

**MINUTES OF A MEETING OF
THE JOINT STEERING GROUP (“JSG”) HELD
ON 16 OCTOBER 2007 AT RIVERSIDE HOUSE**

Present:

Philip Graf (PG)	Chair – Ofcom (Minutes 1-4 and 9-12)
Diane Coyle (DC)	BBC Trust
Peter Culham (PC)	Ofcom (Chair Minutes 5-8)
Jeremy Peat (JP)	BBC Trust
Peter Phillips (PP)	Ofcom
Christopher Woolard (CW)	BBC Trust

In attendance:

[Withheld from published minutes – other Ofcom Colleague]

By invitation:

[Withheld from published minutes – other Ofcom Colleague]

Vicki Nash (VN)	Ofcom
[Withheld from published minutes – other BBC Trust Colleague]	
Yih-Choung Teh (YCT)	Ofcom

1. Introduction

The Members welcomed Peter Phillips to his first meeting as a JSG member and Yih-Choung Teh who had recently been appointed as Ofcom’s MIA coordinator.

2. Minutes

The minutes of the meeting held on 17 September 2007 were agreed as a correct record of the meeting.

3. Matters Arising

There were no matters arising for discussion.

4. Conflicts of Interest

The following conflicts of interest were declared:

- As a Member of the Ofcom Content Board PG declared a conflict of interest in relation to the Gaelic Digital Services MIA and would therefore be abstaining from the decision to sign off of the MIA. It was agreed that in PG’s absence PC would Chair the meeting.
- It was noted that JP had continued to abstain from taking part in discussions or viewing papers with regard to the Gaelic Media Service with the BBC’s Audience Council for Scotland.

5. Acceptance of Gaelic Digital Services MIA report – Paper JSG 13(07)

Members considered paper JSG 13(07) which gave a summary of the findings and laid out the main conclusions and recommendations. Thanks were given to all involved in conducting the MIA.

Following a short discussion the Members formally accepted that the Ofcom MIA of the BBC’s proposed Gaelic Digital Service met the terms of reference agreed by the JSG in August 2007.

One Member stated that they felt that the MIA report would have benefited from the inclusion of Ofcom’s view as to the size and capacity of the independent production sector. It was agreed that the Ofcom team would identify whether it would be possible to include such information in the MIA report (noting that the MIA report had already been approved by the Ofcom Board) or provided by other means. Failing this, the Trust would reflect on the issue

in drafting the PVA.

It was agreed that a short briefing would be prepared on the lessons learnt from conducting a short process MIA, for consideration at the next meeting.

6. Any other business

Members discussed the likely timetable for PVTs to be submitted by the BBC management. It was agreed that communication to Ofcom would be made as soon as possible once clarity had been gained.

There was no other business for consideration.

7. Date of Next Meeting

It was noted that the next meeting was due to be held on 15 November 2007 at 4.00pm. It was agreed that as there was currently no business to be discussed at the next meeting the November meeting would be cancelled, unless the Ofcom Secretariat was informed that there was any reason to hold the meeting by 1 November 2007.

It was agreed that as the JSG was expected to switch its chairmanship from Ofcom to the BBC Trust shortly, this would happen as from the first meeting in 2008.