

PRESS RECOGNITION PANEL
Minutes of the 28th meeting of the Press Recognition Panel Board
held on 28 February 2017 at Mappin House, 4 Winsley Street, London W1W 8HF

Present: David Wolfe QC (Chair), Harry Cayton, Emma Gilpin-Jacobs, Carolyn Regan, Harry Rich and Tim Suter.

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi (Head of Communications and Stakeholder Management), Caroline Roberts (Head of Regulatory Affairs) and Simon Edwards (Regulatory Affairs Manager) (Items 10-12), Saima Ansari (Executive Administration Manager), Adam Gibbs and John Speed (JS2 Ltd)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the twenty eighth meeting of the Press Recognition Panel Board.
2. The Chair also **welcomed** James Connal (Capital PR) as the member of the public who was in attendance and content to be named as having been present.

Declaration of members' interests

3. Tim Suter confirmed the information that he had provided in the confidential session of January's Board meeting: he had been commissioned by the Broadcasting Authority of Ireland, through his company Communications Chambers, to carry out the statutory investigation into the impact on plurality of news in Ireland of the purchase of a number of titles by Independent News and Media. The role had been publicly announced by the Broadcasting Authority of Ireland and it was noted that this declaration has no impact on the UK media or press activity.

Minutes of the meeting held on 26 January 2017, outstanding actions and matters arising

4. The minutes of the meeting held on 26 January 2017 had been circulated earlier to the Board and these were recorded as factually correct. It was agreed that it would be useful to add the positions held by Paul Farrelly (MP for Newcastle-under-Lyme) and Sashy Nathan (Director of Advocacy - 89up) for information.
5. The Chair mentioned that there had been an email exchange on 27 February between Chief Executive and James Connal. James said that he commended the Board's decision to publish redacted minutes of the confidential sections of the meetings and that his comment at the last meeting was not a criticism. It was agreed that para 21 of the Minutes would be reviewed accordingly.

Chief Executive's Report – February 2017 – Paper PRP06(17)

6. The Board received a paper which provided an update on Executive activity since the last Board meeting on 26 January 2017.
7. The Chief Executive updated the Board on matters since her report was drafted:
 - The NMA had been given leave to proceed with their application for Judicial Review. Counsel was drafting the PRP's detailed grounds of defence.
 - The PRP had received an email from a journalist asking if they could have copies of the court documentation. The Chief Executive confirmed that she would seek Counsel's advice as to whether and to what extent this was permissible and an update would be provided to the Board.
 - The consultation on the proposed process for variations submitted by approved regulators would close on 23 March 2017.
 - Tim Suter would accompany the Chair and the Chief Executive to the meeting with Lord Blunkett on 1 March 2017.
 - Harry Cayton noted that in the minutes of the meeting with Lord Atlee it was stated (at para 2) that the 'PRP was satisfied that the Charter criteria were complete and effective and that the PRP had identified no changes that it would make, if it had the option'. The Board agreed that while it was correct that the Board had not identified any need for changes, it had not formally considered the matter.
 - The Board discussed the correspondence that was attached in Annexes D and E. The PRP additionally had written to Tony Gallagher, Editor-in-Chief for The Sun and Stig Abell, editor for Times Literary Supplement. Copies of the letters would be attached to the Chief Executive's March

report. No responses had as yet been received.

- The Board confirmed that the Executive should continue to contact publications when it identified inaccuracies about the PRP's role and work in media stories. Harry Cayton noted that the myth busting fact sheet that was issued to stakeholders in January 2017 to address misinformation had been well received and suggested conducting a similar exercise again in future.
- The tenancy agreement for our office has been extended until the end of May 2017.
- A meeting was held with Comis recently. The relationship was working well and they were providing a good service.
- Detailed discussions have taken place with Sherry concerning the minor website security breach and steps to strengthen security have been put in place. It was recognised that as the website did not contain any confidential or sensitive information, this posed less concern.
- Insurance policies have been reviewed and renewed for the next year. Given the level of brokerage fees it was not considered to be worthwhile to review insurance arrangements on a 6 month basis.
- A meeting had been held with JS2 and a reduction in the monthly JS2 fee had been agreed. This would be reviewed again in 6 months' time.
- As previously discussed by the Board, the Executive will be transitioning to a flexible organisational design between the end of March and the end of May. JS2 and Harry Rich continue to be closely engaged in relation to the financial implications.
- JS2 confirmed that the some of the current laptops have been written off for accounting purposes. Following advice from Comis, two smaller laptops will be procured with supporting IT to enable effective and flexible office and home working.
- The Board expressed their thanks to the team for accommodating the move to a more flexible organisational design.

8. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance Report January 2017 – Paper PRP07(17)

9. The Board received a paper which provided an update on the financial position as at 31 January 2017.

10. The following points were raised in discussion:

- The Board **noted** the latest financial position as at 31 January 2017
- The additional legal costs relating to the Judicial Review were noted. The Board agreed that a footnote should be added to reflect that the legal costs were being minimised as a result of the Chief Executive acting as the PRP's Solicitor.

Annual Governance Framework Review – Paper PRP08(17)

11. The Board considered and agreed the recommendations for the second tranche of policies with the following exceptions and additions:
- Board Rules of Procedure: The Board would prefer to receive paper copies of Board papers although the Executive should explore options for trimming the cost if possible. It was also noted that as the Board move to fewer meetings and less papers would need to be produced, the printing costs will automatically go down.
 - Declaration of Conflict of Interest: The PRP's Terms and Conditions should be referenced in full once finalised.
 - Mission and Approach: last bullet on page 6, add 'and' after 'employer'.
 - Corporate Social Responsibility Policy – this should remain as a standalone policy.
 - Policy on working in Scotland/ Northern Ireland: these should remain as standalone policies, however the first half of the first sentence should be removed and cross reference made to the Communications Strategy.

Senior Independent Board Member Appointment – Paper PRP09(17)

12. The Chair thanked Tim Suter for his contribution and support in the role of Senior Independent Board Member during the past two years. The Board unanimously re-appointed Tim for a further final two years in the position.
13. The Board agreed to update the role description by adding the following qualification to the responsibilities: 'The Senior Independent Board Member will, *as necessary and appropriate*:...' It was agreed that that the reference to the Remuneration Committee at 2.8 be deleted and Nominations Committee inserted.

Any other business and close of public session

14. None raised.

BOARD MEETING – CONFIDENTIAL SESSION

Minutes of the meeting held on 28 February 2017, outstanding actions and matters arising

15. The confidential section of the Minutes was recorded as factually correct.

Chief Executive's Report – February 2017 – Paper PRP06(17)

16. redacted

17. redacted

Draft Business Plan and Budget 2017/18 – Paper PRP10(17)

18. redacted

19. redacted

Consulting on a Fee Framework for Applications and Regulators – Paper PRP11(17)

20. The Board considered a paper that provided details about consulting on a fee framework for applications and regulators. redacted

21. redacted. It was observed that the proactive restructuring around organisation design had been undertaken to reduce costs and maximise the existing finances and in response to predicted peaks and troughs in workload. redacted

22. redacted

23. The draft consultation was discussed in detail and the following amendments were raised to be addressed in the revised draft:

- The Charter requirement to undertake a fees consultation at this stage should be brought out in the introduction.
- redacted

24. A revised draft would be provided to the Board for consideration at the March Board meeting.

Any other business and close of confidential session

25. redacted

26. It was agreed that it would be useful for the Board to undertake a review of the previous 3 years activity at the end of this year.
Post Meeting Note: This item has been scheduled for discussion by the Board at the meeting on 24 October 2017, noting that there is no meeting scheduled for November.

Date and time of next meeting

27. The next scheduled meeting of the Board will take place at 10:00 on Tuesday 28 March 2017 at Mappin House, 4 Winsley Street, London W1W 8HF. The ARC will meet from 8:30-10:00.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair