



Gangmasters &
Labour Abuse Authority

GLAA68/05 Board Action Points

29 April 2020

Board Paper Reference – GLAA68/05 - 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
06/11/2019 66th Board Meeting	9 6-month HR update	BM49(5) Add job function to age profile in future reports.	NR	In progress Data to be added to the next report, agenda item 29.04.20.
06/11/2019 66th Board Meeting	9 6-month HR update	BM49(6) Refresh Board profiles on Morecambe.	PC	In progress Profiles updated on Morecambe. PC to consider means of enhancing the visibility and expertise Board members e.g. produce a video piece with AC on the challenges that are currently being faced in the food industry.
06/11/2019 66th Board Meeting	10 Strategic Risk Register	BM49(9) AC & JW to consider wording of the Risk Appetite statement.	JW/AC	Closed AC had provided some suggested changes but as the wording used in the statement was recognised risk terminology it was agreed that the wording would remain the same.
06/11/2019 66th Board Meeting	22 Statement of Governance	BM49(21) Board members to provide 'talking head' about each value.	PC	Closed Board members will be used to promote the values, further work to be

				done on this to decide the best way forward. BM49(6) refers
22/01/2020 67th Board Meeting	8 Performance report	BM50(1) Add internal reviews to the Performance report.	IW	In progress Agenda item 29.04.20
22/01/2020 67th Board Meeting	8 Performance report	BM50(2) Add alternative measures to the impact of enforcement disrupting criminality.	DD/IW	In progress This is a new measure which will need to be discussed in more detail when setting the business plan objectives/targets for the next financial year and to consider whether this measure can be captured in a meaningful way.
22/01/2020 67th Board Meeting	8 Performance report	BM50(3) Review content of HR report for next meeting.	NR/SD	In progress Agenda item 29.04.20
22/01/2020 67th Board Meeting	8 Progress against the 5KPQs	BM50(4) Revise the context of the report.	IW/TF	In progress Agenda item 29.04.20

22/01/2020 67th Board Meeting	9 Approval of Business Plan 2020/21 & Strategic plan 2020/23	BM50(5) Feedback to Suzelle Dickson assumptions and adjustments on the amended Business Plan.	DD	Closed Superseded as business plan near completion and sent to HO for comment by 16 March.
22/01/2020 67th Board Meeting	9 Approval of Business Plan 2020/21 & Strategic plan 2020/23	BM50(6) Circulate the draft document to Board members after 12.03.20 (EMT).	DD	Closed Document circulated to Board members.
22/01/2020 67th Board Meeting	9 Approval of Business Plan 2020/21 & Strategic plan 2020/23	BM50(7) Arrange teleconference/meeting after 12.03.20 to discuss the draft documents giving Board members at least a week to study the plans before the discussion.	JT	Closed Meeting arranged to discuss plans on 26 March.
22/01/2020 67th Board Meeting	10 2020-2021 Budget/medium term forecast update	BM50(8) Produce a plan for a balanced budget in 2020/21.	JJR	In progress Agenda item 29 April.
22/01/2020 67th Board Meeting	11c Appetite settings for any new risks	BM50(9) The Board requested that the document be circulated to them in a more user-friendly way.	JJR/JW	Closed JW has reviewed this and did present a report to the November board which was agreed so, going forward, she will present the register in this format.

22/01/2020 67th Board Meeting	15 ARC	BM50(10) Circulate dates for “Deep Dives” to all Board members.		In progress Dates circulated by email JT 12.02.20 <ul style="list-style-type: none"> • Compliance/compliance inspections 19.03.20 – cancelled rearranged 28.04.20 • Managing risk in prioritising Intelligence tbc • Prevention tbc
22/01/2020 67th Board Meeting	17 Launch of Board performance	BM50(11) Amend the survey questions.	NR	Closed Amendments made to survey questions.
22/01/2020 67th Board Meeting	17 Launch of Board performance	BM50(12) Circulate the survey by 31 January.	NR	Closed Survey circulated with closing date of 28.02.20
22/01/2020 67th Board Meeting	18 Anti-Bribery Policy for Board members	BM50(13) Board members to sign declarations	BOARD MEMBERS	Closed Action completed by all Board members.
22/01/2020 67th Board Meeting	19 Liaison groups update	BM50(14) The GLAA to widen the invitation to its liaison to other interested parties who might make a useful contribution to discussions.	DD/JC	Closed Academics invited to the joint worker liaison group meeting. List supplied by LD.