MINUTES OF THE BBC TRUST MEETING

Held on Tuesday 23 February 2016
at the BBC Trust, 180 Great Portland Street, London

Present:

Rona Fairhead  Chairman
Sir Roger Carr  Vice-Chairman
Sonita Alleyne  Trust member
Richard Ayre  Trust member
Mark Damazer  Trust member
Mark Florman  Trust member for England
Bill Matthews  Trust member for Scotland
Aideen McGinley  Trust member for Northern Ireland
Nick Prettejohn  Trust member
Elan Closs Stephens  Trust member for Wales
Suzanna Taverne  Trust member
Lord Williams  Trust member

From the Trust Unit:

Alex Towers  Director, BBC Trust
Kate Atkins  Chief Adviser, Governance
Jon Cowdock  Head of Business Strategy
Peter De Val  Head of Legal
Alison Gold  Head of Public Services Strategy
Georgina Hodges  Chief Research and Audiences Adviser
Anna Kealey  Strategy Adviser
Kath MacLeod  Head of Communications
Fran O’Brien  Head of Editorial Standards
Tristan Pedelty  Head of Policy and Charter
Stephanie Simmonds  Deputy Head of Legal
Gareth Tuck  Head of Finance
From the BBC Executive:

<table>
<thead>
<tr>
<th>Items 12-14</th>
<th>Tony Hall</th>
<th>Director-General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items 12-14</td>
<td>Anne Bulford</td>
<td>Managing Director, Finance &amp; Operations</td>
</tr>
<tr>
<td>Item 12, 13</td>
<td>Phil Harrold</td>
<td>Company Secretary</td>
</tr>
<tr>
<td>Item 14</td>
<td>Valerie Hughes-D’Aeth</td>
<td>Director, HR</td>
</tr>
<tr>
<td>Item 14</td>
<td>Sarah Jones</td>
<td>Group General Counsel</td>
</tr>
<tr>
<td>Item 14</td>
<td>Chris Sandford</td>
<td>Senior Adviser</td>
</tr>
<tr>
<td>Items 12-14</td>
<td>Clare Sumner</td>
<td>Director-General’s Chief of Staff</td>
</tr>
</tbody>
</table>
CONTENTS

8 MINUTES AND MATTERS ARISING
9 REPORTS FROM TRUST COMMITTEES
10 DIRECTOR'S REPORT
11 CHARTER REVIEW
12 DIRECTOR-GENERAL'S REPORT
13 ANNUAL OBJECTIVES
14 DAME JANET SMITH REPORT
15 LOCAL RADIO AND NEWS SERVICE REVIEW
16 ANNUAL REPORT AND ACCOUNTS
17 LOCAL TELEVISION
18 COMPLAINTS FRAMEWORK – PROTOCOL CHANGES
19 CONFLICTS OF INTEREST
8 MINUTES AND MATTERS ARISING

8.1 The Trust approved the minutes of the meeting held on 18 January 2016 as an accurate record of proceedings. It noted the matters arising from the meeting.

9 REPORTS FROM TRUST COMMITTEES

9.1 The Trust noted the reports from its February committee meetings.

9.2 The Trust approved a recommendation from its Editorial Standards Committee relating to the BBC’s complaints procedure. The Trust would no longer monitor the application of Executive decisions to end correspondence on certain categories of complaints after Stage 1b of the complaints procedure.

10 DIRECTOR’S REPORT

10.1 The Director, BBC Trust presented his report, which provided an overview of activity undertaken by the Trust.

10.2 Following the announcement of an EU referendum, the Chairman said that Trust members, because of a stated personal position or involvement with a particular organisation, could be perceived as having a conflict of interest. She asked members to inform her if this situation arose and to consult her in advance if they wished to write or speak publicly on the referendum in any capacity unrelated to their role at the BBC. She said that, in the event of the Trust’s Editorial Standards Committee having to make decisions related to the BBC’s referendum coverage, members would need to declare an interest or more likely recuse themselves if they had taken a public position on the referendum.

11 CHARTER REVIEW

11.1 The Trust’s Head of Policy provided an update on progress with Charter review.

11.2 Members noted that the Department for Culture, Media and Sport was due to publish Sir David Clementi’s report into BBC governance and regulation on 1 March and considered how they might respond to the report.
11.3 They also discussed broader issues relating to Charter review, including BBC scope and funding and the length of the next Charter. They agreed that the Trust’s position should be informed by the evidence from its public consultations, including licence fee payers’ views on scale, by the need to ensure independence of the BBC and by the position reached with the Government in July 2015.

11.4 The Chairman said that she would set out the Trust’s position on Charter review in her speech at the Oxford Media Convention the following week.

12 DIRECTOR-GENERAL’S REPORT

12.1 The Director-General updated the Trust on recent BBC programme highlights including the widely acclaimed drama War and Peace and Countryfile which had recorded its highest ever viewing figure.

12.2 He welcomed the BBC’s agreement with Discovery which ensured the BBC would continue to broadcast the Olympic Games until 2024.

12.3 He noted the recent 6 Music Festival in Bristol and the launch of Radio 2’s 500 Words story writing competition for children.

12.4 Trust members discussed viewer complaints regarding audibility and sound quality on the BBC One drama Happy Valley. The Director-General noted that he took all such complaints seriously and had already asked BBC Television to look into this matter and consider any immediate issues as well as identifying any lessons for future commissions.

13 ANNUAL OBJECTIVES

13.1 The Company Secretary presented the proposed pan-BBC objectives for 2016/17 which flowed from the BBC’s public purposes and mission to provide distinctive world-class content. The proposed objectives were:
   o to deliver a more personal BBC
   o to build partnerships
   o to make the BBC simpler and leaner
   o to transform the BBC’s offer for younger audiences

13.2 The Trust approved the four objectives and asked the Executive to provide further information on its partnerships strategy and the metrics for measuring the objectives. It was agreed that the Executive would, through its commercial strategy, seek to build the revenue stream through BBC Worldwide.
DAME JANET SMITH REPORT

14.1 The Trust and the Executive discussed Dame Janet’s Smith’s report into the culture and practices of the BBC during the years in which Jimmy Savile and Stuart Hall were associated with the Corporation. This followed consideration of the report at a meeting of the Trust’s Dame Janet Smith Review Committee the previous week.

14.2 The Director-General said the scale and nature of what Jimmy Savile and Stuart Hall had done was terrible and he was deeply sorry for the hurt caused to the survivors. The BBC would do everything possible to make sure that nothing like this ever happened again.

14.3 The Director-General said he accepted all of Dame Janet Smith’s recommendations. The BBC would review and audit all its policies to help people raise concerns and complaints. It would also look at the three areas highlighted by Dame Janet – a lack of cohesion in the BBC, the hierarchical nature of management, and attitudes towards “talent”. It would build on the work that had already been done or was underway to protect children, enable whistleblowing and encourage people to raise concerns about bullying and harassment.

14.4 The Chairman said she was saddened and appalled by the events covered in Dame Janet’s report and, on behalf of the BBC, would apologise to the survivors for all they had suffered. The Trust would ensure that the Executive implemented all possible actions as quickly as possible to seek to avoid such events ever happening again.

14.5 The Trust considered its functions in respect of the Dame Janet Smith report. It agreed that the report was free from manifest error in procedural and substantive terms and that it should accept the report as a sound basis for the exercise of its functions. It agreed that it was in the public interest that the report should be published. In reaching that view, members had particular regard to the detailed and balanced nature of the review process; the report’s relevance to the BBC and the general public today (in particular in ensuring such events can’t happen again); the public interest in understanding how the appalling events recounted in the report occurred and went unchecked; and wider questions around the public’s right to know what happened and about the BBC’s position as an institution funded by taxpayers.

14.6 The Chairman said the Trust would publish in full Dame Janet’s report and Dame Linda Dobbs’ report into the conduct of Stuart Hall. She thanked Dame Janet, Dame Linda and their teams for their work on the review.
The Trust discussed and approved the Executive’s response to the report and asked the Executive for monthly updates on how it was implementing the recommendations in Dame Janet’s report.

The Trust agreed the outline of its own response to the report and delegated authority to the Chairman to approve the final wording.

**LOCAL RADIO AND NEWS SERVICE REVIEW**

The Trust’s Head of Public Services Strategy presented the draft report of the Trust’s service review of BBC Local Radio and local news and current affairs in England.

Trust members agreed with the review’s assessment that these services formed an important part of the BBC’s overall news and radio offer to audiences in England, and with the actions and recommendations set out in the report.

The Trust approved the report and delegated authority to members Suzanna Taverne and Mark Florman to approve any final changes prior to publication.

**ANNUAL REPORT AND ACCOUNTS**

The Trust agreed the approach and key themes for its part of the BBC Annual Report and Accounts for 2015-16. The report is due to be laid before Parliament and published in July.

**LOCAL TELEVISION**

Trust member Sonita Alleyne declared a conflict of interest in this matter (see minute 19).

The Trust discussed the provision of grant funding to Comux (UK) Ltd for the local TV infrastructure.

**COMPLAINTS FRAMEWORK – PROTOCOL CHANGES**

The Trust approved amendments to three of its procedures in its Protocol E3 – Complaints Framework.
19 CONFLICTS OF INTEREST

19.1 For discussion on Local Television (item 17), Sonita Alleyne noted that she was a board member of Archant, which runs Mustard TV, the local television service in Norwich. This is declared in Ms Alleyne’s register of interests, which is publicly available on the Trust’s website. Ms Alleyne left the meeting while this item was discussed.