

KENWYN PARISH COUNCIL

POLICY ON EMPLOYING PEOPLE WITH A CONVICTION

Section 1

1.1 As Kenwyn Parish Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau via Cornwall County Council in their capacity of an umbrella body before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

1.2 Applicants with a criminal conviction shall not be deemed unsuitable as a matter of course. The suitability for employment of a person with a criminal record will vary depending on the details and circumstances of any convictions and the nature of the work. The following issues shall be taken into consideration:

- The seriousness of the offence
- The length of time since the offence occurred
- The circumstances leading up to the offence
- Whether the offence was a one-off or part of a history of offences
- Whether the applicant's circumstances have changed making re-offending less likely.

1.3 Applicants with the following offences may not be considered as suitable for employment:-

- Serious assault – less than five years elapsed
- Theft
- Sexual offence
- Serious drug offences
- Applicants on the Protection of Children and vulnerable adults lists
- Serious driving offences – where the applicant is required to drive as part of the job.

1.4 It is important to talk to the individual concerned and any disclosure should be fully discussed with them before the offer of employment confirmed/withdrawn.

1.5 Any decision to confirm or dismiss an applicant because of the information supplied on the disclosure will be considered by the Personnel and Employment Committee and a recommendation made to the full Council.

Section 2

2.1 Review

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval. The Council will undertake to ensure that its Councillors and workers are trained in the processes required by this policy as deemed appropriate.

Dated: 08.05.19

Minute: 014/2019