



Meeting of the BBC Fair Trading Committee

MINUTES

Wednesday 4 October, 2023
Virtual Meeting

ITEMS OF BUSINESS

1. Committee business
 - a) Apologies and conflicts of interest
 - b) Minutes of 20 April Fair Trading Committee
2. Quarterly Management Report
3. Deloitte Fair Trading Planning Report 2023/24
4. Fair Trading Risk and Assurance Report and Future Reporting Approach
5. IP and Content Sales
6. AOB

ATTENDANCE

Members:

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

With:

- Chris Rowsell Controller, Regulation
- Peter Ranyard Deputy General Counsel
- Chris Sandford Head of Governance
- Jo Clarke Secretary to the Committee
- Jon Young Deloitte (for item 3)
- Laurie Slavin Deloitte (for item 3)
- Balram Veliath Director, QRA

FAIR TRADING COMMITTEE MINUTES – 4 October 2023

1. Committee business

a) Apologies and conflicts of interest

1.1 There were no new conflicts of interest.

b) Minute of 20 April Fair Trading Committee meeting

1.2 The minutes were approved.

1.3 The Committee welcomed Chris Jones to his first meeting.

2. Quarterly Management Report

2.1 The Committee discussed the Management Report.

2.2 The Committee discussed the approach to the contract for external assurance which was currently held by Deloitte.

2.3 The Committee endorsed the framework for applying the brand fee to BBC Studios agreed by Executive Committee following review by PWC. It would be applied from 1 April 2024.

2.4 The Committee noted progress with the SLA project. It was agreed that a list of those accountable for each SLA and the timeline for their completion should be provided to Leigh Tavaziva. The Committee also agreed that exploring whether any SLAs could be aggregated in order to make the process simpler would be a useful exercise.

3. Deloitte Fair Trading Planning Report

3.1 Two members of the Deloitte assurance team, Jon Young and Laurie Slavin joined the meeting to update the Committee on progress with the Fair Trading assurance work. No significant new findings or issues had so far emerged. A written plan would be circulated to the Committee when available.

4. Fair Trading Risk and Assurance Report and Future Reporting Approach

4.1 The Committee considered the Fair Trading Risk and Assurance Report for the period, which provides an independent report on compliance with the BBC's trading and separation requirements from the Quality Risk and Assurance team. The team also monitor a suite of quarterly metrics in liaison with the Policy Team.

- 4.2 The Committee noted the update on the key risk areas.
- 4.3 The Committee also discussed a proposal in the paper to adopt a more streamlined approach to reporting from the QRA Risk and Compliance team. In order to avoid duplication of the information presented to the Committee it was proposed that Policy would retain the monitoring role on key risks and adopt the current QRA compliance report format, whilst QRA would undertake independent assurance of key compliance risks.
- 4.4 The Committee agreed the future reporting approach.

5 IP and Content Sales

- 5.1 The Committee considered a paper setting out the response to concerns raised by Ofcom in its Review of Studios relating to the treatment of the profits from those BBC Studios-invested programmes where BBC Public Service owned the IP.
- 5.2 The Committee endorsed the approach. A letter from the Chair of the Committee would be sent to Ofcom

6. AOB

- 6.1 There was no other business.