

PRESS RECOGNITION PANEL
Minutes of the 41st meeting of the Press Recognition Panel Board
held on 26 February 2019 at Mappin House, 4 Winsley Street, London W1W 8HF

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

Apologies: 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 forty first meeting of the Press Recognition Panel.
2. The Chair noted that apologies had been received from Board member Harry Cayton.

Declaration of members' interests

3. There were no new interests to declare and the members confirmed that the register of interests was up to date.

Minutes of the meeting held on 18 December 2018, outstanding actions and matters arising

4. The draft minutes of the meeting held on 18 December 2018 were **noted** as factually correct and **agreed** subject to minor amendments at paragraphs 5 and 20.

Chief Executive's report – February 2019 – Paper PRP91(19)

5. The Board received a paper which provided an update on Executive activity since the January CEO report that had been circulated by email. The Board **noted** the interim January CEO report and supporting Annexes.
6. The CEO explained that the Executive had considered the issue of IMPRESS' payment of the fees by instalment as part of the Cyclical review and potential implications under the Charter. IMPRESS had paid the first cyclical review fee in two instalments in 2017/18 and had adopted the same position again for this year. We agreed to consider the matter as part of the cyclical review.
7. **Post meeting note:** The final payment £110k was received by 27 February 2019.
8. Printed copies of the annual state of recognition report had been received by the Board. The report had been published on our website and shared with parliamentarians and stakeholders on our database.
9. The Board **noted** with thanks the contents of the Chief Executive's report.

Finance report – January 2019 – Paper PRP92(19)

10. The Board **noted** the latest financial position as at 31 January 2019 and the continuing drive to efficiently and effectively utilise resources.

Governance procedures and policies review – Paper PRP93(19)

11. The Board considered the updated policies and procedures and accepted the proposed changes with the following additions:
 - Appendix 2 – Policy on Board and Independent members remuneration: a new paragraph to be inserted to confirm the remuneration of the Independent members and that this will continue to be reviewed annually as part of the remuneration review.
 - Appendix 6 – Mission and Approach: add the statement that we review annually.
 - Appendix 10 – Procurement: to be updated to state that for items over £2,500 two quotes will be obtained and for items over £20,000, three quotes will be obtained.
 - Appendix 13 – all references to the Chair will be updated to 'they'.

Arrangements for Board succession planning - Paper PRP94(19)

12. The Board considered a paper that set out the recent discussions of the Nominations Committee. The Board agreed the idea that in principle, two reappointment cycles for members could be:
Pool 1: 3 November 2019 - 2 November 2020 (1-year term), and
Pool 2: 3 November 2019 – 2 November 2022 (3-year term).
13. The Board **noted** that the Nominations Committee will be providing detailed recommendations for approval at the August 2019 meeting. The recommendations will address the recruitment process for the new appointments, including the potential use of executive search agencies to ensure a broad representation as part of the advertising strategy. This would be considered alongside the associated cost implications.
14. The Board **noted** in principle the potential suggested re-appointment term for the Chair and **agreed** that the Senior Independent Board member would chair a meeting of the Nominations Committee and provide recommendations to the Board at its meeting on 14 May 2019. It was **noted** that the Chair may resign from the role earlier subject to the needs of the organisation and the recruitment of a suitable Chair. The Committee had agreed that it would be necessary for the new Chair to have a detailed handover and attend a few Board meetings to aid understanding and knowledge prior to taking on the role formally.

Any other business and close of public session

15. None raised.

BOARD MEETING – CONFIDENTIAL SESSION

Minutes of the meeting held on 18 December 2018, outstanding actions and matters arising

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

Draft business plan and budget – Paper PRP95(19)

17. redacted

Quarterly Risk register review – Paper PRP96(19)

18. The Board **agreed** the updated register with no further comments noted on the risks.

19. The Board discussed the proposed facilitated strategic discussion and agreed that it would be beneficial to hold this either in December 2019 or January 2020. A scoping discussion would take place during the Board meeting in August 2019.

Any other business and close of confidential session

20. None raised.

Date and time of next meeting

21. The next scheduled meeting of the Board will take place at 10:00 on 26 March 2019 at Mappin House, 4 Winsley Street, London W1W 8HF.

Drafted: Saima Ansari
Executive Administration Manager

Signed: David Wolfe QC
Chair