

Colchester Borough Council Policy Statement on the Recruitment of Ex-Offenders



Customer Business Culture

Recruitment of Ex-Offenders – Policy Statement

Colchester Borough Council policy statement on the recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service (DBS) service to assess applicant's suitability for positions of trust, Colchester borough Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. Colchester Borough 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.
3. We have this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A DBS check 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 DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
6. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Colchester Borough Council to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Colchester Borough 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, eg the Rehabilitation of Offenders Act 1974.
9. 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 lead to withdrawal of an offer of employment.
10. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

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Appendix and Document Information

Appendix

The following policies and forms should also be read alongside this document:

Policies	Forms
Recruitment and Selection Policy	JAS – Job Accountability Statement and Person Specification
Guidance on Handling of DBS Certificate Information	
Manager's Guide to Recruitment	
New Starters	
Occupational Health	

The policies and forms are shown on COLIN:

- [A-Z](#) – this link will take you to the "all in one place" page which has a short summary of the HR subject, what you need to do first, useful documents and links, and related items.
- [Staff Handbook](#).

Document Information

Title :	Colchester Borough Council Policy Statement on the Recruitment of Ex-Offenders
Date :	2020
EQIA :	See HR EQIAs on the Council's website
Review Frequency :	Every three years or if change occurs

For more information or advice about this policy please contact the HR Service Centre on 01206 282112 or email hrservicecentre@colchester.gov.uk.

This policy applies to you if you are working under the Terms and Conditions of Colchester Borough Council.