



Derby City Council

**Personnel Committee  
13 April 2017**

Report of the Strategic Director of Governance  
and Monitoring Officer

# ITEM 5

## Disclosure and Barring Service (DBS) Policy Update

### SUMMARY

- 1.1 In 2016 during a compliance inspection by the Disclosure and Barring Service (DBS) we were advised that we must incorporate guidance specific to DBS data handling into our DBS policy. Otherwise the policy was fit for purpose.
- 1.2 DBS provided relevant guidance and this was incorporated into the existing Policy at points 2.14 to 2.19. No other changes have been made to the Policy

### RECOMMENDATION

- 2.1 To agree the revised Policy.

### REASONS FOR RECOMMENDATION

- 3.1 If we do not comply with the DBS requirement we could have our right to carry DBS checks removed. This would result in increased costs to the Councils and potential delays in appointments, where a DBS check is required.

### SUPPORTING INFORMATION

- 4.1 None.

### OTHER OPTIONS CONSIDERED

- 5.1 None.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	
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For more information contact:  
Background papers:

Put-your-name-here 01332 643894 tina.holmes@derby.gov.uk  
None

<b>List of appendices:</b>	Appendix 1 – Implications Appendix 2 – DBS Policy
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<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 Using external providers to carry out DBS checks would result in a cost to the Council.

**Legal**

- 2.1 We have a large number of roles that must have a DBS check carried out prior to appointing new employees. Failure to have the DBS in place prior to appointment could be a serious breach in safeguarding.

**Personnel**

- 3.1 Delays in the appointment process can lead to potential employees gaining employment elsewhere.

**IT**

- 4.1 None.

**Equalities Impact**

- 5.1 None – DBS checks are a legal and safeguarding requirement.

**Health and Safety**

- 6.1 None

**Environmental Sustainability**

- 7.1 None.

**Property and Asset Management**

- 8.1 None

**Risk Management and Safeguarding**

- 9.1 There are potential safeguarding issues if we do not have the requisite DBS checks

in place in a timely manner.

**Corporate objectives and priorities for change**

10.1 Protecting Vulnerable Children and Adults