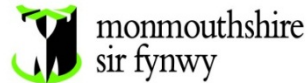


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Neuadd Y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Mawrth, 13 Awst 2019

Annwyl Cynghorydd

PENDERFYNIADIAU AELOD CABINET UNIGOL

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 21ain Awst, 2019**.

AGENDA

1. BYWYD MYNWX - SEFYDLIAD STAFFIO ADDYSGU

CABINET MEMBER: County Councillor R John

AUTHOR:

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Matthew Lewis, Green Infrastructure & Countryside Manager

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2. PROTOCOL CAETHWASIAETH FODERN AC ECSBLOETIAD

CABINET MEMBER: County Councillor P Jones

AUTHOR:

Diane Corrister, Safeguarding Services Manager

David H Jones, Head of Public Protection

Sharran Lloyd, Community & Partnership Development Manager

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Yr eiddwch yn gywir,

Paul Matthews
Prif Weithredwr

PORTFFOLIOS CABINET

Cynghorydd Sir	Maes Cyfrifoldeb	Gwaith Partneriaeth ac Allanol	Ward
P.A. Fox (Arweinydd)	Strategaeth a Chyfeiriad Awdurdod Cyfan CCR Cyd Gabinet a Datblygu Rhanbarthol; Trosolwg Sefydliad; Gweithio Rhanbarthol; Cysylltiadau Llywodraeth; Bwrdd Gwasanaethau Cyhoeddus; WLGA	Cyngor WLGA WLGA Bwrdd Cydlynu Gwasanaethau Cyhoeddus	Porthysgewin
R.J.W. Greenland (Dirprwy Arweinydd)	Menter Cynllunio Defnydd Tir; Datblygu Economaidd; Twristiaeth; Rheoli Datblygu; Rheoli Adeiladu; Tai a Digartrefedd; Hamdden; Ieuencid; Addysg Oedolion; Addysg Awyr Agored; Hybiau Cymunedol; Gwasanaethau Diwylliannol	Cyngor WLGA Twristiaeth Rhanbarth y Brifddinas	Devauden
P. Jordan	Llywodraethiant Cefnogaeth y Cyngor a Phenderfyniadau Gweithrediaeth; Craffu; Safonau Pwyllgor Rheoleiddiol; Llywodraethiant Cymunedol; Cefnogaeth Aelodaeth; Etholiadau; Hyrwyddo Democratiaeth ac Ymgysylltu: Y Gyfraith; Moeseg a Safonau; Perfformiad Awdurdod Cyfan; Cynllunio a Gwerthuso Gwasanaeth Awdurdod Cyfan; Cydlynu Corff Rheoleiddiol		Cantref
R. John	Plant a Phobl Ifanc Safonau Ysgolion; Gwella Ysgolion; Llywodraethiant Ysgolion; Trosolwg EAS; Blynyddoedd Cynnar; Anghenion Dysgu Ychwanegol; Cynhwysiant; Cwricwlwm Estynedig; Derbyniadau; Dalgylchoedd; Cynnig Ôl-16; Cydlynu gyda Choleg Gwent.	Cyd Grŵp Addysg (EAS) CBAC	Llanfihangel Troddi
P. Jones	Gofal Cymdeithasol, Diogelu ac Iechyd Plant; Oedolion; Maethu a Mabwysiadu; Gwasanaeth Troseddu Ieuencid; Cefnogi Pobl; Diogelu Awdurdod Cyfan (Plant ac Oedolion); Anableddau; Iechyd Meddwl; Iechyd Cyhoeddus; Cydlynu Iechyd.		Rhaglan
P. Murphy	Adnoddau Cyllid; Technoleg Gwybodaeth (SRS); Adnoddau Dynol; Hyfforddiant; Iechyd a Diogelwch; Cynllunio Argyfwng; Caffaeliad; Archwilio; Tir ac Adeiladau (yn cynnwys Stadau, Mynwentydd, Rhandiroedd, Ffermydd); Cynnal a Chadw Eiddo; Swyddfa Ddigidol; Swyddfa Fasnachol	Consortium Prynu Prosiect Gwyrdd Cymru	Caerwent

S.B. Jones	Gweithrediadau Sir Cynnal a Chadw Priffyrdd, Rheoli Trafnidiaeth, Traffig a Rhwydwaith, Rheolaeth Stad; Gwastraff yn cynnwys Ailgylchu; Cyfleusterau Cyhoeddus; Meysydd Parcio; Parciau a Gofodau Agored; Glanhau; Cefn Gwlad; Tirluniau a Bioamrywiaeth; Risg Llifogydd.	SEWTA Prosiect Gwyrdd	Goetre Fawr
S. Jones	Cyfiawnder Cymdeithasol a Datblygu Cymunedol Ymgysylltu â'r Gymuned; Amddifadedd ar Arwahanrwydd; Diogelwch y Gymuned; Cydlyniaeth Gymdeithasol; Tlodi; Cydraddoldeb; Amrywiaeth; Y Gymraeg; Cysylltiadau Cyhoeddus; Safonau Masnach; Iechyd yr Amgylchedd; Trwyddedu; Cyfathrebu		Llanofor

Nodau a Gwerthoedd Cyngor Sir Fynwy

Ein diben

Adeiladu Cymunedau Cynaliadwy a Chydnerth

Amcanion y gweithiwn tuag atynt

- Rhoi'r dechrau gorau posibl mewn bywyd i bobl
- Sir lewyrchus a chysylltiedig
- Cynyddu i'r eithaf botensial yr amgylchedd naturiol ac adeiledig
- Llesiant gydol oes
- Cyngor gyda ffocws ar y dyfodol

Ein Gwerthoedd

Bod yn agored. Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan mewn penderfyniadau sy'n effeithio arnynt, dweud beth sy'n bwysig iddynt a gwneud pethau drostynt eu hunain/eu cymunedau. Os na allwn wneud rhywbeth i helpu, byddwn yn dweud hynny; os bydd yn cymryd peth amser i gael yr ateb, byddwn yn esbonio pam; os na allwn ateb yn syth, byddwn yn ceisio eich cysylltu gyda'r bobl a all helpu - mae adeiladu ymddiriedaeth ac ymgysylltu yn sylfaen allweddol.

Tegwch. Darparwn gyfleoedd teg, i helpu pobl a chymunedau i ffynnu. Os nad yw rhywbeth yn ymddangos yn deg, byddwn yn gwrando ac yn esbonio pam. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson. Ni allwn wneud pawb yn hapus bob amser, ond byddwn yn ymrwymo i wrando ac esbonio pam y gwnaethom weithredu fel y gwnaethom.

Hyblygrwydd. Byddwn yn parhau i newid a bod yn hyblyg i alluogi cyflwyno'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Gwaith Tîm. Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan fel y gallwn gyflawni pethau gwych gyda'n gilydd. Nid ydym yn gweld ein hunain fel 'trefnwyr' neu ddatrys-wyr problemau, ond gwnawn y gorau o syniadau, asedau ac adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n cael yr effaith mwyaf cadarnhaol ar ein pobl a lleoedd.



DRAFT

SUBJECT: MonLife – Learning Staffing Establishment

MEETING: Individual Cabinet Member Decision County Councillor R John

DATE: 21 August 2019

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To approve an adjustment to the staffing establishment in order to provide support to the MonLife Learning Manager to deliver additional learning provision to a range of groups and individuals. The cost of an additional part-time post will be offset by income from fees and charges as well as partly through additional grant.

2. RECOMMENDATIONS:

- 2.1 To agree the changes to the staffing structure and approve the learning assistant support post.

3. KEY ISSUES:

- 3.1 Learning happens across all of MonLife sites and services including
- Heritage and culture based formal education workshops at our museums and attraction
 - Historic object box loan scheme for schools
 - Creative and exercise based activity for people living with dementia and their carers
 - Family learning at our heritage sites (for local people and visitors)
 - Guided walks and countryside activities
 - Sport and leisure learning through our Sports Development Service,
 - Outdoor Education provision
 - Intergenerational memory cafes
 - Reminiscence schemes and memory box provision
- 3.2 Traditionally, each site and service area had operated independently as providers of learning but more recently a Learning Group has been established to understand the way that learning is developed and delivered. A comprehensive learning audit has been undertaken and this with the results of primary teacher consultation has informed a new MonLife Learning Strategy intended to position MonLife as a serious, quality-driven provider of both formal and informal learning,

- 3.3 This strategy is intended to support the development of a learning service that is fit for purpose, audience driven and that can meet future challenges, especially around changes to the national curriculum and demographics.
- 3.4 The strategy has the following strategic aims:
- Increase participation in Formal Learning Activity
 - Increase participation in Informal Learning activity
 - Develop MonLife Learning as a distinctive, high quality brand
 - Become a sector lead in the provision of activity for older people, people living with Dementia and their carers
 - Position MonLife learning as a significant provider of learning within the community
 - Demonstrate impact through meaningful measurement, monitoring and evaluation
- 3.5 In order to continue with the development of the Learning Strategy and to support the day to day delivery of learning across a new joint learning service for Museums, Attractions and Countryside – the Culture, Heritage and Environment Learning Service, additional learning support is required in the form of an additional part time post (see Appendix 1 for job description) at a cost of £15,521. This post will be funded from two sources; additional fees from extra learning provision and external grant funding.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- 4.1 The learning service makes a significant and demonstrable contribution to the wellbeing goals and creates opportunities for all learners. There is an opportunity to grow the service, generate income and develop future learning opportunities for our children, young people, communities and older people to both meet the future needs of the new curriculum for Wales and the changing demographic of Monmouthshire (see Appendix 2).

5. OPTIONS APPRAISAL

- 5.1 The additional post has been identified following discussions with officers as being the most cost effective method to provide business support but also enable the Learning Manager to continue to develop the Learning Strategy and Action Plan and deliver a Learning Programme that can meet the needs of the new Curriculum for Wales, the changing demographic of Monmouthshire and contribute to increasing visitor numbers across museums and attractions.
- 5.2 Learning Fees and Charges for 2018/19 has been identified at £12,364.95 and Grant Funding secured a further £16,563.52. Current trends identify a general increase in bookings and there are significant grant streams that are available such as Aneurin Bevan University Health Board Integrated partnership Funding, the National Lottery Heritage Fund and Arts Council funding. In addition, many funding bodies now demand evidence of how bids for a range of projects (i.e. capital projects and resilience funding) will support

and include learning, community and audience development (all areas covered within the Learning Strategy).

- 5.3 A do nothing option would significantly constrain learning delivery as the proposed Culture, Heritage and Environment Learning Service is dependent on additional staff resources to both develop and deliver new learning resources.

6. EVALUATION CRITERIA

- 6.1 This will be evaluated on the successful development of the Learning Strategy, the delivery of successful learning programmes that will fully fund this post and against a learning outcome framework being developed by the Learning Group.

7. REASONS:

- 7.1 This post is required to support the continued development of the learning strategy and the increase in the provision of the learning programme helping to sustain and widen audiences for our services.

8. RESOURCE IMPLICATIONS:

- 8.1 The cost of the post is identified at £15,521 and it is anticipated that this will be fully met from increase in fees and grant income. If the post cannot be fully funded then the pressure will be absorbed within the overall MonLife budget.

9. CONSULTEES:

Enterprise DMT
Cabinet member for MonLife
Head of TLCY
Learning Manager

10. BACKGROUND PAPERS:

Appendix 1: Job Description
Appendix 2: Equality And Future Generations Evaluation

11. AUTHORS & CONTACT DETAILS:

Marie Bartlett, Finance Lead, MonLife
Tel: 07970 380273 E-mail: mariebartlett@monmouthshire.gov.uk

Matthew Lewis, Green Infrastructure & Countryside Manager
Tel: 01633 644855 E-mail: matthewlewis@monmouthshire.gov.uk

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**MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY**

MONLIFE

POST TITLE: Learning Assistant

POST ID: RCO

GRADE: Band D

HOURS: 20 hours per week

LOCATION: Based at Monmouth Museum (subject to change)

WELSH LANGUAGE ASSESSMENT: Welsh language skills are not necessary

PURPOSE OF POST:

The post will support the Learning Manager to maintain the range of learning services currently provided across MonLife. You will help promote, develop and deliver curriculum-based learning opportunities primarily at our museums and attractions / sites. You will take responsibility for the volunteer-run reminiscence service, the memory box and school loan box schemes and support the development and delivery of our Memory cafe scheme. In addition, you will assist in the development and delivery of dementia friendly collections-based creative activities. The post will include some evening and weekend working as required.

You will have some experience of working in a learning environment, working with and delivering to a diverse range of audiences (including school-age pupils and people living with dementia) and in working within either a leisure, visitor, tourism or countryside / heritage attraction. You will be committed to customer care and to maintaining quality standards and be able to work effectively with a wide range of individuals and partners.

**MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY**

MONLIFE

JOB DESCRIPTION

POST TITLE: Learning Assistant

POST ID: RCO

GRADE: Band D

HOURS: 20 hours per week

LOCATION: Based at Monmouth Museum (Subject to change)

RESPONSIBLE FOR: All reminiscence volunteers

RESPONSIBLE TO: Learning Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary

The Purpose of this Role:-

As we develop a new collective approach to learning provision across all of our sites this post will support the Learning Manager to maintain and develop the delivery of the existing and new learning services currently provided across TLC&Y.

Expectation and Outcomes of this Role:-

You will help promote and deliver curriculum-based learning opportunities primarily at our museums and attractions / sites, take responsibility for the volunteer-run reminiscence service, the memory box and the school loan box schemes, support the development and delivery of our Memory cafe scheme and assist in the development and delivery of dementia friendly collections-based creative activities

Your key responsibilities are:-

- Supporting the development and delivery of
 - formal learning workshops and opportunities across MonLife including at Abergavenny, Chepstow and Monmouth museums and our attractions and countryside sites, as required
 - informal learning workshops and opportunities at Abergavenny, Chepstow and Monmouth museums and our attractions and countryside sites, as required.

Appendix 1

- Promoting formal learning workshops and opportunities and undertaking administration associated with its running.
- Maintaining, packing and updating reminiscence boxes and object information.
- Organising and supporting volunteers to undertake facilitated reminiscence sessions.
- Promoting the reminiscence scheme and undertaking any administration associated with its running.
- Maintaining, packing and updating school loan boxes and object information.
- Promoting the school loan box scheme and undertaking any administration associated with its running.
- Supporting the development and delivery of the Creative Lives Active Lives Dementia friendly activity scheme including object handling and craft activity, preparation of resources, liaison with volunteers, publicity, booking systems and preparation of rooms
- Supporting the delivery of the memory cafes including support for young people, publicity, booking systems, set up and take down of equipment and preparation of rooms for the event.
- Assisting the Learning Manager with any other relevant duties, as required.

Special Conditions

The hours of work will be flexible and may include weekdays, weekends, evenings and Bank Holidays and may change to meet the changing demands of the service and for events, functions etc.

Here's what we can provide you with:-

- A full induction process
- Management and team support and appropriate training, and the opportunity to develop your skills based on your existing knowledge and experience.
- Flexible working conditions.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct. The Council is committed to Equal Opportunities and welcome applicants from all sections of the community.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an enhanced Disclosure and Barring Service check. The Council is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- Experience of delivering learning, both formal and informal.
- Experience of developing learning resources, both formal and informal, written and physical
- Have experience/knowledge of museum/heritage education
- Have some experience of working with children and young people.
- Have experience of inter- generational learning
- Have excellent communication skills (both written and verbal) and be confident in communicating with a wide range of people; children, teachers, volunteers, visitors, staff, actors, freelancers, external organisations and agencies.
- Have experience of designing and producing creative activities for children of a wide range of ages and abilities.
- Demonstrable experience of developing and delivering craft-based workshops
- Awareness and understanding of both the English and Welsh National Curricula
- Excellent organisation and administrative skills
- Interest in heritage, culture and the arts
- Experience of supporting volunteers
- Awareness and understanding of Dementia and reminiscence work
- Research skills
- Flexibility and problem solving

Appendix 1

- Must hold a current driving licence
- Ability to work well with others and have the ability to work unsupervised and use own initiative as well as operating as an effective team member
- Experience and confidence to use / be trained to use ICT packages and systems
- Possess high levels of communication skills (including written) to be able to communicate to user groups, customers and others.
- To be passionate and committed to the delivery of a quality service with an awareness of customer care principles.
- Confident and assertive and be able to perform well under pressure and without direct supervision
- Willingness to undertake staff development training in order to improve in the post.

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Equality and Future Generations Evaluation

<p>Name of the Officer Karin Molson</p> <p>Phone no: 01600 710630 E-mail: karinmolson@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To approve the appointment of a part-time Learning Assistant for the MonLife Culture, Heritage and Environment Learning Service.</p>
<p>Name of Service area</p> <p>Learning - MonLife</p>	<p>Date: 20.05.2019</p>

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4 Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The appointment of a learning assistant will enable the learning service to increase learning opportunities for a greater number of people including those people or groups of people with protected characteristics.	Non appointment will result in a stagnated service with no room for expansion. This will affect all service users, not just those people with protected characteristics.	The Learning Service will continue to provide its core offer.
Disability	As above	As above	As above
Gender reassignment	As above	As above	As above

Appendix 2

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	As above	As above	As above
Pregnancy or maternity	As above	As above	As above
Race	As above	As above	As above
Religion or Belief	As above	As above	As above
Sex	As above	As above	As above
Sexual Orientation	As above	As above	As above
Welsh Language	As above	As above	As above
Poverty	As above	As above	As above

2. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>This proposal delivers on the ambition to provide jobs and develop skilled and educated people, in turn stimulating wealth and the economy.</p> <p>Employing a learning assistant will enable the Culture, Heritage and Environment learning service to grow its learning offer across all audiences enabling a greater number of users to develop skills for the future. In addition, more learning opportunities will also result in a greater number of volunteer opportunities that provide skills development for the workplace.</p> <p>Without this appointment the learning service will stagnate. It will not be able to meet the needs of the new curriculum for Wales nor the learning needs of the changing Monmouthshire demographic.</p>	<p>We will continue to deliver our current limited learning offer and update to meet the needs of a changing learning environment and demographic when capacity allows.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The learning assistant will work across Museums, Attractions and Countryside. At present environmental learning for schools and other audiences is limited due to a lack of capacity within the countryside service. The appointment of a Learning assistant will enable us develop and expand this area of work and support the resilient Wales wellbeing goal as well as the new curriculum Science and Technology area of learning and experience.</p> <p>Without this appointment we will continue to offer a very limited environmental learning service and are</p>	<p>An extremely limited service will continue to be offered as when capacity allows.</p>


Appendix 2




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	unlikely to be able to develop learning which supports the new curriculum.	
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The positive effects of cultural activities on people's wellbeing is well documented. The learning service is becoming recognized as a sector lead in its development of services for people living with The dementia and their carers. The appointment of a learning assistant will enable us to expand this service and meet the needs of a growing demographic in Monmouthshire.</p> <p>In addition one of the new areas of learning and experience in the new Curriculum for Wales is Health and Wellbeing. Expanding the service will enable us to develop resources for this AOLE.</p> <p>Without the appointment of a learning assistant we will not be able to meet the increasing need for services for older people, people living with dementia and their carers or develop resources to support the Health and Wellbeing AOLE in time for the launch of the new curriculum.</p>	<p>We will continue to deliver our current services to older people, people living with dementia and their carers but we will not be able to expand and develop this service.</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The learning service has won 2 awards for its intergenerational work with dementia and older people. This is currently on hold due to capacity issues.</p> <p>The appointment of a learning assistant would create capacity to restart and develop this work, the</p>	<p>We are investigating the use of volunteers to assist with the cafes however a member of staff is still required to lead.</p>


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>focus of which is to bring young and older people together and break down generational barriers.</p> <p>Without the appointment the intergenerational cafes will either not be restarted or another learning service will have to be suspended as there is not capacity to deliver all.</p>	
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>		
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The resources developed and delivered by the Culture, Heritage and Environmental learning service are rooted in the promotion and protection of Welsh Culture.</p> <p>The appointment of a learning assistant will enable us to further expand learning focused on Welsh culture.</p> <p>Without the appointment we are unlikely to be able to develop any further opportunities to explore, promote and protect Welsh culture i.e. tourism and family learning due to lack of capacity.</p>	<p>We will continue to deliver the services and resources that are currently available.</p>
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>This principal is embedded in all our learning offers and our learning is designed to enable and encourage all participants to fulfill their potential while engaged in our learning. The appointment of a learning assistant will enable us to develop a</p>	<p>Our learning offers will always embrace this principal.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	greater number of services that create greater opportunities for more people to fulfil their potential.	

3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
<p data-bbox="103 699 136 858" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 16</p> <div data-bbox="114 847 304 1090">  <p data-bbox="327 842 517 1066">Balancing short term need with long term and planning for the future</p> </div>	<p data-bbox="544 667 1317 1246">This proposal is based upon long term planning and the continual development of a learning service across MonLife. The learning manager has recently developed a learning Strategy that cuts across all MonLife services and considers a long term five year view. This strategy takes into account the forthcoming changes in formal education (the new curriculum for Wales) which will have long term impact on the services we currently deliver to schools. In addition the increasing number of people being diagnosed with dementia in Monmouthshire and an ageing population requires us to look at developing resources and services that can support future need. The ambition to increase the number of informal visitors to our museums and attractions also impacts on the learning service with the need to develop quality resources for local and visiting families.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>Increasing capacity within the learning service will enable us to continue and further develop existing partnerships and forge new collaborations to help us deliver our objectives.</p> <p>In addition a MonLife cross service learning group has been established to enable services to work together to deliver learning objectives identified in the learning strategy.</p>	<p>We will continue to seek partnerships with groups/organisations that can assist in enabling us to deliver upon our objectives.</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The development of learning opportunities is based upon a range of needs and requirements. Our formal learning for schools takes into account the needs of teachers/educators who are (and will continue to be) consulted regularly. Many informal group programmes are co-produced with the participants. The Learning Assistant will be expected to continue this established practice.</p>	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The Culture, Heritage and Environmental learning service is at full capacity. The learning manager is currently taking on both a strategic and an operational role which is preventing the learning service from moving forwards due to major capacity issues. This is likely to worsen given the amount of work required to support the formal education sector in the introduction of the new curriculum for Wales, the changing demographic of Monmouthshire and the focus upon families and tourism.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>It is well documented that participation in cultural life improves peoples well being and this is something we consider throughout our work. We regularly evaluate our work against the Wellbeing goals and the goals and objectives of those we are working in partnership with.</p>	

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	Increased capacity will enable the CHE learning service to work with a greater number of participants, including more volunteer opportunities and the potential to develop projects for disadvantaged communities.	N/A	N/A
Safeguarding	N/A	N/A	N/A
Corporate Parenting	Increased capacity will enable the CHE learning service to work with a greater number of participants, including more volunteer opportunities and the potential to develop projects for those at a disadvantage i.e Looked-after children.	N/A	N/A

5. What evidence and data has informed the development of your proposal?

Appendix 2

- The Monmouthshire Wellbeing Assessment
- The dementia plan for Wales
- The new Curriculum for Wales
- Primary Teacher consultation
- MonLife Learning Strategy
- Learning audience statistics

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The work of the MonLife Culture, Heritage and Environmental Learning Service is rooted in the principles of Wellbeing and Future Generations Act. The learning service makes a significant and demonstrable contribution to the wellbeing goals and creates opportunities for all learners. Our severely restricted capacity prevents us from developing any further work in this area and puts at risk the opportunity to grow the service, generate income and develop future learning opportunities for our children, young people, communities and older people. Without additional capacity in the form of a part time learning assistant the service will stagnate and not be able to meet the future needs of the new curriculum for Wales or the changing demographic of Monmouthshire.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Appoint a part-time learning assistant to work across the MonLife Culture, Heritage and Environmental learning service	As soon as possible	Green Infrastructure & Countryside Manager/Learning Manager

8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this

Appendix 2

process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Enterprise DMT	29/7/19	

SUBJECT:	MODERN DAY SLAVERY AND EXPLOITATION PROTOCOL
MEETING:	Individual Cabinet Member Decision – Cabinet Member for Social Care, Health & Safeguarding
DATE:	21st August 2019
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To consider the 'Modern Day Slavery and Exploitation Protocol' for adoption by Monmouthshire County Council.

2. RECOMMENDATIONS:

- 2.1 That the Modern Day Slavery and Exploitation Protocol, as attached in Appendix One, is approved for adoption.
- 2.2 That a progress report is presented to Strong Communities Select Committee in six months' time.

3. KEY ISSUES:

- 3.1 County Councillors attended a policy development workshop on 18th April on Modern Day Slavery (MDS) and Exploitation. This provided an opportunity to discuss the Council's response to what is becoming an increasing problem.
- 3.2 One response has been to develop a Protocol to ensure Officers and Members of the County Council are consistent in their approach to this issue. The draft protocol was presented to Strong Communities Select Committee on 11th July for pre-decision scrutiny. Members of that Committee commented on the draft protocol and it has been amended to incorporate those views, as per version attached in Appendix One.
- 3.3 Modern slavery encompasses forced labour, human trafficking, domestic servitude and sexual exploitation. It impacts on both children and adults, for example, children can be sexually exploited, involved in organised theft and drug dealing.
- 3.4 The Modern Day Slavery Act 2015 has consolidated and strengthened previous legislation. This Authority is a 'First Responder' under the Act, which means there is a duty to identify and refer modern slavery victims through the National Referral Mechanism, (NRM). The NRM is a framework for identifying victims of modern day slavery and ensuring they receive the appropriate support.

- 3.5 Various Officers of the Council may witness, or have suspicions, of modern day slavery practice, so it is crucial they know what to do in such circumstances. Officers could see exploitation in a number of settings, including the Authority's role in housing, environmental health, trading standards, licensing and Children and Adult Social Care Safeguarding teams. Councillors may also be notified of concerns, for example regarding local businesses or properties in their areas. The proposed Protocol provides clarity on what to do in specific circumstances.
- 3.6 Process maps are provided as part of the Protocol, providing guidance on what to do and who to contact when suspicions are raised by Officers or Members.
- 3.7 The Protocol identifies existing Designated Safeguarding Leads as MDS Champions, and outlines the level of training required. The Cabinet Member for Social Justice & Community Development has agreed to act as 'Member MDS Champion'. This fits well with her responsibilities for supporting people, poverty, disadvantage and equality.
- 3.8 Basic awareness will be available via a corporate video which is currently being developed with our Training Unit. Welsh Government have specifically requested Councils identify MDS Champions and provide appropriate training across the organisation.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION, (includes social justice, safeguarding and corporate parenting):

- 4.1 The completed 'Equalities & Future Generations Evaluation' form is provided as Appendix Two, attached.
- 4.2 The proposed Protocol provides a positive contribution as it endeavours to protect highly vulnerable members of society. It provides a consistent approach and will be supported by appropriate training for Officers and Members.

5. OPTIONS APPRAISAL:

- 5.1 Do nothing – the Authority could rely on staff, and Members, finding out what to do when instances discovered. This would be high risk, with potential reputational damage for not intervening correctly, and not making proper referrals as legally required as a 'First Responder' organisation.
- 5.2 Adopt the 'Modern Day Slavery & Exploitation Protocol' for Monmouthshire, as provided in Appendix One. This provides clarity on what to do and when, for the safety of highly vulnerable children and adults, working with our partners such as Gwent Police.

6. EVALUATION CRITERIA:

- 6.1 The Protocol can be evaluated for its' effectiveness in twelve months' time. Feedback from anyone who has used the Protocol would help in refining further. As per 2.2 above, an update on progress will be provided to Strong Communities Select Committee.

7. REASONS:

- 7.1 Welsh Government have requested that all Local Authorities in Wales ensure they are aware of their responsibilities as First Responders, and put into place MDS Champions, provide suitable training etc. The proposed Protocol services to bring these requirements together in one place, to ensure consistency and clarity.

8. RESOURCE IMPLICATIONS:

- 8.1 None as a consequence of this report. There will be some costs relating to the corporate 'MDS awareness video' (see 3.6), and specific training for certain front-line Officers. These costs are not likely to be significant and will be borne via existing service budgets.

9. CONSULTEES:

Strategic Leadership Team (SLT)
Cabinet
Social Care & Health Safeguarding Unit
Social Care & Health DMT

10. BACKGROUND PAPERS:

Home Office and Welsh Government guidance

9. AUTHORS:

Diane Corrister, Safeguarding Services Manager
David H Jones, Head of Public Protection
Sharran Lloyd, Community & Partnership Development Manager

10. CONTACT DETAILS:

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Appendices

Appendix One – Modern Day Slavery and Exploitation Protocol

Appendix Two – Equality and Future Generations Evaluation

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Monmouthshire
Modern Day Slavery and Exploitation Protocol
Final Draft

August 2019

1. Introduction

1.1 What is Modern Day Slavery?

Modern slavery is an umbrella term, encompassing human trafficking, slavery, servitude and forced labour.

Someone is in **slavery** if they are:

- forced to work through mental or physical threat
- owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse

dehumanised, treated as a commodity or bought and sold as 'property'

- physically constrained or have restrictions placed on their freedom.

Servitude is similar to slavery, in that a person is under an obligation to provide a service which is imposed on them, but there is no element of ownership.

Forced work is defined as 'work or service which is exacted from any person under the menace of any penalty and for which the person has not offered himself voluntarily' and has been found in a number of different industries including manufacturing, food processing, agriculture and hospitality.

Human trafficking is when men, women and children are moved and forced into exploitation. The movement could be international but also within the country, from one city to another or even just a few streets. A person is a victim of human trafficking even if they haven't yet been exploited but have been moved for the purposes of exploitation.

1.2 Types of Modern Day Slavery

- Sexual exploitation which includes prostitution and pornography
- Forced labour - may include little or no payment, include very poor living conditions, withholding of passports, threats of violence
- Domestic servitude
- Organ harvesting
- Child related crimes such as child sexual exploitation, forced begging, drug dealing, organised theft, related benefit frauds etc.
- Forced marriage and illegal adoption (if other constituent elements are present)
- Financial exploitation: including benefit fraud, false claims by perpetrators on behalf of their workers; bank accounts fraud; or workers' wages being paid directly into the exploiters own bank accounts, by companies who think they are paying a worker individually.

It is recognised that many victims of Modern Day Slavery will be subject to one or more different types of exploitation at any one time. Also, that debt bondage will be a feature, whereby the subject incurs a debt to their exploiter from which they have to perform criminal or dehumanising tasks to pay their debt, with a risk of serious violence if they do not comply.

1.3 Legislative Context

1.3.1 Modern Day Slavery Act 2015

- consolidated and clarified existing modern slavery and human trafficking offences and increased the maximum sentences for committing these offences
- introduced slavery and trafficking prevention orders and slavery and trafficking risk orders – which can be used to disrupt activities by modern slavery perpetrators
- created the role of the Independent Antislavery Commissioner
- introduced support and protection for victims including a defence for victims of slavery or trafficking who commit an offence, measures on the presumption of age of child victims of modern slavery and introduced the role of Independent Child Trafficking Advocates
- introduced a requirement for certain businesses to produce and publish a modern slavery statement on what they are doing to tackle modern slavery and trafficking in their supply chains.

Section 52 of the Act places a duty on Local Authorities to identify and refer modern slavery child victims and consenting adult victims through the National Referral Mechanism (NRM). Councils also have a duty to notify the Home Secretary of adults who do not consent to enter the NRM. This confers **First Responder** status.

Section 43 of the Act states that specified public authorities (including councils) have a duty to cooperate with the Commissioner.

1.3.2 The Modern Slavery Act 2015 builds on the Modern Slavery Strategy published by the Coalition Government in 2014. Like the National Serious and Organised Crime Strategy, it is based around the 4P's framework:

- Pursue: prosecute and disrupt individuals and groups responsible for modern slavery.
- Prevent: prevent people from engaging in modern slavery.
- Protect: strengthen safeguards against modern slavery by protecting vulnerable people from exploitation.

- Prepare: reduce the harm caused by modern slavery through improved victim identification and enforcement support.

1.3.3 Other relevant Acts -

- Crime and Disorder Act 1998
- Housing Act 1996
- Children Act 1989
- Immigration Act 2016
- Violence Against Women, Domestic Abuse & Sexual Violence Act (Wales) 2015
- Social Services and Wellbeing Act (Wales) 2014

1.4 **National Referral Mechanism**

The National Referral Mechanism (NRM) is a framework for identifying victims of human trafficking or modern slavery and ensuring they receive the appropriate support. Referrals must be sent to one of the two Competent Authorities (CA), these being -

- The National Crime Authorities' Modern Slavery Human Trafficking Unit (MSHTU)
- The Home Office Visas and Immigration (UKVI)

The NRM is also the mechanism through which the Modern Slavery Human Trafficking Unit (MSHTU) collect data about victims. This information contributes to building a clearer picture about the scope of human trafficking and modern slavery in the UK.

1.5 **Modern Day Slavery and Local Authority Safeguarding Function**

The Social Services and Wellbeing Act (Wales) 2014 (SSWA 2014) places a duty for professionals and partner agencies to report to the Local Authority individuals they suspect may be at risk of harm or abuse. This will include both adults and children who are subjects to exploitation and modern day slavery.

Children at risk of exploitation: In line with the All Wales Child Protection procedures, if a child is suspected of being subject to Modern Day Slavery an urgent Strategy Discussion should be held with the Police to determine immediate safeguarding actions and consider referral to NRM. A Strategy Meeting will then be convened with all relevant parties to share information and form a safeguarding plan. The Child Protection Co-ordinator, should chair this meeting.

See App 2. MCC Process - Children at Risk of Modern Day Slavery

App 3. MCC Process - Children at Risk of Child Criminal Exploitation

App 4. MCC Process - Children at risk of Child Sexual Exploitation

Adults at Risk of exploitation: In line with the Wales Interim Guidance for the Protection of Vulnerable People and the SSWA 2014, any adult suspected of being subject to Modern Day Slavery should be referred to the Adult Safeguarding Team. An urgent Strategy Discussion should be held with the Police to determine immediate safeguarding actions and consider a referral to the NRM. A Strategy Meeting should be convened with all relevant partners to share information and form a safeguarding plan. This meeting should be chaired by the Adult Safeguarding Manager. Although consent is needed from the victim to make a referral to the NRM, issues of mental capacity and consent will be central to the Safeguarding discussion and decision taking.

See App 1. MCC Process for Adults at Risk of Modern Day Slavery

1.6 Other agencies

Clearly this Authority needs to work closely with partners, notably Gwent Police who have the enforcement powers under the Modern Day Slavery Act 2015. There is also a 'Wales Anti-Slavery Leadership Group' at Welsh Government level which can provide guidance and assist in specific instances.

In relation to any worker exploitation, this Authority's Environmental Health section would liaise with the Health & Safety Executive (HSE) and the Gangmasters & Labour Abuse Authority (GLAA) where appropriate.

2. The Monmouthshire Response

2.1 Monmouthshire's role can be separated into distinct areas:

- identification and referral of victims
- supporting victims – this can be through safeguarding children and adults with care and support needs, and through housing/homelessness services
- community safety services and disruption activities
- supporting proactive campaigns, eg assisting with the 'Make Safe' project involving local hotels & B & B's
- ensuring that the supply chains this Authority procures from are free from modern slavery.

It is recognised that Modern Slavery intersects with many different areas of Council services, and a number of different Officers may come across instances whilst going about their everyday duties. These may include:

- housing and homelessness services - through the provision of homelessness services, or through inspections of houses in multiple occupation (HMOs)
- community safety officers - whilst working on issues around serious and organised crime, gangs, drug selling and other crimes committed within their area – for example, cannabis cultivation and begging
- Trading Standards, Licensing, Environmental Health and other regulatory services may encounter victims or perpetrators whilst visiting or inspecting premises. Premises such as takeaways, nail bars, car washes, farms, taxis and private hire vehicles could be involved in illegal activities.
- Councillors may hear concerns from residents about particular businesses or houses in their areas
- those working with local partners on resettling new arrivals may find that trafficking or modern slavery has been present in refugees and asylum seekers' routes into the UK
- customer services may come into contact with victims through their ordinary dealings with the public
- Children and Adult Social Care and Safeguarding teams

2.2 Identification of MDS Champions

It is recognised that staff will need support and advice to fully understand the different elements of exploitation and Modern Day Slavery in order to assure that appropriate referral are made to the Safeguarding Teams. Champions will be nominated from each part of the council service area to support members and staff with any questions or concerns they may have. Under Monmouthshire's Corporate Safeguarding Policy, Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads (DDSL) are in place to perform this role for the wider corporate safeguarding function. These roles are ideally suited to include being Champions for Modern Day Slavery. At Member level, a Cabinet Member will act as the political Modern Day Slavery Champion.

2.3 Training for Staff

2.3.1 **Champion Training:** Training aimed at developing understanding of the signs of MDS, and the legislative and corporate policy and process of MDS and the NRM, Trafficking and Exploitation of individuals and communities.

This to include:

- Designated Safeguarding Leads;
- Deputy Designated Safeguarding Leads;
- Public Protection team;
- Housing and Tenancy Support teams;
- Team Managers in SCH Operational teams;

- Adult Safeguarding Manager;
- Councillors.

Modern Day Slavery to be included in Level 1 and Level 2 Safeguarding training.

2.3.2 **Corporate Video - Basic Awareness** - Basic Awareness video which highlights signs and potential locations within Monmouthshire, and signposts staff to the Safeguarding Unit or the appropriate Champion for their area. The Video also to be included in Corporate Induction Training and to be shared at team meetings across the authority volunteer and paid workforce.

2.4 **Commissioning and Procurement**

In 2019 Monmouthshire will be signing up to the Welsh Government Code of Practice for Ethical Employment in Supply Chains and an action plan for implementation will be drafted.

2.5 **Governance and Partnership**

2.5.1 Monmouthshire Public Services Board discharges its statutory duties under the Crime & Disorder Act 1998 via the Safer Monmouthshire Group, as per diagram below.

The Monmouthshire Exploitation Group (MEG) will sit under the Safer Monmouthshire Group and link closely with the Serious Organised (SOC) Crime Group, which reports to the overarching Safer Monmouthshire Group (SMG). The Safer Monmouthshire Group is chaired by the Chief Inspector for East Division of Gwent Police, and addresses issues in relation Crime & Disorder across the county through a multi-agency approach.

APPENDIX 1

Monmouthshire County Council

Process for Adult at Risk of Modern Day Slavery (MDS)

1. Employee / Volunteer suspects an adult is a victim of MDS.
2. If the individual is perceived to be at immediate risk of significant harm call 999.
3. Employee to discuss concerns with their MDS Champion within their service (this will be the Designated Safeguarding Lead / Deputy Safeguarding Lead).
4. For further advice around suspicions employee to contact Safeguarding Unit (Claudia Don, Adult Safeguarding Manager 07971 113255 or Katie Jacobs, Quality Assurance and Safeguarding Officer 07976837800)
5. Referral made to Adult services by submission of a Duty to Report Form. Emailed to mccadultsafeguarding@monmouthshire.gov.uk
6. Social Services will assess risk and make relevant enquiries (level of enquiries dependant on referral information- ensuring not putting suspected victim at any further risk).
7. Social Services email Modern Day Slavery and Human Trafficking Co-ordination Team to inform them of concerns and are available to advise further if required moderndayslavery@gwent.pnn.police.uk.
8. Strategy discussion held to include Multi-Agency Risk Assessment Conference (MARAC) Co-Ordinator (details below).
9. Modern Day Slavery Strategy Meeting to be convened, chaired by Safeguarding Unit.
10. Modern Day Slavery Strategy Meeting include Social Services, Police, referring agency and Safeguarding partners, invites to further include-
 - **Jasmin Ahmed** (MARAC Regional Human Trafficking Co-ordinator)
02922403345 / 07970045557 / jasmin@bawso.org.uk
 - **Laura Thomas** (Gang Masters Labour Abuse Authority (GLAA))
Laura.Thomas@gla.gov.uk

- **Carla Aguiar** (DWP Counter Fraud and Compliance Directorate, Organised Fraud Team) carla.aguiar@dwp.gov.uk
11. Modern Day Slavery Strategy meeting to agree immediate Safeguarding actions, and with support of MARAC Co-ordinator and other agencies decide if an NRM is required.
 12. With the consent of the suspected victim; NRM to be completed, if consent not given then an MS1: 'notification of a potential victim of modern slavery' form to be completed.
 13. Local Authority employee as a First Responder can complete the National Referral Mechanism (NRM). This is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support.
 - Referral forms can be found at <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>
 - NRM is to be completed with all multi agency information, with the support of all available services.
 - For Adults - Only make referral if the person is able to give consent; the only exception to this is when the person is deemed to lack mental capacity under the Mental Capacity Act 2005.
 - **A NRM can only be submitted once so ensure it is fully complete and all guidance is followed fully- seek further advice if required.**
 14. From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any individual encountered in England and Wales who they believe is a suspected victim of slavery or human trafficking. The 'duty to notify' provision is set out in Section 52 of the Modern Slavery Act 2015 This duty is intended to gather statistics and help build a more comprehensive picture of the nature and scale of modern slavery.
 - Completing the NRM is sufficient in notifying. However if consent is not given then an MS1 form should be completed and sent to dutytonotify@homeoffice.gov.uk
 - Details around duty to notify can be found <https://www.gov.uk/government/publications/duty-to-notify-the-home-office-of-potential-victims-of-modern-slavery>

15. If Suspected Victim has not consented to NRM then further safeguarding measures to be in place to safeguard the victim, and signposting to other supporting agencies (BAWSO 0800 731 8147, New Pathways 01633250205, Modern Day Slavery Helpline 0800 012 1700).
 - **For adults- If they DON'T want help to leave now:**
 - Provide information about assistance and support
 - Be aware that any written material could be detected
 - Try to arrange a follow-up appointment
 - If the adult is responsible for a child- remember child protection procedures
16. Refer to Modern Slavery MARAC Co-ordinator (details above), if not done so already.
17. If no complex or ongoing needs but still concerns regarding Modern Slavery, MARAC Co-ordinator can signpost to other agencies, with no further involvement of Adult Services.
18. Modern Slavery MARAC is arranged by the Co-Ordinator (details above). Co-ordinator will invite relevant professionals. A relevant Monmouthshire County Council representative to attend when involved or invited. Within the MARAC process information will be shared and risk and safety planning will be managed.
19. Outcome of NRM is also sent to Modern Day Slavery and Human Trafficking Co-ordination Team, in Gwent Police, and they can refer to MARAC process too.
20. Review / Outcome Strategy Meeting to be held to monitor progress / conclude process.

APPENDIX 2

Monmouthshire County Council

Process for Child at Risk of Modern Day Slavery (MDS)

1. Employee / Volunteer suspects a child is a victim of MDS.
2. If the individual is perceived to be at immediate risk of significant harm call 999.
3. Employee to discuss concerns with their MDS Champion within their service (this will be the Designated Safeguarding Lead / Deputy Safeguarding Lead).
4. For further advice around suspicions employee to contact Safeguarding Unit (Katie Jacobs, Quality Assurance and Safeguarding Officer 07976837800 or Kelly Turner , Child Protection Co-Ordinator) Children Services 01291 635669.
5. Social Services will complete lateral checks and gather further information (level of enquiries dependant on referral information- ensuring not putting suspected victim at any further risk).
6. Request Strategy Discussion with Police (through usual process/ with Public Protection Unit (PPU)).
7. Modern Day Strategy Meeting to be held; request through Safeguarding Unit as usual.
8. Strategy Meeting to be chaired by Safeguarding Unit (Kelly Turner or Katie Jacobs).
9. Additional to police, referring agency and usual safeguarding agencies, further Strategy meeting invites to-
 - The Gwent Missing Children Team (01495 745 660/661/662/663
AlexisRedwood@llamau.org.uk)
 - Independent Child Trafficking Advocate Service, Barnardo's (0800 043 4303 / Allyson Davies, Manager, 07717541325 allyson.davies@barnardos.org.uk)
10. Strategy meeting to identify any safeguarding concerns, needs, and consideration given around threshold for significant harm and for Initial Child Protection Conference to be held, or continue on Care and Support Plan.
11. Decision made at strategy meeting as to whether a NRM is required.

12. Social Worker to consult with the Gwent Missing Children Team (details above), who will support with the completion of the NRM, general advice on process, and assist with the input of multi-agency information they hold.

13. Referral to be made for an Independent Child Trafficking Advocate (or RPC), forms to be sent to trafficking.referrals@bypmk.cjsm.net

- For guidance and Referral Form-
<https://www.gov.uk/government/publications/child-trafficking-advocates-early-adopter-sites>
- Child will be offered either of the two below supports depending on the circumstances (details below)-

The Role of the ICTA Direct Support: One-to-one ICTA's will provide support on an individual basis to trafficked and potentially trafficked children within the Early Adopter Sites where there is nobody who has effective parental responsibility for that child.

This includes: Any child from outside the UK who is separated from their family or any person who has parental responsibility for them. Or any child from outside the UK whose parents, or those assuming parental responsibility for them, are suspected as being involved in their trafficking. Includes support for young people, alongside support for professionals involved with their care.

Or

The Role of the ICTA Regional Practice Co-ordinator (RPC): The RPC will work with professionals to support them in recognising and responding to exploitation and trafficking for internally trafficked children. They will offer individual case consultation for professionals delivering direct work, with a focus on safeguarding within the context of exploitation; and will support in the submission of referrals to the National Referral Mechanism. They will contribute to best practice and strategy development; and support professionals through training and awareness raising sessions to staff teams.

14. Social Worker (or other Local Authority employee) as a First Responder is to complete the National Referral Mechanism (NRM). This is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support.

- Referral forms can be found at <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>
 - NRM is to be completed with all multi agency information, with the support of all available services.
 - **A NRM can only be submitted once so ensure it is fully complete and all guidance is followed fully- seek further advice if required.**
15. From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any individual encountered in England and Wales who they believe is a suspected victim of slavery or human trafficking. The 'duty to notify' provision is set out in Section 52 of the Modern Slavery Act 2015 This duty is intended to gather statistics and help build a more comprehensive picture of the nature and scale of modern slavery.
- Details around Duty to Notify can be found <https://www.gov.uk/government/publications/duty-to-notify-the-home-office-of-potential-victims-of-modern-slavery>
 - Completing the NRM is sufficient in notifying.
16. Review Strategy meetings to be held to monitor and support process with all key agencies invited.
17. Outcome Strategy meeting held to discuss any conclusions and future plan to safeguard suspected victim.

APPENDIX 3

Monmouthshire County Council

Process for Child at Risk of Child Sexual Exploitation (CSE)

1. Employee / Volunteer suspects a child is a victim of Child Sexual Exploitation (CSE).
2. If the individual is perceived to be at immediate risk of significant harm call 999.
3. Employee to discuss concerns with their Designated Safeguarding Lead / Deputy Safeguarding Lead.
4. For further advice around suspicions employee to contact Safeguarding Unit (Katie Jacobs, Quality Assurance and Safeguarding Officer 07976837800 or Kelly Turner, Child Protection Co-Ordinator) or Children Services 01291 635669.
5. Social Services will complete lateral checks and gather further information (level of enquiries dependant on referral information- ensuring not putting suspected victim at any further risk).
6. Social Worker completes a Sexual Exploitation Risk Assessment Form (SERAF).
7. If the SERAF scores over 16 (moderate or significant risk on the SERAF) request Strategy Discussion with Police (through usual process/ with PPU). However, a Strategy discussion can be considered with a score under 16 and lower (mild risk) if required.
8. CSE Strategy Meeting to be held; request through Safeguarding Unit as usual.
9. Strategy Meeting to be chaired by Safeguarding Unit (Kelly Turner or Katie Jacobs).
10. Additional to police, referring agency and usual safeguarding agencies, further Strategy meeting invites to-
 - The Gwent Missing Children Team (01495 745 660/661/662/663
AlexisRedwood@llamau.org.uk)
 - Sexual Health if appropriate.

11. Strategy meeting to identify if the child is at risk of CSE and if threshold is met, child to be held under Operation Quartz.
12. Strategy meeting to discuss any safeguarding concerns, needs, and consideration given around threshold for significant harm and for Initial Child Protection Conference (ICPC) to be held, or continue on Care and Support Plan (CASP).
13. If child is to be part of Operation Quartz, a decision can be made for Social Worker and Quartz Police Officer to jointly visit child once per month, or as guided by the need identified by the Strategy Meeting attendees.
14. If child is to be part of Operation Quartz, on a monthly basis they will be discussed at a strategic multi-agency level at Multi-Agency Sexual Exploitation (MASE) Meeting.
15. Social Worker to review SERAF with all multi-agency information three monthly.
16. Review Strategy meetings to be held (at least within 3 months, but can be sooner dependant on need) to monitor and support process with all key agencies invited. And to make decision as to whether child remains part of Operation Quartz.
17. Outcome Strategy meeting held to decide child to be removed from Operation Quartz, and discuss any conclusions and future plan to safeguard the child.

APPENDIX 4

Monmouthshire County Council

Process for Child at Risk of Child Criminal Exploitation (CCE)

1. Employee / Volunteer suspects a child is a victim of Child Criminal Exploitation (CCE).
2. If the individual is perceived to be at immediate risk of significant harm call 999.
3. Employee to discuss concerns with their Designated Safeguarding Lead / Deputy Safeguarding Lead.
4. For further advice around suspicions employee to contact Safeguarding Unit (Katie Jacobs, Quality Assurance and Safeguarding Officer 07976837800 or Kelly Turner , Child Protection Co-Ordinator) or Children Services 01291 635669.
5. Social Services will complete lateral checks and gather further information (level of enquiries dependant on referral information- ensuring not putting suspected victim at any further risk).
6. Social Worker completes a Sexual Exploitation Risk Assessment Form (SERAF).
Development of a new a tool is in discussion and will be used when available.
7. If the SERAF scores over 16, request Strategy Discussion with Police (through usual process/ with PPU).
8. Strategy Meeting to be held under current CSE process; request through Safeguarding Unit as usual.
9. Strategy Meeting to be chaired by Safeguarding Unit (Kelly Turner or Katie Jacobs).
10. Additional to police, referring agency and usual safeguarding agencies, further Strategy meeting invites to-
 - The Gwent Missing Children Team (01495 745 660/661/662/663
AlexisRedwood@llamau.org.uk)
11. Strategy meeting to discuss any safeguarding concerns, needs, and consideration given around threshold for significant harm and for Initial Child Protection Conference (ICPC) to be held, or continue on Care and Support Plan (CASP).

12. If child identified to be at risk of CCE, then specific CCE needs to be identified on their existing plan (Care Plan, Child Protection Plan or Care and Support Plan), and support services referred to, and work to be completed around this area of need in the aim to reduce the risk.
13. Additional to CCE, if any concerns around CSE also identified (follow CSE process).
14. Social Worker to review SERAF (or used tool) with all multi-agency information.
15. Review Strategy meetings to be held to monitor and support process with all key agencies invited.
16. Outcome Strategy meeting held to discuss any conclusions and future plan to safeguard child.



Name of the Officer completing the evaluation David H Jones Phone no: 01633 644100 E-mail: davidhones@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To provide a Modern Day Slavery & Exploitation Protocol for the Authority
Name of Service area Social Care & Health	Date 2 nd July 2019

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Protocol aims to provide a consistent approach for dealing with both adult and child vulnerable individuals. It provides a clear route of what to do when safeguarding issues are found	None	An awareness video is being prepared to advise all staff and Members on what to do if cases of MDS/exploitation suspected.
Disability	None	None	
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	None	None	N/A
Race	Potentially exploitation can impact adversely on foreign nationals, eg. Eastern Europeans and Vietnamese. Protocol seeks to protect specific vulnerable groups, eg. in workplaces.	None	Staff involved in visiting businesses and local housing have been, or will, be trained in MDS awareness and what to do.
Religion or Belief	None	None	N/A
Sex	None	None	N/A
Sexual Orientation	None	None	N/A
Welsh Language	None	None	N/A
Poverty	Protocol refers to financial exploitation, eg. labour abuse, so when implemented can potentially assist individuals in poverty.	None	Front-line training to be provided

2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The Protocol will improve understanding of MDS/exploitation issues, in different settings. Taking action against any exploitation will improve outcomes for victims and also provide a 'level playing field' for local businesses that operate legally and for positive economic benefit to the county.	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	N/A
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Aim is to provide consistency on how MCC deals with instances of MDS/exploitation, working with partners and protecting any exploited persons.	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Exploitation can have many negative impacts on communities, eg. where sexual exploitation occurs.	N/A
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	MDS and exploitation events can be cross-boundary, eg. human trafficking. Protocol aims to assist in identifying and addressing any cases discovered, together with partners such as Gwent Police.	N/A





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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	By tackling exploitation, and protecting vulnerable persons, there will be fairer outcomes to those affected.	

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9. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	Evidence indicates MDS/exploitation is an increasing problem. Protocol provides a mechanism of ensuring MCC acts appropriately into the future.	Protocol supported by appropriate training

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Protocol will only be effective if internal departments work together, eg. Social Care safeguarding and Licensing, and with external partners, eg. Police and Health & Safety Executive.</p>	<p>MCC Protocol to be shared with partners when agreed and implemented</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Protocol worked on between SC Safeguarding, Public Protection and Policy & Partnerships. Corporate Training also involved in constructing the training/awareness video.</p>	<p>Training video will ensure consistent message to all staff and Members</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Protocol promotes a proactive approach and outlines what to do where instances discovered.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Protocol is important for the well-being of all groups, for children who may be exploited to older people. Intervention should prevent problems for others, eg. NHS, if persons protected and not physically or emotionally abused.</p>	

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	Provides a consistent approach in protecting exploited individuals		
Safeguarding	Protocol seeks to protect exploited persons from being further harmed by taking them from harmful situations. Providing consistency and training aims to ensure all aware of how to prevent further exploitation, working with partners accordingly.	<i>.Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect</i>	
Corporate Parenting	Child protection is covered in the protocol	N/A	

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5. What evidence and data has informed the development of your proposal?

Gwent Police have provided evidence of the increase in numbers of MDS/exploitation. Number of National Crime Agency referrals went from 123 in 2016, to 251 in 2018, so doubled in two years. In the last financial year Gwent Police received 234 intelligence logs, ie. 2018/19. Public Protection staff have identified some cases in Monmouthshire, and referred accordingly to Gwent Police and Immigration Control. Welsh Government have asked all 'First Responders, which we are under Modern Day Slavery Act 2015, to provide robust response to our responsibilities. This Protocol goes some way in demonstrating our commitment to tackling an abhorrent crime.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

There are only positive impacts from the proposal as it concerns protecting highly vulnerable persons in our society. It will ensure a consistent approach, supported by appropriate training. Training is currently being developed internally with our Corporate Training unit.

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7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Progress the training provision, including an awareness video	October 2019	Diane Corrister/David Jones/John McConnachie
Share with partners, and local safeguarding forum	September 2019	Diane Corrister/Sharran Lloyd
Review effectiveness of Protocol a year after implementation	October 2020	Diane Corrister/Sharran Lloyd/David Jones

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VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Strong Communities Select Committee	11.7.19	

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