

B B C OPERATIONS COMMITTEE TERMS OF REFERENCE

1. *Constitution*

The BBC Executive Committee has established the Operations Committee as a decision-making and oversight sub-committee with delegated authority to provide assurance on delivery of the BBC's strategic priorities.

2. *Remit*

2.1. The remit of the Committee covers:

- implementation, co-ordination and delivery of key strategic priorities and pan-BBC projects;
- pan-BBC policies on operational and professional service matters; and
- matters relating to compliance with financial, regulatory and operational obligations, as reported to the Board and its Committees.

3. *Responsibilities*

3.1. The core responsibilities of the Committee are to:

- Oversee key strategic, operational and change programme and workstream delivery across the BBC, including the co-ordination of such delivery.
- Monitor and discuss operational, financial and regulatory compliance and other professional services issues, approving material reported to the Board.
- Review and approve pan-BBC policies (including People, Technology and other professional services) on behalf of the Executive Committee.
- Assist the Executive Committee in its management of risk; reviewing the Group's risk appetite and risk profile and ensuring appropriate risk management activities are in place.
- Ensure change programmes and workstreams are clearly aligned to strategic objectives. Oversee monthly performance and make sure that measurable benefits are being achieved.
- Identify new pan-BBC opportunities for improvement and how they support the BBC's creative, strategic, commercial and regulatory objectives.
- Resolve barriers to successful implementation of change including resources, dependencies and risks and allocating additional resources if warranted.
- Undertake other activity within the remit of the Committee or as requested by the Executive Committee.

3.2. The accountability for the delivery of all change programmes and workstreams including Critical Projects Portfolio (CPP) will remain with the relevant identified Executive owner.

4. *Membership and attendance*

4.1. Members of the Committee are appointed by the Director-General and Chief Operating Officer.

4.2. The Group is chaired by the Chief Operating Officer. Other individuals may be invited to attend all or part of any meeting, as and when appropriate, including leaders responsible for initiatives. Named alternates may attend by agreement in advance, in the event that a Group member is unable to attend.

5. *Frequency of meetings*

5.1. The Group meets monthly, one week before the Executive Committee and two weeks before the BBC Board meeting and at other times as required, either in person or virtually.

6. *Minutes of meetings*

6.1. The Secretary (or their nominee) shall minute the proceedings and resolutions of all meetings of the Group, including recording the names of those present and in attendance.