



Gangmasters & Labour Abuse Authority

Minutes

Title of meeting	GLAA 66 th Board Meeting		
Date	06.11.19	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels	Secretary	Jennifer Clarke

Attendees	Simon Allbutt (SA) William Butler (BB) Angela Coleshill (AC) Suzanne McCarthy (SM) Michael Rich (MR) CEO Paul Williams (PW)
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In attendance

Darryl Dixon (DD) Director of Strategy
Nicola Ray (NR) Director of People & Licensing
Justin Rumball (JJR) Head of Business & Finance
Tom Frost (TF) Performance Analyst (item 8 only)
Samantha Ireland (SI) Head of Business Change (item 9 only)
Jane Walker (JW) Risk and Information Assurance Manager (item 7 only)

Observers

Becky Kirby, Home Office
Suzelle Dickson, Home Office
Kiran Garacha, Home Office
Elinor Howard, Home Office (by teleconference)
Dame Sara Thornton, Independent Anti-Slavery Commissioner (items 09, 10,12,13,20,21,22 only)
Emma Crates, Office of the Independent Anti-Slavery Commissioner (items 09,10,12,13,20,21,22 only)

Apologies	Linda Dickens – submitted comments to the Chair
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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.To make best use of time, a timed running order had been prepared where items would be taken in a different order to the agenda. Attendees had all received the running order.
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 previous meeting were accepted as an accurate record.

4	<p>Declaration of interest</p> <ul style="list-style-type: none"> • None.
5	<p>Action points</p> <ul style="list-style-type: none"> • Internal audit action point succession planning closed. Action subsumed in reorganisation matters. • BM46(5) (6) (7) (8) (10) (13) (16) closed. • BM48(17) action point closed covered in agenda item 22 AOB a) Scheme of Delegation.
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"> • Becky Kirby gave an update from the Sponsorship Unit; the Board noted the report provided by the Home Office in advance of the meeting. • Suzelle Dickson gave an update on the Transparency in Supply Chains (TISC) consultation which closed on 17.09.19. • The Single Market Enforcement Body (SEB) consultation closed on 06.10.19. • Elinor Howard advised that the minister has approved the shortlist of preferred applicants for the vacancy of Board members. The interview dates were confirmed as 3 & 6 December. • The Home Office is working through allocations based on the Spending Review returns which is expected to be concluded by Christmas, however the timetable may be affected by political events. • Asked about the Modern Slavery Helpline, BK confirmed that she was in discussion with Unseen and would update the GLAA when in a position to do so, recognising there could be a knock-on effect as regards the GLAA helpline.
8	<p>Performance Report</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the performance report for Q2 July – September 2019. • Tom Frost presented the key findings and progress against these. • Discussion around the different trend for NRM referrals for GLAA compared to the overall national picture; BK outlined the national picture but observed that comparisons might better be made at a more detailed level. • Add to the report a measure of achievement for the Protocols e.g. turnover, number of employees. • MR confirmed that the GLAA were now able to commence the procurement phase for its licensing replacement system. • The Board noted the paper reporting progress against 2019/20 Business Plan deliverables. It was agreed that this should be added to future performance reports. Any further comments regarding the report should be sent to mark.heath@gla.gov.uk (It was noted that some Board members had struggled with the format. The large table was difficult to read on screen and home printing was difficult). • The Board noted the report against operational deliverables for 2018/19. <p>Action</p> <ol style="list-style-type: none"> 1. Add number of arrests to future reports. 2. HO to supply disaggregated data on national picture of NRM. 3. Add measure of achievement to Protocol section of future reports. 4. Progress against deliverables, any comments regarding the report should be sent to Mark Heath MH to review presentation of the data.

9	<p>6-month HR update</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report providing an update on key people, HR and Learning and Development matters. • Managers have been invited to attend PADR workshops. • Equality and Diversity training is due to be delivered to all managers. • Concerns were raised regarding the shortfall in colleagues completing Personal Development Plans. • The age profile was considered to be a risk and consideration should be given to succession planning. • Discussion took place around the diversity of the workforce. • Samantha Ireland who is leading a work group to promote GLAA values as agreed at the September People Seminar, made a presentation to the Board on values and culture. The values would be launched in the next few weeks. The Board agreed that this was an important initiative and agreed that Board members would want to subscribe personally to GLAA values – alongside adherence to the Nolan principles. <p>Action</p> <ol style="list-style-type: none"> 5. Add job function to age profile in future reports. 6. Refresh Board profiles on Morecambe. 7. SI presentation to be circulated to the Board. 8. The Board to provide a sponsor for the culture work.
10	<p>Strategic Risk Register</p> <p>Note</p> <ul style="list-style-type: none"> • Jane Walker (JW) presented a report which had been to the Audit and Risk Committee who endorsed the approach. The Board noted the report included a matrix which can be used to support the assessment of Risk Appetite which had been previously considered by ARC. • The Board were satisfied with this approach and agreed it should be piloted. • A draft Risk Appetite Statement which is aligned to the GLAA Risk Register was supplied to the Board. AC to discuss with (JW) the wording of the statement. <p>Action</p> <ol style="list-style-type: none"> 9. AC & JW to consider wording of Risk Appetite statement.
11	<p>Draft high-level budget principles for financial year 2020-21</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report explaining the proposed approach to the 2020-21 Budget setting. • Comments were invited on the proposed principles and approach. • The GLAA is yet to have its funding for 2020-21 confirmed. • The organisation is currently undertaking a change to its structure and is reviewing its strategy, these processes will impact both costs and allocation of resources within the budget. • Any additional change information should be communicated to the HO by 12.12.19. • JJR to provide an update on expenditure vs the budget for 2019-20 by the end of November. • The Board agreed that the overall approach seemed sound but noted the significant uncertainties before the budget for 2020-21 could be agreed. This might delay Board approval past the target of January. <p>Action</p> <ol style="list-style-type: none"> 10. Update the Board on the 2019-20 budget by 30.11.19. 11. JJR to send any additional information on changes to the 2020-21 budget to the HO by 12.12.19. 12. JJR to update the Board on the end of November position of the 2019-20 budget by 31.12.19.

12	<p>Independent Anti-Slavery Commissioner update</p> <p>Note</p> <ul style="list-style-type: none"> • Dame Sara Thornton, Independent Anti-slavery Commissioner and Emma Crates, Prevention Lead, Commissioner’s team, were welcomed by the Chair to the meeting. • Dame Sara outlined the work of her team of seven and discussed her strategic plan. https://www.antislaverycommissioner.co.uk/news-insights/publication-of-the-independent-anti-slavery-commissioner-s-strategic-plan-2019-2021 • The Board was updated on her four principles for her strategy. • The IASC is looking for more opportunities to work with the GLAA which has discussed at joint meetings with MB & MR. • The Board commented on how useful the discussion had been and hoped that Dame Sara would attend a future GLAA Board meeting.
13	<p>Outline of draft Strategic Plan 2020-2023/Business Plan 2020-2021</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report updating them on the work to prepare the Strategic Plan 2020-2023 and the Business Plan 2020-2021 following the strategy meeting held in October, ensuring that the work undertaken ahead on the January 2020 Board meeting is in line with the expectation of the Board for both plans. • The Board were in favour of the proposed format of the plans. • The Board re-iterated the importance of the plan demonstrating that the GLAA had to prioritise what it did and should not over commit.
14	<p>Single Enforcement Body Consultation</p> <p>Note</p> <ul style="list-style-type: none"> • The Board recorded their gratitude to DD for bringing together a consultation response. • DD provided a verbal update; the consultation closed on 06.10.19. • MR added that the DLME’s response to the consultation would be circulated to colleagues. There was much overlap with the GLAA position but an important difference in relation to enforcement. <p>Action</p> <p>13. Circulate to colleagues the DLME’s response to the SEB consultation.</p>
15	<p>Stakeholder Engagement/Management</p> <p>[Secretary note] item not tabled, teleconference to be arranged after 24.11.19 to discuss this paper.</p> <p>Action</p> <p>14. Arrange teleconference with Board members.</p>
16	<p>Protected Disclosure</p> <p>Note</p> <ul style="list-style-type: none"> • The Protected Disclosure Policy was approved with no further amendment.
17	<p>Review of Licence Fees</p> <p>Note</p> <ul style="list-style-type: none"> • NR provided the Board with an update on the licence fee review. • This project is currently being supported by colleagues in Finance, costing work is in progress. <p>Action</p> <p>15. Add Review of Licence fees to the January Board meeting agenda.</p>

18	<p>Liaison groups update</p> <p>Note</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 25.09.19 and the Labour Provider/Labour User Liaison Group meeting held on 19.09.19. The next joint meeting of the LP/LU and the Worker/NGO Liaison Groups will be on 03.03.20 at 11:00 in Nottingham. All Board members are invited to attend and to send their suggestions for workshop topics by 06.12.19. <p>Action</p> <p>16. Submit workshop topic suggestions to jennifer.clarke@gla.gov.uk by 06.12.19.</p>
19	<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 action plan. <p>Action</p> <p>17. Include use of force into H&S review.</p>
20	<p>Audit & Risk Committee</p>
	<p>a) Chair's Update</p> <ul style="list-style-type: none"> The Board noted the report of the Audit and Risk Committee (ARC) held on 08.10.19. WB invited Board colleagues to make suggestions for topics for deep dives of selected risks; they are welcome to attend those meetings. Consideration has been given to succession planning for the ARC chair. Current ARC Board members all have the appropriate experience. <p>Action</p> <p>18. Suggestions for topics for deep dives to be sent to BB by 10.12.19.</p>
21	<p>Remuneration Committee</p>
	<p>a) Chair's Update</p> <p>Remco have not met since the last meeting of the Board.</p>
	<p>b) Terms of Reference</p> <ul style="list-style-type: none"> The terms of reference were agreed. <p>Action</p> <p>19. MB to circulate a note with a recommendation for which policies Remco won't review and the rationale for this.</p>
22	<p>Any other business</p>
	<p>a) Statement of Governance</p> <ul style="list-style-type: none"> The revised comments were noted and the process for sign off was agreed. It was agreed that the recently revised GLAA values should be added to the document. <p>Action</p> <p>20. MB to add the values to the amended documents.</p> <p>21. Board members to provide a 'talking head' about each value.</p>

	<p>b) Review of the meeting</p> <ul style="list-style-type: none"> • Meeting attendees each provided a review of the meeting. • Although there had been a daunting number of papers, the meeting had progressed through the issues in a timely manner and had been productive. Having subject experts from the GLAA presenting to the Board was welcome. Having both the Senior Sponsor and IASC was good. • The Executive were thanked for the timely production of the papers for the meeting and Board members were thanked for doing their homework such that meeting time was spent in quality discussion.
23	<p>Closed item</p> <ul style="list-style-type: none"> • An extraordinary meeting of ARC was held prior to the commencement of the Board meeting, attended by Board members only.
24	Close
	Date of next meeting 22 January 2020 @10:00