



Digital Leadership Group

TERMS OF REFERENCE

1. Constitution
 - 1.1. The Executive Committee has established a sub-committee comprising members of staff which will be known as the Digital Leadership Group ('the DLG').
2. Purpose and Remit
 - 2.1. The DLG exists to accelerate support an accelerated product roadmap and scaling of digital-first working practices across the BBC, in support of the Value for All strategy.
 - 2.2. It tracks progress towards digital maturity across the BBC Group – both what work is being done and how the work is being carried out.
 - 2.3. It recommends strategic decisions to the Executive Committee that impact the Value for All strategy.
 - 2.4. The DLG has delegated authority to action changes with respect to the scope outlined in these Terms of Reference.
 - 2.5. The DLG has the authority to review any area outlined in the scope of these Terms of Reference and to work with any colleague across the organisation to achieve this.
3. Governance
 - 3.1. The DLG will work with Strategy to set Digital Targets.
 - 3.2. The DLG will review performance with the Executive Committee formally through the HYPR and FYPR process and provide monthly updates on progress.
 - 3.3. Digital metrics will be included in the top level scorecard reviewed by Executive Committee and Board.
4. Membership
 - 4.1. The Chair of the DLG is the Chief Product Officer.
 - 4.2. In the absence of the Chair, a deputy will be appointed.
 - 4.3. The Chair has a casting vote.
 - 4.4. Members will comprise representatives from Product, Content, News, Studios, Nations, CCO; along with the Secretary.
 - 4.5. Other key people may be seconded on to the DLG as required either temporarily or permanently and endorsed by the Executive Committee.
 - 4.6. Duration of membership of the DLG will be ongoing; and will form part of the annual review.
5. Frequency and attendance
 - 5.1. The DLG will meet monthly, one week before Executive Committee.
 - 5.2. Meetings may be called at any time by the Chair if required.

6. Notes and actions of meetings
 - 6.1. The Secretary will attend all meetings.
 - 6.2. The Secretary will distribute the agenda and paperwork as least 4 working days ahead of the meeting and record the minutes and actions. The minutes and actions will be circulated to all members and relevant sections to attendees.
7. Reporting Framework
 - 7.1. A rolling forward plan for the DLG will be created and shared with DLG members.
 - 7.2. Minutes will be written up and shared with DLG members and made available to any interested stakeholder.
 - 7.3. The DLG will report to Executive Committee where strategic decisions need to be made.
 - 7.4. The DLG will liaise and coordinate with other governance committees across the BBC e.g. Operations Committee, Data Governance Committee, Brand Leadership Group.
8. Review
 - 8.1. The DLG will carry out an annual self-assessment of activities and performance against the goals and principles outlined in this narrative; any recommendations to change will be reported to the Executive Committee.
 - 8.2. As part of this review DLG will consider whether it is receiving adequate and appropriate support in fulfilment of its role and whether the annual plan is manageable.