



WEST LANCASHIRE DISTRICT COUNCIL

The Recruitment of Ex-Offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, West Lancashire District Council complies fully with the CRB Code of Practice, which is available on request, 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.

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

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.

A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job adverts and recruitment information 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 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 the designated person within West Lancashire District Council and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Where applicants are applying for a position that requires an Enhanced Disclosure, they are required to disclose **all** convictions (whether spent or unspent), cautions, reprimands, and final warnings. You will also need to disclose other non-conviction information that has a bearing on your suitability for employment.

We ensure that all those in West Lancashire District Council who are involved in the recruitment and selection 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 a separate discussion. We will ensure that an open 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.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and the Council's policy for the storage, handling, use, retention and disposal of Disclosures and Disclosure information 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 condition offer of employment.

This policy will be made available to all Disclosure Applicants at the outset of the Recruitment Process and is also available on the Council's website.

Having a criminal record will not necessarily be a bar from employment.