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**MINUTES of the BOARD MEETING**  
**Held on Wednesday 6 April 2016 at 10.30 a.m.**  
Gate House, 1 Farringdon Street, London EC4M 7LG

Present: Sir Alan Moses (Chairman)  
Rick Hill  
Anne Lapping  
Sir Martyn Lewis  
Charles McGhee  
Mehmuda Mian  
Keith Perch  
Richard Reed (**Items 8 – 15**)  
Ruth Sawtell  
Charlie Wilson

Attending: Elisabeth Bardin – Executive Assistant to Chairman (**Items 1–11**)  
Niall Duffy – Director of External Affairs (**Items 1–11**)  
Ben Gallop – Senior Complaints Officer (**Items 1–11**)  
Michelle Kuhler – PA to CEO – minute taker (**Items 1– 11**)  
Bianca Strohmann – Senior Complaints Officer (**Items 1–11**)  
Matt Tee - Chief Executive  
Charlotte Urwin – Head of Standards (**Items 1–11**)

Observing: Sir Joseph Pilling – Independent Reviewer  
Zoe Gannon – Independent Reviewer Assistant  
Liam Tedds – Standards Officer (**Items 8-11**)

1. Apologies and Welcome

Apologies for absence were received from Trevor Kavanagh and Kevin Hand.

2. Declarations of Interest

None.

3. Minutes of the Previous Meeting

The minutes of the previous meeting held on 24 February 2016 were approved as a true and accurate record.

4. Matters Arising

**15.3 IPSO Risk register**

The top five risks had not been submitted to the Board meeting, the Chief Executive apologised for this oversight and confirmed that these would be incorporated going forward.

5. Chairman's Report

The Chairman introduced Sir Joseph Pilling and Zoe Gannon who had attended the meeting as observers, mentioning that they were looking to interview members of both the board and complaints committee, something that the Chief Executive would pick up with members separately.

The Chairman mentioned the Queens complaint and how this was being dealt with more speedily, this was not down to the source of the complaint but that IPSO wanted the decision before the referendum.

He went onto update the Board on the recent events that he had attended. The Press Awards, ran by the Society of Editors and mentioning how it was a shame that the people that criticise the press do not attend these event, to see the journalist good work recognised. He finds these types of events heart-warming, with a range of awards, even from the most unlikely papers. He also attended The Press Club Lunch Awards, which was a lighter hearted event.

The Chairman concluded his report by confirming the date for his scheduled Lecture Tuesday 12<sup>th</sup> April.

6. Chief Executive's Report

The Chief Executive introduced his report.

The Chief Executive provided the board with a general update on the progress of the Whistleblowing Hotline, he reassured the Board that the hotline would not be called Crimestoppers there would definitely be a separation to identify the line being for IPSO. He informed the Board that Charlotte Urwin had been to train the staff at the Crimestoppers call centre and that this had been successful. He informed the Board that there would be a slight delay on launching the hotline due to an issue with the Web form that was currently being resolved.

The Chief Executive confirmed to the Board that the Liaison Committee would hold their first meeting this month and will report back to the Board.

The Chief Executive proposed to the Board that IPSO should formally re issue the Financial Sanction Guidance on our website.

**Resolved: that we should amend the wording on our website to reflect that IPSO have re-issued the Financial Sanction Guidance**

The Chief Executive finished his report informing the Board that a paper will be submitted to the next meeting on the Arbitration Scheme

7. Director of External Affairs' Report

The Director of External Affairs introduced his report, informing the Board that Quarter One had finished the previous week and IPSO had meet all objectives as laid out.

The Director of External Affairs then took the Board through the grid and provided an update on the new Website progress, informed the board. Board members were invited to view the new website following the board meeting.

He concluded his report by informing the Board that the annual report combined with the audited accounts would be submitted at the next board meeting.

**The Board adjourned for 5 minutes**

8. Complaints Report

Ben Gallop introduced the report, firstly updating the Board on a Q&A Breakfast scheduled to be held in June here at IPSO with the Samaritans here at IPSO, and he would send all Board members an invite for this event.

Ben then went onto inform the Board members that they are welcome to attend the Internal weekly complaints meeting held with the complaints officers, normally this is held Wednesday, but there is flexibility to do this on other days to accommodate member's attendance.

A member of the Board who had previously attend one of the complaints meetings highly recommend that the other members attend.

He then invited the Board to discuss the reports on the complaints performance. A member of the Board requested that trend information comparison be incorporated in to the complaints table for future meetings.

9. Finance and Performance Report

9.1 Finance Report

The Chief Executive present the finance report.

**Resolved: Draft letter to the RFC along with formal loan document in relation to repayments and expectations**

9.2 Performance Report

The Chief Executive presented the Performance report, highlighting that the tracking arrow had been added to indicate whether achievement of the objective is likely.

**The Board noted the report.**

The Chief Executive concluded by supplying an update on the Editors Code Handbook, Jonathan is drafting this and is in close communication with both Standards and Complaint, the reason this is taking longer to complete is due to the thoroughness that is going into the production.

10. Compliance – annual reports and compliance with requirements

The Head of Standards introduced her report. Two key parts compliance role and annual statements.

In respect of the annual statements there are six statements outstanding, four magazines and two newspapers. Overall they were meeting requirements, good practice regional and magazines with a few small areas that need to be addressed.

The Chairman commented that considering what we do as a regulator the system of accountability is a very very important function that has not happened before and is integral to the importance of the work being done.

11. Standards Investigations

The Chairman did not want a full discussion on this paper today

**The Board was invited to discuss the principles for deciding whether or not to launch a Standards Investigation and the proposal to undertake a consultation.**

The Board was asked to consider what skills and experience it would expect to see represented in the panel.

All IPSO staff members left the meeting for the remaining items

12. Staff Survey follow up
  
13. Audit and Risk Committee Minutes
  
14. Any other Business
  
15. Date of next meeting

The date of the next meeting was confirmed as Wednesday 25<sup>th</sup> May 2016 at 10.30am

The meeting finished at  
Michelle Kuhler  
PA to CEO