

GANGMASTERS AND LABOUR ABUSE AUTHORITY

NON-EXECUTIVE BOARD MEMBER

Recruitment Information Pack

September 2023



INVESTORS
IN PEOPLE

Bronze



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Welcome Note from Julia Mulligan, Chair

Dear Applicant,

Thank you for your interest in becoming a Board member of the Gangmasters and Labour Abuse Authority (GLAA).

Why join the Board of GLAA?

Our mission is straightforward “to stop the exploitation of workers in the UK and to ensure employers treat them fairly”.

We work with a wide range of partners to fulfil our mission including the police, the National Minimum Wage team, local authorities, business and charities. In fact, anyone who shares our mission to ensure workers are paid properly, are treated fairly, that ethical businesses are not undercut by unscrupulous employers who exploit their workers.

Good governance of GLAA is fundamental to its mission. As a Board member you will be part of a committed team supporting the Executive while also holding them to account on behalf of ministers. All Board members are members of board committees and also have opportunities to engage directly with the wide range of GLAA partners and stakeholders.

Board members bring a rich diversity of skills and experience. We are looking to complement the expertise of our current board, and in particular are interested in individuals with senior, financial and strategic planning skills, technology, innovation and change. Perhaps you have experience and knowledge of the impact of exploitation and abuse on vulnerable workers and victims, or first-hand experience of organisations within the range of activities undertaken by GLAA.

As a GLAA Board member you be joining an organisation going through a period of change, but with a very clear commitment to our mission and core purpose. As such, you will help to make a difference in an area that matters – the protection of the rights of vulnerable workers. If you have this ambition and relevant skills, then I would encourage you to apply.

Julia Mulligan
GLAA Board Chair

About the Gangmasters and Labour Abuse Authority

The Gangmasters and Labour Abuse Authority (GLAA) is a Non-Departmental Public Body which reports to Home Office ministers. Its role is to prevent, detect and investigate labour exploitation across the economy, including investigation of labour market offences, with the overarching strategic aim of:

‘Stopping worker exploitation’

On 5 February 2004, 21 people were drowned picking cockles in Morecambe Bay. They had been trafficked into the country illegally and hired out to gather shellfish by local criminal gangs.

The Gangmasters Licensing Authority was set up in the aftermath of this tragedy to regulate people and companies supplying workers to the food industry, and to prevent anything similar from happening again.

These origins continue to drive our operations today, as we strive to protect vulnerable workers. In 2016, Parliament expanded our remit and changed our name. We were granted police-like enforcement powers to deal with serious worker exploitation, including modern-day slavery.

As the Gangmasters and Labour Abuse Authority, our work has three principal strands:

- we are a regulator,
- we prevent worker abuse,
- we investigate the exploitation of people for their labour.

We routinely work with others and have close partnerships with a wide range of agencies, including the National Minimum Wage Team at His Majesty’s Revenue and Customs (HMRC), the Employment Agency Standards Inspectorate (EAS) and UK law enforcement, including the National Crime Agency (NCA).

We are also bound by the work of the Director of Labour Market Enforcement (DLME), which sets strategic priorities for labour market enforcement.

The GLAA employs approximately 110 members of staff, working in teams around the UK with our headquarters in Nottingham. The Board comprises a Chair and up to eight Non-Executive Board Members appointed on merit. Board meetings are held in Nottingham, whilst Board sub-committees are virtual.

You would be joining the Board at a critical time, as the organisation is implementing significant changes to ensure we are set up in the best way possible to deliver our remit. Our biggest priority is to protect workers, and to do this in the best way we must prioritise our work using robust evidence to inform how and where we allocate our resources. The Board has oversight of the effective management of these resources to ensure value for money.

Further information is available on the GLAA [website](#).

Role Description

Job Title: Gangmasters and Labour Abuse Authority Non-Executive Board Member

Roles Available: One

Remuneration: The role is remunerated at £270 per day

Appointment: An initial term of three years

Location: Flexible within the United Kingdom

Reporting to: Home Secretary (via the Non-Executive Chair)

Purpose:

The Gangmasters and Labour Abuse Authority is seeking a new Non-Executive Board Member to assist the Chair in providing strategic direction to the GLAA in its mission to protect vulnerable and exploited workers. You will work with the Chair to ensure the GLAA exercises its powers effectively, as well as:

- maintaining and developing effective partnerships at a strategic level with key bodies including employer, worker and victim representatives;
- enabling the organisation to respond positively and constructively to any changes in the GLAA's policy or operational context.
- being an effective regulator, targeting non-compliant labour providers, whilst allowing those businesses which do conform to the required standards, to flourish; and
- holding the Executive to account for the delivery of our new strategy and performance indicators, as defined in the GLAA's business plan.

As a Non-Executive Board Member your key responsibilities will be to:

- work with the Chair and other Board Members to shape and approve the strategic plan and the annual business plan, and the budget, as well as operate an effective, efficient and transparent Board;
- ensure that GLAA discharges its statutory duties and responsibilities, working in close collaboration with key partner organisations, especially with the Director of Labour Market Enforcement (DLME), as the GLAA is required to carry out its functions in accordance with the DLME's strategy;
- oversee the work of the Chief Executive in managing the organisation and ensure that the Executive Team is held to account, monitoring and challenging operational performance and performance against budget; and
- play a key role in representing the Board and the GLAA with key stakeholders.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the appropriate criteria listed in **Part Two**.

Whilst there are no fixed views on the specific professional background or sector for this role, applications from individuals with experience of finance and corporate planning, technology, innovation and change and/or an understanding of the perspectives of vulnerable victims/workers would be welcome.

Part One – Essential Criteria

- Experience of operating at board level and how you can work as part of a senior team, developing a high performing Board that takes forward the strategic direction for an organisation working in a complex and constantly evolving environment.
- Demonstrable record of creating positive and collaborative relationships with a complex range of stakeholders, in an environment where decisions are taken under tough internal and external scrutiny.
- Ability to develop and implement robust governance arrangements and monitor performance, encompassing financial, performance and strategic risk management.
- Experience of developing strategic plans and effective performance monitoring of delivery against those plans at a strategic, level
- Organisational, system or business change to reflect the significant strategic and operational transition GLAA is going through and may face again going forward.

Part Two – Knowledge, Skills and Attributes

- Understanding of the experience of vulnerable workers and victims and/or getting the worker voice heard.
- Good understanding of the business world, particularly in a labour-intensive sector or one with extended supply chains, and the ability to work effectively with business stakeholders.
- Expertise in regulation and / or operational law enforcement; financial planning and finance (with a CIPFA qualification or equivalent); technology, innovation and change
- Ability to work collaboratively using persuasion and influence effectively in a high-profile environment.
- A strong commitment to equality, diversity and inclusion, and creating a values-led culture.
- Political awareness and the ability to work effectively as Board member of an Arm's Length Body with its associated governance.

We value and promote diversity and are committed to equality of opportunity for all. Appointment will be made on merit following an open, fair and transparent competition.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

The closing date for applications is 23:00, Monday 9 October 2023.

Please submit the following 2 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

- 1. A concise CV (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.**
- 2. A short supporting statement (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.**

Please submit your application documents as 2 separate attachments and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information.

Please note the following:

- We cannot accept applications submitted after the closing date.
- Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.
- Applications will be acknowledged upon receipt.
- Feedback will only be given to unsuccessful candidates following interview.

Further Information

If you have any queries about this role, please contact Anita Bailey at:

Anita.Bailey@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact:

publicappointments@homeoffice.gov.uk

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages: <https://www.gov.uk/guidance/public-appointments>

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, Monday 9 October 2023
Short-list Meeting	Expected w/c 23 October
Candidate Interviews	Expected w/c 13 November
Meeting with a Minister (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The panel will be chaired by Hannah Pooley (Deputy Director, Modern Slavery Unit, Home Office), and consist of Julia Mulligan (GLAA Chair) and Olivia Grant OBE, as the independent member.

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition. At the short-listing meeting, the selection panel will assess each application against the essential criteria and decide whom to invite for final interview. Further details about the format will be provided to you in advance.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This role is regulated by the Commissioner for Public Appointments.

Appointable candidates from this recruitment round, but not subsequently appointed, can be included on a reserve list, which Ministers may choose to appoint from as future GLAA vacancies arise. However, please note, there is no guarantee of appointment in such circumstances.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the GLAA. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment as an GLAA Non-Executive Member will be made by the Home Secretary. The appointment will be for a period of three years. Re-appointments can be made at the end of the period of office at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement. It should be noted that this post is a public appointment; appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment:

- The role is remunerated at £270 per day. Travel and subsistence expenses incurred on GLAA business will be reimbursed.
- The expected time commitment is 18 to 25 days per annum.

Location: Flexible within the United Kingdom.

Security clearance: The successful candidates will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life (see below, page 12). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the role in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: Members will need to show political impartiality during their time on the Board and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.