

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 Strohmman – 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.

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 announced the good news regarding the birth of Charlotte Dewar's baby, Alice.

He introduced Sir Joseph Pilling and Zoe Gannon who were attending 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 complaint from Buckingham Palace which was being processed by the complaints team in the usual way.

The Chairman had recently attended the Press Awards, run by the Society of Editors. He commented that it was a shame that the people that criticise the press do not attend these event, to see the good work of journalists recognised. He had also attended and spoken at The London Press Club Awards.

The Chairman concluded his report by confirming the date for his lecture as Tuesday 12th 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 informed the Board that Charlotte Urwin had been to train the staff at the Crimestoppers call centre and that this had been successful.

The Chief Executive confirmed to the Board that the Liaison Committee would hold its 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, following the changes to the regulations. It was not proposed to change the guidance.

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

7. Director of External Affairs' Report

The Director of External Affairs took the Board through the grid and provided an update on progress on the new website. 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 published in the summer.

The Board adjourned for 5 minutes

8. Complaints Report

The joint Head of Complaints introduced the report, firstly updating the Board on a Q&A Breakfast scheduled to be held in June here at IPSO with the Samaritans and others to review the evidence on imitative suicide. He would send all Board members an invitation for this event.

He 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 took the Board through complaints performance. A Board member requested that trend comparison information be incorporated in to the complaints table for future meetings. The joint Head of Complaints agreed to do this.

9. Finance and Performance Report

9.1 Finance Report

The Chief Executive presented the finance report, drawing the Board's attention to the management accounts, which showed that IPSO spending was very close

to plan. He also reported to the Board on the loan from the RFC, which needed to be formalised.

Resolved: The Board asked the Chairman to write to the Chairman of the RFC to set out IPSO's expectations with regard to the loan.

9.2 Performance Report

The Chief Executive presented the Performance report, highlighting that tracking arrows had been added to indicate whether achievement of the objective was more or less likely than at the previous meeting.

The Board noted the report.

The Chief Executive concluded by supplying an update on the Editors Code Handbook, which is being written by the Secretary of the Editors' Code Committee. The publication of this is taking longer than anticipated, but the Board was reassured that the writing of the handbook was being done in close cooperation with IPSO staff.

10. Compliance – annual reports and compliance with requirements

The Head of Standards introduced her report. In respect of annual statements there were six statements outstanding, four from magazines and two from newspapers. Overall they were meeting requirements, with some good practice particularly in regional newspapers 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 an important function which has not existed historically.

11. Standards Investigations

The Head of Standards introduced her paper on Standards Investigations, setting out some principles IPSO might consider when deciding whether to undertake a Standards Investigation.

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

Following discussion, the Board noted the paper and asked the Head of Standards to continue her work on developing our approach to Standards Investigations.

All IPSO staff members left the meeting for the remaining items

12. Staff Survey follow up

The Chief Executive presented a paper to the Board setting out proposed actions arising from the staff survey results.

The Board agreed to the proposals, including having a member of the Board who staff could whistle blow to on issues of bullying and harassment. Mehmuda Mian agreed to take on this responsibility.

13. Audit and Risk Committee Minutes

The Chairman of the Audit and Risk Committee presented the minutes of the Audit and Risk Committee. The Board noted the minutes.

14. Any other Business

There was none.

15. Date of next meeting

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

Michelle Kuhler
PA to CEO