



Recruitment of Ex-offenders Policy For Posts Requiring CRB Disclosures

Bromley Council aims to treat all applicants for employment who have a criminal record fairly and endeavours not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. The CRB Code of Practice requires all individuals or organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information to have a written policy on the recruitment of ex-offenders. This policy statement will be made known to all applicants for positions where a Disclosure is requested.

With regard to the Recruitment of Ex-Offenders it is the policy of Bromley Council that:

- having a criminal record will not necessarily bar someone from employment. This will depend on the nature of the position, circumstances and background of the offences. Selection criteria for appointment are strictly related to the job and person specification and are consistently applied to all applicants.
- as an organisation using the CRB Disclosure service to assess an applicant's suitability for working in a specific position within the Council, the Council will comply with the CRB code of practice in order to treat all applicants for positions fairly, and not to discriminate unfairly against a candidate who is the subject of a Disclosure on the basis of convictions or other information revealed.
- within the defined categories set out by the CRB, the Council will exercise the same care in assessing the suitability of volunteers and non-employees for whom the Council has a responsibility.
- all staff, potential staff, or users of its services, will be treated fairly regardless of their age, colour, national origins, nationality, race disability, family commitments, gender, marital status, membership of a trade union, religion, sexual orientation or offending background.
- a Disclosure is only requested after the Council's own risk assessment has indicated that one is both appropriate and relevant to the position concerned. For those positions where a Disclosure is required, recruitment packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position, and the final decision is conditional upon consideration of any relevant information this contains. Also where practicable a Disclosure may be required before the applicant is offered the position.
- where a Disclosure is to form part of the recruitment process the Person Specification, included in the application pack, will include the statement "This post is subject to a Criminal Record Disclosure". The Council will expect all

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applicants called for interview to provide details of any criminal record at an early stage and be prepared to discuss details of their criminal record, in confidence, with the interview panel at this stage of the recruitment process.

- only departmental managers and personnel officers are involved in the recruitment process and in assessing the relevance and circumstances of offences and that these staff act in accordance with the relevant legislation relating to the employment of ex-offenders.
- unless the job applied for allows the Council to ask questions about an applicant's entire criminal record, the Council only asks questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- the staff who are making decisions about recruitment in the Council will discuss with the applicant any offences disclosed or other relevant information affecting their appointment. Failure to reveal relevant information will result in a review of the person's employment with the Council and could lead to the withdrawal of an offer of employment.
- every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice which can be seen on the CRB website at www.crb.gov.uk.