



Minutes

Title of meeting	GLAA 63rd BOARD MEETING		
Date	23 January 2019	Time	10:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Nicola Ray

Attendees	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Suzanne McCarthy (SM) Paul Williams (PW)
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In attendance

Darryl Dixon (DD) Director of Strategy
Nicola Ray (NR) Director of People & Licensing
Michael Rich (MR) Chief Executive
Justin Rumball (JJR) Head of Business & Finance
Ian Waterfield (IW) Head of Operations

Observers

Zoe Wilkinson
Elinor Howard
Suzelle Dickson (by phone) Agenda items 7 and 9 only

Apologies

Becky Kirby

1.	INTRODUCTIONS <ul style="list-style-type: none">MB welcomed Suzanne McCarthy to her first Board Meeting.
2.	APOLOGIES <ul style="list-style-type: none">As above.
3.	MINUTES OF THE PREVIOUS MEETING <ul style="list-style-type: none">The minutes to be updated to reflect that Linda Dickens was not present.

4.	<p>DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> • None.
5.	<p>ACTION POINTS</p> <p>Note</p> <ul style="list-style-type: none"> • BM40(6) – Board members would be elected to committees in May • BM45(1) – Community Impact Assessment will be added to the agenda for the joint liaison meeting so the action can be closed • BM45(4) – NR had met with HO Policy Team to outline areas that wish to update for exclusion regulations. Charlotte Woodliffe is producing paper for HO and so an update will be provided at the next Board meeting • BM45(5) – MB will meet with Jane Walker and SIRO Ian Waterfield to identify a practical way forward for information security of Board papers and emails • BM45(5) – MB will meet with MR to discuss cover for CEO position • BM45(6) – to be covered on agenda as part of performance reporting • BM45(7) – Need for Standard deviation analysis to be considered when reviewing performance data in latest pack • BM45(10) – Completed as Risk Management on the agenda • BM45(11) – Completed as on risk provided prior to Board meeting.
6.	<p>DECLARATION OF URGENT BUSINESS</p> <p>Note</p> <ul style="list-style-type: none"> • None.

7.	<p>HOME OFFICE UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • ZW introduced Elinor who is the new lead sponsor for GLAA • Becky Kirby was due to join the meeting but was unable to at the last minute. She replaces Beth Sizeland/Rebecca Egan. • Recruitment of Independent Anti-Slavery Commissioner is progressing well. • Outstanding Board appointments – a submission went to the Minister but she has indicated that she does not want to begin a recruitment process. ZW will be meeting with the Minister to discuss her approach • Work on BREXIT has meant that resources in the HO are being shifted to focus on this work. • The Spending Review is likely to be in November but not settled yet. • SD updated on policy issues, Government response to the DLME Strategy and Matthew Taylor report has been issued which included a reference to the Single Enforcement Body. The Government accepted the majority of the DLME recommendations. • Single Enforcement Body – MR has met with BEIS colleagues and will sit on Steering Group. Consultation is likely to be after Easter. • DLME Strategy for 2019/20 has been circulated for comments and will be going to Ministers in February. • Seasonal Agricultural workers scheme is being led by Defra and covers workers in non-EEA states. GLAA will be helping immigration colleagues with “spotting the signs” training and awareness. • GLAA fed in to the government response to Environmental Audit Committee on hand car washes which has now been cleared by Ministers. No date yet for publication. • Exclusions regulations – GLAA preparing a paper on areas to cover and priorities.
8.	<p>EXECUTIVE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report. <p>Action</p> <ol style="list-style-type: none"> 1. The approach to Stakeholder engagement to be covered at the next Board Meeting.
9.	<p>EXTERNAL REPORTS AND GLAA IMPACTS</p> <p>Note</p> <ul style="list-style-type: none"> • DD gave a presentation on recent government responses to reports which might impact on GLAA’s work – the Taylor Good Work Plan, the 2018-19 Labour Market Enforcement strategy, the Environmental Audit Committee Hand Car wash Inquiry and forthcoming Government consultation on a Single Labour Authority . • The Board noted that “victim-focus” is key when considering these issues. • The Taylor report recommendation that holiday pay should be enforced by HMRC was a driver for rethinking the enforcement landscape • It was also noted that any move to create a single agency needed to be properly resourced which would be difficult to achieve given current pressure on resources and existing workload. Major organisational change risked impacting on current performance. An incremental approach might be better.

9.	<p>Action</p> <p>2. BEIS to be invited to the next Board meeting to discuss the issues raised by the consultation on a single enforcement body.</p>
10	<p>APPROVAL OF STRATEGIC PLAN 2019-2021 & BUSINESS PLAN 2019-2020</p> <p>Note</p> <ul style="list-style-type: none"> • The Strategic plan will be considered at the May Board Meeting so that there is time to finalise the business plan and agree the deliverables prior to sign-off. <p>Action</p> <p>3. The Business Plan to be completed by the end of February so that the Board can approve at a telecon in early March.</p>
11	<p>RISK MANAGEMENT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board agreed the Risk Management Policy and Procedure and noted that the Board should ultimately be responsible for risk (para 2.7). <p>Action</p> <p>4. The GLAA approach to Risk Management to be reviewed every 12 months</p> <p>5. Consideration to be given to provide guidance on assessing “Impact” of risk.</p>
12	<p>Q3 PERFORMANCE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report and progress against the performance questions. The Board would like to understand how to interpret the data in relation to performance. Is it as good as it should be? What insights do the executive take from the data? <p>Action</p> <p>6. NR to provide a paper for the May Board meeting as to why the number of licence applications has increased.</p> <p>7. IW to consider a management summary on what were the main messages from the report.</p>
13	<p>GLA – GLAA TRANSITION PROGRAMME UPDATE AND LICENSING PROJECT UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the paper on progress of the IT transition and that the programme would be moving to a business as usual structure with the post transition meetings being chaired by NR. • The lessons learned meeting on the transition with MB and Dave France (Director, Crime, Police and Fire IT) is still to be scheduled.

14	<p>APPROVAL OF BUDGET FOR FINANCIAL YEAR/MEDIUM TERM FORECAST</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted that the HO had received a letter from the GLAA setting out the impact of any possible savings. • The HO have given a firm indication of the budget settlement but the formal response has not yet been received but the funding for 19/20 would be on a flat-cash basis. • There would still be challenges for the GLAA particularly as it was anticipated that there would be a significant spend for the Licensing project.
15	<p>STAKEHOLDER ENGAGEMENT</p> <p>a) Liaison Group Update</p> <ul style="list-style-type: none"> • The Board noted the report containing the draft minutes of Labour User/Labour Provider Meeting held on 22 November 2018 and the Worker/NGO Liaison Group on 8 November 2018. <p>Action</p> <ol style="list-style-type: none"> 8. MB to finalise the agenda for the joint meeting in March 9. GLAA to decide whether it will be holding any Regional seminars and what topics they will be covering.
16	<p>HMICFRS INSPECTION UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted that the draft report has been shared with the GLAA to address any issues of factual accuracy. • An action plan has been prepared which dovetails with the People Survey action plan. It is being updated to give a better phasing of actions. <p>• Action</p> <ol style="list-style-type: none"> 10. IW will provide an update report at each Board meeting as to how the action plan is progressing.
17	<p>AUDIT AND RISK COMMITTEE</p>
17a	<p>CHAIR'S UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the ARC meeting of 19 December 2018. • ARC felt that there were too many audit actions not being closed. This is being addressed by MR. • ARC were also concerned that the ARA for 2017/18 had still not been finalised but recognised that extra resources were needed in the Finance function. An individual had been appointed but was not yet in post and HO had offered some additional resources to support this work. <p>Action</p> <ol style="list-style-type: none"> 11. MR to provide a report to the Board in February to update on the ARA.
18	<p>REMUNERATION COMMITTEE</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the REMCO meeting of 19 December 2018.

19	<p>BOARD EVALUATION</p> <p>Note</p> <ul style="list-style-type: none"> The Board noted the paper and agreed that the evaluation should go ahead but the findings should not be shared more widely with HO colleagues until they had been reviewed by the Board. <p>Actions</p> <p>12. The questionnaire to be used should be reviewed by SA and SM, independent of the Chair, by 15 February.</p> <p>13. Questionnaires to be completed by Board members and GLAA employees who attended Board meetings in 2018-19 by 15 March.</p> <p>14. HR to prepare a report for consideration at Board meeting on 1 May at which the Board will agree a follow-up action plan.</p>
20	<p>BOARD DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> The Board noted that they should be providing information on their interests. <p>Action</p> <p>15. The Board asked that confirmation be sought as to whether it should be a retrospective note of interests or current.</p>
21	<p>ANTI-BRIBERY POLICY FOR BOARD MEMBERS</p> <p>Note</p> <ul style="list-style-type: none"> The Board noted the policy and their responsibilities. <p>Action</p> <p>16. Para 6.5 of the policy to be updated to include advising the HO.</p>
22	<p>ANY OTHER BUSINESS</p> <p>a) Annual appraisals</p> <ul style="list-style-type: none"> MB advised Board members that she would be arranging a time to meet them before the end of the year to discuss performance against objectives.
	<p>Close</p>