

16th August 2024

John Miley
National Chair
National Association of Licensing and Enforcement Officers (NALEO)

Via email

Dear John

Invitation and proposals for NALEO / IoL merger

Please accept this letter as a formal invitation to NALEO to consider combining with the IoL to form a single professional body for licensing practitioners across the UK. Our organisations have worked together for many years now and share similar aims and objectives. A combined organisation would have many advantages for our members and would provide a stronger representative body for licensing practitioners both within local authorities and also the police, private practice and industry. The new body would cover the whole of the UK with a regional network allowing local engagement and representation.

Listed below are the outline proposals and considerations which we have previously discussed. It is hoped that these proposals are acceptable to NALEO's national committee and members.

I look forward to hearing from you, but please let me know if you have any queries or if I can help with any further clarification.

Yours sincerely



Sue Nelson
Executive Officer

CONSIDERATIONS / PROPOSALS

The new organisation

1. Given the aspirations of the IoL to gain chartered status, it is hoped that there will be a name change to CIOL should chartered status be attained.

2. Suggest that the merged organisation should retain the IoL name, but with a strapline 'incorporating NALEO' be included on all logos and name uses for at least 3 years, or until the attainment of chartered status if earlier.

Governance / Company Structure

3. The IoL's governing document is its [Memorandum and Articles of Association](#). In addition, the IoL has a Regional Constitution which forms part of a Regional Handbook. The IoL has a strong regional network with most regions fully functioning with a locally elected committee organising regular meetings (approximately 2-3 annually).
4. The new organisation would potentially prompt a review of the IoL's Memorandum and Articles of Association, but it is unlikely that a merger would require any significant changes.
5. The IoL's regional constitution and handbook should be reviewed alongside NALEO's national constitution with a view to producing a single constitution which would form part of the regional handbook. This should also be checked against the Memorandum and Articles to ensure that there are no conflicts.
6. **Board / Governance:**
 - The IoL is currently undertaking a growth review which is likely to prompt changes to the current governance structure of the organisation.
 - Proposed that JM as NALEO Chairman be co-opted onto the IoL Board.
 - The IoL Board has an existing committee structure which includes a Management, Organisation and Development Committee, and a Training & Qualifications Committee (inactive).
 - It is proposed that a Local Authority Interest Committee should also be established. The Board Committees are chaired by members of the Board, but non-Board members can also be co-opted to join the committee.
 - The Chair's Committee within IoL currently consists of the Chairman, Vice Chairs and the Chairs of Committees. The Chair's Committee acts as a 'first response' committee on any matters arising, including personnel matters, press enquiries, policy consideration etc.
 - Other NALEO committee members could be co-opted onto the LA Interest Committee.
 - The LA Interest Committee would be invited to provide representation on IoL consultation panels.
7. NALEO is widely considered a local authority representative body while the IoL is a broad church. The proposed LA Interest committee within the merged organisation would ensure that the LA representation is preserved.

Financial

8. The IoL (charity) is financially comfortable and is supported by its wholly owned subsidiary (Events Company) which gifts its year end profits to the charity.
9. Accounts are fully audited, and an Annual Trustee Report is provided. Report and accounts are filed with Companies House and the Charity Commission and accounts filed with HMRC. Accounts are presented to the members at the AGM.
10. It is proposed that current NALEO funds are paid over to the main IoL account but ringfenced for NALEO projects, which could include, for example, funding expenses associated with the Bryan Denby Award.

Regions

11. The geographical boundaries of the regions for the IoL and NALEO are not dissimilar, but NALEO's regional network is largely inactive. Proposed that the IoL regions be retained in their current form.
12. NALEO Committee members could potentially join or work with their local regional committees (they would need to be locally elected to formally join the regional committee).

Membership

13. Membership structures are similar. Membership will require review as part of the growth review, but due to the current similarities no changes are likely to be required for a merger of the organisations.
14. IoL membership categories would therefore remain unchanged for the purposes of the merger. NALEO's existing honorary memberships would be preserved, but new honorary memberships would not be offered by the new organisation.

Member Benefits

15. Members will benefit from a merger:
 - One professional body
 - One membership subscription
 - Stronger core organisation bringing together all the assets from both organisations
 - The proposed committee structure will preserve and strengthen the representations of particular interest groups (e.g. local authorities)
16. Existing member benefits for both organisations would continue:
 - Strengthened regional meetings (free)
 - Discounted training
 - Weekly news updates
 - Website resources (IoL website is being newly developed, with intention to enhance library which will be through dedicated resource)
 - Regular publications (Journal and LINK)
 - Strengthen representation with government departments and external stakeholders
 - Stronger consultation responses
 - Free vacancy advertising
 - Post nominals for Individual, Fellow and Companion members

Training and Qualifications

17. A strengthened training offer and greater potential development of training and professional qualifications.
18. Continuation of existing IoL courses, including the BTEC Level 3 Certificate and all other training provision.
19. The existing level 3 NALEO qualifications can be reviewed and updated. This could potentially be done alongside a review of the IoL's PLPQ and other courses.
20. City & Guilds – would need to review the endorsement of this external course.

Conferences

21. Combined Training Conference offer, including:

- National Training Conference (November annually)
- Summer Training Conference (June annually)
- Annual Topical Conferences (Taxis, Gambling and Large Events)
- Ad hoc topical Conferences (Safeguarding, Non-Surgical Cosmetics etc)
- Collaborative webinars (BBFC, Industry etc)
- National AGM – incorporated within the NTC programme annually.

Awards

22. Stronger, regular Awards opportunities

- Jeremy Allen Award (annually in partnership with Poppleston Allen)
- Bryan Denby Award (could be a local authority champion award)
- Chair's Special Recognition Award
- Membership awards: Fellow and Companion (retain)
- Other awards could be considered in the future.

Future Plans and Aspirations

23. Chartered Status – the combined organisation would be in a better and stronger position to attain Chartered Status.

24. Potential for Chartered Membership once CS is attained.

25. Development of new Business Plan for the combined organisation (this is currently in progress through the IoL's Growth Review).

26. Succession planning – essential for all areas (team, Board and trainers).

27. Development of Professional Qualifications.