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**MINUTES of the BOARD MEETING**  
**Held on Wednesday 6 November 2019 at 10.30 a.m.**  
Gate House, 1 Farringdon Street, London, EC4M 7LG

Present: Rick Hill (Deputy Chairman)  
Anne Lapping  
Matthew Lohn  
Ian MacGregor  
Charles McGhee  
Ruth Sawtell  
Claire Singers  
Martin Trepte  
Charlie Wilson

Attending: Vikki Julian – Communications Manager  
Michelle Kuhler – PA/minute taker  
Holly Pick – Joint Head of Complaints  
Matt Tee – Chief Executive  
Charlotte Urwin – Head of Standards

Observer: Lord Edward Faulks QC (Chairman Designate)

1. Welcome and Apologies

In the absence of Sir Alan Moses, the Board agreed that Rick Hill should chair the meeting.

The Chairman welcome Lord Faulks to the meeting.

Apologies were received from Sir Alan Moses and Mehmuda Mian.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting

The minutes of the previous meeting held on 25 September 2019 were approved as a true and accurate record.

#### 4. Matters Arising

The Chair informed the Board that there was one matter that they would deal with once all the other items had been concluded, at which point all the IPSO staff would be asked to leave the room.

He also confirmed that Mike Soutar who sent apologies for the last meeting had since left the Board to become Chief Executive at the Evening Standard. The Board agreed a vote of thanks to Mike for his time with IPSO, and in particular for his work on the IPSO funding agreement.

#### 5. Chief Executive's Report - oral

The Chief Executive updated the Board on progress in the recruitment of a new industry member for the Board.

He reported that there would be both a new Secretary of State for Digital, Culture, Media and Sport and a new Shadow Secretary of State, after Nicky Morgan MP and Tom Watson MP had each announced that they were standing down from Parliament at the election.

He reassured the Board that although the Duke and Duchess of Sussex were suing some newspapers, they were also still using IPSO's services.

He finished by thanking all those that attended IPSO's 5<sup>th</sup> anniversary and the Chairman's leaving event held recently at the Stationers Hall.

#### 6. Complaints Report

Holly Pick, Joint Head of Complaints, introduced the report updating the Board on the main developments in complaints.

*Action point: Photo sheet of complaints team and position held to be produced for the Board.*

**The Board noted the report.**

#### 7. External Affairs Report

The Communications Manager introduced her report, highlighting how IPSO's presence at the annual meeting of Support Suicide had led her to her establishing contact with the Coroners Court Support service.

She also drew the Board's attention to the proactive approaches staff had made when major incidents had occurred.

Board members thanked her for contacting Police Scotland and PSNI.

Matthew Lohn informed the Board that his firm were acting on behalf of a couple of companies regarding the Grenfell Inquiry.

**The Board noted the report.**

#### 8. Finance, performance report and risk management

The Chief Executive introduced the reports. IPSO had made a surplus on the month and he explained the reasons for this.

He informed the Board that we were looking at bringing forward some management training and research regarding Clause 12 (Discrimination) that had been scheduled for next year into this year.

Given the substantial surplus that was likely at the end of the year, the Chief Executive proposed that an in year loan repayment be made to the RFC.

**The Board agreed the proposal to for a loan repayment of up to £100k.**

He updated the Board on the Performance Report and highlighted the areas that were at risk of not being achieved.

He finished by introducing the Risk Management report and taking questions from the Board.

**The Board noted the reports.**

#### 9. Information Security update report

The Chief Executive introduced the report. He thanked Tonia Milton, Systems and Office Manager, who had been responsible for most of the work and expressed how pleased we were to be reaccredited as ISO27001 compliant this year.

It was agreed that the Audit and Risk Committee should maintain oversight of IPSO's information security processes and that penetration testing of IPSO's systems should be conducted as soon as possible.

**The Board noted the report.**

#### 10. Any other business

Charles McGhee reported that the Scottish Parliament's cross-party group had published their guidelines on reporting on Muslims and Islam, in which IPSO was mentioned a few times. Charlotte Urwin, Head of Standards, provided the Board with an update on where IPSO was with its own guidance on the subject.

**The IPSO staff left the room at this point.**

#### 11. Date of next meeting

The date of the next meeting is Wednesday 11<sup>th</sup> December.

Michelle Kuhler  
PA to Chairman and CEO