

# TONBRIDGE & MALLING BOROUGH COUNCIL

## GENERAL PURPOSES COMMITTEE

08 October 2019

### Report of the Director of Central Services

#### Part 1- Public

#### Recommendation to Council

#### 1 DBS POLICY AND PROCEDURE

**The report attached in Annex 1 presents a new Disclosure and Barring Service Policy (DBS) for consideration by this Committee.**

#### 1.1 Introduction

- 1.1.1 Internal Audit undertook a review of the Council's Safeguarding procedures and published their findings on 27 June 2019. One of the subsequent recommendations was for the Council to adopt a standalone policy (separate from the Council's Safeguarding Policy) on how the Council ensures its staff have the relevant level of DBS check. Whilst the audit report acknowledged that staff who required a DBS check had an appropriate and up to date check it recommended a policy and procedure was put in place for ensuring that posts are risk assessed to identify those requiring either an enhanced, standard or basic DBS check
- 1.1.2 The policy presented in Annex 1 defines the different types of disclosure and regulated activity which all posts must be considered against. Annex 2 shows the full list of TMBC posts which require a DBS check and the level of check required. Posts in the Civil Enforcement team have recently been added to the list of posts which require a standard DBS check.
- 1.1.3 The policy describes the new procedure in relation to Personnel Services administering the DBS checks as part of the pre-employment check process for all roles and levels of disclosure across the organisation. The policy also sets out the time frame of rechecking current staff members set at every three years, this is based on current national guidelines and will be subject to review.
- 1.1.4 The policy details the procedure for making decisions on information disclosed on a DBS check such as cautions, reprimands and convictions.

## **1.2 Legal Implications**

- 1.2.1 The recommended policy is compliant with the Rehabilitations of Offenders Act 1974.

## **1.3 Financial and Value for Money Considerations**

- 1.3.1 The Licensing Service carry out the administration of the checking process on behalf of the Council and recharge the costs of the checks to the relevant service. The fees for the checks are set nationally by the DBS, from 1 October 2019 the cost of the check fees are reducing to £23 for a basic and standard check and £44 for an enhanced check.

## **1.4 Risk Assessment**

- 1.4.1 The Council is committed to ensuring the wellbeing and safety of all service users. This includes developing, implementing and maintaining effective recruitment policies and procedures to promote the safeguarding of children, young people and vulnerable adults.

## **1.5 Equality Impact Assessment**

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## **1.6 Policy Considerations**

- 1.6.1 Safeguarding Policy and Reporting Procedure.

## **1.7 Recommendations**

- 1.7.1 This Committee is requested to **RECOMMEND** to Council the new DBS Policy, as a standalone policy separate from the Safeguarding Policy, as set out in Annex 1 of this report.

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