



Gangmasters &  
Labour Abuse Authority

# GLAA60/5 Action Points from Board Meetings

**18 July 2018**

# **Board Paper Reference – GLAA60/5 - Action Points from Board Meetings**

## **1. Purpose of the Report**

1.1 To update the Board on previous actions from meetings.

## **2. Recommendation**

2.1 The Board is invited to note the outstanding actions at Annex A.

**Report Author: Jennifer Clarke**

**Senior Responsible Officer: Darryl Dixon**

## Annex A

Date of meeting	Reference	Action Point	Owner of Action	Status
17/01/18 57 <sup>th</sup> Board Meeting	16b Relection of members of Board sub-committees	<b>BM40(6)</b> Members to be re-elected in March 2018.	MB	<b>In progress</b> Election to committees to take place once new board members appointed.
14/03/18 58 <sup>th</sup> Board Meeting	7 Home Office Update	<b>BM41(1)</b> DD to update IOPC paragraph on the Framework document.	DD	<b>Closed</b> Amendment completed.
14/03/18 58 <sup>th</sup> Board Meeting	9c Review of GLAA Board Work plan	<b>BM41(9)</b> Amend arrangement for September meeting to become a full day.	MB	<b>In progress</b> Consideration to meeting arrangements being made in line with appointment of new board members. Board meeting re arranged to 20/09/18.
14/03/18 58 <sup>th</sup> Board Meeting	11 Review of Licence Fees & Standards	<b>BM41(10)</b> GLAA to confirm to ZW within 8 weeks whether the slot in January 2019 is possible.	NR	<b>Closed</b> Email sent to HO 12.06.18 GLAA not in a position to meet the required timetable for this work.
14/03/18 58 <sup>th</sup> Board Meeting	12 Chief Executive's Report	<b>BM41(13)</b> Review CEO report.	RB	<b>In progress</b> [BM42(4) refers]
14/03/18 58 <sup>th</sup> Board Meeting	14 6 monthly HR update	<b>BM41(15)</b> Add gender pay gap reporting to the report.	SD	<b>In progress</b> To be added to the September HR report.

Date of Meeting	Reference	Action Point	Owner of Action	Status
14/03/18 58 <sup>th</sup> Board Meeting	18 Audit and Risk Committee	<b>BM41(19)</b> Include deep dive on stakeholder management on agenda of future Board meeting.	JC	<b>Closed</b> Agenda item 2 May meeting. PowerPoint presentation July Board. BM42(12) refers.
02/05/18 59 <sup>th</sup> Board Meeting	9 Licensing Standards Consultation	<b>BM42(1)</b> Board members to provide NR with comments on the draft consultation paper next week.	Board Members	<b>Closed</b>
02/05/18 59 <sup>th</sup> Board Meeting	11 Chief Executive's Report	<b>BM42(2)</b> Invite Miriam Minty to 18 July Board meeting.	JR	<b>In progress</b> Home Office updating on the NRM at July meeting.
02/05/18 59 <sup>th</sup> Board Meeting	11 Chief Executive's Report	<b>BM42(3)</b> IW to circulate Operation Aidant operational objectives.	IW	<b>Closed</b> Circulated by email 11 May JC
02/05/18 59 <sup>th</sup> Board Meeting	11 Chief Executive's Report	<b>BM42(4)</b> RB to review the CEO report.	RB	<b>In progress</b> Report to continue in the current format.

## Annex A

02/05/18 59 <sup>th</sup> Board Meeting	11 Chief Executive's Report	<b>BM42(5)</b> RB asked for clarity on the PQ process.	RB/DD	<b>Closed</b> PQs and answers to be added to the CEO report.
02/05/18 59 <sup>th</sup> Board Meeting	12 Approval of Strategic Plan 2018 – 2021	<b>BM42(6)</b> Board members to comment on Strategic Plan by 8 May.	Board Members	<b>Closed</b>
02/05/18 59 <sup>th</sup> Board Meeting	12 Approval of Strategic Plan 2018 – 2021	<b>BM42(7)</b> Board members to comment on the Business Plan by 4 May.	Board Members	<b>Closed</b>
02/05/18 59 <sup>th</sup> Board Meeting	13 Approval of Business Plan 2018 – 2019	<b>BM42(8)</b> MB & RB to discuss Board meeting frequency.	RB/MB	<b>In progress</b> Agenda item.
02/05/18 59 <sup>th</sup> Board Meeting	14 Performance & Insight Report	<b>BM42(9)</b> Circulate Business Plan targets to Board members.	IW	<b>Closed</b> Emailed to Board members by IW.
02/05/18 59 <sup>th</sup> Board Meeting	15 Review of Annual Report & Accounts	<b>BM42(10)</b> Circulate the EMT approved version of the ARA to Board Members.	JJR	<b>In progress</b> Document to be circulated prior to the July meeting.
02/05/18 59 <sup>th</sup> Board Meeting	18 Board Evaluation	<b>BM42(11)</b> RB, ZW to work through the issues identified in the discussion in constructive ways.	RB/ZW	<b>In progress</b> RB to provide update at July meeting.
02/05/18 59 <sup>th</sup> Board Meeting	19 Stakeholder Management Deep Dive	<b>BM42(12)</b> Add the PowerPoint presentation by DD to the July Board meeting agenda.	DD	<b>In Progress</b> Agenda item 02/07/18.