



INTERIM  
MANAGEMENT  
BOARD

ANNUAL REPORT



# PRCA INTERIM BOARD MEMBERS

- Ray Eglington, Chair
- Stuart Thomson, Treasurer
- Matt Buchanan, Secretary
- Matt Brown
- Paul Church
- Jagjit Dosanjh–Elton, Independent
- Harriet Kemp, Independent
- Kirsty Leighton
- Jennifer Robertson
- Ipelengeng Thibedi
- Sarah Waddington

# PRCA PURPOSE

The Directors are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association. The Management Board shall consult the Professional Boards and Advisory Boards on strategy and annual plans.

The Management Board, on a recommendation from the Nominations Committee, will appoint:

- a CEO who will report to the (Management) Board Chair; and
- one of the Directors to be a Treasurer who will oversee the financial performance of the Association and will present quarterly management accounts to the Management Board.

An annual budget and business plan will be agreed by the Management Board and its approval will effect delegated authority to the CEO and Secretary for its execution provided that variations to forecast outcome do not exceed 15%. In the event that such a variation is forecast, a reforecast budget will need to be approved by the Management Board at its next (Management) Board Meeting.

**STRUCTURE**

- The maximum number of Directors shall be 11 and the minimum number of Directors shall be three. Where there are more than four Directors, two of their number shall be independent of the Industry.
- A Secretary will be appointed and will be responsible for ensuring that relevant filings are made with Companies House and that the Association's books are kept up to date.

**TERMS**

- A Director's term of office is two years and a Director may serve three such terms consecutively. Upon the expiry of a Director's third term, that person may not be re-appointed as a Director for six years.
- The Management Board may appoint one such Director to act as chair of the Management Board for a period of two years at any time within the six-year term limit for Directors. A person may not hold office as the Board Chair for more than two years and may not hold office as the Board Chair beyond their six-year term limit.
- Independent Directors - one year appointment with the ability for reappointment for a two-year term thereafter.

**MEETINGS**

- The Management Board shall meet at least quarterly

Each of the subsidiaries, professional and advisory boards have been appointed a board liaison:

- PR & Communications Board – Kirsty Leighton
- Public Affairs Board – Paul Church
- Race & Ethnicity Advisory Board – Matt Brown
- Equality & Inclusion Advisory Board – Matt Buchanan
- Climate Advisory Board – Jennifer Robertson
- Global Advisory Board – Ipelegeng Thibedi
- Education Advisory Board – Sarah Waddington
- PRCA APAC – Kirsty Leighton
- PRCA MENA – Ray Eglinton



# PRCA CEO APPOINTMENT

Following the AGM in September 2023, the Interim Management Board started the recruitment process for a CEO.

Following a three stage interview process carried about by members of the Governance Review working group, the Interim Management Board and the Honorary President and Vice-President, James Hewes was appointed

# **PRCA** PRCA POLICIES

Following the Governance Review, the PRCA Team produced some new internal policies and amended existing ones to bring the organisation in-line with the new governance structure. The Interim Management Board reviewed and approved the policies before they were distributed to the team and training provided.

These include:

- PRCA Employee Code of Conduct
- Expenses Policy & Procedure
- Complaints against Staff Policy & Procedure
- Whistleblowing Policy & Procedure



# FRANCIS INGHAM LEGACY

A programme to break down barriers that prevent people from Black, Asian and ethnic minority backgrounds from entering the PR and communications industry, was launched on the first anniversary of Francis Ingham's passing by the PRCA and Taylor Bennett Foundation (TBF).

The Professional Development Francis Ingham Fund will support potential entrants into the industry with gaining the practical, mental and cultural knowledge, skill set and network required to pursue and grow a successful career in public relations.

The programme will involve:

- Professional and personal development masterclasses to support candidates entering the PR workplace
- A fund to support those who need assistance with attending events or with work attire
- Networking - working alongside other organisations to nurture and foster networking opportunities for diverse talent
- PRCA speaking and networking opportunities, accreditation, training and more.





# AUDIT & RISK COMMITTEE

The Interim Management Board appointed an Audit, Risk and Remuneration Committee. It comprises of the two independent Directors and two other Directors of the Board. It is chaired by the Treasurer of the Management Board.

- Stuart Thomson, Chair
- Matt Buchanan, Secretary
- Jagjit Dosanjh-Elton, Independent
- Harriet Kemp, Independent

The Audit & Risk Committee recommends a firm of auditors to prepare the annual report and accounts of the Association as well as conducting internal reviews as it sees fit.

The salaries and any adjustments to remuneration for members of the Association's leadership team which exceed £60,000 must be approved by the Audit, Risk and Remuneration Committee.



# AUDIT & RISK COMMITTEE

## **Risk Register**

The Audit & Risk Committee and PRCA CEO have produced a risk register to identify, assess, and prioritise risks in the organisation and is reviewed on a regular basis at the committee meetings.

## **Audit Accounts**

The committee met with the auditors following the audit in April to review and approve the audited accounts.

# **PRCA** 2024 PLANS

- Matt Buchanan will be stepping down from the board today – a call-out for a new member to join the board will go out this week