

Executive Summary
Report to the Board of Directors
Being Held on 23 July 2024

Subject	Modern Slavery Act Statement
Supporting TEG Member	Sandi Carman, Assistant Chief Executive
Author	Beth Jones, Business Manager and Judith Green, Head of Corporate Governance
Status	For Approval

PURPOSE OF THE REPORT

To present an update on the continuous improvement plan underpinning the Trust's Modern Slavery Act Statement to inform the presentation of an updated statement for 2023/24 in line with requirements under the Modern Slavery Act 2015.

KEY POINTS

Background

- Section 54 of the Modern Slavery Act 2015 requires every organisation which supplies goods or services, and carries on a business in the UK with an annual turnover of £36m or more to set out in a published statement the steps it has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains, and in any part of its own business.
- Modern Slavery is an umbrella term used to describe the offences covered by this legislation, these being slavery, servitude and forced or compulsory labour and human trafficking.
- In order to meet and demonstrate compliance with the minimum legal requirements organisations must:
 - Update its modern slavery statement annually (within six months of the financial year end)
 - Publish a Board approved statement signed by an appropriate director on its website, with a link to the document on a prominent place on its homepage.

Updated statement for 2023/24

- In updating the statement further consultation has taken place with internal leads. This has sought to refresh evidence for each separate component of the statement and assess delivery of and inform any further development of a continuous improvement plan.
- Following review by TEG the statement is presented in Appendix A for approval, alongside the MSA Action Plan set out as Appendix B which identifies progress to support a consistent and continuous improvement approach to tackling modern slavery.
- The MSA Action Plan is an internal reference document and does not form part of the published statement. TEG has agreed to receive a mid-year review of this plan to ensure all actions have been completed and are fully embedded.

Benchmarking review output

- Benchmarking with system partners through the South Yorkshire and Bassetlaw Company Secretaries Professional Partnership Group (PPG) was undertaken to ensure that the Trust's approach to developing and updating the Modern Slavery Act Statement continues to reflect best practice.
- While no areas of better practice or immediate opportunities for collaboration (outside those already taking place in relation to supplier assessment) were identified, this will be kept under review.

IMPLICATIONS

Aim of the STHFT Corporate Strategy		✓ Tick as appropriate
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	

RECOMMENDATIONS

The Board of Directors is asked to:

- **APPROVE** the Modern Slavery Act Statement for signature by the Trust Chair and publication on the Trust website.
- **APPROVE** the appended MSA Action Plan, noting the status of agreed actions.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
TEG	10 July 2024	y
Board of Directors	23 July 2024	

Modern Slavery and Human Trafficking Statement 2023/24

Introduction

Sheffield Teaching Hospitals NHS Foundation Trust is committed to preventing acts of modern slavery or human trafficking from occurring in any part of its business operations and supply chain.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 (the “Act”) and constitutes Sheffield Teaching Hospital NHS Foundation Trust’s modern slavery and human trafficking statement for the financial year commencing 1 April 2023 and ending 31 March 2024.

It aims to demonstrate that the Trust follows best practice and that all reasonable steps are taken to prevent slavery and human trafficking.

This statement has been approved by the Trust’s Board of Directors, which together with the Audit Committee, will review and update it as necessary on an annual basis.

Structure and business of the organisation

Sheffield Teaching Hospitals NHS Foundation Trust is a first wave NHS Foundation Trust created in July 2004. Its principal purpose is the provision of goods and services for the purposes of the health service in England. The Trust provides personalised, acute, elective, community and specialist healthcare services of a high standard for over two million patients each year

The principal areas of business of the Trust are:

- a) Northern General Hospital
- b) Royal Hallamshire Hospital
- c) Charles Clifford Dental Services
- d) Weston Park Cancer Centre
- e) Jessop Wing
- f) Community Services

With over 18,500 employees, the Trust is one of the biggest employers locally. Through partnerships with The University of Sheffield, Sheffield Hallam University, other health and social care providers and industry, the Trust seeks to be at the forefront of advancements in clinical services, teaching and research. The Trust is part of a major teaching centre with Schools of Medicine, Dentistry and Nursing based across its campuses.

The Trust had an annual revenue budget of over £1 billion. The annual accounts are available [online](#).

The organisation's business is managed through clinical and corporate directorates with each of the clinical directorates grouped into one of twelve Care Groups. Each Directorate is supported by other professional disciplines including Finance, Human Resources and Informatics. Routine performance, governance and professional issues are managed by the directorates with the Trust Executive Group holding directorates accountable for their performance.

Policies and procedures relating to modern slavery

All members of staff have a personal responsibility for the successful prevention of slavery and human trafficking.

The Trust has policies and procedures in place designed to provide guidance and advice to staff in assessing and managing risks in relation to modern slavery and human trafficking. These policies additionally give a platform for staff to raise concerns about poor working practices. Key policies and procedures include:

- **Safeguarding policies**

The Trust's commitment to contribute to the eradication of modern slavery is reflected in the Safeguarding Adults and Safeguarding Children policies, which have been developed in accordance with safeguarding legislation (including the Care Act 2014 and The Children Act 1989) and national guidance. All staff can contact the Safeguarding Team for support and advice if they have a concern and the Trust's safeguarding intranet pages include information, guidance and the Modern Slavery Helpline.

To identify and mitigate the risks of modern slavery and human trafficking in our own business and our supply chain the Trust:

- Provides mandatory safeguarding training for all staff and includes information on modern-day slavery and human trafficking in order to promote the knowledge and understanding of escalating concerns internally and externally via the Home Office national referral mechanism.
- Has a Trust Safeguarding Assurance Committee reporting into a Committee of the Board of Directors to provide necessary oversight of Safeguarding referrals and a mechanism for identification of trends and learning.
- Demonstrates examples of good practice in respect of awareness raising activity focused on Modern Slavery and Human Trafficking.

- Freedom to speak up policies (formerly Raising concerns policies)

The Trust promotes a culture of openness and accountability by encouraging reporting of concerns, including any circumstances that may give rise to risk of slavery or human trafficking. The Trust's Freedom to Speak Up Policy offers guidance to staff on raising concerns confidentially and provides reassurance as to how the Trust will respond to them. Freedom to Speak up Guardians and Advocates are available to provide immediate support and signposting for staff members raising concerns. All concerns raised are considered by the Freedom to Speak Up Steering Group to identify shared learning.

To identify and mitigate the risks of modern slavery and human trafficking in our own business and our supply chain the Trust:

- Has systems to encourage the reporting of concerns and the protection of 'whistleblowers'.
- Provides all new staff with information on the Freedom to Speak Up Policy and Procedure through corporate induction and the Trust Intranet provides further guidance and contact details for the Trust's Freedom to Speak Up Guardians and Directorate Advocates.
- Makes advice and training about modern slavery and human trafficking available to staff through our Safeguarding training, our Safeguarding policies and procedures and our Safeguarding leads.
- In addition, staff have duties imposed upon them to raise such concerns by their respective professional regulatory bodies, such as the GMC, NMC, ACCA etc.

- Recruitment and selection practices and policies

Overseen by the Trust's Human Resources Department, the Trust has recruitment processes in place to ensure that staff are appointed subject to references, pre-employment checks (including immigration checks and identity checks). This ensures that we can be confident, before staff commence duties, that they have a legal right to work within the Trust. A set of Employment Standards appended to the Trust's Recruitment and Selection Policy outlines requirements to ensure safe and effective recruitment.

To identify and mitigate the risks of modern slavery and human trafficking in our own business and our supply chain the Trust:

- adheres to the national NHS employment checks/standards (this includes employees UK address, right to work in the UK and suitable references).
- follows NHS Agenda for Change terms and conditions to ensure that staff receive fair pay rates and contractual terms.
- Agencies on approved frameworks are audited to provide assurance that pre-employment clearance has been obtained for agency staff.
- International recruitment is managed through NHS Professionals who manage the pre-employment check process.

- Equality, diversity and inclusion and human rights policies

The Trust has a range of controls in place to protect staff from discrimination, poor and unfair treatment and/or exploitation. These comply with all respective laws and regulations, including the Equality Act 2010 and Human Rights Act 1998. The Trust is committed to ensuring equality of access to employment and training opportunities for staff and access to personalised care that meets individual needs for our patients. We will eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations in all that we do. All Trust activities and policies are required to have an Equality Impact Analysis (EIA) completed.

To identify and mitigate the risks of modern slavery and human trafficking in our own business and our supply chain the Trust:

- has a range of controls in place to protect staff from poor treatment and / or exploitation, which comply with all respective laws and regulations.
- undertakes consultation and negotiation with Trade Unions on proposed changes to employment, work organisation and contractual relations.
- promotes and provides support for the right for staff to raise concerns, for example about poor working practices.

- Procurement strategies

The Trust acknowledges that ethical standards are a core principle for procurement. Through its purchasing policies and by upholding professional practice the Trust sources goods and services in a manner that aims to ensure the wellbeing and protection of workforces across our supply chain. By a combination of purchasing through NHS Supply Chain and using NHS standard terms and conditions that include the requirement for suppliers to have modern slavery and human trafficking policies and processes in place, the Trust minimises the risk of social exploitation; ensuring that people are treated with respect and their rights are protected.

To identify and mitigate the risks of modern slavery and human trafficking in our own business and our supply chain the Trust:

- ensures the majority of our purchases utilise existing supply contracts or frameworks which have been negotiated by NHS Supply Chain or under the NHS standard terms and conditions of contract, which all have the requirement for suppliers to have modern slavery and human trafficking policies and processes in place.
- upholds professional practices relating to procurement and supply and ensures procurement staff attend regular training on changes to procurement legislation.
- requests all suppliers to comply with the provisions of the Modern Slavery Act (2015), through agreement of purchase orders and tender specifications.

Priorities delivered during 2023/24

The Trust progressed the following actions during 2023/24 to ensure that slavery and human trafficking is not taking place in any of its supply chains, and in any part of its own business:

- Continuing the review of Trust policies identified as needing to reference Modern Slavery Act legislation to ensure they signpost staff to relevant guidance.
- Increasing awareness across the Trust of modern slavery and human trafficking through use of a range of communication methods.
- Continuing to develop departmental supplier spot checks following the implementation of the Supplier Code of Conduct
- Embedding the Supplier Code of Conduct for the Trust.
- Including Modern Slavery Act considerations within a suite of evaluation and assessment questions for the e-tendering procurement portal.

Further steps

The Trust is committed to a consistent and continuous improvement approach to identifying and tackling modern slavery and we will continue to develop our approach to tackling modern slavery.

The Trust's Board of Directors has approved this statement and will continue to support the requirements of the legislation.

Approved by the Board of Directors on [23 July 2024]

Signed on behalf of Sheffield Teaching Hospitals NHS Foundation Trust

Annette Laban, Trust Chair

Assurance	Evidence Gaps	Action to address gaps in process or assurance	June 2024 Update
<p>Safeguarding policies</p> <p>The Trust’s commitment to contribute to the eradication of modern slavery is reflected in the Safeguarding Adults and Safeguarding Children policies, which have been developed in accordance with safeguarding legislation (including the Care Act 2014 and The Children Act 1989) and national guidance. All staff can contact the Safeguarding Team for support and advice if they have a concern and the Trust’s safeguarding intranet pages include information, guidance and the Modern Slavery Helpline.</p>			
<ul style="list-style-type: none"> Provides mandatory safeguarding training for all staff and includes information on modern-day slavery and human trafficking in order to promote the knowledge and understanding of escalating concerns internally and externally via the Home Office national referral mechanism. 	<p>No gaps / actions identified</p>		
<ul style="list-style-type: none"> Has a Trust Safeguarding Assurance Committee reporting into a Committee of the Board of Directors to provide necessary oversight of Safeguarding referrals and a mechanism for identification of trends and learning. 	<p>No gaps / actions identified</p>		
<ul style="list-style-type: none"> Demonstrates examples of good practice in respect of awareness raising activity focused on Modern Slavery and Human Trafficking 	<p>No gaps / actions identified</p>		

<p>Raising concerns at work policies</p> <p>The Trust promotes a culture of openness and accountability by encouraging reporting of concerns, including any circumstances that may give rise to risk of slavery or human trafficking. The Trust’s Raising Concerns at Work Policy offers guidance to staff on raising concerns confidentially and provides reassurance as to how the Trust will respond to them. Freedom to Speak up Guardians and Advocates are available to provide immediate support and signposting for staff members raising concerns. All concerns raised are considered by the Freedom to Speak Up Steering Group to identify shared learning.</p>	
<ul style="list-style-type: none"> Systems are in place to encourage the reporting and review of concerns and the protection of ‘whistleblowers’. 	No gaps / actions identified
<ul style="list-style-type: none"> Provides all new staff with information on the Freedom to Speak Up Policy through corporate induction and the Trust Intranet provides further guidance and contact details for the Trust’s Freedom to Speak Up Guardians and Directorate Advocates. 	No gaps / actions identified
<ul style="list-style-type: none"> Makes advice and training about modern slavery and human trafficking available to staff through our Safeguarding training, our Safeguarding policies and procedures and our Safeguarding leads. 	No gaps / actions identified
<ul style="list-style-type: none"> In addition, staff have duties imposed upon them to raise such concerns by their respective professional regulatory bodies, such as the GMC, NMC ACCA etc. 	No gaps / actions identified

Recruitment and selection practices and policies			
<p>Overseen by the Trust’s Human Resources Department, the Trust has recruitment processes in place to ensure that staff are appointed subject to references, pre-employment checks (including immigration checks and identity checks). This ensures that we can be confident, before staff commence duties, that they have a legal right to work within the Trust. A set of Employment Standards appended to the Trust’s Recruitment and Selection Policy outlines requirements to ensure safe and effective recruitment.</p>			
<ul style="list-style-type: none"> Adheres to the national NHS employment checks/standards (this includes employees UK address, right to work in the UK and suitable references). 	No gaps / actions identified		
<ul style="list-style-type: none"> Follows NHS Agenda for Change terms and conditions to ensure that staff receive fair pay rates and contractual terms. 	<p>Contracts of Employment There is potential to review contract documentation to included explicit reference to Modern Slavery and Human Trafficking legislation.</p>	<p>Action - Include reference to Modern Slavery legislation with next review of contract of employment documentation. Action Owner – Debbie Padwick, Head of HR Services Original Deadline – April 2022 New Deadline – April 2025 Executive Sponsor – Mark Gwilliam, Chief People Officer</p>	<p>Action underway June 23 – The revised contract of employment is still under review although this won’t substantially change the MSA statement already included. Nov 23 – A statement related to Modern Slavery has been incorporated in the current form contract. A wider review of the contract of employment is taking place via establishment of a working group.</p>
<ul style="list-style-type: none"> Agencies on approved frameworks are audited to provide assurance that pre-employment clearance has been obtained for agency staff. 	No gaps / actions identified		
<ul style="list-style-type: none"> International recruitment is managed through NHS Professionals who manage the pre-employment check process. 	No gaps / actions identified		

<p>Equality, diversity and inclusion and human rights policies</p> <p>The Trust has a range of controls in place to protect staff from discrimination, poor and unfair treatment and/or exploitation. These comply with all respective laws and regulations, including the Equality Act 2010 and Human Rights Act 1998. The Trust is committed to ensuring equality of access to employment and training opportunities for staff and access to personalised care that meets individual needs for our patients. We will eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations in all that we do. All Trust activities and policies are required to have an Equality Impact Analysis (EIA) completed.</p>	
<ul style="list-style-type: none"> Has a range of controls in place to protect staff from poor treatment and/or exploitation, which comply with all respective laws and regulations. 	No gaps / actions identified
<ul style="list-style-type: none"> Undertakes consultation and negotiation with Trade Unions on proposed changes to employment, work organisation and contractual relations. 	No gaps / actions identified
<ul style="list-style-type: none"> Promotes and provides support for the right for staff to raise concerns, for example about poor working practices. 	No gaps / actions identified

<p>Procurement strategies</p> <p>The Trust acknowledges that ethical standards are a core principle for procurement. Through its purchasing policies and by upholding professional practice the Trust sources goods and services in a manner that aims to ensure the wellbeing and protection of workforces across our supply chain. By a combination of purchasing through NHS Supply Chain and using NHS standard terms and conditions that include the requirement for suppliers to have modern slavery and human trafficking policies and processes in place, the Trust minimises the risk of social exploitation; ensuring that people are treated with respect and their rights are protected.</p>			
<ul style="list-style-type: none"> Ensures the majority of our purchases utilise existing supply contracts or frameworks which have been negotiated by NHS Supply Chain or under the NHS standard terms and conditions of contract, which all have the requirement for suppliers to have modern slavery and human trafficking policies and processes in place. 	<p>No gaps / actions identified</p>		
<ul style="list-style-type: none"> Upholds professional practices relating to procurement and supply and ensures procurement staff attend regular training on changes to procurement legislation. 	<p>Health and Care Act 2022: Preventing modern slavery in NHS supply chains</p> <p>There is a need to ensure that recent legislation is reflected in procurement practices.</p>	<p>Action – Review impact of legislation / undertake risk assessments as appropriate.</p> <p>Lead - Helen Trippett, Deputy Director of Procurement / Jonathan Hilton, Procurement Director</p> <p>Original Deadline – March 2023</p> <p>Revised Deadline – December 2023</p> <p>Executive Sponsor – Louisa Cowell, Chief Finance Officer</p>	<p>Action complete</p> <p>June 2024 - The assessment question set to formally assess suppliers in relation to modern slavery is now held in the e-tendering portal (Atamis) and being used across STH and shared for use across the wider South Yorkshire ICS within competitive procurements and subsequent contract management.</p>

<ul style="list-style-type: none"> Requests all suppliers comply with the provisions of the Modern Slavery Act (2015), through agreement of our purchase orders and tender specifications. 	<p>Supplier Code of Conduct</p> <p>There is scope to consider best practice development of a Supplier Code of Conduct to further strengthen the request for supplier to comply with Modern Slavery Act provisions through agreement to adopt this Code.</p>	<p>Action – Develop a STH Supplier Code of Conduct (completed July 2022) and monitor its implementation</p> <p>Lead - Helen Trippett, Deputy Director of Procurement / Jonathan Hilton, Procurement Director</p> <p>Deadline – November 2023</p> <p>Executive Sponsor – Louisa Cowell, Chief Finance Officer</p>	<p>Action complete</p> <p>May 2024 - Engagement with NHS Supply Chain on framework audit processes has already been undertaken.</p> <p>Spot checking is commencing this month with three key suppliers having been selected for review. As our contract management maturity progresses supplier compliance with Modern Slavery Act provisions will be built in as part of yearly contract review processes throughout this financial year and subsequent contracting years for those managed within Procurement in parallel with some independent spot checking of suppliers whose contract management is devolved to directorates.</p>
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