

FINAL - PUBLIC

PRESS RECOGNITION PANEL

**Minutes of the 15th meeting of the Press Recognition Panel Board
held on 13 January 2016 at Mappin House, 4 Winsley Street, London W1W 8HF**

Present: Dr David Wolfe QC (Chair), Harry Cayton, Emma Gilpin-Jacobs, and Tim Suter

Apologies: Carolyn Regan and Harry Rich

In attendance: Susie Uppal (Chief Executive), Holly Perry (Head of Governance), Paul Nezandonyi (Head of Communications and Stakeholder Management), Jonathan Gorvin (Head of Regulatory Affairs), Simon Edward (Regulatory Affairs Manager), Camilla Capotorto (Business and Research Officer) and John Speed (JS2 Ltd)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the fifteenth meeting of the Press Recognition Panel Board.
2. The Chair also **welcomed** the members of the public who were in attendance, who confirmed that they were happy to be named as having been present:
 - James Connal, Capital PR;
 - Brigit Morris, IMPRESS; and
 - Nathan Sparkes, Hacked Off.

Declaration of members' interests

3. There were no other new declarations of interest to report.

Minutes of the meeting held on 17 December 2015, outstanding actions and matters arising

4. The minutes of the meeting held on 17 December 2015 were **approved**.

The Chair would sign a copy of the minutes as a correct record.

5. The log of outstanding Board actions was **noted** and **agreed**. No further points relating to the log were raised in discussion.
6. The Board **noted** that there were no other matters arising that were not covered elsewhere on the agenda.

Chief Executive's Report – January 2016 – Paper PRP01(16)

7. The Board received a paper which provided an update to the Board on executive activity since the last Board meeting on 17 December 2015.
8. The following points were raised in discussion:
 - the main issues were picked up in other parts of the agenda – the Chief Executive emphasised there was less to report than usual owing to the Christmas holidays and the shorter than usual gap between Board meetings;
 - In relation to IT services, having examined the proposals from the three service providers, the PRP would be moving to a new IT provider - Comis Technology – later in January. Comis Technology would be visiting the PRP's offices to undertake an audit of the laptops and to meet the team later on 13 January.
9. The Board **noted** the contents of the Chief Executive's report.

Finance Report January 2016 – Paper PRP02(16)

10. The Board received a paper which updated the Board on the financial position as at 31 December 2015.
11. The following points were raised in discussion:
 - the Board **noted** the continuing underspend – which as at 31 December 2015 was £46,686, (expenditure of £655,358 against a budget of 702,044);
 - the Board **noted** that the figures for the end of December had been prepared against the updated forecast, reflecting changes in salaries and recruitment. This had been circulated out of committee to Board Members on 21 December 2015; and
 - the Board **noted** the £10,000 additional recruitment cost for the new member of staff that had been accrued. While the costs had been incurred, an invoice had not yet been received.

12. The Board **noted** the financial position as at 31 December 2015.

Closing discussion

13. The Chair invited the members of the public who were in attendance to make any observations and to raise any questions.

Nathan Sparkes

The representative from Hacked Off asked why Professor Luckhurst's response, following the PRP's meeting on 9 November 2015 at the University of Kent, was being kept confidential. The Chair responded that, in accordance with the PRP's policy, the response was being redacted at Professor Luckhurst's request. This approach was consistent with the PRP's previous stakeholder meetings. Draft notes were agreed by all participants, and where stakeholders requested that certain sections should be redacted, meeting notes were published on this basis i.e. in a redacted form. In relation to correspondence, the approach was to publish letters in full without redaction (all letters received and sent, with the exception of operational correspondence, was published on the PRP's website).

Any other business

14. There was no other business.

Date and time of next meeting

15. The Board **noted** that the next scheduled meeting of the Board would take place on Tuesday 23 February 2016.