



Minutes

Title of meeting	39 th GLA Board Meeting		
Date	16 October 2013	Time	11:00
Venue	London		
Chair	Margaret McKinlay	Secretary	Jennifer Clarke
Attendees	Representative members		
	Ivan Bartolo	Sea Fish Authority	
	Cllr Paul Bettison	Local Government Regulation	
	Graham Bruce	NFU Scotland	
	David Camp	ALP	
	Angela Coleshill	Food and Drink Federation	
	Sharon Cross	NFU	
	Marshall Evans	REC	
	Nigel Jenney	FPC	
	Steve Kemp	GMB	
	Gillian Mills	SAGB	
	Jane Mordue	CAB	
	Catherine Pazderka	British Retail Consortium	
	Hannah Reed	TUC	
	Joanne Young	ALP	
	Ex Officio		
	Chris Patrick	HMRC	
	David Coackley	HSE	
	David Millar (representing Colette McMaster)	DARDNI	
	Jeremy Oppenheim	Home Office	
	Gordon Jackson	Scottish Government	
	Tim Render	Defra	
	In attendance		
	Paul Broadbent	Chief Executive	
	Darryl Dixon	Director of Strategy	
	Jennifer Clarke	Communications/L&D Officer	

Apologies

Gaynor Ithell	BIS
Christopher Jennings	DWP
Diana Holland	Unite the Union
Hayley Campbell – Gibbons	NFU
Nicola Ray	GLA

Observers

Ben Farber	REC
Bridget Henderson	Unite the Union
David Gill	USDAW
Robin Wythes	HMRC
Jill Wordley	Defra
Kieran English	Police Superintendents' Association
Paul Fearn	GLA

1	Introductions	<ul style="list-style-type: none"> MM welcomed Tim Render, Defra to the Board who replaces Susanna May. Chris Patrick is leaving the Board due to retirement. MM thanked her for her contribution to the work of the GLA.
2	Apologies	<ul style="list-style-type: none"> Apologies received from those noted above.
3	Declaration of Interest	<ul style="list-style-type: none"> JY, GB, ME & SC as licence holders.
4	Minutes of the Previous Meeting	<ul style="list-style-type: none"> The minutes of the 38th Board meeting were agreed.
5	Action Points from Board Meetings	<p>Note actions carried forward:</p> <ul style="list-style-type: none"> 21.2 Add Risk Appetite to the agenda of the next F&GP meeting. 21.7 HR to suggest ways of sampling worker satisfaction with the GLA. 21.8 DD to circulate the information regarding Better Regulation Activity.
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"> Noted by the Board. HR asked what training was given to GLA staff regarding changes in Employment Law. PB detailed the cascade of information of changes to staff and presentations made to staff from other government agencies and outside the organisation. HR asked if the changes to the approach for AI's are being monitored. PB confirmed these were being fully documented. HR asked if PQ's could be shared with the Board.

		<p>Action</p> <ol style="list-style-type: none"> 1. Consider how PQs can be circulated to the Board and published on the GLA website (discuss whether this can include those directed to Defra/covering wider Defra functions). 2. As previously agreed, the GLA will update the Board on the revised approach to Application Inspections. 3. Issue GLA brief on Defra exclusions in November.
8	Performance	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board. • JO asked how the GLA gave feedback on outcomes to people who provided information about alleged offences. <p>Action</p> <ol style="list-style-type: none"> 4. Circulate licence holder map to Board members. 5. Circulate link on website relating to feedback from those providing information to the GLA.
9.1	Review of Licensing and Associated Fees 2014-15	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board. <p>Action</p> <ol style="list-style-type: none"> 6. Report back to the Board in 6 months.
9.2	Staff Survey	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the comments of the Staff Survey which was launched in July 2013. • Greater emphasis for L&D required. • New post of Business Change and Development created. • Secondment opportunity to UKHTC had been created and filled. • Need to update skills audit.
9.3	Criminal Case Investigation and Prosecution Rationale	<p>Note</p> <ul style="list-style-type: none"> • Board members noted the paper giving them clarity on the decision making process that occurs in determining an appropriate and proportionate outcome for investigation cases. • DC suggested this to be put into a GLA brief. <p>Action</p> <ol style="list-style-type: none"> 7. Produce a GLA Brief explaining the GLA Criminal Case Investigation and Prosecution Rationale.
9.4	Publication of Board Papers and Decisions	<p>Note</p> <ul style="list-style-type: none"> • Agreed by the Board.

9.5	Supplier/Retailer Protocol	<p>Note</p> <ul style="list-style-type: none"> • The details of the Supermarket Protocol have now been revised and refreshed and is to be known as the Supplier/Retailer Protocol. • The document reflects the change in dynamics of labour provision within the GLA regulated sector and reflects the GLA strategy 2013 - 2016. It seeks to establish a voluntary information sharing agreement as to how the GLA will work with suppliers, retailers and other organisations not specifically covered by the Act with the overarching aim to protect vulnerable and exploited workers. • The Home Secretary, the Right Honourable Theresa May, MP will launch the document at 16:00 today. • PB extended his thanks to Nigel Jenney, Angela Coleshill, Shayne Tyler and the BRC. <p>Action</p> <p>8. Review in October 2014.</p>
10	Red Tape Challenge Update - GLA	<p>Note</p> <ul style="list-style-type: none"> • DD updated the Board. • On “earned recognition” he was in discussion with major supermarkets on modification of existing industry audit arrangements with a view to creating a prototype audit procedure that might be used as “earned recognition” by the GLA. • HR critics of industry assurance schemes. DD said that, in developing the prototype, the experience of the Temporary Labour Working Group voluntary audit scheme would be in mind. Any proposals would be brought back to the Board.
11	Red Tape Challenge Update - Defra	<p>Note</p> <ul style="list-style-type: none"> • TR updated the Board on Defra led activity. • The summary of responses to the Defra consultation have been published. • Statutory instrument tabled, currently laid before Parliament with the possibility of being prayed against, though this is thought to be unlikely. • Further discussion with Defra and GLA are to take place regarding Civil Sanctions. • Governance – see report on Triennial Review below.
12	GLA Delivery Plan	<p>Note</p> <ul style="list-style-type: none"> • In breakout facilitated sessions the Board discussed two of the strategic programmes - People & Partnerships. The ideas will be assessed for feasibility for implementation against the Strategic Plan.

13	Survey of Stakeholders	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the proposed survey to stakeholders. • In the event that Board members received the copy sent to their organisation, Board members were asked <u>not</u> to complete the survey, but to pass it to an appropriate colleague able to articulate the views of their organisation, rather than their personal knowledge. • Comments on current draft to DN by 25.10.13. <p>Action</p> <p>9. Revised date to be set for survey to be sent to stakeholders. 10. Issue survey after 01.11.13.</p>
14	Preliminary Results of Licence Holder and Applicants Survey	<p>Note</p> <ul style="list-style-type: none"> • PB gave an overview of the results of the survey which were noted by the Board. • Ben Farber requested more information turnover/ size of business in future surveys. <p>Action</p> <p>11. Detailed report of the survey to be presented at the meeting on 15 January 2014.</p>
15	Prevention Strategy	<p>Note</p> <ul style="list-style-type: none"> • Detailed action plan for the GLA will focus on Prevent, Prepare, Protect and Pursue. • Consider how to measure outcomes, resource cost, and set out what the overall aspirations are
16	Audit and Risk Committee	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the approach to assessing risk appetite.
17	Liaison Group Update	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the meeting held on 22 August 2013.
18	Triennial Review Update	<p>Note</p> <ul style="list-style-type: none"> • Jill Wordley, Defra gave a presentation to the Board of the Triennial Review. • A consultation meeting focusing on GLA governance would be held on 12 November. Changes to the GLA Regulations 2005 would be tabled in Parliament after then. • MM sought volunteers for the TR team to liaise with. JM, ME, HR, ALP Chair, AC, NJ, Chris Patrick volunteered.
19	Any Other Business	<ul style="list-style-type: none"> • None.
20	Close and Date of Next Meeting	<ul style="list-style-type: none"> • Date of next meeting 15 January 2014.