IMPRESS Board
Minute of Meeting 5

2:00 – 6:00pm, Friday, 15 May 2015
83 Victoria Street, London SW1H 0HW

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

In attendance: AC (minutes), DH, JH, NP (minutes)

1. Apologies

None were received

2. Declarations of Interest

It was noted that a Board member, in another capacity, is still involved in a complaint to IPSO.

3. Minutes of Meeting 4 at 2.00pm on 23 April 2015

The record of minutes from the last Board meeting were approved and the records of the most recent working group meetings were noted.

4. Matters arising from the minutes not otherwise covered on this agenda

It was agreed that the whistleblowing hotline would be outsourced.

It was further agreed that IMPRESS should be registered as a company.

5. Governance

The preliminary draft of the Business Plan was approved.

The IMPRESS Risk Register was revised.


The Draft Publisher Contract was revised.

The duration of the Membership Scheme Agreement was agreed.

The IMPRESS Complaints-handling Systems Options paper was considered. The paper summarised an approach to the systems necessary to manage and record the IMPRESS regulatory scheme. It was agreed that the Board will continue considering options.
7. Recognition

It was agreed that IMPRESS will seek recognition.

8. Marketing and Communications

It was agreed that the Communications Policy should be framed around the Royal Charter.

The Board noted that letters had been drafted to all key stakeholders to alert them about IMPRESS’s intention to seek recognition.

9. Service Development

9.1 Arbitration: The IMPRESS/CIArb arbitration scheme rules were considered.

- There was discussion about the costs of Arbitration
- The Board mandated the Legal Working Group to continue to consider changes to the arbitration scheme rules.

9.3 Guidance on the Standards Code:

- It was agreed that the public version of guidance should be made available on IMPRESS’s website to supplement guidance on the public interest from Dr Paul Wragg.
- It was agreed that the Code Guidance should be considered by the Journalism Working Group and the Code Committee.

9.4 Advisory Service

- The Advisory Service Protocols were approved.

9.5 Publisher Sign-Up Procedure

- The Publisher Sign-Up Procedure was approved.