

PRESS RECOGNITION PANEL

Minutes of the 29th meeting of the Press Recognition Panel Board held on 28 March 2017 at Mappin House, 4 Winsley Street, London W1W 8HF

Present: David Wolfe QC (Chair), Tim Suter, Harry Rich and Harry Cayton.

Apologies: Carolyn Regan and Emma Gilpin-Jacobs

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi (Head of Communications and Stakeholder Management), Saima Ansari (Executive Administration Manager), Adam Gibbs (JS2 Ltd), Caroline Roberts (Head of Regulatory Affairs), Simon Edwards (Regulatory Affairs Manager) and Atiqur Chowdhury (Communications and Research Manager) (Agenda Items 10 to 16)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** members and attendees to the twenty ninth 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. There were no new interests to declare. The Chair observed that members had been requested to complete a Related Party Disclosures form.

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

4. The minutes of the meeting held on 28 February 2017 had been circulated earlier to the Board and these were recorded as factually correct. The Chair would sign a copy for the records.

5. The Board **noted** that there were no other matters arising that were not covered elsewhere on the Agenda.

Chief Executive's Report – March 2017 – Paper PRP12(17)

6. The Board received a paper which provided an update on Executive activity since the last Board meeting on 28 March 2017.
7. The Chief Executive updated the Board on matters since her report was drafted:
 - the hearing for the Judicial Review had now been listed in court for 29 and 30 June.
8. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance Report – February 2017 – Paper PRP13(17)

9. The Board received a paper which provided an update on the financial position as at 28 February 2017.
10. The following points were raised in discussion:
 - The Board **noted** the latest financial position as at 28 February.
 - The Board **noted** the transition into the new 'fixed and variable model' and the intention to retain knowledge as stated at para 8 and 9 of the paper. The rates were to be compared to market rates to make sure that these costs are acceptable.

Annual governance framework review – Paper PRP14(17)

11. The Board considered and agreed the recommendations for the final tranche of policies including the additional Audit and Risk Committee's (ARC) Terms of Reference (TOR) and Risk Management Policy with the following additional comments:
 - Finance Policy para 11.1 'Finance Director (or equivalent)' to be amended to refer to the Accounting Officer.
 - Finance Policy Appendix 1, p6 – table to be revisited to clarify headings.
 - Treasury Policy, p11, first para 'Finance Director (or equivalent)' to be amended to refer to Accounting Officer.
 - Freedom of Information, p21 first para – update tense. Generally, revisit reference to FOI Act for consistency.
 - Business Continuity, p45 Roles and Responsibilities, fourth para –

add that the ARC and CE will review the Business Continuity Plans.

- ARC TOR: delete Secretary from title on p2, para 21 delete '...on a by invitation basis', para 22, add 'of the Committee' to the Chair in the latter part of the sentence.

Board remuneration and time commitment – Paper PRP15(17)

12. The Board discussed its current time commitment in view of ongoing activity. Carolyn Regan's view was that she would welcome an adjustment given the reduction in time commitment.
13. The Board **agreed** that there should be no change at the present time. The matter should be reconsidered in October 2017 once the landscape was clearer and that members should keep a log of time they have committed to the work of the PRP between March and October for information.

Any other business and close of public session

14. None raised.

BOARD MEETING – CONFIDENTIAL SESSION

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

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

Chief Executive's Report – March 2017 – Paper PRP12(17)

16. No further issues were raised by the CE.

Audit and Risk Committee (ARC) verbal update

17. The Chair of the ARC provided a verbal update to the meeting of the ARC that had been held earlier the same day. The NAO Engagement Director, Ali Morgan, had been in attendance and the Committee considered the process for the Annual Report and Accounts. The draft narrative had been prepared already and with the NAO front loading the work, the timetable looked achievable. JS2 advised that they would be providing the draft ledger to the NAO on 3 April 2017.
18. The ARC examined the Risk Register and critically reviewed the split between operational and strategic risks. The updated register will be brought to the Board at the next quarterly review scheduled for 25 April 2017.

19. The ARC reviewed their TOR and Risk Management Policy that had been brought to the Board earlier in the public session for ratification.
20. The ARC reviewed its own effectiveness, operation and performance and explained that at the next meeting, greater focus would be placed on assessing strategic risks. A useful discussion had taken place on going concern and that whilst the NAO was content for this year, the Committee agreed that it would be useful to have a timely discussion at its next meeting in October 2017 in order to be ahead of any risks for the following audit.
21. The CE clarified that whilst the PRP had a robust system in place for checks and balances concerning online authorisation, the system did not mirror that for any manual authorisations. At present, the Chair was the only individual nominated to authorise any changes to this. It was agreed that this would be brought to the Board at its next meeting on 25 April for consideration and agreement.

Final business plan and budget – Paper PRP16(17)

22. The Board discussed the draft Business Plan and highlighted minor amendments to be reflected in the paper. The Board **agreed** that the Chair and CE would sign the final Plan and Budget for release.

Communications and stakeholder engagement strategy – Paper PRP17(17)

23. The Board considered a paper on the communications and stakeholder engagement strategy. The Head of Communications and Stakeholder Engagement explained that the strategy reflected additional content as agreed in March's Board meeting in relation to the Governance Policies Review. The PRP would be proactive in identifying appropriate opportunities to ensure that the recognition system and the role of the PRP is fully understood. Subject to the minor amendments raised in the discussions, the Board **agreed** the strategy.
24. It was **agreed** that the Terms and Conditions for Board Members, as considered earlier in the Board meeting, should contain a specific statement under Expression of Views concerning social media activity by Board members.

Executive Analysis on IMPRESS Board media – Paper PRP18(17)

25. The Board considered a preliminary paper summarising the first stage of the Executive's analysis. The Board was asked to note the current position. The CEO would come back to the Board with a recommendation once the outcome of the IMPRESS' internal review was known.
26. redacted
27. redacted
28. redacted

Draft consultation paper on fees – Paper PRP19(17)

29. The Board considered the revised draft of the fees consultation paper and **agreed**:
 - redacted
 - Reference should be made to the published accounts that are available for people to examine.
 - The consultation should make clear that the PRP's costs for assessing an application are not dependent on the size of a regulator.
 - The fee charging framework is relevant for the longer-term position.
 - redacted
 - redacted
 - An additional paragraph is to be added to clarify that the figures presently exclude VAT and that the PRP is currently seeking clarification on whether VAT must be charged.
30. redacted
31. The Board **agreed** that the Chair and the Chief Executive would sign off the final paper prior to release, in parallel with the Business Plan and budget.

Any other business and close of confidential session

32. None raised.

Date and time of next meeting

33. The next scheduled meeting of the Board will take place at 09:00 on Tuesday 25 April 2017 at Mappin House, 4 Winsley Street, London W1W 8HF.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair