



Gangmasters & Labour Abuse Authority

Minutes

Title of meeting	GLAA 59th BOARD MEETING		
Date	2 May 2018	Time	11:00
Venue	Nottingham		
Chair	Margaret Beels (MB)	Secretary	Jennifer Clarke
Attendees	Simon Allbutt (SA) William Butler (WB) Angela Coleshill (AC) Linda Dickens (LD) Paul Williams (PW)		

In attendance

Roger Bannister (RB) Interim Chief Executive
Darryl Dixon (DD) Director of Strategy
Nicola Ray (NR) Director of People & Licensing
Justin Rumball (JJR) Head of Business & Finance
Ian Waterfield (IW) Head of Operations

Observers

Beth Sizeland (BS) Director of Tackling Slavery and Exploitation
Zoe Wilkinson (ZW) Head of Home Office Sponsorship Unit

Apologies

Marshall Evans (ME)

Apologies

1.	INTRODUCTIONS Note <ul style="list-style-type: none">• MB welcomed Roger Bannister, Interim CEO, members of the Board and observers to the meeting.• RB expressed his thanks for colleagues and members of the Board for their support in him starting in role.• Noting that RB had now been formally appointed as Accounting Officer the Board thanked JJR for the work he had undertaken in the absence of an internal GLAA AO.
2.	APOLOGIES <ul style="list-style-type: none">• As above.

3.	<p>MINUTES OF THE PREVIOUS MEETING</p> <ul style="list-style-type: none"> The minutes of the 58th GLAA Board meeting were agreed as an accurate record of the meeting.
4.	<p>DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> None.
5.	<p>ACTION POINTS</p> <p>Note</p> <ul style="list-style-type: none"> The outstanding action points were noted by the Board. BM41(1) amendment to Framework Document - completion date end May 2017. BM41(9) there is a necessity to move the September meeting date. Alternative dates to be explored though arrangements cannot be confirmed pending the appointment of the new board members and the Chair. BM41(10 & 11) Review of Licence Fees - GLAA to inform ZW asap if they can achieve the January 2019 parliamentary slot.
6.	<p>DECLARATION OF URGENT BUSINESS</p> <p>Note</p> <ul style="list-style-type: none"> RB will be responding to the letter from Sir Philip Rutman which set out the responsibilities of becoming the Accounting Officer. WB will be writing to RB to conclude the correspondence in reply to his letter of 16 March to Sir Philip Rutman.
7.	<p>HOME OFFICE UPDATE</p> <p>Note</p> <ul style="list-style-type: none"> BS reflected on the turbulent period of time within the HO following the resignation of Amber Rudd, MP and the appointment of the new Home Secretary, Sajid Javid, MP. BS updated the Board on the Public Accounts Committee Reducing Modern Slavery Inquiry which she attend on 21 February. The report has been published today https://www.parliament.uk/business/committees/committees-a-z/commons-select/public-accounts-committee/inquiries/parliament-2017/reducing-modern-slavery-17-19/ Victoria Atkins, Parliamentary under Secretary of State for Crime, Safeguarding and Vulnerability, had a very successful visit to the GLAA offices on 27 April. ZW updated the Board on a series of points: <ul style="list-style-type: none"> The ALB's Chairs forum took place on 30 April, attended by MB. A GDPR CEO event is scheduled to take place in June to which RB has been invited to attend. The Business Planning and ARA approvals are now being handled by junior ministers which is speeding up the process. The sift for Board member appointments is scheduled for 24 May with interviews expected in June. The extension of the contract for the Chair has been delayed as there is a requirement in statute for the appointment to be sanctioned by the Northern Ireland Minister for Agriculture. The HO are working through options to resolve this.

8.	<p>DLME STRATEGY</p> <p>Note</p> <ul style="list-style-type: none"> • The strategy has been approved by the Home Secretary, BEIS Secretary of State and has a provisional release date of 8 May subject to No.10 approval. • The GLAA are encouraged to feed into the government response to the recommendations in the strategy which will be coordinated by DD.
9.	<p>LICENSING STANDARDS CONSULTATION</p> <p>Note</p> <ul style="list-style-type: none"> • The GLAA has now reached an agreed position with the Home Office on the process for consulting on the proposed changes to the Licensing Standards. The consultation will be on an informal basis, as the proposed changes will not require the Regulations to be amended. • A series of consultation events will take place in Nottingham in June. • The consultation document will be circulated to all relevant stakeholders for written responses. • It was suggested that Survey monkey should be used for this. • The consultation period will be for six weeks to allow sufficient time for respondents to contribute their views. An analysis of the responses will be available by July and final sign-off by the Board in September. • The Board requested that the key summary of the proposed revisions which appeared in the paper should be added to the consultation document. <p>Action</p> <ol style="list-style-type: none"> 1. Board members to provide NR with comments on the draft consultation document in the next week.
10.	<p>LICENCE FEES</p> <p>Note</p> <ul style="list-style-type: none"> • Covered in agenda item 5.
11.	<p>CHIEF EXECUTIVE REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the Chief Executive’s Report detailing operational activity and events. • Discussion took place around the reshaping of the NRM. It was agreed that Miriam Minty, Head of Modern Slavery Unit, should be invited to attend the next meeting of the Board. <p>Action</p> <ol style="list-style-type: none"> 2. Invite Miriam Minty to 18 July Board meeting. 3. IW to circulate Operation Aidant operational objectives. 4. RB to review the CEO report. 5. RB asked for clarity on the PQ process as regards GLAA involvement in preparing answers

12.	<p>APPROVAL OF STRATEGIC PLAN 2018 – 2021</p> <p>Note</p> <ul style="list-style-type: none"> • The document is being re drafted and will be circulated to Board members for comment. • Comments should be sent to DD by 8 May. <p>Action</p> <p>6. Board members to comment on Strategic Plan by 8 May.</p>
13.	<p>APPROVAL OF BUSINESS PLAN 2018 – 2019</p> <p>Note</p> <ul style="list-style-type: none"> • Comments on the amended plan should be sent to IW by the end of this week to enable the document to be sent to Home Office. • The Board noted the revised draft Planning Cycle. • Discussion took place around RB’s suggestion of reverting to four board meetings per year. • ZW recommended using UK Government Investments (UKGI) to review the practice of other boards. <p>Action</p> <p>7. Board members to comment on the Business Plan by 4 May. 8. MB & RB to discuss Board meeting frequency.</p>
14.	<p>PERFORMANCE AND INSIGHT REPORT</p> <p>Note</p> <ul style="list-style-type: none"> • The Board noted the report covering the period 1 April 2017 – 31 March 2018. • Business Plan targets will be circulated to Board members at the end of May. <p>Action</p> <p>9. Circulate Business Plan targets to Board members at the end of May.</p>
15.	<p>REVIEW OF ANNUAL REPORTS AND ACCOUNTS</p> <p>Note</p> <ul style="list-style-type: none"> • The Annual Report and Accounts 2017-2018 will be presented to EMT in May. • The EMT approved document will be circulated to Board members for comment ahead of the ARC meeting on 29 June. • WB noted that the governance statement will need to cover the exceptional governance arrangements that followed Paul Broadbent’s death and the assurances that RB, as AO, would need to seek in signing off the 2017-18 accounts. <p>Action</p> <p>10. Circulate the EMT approved version of the ARA to Board Members.</p>

16.	<p>GLA – GLAA TRANSITION a) Transition Board update Note</p> <ul style="list-style-type: none"> • 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. • Sir Philip Rutman had replied to MB’s letter about IT issues with some helpful advice. • The GLAA needs to exit the Government Gateway by December 2018 which has financial implications if LAWS is still in use at that date. • The telephony system is due to be installed in June/July. • The desktop roll out is now scheduled for June.
17.	<p>STAKEHOLDER ENGAGEMENT Note</p> <ul style="list-style-type: none"> • MB thanked Board members for volunteering to attend the series of forthcoming Regional Seminar events. A volunteer was sought for the 23 May event in York.
18.	<p>BOARD EVALUATION Note</p> <ul style="list-style-type: none"> • The Board noted and discussed the report on the findings from the annual Board evaluation and considered the proposed action plan. • There was positive results as regards the Board’s overview of the GLAA, the way risk is reviewed, the work of ARC, collective ownership of issues by the Board and the way meetings were run. • Issues to be explored included the balancing of priorities within the GLAA, the integration of financial and management reporting, succession and resource planning. • It was agreed that questions relating to the Home Office should have separate coverage for the sponsorship unit. • One of the questions in the form related to how the Board felt that the GLAA performed in comparison to other bodies. ZW agreed to assist with benchmarking if the GLAA could provide a more detailed account of what the Board required. • Discussion about the quality relationship between the GLAA Board and HO included reference to various initiatives taken by the sponsorship team in relation to ALBs as a whole and the concerns raised by the Board in relation to Chair, CEO and Board appointments and the appointment of an AO. <p>Action 11. RB, MB & ZW to work through the issues identified in the discussion in constructive ways.</p>
19.	<p>AUDIT AND RISK COMMITTEE Note</p> <ul style="list-style-type: none"> • There have been no meetings of ARC since the last Board meeting.

19a	<p>STAKEHOLDER MANAGEMENT DEEP DIVE</p> <p>Note</p> <ul style="list-style-type: none"> • A PowerPoint presentation is to be made at the July Board meeting. <p>Action</p> <p>12. Add the presentation by DD to the July Board meeting agenda.</p>
20.	<p>REMUNERATION COMMITTEE</p> <p>[CLOSED ITEM]</p>
21.	<p>ANY OTHER BUSINESS</p> <p>a) JJR informed the Board of the necessity to pay their future expenses through the payroll.</p>
	<p>CLOSE</p>