

## CATTLE MARKET MAKERS PROJECT

### IMPLEMENTATION PLANS FOR ESIF-FUNDED PROGRAMME OF ACTIVITIES:

#### DATA PROTECTION, SAFEGUARDING AND ANTI-FRAUD

Plans for the implementation of data protection, safeguarding and anti-bribery policies constitute statutory responsibilities and are set out below.

#### 1. Data Protection [GDPR]

(Relevant policy: LTC Data Protection & Retention Policy: <https://www.liskeard.gov.uk/wp-content/uploads/17.GDPR-GENERAL-PRIVACY-NOTICE-2019.pdf>)

Action	Person responsible	Due	Status
Project team to familiarize themselves with LTC/CLLD GDPR policies and requirements	PM	November 2021	Completed
Project Manager to train Project Administrator on GDPR principles and practices	PM	November 2021	Completed
Project team to ensure all hard copies of documentation securely stored in locked document cabinet	PM/PA	November 2021	Completed
Project team to ensure all electronic copies of documentation stored on password-secure devices	PM/PA	November 2021	Completed
Project team to ensure all relevant participant paperwork includes data protection information	PM/PA	November 2021	Completed
All project staff members and contractors to receive instruction in GDPR policy requirements	PM	December 2021 onwards	Protocols in place; process ongoing
Participation information documentation to be transferred to CLLD using the Evolutive system (and not by email)	PA	December 2021 onwards	Protocols in place; process ongoing

## 2. Safeguarding

(Relevant policy: LYC Safeguarding Policy: <https://www.liskeard.gov.uk/wp-content/uploads/safeguarding-policy-V2-May-21.pdf>)

Action	Person responsible	Due	Status
Agree safeguarding requirements with participating schools	PM	November 2021	Completed
Ensure minors in after-school-club sessions to be accompanied by their parent/guardian/carer during sessions	Delivery staff	February 2022 onwards	Protocols in place; process ongoing
Ensure all after-school-club activity delivery staff successfully complete enhanced DBS checks	PM/PA	December 2021	Completed
Ensure all skills course delivery staff successfully complete enhanced DBS checks	PM/PA	December 2021	Completed
Project Manager and Project Administrator to monitor delivery practices	PM/PA	February 2022 onwards	Protocols in place; process ongoing
Ensure delivery staff are notified of their specific responsibilities in relations to any vulnerable participants	PM/PA	February 2022 onwards	process ongoing
All staff, contractors and participants to be informed of their appropriate rights and responsibilities in relation to the safeguarding of staff, contractors and participants	PM/PA	February 2022 onwards	Protocols in place; process ongoing
All participants to be informed of CMM project contacts and processes for the reporting of any safeguarding concerns (with Project Manager as primary point of contact for such concerns; and thereafter the Liskeard Town Clerk)	PA	February 2022 onwards	Ongoing
All participants to be informed of CLLD contacts for the reporting of any safeguarding concerns or complaints	PA	February 2022 onwards	Ongoing
All safeguarding concerns to be referred for advice/action to the LTC safeguarding officer (Erin Trevethan)	PM	February 2022 onwards	Ongoing

### 3. Anti-fraud

(Relevant policy: LTC Anti Fraud & Corruption Policy: <https://www.liskeard.gov.uk/wp-content/uploads/Anti-Fraud-Bribery-Corruption-May-20.pdf>)

Action	Person responsible	Due	Status
Project Administrator to receive instruction on document-checking requirements from CLLD	PA	December 2021	Completed
Project Administrator to seek ongoing advice on document-checking requirements from CLLD	PA	December 2021 onwards	Protocols in place; process ongoing
Project Administrator to validate copies of all documentation	PA	December 2021 onwards	Protocols in place; process ongoing
Project Manager to monitor implementation of protocols	PM	December 2021 onwards	Protocols in place; process ongoing
Procurement processes to follow LTC/CLLD/ESIF tendering policies and protocols (including relating to the simultaneous unsealing of tenders by two people at the proper time following the conclusion of the tendering process; transparent tender-scoring criteria and mechanisms; the publication of tender documentation and responses to queries to take place exclusively via Contract Finder)	PM, Town Clerk and RFO (Deputy Town Clerk)	September 2021 onwards	Protocols in place; process ongoing
Annual staff declaration of gifts received	PM and Town Clerk	September 2021 onwards	Protocols in place; process ongoing

Note: The Project Administrator is accountable to the Project Manager; the Project Manager is accountable to the Deputy Town Clerk and Town Clerk; the Town Clerk is accountable to the Mayor and Councillors of Liskeard Town Council.

These implementations plans are to be published on the project website.