

# Kirklees Council

## Policy Statement on the Recruitment of Ex-Offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Kirklees Council 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.
- Kirklees Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of their race, gender, religion, sexual orientation, responsibilities for dependants, age physical/mental disability or offending background.
- We comply in a consistent manner with the relevant requirements of legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.
- We actively promote equality of opportunity for all with the right mix of talents, 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.
- A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions with a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 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 information is sent under separate, confidential cover, to a designated person within Kirklees Council and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position for which you are being considered allows Kirklees Council to take into account your entire criminal record, only "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be considered relevant.
- We ensure that all those in Kirklees 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, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in 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 about your criminal background could lead to withdrawal of an offer of employment, or the termination of employment if you have already taken up the duties of a post in advance of a CRB check.
- We make every subject of 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 person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with Kirklees Council.** This will depend on the nature of the position and the circumstances and background of your offences.

A copy of the CRB Code of Practice and further information about the Bureau can be found on its website at [www.crb.gov.uk](http://www.crb.gov.uk) and more information about the Disclosure service is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk). Alternatively, the CRB can be contacted by post or telephone. The bureau's address is PO Box 11, Liverpool L3 6ZZ. The information line number is: 0870 90 90 811.