



Gangmasters  
Licensing Authority

# GLA46/17 Board Work Plan

15 July 2015

# **Board Paper Reference – GLA46/17- Board Work Plan**

## **1. Purpose of the Report**

- 1.1 At the April 2015 Board meeting there was discussion surrounding the implementation of a work plan. This report shows a potential programme of work for the Board.

## **2. Recommendation**

- 2.1 That the Board accepts the 2015/15 annual work plan at Appendix A.

## **3. Reasons for Recommendation**

- 3.1 The work plan illustrates a quarterly programme of work for the Board to ensure effective oversight, scrutiny and support for the GLA and also to demonstrate the GLA Board is effectively discharging its statutory functions.

## **4. Summary of Key Points**

- 4.1 The work plan gives clear guidance on a quarterly basis to both Board members and the GLA.
- 4.2 It provides a draft agenda for standing items for subsequent board meetings.

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

- 5.1 The work plan is required work to deliver transparent and continuous governance. The activities occur on a regular cycle. As such the work is within auspices of the GLA budget and no additional expense is incurred.

## **6. Organisational Risks**

- 6.1 The absence of an annual work plan could result in poor governance and an ineffective use of public funds.

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

- 7.1 No policy implications at this time and the annual work plan has direct relevance to the GLA aim, strategic priorities and corporate objectives.

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

- 8.1 The Board discussed the implementation of a work plan at its meeting on 22 April 2015.

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

9.1 GLA45/9a Standing Orders.

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## Appendix A

### GLA BOARD - WORKPLAN

January	April	July	October
<ul style="list-style-type: none"> <li>• Approval of 3-year strategic plan</li> <li>• Approval of Business plan</li> <li>• Approval of budget for following financial year/medium term forecast</li> <li>• Review of performance</li> <li>• Appetite setting for any new risks</li> <li>• Board declarations of interest for previous calendar year</li> <li>• Progress on forthcoming Annual Report and Accounts</li> <li>• Initial Approval of rolling three year strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of Strategic Plan / Business Plan in context of financial settlement for current year</li> <li>• First review of draft Annual Report and Accounts</li> <li>• Review of performance</li> <li>• 6-month review of risk appetite for all risks</li> <li>• Appetite setting for any new risks</li> <li>• Chair's report to the Board from the remuneration committee re CEO performance/objectives</li> <li>• Annual review of standing orders</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Review with Home Office</li> <li>• Review of performance</li> <li>• Timetable of meetings for following year</li> <li>• Appetite setting for any new risks</li> <li>• ARC Chair's report (to cover sign-off of ARA)</li> <li>• Initial scoping of following years budget</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of risk register</li> <li>• 6-month review of risk appetite</li> <li>• Appetite setting for any new risks</li> <li>• Review of strategic direction vs 3-year strategic plan</li> <li>• Review of business plan</li> <li>• Draft budget for following financial year including revenue raising opportunities</li> <li>• Review of performance</li> </ul>