



Gangmasters &
Labour Abuse Authority

GLAA55/17 Review of Board Work Plan

21 September 2017

Board Paper Reference – GLAA55/17 – Review of Board work plan

1. Purpose of the Report

- 1.1 At the July 2017 Board meeting it was agreed to hold six meetings per annum. The report shows the revised work plan.

2. Recommendation

- 2.1 The Board accepts the annual work plan at Appendix A.

3. Reasons for Recommendation

- 3.1 The work plan illustrates a timetable of work to ensure effective oversight, scrutiny and support for the GLAA and also to demonstrate to the GLAA Board it is effectively discharging its statutory functions.

4. Summary of Key Points

- 4.1 The work plan gives clean guidance to both Board members and the GLAA reflecting the change to 6 meetings per year.

5. Financial Implications and Budget Provision

- 5.1 The work plan is required work to deliver transparent and continuous governance. The activities occur on a regular cycle. As such the work is within auspices of the GLAA budget and no additional expense is incurred.

6. Organisational Risks

- 6.1 The absence of an annual work plan could result in poor governance and an ineffective use of public funds.

7. Policy Implications and Links to Strategic Priorities

- 7.1 No policy implications at this time and the annual work plan has direct relevance to the GLAA aim, strategic priorities and corporate objectives.

8. Details of Consultation/EQIA

- 8.1 The Board agreed the implementation of a work plan at its meeting on 22 April 2015.

9. Background Papers and Relevant Published Documents

- 9.1 GLAA 54/17 Board Evaluation

Report Author: P Broadbent

GLAA BOARD - WORKPLAN – Annex A

January**	March (London)	May	July	September (London)	November
<ul style="list-style-type: none"> • Approval of 3-year strategic plan * • Approval of budget for following financial year/medium term forecast • Board declarations of interest for previous calendar year • Quarterly performance and insight pack (Oct – Dec) 	<ul style="list-style-type: none"> • Update re 3-year Strategic Plan/Business Plan/Budget • Approval of Business Plan * • Annual review of standing orders • Review of Board performance • Annual review of Remco and ARC TORs • Monthly performance data 	<ul style="list-style-type: none"> • Review of first draft of the ARA • 6-month review of risk appetite • Chair’s report to the Board from the remuneration committee re CEO performance/objectives • Invite DLME to discuss implementation of current strategy and provide input into next strategy • Quarterly Performance and Insight pack (year-end) • Action plan from review of Board performance 	<ul style="list-style-type: none"> • Annual review of risk register • Timetable of meetings • Review of ARA process • Quarterly performance and insight pack (April – June) 	<ul style="list-style-type: none"> • Financial reforecasting • Opportunity for Board Members to provide input into the GLAA Strategic Plan for the following year • How Home Office sponsorship is working • TBC: DLME to attend re strategy setting for following year • Quarterly performance and insight pack (July – Sept) 	<ul style="list-style-type: none"> • Review of 3-year strategic plan • Review of business plan • Draft budget for following financial year • Review of licence fees • TBC: DLME to attend re strategy setting for following year • 6-month review of risk appetite • Monthly performance data

Standing items	Standing items	Standing items	Standing items	Standing items	Standing items
<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report Stakeholder Groups update Financial position 	<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report Stakeholder Groups update Financial position 	<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report Stakeholder Groups update Financial position 	<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report (to cover sign-off of ARA) Stakeholder Groups update Financial position 	<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report Stakeholder Groups update Financial position 	<ul style="list-style-type: none"> Action points from previous Board Appetite setting for any new risks ARC Chair's report Stakeholder Groups update Financial position

*Predicated by having a Home Office approved budget at this point.

**Board members to acknowledge and sign Anti-Bribery Policy