

MINUTES OF THE THIRTEENTH BOARD MEETING OF THE GANGMASTERS LICENSING AUTHORITY – 18 JANUARY 2007 AT NOTTINGHAMSHIRE COUNTY CRICKET CLUB, NOTTINGHAM

Present:

Paul Whitehouse (PW)	Chairman
Jane Betts	NACAB
David Camp	ALP
Nick Clark	TUC
Sharon Cross	NFU
Russell Hardy	Police Superintendents' Association
Philip Hudson	NFU
Nigel Jenney	FPC
Chris Kaufman	TGWU
Grahame Maxwell	ACPO
Bill Snell	USDAW
Joanne Young	ALP
Ian Davidson	SEERAD
Judith Hicks	DWP
Anne King	HMRC

Observing:

Tom Hadley	REC
Ragna Clifford	Home Office
Mary Collins	DWP
David Nix	GLA
Jennifer Clarke	GLA
Carolyn Stoppard	GLA
Alison Henley	NAO
Simon Irwin	NAO
Robert Evans	Defra Internal Audit

In Attendance:

Mike Wilson (MW)	Chief Executive
Ray Dawson (RD)	Deputy Chief Executive / Director of Finance
Darryl Dixon (DD)	Director of Operations
Bernard Meakins (BM)	Policy and Communications Project Manager
Tim Carter (TC)	Secretariat

Agenda

1	Introduction	Joanne Young was welcomed as the new Board member representing ALP Bernard Meakins was welcomed as Acting Director of Policy & Communications. Ragnar Clifford was welcomed as the Home Office
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		<p>representative. Tom Handley was welcomed as the REC representative. Alison Henley and Simon Irwin were welcomed from NAO. Robert Evans of Defra Internal Audit was welcomed.</p>
2	Apologies	<p>Chris McCann - BRC Robert Price - FPC Belinda Brooke - REC Martin Smith - GMB Geoffrey Theobald - LACORS Lisa Webb - NFUS Colin Macdonald - SAGB Dave Roberts - Home Office Judith Hicks - DWP Jolanta Edwards – DTI Graeme Walker - HSE Michael Dunn - Welsh Assembly Government David Small – DARDNI Dan Rees – ETI</p>
3	Minutes of the last Board meeting	<p>Action:</p> <ul style="list-style-type: none"> • Agreed as a correct record
4	Declarations of Interest	<p>ALP interest in Licence Fee paper REC interest in Licence Fee paper</p>
5	Declarations of urgent business	None
5.1	Defra Internal Audit: GLA value for money review	<p>Note:</p> <ul style="list-style-type: none"> • GLA have made a good start • Overall auditors are content that GLA is working effectively • Organisation and staff levels seem reasonable • Some amendments are likely to be possible when processes are bedded in • Too early to see if GLA will meet overall remit • Some concern with IT set up costs <p>Action:</p> <ul style="list-style-type: none"> • GLA executive will present their views of the findings and actions resulting from this to the April Board meeting
6	Update on project plan, key milestones and exclusions	<p>Note:</p> <ul style="list-style-type: none"> • This will be the last report on these milestones • Now moving away from project phase as almost fully operational • All current milestones have been met • Two milestones left, first renewal (milestone 11) and first prosecution (milestone 12) • Milestone 6 was completed ahead of schedule • Project risks are seen to be minimal

		<ul style="list-style-type: none"> • Key business risks – Failure to meet stakeholder expectations for enforcing the Act. Funding shortfall: 1) IT and 2) If HMRC insist on VAT on Enforcement SLA. Failure to meet timetable for Fees SI for FY07/08. Inability to properly licence and enforce against overseas LPs. Loss of focus due to GLA/HSE merger. • A Gateway review has just started to see if the project has met the set objectives <p>Action:</p> <ul style="list-style-type: none"> • GLA Executive to provide Board update on what Operational activity has taken place
7.1	Risk Profile	<p>Note:</p> <ul style="list-style-type: none"> • Recommendation not to use 'Upcraft model' was accepted • A body of evidence to satisfy Board must be found before a risk based approach is adopted <p>Action:</p> <ul style="list-style-type: none"> • Executive will recommend to the June Board meeting one of three options <ul style="list-style-type: none"> • Turn on new profile • Allow x months more to complete a new profile • Abandon idea of risk profile
7.2	Corporate Plan	<p>Note:</p> <ul style="list-style-type: none"> • Agreed with minor modifications <p>Action:</p> <ul style="list-style-type: none"> • Add in minor modifications • GLA to explain contingency of full cost recovery not being met in the plan
7.3	Licence Fee Levels for 2007-08	<p>Note:</p> <ul style="list-style-type: none"> • The ALP voiced concerns about the fee level and had written to Lord Rooker to state their concerns • The REC also voiced concerns at the fee level • Some concern was raised that the GLA were required to recoup 100% of its costs • The Board agreed the GLA post consultation position (to be known as option 4), but expressed their desire to see more compliance and enforcement operations; and

		Action: <ul style="list-style-type: none"> GLA Executive to provide comprehensive report at April Board meeting on compliance and enforcement progress, and any surrounding resource issues
8.1	Board Expenses	Note: <ul style="list-style-type: none"> Noted by Board
8.2	Performance Report to quarter ending 30/12/06	Note: <ul style="list-style-type: none"> Interest shown in enforcement activity Action <ul style="list-style-type: none"> Provide better evidence of range and nature of Operational activities to the board
8.3	Update from Chair of the Audit Committee	Note: <ul style="list-style-type: none"> No concerns to raise
8.4	Completion of MOUs between GLA & OGDs	Note: <ul style="list-style-type: none"> Noted by the Board
8.5	Overseas Labour Provider Issues – Progress Report	Note: <ul style="list-style-type: none"> Position regarding licensing of overseas ‘agents’ welcomed Interest was shown to work together with the GLA to develop other issues relating to overseas providers
8.6	Freedom of information	Note: <ul style="list-style-type: none"> Board would be invited to comment on categories of information likely to be refused disclosure
8.7	Strategic Assessment	Note: <ul style="list-style-type: none"> The significance of this was noted by the Board The strategy is eagerly awaited Action: <ul style="list-style-type: none"> Executive to send Strategic Assessment and Control Strategy to Board members for comment
8.8	Reviewing Additional Licence Conditions (ALCs)	Note: <ul style="list-style-type: none"> Concerns were raised about risk based approach and resource constraints for reviewing ALCs The approach was accepted Action: <ul style="list-style-type: none"> Executive to provide board with evidence of effective compliance activity Board to provide Executive with comments on the

		paper
8.9	Providing Feedback to Informants on Information Received	Note: <ul style="list-style-type: none">• Noted by Board
8.10	Update on User Group Meeting	Note: <ul style="list-style-type: none">• Noted by Board• User group was welcomed
9	Urgent business	None
10	Date of next meeting	17 April 2007, London.