

**MINUTES OF THE THIRTY FIFTH BOARD MEETING OF THE GANGMASTERS LICENSING AUTHORITY – 17 OCTOBER 2012 HELD AT GANGMASTERS LICENSING AUTHORITY, NOTTINGHAM**

**Present:**

Margaret McKinlay  
Ivan Bartolo  
Cllr Paul Bettison  
Graham Bruce  
David Camp  
Angela Coleshill  
Sharon Cross  
Marshall Evans  
Russell Hardy  
Nigel Jenney  
Gillian Mills  
Jane Mordue  
Catherine Pazderka  
Hannah Reed  
Joanne Young

Chair  
Sea Fish Authority  
Local Government Regulation  
NFU Scotland  
ALP  
Food & Drink Federation  
NFU  
REC  
Police Superintendents' Association  
FPC  
SAGB  
CAB  
British Retail Consortium  
TUC  
ALP

Lynn Caroll  
Susanna May  
Gaynor Ithell  
Gordon Jackson  
David Millar

HMRC (representing Robin Whythes)  
Defra  
BIS  
Scottish Government  
DARDNI (representing Keith Morrison)

**In attendance:**

Ray Dawson  
Darryl Dixon  
Jennifer Clarke  
Nicola Ray

Chief Operating Officer  
Director of Strategy  
Communications/L&D Officer  
Director of Projects

**Observers:**

Tony Poole, Defra  
Jackie Richards, Bracknell Forest Council  
Richard Walker, GLA  
Martin Jones, GLA

**Apologies:**

John Gorle, USDAW  
Ian Livsey, GLA  
Stuart Whitney, DWP  
Keith Morrison, DARDNI  
Jeremy Oppenheim, UKBA  
David Coackley, HSE  
Steve Kemp, GMB

Catherine Speight, Unite

1	Introductions	<ul style="list-style-type: none"> <li>MM opened the meeting and welcomed the observers to the meeting.</li> </ul>
2	Apologies	<ul style="list-style-type: none"> <li>Apologies for absence received from those noted above.</li> </ul>
3	Minutes of the last meeting	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>CP requested that the wording of 8.1 be amended in relation to the RTC outcome for the GLA.</li> <li>8.1 - CP requested that those who had contributed to the letter to the Minister of State at Defra should be listed.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Amend wording in 8.1 &amp; 8.3</li> <li>Review minutes at January 2013 Board meeting</li> </ol>
3.1	Action point from Board meetings	<ul style="list-style-type: none"> <li><b>13.5</b> ongoing</li> <li><b>13.6</b> ongoing</li> <li><b>15.5</b> Consultation on RTC programme will include ATAs potential exclusion</li> <li><b>16.1</b> Meeting outstanding needs to be linked to daffodil season</li> <li><b>16.5</b> Deferred until July 2013</li> <li><b>17.7</b> Agenda item 35<sup>th</sup> Board meeting</li> </ul>
4	Declarations of Interest	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>JY, GB, SC and ME as licence holders.</li> </ul>
5	Declarations of urgent business	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
6.1	Operations Update:	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Operations update given by RD.</li> <li>Noted by the Board.</li> </ul> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>Number of licence refusals to be circulated to Board members.</li> <li>Presentation at next meeting to show more statistical information showing outcomes, and how GLA resources were being deployed and less on specific operations.</li> </ol>
7.1	Audit & Risk Committee	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The meeting of ARC had taken place immediately before the Board meeting so JM updated the Board orally.</li> <li>An internal audit will be taking place which will include the implementation of the Bribery Act and Corporate Governance.</li> <li>F&amp;GP will be focusing on how the GLA plans to use its resources and finances; ARC will review after the event.</li> <li>The budget will be presented to the Board in January 2013.</li> </ul>
8.1	Revised Terms of Reference FGPC	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> <li>MM asked for volunteers to join the FGPC, the first meeting will be scheduled for January 2013.</li> <li>FGPC cannot take executive decisions relating to policy.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Amend point of clarification on policy decisions</li> <li>Delete reference to ARC in 'issue' section of paper</li> </ol>
8.2	External Communication Policy	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This paper brings together past papers detailing how the GLA communicates and also includes a new section on Freedom of</li> </ul>

		<p>Information requests.</p> <ul style="list-style-type: none"> <li>• The Supermarket Protocol is currently under review so therefore not included in the paper.</li> <li>• HR asked what information can be fed back to those reporting Intelligence; this has to be dealt with case by case and to ensure operations are not prejudiced.</li> <li>• Where practical Board members to be made aware of press activity.</li> <li>• RH suggested a revision. Individuals can be identified after their first court appearance.</li> </ul> <p><b>Action</b></p> <p>7. Circulate paper to the Board after update of minor amendment</p> <p>8. LU/LP Liaison group would be given a copy of the paper in due course</p>
8.3	Licence Fees 2013-14	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• It was noted by the Board that the fee levels remain unchanged for 2013-14.</li> <li>• However this could be affected by the outcome of the consultation as a result of the Written Ministerial Statement.</li> </ul>
9.1	Red Tape Challenge Plan	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Paper noted by Board in conjunction with presentation at 9.2</li> </ul>
9.2	Red Tape Challenge presentation	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Plan presented by DD showing strands of work and interlinked activity.</li> <li>• Progress against the work plan would be presented at future board meetings.</li> </ul>
9.3	Review of Corporate Governance – Restructure of Board	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• MM still in discussion with the Cabinet Office.</li> <li>• The GLA is subject to a triennial review.</li> <li>• It was considered the organisation works because of the stakeholders.</li> <li>• Board members were concerned that if stakeholders were not included, this could undermine the effectiveness of the authority.</li> </ul>
9.4	Inspection Approach – Summary of Findings	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• DC asked for an amendment to the wording to be made.</li> <li>• It was suggested by HR that it should remain unchanged which was agreed by the Board.</li> </ul> <p><b>Action</b></p> <p>9. GLA to produce brief</p>
10.1	Minutes of the Liaison Group	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Noted by the Board.</li> </ul>
10.2	Timetable of meetings	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Noted by the Board.</li> </ul> <p><b>Action</b></p> <p>10. Dates to be re circulated and members canvassed for commencement time of meeting</p>
10.3	Forestry Pilot	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Board advised that Defra had not yet received ministerial direction on the proposals in the run up to exclusion.</li> <li>• The pilot paper to continue until removal from scope was agreed.</li> </ul>

10.4	Business & Strategic Plan	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul> <p><b>Action</b></p> <p>11. Comments or questions to be forwarded to MM.</p>
10.5	Appointment of CEO	<p><b>Note - Confidential Item</b></p> <ul style="list-style-type: none"> <li>The Board appointed Paul Broadbent to be the next Chief Executive of the GLA. He will start in January 2013.</li> </ul>
11	Any Other Business	<ul style="list-style-type: none"> <li>None.</li> </ul>
12	Close and date of next meeting	<ul style="list-style-type: none"> <li>Date of next meeting 17 January, 2013</li> </ul>