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
Grahaame 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

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<thead>
<tr>
<th>1</th>
<th>Introduction</th>
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<td></td>
<td>Joanne Young was welcomed as the new Board member representing ALP</td>
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<td>Bernard Meakins was welcomed as Acting Director of Policy &amp; Communications.</td>
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<td>Ragnar Clifford was welcomed as the Home Office</td>
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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.

| 2 | Apologies                       | 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  

3 | Minutes of the last Board meeting | Action:  
   |                                | • Agreed as a correct record  

4 | Declarations of Interest | ALP interest in Licence Fee paper  
   |                                | REC interest in Licence Fee paper  

5 | Declarations of urgent business | None  

5.1 | Defra Internal Audit: GLA value for money review | Note:  
   |                                | • 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  
   |                                | Action:  
   |                                | • 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 | Note:  
   |                                | • 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  

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|   | 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  
Action:  
GLA Executive to provide Board update on what Operational activity has taken place |
| 7.1 | Risk Profile |
| Note: | 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  
Action:  
Executive will recommend to the June Board meeting one of three options  
• Turn on new profile  
• Allow x months more to complete a new profile  
• Abandon idea of risk profile |
| 7.2 | Corporate Plan |
| Note: | Agreed with minor modifications  
Action:  
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 |
| Note: | 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 |
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<td>• GLA Executive to provide comprehensive report at April Board meeting on compliance and enforcement progress, and any surrounding resource issues</td>
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<td>8.1</td>
<td>Board Expenses</td>
<td>Note:</td>
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<td>• Noted by Board</td>
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<td>8.2</td>
<td>Performance Report to quarter ending 30/12/06</td>
<td>Note:</td>
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<td>• Interest shown in enforcement activity</td>
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<td>• Provide better evidence of range and nature of Operational activities to the board</td>
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<td>8.3</td>
<td>Update from Chair of the Audit Committee</td>
<td>Note:</td>
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<td>• No concerns to raise</td>
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<td>8.4</td>
<td>Completion of MOUs between GLA &amp; OGDs</td>
<td>Note:</td>
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<td>• Noted by the Board</td>
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<td>8.5</td>
<td>Overseas Labour Provider Issues - Progress Report</td>
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<td>• Position regarding licensing of overseas ‘agents’ welcomed</td>
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<td>• Interest was shown to work together with the GLA to develop other issues relating to overseas providers</td>
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<td>8.6</td>
<td>Freedom of information</td>
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<td>• Board would be invited to comment on categories of information likely to be refused disclosure</td>
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<td>8.7</td>
<td>Strategic Assessment</td>
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<td>• The significance of this was noted by the Board</td>
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<td>• The strategy is eagerly awaited</td>
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<td>Action:</td>
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<td>• Executive to send Strategic Assessment and Control Strategy to Board members for comment</td>
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<td>8.8</td>
<td>Reviewing Additional Licence Conditions (ALCs)</td>
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<td>• Concerns were raised about risk based approach and resource constraints for reviewing ALCs</td>
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<td>• The approach was accepted</td>
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<td>• Executive to provide board with evidence of effective compliance activity</td>
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<td>• Board to provide Executive with comments on the</td>
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| 8.9 | Providing Feedback to Informants on Information Received | **Note:**  
  • Noted by Board |
| 8.10 | Update on User Group Meeting | **Note:**  
  • Noted by Board  
  • User group was welcomed |
| 9 | Urgent business | None |
| 10 | Date of next meeting | **17 April 2007, London.** |