

Recruitment of Ex Offenders Policy Statement

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Birmingham City Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Council can only ask an individual to provide details of convictions and cautions that the Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

We can only ask an individual about convictions and cautions that are not protected and are committed to the fair treatment of staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background and this policy is made available to all DBS applicants at the start of the recruitment process.

The Council actively promotes 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 and selects all candidates for interview based on their skills, qualifications and experien0912 0 62(d)6p)-5(1.0 Tm0 g0 g0 G]TET

<https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Craig Scriven, Assistant HR Director
On Behalf of Birmingham City Council**

Version	V1
Date Approved	30/01/2020
Date of Review	12 months from approval date