

Subject: SHELTERED HOUSING DBS - UPDATE
Meeting and Date: Governance Committee – 30th June 2016
Report of: Ellenor Poole – Operations Manager, East Kent Housing
Decision type: Non-key
Classification: Unrestricted

Purpose of the report: This report provides an update by East Kent Housing on Enhanced Disclosure and Barring Service and the current process.

Recommendation: That the Committee note the update report.

1. Summary

At the Governance Committee held on 24th March 2016, East Kent Housing provided a report to update members on key audit actions related to the sheltered housing service delivered by the “Independent Living Team” (ILT) within East Kent Housing.

Members asked: *“The Committee felt that it needed further information on what was covered by a DBS check and in particular, any overseas information held which met the criteria set out in the enhanced DBS check”*

2. Introduction

Disclosure Barring Service (DBS) formerly known as CRB checks are in place to identify if a person has a criminal record which would prevent them from undertaking a specific role. There are two types of criminal record checks:

- Standard (£26) this identifies spent and unspent convictions, cautions, reprimands and final warnings and
- Enhanced (£44), this includes the same as the standard check plus any additional information held by local police that’s reasonably considered relevant to the role being applied for.

East Kent housing complete an Enhanced check for all staff in ILT.

Once the DBS check application form has been verified and signed it generally takes around eight weeks for a response to be provided. The time it takes to process a DBS check depends on the level of check, if the details given are correct and what police forces need to be involved in the check (especially if an individual has changed address numerous times).

All new employees to the ILT are required to have a new DBS check and old or previous DBS checks are not accepted. Employment begins once references and new DBS check are satisfied and in place.

DBS checks have no official expiry date but it is considered best practice by KCC and many other providers of services to vulnerable persons to renew a check every three years. Although checks are renewed it should be noted that information provided as a result of a check will only be accurate at the time it was carried out and it is therefore up to the employer to decide if and when a new check is needed. EKH follows the best practice and reviews all DBS statuses on a three year basis.

With regards to overseas information, East Kent Human Resources (EKHR) who are the "Registered Body" for this process and manage application for EKH has advised the following:

"The application for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country, as such the individual concerned would need to apply in the country or to the relevant embassy in the UK.

The Home Office gov.uk website provides detailed documents for Countries A-Z when applying for a criminal records check for someone from overseas, detailing the relevant criteria for applying for a check including;

- *who can apply*
- *where*
- *what the applicant must supply*
- *costs*
- *turnaround times*
- *application form*
- *contact details*

Please note, there are a number of different factors as to whether a EU or non-EU person would be recorded on the 'Police National Computer' system i.e. whether the offence for which the person was convicted is deemed a crime under UK law and as such is dependant on the exchange of criminal information between EU Member States and Interpol as there is no single, international agreement which requires all countries of the world to share conviction information."

Currently of the five ILM's in post working in the Dover team there is one member that is not of UK origin but has been in residence since 1994 and in employment with East Kent Housing since 2011. In this time this member of the team has under gone a rigid recruitment and selection process with references from previous employers and subject to two Enhanced DBS Checks.

With regard to the current DBS Checks, I refer to the dates noted in the previous report and confirm that these are all within the timeline of best practice renewal.

Name	Date of DBS	Renewal date
ILM 1	15/7/15	14/7/18
ILM 2	13/1/16	13/1/19
ILM 3	26/11/13	26/11/16
ILM 4	22/6/15	22/6/18
ILM 5	23/6/15	23/6/18

3. CONCLUSION

East Kent Housing has worked closely with EKHR to improve the process of applying for Enhanced DBS checks. A comprehensive list of all relevant posts, renewal dates is in place and monitored regularly by managers. Renewal applications are made in good time to avoid any gaps in-between checks.