



Gangmasters &
Labour Abuse Authority

GLAA55/05 Action Points from Board Meetings

21 September 2017

Board Paper Reference – GLAA55/05 – 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 for the November Board meeting.
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 for the November Board meeting.
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	Closed Paper submitted to ARC on contingencies to mitigate the risk of SPOFs Dec 2016. SLT progressing this. Item appears on ARC action points register.
19/07/17 54 th Board Meeting	8 Risk Management	BM37(1) Circulate the Risk Register to Board members every 6 months with a focus on strategic risk.	JJR	In Progress
19/07/17 54 th Board Meeting	8 Risk Management	BM37(2) Circulate Risk Management PowerPoint presentation	PB	Completed Circulated by email 16.08.17

Date of meeting	Reference	Action point	Owner of Action	Status
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(3) Any further questions or suggestions for the revised report should be sent to IW prior to the November Board meeting.	Board Members	In Progress
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(4) Report on benchmarking at the November Board meeting.	IW	In progress
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(5) Brief Board at the November Board meeting on Triage process	IW	In progress 8 November agenda item.
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(6) Re issue GLA54.12 BP Performance Targets with first quarter 2017-2018.	JC	Completed JC circulated by email 21.07.17
19/07/17 54 th Board Meeting	12b Performance against Budget	BM37(7) PB to establish with the HO the certainty of future GLAA funding.	PB	In progress Paper at 21.09.17 meeting
19/07/17 54 th Board Meeting	15 Stakeholder Engagement	BM37(8) Circulate the liaison group meeting minutes sooner.	PB	In progress Work in progress
19/07/17 54 th Board Meeting	15 Stakeholder Engagement	BM37(9) GLAA to consider increasing presence of GLAA staff at the Worker/NGO liaison meeting	PB	In progress Work in progress
19/07/17 54 th Board Meeting	16 ARC process/accounts tabling	BM37(10) Advise Board members of the timetable for laying of the accounts.	JR	Completed KJ circulated timetable by email 25.07.17

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19/07/17 54 th Board Meeting	16 ARC process/accounts tabling	BM37(11) Circulate the date of the next ARC meeting.	JJR/KJ	Completed KJ circulated by email 25.07.17
19/07/17 54 th Board Meeting	17 Board Evaluation - skills requirement	BM37(12) MB to circulate a note to Board members.	MB	Completed Circulated by email 30.08.17
19/07/17 54 th Board Meeting	17 Board Evaluation - Meeting with Zoe Wilkinson	BM37(13) Supply Board members with the Cabinet Office publication Partnership with departments and arm's length bodies - Code of Good Practice	JR	Completed JR circulated by email 19.07.17
19/07/17 54 th Board Meeting	18 Scheme of Delegation/Review of Standing Orders	BM37(14) PB to inform Board of the arrangements for unplanned spend and underspend.	PB	In progress Update at meeting 21.09.17
19/07/17 54 th Board Meeting	21 Timetable of Meetings	BM37(15) Board members to indicate their availability.	Board Members	Completed Agenda item 21.09.17
19/07/17 54 th Board Meeting	21 Timetable of Meetings	BM37(16) Board work plan to re circulated.	PB	In progress Agenda item 21.09.17

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