

**Minutes of the 23rd meeting of the Press Recognition Panel Board
held on 20 September 2016 held at Mappin House, 4 Winsley Street, London**

Present: Dr David Wolfe QC (Chair), Harry Rich, Carolyn Regan, and Tim Suter (up to and including item 10 of the Agenda).

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi (Head of Communications and Stakeholder Management, Caroline Roberts (Head of Regulatory Affairs), Saima Ansari (Executive Administration Manager), Megan Archer (JS2 Ltd) and Adam Gibbs (JS2 Ltd)

Apologies: Harry Cayton and Emma Gilpin-Jacobs

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members of the 23rd meeting of the Press Recognition Panel Board. The Chair also welcomed James Connal (Capita PR) who confirmed that he was happy to be formally acknowledged in the Minutes.

Declaration of members' interests

2. There were no new declarations to note.

Minutes of the meetings held on 23 August 2016, outstanding actions and matters arising

3. The minutes from the Public Session of the meeting held on 23 August 2016 were **approved**. The Chair would sign a copy of the minutes as a correct record.
4. The log of outstanding Board actions was **noted** and **agreed**. It was observed that the next Audit and Risk Committee will be held on the 24 October. The Chair **noted** that Item 22 may need to be deferred from the planned October Board meeting depending on the Agenda.

5. The Board **noted** that there were no other matters arising that were not covered elsewhere on the Agenda. The Chair advised that Item 11 (Changes to the way PRP discharges its duties under Article 11.9) would be considered in the Public Session.

Chief Executive's Report – September 2016 - Paper PRP43(16)

6. The Board considered the Paper which provided an update on Executive activity since the last Board meeting on 23 August 2016. The following points were raised in discussion:
 - The Chief Executive highlighted that the live streaming of the public session of the last meeting generated 304 views. The third call for information in respect of the IMPRESS application will close this Friday (23 September) and to date, two general responses have been received. It is anticipated that further correspondence is likely to be received on Thursday or Friday of this week and these will be considered accordingly. As the Executive were unaware of what the Board's decision may be in relation to the IMPRESS application, they were ensuring that they were ready for every eventuality; including being ready to launch a feedback and whistleblowing service.
 - The Chief Executive advised that the meeting with David Bond, Media Correspondent at the FT, had been postponed to the 21 September*. Further to the initial contact on 8 September, no further communication had been received from Dr Gordon Ramsay (on behalf of Lord David Lipsey) in relation to a meeting.

*Post Meeting Note: The meeting with David Bond subsequently could not go ahead on 21 September 2016.
 - The Board were informed that future papers would specifically contain a section to address the implications of budget, legislation, resources, equality, diversity and inclusion for each proposal under consideration.
 - The Board agreed that further consideration should be given to live streaming future Board meetings to ensure that the Panel were able to reach out to stakeholders around the country. It was observed that this could be achieved economically utilising in-house resources with procurement costs restricted to a microphone and webcam.
 - The Board **noted** the contents of the Chief Executive's Report.

Finance Report August 2016 – Paper PRP44(16)

7. The Board considered a paper which provided an update on the financial position for the period ended 31 August 2016. The following points were raised in discussion:
- Caroline Roberts was now a nominated credit cardholder following Holly's departure. The Executive was continuously striving to identify savings and as can be seen from the accounts, the positive variance under consultation document and translation was largely as a result of the exploitation of in-house skills (Paul Nezandonyi).
 - The Board **noted** that the future reduction in premises' costs had been further negotiated down by the Chief Executive.

Update on the Process for the Appointment of an Independent Member of the Nominations Committee – Paper PRP45(16)

8. The Board considered a paper which provided an update on the process for the appointment of an independent member of the Nominations Committee. The following points were raised in discussion:
- The Board reviewed the competencies and **agreed** that having previous experience of non-executive appointments should be moved to a desirable criterion rather than essential criterion to encourage wider interest.
 - The Board **agreed** that applicants should be afforded the opportunity to speak to the Chief Executive or the Chair in addition to Kathryn Cearns (the independent member of the Audit and Risk Committee).
 - The Board **agreed** that the wording of the desirable criterion should be amended to "have a general understanding of, and interest in, press regulation" rather than "the Press Recognition Panel".
 - The Board **agreed** that the essential and desirable criteria would be amended the Chair and Chief Executive would sign off the final wording.
 - The Board **agreed** the recruitment timetable.

Proposed Process Change to the Way the Board Discharges its Duties under Article 11.9 of the Royal Charter – Paper PRP47(16)

9. The Board considered the paper and **noted** the change in process.

Closing Discussion

10. The Chair invited James Connal to raise any questions. No further questions were raised and the public session of the Board meeting was concluded.

Date and time of next meeting

11. The next scheduled meeting of the Board would take place on Tuesday 25 October 2016 provisionally at Mappin House, 4 Winsley Street, London W1W 8HF.

BOARD MEETING – CONFIDENTIAL SESSION

[Redacted]

Drafted: Saima Ansari
Executive Administration Manager

Signed: Dr David Wolfe QC
Chair

Dated: 11 October 2016