GLA51/05 Action Points from Board Meetings

3 November 2016

Board Paper Reference – GLA51/05 Action points from Board Meetings.

1. Purpose of the Report

1.1 To update the Board on previous action points from meetings.

2. Recommendation

2.1 The Board is invited to note the outstanding actions.

Date of meeting	Reference	Action point	Owner of Action	Status
20/04/16 49th Board Meeting	7. Chief Executive Report /end of year performance	**BM32(1)** Include summary of licence holders by size of business and identify in the performance report.	PB	**In progress** Can only be done at the end of each financial year - add to CEO report. Reporting from July 2017.
13/07/16 50th Board Meeting	6. Home Office Update	**BM33(1)** Risks relating to Brexit should be sent to DD by 8 August. [Date amended to 27 July]	Board Members	**Completed** Risks circulated by email to DD.
13/07/16 50th Board Meeting	7. Chief Executive's Report	**BM33(2)** Invite Tony Eastaugh, Immigration Enforcement Director, to give a presentation on Illegal Working at the November Board meeting**.**	PB	**In progress** Attending and presenting at November Board meeting.
13/07/16 50th Board Meeting	7. Chief Executive's Report	**BM33(3)** PB to draft a Communication strategy paper to the Board regarding transition to the Gangmasters and Labour Abuse Authority.	PB	**Completed** Paper presented to Board Strategy Day 22.09.16

Date of meeting	Reference	Action point	Owner of Action	Status
13/07/16 50th Board Meeting	7. Chief Executive's Report	**BM33(4)** Add to the CEO report Freedom of Information requests, Health & Safety and CEO meetings.		**Completed** Added to template.
13/07/16 50th Board Meeting	9. Risk Register – Annual review	**BM33(5)** ARC to add a "deep dive" on health and safety risk to the September agenda.	NR	**Ongoing** Assurance report on management of H&S to be presented at next ARC.
13/07/16 50th Board Meeting	9. Risk Register – Annual review	**BM33(6)** Risk Management to be added to the Board Strategy Day in September.	PB	**Completed** Added to the Board Strategy Day agenda 22.09.16
13/07/16 50th Board Meeting	11. GLA Business Plan 2016-17	**BM33(7)** Amend Performance Indicators and Single Performance Indicators at 5 & 6 and recirculate the Business Plan.	JJR	**Completed** Amendments made to the Business Plan and circulated 25.08.16
13/07/16 50th Board Meeting	8. Scheme of Delegation /Review of Standing Orders	**BM33(8)** Consider adding Health and Safety to the Scheme of Delegation.	JJR	**Completed** H&S included in the Scheme of Delegation.
13/07/16 50th Board Meeting	9. Board Evaluation	**BM33(9)** NR to supply 5 case studies of complex Application Inspections to the CEO by 8 August.	NR	**Completed**
13/07/16 50th Board Meeting	19. Timetable of Meetings	**BM33(10)** Set up Board monthly telecom dates for 2017.	JR	**Completed** Dates confirmed.
13/07/16 50th Board Meeting	19. Timetable of Meetings	**BM33(11)** Board members to confirm availability for 2017 meetings.	Board Members	**Completed** Dates of 2017 meetings confirmed.

Report Author: Jennifer Clarke

Senior Responsible Officer: Darryl Dixon