

MINUTES OF THE NINTH BOARD MEETING OF THE GANGMASTERS LICENSING AUTHORITY – 15 MARCH 2006 AT DTI CONFERENCE CENTRE, VICTORIA STREET, LONDON

Present:

Paul Whitehouse (PW),	Chairman
David Camp,	ALP
Nick Clark,	TUC
Sharon Cross,	NFU
Philip Hudson,	NFU
Chris Kaufman,	TGWU
Graham Maxwell,	ACPO
Bob Price,	FDF
Marcia Roberts,	REC
Geoffrey Theobald,	LACORS
Iain MacSween,	SFIA
Judith Hicks	DWP
Ray Anderson,	Defra
Anne King,	HMRC
Jolanta Edwards,	DTI
Graeme Walker,	H&SE
Dan Rees,	ETI

Observing:

Tim Woodhouse, (representing Dave Roberts)	Home Office
Mark Boleat	ALP
Adrian Fox	ACPO

In Attendance:

Mike Wilson (MW)	Chief Executive
Ray Dawson (RD)	Deputy Chief Executive / Director of Finance
Darryl Dixon (DD)	Director of Operations and Licensing
Nicola Ray (NR)	Director of Policy and Communications
Marion Shepherd (MS)	Secretariat

Agenda

1	Introduction	Judith Hicks was welcomed as the new DWP representative.
2	Apologies	Jane Betts - NACAB Roger Burrows - ALP Russell Hardy - Police Superintendents Association Nigel Jenney - FPC Chris McCann - BRC Martin Smith - GMB Bill Snell - USDAW

		Lisa Webb - NFUS Colin Macdonald - SAGB Dave Roberts - Home Office Derek Muir - SEERAD Michael Dunn - Welsh Assembly Government David Small - DARDNI
3	Minutes of the last Board meeting	Action: <ul style="list-style-type: none"> • Agreed as a correct record
4	Declarations of Interest	None
5	Declarations of urgent business	None
6.1	Update on project plan, key milestones and exclusions	Note: <ul style="list-style-type: none"> • The core project is on schedule to support Top Level Milestones. • Compliance operations will begin on 1 August (change to milestone 10 on plan). • The main project risks are: <ul style="list-style-type: none"> ○ Legislation (RED) ○ IT (AMBER) ○ Application inspection assumptions (AMBER) ○ Communications (AMBER) ○ Shellfish (AMBER) ○ Overload fatigue (AMBER) Action: <ul style="list-style-type: none"> • The GLA will inform the Board of key developments between now and 26 April Board meeting. • The first draft of guidance notes will be available by Friday 24 March.
6.2	LAWS	Note: <ul style="list-style-type: none"> • Any circumstances that prevent an applicant completing all the required fields on the form will be managed by the helpdesk. Action: <ul style="list-style-type: none"> • It was agreed to make any changes to the form that are feasible, but due to the tight timescales most clarification will be provided in the guidance. • The guidance will be reviewed and modified for RAD2. • The following points would be made clear in the guidance: <ul style="list-style-type: none"> ○ The Principal Authority will be responsible for completing the application form on behalf of the company

		<ul style="list-style-type: none"> ○ There will be the option to complete Sections C / D with either named individuals or job titles ○ The importance of answering questions honestly and accurately ○ Applicants will need to list the main nationalities of workers, not all of them ○ The application will need to be saved before logging out ● 'Employees' should be changed to 'workers' to remain consistent throughout the document. ● The view of the authority is proportionate – look at adding this premise to section H to provide some context to the questions.
7.1	Audit and risk committee	<p>Note:</p> <ul style="list-style-type: none"> ● ARC delegation clarified and agreed. ● The Board were asked to note that Chris McCann wished to be relieved of his ARC Chair duties. [Afternote: Jane Betts to become ARC Chair. Chris McCann to remain as ARC member.]
7.2	Secretary of State letter	<p>Note:</p> <ul style="list-style-type: none"> ● It was noted that the Hampton recommendations are accepted by Government and the timetable is absolute. ● The HSE will put forward the final plan for implementation to the BRE by 6 September 2006. ● While ex-officio members considered that the matter was merely one for noting several representative members requested a fuller debate. <p>Action:</p> <ul style="list-style-type: none"> ● A paper will be submitted to the April Board meeting outlining the options available and advantages / disadvantages, including the option of remaining with Defra.
7.3	Corporate plan	<p>Note:</p> <ul style="list-style-type: none"> ● Objectives were accepted with modifications in line with earlier discussion on Hampton. ● Detailed comments to be furnished directly to the executive by Board members by 22 March. ● DTI expressed concern that they may be unable to meet the 10 working day turnaround for applications.

8.1	Communications campaign 2	<p>Note:</p> <ul style="list-style-type: none"> • The new Communications products will be sent out to the Board. • Board members emphasised the importance of keeping the website up to date to encourage frequent use. <p>Action:</p> <ul style="list-style-type: none"> • The GLA need to raise awareness of licensing with employment agencies and businesses. • GLA to explore ways of making the website more current and responsive. • All Board members need to target their organisations with GLA information.
8.2	Media launch	<p>Action:</p> <ul style="list-style-type: none"> • The Board will be informed of launch details by email.
8.3	Verification	<p>Note:</p> <ul style="list-style-type: none"> • The high percentage pass rate was noted. • External auditors will be accredited in the same way as GLA officers.
8.4	Shellfish	<p>Note:</p> <ul style="list-style-type: none"> • The approach and position were accepted. • It was noted that Local Authorities have an interest and should be regarded as stakeholders. <p>Action:</p> <ul style="list-style-type: none"> • The Board will be informed of progress at future meetings.
8.5	Staffing update	<p>Note:</p> <ul style="list-style-type: none"> • Noted by the Board.
8.6	GLA / HSE merger	<p>Note:</p> <ul style="list-style-type: none"> • Alterations made to dates in paragraph 10 – Draft option papers to be considered by Board on 20 June and HSC to agree options and merger models on 4 July.
8.7	Board dates 2006	<p>Note:</p> <ul style="list-style-type: none"> • Noted by the Board.
9	Urgent business	None
9	Date of next meeting	26 April 2006, Nottingham Forest FC, The City Ground, Nottingham, at 11am.