

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE**

**6 January 2016**

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### **Security Vetting Policy**

#### **Purpose of Report**

1. The purpose of this report is to present the new security vetting policy.

#### **Background**

2. Security vetting applies when specialised security checks are required for certain specified roles that include access to particularly sensitive or secure data.
3. As Wiltshire Council now works in partnership with Wiltshire Police, some employees working in roles that work closely with them require non police personnel vetting (NPPV) to reduce the risks of unauthorised disclosure or loss of sensitive police information.
4. A baseline personnel security standard (BPSS) check may be required if an employee has access to certain sensitive information via the public services network (PSN) in the course of their employment with the council.

#### **Main considerations**

##### **NPPV:**

5. NPPV provides assurance that employees other than police officers and police staff who have physical or remote access to police premises, information, intelligence, financial or operational assets, have been assessed in terms of their reliability and integrity.
6. The NPPV will typically apply to the council's IT staff as they access police systems due to their joint working programme. However, corporate directors, the programme office, community and transformation, facilities management and MASH team members, due to their close working relationship with the police, may also be required to have NPPV level 2/3, depending on the nature of the role.
7. The personnel security vetting unit within the police carries out all security clearances, and deals with the candidate or employee directly. It aims to complete clearances within 30 working days from receipt of the completed forms, however where further investigation is required it may take longer, and it could be up to 8 weeks.

8. The vetting unit will contact the vetting subject directly if they are refused NPPV clearance, giving them the opportunity to discuss issues with the recruitment team or their manager before the police formally make a disclosure to the recruitment team/manager.

#### **BPSS:**

9. The council is bound by the terms of the PSN code of connection, which requires anyone working on the public services network (PSN) to have a BPSS check.
10. Having a DBS check does not preclude the need for a BPSS check, as BPSS checks involve checking different/additional elements about the employee/candidate.

#### **Vetting outcomes:**

17. If there is NPPV refusal or failure of a BPSS check, the recruitment process will be stopped, and the recruiting manager/current manager will review, with the police security vetting unit or with the BPSS check provider, the reasons for it (if these may be disclosed). This may result in the job offer being withdrawn.
18. Where NPPV or a BPPS check is essential for a role, refusal or failure means that an applicant cannot be recruited.
19. If a current role requires a security check and the role holder requires an NPPV /BPPS check but they are refused clearance, they may no longer be able to perform their role. The employee will be placed in the redeployment pool for a period of 12 weeks during which time every effort will be made to find them alternative employment. Termination of a contract of employment will be a last resort.

#### **Financial implications:**

20. There are no costs associated with NPPV checks as the checks are carried out by the police.
21. There is a cost associated with obtaining a BPSS check which is £33.16 per individual. There will be a number of checks required in 2016 and work is currently underway to identify the individuals who will need the checks.

#### **Consultation**

24. The policy was approved and ratified by JCC on 7th December 2015 following consultation with facilities management, HR, the legal team, union representatives and other key stakeholders.

#### **Environmental Impact of the Proposal**

25. None

### **Equalities Impact of the Proposal**

26. None

### **Risk Assessment**

27. This policy has been produced following advice and guidance from the council's legal team and Wiltshire Police.

28. It is important that these checks are carried out in order to comply with the terms of the PSN, and to comply with agreements in place regarding partnership working with Wiltshire Police.

### **Recommendation**

29. It is recommended that Staffing Policy Committee approve the security vetting policy.

**Barry Pirie**  
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**The following unpublished documents have been relied on in the preparation of this report: None**