



Gangmasters &  
Labour Abuse Authority

# GLAA64/05 Board Action Points

**1 May 2019**

# **Board Paper Reference – GLAA64/05 - Board Action Points**

## **1. Purpose of the Report**

1.1 To update the Board on the previous actions from meetings.

## **2. Recommendation**

2.1 The Board is invited to note the outstanding actions.

**Report Author: Jennifer Clarke**

**Senior Responsible Officer: Darryl Dixon**

Date of meeting	Reference	Action Point	Owner of Action	Status
17/01/18 57 <sup>th</sup> Board Meeting	16b Relection of members of Board sub-committees	<b>BM40(6)</b> Members to be re-elected in March 2018.	<b>MB</b>	<b>In progress</b> Election to committees to take place in May. Agenda item 26.
21/11/2018 62 <sup>nd</sup> Board Meeting	11 Licensing Developments	<b>BM45 (4)</b> NR to liaise with HO over the Exclusion Regulations	<b>NR</b>	<b>In progress</b> Agenda item 13(a)
21/11/2018 62 <sup>nd</sup> Board Meeting	12 Information Security	<b>BM45 (5)</b> For further review at the next Board meeting.	<b>JJR/MB</b>	<b>In progress</b> Agenda item 10.
21/11/2018 62 <sup>nd</sup> Board Meeting	13 Performance Report	<b>BM45(7)</b> Need for standard deviation analysis to be considered when reviewing performance data in latest pack.	<b>IW</b>	<b>Closed</b> MB confirmed that as this information was being provided in several ways throughout the report so this item could be closed.
21/11/2018 62 <sup>nd</sup> Board Meeting	15 Draft Budget 2019-2020	<b>BM45 (8)</b> NR to write to the Home Office setting out the impact of a budget cut to the GLAA.	<b>NR</b>	<b>In progress</b> Letter submitted to the HO, verbal response received.

Date of meeting	Reference	Action Point	Owner of Action	Status
21/11/18 62 <sup>nd</sup> Board Meeting	ARC Chair's report	Succession planning for CEO.	MB/MR	In progress
23/01/2019 63 <sup>rd</sup> Board Meeting	1 Executive Report	<b>BM46(1)</b> The approach to Stakeholder engagement to be covered at the next meeting.	PC	In progress Agenda item 11
23/01/2019 63 <sup>rd</sup> Board Meeting	9 External Reports & GLAA impacts	<b>BM46(2)</b> BEIS to be invited to the next Board meeting to discuss the issues raised by the consultation of a single enforcement body.	MR	In progress Invitation to join the meeting extended by MR.
23/01/2019 63 <sup>rd</sup> Board Meeting	10 Approval of Strategic Plan 2019-2021 & Business Plan 2019-2020	<b>BM46(3)</b> The Business Plan to be completed by the end of February so that the Board can approve at a telecon in early March.	MR	Completed (On agenda 15 for final sign off).
23/01/2019 63 <sup>rd</sup> Board Meeting	11 Risk Management	<b>BM46(4)</b> The GLAA approach to Risk Management to be reviewed every 12 months.	JJR	Completed Added to workplan
23/01/2019 63 <sup>rd</sup> Board Meeting	11 Risk Management	<b>BM46(5)</b> Consideration to be given to provide guidance on assessing the 'impact' of risk.	JW	In progress JW working on some questions that will prompt consideration for impact in certain scenarios.

<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	12 Q3 Performance report	<b>BM46(6)</b> NR to provide a paper for the May Board meeting as to why the number of licence applications has increased.	<b>NR</b>	<b>In progress</b> Agenda item 13b
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	12 Q3 Performance report	<b>BM46(7)</b> IW to consider a management summary of what were the main messages from the report.	<b>IW</b>	<b>In progress</b> Management summary to be added to the 2019-2020 financial year Performance Reports.
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	15 Stakeholder Engagement	<b>BM46(8)</b> MB to finalise the agenda for the joint meeting in March	<b>MB</b>	<b>Completed</b> Meeting 14.03.19
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	15 Stakeholder Engagement	<b>BM46(9)</b> GLAA to decide whether it will be holding any regional seminars and what topics they will be covering.	<b>MR</b>	<b>Completed</b> Email to Board members 20.03.19 (Jane Riley) confirming that Regional seminars will not be going ahead in April – June as in previous years.
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	16 HMICFRS Inspection update	<b>BM46(10)</b> IW will provide an update report at each Board meeting as to how the action plan is progressing	<b>IW</b>	<b>Ongoing</b> Agenda item 19
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	17a Chair's Update	<b>BM46(11)</b> MR to provide a report to the Board in February to update on the ARA.	<b>MR</b>	<b>Completed</b> Regular updates provided by MR.

<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	19 Board Evaluation	<b>BM46(12)</b> The questionnaire to be used should be reviewed by SA and SM, independent of the Chair, by 15 February.	<b>Completed</b> Agenda item 24
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	19 Board Evaluation	<b>BM46(13)</b> Questionnaires to be completed by Board members and GLAA employees who attended Board meetings in 2018-19 by 15 March.	<b>Completed</b> Agenda item 24
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	19 Board Evaluation	<b>BM46(14)</b> HR to prepare a report for consideration at Board meeting on the 1 May at which the Board will agree a follow-up action plan.	<b>Completed</b> Agenda item 24
<b>23/01/2019</b> 63 <sup>rd</sup> Board Meeting	20 Board Declaration of Interest	<b>BM46(15)</b> The Board asked that confirmation be sought as to whether it should be a retrospective note of interests or current.	<b>Completed</b> Agenda item 27