



Recruitment - ex-Offenders Policy

Last reviewed:	March 2015
Last adopted:	May 2015
Next adoption due:	May 2019

BTC's Policy Statement:

- BTC 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.
- 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.
- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Buntingford Town Council (BTC) complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the job and the circumstances and background of your offences.
- We ensure that all those in BTC 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, e.g. the Rehabilitation of Offenders Act 1974.

BTC's Practice:

- A Disclosure is only requested after a thorough risk assessment has indicated it is appropriate and relevant to the job. For those jobs where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested.
- Unless the nature of the position allows BTC to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Where a Disclosure 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 request that this information is sent under separate, confidential cover, to a designated person within BTC and we guarantee

that this information is only seen by those who need to see it as part of the recruitment process.

- 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 position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or, dismissal if employment has already begun.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the candidate seeking the job before deciding if they are still suitable.
- This written policy on the Recruitment of Ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

If you have any further questions or would like more information
about this process please visit www.disclosure.gov.uk

This Policy is reviewed annually and adopted every four years following the election of a new Town Council.