

Terms of Reference

1. Purpose

- 1.1 The ultimate purpose of the Group is to bring together key local agencies to work collaboratively to ensure people in Gravesham who are identified or present as potential victims of modern slavery are given the best advice and practical support available to protect them from harm. The Group will have a primary role in coordinating the delivery of a range of initiatives to meet the objectives of Gravesham's Modern Slavery Strategy 2020-2023.
- 1.2 An Action Plan has been produced to provide a clear structure for work to be carried out and this 'live' document will be used to record and monitor progress.

2. Definition of Modern Slavery

- 2.1 The definition of modern slavery adopted by the Working Group is that contained within the Modern Slavery Act 2015 s.1-4:
- a) **Slavery, servitude and forced or compulsory labour (s.1)** – where a person holds another person in slavery or servitude or requires them to perform forced or compulsory labour and the person knows or ought to know that the other is being so held or required to perform;
 - b) **Human trafficking (s.2-3)** – an offence is committed where a person arranges or facilitates the travel of another person with a view to that person being exploited. 'Exploitation' includes: slavery, servitude, forced or compulsory labour, sexual exploitation, organ removal, securing services by force, threats or deception and securing services from children or vulnerable people;
 - c) **Facilitating human trafficking (s.4)** – where an offence is committed with the intention of facilitating human trafficking e.g. providing false documents.

3. Key Objectives

- 3.1 The key objectives of the Group are to:
- i) To raise awareness of modern slavery;
 - ii) To combat modern slavery by working in partnership and providing mutual support between agencies;
 - iii) To ensure that sound processes and procedures are in place to help identify and support potential victims of modern slavery;
 - iv) To share intelligence and knowledge that may help to disrupt perpetrators and assist with bringing them to justice;
 - v) To develop an understanding of different agencies powers and their capacity to contribute towards addressing modern slavery;
 - vi) To adopt, develop and share good practice.

4. Membership

- 4.1 The Group will comprise of representatives of the following agencies (to form the 'core membership') but membership will be open to representatives from any statutory, voluntary or community organisation that wishes to join to contribute to the efforts of the Group. It is

also anticipated that the membership of the Group will grow as work progresses and will reflect the specific initiatives and activities that may be delivered.

Core Membership

- Gravesham Borough Council (Community Safety Unit, Private Housing and Housing Options);
- Kent Police (Modern Slavery and Human Trafficking Team);
- Porchlight;
- Choices (Domestic Abuse Service);
- Kent Equality Cohesion Council;
- Rethink Mental Illness.

4.2 Each organisation will be represented by at least one staff member (in the case of the Council, each Department will be represented). In cases where a representative is unable to attend, they should seek to nominate a deputy to represent the organisation in their place or provide a written update on any activity for which they have accepted lead responsibility.

4.3 Individuals with specialist knowledge and/or experience may be invited to attend meetings without requiring a commitment of regular attendance.

5. Working Methods

- i) The Group will meet on a monthly basis for the first 6 months from its inaugural meeting and the regularity of meetings will then be reviewed and subject to the level of progress being made, may then meet every 6 weeks (bi-monthly);
- ii) Gravesham Borough Council will host the meetings (unless there is a wish for a meeting to be held at a partner organisation). Meetings will allow for attendance in person but a dial-in option will be offered;
- iii) The Chair and Vice-Chair will be agreed at the inaugural meeting and can be reviewed at any time by Group consensus;
- iv) Meetings will be arranged and administered by Gravesham's Community Safety Unit;
- v) The Group's Action Plan will serve as a live working document that will be updated by the Community Safety Unit following each meeting and the updated version will be circulated to all members with Agenda papers prior to each meeting;
- vi) There is an expectation of confidentiality. Individual cases should not be routinely discussed by this Group as a separate Gravesham Safeguarding Group will be accepting referrals of individuals who are potential victims of modern slavery and coordinating support activity for them. Other restricted information relating to potential victims, perpetrators, premises and/or geographical locations believed to be linked to modern slavery should be referred to the Gravesham Serious Organised Crime Panel;

- vii) In the normal course of events, the anticipation is that this Group will only deal with de-personalised information. Should the Group consider it appropriate to exchange personal information with other partners at a meeting, this will be dealt with in a separate section of the meeting with only those agencies with a direct interest in the case present. All information sharing must conform to the local protocols established to facilitate exchange of information between agencies under Section 115 of the Crime and Disorder Act 1998 as amended. Any agencies who are not a party to the Kent and Medway Information-Sharing Agreement will be receiving the information on a confidential 'need to know' basis and as secondary disclosure for the purposes of the Data Protection Act 1998. Agencies should not, therefore, divulge any information received without the consent of the agency owning the information or data.

6. Governance and Accountability

- 6.1 The delivery of Gravesham's Modern Slavery Strategy is a key priority for the Borough's Community Safety Partnership (CSP) and this Working Group will be an operational group of the CSP. The CSP meets on a quarterly basis and a formal report of progress being made by this Group in delivering the Strategy will be provided to each meeting.
- 6.2 The Strategy has also been adopted by Gravesham Borough Council as a key commitment and therefore, progress will also be reported to the Council's Community and Leisure Cabinet Committee at regular intervals and to the Council's Crime and Disorder Scrutiny Committee.
- 6.3 The Group may agree to provide presentations and/or reports on its activity to other agencies, organisations and meetings as appropriate e.g. Local Safeguarding Boards.