



Gangmasters &  
Labour Abuse Authority

# GLAA68/17a Risk Management

29 April 2020

# Board Paper Reference GLAA68/17a – Risk Management Update

## 1. Purpose of the Report

- 1.1 To provide the GLAA Board with a brief update on strategic risk management, data protection and GDPR compliance and business continuity planning.

## 2. Recommendation

That the Board accept the content of this paper as a true reflection of the current situation.

### 2.1 Risk Management

- 2.2 No changes have been made to the current Risk Management Policy and this continues to be embedded across the organisation. However, it is anticipated that changes may need to be made to both policy and procedures in line with the changes in the organisation structure in the coming months. The revised policy will therefore be presented to the next Board.
- 2.3 The Strategic Risk Register has been updated with two new risks. These have been reviewed by the new Leadership Team. Additionally, all current strategic risks have been re aligned to name a new *owner* and *actionee*. Further columns have been added to the register to enable monthly updates to be provided along with a revised score.
- 2.4 Strategic Risk Register – whilst the overall content of the register has not changed significantly this month due to the competing priorities, an update on each risk has been provided together with a proposed re-scoring in light of the latest update. Further work with individual managers will take place in the coming weeks to confirm scoring and ensure identification of potential risks and issues in their areas of business are analysed and recorded.
- 2.5 There have been two new risks added to the risk register. These were agreed at the new Leadership Team meeting.
  - Risk No. 20 **Restructure** – this identifies several senior posts still vacant and the possibility of areas of the business not being serviced or resourced properly.
  - Risk No 21 **Covid 19** – the current position with regards Covid 19 is to be added to the issues log also. The risk on the Strategic Risk Register is regarding changes to working practices for all staff and is now starting to consider the recovery plan and potential areas for consideration including shared space, annual leave etc.

- 2.6 All local risks registers have been amended to show the new Head of Role function so there is now one for each of the 9 areas of business. These will be populated in the coming weeks with current risks being re aligned where necessary.

### **3. Business Continuity**

- 3.1 Planning for Business Continuity had progressed, and all areas of the business had undertaken a Business Impact Assessment (BIA) to identify the critical functions for that area. It had been the intention to then review all BIAs across the organisation and assess the individual critical functions forming a strategic level BC Plan to be signed off.
- 3.2 The seriousness and speed of the impact of Covid 19 on the GLAA meant that staff had to very quickly identify and implements process and procedures to deal with delivery of their critical functions. Staff had to also revert to working from home which was a big change for a number of individuals who were predominantly office based. Updates from Covid 19 have been provided on a regular basis to Board members.
- 3.4 No major issues have been identified and IT issues have been dealt with as they arise.
- 3.5 The Covid 19 Gold Meetings are now taking place less frequently due to the fact that circumstances are more stable, pending further decisions from central government. The lead is taken on by Head of Enforcement Ian Waterfield with Jane Walker acting as deputy in his absence.
- 3.6 Daily communications were initially delivered but these have now been reduced due to the lack of new information. However, the opportunity has been taken to reinforce key messages, particularly around mental health and health and safety.

### **4. Data Protection and GDPR**

- 4.1 Only one data breach has been reported to the Data Protection Officer. This was dealt with internally as a lesson learnt but not required to be reported to the ICO. This has been recorded on the internal Data Breach Log.
- 4.2 There have been two subject access requests made. These are being dealt with by the Data Protection Officer in the timeframe outlined in GDPR legislation
- 4.3 The DPO is spending a significant amount of time working with the Licensing Team project to ensure data issues are resolved. This includes undertaking a full assessment of data transfer, some contractual issues and ensuring all information required by the supplier is accurate and relevant to enable the project to progress.

### **5. Financial Implications and Budget Provision**

- 5.1 None at present.

### **6. Organisational Risks**

6.1 As outlined above.

## **7. Policy Implications and Links to Strategic Priorities**

7.1 The organisations Strategic Risk Register and Business Continuity Plan are explicitly linked to the respective organisational policies and procedures.

7.2 All data protection and GDPR aspects are dealt with in line with the respective legislation and regulations.

## **8. Details of Consultation/EQIA**

8.1 Not relevant for this paper.

## **9. Background Papers and Relevant Published Documents**

9.1 Minutes of GLAA 66<sup>th</sup> Board Meeting in November 2019.

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