

PRESS RECOGNITION PANEL
Minutes of the 36th meeting of the Press Recognition Panel Board
held on 24 April 2018 at Mappin House, 4 Winsley Street, London W1W 8HF

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

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi, Adam Gibbs and Saima Ansari

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the thirty sixth meeting of the Press Recognition Panel Board.

Declaration of members' interests

3. Harry Cayton will be stepping down as Chief Executive of the Professional Standards Authority in September 2018 and has agreed to lead a statutory review of health professional regulation for the government of British Columbia, Canada.
4. Harry Rich has recently been appointed to the Board of Governors of the Glasgow School of Art.

Minutes of the meeting held on 27 February 2018, outstanding actions and matters arising

5. The minutes of the meeting held on 27 February 2018 were **noted** as factually correct subject to minor administrative correction.

Chief Executive's report – April 2018 – Paper PRP59(18)

6. The Board received a Paper which provided an update on Executive activity since the March CEO report. The Board **noted** the interim March CEO

report and supporting Annexes.

7. The CEO explained that the interviews for the role of the Nominations Committee Independent member were due to take place later that morning and afternoon.
8. The CEO recapped on the stakeholder engagement to date. The meeting with the BBC media Editor, Amol Rajan, was postponed and will be rearranged in the future.
9. The CEO provided a summary on corporate services. The Board were informed that DeHavilland provide parliamentary updates and alerts concerning press related matters raised in both Houses. The CEO also explained that the HR services provided by Peninsula Business Services Ltd will not be renewed at expiry in March 2019 as the need for regular HR advice had diminished.
10. The CEO explained that further subscriptions had been made to the PRP database and two reminders would be issued in the coming weeks.
11. It was observed that the income from the Judicial Review (in respect of claiming fees and disbursements) had not been hastened as the Court of Appeal's decision was still outstanding. Recognition of income will be considered in the financial statements of the annual report.
12. **Post meeting note:** Permission to appeal has been granted by the Rt. Hon. Lord Justice Underhill in a Court Order dated 12 April 18. The Judge stated: 'I do not find either ground of appeal very compelling, but I do not feel able to decide on a summary basis that they have no realistic prospect of success. Any doubt about permission should in any event be resolved in the Appellant's favour in view of the important public interests potentially involved.'
13. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance report – March 2018 – Paper PRP60(18)

14. The Board **noted** the latest financial position as at 31 March 2018 and reviewed the Management Accounts.

Annual governance procedures and policies review – Paper PRP61(18)

15. The Board discussed the role and responsibilities of the Senior Independent Board member. It was **agreed** that the responsibilities should be focussed on managing the appraisal of the Chair's performance annually rather than

as a point of contact for complaints in respect of whistleblowing for example. The Board nominated Harry Cayton to undertake the role and this was endorsed by the Chair.

16. **Post meeting note:** The updated terms of reference will be provided to the Board for agreement at its next meeting on 6 July 2018.
17. The Board discussed and **agreed** the ARC's recommendation for the Independent member of the ARC to be detailed as a point of contact in relation to reporting concerns under the anti-bribery, money laundering, fraud and theft policy and whistleblowing policy for Board and staff members.
18. The Board **agreed** the recommended amendments to the policies and procedures provided at Annexes A to H subject to minor amendments.
19. The Board **agreed** that the Independent members for both the ARC and Nominations Committee should have terms and conditions based on those of the Board members. These will be provided to the Board for agreement at its next meeting on 6 July 2018.

Any other business and close of public session

20. None raised.

BOARD MEETING – CONFIDENTIAL SESSION

Minutes of the meeting held on 27 February 2018, outstanding actions and matters arising

21. The confidential section of the draft Minutes was recorded as factually correct.

Approach to publishing notes of stakeholder meetings – Paper PRP62(18)

22. The Board discussed its approach to publishing notes of meetings and correspondence with stakeholders. Since its establishment, the PRP has remained committed to proactively demonstrating that it is an open and transparent organisation. This is shown in our engagement with stakeholders and in the way we publish our Board papers, Minutes and decisions. The Board are cognisant of their role as members in public office and reiterated their commitment to openness and transparency in all aspects of their work.

23. The Board observed that in the past, the Executive staff have produced and published detailed notes of meetings with stakeholders. These notes have often required a member of the Executive team to accompany the Chair and/or Chief Executive to a meeting. In view of the reduced Executive team, the level of administrative support available for stakeholder meetings needs to be critically reviewed.
24. The Board **agreed** that, unless the meeting takes place in the context of our Whistleblowing policy, the fact of a meeting taking place will be published on our website with a brief overview of the topics discussed. The CEO will continue to provide details of stakeholder meetings that have taken place in the monthly CEO report.

ARC verbal update

25. The Chair of the ARC provided a summary of the recent Committee meeting that took place on 27 March 2018. redacted
26. **Post meeting note:** The agreed ARC Minutes and the effectiveness checklist were emailed to the Board on 26 April 2018.

Quarterly risk register review – Paper PRP63(18)

27. The Board considered the register and **noted** the updates. No additional comments were recorded.

Board evaluation and action plan – Paper PRP64(18)

28. The Board analysed the responses and evaluation feedback. redacted
- 29 redacted
to
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36. The Board discussed and **agreed** the action plan as updated. A summary of the actions and the responses will be published in the Annual report and accounts for the year ended 31 March 2018.

Any other business and close of confidential session

- 37 redacted
to
41

Date and time of next meeting

42. The next scheduled meeting of the Board will take place at 09:00 on 6 July 2018 at Mappin House, 4 Winsley Street, London W1W 8HF.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair