

## **Criminal Record Disclosures Policy and Procedure**

### **Purpose of Report**

1. The purpose of this report is to present the new Criminal Record Disclosures Policy and Procedure.

### **Background**

2. The Government has recently brought the Criminal Records Bureau, which was previously a separate entity, under the remit of the Home Office. This is in anticipation of further changes to be made to the Criminal Records Bureau during 2012. This policy has been updated to reflect this change.
3. The Government's Vetting and Barring Scheme has been for updated and the policy has therefore been updating to reflect this change.

### **Main Considerations for the Council**

4. The barred lists previously known as POVA, POCA and List 99 no longer apply and are replaced by the Adults Barred List and the Childrens Barred List.
5. The new policy also makes it clear that employees are required to declare any criminal convictions after employment as well as at the recruitment stage. This is so that a view can be taken as to whether the conviction may have implications if the employee is in a role working with children or vulnerable adults.
6. The policy also reminds employees and managers that CRB rechecks are required every three years and that managers are responsible for ensuring this happens, in consultation with the CRB Team.
7. Further changes to this are anticipated during 2012 when the outcome of the Freedoms Bill is published and becomes law. The intention is to make it easier for adults to work with children and vulnerable adults and not all roles will therefore require a CRB check.
8. The policy is in the new HR policy format and language.

### **Consultation**

9. This policy was approved by JCC on 30 June 2011 following consultation with HR, union representatives and other key stakeholders

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

10. None

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

11. No negative impacts have been identified.

### **Risk Assessment**

12. None

### **Options Considered**

13. None

### **Recommendation**

14. That Staffing Policy Committee agree this updated policy.

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**The following unpublished documents have been relied on in the preparation of this Report: None**