



IMPRESS

Appointment Panel September Minutes

14:35 –16:33 Tuesday 5 September 2017
16-18 New Bridge Street, London EC4V 6AG

Present: Caroline Instance (Chair), Chris Kenny (phone), Walter Merricks, Tom Murdoch, David Robinson.

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

No.	Item	Action items
1.	<p><u>Procedures</u></p> <p>Apologies Damian Tambini and Aidan White</p> <p>Declarations of Interest There were no declarations of interest.</p>	
2.	<p><u>Previous Meeting Minute & Matters Arising</u></p> <p>The Panel noted that the need to recruit another member to the Appointment Panel was not included in the previous meeting minutes.</p> <p><u>Panel decided to include, in the previous minutes, AW's plans to step down after this round of recruitment, therefore creating a need to recruit another member to the Appointment panel.</u></p> <p>The Panel noted the IMPRESS Appointment Panel Terms of Reference did not cover Appointment Panel resignations or removals.</p>	<p>TM to re-write the Terms of Reference.</p>

No.	Item	Action items
	<p>JH confirmed Code of Conduct was sent out for consultation but there were no replies. Code of Conduct to be approved in the next Board meeting.</p>	<p>JH to send out Code of Conduct once approved by Board.</p>
<p>3.</p>	<p><u>Timetable</u></p> <p>The Panel confirmed the planned timetable satisfied the charter requirement for the number of members that needed to be present to conduct the interviews.</p> <p>The Panel decided the three or more members who conducted the interviews would produce written recommendations and distribute it to the other members of the Appointment Panel. In the event there is not a unanimous decision by the Panel an emergency meeting is to be arranged between the final interviews, 1st November, and the Board meeting, 14th November.</p> <p><u>The Panel approved of the Appointment Panel Timetable.</u></p> <p>The Panel discussed where the Non-Executive Director position would be advertised, in order to ensure visibility to a diverse array of candidates, within budget constraints. It was agreed the IMPRESS team, with the help of the board, would publicise the board member vacancy on a variety of platforms.</p>	<p>JH to research a list of candidates and places to advertise.</p>
<p>4.</p>	<p><u>Re-appointments</u></p> <p><u>The Panel approved the revisions to the Appointment Panel Guidance that were agreed via email.</u></p> <p>WM confirmed both Deborah Arnott and Patrick Swaffer's willingness to continue to act a Director of the Company.</p> <p>The Panel considered each of the questions on pages 5 and 6 of the Appointment Panel Guidance and the written Reappointment statements by WM. DR concurred with the statements.</p> <p><u>The Panel members present decided unanimously that the two board members should be reappointed for 4-year terms.</u></p>	<p>WM to obtain written confirmation of DA and PS's willingness to continue serving on the board.</p>

No.	Item	Action items
5.	<p><u>Recruitment</u></p> <p>The Panel decided the Recruitment pack would need amendments:</p> <ul style="list-style-type: none"> (a) Make sure it clearly states the scrutiny candidates would be under and the challenges of being a board member. (b) The cover letter to be addressed from both WM and CI. (c) More information to be included about the duties of a board member. (d) Section on ‘partnership and collaboration’ expanded. (e) For criteria to be split into ‘essential’ and ‘desirable’. (f) Delete principles section and link to Code of Conduct. (g) Making it clear Journalists are encouraged to apply. (h) Check current board member details are correct. <p>The Panel decided the criteria to ‘Be a fit and proper person’ would need to be self-declared at the end of the interview, as it had been done the previous time.</p> <p><u>The Panel agreed to approve modified versions of the recruitment pack by email.</u></p> <p>The Panel discussed a list of possible candidates, distributed by JH and confirmed that JH would be responsible for contacting prospective candidates to bring their attention to the advertised positions. They also confirmed the need for diversity, female and ethnic, on the board.</p>	<p>JH to amend the Recruitment pack, for approval by email.</p>
6	<p><u>Any Other Business</u></p> <p>The Panel discussed the need for a leadership succession plan, as one had been agreed for the Board and the company.</p> <p><u>The Panel decided there was no need for a succession plan for the Appointment Panel.</u></p> <p>The Panel agreed those wanting to take their application forward could set up a meeting with WM.</p>	
	<p><u>Next Board meeting: Wednesday 1st November 2-5pm IMPRESS, 16-18 New Bridge Street, EC4V 6AG.</u></p>	

