Lisburn & Castlereagh City Council

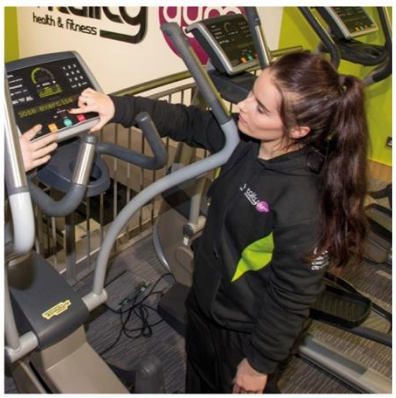














# Candidate Information

www.lisburncastlereagh.gov.uk

# Delivering and Supporting Better Lives for All.



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# Welcome from the Chief Executive



## David Burns

Dear Applicant

I am delighted that you are considering applying for a position with Lisburn & Castlereagh City Council.

We deliver a wide variety of services to a population of more than 150,000. Lisburn & Castlereagh City Council is moving forward in its infrastructure development, planning remit, business support and building on the area's strengths and competitive position.

The Council has developed its current service delivery provision and has a number of ambitious plans in place to benefit its citizens, positioning it as one of the most attractive areas for business, retail, leisure and community in all of Northern Ireland. One of the largest employers in the area, with over 800 employees, we are an organisation that embraces change.

You will play a key role in supporting the Council in delivering services that enhance the lives of our residents.

We very much look forward to receiving your application and learning how you see yourself contributing to our organisation.



David Burns
Chief Executive

# Our Council Area

Lisburn & Castlereagh City Council lies in the South East of Northern Ireland and covers an area of almost 200 square miles. The Council area borders Belfast, and is strategically located on the intersection of the north, south, east and west economic corridors.

Our highly skilled and highly educated population have enticed a number of major employers to locate in our area; Coca-Cola, ASSA ABLOY, Montupet, Leckey, The Camlin Group, Smiley Monroe, Decora Blinds and many more.

Lisburn is our main urban settlement, but Royal Hillsborough is the jewel in the crown of our tourism.  This includes Hillsborough Castle, the home of the Royal Family in Northern Ireland.

We are proud to have not only Northern Ireland's number one leisure pool, but also the only Olympic sized ice rink on the island.

**Lisburn & Castlereagh District Electoral Areas**

The Council area is made up of 7 District Electoral Areas, and 40 Wards which are supported by 40 Elected Members.





# Our Purpose

# Delivering and Supporting Better Lives for All.

## As a Council we want to be:

- Inclusive for all communities with no-one left behind
- A growing and thriving tourist destination
- A digitally-connected area which is “digital first, not digital only”
- Cohesive through Community Partnerships, delivering better lives for all
- An area which is attractive to those who currently work, live or visit the area or are considering doing so.

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# What We Have to Offer

**Employees will have access to a range of benefits including;**

**Excellent terms and conditions**



**Pension Scheme**




**Family friendly policies**



**Learning and Development Opportunities**



**Health and Wellbeing Initiatives**



**Vitality Membership Packages**




**Cycle to Work Scheme**




**Flexible Working Scheme**




**Confidential Counselling**




**Eye Tests**



## Excellent Terms and Conditions

## Remuneration

Bi-Weekly paid employees are paid every second Thursday by BACS. Monthly salary payments are made by BACS on or before the 26th of each month.

## Hours of Work

The normal working week is 37 hours per week unless the role has specifically stated part-time hours. Many roles operate on a rota basis and the specific job description will outline the working requirements. Employees may be required to change from their normal working pattern to cover sickness, absenteeism, holidays and or changes in operational requirements.

## Annual Leave and Public Holidays

The annual leave year runs from 1 April to 31 March. Upon commencement, you will be entitled to a minimum of 23 days annual leave per year increasing to 26 days after 5 and to 29 days after 10 years' service. All entitlements are pro-rata for part-time employees.

In addition, the Council recognises 12 public holidays:

- New Year's Day
- St Patrick's Day
- Good Friday
- Easter Monday
- Easter Tuesday
- May Bank Holiday (ie first Monday in May)
- Spring Bank Holiday (ie last Monday in May)
- 12th July and 13th July
- August Bank Holiday
- Christmas Day
- Boxing Day

Additional public holidays may be allocated on a year-to-year basis.

## Pension Scheme

You will be entitled to join the Northern Ireland Local Government Officers Superannuation Scheme (NILGOSC). This is a contributory scheme with the contribution rate linked to salary, with an employer pension contribution currently 15.5%. For further information visit the NILGOSC website NILGOSC - Local Government Pension Scheme for Northern Ireland.

## Learning and Development Opportunities

The Council strives to support people throughout their careers with a range of training opportunities. Employees can also request to undertake further education relating to developing in their roles and there are a number of career progression opportunities available.

## Health and Wellbeing Initiatives

The Council strives to be an excellent employer of choice and offers a range of employee benefits and health and wellbeing activities. Our Health Assured team runs numerous wellbeing activities throughout the year including Christmas wreath making, annual steps challenge and financial health workshops. An additional wellbeing day is provided to employees over the Christmas period.

## Health Benefit Schemes

The Council offers preferential membership for two healthcare schemes for which contributions can be made directly from payroll. Contact hrenquiries@lisburncastlereagh.gov.uk

**Benenden**: Available to you and your immediate family for £15.50 per person per month. Benenden offers prompt local diagnosis, treatment and surgery, private physiotherapy, psychological wellbeing service, 24/7 GP Advice Line, 24/7 psychological wellbeing helpline, elderly care advice service, and financial assistance on the diagnosis of cancer/TB. For employees, the waiting period is usually waived and members of the scheme can access the scheme benefits right away.

**HSF Health Plan**: Health cash plans are an easy and affordable way to help you spread the cost of your healthcare that are not covered free by the NHS, such as dental care, eye tests, physiotherapy, chiropody etc. Choose the plan level that best suits your needs, and you can claim back the costs of treatment up to the maximum specified in your plan each year.

## Vitality Membership Packages

A special staff rate for household membership to Council leisure facilities is available at £27.00 per month, which includes membership for up to 2 adults and 5 children living at the same address. Activities across the six facilities include leisure swimming, general swimming, water assault course, exercise classes, choice of 5 gyms, bowling, Indianaland, ice skating, racquet sports, and access to the health suite. Further details about joining can be obtained from any leisure facility.

## Cycle to Work Scheme

The Cycle to Work Scheme allows the employee to get a bicycle and other related equipment at much reduced cost. The cycle should be used mainly for commuting to work,

though it can also be used for leisure. It is a government tax exemption initiative introduced to promote healthier lifestyles and reduce pollution, so it's entirely legitimate and actively encouraged by government. For further details contact our Recruitment team on recruitment@lisburncastlereagh.gov.uk

## Flexible Working Scheme

Flexible Working Scheme is available in many roles. Your line manager will advise if this is available to you. Where the flexible working scheme is available, you may work outside normal office hours as long as you attend in the core times of 10 am-12 noon and 2 pm-4 pm. This is subject only to the need to maintain adequate staffing during normal office hours.

## Confidential Counselling Services

Our confidential counselling service, Family Works, offers counselling, advice and information. You can find further information about their services in the following video. https://vimeo.com/666003797/3bac80344 6 18

Workplace counselling programmes are greatly valued by our staff as they provide employees with a confidential service which they can access directly to discuss any struggles they are experiencing in their lives.

## Eye Tests

All employees can be reimbursed up to £25 towards the cost of an eye test. This allows employees to attend an optician of their choice and on submission of a valid receipt and completed paperwork, receive full or partial reimbursement through Payroll.

## Council Uniform

A uniform or protective workwear will be provided by the Council for certain roles. Your line manager will confirm when they are required to be worn.

# Our Values

**Our values require high standards of behaviour from staff and members as we go about our work and also affirm how we want to be treated by others.**




### Respect

Demonstrating respect for our people in our attitudes, behaviours and working relationships.

### Excellence

Taking pride in our work and being passionate about the standards we strive to achieve.

### Leadership

Exercising creativity and selflessness in civic and collective leadership.

### Honesty

Acting with integrity and selflessness at all times and adhering to Codes of Conduct.

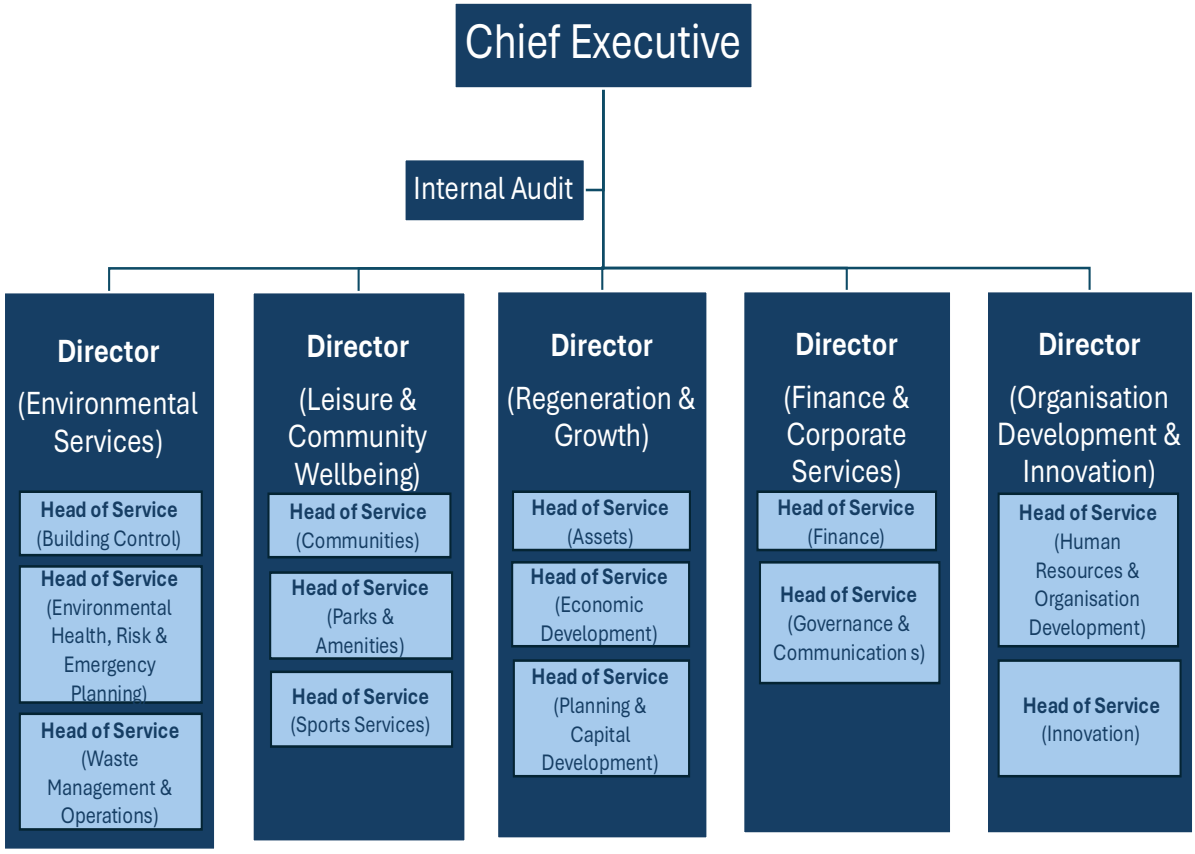
### Accountability

Being accountable to the public for our decisions and actions, acting transparently and with openness to scrutiny.

### Equality

Acting inclusively and with fairness; promoting equality of opportunity and protecting people from discrimination.

# Our Structure

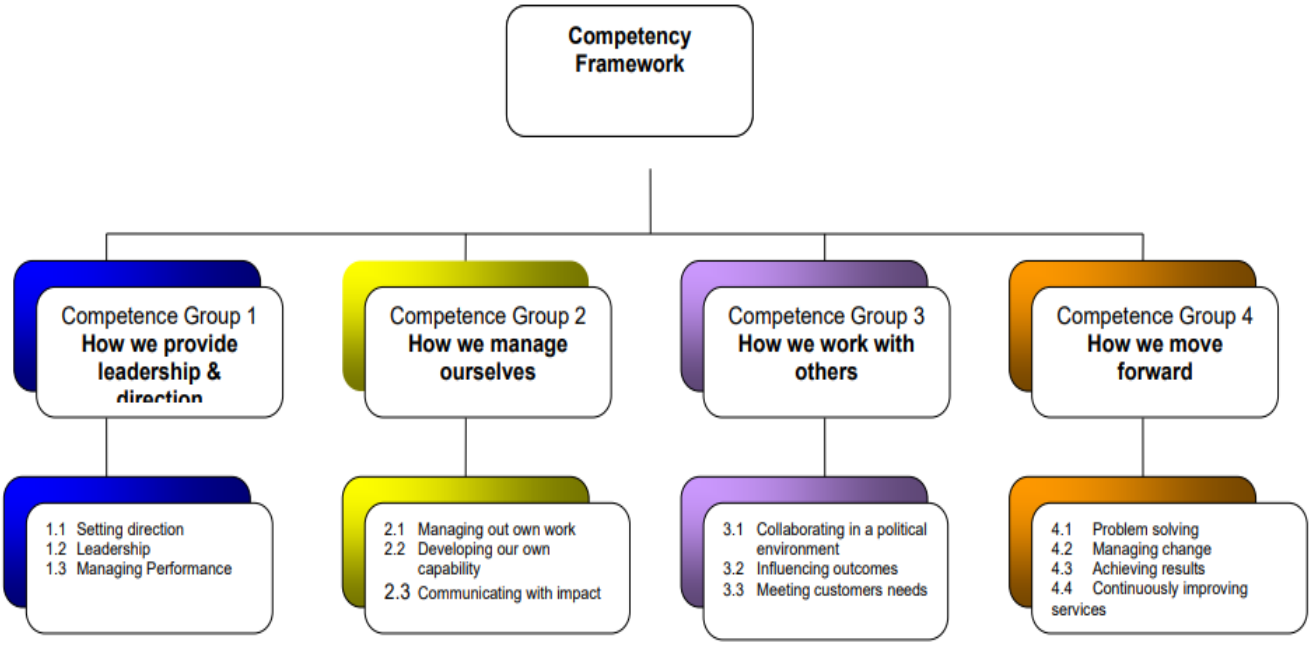



## The Council employs around 800 people to deliver a wide range of key services including:

- **Animal welfare and dog control**
- **Arts, culture and heritage**
- **Bin collection and recycling**
- **Building control**
- **Cemeteries**
- **Citizenship ceremonies**
- **Community planning and services**
- **Council and committee meetings**
- **Environmental health**
- **Licensing**
- **Leisure, recreation and sport**
- **Off-street car parking**
- **Parks and open spaces**
- **Planning**
- **Public conveniences**
- **Regional property certificates**
- **Registration of births, deaths, marriages and civil partnerships**
- **Tourism and economic development**

# Behavioural Competencies

The diagram below summarises the agreed high level Behaviour Competency Framework;




Specific behavioural competencies for each role will be stated on the job description and and should be demonstrated in order to successfully perform the role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide for more information.

**Refer to: 'Competency Framework for Local Government'**

# Other Information

## Equal Opportunities

Lisburn & Castlereagh City Council is committed to providing equality of opportunity. All employees, actual or potential, will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

## Reasonable Adjustments

Please contact the Human Resources Unit if you require any reasonable adjustments for any part of the recruitment and selection process. Applicants should not assume that because you have indicated on the Equal Opportunities monitoring section that you have a disability that reasonable adjustments will automatically be made as this section is not viewed by the panel but is stored separately and confidentially.

## Reimbursement of Recruitment Expenses

The Council does not reimburse any expenses incurred by candidates as part of the recruitment process.

## Assessment Centres / Recruitment Tests

The Council may administer appropriate assessment centres and/or recruitment testing at their sole discretion. Assessment centres and recruitment testing will only be used in order to assess candidates against the key competencies for the post. Tests will only be used where it has been assessed that the method used is non-discriminatory in terms of the various equality categories.

The outcomes for the tests may be used in a variety of ways. They may be used for a further shortlisting stage before the final candidates are invited to interview or to award a mark on the interview assessment sheet based on their performance at assessment centre/recruitment test.

## Progressing to the Next Stage of the Selection Process

Dates for assessment centres, selection testing and interviews are fixed and alternative arrangements cannot be made for applicants unless you have extenuating circumstances (e.g. you require an adjustment due to being disabled, you have a family bereavement or due to adverse weather conditions).

## Pre-Employment Checks

If you are recommended for appointment this will be subject to:

- Original proof of qualifications and membership of any relevant professional bodies
- Satisfactory pre-employment medical report*
- Two satisfactory references**

- Proof of identity
- Satisfactory Access NI check (for regulated posts - having a conviction will not necessarily debar you from working with Lisburn and Castlereagh City Council – see Appendix 2 Rehabilitation of Ex- Offenders Policy and AccessNI Code of Practice)
- Criminal Convictions Disclosure*** – see associated guidance notes available under the job application link or on request from Human Resources.

* Applicants who fail to attend a scheduled medical appointment as part of the pre-employment checks will be required to reimburse the Council for the entire cost of any subsequent pre-employment medical appointments before proceeding to offer.

** Sickness absence information which is required as part of your reference check will be assessed in accordance with the Council's Policy for Managing Attendance. Maternity, industrial injury or disability related absences will not be included when assessing your sickness absence.

*** Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. With the exception of regulated, previously regulated and excepted posts (for which there are separate forms), all applicants who are recommended for appointment must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post.

## Feedback

Candidates must request feedback in writing after their final outcome has been issued. The Council will provide written feedback only.

## Reserve List

Applicants are advised that the Council proposes to prepare a reserve list of successful applicants for the above and indeed for similar posts from which appointments may be made up to twelve months from the date of final interview.

## Probation

Appointments will be subject to a probationary period of 6 months at the end of which time, subject to a satisfactory standard being achieved, the appointment will be confirmed. The probationary period may be extended depending on performance.

# Guidance Notes for Applicants

## Guidance 1:

Read the job description and job specification carefully. Applications will be shortlisted against the essential and, if necessary, desirable criteria as stated in the job specification. It is your responsibility, as the applicant, to fully complete the essential and desirable criteria sections of the application. If you do not, the panel may not have sufficient information to shortlist you for the next stage of the selection process.

## Guidance 2:

If requested on the application form, please ensure you provide specific information regarding your qualifications:

**Year:** the year that you were awarded the qualification(s)

**Level:** for example, GCSE, OCR Stage 2, NVQ, HNC, Degree, Post Graduate Diploma etc.

**Subject:** for example, English Language, French, Business Studies, Word Processing, Integrated Business Technology, Supervisory Management etc.

**Mark/Grade:** for example, A, B, C, Pass, Merit, Distinction, 2:1 etc.

If the information relating to your qualification is incomplete, for example, you do not state the mark for your degree; the panel will not be able to consider your application further. Also for example, if GCSE English Language Grade A to C or equivalent is required and you record English Language but with no grade, the panel will not be able to consider your application further.

You must complete the relevant information relating to your qualification in the relevant section provided. If you submit this information in another section or 'box' of the application, for example if you enter "see above" or "as stated above", it will not be considered by the panel.

You must possess any relevant qualifications required in the job specification, at the closing date for receipt of application. If you are currently studying for or waiting for exam results, the panel cannot consider these.

If you are applying for a post on the basis of a qualification which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the job specification. It is therefore your responsibility to demonstrate in your application how the qualification you possess is deemed equivalent to the qualification(s) detailed in the job specification. If requested you must submit clear evidence of the examining body which verified the equivalency.

## Guidance 3:

Please provide the following information for professional qualifications that you possess:

**Professional qualifications**
include full details of current professional qualifications, to include the date of the award.

**Membership of professional bodies**
include the name of the professional body or organisation, the type of membership you hold, for example, Graduate, Associate, Fellow etc, and the date when this grade of membership was obtained. If the membership has lapsed please state this.

## Guidance 4:

Please note that the panel can only make a decision to invite you to the next stage of the selection process, i.e. the assessment centre or interview, based on the information you provide in relation to the essential criteria, and if required the desirable criteria. You must demonstrate how you meet the criteria outlined in the application and job specification.

The panel will not refer to information you provide in your employment history when deciding whether you meet the essential criteria, and if required the desirable criteria.

It is recommended you state the start and end dates of your relevant experience (that is the month and year) and check the accuracy of these dates before submitting your application. It is necessary to state your exact dates of employment (that is month and year) because this is calculated to the month for short-listing purposes. The panel will only use the criteria section of the application for short-listing purposes and will not refer to other parts of the form.

For example, if a minimum of two years' experience is required you must show on your application how you meet this requirement by clearly outlining your employment history in relation to dates of employment i.e. 01/2022 – 03/2025 or January 2022 – March 2025.

Failure to include this may weaken your application, and may prevent the panel from shortlisting you. In the event you are shortlisted, you may be asked to provide this additional detail at interview.

You must possess the required length of experience at the closing date for receipt of applications as the panel will only consider experience up to this date.

You must complete the relevant information relating to your experience in the relevant section provided. If you submit this information in another section or 'box' of the application, for example if you enter "see above" or "as stated above", it will not be considered by the panel.

You will be required to demonstrate, by giving personal and specific details on your application, how you meet the experience as detailed in the job specification. If you do not supply sufficient information in your application form to demonstrate, by way of personal and specific details, that you meet the

criteria which are required for the job, you will not be short-listed.

Personal and specific details show what you did yourself and give clear examples of the experience you have.
For example, to demonstrate your personal involvement, you should use 'I', not 'we', when completing your application.

It is your individual personal experience that the panel wishes to determine. You should also provide specific detail of your experience (i.e. how you went about gaining the experience, what you did etc) and provide examples (i.e. incidents which displayed your experience) which demonstrate the breadth of your experience.

For example, if you are asked to demonstrate, by way of personal and specific details, that you have one year's experience of managing staff, it is not sufficient to simply state "We manage staff well in our organisation" "I have experience of managing staff" or "I feel I am capable of managing staff" or "It is important to be able to manage staff" – vague, text book answers are not sufficient.

An example of a good, clear response is "I have more than one year's experience of managing staff. I have managed staff from (exact dates: month/year) to (exact dates: month/year). To do this effectively, I scheduled weekly performance meetings", etc.

## Guidance 5:

Depending on the post you are applying for, this question may not be included in the application process.

If you are applying for a post which requires you to drive a council vehicle or requires you to drive your own vehicle as part of your daily duties, for example, Environmental Health Officer, Dog Warden, you are required to hold a full (i.e.) not provisional, current driving licence which enables you to drive in Northern Ireland, and a car for official business, or, access to a form of transport which will enable you to meet the requirements of the post. Please be advised that this alternative, i.e. access to a form of transport, is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Given the business need for the post-holder to carry out specific duties, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

If you are applying for a driving post, for example, LGV Driver, you are required to hold a full, current driving licence which specifically allows you to drive that type or category of vehicle in Northern Ireland, for example, Class C.

In both cases, above, you should indicate your response on the application as either 'Yes' or 'No' and if requested state the licence number and the start and expiry date of your driving licence.

## Guidance 6:

Applications which are received after the closing date or time will not be accepted.

# Key Council Publications

Corporate Plan 2024 - 2028

Community Plan 2017 - 2032

Local Development Plan

Further information is available on our website:

**www.lisburncastlereagh.gov.uk**

Lisburn & Castlereagh City Council

# Appendix 1 – Privacy Notice

### Who We Are

Lisburn & Castlereagh City Council gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The Lisburn & Castlereagh City Council office is located at the Civic Headquarters, Lagan Valley Island, Lisburn. We are registered on the Information Commissioner's Office Register, registration number (ZA062730) and act as the data controller and data processor. Our designated Data Protection Officer is Edward Banks who can be contacted at:

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley
BT274RL

Email: data.protection@lisburncastlereagh.gov.uk

## Information That We Collect

Lisburn & Castlereagh City Council processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data collected and held by the HR&OD Unit relating to employees is:

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Copy of identity documents such as passport, driving license
- Marital status
- Religion
- Dependents
- Sexual Orientation
- Next of Kin and emergency contact details
- Bank Account details
- Payroll records and tax information
- Salary
- Annual leave
- Pension
- Recruitment information (including copies of right to work documentation, copies of qualifications, references, application forms)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Performance records, disciplinary and grievance records

We also collect, store and use the following “special categories” of more sensitive personal information:

- Health/medical/absence information
- Information about criminal convictions
- Biometric Data (i.e. face scanning for Timeware)

Where we rely on your consent for processing special category data, we will obtain your explicit consent. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

Information obtained through electronic means (CCTV footage, photographs, email usage, internet usage) may be collected and held by the Council.

## We collect information in the following ways:

- Online/electronically
- Applications
- Correspondence
- Information from recruitment agencies
- References
- Background checks
- Copies of qualifications
- In person

## How We Use Your Personal Data

Lisburn & Castlereagh City Council takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data in the performance of a contract.
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes.

## Your Rights

You have the right to access any personal information that Lisburn & Castlereagh City Council processes about you and to request information about:

- What personal data we hold about you.
- The purposes of the processing.
- The categories of personal data concerned.
- The recipients to whom the personal data has/will be disclosed.
- How long we intend to store your personal data for.
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to complete/correct the information and we will strive to complete/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Lisburn & Castlereagh City Council uses third parties to provide the below services and business functions. However, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the General Data Protection Regulations and any other appropriate confidentiality and security measures.

Where appropriate, we may share personal information about you to third parties such as:

- Our legal advisors
- Occupational Health
- Training companies and consultants
- Recruitment agencies
- Matrix (for agency workers)
- Pension providers
- Private health providers
- Employee Benefits Schemes
- Relevant Trade Unions
- Software providers (e.g. Time and Attendance, HR/Payroll and Learning Management System providers)
- Government bodies
- Internal / External Auditors

## Data security

Lisburn & Castlereagh City Council takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: restricted access, IT authentication, anti-virus/malware and firewalls.

## Transfers Outside of the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Lisburn & Castlereagh City Council does not transfer or store any personal data outside the EU.

## Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Lisburn & Castlereagh City Council. However, as this information is required for us to provide you with our services/legitimate interests, we may not be able to offer some/all our services without it.

## How Long We Keep Your Data

Lisburn & Castlereagh City Council will only ever retain personal information for as long as it is necessary and we have strict retention policies in place to meet these obligations.

## Lodging a Complaint

Lisburn & Castlereagh City Council only processes your personal information in compliance with this privacy notice and in accordance with the General Data Protection Regulations. If, however, you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with our Data Protection Officer or the Information Commissioners Office:-

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley
BT27 4RL
Email: data.protection@lisburncastlereagh.gov.uk

Information Commissioners Office
Phone: 0303 123 1113
Website: www.ico.org.uk

# Appendix 2 – Policy on the Recruitment of Ex-Offenders

## Policy Statement

1. Lisburn & Castlereagh City complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3. Lisburn & Castlereagh City Council are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. Lisburn & Castlereagh City Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Lisburn and Castlereagh City Council will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Lisburn & Castlereagh City Council will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. Lisburn & Castlereagh City Council may consider discussing any matter revealed in a Disclosure Certificate. We are only able to discuss what is contained on a Disclosure Certificate, and not what may have been sent under separate cover by the Police, with the subject of that Disclosure before considering withdrawing a conditional offer of employment.

9. We ensure that all those in Lisburn and Castlereagh City Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request. AccessNI Code of Practice

**Having a criminal record will not necessarily debar you from working with Lisburn & Castlereagh City Council. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.**

*We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by the Police.

## REHABILITATION OF OFFENDERS (NI) ORDERS 1978

### INFORMATION TO PROSPECTIVE JOB APPLICANTS

One of the questions on the application form asks whether you have convictions for criminal offences. If you have never at any time been convicted of a criminal offence, then answering the question presents no difficulty. If on the other hand, you have in the past been convicted of a criminal offence, then under certain circumstances the above order allows you to regard the conviction as 'spent', and to answer the question as though the offence had never occurred.

These notes are designed to help you to determine whether or not your conviction is 'spent', when considering your response to the question.

| | **REHABILITATION PERIOD** |
|---|---|
| For a sentence of imprisonment between 6 months and 2½ years (see notes 1 and 2) | 10 years |
| For a sentence of imprisonment of 6 months or less (see notes 1 and 2) | 7 years |
| For a sentence of borstal training | 7 years |
| For a fine or other sentence (eg a community service order) for which no other rehabilitation period is prescribed (see note 1) | 5 years |
| For an absolute discharge | 6 months |
| For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Persons Acts (and their equivalents in Scotland) | 1 year or until the order expires (whichever is the longer) |
| For detention by direction of the Home Secretary: from 6 months to 2½ years<br>from 6 months or less | 5 years<br>3 years |
| For a detention centre order | 3 years |
| For a remand home order, an approved school order, or an attendance centre order | The period of the order and a further year after the order expires |
| For a Hospital order under the Mental Health Acts | The period of the order plus a further 2 years after the order expires (with a minimum of 5 years from the date of conviction) |

The first important point is that the provisions about non-disclosure of 'spent' convictions do not apply to certain occupations. If the post for which you are applying is one of those exempted occupations, a conviction can never become 'spent' and you must declare any previous convictions. Any post that is regulated (i.e.) requires an Access NI check as part of the recruitment and selection process, is exempt under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 as amended by the Rehabilitation of Offenders (Exceptions) Order (NI) 1987, and any previous conviction must be disclosed.

If the job for which you are applying is not a regulated post, then you should read the following information.

The Order provides for a period of rehabilitation after conviction of an offence, and anyone who has had no further convictions for an appropriate period since the date of the first conviction shall

be treated for all purposes in law as a person who has not committed that offence, i.e. you are not required to disclose the conviction when applying for a post not on above exempt list.

One major exception which would put you outside the provisions of the Order is if on conviction, you were sentenced for a period of more than 2½ years. Such convictions, with sentences of more than 2½ years, can never become spent, and must therefore be declared. The Rehabilitation periods are as follows:-

Offences committed whilst serving in the armed forces are treated as set out above. The following rehabilitation periods are for specific types of military punishments, with these rehabilitation periods being halved for offenders under the age of 17 at the time of conviction:

| | **REHABILITATION PERIOD** |
|---|---|
| For cashiering, discharge with ignominy or dismissal with disgrace | 10 years |
| For simple dismissal from the service | 7 years |
| For detention | 5 years |

SUPPLEMENTARY NOTES

1. The rehabilitation periods are halved for persons who are under 17 years of age when they were convicted.
2. It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.

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If, after considering the above table, the length of your conviction and the date you were convicted, the appropriate 'rehabilitation' period has been served, you are entitled to consider your conviction 'spent'.

You are advised that, if you make a false statement on the application form, then this could lead to dismissal. If you still have any doubts about how you should reply to the question on the application form, then you should seek help from your legal adviser.

## Privacy Notice

AccessNI, a branch of the Department of Justice in Northern Ireland

Address: PO Box 1085
Belfast BT5 9LE Telephone:
0300 200 7888 Email:
ani@accessni.gov.uk

Data Protection Officer contacts:
Telephone: 02890 526111/526498
Email:dpqueries@accessni.gov.uk

## Why are you processing my personal information?

The processing of personal information enables AccessNI to provide a public service to individuals who for the purposes of employment or volunteering, require a certificate setting out details of their criminal record or other relevant information. The certificate can also be used to establish no such information is available about the applicant

AccessNI also processes personal data to enable registration with AccessNI for the purposes of countersigning applications made by individuals.

AccessNI has a legal basis for processing this information in line with the General Data Protection Regulations. This is that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority. In other words, AccessNI processes personal information in line with the statutory authority it has been given by the Northern Ireland Assembly. The process of application and disclosure of criminal record and other information is set out in Part V of the Police Act 1997 and subsidiary regulations.
**https://www.justice-ni.gov.uk/articles/accessni-legislation-and-guidance**

## What categories of personal data are you processing?

For the purpose of creating an account on NIDirect, AccessNI processes the personal data provided by individuals who apply electronically for certificates or want to register with AccessNI. This personal data consists of;

- Name,
- Address,
- E-mail address,
- phone number; and
- Password.

For the purposes of making an application or registering with AccessNI after opening an account on NI Direct the following information is processed;

- Names, including previously used forenames and surnames;
- Address details for the past 5 years;
- Dates of birth;
- Gender;
- National insurance number.

Applicants and those registering may, but are not obliged to provide details of;

- Passport and driving licence numbers and the country or origin;
- Contact phone numbers and e-mail addresses
- Nationality;

As a result of processing the personal data of an applicant or those registering with AccessNI,

sensitive personal information may be held in the form of;

- a criminal record;
- their status in relation to working with children and adults; and/or
- information held by the police that is relevant and ought to be disclosed but does not form part of the criminal record.

In relation to applicants only, any relevant sensitive personal information is also processed and recorded on a certificate issued by AccessNI to the applicant. No additional copies of this certificate are shared with any third party.

The table below sets out the types of certificates issued by AccessNI together with the information contained within them;

| Type of certificate | Information processed |
|---|---|
| Basic | Unspent criminal convictions |
| Standard | Spent and unspent criminal convictions and non-court disposals including cautions, informed warnings and diversionary youth conferences |
| Enhanced | As standard, together with any relevant information held by UK police forces and where appropriate, information held by the Disclosure and Barring Service or Scottish Government relating to a person's status in relation to working with children/adults |

## Where do you get my personal data from?

- AccessNI receives personal data from the individual through the application form used for applying for a certificate or by those wishing to be registered with AccessNI.
- AccessNI obtains details of criminal records from the Police National Computer and/or the Causeway criminal record viewer in Northern Ireland.;
- AccessNI obtains a police intelligence database from the Disclosure and Barring Service; and
- AccessNI receives information from the Disclosure and Barring Service and the Scottish Government about those persons in the UK who are not allowed to work with children and adults

## Do you share my personal data with anyone else?

AccessNI has a case tracking system that can be viewed by a person registered with AccessNI that has countersigned the application. The personal information held on this case tracking system is limited to;

- AccessNI certificate number; and
- Name of applicant;

Information is only shared with other organisations where this is required on a statutory basis or where the applicant has sought to challenge the disclosure of information on a certificate. Information is normally shared where the application is for an enhanced certificate only, but may be shared in specific circumstances where the application is for other types of certificates, for example in the case of a dispute about information disclosed in the certificate.

| Personal data may be shared with | Purpose |
|---|---|
| (a) The PSNI and other police forces across the UK where the application is for an enhanced criminal record certificate and personal information is potentially matched to personal information held on a police intelligence database. | To determine if information relevant to the application is held by any police force. This is for the detection and prevention of crime and to safeguard vulnerable groups. |
| (b) The Disclosure and Barring Service and Scottish Government, where the application is for an enhanced criminal record certificate together with a check of the "barred" lists. | To determine if the applicant is on the lists of those persons not allowed to work with vulnerable groups ("barred lists"). This is for the detection and prevention of crime and to safeguard vulnerable groups. |
| (c) The Association of Chief Police Officers Criminal Records Office (ACRO), where the applicant is a national of one of 9 EU countries and is seeking an enhanced criminal record certificate to work with children in Northern Ireland. ACRO in turn, share the information with the relevant EU Member state. The countries are France, Germany, Italy, Lithuania, Poland, Portugal, Romania, Slovakia and Spain. | To determine if the applicant's home nation has any record of relevant offences for the applicant. This is for the detection and prevention of crime and to safeguard children. |
| (d) Any UK police force making a legitimate and lawful request to AccessNI about information it holds about an individual as a result of an application being made for one of its services. | This is for the detection and prevention of crime. |

| | |
|---|---|
| (e) The Disclosure and Barring Service where they have reason to consider that an individual may no longer able to work with vulnerable groups as a result of a criminal conviction. | This is for the detection and prevention of crime and to safeguard vulnerable groups. |
| (f) The Independent Reviewer for criminal record certificates in Northern Ireland. This can be at the specific request of an applicant who wants to have an independent review of the criminal record information disclosed on a standard or enhanced certificate. In addition, where prior to the issue of a certificate, all of the criminal record information on that certificate relates to a time the applicant was under 18, personal data is automatically shared with the Independent Reviewer to enable him to review the disclosure of that information | This to comply with Article 8 of the European Convention on Human Rights in order to protect the individual's right to privacy and to balance this against the requirement to keep vulnerable groups safe. |
| (g) The Independent Monitor. This is at the specific request of an applicant who wants to have an independent review of the police information disclosed on an enhanced certificate. | This to comply with Article 8 of the European Convention on Human Rights in order to protect the individual's right to privacy and to balance this against the requirement to keep vulnerable groups safe. |
| (h) Departmental Solicitors' Office in NI Civil Service | Where an applicant or their legal representatives have issued legal proceedings, against AccessNI, for example Judicial Reviews |

## Do you transfer my personal data to other countries?

Yes, as set out at (c) in the table above. Any transfers made will be in full compliance with all aspects of the General Data Protection Regulations.

## Where do you keep my personal data?

Depending on the specific purpose for which the data is being processed, it will either be retained on;

- The case management system used by AccessNI when processing disclosure applications; or
- The Department of Justice's Electronic Document and Records Management System.

## How long do you keep my personal data?

We retain your data for as long as necessary to process an application for a criminal record check and for the purposes of ensuring that the safeguarding of vulnerable groups is maintained after an application has been processed.

For all applications received between 1 April 2008 and 31 March 2015, AccessNI has retained the following personal data submitted in application forms for all types of certificates issued,

- Forenames and surnames,
- Date of birth
- Current (at that time) address,
- The work or volunteering position the application is related to; and
- An indicator as to whether the individual was matched with Northern Ireland criminal record information, criminal record information held on the Police National Computer, the police intelligence database or the lists of those not allowed to work with vulnerable groups.

For all applications received after 1 April 2015, AccessNI currently retains all the personal data provided by the applicant including;

- Forenames and surnames (including those previously used) and other names known by,
- Date and place of birth,
- Gender,
- Current address and all previous addresses within 5 years of the date of application
- National insurance number.
- The work or volunteering position the application is related to;
- Driving licence number, passport number and country of origin;
- Nationality;

- Contact phone number and e-mail address

Access NI also retains a copy of the disclosure certificate issued to the applicant which details;

- Convictions held on the Police National Computer that can be disclosed in line with legislation;
- Non-court disposals held on the Police National Computer, that can be disclosed in line with legislation;
- Information provided by UK police forces for disclosure on enhanced criminal record certificates; and
- Information provided by the Disclosure and Barring Service and Scottish Government about the applicants status in terms of working with vulnerable groups for enhanced criminal record certificates.
- Information provided by The Association of Chief Police Officers Criminal Records Officer (ACRO) in regard to criminal record information held about the Applicant in their home country.

Where an application is made on a paper application form, the personal information on that application is transferred to the AccessNI IT system and retained as set out above. The paper application form is retained for a period of 3 months and then securely shredded by AccessNI staff.

For all persons registered with AccessNI, personal data supplied on the application form is retained in line with those applications received after 1 April 2015. This information is retained for as long as an individual is registered with AccessNI.

Once a person is no longer registered with AccessNI, the following information is retained;

- Name;
- Date of birth;
- National insurance number; and
- Telephone number and e-mail address

### What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing**,** in specific circumstances
- You have rights in relation to automated decision making and profiling

If you wish to exercise these any of these rights you can contact AccessNI at dpqueries@accessni.gov.uk. Please indicate clearly the precise nature of the information you require and/or which right you wish to exercise. Your query will be handled by

AccessNI in line with the Department of Justice's policy on Data Protection Response Management which complies with the General Data Protection Regulation.

AccessNI does not use any personal information supplied for the purposes of automated decision making or profiling.

### How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Department of Justice Data Protection Officer at: DataProtectionOfficer@justice-ni.gov.uk*

### If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Information Commissioner's Office**
Wycliffe House Water
Lane Wilmslow Cheshire
SK9 5AF

Tel: 0303 123 1113
Email: casework@ico.org.uk

https://ico.org.uk/global/contact-us/

# Appendix 3 – Policy for the Handling, Storage and Disposal of Disclosure Information

### General Principles

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, Lisburn & Castlereagh complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information.

### Consent

When the AccessNI disclosure process has been completed, applicants will receive an email advising that the disclosure certificate has been issued. Applicants will be advised to log into their nidirect account to view their certificate and the option to share their certificate with employer.

### Storage and Access

Disclosure information is kept securely electronically with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed. We recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention and Disposal

From 1 September 2025, digital-only disclosure certificates are available. An applicant must log into their indirect account to view and share their certificate with employer. The employer will receive an email with a link in which to view the certificate. This link is active for five calendar days, however the employer can only view it once. We may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision.