

EAST HERTS COUNCIL

LOCAL JOINT PANEL 5 DECEMBER 2012

HUMAN RESOURCES COMMITTEE 16 JANUARY 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

DISCLOSURE AND BARRING SERVICE POLICY REVIEW

WARD(S) AFFECTED: NONE

---

**Purpose/Summary of Report**

To approve the revised Managing the Criminal Record Bureau Process renamed as the Disclosure and Barring Service Policy.

<b><u>RECOMMENDATIONS FOR LOCAL JOINT PANEL: That:</u></b>	
(A)	The revised Disclosure and Barring Service Policy is recommended for approval; and
(B)	The Recruitment of Ex-Offenders Policy Statement is recommended for approval.

<b><u>RECOMMENDATIONS FOR HUAMN RESOURCES COMMITTEE: That</u></b>	
(A)	The revised Disclosure and Barring Service Policy is approved
(B)	The Recruitment of Ex-Offenders Policy Statement is approved

1.0 Background

1.1 The Council's Managing the Criminal Record Bureau Process was last reviewed in 2007. The Council's programme of policy

review is after two years or sooner in line with legislation and best practice.

- 1.2 The Council uses the services of the Criminal Records Bureau (CRB) to carry out disclosures on its behalf. On the 1 December 2012 the CRB and ISA are merging to become the Disclosure and Barring Service (DBS). A review of the policy was required to ensure it encompassed the changes and best practice.

## 2.0 Report

### 2.1 **Key changes**

- 2.2 The policy has been revised to ensure that the authority's arrangements comply with the new identification checking guidelines produced for the Disclosure and Barring Service.
- 2.3 The policy and guidelines have been drawn up in accordance with the Disclosure and Barring Services' codes of practice and the Protection of Freedoms Act 2012.
- 2.4 East Herts disposal and retention process has been updated to ensure compliance with the codes of practice. East Herts will not keep Disclosure information for any longer than is necessary and all DBS paperwork will be shredded. In very exceptional circumstances, if it is considered necessary to keep, disclosure information will be kept up to 6 months, unless there is a dispute.
- 2.5 A Recruitment of Ex-Offenders Policy Statement has been written to ensure the Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly by not discriminating on the basis of a conviction or other information revealed.
- 2.5 The revised policy can be found at Essential Reference Paper 'B' and the new Recruitment of Ex-Offenders Policy Statement within the policy (appendix A).

## 3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Officer: Emma Freeman – Head of People, ICT and  
Property Services  
01992 531 635  
[Emma.Freeman@eastherts.gov.uk](mailto:Emma.Freeman@eastherts.gov.uk)

Report Author: Helen Farrell – Human Resources Officer  
[Helen.farrell@eastherts.gov.uk](mailto:Helen.farrell@eastherts.gov.uk)