

**PRESS RECOGNITIONAL PANEL**  
**Minutes of the 2<sup>nd</sup> meeting of the Press Recognition Panel Board**  
**held on 18 December 2014 at 107-111 Fleet Street, London EC4A 2AB**

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

**In attendance:** Holly Perry (Interim Governance Manager), John Price Williams (Interim Communications Advisor) and Gavin Sturge

**Welcome and Apologies**

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1. The Chair **welcomed** Members and attendees to the second meeting of the Press Recognition Panel Board.

**Declaration of members' interests**

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2. The Chair thanked Board Members for updating their draft declarations of interest ahead of the meeting, a summary of which had been circulated. The Board **noted** the declarations, and would discuss the draft policy and form in more detail later on the agenda (item PRP09(14) refers).

**Minutes of the meeting held on 5 December 2014, outstanding actions and matters arising**

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4. The minutes of the meeting held on 5 December 2014 were **approved**, subject to the correction of a typographical error on page 2. The Chair would sign a copy of the minutes as a correct record. All protective markings would be removed prior to publication on the website of the minutes and papers of the 5 December 2014 meeting.
5. The log of outstanding Board actions was **noted** and **agreed**.

**Draft Statement of organisational culture and approach – PRP08(14)**

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6. The Board **considered** a paper which invited the Board to agree the adoption of a draft statement setting out how the Board wanted to conduct itself – as an interim statement, for public consultation.
7. The following points were raised in discussion:
  - it was felt that the statement was readable and lucid, and that the language was simple and straightforward;
  - option B (about what the Panel would be doing) was preferred to option A, but with the addition of the final bullet point from option A relating to the Panel's role to report on any success or failure of the

recognition system. The impact of the Panel's work would also be added to this bullet point;

- in terms of performing duties, the bullet point relating to fairness would be moved up the list, and the bullet point relating to transparency would be adjusted to be consistent with the Panel's position on openness and transparency;
- a number of other drafting changes were proposed, including in relation to the following references: 'empowered to protect the public' (amended to 'able to protect the public'); 'unique freedom' (amended to 'complete freedom'); and 'changing industry' (amended to 'developments in the industry').

8. The Board **agreed** to adopt the draft position statement as an interim position on organisational culture and approach for public consultation. The statement would be published on the website, alongside the Panel's draft Governance Framework and associated policies and statements, on 19 December 2014 for a consultation period of 8 weeks. The Board would consider feedback received via consultation – and agree final versions of the statement and policies – at its meeting on 27 February 2015.

#### **Governance Framework – PRP09(14)**

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9. The Board considered a paper which presented draft policies to be adopted pending public consultation on: Equality, Diversity and Inclusion, and working with devolved administrations; and revised draft policies on rules of procedure, matters reserved, expenses and declarations of interest following discussion of initial drafts at the Board's meeting held on 5 December 2014.
10. In relation to the specific policies and position statements, the following points were raised in discussion:

##### *Equality, Diversity and Inclusion*

- the Board noted that at a later date the Panel would need to adopt an Equality, Diversity and Inclusion Scheme and Action Plan, in order to meet its public sector equality duties;
- it needed to be emphasised that the provision of monitoring information was optional;
- the reference to 'talent' at the end of the fifth paragraph would be moved to the end of the first paragraph.

##### *Working procedures of the Board*

- a number of minor drafting changes were proposed.

### *Matters reserved to the Board*

- approval of the Equality, Diversity and Inclusion policy would be added to the list of matters reserved.

### *Expenses*

- a number of minor drafting changes were proposed.

### *Declaration of interests*

- the Board **agreed** that it was necessary to apply a test of relevance to Members' declarations but that the broadest interpretation of relevance was necessary given the nature of the Panel's work - paragraph 2 would be amended to read:  
*'This Declaration of Interest policy gives effect to these provisions in the Royal Charter. All Board members must declare any personal or business interests which may, or may be perceived to be relevant to their responsibilities as a member of the Board. Members are required to make declarations whether or not this might lead to a perception of a conflict or to a perception of impact on their independence.'*
- it was agreed that section A of the form would be amended to read 'Paid employment (including previous paid employment if still applicable)';
- paragraph 3 would end after 'dependent children';
- the Board **agreed** that a test of significance was key – it was agreed, for example, that pension investments did not meet the significance test in respect of the section on shareholdings;
- Board members were **invited** to make any final adjustments to their entries prior to publication of the register of interests on the Panel's website.

### *Working with the devolved administrations*

- the Board **agreed** that the Panel needed to be seen to be engaging with all four nations, and one approach was to invite expert speakers to address the Panel at strategy meetings of the Board;
- the Board wanted to make clear its responsibility to all four nations, and that applications from any part of the UK would be treated equally;
- the following wording was **agreed** for public consultation:  
*The Panel's Role in Scotland and Northern Ireland – Once we have established the arrangements for receiving applications for recognition from press regulators, we are committed to receiving and considering applications from across the United Kingdom including Scotland and Northern Ireland. We seek to engage with all relevant individuals and organisations with an interest in our work from across the UK.*

### *Expression of views*

- a number of amendments were proposed, and the following wording was **agreed** for public consultation:
  - (i) All invitations addressed to Board Members to attend or speak at stakeholder events should be referred to the Chair. Care will be taken to ensure that there is appropriate Board representation at events and that Board Members are properly briefed in advance of attendance. In the normal course of events, the Chair on behalf of the Board will be the nominated spokesman.*
  - (ii) In relation to requests for meetings with the Panel, these should normally be referred to the Chair in the first instance. All contact with individuals and organisations will be formal and documented. Unless a meeting takes place in the context of our Whistleblowing Policy (to be drafted), the fact of a meeting having taken place will be subject to public record, even if the content of meetings are held confidentially.*
  - (iii) Informal contact by bodies or individuals will be recorded if relevant.*

11. In summary, the Board **approved** the following policies as interim positions, to be adopted pending further consideration in light of public consultation:
  - Equality, Diversity and Inclusion;
  - Working procedures of the Board;
  - Matters reserved to the Board;
  - Expenses policy;
  - Declaration of interests policy;
  - Expression of views; and
  - Working with devolved administrations.
12. The Board **delegated authority** to the Chair and Interim Governance Manager to finalise the documents and publish on the Panel's website as part of the a consultation process for the governance framework, in line with the approach to consultation agreed at the 5 December 2014 meeting and with a view to the Board considering final policies in the light of any public comment at the Board's 27 February 2015 meeting.
13. In relation to the timetable for consideration of future policies, the following was **agreed**:
  - Bribery, corruption, whistleblowing – this would be moved to the January meeting;
  - Welsh language scheme – this would be moved to the January meeting;
  - Finance Policy – this would be moved to the February meeting;

- Succession planning – this would be moved to the October meeting.
14. The Board **noted** that the Ministry of Justice (MoJ) had contacted the Chair and had subsequently had a more detailed discussion by telephone with the Interim Governance Manager in relation to the application of the Freedom of Information Act (FOIA) to the Panel. The MoJ would write formally to the Chair in the coming week to request the Board's views on adding the Panel to the list of bodies to whom FOIA applied. The matter would be discussed further at a Board meeting once the letter from MoJ had been received.

**Update on implementation steps taken to date – paper PRP10(14)**

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15. The Board **received** a paper which presented an update on a number of implementation steps taken since the Board's 5 December 2014 meeting.
16. *Personnel* – The Board noted the continued engagement of Holly Perry (governance), Gavin Sturge (finance) and John Williams (media and public affairs) until 31 March 2015.
17. *Premises* – The Board **noted** that a two-person office at 107-111 Fleet Street had now been procured, and the space would be available for use from 5 January 2015. A decision on the ongoing premises needs of the Panel would be considered at the Board's April 2015 meeting.
18. *Finance* – The Board **noted** the position regarding the Panel's income and expenditure as at 5 December 2014. It was **noted** that Harry Rich, as the Board member with responsibility for reporting to the Board on the management of the finances of the Panel, would meet with Gavin Sturge on a quarterly basis to discuss the financial position in detail.
19. *Other business* – The Board noted that an announcement had been placed in the Official Gazette on 24 November 2014 announcing the Panel Member appointments. A copy of the notice would be placed on the Panel's website.

**Update on Chief Executive recruitment – paper PRP11(14)**

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20. The Board **considered** a paper which set out the proposed approach to the recruitment of a Chief Executive / Executive Director for the Press Recognition Panel, following discussion at the Board's 5 December 2014 meeting.
21. The following points were raised in discussion:
- it was **agreed** that the job title should be 'Executive Director';

- it was **agreed** that the salary should be advertised using a range of £90,000 to £120,000 full time equivalent, and that the Panel would consider an appointment on the basis of four days a week or job share. It was also **agreed** that the Panel would consider an appointment on a self-employed basis, as well as an employed, salaried basis;
- the Board **agreed** some drafting amendments to the candidate pack, and also the job description and person specification. It was felt that while the Panel was keen to attract someone who was available to start immediately, this should not be a criterion within the person specification (and would instead be referred to within the introduction from the Chair);
- in terms of a conversation with the Chair, it was **agreed** that those who wished to have a conversation should be given the opportunity to do so, but that this would not form part of the recruitment process;
- in terms of process, it was **agreed** that the applications should comprise CV and cover letter as well as the optional completion of an equal opportunities monitoring form (an application form would not be used);
- it was **agreed** that the recruiting panel would comprise David Wolfe (chairing the panel), Harry Cayton and Carolyn Regan;
- candidates shortlisted for interview would be invited to give a five-minute presentation at the start of the interview on the operational challenges facing the Panel in its first year of operation;
- in terms of advertising, it was **agreed** that the role would be advertised in the Sunday Times online, the Guardian online, the Panel website, Twitter, and trade press (Emma Gilpin-Jacobs agreed to advise on suitable trade press options);
- in relation to the timetable, the Board agreed that while there were risks, particularly its running over the holiday period – the timetable set out in the paper would be followed.

22. Following discussion, the Board

- **agreed** the job title for the role, the terms and conditions, the job description and person specification, the candidate pack, advert, application process and monitoring form;
- **delegated authority** to a sub group of the Board (comprising David Wolfe, Harry Cayton and Carolyn Regan) to act as the recruiting panel for the appointment; and
- **noted** the timetable for further work.

#### **Draft forward plan of Board business** – paper PRP12(14)

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23. The Board **considered** the draft forward plan of Board business, which would be updated to reflect the discussion at agenda item PRP09(14) (next

steps with regard to the Governance Framework). It was emphasised that the forward plan was of policies, rather than substantive work, and that the document would be re-titled accordingly.

24. In terms of speakers for future meetings, Tim Suter **agreed** to review the contact database and formulate a structured plan for inviting attendees to address the Board, for discussion at the Board's 13 January 2015 meeting.

### **Closing discussion**

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25. The Board considered the arrangements for the Panel's appearance before the House of Lords Communications Committee on 13 January 2015 in connection with the Committee's short inquiry entitled '*Press Regulation: Where are we now*'. It had been confirmed by the Clerk to the Committee that the Panel would be appearing on at 3.30pm. The following points were agreed in discussion:

- it was **agreed** that Carolyn Regan would accompany David Wolfe as a formal witness, however other members of the Board would attend in the public gallery;
- Tim Suter, who had been a special adviser to the Committee in the past, **agreed** to lead a discussion at the Board's strategy meeting on the afternoon of 13 January 2015;
- the order of organisations and witnesses appearing before the Committee would be checked with the Clerk;
- the Board **noted** that the Clerk would send a list of questions to the Chair a few days in advance of the hearing;
- it was **agreed** that the Panel would submit a short document to the Committee in advance of the hearing, providing an overview and context for the Committee's information – the Chair would draft the submission and circulate to the Board out of Committee for comment over the Christmas holidays.

26. The matter of Board insurance required resolution and the Board **noted** that Gavin Sturge was taking forward the necessary arrangements. Board members were invited to provide suggestions of any providers they were aware of providers who offered such insurance.

### **Any other business**

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27. There was no other business.

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

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28. The Board **noted** that the next scheduled meeting would be held on Tuesday 13 January 2015, starting at 10.00am.