

PRESS RECOGNITION PANEL
Minutes of the 37th meeting of the Press Recognition Panel Board
held on 6 July 2018 at Mappin House, 4 Winsley Street, London W1W 8HF

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

In attendance: Susie Uppal (Chief Executive), Paul Nezandonyi, Adam Gibbs, Saima Ansari and Cindy Butts (for the public session only)

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the thirty seventh meeting of the Press Recognition Panel Board. Cindy Butts was welcomed as the new Independent member of the PRP’s Nominations Committee.
2. The Chair welcomed Board member Emma Gilpin Jacobs who had dialled into the meeting.

Declaration of members’ interests

3. There were no new declarations to note.

Minutes of the meeting held on 24 April 2018, outstanding actions and matters arising

4. The minutes of the meeting held on 24 April 2018 were **noted** as factually correct.

Chief Executive’s report – June 2018 – Paper PRP67(18)

5. The Board received a paper which provided an update on Executive activity since the May CEO report that had been circulated by email. The Board **noted** the interim May CEO report and supporting Annexes.

6. The CEO confirmed that, to date, all the Court's directions had been complied with by the PRP and the Court of Appeal hearing was scheduled for 17 January 2019.
7. The CEO stated that the Executive periodically meet with IMPRESS to maintain an awareness to ensure that the Regulator continues to meet the recognition criteria. Work had already been undertaken in preparation of the cyclical review. For example, a matrix had been prepared to give the regulator prior notice of the types of evidence which would be required to show continuing compliance with the Recognition Criteria.
8. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance report – May 2018 – Paper PRP68(18)

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

Annual governance procedures and policies review – Paper PRP69(18)

10. The Board discussed the draft terms and conditions of service for the Independent members and reviewed the Board's terms and conditions of service. The Board agreed that, subject to the agreed minor amendments as discussed, the terms and conditions would be approved. The Chair confirmed that he would review the final versions and that these would be shared with members in due course.
11. The updated terms for the Senior Independent Board member were agreed.
12. **Post meeting note:** The updated terms and conditions of Service were emailed to Members on 8 August 2018.

Re-appointment of the Independent member of the Audit and Risk Committee

13. The Chair of the ARC explained that throughout her appointment, Kathryn Cearns had provided invaluable technical expertise and guidance. Kathryn had indicated in initial discussions with the Chair of the ARC that she would be content to extend her appointment for a further agreed period. The Board agreed to reappoint Kathryn for a further three-year term from 1 September 2018.

Any other business and close of public session

14. None raised. Cindy Butts provided a brief summary of her background to the

Members. The Chair thanked Cindy for joining the Board for the public session.

BOARD MEETING – CONFIDENTIAL SESSION

Minutes of the meeting held on 24 April 2018, outstanding actions and matters arising

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

Initial approach to recognition reporting in 2018 – Paper PRP71(18)

16. redacted
17. redacted
18. redacted

ARC verbal update

19. The Chair of the ARC provided a summary of the recent Committee meeting that took place earlier that morning. The updated risk register will come forward to the Board for consideration in August. The Executive, JS2 Ltd and the ARC Independent member were thanked for their engagement with the NAO.

Draft annual report and accounts 17/18 – Paper PRP72(18)

20. redacted
21. redacted
22. The Board approved the Letter of Representation to be signed by the CEO as Accounting Officer.
23. **Post meeting note:** The annual report and accounts were certified by the C&AG on 13 July 2018 and laid in Parliament on 19 July 2018.

Any other business and close of confidential session

24. The Board discussed the strategy session and agreed that it would be useful if Kathryn Cearns could attend should she be available. It was agreed that it may be helpful for Cindy Butts to attend.

Date and time of next meeting

25. The next scheduled meeting of the Board will take place at 09:00 on 28 August 2018 at Mappin House, 4 Winsley Street, London W1W 8HF.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair