

GREAT WALTHAM PARISH COUNCIL

Policy Statement on the Recruitment of Ex-offenders

Version 5

This policy document should be reviewed and updated as necessary.

Version	Review Date	Reviewed By	Summary of Changes
1	October 2014	Mike Steel	Updated to reflect DBS rather than CRB
2	May 2015	Mike Steel	No change to text. Added review table
3	June 2021	Steve Gilbert	No change to text (DBS guidance on policy statement wording remains unaltered). Minor text alignment adjustments.
4	December 2021	S. Gilbert	Format changes.
5	April 2022	S. Gilbert	Insertion of Definition. Minor typographical, consistency and format changes.

Definition

“Council” – Great Waltham Parish Council.

It is a requirement of the Declaration and Barring Service (DBS) that all Registered Bodies must treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to disclosure applicants at the outset of the recruitment process.

Policy Statement

- As an organisation using the Declaration and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, the Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- The Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders, will be made available to all applicants at the outset of the recruitment process.
- The Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. The Council select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, the Council will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The Council will request that this information is sent under separate, confidential cover, to the Clerk to the Council and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Council to ask questions about an entire criminal record, it only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- The Council ensures that all those in the Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, the Council will ensure that an open and measured discussion takes place on the subject of any offences or other matter that

might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- The Council will make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- The Council will undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working for or with the Council.

- This will depend on the nature of the position and the circumstances and background of the offences.