



Gangmasters  
Licensing Authority

# **GLA39/9.4 Publication of Board Papers and Decisions**

**16 October 2013**

# Board Paper Reference – GLA39/9.4 – Publication of Board Papers and Decisions

## 1. Purpose of the Report

- 1.1 To outline the future process the GLA follows for the publication of papers and decisions.

## 2. Recommendation

- 2.1 Board papers should be treated as confidential to Board members ahead of the meeting but will be added to the GLA website as soon as practicable but within seven days of the meeting.
- 2.2 At the Board meeting it will be agreed how its decision will be disseminated. Board members are requested to refrain from the early communication of Board decisions unless expressly agreed by the Board as part of the communications process. This is to avoid confusion, mismessaging and misinterpretation of the decision.
- 2.3 Specifically, decisions which relate to the way that the GLA operates are announced formally on the GLA website.
- 2.3 The standing order rules should be updated to reflect the changes agreed by the Board.

## 3. Reasons for Recommendation

- 3.1 The GLA Board meetings are publicised on the website. The meetings are public and any individual may attend. However, the Secretariat will always ask members of the public to inform the GLA if they wish to attend so that the necessary security arrangements can be made to facilitate their tendering of questions.
- 3.2 The GLA does not place papers on the website prior to the meeting. This avoids any confusion between what GLA may propose and what is agreed. Board members are asked not to share Board papers prior to publication. Board members as individuals are believed, to have the skills to recognise the issues and express the views of those organisations which they represent. This is particularly pertinent to documents marked restricted.
- 3.3 It was previously agreed that copies of minutes and papers will be made publicly available on the website unless they concern confidential information about individuals or relate to commercially sensitive matters. Generally, the GLA aims to do this within 7 days of the meeting. This has never been formally agreed at a Board meeting or reflected in the standing order rules.
- 3.4 The minutes are added to the website once approved by the Chair in draft. They will not be formally approved until the next meeting and if necessary amended.
- 3.5 The GLA will communicate major decisions promptly in the format agreed at the Board e.g. a press release or publication of a strategy or document. Board members will only communicate decisions individually where this has been expressly agreed by the Board. This will avoid the situation where information is released unofficially and causes a misunderstanding.

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

4.1 None.

#### **5. Organisational Risks**

5.1 There is a reputational risk to the organisation if information is mis-communicated.

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

6.1 The Standing Order Rules will be amended reflect changes made from decisions by the board

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

8.1 The GLA can make Board papers available in hard format if required.

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

9.1 Board members should meet the requirements of the Cabinet Office guidance on public appointments, the Seven Principles of Public Life and the terms and conditions for Board members.

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