



Gangmasters & Labour Abuse Authority

Minutes

Title of meeting	GLAA 65th Board Meeting		
Date	24 July 2019	Time	10:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke (JC)

Attendees	Simon Allbutt (SA) William Butler (BB) Linda Dickens (LD) Suzanne McCarthy (SM) Michael Rich (MR) Paul Williams (PW)
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In attendance	Darryl Dixon (DD) Tom Frost (TF) item 12 only Nicola Ray (NR) Justin Rumball (JJR) Ian Waterfield (IW) Tammy Phillips (item 17 only) Helen Hall (item 17 only)
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Observers	Tim Brotherton (TB), Home Office Zoe Wilkinson (ZW), Home Office Becky Kirby, Home Office (by teleconference) item 12 only
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Apologies	Angela Coleshill
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1	Introductions <ul style="list-style-type: none">The Chair welcomed members of the Board and Home Office officials to the meeting.Michael Rich was welcomed to the meeting in his new capacity as Board member following ministerial approval.
2	Apologies <ul style="list-style-type: none">As above.
3	Minutes of the previous meeting Note <ul style="list-style-type: none">The minutes of the previous meeting were accepted as an accurate record.
4	Declarations of Interest <ul style="list-style-type: none">None

5	<p>Action points</p> <ul style="list-style-type: none"> • BM46(5) in progress • BM46(10) ongoing • BM47(2) in progress – IASC attending the meeting on 06.11.19 • BM46(7) BM47(1) (3) (4) (5) (6) (7) (8) (9) (10) (11) closed.
6	<p>Declaration of Urgent Business</p> <ul style="list-style-type: none"> • None
7	<p>Home Office update</p>
	<p>Note</p> <ul style="list-style-type: none"> • Zoe Wilkinson gave an update from the Sponsorship Unit; the Board noted the report provided by the Home Office in advance of the meeting. • Changes are expected to the ministerial team and portfolios as a result of the appointment of the new Prime Minister the previous day. • The Business & Strategic Plan are awaiting ministerial approval, clearance is expected before parliamentary recess. • HM Government Public Appointments advertised the Board member vacancy on 23.07.19. The closing date for applications is 02.09.19, shortlisting on 16.09.19 interviews expected w/c 14.10.19. Each stage of the recruitment process requires ministerial approval.
	<p>a) Prevent</p> <ul style="list-style-type: none"> • Prevention going forward will continue to focus on sustained awareness raising, building the evidence base, targeted communications, and identifying and building upon promising interventions, continuing partnership and collaboration with the GLAA through forums such as the Prevent MSSIG group. • Planned prevent activity from 2020/2021 onwards will be subject to the outcomes of the Spending Review (SR).
	<p>b) Single Enforcement Body (SEB)</p> <ul style="list-style-type: none"> • On 16.07.19 the Government launched a consultation on the <u>single enforcement body</u> which runs till mid-October. • DD noted that the first draft of the GLAA response will be circulated to the Board by 16.08.19 <p>Action</p> <ol style="list-style-type: none"> 1. Circulate the SEB consultation timetable to the Board. 2. Circulate a draft GLAA response to the Board by 16.08.19.
	<p>c) Independent Review of Modern Slavery</p> <ul style="list-style-type: none"> • The final report was laid in Parliament on 22.09.19 with the government's response published on 9.07.19 which is available via this link https://www.gov.uk/government/publications/government-response-to-the-independent-review-of-the-modern-slavery-act
	<p>d) Spending Review (SR)</p> <ul style="list-style-type: none"> • The SR preparatory bids are currently going through a challenge process by the Home Office Director General for Capabilities and Resources. The CPFSG SR team are working through the feedback from this to refine the bids. The feedback was mostly at strategic system level. <p>The next stage is a Permanent Secretary challenge process in preparation for the anticipated launch of the Spending Review by the Treasury.</p>

8	<p>CEO report</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the CEO report and The Nature and Scale of Labour Exploitation Across all Areas in the UK in 2018. • Michael Rich and Samantha Ireland attended a Construction Protocol ministerial roundtable at the Home Office on 12.07.19. • The Construction protocol has now attracted over 100 signatures. • The Board requested a discussion on the future and use of the protocols with an evaluation. • As part of our Prevention agenda, the GLAA has produced a range of practical tools designed to prevent modern slavery and labour exploitation on building sites. The package includes a presentation for new starters on sites which will be shown at the end of Health and Safety inductions, along with posters on spotting the signs of exploitation and a toolbox talk aimed at raising awareness of workers' rights on site. • LD requested Health and Safety performance within the reporting pack. • MB recommended that the Board had an in-depth discussion on how the GLAA Threat Assessment is working. • The Board requested sight of the information circulated to the DLME on shellfish in response to the first DLME Strategy. • MR agreed to add key issues to the Performance pack • All staff have been invited to attend 'Let's Talk' meetings to discuss with MR how to drive the Business Plan forward. <p>Action</p> <ol style="list-style-type: none"> 3. The Board to feed in views regarding the content of the CEO report. 4. Set a date for a discussion on the GLAA Threat Assessment. 5. Share the information circulated to the DLME on shellfish. 6. The Board to discuss future and use of protocols with an evaluation. 7. Add Health & Safety performance to the Performance report. 8. CEO to add key issues to Performance report.
9	<p>Complaints</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report outlining the changes to the timescales in responding to complaints to be introduced following the 2019 procedure review. <p>Action</p> <ol style="list-style-type: none"> 9. Add nominated deputy to cover for the Director of Strategy's role in the complaint's procedure during periods of absence.
10	<p>Annual Review of Risk Register</p> <p>Note</p> <ul style="list-style-type: none"> • The scoring of risk needs revising, this is to be refined and brought back to the Board. • WB to assist with the production of the Strategic Risk Register. A new version will be presented to ARC. • Board members to share comments with BB, MR, JJR. • ZW to confer with other ALBs regarding their Risk Registers in relation to the approach to risk scoring. <p>Action</p> <ol style="list-style-type: none"> 10. Revise risk scoring and table at November EMT.

11	<p>6-month review of the Risk Appetite</p> <p>Note</p> <ul style="list-style-type: none"> • The report noted by the Board provided an update on the position regarding the current and potential risk appetite statements. • The Board agreed the recommendation that more work would to be done on developing the appetite statement.
12	<p>Q1 Performance Report</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the performance report for the period April to June 2019 and Tom Frost presented the key findings. • The People Survey Working Group (PSWG) are looking at employee retention. • It was requested that further information on the diversity mix be added to future quarterly performance reports. <p>Action</p> <p>11. Add diversity data to the Performance report.</p>
13	<p>GLA- GLAA Transition:</p> <p>a) Transition Programme Board lessons learned</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the paper detailing the findings of a lessons learned review conducted by the GLAA and Home Office Policing and Public Protection Technology (HO PPPT) following the IT transition. • The Board agreed the lessons learned should be fed into the licensing system project.
14	<p>Stakeholder Engagement</p> <p>Note:</p> <p>a) Liaison Group update</p> <ul style="list-style-type: none"> • The Board noted the report containing the draft minutes of the Worker /NGO Liaison Group meeting held on 04.06.19 and the Labour Provider/Labours User Liaison Group meeting held on 20.06.19. • It was agreed that at future Board meetings this agenda item should reflect the totality of GLAA stakeholder engagement not be liaison group minutes only. <p>Action</p> <p>12. Circulate EMT agreed Stakeholder Strategy.</p> <p>13. Add Stakeholder Engagement to November agenda.</p>
15	<p>Prevention update</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted that the Stakeholder Strategy needs to be finalised and should consider how it links to the Prevention Strategy. [Action 12]. • The 'prevent' work needs to set out how it will evaluate success. • ZW confirmed that the HO can provide support as regards evaluation of 'prevent'.
16	<p>HMICFRS Inspection update</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the report informing them of the progress made on the HMICFRS Inspection action plan. • MB reiterated the importance of the Board being kept up to speed on these actions as HMICFRS had tasked the Board with monitoring the action plan.

17	<p>People Survey Working Group update</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the report giving an update on the actions arising from the People Survey 2018. • EMT and SLT have picked up several actions to make improvements which were clearly identified in the survey outcomes. These are being reviewed monthly at EMT to ensure they are progressed promptly and completed. • The People Survey Working Group (PSWG) was set up to look at key issues with the aim of providing an opportunity for colleagues to own and drive through change. • Tammy Phillips and Helen Hall updated the Board on the progress made by the group to date which the Board welcomed.
18	<p>Outturn 2019-20 and Spending Review 2019</p> <p>Note:</p> <ul style="list-style-type: none"> • The report was noted by the Board informing them of the current position with the outturn for 2019/20 and the Spending Review 2019 (SR19). • A discussion took place around the capacity of the organisation to meet its business plan. <p>Action</p> <p>14. Add capacity of the organisation to the Strategy Day discussion.</p>
19	<p>Annual Reports and Accounts 2018-2019 update</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the report providing the progress in writing the 2018-19 Annual Report and Accounts and agreeing a mechanism for sign off. • It was noted that the information needs to be circulated to the National Audit Office as soon as possible to enable them to perform high level checks.
20	<p>Audit and Risk Committee</p> <p>a) Chair's update</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the report of the Audit & Risk Committee (ARC) meeting held on 11.06.19 • WB left the meeting. • The Board discussed and endorsed that WB should continue as chair of the Committee. • It was agreed that ARC should give thought to succession planning for the Chair position.
21	<p>Remuneration Committee</p> <p>a) Chair's update</p> <p>Note:</p> <ul style="list-style-type: none"> • SA gave a verbal update of the last meeting which met to discuss CEO matters including confirming the appointment following probation and to agree objectives for 2019-20.

	<p>b) Governance of HR Policies</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the report setting out a proposal for improving governance of HR policies. • It was agreed that Remco should review the policies listed in the paper. • In addition, SM recommended that the Equal Opportunities & Diversity, Internet, Email, Social media & Telephone Usage, Improving Policies and Performance policies should be added to the list for review by the Committee. <p>Action</p> <p>15. Revise list of HR policies submitted to Remco for approval and make associated changes to the Statement of Governance.</p>
	<p>c) Terms of Reference</p> <p>Note:</p> <ul style="list-style-type: none"> • The terms of reference providing support and relevant scrutiny require revision and will be tabled at the November Board meeting. • SA delegated to sign off TOR for Remco to come to the Board for approval. <p>Action</p> <p>16. Revise terms of reference.</p>
22	<p>Annual Review of the Scheme of Delegation</p> <p>Note:</p> <ul style="list-style-type: none"> • Noting that changes would be needed to reflect the CEO being on the Board and the change to the scope of Remco the Board reviewed and approved the scheme of delegation on an interim basis. Updates would be approved by the Chair • It was suggested the wording of the provision on Home Office attendance should be re-visited as they were there by invitation. • SM requested that this document be re titled. • It was agreed this should become the Statement of Governance <p>Action</p> <p>17. Chair to approve updated and re-titled document.</p>
23	<p>Timetable of Meetings</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board noted the paper detailing the quarterly meeting dates for 2020/2021. • Board members should notify JC if they are unable to attend on the proposed dates.
24	<p>Code of Conduct for Board members of Public Bodies</p> <p>Note:</p> <ul style="list-style-type: none"> • The Board agreed to adopt the updated Cabinet Office Code of Conduct for Board Members of Public Bodies unamended.
25	<p>Any other Business</p> <p>a) Invite Matthew Taylor, Interim Director of Labour Market Enforcement from 01.08.19 for 12 months, to attend a future Board meeting.</p> <p>b) It was confirmed that Board members attending the People Seminar on 16.09.19 were welcome to join the event in the evening.</p> <p>Action</p> <p>18. Supply Board meeting dates to Matthew Taylor.</p> <p>19. Circulate the People Seminar agenda to Board members.</p>
26	<p>Close</p>