



IMPRESS

Appointment Panel Meeting July 2017

15:00 – 16:50, Monday 3 July 2017

16-18 New Bridge Street, London EC4V 6AG

Present: Caroline Instance (Chair), Chris Kenny (from item 2), Walter Merricks, Tom Murdoch, David Robinson, Aidan White

Also in attendance: Sonia Giga (minutes), Jonathan Heawood, Ed Procter

No.	Item	Action items
1.	<p><u>Procedures</u></p> <p>Apologies Damian Tambini</p> <p>Declarations of Interest There were no declarations of interest.</p> <p><u>The Panel agreed that members of IMPRESS staff should attend the meeting in order to provide secretarial support and advice but leave the room for any decision regarding the re-appointment of particular Board Members.</u></p>	
2.	<p><u>Terms of Reference</u></p> <p><u>The Panel confirmed its Terms of Reference.</u></p> <p><u>The Panel noted that the Terms of Reference mentioned a Deputy Chair and appointed Tom Murdoch to fill this role.</u></p>	
3.	<p><u>Review Panel</u></p> <p>The Panel noted the findings and recommendations of the Review Panel convened by the IMPRESS Board.</p>	

No.	Item	Action items
4.	<p><u>Code of Conduct</u></p> <p>The Panel noted the recommendation that the Panel should adopt a Code of Conduct and considered whether to adopt the IMPRESS Code of Conduct or draft a new Code of its own.</p> <p>The Panel concluded that the IMPRESS Code of Conduct formed an appropriate set of standards but that it would need amendments to clarify that (a) it applied to the Appointment Panel; and (b) the provisions relating to communications only applied to Panel members' activities in the context of their work for the Panel.</p> <p><u>The Panel agreed to adopt the IMPRESS Code of Conduct subject to amendments to be approved by the IMPRESS Board.</u></p>	<p>JH to amend Code of Conduct, for approval by the Board</p>
5.	<p><u>Reappointments</u></p> <p>The Panel considered the guidance on reappointments that had been previously circulated.</p> <p>The Panel noted that it was free to recommend the reappointment of existing Board Members without undertaking an open recruitment process. However, it concluded that any reappointment should not be automatic, and that the Panel should take steps to ascertain that any Board Member subject to reappointment was making a positive contribution to the work of the Board; that they were able to act fairly and impartially in the decision-making of the Board; that the Board composition remained compliant with the requirements of the Royal Charter; and that this composition also ensured a good balance of skills and attributes.</p> <p>The Panel asked WM, as Chair of the Board, to provide a written note on his view of the contribution of Board Members who were subject to reappointment, following a formal appraisal. WM accepted this request, and stated that</p>	

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	<p>he would share the contents of any such note with the Board Member in question before providing it to the Panel.</p> <p><u>The Panel agreed to the process for reappointing Board Members set out in the guidance note, subject to these modifications.</u></p> <p><u>In light of the need for WM to conduct appraisals, the Panel agreed to delay consideration of the reappointment of Deborah Arnott and Patrick Swaffer until September.</u></p>	<p>JH to redraft guidance on reappointments, for approval by email</p>
6	<p><u>New Appointments</u></p> <p>The Panel noted the Board’s wish that an additional Board Member with industry experience should be appointed; and considered the recruitment pack and timetable that had been previously circulated.</p> <p>The Panel concluded that the recruitment pack should be updated to reflect IMPRESS’s changed status since the last round of Board recruitments in 2015. It should also emphasise the need for Board Members to adhere to the new Code of Conduct.</p> <p>The Panel also concluded that the timetable should be modified in light of the discussion about reappointments.</p> <p><u>The Panel agreed to approve modified versions of the recruitment pack and timetable by email.</u></p>	<p>JH to redraft recruitment pack and timetable, for approval by email</p>
7	<p><u>Any Other Business</u></p> <p>There was no other business.</p>	
	<p><u>Next Appointment Panel meetings:</u></p> <p><u>Tuesday 5th September 2:30-5pm</u> <u>Wednesday 1st November 2-5pm</u></p> <p><u>IMPRESS, 16-18 New Bridge Street, EC4V 6AG.</u></p>	