



Minutes

Title of meeting	53 rd GLA Board Meeting		
Date	26 April 2017	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke
Attendees	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		

In attendance

Paul Broadbent (PB)	Chief Executive
Nicola Ray (NR)	Director of People & Licensing
Darry Dixon (DD)	Director of Strategy
Ian Waterfield (IW)	Head of Operations

Observers

Sir David Metcalf (DM)	Director of Labour Market Enforcement
David Camp	ALP

1	a Introductions	<ul style="list-style-type: none">• MB welcomed members of the Board and David Camp as an observer to the meeting.
	b Apologies	<ul style="list-style-type: none">• None.
2	Declaration of Interest	<ul style="list-style-type: none">• ME as a licence holder.
3	Minutes of the Previous Meeting	<ul style="list-style-type: none">• The minutes of the 52nd Board meeting were agreed.

4	Action Points from Board Meetings	<p>Note</p> <ul style="list-style-type: none"> The outstanding action points were noted by the Board. <p>Action</p> <ol style="list-style-type: none"> BM32(1) circulate the table to Board members – PB reported figures and undertook to circulate them to the Board. BM35(6) circulate the Business Plan 2017 – 2018 to Board members and the Strategic Comms Plan, HO approval of the Strategic plan is awaited. The 2017-18 Business Plan can be circulated BM35(5) SA to recirculate comments to IW and IW to take account in revised P&I reporting.
5	Declaration of Urgent Business	<ul style="list-style-type: none"> None.
6	Update from Director of Labour Market Enforcement	<p>Note</p> <ul style="list-style-type: none"> Sir David Metcalf thanked the Board for the opportunity to attend its meeting. The Immigration Act 2016 required a Strategy from the Director of Labour Market Enforcement. Due to the short time scales after the appointment of the Director a report has been produced in the interim. DM gave an overview of Chapters 1 – 4 of the report. The purdah restrictions and the forthcoming general election mean the report cannot be published yet. Board members are invited to submit feedback to DM on the report (via PB).
7	Home Office update	<p>Note</p> <ul style="list-style-type: none"> An update from OSW was reported by DD. The SI's were laid on 6 April to enable the GLAA powers to be used from 30 April. PB & OSW are due to meet regarding the Licensing Standards.
8	Licensing Standards	<p>Note</p> <ul style="list-style-type: none"> The Board noted the paper giving the current status of the review of the Licensing Standards. The Board suggested that some of the proposals could be addressed operationally without a formal change to the Standards. <p>Action</p> <ol style="list-style-type: none"> GLA & DM to meet to discuss the Licensing Standards review. GLA to reflect on discussion and report back to the Board.
9	GLA – GLAA	

	a) Transition Governance	<p>Note</p> <ul style="list-style-type: none"> The Board noted the report providing an update on the work of the GLA – GLAA Transition Board and confirmed that they are happy with the transition programme governance arrangements. <p>Action</p> <p>6. Amend 3.2 to read “The Programme Board adheres to common and accepted principles of project management and is accountable through the Chair of the Programme Board to the GLA Board”.</p>
10	Chief Executives Report	<p>Note</p> <ul style="list-style-type: none"> The Chief Executive’s Quarterly Report was noted by the Board detailing operational activity and events. The GLAA’s new powers go live on 30 April. The recruitment plan is going well. <p>As of 1 April 2017 there were 75 full time equivalent (FTE) staff with a projected FTE of 128 in October 2017.</p> <ul style="list-style-type: none"> IW gave an overview of how resources would be used going forward for operational work and the tasking process. The Board discussed the challenges associated with meeting the potential demand for GLAA resources and agreed that the matter should be kept under regular review.
11	Performance	
a)	Performance and Insight Report	<p>Note</p> <ul style="list-style-type: none"> The Board noted the Performance and Insight Report 1 April 2016 – 31 March 2017.
b)	Performance against Strategic Plan	<p>Note</p> <ul style="list-style-type: none"> The Board noted the Performance against the Strategic Plan. The measures which sit below the proposed outcomes for 2017-18 will presented at the next Board telecom. <p>Action</p> <p>7. Circulate the PowerPoint presentation to Board members.</p>

12	Staff Survey	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the analysis of the GLA Staff Survey 2016. • The survey was discussed at the staff seminar and therefore the GLA would like to reflect on the survey and discuss potential actions collectively as a management team. • The GLA would also welcome any feedback from the Board. <p>Action</p> <p>8. Board members to respond with their thoughts as regards the results of the survey and any further thoughts to NR.</p> <p>9. An action plan for the Board will be presented at the next Board meeting specifically, GLA to consider including a question on future surveys - <i>Do you think anything will happen as a result of this survey?</i> – to test whether the reduction in the response rate reflected doubt as to whether the survey made a difference.</p>
13	Recruitment Plan	<p>Note</p> <ul style="list-style-type: none"> • The Board agreed the future staffing direction as outlined in the report as a result of its increased funding.
14	Stakeholder Engagement	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the minutes of the joint worker Labour User/Labour Provider Liaison Group and the Worker/ NGO Liaison Group held on 2 March 2017. • 410 businesses have been represented at the 13 GLA pop up events held throughout the UK with over 700 registrations.
15	Audit & Risk Committee	
	a) Update from ARC Chair	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the meeting held on 27 February 2017. • Positive feedback had been received from both the NAO & Internal Audit. • WB recommended that the financial performance should be given a higher profile on the Board agenda and linked to the reporting of operational performance. • MB has contacted the Home Office regarding the Chair and Board members appointment. <p>Action</p> <p>10. NR to provide a paper on single points of failure within the GLA to ARC.</p>
	b) Business Continuity Plan	<p>Note</p> <ul style="list-style-type: none"> • The Business Continuity plan is to be presented at the July meeting.

	c) Outturn 2016-17	Note <ul style="list-style-type: none"> Noted by the Board.
16	Remuneration Committee	RESTRICTED ITEM <ul style="list-style-type: none"> MB is to hold a Board telecom regarding CEO remuneration.
17	Report on Board Evaluation Exercise	Note <ul style="list-style-type: none"> The Board noted the report on the findings from the Annual Board evaluation. The Board discussed the proposed action plan and agreed which actions they wished to take forward. The Board noted that, led by Zoe Wilkinson, HO was reviewing its approach to ALB sponsorship. The Board agreed that future surveys would be conducted through Survey Monkey. Board members expressed an interest at attending GLAA regional team meetings. A discussion took place regarding the role and governance arrangements for board telecoms. There was a discussion about the required skills matrix for the GLAA Board given its expanded remit. Action <ol style="list-style-type: none"> Board members to consider which actions they wish to address. Circulate the Scheme of Delegation for review at the July Board meeting. MB/PB to circulate paper ahead of the next meeting regarding Board telecoms. MB to circulate a paper on skills requirements for the GLAA Board. Consider using Advisory Committees to tap into particular expertise/experience relevant to the GLAA expanded remit. Zoe Wilkinson, Home Office Sponsorship Unit, to be invited to the next Board meeting.
18	Any other Business	<ul style="list-style-type: none"> PB reported that he had been approached about a TV documentary series about the work of the GLAA.
19	Date of next meeting	<ul style="list-style-type: none"> Date of next meeting 19 July 2017, Nottingham.