

**GANGMASTERS LICENSING AUTHORITY**

**3rd USER GROUP MEETING - 16 May 2007**

**MINUTES**

**Attendees:** Mike Wilson GLA (Chair), Michael Bayne, Julia Brereton, Belinda Brooke, David Camp, Jennifer Clarke GLA, Darryl Dixon GLA, Marshall Evans, Bernard Gaughan, Paul Greene HMRC, Penny Machale, Bernard Meakins GLA Gary Norman, Joanne Young

**Apologies:** Mark Boleat, Andy Howgarth, Donald Mclean, David Nix GLA

**Previous Actions**

<b>Ref</b>	<b>Description</b>	<b>Status</b>
<b>1.1</b> (07/12/06)	GLA to press HSE for definitive position on the provision of personal protective equipment. Advice to be also sought from Defra Legal	<b>Closed</b> See 3.2.2
<b>1.2</b> (07/12/06)	GLA to seek independent legal advice on applicability of AWO in the GLA areas	<b>Closed</b> See 3.2.2
<b>1.4</b> (07/12/06)	At the next opportunity, the GLA to review the licence application form with a view to identifying individuals other than Directors or those named on the licence to act as gangmasters, who were the controlling powers behind companies	<b>Open</b> Replaced by action 3.5.1
<b>1.5</b> (07/12/06)	GLA to consider how best to produce an analysis of inspection results identifying the main areas of weakness identified, to inform the industry	<b>Closed</b>
<b>1.6</b> (07/12/06)	GLA to explain its policy for the handling of intelligence – how it can be submitted, is processed and how it may be acknowledged and feedback provided	<b>Closed</b> Discussed at Board Apr 07. Replaced by action 3.5.2
<b>2.2</b> (22/02/07)	<b>HMRC action on tax evasion</b> GLA to invite HMRC representative to the next User Group meeting	<b>Closed</b> Follow up action 3.5.3
<b>2.3</b> (22/02/07)	<b>Inspection results analysis</b> GLA to circulate further breakdown of inspection results by 22/03/07.	<b>Closed</b> Analysis attached to minutes
<b>2.5</b> (22/02/07)	<b>Charge rates table</b> ALP to circulate revised rates table. REC, ALP and GLA to agree rate level before seeking wider sign up with Defra, NFU, FPC and FDF. Approach for publicising the figure to be discussed.	<b>Closed</b> Considered at GLA Board meeting April 07 and placed on website.

<b>2.6</b> (22/02/07)	<b>Compliance Activity</b> REC and ALP to notify GLA of inconsistencies with inspections and / or names of inspectors.	<b>Closed</b> Follow up action 3.5.4
<b>2.9</b> (22/02/07)	<b>AOB</b> GLA to add User Group minutes to the Board meeting agenda.	<b>Closed</b>

### New Actions

<b>Ref</b>	<b>Description</b>
<b>3.2.1</b> (16/5/07)	Licensing news will remind LP's about importance of timely renewal. Information related to outcome will be published in Licensing News.
<b>3.2.2</b> (16/5/07)	Information on appeals on PPE & AWO to be provided by GLA when results known via Licensing News.
<b>3.3.1</b> (16/5/07)	Situation regarding Bulgarian & Romanian workers to be clarified in an edition of Licensing News.
<b>3.3.2</b> (16/5/07)	GLA reviewed and revised position of double counting and informed inspection staff of importance of not double counting. Will be re emphasised at Enforcement and Compliance meeting <b>27/06/07</b> .
<b>3.3.3</b> (16/5/07)	GLA stated that is was following DTi guidance, its concern was coercion but would clarify its position in an edition of Licensing News
<b>3.3.4</b> (16/5/07)	NINO responsibility of worker not employer. Employer should take reasonable steps to obtain information.
<b>3.3.5</b> (16/5/07)	Reassurance given.
<b>3.3.6</b> (16/5/07)	GLA will use a proportionate approach referring to VOSA guidelines. DC to provide DD with specific information <b>19/09/07</b>
<b>3.3.7</b> (16/5/07)	GLA would be concerned where contracts deliberately were structured to avoid workers having rights to SSP. Guidance to be developed ALP and REC will be asked to comment.
<b>3.3.8</b> (16/5/07)	Advance and pay back periods to be transparent. Nature of this agreement to be seen in the broader view. No debt should prevent a person seeking further employment.
<b>3.4</b> (16/5/07)	Minor changes promulgated in Licensing News. Major changes would result in reprint of Licensing standards with a consultation as a formal exercise.
<b>3.5.1</b> (16/5/07)	Names of individuals on the licence to be considered at the next major LAWS enhancement. Timing of this review will be dependant of the requirement to make other changes to the LAWS system.
<b>3.5.2</b> (16/5/07)	GLA to provide an acknowledgment and feedback without comprising the source where applicable. A 'Tell the GLA' box would be placed of home page of web page.
<b>3.5.3</b> (16/5/07)	Paul Greene described the role of the HMRC labour provider unit, PG to supply list of HMRC risk teams. <b>19/9/07</b>
<b>3.5.4</b> (16/5/07)	Next Enforcement Compliance meeting consistency of interpretation of standards would be discussed. <b>27/06/07</b>
	Date of next meeting 11:00 19 <sup>th</sup> September, 2007 at GLA Offices, Nottingham