

FINAL

PRESS RECOGNITION PANEL

**Minutes of the 10th meeting of the Press Recognition Panel Board
held on 25 August 2015 at 107-111 Fleet Street, London EC4A 2AB**

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

Apologies: Emma Gilpin-Jacobs

In attendance: Susie Uppal (Executive Director), Holly Perry (Head of Governance), Paul Nezandonyi (Communications and Stakeholder Manager) and Megan Archer (JS2 Ltd)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the tenth 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:
 - Alex Cisneros, IMPRESS (from paragraph 8); and
 - James Connal, Capital PR

Declaration of members' interests

3. There were no new declarations to note.

Minutes of the meeting held on 23 July 2015, outstanding actions and matters arising

4. The minutes of the meeting held on 23 July 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**.
6. The Board **noted** that there were no matters arising not dealt with in the log of outstanding Board actions or elsewhere on the agenda.

Governance Framework update – paper PRP47(15)

7. The Board considered a paper which updated the Board on the latest position with regard to the financial statements and the annual report, and invited the Board to approve the draft policy for fixing the Panel's Common Seal.
8. The following points were raised in discussion:

Appointment of an independent member to the Audit and Risk Committee

- the Board **noted** the appointment of Kathryn Cearns FCA FCCA which had been agreed by the Board by correspondence on 18 August 2015;
- the Board **noted** that Kathryn Cearns would formally take up post on 1 September 2015 for a three year period to 31 August 2018, and would be remunerated at a rate of £300 a day, which had been agreed at the Board's 30 June meeting; and
- the Board **thanked** Harry Rich, Harry Cayton and Susie Uppal for conducting the recruitment on its behalf and Holly Perry for supporting the process.

Audit and Risk Committee agenda, 22 September 2015

- the Board **noted** the agenda for business.

Accounting framework update

- Megan Archer reported that since the paper had been written, NAO had formally accepted the engagement to audit the PRP's annual report and accounts, and a meeting would be held with the NAO on 2 September 2015 to discuss the process, risks and timetable in more detail;
- the aim was to present a working draft of the annual report and accounts to the Audit and Risk Committee's first meeting on 22 September 2015;
- the Board noted that NAO's audit was likely to focus more on the narrative disclosures than the numbers;
- a meeting with Kathryn Cearns was scheduled for 26 August 2015 to brief her on the latest developments and to seek her early input in relation to the process, risks and timetable. The Board agreed that the

independent member's involvement at this stage was appropriate, given her experience and her emphasis on proportionality (ensuring that the NAO's audit approach would be fit for purpose in relation to the PRP's role, remit and size).

Policy for fixing the Panel's Common Seal

- the Board **approved** the policy, subject to an amendment at paragraph 4 of the policy: in the absence of the Executive Director, it was agreed that the seal could be fixed by any two of the Chair and Members of the Board. The policy would be amended and uploaded to the PRP's website;
- requested that the policy be uploaded to the website as a final policy rather than as a draft position pending further consideration in light of public consultation; and
- the Board **noted** that the PRP would need to acquire a register of sealings.

9. In summary, the Board

- **noted** the appointment of Kathryn Cearns to the role of independent member of the Panel's Audit and Risk Committee;
- **noted** the latest update on the accounting framework;
- noted the update on the approach for the PRP's Annual Report and Accounts 2014/15; and
- **approved** the draft policy for Fixing the Panel's Common Seal.

Update on resourcing issues – Paper PRP48(15)

10. The Board received a paper which provided an update on actions taken since the 23 July 2015 meeting in relation to resourcing to support the overall work programme.

11. The following points were raised in discussion:

- *insurance* – the Board **noted** the latest position as reported by Megan Archer of JS2 Ltd – including that a response was awaited from the insurers in relation to the premium – and requested updates by exception only in future;
- *Human Resources* – the Executive Director reported that the Communications and Events Coordinator had left the PRP in early August coinciding with the conclusion of the consultation; that the Regulatory Advisor's secondment from the Professional Standards Authority for Health and Social Care would conclude on 27 August 2015, and that the Programme Support Manager would be leaving the PRP on 6 September 2015. The Board formally recorded its **thanks** to

Sheraine Rowe, Rick Borges and Hamish Pringle for all their hard work for the PRP and their commitment. The Board **noted** that the Research Officer's three-month contract would be extended by a further month; and

- *Premises* – the Board **noted** that the PRP's occupation of serviced offices at 88 Wood Street would end on 30 September 2015, and that the PRP would move to serviced offices at Mappin House, Winsley Street near Oxford Circus with effect from 1 October 2015.

12. In summary, the Board:

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

Finance report August 2015 – Paper PRP49(15)

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

14. The following points were raised in discussion:

- the Board **noted** that the £2.1m income received from the Exchequer in July 2015 was treated as having been received in 2014/15 under FRS102, thereby recognising the PRP's full funding in the previous financial year;
- in relation to the second bank account, the Board **noted** that Megan Archer and Susie Uppal would be meeting Barclays Bank on 26 August 2015 and a further update would be provided at the Board's next meeting; and
- JS2 Ltd confirmed that there were no other significant elements to draw to the Board's attention.

15. The Board **noted** the latest financial position.

Closing discussion

16. 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

17. There were three further items of business:

- it was **announced** that the Board would formally open for

- applications on 10 September 2015;
- it was **agreed** that the January 2016 meeting of the Board would be held on Wednesday 13 January 2016 - Harry Rich's apologies were noted in advance; and
 - it was **agreed** that the Board would hold time later on 17 December 2015 for a Christmas celebration (following straight on from the Board meeting taking place that day) – Harry Rich's apologies were noted in advance. Staff and former staff of the PRP would be invited to join, together with the independent member of the ARC. It was clarified that costs would be met by the attendees individually and not by the PRP.

Date and time of next meeting

18. The Board **noted** that the next scheduled meeting of the Board would be held on Tuesday 22 September 2015, 10.00 to 17.00 (exact timings to be confirmed).