

PRESS RECOGNITION PANEL
Minutes of the 39th meeting of the Press Recognition Panel Board
held on 30 October 2018 at Mappin House, 4 Winsley Street, London W1W 8HF

Present: David Wolfe QC (Chair) Carolyn Regan and Emma Gilpin Jacobs

Apologies: Harry Rich and Harry Cayton

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

BOARD MEETING – PUBLIC SESSION

Welcome

1. The Chair **welcomed** Members and attendees to the thirty ninth meeting of the Press Recognition Panel Board and noted that apologies and comments on the Board papers had been received from Harry Rich and Harry Cayton.

Post meeting update: apologies were received from Harry Cayton.
Declaration of members' interests

2. Harry Rich was appointed as the Registrar of Consultant Lobbyists from 22 September 2018.
3. It was noted that as part of her professional role with the Pew Trusts, Board member Emma Gilpin Jacobs would be having contact with a number of stakeholders that crossed over with the PRP stakeholders such as Facebook. This was the case for most of the Board members and care continued to be taken to ensure that the discussion was limited to that required as part of their business role.
4. The West London Mental Health NHS Trust is now known as the West London NHS Trust (as of 1 September 2018) with Carolyn Regan continuing as CEO.

Minutes of the meeting held on 28 August 2018, outstanding actions and matters arising

5. The draft minutes of the meeting held on 28 August 2018 were **noted** as factually correct and **agreed**.

Chief Executive's report – October 2018 – Paper PRP78(18)

6. The Board received a paper which provided an update on Executive activity since the September CEO report that had been circulated by email. The Board **noted** the interim September CEO report and supporting Annexes. It was noted that the PRP had not received a response from Dame Cairncross' office to its letter dated 25 September 2018.
7. The CEO explained that the Executive were working towards moving to a more virtual working environment with effect from 1 December 2018.
Redacted.
8. As part of the first stage of the cyclical review process, the Executive has provided a matrix to assist IMPRESS in preparing for their self-assessment against the recognition criteria. IMPRESS had confirmed that they anticipated that the completed matrix and evidence would be submitted in about a week. IMPRESS' funding agreement was now agreed subject to resolution of a few minor matters.
9. The Executive's intention is to run the call for information from the end of November 2018 to beginning of January 2019, with a view to concluding the work on the cyclical review by the end of February 2019. It was agreed that a provisional date should be agreed for a special Board meeting to consider the cyclical review.
Post meeting note: A Board meeting has been provisionally arranged for 26 March 2019.
10. IMPRESS had discussed the payment of the cyclical review fee for 2019-20 and mentioned that as it received funding in tranches, payment would be made to the PRP in two instalments (October and March/April). The Board stated that the complete fee needed to be received within the financial year that it was due and the delay in payment would be a factor that would be considered as part of the review.
11. The Executive will be meeting with the new NAO audit team on 1 November 2018 to plan the forthcoming audit and further details will be discussed at the next ARC meeting on 13 November 2018.
12. The CEO recapped the discussion with the MOJ as detailed in the CEO

report for October 2018. Any further financial information required by the MOJ for the purposes of consolidation in the Departmental accounts would be in line with the Charter and the guidance Managing Public Money.

13. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance report – September 2018 – Paper PRP79(18)

14. The Board **noted** the latest financial position as at 30 September 2018 and reviewed the 6-month reforecast that had been carried out in October.

Arrangements for Board succession planning – appointment and reappointment of Board members (PRP80(18))

15. The Board considered a paper that set out the high-level principles for the reappointment process for serving members and the process for the future appointment of the Board.
16. The Board **noted** that at paragraph 12, the Board had assumed when it had last considered this matter in February 2016, that the Board would all consider reappointments from November 2019. It was also assumed that the Chair's reappointment term would be from June 2019 to June 2022. It was signposted that different presumptions should be taken into consideration; namely that, subject to Board members and Chair agreeing to their appointments being extended and subject to the recommendation of the Nominations Committee, new Board members may, for example, be recruited with effect from November 2019 and that the Chair's reappointment term may possibly run to November 2021 rather than June 2022.
17. During the discussion, the Board **noted** that the Nominations Committee would provide useful guidance to refresh the Board whilst also ensuring continuity for the reappointments and new appointments process.
18. The Board **agreed** that the paper would be considered with all the Board members present at its next meeting in December 2018.

Any other business and close of public session

19. None raised.

BOARD MEETING – CONFIDENTIAL SESSION

Minutes of the meeting held on 28 August 2018, outstanding actions and matters arising

20. The confidential section of the draft Minutes were recorded as factually **correct** and **agreed**.

Any other business and close of confidential session

- 21 – redacted
33.

Date and time of next meeting

The next scheduled meeting of the Board will take place at 08:30 on 18 December 2018 at Mappin House, 4 Winsley Street, London W1W 8HF.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair