



Minutes

Title of meeting	55 th GLA Board Meeting		
Date	21 September 2017	Time	13:15
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	
Attendees	Simon Allbutt (SA) William Butler (WB) Linda Dickens (LD) Paul Williams (PW)		

In attendance

Paul Broadbent (PB)	Chief Executive by teleconference
Nicola Ray (NR)	Director of People & Licensing
Darry Dixon (DD)	Director of Strategy
Paul Coffey (PC)	Head of Communication and Engagement (part)
Rebecca Baumgartner (RB)	Home Office

Observers

1	Introductions	<ul style="list-style-type: none">• MB welcomed members of the Board to the meeting and RB from the Home Office.
2	Apologies	<ul style="list-style-type: none">• Angela Coleshill (AC)• Marshall Evans (ME)• Rebecca Ellis (RE)• Ian Waterfield (IW)

3	Minutes of the Previous Meeting	The minutes of the 54th Board meeting were agreed.
4	Declaration of Interest	None
5	Action Points	<p>Note</p> <ul style="list-style-type: none"> • The outstanding action points were noted • by the Board
6	Declaration of Urgent Business	<p>Note</p> <ul style="list-style-type: none"> • MB updated the Board on the current organisational risks associated with the delays in the IT transition and LAWS development. • GLAA is struggling to get HO to give the level of support that is required to progress these projects. The Defra/IBM contract ends in January 2018 and the new LAWS project will not be complete by then. • At present the new IT roll-out will not occur until January at the earliest. No date has been given. • The issue has been escalated in HO with Matthew Philpott. • The project is also behind on identifying and procuring hosting for GLAA applications. • The GLAA has received strong advice from Home Office that they should host Crimson and i-base but pricing of this option is awaited. • Telephony – some information has been received but the GLAA is pressing the HO for information on the costings. • The new Licensing system is making progress and was due to have moved from the he Alpha to the Beta phase at the end of August. • At the HO Digital Government Digital Service (GDS) Assessment on 4 September there were some issues GLAA cannot progress until the GDS requirements have been met. • The project risks are high so the escalation process with HO has begun. <p>Action</p> <ol style="list-style-type: none"> 1. PB to write to the Permanent Secretary as Accounting Officer and outline the functional and hence political risk of the GLAA not being able to operate. 2. Risk escalation paper to be drafted and agreed at ARC 27/9/2017.

7	Home Office Update	<p>Note</p> <ul style="list-style-type: none"> • The ARA have now been signed off by the NAO and it is anticipated that they will be laid in Parliament in early November. • The 2017-18 Business plan and Three year strategy are still with the Minister and have not been signed-off. RB noted that we are now 6 months through the year and this matter was urgent. • The Framework document will be sent next week for review and sign-off at November Board. • Board recruitment has been launched for new members and Chair. Any queries are to be directed to the Sponsor Unit. • Licence fees – initial scoping with the GLAA who have identified this as a priority issue for secondary legislation. • The GLAA & HO will produce the consultation documents to commence the review which is expected will go through the parliamentary process in 2018/19. • Annual Party Conference guidance has been circulated. • The CEO remuneration business case has gone to Minister for decision. <p>Action</p> <p>3. RB will advise on required timeline to meet proposed timetable for review of licence fees.</p>
8	Update on Risk Management	<p>Note</p> <ul style="list-style-type: none"> • A Risk Manager has been appointed on a 12 months fixed term contract to manage the process. • ARC meet on 27 September. • Action • Risk manager to provide report for the November Board.
9	Review of Strategy day	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report and that DD had put together an action plan. This was quite a detailed document • The Board felt that the action plan should reflect the strategic priorities of the GLAA. <p>Action</p> <p>4. PB to take relevant actions and include in the business plan with costs and identify which actions are already being progressed.</p>

10	<p>Presentation on proposed changes to Performance and Insight</p>	<p>Note</p> <ul style="list-style-type: none"> • The PI report is not ready yet because of the delayed recruitment of the analyst. • It is intended that it will have narrative plus diagnostic indicators under each of the 5 strategic questions. • A monthly report will be prepared for the HO. • The GLAA is working with NCA and HO so that the GLAA can present its data in the same format for consistency. • The first Labour Market Enforcement Order was expected to be made in October but the court was considering the approach as there was the possibility of the defendant being sentenced to 2 years imprisonment. If so, the order would have no effect as it will have expired before the defendant was released. (The Order comes into force as soon as it is issued.) • DD explained the current difficulty the GLAA is having with using the new powers to seize evidence. DD provided examples of when warrants had been refused because the evidence required was deemed as “Special Procedure Material”. The GLAA can only use its GL Act powers in the licensable sector and so is using the Police to swear warrants. • HO have been advised of this issue and asked them to review the wording of the powers. It has also been agreed to raise awareness with Magistracy and Judiciary to provide an explanation as to why the GLAA should be allowed to seize such materials. <p>Action</p> <p>5. The Board would like time on the agenda to discuss the performance data fully at future meetings.</p>
11	<p>Financial outturn</p>	<p>Note</p> <ul style="list-style-type: none"> • The Board noted that the GLAA is still predicting an underspend. • The Board was advised that because of the slippage in the IT projects there is a risk that there will be no capital available next year. This would also apply to any settlement for the litigation. The capital budget cannot be retained under the accounting rules. • The GLAA has been asked to identify efficiency savings which could pose a risk if the budget for future years is reduced significantly. • The GLAA has written to the HO setting out why the additional £2m funding is required in future years. This has been well-received by the HO. <p>Action</p> <p>6. The half-year position to be discussed at the next Board.</p>

12	HR update	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report and the increased recruitment activity. • PB explained to the Board that the GLAA is looking to develop its own academy to train up investigators. • The Board noted that there had been some turnover of staff which was impacting on the GLAA's ability to fill vacant posts. This had arisen as staff were leaving or retiring and some staff had been promoted which meant their existing post had to be filled. <p>Action</p> <ol style="list-style-type: none"> 7. The Board would like a breakdown of the recruitment of staff by gender and ethnicity for the November Board. 8. The Board to identify what information they would like to see reported in the HR update.
13	Media & Communications Insight Report	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the presentation provided by PC. • PC advised that the GLAA had procured reporting software to measure the impact of GLAA activities. This was the first report but as the team used the software they would be able to tailor it better to the needs of the organisation. The software looks at print media as well as broadcast, online and some niche areas. It can also look at foreign languages as it is a global tool. <p>Action</p> <ol style="list-style-type: none"> 9. The Board would like a glossary of terms in future reports.
14	International Activity	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report and the importance of this work to the development of the GLAA. • The Board were concerned that DD was a single point of failure because of his very extensive network of contacts built up over many years. <p>Action</p> <ol style="list-style-type: none"> 10. DD to develop a process to ensure that the work can continue if he is unavailable.
15	Stakeholder Engagement	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the minutes of each group. • LD may be unable to attend the next worker group. • WB is aiming to attend both groups in future.

16	Brexit	<p>Note</p> <ul style="list-style-type: none"> • The Board was advised that there is a Cabinet Office team looking at the impact of BREXIT on ALB's. • RB advised that there is a team in the HO looking at the impact on labour and she will provide DD with a contact. • The Migration Advisory Committee are also looking at this issue too. Sectors have been asked to provide evidence to the committee of the extent of their reliance on migrant labour by 27 October 2017. They specifically require data and empirical evidence.
17	Review of Work Plan	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the plan. • The early stages of preparing the ARA should be back on track next year but NAO have indicated that they won't sign off accounts until post the summer recess in future so review dates may need changing. • LD would like to have time for "horizon-scanning", possibly in September. • The Board noted that the requirements of the DLME's strategy will need to be factored in in September or November. • The Board would like an HR overview. • An induction for new board members will need to be factored in once it is clear when they will be in post. <p>Action</p> <p>11. The work plan to be revised to reflect the additional activities.</p>
18	Any other Business	
	a) Timetable of meetings	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board
19	DLME Consultation response	<ul style="list-style-type: none"> • LD queried what the approach should be for responding to the DLME consultation. • DD had prepared a paper but MB had asked for it to be re-tabled and more focused on the strategic than the operational activity. • The GLAA has an ongoing working relationship with the DLME's office and has been providing evidence and advice. <p>Action</p> <p>12. PB to liaise with the DLME's office and identify what evidence base is required and whether there is any latitude on the date for submission of responses.</p> <p>13. Board members should consider what messages the GLAA should give to DLME and whether it should be made public.</p>

20	Date of next meeting	• 8 November 2017, Nottingham.
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