

## 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

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None were received

### 2. Declarations of Interest

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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

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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

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It was **agreed** that the whistleblowing hotline would be outsourced.

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

### 5. Governance

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The preliminary draft of the **Business Plan** was **approved**.

The IMPRESS **Risk Register** was **revised**.

### 6. Service Development Policies and Procedures

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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.

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### 7. Recognition

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It was **agreed** that IMPRESS will seek recognition.

### 8. Marketing and Communications

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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

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**9.1 Arbitration:** The IMPRESS/CI Arb 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**.