

Equality Impact Assessment

Title:	Disclosure and Barring Service (DBS) Policy	
Version:	1.0	
Date of draft:	December 2017	
Date approved by Equalities Group	14 June 2018	

Section 1A: Overview

Name of Policy, Procedure, Practice, Strategy or Service:	Disclosure and Barring Service (DBS) Policy
Service, Group, Team:	Resources, Personnel
Equality Assessment Lead Officer:	Jo Watts
Head of Service	Jennifer Browne

1B: Please state the intended outcomes of the policy	How will you know these have been achieved? <i>What performance monitoring is in place?</i>
<p>The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Where appropriate there is a legal duty to refer to the DBS.</p> <p>Erewash Borough Council (EBC) is committed to safeguarding the welfare of those accessing its services through effective use of the DBS vetting process for all relevant groups of employees.</p> <p>The DBS Disclosure process forms part of a range of checks for assessing the suitability of preferred candidates, volunteers, contractors, agency staff, people transferring within Erewash Borough Council, and the continued employment of employees in specific roles which require reassessment.</p>	<p>Effective use of the DBS vetting process will ensure EBC uses only suitably checked staff which will help safeguard the welfare of people (vulnerable adults and children) accessing the councils' services.</p> <p>Avoidance of legal challenges</p>

Section 2A: The policy. How will the policy/plan/strategy impact on residents, visitors, businesses or other agencies that we work with? *What work has been undertaken to advise these groups about the changes planned in the policy/plan/strategy?*

The policy will impact on employees of Erewash Borough Council.

In addition, agency workers, contractors, sub-contractors and volunteers must also be assessed against the same criteria as those working directly for Erewash Borough Council to see if a DBS Disclosure is required

Consultation has been undertaken with the recognised Trade Unions.

2B: What needs is the policy/service designed to meet? *You could also refer to your current Service Plans and how the policy/service fits into EBC's Corporate Plan Priorities. How does the policy, procedure, practice, strategy or service align with Corporate Priorities*

To ensure that Council employees, volunteers, agency staff, contractors and sub-contractors are suitably checked to safeguard the welfare of those vulnerable groups (including vulnerable adults and children) who are accessing the Council's services.

The policy provides guidance regarding:

- DBS checks and when to use them
- Types of DBS checks
- DBS disclosure requirements and frequency of DBS checks
- Commencement of work prior to receipt of a DBS check

The policy contributes to the corporate priorities of being "A well run efficient council" and "Delivering efficient and effective services that residents need."

2C: Is the service provided subject to any element of outsourcing? *Is the service delivered in part, or in its entirety by an outside company or organisation? If challenged about a service delivered on our behalf you must show that the organisation meets the expectations with regard to equalities in its customer service and recruitment and retention of staff.*

No

Section 3A: Gathering Information

What equality monitoring information do you gather and how is this information used to develop services, functions and policies at the current time. *You could look at the take up of services, customer satisfaction (complaints and compliments) and enforcement action.*

This is a new Policy and no monitoring information has been gathered at this point. We will monitor the take up of this policy once implemented.

3B: What does available data and the results of any consultations show about the take up of services? What is the impact on different groups? (qualitative and quantitative). *You could look at previous community consultation exercises, customer reviews, census data, staff feedback etc. Does your consultation identify responses by protected characteristic or identify particular community and voluntary groups that you worked with.*

Remember: by law you are required to be able to demonstrate, through data analysis and evidence, that you have considered the impact of your service on **ALL** of the relevant protected groups. This document is just a short summary of this process and a tool to help you to check that you have taken the Equality Act 2010 and the Council's equality objectives into consideration.

See 3A above

Section 4: Impact Assessment *Here you need to analyse the needs of different groups and the possible impacts the service may have on them. How is the policy or decision likely to affect the **promotion of equality** and the **elimination of discrimination** in each of the groups?*

Stake Holder Group	Is this group likely to be affected in a positive way?	In what way will they be affected?	Is this group likely to be affected in a negative way?	In what way will they be affected?
Age (older people, young people)	N/A	No specific impact on this group	N/A	
People with Disabilities (Both physical and mental impairments)	N/A	No specific impact on this group	N/A	
Gender (Women, Men,	N/A	No specific impact on this group	N/A	

Transgender, Transsexuals)				
Race (Black, Asian, Minority Ethnic groups. Include people whose first language is not English)	N/A	No specific impact on this group	N/A	
Sexual Orientation	N/A	No specific impact on this group	N/A	
Religion and belief	N/A	No specific impact on this group	N/A	
Dignity, Human Rights and Socio-economic disadvantage	N/A	No specific impact on this group	N/A	
Marriage and Civil partnerships	N/A	No specific impact on this group	N/A	
Pregnancy and maternity/paternity	N/A	No specific impact on this group	N/A	

Section 5A: Actions How will you monitor the ongoing effect of the policy/strategy/plan?	When will this be undertaken?	Expected outcomes / performance measures	Which Corporate Plan aim will this action meet?
Monitoring effectiveness of the policy following implementation The Council has taken the decision that employees who work in positions that require a DBS disclosure will undertake a new DBS check every 3 years	Ongoing The responsible manager will re-assess whether such job roles are eligible for a DBS Disclosure	Safeguarding the welfare of vulnerable groups who access the Council's services	A well run efficient Council Delivering efficient and effective services that residents need

	<p>check every 3 years</p> <p>The Personnel Section or other officer nominated by the lead signatory will monitor the DBS checks for employees and contact relevant managers to initiate the process every 3 years</p>		
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5B: If you have identified any negative impacts on any of the groups in section 4 how will you mitigate the effect?					
Negative impact	Action required to mitigate any potential negative impact	Outcome / performance measure	Lead Officer – who will the monitoring of this action be reported to?	Date that the monitoring will be undertaken, how often will it be done?	Which of the current Equality Objectives does this action meet? (State number *)

*The objectives are:

- 1. Provide a welcoming and safe place for our communities, visitors and businesses which embraces equality and is free from discrimination.**
- 2. Provide relevant services that are free from discrimination and delivered in a way that is responsive and accessible.**
- 3. Understand and value the diversity of our communities through community engagement**
- 4. Foster an accessible and inclusive working environment for all our staff and strive to achieve a workforce that is representative and diverse.**