

All Board Members

Your ref:

Our ref:

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12 June 2006

Dear Board member

Attendance at Board meetings

Following last month's Board meeting, I believe it is important to remind you of your responsibilities as a Board member.

The Gangmasters (Licensing Authority) Regulations 2005 set out the requirements for those who are Board members, whether a representative or ex officio member. At the present time there must be at least 9 representative members present, plus the chairman or deputy, to be considered quorate. Unfortunately last month, a number of Board members failed to notify the secretariat in advance that they were not able to attend. This meant that we were almost not quorate and potentially we would not have been able to make some important decisions that were required that day. If you are not able to attend a meeting please let the Secretariat know at least 24 hours in advance; an email or telephone call will suffice.

You will also recall that if you are absent from 3 consecutive meetings of the Board, without a reasonable excuse, the Secretary of State may remove you from the Board. I have been quite surprised to see that so many members are reaching this milestone, despite the fact that we have set the meetings for the year. I will be writing individually to each member who is in this position to establish the reasons for non-attendance. However, I would like to urge you to attend as many meetings as you are able – they are likely to become less frequent in the future. We have a key role to play in directing the affairs of the Authority and ensuring that it meets its mission statement. We can only do this if we are quorate and able to make the required decisions.

Lastly, I have decided to cancel the July meeting in Belfast, as we do not have sufficient agenda items to justify a meeting. Originally, we were not scheduled to have a meeting in June but because of the need to approve the annual report and accounts, we scheduled an extra meeting. This has meant that many of the agenda items that would have been dealt with in July have been brought forward. There has also been some difficulty in ensuring that we would be quorate as a number of board members have failed to confirm their attendance. You will recall that we agreed that we would have one meeting each year in

one of the devolved administrations, so the October Board meeting will now be held in Belfast instead.

I look forward to seeing you all on the 20th.

Yours sincerely



Paul Whitehouse
Chairman