

## GLA Labour Provider / Labour User Liaison Group – Terms of Reference – July 2011

Paragraph 7 of Gangmasters (Licensing Authority) Regulations 2005 gives the GLA Board the power to set up liaison groups:

- “7(1) The Board may establish liaison groups to do any of the following –
- (a) to provide advice to the Board on the operation of the 2004 Act and any Regulations or rules made under it, the extent of compliance with any requirements imposed under the 2004 Act and the effectiveness of any such requirements;
  - (b) to assist the Board in keeping under review the activities of persons who act as gangmasters; and
  - (c) to provide a forum for communication between the Board and other persons.
- (2) Membership of each liaison group shall be at the discretion of the Board.
- (3) Each liaison group shall be chaired by a member of the Board.
- (4) The Board shall set the terms of reference for each liaison group.
- (5) The Authority may determine the level of remuneration and allowances paid to members liaison groups, subject to the approval of the Secretary of State.”

### 1. Terms of Reference

- The Group will seek to enhance co-operation between the Authority and the stakeholders they represent,
- The Group will identify joint areas of interest and provide the Authority with stakeholders views on the operation of existing or new policies and strategies (which will inform papers sent out for normal public consultation)
- The Group will report to the Board at Board meetings
- Group members may submit items for discussion where such proposals contribute to the strategic development of the GLA and its regulatory approach. The Groups will not be the appropriate forum to discuss specific cases
- Group members and Chair will declare at the commencement of meeting any specific interests that are in addition to the capacity in which they are attending the meeting.

### 2. The GLA Chairman will chair the group

### 3. Membership of the Groups

- Labour provider representatives - ALP Director (Secretary), ALP Chairman, REC representative, Gangmaster Alliance representative, 4 labour providers plus Board Members.
- Labour user representatives – FPC Representative (Secretary), NFU, 50 Club, 4 labour users plus Board Members.

### 4. Frequency and Location of Meetings – Three times per year in London at Defra or at GLA offices in Nottingham. GLA will arrange meeting room.

### 5. Agenda setting – Agenda items to be submitted to meeting Secretary and sent to relevant GLA Officer 1 week prior to meeting. Issues to be discussed between GLA Officer and meeting Secretary to ensure understanding and appropriateness and to enable GLA to prepare for the meeting. Agenda to be issued 1 week prior to the meeting.

### 6. Minutes and Reporting – Minutes to contain a concise meeting record which ensures key points can be understood when referred back to and by Board Members not present at the meeting. The Secretaries will prepare minutes. Minutes to be issued in draft form within 1 week of the meeting inviting comments and the final version issued within 2 weeks. Action Points to contain responsible person and target completion date.

### 7. Monitoring of Actions between meetings – Chairman to ensure issues are addressed with GLA in accordance with the date agreed.

### 8. Level of remuneration and allowances – Expenses met personally by attendees.

### 9. Annual review of Terms of Reference and effectiveness/performance