



Gangmasters &
Labour Abuse Authority

GLAA72/05 Board Action Points

27 January 2021

Date of meeting	Reference	Action Point	Owner of Action	Status	In progress	Closed since November Board meeting	To be closed at January meeting
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06/11/2019 66th Board Meeting	9 6-month HR update	BM49(6) Refresh Board profiles on Morecambe.	PC	<p>Profiles updated on Morecambe.</p> <p>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.</p> <p>Julia Mulligan’s profile to be added once received.</p>	✓		
29/04/20 68th Board Meeting	14 HR update	BM51(12) Produce an action plan to address workforce diversity	EC	<p>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.</p> <p>The work will be reported on in the Board reports</p>	✓		Possible

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				<p>along with any relevant metrics.</p> <p>Update 13/01</p> <p>The group now has 10 members across a range of teams, has set some TOR and has had some training from an external provider. The Morecambe landing page is being finalised and will go live by the end of January. There is also a comms plan regarding content and the group are discussing an ED&I policy.</p>			
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/EC	<p>Partly complete. Board sub-group meeting held as part of lessons learned and one-to-ones with new leadership team conducted.</p> <p>Report due to be circulated to the Board for comment by the end of July.</p> <p>Document submitted to MB. (MR action complete)</p>	✓		

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				<p>July Board meeting update MB in receipt of Lessons Learned doc. from MR DS to add to the report.</p> <p>Sept LT update DS to complete</p> <p>EC collating views internally deadline for submission 30.10.20</p> <p>13/01 update In progress. Document currently with EC for revisions. This will be shared wider in due course.</p>			
29/04/20 68 th Board Meeting	20 ARC	BM51(21) CEO to present Progress Report on Action Plan to ARC in September.	ZM	Action plan signed-off out of committee by NAO and GIAA on 11/12/20. ZM to provide a verbal update on progress at the next ARC meeting. ARC to inform the Board once all the actions have been completed to their satisfaction.	✓		

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22/07/20 69 th Board meeting	5 Action points	BM52(1) ARC to report on follow up actions from Deep Dives.	BB	Noted at ARC 16.10.20 The owners of deep dives should record & pursue them. ARC to monitor delivery of them. Action plan to be submitted to the meeting of ARC 13.01.21		✓	
22/07/20 69 th 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. 10/12 update: Being updating as we go along, suggest this is closed, or we can look to wrap up lessons learnt in March 21. On January board agenda.			✓ Verbal Update is being given. At some point there needs to be a written report. We can discuss at the Board

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22/07/20 69 th 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/PW/JM	Performance measures conversations covered at Strategy Day 24/09/20. Proposals made at 04/11/20 Board meeting. SI has confirmed that this has been included in the 21-22 business plan/performance measures.			✓
22/07/20 69 th Board meeting	11 Stakeholder Engagement	BM52(11) Add stakeholder engagement cost benefit to future reports	FH/PC	Initial discussion held FH/LD and work ongoing.	✓		
22/07/20 69 th Board meeting	11 Stakeholder Engagement	BM52(13) Re energise stakeholder engagement with the lu/lp meetings.	MB/FH/PC/SM	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.	✓		

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				Useful discussions are taking place.			
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	A refreshed review schedule and a new process and principles document in place.		✓	
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	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	✓		Possible

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				action now sits with them to take this forward.			
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	Progress report circulated ahead of Nov meeting. 13/01: MB has requested an update from the respective action owners.	✓		Possible
22/07/20 69th Board meeting	23 AOB	BM52(23) Circulate the date of sub committees during 2020-2021	JC	In progress ARC <ul style="list-style-type: none"> • 01 April 2021 • 30 June 2021 • 13 October 2021 • 07 January 2022 RemCo <ul style="list-style-type: none"> • 13 January 2021 • 13 April 2021 • 13 July 2021 • 12 October 2021 Worker/NGO <ul style="list-style-type: none"> • 08 June 2021 • 07 September 2021 • 30 November 2021 LU/LP <ul style="list-style-type: none"> • 17 June 2021 		✓ Dates circulated by email 16.12.20 JC	

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				<ul style="list-style-type: none"> 14 September 2021 23 November 2021 Joint liaison group meeting <ul style="list-style-type: none"> 02 March 2021 			
22/07/20 69th Board meeting	23 AOB	BM52(25) Circulate a paper detailing the new governance boards.	DS	<p>TORs for the Leadership Team, ERT and People Board have been posted on Morecambe.</p> <p>RIGG TOR is on hold pending approval of the Governance Strategy and progression of the assurance framework.</p>	✓		Possible
02/09/20 70th Board meeting	8 SEB update	BM53(3) Inform the Board of the Government response to the SEB Consultation.	DD	Awaiting response.	✓		
04/11/20 71st Board meeting	5 Action points	BM54(1) Action owners of deep dives to provide ARC with a note of actions.	FH/IW/	Paper with workplan submitted to ARC meeting on 13.01.21. Meeting postponed – new date to be scheduled.	✓		

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04/11/20 71 st Board meeting	5 Action points	BM54(2) MB to supply a note to ZM of actions arising from the recent Intelligence deep dive.	MB	MB submitted notes to IW.		✓	
04/11/20 71 st Board meeting	5 Action points	BM54(3) Produce an action plan to address performance against objective 2.	NR	Action plan on January board agenda for discussion.			✓
04/11/20 71 st Board meeting	12 Performance	BM54(4) LT to reflect on leadership focus on Op Tacit and its impact on GLAA performance.	LT	Op Tacit figures have been added to the performance report. IW to provide update on this at the January board.			✓
04/11/20 71 st Board meeting	12 Performance	BM54(5) Add Compliance issues to the Risk Register	JW/NR	Added to Strategic Risk Register.		✓	
04/11/20 71 st Board meeting	12 Performance	BM54(6) Discuss the NRM national picture with HO statisticians.	IW	IW has had some initial discussions – Ongoing	✓		
04/11/20 71 st Board meeting	7 HO update	BM54(7) Sight ministers on any revised performance targets for 2020-2021.	SI	The Board agreed not to revise any of the targets. HO to be informed through the Sponsorship meetings. Discussed at LT on 10/12. SI will continue developing the performance and risk tool in readiness		✓	

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				for this to be used from 1 April when the new measures come into effect.			
04/11/20 71st Board meeting	7 HO update	BM54(8) ZM/BK to discuss how best to capture inputs/outputs/outcomes of the Leicester work.	ZM/Becky Kirby	ZM/BK discussions have taken place. BEIS/HO are taking forward the overall assessment of the Leicester work, with GLAA and other bodies feeding in.		✓	
04/11/20 71st Board meeting	7 HO update	BM54(9) Add NRM on January Board meeting agenda.	JC				Agenda item 27.01.21
04/11/20 71st Board meeting	9 Compliance Strategy – proposed consultation	BM54(10) Add the consultation to the Worker/NGO meeting agenda.	FH/JC			Item added to meeting agenda. 01.12.20	
04/11/20 71st Board meeting	9 Compliance Strategy – proposed consultation	BM54(11) NR/SM to map in how to engage policy and sponsor unit colleagues.	NR/SM	SM/NR had a meeting with Policy colleagues. The minister does not need to be formally consulted. The final version of the compliance strategy consultation document was shared with Ministers and HO colleagues for			✓

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				information on 4 January 2021.			
04/11/20 71st Board meeting	9 Compliance Strategy – proposed consultation	BM54(12) Present results of the consultation to the Board at its meeting on 28.04.21.	ZM/NR	Consultation launched 18/12/20 ends 12/02/21.	✓		
04/11/20 71st Board meeting	9 Compliance Strategy – proposed consultation	BM54(13) Check whether GLAA needed HO approval to run the consultation.	Suzelle Dickson	Discussed at Senior Sponsorship Meeting and it was agreed that the consultation was a matter for the GLAA and that all we would do is share the final document with the Home Office prior to the consultation being published.		✓	
04/11/20 71st Board meeting	13 Risk Management	BM54(14) Add Governance risk around the appointment of a Chair and Board members.	MB	Added to Risk Register		✓	
04/11/20 71st Board meeting	13 Risk Management	BM54(15) Separate “risks” from “issues” on the Risk Register.	JW			✓	

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04/11/20 71 st Board meeting	13 Risk Management	BM54(16) Consider moving position of risk item on future meeting agendas so that it sits with performance.	MB/JC	10/12 update Agenda item LT Reordered agenda items on draft sent to ZM/MB 25.11.20		✓	
04/11/20 71 st Board meeting	13 Risk Management	BM54(17) LT to discuss risk in context of risk appetite matrix.	SI/JW	SI/JW to continue developing the performance and risk tool in readiness for this to be used from 1 April when the new measures come into effect.	✓		
04/11/20 71 st Board meeting	15 6-month People update	BM54(18) Include an introductory session to the Board in the new starter induction programme.	EC	Session took place 26/11/20		✓	
04/11/20 71 st Board meeting	16 Plan for 3-year Strategic Plan for 2021-2024 & Business Plan 2021-2022	BM54(19) Keep under review the need for a further Board meeting to sign off the business plan. SI/ZM	SI	Approval options have been provided in the Strategic / Business Plan paper – additional meeting to be arranged once preferred option has been agreed at the board meeting on 27 January.	✓		
04/11/20 71 st Board meeting	17 Stakeholder Engagement	BM54(20) Set date for joint liaison group meeting date March 2021.	SI	Scheduled for 02/03/21		✓	

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04/11/20 71 st Board meeting	18 ARC	BM54(21) Create a list of what has already been done by date to include audit reports and deep dives.	JJR/SI	Completed		✓	
04/11/20 71 st Board meeting	18 ARC	BM54(22) Suggest areas for inclusion to the ARC workplan.	ALL	Proposed changes made to the workplan. Agenda item LT meeting 10.12.20. Revised workplan proposals submitted to ARC 22.12.20		✓	
04/11/20 71 st Board meeting	18 ARC	BM54(23) Arrange for Board members to meet the auditors as part of their planning cycle.	SI	SI is meeting with GIAA w/c 11/01 and will agree with them when they will meet with Board Members.	✓		
04/11/20 71 st Board meeting	20 AOB a) People Survey	BM54(24) LT to agree a date to launch the People Survey.	LT	LT has approved the questions and comments have also been invited from Remco. Survey will be launched at the end of January 2021.	✓		