



Gangmasters
Licensing Authority

GLA46/5 Action Points from Board Meetings

15 July 2015

Board Paper Reference – GLA46/5 – Action Points from Board Meetings

1. Purpose of the Report

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

2. Recommendation

2.1 The Board is invited to note the outstanding actions.

Date of meeting	Reference	Action point	Owner of Action	Status
17/07/13 38th Board Meeting	14. Worker Survey	BM21(7) HR to suggest ways of sampling worker satisfaction with the GLA.	CW	In progress CW/NR to meet with LD after board meeting on 15.07.15
15/01/14 40 th Board Meeting	9.4 Budget 2014 – 15 & Draft Budget 2015 - 16	BM23(6) Quantify the successes and benefits to “UK plc” in £’s term (increased tax yield).	DD	In progress Reporting to Board July meeting.
16/10/14 43 rd Board Meeting	11. Earned Recognition	BM26(7) Add Earned Recognition to October 2015 Board agenda.	JC	b/f Oct. 2015
16/10/14 43 rd Board Meeting	12. Update on Discretionary Approach to physical site visits for AI’s	BM26(8) Review in October 2015	CW	b/f Oct. 2015
14/01/15 44 th Board Meeting	15. Audit and Risk Committee	BM27(5) Marcus Starling to provide briefing on responsibility of Non-Executive Board members.	MS	Completed Covered in board application and induction packs.

22/04/15 45th Board Meeting	8. Performance	BM28(1) Circulate election manifesto slide	JC	Completed Circulated 17.04.15
22/04/15 45th Board Meeting	8. Performance	BM28(2) Add exceptions report to Performance & Insight Report.	PB/ISW	In progress Added to report for 15.07.15 meeting.
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(3) Draw up and circulate for agreement, the criteria to be used by the Chair in agreeing that an observer could attend Board meetings.	MB	In progress Agenda item 15.07.15
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(4) Circulate a role description for the deputy chair of the Board.	MB	In progress Agenda item 15.07.15
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(5) Terms of reference for ARC to be circulate to Board members.	MB/KJ	Completed Circulated by email 08/06/15 to ARC.
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(6) Circulate proposed ARC meeting dates to Board members.	KJ	Completed Circulated by email 16/06/15 to ARC.
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(7) Create Work plan for the Board.	JR/MB	In progress Agenda item 15.07.15
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(8) NAO letter of assurance to be circulated to Board members.	PB/KJ	Completed Letter from PB to Board by email 05.05.15 .

22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(9) CEO to bring to the attention of the SLT the NAO letter of assurance and ask for comment.	PB	Completed SLT agenda item 14.05.15.
22/04/15 45th Board Meeting	9. GLA Board Governance	BM28(10) CEO to request letters of assurance from GLA directors	PB	Completed All directors completed letter of assurance.
22/04/15 45th Board Meeting	10. Strategic Plan 2015 - 2018	BM28(11) Comments to CEO on the targets by 30 April 2015.	PB/Board	Completed Comments received.
22/04/15 45th Board Meeting	11. GLA Budget	BM28(12) Interim financial reporting to be supplied to the Board on a monthly basis.	JJR	Completed Distributed to Board members on 18.06.15
22/04/15 45th Board Meeting	12. Licensing Standards Review	BM28(13) To be revisited post Home Office led consultation.	CW	In progress Agenda item 15.07.15
22/04/15 45th Board Meeting	14. Stakeholder Survey Results	BM28(14) LD to give advice on ways of seeking feedback from stakeholders	LD	In progress
22/04/15 45th Board Meeting	16b). ARC handover from outgoing committee	BM28(15) Meeting to be arranged in May for ARA sign off by the Board.	KJ	Completed Meeting held on 22.05.15
22/04/15 45th Board Meeting	19. Timetable of meetings	BM28(16) Board members to indicate their availability for 2016 Board meetings.	JC/Board	Completed. Calendar invitations issued.
22/04/15 45th Board Meeting	20. Reflections on 21 & 22 April	BM28(17) Add to July Board agenda Risk Management	JC	In progress Agenda item 15.07.15

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