

PUBLIC

PRESS RECOGNITION PANEL

**Minutes of the 14th meeting of the Press Recognition Panel Board
held on 17 December 2015 at Mappin House, 4 Winsley Street, London W1W 8HF**

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

In attendance: Susie Uppal (Executive Director), Holly Perry (Head of Governance), Paul Nezandonyi (Head of Communications and Stakeholder Management), Jonathan Gorvin (Head of Regulatory Affairs), Simon Edward (Regulatory Affairs Manager), Atiqur Chowdhury (Business and Research Manager) and Megan Archer (JS2 Ltd)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the fourteenth 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

3. The Board **recorded** that Carolyn Regan had recently been appointed to the role of Chief Executive of the West London Mental Health Trust with effect from 7 December 2015. There were no other new declarations.

Minutes of the meeting held on 18 November 2015, outstanding actions and matters arising

4. The minutes of the meeting held on 18 November 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**. The following points were raised in discussion:
- Action 6 - in relation to the meeting held with Professor Tim Luckhurst of the University of Kent on 9 November, discussions were ongoing regarding the agreed note. The Board **noted** that the fact of the meeting having taken place would be recorded on the PRP's website, together with details of the issues raised in discussions, however Professor Luckhurst's response would remain confidential;
 - Action 12 – in relation to the health and safety policy, discussions were ongoing with Spaces as to its responsibilities. The Executive Director reported that Peninsula (the PRP's outsourced HR support service) would be undertaking a site visit in the New Year, to check the PRP's work space and to advise on the split of responsibilities between the PRP and Spaces in relation to health and safety;
 - Action 18 – in relation to the letter to HM Treasury regarding designation of the Executive Director as Accounting Officer – the Chair reported that the letter had been sent on 11 December 2015 and a response from HM Treasury was awaited.
6. The Board **noted** that there were no other matters arising that were not covered elsewhere on the agenda.

Executive Director's Report – December 2015 – Paper PRP67(15)

7. The Board received a paper which provided an update to the Board on executive activity since the last Board meeting on 17 November 2015.
8. The following points were raised in discussion:
- the issues relating to the confidential annexes would be considered in the confidential session;
 - Atiqur Chowdhury would be leaving the PRP on 31 December 2015. The Board formally **thanked** Atiqur for all his hard work over the past six months in the role of Business and Research Manager, and wished him well for the future;
 - it was noted that an offer had been made to a new interim Business and Research Officer, who it was hoped would be able to start in early January 2016;
 - in relation to IT services, the Executive Director explained that now that the team had expanded, and the business needs since set up had changed, a tender document had been sent to three providers (including the current provider, AMCL) setting out the PRP's updated

IT requirements. Responses had been received and assessed, and the Executive Director had discussed a final recommendation with Harry Rich. The PRP would be moving to a new IT provider in the New Year.

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

Finance Report December 2015 – Paper PRP68(15)

10. The Board received a paper which updated the Board on the financial position as at 30 November 2015.
11. The following points were raised in discussion:
- the Board **noted** the continuing underspend – which as at 30 November 2015 was £64,541 (expenditure of £589,438 against a budget of £653,979);
 - the Board **noted** that the Executive Director had now completed the process of opening of a second bank account with Barclays;
 - the Board **agreed** the transfer of £1m to the account, delegating authority to the Chair, Executive Director and Board Member Harry Rich to effect the transfer; and
 - the Board **noted** that the updated forecast reflecting changes in salaries and recruitment was being finalised, and would be circulated to Board Members for information shortly.
12. The Board:
- **noted** the latest financial position as at 30 November 2015; and
 - **authorised** a deposit transfer to PRP's second bank account.

Governance Framework update: draft FOI policy and publication scheme – Paper PRP69(15)

13. The Board received a paper which invited the Board to approve a Freedom of Information (FOI) policy and accompanying publication scheme for the PRP.
14. The following points were raised in discussion:
- the Board **noted** that the full range of exemptions listed in the Act would be used when making a decision not to release information – the exemptions listed on page 3 of the draft policy were illustrative, and were expected to be the most relevant to the information held by the PRP (rather than an exhaustive list);
 - reference in the publication scheme to a strategic plan would be deleted, since the PRP did not have a strategic plan.

15. The Board **approved** the FOI policy and publication scheme for publication on the PRP website, subject to the amendment raised in discussion.

Plans for annual Governance Framework review – Paper PRP70(15)

16. The Board received a paper which asked the Board to confirm the governance framework agreed in December 2014, and set out the proposed arrangements for the review of the PRP's governance framework.
17. The following points were raised in discussion:
- the Board **agreed** the overall governance framework for the PRP, noting that it seemed comprehensive given the organisation's size and scale of operation;
 - the Board **agreed** that there were no obvious remaining gaps;
 - in relation to the final areas for development, one of these was to develop the process for recruitment of new Board Members. While there was no great urgency, given the Chair and Members were on five year terms, the Board did have the power to make ad hoc additions, and this was a possibility in the medium term;
 - the Board suggested that staff training was repeated on an annual basis, to ensure that the content of the policies remained live in colleagues' minds; and
 - in relation to a review of the governance framework, further thought needed to be given to its nature and scope. The Board **agreed** that any review needed to be light-to-medium touch, rather than anything detailed, and needed to focus on the operation of the policies rather than their content. Possible sources of information were the Centre for Public Governance, and the Good Governance Institute.
18. The Board:
- **noted** the overall governance framework for the PRP, in particular the remaining areas for development;
 - **noted** the work that had taken place to embed the framework, particularly the staff training;
 - **considered** that there were no remaining gaps to be filled; and
 - **noted** that the Executive Director would give further thought to the plans for reviewing the framework during 2016, before reverting to the Board.

Closing discussion

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

Any other business

20. There was no other business.

Date and time of next meeting

21. The Board **noted** that the next scheduled meeting of the Board would be held on Wednesday 13 January 2016, starting at 09:00. Harry Rich and Carolyn Regan's apologies for the next meeting were recorded.