GLAA59/5 Action Points from Board Meetings

2 May 2018

Board Paper Reference – GLAA59/5 - Action Points from Board Meetings

1. Purpose of the Report

1.1 To update the Board on previous actions from meetings.

2. Recommendation

2.1 The Board is invited to note the outstanding actions at Annex A.

Report Author: Jennifer Clarke

Senior Responsible Officer: Darryl Dixon

Annex A

Date of meeting	Reference	Action Point	Owner of Action	Status
17/01/18 57th Board Meeting	16b Relection of members of Board sub-committees	**BM40(6)** Members to be re-elected in March 2018.	MB	**In progress** Election to committees to take place once new board members appointed.
17/01/18 57th Board Meeting	17 Register of Interest	**BM40(7)** The Board to send in their returns	Board Members	**Closed** All documents received.
17/01/18 57th Board Meeting	18 Anti-Bribery Policy for Board members	**BM40(8)** The Board are required to return a signed copy of the policy.	Board Members	**Closed** All documents received.
14/03/18 58th Board Meeting	7 Home Office Update	**BM41(1**) DD to update IOPC paragraph on the Framework document.	DD	**In progress**
14/03/18 58th Board Meeting	7 Home Office Update	**BM41(2)** WB to author a letter from the Board to Sir Philip Rutman.	WB	**Closed** Letter sent by email 19/01/18
14/03/18 58th Board Meeting	9a Approval of Business Plan	**BM41(3)** Amend 'by when' to 'target' on table at page 23.	IW	**Closed** Table amended.
14/03/18 58th Board Meeting	9a Approval of Business Plan	**BM41(4**) Board members to feedback to IW on the Business Targets by 31 March.	Board Members	**Closed**

Date of meeting	Reference	Action Point	Owner of Action	Status
14/03/18 58th Board Meeting	9a Approval of Business Plan	**BM41(5)** IW to produce a risk assessment against the list of deliverables.	IW	**Closed** Operational Deliverables table in the Business Plan.
14/03/18 58th Board Meeting	9a Approval of Business Plan	**BM41(6)** Business Plan to come to the 2 May Board meeting for final sign off.	IW	**In progress** Agenda item 02.05.18.
14/03/18 58th Board Meeting	9a Approval of Business Plan	**BM41(7)** Review Planning Cycle arrangements after first year (add to Board Work plan).	IW	**In progress** Agenda item 02.05.18.
14/03/18 58th Board Meeting	9b GLAA Planning Cycle	**BM41(8**) Additional key dates to be added to the plan.	IW	**In progress** Agenda item 02.05.18.
14/03/18 58th Board Meeting	9c Review of GLAA Board Work plan	**BM41(9)** Amend arrangement for September meeting to become a full day.	MB	**In progress** Consideration to meeting arrangements being made in line with appointment of new board members.
14/03/18 58th Board Meeting	11 Review of Licence Fees & Standards	**BM41(10)** GLAA to confirm to ZW within 8 weeks whether the slot in January 2019 is possible.	NR	**In progress** Information received from HO Sponsorship unit on 26 April. Update to be provided at meeting.
14/03/18 58th Board Meeting	11 Review of Licence Fees & Standards	**BM41(11**) GLAA to discuss at SMT and draw up a timetable to establish if the January 2019 date is achievable.	NR	**In progress** Information received from HO Sponsorship unit on 26 April. Update to be provided at meeting.

Date of meeting	Reference	Action Point	Owner of Action	Status
14/03/18 58th Board Meeting	11 Review of Licence Fees & Standards	**BM41(12)** NR to submit a report to the May meeting on licence fees.	NR	**In progress** Agenda item 02.05.18.
14/03/18 58th Board Meeting	12 Chief Executive's Report	**BM41(13)** Review CEO report.	Incoming CEO	**In progress** CEO report on agenda 2.05.18
14/03/18 58th Board Meeting	13 Performance Report	**BM41(14**) Comments regarding the report content to be sent to IW by Board members by 31 March.	Board members	**Closed**
14/03/18 58th Board Meeting	14 6 monthly HR update	**BM41(15)** Add gender pay gap reporting to the report.	SD	**In progress** To be added to the September HR report.
14/03/18 58th Board Meeting	16 Stakeholder Engagement	**BM41(16)** GLAA to circulate to Board schedule for pop-ups when venues agreed and seek Board volunteers to attend.	JR	**Closed** Venue and dates circulated by email 10.04.18
14/03/18 58th Board Meeting	17 Review of Board Performance	**BM41(17)** GLAA Board members to complete the questionnaire by 28 March.	Board members	**Closed**
14/03/18 58th Board Meeting	18 Audit and Risk Committee	**BM41(18**) Include deep dive on stakeholder management on agenda of future Board meeting.	JC	**In progress** Agenda item 02.05.18.