



# Gangmasters & Labour Abuse Authority

## Minutes

<b>Title of meeting</b>	<b>GLAA 56th BOARD MEETING</b>		
<b>Date</b>	8 November 2017	<b>Time</b>	11:00
<b>Venue</b>	Apex Court Nottingham		
<b>Chair</b>	Margaret Beels (MB)	<b>Secretary</b>	Jennifer Clarke
<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 Ian Waterfield (IW) Head of Operations		
	<b>Observers</b> Beth Sizeland (BS) Director of Tackling Slavery and Exploitation Rebecca Ellis (RB) Head of Modern Slavery Unit		

### Apologies

1.	<b>INTRODUCTIONS</b> <b>Note</b> <ul style="list-style-type: none"><li>• MB welcomed members of the Board and observers to the meeting.</li></ul>
2.	<b>APOLOGIES</b> <ul style="list-style-type: none"><li>• As above.</li></ul>
3.	<b>MINUTES OF THE PREVIOUS MEETING</b> <ul style="list-style-type: none"><li>• The minutes of the 55<sup>th</sup> GLAA Board meeting were agreed subject to change at 6. Declaration of urgent business action point 1.</li></ul>

4.	<p><b>DECLARATION OF INTEREST</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>																																											
5.	<p><b>ACTION POINTS</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>The outstanding action points were noted by the Board.</li> <li>BM38 (7) The Board noted the following relating to new starters who joined the GLAA from 1 April to 1 November 2017 and remain in post.</li> </ul> <p><b>Gender by Grade</b></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Female</th> <th>Male</th> </tr> </thead> <tbody> <tr> <td>AO</td> <td>5</td> <td>2</td> </tr> <tr> <td>EO</td> <td>0</td> <td>1</td> </tr> <tr> <td>HEO</td> <td>14</td> <td>20</td> </tr> <tr> <td>SEO</td> <td>0</td> <td>4</td> </tr> <tr> <td><b>Total</b></td> <td><b>19</b></td> <td><b>27</b></td> </tr> </tbody> </table> <p><b>Ethnic Origin by Grade</b></p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Ethnic Origin</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td rowspan="2">AO</td> <td>Black African</td> <td>2</td> </tr> <tr> <td>Undisclosed</td> <td>5</td> </tr> <tr> <td rowspan="2">EO</td> <td>White British</td> <td>1</td> </tr> <tr> <td>Undisclosed</td> <td>0</td> </tr> <tr> <td rowspan="3">HEO</td> <td>White British</td> <td>8</td> </tr> <tr> <td>White other</td> <td>2</td> </tr> <tr> <td>Undisclosed</td> <td>24</td> </tr> <tr> <td rowspan="2">SEO</td> <td>White British</td> <td>1</td> </tr> <tr> <td>Undisclosed</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>BM38(11) The Board Work plan was circulated reflecting the change in frequency of board meetings</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Board members should email NR to request items in the HR report.</li> </ol>	Grade	Female	Male	AO	5	2	EO	0	1	HEO	14	20	SEO	0	4	<b>Total</b>	<b>19</b>	<b>27</b>	Grade	Ethnic Origin	Count	AO	Black African	2	Undisclosed	5	EO	White British	1	Undisclosed	0	HEO	White British	8	White other	2	Undisclosed	24	SEO	White British	1	Undisclosed	3
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6.	<p><b>DECLARATION OF URGENT BUSINESS</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>																																											

7.	<p><b>HOME OFFICE UPDATE</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• BS updated the Board.</li> <li>• Scott McPherson has been appointed to the position of Director General of Crime, Policing and Fire Group.</li> <li>• BS committed to progressing the endorsement of the Business plan which is still in the Private Office.</li> <li>• Discussion took place regarding the necessity for the Secretary of State signing off the document, given the delay this causes.</li> <li>• The closing date for applications for the position of Chair and Board members has been reached.</li> <li>• The sift for the positions of Board members will take place shortly.</li> <li>• A shortlist of candidates for the vacancy of the Chair has been submitted to the minister.</li> <li>• BS gave an overview of the ALB Conference which took place on 7 November.</li> <li>• RE updated the Board with proposed details of the NRM reform.</li> <li>• The National Security of Strategy on Modern Slavery is being developed.</li> <li>• Other reports which are due to be published shortly include HMIC report, NAO report on Modern Slavery, The CPS Inspectorate report and the DLME Strategy.</li> <li>• RE reported that the DLME had visited the GLAA on 6 November and had indicated to her that he found this to be beneficial.</li> </ul>
8.	<p><b>RISK MANAGEMENT</b></p> <p><b>Note</b></p>
	<p><b>a) 6 monthly review</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report on risk management within the organisation.</li> </ul> <p><b>Action</b></p> <p>2. ARC to review risk appetite at its next meeting and present to the Board in January 2018.</p>
	<p><b>b) Stakeholder Engagement</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report detailing the steps being taken to identify and enhance relationships with a range of GLAA stakeholders.</li> </ul>
9.	<p><b>REVIEW OF STRATEGIC &amp; BUSINESS PLAN</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• PB is currently working on the 2018 plans which will be presented at the January Board meeting.</li> </ul>
10.	<p><b>REVIEW OF LICENCE FEES</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• NR gave a verbal update.</li> <li>• An analyst has been appointed who is leading the modelling activity and ensuring that the data is complete.</li> <li>• It is the aim to bring the model to the January meeting.</li> <li>• A meeting with HO is due to take place to scope the policy aspect of the review.</li> </ul>

11.	<p><b>PRIVATE MEMBERS BILL(S)</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• DD updated the Board on the Modern Slavery (Transparency in Supply Chains) <a href="https://services.parliament.uk/bills/2017-19/modernslaverytransparencyinsupplychains.html">https://services.parliament.uk/bills/2017-19/modernslaverytransparencyinsupplychains.html</a> and the ILO convention 181.</li> <li>• RE updated the board with the <a href="https://services.parliament.uk/bills/2017-19/modernslaveryvictimssupport.html">https://services.parliament.uk/bills/2017-19/modernslaveryvictimssupport.html</a></li> <li>• The GLAA has made a positive, valuable contribution to the drafting of labour licensing legislation in parts of Australia. The State of Victoria recently introduced a licensing act and explicitly referred to aspects of the GLAA's approach to licensing in their rationale. Now, Queensland is to follow suit with a similar act. In both cases the GLAA submitted evidence to their consultation.</li> </ul>
12.	<p><b>FLEXIBLE WORKING ARRANGMENTS - CLOSED ITEM</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the report.</li> </ul>
13.	<p><b>CHIEF EXECUTIVE'S REPORT</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the Chief Executives Report detailing operational activity and events.</li> </ul> <p><b>Action</b></p> <p>3. Circulate to Board members a copy of the documents supplied to the DLME on his recent visit to the GLAA.</p>
14.	<p><b>TRIAGE PROCESS</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The Board noted the presentation given by Ian Walker and noted that the process was rigorous and fact based giving a sound basis for determining operational priorities.</li> </ul>
15.	<ul style="list-style-type: none"> <li>• <b>PERFORMANCE</b></li> <li>• <b>Note</b></li> <li>• <b>Performance and Insight Report</b></li> <li>• The Board received a full presentation about the scope of the new Performance &amp; Insight Report.</li> <li>• The new format report containing data from October 2017 will be available at the end of November.</li> <li>• The Board to consider effectiveness and what it means in the context of the report.</li> <li>• <b>Performance against budget</b></li> <li>• The Board noted the report informing of the current financial forecast for 2017/18 and identifying the implications for 2018/19.</li> <li>• There will be further recruitment in 2018. The costs will fall within this financial year.</li> </ul>

16.	<p><b>GLA – GLAA TRANSITION</b></p> <p><b>Note</b></p> <p><b>Transition Board Update</b></p> <ul style="list-style-type: none"> <li>The Board noted the report providing an update on the work of the GLA – GLAA Transition Board regarding the transition of the IT provision and support to the Home Office Technology platforms.</li> </ul> <p>The laptop roll out will be completed during this financial year which will be overseen by a project manager who is to be recruited.</p> <p>The HO has been advised that the GLAA will use the BT/Cisco telephony rather than third party. This decision was to reduce risk associated with additional interfaces.</p>
17.	<p><b>DRAFT BUDGET 2018-2019</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Work is in progress.</li> </ul>
18.	<p><b>STAKEHOLDER ENGAGEMENT</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Circulate the work finding fee document from David Camp, ALP to the LU LP Worker/NGO liaison group membership and extend an invitation to contribute.</li> </ul> <p><b>Action</b></p> <p>4. Item to be added to the agenda of the joint LU LP, Worker/NGO liaison group meeting to be held on 28 February 2018.</p>
19.	<p><b>AUDIT &amp; RISK COMMITTEE</b></p> <p><b>Note</b></p> <p><b>a) Annual Report and Accounts (ARA)</b></p> <ul style="list-style-type: none"> <li>The GLAA have been completed the ARA which have now been submitted to the HO for ministerial approval to lay the report.</li> </ul> <p><b>b) Chair’s Report</b></p> <ul style="list-style-type: none"> <li>WB updated the Board following its meeting on 27 September 2017.</li> <li>Resourcing in Finance has been reviewed resulting in recruitment for additional staff.</li> <li>There has been a higher level of scrutiny during the ARA process from the NAO.</li> <li>Internal Audit are giving support to the GLA GLAA IT Transition Board meetings.</li> </ul>
20.	<p><b>REMUNERATION COMMITTEE</b></p> <ul style="list-style-type: none"> <li>RE to take forward the two items relating to the CEO.</li> <li>More detail on the issue raised should be provided to RemCo for discussion.</li> </ul>
21.	<p><b>FRAMEWORK DOCUMENT</b></p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Discussion took place on ways to resolve the framework agreement between Home Office and GLAA.</li> </ul> <p><b>Action</b></p> <p>5. Comments to PB/ MB/WB.</p>
22.	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>Joined by other Board members LD commented on the success of GLAA Conference.</li> </ul> <p><b>Action</b></p> <p>6. The Board requested a copy of the Performance Report prior to the January meeting.</p>
23.	<p><b>CLOSE</b></p>

