

3:00-6:00 pm, Friday 25 September 2015  
 83 Victoria Street, London SW1H 0HW

**Present:** Walter Merricks (Chair), Iain Christie, Deborah Arnott, David Robinson, Patrick Swaffer, Maire Messenger-Davies

**In attendance:** Jonathan Heawood, Alex Cisneros (Minutes)

Item
<p><b>1. <u>Apologies</u></b></p> <p>None</p>
<p><b>2. <u>Declarations of interest</u></b></p> <p>None</p>
<p><b>3. <u>Minutes:</u></b> to approve the records of the last Board meeting</p> <p>Agreed pending amendment of Minutes.</p>
<p><b>4. <u>Matters arising:</u></b> to discuss any significant matters arising from the minutes not otherwise covered on this agenda</p> <p>There was a discussion about how secure sending documents via email is. <u>It was agreed that Board Members and Members of committees should use the secure server to access documents.</u></p>
<p><b>5. <u>Reports:</u></b> to review the following</p> <p><b>Directors' Report</b>                  John Whittingdale MP gave evidence to the Culture, Media and Sport Select Committee. He was asked about when he intended to commence the sections in the Crime and Courts Act 2013. He was unclear about when this would be.</p> <p>The implications of the sections not being commenced was discussed.</p> <p><b>Risk register</b>                  Updated since last meeting</p>
<p><b>6. <u>Finances:</u></b> to appoint auditors and approve the following</p> <p><u>Agreed on an organisation to audit IMPRESS.</u></p> <p><b>Business plan</b></p>

Amended in line with the agreement from last Board meeting.

**IPRT Funding Agreement**

Jonathan updated Board about the agreement as between IPRT and IMPRESS.

Agreed that this agreement would be made public in due course.

**7. Governance:** to approve the following

**Terms of Reference of Appointment Panel**

Revised in line with the revisions from the last Board meeting.

Process to get someone with journalistic experience on the Board has started.

**Governance Policy**

Revised in line with the revisions from the last Board meeting.

**8. Recognition:** to review the timing of our application to the PRP in light of responses to the PRP consultation and approve the following

Best not to seek recognition on the 1<sup>st</sup> Oct as previously thought but rather postpone. For two reasons:

- 1) Funding not in place
- 2) No publishers in place

Changes to the application were made from last meeting.

Agreed 12<sup>th</sup> November Board meeting to sign off. If ready before and we have enough publishers, we will convene and make decisions by email.

**9. Code Committee**

Note the minutes from the last Code Committee meeting.

Agreed to go back to IMPRESS's lawyer with changes to the agreement.

**Code Guidance**

Agreed in principle unless there is an inaccuracy. Update Board by email.

**10. Service Development**

**Standards Code:** to review the Code Committee minutes and the note following conference with counsel and approve the Code Guidance.

**Procedures:** to approve

Is it hitting the right level? Is this too much detail?

<p><u>Agreed to give to PRP and have minuted meetings with them about whether it is too much detail.</u></p> <p>Advisory notice explained and discussed.</p> <p><b>Mediation:</b> to review the decision to offer mediation and – if this is agreed – approve the following</p> <p><u>Agreed that at the point of recognition it isn't necessary to have a mediation scheme and we shouldn't do anything that isn't necessary. No mediation scheme yet but do want to work on it.</u></p> <p><b>Arbitration:</b> to approve</p> <p>Subsidise arbitration for small publishers. We will offer one free arbitration a year for each publisher where their turnover is less than a million. <u>Agreed.</u></p> <p><u>Approve arbitration scheme.</u></p>
<p><b>11. <u>Communications:</u></b> to approve</p> <p><u>Annual report template agreed.</u></p>
<p><b>12. <u>Marketing:</u></b> to approve</p> <p><u>Publisher sign up document agreed.</u></p>
<p><b>13. <u>Any Other Business:</u></b></p>

The next Board meeting will take place from 2:00–6:00pm on Thursday 12 November 2015 at 83 Victoria Street, London SW1H 0HW.