

North Herts District Council Modern Slavery & Human Trafficking Action Plan (2018-2021) App B

ACTION & EXPECTED OUTCOME	TIME FRAME/ STATUS	LEAD
MONITORING AND REPORTING <i>To have an effective corporate monitoring and reporting process</i>		
<p>Corporate Safeguarding Group (CSG) to oversee and monitor compliance with modern day slavery and human trafficking duties (MDS) requirements and report / make recommendations to Community Protection Manager/ Service Director: Legal & Community on proposed changes.</p> <p>To include within Annual Safeguarding report to Overview & Scrutiny Committee.</p>	This work will always be ongoing.	Corporate Safeguarding Group/ Community Protection Manager/ Community Health and Wellbeing Team Leader /Service Director: Legal & Community
POLICY AND PROCESS <i>To ensure that legal duties are met and where relevant reflected/ embedded in other corporate policies/ procedures and guidance. Support of victims.</i>		
<p>Incorporate modern slavery requirements in Safeguarding Policy.</p>	<p>Safeguarding Policy includes modern slavery as a category of abuse.</p> <p>Modern Slavery referral process is published on intranet.</p>	<p>Community Protection Manager/ Community Health and Wellbeing Team Leader / Policy & Community Engagement Manager</p>
<ul style="list-style-type: none"> • Development of MDS guidance notes. • Development of MDS procedure notes for reporting and referral process. • Centralised log of all NRM or MS1 referrals established. • Monitoring of NRM / MS1 forms. • Inclusion in annual Safeguarding report/ and any audits. • Amend Safeguarding intranet page to include MDS. 	Modern Slavery page on intranet contains all requirements.	Community Health and Wellbeing Team Leader / Safeguarding Support Officer
<p>Update procurement and contract procedure rules to ensure, where possible, MDS applicable and compliant (to obtain assurance for MDA compliance for relevant contracts).</p>	Suppliers are required to declare their compliance with modern slavery requirements during tender process.	Contract Procurement Group/ Legal Commercial Team Manager/ Procurement Officer
<p>The Housing Options and Housing Advice Teams provide potential victims of MDS with advice on their housing options (including homelessness services) and signpost to other specialist support agencies as appropriate.</p> <p>The Housing Options and Housing Advice Teams support the police and partners in Operation Tropic activities through the provision of an on-site housing options</p>	This work will always be ongoing for the team.	Strategic Housing Manager

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service (including homelessness advice), as required.		
COMMUNICATION AND TRAINING <i>To ensure that employee and Members are aware</i>		
<ul style="list-style-type: none"> • Senior Management Training; • Senior Management Team endorsement of Action Plan • Member awareness through MIS and invites to training sessions; • Staff Briefing and Anti-Slavery awareness day (18 October 2018) • Support of annual Anti-Slavery 18 October: <ul style="list-style-type: none"> – internal: information on intranet, Insight/ again raising awareness and highlighting forthcoming briefing training sessions – external: Communications raising using social media to raise public awareness • Senior Management Group external trainer; • Regular awareness sessions for the Corporate Safeguarding Group (CSG). • Embed (where possible) in compulsory staff training modules/ delivery. Staff training – series of 1 hour briefing sessions with external trainer (e.g. police) for those staff identified to be arranged for end of October and end of November (new staff to do e-learning, and to be monitored by CSG). 	<p>August 2018 2 October 2018 12 October 2018 17 October 2018 (& repeat 18 October annually)</p> <p>24 October 2018</p> <p>CSG meets twice a year.</p> <p>All staff briefed during 2018. Modern Slavery being integrated into safeguarding e-learning training for all new starters.</p>	<p>Community Protection Manager/ Safeguarding Support Officer</p> <p>Communications team</p> <p>Safeguarding Support Officer/ Learning & Employee Engagement Manager</p>
PARTNERS <i>To ensure links between partner organisations</i>		
To work with Hertfordshire Modern Slavery Partnership	Ongoing	Community Protection Manager/ Chief Executive
To work with the North Herts Community Safety Partnership.		