

Policy statement

on the recruitment of ex-offenders



Purpose

Cornwall Council is committed to the principle of equality of opportunity and, subject to the over-riding consideration of protecting children and vulnerable people, undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Policy statement

As stated within the Council's Equalities Policy, Cornwall Council 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 and marital status.

In addition it is committed to the fair treatment of all applicants for employment positions who have a criminal record and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Cornwall Council complies fully with the CRB Code of Practice (a copy of which is held within Human Resources) 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. This policy statement on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

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 thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application

forms, 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 forms part of the recruitment process, we encourage all applicants who are shortlisted to provide details of any criminal record at an early stage in the application process. This information is to be sent under separate, confidential cover to the person identified within the recruitment pack at Cornwall Council and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Cornwall Council to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 unless the nature of the post allows the Authority to ask questions about entire criminal records

The Council ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Council also ensures that appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 is given to all involved.

At interview, or in a separate discussion, an open and measured discussion will take 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 could lead to withdrawal of an offer of employment. The Council makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy available on request.

The Council undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing any conditional offer of employment.

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and vulnerable adults.

