

Board Meeting 41 Minute

14:00 – 17:00, Tuesday 18th February 2020
16-18 New Bridge Street, London EC4V 6AG

Present: Shelina Janmohamed, David Leigh, Walter Merricks (Chair), David Robinson (Treasurer), Pam Vick, Andrea Wills

Also in attendance: Lee Hall (minute), Jonathan Heawood, Lexie-Kirkconnell-Kawana (partial), Ed Procter

No.	Public minute for website
1.	<p data-bbox="284 1003 1385 1048"><u>Procedures</u></p> <p data-bbox="284 1088 1385 1122"><u>Apologies</u></p> <p data-bbox="284 1131 1385 1164">Deborah Arnott & Patrick Swaffer sent apologies.</p> <p data-bbox="284 1216 1385 1285">Patrick Swaffer was stepping down from the board at the end of February 2020.</p> <p data-bbox="284 1341 1385 1375"><u>Declarations of Interest</u></p> <p data-bbox="284 1384 1385 1417">None.</p> <p data-bbox="284 1469 1385 1503"><u>Minute</u></p> <p data-bbox="284 1512 1385 1545">The meeting 40 minute was approved.</p> <p data-bbox="284 1597 1385 1630"><u>Rolling action list</u></p> <p data-bbox="284 1639 1385 1673">The Board noted the Rolling Action List.</p> <p data-bbox="284 1724 1385 1758"><u>Internal Report</u></p> <p data-bbox="284 1767 1385 1800">The Board noted the Internal Report.</p> <p data-bbox="284 1852 1385 1886"><u>External Report</u></p> <p data-bbox="284 1895 1385 1928">The Board noted the External Report.</p> <p data-bbox="284 1980 1385 2013"><i>LKK joined the meeting.</i></p>

	<p>LKK talked to the board about the Age Appropriate Design Code and its implications for media organisations.</p> <p><i>LKK left the meeting.</i></p>
<p>2.</p>	<p><u>Strategic update</u></p> <p><u>Relationship Agreement</u> The board approved the Relationship Agreement between IMPRESS and PINF.</p> <p><u>Secondment Letter</u> The board approved the secondment of JH to PINF and the secondment letter.</p> <p><u>Transition Plan</u> The board approved the Transition Plan.</p>
<p>3.</p>	<p><u>Budget</u></p> <p><u>Four-year rolling budget</u> The board approved the budget which would be included in the annual Participants' Consultation. If no significant consultation responses were received, the budget would be approved for 2020-21. If significant responses were received, these would be discussed at the March Away Day.</p>
<p>4.</p>	<p><u>Committee reports</u></p> <p><u>Report from Code Committee</u> The Code Committee Chair briefed the board on recent activity undertaken by the Committee including work on the discrimination clause, below the line comments, opportunity to respond and liaison with the ICO. The next meeting was on April 22nd.</p> <p><u>Report from Business Development & Communications Committee</u> This committee was renamed and repurposed as the Communications Committee. A new Terms of Reference would be submitted for board approval. The Committee would work on a Communications & Engagement Strategy.</p> <p><u>Report from Finance & Audit Committee</u> The Committee Chair updated the board on the financial position, which was strong and with no significant variances from budget.</p>

	<p>The board discussed and approved updates to the Risk Register. It was noted that the annual risk workshop will take place at the March Away Day.</p>
5.	<p><u>Governance</u> The board had a discussion on executive remuneration and board succession planning.</p>
6.	<p><u>Any Other Business</u> None.</p>