



Minutes

Title of meeting	43rd GLA Board Meeting	Time	11:00
Date	15 October 2014		
Venue	Nottingham		
Chair	Margaret Beels	Secretary	Jennifer Clarke
Attendees	Representative members Ivan Bartolo Cllr Paul Bettison Graham Bruce Angela Coleshill Kieran English Marshall Evans Nigel Jenney Gillian Mills Jane Mordue Catherine Pazderka Hannah Reed Joanne Young Ex Officio Gordon Jackson Sarah Jardine Jim Fedigan Marcus Starling In attendance Paul Broadbent Jennifer Clarke	Sea Fish Authority Local Government Regulation NFUS Food and Drink Federation (part) Police Superintendents' Association REC FPC SAGB CAB British Retail Consortium TUC ALP Scottish Government HSE HMRC Home Office Chief Executive Communications/L&D Officer	
Apologies	Paula Lovitt Christopher Jennings Steve Kemp Chris Hartfield Tim Render David Camp Sharon Cross	BIS DWP GMB NFU Defra ALP NFU	

Observers

David Gill	USDAW nominated observer*
Diana Holland	Unite the Union nominated observer*
Victoria O'Brien	REC
Ziggy McDonald	Home Office (part)
Allyson Adams	HMRC

*No new representative board member appointments to the GLA board are being made pending revisions to The Gangmasters (Licensing Authority) Regulations 2005

1	Introductions	<ul style="list-style-type: none"> MB welcomed Marcus Starling and Ziggy McDonald, Home Office.
2	Apologies	<ul style="list-style-type: none"> Apologies received from those noted above.
3	Declaration of Interest	<ul style="list-style-type: none"> Joanne Young, Marshall Evans, Graham Bruce as licence holders.
4	Minutes of the Previous Meeting	<ul style="list-style-type: none"> The minutes of the 42nd Board meeting were agreed.
5	Action Points from Board Meetings	<p>Note actions carried forward:</p> <ul style="list-style-type: none"> 23.6 outline of benefit to be given to the Board in October.
6	Declaration of Urgent Business	<ul style="list-style-type: none"> Opportunity was taken for Ziggy McDonald and Marcus Starling to give an overview of the Crime and Policing Group organisation and sponsorship team within the Home Office. In an open forum Board members asked questions regarding the Home Office's approach to GLA sponsorship. Marcus Starling reported that the approval from the Home Secretary was required before the advertising process for the new board could be triggered. <p>Action</p> <ol style="list-style-type: none"> Any further questions surrounding sponsorship issues should be forwarded to MB.
7	Chief Executive's Report	<p>Note</p> <ul style="list-style-type: none"> Noted by the Board. Board paper 42/13 Review of Licensing Standards set out the timetable for the review at 4.4. Further comments should be received by the end of October. HR proposed that changes to the law on holiday pay should be taken into consideration. Board members agreed to the proposed amendment to the consultation period which will run from November to January. PB updated the Board with the findings of the NCA Strategic Assessment – Nature & Scale of Human Trafficking in 2013.

		<p>Action</p> <ol style="list-style-type: none"> Review changes to the law on entitlement of holiday pay in the Licensing Standards. Consultation period of revisions to licensing standards to run from November to January
8	Performance	<p>Note</p> <ul style="list-style-type: none"> The report was noted by the Board. DH requested an amendment to the Tasking by Priority 2014/15 charts to show number where any action taken. <p>Action</p> <ol style="list-style-type: none"> Amend Performance and Insight 4. Tasking Process Page 11 Chart 2 to add a chart to show findings - revocation, ALCs and warnings.
9	GLA Commitments	<p>Note</p> <ul style="list-style-type: none"> The Board noted the GLA Commitments document which has been produced to be widely publicised to explain in simple terms what the GLA is committed to. DH was concerned that there was no reference to prevention or the licensing system. PB explained the document was in addition to the mission statement and was designed to illustrate day to day activities. Clarification was given around the commitment - Create and lead a European Labour Inspectorate Group to raise employment standards internationally <p>Action</p> <ol style="list-style-type: none"> To consider the document for inclusion in the GLA 3 Year Strategic refresh.
10	Future Board Governance	<p>Note</p> <ul style="list-style-type: none"> The Future Board Governance Task & Finish Group met on 17.09.14. The Board noted the paper and letter received from C Pazderka, D Camp & H Reed. Opposing views were provided to the recommendations of the paper set out at 5.9. <p>Action</p> <ol style="list-style-type: none"> Board governance paper to be amended and re circulated by 17.11.14 to allow further input and then submitted to the January Board meeting.
11	Earned Recognition	<p>Note</p> <ul style="list-style-type: none"> The Earned Recognition Task and Finish Group met on 17.09.14 involving some Board Members and interested parties. The recommendations were noted by the Board. It was considered that the GLA already demonstrates it is practising earned recognition. The Board will receive a further report in 12 months that identifies further checks and balances which the GLA has introduced in furtherance of earned recognition.

		<p>Action</p> <p>7. Add Earned Recognition to October 2015 Board agenda.</p>
12	<p>Update on Discretionary Approach to Physical Site Visits for Application Inspections.</p>	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report giving an update on the GLA's discretionary approach to physical site visits when conducting application inspections. • It was agreed the approach should be reviewed in 12 months' time when a cost benefit analysis would be made available. <p>Action</p> <p>8. Review in October 2015.</p>
13	<p>Risk Register/Risk Strategy</p>	<p>Note</p> <ul style="list-style-type: none"> • Board members are required annually to review the risk register. This is one of the key functions of the Board • The Board noted the key components of risk management, including risk appetite, and the risk register contained within the report. • Any comments on the risk register in particular in relation to risks that affect the ability of GLA to deliver its strategic plan should be made by the end of October. <p>Action</p> <p>9. Board members to review the complete GLA risk register and make comments by 31.10.14.</p>
14	<p>Supplier/Retailer Protocol</p>	<p>Note</p> <ul style="list-style-type: none"> • It is 12 months since the Supplier & Supermarket Protocol document was launched by the Home Secretary and it is working well. • NJ reported that the changes had been well received within the industry.
15	<p>Triennial Reviews Action/Red Tape Challenge Post Consultation update</p>	<p>Note</p> <ul style="list-style-type: none"> • PB updated the Board. • It was anticipated that shortlisting for the new Board would be completed by the end of the year with recommendations to the minister by February 2015 to enable the new Board to be in place for the April Board meeting. • MB has discussed with Home Office officials the extension to five board members' appointments that end on 31.12.14.
16	<p>External Communications Policy</p>	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the revised version of the policy which includes a new section on social media.
17.	<p>Liaison Group update</p>	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the Labour Provider / Labour User Liaison Group meeting held on 04.09.14.

18	Any other business	<p>i) Discussion took place around raising awareness through union trade press and local media.</p> <p>ii) Board members viewed the winning film from the competition run by Unchosen, a charity which seeks to promote awareness of modern slavery by film. A DVD with all the film entries will be available from Unchosen from 20 November.</p> <p>Action 10. Add press features to CEO report.</p>
19	Close and Date of Next Meeting	<ul style="list-style-type: none"> • Date of next meeting 14 January, 2015.