Minutes

EXEC Meeting
Date: 2 October 2019
Time: 10:00

Out of scope
3. Music opportunity

- Alan and Willy will continue to work together to provide a plan for Board in November.
- Project team to be confirmed – focus on timetable, stakeholder’s liaison, product, HR, Comms and engineering
- Resource the project – project manager and business analyst
- Project manager (delivery manager) should be someone external. Confidential process.
- Comms – work has started. Outline of stakeholder comms plan is on track. Draft needs to be tweaked with new dates. This is part of the consultation document with 18.05 FTE loss.
- What do we need to do within Concert and what do we need in Music

** ACTIONS:**

**Stephen, Paul, Mark Willy and David** – Pursue appointment of Project Manager

**Stephen** – For Project Manager, use existing template of Project Manager profile and
Timeline

- **December:** Project plan
- **December:** Subset to board. Provide to them what does this look like and what will the press release look like.
- **Jan – Mar:** Streamline concert, restructure staff, automate stations
- **Late Jan:** Comms about creating a new multimedia brand and use Concert to resource this
- **Mar – Jul:** Build “new thing”/new multimedia brand. Turn off Concert on FM and start the new thing.
- Timing of this may be ambitious. Will get advice from the project team.
- **There will be news content. This will not be part of the initial process.**

Public service news cover & related audience gives us an opportunity through comms.