

THE IMPRESS PROJECT

For the press – for the public

<First name> <Second name>
<Address>

1 October 2015

Dear <Name>,


I write further to my letter of 6 January. I can now confirm that you have been appointed as a Director of IMPRESS: The Independent Monitor for the Press CIC ('IMPRESS'). You will serve initially for a period of X years, which may be extended for a second term of up to four years at the discretion of the Appointment Panel.

The Appointment Panel is responsible for approving the terms of payment for Directors. The Panel has recommended that Directors should be remunerated at a rate equivalent that of the Employment Tribunal. This rate is currently £482 per day for a Chair (£500 with London weighting) and £180 per day for a member.

You will be paid on the last Friday of each month. Members will be paid at a rate equivalent to four days' work per calendar month and the Chair will be paid at a rate equivalent to eight days' work per calendar month. You will be taxed at source as an employee and we will pay National Insurance contributions as an employer.

Board meetings will normally be held at the organisation's offices in central London. You may also be expected to attend other meetings related to your work as a Director of the organisation. Reasonable travel expenses will be paid, in line with our expenses policy. Please invoice us for any such expenses. If you believe that you will be taxed on these expenses, please factor this into your invoice. We will endeavour to ensure that you are not left out of pocket after taxation.

Yours sincerely



Jonathan Heawood
Executive Director