

Board Meeting 25 Note

14:00 – 17:07, Tuesday 16 May 2017
16-18 New Bridge Street, London EC4V 6AG

Present: Walter Merricks (Chair), Deborah Arnott (from 14:22), Iain Christie (joined by phone), Martin Hickman, Emma Jones, Máire Messenger-Davies, David Robinson, Patrick Swaffer.

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

No.	Item
1.	<p><u>Procedures</u></p> <p>Apologies Deborah Arnott would be joining late.</p> <p>Welcome Patrick Swaffer was welcomed back after previous illness.</p> <p>Declarations of Interest None. The imminent redrafting of the Directors' Interests form was noted.</p>
2.	<p><u>Previous Meeting Minute & Matters Arising</u></p> <p>The rolling action list was completely up to date.</p> <p><u>The Board approved the previous meeting's Minute.</u></p>
3.	<p><u>Information</u></p> <p><u>Internal report</u> PRP: The deadline was tomorrow (May 17) for the PRP fee consultation. Benchmarking showed that the PRP was proposing to charge a proportionately very high fee –</p>

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	<p>around 25% of IMPRESS turnover in cash terms.</p> <p>IMPRESS's response to the consultation had been finalised to be submitted and then shared with the Board.</p> <p><u>DA joined the meeting at 14:22.</u></p> <p>Arbitration: Our arbitration scheme was being used and was working very well.</p> <p>Code: Code implementation was pushing ahead ready for the Code going live on 24 July. The Board felt more resources could have been directed towards getting press coverage of the Code launch but the coverage received was of a reasonable nature.</p> <p>PR: Our PR Consultant would be finishing her work with IMPRESS at the end of the month. The Executive were focussing on bringing Communications and PR work in house.</p> <p>Membership: There was a steady growth in new members over March and April with the number of regulated publications reaching 49. The latest signup was BellingCat, which recently won an award for investigative journalism.</p> <p>Insurance: The insurance introduction scheme had been signed off by the underwriters and was nearing completion.</p> <p>IPRT: The Executive was chasing an update on the capacity building grant.</p> <p>Crowdfunding: The Executive had come to the conclusion not to pursue crowdfunding at this time.</p> <p>Judicial Review: The Board requested to see the second witness statement.</p> <p>Staff: Two new members of staff had recently joined IMPRESS: Office Administrator Sonia Giga and Business Development Executive Konsta Saastamoinen.</p> <p>Health & safety: A health & safety report would be coming to the Board soon as the Executive had begun a contract with an external health & safety consultancy.</p>

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	<p>IT: IMPRESS was unaffected by recent malware attacks. IMPRESS operating systems are kept fully up to date with several backup systems.</p> <p>Complaints: The Board would like to see a Regulatory Activity Report, covering new members, resignations, complaints, and any other regulatory activity as a summary paper for each Board meeting.</p> <p><u>The External Report was noted.</u></p>
4.	<p><u>Regulation</u></p> <p>The Executive requested the Complaints Scheme and the Arbitration Scheme to be looked at by the Legal Working Group with a view to updating them.</p> <p><u>The Board agreed that the Legal Working Group will review the Complaints Scheme and the Arbitration Scheme.</u></p> <p>The Board noted that changes to the Arbitration Scheme would need to be approved by the Chartered Institute of Arbitrators (CI Arb). The Executive said CI Arb had already given positive signals about the changes.</p>
5.	<p><u>Financial & Risk Review</u></p> <p><u>Risk Register</u></p> <p>The Board went through the Risk Register. It had been approved by the Finance & Audit Committee.</p> <p>The Board requested several updates to the Risk Register.</p> <p><u>Finance Review</u></p> <p>The biannual grant from IPRT came in ; income to be recognised in the next quarter's Report.</p> <p>The Finance & Audit Committee Chair updated the Board on the status of IMPRESS's bank accounts.</p> <p><u>The Board approved a request from the Finance & Audit Committee Chair to open two new bank accounts.</u></p>

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	<p><u>The Board approved the finance reports.</u></p> <p><i>There was a short break at 15:17 before resuming at 15:27</i></p>
6	<p><u>Governance</u></p> <p><u>Report of the Review Panel</u> A confidential discussion was held about the Review Panel Report.</p> <p>Martin Hickman declared an interest in the publication Byline and recused himself from any Byline-related regulatory issues.</p> <p>The Board adopted the Review Panel Report with a few very minor factual corrections.</p> <p><u>Draft Code of Conduct</u> The Board looked at amendments suggested by the lawyers to the Code of Conduct. The Executive will go back to the lawyers on some of their amendments before the document can be approved by the Board.</p> <p>The Code of Conduct will need to be consulted on. This will be done by putting the document on the IMPRESS website.</p> <p>The deadline for both documents to be amended is the evening of 17th May 2017.</p>
9	<p><u>Any Other Business</u> Future meetings will be tabled to run from 14:00 to 17:00.</p>
	<p><u>Next Board meeting: Tuesday 13th June, 14:00 – 17:00</u> <u>IMPRESS, 16-18 New Bridge Street, EC4V 6AG.</u></p>