



Meeting of the BBC Fair Trading Committee

MINUTES

Wednesday 10 April, 2024
Broadcasting House, London

ITEMS OF BUSINESS

1. Committee business
 - a) Apologies and conflicts of interest
 - b) Minutes of 30 January Fair Trading Committee
3. Quarterly Management Report
4. Deloitte Fair Trading Assurance Update
5. Draft Fair Trading Committee Report for the Annual Report
6. Year End Approvals
7. AOB

ATTENDANCE

Members:

- Muriel Gray Chair
- Chris Jones Non-executive Director
- Leigh Tavaziva Group Chief Operating Officer

With

- Samir Shah BBC Chair
- Chris Rowsell Controller, Regulation
- Peter Ranyard Deputy General Counsel
- Chris Sandford Head of Governance
- Jo Clarke Secretary to the Committee
- Dinal Juta Deloitte (item 3)
- Disha Khadiwala Deloitte (item 3)

FAIR TRADING COMMITTEE MINUTES – 10 April 2024

1. Committee business

a) Apologies and conflicts of interest

- 1.1 There were no new conflicts of interest.

b) Minute of 4 October Fair Trading Committee meeting

- 1.2 The minutes were approved. It was agreed that a set of action points would be circulated following the meeting after agreement with Chair.

2. Quarterly Management Report

- 2.1 The Committee considered the quarterly management report.
- 2.2 The Committee discussed the reporting on the mandatory advanced fair training course, completion of which was well within the target for non-compliance at 3%. Directors agreed that the link for the training should be circulated so that they could experience the training module if they so wished.
- 2.3 The Committee discussed progress with service licence agreements. Details of those which would not be completed by the end of the month would be circulated to the Committee. Directors noted an update on the approach to studio pricing at Pacific Quay.

3. Deloitte Fair Trading Assurance Update

- 3.1 The Committee welcomed Dinal Jutta and Disha Khadiwala from Deloitte, who joined the Committee to provide an update on the external assurance work that they were undertaking ahead of the Annual Report.
- 3.2 The Committee noted that currently there were no significant areas of concern. A further offline meeting would be held between Deloitte and the Committee members on the completion of the report.

4. Draft Fair Trading Committee Report for the Annual Report

- 4.1 The Committee recommended the Fair Trading Committee report for approval, subject to drafting amendments. The final draft of the report would be signed off for inclusion in the Annual Report by the Chair.

5. Year End Approvals

Updated Operational Separation Statement and Consolidated Group Trading Manual

- 5.3 The Committee discussed updated versions of the BBC's statement of operational separation, required under the Ofcom rules, and the consolidated Group Trading Manual.
- 5.4 The Committee approved the publications subject to final drafting amendments by the Director, Regulation, and noted that they would be published alongside the Annual Report.

Overview of Contestability and Separation Requirements

- 5.5 The Committee noted a briefing on contestability and separation requirements.

6 AOB

- 6.1 There was no other business.