



## Minutes

<b>Title of meeting</b>	50th GLA Board Meeting		
<b>Date</b>	13 July 2016	<b>Time</b>	11:00
<b>Venue</b>	Nottingham		
<b>Chair</b>	Margaret Beels (MB)	<b>Secretary</b>	Jennifer Clarke (JC)
<b>Attendees</b>	Simon Allbutt (SA) - part Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) William Butler (WB) - part		
	<b>In attendance</b> 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		
	<b>Observers</b> Mark Heath Gangmasters Licensing Authority (part) Ian Waterfield		
<b>Apologies</b>	Paul Williams (PW)		

1	<b>Introductions</b>	<ul style="list-style-type: none"><li>MB welcomed Board members to the meeting and the observers.</li></ul>
2	<b>Apologies</b>	<ul style="list-style-type: none"><li>Apologies from Paul Williams were noted.</li></ul>
3	<b>Declaration of Interest</b>	<ul style="list-style-type: none"><li>ME as a licence holder.</li></ul>
4	<b>Minutes of the Previous Meeting</b>	<ul style="list-style-type: none"><li>The minutes of the 49th Board meeting were agreed.</li><li>An amendment to 7 CEO Report was noted.</li></ul>

5	<b>Action Points from Board Meetings</b>	<p>Note</p> <ul style="list-style-type: none"> <li>The outstanding action points were noted by the Board.</li> </ul>
6	<b>Declaration of Urgent Business</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>
	<b>Home Office Update</b>	<p>Note</p> <ul style="list-style-type: none"> <li>Offer Stern Weiner updated the Board on the position of Modern Slavery, the impact of the Brexit decision and ministerial changes within Government following the decision.</li> <li>A top priority for Home Office would be briefing its new ministerial team. Having a prime minister with extensive knowledge of the Home Office in general and Modern Slavery issues in particular was positive.</li> <li>It had been originally planned that the Director of LME would be appointed by 1 September. The application period had been extended by 2 weeks so there might be a short knock on effect.</li> <li>The Chief of Staff, Michael Flynn, reporting to the Director of LME is now in post and attended Tasking &amp; Co-ordination at the GLA on 12 July. Over recent months there had been extensive discussion on the Director's Intel Hub. A simplified spec was now agreed.</li> <li>The GLA's budget for 2016-17 had been confirmed.</li> <li>Caroline Haughey is conducting an independent review around the crime and justice provision under the Modern Slavery Act which is due to be published at the end of July.</li> <li>Paul Lincoln has taken up post in the Home Office as Director General of Crime, Fire and Policing. MB &amp; PB met him on 11 July.</li> <li>On Brexit, government machinery was being put in place to implement the decision. Individual departments would be given the lead on specific issues. There was a focus on identification of risks stemming from the decision. LD suggested that working with European countries on labour exploitation issues would have to have a stronger bilateral element. AC commented that shortage of labour was already emerging as an issue for the food industry. PB added that GLA received no direct funding from EU, though, at the margin, it did participate in one Europe wide project which did.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Risks relating to Brexit should be sent to DD by 8 August. [Date amended to 27 July] <b>ALL</b></li> </ol>

7	<b>Chief Executive's Report</b>	<ul style="list-style-type: none"> <li>• The Chief Executive's Quarterly Report April – June 2016 was noted by the Board detailing operational activity and events.</li> <li>• It was recognised that the GLA need to communicate with stakeholders regarding the forthcoming changes associated with becoming the GLAA.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>2. Invite Tony Eastaugh, Immigration Enforcement Director, to give a presentation on Illegal Working at the November Board meeting.</li> <li>3. PB to draft a Communication strategy paper to the Board regarding transition to the Gangmasters and Labour Abuse Authority.</li> <li>4. Add to the CEO report Freedom of Information requests, Health &amp; Safety and CEO meetings.</li> </ol>
8	<b>Performance</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the Performance and Insight Report covering the period 1 April 2016 – 30 June 2016 and the Home Office Performance dashboard June 2016.</li> <li>• The CEO updated the Board on GLA's perspective on Human Trafficking and Modern Slavery in UK at present.</li> <li>• It was noted that the number of applications received was down for the first quarter of 2016 but this was too early to indicate market trends.</li> <li>• The number of compliance inspections and enforcement enquiries were also down indicating a greater complexity of the enquires but also the shortage of deployable staff due to LAPO and other training in advance of the GLAA.</li> </ul>
9	<b>Risk Register – Annual review</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• In accordance with the Board Work Plan the Risk Register annual review was completed.</li> <li>• Following the Board Self Evaluation SA and PW had taken an action to review risks including those associated with resourcing of GLA as it took on the expanded GLAA remit. Their initial report would be circulated. The Board noted the verbal report from SA and agreed changes to the register.</li> <li>• Steps to mitigate the risk have already been taken through the appointment of the Head of Operations.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>5. ARC to add a “deep dive” on health and safety risk to the September agenda.</li> <li>6. Risk Management to be added to the Board Strategy Day in September.</li> </ol>
10	<b>Strategic Plan 2016-2019</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board agreed the amended Strategic Plan 2016-2019.</li> <li>• The document is awaiting sign off by the Home Office.</li> </ul>

11	<b>GLA Business Plan 2016-17</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the GLA Business Plan 2016 – 2017 which is waiting for Home Office approval.</li> </ul> <p><b>Action</b></p> <p>7. Amend Performance Indicators and Single Performance Indicators at 5 &amp; 6 and recirculate the Business Plan.</p>
12	<b>Stakeholder Engagement</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the minutes of the Labour User/Labour Provider Liaison Group meeting held on 12 May 2016 and the Worker/ NGO Liaison Group held on 16 May 2016.</li> <li>The widening of stakeholder engagement associated with the move from GLA to GLAA would be discussed at the Board Strategy Day on 22 September.</li> </ul>
13a	<b>Audit and Risk Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report of the ARC meeting held on 14 June 2016.</li> <li>WB commented on the good performance from Justin Rumball and his team on the Annual Report and Accounts and asked that they should be congratulated.</li> <li>It was noted that the GLA still hasn't received their letter of delegation.</li> <li>ARC welcomed the setting up of the GLAA Transition Programme Board as it still has concerns over the IT transition.</li> </ul>
13b	<b>Corporate Governance Internal Audit Report</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report and the recommendations.</li> </ul>
14	<b>Remuneration Committee</b>	<p><b>RESTRICTED ITEM</b></p> <ul style="list-style-type: none"> <li>SA updated the Board on the meetings held by the Remuneration Committee.</li> </ul>
15	<b>ARA Process</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The ARC chair covered this in his report (13a).</li> </ul>
16	<b>Statutory Accounts - tabling</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Annual Report and Accounts are waiting for signature by the minister. It was anticipated this would take place on 18 July before the start of the Parliamentary Recess.</li> </ul>

17	<b>Scheme of Delegation /Review of Standing Orders</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• It was agreed there would be a policy review in line with the scheme of delegation policy update schedule.</li> <li>• It was requested that the document was more explicit on some specific people policies e.g. Health and Safety.</li> </ul> <p><b>Action</b></p> <p>8. Consider adding Health and Safety to the Scheme of Delegation.</p>
18	<b>Board Evaluation</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board reviewed the actions.</li> <li>• SA and PW action reported under Agenda item 9</li> <li>• ME had offered to facilitate an investigation of whether “Six Sigma” review of Licensing would help streamline and standardise service delivery. It was agreed this should commence in November.</li> <li>• WB and AC reported that their work on stakeholder engagement was still at an early stage.</li> <li>• MB informed the Board that she was producing a paper for the Home Office regarding Board member vacancies and recruitment of the Chair.</li> </ul> <p><b>Action</b></p> <p>9. NR to supply 5 case studies of complex Application Inspections to the CEO by 8 August.</p>
19	<b>Timetable of Meetings</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The timetable of meetings for 2017 was noted by the Board.</li> </ul> <p><b>Action</b></p> <p>10. Set up Board monthly telecom dates for 2017. 11. Board members to confirm availability for 2017 meetings.</p>
20	<b>Any other Business</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• MB asked Board members to consider being Deputy Chair and inform her if willing to volunteer.</li> </ul>
	<b>ii) Business Continuity Plan</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report of the incident on 8<sup>th</sup> June 2016, how it was managed, and the lessons learned from that experience.</li> <li>• It was agreed that the Business Continuity plan should be reviewed by ARC.</li> </ul> <p><b>Action</b></p> <p>12. Review Business Continuity Plan at ARC.</p>
21	<b>Close and Date of next meeting</b>	<ul style="list-style-type: none"> <li>• Date of next meeting 3 November 2016, Nottingham.</li> </ul>
22	<b>Close</b>	