



## 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 ('the 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 seeking to deliver value for all audiences;
  - Assess audience and performance data and make recommendations to the Executive 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; and
  - Perform an advisory function for the Human Resources Division, and other areas as appropriate, on key policy developments with a disproportionate impact on younger staff.
- 2.3 The committee will meet with the Executive Committee at least once a year for a joint forum to assess the BBC's performance and strategy with younger audiences.

#### 3. Membership

- 3.1 A maximum of 20 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 20 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. Notes and actions of meetings**

- 6.1 The Business Manager (or their nominee) shall provide notes and actions of the proceedings, including the names of those present and in attendance.
- 6.2 The notes and actions will be submitted at the next meeting for the agreement of members.

#### **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.