



# Minutes

<b>Title of meeting</b>	45th GLA Board Meeting		
<b>Date</b>	22 April 2015	<b>Time</b>	10:30
<b>Venue</b>	Nottingham		
<b>Chair</b>	Margaret Beels (MB)	<b>Secretary</b>	Jennifer Clarke (JC)
<b>Attendees</b>	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Marshall Evans (ME) Paul Williams (PW)		
	<b>In attendance</b> Paul Broadbent (PB) Chief Executive Darryl Dixon (DD) Director of Strategy Nicola Ray (NR) Director of People & Licensing Jennifer Clarke (JC) Communications/L&D Officer		
	<b>Observers</b> Offer Stern-Weiner Home Office David Camp Diana Holland		

1	<b>Introductions</b>	<ul style="list-style-type: none"><li>• MB welcomed the four new Board members Simon Allbutt, William Butler, Linda Dickens, Paul Williams and reappointed board members Angela Coleshill and Marshall Evans to the meeting.</li><li>• Offer Stern-Weiner, Home Office, David Camp and Diana Holland were also welcomed as observers.</li></ul>
2	<b>Apologies</b>	<ul style="list-style-type: none"><li>• None.</li></ul>
3	<b>Declaration of Interest</b>	<ul style="list-style-type: none"><li>• ME as a licence holder.</li></ul>

4	<b>Minutes of the Previous Meeting</b>	<ul style="list-style-type: none"> <li>The minutes of the 44th Board meeting were agreed.</li> </ul>
5	<b>Action Points from Board Meetings</b>	<p><b>Note actions carried forward:</b></p> <ul style="list-style-type: none"> <li>23.6 Quantification of benefits to UK plc delivered by GLA to be given to the Board in July 2015.</li> </ul>
6	<b>Declaration of Urgent Business</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>
7	<b>Chief Executive's Report</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Chief Executive's Report was noted by the Board.</li> <li>The landmark Modern Slavery Bill received Royal Assent at the end of March with the new legislation calling for a consultation on and review of the GLA's role.</li> <li>The GLA hosted its inaugural national conference in March which was hugely oversubscribed and attended by licence holders, labour users, retailers, law enforcement officers and other interested parties.</li> </ul>
8	<b>Performance</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Performance and Insight Report April 2014 – March 2015 was noted by the Board. All targets have been exceeded.</li> <li>The Board agreed in its current format the report was a useful document.</li> <li>It was suggested that an Exceptions Report showing 'what good looks like' would be a useful addition to the report.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Circulate Election Manifesto slide from presentation.</li> <li>PB to add Exceptions Report.</li> </ol>
9	<b>GLA Board Governance</b>	
	<b>a) Standing Orders</b>	<p><b>Annex A</b></p> <ul style="list-style-type: none"> <li>12 - The CEO and other senior managers should attend the Board meeting by agreement with the Chair.</li> <li>13 - The Home Office will be formally invited to attend the Board meeting as appropriate</li> <li>14 - Subject to them meeting certain criteria, it was agreed that observers should be allowed to attend Board meetings, and, at the Chair's discretion, speak. For sensitive discussions they would be asked to withdraw.</li> <li>15 - Board members may not send substitutes to the meeting as observers.</li> </ul> <p>Board members are able to send comments to the Chair to feed into discussion when they are unable to attend Board meetings. The Chair will table any comments received.</p>

		<ul style="list-style-type: none"> <li>• The Board agreed arrangements for decision making between meetings and holding meetings by tele/video conferencing.</li> <li>• 26 – The quorum for the meeting of the Board will be 5 members including the Chair.</li> <li>• 29 – The Board will appoint a Deputy Chair, role to be agreed.</li> <li>• 36 – Draft minutes of the meetings of the Board (approved by the Chair and the Chief Executive) will be circulated to the Board. Any comment should be made within 48 hours of receipt. Taking into account comments made by Board members the minutes will be published on the GLA website.</li> <li>• 46 - The Chair and Board members agreed membership of the Audit and Risk Committee (ARC) PW, LD, WB &amp; the Remuneration Committee, ME, AC,SA.</li> <li>• The National Audit Office (NAO) letter of assurance to the Chief Executive will be circulated to Board members.</li> <li>• It was recommended that the Chief Executive should obtain assurances from the Senior Management Team.</li> <li>• The Board Standing Orders should be reviewed annually.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>3. The Chair would draw up and circulate for agreement, the criteria to be used by the Chair in agreeing that an observer could attend the Board.</li> <li>4. Circulate a role description for the Deputy Chair of the Board.</li> <li>5. Terms of reference for ARC to be circulated to Board members.</li> <li>6. Circulate proposed ARC meeting dates to Board members.</li> <li>7. Create work plan for the Board.</li> <li>8. NAO letter of assurance to be circulated to Board members.</li> <li>9. PB to bring to the attention of the SLT the NAO letter of assurance and ask for comment.</li> <li>10. PB to request letters of assurance from GLA directors.</li> </ol>
	<p><b>b) Future Board Governance</b></p>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• As a new Board the members considered what sub board arrangements were required.</li> <li>• The Board agreed that there should be two standing liaison groups – Labours User/Labour Provider and a Worker and Victim Interest Group.</li> <li>• The Board agreed that, where there were specific issues on which it felt it needed stakeholder advice, Advisory Committees whose members need not be members of the Board, would be established. Board members will take into account any recommendations made by those</li> </ul>

	<b>a) Future Board Governance cont'd</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>Advisory committees. When they had completed their remit, the Advisory Committees would be stood down.</li> </ul>
10	<b>Strategic Plan 2015 - 2018</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the Strategic Plan which consolidates and develops the 2013-2016 &amp; 2014-2017 plans and sets the direction for the GLA.</li> <li>The plan remains as a working draft. The Board is invited to comment to PB on the targets by 30 April 2015.</li> </ul> <p><b>Action</b></p> <p>11. Comments to PB on the targets by 30 April 2015.</p>
11	<b>GLA Budget</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The paper was noted by the Board.</li> <li>The revised GLA budget for 2015-16 was approved by the GLA Board as recommended by the Finance and General Purposes Committee on 17 February 2015.</li> </ul> <p><b>Action</b></p> <p>12. Interim financial reporting to be supplied to the Board on a monthly basis.</p>
12	<b>Licensing Standards Review</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The review of the Licensing Standards is due every 3 years. The last review took place in May 2012.</li> <li>A further review has been deferred due to the enactment of the Modern Slavery Act.</li> </ul> <p><b>Action</b></p> <p>13. To be revisited post Home Office led consultation.</p>
13	<b>Licence Holder Survey Results</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The paper presenting the results of the survey of licence holders and applicants in 2014 and the GLA's response was noted by the Board.</li> </ul>
14	<b>Stakeholder Survey Results</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The paper presenting the results of the survey of key stakeholders was noted by the Board.</li> </ul> <p><b>Action</b></p> <p>14. LD to give advice on ways of seeking feedback from stakeholders.</p>
15	<b>Staff Survey Results</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report giving outcomes of the Staff Survey conducted in November 2014 and the University of Derby research.</li> <li>It was noted that some of the survey questions would be altered for the next survey and will be compatible to the Civil Service People Survey.</li> </ul>

<b>16</b>	<b>Audit and Risk Committee (ARC)</b>	
<b>a)</b>	<b>Recruitment of Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>To discharge its legal duties the Chair and Board members agreed membership of ARC - PW, LD, WB.</li> <li>Formally the GLA Chair could not attend ARC but might be invited as an observer at the committee's discretion. The Remuneration Committee will be ME, AC, SA.</li> </ul>
<b>b)</b>	<b>Handover from outgoing Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The report was noted by the Board.</li> <li>The Board noted the ARC's testing of risk related to the transition between government departments and the proposed approach to providing assurance from the outgoing to the incoming GLA Boards re risk management and the preparation of the GLA Annual report and accounts (ARA).</li> <li>It was agreed that the whole Board should approve the ARA. The deadline for this is the end of May.</li> <li>PW suggested that reassurance from the Internal Auditor should be gained.</li> </ul> <p><b>Action</b></p> <p>15. Meeting to be arranged in May for ARA sign off by the Board.</p>
<b>c)</b>	<b>Agreement of Governance Statement</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the paper setting out the process to be followed to secure Board approval for the ARA 2014-15, including the Governance Statement.</li> </ul>
<b>17</b>	<b>Finance and General Purposes Committee</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report of the meeting of the Finance and General Purposes Committee (F&amp;GP) on 17 February 2015.</li> <li>F&amp;GP members recommend to the main GLA Board that they support the budget for the GLA for 2015-16 (GLA45.11 refers).</li> <li>AC congratulated the team in achieving the budget outcomes after a considerable amount of hard work.</li> </ul>
<b>18</b>	<b>Liaison Group update</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The Board noted the report of the Labour Provider/User Liaison Group meeting held on 17 March 2015.</li> </ul>
<b>19</b>	<b>Timetable of Meetings</b>	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>The timetable of meetings for 2016 was noted by the Board.</li> </ul> <p><b>Action</b></p> <p>16. Board members to indicate their availability to the Secretariat for the remaining 2015/16 meetings of the Board.</p>

20	<b>Reflections on 21 &amp; 22 April</b>	<b>Note</b> <ul style="list-style-type: none"> <li>• Board members were appreciative of their Induction to the GLA. The presentations made by GLA staff were helpful and reassuring.</li> <li>• It was requested that the Board be given more time to discuss Risk Management.</li> </ul> <b>Action</b> 17. Add Risk Management to the July Board meeting agenda.
21	<b>Any other Business</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
22	<b>Close and Date of Next Meeting</b>	<ul style="list-style-type: none"> <li>• Date of next meeting 15 July, 2015 Nottingham.</li> </ul>