

Board Meeting 24 Minute

14:00 – 17:00, Thursday 14 March 2017
16-18 New Bridge Street, London EC4V 6AG

Present: Walter Merricks (Chair), Deborah Arnott, Iain Christie, Martin Hickman, Emma Jones, David Robinson.

Also in attendance: Edward Procter, Jonathan Heawood, Lee Hall (minutes).

No.	Item	Action items
1.	<p><u>Procedures</u></p> <p>Apologies Máire Messenger-Davies and Patrick Swaffer sent their apologies.</p> <p>Declarations of Interest None.</p>	
2.	<p><u>Judicial Review</u></p> <p>The current position on the Judicial Review was considered. A confidential discussion followed.</p>	
3.	<p><u>Strategic Planning</u></p> <p>Strategic Plan for 2017-21 and its top-level objectives were reviewed.</p> <p>The Operational Plan for 2017-18 was reviewed. The key theme was improving our operational environment.</p> <p>An updated version of the 2017/18 budget was reviewed. The Finance & Audit Committee would closely monitor income and expenditure during the year.</p>	

No.	Item	Action items
	<p>The PRP was about to launch a consultation on what its fee would be. EP was requested to look into fees charged by other oversight regulators.</p> <p>On the question of the use of consultants it was agreed that the Operational Plan moved the organisation towards building internal capability, using consultants only for specialist tasks.</p> <p><u>The Board agreed that business development remained the organisation's priority.</u></p> <p><u>After receiving results of the Participants' Consultation the Board agreed that publisher tariffs would stay at the same level for 2017/18.</u></p> <p>The Board approved:</p> <ul style="list-style-type: none"> • <u>Strategic Plan 2017-21</u> • <u>Operating Plan 2017-18</u> • <u>Budget 2017-18</u> • <u>Participants' Consultation Decisions Paper</u> 	<p>EP to benchmark fees</p>
<p>4.</p>	<p><u>Communications & Branding</u></p> <p>Representatives from a communications consultancy gave a presentation. The Board welcomed the suggested approach.</p> <p>The Board understood that the consultancy was offering a contract in two phases.</p> <p>The Board requested more detail on:</p> <ul style="list-style-type: none"> • What would be covered in Phase 2 • Which consultancy staff would work on the project • Any additional costs that might be incurred • What skills this arrangement would build internally for IMPRESS <p>JH would carry forward discussions with the consultancy.</p>	
<p>5.</p>	<p><u>Governance</u></p> <p>The Chair said the next stage of the Review Panel's work was about to begin and would be completed soon.</p>	

No.	Item	Action items
	The April meeting would be used for a daylong event.	
6	<p><u>Standards Code</u></p> <p>The Code was now in final form approved by the Code Committee. Plans for moving towards launch and implementation of the Code were discussed. There would not be a further formal consultation, although the Code was currently being road-tested by some IMPRESS-regulated publishers and it was agreed to consult the Society of Editors and NUJ for feedback on the final version.</p>	
7	<p><u>Previous Meeting</u></p> <p>Minutes & Matters Arising</p> <p>The Board considered the action points from the previous meeting.</p> <p><u>The Board approved the previous meeting's Minute.</u></p>	
8	<p><u>Information</u></p> <p><u>The Board noted the External and Internal reports.</u></p> <p>There was discussion on the status of the Government consultation on Section 40. The Select Committee's recent consultation submission had had positive elements for IMPRESS.</p>	
9	<p><u>Any Other Business</u></p> <p>Guidance was given on upcoming matters that should be recorded on the Gifts & Hospitality Register.</p>	
	<p><u>Next Board meeting: Thursday 11th April, 10:00 – 16:00 away day – location details to follow.</u></p>	