

RECRUITMENT AND SELECTION POLICY AND CODE OF PRACTICE

1. GENERAL STATEMENT

- 1.1 The Council recognises the importance of recruiting the most suitable and able people to its establishment.
- 1.2 The Council is committed to high standards of recruitment and selection practice which is fair, consistent and which meets the requirements of recommended good practice, equal opportunities, including disability discrimination, and employment legislation.

1. OBJECTIVES

- .1 **To apply the most appropriate selection method to test the competence level required for the job**
- .2 **To provide the facility to maximise employee potential by generating suitable internal promotion opportunities**
- .3 **To minimise the risk of high employee turnover resulting from poor recruitment and selection**
- .4 **To meet the requirements of recommended good practice and ensure equality of opportunity in accordance with current legislation**
- .5 **To ensure that all who carry out the recruitment function do so in a fair and consistent manner**
- .6 **To apply the Criminal Records Bureau procedure to appropriate posts in order to ensure safe recruitment practice**
- .7 **To monitor the implementation, effectiveness and appropriateness of the Council's recruitment and selection activity**
- .8 **To ensure update and modification to the Policy in line with legislative and procedural requirements.**

2. ORGANISATION AND RESPONSIBILITIES

- .1 **The Council**

The Council, as the employer, is ultimately responsible for ensuring the implementation of the Recruitment and Selection Policy.

The specific appointment responsibilities of the relevant Committees are:

Cabinet - responsibility for recruiting Corporate Directors.

.2 Chief Executive and Corporate Directors

Chief Executive will:

- Ensure that Recruitment and Selection matters can be discussed when necessary by Corporate Management Team;
- Through the Corporate Director ensure the effective implementation and regular monitoring of the Policy.

Corporate Directors will:

- Be responsible for the proper application and implementation of the Council's Recruitment and Selection Policy within their Directorates.
- Ensure that all recruiting Officers are adequately trained in recruitment and selection techniques.
- Appoint staff up to and including Grade K.

.3 The Corporate Director will:

- Provide professional advice and guidance and will be responsible for the effective implementation and regular monitoring of the Policy. The People & Performance Manager reporting through Corporate Director will be responsible for the administration, operation and for the provision of advice in connection with the recruitment and selection process.

CODE OF PRACTICE

1. APPLICATION

- 1.1 Shepway District Council, through its Human Resource, Equal Opportunities and Recruitment & Selection Policies confirms its intention to ensure a fair and consistent approach in the pursuit of effective employee recruitment.
- 1.2 The Code of Practice sets out the procedure and the specific responsibilities of the Corporate Management Team, Corporate Directors, Recruiting Managers, Members and HR Services to ensure that high standards of recruitment practice are maintained.

2. GENERAL PRINCIPLES

- 2.1 All new permanent posts will first need to be established by Corporate Management Team.
- 2.2 Existing vacancies which are to be filled for a period of more than six months will require the prior approval of Corporate Management Team.
- 2.3 Advertised posts will be accompanied by an up to date Outline Job Description and Person Specification.
- 2.4 External advertisements will be written in the house style in a particular layout and include a standardised content (see paragraph 7).
- 2.5 **For posts Grade A to J:**

- **Recruitment administration** will be the responsibility of HR Services.
- **Applications** will be made using the Council's standard Application Form.
- **Selection interviews** will be conducted by the Service recruiting manager and at least one other appropriate member of staff.

2.6 Selection interviews conducted by Councillors will be undertaken on a panel basis comprising 5 members.

2.7 Applicants who are short-listed for interview will normally be given a minimum of 10 days notice.

2.8 Where appropriate, scientifically validated psychological tests will be used as part of the selection process. All tests will be chosen, administered and interpreted by a professionally qualified and registered member of staff from HR Services.

2.9 Other recruitment methods will be used where appropriate in support of the selection interview and include:

- * In Tray exercises
- * Presentations
- * Interest Inventories
- * Job Simulations
- * Group Selection
- * Projects

2.10 References will be requested prior to interviews, one of which should be the applicant's current or most recent employer. References from current employers must only be requested with the prior permission of the applicant.

- 2.11 Applicants attending interviews will be required to complete the Declaration of Health questionnaire. An appointment will not be confirmed until medical clearance is given.
- 2.12 All applicants will be required to produce copies of any relevant qualification certificates at the interview. An appointment will not be confirmed until the certificates have been verified.
- 2.13 Successful applicants' for posts designated 'vulnerable' will be exempt from the Rehabilitation of Offenders Act and will be required to provide the appropriate level of disclosure from the Criminal Records Bureau.
- 2.14 All information relating to applicants will be treated as strictly confidential.
- 2.15 Officers and members involved in recruitment and selection will be given training in interviewing skills and in the requirements of the Council's Policies on Recruitment and Selection, Equal Opportunities, including disability discrimination.
- 2.16 Canvassing of Officers and Members of the Council or any Committee directly or indirectly in connection with an appointment disqualify the applicant from that appointment.
- 2.17 Officers and Members of the Council should not solicit for any person or any appointment but this does not preclude either from giving a written testimonial of a candidate's ability, experience or character.
- 2.18 All applicants will be required to disclose whether or not they are related to an Officer and/or Member of the Council. Applicants failing to disclose such a relationship will be disqualified from the appointment, or if appointed, will be liable to dismissal without notice.

2.19 Foreign Nationals

- (a) It is illegal to employ a person with no immigration entitlement to work in the UK. Therefore, it is necessary to ensure that a potential employee has a National Insurance number which must be recorded on the Engagement Form (r&s25).
- (b) If the individual does not have a National Insurance number, then a copy of the relevant parts of one of the following documents must be obtained.
- * British Birth Certificate and Passport showing the holder to be a British Citizen.
 - * European Economic Area Pass or Identity Document.
 - * Passport or other travel document endorsed to show that the holder is settled in the UK or otherwise entitled to work here.
 - * Certificate of registration or naturalisation as a British Citizen.

THE RECRUITMENT PROCESS EXPLAINED

The administration of the recruitment and selection process is more easily and accurately undertaken using the **r&s forms and documentation**. The forms and documents are numbered and ordered in line with the sequence of the process.

A full index of the r&s documentation can be found on the intranet at the Home Page under Personnel Forms.

3. THE VACANCY

The Recruitment and Selection Checklist (**r&s1**) should be used to ensure the effective administration of the main elements within the recruitment process.

Existing Posts

Corporate Management Team approval will be required prior to advertising for any vacant permanent posts, unless they have already been approved by Committee.

Temporary Posts

- (a) Where a temporary contract exists, Corporate Management Team approval must be sought before the contract can be made permanent.
- (b) Corporate Directors may exercise their authority to fill posts on the approved establishment list using either temporary or agency staff.
- (c) Corporate Directors are authorised to make short term or temporary appointments to meet seasonal or exceptional activity. Such appointments can only be for no longer than six months. The costs of such appointments must be met within approved budgets.

Agency Staff

Requests for Agency staff should also be made using the Staffing Resources Request form (**r&s2**). HR Services will arrange the appointment of Agency Staff.

New Posts

New **permanent** posts will require the prior approval of Corporate Management Team. Requests for new posts will be made in the usual report style format.

Wherever possible Corporate Directors should liaise with other Directorates to see if there is any spare capacity.

4. THE OUTLINE JOB DESCRIPTION

Consider whether the existing Outline Job Description meets the current and future needs. All Outline Job Descriptions should be up to date and relevant.

An Outline Job Description must be agreed before an advertisement is placed.

Amendments to job descriptions should be discussed and agreed with HR Services and a master copy provided for their central records.

For posts where CRB disclosure is required, this must be written on the Outline Job Description.

5. THE PERSON SPECIFICATION

The Person Specification (**r&s3**) must be drawn up at the same time as the Outline Job Description.

The Person Specification will help in the identification of the qualities required to do the job and will act as a sifting mechanism during the short-listing stage.

It is important that the qualities identified in the Person Specification are realistic. It is not helpful to understate, nor to overstate the qualities required. Special attention should be given to the Council's Equal Opportunities Policy and Code of Practice.

It is the Recruiting Manager's responsibility to draw up the Person Specification and to provide a copy for HR Services central records.

6. THE EMPLOYMENT STABILITY REGISTER

The Employment Stability Register is kept in the HR Services section and contains a list of those people who are protected under the Employment Stability Policy.

Those staff who are listed on the register must be given the details of any vacancy using the notification letter (**r&s4**) and be given two weeks in which to make their applications.

Applicants from the register **MUST** be interviewed before a vacancy is advertised either internally or externally. (The only exception to this will be in the event of Staffsides agreement).

Where applicants from the Employment Stability Register are not appointed following interview then they should be given details of the reasons why.

Reference should be made to the Employment Stability Policy in Part 4, Section G.

7. ADVERTISING THE VACANCY

All advertisements should be circulated as appropriate to those (either internal and/or external) identified on the Distribution List (**r&s5**).

External advertisements

All advertisements to appear in external publications must be placed via the Council's appointed Advertising Agency.

The Agency currently working on behalf of the Council is:

T M P	Our Team
Worldwide	020 7406 3226 – Nicola Evans email nicola.evans@tmp.com

All Advertisements should include as a minimum:

- * **Job title**
- * **Section/Service Unit**
- * **Salary**
- * **Outline of the job**
- * **Applicant's requirements (education/training/experience)**
- * **If Disclosure from the CRB is required, and at what level**
- * **How to apply (contact name/number application form, CV own style)**
- * **Closing Date for receipt of applications**
- * **Equal Opportunities Statements**

The role of the Agency is to:

Work to the Council's specification and in doing this they will:

- (a) Provide expert guidance on suitable wording, content and layout of advertisements.
- (b) Advise on copy deadlines for publication and to place the advertisement within the deadlines.
- (c) Identify and agree with Recruiting Officer the use of the most appropriate and effective publications.
- (d) Assist the Council in maintaining high standards of visual presentation which meet the Shepway house style.

8. THE APPLICATIONS

Preparing for Applications - Set up a file to house all of the documentation relating to the vacancy.

Requests for Application Forms/information pack should be recorded on the Application request form (**r&s6**) and dealt with on the day the Request is received. Replies should be sent out by first class post.

Information Packs for posts Grade K should be drawn up with the type of post in mind, but as a minimum it should include:

- * Application form (**r&s7**)
- * Outline Job Description
- * Outline terms and conditions for the post (**r&s8**)

- * Recruitment & Equal Opportunities Monitoring Form **(r&s9)**
- * Copy of the Council's Statement on the Recruitment of ex-offenders – (only for those posts identified as requiring disclosure) **(r&s index page)**
- * Local Demographic/Environment/Geographic data
- * Summaries of the The Strategic Plan, The Directorates(s) Plan
- * Other relevant Policies or working documents

Returned applications

Should be date stamped, numbered, acknowledged by postcard **(r&s10)** and recorded in the appropriate column of the Application Request/Receipt form.

Closing the applications

On the first working day following the closing date any applications received in the morning post should be included for short-listing.

Once the Application Request and Receipt form is complete it must be returned to HR Services for equal opportunities monitoring purposes.

9. THE SHORT-LISTING PROCESS

Applications should be short-listed, using the short-list scoring record **(r&s11)** and the Person Specification.

Assessment of the applicant at this stage should be directly related to the essential and desirable criteria listed in the Person Specification.

Draw up the interview schedule **(r&s12)** identifying those applicants to be invited to interview.

Inviting Short-listed Applicants to the Interview

Invitations to Interview **(r&s13)** should be sent to applicants giving a minimum of 10 days notice together with:

Declaration of Health questionnaire **(r&s14)** and reply paid envelope marked Private and Confidential, FAO the People & Performance Manager.

Interview Expenses Claim form **(r&s15)**.

Requests for References

References must be requested prior to the interview using the reference request letter **(r&s16)** together with an outline job description and stamped addressed envelope for the reply.

NB if the applicant has not given permission for references to be requested from either a current or a previous employer until after the interview then this must be honoured.

Applicants NOT invited to the interview

Applicants not called for interview should be sent the Regret not Short-Listed letter **(r&s17)** within three days after the final short list is agreed.

Where the applicant is not invited for interview the reason(s) why must be noted in the final column of the Short-List record. It is important to record this information in case the decision not to shortlist is challenged.

Copies of the forms/CVs, regret letters and vacancy details of those applicants not invited for interview should be retained by the recruiting manager for a period of 6 months for audit by HR Services.

10. THE INTERVIEW

Sufficient preparation for the interview is crucial. All those who are involved in the interview should meet prior to the interview to agree the format, content and the role of the interviewers.

NB As a minimum there should be 2 Interviewers and as a maximum 3. Interviews carried out by Members will comprise a Panel of 5.

Interviews should be well structured and interviewers should be clear about their role.

It is helpful to consider closely the applications in relation to the Outline Job Description and the Person Specification.

All applicants should be consistently assessed against the **SAME** criteria. **It is therefore essential that the Interview Assessment form (r&s18) is used.**

Completion of the form at each interview will assist the process of more accurately comparing candidates after the interviews.

It is important that an assessment of the applicant is recorded should the interviewee require feedback or should a recruitment decision be challenged.

11. QUALIFICATION VERIFICATION

Before a post is offered all **RELEVANT** qualification certificates must be verified.

Relevant qualification certificates are those:

- for which there is a requirement as identified in the Person Specification
- which the applicants have identified on their application form/CV.

In either case applicants should produce certificates for scrutiny at interview. Where this is not possible, verification must be sought through contact with the awarding body.

No appointment is to be made until verification has been confirmed.

12. THE SUCCESSFUL APPLICANT

Informing the Successful Applicant. Once a decision is made the recruiting manager should inform the successful applicant, if possible, by telephone within 24 hours.

The successful applicant should be sent written confirmation within 3 days of verbal notification. Written confirmation should be made via the Appointment letter (**r&s19**), together with the Written Particulars of Terms of Employment (**r&s20**).

If the post requires a disclosure from the CRB the successful applicant should be given the disclosure application form for urgent completion and return, together with the appropriate documents, to People & Performance Manager.

All posts requiring disclosure can only be offered subject to satisfactory disclosure details.

Getting Medical Clearance

The Declaration of Health questionnaire must be passed to HR Services in its **UNOPENED ENVELOPE** for clearance.

If medical clearance can not be given by People & Performance Manager then the Council's Medical Adviser will be asked for an opinion. HR Services will ensure that the Declaration of Health questionnaire is processed as speedily as possible.

The Medical Officer's clearance will be notified to the applicant using **(r&s23)**. **This will be done by HR Services.**

NB. An appointment must NOT be confirmed until Medical Clearance is given and/or

Satisfactory CRB disclosure is received by the Council and the necessary authorisation given*

* only relevant to those posts requiring disclosure

13. DEALING WITH DISCLOSURE

On receipt of disclosure certificate, HR Services will inform the recruiting manager that a satisfactory Disclosure has been received. At this point confirmation of the appointment can be made and a starting date identified.

If a criminal record is disclosed HR Services will discuss the detail with the Head of Service and the Recruiting Manager. An applicant's criminal record will be assessed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out. It is the relevance of the offence to the duties of the post which will be taken into account.

14. THE UNSUCCESSFUL APPLICANTS

The unsuccessful applicants should be informed in writing via the standard Unsuccessful Letter (**r&s24**). All unsuccessful letters should be sent out first class within 24 hours of the decision being made.

Declaration of health questionnaires of those not successful at interview should be shredded and if the applicant has submitted an expense claim form this should be immediately passed for payment.

15. ENGAGING THE EMPLOYEE ON THEIR FIRST DAY

Complete the Engagement Form (**r&s25**).

The Engagement Form should then be forwarded to HR Services immediately with all relevant documentation listed in the Recruitment and Selection Checklist (**r&s1**).

Civic Centre Car Parking Permit

If the member of staff is eligible for car parking permit contact should be made with the Reception Services Supervisor.

Interview Expense Claim

Pass the Interview Expense Claim form for payment to be included in the employee's first salary payment.

The Recruitment and Selection Checklist (r&s1) should be used as a reminder of the documents which are to be sent to HR Services following the engagement and initial induction of the new employee.

16. INDUCTION

All new employees will be taken through an induction process:

- The first induction will be undertaken by the appropriate manager using the Employee Induction Checklist (r&s26) on the first day (or if this is not possible during the first week at the very latest).
- The second induction will be provided corporately by HR Services within 3 months of the starting date.
- The corporately provided induction is intended to complement that of the work place induction and will include guidance and information on a wide range of issues.

NB All employees are required to attend the corporately provided induction programme details of which will be sent direct to the employee.

17. PROBATIONARY PERIOD

All newly appointed Officers to Shepway District Council or those who have had a break in service will be subject to a probationary period. Probationary period assessments will be undertaken by the appropriate Manager using the Probationary Period Report (r&s27).

At the end of a satisfactory probationary period, the employee should be sent a Probationary Period Confirmation letter (r&s28) to confirm their appointment.

A copy of the confirmation letter and a signed copy of the probationary report should be sent to HR Services.

Extending the Probationary Period

Should the progress during the probationary period not be satisfactory and it is considered appropriate to extend the period then this can be done.

Where an extension to a probationary period has been decided the employee must be made fully aware of:

- (a) The reason(s) why**

- (b) How long the extension will last**

- (c) What standard of improvement is required**

- (d) What type of assistance will be given to help them achieve the required standards**

This information should be recorded and attached to the probationary report.

HR Services should be informed that the probationary period is to be extended and should be given a copy of the documentation which lists the details as in (a)-(d) above for their records.

RELOCATION AND MORTGAGE ASSISTANCE SCHEME

1. RELOCATION ASSISTANCE

1.1 Removal Expenses

The Council will reimburse 100% of the cost of the removal of household furniture and effects from the employee's old home to his/her new home including insurance of goods in transit.

Reimbursement will be made on the basis of the lowest of two competitive tenders submitted by the employee but the employee may engage the contractor of his/her choice and pay the difference in cost between this and the lowest tender.

In exceptional cases, consideration will be given to the reimbursement of the cost of storing furniture where evidence can be produced that no other alternative is possible.

1.2 Other Eligible Expenditure

The Council will pay 50% of expenditure incurred under the following items subject to an overall maximum payment by the Council of £4,000.

(a) Legal Fees

Legal fees incurred on the sale and purchase of property. This includes Estate Agents' fees, Mortgage fees, Solicitors' fees, Stamp Duty, Guarantee fee, Surveyor's fees and incidental legal expenses.

(b) Disturbance Allowance

Carpets, curtains and minor household fittings subject to the production of receipted bills. Payment is restricted to those cases where expenditure is incurred as a result of moving house and will only be made when the employee previously resided in accommodation owned or rented by them and was responsible for the provision of these items. No payment will be made in respect of improvement to the property or ordinary maintenance.

(c) Travel to New Accommodation

Subsistence allowances as laid down in the Conditions of Service and travelling expenses for the employee and their dependants from his/her old home to the new home at public transport rates (2nd Class if rail) or mileage at Casual User rate for the size of the car as laid down in the Conditions of Service, if the whole family travels by car, whichever is actually incurred.

2. LODGING AND SEPARATION ALLOWANCES

In cases where housing is not offered the Council will consider individual cases on their merits where an officer is still maintaining his/her old house pending sale and temporarily moves into accommodation in the area of this District Council. The same consideration will be given to claims for residence in this period. Any payments made under this section are subject to maximum payment of £1,500.

3. APPLICATION CONDITIONS

Applications for assistance under this scheme should be made to HR Services. No assistance will be granted to any individual until approval is given.

Any claim under this scheme must be supported by detailed substantiating receipts and any other evidence as may be required.

All claims for reimbursement under this scheme must be on the prescribed form.

To qualify for assistance under this scheme, an employee must have resided more than 25 miles from the administrative centre at which he/she will be based to immediately prior to taking up the appointment.

A declared intent will be required on appointments to take up the provisions of the scheme and it is expected that relocation will have taken place within 12 months of appointment.

An undertaking to repay will be required in the event of any need for a deposit being paid on temporary accommodation whilst in the process of selling property.

4. PERIOD OF SERVICE WITH THE AUTHORITY

Any assistance granted under this scheme shall be subject to an undertaking by the employee and provide such security as may be considered necessary by Legal & Democratic Services, that if they leave the Council's employment within two years of appointment they will repay all of the monies received under this scheme.

In special or exceptional circumstances, following the completion of one year's service, Corporate Management Team may consider the recovery of a lesser sum of the total allowance made.

5. TAXATION POSITION

The above reimbursements are tax free provided they do not in total exceed £8,000.

6. MORTGAGE ASSISTANCE SCHEME

The Council will assist those officers incurring a substantially increased Mortgage through taking up employment with the District Council, subject to the following items:

While there is no restriction on what type of house is purchased the scheme is not intended to provide assistance to officers in order to improve their style of accommodation, only to maintain the standard that had been achieved before appointment.

Where officers do improve their standard of accommodation in taking up an appointment, any calculation under the scheme shall relate to the cost of purchasing a similar property to that which had been sold.

In the case of the officer moving down market the actual sale and purchase prices will be used. In consideration of the differences from one area to another, account shall be taken of the annual survey of average house prices produced by the Building Trust and the Nationwide Anglia Building Society.

The subsidy will apply over a three year period from the date that the higher mortgage is paid reducing each year. The amounts of the of the subsidy will be determined as a percentage of the increase in the capital value of the new accommodation over the value of the previous accommodation subject to stipulated maximum payments in any one year. The level of the subsidy will be as follows:

- | | |
|---------------|--|
| Year 1 | 6% of the difference in the capital cost of the two properties subject to a maximum payment of £1,800. |
| Year 2 | 4% of the difference in the capital cost of the two properties subject to a maximum of £1,200. |
| Year 3 | 2% of the difference in the capital cost of the two properties subject to a maximum payment of £600. |

Example

Capital cost of new property	£110,000	South East
Capital cost of old property	£80,000	Northern
Difference in Capital cost	£30,000	

Subsidy

Year 1 – 6% of £30,000 = £1,800 maximum

Year 2 – 4% of £30,000 = £1,200 maximum

Year 3 – 2% of £30,000 = £600

7. APPLICATION CONDITIONS

Applications for assistance under this scheme should be made to the People & Performance Manager. No assistance will be granted to any individual until approval is given.

Any claim under this scheme must be supported by detailed substantiating receipts and any other evidence as may be required.

All claims for reimbursement under this scheme must be on the prescribed form shown overleaf.

A declared intent will be required on appointment to take up the provisions of the scheme and it is expected that relocation will have taken place within 12 months of appointment.

8. PERIOD OF SERVICE WITH THE AUTHORITY

Any assistance granted under this scheme shall be subject to an undertaking by the employee and provide such security as may be considered necessary by Legal & Audit Services, that if they leave the Council's employment within two years of appointment they will repay the monies received under this scheme in accordance with the following:

Time Served with Shepway	Repayment Amount
1 – 12 months	100%
12 – 18 months	75%
18 – 21 months	50%
21- 24 months	12.5%

9. TAXATION POSITION

These payments are subject to tax at the current rate (either 25% or 40%).

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. Introduction

SDC uses the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability for positions of trust. As recipients of Disclosure information, the Council must comply fully with the CRB Code of Practice.

Amongst other things, this requires the Council to treat fairly all job applicants who have a criminal record and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges the Council to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested.

Adherence to the policy will ensure compliance with the CRB Code of Practice in this respect.

2. Policy

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, we aim to comply fully with the CRB Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.

- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.

- This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

- We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

- A Disclosure is only requested after a thorough risk assessment has indicated that a disclosure is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, the recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

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

- We ensure that all those who are involved in the recruitment process have received suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

- At interview/assessment, 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 position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

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

Having a criminal record will not necessarily bar ex-offenders from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the client group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Appendix A

Criminal Records Procedure

