



Gangmasters &
Labour Abuse Authority

GLAA69/05 Board Action Points

22 July 2020

Board Paper Reference – GLAA69/05 - 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(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. AC video completed – posted on website.
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	15 ARC	BM50(10) Circulate dates for “Deep Dives” to all Board members.	J Thorpe	In progress Dates circulated by email JT 12.02.20 <ul style="list-style-type: none"> • Compliance/compliance inspections 19.03.20 – cancelled 28.04.20 - completed • Managing risk in prioritising Intelligence (additional Board meeting 02.09.20) • Prevention tbc
29/04/20 68 th Board Meeting	4 Declaration of Interest	BM51(1) Board members to complete and return the document before 7 May.	Board members	Completed
29/04/20 68 th Board Meeting	4 Declaration of Interest	BM51(2) MB and BB to further review the definition of “related parties”	MB/BB	
29/04/20 68 th Board Meeting	9 Update from Dame Sara Thornton, IASC	BM51(3) Check that the National Police Chief Council’s /GLAA MOU is working nationally.	IW/ISW	Completed Reviewed and no concerns. (The MOU is due a refresh to update it following GDPR changes)
29/04/20 68 th Board Meeting	9 Update from Dame Sara Thornton, IASC	BM51(4) GLAA to inform key stakeholders e.g. NGO’s of its ongoing capabilities during the COVID-19 shutdown.	PC	Completed COVID-19 stakeholder bulletin, outlining our response to the crisis, circulated to all stakeholders (including NGOs) 09.04.20

29/04/20 68 th Board Meeting	9 Update from Dame Sara Thornton, IASC	BM51(5) GLAA to consider whether its experience of protocols could add value to IASC maturity model.	FH	In progress Item was to be discussed at meeting on 16.07.20 with Emma Crates, IASC which was cancelled & rearranged for 26.07.20 Following meeting FH to further discuss/update LT/Board.
29/04/20 68 th Board Meeting	10 DLME Recommendations	BM51(6) Invite DLME to future Board meeting.	J Thorpe	In progress JT liaising with DLME's office. Not available for July Board meeting or a separate meeting with board members in July. Invited to September strategy meeting and provided him with the board dates for the next year. Awaiting confirmation of attendance from DLME.
29/04/20 68 th Board Meeting	10 DLME Recommendations	BM51(7) MR to flag up the resource issues to DLME & HO.	MR	Completed

29/04/20 68 th Board Meeting	11 Strategic Plan 2020/23 & Business Plan 2020/21	BM51(8) Board members to submit comments by 1 May on Parts 1 and 2 and MB and PW to sign off Part 3 (Performance)	Board members	Completed
29/04/20 68 th Board Meeting	11 Strategic Plan 2020/23 & Business Plan 2020/21	BM51(9) DD & MR to review the wording of page 19.	DD/MR	Completed Review completed 05.06.20
29/04/20 68 th Board Meeting	12 Financial Position	BM51(10) Produce an Efficiency & Productivity Plan.	JJR	In progress Covered under paper for meeting agenda item 9.
29/04/20 68 th Board Meeting	13 Performance	BM51(11) Changes requested to the report <ul style="list-style-type: none"> • More information in the monies recovered for workers – from how many employers and how many employees. • Giving proportions rather than just the numbers (raw scores) would provide a more useful picture of performance in relation to some measures. 	TF	In progress Included in report 22.07.20 Slide 4 Slide 11

29/04/20 68 th Board Meeting	14 HR update	BM51(12) Produce an action plan to address the workforce diversity and better BAME	Incoming Head of People & Change	
29/04/20 68 th Board Meeting	14 HR update	BM51(13) Continue to provide H&S updates.	Lee Watson	In progress Next report agenda item 04.11.20
29/04/20 68 th Board Meeting	15 COVID-19 update	BM51(14) Produce a paper for the Board on the temporary licensing easements/risk management during COVID-19 pandemic.	NR	Completed Papers from NR/IW tabled at ARC 06.07.20.
29/04/20 68 th Board Meeting	16 Process for Annual Report & Accounts 2019-2020	BM51(15) Submit draft ARA to Board members on 22 May for comments by 1 June.	DS	In progress Paper expected to be with Chair and ARC w/c 13 July.
29/04/20 68 th Board Meeting	17a Risk Management	BM51(16) Add the Risk Management Policy to the July agenda.	JW/JC	In progress Agenda item 22 July.

29/04/20 68 th Board Meeting	17c Appetite setting for new risks	BM51(17) Lessons learned exercise relating to the new structure.	MR/MB	In progress Partly complete. Board sub-group meeting held as part of lessons learned and one-to-ones with new leadership team conducted. Report due to be circulated to the Board for comment by the end of July. Document submitted to MB. (MR action complete)
29/04/20 68 th Board Meeting	18 Review of Board Performance results	BM51(18) In light of the comments the Board to agree an action plan and how it will monitor progress.	Board members	In progress Agenda item 22.07.20
29/04/20 68 th Board Meeting	19 Board's collective objectives for 2020-2021	BM51(19) The Board to adopt collective objectives and to agree with the Chair their individual objectives.	Board members	Completed
29/04/20 68 th Board Meeting	20 ARC	BM51(20) Circulate Internal Audit report on Corporate Governance to the Board.	DS/JT	Completed Circulated to Board members 05.06.20 by Jane Thorpe.

29/04/20 68 th Board Meeting	20 ARC	BM51(21) CEO to present Progress Report on Action Plan to ARC in September.	Interim CEO	In progress Due in September, on track. Handed over by MR.
29/04/20 68 th Board Meeting	22 Liaison Group update	BM51(22) Produce an action plan for the joint liaison group meeting.	FH	In progress
29/04/20 68 th Board Meeting	22 Liaison Group update	BM51(23) Assess why members of the liaison groups didn't attend the joint meeting in March.	FH	Completed Reasons for non-attendance Distance involved traveling to Nottingham, concerns re coronavirus & other commitments.
29/04/20 68 th Board Meeting	22 Liaison Group update	BM51(24) Circulate an outcome from the Facebook/Crimestoppers campaign.	PC	Completed Update and details emailed to Board members 05.05.20
29/04/20 68 th Board Meeting	22 Liaison Group update	BM51(25) Chair to identify new chair for Worker/NGO Liaison Group.	MB	Completed Linda Dickens chairing the group.