



Gangmasters &
Labour Abuse Authority

GLAA71.05 Board Action Points

4 November 2020

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.
22/01/2020 67th Board Meeting	15 ARC	BM50(10) Circulate dates for “Deep Dives” to all Board members.	J Thorpe	Closed <ul style="list-style-type: none"> • Compliance/compliance inspections 28.04.20 - completed • Risk in prioritising intelligence 22 Oct • Prevent 6 Nov
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	Closed MB tabled a proposal, agreed by BB.
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	Closed GLAA hosting webinar Construction Protocol 21 October tbc.

				Emma Crates, IASC to introduce maturity model at webinar.
29/04/20 68 th Board Meeting	10 DLME Recommendations	BM51(6) Invite DLME to future Board meeting.	J Thorpe	Closed DLME attending Strategy day 24.09.20 Dates sent for 2021 meetings.
29/04/20 68 th Board Meeting	14 HR update	BM51(12) Produce an action plan to address workforce diversity	Emma Coxon	In progress Equality, Diversity and Inclusion working group's initial meeting 14.10.20 and set some TOR. This group will increase the visibility of the concept of 'inclusion' in general, and in due course will undertake work which we hope will then lead to greater workforce diversity. The work will be reported on in the Board reports along with any relevant metrics.
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.

<p>29/04/20 68th Board Meeting</p>	<p>16 Process for Annual Report & Accounts 2019-2020</p>	<p>BM51(15) Submit draft ARA to Board members on 22 May for comments by 1 June.</p>	<p>DS</p>	<p>Closed Paper expected to be with Chair and ARC w/c 13 July. July board meeting update – DS to draft text for review by BB/MB</p>
<p>29/04/20 68th Board Meeting</p>	<p>17c Appetite setting for new risks</p>	<p>BM51(17) Lessons learned exercise relating to the new structure.</p>	<p>MR/MB</p>	<p>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) July Board meeting update MB in receipt of Lessons Learned doc. from MR DS to add to the report. Sept LT update DS to complete EC collating views internally deadline for submission 30.10.20</p>

<p>29/04/20 68th Board Meeting</p>	<p>20 ARC</p>	<p>BM51(21) CEO to present Progress Report on Action Plan to ARC in September.</p>	<p>ZM</p>	<p>In progress Report submitted to the ARC for its meeting on 16.10.20. not tabled due to time constraints. ZM has agreed with BB to (i) share paper with ARC members, then (ii) subject to ARC comments, BB & ZM to clear with IA & NAO out of committee.</p>
<p>29/04/20 68th Board Meeting</p>	<p>22 Liaison Group update</p>	<p>BM51(22) Produce an action plan from the joint liaison group meeting.</p>	<p>FH</p>	<p>In progress FH suggestion is to incorporate the proposals for consideration as part of the mainstream work that FH, PC and NR are currently engaged on:</p> <ul style="list-style-type: none"> • Theme 1 is fundamental to my support and work with the NGO/Worker group including the Victim pathway project just initiated. • Theme 2 can be incorporated as part of the review to our approach and delivery of the protocols which I can share further at the deep dive

				<ul style="list-style-type: none"> Theme 3 can be incorporated into the work that NR is leading on.
22/07/20 69th Board meeting	5 Action points	BM52(1) ARC to report on follow up actions from Deep Dives.	BB	In progress Noted at ARC 16.10.20
22/07/20 69th Board meeting	5 Action points	BM52(2) Refresh deep dive subjects.	MB/BB	Closed
22/07/20 69th Board meeting	5 Action points	BM52(3) DS to progress the production of the ARA draft text for review by MB/BB.	DS	In progress ARA considered at ARC (16/10) and signed off as ready for review by MB/BB.
22/07/20 69th Board meeting	7 Home Office update	BM52(4) Produce a paper on the short/long term findings of the Leicester investigations.	DS/IW	In progress DS/IW are feeding into a lessons learned paper being prepared by BEIS.
22/07/20 69th Board meeting	12 Project Aidant update	BM52(5) Add to 2 September Board meeting agenda joint working with EU investigation/enforcement colleagues after 1 January 2021.	DD/JC	Closed Agenda item 02.09.20 additional meeting,
22/07/20 69th Board meeting	9 SEB update	BM52(6) Board members to comment to DD on the strategic plan.	Board members	Closed

22/07/20 69th Board meeting	10 Performance Q1	BM52(7) Add to the Performance Pack the outcomes to illustrate better GLAA effectiveness in terms of impact on vulnerable workers.	TF/IW/Paul Williams	In progress Performance measures conversations covered at Strategy Day 24/09/20. Proposals to be made at 04/11/20 Board meeting.
22/07/20 69th Board meeting	10 Performance Q1	BM52(8) Consider updates to performance targets affected by COVID-19.	TF/IW/Paul Williams/Julia Mulligan	In progress Agenda item 04.11.20
22/07/20 69th Board meeting	10 Performance Q1	BM52(9) Circulate the most recent version of the Communications strategy to the Board.	PC	Closed Email to Board members 15.10.20 to confirm that the Comms strategy is current and unchanged since 2017 – 2020 version. (Consideration to be given to this being a rolling 3-year strategy rather than have it fixed for 3 years).
22/07/20 69th Board meeting	10 Performance Q1	BM52(10) Find new measures surrounding key objective 6.	JJR/TF	In progress Meeting scheduled for 2.11.20 on new performance measures.
22/07/20 69th Board meeting	11 Stakeholder Engagement	BM52(11) Add stakeholder engagement cost benefit to future reports	FH/PC	In progress Initial discussion held FH/LD and work ongoing.

22/07/20 69th Board meeting	11 Stakeholder Engagement	BM52(12) LD to discuss with Board members the stakeholder engagement plan and reallocate areas between Board members where appropriate.	LD	Closed
22/07/20 69th Board meeting	11 Stakeholder Engagement	BM52(13) Re energise stakeholder engagement with the lu/lp meetings.	MB/FH/PC Suzanne McCarthy	In progress Dedicated support is being provided to review Terms of Reference, expand and diversify membership and improve communication and engagement with attendees of both liaison groups. A wider programme of work is to establish a corporate approach across all GLAA events migrating to online through a professional webinar platform.
22/07/20 69th Board meeting	9 Financial position	BM52(14) DS/JJR to discuss BEIS & HO financial position	DS/JJR	Closed HO & BEIS working together on this.
22/07/20 69th Board meeting	13 Policies Review update	BM52(15) Comments regarding further work on policies to be sent to Julia Mulligan and Suzanne McCarthy.	ALL	In progress
22/07/20 69th Board meeting	13 Policies Review update	BM52(16) DS to agree with LD the approach to the review by Remco of the HR policies where Remco had a formal role.	DS/LD	In progress Discussed at Remco meeting 15.10.20

22/07/20 69th Board meeting	14a Risk Management	BM52(17) Further editorial changes are to be made to the policy and should come back to the Board on 2 September.	JW	Closed Document agreed.
22/07/20 69th Board meeting	14a Risk Management	BM52(18) ARC to consider including Risk Management in GIAA Internal Audit programme.	BB/JW	In progress ARC agreed at its meeting on 16.10.20 to add but not in the current year.
22/07/20 69th Board meeting	14b Strategic Risk update	BM52(19) Lessons learned regarding governance in relation to temp licensing scheme – consider HO offer of secondary legislation which could address the risks identified.	NR	In progress Lessons learned on governance to be covered through new audit agreed with GIAA. Use of secondary legislation also captured in ARC action point 125 – (recommendation to ARC to close this action agreed). Rather than using the opportunity of an SI to amend the rules to allow for temporary licensing, it has been discussed with Home Office colleagues what amendments might be helpful in anticipation of the SEB, as well as using an SI to do any tidying up of the rules which we are already aware need doing.

				The action now sits with them to take this forward.
22/07/20 69th Board meeting	14b Strategic Risk update	BM52(20) Keep the Board up to date on the Leicester operations and the risk mitigations.	DS/IW	Closed Standing item on Board meeting agendas.
22/07/20 69th Board meeting	16 Board evaluation workplan	BM52(21) Further update to be provided by action owners in November.	Board evaluation workplan action owners	In Progress Update to be provided 04.11.20.
22/07/20 69th Board meeting	17a ARC Chair's report	BM52(22) Provide ZM with the letter of assurance from Michael Rich.	JJR/MB	Closed Michael Rich sent the letter of assurance to Ziggy on 04.08.20
22/07/20 69th Board meeting	23 AOB	BM52(23) Circulate the date of sub committees during 2020-2021	JC	In progress ARC meetings set <ul style="list-style-type: none"> • 01.04.21 • 30.06.21 • 13.10.21 • 07.02.22 Meeting scheduled for 28.10.20 re planning cycle/governance meetings.
22/07/20 69th Board meeting	23 AOB	BM52(24) Circulate organisational chart.	PC/JC	Closed Emailed chart 10.09.20

22/07/20 69th Board meeting	23 AOB	BM52(25) Circulate a paper detailing the new governance boards.	DS	In progress Leadership TOR posted on Morecambe; TOR for People Board, RIGG and ERT to follow.
22/07/20 69th Board meeting	23 AOB	BM52(26) Circulate a paper detailing the composition of the ERT and its TOR.	DS/JC	Closed Circulated links to ERT page on Morecambe by email 10.09.20
02/09/20 70th Board meeting	4 CEO update	BM53(1) Paper to November Board setting out the formal consultation process – Compliance	NR/ZM	In progress Agenda item 4.11.20.
02/09/20 70th Board meeting	5 Spending Review update	BM53(2) ZM to write to the Home Office sponsor unit prior to the Senior Sponsorship meeting on 15.09.20 to confirm the Board's discussion	ZM	Closed Letter sent to HO, copied to Board & LT.
02/09/20 70th Board meeting	8 SEB update	BM53(3) Inform the Board of the Government response to the SEB Consultation.	DD	<i>Response expected Sept/Oct</i>