



Gangmasters  
Licensing Authority

# GLA46/14 Appointment of Deputy Chair

15 July 2015

# **Board Paper Reference – GLA46/14 - Appointment of Deputy Chair**

## **1. Purpose of the Report**

- 1.1 At the April 2015 GLA Board meeting there was a discussion as to the merits of the appointment of a Deputy Chair. This report considers the functions that a Deputy Chair may perform and recommends that, if required, one Board Member is appointed as the nominated Deputy Chair for one year, and that the appointment is made thereafter on an annual basis.

## **2. Recommendation**

- 2.1 The Board decides if a Deputy Chair is required
- 2.2 If so, the Board duly appoints a Deputy Chair for a period of one year.

## **3. Reasons for Recommendation**

- 3.1 The Statutory Instrument governing the operation of the previous GLA Board required the Board to appoint a deputy chair for a three year period. The deputy chair was “to act as the chairman in the absence of the chairman”.
- 3.2 The new Regulations are silent on the question of a Deputy Chair hence the GLA can reach its own conclusion on this issue.
- 3.3 It is proposed that, if considered necessary for the effective governance of the GLA, a Deputy Chair is necessary, then that appointment will be for a one year period. At the end of that period another Board member may take on the role or it might remain with the Board member appointed for the previous year.

## **4. Summary of Key Points**

- 4.1 Attached at Annex A is the role description for the Chair. The need for another Board member to undertake the listed activities relates to the period for which the Chair may be absent. This could include unexpected absence for a specific meeting or part of, an enforced absence due to ill health or an extended period caused by resignation or being relieved of that duty by the Secretary of State. In all those circumstances the GLA board will be required to discharge its statutory functions seamlessly regardless of the circumstances. In the case of extended absence, the deputy may also provide line management support to the CEO and undertake GLA representational activity. In the case of the GLA Chair standing down, a Deputy would be required until the public appointments process was completed.
- 4.2 The Board could either take the view that in the circumstance set out in paragraph 4.1, an emergency Board meeting may be convened to appoint a Deputy Chair. Alternatively, one of the Board could be appointed to the role for a period of time

such that, if required, the arrangements could operate immediately without the need for a process.

## **5. Financial Implications and Budget Provision**

- 5.1 The post is a temporary one. It may not need to be utilised, except in the circumstances set out in section 4, should they arise. There is no additional remuneration attached to the duty. As the post would be filled by an existing Board member their attendance at the Board, and any other meeting deemed necessary, would be covered by the current expenses provisions.

## **6. Organisational Risks**

- 6.1 Agreement to the appointment of a Deputy Chair demonstrates forward planning and the implementation of contingency procedures to reduce risks to the continuous governance of the GLA.

## **7. Policy Implications and Links to Strategic Priorities**

- 7.1 The role of the Board, and therefore the Deputy Chair, is to exercise good governance, holding the GLA's performance to account, ensuring that it delivers on its mission and six strategic priorities

## **8. Details of Consultation/EQIA**

- 8.1 The Board was consulted on standing orders on 22 April 2015.

## **9. Background Papers and Relevant Published Documents**

- 9.1 The Gangmasters (Licensing Authority) Regulations 2015.  
GLA45/9a Standing Orders.

**Report Author: Margaret Beels**

**Senior Responsible Officer:**

**ROLE TITLE:** Chair

**PURPOSE:** Your overall key responsibility as Chair of the GLA board is to provide effective strategic leadership for the operation of the GLA. You will have a significant role in ensuring that the GLA and its staff maintain the capability (within available resources), to:

- deliver the GLA's statutory responsibilities and objectives;
- achieve its performance indicators;
- enable it to respond positively and constructively to any changes in its policy or operational context; and
- take fully into account Government objectives and priorities in the area of employment protection for vulnerable workers.

**RESPONSIBILITIES:** In addition to chairing meetings of the non-executive Board of the GLA, the Chair also has responsibility to:

- plan and manage the Board's business, including setting agendas for Board meetings and clearing papers;
- ensure that the proceedings of the Board are documented, so that there is a clear audit trail of Board decisions;
- ensure active Board consideration of the GLA's priorities;
- undertake annual performance appraisals of the Non-Executive Board members and of the Chief Executive of GLA in line with agreed procedures and timetable;
- support the GLA in meeting its statutory licensing and enforcement duties and in maintaining its capacity to do so;
- ensure the GLA operates in line with Government policies as a NDPB;
- act as the public spokesperson of the Board;
- establish and maintain good working relationships with stakeholders;
- support the GLA Chief Executive and staff;
- as necessary, support the Chief Executive in communicating GLA policies to, and consulting with, a wide range of interested parties.