



## Minutes

<b>Title of meeting</b>	<b>GLAA 61st BOARD MEETING</b>		
<b>Date</b>	<b>20 September 2018</b>	<b>Time</b>	09:30
<b>Venue</b>	Nottingham		
<b>Chair</b>	Margaret Beels (MB)	<b>Secretary</b>	Jennifer Clarke
<b>Attendees</b>	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		
	<b>In attendance</b> Roger Bannister (RB) Interim Chief Executive Paul Coffey (PC) Head of Communications and Engagement Darryl Dixon (DD) Director of Strategy Nicola Ray (NR) Director of People & Licensing Justin Rumball (JJR) Head of Business & Finance Ian Waterfield (IW) Head of Operations		
	<b>Observers</b> Rebecca Egan – Home Office Zoe Wilkinson – Home Office – part by teleconference Tom Bell – Home Office		
	<b>Apologies</b>		

1.	<b>INTRODUCTIONS</b> <b>Note</b> <ul style="list-style-type: none"><li>The Chair welcomed members of the Board and observers to the meeting.</li></ul>
2.	<b>APOLOGIES</b> <ul style="list-style-type: none"><li>As above.</li></ul>

3.	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <ul style="list-style-type: none"> <li>The minutes of the 60th GLAA Board meeting were agreed as an accurate record of the meeting.</li> </ul>
4.	<p><b>DECLARATION OF INTEREST</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
5.	<p><b>ACTION POINTS</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>The outstanding action points were noted by the Board.</li> <li>BM43(1) and BM43(7) actions closed.</li> </ul>
6.	<p><b>DECLARATION OF URGENT BUSINESS</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
7	<p><b>HOME OFFICE UPDATE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>RE updated the Board on the priorities of the Home Secretary and his desire that agencies are doing as much as they can to disrupt those who seek to exploit workers.</li> <li>RE updated the Board on the changes to the Home Office; interviews are taking place this week for the Director General of Serious &amp; Organised Crime.</li> <li>ZW indicated that the appointment of the Chair has been further delayed as there is a requirement in statue for the Northern Ireland Minister for Agriculture to be consulted before the Home Secretary makes the appointment. The NI Office will be putting through emergency legislation after the summer recess to create a way forward given that the NI Assembly is suspended and there are no NI ministers.</li> <li>Ministers are considering the panel's recommendations for Board member appointments. It is anticipated that the outcome will be known after the conference recess.</li> <li>WB expressed disappointment at the length of time taken to make the Board appointments. Sir Philip Rutman in his correspondence to WB stated he expected the process to be completed by June.</li> <li>It was noted that ZW now managed the Public Appointments team.</li> <li>The Annual Arm's Length Bodies Conference takes place on 13 November.</li> </ul>
7a	<p><b>REVIEW OF HOME OFFICE SPONSORSHIP</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>MB had responded to a formal letter from ZW seeking GLAA Board feedback in relation to HO Sponsorship.</li> </ul>
7b	<p><b>GOVERNMENT RESPONSE TO 2018 DLME STRATEGY</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Restricted item.</li> </ul>

8.	<p><b>CHIEF EXECUTIVE REPORT</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the Chief Executive’s Report detailing operational activity and events.</li> <li>• The Environmental Audit Committee met in Parliament on 10 July to hear evidence from DD on behalf of the GLAA, other regulators, and ministers about the impact of the growing number of hand car washes operating in the UK.</li> <li>• The Framework agreement between the GLAA and the Home Office has now been signed off by Sir Philip Rutman, Permanent Secretary, and the GLAA CEO and Chair.</li> <li>• It was noted that the Clewer Initiative Safe Car wash app is now running, Unseen launched a Modern Slavery app on the 30 July.</li> <li>• The draft Annual Reports and Accounts 2017-2018 have been submitted to the National Audit Office. The hope was that they would be signed off before the end of October.</li> <li>• The GLAA’s approach to prevent has seen productive discussions with key stakeholders within the textile sector around developing better sharing of information.</li> <li>• A four-day HMIC inspection is taking place w/c 15 October.</li> <li>• Positive work has been done on the Construction protocol with seven more companies and social enterprises have pledged to work with the GLAA.</li> <li>• Both the Strategic Organisational Risk Board and the Strategic and Financial Planning Board have now met.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Supply a summary of operational de briefs to the Board.</li> <li>2. Deep dive at future meetings on findings from operational de briefs.</li> </ol>
9.	<p><b>LICENSING STANDARDS UPDATE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board received a paper out of committee which presented the GLAA’s response to the Licensing Standards consultation and were asked to review this response. They agreed the new version to be implemented by 1 October 2018.</li> <li>• A GLAA brief has been issued to all licence holders to notify them of the changes.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>3. A licensing developments paper is to be tabled at the November meeting.</li> </ol>

10	<p><b>ANNUAL REPORT AND ACCOUNTS UPDATE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The first draft of the 2017-2018 Annual Reports and Accounts (ARA) has been submitted to the NAO.</li> <li>• The date of the NAO audit is to be confirmed.</li> <li>• It was agreed that ARC should discuss the timetable timescales of the ARA to satisfy resources are in place to produce future reports to enable the Secretary of State to sign the report off by the summer parliamentary recess.</li> <li>• The Board delegated the review of the latest version of the ARA to ARC and sign off by the Chair of the GLAA Board and the Chair of ARC.</li> <li>• It was noted that the first version of the draft ARA shown to the Board had been too lengthy with some repetition - reflecting multiple authorship.</li> </ul> <p><b>Action</b></p> <p>4. DD to own responsibility of drafting future ARAs.</p>
11a.	<p><b>PERFORMANCE AND INSIGHT REPORT</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report covering the period to 31 August.</li> </ul>
11b	<p><b>PERFORMANCE AND STATISTICS LICENSING</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report which clarified that there had been inconsistencies in the statistics provided in the Monthly Performance Report June 2018 (presented at the July GLAA Board meeting) around the number of Licensing Standards identified as potential breaches by the Compliance Team and the actual Licensing Standards failed by the Licensing Team.</li> <li>• The paper gave assurances to the Board that the Licensing Team are making robust defendable licence decisions and are making sure that all Licensing Standards are failed where appropriate.</li> </ul>

12	<p><b>GLA – GLAA TRANSITION [RESTRICTED ITEM]</b>  <b>TRANSITION BOARD Update</b>  <b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report providing an update on the work of the GLA – GLAA Transition Board regarding the transition of the IT provision and support to the Home Office Technology platforms.</li> <li>• After a week’s last-minute uncertainty about the availability of laptops GLAA took delivery of 121 rather scruffy second-hand laptops – three different models - having been expecting all laptops to be new Dell 5480s.</li> <li>• The training programme commenced on 18 September.</li> <li>• GLAA resources are in place over the weekend to conduct final testing ahead of the transition to HO IT platforms on Monday 24 September.</li> <li>• IBM and WPC are providing support in relation to the data migration at Marsham Street on 20 September.</li> <li>• A solution has been identified for the automated transfer of data between LAWS and i-Base</li> <li>• It is possible that the solution will not be in place before the end of September but the manual work around process can be implemented as a short-term solution.</li> <li>• The service delivery, release readiness, early life support and acceptance into service issues are still to be resolved. However, following the decision by the Home Office Tomorrows Platform Today, that the roll out can take place, temporary solutions have been identified.</li> <li>• Cascade Go, the replacement HR system, has been successfully implemented.</li> <li>• The telephony system will be installed on 9 October.</li> </ul>
13	<p><b>MEDIUM TERM FINANCIAL FORECAST</b>  <b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report and the possibility of a 5% cut in cash funding.</li> <li>• The Board highlighted the risk of not being able to achieve its strategic objectives should this be imposed.</li> </ul>
14	<p><b>REVIEW OF 2018/19 BUSINESS PLAN</b>  <b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the progress of the deliverables identified in the 2018/19 Business plan.</li> <li>• ZW to share, if possible the DBS and NCA performance dashboard.</li> <li>• The Board were concerned that the all targets may not be achievable, and an incremental approach should be considered.</li> </ul> <p><b>Action</b></p> <p>5. Number items in the Business plan for referencing.</p>

15	<p><b>HR – 6 MONTHLY PERFORMANCE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report and requested that more equality, ethnicity and disability information is added. A more detailed analysis by function was also requested.</li> <li>• The analysis of the gender pay gap is still outstanding.</li> </ul> <p><b>Action</b></p> <p>6. RB to progress the gender pay gap information.</p>
16	<p><b>STAKEHOLDER ENGAGEMENT</b></p> <p><b>a) Liaison Group update</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report containing the minutes of the Worker NGO Liaison Group meeting held on 16 August 2018.</li> <li>• The Labour Provider/Labour User Liaison group met on 6 September. The Board noted documents supplied from that meeting (Agenda, Compliance update, Actions from previous meetings).</li> <li>• The Worker NGO Liaison Group meeting took particular interest in the performance report and wanted more detail, especially as regards the measures around preventative activity.</li> <li>• The next joint liaison group meeting is scheduled for 14 March 2019.</li> </ul>
17	<p><b>TIMETABLE OF MEETINGS</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the paper detailing the quarterly meeting dates for 2019.</li> <li>• All meetings will commence at 10:00</li> </ul>
18	<p><b>AUDIT AND RISK COMMITTEE</b></p>
18a	<p><b>CHAIR'S UPDATE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• ARC had not met since the last Board meeting.</li> </ul>
19	<p><b>REVIEW OF RISK REGISTER</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Risk Register had been circulated to Board members on 15 August for a 6-month review.</li> <li>• Risk to be added to the November Board agenda.</li> <li>• Jane Walker to produce a paper for the November meeting which should contain the process for managing risk and the role of the Board in risk management.</li> </ul> <p><b>Action</b></p> <p>7. Add Managing Risk to the November Board meeting agenda. 8.</p>
20	<p><b>REMUNERATION COMMITTEE – RESTRICTED ITEM</b></p> <p><b>APPOINTMENT OF CEO</b></p>
21	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
	<p><b>CLOSE</b></p>