



Gangmasters &
Labour Abuse Authority

GLAA56/05 Action Points from Board Meetings

8 November 2017

Board Paper Reference – GLAA56/05 – Action Points from Board Meetings

1. Purpose of the Report

1.1 To update the Board on previous action points from meetings.

2. Recommendation

2.1 The Board is invited to note the outstanding actions.

Date of meeting	Reference	Action point	Owner of Action	Status
03/11/16 51 st Board Meeting	12a Performance and Insight Report	BM34(2) IW to update the charts in the report relating to Intelligence.	IW	In progress The first new-style P&I report which will be ready for the November Board meeting.
03/11/16 51 st Board Meeting	12c Factors which impact of the timeliness of Licence Applications being completed	BM34(5) Add to the Performance and Insight report further banding after 70+ days.	IW	In progress The first new-style P&I report which will be ready for the November Board meeting.
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(3) Any further questions or suggestions for the revised report should be sent to IW prior to the November Board meeting.	Board Members	In Progress The new-style P&I report which will be ready for the November Board meeting.
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(4) Report on benchmarking at the November Board meeting.	IW	In progress 8 November agenda item
19/07/17 54 th Board Meeting	12a Performance & Insight Report	BM37(5) Brief Board at the November Board meeting on Triage process	IW	In progress 8 November agenda item.
19/07/17 54 th Board Meeting	12b Performance against Budget	BM37(7) PB to establish with the HO the certainty of future GLAA funding.	PB	In progress Won't know until December 2017.

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19/07/17 54 th Board Meeting	15 Stakeholder Engagement	BM37(9) GLAA to consider increasing presence of GLAA staff at the Worker/NGO liaison meeting.	PB	In progress Work in progress
19/07/17 54 th Board Meeting	18 Scheme of Delegation/Review of Standing Orders	BM37(14) PB to inform Board of the arrangements for unplanned spend and underspend.	PB	In progress PB to give verbal update 8 November meeting.
21/09/17 - 55 th Board Meeting	6 Declaration of Urgent Business	BM38(1) PB to write to the Permanent Secretary as Accounting Officer and outline the functional and hence political risk of the GLAA not being able to operate.	PB	In progress Escalated via Ziggy MacDonald. PB to provide update at the meeting.
21/09/17 - 55 th Board Meeting	6 Declaration of Urgent Business	BM38(2) Risk escalation paper to be drafted and agreed at ARC 27/9/2017.	WB	In progress Discussed at ARC and covered in ARC Chair's report to the board
21/09/17 - 55 th Board Meeting	7 Home Office update	BM38(3) RB will advise on required timeline to meet proposed timetable for review of licence fees.	RB	In progress NR to provide update at the meeting
21/09/17 - 55 th Board Meeting	9 Review of Strategy Day	BM38(4) PB to take relevant actions and include in the business plan with costs and identify which actions are already being progressed.	PB	In progress To be completed once budget for 2018-19 has been agreed
21/09/17 - 55 th Board Meeting	10 Presentation on proposed changes to P& I report	BM38(5) The Board would like time on the agenda to discuss the performance data fully	Board Members	Closed Noted – the additional meetings should

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		at future meetings.		ensure that we are able to achieve this.
21/09/17 - 55th Board Meeting	11 Financial outturn	BM38(6) The half-year position to be discussed at the next Board.	PB	Closed Agenda item 08.11.17
21/09/17 - 55th Board Meeting	12 HR Update	BM38(7) The Board would like a breakdown of the recruitment of staff by gender and ethnicity for the November Board.	PB	In progress PB to provide figures at the meeting
21/09/17 - 55th Board Meeting	12 HR Update	BM38(8) The Board to identify what information they would like to see reported in the HR update.	Board	In progress Any comments to be sent to NR
21/09/17 - 55th Board Meeting	13 Media & Communications Report	BM38(9) The Board would like a glossary of terms in future reports.	PC	In progress The full names of all agencies will be identified in all board reports followed by the acronym in brackets
21/09/17 - 55th Board Meeting	14 International Activity	BM38(10) DD to develop a process to ensure that the work can continue if he is unavailable	DD	Closed There is now a greater shared understanding of international matters between the senior leadership team, hence this is no longer a single point of failure
21/09/17 - 55th	17 Review of Work plan	BM38(11) The work plan to be revised to	PB	In progress Workplan to be

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Board Meeting		reflect the additional activities.		circulated to the board once review dates have been identified for all additional activity

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