

GLA28/8.2 Forestry Pilot: Steering Group structure and terms of reference

13 January 2011

BOARD PAPER REFERENCE – GLA28/8.2 – Forestry Pilot Steering Group structure and terms of reference

Issue

1. To provide the terms of reference and steering group structure, and enable project planning to progress

Recommendations

2. To note terms of reference and steering group structure
3. To provide views on the steering group membership

Background

4. The outline proposal to operate the Forestry pilot from April 2011 was approved at the November Board.
5. A prerequisite for the pilot is a GLA Brief clarifying the impact of the 2010 exclusion regulations on the requirement for certain forestry activities to be licensable.
6. The first meeting of the steering group will be presented with proposals on how the regulatory regime may apply a lighter touch approach. The November Board paper indicated which areas may be covered:
 - New applications (reduced requirements for application inspection)
 - Existing applications (use of random inspections as part of pilot assurance)
 - Renewal (including revised approach for renewal request after expiry) close to renewal date
 - Change of PA
 - Change of legal status
 - Approach to partnerships
7. It will also consider the proposed survey, and the additional information/evidence requirements which may reduce the inspection burden, both for labour providers, and the GLA.

Steering group structure

8. In order to provide approval and review of the pilot activities, and the conclusions reached at its end, the pilot will report to a steering group (SG).
9. Although precise names are awaited the membership of the SG structure will be:

Chair GLA CEO/Director of Strategy
Members:

Defra
Forestry Commission
Confederation of Forestry Contractors
GLA Operations representative
NFU?
A TU/independent?

10. The Director of Strategy will operate the pilot:

- To ensure that cases are decided in accordance with the pilot objectives;
- To enable analysis of regulatory outcomes;
- To report to the project board and produce conclusions and recommendations.

Terms of reference

11. SG members will provide input to the proposed approaches. They will provide governance ensuring that the action required in paragraph 9 occurs.

12. The outcomes of cases operated within the pilot will be reviewed by the SG, who will provide feedback on the effectiveness or otherwise of the approaches adopted.

13. SG members will review the volumes of cases dealt with within the pilot to assess whether the pilot has processed sufficient cases to conclude, and make recommendations, or be extended for defined additional periods of not more than 3 months for each extension, and not exceeding two extensions to the original pilot period of 12 months.

14. SG members may propose that the pilot has reviewed sufficient cases but this is not expected to be appropriate before at least 6 months of the operation of the pilot has elapsed.

15. SG members will be invited to make recommendations for future actions at the conclusion of the pilot, to be included in the project report.

16. Approval of recommendations will be for the main GLA Board's consideration

Frequency of meetings

17. Currently, it is proposed that the SG meets as follows:

- Feb 11 (planning/ToR/processes)
- Mar 11 (end)
- May 11 (progress/stats/volumes of cases by type and outcomes)
- July 11
- October 11
- January 12
- March 12

- May 12 (early - final report pilot sign off)

18. Meetings will be held in Nottingham

19. Initial meetings will determine whether the proposed meeting frequency is appropriate or should be amended.