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**MINUTES of the BOARD MEETING**  
**Held on Wednesday 5 December 2018 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  
Ian MacGregor  
Charles McGhee  
Ruth Sawtell  
Claire Singers  
Mike Soutar  
Charlie Wilson

Attending: Charlotte Dewar – Director of Operations  
Vikki Julian – Senior Communications Officer  
Michelle Kuhler – PA/minute taker  
Bianca Strohmann – Head of Complaints  
Matt Tee – Chief Executive  
Charlotte Urwin – Head of Standards

1. Apologies and Welcome

Apologies were received from Mehmuda Mian and Keith Perch.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting

The minutes of the previous meeting held on 10 October 2018 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 meetings held with Liz Saville Roberts MP at the House of Commons and with Lord Stevenson and Lord Griffiths at the House of Lords. He also brought the Board up to date on the meeting held with the Regulatory Funding Company and took comments on the draft memorandum that would be submitted to the RFC.

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

The Chief Executive updated the Board. The Hacked off Judicial Review of the Department for Digital, Culture, Media and Sport decision not to proceed with part 2 of the Leveson Inquiry had failed on all counts.

The changes to the regulations that were passed by Board at the previous meeting had been largely agreed, with one outstanding point remaining for discussion.

Recruitment consultants had been appointed by the Appointments Panel for the search for a new Chair. Odgers Berndtson would place an advert in early February.

The Chief Executive had appointed an agent to negotiate with IPSO's landlord over the possibility of bringing the rent review forward.

Finally, he reported that Lauren Hay, System Coordinator, had had her baby daughter and that they were both doing well.

#### 7. Operations Report

The Director of Operations introduced her report. IPSO was compliant with its data protection obligations, with the exception of one outstanding supplementary agreement with a supplier.

A meeting of Responsible People from national publishers had been held recently and had provided a useful opportunity for discussion, including about a potential extension to IPSO's training offer for journalists.

**The Board noted the report.**

#### 8. Complaints Report

The Head of Complaints introduced the report.

**The Board noted the report.**

#### External Affairs Report

The Senior Communications Officer introduced the report, bringing the Board up to date with the recent external affairs activity.

She highlighted work on communication around the recently published guidance on reporting on sexual offences, which had targeted MPs peers and

other organisations. We would look to replicate this with future guidance publications.

**The Board noted the report.**

9. Finance, performance report and risk management

The Chief Executive introduced the reports.

The management accounts for the most recent month showed a surplus as expected as we get closer to the end of the year. The projected deficit for the end of the year was now £25-30k. Deferred tax might improve this by approximately £6k. The Chief Executive expected the organisation to end the year with a positive balance sheet.

The Performance Report showed most objectives as having been achieved, or on target to be achieved. Where this was not the case, this was generally due to projects being delayed or cancelled due to budget pressures.

The next Board meeting would receive the final report for 2018 and a 2019 one based on the business plan.

**The Board noted the reports.**

10. Business Plan

The Chief Executive introduced the proposed business plan for 2019, outlining the IPSO objectives and plans for the following year. Inevitably there was a significant focus on contract renewal and supporting the appointment of a new Chair.

The Board were supportive of the plan and suggested small amendments.

**The Board agreed the plan.**

11. Budget 2019 and budget proposal 2020-2024

The Chief Executive presented the proposed budget for 2019. This was based on the current funding agreement, which would see funding rising by CPI. The Chief Executive said that the level of funding proposed should be adequate to allow for the activities set out in the business plan.

**The Board agreed the budget.**

12. Research Proposal : Examining trends in editorial standards

The Head of Standards introduced the paper, which proposed that IPSO commission a piece of research in 2019 into changes in the coverage of trans gender issues in recent years. The research would be carried out by a professional research company, rather than an academic unit.

The Board were generally supportive of the proposal and several members offered to provide further input on the research brief.

**The Board supported the proposal.**

13. Any other business

There was no other business.

14. Date of next meeting

The date of the next meeting was confirmed as Wednesday 27 February 2019.

Michelle Kuhler  
PA to Chairman and CEO