

# Nottinghamshire County Council's Modern Slavery and Human Trafficking statement

## Introduction

**Nottinghamshire County Council is absolutely committed to preventing slavery and human trafficking in our corporate activities and to ensuring that our supply chains are free from slavery and human trafficking.**

This statement sets out Nottinghamshire County Council's actions to understand all potential modern slavery risks related to our services and businesses and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in our own services and businesses and our supply chains. This statement relates to actions and activities during the financial year **1 April 2015 to 31 March 2016**.

As part of Local Government, Nottinghamshire County Council recognises that we have a responsibility to take a robust approach to slavery and human trafficking. We pay our own employees the Living Wage Foundation Living Wage as part of our ongoing commitment to treating people fairly and to raise workers out of poverty. Whilst we do not require our suppliers to match this commitment, we do ask them to consider its adoption for their workforces.

## Organisational structure and supply chains

This statement covers the activities of Nottinghamshire County Council. The statement covers direct employees of the Council, agency workers engaged through the Council's managed service contract with Reed; and services delivered on behalf of the Council by third party organisations and in the council's supply chains.

## Countries of operation and supply

Nottinghamshire County Council only operates within the United Kingdom. Whilst the risk of slavery and human trafficking is considered low, the Council remains vigilant and will take all steps available to manage the risks presented.

## High-risk activities

The Council has determined that there are no areas of its business that are considered to be at high risk of slavery or human trafficking:

## Responsibility

Responsibility for the Council's anti-slavery initiatives is as follows:

- **Policies:** Service Director, Customers and Human Resources will be responsible for ensuring appropriate recruitment and employment policies are in place and reviewed on an annual basis to ensure they remain current and relevant.
- **Risk assessments:** To be undertaken by the relevant service area where there is deemed to be a risk of modern slavery or human trafficking, with the support of colleagues within HR and Procurement. The risk assessment will be signed off by the appropriate service director and held centrally and

demonstrate the corporate responsibility for human rights and modern slavery risk analysis

- **Investigations/due diligence:** Any concerns regarding modern slavery or human trafficking should be raised with the Corporate Director, Resources in the first instance.
- **Training:** Awareness of the issue of human trafficking and modern slavery have been raised in the Chief Executive's blog and a Team Talk item with access to relevant information. A training needs analysis will be undertaken to determine what further development issues exist to ensure better understanding of and response given to any identified slavery and human trafficking risks. A review of e-learning materials is currently being undertaken.

### Relevant policies

Nottinghamshire County Council operates the following policies which are in the process of being reviewed and updated to describe our approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in our services and operations:

- **Whistleblowing policy** - The organisation encourages all its workers, customers and other business partners to report any concerns related to the direct activities, or the supply chains of, the organisation. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The organisation's whistleblowing procedure is designed to make it easy for workers to make disclosures, without fear of retaliation.
- **Employee code of conduct** Nottinghamshire County Council's code makes it clear to employees the actions and behaviour expected of them when representing the organisation. The organisation strives to maintain the highest standards of employee conduct and ethical behaviour in all its operations and when managing our supply chain.
- **Expectations of Suppliers** Nottinghamshire County Council is committed to ensuring that its suppliers adhere to the highest standards of ethics. Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour. We work with suppliers to ensure that they meet the required standards. However, serious violations of the Council's supplier expectations will lead to the termination of the business relationship.
- **Agency workers managed service** The Council uses only specified, reputable employment agencies to source labour and always through its managed service provider, verifies the practices of any new agency it is using before accepting workers from that agency. The contractual audit process with the managed service provider supplies the required evidence of panel supplier abilities to comply. There has been no requirement to take action as a result of the risk of slavery and human trafficking in the period covered by

this statement. Our managed service provider's Modern Slavery statement will sit as an appendix to the Council's statement once published in January 2017.

## Practical Guidance

In the course of our employment with the Council, we may come across situations and people that cause us concern. This section seeks to give some practical guidance to assist with deciding if someone may have been trafficked or is the victim of modern slavery.

Victims are trafficked all over the world for little or no money – Including to and within the UK. They can be forced to work in the sex trade, domestic service, forced labour, criminal activity or have their organs removed to be sold. There is no typical victim and some victims do not understand they have been exploited and that they are entitled to help and support. Victims are often trafficked to a foreign country where they cannot speak the language, have their travel and identity documents removed and are told that if they try to attempt an escape, they or their families will be harmed.

Key indicators of trafficking include:

- Is the person in possession of their own passport, identification or travel documents or are these documents in possession of someone else?
- Does the person act as if they were instructed or coached by someone else? Do they allow others to speak for them when spoken to directly?
- Was the person recruited for one purpose and forced to engage in some other job? Have transport costs been paid for by facilitators, whom they must pay back through working or providing services?
- Does the person receive little or no payment for their work? Is someone else in control of their earnings?
- Does the victim have freedom of movement? Are they dropped off and collected from work?
- Is the person withdrawn or do they appear frightened?
- Has the person or their family been threatened with harm if they attempt to escape?
- Is the person under the impression they are bonded by debt, or in a situation of dependence?
- Has the person been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life necessities
- Can the person freely contact friends or family? Do they have limited social interaction or contact with people outside their immediate environment?

This list is not exhaustive. Remember, a person may display a number of the trafficking indicators set out above but they may not necessarily be a victim of trafficking. Often you will build up a picture of the person's circumstances which may indicate that something is not quite right. **If you have a suspicion, report it.**

## **What should I do if I suspect someone is being trafficked or the victim of slavery?**

In the first instance the point of contact for all modern slavery crimes should be the local police force. If you have information about modern slavery crimes – those who are committing such crimes or where victims are at risk that requires an immediate response dial 999.

If you hold information that could lead to the identification, discovery and recovery of victims in the UK, you can contact the Modern Slavery Helpline 08000 121 700.

For more information visit [www.unseenuk.org](http://www.unseenuk.org)

Alternatively you can make calls anonymously to Crimestoppers on 0800 555 111

The Metropolitan Police with Stop the Traffik have a 24 hour hotline for victims to call or to report suspected trafficking. The number is 0800 783 2589.

Please contact the Nottinghamshire Multi Agency Safeguarding Hub (MASH) to discuss your concerns under the adults safeguarding procedures on 0300 500 8080. For wider concerns about adults please call The Salvation Army 24-hour confidential Referral Helpline on 0300 3038151 anytime of the day or night to refer a potential adult victim of trafficking or to receive advice.

For potential child victims of trafficking please call the MASH on 0300 500 8090 or the NSPCC Child Trafficking Advice Centre on 0808 800 5000.

Out of office hours, you can contact the Emergency Duty Team on 0300 456 4546

Northern Ireland and Scotland:

Migrant Help - 07766 668781

Scotland: TARA - 0141 276 7724

Please be aware not all victims may want to be rescued and there may be instances where reporting a suspected trafficking case puts the potential victim at risk.

## **Due diligence**

Nottinghamshire County Council undertakes due diligence when considering taking on new suppliers and regularly reviews its existing suppliers. This is the responsibility of the individual contract managers. The organisation's due diligence and reviews include:

- mapping the supply chain broadly to assess particular product or geographical risks of modern slavery and human trafficking;
- evaluating the modern slavery and human trafficking risks of each new supplier
- reviewing on a regular basis all aspects of the supply chain based on the supply chain mapping;

- conducting supplier assessments on an annual basis focussing on financial stability, covering insurance, compliance with various employment policies and which have a greater degree of focus on slavery and human trafficking where general risks are identified;
- creating an annual risk profile for each supplier to cover all the issues in the previous bullet point;
- taking steps to improve substandard suppliers' practices, including providing advice to suppliers and requiring them to implement action plans for example to demonstrate compliance with safer recruitment requirements;
- participating in collaborative initiatives focused on human rights in general, and slavery and human trafficking in particular;
- invoking sanctions against suppliers who fail to improve their performance in line with an action plan or who seriously violate our expectations of suppliers, including the termination of the business relationship
- All invitations to tender for business with the Council include the following statement:

*“We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains. NCC will not support or deal with any business knowingly involved in slavery or human trafficking. We use the Crown Commercial Services Standard Selection Questionnaire which includes a self- certification element to our tendering processors these are used to assess suppliers’ policies and practices on slavery and human trafficking”.*

<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 20158</b>	
<b>7.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>7.2</b>	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide relevant the url ... No <input type="checkbox"/> Please provide an explanation

## Performance indicators

Nottinghamshire County Council is in the process of reviewing its key performance indicators (KPIs) in light of the introduction of the Modern Slavery Act 2015. As a result, we are:

- requiring all staff working in supply chain management, Procurement and HR professionals to have completed training on modern slavery by 1 September 2017;
- reviewing the system for supply chain verification currently in place, whereby we evaluate potential suppliers before they enter the supply chain; and
- reviewing our existing supply chains by 31 March 2017 by contract managers, whereby we evaluate all existing suppliers.

## Training

The organisation requires all staff responsible for supply chain managers or working in HR or Procurement within the Council to complete training on modern slavery. We are currently reviewing existing training material to determine its effectiveness in light of the enactment of the Modern Slavery Act 2015

The modern slavery training will cover:

- our business's purchasing practices, which influence supply chain conditions and which should therefore be designed to prevent purchases at unrealistically low prices, the use of labour engaged on unrealistically low wages or wages below a country's national minimum wage, or the provision of products by an unrealistic deadline;
- how to assess the risk of slavery and human trafficking in relation to various aspects of the business, including resources and support available;
- how to identify the signs of slavery and human trafficking;
- what initial steps should be taken if slavery or human trafficking is suspected;
- how to escalate potential slavery or human trafficking issues to the relevant parties within Nottinghamshire County Council;
- what external help is available, for example through the Modern Slavery Helpline, Gang-masters and Labour Abuse Authority and "Stronger together" initiative;
- what messages, business incentives or guidance can be given to suppliers and other business partners and contractors to implement anti-slavery policies; and
- the steps we should take if suppliers or contractors do not implement anti-slavery policies in high-risk scenarios, including their removal from the organisation's supply chains.

### **Awareness-raising programme**

As well as training staff, we have raised awareness of modern slavery issues by several entries in the Chief Executives blog including a link to the Annual Report of the Independent Anti-Slavery Commissioner 2015 - 2016. Further notices will be posted in our monthly Team Talk briefing which will explain to staff:

- the basic principles of the Modern Slavery Act 2015;
- how employers can identify and prevent slavery and human trafficking;
- what employees can do to flag up potential slavery or human trafficking issues to the relevant parties within the Council; and
- that external help is available, for example through the Modern Slavery Helpline.

### **Elected Member approval**

This statement has been approved by Policy Committee who will receive an annual review containing any updates in the relevant September Committee.

January 2017