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UTTOXETER TOWN COUNCIL

Ex-Offenders Policy

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INTRODUCTION

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Uttoxeter Town Council (**UTC**) complies fully with the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly.

Uttoxeter Town Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

UTC can only ask an individual to provide details of convictions and cautions that the Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), UTC can only ask an individual about convictions and cautions that are not protected.

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

UTC actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcomes applications from a wide range of candidate, including those with criminal records. Having a criminal record will not necessarily debar an individual from working with Uttoxeter Town Council. This will depend on the nature of the position, together with the circumstances and background of the individual's offences or other information contained on a disclosure certificate.

UTC selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

UTC ensures that all those in the UTC recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, UTC 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

UTC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and makes a copy available on request.

UTC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

If the applicant requires a copy of this Policy, they will be directed to UTC's Website, Policy page. A paper copy will be made available upon request.

Adopted by Council on 22 April 2021 and 5 May 2021, 10 May 2022, 16 May 2023, 21 May 2024 and Reviewed at Council's Annual Meeting held 13 May 2025