

**EMPLOYING PEOPLE WITH A CRIMINAL RECORD  
IMPLEMENTATION OF CRIMINAL RECORD CHECKS**

Report of the Director of Derby Homes

**SUMMARY OF REPORT**

1. To advise the Committee of the arrangements to implement criminal record checks.

**RECOMMENDATIONS**

2. The Committee approves the policy of Employing People with Criminal Records.

**MATTER FOR CONSIDERATION**

3. 1 At its last meeting the Committee approved in principle the implementation of criminal record checks in Derby Homes for certain occupational groups. The attached Policy of Employing People with Criminal Records has been developed from the Policy adopted by the City Council.
- 3.2 Unlike other Departments of the City Council, Derby Homes will be undertaking checks for the first time. To minimise disruption to service delivery we have established a phased introduction procedure. This will enable us to offer employment subject to a satisfactory check being implemented. The phased introduction will operate for at least one year.
- 3.3 During 2003 we will also undertake a programme of checking existing employees and this will be reported to a future meeting of the Committee.
- 3.4 Criminal Record Checks represents a change for employees of Derby Homes. To help explain the process the attached list of common questions and answers has been prepared. This is attached for information.

**CONSULTATION IMPLICATIONS**

4. This Policy has been subject to formal consultation with the recognised Trade Unions.

## **FINANCIAL IMPLICATIONS**

5.	Registration with the Criminal Records Bureau	£300
	£12 per check	
	200 checks estimated number of in first year	£2,400
	<b>Total costs in first year</b>	<b>£2,700</b>
	Thereafter 60 checks per annum	£720

## **LEGAL AND CONFIDENTIALITY IMPLICATIONS**

6. Derby Homes is required to undertake Criminal Record Checks in accordance with the Police Act 1997.

## **PERSONNEL IMPLICATIONS**

7. The decision to employ people with criminal records should be made in accordance with the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act (Exemption Orders) 1975.

## **ENVIRONMENTAL IMPLICATIONS**

8. None.

## **EQUALITIES IMPLICATIONS**

9. These policies will be applied consistently to all relevant employees.

### **Contact Officer**

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