



# Gangmasters Licensing Authority

## Minutes

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| <b>Title of meeting</b> | 41st GLA<br>Board Meeting   | <b>Time</b>  | 11:00           |
| <b>Date</b>             | 02 April 2014   |  |                 |
| <b>Venue</b>            | Nottingham  |  |                 |
| <b>Chair</b>            | Margaret McKinlay   | <b>Secretary</b>   | Jennifer Clarke |
| <b>Attendees</b>        | <b>Representative members</b><br>Ivan Bartolo<br>Cllr Paul Bettison<br>Graham Bruce<br>David Camp<br>Hayley Campbell – Gibbons<br>Sharon Cross<br>Marshall Evans<br>Nigel Jenney<br>Steve Kemp<br>Gillian Mills<br>Jane Mordue<br>Catherine Pazderka<br>Hannah Reed<br>Joanne Young<br><br><b>Ex Officio</b><br>David Coackley<br>David Millar<br>(representing Colette McMaster)<br>Gordon Jackson<br>Tim Render<br>Jim Fedigan<br>Caroline Daly<br>(representing Gaynor Ithell) | Sea Fish Authority<br>Local Government Regulation<br>NFU Scotland<br>ALP<br>NFU<br><br>NFU<br>REC<br>FPC<br>GMB<br>SAGB<br>CAB<br>British Retail Consortium<br>TUC<br>ALP (part)<br><br>HSE<br>DARDNI<br><br>Scottish Government<br>Defra<br>HMRC<br>BIS |                 |

**In attendance**

|                 |                               |
|-----------------|-------------------------------|
| Paul Broadbent  | Chief Executive               |
| Darryl Dixon    | Director of Strategy          |
| David Nix       | Head of Licensing (part)      |
| Nicola Ray      | Director of People & Strategy |
| Jennifer Clarke | Communications/L&D Officer    |

**Apologies**

|                      |                                     |
|----------------------|-------------------------------------|
| Gaynor Ithell        | BIS                                 |
| Christopher Jennings | DWP                                 |
| Kieran English       | Police Superintendents' Association |
| Angela Coleshill     | Food and Drink Federation           |
| Jeremy Oppenheim     | Home Office                         |

**Observers**

|               |                                     |
|---------------|-------------------------------------|
| David Gill    | USDAW nominated observer*           |
| Diana Holland | Unite the Union nominated observer* |
| Gill Standen  | HMRC                                |
| Ben Farber    | REC                                 |
| John Wordley  | Concordia                           |

\*No new representative board member appointments to the GLA board are being made pending revisions to The Gangmasters (Licensing Authority) Regulations 2005

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| <b>1</b> | <b>Introductions</b>                     | <ul style="list-style-type: none"> <li>MM introduced the observers to the Board and welcomed Jim Fedigan, HMRC as a new board member.</li> </ul>  |
| <b>2</b> | <b>Apologies</b>                         | <ul style="list-style-type: none"> <li>Apologies received from those noted above.</li> </ul>  |
| <b>3</b> | <b>Declaration of Interest</b>           | <ul style="list-style-type: none"> <li>None.</li> </ul>   |
| <b>4</b> | <b>Minutes of the Previous Meeting</b>   | <ul style="list-style-type: none"> <li>The minutes of the 39<sup>th</sup> Board meeting were agreed.</li> <li>DH asked for the minutes to be noted to reflect that observers nominated by representative organisations have not been officially appointed to the Board pending changes to governance.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Note minutes that representative observers have not formally been appointed to the GLA Board pending the revisions to the Gangmasters (Licensing Authority) Regulations 2005.</li> </ol> |
| <b>5</b> | <b>Action Points from Board Meetings</b> | <p><b>Note actions carried forward:</b></p> <ul style="list-style-type: none"> <li>23.5 HCG to provide examples of comparable services that are charged for e.g. Red Tractor membership.</li> <li>23.6 DD to remind HMRC of the need for their input to deliver outstanding action.</li> </ul>  |
| <b>6</b> | <b>Declaration of Urgent Business</b>    | <ul style="list-style-type: none"> <li>None</li> </ul>  |

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| 7  | <b>Chief Executive's Report</b> | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> <li>DH asked if the total number of workers protected could be added to the report.</li> </ul> <p><b>Action</b></p> <p>2. GLA to consider the inclusion of data on total number of workers protected, where this can be identified.</p>   |
| 8  | <b>Performance</b>              | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> <li>PB offered to attend any stakeholders meetings to present a public version of the GLA's 2013-14 performance.</li> </ul> <p><b>Action</b></p> <p>3. Resend report with the one missing chart.</p>  |
| 9  | <b>Triennial Review Update</b>  | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>TR updated the Board</li> <li>The Triennial Review has been submitted to the Cabinet Office for sign off but has been subject to further interdepartmental discussion.</li> <li>The broad conclusions are that the GLA is fit for purpose, its functions are correct, it should remain an NDPB, it is making good progress against Red Tape Challenge recommendations and that the Board should be reformed.</li> </ul>  |
| 10 | <b>Future Board Governance</b>  | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the paper considering (i) advice that might be offered to Defra as regards role description for future board members and the skills/selection criteria that might be appropriate and (ii) the future GLA Board and advisory committee governance. The paper sought views on alternative structures for advisory committees and their constitution to inform a further paper.</li> <li>Board members are invited to respond by 30 April 2014.</li> <li>Committee structure will be determined by the future Board</li> <li>Views as regards the recruitment of new Board members will be passed to Defra.</li> </ul> <p><b>Action</b></p> <p>4. GLA to pass board members' views about the recruitment of the new board.</p> <p>5. GLA will prepare a paper for the July GLA board meeting on possible governance models to be passed to the new board for their consideration.</p> |

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| 11 | <b>Red Tape Challenge Post Consultation GLA update</b>                      | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• GLA update on progress re AI's to follow – item 12.</li> <li>• Longer licences subject to Fees Consultation with Defra and IT functionality.</li> <li>• Public Register – agreed changes to be operational by 1.6.14 or earlier if possible.</li> <li>• Earned Recognition – work ongoing with supermarkets and others re audit processes and training.</li> <li>• Major elements of remaining tasks are tied to IT changes. GLA continuing to consider sanctions such as enforcement undertakings but will exclude financial penalties.</li> <li>• A fees discussion is planned for the July 2014 Board meeting</li> <li>• A business case will be submitted to Defra regarding moving from the IBM estate.</li> </ul> <p><b>Action</b></p> <p>6. Paper on licence fees to July Board meeting.</p> |
| 12 | <b>Update on Discretionary Approach to Application Inspections</b>          | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The update was noted by the Board.</li> <li>• 41 applications - 37 applications were put forward for a physical inspection.</li> <li>• 4 granted without a physical inspection – 1 full licence, 3 with ALCs.</li> <li>• Of the 21 applications where a licence decision has been made, 17 are applications where a physical inspection was conducted.</li> <li>• Of those 17 cases, 13 have been granted a full licence, 1 with an ALC and 3 have been refused.</li> </ul>   |
| 13 | <b>Budget 2014 - 15</b>   | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• MM thanked Defra for the assistance in achieving a balanced budget.</li> <li>• The Board accepted the budget.</li> <li>• It was noted that the budget challenge for 2015-16 remained very steep and would require step change in certain budget lines if front line services are to be protected.</li> </ul>  |
| 14 | <b>Strategy Plan 2014 - 2017</b>  | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Noted by Board.</li> </ul>  |
| 15 | <b>2014 – 2017 In Year Performance Measures</b>                             | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The plan was noted and endorsed by the Board.</li> </ul> <p><b>Action</b></p> <p>7. 6.4 to consider a new performance to measure the effectiveness of tasking as regards detecting worker exploitation.</p> <p>8. GLA to consider breakout session at next meeting to discuss how we manage and assess intelligence.</p>  |
| 16 | <b>GLA Delivery Plan – Feedback from 'Performance &amp; Public' session</b> | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Feedback from previous sessions covered in 2014-17 in Year performance measures.</li> </ul>   |
| 17 | <b>Finance and General Purposes Committee</b>                               | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report of the meeting held on 17.03.14. At this meeting F&amp;GP approved the 2014-2015 budget.</li> </ul>  |
| 18 | <b>Liaison Group Update</b>   | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report of the Labour User/Labour Provider meeting held on 13.02.14.</li> </ul>  |

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| 19 | <b>TV Production Companies</b>        | <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the paper.</li> <li>• DC asked if this could be added to the External Communications Policy.</li> </ul> <p><b>Action</b></p> <p>9. Amend External Communications Policy to reflect the GLA position of working with TV Companies.</p> |
| 20 | <b>Any other Business</b>             | <ul style="list-style-type: none"> <li>• F&amp;GP vacancy - Volunteers for the vacant position on the F&amp;GP Committee were sought.</li> </ul>  |
| 20 | <b>Close and Date of Next Meeting</b> | <ul style="list-style-type: none"> <li>• Date of next meeting 16 July, 2014</li> </ul>  |