

**FINAL PUBLIC**  
**PRESS RECOGNITION PANEL**  
**Minutes of the 19<sup>th</sup> meeting of the Press Recognition Panel Board**  
**held on 24 May 2016 at Mappin House, 4 Winsley Street, London W1W 8HF**

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

**Apologies:** Harry Rich

**In attendance:** Susie Uppal (Chief Executive), Holly Perry (Head of Governance), Paul Nezandonyi (Head of Communications and Stakeholder Management), Camilla Capotorto (Business and Research Officer) and Megan Archer (JS2 Ltd)

**BOARD MEETING – PUBLIC SESSION**

**Welcome**

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1. The Chair **welcomed** Members and attendees to the nineteenth 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; and
  - Brigit Morris, IMPRESS.

**Declaration of members' interests**

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3. Tim Suter declared a new interest in that his wife had recently been appointed Chair of the Board of Thomson Reuters Founders Share Company.

**Minutes of the meeting held on 28 April 2016, outstanding actions and matters arising**

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4. The minutes of the meeting held on 28 May 2016 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**. The following updates to the log were noted:
- *Action 10* – changes to the Board’s rules of procedure for meetings of the Board. The Board **agreed** to the addition of the following wording to the rules of procedure in relation to publication of papers ahead of the public session, to reflect what had already happened in practice (including in relation to the draft Annual Report and Accounts): ‘*In the interests of transparency and in order to enable what would otherwise be confidential items to be discussed in public, the Chair may determine – exceptionally – that papers relating to matters scheduled to be discussed in public session should not be published in advance of meetings*’; and
  - *Action 16* – Chair’s correspondence with the Secretary of State for Culture, Media and Sport. Copies of the Chair’s letter to the Rt Hon John Whittingdale dated 25 April 2016 and the Secretary of State’s response of 10 May 2016 were **tabled**. The Board **agreed** that the Chair should respond, with clarification as to the nature and purpose of the invitation, making clear that the invitation to comment had been issued generally and specifically sent in similar terms to all contacts on the PRP contact list.
6. The Board **noted** that there were no other matters arising that were not covered elsewhere on the agenda.

#### **Chief Executive’s Report – May 2016 – Paper PRP21(16)**

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7. The Board received a paper which provided an update on executive activity since the last Board meeting on 28 April 2016.
8. The following points were raised in discussion:
- it was **noted** that the meeting with Hacked Off referenced in paragraph 10 of the paper was held in the context of the current call for information on the state of recognition. The Chief Executive emphasised that the PRP was open to meeting with anyone with an interest in providing information about the state of recognition. A note of the meeting was in the process of being drafted, which would be published on the PRP’s website in due course; and
  - in relation to information security training, the Board **agreed** a short group training session to take place after the 28 June 2016 Board meeting. For those Board Members unable to stay after the meeting, alternative arrangements would be made.

9. The Board **noted** the contents of the Chief Executive's report.

#### **Finance Report May 2016 – Paper PRP22(16)**

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10. The Board received a paper which updated the Board on the financial position as at 30 April 2016.
11. The Board **noted** the underspend, which as at 30 April 2016 was £6,387 (expenditure of £56,886 against a budget of £63,273). The small variances arising in the first month of the new financial year had arisen as a consequence of timing issues.
12. The Board **noted** the latest financial position as at 30 April 2016.

#### **Draft PRP Annual Report and Accounts 2015/16 – Paper PRP23(16)**

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13. The Board received a paper which presented the draft PRP Annual Report and Accounts (ARA) 2015/16 for comment ahead of the commencement of the NAO's audit. In the absence of Harry Rich, Chair of the PRP's Audit and Risk Committee, Harry Cayton, ARC member reported that the ARC had scrutinised the draft in detail at its 12 May 2016 meeting, and that drafting points arising in that meeting had been reflected in the draft being presented to the Board. He added that the ARC had fed back very positively on the initial draft.
14. The following points were raised in discussion:
- it was **noted** that the draft ARA had not been provided as part of the public papers for the meeting, and would be published only after it had been signed and laid before Parliament. In the interests of transparency, the discussion was nevertheless taking place in public session;
  - the Head of Governance explained that the Horizon Scanning Team referenced in paragraph 18 of the paper had a role in liaising with the Parliamentary team in the Ministry of Justice to assist with scheduling the laying of the report in Parliament. The scheduling decision was purely informed by capacity in the PRP's case;
  - a number of drafting amendments were proposed, including the following:
    - penultimate paragraph of the CEO's introduction – as well as the consultation on cyclical and ad hoc reviews, the PRP's wider public consultation activities should be referenced;
    - penultimate paragraph, page 6 – reference would be added to the final sentence that the Board would make a final decision on the

*Consultation on as hoc and cyclical reviews in due course;*

- page 10, *Financial performance measures and results* section, third line, the wording “at least” would be added before “the first three years of operation”;

- it was **noted** that Parliamentary recess and the period of purdah ahead of the EU Referendum (taking place on 23 June 2016) was likely to cause acute timetabling issues for the laying of Parliamentary documents – in addition, the Comptroller & Auditor General was not able to sign annual reports in this period. This would put significant pressure on the availability of slots in the last days ahead of summer recess, which would potentially impact the PRP. This risk was **noted** by the Board; and
- it was **agreed** that diversity monitoring data for staff and Board Members would be collected (on a voluntary basis) and the Board would consider whether statistical analysis – in a suitably anonymised form – should be added to the remuneration report.

15. In summary, the Board:

- **agreed** the proposed draft of the Annual Report and Accounts 2015/2016, subject to the amendments raised in discussion;
- **delegated** sign off of the next draft of the ARA to the Chair and Chief Executive, ahead of its submission to the NAO as the basis of their audit at the end of June;
- **noted** the timescale for the conclusion of the work, in particular the compressed timetable at the very end of the process to which a high degree of risk was attached;
- **noted** that the final draft ARA would be presented to a joint meeting of the Board and ARC taking place on 8 July 2016.

### **Closing discussion**

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16. The Chair invited the members of the public who were in attendance to make any observations and to raise any questions. No questions were raised.

### **Any other business**

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17. There was no other business.

### **Date and time of next meeting**

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18. The Board **noted** that the next scheduled meeting of the Board would take place on Tuesday 28 June 2016, starting at 09:00.