

MINUTES OF THE THIRTY SIXTH BOARD MEETING OF THE GANGMASTERS LICENSING AUTHORITY – 17 JANUARY 2013 HELD AT GANGMASTERS LICENSING AUTHORITY, NOTTINGHAM

Present:

Margaret McKinlay	Chair
Ivan Bartolo	Sea Fish Authority
Cllr Paul Bettison	Local Government Regulation
Graham Bruce	NFU Scotland
David Camp	ALP
Marshall Evans	REC
John Gorle	USDAW
Russell Hardy	Police Superintendents' Association
Nigel Jenney	FPC
Steve Kemp	GMB
Gillian Mills	SAGB
Jane Mordue	CAB
Catherine Pazderka	British Retail Consortium
Hannah Reed	TUC
Joanne Young	ALP
Lynn Caroll	HMRC
David Coackley	HSE
Gaynor Ithell	BIS
Susanna May	Defra

In attendance:

Paul Broadbent	Chief Executive
Jennifer Clarke	Communications/L&D Officer
Ray Dawson	Chief Operating Officer
Darryl Dixon	Director of Strategy
Nicola Ray	Director of Projects

Observers:

Peter McAllister, ETI
James Potter, NFU
Steve Keeler, BIS
Chris Patrick, HMRC

Apologies:

Hayley Campbell-Gibbons, NFU
Jane Mordue, CAB
Stuart Whitney, DWP
Keith Morrison, DARDNI
Jeremy Oppenheim, UKBA
Angela Coleshill, Food & Drink Federation
Sharon Cross, NFU
Gordon Jackson, Scottish Government

1	Introductions	<ul style="list-style-type: none"> Paul Bettison opened the meeting and welcomed the observers to the meeting. He also extended a welcome to Paul Broadbent, Chief Executive who had taken up his post on 07.01.13. PB gave an overview of his career to date. MM chaired the meeting from agenda item 7.1.
2	Apologies	<ul style="list-style-type: none"> Apologies for absence received from those noted above.
3	Minutes of the last meeting	<p>Note</p> <ul style="list-style-type: none"> The minutes of the 34th & 35th Board meetings were agreed.
3.1	Action point from Board meetings	<ul style="list-style-type: none"> 13.6 ongoing 15.5 Consultation on RTC programme will include ATAs potential exclusion 16.5 Deferred until July 2013 18.2 Minutes to be reviewed at 36th meeting 18.3/18.4 Included in Operations presentation at 36th meeting 18.5 Agreed at F&GPC meeting held on 14.01.13 18.9 ongoing 18.8 ongoing PB/MM to review
4	Declarations of Interest	<p>Note:</p> <ul style="list-style-type: none"> JY, GB, ME as licence holders.
5	Declarations of urgent business	<p>Note:</p> <ul style="list-style-type: none"> None.
6.1	Operations Update:	<p>Note:</p> <ul style="list-style-type: none"> Operations Update given by RD. Forestry Pilot Update given by DD. Noted by the Board. <p>Action:</p> <ol style="list-style-type: none"> Provide information on prosecutions lost/success ratio and referral to CPS. Compare licence refusal numbers for previous years. Board members to feedback on the Operations update and what content is required.
7.1	Audit & Risk Committee	<p>Note:</p> <ul style="list-style-type: none"> Nigel Jenney updated the Board on behalf of Jane Mordue. NJ thanked GLA staff for their competence in supplying accurate information to the NAO which had led to a slight reduction in fees.
	Finance and General Purposes Committee	<p>Note:</p> <ul style="list-style-type: none"> The F&GPC held their first meeting on 14.01.13 when Angela Coleshill was elected chair. MM provided an update of the meeting which was noted by the Board.
8.1	GLA Budget	<p>Note:</p> <ul style="list-style-type: none"> RD presented the balanced budget for 2013/14. The budget includes the cost all GLA staff currently employed. Cuts of £27k (non pay expenditure) have been made as a result of the Chancellor's Autumn Statement. The budget was endorsed by the Board.

9.1	Application Consultation Process – progress and feedback	<p>Note:</p> <ul style="list-style-type: none"> • The Written Ministerial Statement had indicated the Government’s preferred approach and this consultation was being undertaken in that context. • The Board was asked to comment on whether the questions in the document were commensurate with meaningful consultation. • CP asked for clarity on OGD checks. • HM requested that the language in the document be clearer and her offer to send written comments to expand on this was accepted. • GLA recognised that OGD’s checks could be referenced to the Licensing Standards and would look at the text. • Annex 3.6 - HR requested that the statistics should be in the main body of the consultation. • Specific Impact Checklist Annex 5.13 - HR strongly recommended that an EQIA be carried out. • Summary of cost saving Annex 5.14 - DC asked for explanation of summary of cost savings. It was noted that GLA savings will be redeployed and not given to Defra. • HR thanked the GLA for the work done at challenging times. <p>Action</p> <ol style="list-style-type: none"> 4. HR to offer editorial suggestions to DD by 21.01.13. 5. Board to provide comments on the Consultation questions. 6. GLA to consider EQIA. 7. GLA to consider how to clarify the nature of the queries GLA makes to OGDs.
10.1	Minutes of the Liaison Group	<p>Note:</p> <ul style="list-style-type: none"> • Noted by the Board.
10.2	Red Tape Challenge	<p>Note</p> <ul style="list-style-type: none"> • PB updated the Board on the RTC Project Plan • There are 353 activity lines within the plan • 45 lines specific to Defra • 302 GLA lines (including sections)/248 excluding sections • 47 completed
10.3	Timetable of meetings	<p>Note:</p> <ul style="list-style-type: none"> • Noted by the Board.
10.4	Board Expenses	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board.
10.5	Register of Interests	<p>Note</p> <ul style="list-style-type: none"> • All Board members are required to complete a Register of Interests Annually. <p>Action</p> <ol style="list-style-type: none"> 8. Board members to return Register of Interests at Annex A of the policy.
10.6	Bribery Policy	<p>Note</p> <ul style="list-style-type: none"> • GLA Board members are now included in the GLA Anti-Bribery Policy. • MM advised the Board that this policy document had been tailored to focus on the activity of GLA Board members specifically when they are acting in that capacity. GLA staff had a separate document relevant to their GLA work.

		<ul style="list-style-type: none"> The policy will be issued on an annual basis. <p>Action</p> <p>9. Board members to return a signed copy of the policy to the GLA.</p>
10.7	Government Identity System	<p>Note</p> <ul style="list-style-type: none"> The Board noted the changes to be made to the GLA branding as stipulated by HM Government.
11	Any other business	<p>Note</p> <ul style="list-style-type: none"> MM advised Board members that over the next quarter she will be undertaking the annual appraisals of all Board members. Appointments will be booked shortly by Jane Riley. <p>Action</p> <p>10. Board appraisals to be completed by 31 March 2013.</p>
12	Close and date of next meeting	<ul style="list-style-type: none"> Date of next meeting 17 April, 2013.