



Gangmasters Licensing Authority

Minutes

Title of meeting	40 th GLA Board Meeting	Time	11:00
Date	15 January 2014	Secretary	Jennifer Clarke
Venue	Nottingham		
Chair	Margaret McKinlay		
Attendees	Representative members Cllr Paul Bettison David Camp Hayley Campbell – Gibbons Angela Coleshill Sharon Cross Marshall Evans Nigel Jenney Steve Kemp Gillian Mills Catherine Pazderka Hannah Reed Joanne Young Ex Officio David Millar (representing Colette McMaster) Jeremy Oppenheim Gordon Jackson Tim Render Gill Standen (representing Robin Whythes) Caroline Daly (representing Gaynor Ithell)	Local Government Regulation ALP NFU Food and Drink Federation NFU REC FPC GMB SAGB British Retail Consortium TUC ALP DARDNI Home Office Scottish Government Defra HMRC BIS	
	In attendance Paul Broadbent Darryl Dixon David Nix Nicola Ray Justin Rumball Jennifer Clarke	Chief Executive Director of Strategy Head of Licensing Director of People & Strategy Head of Business & Finance Communications/L&D Officer	

Apologies

Gaynor Ithell	BIS
Christopher Jennings	DWP
Ivan Bartolo	Sea Fish Authority
Jane Mordue	CAB
David Coackley	HMRC
Kieran English	Police Superintendents' Association
Graham Bruce	NFU Scotland
Observers	
Jerry Camp	ALP
Diana Holland	Unite the Union
Denise Benson	Payplan
Sarah Reeve	Payplan

1	Introductions	<ul style="list-style-type: none"> MM introduced the observers to the Board.
2	Apologies	<ul style="list-style-type: none"> Apologies received from those noted above.
3	Declaration of Interest	<ul style="list-style-type: none"> JY ME & SC as licence holders. HR item 9.4 PCS affiliated to the TUC.
4	Minutes of the Previous Meeting	<ul style="list-style-type: none"> The minutes of the 39th Board meeting were agreed.
5	Action Points from Board Meetings	<p>Note actions carried forward:</p> <ul style="list-style-type: none"> 21.7 HR to suggest ways of sampling worker satisfaction with the GLA.
6	Declaration of Urgent Business	<ul style="list-style-type: none"> None
7	Chief Executive's Report	<p>Note</p> <ul style="list-style-type: none"> Noted by the Board. Report to be given at the next meeting on the revised approach to issuing licences as proposed by RTC. HR asked if the GLA Health & Well Being Policy could be circulated to the Board. The positive outcome of the GLA obtaining exemption for the website going to gov.uk was noted. <p>Action</p> <ol style="list-style-type: none"> Provide update on the revised arrangements for the award of licences. Circulate Health & Well Being Policy to the Board.
8	Performance	<p>Note</p> <ul style="list-style-type: none"> Noted by the Board.
9.1	Licence Holder & Applicants Survey	<p>Note</p> <ul style="list-style-type: none"> The results of the survey were noted by the Board. The participation rate of the survey (11%) was not unusual for surveys of this nature but was felt to be low. Concerns were raised surrounding the response to victims/those supplying information to the GLA. The survey questions would be reviewed to gain the maximum benefit from the exercise. <p>Action</p> <ol style="list-style-type: none"> Advise the Board how those giving information to the GLA are advised of outcomes.

9.2	Stakeholder Survey	<p>Note</p> <ul style="list-style-type: none"> • The results of the survey were noted by the Board. 71.8% of respondents stated the GLA were doing a good job, though the response rate, (8 out of 61) was lower than hoped for. • It was asked if Worker Representatives could be included in the survey. • It was agreed that having worker response would be useful, but it was noted that the survey, formally, was now closed.
9.3	Strategic Assessment Summary	<p>Note</p> <ul style="list-style-type: none"> • Board members noted the Executive Summary giving an overview of significant risk, threat and harm issues impacting the organisation. • This is the first assessment done by the GLA and reviews the period from April 2010 – March 2013. • The assessment will include whether the abolition of the SAWs would impact on compliance <p>Action</p> <p>4. GLA to consider the inclusion of the impact of the abolition of the AWB in the Control Strategy along with SAWs.</p>
9.4	Budget 2014 – 2015 Draft Budget 2015 - 16	Note RESTRICTED ITEM
9.5	Enhancements to the Pubic Register	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board. • Those cases under appeal will be notified of the change. • HR asked if the guidance could include reminding LPs with ALCs that if they do not clear them such non-compliance may be escalated and result in revocation.
		<p>Action</p> <p>8. Once the report is changed can we consider adding any cases with changed status on the Public register to the revoked/inspected reports? This can be reported under separate heading for ease of reference. (PB) to consider whether there should also be a separate list on the website (alongside the inspection and revoked list), or amendment to the revocations list to show those cases where there was a change of status on the PR because of an appeal.</p> <p>9. Review how access to revoked cases can be publicly accessed.</p> <p>10. Add guidance on LPs with ALCs.</p> <p>11. Consider adding this to the monthly report.</p>
9.6	Prevention Plan 2015 - 2016	<p>Note</p> <ul style="list-style-type: none"> • Noted by Board.
10	Red Tape Challenge Update Post Consultation update	<p>Note</p> <ul style="list-style-type: none"> • Awareness of various better regulation initiatives given. • RTC Plan is 57% complete. • Some IT changes required. • Application Inspection changes implemented
10.1	Red Tape Challenge Update - Defra	See 11

11	Red Tape Challenge Post Consultation update	<p>Note</p> <ul style="list-style-type: none"> • TR updated the Board on the Defra led activity. • Further discussion with Defra and GLA are to take place regarding Civil Sanctions, notably how the Environment Agency make use of enforcement undertakings (proposals from non-compliant entities on how to make restoration as an alternative to prosecution) • Governance – see report on the Triennial Review Update 12.
12	Triennial Review Update	<p>Note</p> <ul style="list-style-type: none"> • TR updated the Board • The Triennial Review has been submitted to the Cabinet Office ready for sign off. • MM to produce & circulate a Board governance paper for members' consideration on options for restructured board, building on the earlier work done by a sub-group of the Board. TR will be reviewing OCPA guidance and the skills mix necessary for a revised smaller Board • TR to organise workshop on future GLA governance • All appointments will be subject to Ministerial appointment. <p>Action</p> <p>12. Board governance workshop to be organised</p>
13	Update on Modern Slavery Bill	<p>Note</p> <ul style="list-style-type: none"> • PB updated the Board on the Modern Slavery Bill Evidence Review “Establishing Britain as World Leader in the fight against Modern Slavery” which was presented to the Home Secretary on 16.12.13.
14	GLA Delivery Plan	<p>Note</p> <ul style="list-style-type: none"> • In breakout facilitated sessions the Board discussed two of the strategic programmes – Performance & Public. The ideas will be assessed for feasibility for implementation against the Strategic Plan.
14.1	Feedback from People session	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board.
14.2	Feedback from Partnership session	<p>Note</p> <ul style="list-style-type: none"> • Noted by the Board.
15	Audit and Risk Committee	<p>Note</p> <ul style="list-style-type: none"> • The Board noted the report of the meeting held on 09 December 2013. • The terms of reference remain unchanged • MM advised the Board that work on Risk Appetite is in progress. Once complete ARC have the responsibility of monitoring this. • JO asked what involvement staff had of reviewing the Risk Registers. <p>Action</p> <p>13. Can the GLA engage all staff in the Risk Register review?</p>

16	Finance & General Purposes Committee	<p>Note</p> <ul style="list-style-type: none"> The Board noted the report of the meetings held on 7.11.13 & 12.12.13.
17	Liaison Group Update	<p>Note</p> <ul style="list-style-type: none"> The Board noted the report of the Labour User/Labour Provider meeting held on 04.12.13. The secretariat responsibility has now transferred completely to the GLA. The GLA agreed to provide secretariat support to the Worker Liaison Group. <p>Action</p> <p>14. Nominate Worker Group Secretariat</p>
18.1	Register of Interest	<p>Note</p> <ul style="list-style-type: none"> Board members were requested to complete the Register of Interest declaration. <p>Action</p> <p>15. Complete and return Register of Interest.</p>
18.2	Anti-Bribery Policy	<p>Note</p> <ul style="list-style-type: none"> Board members were requested to sign and return a copy of the GLA Anti-Bribery for Board members. <p>Action</p> <p>16. Return signed copy of the GLA Anti-Bribery Policy.</p>
18.3	F&GP vacancy	<p>Note</p> <ul style="list-style-type: none"> Volunteers for the vacant position on the F&GP Committee where sought.
19	Any Other Business	<ul style="list-style-type: none"> None.
20	Close and Date of Next Meeting	<ul style="list-style-type: none"> Date of next meeting 02 April, 2014