

# Modern Slavery Statement

## Introduction

This Modern Slavery Statement sets out what steps Melbourn Parish Council has taken and what steps it will take in future to ensure that it will never knowingly allow modern slavery or human trafficking in any part of the Council's business.

## What is Modern Slavery?

Modern slavery encompasses slavery, servitude, forced and compulsory labour, and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment (HM Government Modern Slavery Strategy, 2014).

According to the Local Government Association (LGA), the term 'Modern Slavery' includes a range of different types of exploitations, that may or may not occur together. The different types of exploitations include but are not limited to:

- sexual exploitation
- domestic servitude
- forced labour
- criminal exploitation
- other forms of exploitation, such as: organ removal; forced begging; forced benefit fraud; forced marriage and illegal adoption

## The Role of Local Authorities

Within their [Tackling Modern Slavery: A Council Guide \(2017\)](#) document, the LGA highlight the following roles of local authorities in tackling modern slavery:

1. Identification and referral of victims
2. Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services
3. Community safety services and disruption activities
4. Ensuring that the supply chains councils procure from are free from modern slavery.

Each of these points have been included as an area of focus within the action plan detailed later in this statement.

## Existing Policies and Procedures

Melbourn Parish Council has a range of policies, processes, procedures and practices which help to ensure that we are acting ethically and with integrity to prevent slavery and human trafficking, including the following:

- **Safeguarding Policy:** we are committed to safeguarding and promoting the welfare of children and adults at risk of harm and their families. We take our responsibilities seriously and expect all staff, partners and contractors to share this commitment. We ensure our procurement and contracting policies and procedures adequately reflect our safeguarding responsibilities, and that all incidents of poor practice, allegations and suspicions are taken seriously, reported, and are always responded to. **We have**

*a Safeguarding Policy and but our tender documents do not refer specifically to modern slavery. Sourcing local employees is noted but that's not sufficient.*

- **Whistleblowing Policy:** we encourage staff, contractors and councillors who have serious concerns about any aspect of our activities, to come forward and voice those concerns.
- **Employment Policy:** We are committed to ensuring that its pay strategy is fair and equitable, affordable, transparent and easily understood.
- **Equality and Diversity Policy:** We are committed to the equality of opportunity in our approach to service delivery and employment.
- **Recruitment Process:** our recruitment procedures are designed to recruit staff in a fair and consistent way that supports equality of opportunity. Our recruitment processes are open and robust with procedures for checking that interview attendees are eligible to work in the UK and for requesting and following up applicant references.
- **Agency Workers:** The organisation uses only specified, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency. *– not sure that this is applicable*
- **Code of Conduct:** All Melbourn Parish Councillors are expected to abide by the code of conduct, including fair and equitable treatment of all staff, customers, and residents.
- **Partnership Working:** we work closely with several partner organisations. These organisations are also expected to adhere to policies which protect against modern day slavery and discrimination. *– again not sure this is applicable*

## Due Diligence Processes

- **Safeguarding Training:** This includes how to spot the signs of modern slavery and how to make a referral. Melbourn Parish Council's Safeguarding Officer has undergone safeguarding training.
- **Procurement Training:** This training includes awareness of modern slavery and actions that are taken to prevent the modern slavery from occurring within our supply chain. In the past year, around 70 individuals have completed this training. *– this is not something that we have in place – I wonder if SCDC would make this training available??.*
- **Safeguarding Lead and Officers:** We have a designated Safeguarding Officer (Claire Littlewood – [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)). *Wondering if we need more than one Safeguarding Officer? I've raised this with HR Panel – perhaps someone from the Hub to work alongside.*

## Procurement

In all our procurement activity, we aim to be consistent with the highest standards of integrity and to ensure fairness in allocating contracts. *Need to consider how the draft Procurement Policy sits with this.*

Equality and diversity, social responsibility and safety are important criteria in the provision of goods and services procured. These criteria are achieved through the following requirements:

- key contractors must have safeguarding policies, procedures and training in place.
- larger contractors must undertake regular audits of their safeguarding policies, procedures and training, reporting the outcome to us.
- the Official Journal of the European Union (OJEU) tender processes requires potential suppliers to confirm that they meet the requirements under the Modern

Slavery Act 2015. This will continue to be the case under any replacement for the OJEU tender processes post-Brexit.

- any supplier engaged by us is contracted to do so in line with the authority’s Modern Slavery Statement, Safeguarding Policy; Equality and Diversity Scheme; Code of Conduct and Whistleblowing Policy.
- should we look to procure or import products or services from outside the EU, we would undertake further consideration of supply chains in order to account for potential risks. *Probably not relevant to us?*
- We expect all suppliers of goods and services to have their own policy relating to working practices or modern slavery, or for evidence to be available to ensure their standards are in accordance with our expectations. *We request that our suppliers ensure the same of their own supply chains. I don’t see how we can monitor this. Small sole traders are unlikely to be able to provide evidence*

Suppliers to us must abide by all employment legislation and regulations. We examine, as appropriate, suppliers’ past records in respect of their treatment of staff and their conduct in relation to modern day slavery and human trafficking. *Again, I’m not sure how we can monitor this.*

Our zero-tolerance approach to modern slavery includes communication to all suppliers, contractors and business partners at the outset of the business relationship with them and reinforced as appropriate thereafter. Where there are questions over the conduct of a supplier then these shall be investigated, and the appropriate action taken.

### Action Plan and Ownership

The table below sets out our modern slavery prevention objectives. These are categorised using the four roles of local authorities in tackling modern slavery, as set out by the LGA:

Local Authority Role	Action	Team/Service
Identification and referral of victims	Run communications to raise awareness around modern slavery to all Council staff and members.	
Identification and referral of victims	Ensure relevant staff complete safeguarding training that includes modern slavery referral processes for us.	
Identification and referral of victims	Ensure relevant staff have completed safeguarding training.	
Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services	Ensure relevant staff complete safeguarding training that sets out what to do when someone is thought to be experiencing abuse or neglect.	
Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services	Work with partners to carry out the South Cambridgeshire Community Safety Partnership communications plan which features Modern Day Slavery. This includes awareness campaigns e.g. National Anti-slavery day (18 October). <i>Need to look at this.</i>	

Community safety services and disruption activities	In response to reported incidents of modern slavery, to ensure concerns are reported to appropriate agencies such as Cambridgeshire Constabulary.	
Ensuring that supply chains are free from modern slavery	Modern slavery is considered by staff when purchasing goods and services on behalf of Melbourn Parish Council.	

*Most of the responsibility above would fall to the Safeguarding Officer – to be discussed*

### **Reporting for Council employees**

Any Melbourn Parish Council employees affected by slavery, or who suspect someone is at risk are advised to:

- Report concerns to the Safeguarding Officer : Claire Littlewood, [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk).
- Follow the 'reporting a concern' process for child or adult safeguarding process.

### **Reporting for residents and communities**

The advice to residents and communities if they are affected by slavery, or suspect someone is at risk, is to:

- Call 999 if it is an emergency
- Call 101 for non-emergencies
- Call Crimestoppers anonymously on 0800 555 111
- Call the Modern Slavery Helpline on 08000 121 700
- Report online via the [Modern Slavery Helpline](#)