

## Minute of IMPRESS Board Meeting 6

2:00 – 6:00pm, Tuesday, 16 June 2015

83 Victoria Street, London SW1H 0HW

Present: Iain Christie, Sue Evison, Maire Messenger-Davies, David Robinson,  
Patrick Swaffer, Walter Merricks

In attendance: Alex Cisneros, Dianne Haley, Jonathan Heawood, and (minutes)

No.	Item	Action Points
1.	<p><b>Apologies</b></p> <p>Apologies were received from Deborah Arnott</p>	
2.	<p><b>Confidential Business</b></p>	
3.	<p><b>Declarations of interest:</b> none</p>	
4.	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• <b>IMPRESS 5<sup>th</sup> Board Meeting Minutes (6/2)</b></li> <li>▪ <b>IMPRESS 5<sup>th</sup> Board Meeting Note (6/3)</b></li> <li>▪ <b>IMPRESS Collated Working Group Minutes (6/4)</b></li> </ul> <p>Note and minutes of meeting 5 were approved, and the collated working group minutes were noted.</p> <p><u>It was agreed that the minutes of IMPRESS Board meetings are to be published on the website</u></p>	<p><b>AC to publish minutes of Board meetings on the website</b></p>
5.	<p><b><u>Matters arising</u></b></p> <p>None</p>	
6.	<p><b><u>Reports:</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>IMPRESS Directors' Report June 2015 (6/5)</b></li> </ul> <p>IMPRESS is waiting to hear back from CIArb about the procedures necessary for making amendments to documents.</p> <p>The discussion then turned to IPRT's charitable status.</p> <p>IMPRESS's being granted recognition is not necessary for the receipt of funding.</p> <ul style="list-style-type: none"> <li>▪ <b>IMPRESS Financial Report June 2015 ( 6/6)</b></li> </ul> <p>It was noted that discussions with other potential sources of funding were ongoing.</p>	<p><b>Legal group to decide on changing the Arbitration scheme.</b></p>

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	<ul style="list-style-type: none"> <li>▪ <b>IMPRESS Engagement Report June 2015 (attached: 6/7)</b></li> <li>▪ <b>IMPRESS Project Plan Update June 2015 (attached: 6/8)</b></li> </ul> <p>It was noted that the transfer from The IMPRESS Project to IMPRESS (the regulator) is expected to take place in September 2015.</p> <p><u>It was agreed that the Business Plan should be reviewed by the strategy group to be made available for the Board meeting in July</u></p> <ul style="list-style-type: none"> <li>▪ <b>IMPRESS Risk Register June 2015 (6/9)</b></li> </ul> <p><u>It was agreed no immediate changes should be made to the register and for there to be a more thorough review at the next Board meeting</u></p>	<p><b>JH and DH to finalise Business Plan for review by Strategy Group at meeting on 30 June.</b></p>
7	<p><b><u>Governance</u></b></p> <p>7.1 <b>Articles of Association:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Revised Mem and Arts (6/10)</b></li> </ul> <p><u>The Revised Mem and Arts were ratified</u></p>	<p><b>AC to register IMPRESS</b></p>
7.2	<p><b>Code Committee:</b></p> <ul style="list-style-type: none"> <li>▪ <b>IMPRESS Code Committee Nominated Candidates (6/11)</b></li> </ul> <p><u>It was agreed that the number of Code Committee members would be reduced and that the Terms of Reference would therefore require amending.</u></p> <p><u>The nominations were ratified.</u></p> <p><u>It was agreed that the Guidance on the Editors' Code is a discussion document for the Code Committee to review.</u></p>	
7.3	<p><b>Press Recognition Panel:</b> to agree IMPRESS's approach to the PRP consultation.</p> <p><u>The Strategy Group were mandated to approve the PRP consultation.</u></p>	
8.	<p><b><u>Service Development</u></b></p> <p>8.1 <b>Pilot Group:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Pilot Publishers Group Report (6/12)</u></b></li> </ul> <p><u>The agreed approach to be taken with hyper-locals is to provide help with networking, training with law and provide practical help and support, whilst maintaining sufficient distance when regulating.</u></p>	

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8.2	<p><b>Complaints-handling:</b> to identify a preferred approach to handling complaints in the first phase of IMPRESS operations.</p> <ul style="list-style-type: none"> <li>▪ <b>Complaints-handling Capacity (6/13)</b></li> </ul> <p><u>It was agreed that there should be a focus on compliance with the Regulatory Scheme, for IMPRESS to maintain its recognition status.</u></p>	
9.	<p><b><u>Marketing and Communications</u></b></p> <p><b>Branding:</b> to confirm any actions arising from the brand language workshop on 10 June</p>	
10.	<p><b><u>Organisational Policies:</u></b> to approve the following policies:</p> <ul style="list-style-type: none"> <li>▪ <b>Whistleblowing (6/14)</b></li> <li>▪ <b>Disciplinary and Grievance (6/15)</b></li> <li>▪ <b>Board Governance (6/16)</b></li> <li>▪ <b>Anti-Corruption and Bribery (6/17)</b></li> <li>▪ <b>Health and Safety (6/18)</b></li> </ul>	
	<p><b><u>Any Other Business:</u></b> None</p>	
	<p><b><u>Date and time of next meeting:</u></b> the 7<sup>th</sup> Board meeting will take place from 2:00–6:00pm on Thursday 16<sup>th</sup> July 2015 in the Berlin meeting room at 83 Victoria Street, London SW1H 0HW.</p>	