

## Board Meeting 26 Minute

14:00 – 17:00, Tuesday 13 June 2017  
16-18 New Bridge Street, London EC4V 6AG

**Present:** Walter Merricks (Chair), Deborah Arnott, Iain Christie, Martin Hickman, Emma Jones, David Robinson.

**Also in attendance:** Edward Procter, Jonathan Heawood and Lee Hall (minutes).

No.	Item	Action items
1.	<b><u>Procedures</u></b>  <b>Apologies</b> Patrick Swaffer & Máire Messenger Davies sent apologies.  <b>Declarations of Interest</b> None.	
2.	<b><u>Previous Meeting Minute &amp; Matters Arising</u></b>  <u>The rolling action list was noted.</u>  Minor amendments were agreed to the Minute.  <u>The Board approved the previous meeting's Minute.</u>	
3.	<b><u>Information</u></b>  <b>Internal report</b> The Board had a confidential discussion about the June 2017 Internal Report.  <b>Regulatory Activity Report</b> The Board thanked EP for this new report and approved the level of detail.	

No.	Item	Action items
	<p>EP explained the planned process for the first upcoming adjudication and what information the Board will receive in advance. The complaint papers will be approved by the Chair before they are circulated.</p> <p>The Board agreed that a process for making adjudications outside of scheduled Board meetings needs to be agreed.</p> <p>The Chair explained the role of a Service Complaints Reviewer to handle complaints from service users about the undertaking of our processes and procedures. In due course the Board would consider appointing an independent person in a similar role.</p> <p><i>Arbitration</i>  <u>MH and EJ recused themselves and left the room due to a declared interest in a publisher involved in an arbitration.</u></p> <p>EP outlined developments in the arbitration process.</p> <p><u>MH and EJ returned to the room.</u></p> <p><i>Member Insurance Scheme</i>  The Scheme will be launched through our newsletter which will direct recipients to our website where they can get all the information they need.</p> <p>The Board agreed it will be an excellent cost-saving benefit for publishers and an attraction for IMPRESS membership.</p> <p>The Board thanked EP for his work on this scheme.</p>	
4.	<p><b><u>Governance</u></b></p> <p><b>Social Media Review Panel Implementation Plan</b>  <u>The Board approved the Social Media Review Panel Implementation Plan.</u></p> <p>The Board asked the Executive to provide examples of how other organisations put their Register of Interests online. The Board will consider the format of this at the next meeting.</p> <p><b>Governance Review</b>  <u>The Board agreed to move to an extended meeting cycle.</u></p>	<p><b>LH to provide ROI online examples</b></p>

No.	Item	Action items
	<p>The Board thanked the IMPRESS team for successfully administering the meetings up to this point in the organisation's life.</p> <p><b>Changes to the IMPRESS Regulatory Scheme</b>  <u>The Board approved changes to the IMPRESS Regulatory Scheme to include the new IMPRESS Standards Code.</u></p> <p>EP explained plans to communicate with regulated publishers the changes to the Scheme and the process of moving over to the new Code.</p>	
5.	<p><b><u>Strategy</u></b></p> <p><b>Strategic Review</b>  JH gave a short presentation about the 2017-21 strategy.</p> <p>The Board had a confidential discussion on strategy and the current political environment.</p> <p><b>Communications Strategy 2017-21</b>  The Board approved the Communications Strategy and recommended that the executive should now develop an implementation plan.</p> <p><b>Options for an IMPRESS Charitable Organisation</b>  The Board considered options for the creation of such a body.</p>	
6	<p><b><u>Any Other Business</u></b>  DR stated that he has accepted appointment as a trustee for a charity that focuses on diversity in boards.</p>	
	<p><b><u>Next Board meeting: Tuesday 11<sup>th</sup> July, 14:00 – 17:00</u></b>  <b><u>IMPRESS, 16-18 New Bridge Street, EC4V 6AG.</u></b></p>	