



Meeting of the BBC Audit and Risk Committee

SUMMARY MINUTES

Tuesday 10 September 2024

Broadcasting House, London

ITEMS OF BUSINESS

1. Committee business
  - a) Apologies and conflicts of interest
  - b) Minutes and matters arising from the 24 June and 8 July Audit and Risk Committees
2. InfoSec risk update
3. CMA update
4. Risk
  - a) Quarterly risk report
  - b) B&H update
  - c) Risk appetite deep dive - safeguarding
5. Finance and audit
  - a) NAO management letter
  - b) Lessons learned from the year end process
  - c) ICFR scope
  - d) ICFR framework
6. Transformation and assurance overview
7. Internal Audit
  - a) Audit and Assurance Quarterly Update
  - b) Records management audit response
8. Committee roles and responsibilities
  - a) Fair Trading - programme of work and assurance plan
  - b) Committee terms of reference
9. Whistleblowing report
10. For noting:
  - a) News mandatory training update
  - b) S4C assurance report
11. Private session
  - a) External audit effectiveness review

## ATTENDANCE

### *Members:*

Chris Jones	Non-executive director (Chair)
Shumeet Banerji	Non-executive director
Michael Plaut	Non-executive director

### *Board members present:*

Leigh Tavaziva	Group Chief Operating Officer
----------------	-------------------------------

### *With:*

Ian Griffiths	Commercial Board NED
Alan Dickson	Chief Financial Officer
Balram Veliath	Director, Quality, Risk and Assurance
Claire Rollo	National Audit Office
Greg Wilson	National Audit Office
Phil Harrold	Company Secretary
Chris Sandford	Head of Governance (secretary)
Peter O'Kane	CTO (item 2)
Jo Sherlock	Commercial Director (item3)
Gurdip Ryatt	Head of Risk (item 4)
Simon Adair	Director, SSR (item 4a)
Uzair Qadeer	CPO (item 4b)
Sarah Gregory	Deputy CPO (item 4b)
Katharine James	Head of SSR (items 4c, 9)
Kim Collins	SSR Manager, Safeguarding (4c)
Bethan Pearce	Head of Group Finance (5,11)
Amanda Jones	CFO, Studios (item 5)
Phil Roper	FD, Studios (item 5)
Huw Jones	Head of Delivery (item 5c)
Eddy Datubo	Director, Transformation (6)
Peter Tansley	Director, Internal Audit (7)



- 4.2 Risk appetite was noted, with trend on high risk deployments remaining stable but elevated. A future discussion on the approach to deployments would be arranged.
- 4.3 The compliance dashboard was noted. The Commercial Finance and Risk Group would be asked to look at supply chain risks around forced labour on merchandise marketing, which was a complex area to assess. Current levels of DOPI compliance were noted and it was agreed this needed to be part of a wider cultural push to ensure completion of mandatory tasks.

*b) B&H update*

- 4.4 The Committee were briefed on bullying and harassment case trends. Case numbers were currently high. There were specific pressures on resourcing and case management, though analysis of the types of cases showed no specific systemic issue. It was agreed

*c) ICFR scope and d) ICFR framework*

5.3 The Committee were briefed on the draft scope and proposed framework for work to respond to Internal Control over Financial Reporting (ICFR) requirements. The

update on this would be brought back to the Committee. Briefings for the Committee members on the rules and the role of the Committee would be arranged.

*b) Committee terms of reference*

8.2 The Committee reviewed and approved updated terms of reference, which incorporated the fair trading functions as agreed.

9. Whistleblowing report

9.1 The report was noted, with closure times for cases reducing. A new whistleblower protection tool was being piloted. The Committee agreed that information on any sanction or consequence put in place in upheld cases would be added to reporting. Analysis would also show an assessment of case numbers against overall headcount across divisions.

10. For noting

*a) News mandatory training update*

10.1 The Committee reviewed an update from the News division on plans to address levels of mandatory training compliance. It was agreed that an update on progress would come to the next meeting.

*b) S4C assurance report*

10.2 The Committee noted the report and agreed that a session for the Committee Chair to meet with his counterpart would be arranged.

11. External audit effectiveness review

11.1 The Committee discussed the draft external effectiveness review findings in private session with the Executive. The report would be updated following the discussion and then shared with the NAO.