

## Slavery and Human Trafficking Statement

This statement sets out the steps that Worcestershire County Council has taken to prevent modern slavery in its supply chains and own business. This statement relates to the financial year 1st April 2015 to 31st March 2016.

The County Council also acknowledges its duty as set out in Section 52 of the Modern Slavery Act 2015, to notify the Secretary of State of any individual encountered in England and Wales who it believes is a suspected victim of slavery or human trafficking.

### Organisational structure and supply chains

Information about the County Council's Strategic Leadership Team including areas of responsibility can be found at [http://www.worcestershire.gov.uk/info/20008/strategic\\_leadership\\_team](http://www.worcestershire.gov.uk/info/20008/strategic_leadership_team).

### Corporate Plan

The Corporate Plan sets out the County Council's vision and values. It provides information on the County Council's priorities and how it operates.

[http://www.worcestershire.gov.uk/info/20088/about\\_your\\_council/109/worcestershire\\_corporate\\_plan\\_2013-2017](http://www.worcestershire.gov.uk/info/20088/about_your_council/109/worcestershire_corporate_plan_2013-2017)

### The Council's Constitution

The County Council has a constitution which sets out:

- How the Council operates
- How decisions are made and
- The procedures which are able to be followed to make sure these are efficient, transparent and accountable to local people.

Some of these processes are required by law, and others are processes which the Council has chosen to implement.

[http://www.worcestershire.gov.uk/info/20088/about\\_your\\_council/83/the\\_councils\\_constitution](http://www.worcestershire.gov.uk/info/20088/about_your_council/83/the_councils_constitution)

### Procurement

Pre-qualification criteria is used to assess whether a tender satisfies minimum levels of economic and financial standing and its technical or professional ability. The standard tender pack selection criteria for safeguarding require the organisation to have a safeguarding policy, that is regularly reviewed and contains the following:

- Identifies the following types of abuse for adults -1) physical, 2) domestic violence, 3) sexual, 4) psychological, 5) financial or material, 6) modern slavery, 7) discriminatory, 8) organisational, 9) neglect and acts of omission and self-neglect: and promotes an understanding of abuse and exploitation
- Sets out how the organisation will inform service users (or their representatives, parents, carers) of safeguarding awareness and what they should do if concerned about possible abuse or neglect by a staff member, volunteer or any other person
- Covers arrangements for ensuring safe recruitment of staff and volunteers (to include staff employed on a temporary basis or via an agency)

- Identifies that safeguarding decisions should take account of the ability to give informed consent and comply with the Mental Capacity Act 2005

The above requirements must be demonstrated within the organisations Safeguarding Policy to an acceptable level before the County Council will contract to do business with the them. Contract documentation require the Service Provider to work in accordance with the Safeguarding Adults: Multi-agency Policy and Procedures for the West Midlands, the Worcestershire Safeguarding Children Boards (WSCB) Inter-Agency Child Protection Procedures for Safeguarding Children and Worcestershire Council for Voluntary Youth Services Guidance for workers, volunteers, management committee members and trustees in voluntary and community sector organisations working with children and young people.

### **HR Policies and Procedures**

The County Council is undertaking a review of its HR policy framework to ensure that its policies and procedures remain compliant and fit for purpose. The ongoing review commenced during 2015/2016. As appropriate, HR policies and procedures are developed with input from senior management, HR, trade unions, and legal and democratic.

The following policies and procedures support the County Council in meeting the requirements of the Modern Slavery Act:

- Whistleblowing Policy and Procedure- the County Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we encourage employees and others working at or for the County Council who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.
- Employee Code of Conduct - the Code describes the standards of conduct and behaviour expected from our staff and any staff seconded or engaged from other organisations to undertake the work of the county council. This includes information on staff expressing concerns about irregularities and tackling malpractice.
- Recruitment processes - the County Council has robust recruitment processes which includes carrying out document checks on candidates before employing them to make sure they are allowed to work in the UK, appropriate reference checks, and that they are paid directly into an appropriate, personal bank account.
- Agency Workers - the recruitment of the sizable proportion of agency staff is managed via the Matrix system (Agency Staff Recruitment System). Matrix are a Managed Service Provider and have no direct link to either agencies or recruitment firms but act as a "middle man" and manage the "supply chain" on the County Council's behalf. Matrix helps to streamline the recruitment process and ensure that the people hired are qualified, trustworthy and compliant.
- Pay – the County Council operates a job grading (job evaluation) system which is objective and non-discriminatory and supports the principles of equal pay. The County Council takes a robust approach to ensuring that the job grading system is applied consistently and transparently. The Job Grading system applies to all posts across the 'main salary scale'.

### **Safeguarding E-Learning**

- The County Council has implemented mandatory safeguarding adults e-learning module which staff (not including those based in schools) are required to complete. Topics covered in this module include what defines an adult as 'at risk' and how we define 'abuse'. The module also covers the different types of abuse (including modern slavery) and the signs that abuse may be taking place as well as what to do when reporting actual or suspected cases of abuse.
- The County Council has implemented mandatory safeguarding children e-learning module which staff (not including those based in schools) are required to complete. This module helps staff understand the importance of safeguarding, how everyone can keep children safe from abuse, understand the different signs and types of child abuse or neglect, and also learn how to involve Children's Services.

This statement has been approved by the County Council's Strategic Leadership Team and will be reviewed and updated annually.



Clare Marchant  
Chief Executive  
29<sup>th</sup> September 2016