



Gangmasters & Labour Abuse Authority

Minutes

Title of meeting	GLAA 62nd BOARD MEETING		
Date	21 November 2018	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke
Attendees	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Paul Williams (PW)		
	In attendance Darryl Dixon (DD) Director of Strategy Nicola Ray (NR) Acting Chief Executive Justin Rumball (JJR) Head of Business & Finance Ian Waterfield (IW) Head of Operations		
	Observers Tom Bell David Camp items (1 – 12 & 14 only) Michael Rich Zoe Wilkinson		
	Apologies Marshall Evans Linda Dickens		

1.	INTRODUCTIONS Note <ul style="list-style-type: none">The Chair welcomed members of the Board and observers to the meeting. MB warmly thanked Marshall Evans for 13 years of service as a Board member. MB also thanked Angela Coleshill for her willingness to continue as a Board member until further appointments to the Board have been made.
2.	APOLOGIES <ul style="list-style-type: none">As above.

3.	MINUTES OF THE PREVIOUS MEETING <ul style="list-style-type: none"> The minutes of the 61st GLAA Board meeting were agreed as an accurate record of the meeting. Amendments to agenda item 13 were requested by WB.
4.	DECLARATION OF INTEREST <ul style="list-style-type: none"> None.
5.	ACTION POINTS Note <ul style="list-style-type: none"> The outstanding action points were noted by the Board. BM40(6) the Board agreed to review board membership of board sub-committees at the May Board meeting. BM44(1) the Board agreed to invite operational staff to participate in updates when appropriate at future Board meetings.
6.	DECLARATION OF URGENT BUSINESS Note <ul style="list-style-type: none"> None
7.	HOME OFFICE UPDATE Note <ul style="list-style-type: none"> ZW updated the Board on sponsorship matters. A successful ALB conference took place on 13 November. ZW outline the organisational changes in the HO (an organogram to be circulated). The interim Senior Sponsor is now Joanna West. Becky Kirby is the permanent replacement for Rebecca Egan and has been invited to attend the GLAA Board meeting on 23 January 2019. Interviews for the position of the Anti-Slavery Commissioner have taken place. The ministers are now in the decision-making process stage. The GLAA Chair appointment is unblocked as the process involving NI legislation has received royal assent. TB updated the Board on policy matters. The government response to DLME strategy is awaiting imminent publication. A consultation is to take place on a single labour market enforcement agency. The Environmental Audit Committee has recommended a licensing scheme for hand car washes. Victoria Atkins MP, will be appearing before the Environmental Audit Committee textile enquiry. The Modern Slavery government commissioned review is continuing and the interim findings will be published in February 2019.

8.	<p>EXECUTIVE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the Executive Report detailing operational activity and events. • Following the licence revocation of a major labour provider in the poultry sector, in conjunction with the British Poultry Association, a statement has been produced for circulation to the poultry industry. • The textile protocol was launched at the PM taskforce on 12 November. • The Responsible Car Wash scheme is running a licensing pilot test in the East/West Midlands on supermarket forecourts. • DC asked what action the GLAA took regarding a Community impact assessment. The process was explained, and it was agreed that this would be a suitable subject to raise at the next joint liaison meeting. <p>Action</p> <ol style="list-style-type: none"> 1. Add to the agenda of the joint liaison meeting (14 March 2019) Impact of labour market enforcement on communities.
9.	<p>DRAFT STRATEGIC PLAN 2019-2021</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted and commented on the draft plan. This document, and the associated annual Business Plan, set out the GLAA's strategic priorities to deliver its aims. • Board members were invited to comment on the plan. • It is proposed to sign the plan off at the January 2019 Board meeting. <p>Action</p> <ol style="list-style-type: none"> 2. Board members to submit comments on the plan to DD by 7 December.
10	<p>DRAFT BUSINESS PLAN 2019-2020</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted and commented on the broad direction of the draft plan. This is underpinned by the GLAA Strategic Plan 2019 – 2022, sets out our aim, strategic priorities and operational objectives for the coming year. • Board members were invited to comment on the plan. <p>Action</p> <ol style="list-style-type: none"> 3. Board members to submit comments on the plan to DD by 7 December.
11	<p>LICENSING DEVELOPMENTS</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report setting out the future areas of work that will be required in relation to the regulation of licensing. • The GLAA is recruiting a management accountant who will work on the review of licensing fees. • The Exclusion Regulations need review to avoid certain low risk activity requiring a licence, NR is to liaise with HO <p>Action</p> <ol style="list-style-type: none"> 4. NR to liaise with HO over the Exclusion Regulations

12	<p>INFORMATION SECURITY</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report giving an up to date position regarding information security issues and data protection in relation to GLAA Board members and the sharing of information. • MB has discussed the method of circulation of papers and documents with other ALBs and has approached the HO for guidance on this matter. • Whilst the report is a useful document it needs to cover the use of email correspondence amongst Board members. These could be subjected to FOI requests and must fall within GDPR regulations. <p>Action</p> <p>5. For further review at the next Board meeting.</p>
13	<p>PERFORMANCE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the Performance Report April – September 2018. • 47% of the GLAA investigations are in the south east. <p>Action</p> <p>6. To report back on changes to the process of Compliance inspections.</p> <p>7. Add Standard deviation to the report to show the time to complete ranges.</p>
14	<p>GLAA – GLAA TRANSITION PROGRAMME UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • 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 • The GLAA migrated to the HO system on 23 September 2018. • Issues remain with response times. • The major outstanding issue is delay in moving from the “Early Life Support” phase to having the permanent Service Delivery support package in place • The new telephony and call recording system have been installed. • Some issues remain with conference call facilities impacting on potential victims of trafficking who need to use a translation service whilst calling the GLAA from a mobile phone. • The development of a new licensing system has been delayed.
15	<p>DRAFT BUDGET 2019-2020</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the presentation. • The GLAA is awaiting guidance from the HO on the next steps re the budget approach.

16	STAKEHOLDER ENGAGEMENT
16a	LIAISON GROUP UPDATE Note <ul style="list-style-type: none"> The Board noted the report containing the draft minutes of Labour User/Labour Provider Meeting held on 6 September 2018.
17	HMICFRS – KEY FINDINGS Note <ul style="list-style-type: none"> IW outlined the key findings in the HMIC inspection which took place w/c 15 October 2018. The draft report will be submitted to the GLAA on 26 November 2018. Once published the full report will be available in the public domain. The GLAA will be writing an action plan to deal with the issues raised during the inspection. The Board will have oversight of the delivery of the plan. HMIC had complimented those who took part in the inspection for their open approach.
18	REVIEW OF THE STAFF SURVEY Note <ul style="list-style-type: none"> The Board noted the report giving an analysis of the survey which ran for the period 1 May 2018 – 11 June 2018. The survey results have been discussed by the EMT who have agreed an action plan. A number of working groups are to be set up shortly to look at the key findings of the report. An overview of the key findings and action plan will also be shared with all staff. MB suggested that there should be an opportunity to reflect collectively at the Staff Seminar on the answers staff had given to the question "What are the biggest challenges facing the GLAA?". Action <p>8. Any further comments should be submitted to NR by Board members by 7 December.</p>
19	AUDIT AND RISK COMMITTEE
19a	CHAIR'S UPDATE Note <ul style="list-style-type: none"> The Board noted the report of the ARC meeting of 10 October 2018. The Committee agreed that its terms of reference should be submitted to the Board for approval without change. The Board gave their approval. It was anticipated that the annual report and accounts should have been laid before the next time parliament rises. Appropriate delegations are in place to enable this to happen.
20	REMUNERATION COMMITTEE Note <ul style="list-style-type: none"> The Committee has not met since the last Board meeting.

21	<p>RISK MANAGEMENT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report. • Whilst the report gave a positive approach to risk, the board requested more time to discuss this item at the next meeting. <p>Action</p> <p>9. Add Risk Management to January agenda (40 minutes).</p> <p>10. Jane Walker to organise pilot training sessions ahead of the January Board meeting.</p>
22	<p>ANY OTHER BUSINESS</p> <p>The Board were invited to note the following 2019 events which will be held at Nottingham</p> <ul style="list-style-type: none"> • 14 March joint liaison group meeting • 24 & 25 April – Staff Seminar
	<p>CLOSE</p>