



Gangmasters &
Labour Abuse Authority

GLAA54/05 Action Points from Board Meetings

19 July 2017

Board Paper Reference – GLAA54/05 – Action Points from Board Meetings

1. Purpose of the Report

1.1 To update the Board on previous action points from meetings.

2. Recommendation

2.1 The Board is invited to note the outstanding actions.

Date of meeting	Reference	Action point	Owner of Action	Status
03/11/16 51 st Board Meeting	12a Performance and Insight Report	BM34(2) IW to update the charts in the report relating to Intelligence.	IW	In progress The first new-style P&I report which will be ready by end of July.
03/11/16 51 st Board Meeting	12c Factors which impact of the timeliness of Licence Applications being completed	BM34(5) Add to the Performance and Insight report further banding after 70+ days.	IW	In progress The first new-style P&I report which will be ready by end of July.
18/01/17 52 nd Board Meeting	6 Action Points from Board Meetings	BM35(1) PB to write to the HO sponsor team concerning licence fees and set out the impact on costs of licensing and what the ambition of the GLA is on fees.	PB	In progress Response received from Ziggy McDonald on 20 June. Report for July board meeting.
18/01/17 52 nd Board Meeting	8 Home Office Update	BM35(4) GLAA to share operational success stories with OSW.	PB/PF	Completed IW circulated information.
18/01/17 52 nd Board Meeting	12 Approval of Strategic Plan 2017- 2020	BM35(6) PB to send Strategic Plan to Board after considering comments by 23 January 2017 with a view to getting comments back by 30 th January 2017.	PB/Board members	Completed

18/01/17 52 nd Board Meeting	13 Approval of Business Plan & Performance Indicators for 2017- 2018	BM35(7) The Business Plan and Strategic Plan should reflect each other so any amendments made to the strategic plan will need to be factored in to the Business plan.	PB	Completed Both plans now with HO for sign-off by Minister
26/04/17 53 rd Board Meeting	4 Action points from Board Meetings	BM36(1) 1. BM32(1) circulate the table to Board members – PB reported figures and undertook to circulate them to the Board.	Board Members	Completed
26/04/17 53 rd Board Meeting	4 Action points from Board Meetings	BM36(2) 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	PB	Completed. As above re sign-off. Both completed plans have been distributed to board members for information.
26/04/17 53 rd Board Meeting	4 Action points from Board Meetings	BM36(3) BM35(5) SA to recirculate comments to IW and IW to take account in revised P&I reporting.	SA	Completed
26/04/17 53 rd Board Meeting	8 Licensing Standards	BM36(4) GLA & DM to meet to discuss the Licensing Standards review.	PB	Completed PB has met with DM.
26/04/17 53 rd Board Meeting	8 Licensing Standards	BM36(5) GLA to reflect on discussion and report back to the Board.	NR	Completed
26/04/17 53 rd Board Meeting	9 GLA - GLAA Transition Governance	BM36(6) Amend 3.2 to read “The Programme Board adheres to common and accepted principles of project management and is accountable through	MH	Completed

		the Chair of the Programme Board to the GLA Board”.		
26/04/17 53 rd Board Meeting	11b) Performance against Strategic Plan	BM36(7) Circulate the PowerPoint presentation to Board members.	JR	Completed. Circulated 20.06.17
26/04/17 53 rd Board Meeting	12 Staff Survey	BM36(8) Board members to respond with their thoughts as regards the results of the survey	Board Members	Completed
26/04/17 53 rd Board Meeting	12 Staff Survey	BM36(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.	NR/SD	In progress Agenda item 19 July. GLAA to also meet with Durham University to discuss future surveys
26/04/17 53 rd Board Meeting	15 ARC - update from ARC Chair	BM36(10) NR to provide a paper on single points of failure within the GLA to ARC.	NR/JJR	In Progress Paper to be prepared on contingencies to mitigate the risk of SPOFs
26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(11) Board members to consider which actions they wish to address.	Board Members	In progress Agenda item 19/07/17.
26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(12) Circulate the Scheme of Delegation for review at the July Board meeting.	JJR	In progress Agenda item 19/07/17.

26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(13) MB/PB to circulate paper ahead of the next meeting regarding Board telecoms.	MP/PB	In progress Agenda item 19/07/17. July.
26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(14) MB to circulate a paper on skills requirements for GLAA Board.	MB	In progress Agenda item (verbal) 19/07/17.
26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(15) Consider using Advisory Committees to tap into particular expertise/experience relevant to the GLAA expanded remit.	Board Members	In progress Agenda item 19/07/17.
26/04/17 53 rd Board Meeting	17 Report on Board Evaluation	BM36(16) Zoe Wilkinson, Home Office Sponsorship Unit, to be invited to the next Board meeting.	MB/JR	In progress ZW unable to attend July Board meeting. Board members are meeting ZW on 25/07/17.

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