

For publication

Code of Conduct Policy

Meeting: Employment and General Committee

Date: 5 March 2018

Report by: Human Resources Manager

1.0 Purpose of Report

To provide information regarding the introduction of a new Staff Vetting Policy and to recommend for approval this Policy.

2.0 Background

Staff vetting helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Staff vetting is also used to ensure staff are fit for purpose for professional roles and also for trusting them to access sensitive information.

The Disclosure and Barring Service (DBS) help to identify candidates who may be unsuitable for certain roles, especially those that involve children or vulnerable adults. Clearance from the DBS is required for certain roles as part of the pre-employment checks in accordance with Chesterfield Borough Council's Recruitment Policy.

Four levels of criminal record checks are available via the Disclosure and Barring Service, Basic, Standard, Enhanced and Enhanced with Children's and / or Adults' Barred List Checks.

Chesterfield Borough Council is a registered body with the DBS and must abide by the DBS Code of Practice. Failure to comply with Conditions of Registration can result in the suspension or cancellation of registration.

Suspension or cancellation of registration would mean that the council would no longer be able to countersign DBS application forms. Instead, the council would have to refer applications to an umbrella body for completion. This would incur additional costs due to administration charges per application and may also increase the time taken to receive information from the DBS.

As a result of a review of the council's current position in terms of compliance with the DBS Code of Practice, a need for a standalone comprehensive policy regarding the use of criminal records checks has been identified.

This policy has been drafted and clarifies the council's position. The policy aims to prevent excessive or under- checking of job roles and has been produced to provide guidance to managers regarding criminal records checks and to ensure that the correct procedures are followed when undertaking these checks for current and prospective employees.

3.0 Proposed Procedure

The new policy and appendices can be found at Appendix 1.

The council's Policy team have confirmed that a full Equality Impact Assessment is not required. The Preliminary Equality Impact Assessment is attached at Appendix 2.

4.0 Employer – Trade Union Committee

The proposed policy was submitted to the Employer trade union Committee on 14th February 2018 and was endorsed for submission to Employment and General Committee.

5.0 Recommendations

That the new Staff Vetting Policy be approved.

For further information on this report, contact Kate Harley.