



Gangmasters &
Labour Abuse Authority

GLAA66/05 Board Action Points

6 November 2019

Board Paper Reference – GLAA66/05 - 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 |
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| 21/11/18 62 nd Board Meeting | ARC Chair's report | Succession planning for CEO. | MB/MR | In progress Internal Audit outstanding action. |
| 23/01/2019 63 rd Board Meeting | 11 Risk Management | BM46(5) Consideration to be given to provide guidance on assessing the 'impact' of risk. | JW | In progress Update being provided at the Board meeting 06.11.19. |
| 24/07/2019 65 th Board Meeting | 7b Home Office update – Single Enforcement Body | BM48(1) Circulate the SEB consultation timetable to the Board. | | Completed |
| 24/07/2019 65 th Board Meeting | 7b Home Office update – Single Enforcement Body | BM48(2) Circulate a draft GLAA response to the Board by 16.08.19. | | Completed Circulated by email 16.08.19 |
| 24/07/2019 65 th Board Meeting | 8 CEO Report | BM48(3) The Board to feed in views regarding the content of the CEO report. | | Completed Circulated by email 25.07.19 |
| 24/07/2019 65 th Board Meeting | 8 CEO Report | BM48(4) Set a date for a discussion on the GLAA Threat Assessment. | | Completed Information from the Threat Assessment used at the Strategy Day 03.10.19. |
| 24/07/2019 | 8 CEO Report | BM48(5) Share the information circulated to the DLME on shellfish. | | Completed |

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| 65 th Board Meeting | | | | Information circulated by IW 25.10.19 |
| 24/07/2019 65 th Board Meeting | 8 CEO Report | BM48(6) The Board to discuss future and use of protocols with an evaluation. | | In progress Information now contained in the performance report. Survey of Protocols signatories to be run in Q3 which will be added to subsequent reports. |
| 24/07/2019 65 th Board Meeting | 8 CEO Report | BM48(7) Add Health & Safety performance to the Performance report. | | In progress H&S RIDDOR stats in Q2 report. |
| 24/07/2019 65 th Board Meeting | 8 CEO Report | BM48(8) CEO to add key issues to Performance report. | | In progress Added to Q2 Performance report. |
| 24/07/2019 65 th Board Meeting | 9 Complaints | BM48(9) Add nominated deputy to cover for the Director of Strategy's role in the complaint's procedure during periods of absence | | Completed Amendment made to the Complaints policy. |
| 24/07/2019 65 th Board Meeting | 10 Annual Review of Risk Register | BM48(10) Revise risk scoring and table at November EMT. | | In progress Agenda item 06.11.19 |
| 24/07/2019 65 th Board Meeting | 11 6-month Review of Risk Appetite | BM48(11) Add diversity data to the Performance report. | | In progress Tom Frost in discussion with HR. Stats to be reported at year end. |

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| 24/07/2019 65 th Board Meeting | 12 Stakeholder Engagement | BM48(12) Circulate EMT agreed Stakeholder Strategy. | | Completed Strategy & Plan circulated by email 04.10.19. |
| 24/07/2019 65 th Board Meeting | 12 Stakeholder Engagement | BM48(13) Add Stakeholder Engagement to November agenda. | | In progress Agenda item 06.11.19. |
| 24/07/2019 65 th Board Meeting | 18 Outturn 2019-20 & Spending Review 2019 | BM48(14) Add capacity of the organisation to the Strategy Day discussion. | | Completed Discussed at Strategy Day 03.10.19 |
| 24/07/2019 65 th Board Meeting | 21b Remuneration Committee | BM48(15) Revise list of HR policies submitted to Remco for approval and make associated changes to the Statement of Governance. | | Completed Changes reflected in the Statement of Governance. |
| 24/07/2019 65 th Board Meeting | 21c Remuneration Committee | BM48(16) Revise terms of reference. | | In progress Agenda item 21b 06.11.19. |
| 24/07/2019 65 th Board Meeting | 22 Annual Review of the Scheme of Delegation (Statement of Governance) | BM48(17) Chair to approve updated and re-titled document. | | In progress Updated document circulated to Board members for agreement 25.10.19. AOB agenda item 06.11.19 |
| 24/07/2019 65 th Board Meeting | 25 AOB | BM48(18) Supply Board meeting dates to Matthew Taylor. | | Completed MT has been invited to future Board meetings. |

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| 24/07/2019 65 th Board Meeting | 25 AOB | BM48(19) Circulate the People Seminar agenda to Board members. | | Completed |