BBC EDITORIAL STANDARDS AND COMPLAINTS COMMITTEE TERMS OF REFERENCE

CONSTITUTION

1.1 The Editorial Standards and Complaints Committee is a sub-committee of the Executive Committee.

2.1 The Committee will focus on overall editorial standards across the BBC and complaints handling. It will be chaired by David Jordan, Director, Editorial Policy and Standards.

REMIT

3.1 The remit of the Committee will be:

a. To be the senior editorial forum, discussing key editorial standards issues facing the BBC overall and implementing appropriate responses
b. To oversee the revision of the BBC's Editorial Guidelines and review and commission Guidance as required
c. To monitor and review the BBC's editorial compliance systems
d. To oversee the BBC's complaints processes and to discuss, disseminate and act on the key themes and issues arising out of the BBC's complaints procedures
e. To disseminate complaints findings from the Executive Complaints Unit and Ofcom and other industry bodies.
f. To ensure the BBC responds appropriately to Ofcom policy and initiatives on standards and complaints matters
g. To monitor social media compliance across the BBC
h. To commission reports on Serious Editorial Breaches and action taken
i. To oversee editorial training, especially in relation to Impartiality training
j. To report to the Executive Committee on editorial risks, complaints and compliance.

MEMBERSHIP

4.1 The membership of the Board is proposed to be - The following Directors (or their nominees, usually the relevant head of editorial standards or equivalent):

- Director, Editorial Policy and Standards (Chair)
- Director, Content
- Director, News & Current Affairs
- CEO, BBC Studios
- Chief Technology and Product Officer
- Director, BBC Northern Ireland
- Director, BBC Scotland
- Director, BBC Wales
- Director, Marketing & Audiences

4.2 The Deputy Director-General will be an ex-officio member of the Committee.

4.3 The Director, Editorial Reviews and Complaints, the Head of Audience Services; the Head of the Executive Complaints Unit; the Director, BBC Academy and the Head of Press will also attend the meetings.

4.3 The Committee may be attended by other members of the BBC's senior leadership team where additional specialist advice is required.

MEETINGS

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.

MINUTES OF MEETINGS

6.1 The Secretary to the Committee shall minute the proceedings and all resolutions, including the names of those present and in attendance.

6.2 The minutes will be submitted at the next meeting for the agreement of members. The approved minutes shall also be circulated to the Executive Committee.

6.3 The Chair of the Committee will also provide a summary of the current editorial risks and issues identified by members to the Editorial Standards Committee.

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.