



# **East Herts Council**

## **Recruitment of Ex-Offenders**

### **Policy Statement**

#### **Policy Statement No 44 (Issue No 1) January 2013**

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## **1.0 Introduction**

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) 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.
- 1.2 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.
- 1.3 This written statement on the recruitment of ex-offenders will be made available to all DBS applicants at the outset of the recruitment process.

## **2.0 Recruitment Process**

- 2.1 The Council actively promote 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.
- 2.2 A DBS check is only requested after a review of the Job Description; where the review indicates 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 details will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- 2.3 Where a DBS check is to form part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record. This information should be provided on the monitoring form and the Council guarantee that this information will only be seen by Manpower and Human Resources.

- 2.4 Unless the nature of the position allows the Council to ask questions about applicant's entire criminal record, the Council will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

### **3.0 Training and Important Information**

- 3.1 The Council ensures that all those involved in the appropriate recruitment stages have been suitably trained to identify and assess the relevance and circumstances of offences. The Council provides staff with the appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 3.2 The Council will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. This discussion will be lead by the Chair of the Interview Panel and Human Resources. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, advice will be sort from the DBS.
- 3.3 The Council makes every subject of a DBS aware of the existence of the DBS Code of Practice and can make a copy available on request.
- 3.4 The Council undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

### **4.0 Policy Review and Amendment**

- 4.1 This Policy shall be reviewed after two years or sooner in line with legislation and best practice to reflect the best possible level of support and management.