



Home Office

# CHAIR OF THE GANGMASTERS AND LABOUR ABUSE AUTHORITY

## CANDIDATE PACK

### September 2017



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## About the Gangmasters and Labour Abuse Authority

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

***‘Working in partnership to protect vulnerable and exploited workers’***

The GLA was originally established under the Gangmasters Licensing Act 2004 to protect vulnerable workers and prevent worker exploitation in the agriculture, shellfish gathering, food and drink processing and packaging sectors, following the deaths of 23 Chinese cockle pickers at Morecombe Bay. The responsibility for the GLA transferred to the Home Office from the Department of Food, Environment and Rural Affairs (Defra) in 2014, providing a natural step towards closer working with law enforcement partners and organisations seeking to eradicate modern slavery.

The GLA’s original remit was to license labour providers (also known as gangmasters), ensuring those licensed operated within the law and to tackle those engaging in unlicensed or criminal activity. This remit was extended under provisions in the Immigration Act 2016. The Act introduced new powers under the Police and Criminal Evidence Act 1984 (PACE) to allow specialist trained officers to investigate serious cases of labour market offences across national minimum wage, employment agencies, and modern slavery legislation, as well as the existing offences under the Gangmasters Licensing Act 2004. The Act also introduced new powers to apply statutory licensing of labour providers to new sectors. The GLA has been renamed the Gangmasters and Labour Abuse Authority, and provided with additional funding, to reflect these broader functions. The Act also created a Director of Labour Market Enforcement and placed a requirement on the GLAA to carry out its functions in accordance with the strategy set by the Director of Labour Market Enforcement.

It is an interesting time to be Chair of the GLAA, as it adapts to changes including: transition and effective delivery of its expanded remit and powers of search, arrest and seizure; working effectively with the Director of Labour Market Enforcement, especially in relation to information sharing, maintaining connections with partners at European and international level to prevent worker exploitation and understand new trends; effective management of its expanded resources to ensure value for money is obtained; the procurement of a new licensing system and transition to the Home Office IT infrastructure; as well as the changing context which will result from Britain preparing to exit from the European Union.

The GLAA regulates activities across the whole of England, Scotland, Wales and Northern Ireland through the mandatory licensing of individuals and businesses. It carries out risk based inspections, ensures compliance with the licensing standards, responds to specific complaints of abuse, and carries out enforcement action against criminal offenders. There are around 1000 licensed gangmasters across the UK who supply approximately 464,000 temporary contracted workers in the regulated sector. The Government is committed to providing an effective licensing scheme which targets non-compliant labour providers, whilst allowing those businesses which do conform to the required standards, to flourish.

The GLAA currently employs approximately 90 members of staff. A new, nine member GLA Board was appointed on merit following an open competition in 2015, providing for a Chair and up to eight Non-Executive Board Members. The GLAA Board currently has two Member vacancies.

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

## Role Description

<b>Title:</b>	Chair of the Gangmasters and Labour Abuse Authority (GLAA)
<b>Time commitment:</b>	The expected time commitment of the role is six to eight days per month
<b>Appointment:</b>	Three year appointment with the possibility of extension
<b>Remuneration:</b>	The role is remunerated at £330 per day, based on an expected time commitment of 6-8 days per month
<b>Location:</b>	Flexible – the GLAA base is in Nottingham, but the Chair is not required to be based in close proximity
<b>Accountable to:</b>	Home Secretary

### **Purpose:**

As Chair of the GLAA Board you will provide effective strategic leadership for the operation of the GLAA; playing a significant role in ensuring that the GLAA and its staff maintain the capability, to:

- deliver the GLAA's statutory responsibilities and objectives, particularly in relation to the exercise of its new powers and expanded remit under the Immigration Act 2016;
- take fully into account Government objectives and priorities in the area of employment protection for vulnerable workers;
- maintain and develop effective partnerships at a strategic level with key bodies;
- enable it to respond positively and constructively to any changes in the GLAA's policy or operational context, e.g. the potential impact of Britain's exit from the European Union, the 'gig economy';
- provide an effective licensing scheme which targets non-compliant labour providers, whilst allowing those businesses which do conform to the required standards, to flourish;
- achieve the performance indicators, as defined in the GLAA's business plan, or equivalent;
- work in close collaboration with the Director for Labour Market Enforcement (DLME), as the GLAA is required to carry out its functions in accordance with the DLME's strategy;
- work in close collaboration with HMRC and BEIS to carry out its functions in accordance with the National Minimum Wages Act 1998 and Employment Agencies Act 1973; and

- fulfil GLAA's responsibilities and co-operate with the IPCC in relation to complaints regarding the conduct of labour abuse prevention officers; and hold the Chief Executive to account for delivery.

**Responsibilities:** In addition the Chair has the following leadership responsibilities:

- chair meetings of the non-executive Board of the GLAA;
- ensure active Board consideration of the GLAA's priorities;
- support and challenge the GLAA Chief Executive and staff in meeting statutory licensing and enforcement duties and in maintaining the organisation's capacity to do so;
- establish and maintain good working relationships with stakeholders;
- act as the public spokesperson for the Board;
- plan and manage the Board's business, including setting agendas for Board meetings and clearing papers;
- ensure that the proceedings of the Board are documented, so that there is a clear audit trail of Board decisions;
- undertake annual performance appraisals of the Non-Executive Board members and of the Chief Executive of GLAA in line with agreed procedures and timetable;
- as necessary, support the Chief Executive in communicating GLAA policies to, and consulting with, a wide range of interested parties;
- ensure the GLAA operates in line with Government policies as a NDPB; and
- demonstrate a commitment to the Principles of Public Life.

### 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** of the person specification. These responses will be further explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

**There are no fixed views on the specific professional background or sector for this role, although understanding of, or experience in, a law enforcement or regulatory environment would be useful.**

**You will be able to demonstrate:**

#### Part One – Essential Criteria

- Ability to operate at senior board level, working successfully with the Executive and non-executives to develop a high performing Board for an organisation working in a complex and constantly evolving environment.

- Ability to work in a transformational system and business change environment, to reflect the significant strategic and operational transition the organisation is experiencing.
- A professional track record that demonstrates dynamic and strategic leadership and inspires confidence in your ability to guide the GLAA in its mission of protecting vulnerable and exploited workers.
- A successful track record of managing relations with a complex range of stakeholders in an environment where decisions are taken under tough internal and external scrutiny.
- Proven ability to develop and implement robust governance arrangements and monitor performance encompassing financial, performance and risk management.
- A sound understanding of and strong commitment to diversity, public service values and the principles of public life.

## **Part Two – Skills and personal qualities**

- Excellent communication, influencing and relationship management skills.
- Ability to work collaboratively using persuasion and influence effectively in a high profile environment.
- Political awareness and the ability to operate at the most senior levels within Westminster.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment to public services values.

## Terms of Appointment

### Appointment Term:

- Your appointment as Chair of the Board of non-executive members of the Gangmasters and Labour Abuse Authority (GLAA) will be made by the Home Secretary.
- The appointment will be for a fixed period of three years.
- Reappointments can be made at the end of the period of office for a further term at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- Provisions under the Gangmasters (Licensing Authority) Regulations 2015, 5. (2) state that “At the end of their period of appointment, each member of the Board must continue to hold office until the appointment of their successor takes effect”.
- It should be noted that this post is a public appointment; the Chair is neither an employee of the Crown nor of the GLAA. Such appointments are not normally subject to the provisions of employment law.
- Appointments may be terminated prior to the conclusion of the period of appointment.

**Time Commitment:** The anticipated time commitment is 72 to 96 days per annum. The role involves attendance at Board meetings, visits around the UK, meetings with associations and related areas of activity.

**Remuneration:** The Chair will receive a day rate of £330 per day. The remuneration is taxable through the payroll but the appointment is not pensionable.

**Location:** The role is flexibly based. The Chair can claim reimbursement for reasonable travel costs for attendance at GLAA meetings at rates set centrally by the Home Office.

**Availability:** The successful candidate will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

**Security clearance:** The successful candidate will be required to have or be willing to obtain security clearance to CTC level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. 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.

**Nationality:** This is a non reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals of

other member states and certain non EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. In order to confirm your eligibility for this post, please complete the Nationality form at the end of this candidate pack which asks for information regarding this. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

**Disqualifications for appointment:** There are circumstances in which an individual will not be considered for appointment. Disqualification will occur if:

- they have been convicted of a criminal offence and that conviction is not spent for the purposes of the Rehabilitation of Offenders Act 1974 at the time of application;
- they are an undischarged bankrupt or their estate has been sequestrated and it has not been discharged, or they have made an arrangement with their creditors, or they are subject to a bankruptcy restrictions order;
- they are disqualified from acting as a company director;
- they have had a licence under the Gangmasters (Licensing) Act 2004 refused or revoked, and—
  - (i) the time for lodging any appeal has passed; or
  - (ii) or an appeal has been unsuccessful;
- they have been removed from trusteeship of a charity; and
- in certain circumstances, they have had an earlier term of appointment terminated.

**Standards in public life:** You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Review Body's "Codes of Practice". 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 16).

**Registration of interests:** The purpose of these provisions is to avoid any danger of the GLAA Chair 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 as Chair of the GLAA Board in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** The Chair is required to show political impartiality during their time on the Board and must declare any 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.

## Response Instructions

If you wish to apply for this position, please supply the following by midnight on Sunday 8 October 2017:

- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- 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 roles. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- **The names and contact details for two referees.** These must be people who know you in a professional capacity to comment on your suitability for the post. They will be expected to have authoritative and personal knowledge of your achievements. Referees will not be contacted without your prior agreement.
- In addition, please also complete and return via email the **forms at Annex A**, relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to:

[publicappointments@homeoffice.gsi.gov.uk](mailto:publicappointments@homeoffice.gsi.gov.uk).

If you cannot apply online, please post applications to:

Public Appointments Team  
Home Office  
2 Marsham Street  
Ground Floor, Seacole Building  
London  
SW1P 4DF

## Further Information:

If you have any queries about this role, please contact Michael Brett-Pitt on 020 7035 3237 or email [Michael.Brett-Pitt@homeoffice.gsi.gov.uk](mailto:Michael.Brett-Pitt@homeoffice.gsi.gov.uk).

If you have any queries about the recruitment process for this role, please contact Jane Mitson on 020 7035 6219 or email [jane.mitson@homeoffice.gsi.gov.uk](mailto:jane.mitson@homeoffice.gsi.gov.uk).

**Equal Opportunities Monitoring:** The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

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.

**Interview Access Scheme for Disabled Persons:** As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the appointment, as outlined in the relevant role description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. A copy of the form is included within Annex A.

Whether you choose to apply under the Interview Access Scheme 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.

**Data Protection:** The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. We are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may

therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the requirements of the Data Protection Act and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Home Office for a period of at least 2 years.
- If you submit an application form, the form and any supporting documentation will be retained for at least 2 years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Jane Mitson on 020 7035 6219.

**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.

## Indicative Timetable

Please note that these dates could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.

Advert Closing Date	08 October 2017
Short List Meeting	Week commencing 23 October 2017
Final Panel Interviews	Weeks commencing 13 or 20 November 2017
Meeting with Minister (if required)	Post interview

## Selection Process

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

The competition will be chaired by a senior official at the Home Office. A representative of the GLAA will be on the panel, another representative involved in labour market enforcement, and an independent member from a Home Office Non-Departmental Public Body. Final details of the selection panel will be available closer to the interview stage.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final panel interview.

Interviews are expected to take place in central London and will last for around 45 minutes. Further details about the format will be provided to you in advance.

The decision to appoint to this role rests with the Home Secretary in consultation with the Minister of Agriculture and Rural Development (DAERA) in Northern Ireland. Appointable candidates may be invited to meet with the Home Secretary, or another Home Office Minister, before she makes a final decision. The Prime Minister will then be approached to agree the appointment. As a result there may be a delay in informing candidates of the outcome of the competition.

## 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:

Will Nixon  
Public Appointments Team  
Home Office  
Ground Floor, Seacole Building  
2 Marsham Street  
London, SW1P 4DF

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: 020 7271 0849

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available from:

<http://publicappointmentscommissioner.independent.gov.uk/>

Information about the Commissioner's policy and manner in which complaints are investigated are set out in the Commissioner's leaflet Your Guide to Making a Complaint about a Public Appointments Process which can be found at:

<http://publicappointmentscommissioner.independent.gov.uk/contact>

## 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 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 wider 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.