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Studios Limited, a wholly owned subsidiary of BBC Commercial Limited. The BBC
Commercial Board #

- 4.2. The business of any sub-committee shall be reported regularly to SEC usually via a written report to the next SEC meeting for noting.
- 4.3. Other than as provided above, SEC may delegate any of its powers from time to time to permanent or temporary sub-committees on duly passing a resolution.
- 5.1. SEC members, or their deputies, must avoid situations in which they have, or may have, a direct or indirect interest that conflicts or potentially conflicts with the interests of the Company. Any such conflict or potential conflict shall be notified to the Company Secretary who shall maintain a Register of Conflicts.
- 5.2. Any Conflict may be authorised by SEC to the fullest extent permitted by law. Where this is not the case, the conflicted SEC member shall absent themselves from any consideration of the matter giving rise to the Conflict. A conflicted member of SEC shall not be counted as part of the quorum relating to the matters giving rise to a Conflict.
- 6.1. SEC shall report to CB where:
- (a) the value or nature of the matter exceeds its scope or agreed level of delegated authority; or
 - (b) where the matter will require the approval of the BBC Board or Ofcom.
- 6.2. Additionally, SEC will provide Commercial Board with reports and management information as specified by Commercial Board from time to time.
- 7.1. The members of SEC will regulate their meetings as they deem appropriate. The Company Secretary will convene and facilitate any meeting that is required.
- 7.2. Papers for SEC should be submitted to the Secretary no less than three working days prior to the meeting.
- 7.3. Minutes will be circulated as soon as possible after SEC meetings to each member of the Committee, for approval at the following meeting.

	06 June 2020 (and effective same date)
	16 December 2020
	26 May 2021
	[1 June 2023]