



# Minutes

<b>Title of meeting</b>	51st GLA Board Meeting		
<b>Date</b>	3 November 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) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		
	<b>In attendance</b>	Paul Broadbent (PB) Chief Executive by teleconference Nicola Ray (NR) Director of People & Licensing Ian Waterfield (IW) Head of Operations Justin Rumball (JR) Head of Business & Finance Offer Stern-Weiner Home Office (part) by teleconference Jennifer Clarke (JC) Communications/L&D Officer	
	<b>Observers</b>	Tony Eastaugh Director of Crime and Enforcement, Immigration Enforcement, Home Office	

1	<b>Introductions</b>	<ul style="list-style-type: none"><li>MB welcomed members of the Board to the meeting and Tony Eastaugh.</li></ul>
2	<b>Apologies</b>	<ul style="list-style-type: none"><li>None.</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 50th Board meeting were agreed.</li> <li>• The minutes from the Board Strategy Day held on 22 September were agreed.</li> </ul>
5	<b>Action Points from Board Meetings</b>	<b>Note</b> <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>
7	<b>Home Office Update</b>	<b>Note</b> <ul style="list-style-type: none"> <li>• Offer Stern-Weiner updated the Board on the events leading up to the Modern Slavery Taskforce. Since the passing of the Modern Slavery Act, the Government is pioneering a more co-ordinated policy and operational response with the new group which will be chaired by the Prime Minister. The first meeting took place this morning.</li> <li>• On Anti-Slavery Day the Home Secretary announced £8.5 million allocation of funding (from the £33m ODA fund) to bolster the policing fight against modern slavery, by providing high-quality intelligence and analysis to assess the threat at a national and regional level, and an improved operational response throughout the investigative process.</li> <li>• The appointment process for the Director of LME is still ongoing. Candidates will be interviewed by the Home Secretary on 9 November.</li> <li>• Gangmasters (Licensing) and Labour Abuse Authority Bill 2016-17 - the Private Members' Bill proposed by Louise Haigh has been withdrawn.</li> <li>• The Immigration Act 2016 includes new powers to apply Labour Market Enforcement (LME) undertakings and orders. These will be implemented by the GLA from 25 November 2016 in its own sector.</li> </ul>
8	<b>Immigration &amp; Enforcement</b>	<b>Note</b> <ul style="list-style-type: none"> <li>• Tony Eastaugh, Director of Crime and Enforcement, Immigration Enforcement, Home Office gave an overview of the department's activity.</li> <li>• The GLA is a key joint working partner.</li> </ul>
9	<b>GLAA Transition</b>	<b>Note</b> <ul style="list-style-type: none"> <li>• The Board noted the paper giving an overview of the transition to the Gangmasters and Labour Abuse Authority, the transition of IT provision and support to Home Office Technology platforms, and the development of a replacement for the current GLA licensing system (LAWS).</li> </ul>

10	<b>Chief Executive's Report</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Chief Executive's Quarterly Report April – September 2016 was noted by the Board detailing operational activity and events.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Invite Ziggy Macdonald to the January Board meeting.</li> </ol>
11	<b>Santa Marta Conference</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>PB updated the board on the Santa Marta Conference, an alliance of international police chiefs and bishops from around the world working together with civil society in a process endorsed by Pope Francis to eradicate human trafficking and modern day slavery.</li> </ul>
12	<b>Performance</b>	
a)	<b>Performance and Insight Report</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the Performance and Insight Report April – September 2016. IW reported that he was working on improving the capture of data.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>IW to update the charts in the report relating to Intelligence.</li> <li>Any further questions relating to the P&amp;I report should be emailed to IW.</li> </ol>
b)	<b>Performance against Strategic Plan</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the Performance against the Strategic Plan.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>An updated version of the chart to be supplied at the next Board Meeting.</li> </ol>
c)	<b>Factors which impact of the timeliness of Licence Applications being completed</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report which gave information on the licence application process and the factors which impact on the timeliness of a licensing decision.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Add to the Performance and Insight report further banding after 70+ days.</li> </ol>
13	<b>Early impact of the Immigration Act</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>Labour Market Enforcement (LME) undertakings and orders go live on 25 November.</li> <li>The date of commencement for the GLAA new powers will be spring 2017.</li> </ul>

14	<b>Strategic Plan 2017 – 2027 review</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board discussed the draft Strategic Plan 2017 – 2027.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Re order strategic priorities, amend strategic objectives and circulate to the Board.</li> <li>Further comments on the Strategic plan to be emailed to PB.</li> </ol>
15	<b>Risk Register 6 month review</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The risk register has been updated by each risk manager and reviewed by the Senior Leadership Team, in line with normal processes.</li> <li>At the Board Strategy Day it was recognised with the transition to the GLAA the approach to risk management needed to be further refined and developed.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Update the report regarding litigation to be provided by DD by 11 November and report to the Board by the end of November.</li> </ol>
16	<b>Impact of BIT</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report which provided an update on GLAA activity in relation to the implementation of Business Impact Target (BIT) assessments. These are required on any regulatory changes where there is a business impact.</li> </ul>
17	<b>Framework Agreement</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>PB is in discussion with policy colleagues at Home Office and Business Energy &amp; Industrial Strategy.</li> <li>Once finalised the Framework agreement will require Board approval.</li> </ul>
18	<b>Review of Licensing Standards</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The GLA is in discussion with the HO about the review of Licensing Standards.</li> <li>The consultation paper is available in draft.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Update to be given at the Board dial in meeting.</li> </ol>

19	<b>Review of Licence Fees</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report on the current position on licence fees and full cost recovery.</li> <li>• Following the outcome of the Regulatory Futures Review, the GLAA Board gave approval to engage with the Home Office formally in a review of licence fees in order to comply with Treasury Rules on Managing Public Money.</li> </ul> <p><b>Action</b></p> <p>10. GLAA to discuss with the Home Office the review of Licence fees.</p>
20	<b>Duty to Report</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• From 1 November 2015, specified public authorities including the GLA have a duty to notify the Home Office of any individual encountered in England and Wales who they believe is a suspected victim of slavery or human trafficking.</li> </ul> <p><b>Action</b></p> <p>11. IW to circulate reporting process for board members.</p>
21	<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 8 September 2016 and the Worker/ NGO Liaison Group held on 9 August 2016.</li> <li>• The GLA(A) Transition: Stakeholder Engagement and Communication report updated the Board on information to be used as the framework for communication with the UK labour market about the changes concerning GLAA.</li> <li>• Board members were invited to review the key messages.</li> <li>• The Board was updated on 3 commercial products Clearview is a voluntary certification scheme for any labour provider in any sector. Stronger Together is labour exploitation awareness raising in the food sector. Fast forward is labour exploitation awareness raising and auditing in the textile sector.</li> </ul> <p><b>Action</b></p> <p>12. PB to revise Stakeholder Engagement statement.</p> <p>13. Board members to review the key messages.</p> <p>14. Circulate dates of Stakeholder meetings to Board members.</p> <p>15. Review progress of Clear Review, Stronger Together and Fast Forward at the next Board meeting.</p> <p>16. Circulate information on Certificate in Professional Development - Investigating Modern Slavery course to the unions.</p>

22	<b>GLAA Transition Stakeholder engagement and communication</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The GLAA conference is planned for 3 October.</li> </ul> <p><b>Action</b></p> <p>17. Board members to confirm their availability for the GLAA conference.</p>
23	<b>Audit &amp; Risk Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report of the meeting held on 21 September 2016.</li> </ul>
	<b>i) Terms of Reference</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the Terms of Reference within the report.</li> </ul>
24	<b>Remuneration Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>SA updated the Board on the recent meeting of the Remuneration Committee.</li> </ul>
	<b>i) Terms of Reference</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Remuneration Committee terms of reference were formally agreed.</li> </ul>
25	<b>Any other Business</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>Linda Dickens has completed her term of office as deputy chair.</li> <li>Marshall Evans was appointed to the role of deputy chair.</li> <li>MB reported that she had sent a paper to HO in relation to Board membership.</li> </ul>
26	<b>Date of next meeting</b>	<ul style="list-style-type: none"> <li>Date of next meeting 18 January 2017, Nottingham.</li> </ul>