

## Human Resources

# Policy for Employment of persons with criminal convictions



## **1. Introduction and Policy Statement**

- 1.1 As an equal opportunities employer, Chelmsford City Council undertakes to treat all applicants for positions fairly and equitably. The importance of equality of opportunity for all is recognised, as are the benefits of having diversity of talent, skills and potential. As such the City Council welcomes applications from as wide a range of applicants as possible, including those with criminal records.
- 1.2 Chelmsford City Council is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, disability, religion, sexual orientation, responsibilities for dependants, age or offending background.
- 1.3 The City Council uses the services of the Disclosure and Barring Service (DBS) to assist in assessment of applicants' suitability for positions of trust. In so doing it undertakes not to discriminate without justification against any subject of a Disclosure on the basis of conviction or other information revealed through the Disclosure process.

## **2. Commitment**

- 2.1 All candidates will be selected for interview on the basis of their skills, qualifications and experience in relation to the requirements of the job.
- 2.2 For certain positions where it is considered relevant, a Disclosure from the DBS of the presence of a criminal record will be required. If this is the case it will be made clear in the recruitment literature. It follows that offers of employment to such positions will be conditional upon further assessment of the relevance of any conviction/s to the job in question before being confirmed.
- 2.3 All applicants are encouraged to provide details of a criminal record at an early stage in the application process. It is requested that this be sent under separate cover to the recruiting officer who will use this information only for assessment of suitability for the position being applied for.
- 2.4 Applicants are asked to declare all 'unspent' convictions unless the nature of the position being applied for is exempt as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 and it is a requirement that an entire criminal record (including spent convictions) is declared. This will be made clear in the recruitment literature.
- 2.5 Appropriate guidance on identifying and assessing the relevance of the content of criminal records is provided to those involved in the recruitment process.
- 2.6 Where applicable, applicants will be given the opportunity at interview to discuss the subject of any declared offences or other matter and their relativity to the position being sought.
- 2.7 Failure to reveal information that is relevant to the position sought will lead to the immediate withdrawal of any offer of employment.

- 2.8 For positions where a Disclosure will be required, applicants are made aware that the City Council will adhere to its policy for obtaining Disclosures and Barring Checks when dealing with Disclosures and Disclosure information, which meets the standards set out in the DBS Code of Practice. Copies of the Council's policy on obtaining DBS checks are available upon request.
- 2.9 Any information revealed in a Disclosure, which gives cause for concern to the City Council, will be discussed with the individual before any conditional offer of employment already made is withdrawn.

### 3. Employment of persons with criminal records

- 3.1 All individuals are assured that the presence of a criminal record will not necessarily exclude them from employment with Chelmsford City Council. Any criminal background will be assessed by reference to the circumstances and nature of offences and how these relate to the nature of the position.

Version Number	Creation Date	Changes Made	Changes Made By:	Authorised/Checked?	Date of Changes
2.1	April 2011	Amended Disability Confident Logo	HR Team	Y	Dec 2016
2.0	April 2011	Renamed CRB to DBS	HR Team	Y	Dec 2012
1.2	April 2011	Rebranded to City	HR Team	Y	Sept 2012