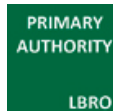


Standard Agenda



imPact Partnerships
"where simplicity meets success"

Standard agenda for an initial meeting between a business and local authority to discuss forming a primary authority partnership

1) The features of Primary Authority

- ❖ What is different from existing voluntary arrangements?

Points to consider:

- The partnership is statutory.
- Primary Authority Advice must be respected by all local regulators.
- All enforcement action must be notified to the primary authority.
- Information can be communicated to all local regulators via the secure Primary Authority IT system.
- Inspection activity can be directed on a national level through an inspection plan.
- There is scope to fund the work of the primary authority.

2) Business needs and assessment of resources

- ❖ What is the scale of the business in terms of geographic spread, number of outlets / product lines?
- ❖ Which legal entities will be included in the agreement?
- ❖ What is the compliance history of the business?
- ❖ What categories of local regulation will be covered?
- ❖ Is the business looking for intensive, ongoing support, or an occasional source of advice?
- ❖ What level of interaction does the business currently have with local regulators in terms of compliance checks, samples or requests for information?
- ❖ Which staff will be needed to support the partnership and what will their competency requirements be?
- ❖ How will the partnership be resourced?

3) The approach to Primary Authority Advice to the business

- ❖ Will previous advice to the business be reviewed and reissued?
- ❖ Are there business issues that should be prioritised?
- ❖ What systems are needed to ensure the advice can be readily retrieved?
- ❖ How regularly will the advice given be reviewed?

4) Providing additional information to enforcing authorities

- ❖ Can information be provided via the secure IT system to assist enforcing authorities in their regulation of the business – for example in relation to standardising sampling or complaints procedures, or providing commonly requested documents?

5) The approach to inspection plans

- ❖ If an inspection plan is thought appropriate, what would be covered?

Points to consider:

- Can risk-assessment by enforcing authorities be assisted?
- Can the primary authority handle specific business issues that will then not need local checks?
- Are there aspects of the business where local checks will be of particular assistance in achieving national compliance?
- Are there compliance issues that can best be assessed via a national strategy?

6) The application process

- ❖ Will the standard LBRO terms and conditions be adopted?
- ❖ Who will sign the application on behalf of the business and local authority?