



Board Meeting 32 Minute

14:00 – 17:00, Tuesday 15th May 2018
16-18 New Bridge Street, London EC4V 6AG

Present: Iain Christie, Martin Hickman, Emma Jones, Máire Messenger Davies, Walter Merricks (Chair), David Robinson (Treasurer), Patrick Swaffer, Andrea Wills.

Also in attendance: Clara Aguirre (partial), Jonathan Heawood, Lexie Kirkconnell-Kawana (partial), Ed Procter, Konsta Saastamoinen (partial)

No.	Item	Action items
1.	<p><u>Procedures</u></p> <p><u>Apologies</u> Deborah Arnott, David Leigh, Lee Hall.</p> <p><u>Declarations of Interest</u> None.</p>	
2.	<p><u>Previous Meeting Minute & Matters Arising</u></p> <p><u>Rolling action list</u> Update PRP over Board's request to the Appointment Panel to appoint a new Appointment Panel member</p> <p><u>Minutes</u> Minor changes to the meeting 31 minute were agreed. Subject to these changes the minute was approved.</p>	<p>EP to write to PRP</p> <p>EP to amend</p>
3.	<p><u>Information</u></p> <p><i>CA, LKK, KS joined the meeting.</i></p> <p><u>Internal Report</u></p>	

No.	Item	Action items
	<p>The Board noted a successful meeting with the All Party Parliamentary Group on the Media which gave IMPRESS the opportunity to talk about our work and address the myths that are often reported about us.</p> <p>The Board noted discussions in the House of Commons about press regulation related to the domestic Data Protection Bill.</p> <p><u>Regulatory Activity Report</u> The period since the Board last met has seen the fastest growth in IMPRESS membership. 105 publishers have now applied to join IMPRESS. 62 publishers have completed pre-regulation compliance checks and 106 publication titles are regulated by IMPRESS.</p> <p>The Board reviewed the number of complaints received and progress made on investigations, adjudications and an ongoing arbitration.</p> <p><u>External Report</u> The Board noted recent developments in the media sector.</p> <p>The Board's Legal Group will review IMPRESS's Regulatory Scheme and procedures in light of the recent Coulter vs IPSO judgment.</p> <p><i>CA and KS left the meeting.</i></p>	
4.	<p><u>Governance</u></p> <p><u>Service Standards Policy</u> The Board approved a new Service Standards Policy</p> <p><u>Board Effectiveness Review</u> The Board agreed to take part in a review of its effectiveness over the summer and to hold a Board Away Day in the autumn in which the findings of the review and Board succession planning issues will be discussed.</p> <p><u>Board Working Groups and Committees</u></p>	<p>LH to distribute questionnaire</p>

No.	Item	Action items
	<p>The Board noted who is on which board working group and committee. The Board agreed to appoint Andrea Wills to the Code Committee.</p> <p><u>General Data Protection Policy</u> The Board agreed an action plan to ensure IMPRESS’s compliance with the GDPR which comes into force at the end of May. The Board noted that GDPR training for staff is scheduled to take place tomorrow.</p> <p>The Board approved the following policies:</p> <p><u>General Privacy Statement</u></p> <p><u>Request for consent to data use</u></p> <p><u>Data Use Statement</u></p> <p><u>Data Subject Access Request</u></p> <p><u>Data Rectification and Erasure Request</u></p> <p><u>Data Security Measures statement</u></p> <p><u>Data Breach Statement</u></p> <p><u>Information Technology Policy</u></p> <p><i>LKK left the meeting</i></p>	<p>LKK to inform Code Committee members</p>
<p>5.</p>	<p><u>Risk</u></p> <p><u>Risk Management Policy and Process</u> The Board approved the new Risk Management Policy and Process.</p> <p><u>Risk Workshop</u> The Board undertook a comprehensive review of the risks facing IMPRESS in delivering its Annual Plan.</p> <p>The Executive will draft a new risk register and review the annual strategic plan and operational plan to ensure that</p>	<p>EP/LH to draft risk register</p>

No.	Item	Action items
	risk is documented, regularly reviewed and that mitigating actions are included in forward plans.	EP/JH to review strategic and operational plans
6.	<p><u>Legal</u></p> <p><i>LKK re-joined the meeting.</i></p> <p><u>Briefing Paper on Appeal to Court of Appeal</u> The Board considered the issue of whether IMPRESS should be represented as an interested party in the NMA's appeal to the Court of Appeal, of the Administrative Court's decision to find that the Press Recognition Panel (PRP) had acted lawfully in recognising IMPRESS under the Royal Charter.</p> <p>The Board agreed that IMPRESS should be legally represented.</p> <p><i>LKK left the meeting.</i></p>	EP to contact lawyers to instruct them to proceed
8.	<p><u>Fundraising</u></p> <p>The Board noted the fundraising plan for 2018-19.</p>	
9.	<p><u>Finance</u></p> <p>The Treasurer presented the report of the Finance & Audit Committee for the final quarter of the financial year ended 2017-18. The Board noted that IMPRESS was in a satisfactory financial position with a surplus recorded for the year and a positive cashflow position projected for the year ahead.</p> <p><u>Terms of Engagement for Audit</u> The Board approved the terms of engagement for the annual audit which will take place at the end of the month and is expected to report by the end of June.</p> <p><u>Finance & Audit Committee Terms of Reference</u> The Board approved the terms of reference for the Finance & Audit Committee</p> <p>The Board agreed to consider amendments to financial policies at its next meeting.</p>	<p>EP to draft the text for annual report section of the audit</p> <p>LH to finalise amendments with input from JH</p>

No.	Item	Action items
10.	<u>Any Other Business</u> None.	