

**MINUTES OF THE FOURTEENTH BOARD MEETING OF THE GANGMASTERS  
LICENSING AUTHORITY – 17 APRIL 2007 AT CHURCH HOUSE LONDON**

Present:

Paul Whitehouse (PW)	Chairman
Jane Betts	NACAB
Belinda Brooke	REC
David Camp	ALP
Nick Clark	TUC
Sharon Cross	NFU
Michael Dunn	NAWAD
Philip Hudson	NFU
Chris Kaufman	TGWU
Martin Smith	GMB
Chris McCann	BRC
Bill Snell	USDAW
Joanne Young	ALP
Anne King	HMRC
Geoffrey Theobald	LACORS
Graeme Walker	HSE
David Jones	Defra

Observing:

Dan Rees	ETI
Judith Marsden	Defra
John Speers	DARDNI
Jennifer Clarke	GLA
Katrine Bang Nielsen	University of Sheffield
Armajit Singh	Futurestep Personnel Limited
Ed Banks	ASDA

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	<b>Ed Banks of Asda, Katrine Bang Nielson of Sheffield University and Armajit Singh of Futurestep Personnel Ltd were welcomed as observers. Belinda Brooke was welcomed as the official REC board member.</b>
2	Apologies	<b>Chris Bailes – Home Office</b>

		<p><b>Russ Hardy – Police Superintendents’ Association</b>  <b>Nigel Jenney - FPC</b>  <b>Lisa Webb - NFUS</b>  <b>Jolanta Edwards – DTI</b>  <b>Ian Davidson – SEERAD</b>  <b>Neil Fleming - SEERAD</b>  <b>Grahame Maxwell - ACPO</b></p>
3	Minutes of the last Board meeting	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Agreed as a correct record</b></li> </ul>
4	Declarations of Interest	<b>ALP interest in charge rates paper</b>
5	Declarations of urgent business	<b>None</b>
6.1	Strategic Assessment	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Board should forward any further comments to the GLA</b></li> <li>• <b>The GLA must ensure that all intelligence (apart from anonymous reports) receive a standard response letter</b></li> <li>• <b>If the current resource position is accepted the strategic assessment is a good effort</b></li> <li>• <b>Some concern on the resourcing of the Intelligence unit</b></li> <li>• <b>The paper should explain how its currency will be maintained.</b></li> <li>• <b>Premium should be placed on Intelligence and Communications</b></li> <li>• <b>Some concern at moving to risk assessment before there is a full understanding of the process</b></li> <li>• <b>GLA communications should capitalize on relationships and have clear expectations of stakeholders</b></li> <li>• <b>Enforcement and compliance should operate as a flexible resource</b></li> <li>• <b>Board to visit GLA office to increase understanding</b></li> <li>• <b>Strategic Assessment paper and Control Strategy recommendations were accepted</b></li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Version 1.0 will be published shortly after incorporating comments from the Board</b></li> <li>• <b>GLA to ensure that all intelligence reports (except anonymous reports) are acknowledged</b></li> <li>• <b>GLA to add Intelligence reporting form to the website</b></li> <li>• <b>Board to reconsider policy on Application Inspections at June meeting</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Board invited to GLA office after next Board meeting</b></li> </ul>
6.2	Minimum Charge Rates	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Clarity must be provided between the minimum legal rate and indicative rates</b></li> <li>• <b>Major exercise needed to communicate the rates</b></li> <li>• <b>Retailers should be asked to communicate to their supply base</b></li> <li>• <b>Minimum Rate paper was accepted</b></li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>GLA to colour code legal rates and indicative rates</b></li> <li>• <b>Meeting with retailers to discuss minimum rates and communication</b></li> </ul>
7.1	Corporate Plan update	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by the Board</b></li> </ul>
7.2	Value for money review	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Audit and Risk committee have received the final report</b></li> <li>• <b>The review is positive</b></li> <li>• <b>GLA are using their resources effectively, with only minor tweaking required</b></li> <li>• <b>GLA Strategic Assessment and Control Strategy should remove different views on how the Authority will operate</b></li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Present review findings for information at June meeting</b></li> </ul>
7.3	Operational Activity update	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by Board</b></li> </ul>
7.4	Freedom of Information	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by Board</b></li> </ul>
7.5	Update from Chair of the Audit Committee	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by Board</b></li> </ul>
7.5.1	Arc Terms of Reference	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by Board</b></li> </ul>
7.5.2	Minutes from the Audit & Risk committee	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by Board</b></li> </ul>
7.6	DTI Consultation on Vulnerable Workers	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted by the Board</b></li> </ul>

		<b>Action:</b> <ul style="list-style-type: none"> <li>• <b>GLA to provide credible evidence of abusive behavior that has been uncovered</b></li> </ul>
7.7	Performance Report to quarter ending March 07	<b>Note:</b> <ul style="list-style-type: none"> <li>• <b>One misprint identified</b></li> <li>• <b>Board previously agreed that projects have priority over timeliness targets</b></li> </ul> <b>Action:</b> <ul style="list-style-type: none"> <li>• <b>GLA to amend misprint</b></li> </ul>
7.8	Dealing with Additional Licence Conditions	<b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Noted by the Board</b></li> </ul>
7.9	Minutes from the User Group	<b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Noted by the Board</b></li> </ul>
7.10	Timetable of Meetings	<b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Noted by the Board</b></li> </ul>
8	Urgent business	<b>None</b>
9	Date of next meeting	<b>21 June 2007, Nottingham.</b>