

Policy Statement on the Recruitment of Ex-Offenders

Winchester City Council is committed to the fair treatment of all staff, potential staff and customers. We promote equality of opportunity for all and select candidates for interview based on their skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Winchester City Council complies fully with the DBS [Code of Practice](#). We do not discriminate against any person who is subject to a criminal record disclosure.

A criminal record disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a DBS check is required, advertisements and offers of employment will contain a statement to that effect.

Where a disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage during the recruitment process. We request that this information is sent under separate, confidential cover and we guarantee that this information will **only** be shared with those who need to know as part of the recruitment process.

Unless the nature of the position allows Winchester City Council to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, we enable an open and measured discussion to take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

For more information please contact humanresources@winchester.gov.uk

