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2 x Non Exec Board Members Candidate Brief

AA1001
October 2023

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Welcome letter from Natasha Kaplinsky, President of Board of Directors



Dear Candidate,

I am delighted that you have expressed an interest in applying to be a Board Member of the British Board of Film Classification (BBFC). We hope that you find the information in this candidate brief and on our website: <https://www.bbfc.co.uk> useful.

The British Board of Film Classification (BBFC) is an independent media content regulator. It classifies theatrical films, home entertainment content including DVDs and VOD, and websites delivered via the UK's mobile networks. Its mission is to help families choose content that is right for them, and avoid what is not, and to protect children and vulnerable adults from harmful content. It carries out wide-reaching public consultation and research to reflect changing social attitudes toward media content, thereby ensuring it maintains very high levels of trust among the British public. Its standards, enshrined in its Classification Guidelines, focus on child protection and the position of vulnerable adults. They are revised every 4-5 years following an extensive public consultation process.

The BBFC is a non-profit making company limited by guarantee. As well as being a statutory regulator, it increasingly works in partnership with home entertainment and other technology-based companies to deliver trusted classifications through self-regulatory models. It is financed by the fees it charges for classification. It receives no government money. It is operationally independent of both the government and the film and home entertainment industries. Alongside classification, information provision is increasingly important. A wealth of information about the BBFC can be found on its website, at www.bbfc.co.uk.

The BBFC recently completed a governance review and is moving from the previous twin governance arrangement of the Board of Directors and the Board of Classification to one single Board. The new BBFC Board now consists of the President, the two Vice Presidents, CEO (the Classification Directors) and three Independent Directors who are non-exec directors. The BBFC Board meets 5 times per year and is responsible for advising on strategy, investment in future projects – including AI – and administering the BBFC financial affairs. The Board is not responsible for classification which is the sole responsibility of the four Classification Directors.

As part of the new governance arrangement, we are looking for two new independent, non-executive directors to join the existing members of the Board. We are looking to recruit individuals with a commercial background, preferably from the film/home entertainment industry and someone who has tech start up expertise to support the commercialisation of our developing AI products.

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief. If you have any further questions about the role once you have read this candidate brief please contact us on 0207 850 4781 or email: applications@thewlisgraham.com for a confidential conversation with Sarah Thewlis.

Yours sincerely

Natasha Kaplinsky
President of the Board of Directors

About the British Board of Film Classification

The British Board of Film Classification (BBFC) is an independent media content regulator. It classifies theatrical films, home entertainment content including DVDs and VOD, and websites delivered via the UK's mobile networks. Its mission is to help families choose content that is right for them, and avoid what is not, and to protect children and vulnerable adults from harmful content. It carries out wide-reaching public consultation and research to reflect changing social attitudes toward media content, thereby ensuring it maintains high levels of trust among the British public.

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Alongside classification, information provision is increasingly important. A wealth of information about the BBFC can be found on its website, at www.bbfc.co.uk.

Governance

The BBFC recently completed a governance review and is moving from the previous twin governance arrangement of the Board of Directors and the Board of Classifications) to one single Board. The new Board now consists of the President, the two Vice Presidents, CEO and three non-exec directors. It meets monthly and is responsible for advising on strategy and administering the BBFC financial affairs and overseeing all matters relating to classification, including the most complex and controversial of cases. It has responsibility for reviewing the BBFC's service offerings in the non-statutory space; its relations with Government, to which it is formally accountable, and with Parliament; and its engagement with the public and other stakeholders.

You can view our annual reports [here](#).

You can see classification guidelines [here](#).

Job Description and Person Specification of the Board Member

Key Responsibilities

The BBFC Board's three Independent Directors are non-executive directors. You will comply with your duties and responsibilities as a director in force from time to time pursuant to company law and equitable principles and/or the Companies Act 2006.

These duties include:

- Promoting the success of the company.
- Exercising independent judgement.
- Exercising reasonable care, skill and diligence.
- Avoiding conflicts of interest.
- Not accepting benefits from third parties.
- Declaring interests in proposed transactions or arrangements.
- The BBFC Board appoints the Chief Executive, President and Vice Presidents (the Classifiers) who are then designated by the Secretary of State for Culture, Media and Sport.
- The BBFC Board is responsible for the correct and timely production and filing at Companies House of the annual report and accounts, save in respect of content required pursuant to the Video Recordings Act 1984 and all other classification matters which shall remain the responsibility of the Classifiers.
- The BBFC Board provides support and specialised professional advice to the Chief Executive and staff when required.

Time Commitment, Location and Day Rate

Time Commitment

A day per month. This will be reviewed after 6 months. The Board will meet 4–5 times a year.

Location

London, although some meetings are likely to take place online/be remote.

Day Rate

A day rate of £350 plus reasonable travel expenses.

If you have read all this information and still have a query, for a confidential conversation with Sarah Thewlis, Managing Director of Thewlis Graham Associates, please contact us on 0207 850 4781 or email applications@thewlisgraham.com.

Timeline, Application process and How to apply

Timeline

8 November 4pm – Applications close.

W/C 13 November – Thewlis Graham consultant interviewing of interested candidates.

W/C 4 December – Catch up with CEO and other Board members

W/C 11 December – Panel interview

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification section and the people who best meet these will be invited for interview with Thewlis Graham online.

Those candidates not invited to interview will be advised by email by the end of November. Longlisted candidates will be advised by email. After a consultation between the BBFC and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the client.

How to apply

To apply for this position, please complete the three steps below, emailing your documentation to applications@thewlisgraham.com quoting reference AA1001.

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
 - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
 - Email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
 - Please keep the letter to a maximum of three pages in total.
 - Confirmation that you are not disqualified under the Company Directors Disqualification Act 1986 and any other relevant legislation.
3. Please complete the Diversity Monitoring form, please see the next page.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Butcher on 020 7850 4781 or email clb@thewlisgraham.com if you have any queries.

If you would prefer to receive this candidate brief in a more accessible format, please contact us.

Diversity and Inclusion Monitoring

Diversity and inclusion monitoring is independent of the recruitment process but please do send a completed form with your application. Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy via email: lt@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you.



Contact Us

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