

SOUTH DERBYSHIRE DISTRICT COUNCIL

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1.0 Introduction

1.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

2.0 Policy Statement

2.1 The Council is committed to the fair treatment of its employees, potential employees or service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

2.2 This is the Council's a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

2.3 We actively promote equality of opportunity for all with the right mix of talent, skills, and potential. Applications are welcomed from a wide range of candidates, including those with criminal records, depending on the nature of the position and the circumstances and background of your offence(s). All candidates are selected for interview based on their skills, qualifications and experience compared against the Person Specification and Job Description for the vacant post.

2.4 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those posts where a Disclosure is required, all job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post

2.5 Where a Disclosure is to form part of the recruitment process, we encourage all applicants invited for interview to provide details of their criminal record using the guidance on the Rehabilitation of Offenders Act 1974, in the application pack, at an early stage in the Application process on the job application form. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

2.6 Unless the nature of the position allows the Council to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

2.7 We ensure 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.

- 2.8 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the post.
- 2.9 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal, by the Council, of an offer of employment or dismissal if the offer has been accepted and the individual is in post.
- 2.10 We make every person who is subject to a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available to them on request.
- 2.11 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 2.12 Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

3.0 Review of Policy

- 3.1 This policy may be reviewed at any time in consultation with the relevant trade unions.

Approved by Finance & Management Committee 4th September 2003