.

2. Purpose and remit

2.1 The purpose of the Committee is to provide a perspective on the editorial, audience and organisational challenges facing the BBC; and to provide a sounding board for emerging proposals targeted at younger audiences.

2.2 The core responsibilities of the Committee are to:

- Perform an advisory function for the Executive Committee, providing a perspective on relevant BBC business being considered;
- Provide a rolling – and advisory – assessment of the BBC’s progress in reinventing itself for a new generation;
- Assess audience and performance data and make recommendations to the Committee on changes to programme or service strategy as required;
- Undertake project work on behalf of the Executive Committee, assessing and developing ideas that could help reinvent the BBC for a new generation of viewers, listeners and users;
- Perform an advisory function for both the Human Resources Division and the Deputy Director-General on key policy development with a disproportionate impact on younger staff.

2.3 The committee will meet with the Executive Committee twice a year for a joint forum to assess the BBC’s performance and strategy with younger audiences.

3. Membership

3.1 A maximum of 15 members, including the Chair, recruited via an open selection process with due regard for diversity (including but not limited to grades and divisions) to provide a pan-BBC perspective on the Committee’s work.

3.2 The Director-General nominates a Chair among the 15 members of the Committee.

3.3 Membership of the Committee shall normally be 12 months but should not exceed 18 months.
3.4 The Company Secretary will be responsible for the management of the Committee and shall appoint a Business Manager to support its work.

3.5 The Chair shall preside at all meetings of the Committee or, in his/her absence, nominate one of the members to chair the meeting.

3.6 The Chair has responsibility for setting the agenda of each meeting in consultation with the Business Manager, the Company Secretary and the Executive Sponsor.

4. **Executive Sponsor**

4.1 The Director-General will appoint an Executive Sponsor for the Committee.

4.2 The core responsibilities of the Executive Sponsor are:

- To meet regularly with both the Chair of the Committee and the Business Manager to provide feedback and direction on key priorities;
- To work closely with the Company Secretary and Business Manager to assist the Committee in developing an annual plan that is aligned with the business of the Executive Committee.
- To support the development of the NGC as a high-performing team.

5. **Frequency and attendance**

5.1 The Committee will meet on a monthly basis (except August) but additional meetings may be called when required.

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

6. **Minutes of meetings**

6.1 The Business Manager (or their nominee) shall minute the proceedings and all resolutions, including the names of those present and in attendance.

6.2 The minutes will be submitted at the next meeting for the agreement of members. The approved minutes shall also be circulated to the Executive Committee.

7. **Confidentiality**

7.1 The Committee has a collective responsibility to adhere to the principles of confidentiality so that papers and strategic options can be shared openly with Committee members.

8. **Review**
8.1 The Committee shall conduct an annual review of its own performance which will be led by the Executive Sponsor.