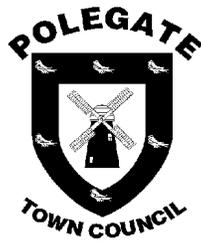


Polegate Town Council



Recruitment of Offenders POLICY

Policy Number 19		
Issue No.	Date completed	Details of amendments
1	June 2006	Header added, adopted Annual Stat Meeting 2016
2	May 2007	Annual Stat Meeting Adopted
3	May 2008	Annual Stat Meeting Adopted
4	May 2009	Annual Stat Meeting Adopted
5	May 2010	Annual Stat Meeting Adopted
6	May 2011	Annual Stat Meeting Adopted
7	May 2012	Annual Stat Meeting Adopted
8	May 2013	Annual Stat Meeting Adopted
9	May 2014	Annual Stat Meeting Adopted
10	May 2015	Annual Stat Meeting Adopted
11	May 2016	Adoption at Annual Stat Meeting 23rd
12	22.05.17	Adopted at Annual Stat Meeting



Recruitment of Ex-Offenders Policy

Ensuring that Polegate Town Council treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed through the Criminal Records Bureau (CRB).

Key Points:

- Polegate Town Council complies fully with the CRB Code of Practice
- All applicants for positions are treated fairly
- The Council selects candidates for interview based on their skills, qualifications and experience
- The Council only requests a CRB Disclosure where it is sufficiently relevant to the position concerned
- The Council keeps all information private and confidential, in accordance with the Data Protection Act
- The Council takes into careful consideration the relevance and circumstances of offences

Introduction

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

Principles

Polegate Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy is available to all applicants upon request.

The Council actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcomes applications from a wide range of candidates. The Council selects all candidates for interview based on their skills, qualifications and experience.

Disclosures

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

Where a CRB Disclosure is to form part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information can either be stated in the relevant section of the application form, or can be sent with the application in a sealed envelope marked 'strictly confidential', where it will be processed with appropriate discretion by the Town Clerk.

Previous Offences

The Council requires all applicants to disclose criminal convictions. Some posts require information relating to both 'spent' and 'unspent' convictions whereas other posts require 'unspent' information only. The information provided will be treated strictly confidentially. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced Disclosure from the Criminal Records Bureau.

The Council ensures that all those in Polegate Town Council who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.

At interview or in a separate discussion, the Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Withdrawal of an Offer of Employment

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with Polegate Town Council. This will depend on the nature of the position and the circumstances and background of your offences.

June 2006