

PRESS RECOGNITION PANEL
Minutes of the 18th meeting of the Press Recognition Panel Board
held on 28 April 2016 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 (Chief Executive), Holly Perry (Head of Governance), Paul Nezandonyi (Head of Communications and Stakeholder Management), Caroline Roberts (Head of Regulatory Affairs) (from paragraph 19), Simon Edward (Regulatory Affairs Manager) (from paragraph 19), Camilla Capotorto (Business and Research Officer) (from paragraph 10) and Megan Archer (JS2 Ltd) (paragraphs 1 to 18 only)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the eighteenth 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. There were no new declarations of interest to report.

Minutes of the meeting held on 22 March 2016, outstanding actions and matters arising

4. The minutes of the meeting held on 22 March 2016 were **approved** subject to the addition of a post meeting note at paragraph 11, third bullet, to clarify that while the bank transfer of £1m had been authorised on 16 March 2016,

the transfer itself did not take place until 15 April 2016. 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 other matters arising that were not covered elsewhere on the agenda.

Chief Executive's Report – April 2016 – Paper PRP13(16)

7. The Chief Executive presented a paper updating the Board on executive activity since the last Board meeting on 22 March 2016.
8. The following points were raised in discussion:
 - the Board **noted** that the PRP's consultation on cyclical and ad hoc reviews had closed on 11 April 2016, with responses from IMPRESS, Simon Carne and Will Perrin. A paper would be presented to the Board's 24 May 2016 meeting for decision;
 - in relation to IMPRESS' application for recognition, the PRP had granted IMPRESS a further extension of five working days to respond to the points raised in the call for information. The Board **noted** that a response had been received from IMPRESS on 27 April 2016, and the executive were in the process of considering the information. A decision would be made early in the week commencing 2 May about whether or not the PRP would need to issue a second call for information. The Board would be kept updated on progress;
 - the Board **noted** the progress in relation to the State of Recognition Report stakeholder engagement:
 - an email had been sent to everyone on the PRP's database (around 800 individuals), advising them that the call for information had been launched;
 - the Chair had written to a targeted list of around 200 stakeholders who had an interest in the PRP's work, including media owners, journalists, academics, politicians and campaign groups. The list included large and small publishers across online and print, and individuals and organisations that the PRP had met previously, as well as some that were new;
 - the Chair had also written to the Secretary of State for Culture, Media and Sport and his counterparts in other political parties and others.
 - The Board **noted** that an update on the responses to the call for information would be presented to the Board's 24 May 2016 meeting.
9. The Board **noted** the contents of the Chief Executive's report.

Finance Report April 2016 – Paper PRP14(16)

10. The Board received a paper which updated the Board on the financial position as at 31 March 2016.
11. The following points were raised in discussion:
 - the Board **noted** the continuing underspend – which as at 31 March 2016 was £99,023, (expenditure of £876,158 against a budget of £975,181);
 - the Board noted that the fees in respect of insurance brokerage were being queried.
12. The Board **noted** the latest financial position as at 31 March 2016.

Final Draft Business Plan and Budget 2016/17 – Paper PRP15(16)

13. The Board received a paper which presented a draft business plan and budget for consideration, reflecting changes since the Board's initial review in February 2016.
14. The following points were raised in discussion:

Draft Business Plan 2016/17

The Board **agreed** a number of drafting changes to the report as follows:

- *Chair's foreword*, page 2, paragraph 4, the phrase "I am keen to also meet those with whom we have not yet engaged but who may have useful insights to share" would be substituted with "I look forward to continuing to meet people who might have useful insights to share";
- *Chair's foreword*, last paragraph, the final sentence would be deleted;
- *Chief Executive's introduction*, page 3, end of paragraph 5, the word "options" would be substituted with the word "position". In the final paragraph, the wording "There is a lot to do but" would be deleted;
- *Review of 2015/16* – the title of the section would be amended to "Highlights of 2015/16" to avoid confusion with the annual report and accounts;
- *Objective 1*, the word "oversee" would be substituted with the phrase "exercise our oversight role". This will be replicated throughout the draft;
- *Objectives*, the ordering of the objectives as drafted would be amended, so that the fifth objective relating to systems and processes being effective and providing value for money became the third objective, and the third and fourth bullet as drafted moved to the fourth and fifth;
- *Managing performance and risk*, page 10 - as well as referring to the

requirement to report annually to Parliament and the Scottish Parliament on the PRP's activities, reference would also be made to the PRP's decision to report to the Welsh and Northern Irish assemblies on a voluntary basis;

- *2016/17 budget*, page 11 – 'Bfwd' would be amended to 'brought forward' and 'Cfwd' would be amended to 'carried forward'.

Draft Budget 2016/17

- *Page 11 of the draft Business plan*, the Board **agreed** to make changes to the table so that total costs were followed by income, and then a 'net costs' figure;
 - *Annex B – draft budget year to 31 March 2017* – the Board noted that the comment on significant variances would not feature in the final, published version of the budget;
 - a query was raised in relation to whether or not office space could be scaled back, given salaries noted a reduction in full time staff equivalents. – the Chief Executive **reported** that the PRP was contractually tied in to the current office until November 2016, but the Board would have the opportunity of considering options when it considers the organisational design for future years in September. High level assumptions were being presented to the Board in June 2016.
 - the Board **noted** that the NAO had reduced their fee for the 2015/16 audit to £12,500 following a request by the Chief Executive and the Audit and Risk Committee to review the original fee proposal.
15. In summary, the Board **agreed** the final draft Business Plan and Budget 2016/17, subject to the points raised in discussion and **delegated authority** to the Chair and Chief Executive to sign off the final papers prior to publication on the PRP's website.

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 questions were raised.

Any other business

17. There was no other business.

Date and time of next meeting

18. The Board **noted** that the next scheduled meeting of the Board would take place on Tuesday 24 May 2016, starting at 09:00.