



Gangmasters  
Licensing Authority

# GLA41/18 Liaison Group Update

**02 April 2014**

# Board Paper Reference – GLA41/18 - Liaison Group Update

## 1. Purpose of the Report

1.1 To update the Board on the work of the liaison groups

## 2. Recommendation

2.1 The Board is invited to note the draft minutes of the Labour User/ Labour Provider Liaison Group meeting held on 13 February, 2014. The minutes are attached at Annex A.

## Annex A

### Minutes

<b>Title of meeting</b>	<b>Labour Provider and Labour User Liaison Group Meeting</b>		
<b>Date</b>	13 February 2014	<b>Time</b>	2pm
<b>Venue</b>	GLA, Nottingham		
<b>Chair</b>	Margaret McKinlay, GLA	<b>Secretary</b>	David Nix, GLA
<b>Attendees</b>	Paul Broadbent, GLA Kevin McCormick Jerry Camp Hayley Campbell-Gibbons Gavin Dring Shayne Tyler Tony Boorman Ben Farber Jayne Garner Tom Easson		
<b>Apologies</b>	David Camp Chris Gorton Fergus Morgan Marshall Evans Terry Waite Colin Hall Wendy Woolf Jon Tugwell David Segust Julie Giles Sue Johns Joanne Young Jane Fielden Matthew Pearl		

## 1. Introductions

Margaret McKinlay (“MM”) welcomed the group.

## 2. Declarations of Interest

None

## 3. Minutes of Previous Meetings

Agreed

## 4. Action Schedule

Actions from 4 December 2013 meeting:

1. *Future meetings to include Protocol as a an agenda item* CLOSED : Item included on the agenda.
2. *External Communications policy to be circulated to attendees once published on the web* CLOSED: External Communications policy circulated to the group on 9 December 2013.
3. *Future meetings to include update on Discretionary Application Inspections as an agenda item* CLOSED: Item included on the agenda.
4. *MM to write to Terry Godfrey* CLOSED: Correspondence has been copied to the group. Terry Godfrey’s correspondence raised an issue whether the GLA’s complaints process was appropriate. MM said an external review of the process would be conducted to make sure it was fit for purpose.

**New action 1:** the GLA complaints process to be reviewed.

5. *David Nix (“DN”) to circulate the Application definition [of who needs to be named on a licence] to the group for review* CLOSED: Definition circulated on 9 December 2013.
6. *The Group to provide contributions on the issue of fees charged to workers to David Camp* CLOSED: Draft guidance is on the agenda for discussion.
7. *[Press releases] table to be circulated electronically to the group* CLOSED: Table circulated on 9 December 2013.
8. *GLA to consider feasibility of issuing press releases to all licence holders and Active Check users* CLOSED: Update circulated to the group on 13 December 2013 explaining the GLA intends to make greater use of social media.

**New action 2:** the GLA’s Facebook and Twitter details to be circulated to the group.

Actions from previous meetings:

*GLA to work with industry representatives and trade associations to explain its scope (from 7 July 2011 meeting)* CLOSED: Draft guidance on the agenda for discussion.

*GLA to consider ALP request to update the press release policy (from 19 April 2012 meeting)* CLOSED: External Communications policy published.

*GLA to prepare a Prepay Cards Brief (from 18 April 2013 meeting)* CLOSED: Brief now published.

*GLA to clarify nature of GLA officer visits (from 22 August 2013 meeting)* CLOSED: Paul Broadbent (“PB”) clarified that inspectors should always clearly explain the nature of any visit. PB stressed the GLA needed to be informed of instances where an inspector did not properly explain the purpose of a visit.

## **5. Declarations of Urgent Business**

None

## **6. Chief Executive’s Report**

PB presented his report to the group. PB also referred to the recent extensive media coverage of the 10 year anniversary of the Morecambe Bay tragedy and the current pre-legislative scrutiny of the draft Modern Slavery Bill.

Shayne Tyler (“ST”) asked if the GLA had capacity to deal with 5,200 intelligence reports annually. PB confirmed all intelligence received was assessed. Jerry Camp (“JC”) queried if the increase in intelligence reflected an increased problem or better reporting. PB commented that it was likely to be a mixture of the two.

Hayley Campbell-Gibbons (“HCG”) expressed an interest in holding open meetings with the GLA for labour users in the South-West to give them the opportunity to raise and discuss issues. ST commented the East region would welcome something similar.

**New action 3:** PB to discuss further with HCG and ST the idea of meetings with labour users around the UK.

## **7. Items for Discussion**

### **7.1 Draft guidance on Who Needs a Licence**

David Nix (“DN”) presented the draft guidance. DN stressed that the electronic guidance would be designed to be navigable and user friendly as possible. DN said the guidance will be published as soon as possible, with aim of publishing by the end of March.

**New action 4:** the group to provide any further comments by 28 February 2014.

## 7.2 Draft guidance on Charging Fees for Work Finding Services (prepared by the ALP)

HCG expressed concern about the status of the document and whether it was regulatory guidance or something the GLA is supporting. ST and JC commented that the wording of the document was not clear.

MM said that the GLA would develop the guidance so that it became a GLA issued document.

**New action 5:** the group to provide further comments by 21 February 2014. The GLA will review with a view to issuing a GLA Brief.

## 8. Items for Information

### 8.1 Discretionary approach to Application Inspections Update

DN presented the figures included in the Chief Executive's Report and confirmed that the process will continue to be monitored with a further detailed report to be presented at the next Board meeting.

ST suggested Active Check updates should include the last inspection date. DN confirmed that was not feasible with the current system. Ben Farber ("BF") commented that information could be misinterpreted by the recipient.

### 8.2 Supplier and Retailer Protocol Update

PB explained that the Protocol is currently operating. He explained it could be further supported by memorandums of understanding between labour providers and labour users.

ST suggested that the Protocol could be made clearer when contact should be with the GLA.

### 8.3 Implementation of changes to the Public Register

PB said implementation was delayed due to technical difficulties.

### 8.4 Implementation of proposed changes to GLA governance structure

MM presented the paper on proposed changes to the GLA's governance structure. She explained any changes depended on the outcome of the Triennial Review into the GLA, which is due to be published. Secondary legislation would then be needed to change the structure of the GLA Board. There would then be open recruitment for the new Board before Ministerial approval, in line with the Office of the Commissioner for Public Appointments process. MM explained existing Board members appointments will be extended by six months to cover the interim period.

MM confirmed Board members would be appointed as individuals rather than as representatives of a particular organisation.

MM said a Defra workshop on the matter was scheduled for 17 February 2014.

JC queried how the cost of the recruitment exercise would be funded. MM confirmed it would be from the existing GLA budget.

MM said that October 2014 was the target date for the new Board being in place.

**New action 6:** the group to provide any further comments on a possible new model for the GLA Board and Liaison groups by 28 February 2014.

**9. Any Other Business**

None

**10. Date of Next Meeting**

11am, 7 May 2014, Nottingham.