

Modern Slavery Charter - Action Plan

Appendix 2

Modern Slavery and Human Trafficking Charter Action Plan

| No. | Action | Lead/Owner | Deadline | Progress Note |
|-----|--|---|-------------------|--|
| 1 | Roll out a targeted learning and development offer/communications campaign to raise awareness of modern slavery, how to spot the signs, risks and how to raise concerns and make referrals to: a) Front-line staff across key agencies b) Elected Members c) General public and targeted business such as letting agencies (commercial and residential) | Emma Ellis, Head of Service, Community Safety and Regulatory Services | 31 March 2024 | A refreshed programme of 'Introduction to Human Trafficking' training courses for front line staff began in 2022-23, delivered by the Snowdrop Project. Three dates have been delivered to date as follows: 15th November 2022 7th December 2022 18th January 2023 Further dates will be planned in 2023-24. |
| 2 | Refresh training for Council procurement, commissioning and contracting staff | Emma Ellis, Head of Service, Community Safety and Regulatory Services / Karen Middlebrook, Head of Procurement | 31 March 2024 | New training programme to be designed/commissioned and delivered in 2023-24 |
| 3 | Convene a cross directorate steering group to review and develop the Council's responses to modern slavery | Emma Ellis, Head of Service, Community Safety and Regulatory Services | 30 April 2023 | Action underway |
| 4 | Incorporate the recommendations of the Council's Overview and Scrutiny Management Board Modern Slavery and Human Trafficking Spotlight Review (November 2022) within this action plan and agree action owners to ensure timely implementation | Emma Ellis, Head of Service, Community Safety and Regulatory Services | 30 April 2023 | Final recommendations awaited |
| 5 | Review the approach to identifying and responding to intelligence regarding modern slavery, ensuring monitoring is robust | Emma Ellis, Head of Service, Community Safety and Regulatory Services | 30 September 2023 | Action underway |
| 6 | Review the compliance of Council suppliers in publishing transparency statements and promote the use of the Transparency In Supply Chains platform | Emma Ellis, Head of Service, Community Safety and Regulatory Services | 31 March 2024 | To commence |

COMPLETED ACTIONS

| | Council Actions: | Comments | Action owner | Progress note: |
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| 1 | Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply. | Understanding of staff who will be able to deliver on this charter is important to it's successful implementation. There is already recognised accredited trainfin from the Chartered Institute of Procurement and Supply (CIPS). The training is delivered inline in a series of modules, followed by online examinations. The candidate gains a certificate valid for 12 months in 'Ethical Procurement and Supply' and the cost is relatively low at £38 + VAT for 2018 | Karen Middlebrook | 09/10/18 - Report prepared for strategic leadership and discussed with Assistant Chief Executive re wider workforce training. 31/01/2019 – All relevant staff now have access to the online training and 7 out of the 11 members have completed the course and passed the online exam. 01/05/2019 - All relevant officers have now completed the course and passed the exam. Will seek to renew the training on an 3-yearly cycle. |

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| 2 | Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance. | Section 54 of the Modern Slavery Act is a transparency in supply chains measure that requires businesses who a) carry on a business, or part of a business in the UK; b) supply goods and services; and c) have an annual turnover of £36million or more to produce an annual statement on the steps they are taking to prevent modern slavery in their supply chains and own organisation. | Karen Middlebrook / Legal | <p>31/01/2019 - For all tenders undertaken above the EU threshold, the Council is mandated to use the Selection Questionnaire (SQ) set by Central Government. One of the sections within this SQ is compliance with the Modern Slavery Act. For these types of tender, anyone failing to comply with the Act will not be shortlisted.</p> <p>The Council has signed up to TISCreport.org to help track suppliers and their compliance with the Act. The use of this tool has identified some suppliers, where direct engagement is now taking place through the Contract Managers within service areas to put them in a compliant manner. Further work is required by Legal to strengthen the Council's Terms and Conditions in this regard.</p> <p>Processes also require development in relation to contracts that are below threshold or where they are a call off from a framework agreement.</p> <p>2020 - The Council is now addressing this as contracts expire. New terms and conditions are drafted by Legal Services and entered into by all parties.</p> <p>2021 - Now complete and in place.</p> |
| 3 | Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery. | Low cost tenders can be a sign of exploitation and should be challenged. Local Authorities can use Regulation 69 of the Public Contracts Regulations 2015 (Abnormally low tenders) which means they can require tenderers to explain the price or costs proposed in the tender. | Karen Middlebrook / Sam Barstow | <p>31/01/2019 - If the Council receives an abnormally low tender it would challenge this in accordance with Regulation 69 and this is detailed in the Council's tender template documentation for above threshold tenders. Working relationships within the Council have been strengthened with Procurement and Community Safety to try and tie this link. A list of high risk industries has been gathered and an understanding between the 2 teams that where an abnormally low tender is received in any of these industries, dialogue to take place to determine an agreed course of action. Further guidance to be developed and consistently provided.</p> |

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| 4 | Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one. | <p>Article 11 of the Human Rights Act 1998 means everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of their interests. It is also unlawful for an employer to offer a benefit to leave a trade union, treat you unfairly because you are in a trade union, refuse to employ or dismiss your employment for being part of a trade union.</p> <p>Your procurement and contract processes should ensure that suppliers comply. You may wish to engage local trade unions in raising awareness of the freedom to join a trade union and the benefits of doing so.</p> <p>Trade unions in the workplace help bring about change through negotiation and also offer their members advice, support and representation if they are having a problem with their employer.</p> | Karen Middlebrook / Sam Barstow | <p>31/01/2019 - Work ongoing to streamline standard wording around Safeguarding within the Councils template tender documentation. Consideration to be given to how to include this detail within this section.</p> <p>2020 - Transparency within supply chains is supported and positively endorsed by Trade Unions and both national and local levels. Work will progress quickly to include a section in the Council's updated tendering document that highlights to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one. Further discussions will need to take place with legal to understand if Contractual Terms and Conditions require update also.</p> <p>2021 - Complete.</p> |
| 5 | Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery | Councils have whistle-blowing policies, and these can be modified and publicised to ensure that staff know they can report concerns of modern slavery through this mechanism as well. | Karen Middlebrook / Sam Barstow | <p>13/09/18 -The Whistleblowing policy has been updated to include explicit reference to modern slavery. The Council's whistleblowing and serious misconduct policy is publicised and available on the internet and clear reference is made within the policy to modern slavery.</p> |
| 6 | Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery | <p>In contracts, you can require suppliers to adopt a whistle-blowing policy so there are mechanisms there for staff to raise concerns. Whistleblowers are protected by law and shouldn't be treated unfairly or lose their job because they have raised concerns that are in the public interest.</p> | Karen Middlebrook / Sam Barstow | <p>31/01/2019 - Work ongoing to streamline standard wording around Safeguarding within the Councils template tender documentation. Consideration to be given to how we include this detail within this section.</p> <p>2020 - The safeguarding section (8) of the Council's 'Invitation to Tender' document has been updated in respect of the policies that tendering organisations have in place. This includes the requirement for a 'Whistleblowing policy that is accessible to staff and volunteers'. (Section 8.2(i))</p> <p>2021 - Complete.</p> |

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| 7 | Review its contractual spending regularly to identify any potential issues with modern slavery. | Your Council may already have boards or audit that review spending, and modern slavery should be added to one of the issues for them to be aware of. Are you contracting in high-risk sectors such food processing, fishing, agriculture, construction, domestic and care workers and car washes? | Karen Middlebrook / Sam Barstow | <p>01/06/18 - The Council has signed up to TISCreport.org to help track suppliers and their compliance with the Act. The use of this tool has identified some suppliers, where direct engagement is now taking place through the Contract Managers within service areas to put them in a compliant manner.</p> <p>The Councils Modern Slavery Lead is a member of the Councils Commissioning Board and guidance has been developed for Commissioning Officers or those with relevant responsibilities.</p> <p>01/11/18 - Non compliant supplier identified - lack of MS statement</p> <p>01/01/19 - Non compliant list reviewed to ensure current contractor targetted of 17, 8 are current suppliers</p> <p>29/01/19 - Draft email for non-compliant companies agreed</p> <p>31/1/19 - sent to relevant contract managers</p> <p>08/02/19 - Various letters issued to supplier</p> <p>11/04/19 - Review of compliant supplier. 7 of the 8 have now demonstrated compliance following contact.</p> <p>27/03/19 - Further chaser to final non-compliant supplier</p> <p>A further review is now required to update the information on compliance and further follow-up</p> |
| 8 | Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed. | It's important that suppliers also have aware of what modern slavery is, what the signs are and how they can tackle. | Karen Middlebrook / Sam Barstow | <p>04/03/19 - The Council has made systematic contact with non-compliant companies as identified through TISC-report. In many cases companies are found to be compliant however publications are not linked or verified so work is ongoing to support suppliers.</p> <p>10/04/19 - Work around initial compliance is nearing completion. Officers will seek to make contact with companies in order to request they link their business with TISC report to ensure stronger compliance withn their own supply chains.</p> <p>Linked with the action above and follow-up with companies however this now needs further review.</p> |
| 9 | Refer for investigation via the National Crime Agency's national referral mechanism any of its contractos identified as a cause for concern regarding moden slavery. | This reiterates the duty for local councils to report concerns using the national referral mechanims, and a public commitment they will do that for their own contractors too. | Sam Barstow | A system is now in place to support referrals regarding companies of concern. |
| 10 | Report publicly on the implementation of this policy annually | Whether through the council, committees or scrutiny, agreeing a way to review this charter annually will ensure that the council learns from the action taken and maintains a vigilance against modern slavery | Sam Barstow | Arrangement have been made for a report in June 2019 and then shifting to April thereafter. |
| 11 | Confirm Policy Arrangements both in relation to Childrens and Adult | Ensure that effective Policy is in place which makes clear reference to modern slavery in relation to safeguarding practice/procedure. | Vicky Schofield/Andrew Wells | Complete |
| 12 | Develop an outline plan for compliance against the MS Charter requiremenets | Ensure that the Procurement service is working toward compliance with the commitments made within the MS Charter | Karen Middlebrook / Legal | Complete |

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| 13 | Explore available specialist training with wider Safeguarding Training | Ensure that specialist training, set against wider safeguarding objectives, is available to all relevant frontline staff. Ensuring that Modern Slavery is a key feature | Sharon Clarke | 17/05/19 - Confirmed adults Modern Slavery. All levels of Social Workers have had training and confirming that persons whom have "No recourse to public funds" are covered within the procedures. |
| 14 | Ensure basic e-learning is available to front line staff and manager | Where appropriate, front line staff should receive basic awareness raising around identifying modern slavery alongside ensuring referral pathways are understood | Steve Parry | 30/10/18 Complete - E learning is now available on the Directions part Councils website |
| 15 | Ensure engagement in wider partnership activity to disrupt, prevent and address modern slavery | Ensure RMBC plays an active role in the Regional Modern Slavery Group and commits to regular attendance | Steve Parry | 01/05/18 Complete Council in regular attendance |
| 16 | Establish operational links to support response to intelligence and information | Engage with the Home Office, Gang Master Licensing Authority, SYP and Border Force to ensure that proactive operational links are in place and that Rotherham benefits from operational partnership activity | Sam Barstow | 15/08/18 - proactive visit was made following some intelligence received, whilst the action was coordinated across multiple agencies, it was delivered on the day by the home office ICE (immigration compliance and enforcement) team. There were no issues of servitude identified though some concerns over welfare which will be followed up. 08/10/18 - Two further proactive visits - 1 male was detained for illegal working and further health and safety issues were identified which will be pursued by the council. An adult safeguard form has been submitted. view to prohibition on one of the buildings that is being used for accommodation. 8 welfare questionnaires were completed. Routine reporting and engagement now established - figure monitored through Safer Rotherham Partnership |
| 17 | Develop a robust Transparency Statement on behalf of the Council | Whilst not a legal requirement for Councils, it is critical that in our capacity as a local leader we work to produce a robust transparency statement about how we intend to tackle modern slavery within our supply chain | Sam Barstow | 18/06/18 - Draft interim transparency statement agreed by Cabinet/SLT 18/10/18 - Final Transparency statement agreed by Cabinet and published on the Councils website |
| 18 | Confirm Policy Arrangements both in relation to Children's and Adult | Ensure that effective Policy is in place which makes clear reference to Modern Slavery (MS) in relation to safeguarding practice/procedure. | Vicky Schofield/Andrew Wells | Complete |
| 19 | Develop an outline plan for compliance against the MS Charter requirements | Ensure that the Procurement service is working toward compliance with the commitments made within the MS Charter | Karen Middlebrook / Legal | Complete |
| 20 | Explore available specialist training with wider Safeguarding Training | Ensure that specialist training, set against wider safeguarding objectives, is available to all relevant frontline staff. Ensuring that (MS) is a key feature | Sharon Clarke | Complete 17/05/19 - Confirmed adults (MS). All levels of Social Workers have had training and confirming that persons who have "No recourse to public funds" are covered within the procedures. |
| 21 | Ensure basic e-learning is available to front line staff and manager | Where appropriate, front line staff should receive basic awareness raising around identifying (MS) alongside ensuring referral pathways are understood | Steve Parry | 30/10/18 Complete - E learning is now available on the Directions part Councils website |

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| 22 | Ensure engagement in wider partnership activity to disrupt, prevent and address (MS) | Ensure RMBC plays an active role in the Regional (MS) Group and commits to regular attendance | Steve Parry | 01/05/18 Complete Council in regular attendance |
| 23 | Establish operational links to support response to intelligence and information | Engage with the Home Office, Gang Master Licensing Authority, SYP and Border Force to ensure that proactive operational links are in place and that Rotherham benefits from operational partnership activity | Sam Barstow | <p>Complete - 15/08/18 - proactive visit was made following some intelligence received, whilst the action was coordinated across multiple agencies, it was delivered on the day by the home office ICE (immigration compliance and enforcement) team. There were no issues of servitude identified though some concerns over welfare which will be followed up.</p> <p>Complete - 08/10/18 - Two further proactive visits - 1 male was detained for illegal working and further health and safety issues were identified which will be pursued by the council. An adult safeguard form has been submitted. view to prohibition on one of the buildings that is being used for accommodation. 8 welfare questionnaires were completed.</p> |
| | | | | <p>November 2020 – The Council has representation on the multi-agency South Yorkshire Modern Slavery Partnership, South Yorkshire Serious & Organised Crime Forum and more operationally on the South Yorkshire Modern Slavery Practitioner Group and ‘Fortify’ Bronze Group. These groups include representation from key organisations involved in tackling Modern Slavery.</p> |
| 24 | Develop a robust Transparency Statement on behalf of the Council | Whilst not a legal requirement for Councils, it is critical that in our capacity as a local leader we work to produce a robust transparency statement about how we intend to tackle (MS) within our supply chain | Sam Barstow | <p>Complete - 18/06/18 - Draft interim transparency statement agreed by Cabinet/SLT</p> <p>Complete - 18/10/18 - Final Transparency statement agreed by Cabinet and published on the Councils website</p> |
| 25 | Improve the Councils ability to identify and respond to (MS). | Working with partners, seek opportunities to enhance the expertise and ability within the Council to respond to Modern Day Slavery. | Steve Parry | <ul style="list-style-type: none"> • The Council is a member of the South Yorkshire (MS) Partnership with senior officer representation on the Board. • It also is represented on the South Yorkshire (MS) Practitioners Group and the county-wide and local Organised Crime Boards. • A total of 11 Council officers have now been trained as (MS) Single Points of Contact Officers (SPOC's). This has significantly increased knowledge and expertise within the Council to identify and respond to (MS). • Through work with the South Yorkshire (MS) Partnership, a detailed quarterly report is now to be presented to the Safer Rotherham Partnership Board to inform its activities in tackling (MS). • Work is currently progressing on improving housing and accommodation pathways with the Police and other South Yorkshire local authorities to improve and standardise support for victims of MS. |