

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

Present: Sir Alan Moses (Chairman)
Rick Hill
Trevor Kavanagh
Anne Lapping
Sir Martyn Lewis
Charles McGhee
Mehmuda Mian
Keith Perch
Ruth Sawtell
Claire Singers
Mike Soutar
Charles Wilson

Attending: Niall Duffy – Director of External Affairs
Ben Gallop – Head of Complaints
Alistair Henwood – Legal and Policy Analyst
Michelle Kuhler – PA to CEO minute taker
Bianca Strohmann – Head of Complaints
Matt Tee - Chief Executive
Charlotte Urwin – Head of Standards

Observing: Sir Hayden Philips – Chairman of IPSO Appointments Panel

1. Apologies and Welcome

No apologies were received. The Chairman welcomed two new directors to the IPSO Board, Claire Singers and Mike Soutar. He also welcomed Sir Hayden Philips, Chairman of the IPSO Appointments Panel.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting

The minutes of the previous meeting held on 28 September 2016 were approved as a true and accurate record.

4. Matters Arising

There were no matters arising.

5. Chairman's Report - oral

The Chairman updated the Board on recent events including a visit to the Telegraph; speaking at the Society of Editors' conference and a PPA event; and the publication of the Pilling review.

The Chairman asked the Board to approve the appointments of Ruth Sawtell, Mehmuda Mian and Rick Hill to the Remuneration Committee and of Charles Wilson as the Chairman of the committee. **The Board approved the appointments.**

6. Chief Executives Report – oral

The Chief Executive apologised to the Board for the omission of a document from Item 8 in the Board meeting pack, this had been tabled for the meeting.

He then updated the board on recruitment in respect of two new complaints officers joining IPSO one in December then other in January 2017.

7. Pilling Review

The Board considered the report of the Pilling Review. The Board were generally positive about Sir Joseph's recommendations and asked the Chief Executive to pursue those that need consent from the RFC or Editors' Code Committee with the relevant body.

The Board approved the IPSO response to the Pilling Report and asked that it be published on the IPSO website.

8. Business Plan and Budget 2017

The Chief Executive presented the Business Plan for 2017. In considering the plan a number of Board members expressed concern that there was limited time to discuss such important matters, given how full the agenda was. The Board suggested some amendments to the Business plan, and asked that the draft be recirculated for final approval.

9. Culture Secretary's Consultation

The Chief Executive introduced this item and the Board were asked to determine whether or not IPSO should provide a response and to approve or amend the draft if relevant. Thanks were given to Alistair Henwood for all his work on this matter.

The Board approved the draft response and asked that it be submitted to DCMS and published on the IPSO website.

The meeting was adjourned for 10 minutes

10. Recording Upheld Adjudications

The Head of Complaints presented the paper, explaining that some member publications had asked if there could be a separate recording category for those complaints which are upheld, but where the publication has already offered sufficient remedy.

The Board agreed the recommendations and asked the Heads of Complaints to implement the changes and to communicate them to IPSO members.

11. Standards Investigation

The Head of Standards introduced the paper, setting out the detailed procedures that IPSO would follow if the Board decided to launch a Standards Investigation. The Board thanked the Head of Standards for the considerable work that had gone into drafting the procedures.

The Board approved the procedures.

The Head of Standards then updated the Board on the recruitment progress for the Standards Investigation Panel members.

12. Compliance Update

The Head of Standards introduced the paper, drawing particular attention to the plans for requesting annual statements for 2016. The Board were asked to approve the guidance on the annual statements and agree 17 March 2017 as the proposed submission date for the 2016 statements.

The Board approved the guidance.

13. April – September complaint analysis

The Head of Standards introduced this paper and the Board were invited to discuss.

Liam Tedds, Standards Officer was thanked for all the analysis work.

The Board noted the paper.

14. Director of External Affairs Report

The Director of External Affairs introduced this report.

The Board noted the report.

15. Complaints Report

Bianca Strohmann, Joint Head of Complaints introduced the complaints report and invited the Board to comment.

The Board noted the report.

16. Finance, Performance and Top Five Risks

The Chief Executive introduced the reports.

Rick Hill, Chairman of the Audit and Risk Committee gave the Board an update from the recent Audit and Risk Committee meeting.

The Board noted the reports and approved the minutes of the Audit and Risk Committee.

17. Minutes of the Liaison Committee

The Board noted the minutes of the Liaison Committee.

18. Any other business

A member of the Board asked that in future should any controversial issues arise that this be brought to the Boards attention immediately via an email. The Chief Executive agreed to make sure this happened.

19. Date of next meeting

The date of the next meeting was confirmed as Wednesday 1 February 2017

The meeting finished at 1pm

Michelle Kuhler