



CABINET – 28TH OCTOBER 2020

SUBJECT: SAFER RECRUITMENT PROCEDURE AND DISCLOSURE AND BARRING SERVICE (DBS) POLICIES

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

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- 1.1 The attached draft Safer Recruitment Procedure and Disclosure and Barring Service (DBS) Policies was considered by the Policy and Resources Scrutiny Committee on 25th February 2020. Members were asked to consider and comment on the report contents prior to it being considered by Cabinet on 25th March 2020.
 - 1.2 The scrutiny committee were advised that Caerphilly County Borough Council's current Recruitment and Selection Procedure was last reviewed in 2004. That approval is now being sought from Cabinet to introduce a revised procedure that is reflective of current safe recruitment practice and equal opportunity.
 - 1.3 The focus of the proposed Safer Recruitment Procedure is on that which is static, i.e. equal opportunities and safer recruitment practice, both of which are non-negotiable requirements in recruitment practice. In this format, it provides a set of guidelines which ensure a fair and objective process is followed in recruitment, which takes account of employment and equalities legislation together with Safeguarding best practice when recruiting to a post and/or engaging agency staff/ volunteers to work across the Council. This Committee heard how the proposed procedure reflects the Council's current safe operational practice and the statutory guidance and best practice principles of the South East Wales Safeguarding Children Board (SEWCSB); the Gwent Wide Adult Safeguarding Board (GWASB) and Care Inspectorate Wales (CIW) where awareness and good practice is promoted.
 - 1.4 The DBS issued guidance in Autumn 2018 i.e. 'A Guide to School Governors and Elected Councillor Roles in Wales'. This guidance now gives the Council the opportunity to review its current operational practice to ensure that it is consistently robust and safe. In response to this guidance, Committee Services; HR; Education and Social Services colleagues responsible for safeguarding seek to extend the operational DBS checking process to include Elected Members and School Governors as outlined in the DBS Policy and Procedure documents attached at Appendices 2 and 3.
 - 1.5 Juan- Antonia Garcia, Unison Branch Chairperson stated to the scrutiny committee that he welcomed the policy review but that Unison did have concerns about the current safeguarding training and access to professional development opportunities or supervision for agency workers. Mr Garcia agreed to share and explain his concerns regarding agency practices with HR outside of this meeting. He reiterated that Unison welcomed the policy review.
 - 1.6 One Member asked for clarification with regard to the cost of enhanced level DBS checks for Elected Members who serve as School Governors. Officers advised that there was no cost to the School Governor as the role met the DBS definition of an unpaid volunteer, but there would be an administrative charge of £2.50, which is the current fee for processing

DBS Checks via E-Bulk in each case, which would be met by the Council.

- 1.7 Following consideration and discussion the Policy and Resources Scrutiny Committee unanimously recommend to Cabinet that:
- (i) The Safer Recruitment Procedure attached at Appendix 1 be approved. This will replace the current 2004 Recruitment and Selection Procedure.
 - (ii) The DBS Policy attached at Appendix 2 be approved. This Policy will be published on the Council's website.
 - (iii) The DBS Policy relating to School Governors attached at Appendix 3 be approved. This Policy will then be circulated to Schools for recommended adoption.
- 1.8 Cabinet are asked to consider the report and the above recommendations from the Policy and Resources Scrutiny Committee.

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Appendices:

Appendix Report to Policy and Resources Scrutiny Committee 25th February 2020 Agenda Item
9