



PRESS RECOGNITION PANEL

Minutes of the 9th meeting of the Press Recognition Panel Board held on 23 July 2015 at 107-111 Fleet Street, London EC4A 2AB

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

Apologies: Harry Rich

In attendance: Susie Uppal (Executive Director), Holly Perry (Head of Governance), Paul Nezandonyi (Communications and Stakeholder Manager), Majida Serroukh, Executive Secretary to Chief Executive, Professional Standards Authority (observing the meeting), Megan Archer (JS2 Ltd) (paragraphs 33 to 47).

BOARD MEETING – PUBLIC SESSION

Welcome

27. The Chair **welcomed** Members and attendees to the ninth meeting of the Press Recognition Panel Board, and extended a particular welcome to Paul Nezandonyi, who had joined the PRP on 20 July 2015 as Communications and Stakeholder Manager.
28. 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
 - Dr Evan Harris, Associate Director, Hacked Off Campaign (from paragraph 33)
 - Nathan Sparkes, Hacked Off Campaign (from paragraph 34)

Declaration of members' interests

29. There were no new declarations to note.

Minutes of the meeting held on 30 June 2015, outstanding actions and matters arising

30. The minutes of the meeting held on 30 June 2015 were **approved** subject to an amendment to the wording of the post meeting note at paragraph 28 to indicate that the remaining funds of £2.1m had now been transferred. The Chair would sign a copy of the minutes as a correct record.
31. The log of outstanding Board actions was **noted** and **agreed**.
32. In relation to matters arising, the Board **noted** that:
- action 2 – the Executive Director had written to Ofcom and ATVOD, as well as a follow up letter to ASA. In addition, Tim Suter had spoken to a senior representative at Ofcom, who had confirmed that Ofcom was not intending to respond to the PRP's consultation on the recognition framework;
 - action 6 – the advert for the role of external member of the Audit and Risk Committee was now live, and the closing date was 3 August 2015 with interviews scheduled for 6 August 2015. To date, one application had been received, and there had been a reasonable level of interest from other individuals enquiring about the role; and
 - action 7 – dates for all meetings in 2016 had been agreed, with the exception of the January meeting. The Head of Governance would seek Board Members' availability for the week commencing 11 January 2016.

Update on consultation events to date and stakeholder meetings – paper PRP43(15)

33. The Board received a paper which provided the Board with an update on delivery of the PRP's consultation on receiving and assessing applications for recognition. The paper also provided an update on recent stakeholder meetings.
34. The following points were raised in discussion:
- the Board **noted** that the meeting with Ken Skates AM, Welsh Assembly Deputy Minister for Culture, Media and Tourism, held on 14 July 2015 had been very constructive, and engagement with the Welsh Government was likely to continue;
 - the Board **noted** that the consultation event held in Cardiff University on 14 July 2015 had been positive, with a helpful level of engagement and a broad spread of input including from academics, hyperlocals and members of the public. A question had been raised at the event about

why the PRP had not provided simultaneous Welsh translation – it was **agreed** that in future, invitations to events in Wales would specifically ask individuals to indicate whether or not they wanted simultaneous Welsh translation to be made available – the PRP would continue to ask - for all locations - whether any special adjustments were required;

- in relation to the London event held on 30 June, the Board **noted** that levels of attendance had been high, and a significant number of useful points had been raised;
- the Board **noted** that at Durham University on 3 July, the levels of engagement in respect of specific criteria had been very high indeed, and the contributions had therefore been invaluable;
- the event in Birmingham on 8 July had helpfully focused on issues for hyperlocals; and
- the Board **noted** that there were some final elements of media to conclude before the consultation closed on 31 July, including the Chair's appearance on Radio 4's Media Show on 29 July.

35. The Board:

- **thanked** the staff team for all their hard work in organising and delivering the consultation events;
- **noted** the update on the second phase of consultation events, the last of which had been held in Cardiff on 14 July 2015; and
- **noted** the recent stakeholder meeting held with the Welsh Government.

Governance Framework update – paper PRP44(15)

36. The Board considered a paper which updated the Board on the latest position with regard to the financial statements, and invited the Board to confirm a number of interim governance policies as final versions following public consultation, and provided a draft retention and disposal policy for the PRP for consideration.

37. The following points were raised in discussion:

Accounting framework update

- Megan Archer reported that NAO had confirmed in principle that the PRP could follow the *Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102)*. NAO was in the process of setting out some final questions for the PRP before they would confirm in writing that they would undertake the audit. NAO was providing JS2 Ltd with some wording for a letter for the PRP to send to NAO;

- the Board **agreed** to accept the recommendation to adopt the performance model basis for recognising income in the financial statements, which would mean that the full sum of income of £3m would be recognised in the accounts for 2014/15, with funding in excess of expenditure incurred showing as a surplus to be carried forward as reserves;
- it was **agreed** that that a footnote would be added to the financial statements to explain the finite nature of the PRP's resources.

Annual report and accounts

- the Board **noted** the outline contents of the annual report and accounts 2014/15;
- the Welsh Assembly would be added to the list of bodies before which the annual report and accounts would be laid.

Retention and Disposal policy

- the draft retention and disposal policy was agreed, subject to some specific drafting points, which would be clarified in the final draft;
- staff would be trained in the contents, to ensure the policy was put into practice.

Third phase of governance framework consultation

- the Board **noted** that no specific comments had been received, and agreed the policies as final version for publication on the website.

38. In summary, the Board

- **noted** the update on the accounting framework;
- **agreed** the approach for the PRP's Annual Report and Accounts 2014/15;
- **approved** as an interim position to be adopted pending further consideration in the light of public consultation the retention and disposal policy for the PRP;
- **approved** the following policies as final versions: anti-bribery policy; whistleblowing (by staff) policy; treasury policy; IT policy and Finance policy; and
- **delegated authority** to the Head of Governance to finalise the drafts and place on the Panel's website.

Update on resourcing issues – Paper PRP45(15)

39. The Board received a paper which provided an update on actions taken since the 30 June 2015 meeting in relation to resourcing to support the overall work programme.

40. The following points were raised in discussion:
- *insurance* – the drafting at paragraph 9 was incorrect in that the AXA General Office policy had not yet been cancelled – rather, the insurer was in the process of contacting AXA to ask if it would be content to amend the current policy to reflect the points raised (expanding the business description, removing the manual work exclusion and increasing the level of cover on computers and other equipment). Only if AXA declined to make the amendments would the policy be cancelled;
 - *Human Resources issues* – Paul Nezandonyi had now joined the PRP and had been able to attend the executive training and development day which had taken place on 16 July 2015. The Executive Director had reported that the day had been very useful, allowing the team time to consider their individual skills and how they might best work together as a team. Harry Cayton had joined for a session on working with the Board and had found the team members to be constructive and enthusiastic. It was **agreed** that the outputs of the day (in the form of a team charter) would be circulated to the Board for information;
 - *Premises* – noticed had been served on 88 Wood Street and new premises were now being sought. In addition to the options set out in the paper, the PRP was looking into space at Winsley Street, Oxford Circus – a nine-person office was available, and the building incorporated collaborative working space, break-out areas, fully equipped meeting rooms and an on-site café. Costs were being finalised, and the Chair would visit the space in the week commencing 27 July. The Board would be kept updated on progress;
 - *Website* – the Board **noted** that the website redesign was progressing well, and the PRP site now had a new front page.

41. In summary, the Board:

- **noted** the update on insurance;
- **noted** the update in relation to Human Resources;
- **noted** the update in relation to premises; and
- **noted** the update in relation to the Panel's website.

Finance report July 2015 – Paper PRP46(15)

42. The Board received a paper which updated the Board on the finance position as at 30 June 2015.

43. The following points were raised in discussion:

- it was **noted** that the balance of £2.1m had now been received in the PRP's deposit account;
 - in relation to the second bank account, the Board **noted** that JS2 Ltd was in discussions with Barclays and HSBC in relation to securing a deposit account, and a grid framework would be prepared for the Board to assist in approving the account. A further update would be provided at the Board's next meeting.
44. The Board **noted** the latest financial position, including the balance of income received from the Exchequer of £2.1m.

Closing discussion

45. 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

46. There was no other business.

Date and time of next meeting

47. The Board **noted** that the next scheduled meeting of the Board would be held on Tuesday 25 August 2015, exact timings to be confirmed, although it was likely that the public meeting would commence at 9am, with the confidential session following on. Emma Gilpin-Jacobs' apologies for the August meeting were **noted**.