



Minutes

Title of meeting	46th GLA Board Meeting		
Date	15 July 2015	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke (JC)
Attendees	Simon Allbutt (SA) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		
	In attendance Paul Broadbent (PB) Chief Executive Darryl Dixon (DD) Director of Strategy Nicola Ray (NR) Director of People & Licensing Jennifer Clarke (JC) Communications/L&D Officer		
	Observers Mary Calam Home Office Sneheni Danaher Gangmasters Licensing Authority Justin Rumball Gangmasters Licensing Authority David Camp Association of Labour Providers		
Apologies	William Butler (WB)		

1	Introductions	<ul style="list-style-type: none">• MB welcomed Board members to the meeting.• Mary Calam, Home Office - Director General of Crime & Policing Group, David Camp, Association of Labour Providers, Sneheni Danaher and Justin Rumball GLA, were also welcomed as observers.
2	Apologies	<ul style="list-style-type: none">• William Butler.
3	Declaration of Interest	<ul style="list-style-type: none">• ME as a licence holder.

4	Minutes of the Previous Meeting	<ul style="list-style-type: none"> The minutes of the 45th Board meeting were agreed.
5	Action Points from Board Meetings	<p>Note actions carried forward:</p> <ul style="list-style-type: none"> 23.6 Quantification of benefits of GLA activity to UK plc delivered by GLA to be presented to the Board October 2015.
6	Declaration of Urgent Business	<ul style="list-style-type: none"> None.
7	Chief Executive's Report	<p>Note</p> <ul style="list-style-type: none"> The Chief Executive's Report was noted by the Board detailing operational activity and events in the first quarter and headline performance 2013-15. In conjunction with the University of Derby the GLA are developing accredited training to provide employers with the assistance they require to meet the needs of the Modern Slavery Act. A stakeholder meeting was held on 30 June 2015.
8	Performance	<p>Note</p> <ul style="list-style-type: none"> The Board noted the Performance and Insight report April - June 2015 and the progress against the Strategic Plan. The CEO presented a version of the monthly report sent to the HO which met the action point about exceptions reporting from the last meeting.
9	Home Office Update	<p>Note</p> <ul style="list-style-type: none"> Mary Calam gave an overview of the Crime and Policing Group of the Home Office and the issues of relevance to the GLA.
10	GLA Licensing Standards	<p>Note</p> <ul style="list-style-type: none"> The Board noted the paper recommending a delay in the review of the Licensing Standards. The GLA has in accordance with best practice, reviewed the Licensing Standards every three years, namely in 2009 and 2012. A further review would therefore normally be instigated in 2015. The Board agreed that the Licensing Standards review should be deferred because of the pending Home Office consultation but kept under active review.
11	Annual Reports and Accounts Updates and Processes.	<p>Note</p> <ul style="list-style-type: none"> The paper was noted by the Board. Kerry Jasper, Finance Manager was thanked by MB for her exceptional efforts in producing the report. The Annual Reports and Accounts 2014-15 are at

11	Annual Reports and Accounts Updates and Processes	Note cont'd https://www.gov.uk/government/publications/gangmasters-licensing-authority-annual-report-and-accounts-2014-to-2015
12	GLA Budget – forward plan	Note <ul style="list-style-type: none"> • The Board noted the paper with a Medium Term Financial Forecast and discussed the options that the GLA should develop with the Home Office in preparation for the anticipated future financial challenges and unprecedented change. • A Comprehensive Spending Review is likely to be announced by the Government. • To gain better understanding of the background to the review of licence fees it was agreed that a paper would be circulated. Action <ol style="list-style-type: none"> 1. Paper to be circulated to the Board prior to the October meeting.
13	Approach to Risk Management	Note <ul style="list-style-type: none"> • The Board noted the report providing the GLA's current approach to risk management and its current risks. • Board members identified a need for further discussion drawing on the approach used by Seafish. • PB agreed to produce an interim paper on the corporate risks to the GLA and MB to advise on Risk Appetite. Action <ol style="list-style-type: none"> 2. Circulate an interim paper to the Board before the October meeting.
14	Appointment of Deputy Chair	Note <ul style="list-style-type: none"> • The Board noted the paper and recommendation of appointment of a Deputy Chair. • The Deputy Chair will be appointed for one year as the nominated Deputy Chair if required and the appointment is made thereafter on an annual basis. • Board members who wish to volunteer for the role of Deputy Chair should contact MB.
15	Board Member Appraisals	Note <ul style="list-style-type: none"> • Item deferred pending forthcoming appraisal of Chair by the Home Office. Action <ol style="list-style-type: none"> 3. MB to contact Board members about their appraisals after her meeting with the Home Office on 27 July 2015.

16	Observer Attendance at Board Meetings	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the paper setting out the criteria for attendance of observers at GLA Board meetings. • The Board agreed the criteria subject to changes at Annex A2 – distinguishing different categories of observer and consider how and when invitations might be made. Annex A3 amend to 7 days. • The draft agenda for Board meetings will be posted on the website 2 weeks ahead of the meeting date. <p>Action</p> <p>4. The GLA to consider how to invite observers to the meeting (Annex A2c).</p>
17	Board Work Plan	<p>Note</p> <ul style="list-style-type: none"> • The Board accepted the yearly work plan detailed in the paper. • It was agreed that an annual review of the Board performance should take place in January, ahead of the individual Board member performance appraisals by the Chair. <p>Action</p> <p>5. Amend Board work plan to include annual review of the Board performance.</p>
18	Audit and Risk Committee	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report.
19	Stakeholder Engagement	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the Labour Provider/User Liaison Group meeting held on 3 June 2015. • LD updated the Board with her meeting with Trade Unions detailing sub board arrangements for a worker/victim group. • MB has also met with Frances O' Grady TUC which included discussion of the matter. • A meeting of the Worker/Victim Liaison Group is scheduled in September to review terms of reference and the aims and objectives. <p><i>[Secretary note: this meeting will now take place on 8 October 2015.]</i></p> <p>Action</p> <p>6. Add organisational names against attendees on future liaison group minutes.</p>
20	Any Other Business	<ul style="list-style-type: none"> • None.
21	Close and Date of Next Meeting	<ul style="list-style-type: none"> • Date of next meeting 14 October 2015, Nottingham.