

PRESS RECOGNITION PANEL
Minutes of the 30th meeting of the Press Recognition Panel Board
held on 25 April 2017 at Mappin House, 4 Winsley Street, London W1W 8HF

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

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi (Head of Communications and Stakeholder Management), Saima Ansari (Executive Administration Manager), Adam Gibbs (JS2 Ltd) and Simon Edwards (Regulatory Affairs Manager) (Agenda Items 9 to 11)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the thirtieth 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 declarations to note.

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

4. The minutes of the meeting held on 28 March 2017 were **approved**. The Chair would sign a copy as a correct record.
5. The Board **noted** that there were no other matters arising that were not covered elsewhere on the Agenda.

Chief Executive's report – April 2017 – Paper PRP20(17)

7. The Board received a paper which provided an update on Executive activity since the last Board meeting on 28 March.
8. The Chief Executive updated the Board on matters since her report was drafted:
 - the fee charging consultation had been launched and would close on 17 May 2017.
 - IMPRESS' had provided the PRP with its new Standards Code which they will use to regulate their members from 24 July 2017 onwards. The Executive were assessing this and an update will be provided at the next meeting.
9. The Board noted the meeting between the PRP and Lord Blunkett. During the meeting, Lord Blunkett had received updates on the PRP's work and role.
10. The Board **noted** the contents of the Chief Executive's report with thanks.

Finance report March 2017 – Paper PRP21(17)

11. The Board received a paper which provided an update on the financial position as at 31 March 2017.
12. The following points were raised in discussion:
 - the Board **noted** the latest financial position as at 31 March 2017. These figures reflect closely the final figures that will be in the Annual Report and Accounts.
 - the Board **agreed** that in the unlikely event that internet banking could not be used make payments, back up manual (offline) authorisation procedures should be put in place. These would mirror those in place for electronic banking. The Bank mandate would also be updated so that 2 signatories were required to change the bank mandate. Harry Rich and Susie Uppal would be added to the list of persons authorised to change the mandate.

Any other business and close of public session

13. No further business was raised.

BOARD MEETING – CONFIDENTIAL SESSION

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

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

Quarterly risk register review – Paper PRP22(17)

15. The Chair of the Audit and Risk Committee (ARC) confirmed that the risk register reflected the comments made by the ARC at its March 2017 meeting. The risks and the mitigation were discussed by the Board and the following amendments **agreed**:

- redacted

Post meeting note: The risk register has been updated and will be considered at the next quarterly review on 23 August 2017.

16. It was agreed that as Board meetings cease to be monthly, the Chief Executive's monthly update should include a specific item to address risks. The Management Accounts will continue to be circulated monthly.

Executive analysis of variation consultation feedback and proposed amendments to guidance on cyclical and ad hoc reviews – Paper PRP23(17)

17. The Board received IMPRESS' response to the consultation and noted the Executive analysis at para 5 of the paper.
18. The Board considered the response provided by IMPRESS and **agreed** that:
- the principles of Better Regulation had already been taken into consideration when the Guidance was drafted. Nonetheless it may be useful to specifically mention those principles in the Guidance.
 - the amended guidance should be included as marked up text in the published outcome of our consultation document;
 - the final sentence of the proposed revision to the guidance at Annex A should be amended to read: 'In exercising that judgment, the PRP executive will have regard to all relevant circumstances including the nature and extent of any consultation which the regulator has already undertaken.'

19. The Board agreed to delegate sign off of the outcome paper to the Chief Executive and the Chair.

20. Redacted. The Board agreed that it would be useful to conduct a review of

how the guidance was working out in practice in the Autumn. Any additional amendments to the Guidance could be captured at that time.
Post meeting note: This has been added to the Actions Log.

Scoping the approach to recognition reporting – Paper PRP63(16)

21. The Board agreed that in principle the PRP should prepare a report on the success/failure of the recognition system and that a publication date of October 2017 would be preferable.
22. Redacted
23. The merits of undertaking a call for information would be considered post June 2017, when it would be known whether there would be a new Secretary of State for Culture, Media and Sport, and the outcome of the Government's position on section 40 might be clearer.

Any other business and close of confidential session

24. The Board agreed that a welcome letter should be drafted if there is a new Secretary of State following the General Election.

Date and time of next meeting

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

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair