



Minutes

Title of meeting	GLAA 60th BOARD MEETING		
Date	18 July 2018	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke
Attendees	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		
	In attendance Roger Bannister (RB) Interim Chief Executive - part Paul Coffey (PC) Head of Communications and Engagement (PC) - part Darryl Dixon (DD) Director of Strategy Nicola Ray (NR) Director of People & Licensing Justin Rumball (JJR) Head of Business & Finance Ian Waterfield (IW) Head of Operations		
	Observers Marcus Starling (MS) Home Office Sponsorship Unit Rachel Devlin (RD) Home Office Modern Slavery and Organised Immigration Crime Unit		
	Apologies Beth Sizeland – Home Office Zoe Wilkinson – Home Office Rebecca Egan– Home Office		

1.	INTRODUCTIONS Note <ul style="list-style-type: none">The Chair welcomed members of the Board and observers to the meeting.
2.	APOLOGIES <ul style="list-style-type: none">As above.

3.	<p>MINUTES OF THE PREVIOUS MEETING</p> <ul style="list-style-type: none"> • The minutes of the 59th GLAA Board meeting were agreed as an accurate record of the meeting.
4.	<p>DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> • None
5.	<p>ACTION POINTS</p> <p>Note</p> <ul style="list-style-type: none"> • The outstanding action points were noted by the Board. • BM41(10) Review of Licence Fees – NR to circulate plan of action prior to the September meeting of the Board (new action BM42(1)).
6.	<p>DECLARATION OF URGENT BUSINESS</p> <p>Note</p> <ul style="list-style-type: none"> • None

7.	<p>HOME OFFICE UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • MS updated the Board on staff changes within the sponsorship and policy units of the Home Office and the introduction of the Organised Serious Economic Crime Group. • A government response to the Director of Labour Market Enforcement report has been drafted and is with the ministers. • This response is now separate from the Matthew Taylor public consultation report. • The interviews for new GLAA Board members are scheduled to take place at the end of July. • Further disappointment was voiced by the Board following the slippage of the board appointments. WB, as Chair of ARC, will be responding to the Permanent Secretary as the letter he had received from Sir Philip, when he was Accounting Officer, stated that the appointments would take place in June. WB has not been advised otherwise. • The extension of the contract for the Chair has been further delayed as there is a requirement in statute for the appointment to be sanctioned by the Northern Ireland Minister for Agriculture. Similar issues exist with other appointments. If the NI Assembly is not in place by the autumn then the NI Office will put through emergency legislation. • WB congratulated MS on his new appointment within the HO. • RD updated the Board on the measures designed to radically improve the identification and support for victims of human trafficking and modern slavery which were announced in principle in October 2017 by Minister for Crime, Safeguarding and Vulnerability, Sarah Newton. • RD presented to the Board the four key objectives of the reforms to the National Referral Mechanism (NRM) <ul style="list-style-type: none"> ○ Quicker and more certain decision-making that stakeholders and victims have confidence in ○ Improved support for adults victims before during and after the NRM ○ Improved identification of victims ○ Improved support to child victims of modern slavery, who are supported outside the NMR. • Specifically, reforms to the NRM will see the minimum period of 'move-on support for victims significantly increased, the establishment of 'places of safety' which will provide immediate support to potential victims and 6 months of drop-in services, for those transitioning out of the NRM • Board members and others in attendance asked a number of clarificatory questions.
8.	<p>REVIEW OF DRAFT ANNUAL REPORT AND ACCOUNTS 2017 - 2018</p> <p>Note</p> <ul style="list-style-type: none"> • The first draft of the report is to be submitted to NAO by 23 July. • It is anticipated that the draft document will be circulated to the Board in early August.

9.	<p>CHIEF EXECUTIVE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the Chief Executive’s Report detailing operational activity and events. • RB has the accepted the Accounting Officer (AO) role following a letter of AO nomination from the Permanent Secretary. The CEO has confirmed in writing, his acceptance of the role with effect from 16 April 2018 and a letter was sent to the Permanent Secretary on 18 June 2018. • In response to taking up the AO role RB has set up two new quarterly meetings which will focus on risk, information governance, strategic planning and finance. See Item 14. • A draft People Strategy 2018 – 2021 has been produced setting out five inter-related aims which will support the delivery of our overall strategic priorities as well as our values and behaviours. The document has been formally considered in the June Executive Team meeting (EMT). Board members will shortly receive the document for comment. • RB thanked Board members for their support at the Regional Seminars. PC is collating information and feedback from these events which will be presented at the September meeting. • LD requested that outcomes and exemptions be added to the Freedom of Information section of the report. <p>Action</p> <ol style="list-style-type: none"> 1. Circulate the People Strategy 2018 - 2019 for comment by Board members. 2. Information and feedback from Regional Seminars to be presented at the September meeting. 3. Add exemptions/outcomes of FOI’s to CEO report. 4. MB/RB to discuss the format of the September meeting.
10.	<p>LICENSING STANDARDS CONSULTATION UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • The consultation closed on 3 July 2018. • The GLAA held two consultation events (7 and 11 July). The sessions, whilst low in attendance, were very productive and produced quality feedback. • NR gave an overview of the responses to the consultation survey. • The Board will be asked to agree the formal response to the consultation before the amendments are made to the Licensing Standards document. It is envisaged that this will occur outside of a formal Board meeting in order to meet the deadline of 1 October 2018 for publication. <p>Action</p> <ol style="list-style-type: none"> 5. NR to circulate the formal response to the consultation to Board members for agreement.

11.	<p>PERFORMANCE AND INSIGHT REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report covering the period April - June 2018. • WB asked that at future meetings more time be given to go through the report as it is a critical part of the role of Board members. • MS offered the support of the Continuous Improvement Team. • MB was hugely encouraged by the report which is drawing out data and promoting actions. • A redacted version of the P&I report will be provided to the Liaison Groups at their next meetings. <p>Action</p> <ol style="list-style-type: none"> 6. Issue redacted version of P&I report to Worker/NGO Liaison group meeting to be held on 16 August and LP/LU group meeting on 6 September. 7. Given the lack of time for review, comments and questions relating to the P&I report to be sent to IW by Board members.
12	<p>GLA – GLAA TRANSITION [RESTRICTED ITEM]</p> <p>Transition Board update</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report providing an update on the work of the GLA – GLAA Transition Board regarding the transition of the IT provision and support to the Home Office Technology platforms. • At its meeting on 6 July the Transition Board made a ‘go’ decision for the laptop roll out with a target date of 6 August. • Delays to the proposed roll out date have been encountered due to service transition and service readiness work.
13	<p>STAKEHOLDER ENGAGEMENT</p>
	<p>a) Liaison Group update</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report containing the minutes of the NGO Liaison Group meeting held on 9 May 2018 and the Labour User/Labour Provider Liaison Group meeting held on 22 May 2018. • LD requested discussion about bringing the groups together and appropriate cross-stakeholder engagement (e.g. sectoral).

	<p>b) Stakeholder Deep Dive</p> <ul style="list-style-type: none"> • DD updated the board with GLAA’s current stakeholder engagement. • PC gave an overview of the Stakeholder mapping, a clear framework which is being developed by Communications and Strategy departments. • This is a comprehensive exercise to identify GLAA stakeholders and analyse their respective interest/influence. • A target date for completion of the mapping and matrix exercise completion is autumn 2018. • Development of a stakeholder engagement strategy will follow to drive activity. This will be submitted to EMT and then the Board. • It was acknowledged that the Board has been requesting a labour market stakeholder engagement strategy based on stakeholder mapping for some time. • It was recommended that Stakeholder Engagement be added to the Strategy discussions at the September meeting of the Board.
14	<p>GOVERNANCE OF THE STRATEGIC ORGANISATIONAL RISK AND STRATEGIC PLANNING AND FINANCE BOARDS</p> <p>Note</p> <ul style="list-style-type: none"> • The report provided an update to the GLAA Board on recent recommendations agreed by Executive Management Team (EMT) on 21 June 2018 proposing a new internal governance structure arrangement. • This will ensure EMT and the GLAA Board receive relevant and timely information updates relating to risk and other issues from across all sections of the GLAA. • EMT agreed the implementation of two new quarterly internal meetings. One will focus on risk and information governance. The second on strategic planning and finance. These two meetings will be chaired by the Chief Executive. • The Strategic Organisational Risk Board (SORB) will comprise of EMT plus the Risk and Information Assurance Manager. SORB will be underpinned by a Risk and Information Governance Group (RIGG) chaired by a Director focused at practitioner/manager level. This meeting will also be held quarterly. • The Strategic Planning and Finance (SP&F) will be attended by EMT plus the Finance Manager. SP&F will focus on medium term financial planning, savings plans progress and in-year variance reporting. This meeting will also support Business Planning and reporting.

15	<p>GLAA BOARD OF GOVERNANCE, MEETINGS AND ENGAGEMENT 2019</p> <p>Note</p> <ul style="list-style-type: none"> • The Board agreed the following recommendations set out in the paper. <ol style="list-style-type: none"> a) The Chair and CEO should be authorised to sign the Framework Agreement which sets out the governance arrangements as between GLAA and Home Office. b) That the Board confirms the Scheme of Delegation (Standing Orders) which sets out how the Board will discharge its responsibilities. That Board sub-committee membership remains unchanged pending the appointment of new GLAA Board members by the Home Secretary. c) That GLAA Board meetings reverts to a quarterly basis rather than the current six week cycle, but with the ability to convene additional meetings where there is an urgent need and the necessity to do so. d) Teleconferences, at a frequency to be agreed are re-introduced to provide Board members with the ability to discuss current developments with the CEO and the Directors. e) That Board meetings and teleconferences are scheduled a year in advance in line with the GLAA planning cycle. <p>Action</p> <ol style="list-style-type: none"> 8. MB and RB to review the Board business scheduled for September and make recommendations as to how the agenda can be covered adequately.
15a	<p>TIMETABLE OF MEETINGS</p> <p>Note</p> <p>The dates of future Board meetings are to be circulated shortly, inter alia taking account of the timetable for the production of the quarterly Performance Report and the need for Board members to have the papers by a minimum of 5 working days.</p> <p>Action</p> <ol style="list-style-type: none"> 9. Circulate 2019 meeting dates.
16	<p>AUDIT AND RISK COMMITTEE</p>
16a	<p>CHAIR'S UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • WB updated the Board following its meeting of 17 July. The Board noted the report. • The Board noted the position on the 2016/17 Annual Report and Accounts which will be available on the website from 20 July 2018. • The Board noted the conclusion of the Internal Audit annual report for 2017/18. • In accordance with the Board annual work plan, it was requested that the Risk Register be circulated to Board members. <p>Action</p> <ol style="list-style-type: none"> 10. Circulate the Risk Register to Board members.
16b	<p>DRAFT ARC ANNUAL REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board accepted the Committee's Annual Report for 2017/18.

16c	GDPR UPDATE Note <ul style="list-style-type: none"> • Internal Audit have presented its report to ARC on GDPR preparedness and the Committee noted the conclusion of this review that there was “moderate assurance”
17	REMUNERATION COMMITTEE Note <ul style="list-style-type: none"> • There have been no meetings of REMCO since the last Board meeting.
18	ANY OTHER BUSINESS <ul style="list-style-type: none"> • None
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