

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>		
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. To include within Annual Safeguarding report to Overview & Scrutiny Committee.	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>		
Incorporate modern slavery requirements in Safeguarding Policy.	Safeguarding Policy includes modern slavery as a category of abuse. Modern Slavery referral process is published on intranet.	Community Protection Manager/ Community Health and Wellbeing Team Leader / Policy & Community Engagement Manager
<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
Update procurement and contract procedure rules to ensure, where possible, MDS applicable and compliant (to obtain assurance for MDA compliance for relevant contracts).	Suppliers are required to declare their compliance with modern slavery requirements during tender process.	Contract Procurement Group/ Legal Commercial Team Manager/ Procurement Officer
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. 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	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.		