

<b>Meeting of:</b>	<b>COUNCIL</b>
<b>Date of Meeting:</b>	<b>17 APRIL 2024</b>
<b>Report Title:</b>	<b>DISCLOSURE AND BARRING SERVICE POLICY</b>
<b>Report Owner / Corporate Director:</b>	<b>CHIEF OFFICER – LEGAL &amp; REGULATORY SERVICES, HR &amp; CORPORATE POLICY</b>
<b>Responsible Officer:</b>	<b>PAUL MILES, GROUP MANAGER HR &amp; OD</b>
<b>Policy Framework and Procedure Rules:</b>	There is no effect upon the Council's policy framework or procedure rules as a result of this report
<b>Executive Summary:</b>	The purpose of this report is to seek Council approval for the revised Disclosure and Baring Service (DBS) Policy with effect from 1 <sup>st</sup> May 2024.

## **1. Purpose of Report**

- 1.1 The purpose of this report is to seek Council approval for the revised Disclosure and Barring Service (DBS) Policy with effect from 1<sup>st</sup> May 2024.

## **2. Background**

- 2.1 The Council is committed to safeguarding the welfare of those accessing our services through the effective use of the Disclosure and Barring Service and exercising its statutory duty of care towards vulnerable members of society.
- 2.2 The DBS Policy sets out the requirements for criminal record checking, which is a requirement for certain employees and also applies in a range of other service areas. This is integral to the Council fulfilling its safeguarding arrangements.
- 2.3 The DBS Policy applies to employees, those who volunteer or undertake work experience or student placements and elected members who have provided their consent for a check to be undertaken.
- 2.4 The requirement for a Disclosure and Barring Service check relates to the nature of the duties being undertaken irrespective of the status of the contract.
- 2.5 There is a statutory requirement to undertake rechecks every three years for employees governed by the Care Standards Act 2000. In line with this, the Council has adopted a best practice rechecking policy for all employees, requiring all checks to be undertaken on a three yearly basis.

### **3. Current situation/ proposal**

- 3.1 The updated DBS Policy is attached at **Appendix 1**.
- 3.2 The DBS Policy has been updated to reflect that rechecks will only be undertaken every three years for employees governed by the Care Standards Act 2000.
- 3.3 The revised policy has been shared with Heads of Service, Corporate Safeguarding Board and the Trade Unions.

### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

### **6. Climate Change Implications**

- 6.1 There are no climate change implications as a result of this report.

### **7. Safeguarding and Corporate Parent Implications**

- 7.1 A DBS policy allows us to appropriately carry out checks on individuals. This is one of the measures that contributes to the overarching safeguarding requirements of the Council.

### **8. Financial Implications**

- 8.1 The Medium Term Financial Strategy 2024-25 to 2027-28 approved by Council on the 28 February 2024 included a budget reduction proposal of £30,000 to be achieved by amending the Disclosure and Barring Service Policy to only recheck every three years for employees governed by the Care Standards Act 2000, not for all employees who require a DBS (CEX10). The approval of the revised DBS Policy by Council will ensure the budget reduction proposal is achieved.

### **9. Recommendation**

9.1 It is recommended that Council approves the revised DBS Policy attached as **Appendix 1** with effect from 1 May 2024.

**Background documents:** None