Armagh City Banbridge & Craigavon Borough Council

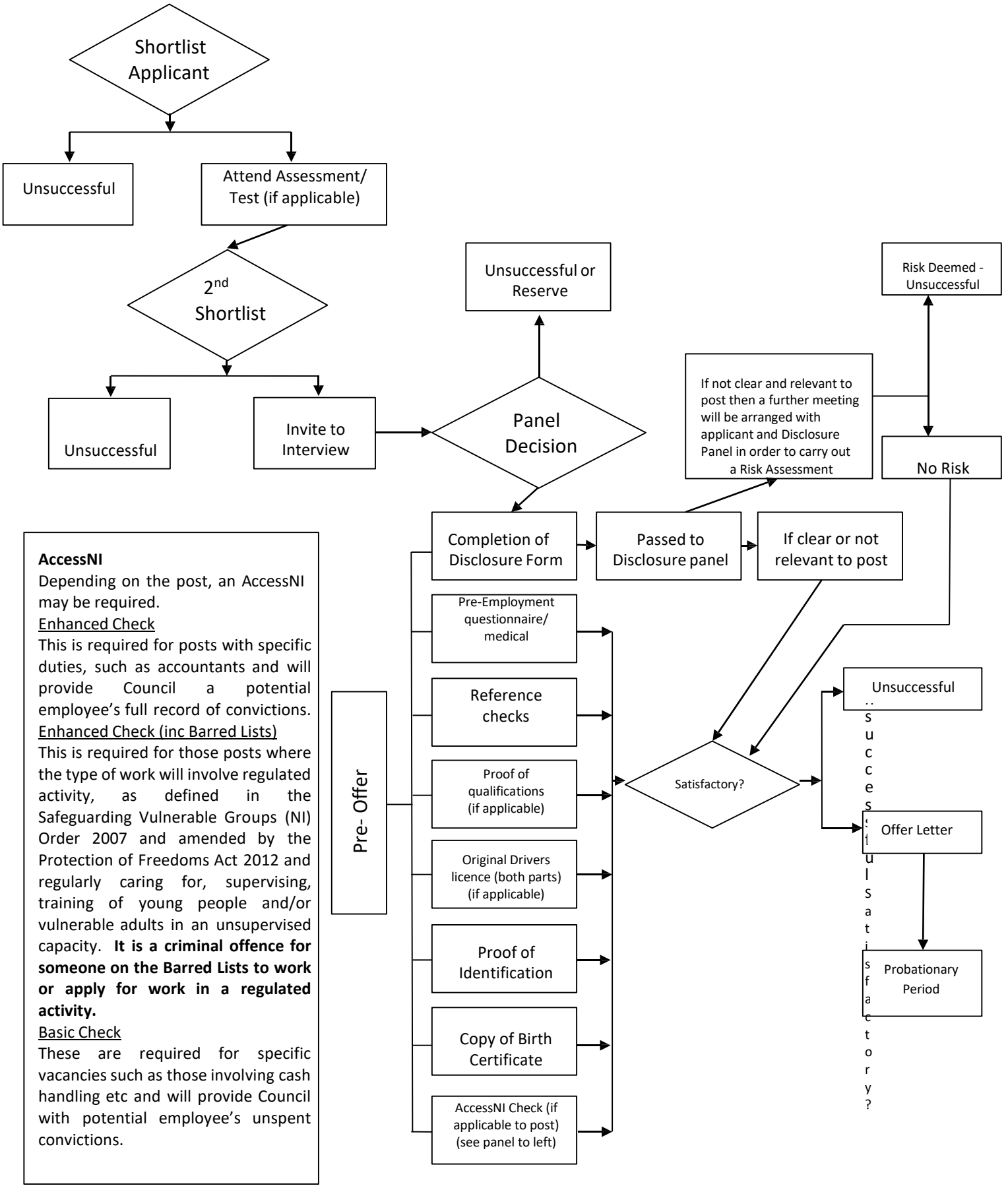
HUMAN RESOURCES SECTION

RECRUITMENT INFORMATION

PLEASE READ PRIOR TO COMPLETING APPLICATION FORM

Last updated: 15 November 2024

APPOINTMENT PROCESS



AccessNI

Depending on the post, an AccessNI may be required.

Enhanced Check

This is required for posts with specific duties, such as accountants and will provide Council a potential employee's full record of convictions.

Enhanced Check (inc Barred Lists)

This is required for those posts where the type of work will involve regulated activity, as defined in the Safeguarding Vulnerable Groups (NI) Order 2007 and amended by the Protection of Freedoms Act 2012 and regularly caring for, supervising, training of young people and/or vulnerable adults in an unsupervised capacity. **It is a criminal offence for someone on the Barred Lists to work or apply for work in a regulated activity.**

Basic Check

These are required for specific vacancies such as those involving cash handling etc and will provide Council with potential employee's unspent convictions.

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

PLEASE READ CAREFULLY

Armagh City, Banbridge and Craigavon Borough Council is committed to providing equality of opportunity for all job applicants. The information on your application form will be retained, shared, processed and disposed of in compliance with the General Data Protection Regulation. The processing of the information will enable the Council to

(1) comply with any contractual requirements;
(2) comply with any legal requirements;
(3) pursue the legitimate interests of the Council;
(4) perform tasks carried out in the public interest; and
(5) protect our legal position in the event of legal proceedings.

For further information, please refer to the full Human Resources Privacy Notice at https://www.armaghbanbridgecraigavon.gov.uk/hrprivacynotice/

The information you supply on this application form will be treated in the strictest confidence and will be used solely for assessing your suitability for the post.

A candidate found to have knowingly given false information, or to have willfully suppressed any material fact will be liable to disqualification from the process, or if appointed, to dismissal. All appointments are made in accordance with the Local Government Staff Commission's Code of Procedures on Recruitment and Selection. Canvassing directly or indirectly with an Officer or Elected Member will disqualify.

Please read the job description and person specification carefully prior to completing the application form. **As the applicant, it is your responsibility to fully complete the essential and desirable criteria sections of the application form. If you do not, you may not have provided sufficient information to demonstrate that you meet the criteria and the shortlisting panel may therefore be unable to shortlist you to the next stage of the selection process. The panel reserves the right to enhance the essential criteria to include the desirable criteria in order aid shortlisting. There are word limits contained within the application from and any content above the set word limit will not be considered.**

Applications will only be accepted on the Armagh City, Banbridge and Craigavon Borough Council application forms. **You must be 16 years old at date of the job closing.** You must complete the form fully and accurately. Incomplete application forms will not be considered. CV's, letters or any other supplementary material will not be accepted in place of, or in addition to, completed application forms and will not be submitted to the shortlisting or interview panel.

You must complete the information relating to your qualifications and experience in the relevant section provided. If you submit the information in another section or box of the application form, for example if you enter "see above" and do not fully complete the section of the form etc, it will not be considered by the panel. **You must therefore answer each section separately** and repeat information if necessary to ensure you fully complete the application form.

- Applications which are received after the closing date or time will **not** be accepted.
- Faxed applications will **not** be accepted.
- Please use black ink/type when completing your application form.
- It is the responsibility of the applicant to ensure the completed form, together with the completed Equal Opportunities Monitoring Questionnaire, is returned by the date of closing, to the **correct Human Resources Office** as outlined on the Post Information/Job Description document.
- All applicants will be informed, in writing as soon as possible after each stage of the recruitment process has been completed, to notify them of the progress of their application.

If you are posting an application form, please ensure that you include the correct postage on the envelope. Armagh City, Banbridge and Craigavon Borough Council does not accept responsibility for any applications which are received after the closing date/time due to insufficient postage.

Qualifications

Please provide the following information for each qualification that you hold:-

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

Level eg GCSE, RSA/OCR Stage 2 and Parts if applicable i.e. Parts 1 and 2, Degree, BTEC National Diploma, BTEC Higher National Certificate etc

Subject: title of subject studied eg English, Maths

Mark/Grade: eg A, B, C, Pass, Merit, Distinction, 2:1 etc

If the information relating to your qualification is incomplete, for example, if GCSE English Language Grades A to C or equivalent is required and you do not record the Grade of your qualification you will not be shortlisted.

You will be asked to provide original qualification certificates (or certified statement of results from the relevant awarding body, if you have mislead your original certificates) and proof of memberships etc that are relevant to the post applied for and/or your full driving licence (both paper and card parts) before any offer of employment is made.

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

If you believe that your qualification is equivalent to the one required, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person 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 person specification. If requested you must submit clear documentary evidence in respect of the examining body which has verified its equivalency.

Qualifications considered to be equivalent/comparable to GCSE Maths and English/English Language (Grades A-C) include O'level, CSE, SCE (Credit Standard Grade), Leaving Certificate (Standard/Ordinary level), RSA Stage 2, Essential Skills level 2 etc.

Please note if you possess CSE qualifications these are graded 1-5 with grade 1 being equivalent to GCSE A-C. GCE O'level prior to 1977 were graded 1-9, 1-6 regarded as a pass and therefore equivalent to GCSE Grades A-C and 7-9 regarded as fail.

If you possess any professional qualifications please include the full details and include the date of the award.

If you have membership of a professional body please include the name of the body or organisation, the type of membership you hold (eg graduate, associate, fellow etc), the date when this grade of membership was obtained and the expiry date. If the membership has lapsed please state this.

Experience

It is necessary to state your exact dates of employment at closing date of applications (day/month/year) because this is calculated to the month for shortlisting purposes. The shortlisting panel will only consider the information asked for in each separate box on the application form and will not have access to your employment history section at shortlisting.

If you complete your application without identifying the exact dates of your employment history or use only the year eg 2010 – 2012 or August 2010 to 2012, you will not be shortlisted.

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

For example, to demonstrate your personal involvement, you should use 'I', not 'we'. Using 'I' portrays your personal involvement more and informs the panel exactly what your personal involvement was and what you were personally responsible for doing. You should also provide specific details of your experience (ie how you went about gaining the experience, what you did etc) and provide examples (eg incidents which displayed your experience) which demonstrate the breadth of your experience.

For example, if you are asked to clearly demonstrate that you have one year's experience of managing staff, it is not sufficient to simply state "I have experience of managing staff" or "I am capable of managing staff". Vague answers are not sufficient.

A good example of a clear demonstration is;-

"I have more than one year's experience of managing staff. I have managed staff from (exact date dd/mm/yy) to (exact date dd/mm/yy). To do this effectively, I (demonstrate how you manage staff) scheduled weekly meetings where I allocated and monitored workloads. I also held one to one meetings to discuss individual performance and personal development. At these meetings, I gave staff updates on new developments and we discussed how our work impacts on the work of the organisation and how we could improve things. When problems occurred, I spoke to my staff to resolve the problem as soon as possible etc."

References

You must give the names, present address and occupations of two referees, one of whom should be your most recent employer. Both should have knowledge of your work and be willing to supply references. **Relatives or Elected Members of Armagh City, Banbridge and Craigavon Borough Council should not be named as referees. If anyone is named as a referee who is a member of the shortlisting and interview panel then an alternative referee will be requested.**

Both referees will be contacted at pre-offer letter stage ie after interview. Two satisfactory references must be received before any offer of employment can be made.

Your referees will be asked to complete a report and return to us within one week of receiving the request, please ensure the names given will be able to comply with this.

Secondments

If you are considering applying for a post on a secondment basis, please ensure you have permission from your line manager before submitting an application.

Proof of Identification

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ. Therefore we require you to produce one of the following before an appointment can be made:-

- A document giving your National Insurance number and name. This could be a P45, a National Insurance card, or a letter from a government agency or previous employer
- A document showing that you can stay indefinitely in the UK, or that you have no restriction preventing you from taking employment. This might be an endorsement in a passport or a Home Office letter.
- A work permit or other approval to take employment from the Department for Education and Employment
- A document showing that you are a UK Citizen, or have the right to abode in the UK. This may be a passport, and endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office
- A document showing you are a national of a European Economic Area country. This may be a passport or national identity card.

If you are not using a passport as identification please ensure you produce photographic ID in addition to those listed above.

Should you require a work permit, accession worker card or other documentation in order to legally work in the UK, please see www.ukba.homeoffice.gov.uk for further information.

ADDITIONAL GUIDANCE

Monitoring

To ensure the effective implementation of the Equal Opportunities Policy, all applicants are requested to complete the Equal Opportunities Monitoring Questionnaire. The questionnaire will be separated from your application form and will be strictly controlled and processed in accordance with the provisions of the General Data Protection Regulation (GDPR).

The information supplied will be used to provide anonymised statistical information to third parties eg, Equality Commission for Northern Ireland to enable compliance with legal obligations and the performance of a task carried out in the public interest. For further information, please refer to the Human Resources Privacy Notice on the Council's website.

Your completed questionnaire will not be seen by the Shortlisting/Interview Panel for the vacancy applied for, and all information provided will be treated in strictest confidence.

Data Protection & Privacy Notice

Armagh City, Banbridge and Craigavon Borough Council retains, processes, shares and disposes of information relating to individuals on its HR systems & records for normal business purposes in compliance with GDPR legislation. The full Privacy Notice can be viewed at https://www.armaghbanbridgecraigavon.gov.uk/hrprivacynotice/

Reasonable Adjustments

Please contact the relevant Human Resources Office (as outlined in the Post Information/Job Description document relating to the post applied for) if you have any special requirements or require any reasonable adjustments due to disability for any stage of the recruitment and selection process. **Do not assume** that because you have indicated on the Equal Opportunities monitoring form that you have a disability that reasonable adjustments will automatically be made as this form is detached and retained separately from the application form and stored confidentially.

If you have any special requirements or require any reasonable adjustments due to disability or do not have English as your first language to enable you apply for this vacancy or to attend an assessment centre/test/interview, you should telephone the relevant Human Resources Office (as outlined in the Post Information/Job Description document relating to the post applied for) as soon as possible upon receipt of our interview/test/assessment centre notification letter so that arrangements can be made for you.

Armagh Office: 0300 0300 900 ext 61722

Banbridge Office: 0300 0300 900 ext 61212

Craigavon Office: 0300 0300 900 ext 62014

Recruitment Expenses

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

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL IS ACTIVELY IMPLEMENTING EQUAL OPPORTUNITIES IN EMPLOYMENT AND SERVICE DELIVERY. THE COUNCIL ONLY SELECTS ON GROUNDS OF MERIT, CAPABILITY AND SKILLS AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF SOCIETY.

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL IS COMMITTED TO THE HEALTH AND WELL BEING OF ALL EMPLOYEES AND RECOGNISES THE IMPORTANCE OF WORKLIFE BALANCE.

STANDARD CONDITIONS OF SERVICE (SUMMARY)

GENERAL:
This is summary of the main terms and conditions of appointments within the Council's service. Detailed conditions are given in the National Joint Council's Agreement on Pay and Conditions of Services (The Green Book), a copy of which is available for inspection in the Human Resources Office.

These terms and conditions of service are interim and subject to review as part of the Local Government Reform and may be adapted and amended as required.

PRE EMPLOYMENT CHECKS
No offer of employment will be issued prior to the candidate's relevant pre-employment checks being returned satisfactorily, as follows:-

- Proof of identity and entitlement to work in Northern Ireland
- Proof of relevant qualifications (where relevant)
- Two employment references (one should be from your present employer or last employer if currently unemployed. A reference from a relative is not acceptable)
- Medical clearance by the Council's medical advisor
- Disclosure of Criminal Convictions form
- AccessNI Check (where relevant)
- Copy of birth certificate
- Original Driving Licence and DVLA Driving Entitlement Consent form (where relevant)

ANNUAL LEAVE & PUBLIC HOLIDAYS:
The Annual Leave year is from 1st April to 31st March. The employee will be entitled to annual leave with pay in proportion to the completed months worked.

Annual leave entitlement is 170.2 hours per year, plus statutory and public holidays. This will be increased to 192.4 hours on completion of five years Local Government Service and to 214.6 hours on completion of ten years Local Government Service. Leave will be granted in accordance with departmental agreement and operational requirements.

For part time/temporary employees annual leave and public holidays will be pro-rated.

CONTINUOUS SERVICE
For the purposes of determining continuous employment with the Council, the Council will recognise a previous period of employment for employees transferring from an organisation listed in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Northern Ireland) 1999 (available at http://www.legislation.gov.uk/nisr/1999/409/contents/made). No service with any other employer counts for the purposes of continuity of employment.

Continuous service is for the purposes of entitlements regarding Annual Leave, the Council's Sickness Scheme and Maternity Scheme.

COUNCIL UNIFORM:
A uniform may be provided by the Council and must be worn by employees at all times.

DISCLOSURE:
During the course of employment the employee must notify Human Resources immediately if they become subject to any criminal investigation, caution, charge or conviction. Failure to notify Human Resources would lead to investigation under the Council's Disciplinary Procedures.

EARLY END CLAUSE:
If employment is on a temporary/fixed term contract, this contract may end earlier than the anticipated date upon the early return of the post holder, cessation of the funding or budgetary restrictions.

FLEXIBILITY:
The nature of work and hours of duty will be in accordance with the job description. The Council reserves the right to vary employment, contingent on the needs of the organisation and capabilities of the employee as the post develops, if this is in the best interests of the service.

INCREMENTS:
Increments are normally granted on 1 April each year until the maximum of the scale is reached. However, persons appointed between 1 October and 31 March in any year will be entitled to an increment after 6 months and then subsequently granted on 1 April each year until the maximum of the scale is reached.

MOBILITY:
The Council reserves the right to transfer the employee's base to any other location under its control.

NON SMOKING POLICY:
Smoking is prohibited in all Council property and within any vehicles owned or leased by the Council. This includes the use of electronic cigarettes (E-Cigs), which must not be used in Council premises (including vehicles) except in designated smoking areas.

NOTICE:
The appointment is subject to termination by the employee giving one month's notice in writing expiring on the last day of any calendar month.

The Council will not give less than the statutory minimum period of notice required under the provisions of The Employment Rights (Northern Ireland) Order 1996 (No.1919 (NI16)9.

OCCUPATIONAL HEALTH:
The Council reserve the right to request an employee to undergo an Occupational Health Examination or Medical Surveillance.

OFFICIAL CONDUCT:
(a) An employee shall devote their hours of employment to the duties of the office and not engage in any other employment without the express consent of the Council.

(b) An employee shall not allow themselves to be put in a position where there could be conflict, either real or apparent, between their private interests and those of the Council.

(c) An employee shall observe discretion in public discussion of affairs of the Council and refrain from engaging in any political activity which might prejudice the impartial discharge of their duties.

(d) If and whenever necessary, for the proper discharge of their office, attend at the Council Offices or other places at such times as may be required.

(e) An employee shall not, under colour of their office or employment, exact or accept (whether directly or indirectly for themselves or for or through another) any fee or reward whatsoever other than their proper remuneration.

(f) The public is entitled to demand of the employee, as a Local Government Officer, conduct of the highest standard. Public confidence in their integrity would be shaken, were the least suspicion, however illfounded, to arise that they could in any way be influenced by improper motives.

Further guidelines on Employees' Conduct which must be observed are contained in the Council's Code of Conduct for Local Government Employees.

PAY PERIOD:
Salary will be paid in arrears on a monthly basis, three clear working days before the last day of the calendar month directly into your bank account/building society via BACS.

In the event of leaving the Council's employment and an outstanding amount (eg, perhaps relating to an overpayment of salary/wages) is owing to the Council then a deduction of the full amount owing will be made from the employee's final monthly/weekly pay upon receipt of written consent. If the amount owed exceeds the amount of final pay due, then the employee will be required to agree a satisfactory arrangement for repayment with the Council. If any amounts remain outstanding, the Council reserves the right to pursue the balance owing through established debt collection procedures.

PENSION SCHEME:
The Council operates the Northern Ireland Local Government Officers' Superannuation Scheme.

From the date of commencement of employment the employee will be treated as being a member of the Northern Ireland Local Government Officers' Superannuation Scheme unless or until they make a written election to opt out. Further information regarding the Scheme is available on www.nilgosc.org.uk/members or telephone NILGOSC on 08453087346.

POST:
An outline of the main duties and responsibilities of the post, together with the salary and location in which the post is to be based, is given in the Job Description.

PROBATION:
The appointment will be subject to a probationary period outlined in the offer letter at the end of which the employee will be confirmed or terminated in writing.

RELATIONSHIPS:
Employees are required to disclose any relationship with an Elected Member and/or employee of the Council and failure to do so may lead to investigation under the Council's Disciplinary Procedures.

SICKNESS PAY SCHEME:
Entitlement to sick leave and sick pay is in accordance with the Scheme approved by the NI Joint Council for Local Government Services.

Employees are entitled to receive sick pay for the following periods:-

- During 1st year of service: 1 month's full pay and (after completing 4 months service) 2 months half pay
- During 2nd year of service: 2 months full pay and 2 months half pay
- During 3rd year of service: 4 months full pay and 4 months half pay
- During 4th and 5th year of service: 5 months full pay and 5 months half pay
- After 5 years' service: 6 months full pay and 6 months half pay

TRAINING:
The employee will be required to undergo training and development as deemed necessary.

TRAVEL ALLOWANCE:
The employee may be required to use their private car from time to time on Council business and a Casual User's Car Allowance will be paid for authorised journeys. (No payments will be made for journeys between home and work location). The employee is responsible for ensuring their vehicle is insured for 'Business Use'. It will be necessary to present the Certificate of Insurance and vehicle registration certificate (log book) to the Insurance/Fleet Management Section within a few days of taking up appointment.

Some posts will be designated as essential users for which appropriate allowance will be paid.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

1 Armagh City, Banbridge and Craigavon Borough Council declares itself to be an equal opportunities employer and is determined to ensure that no job applicant or employee receives less favourable treatment on the grounds of

- Gender, including gender reassignment
- marital or civil partnership status
- having or not having dependants
- Religious belief or political opinion
- Disability
- Age
- Race, ethnic origin, colour or nationality
- Sexual orientation
- Trade union membership or non membership
- Record of Convictions

or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

2 This Authority will take all steps within its power and within the resources which can generally be made available from time to time, to meet this responsibility. In particular:-

(a) Job advertisements will include a general declaration to the effect that the Authority is an "Equal Opportunities Employer".

(b) Job application forms and recruitment documents will include a specific questionnaire relating to equality of opportunity.

(c) Records will be maintained as a means of monitoring the Authority's policy, and as a means of identifying possible areas of inequality.

(e) Selection, recruitment, training and promotion practices and procedures will be reviewed to ensure that individuals are treated on the basis of their relevant ability, qualifications and aptitude to carry out the duties of the post.

(f) All employees in the Authority's service will be made fully aware of their responsibilities towards the promotion of this policy, and provided with suitable training.

(g) All procedural documents (eg grievance, discipline) will be reviewed to ensure compliance with the spirit and intention of the policy.

3 The Authority will consult with the recognised trade unions on equal opportunities, and they in their turn will encourage their membership to operate within the guidelines represented by this policy, and will actively co-operate in all measures to ensure the compliance of the Authority with this policy.



POLICY ON THE RECRUITMENT OF PEOPLE WITH CONVICTIONS

April 2015

POLICY ON THE RECRUITMENT OF PEOPLE WITH CONVICTIONS

1. Armagh City, Banbridge and Craigavon Borough Council 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 and voluntary positions. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of disclosure of the basis of conviction and other information revealed.

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

3. Armagh City, Banbridge and Craigavon Borough Council is committed to equality of opportunity, see separate Equal Opportunities Policy, to the 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 record of convictions, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. Armagh City, Banbridge and Craigavon Borough 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 records of conviction(s). 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 Enhanced Disclosure (with barred list check) 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. The individual being offered the position will be required to undergo an appropriate AccessNI Disclosure check.

6. In line with the Rehabilitation of Offenders (Northern Ireland) Order 1978, Armagh City, Banbridge and Craigavon Borough Council will only ask about convictions which are defined as 'unspent' within the terms of that Order, unless the nature of the position is such that we are entitled to ask questions about an individual's entire record of conviction.

7. We undertake to ensure an open, 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 conviction history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the pre-offer.

8. We ensure that all those in Armagh City, Banbridge and Craigavon Borough Council who are involved in the recruitment process have been suitably trained in Disclosure information. All sealed Disclosure forms and AccessNI forms will be passed to the Disclosure Panel who have all 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 people with convictions (eg Rehabilitation of Offenders (Northern Ireland) Order 1978).

9. 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.

HAVING A RECORD OF CONVICTIONS WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH 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.

PROCEDURE FOR HANDLING AND ASSESSING CONVICTIONS INFORMATION

A disclosure of convictions form and advice sheet will be sent out to the preferred candidate(s) following interview as part of a pre-offer.

Candidates asked to return the completed disclosure of convictions form in a sealed envelope to the Human Resource Office.

A Human Resources representative will open the envelope for the preferred candidate(s). If any convictions are declared the Disclosure panel will discuss and assess the relevance of the conviction and risk issues in light of the duties and responsibilities of the particular post.

The following checks may be carried out where it is considered proportionate and relevant to the particular position in conjunction with legislative requirements:-

Enhanced Check
This is required for posts with specific duties, such as accountants and will provide Council a potential employee's full record of convictions.

Enhanced Check (inc Barred Lists)
This is required for those posts where the type of work will involve regulated activity, as defined in the Safeguarding Vulnerable Groups (NI) Order 2007 and amended by the Protection of Freedoms Act 2012 and regularly caring for, supervising, training of young people and/or vulnerable adults in an unsupervised capacity. It is a criminal offence for someone on the Barred Lists to work or apply for work in a regulated activity.

Basic Check
These are required for specific vacancies such as those involving cash handling etc and will provide Council with potential employee's unspent convictions.

If deemed relevant by the Disclosure panel then the preferred candidate(s) will be invited in writing to attend a meeting to discuss the disclosure(s) declared. The panel will complete form *Disclosure of Convictions – Notes of Meeting.*

Risk Assessment will be carried out using the *Disclosure of Convictions – Risk Assessment Form and reference to the Disclosure of Convictions – Assessing Relevance Advice Sheet.*

The Human Resources representative present at the Disclosure panel meeting will communicate the decision of the panel to the candidate in writing.

Information on the Rehabilitation of Offenders (NI) Order 1978

The following sentences become 'spent' after fixed periods from the date of conviction.
If a conviction is 'spent' you do not have to mention it, even when asked, unless applying for a post which is "excepted" under this legislation (see below)

Sentence	*Aged 18 or over at conviction*	*Under 18 years at conviction*
Absolute Discharge	*6 months*	
Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order	*Date Order ceases OR 1 year – whichever longer*	
Attendance Centre Order *Juvenile Justice Centre Order* *Youth Conference Order, Reparation Order, Community Responsibility Order*	*1 year after Order expires*	
Hospital Order	*5 years or 2 years after Order expires – whichever longer*	
Fine or Community Service Order Combination Orders	*5 years*	*2 ½ years*
Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less	*7 years*	*3 ½ years*
Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2 ½ years	*10 years*	*5 years*
A period of detention of less than 6 months under Article 45 of the CJ (Children) (NI) Order 1998	*N/A*	*3 years*
A period of detention over 6 months but less than 30 months under Article 45 of the CJ (Children) (NI) Order 1998	*N/A*	*5 years*
NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT		

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
  (i) for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
  (ii) for a more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become "spent" immediately unless relevant to "Excepted "posts.
- A spent conviction will remain on your criminal record.

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001, 2003, 2009 and 2014 Orders)

A range of occupations are exempted from the legislation for these posts. Applicants **MUST** disclose information on both "spent" **AND** "unspent" convictions. The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – eg provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW - eg medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY eg security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE eg police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

Filtering Arrangements for Disclosure of Conviction Record Information in Northern Ireland

What is filtering?

Filtering means that some old and minor convictions and other information (such as cautions/informed warnings/diversionary youth conferences) will no longer be automatically disclosed on Enhanced AccessNI checks. This means that some conviction information, which previously would have been disclosed, may not be in the future.

What will be disclosed?

While cautions or convictions which fall within the filtering scheme will no longer be automatically displayed on Enhanced Access NI checks, remaining relevant conviction information hold on the applicant, on the criminal record database, will continue to be disclosed.

Note for Enhanced Disclosure Checks (EDC) – The PSNI may decide to include information about convictions/cautions which have been filtered by AccessNI on the basis that they might be relevant and ought to be disclosed. This will show up in the 'other information' section of the EDC.

How do I know if my information will be 'filtered'?

If you have more than one conviction, they will not be subject to the filtering process. If you have one conviction which is not for a specified offence, which are serious, mostly relating to sexual, violent or drug related offending, then it may be subject to filtering. This means that after a certain period, they will no longer be automatically disclosed on Enhanced AccessNI checks as outlined in the table below.

For a full list of specified offences, which are exempt from filtering, visit https://www.nidirect.gov.uk/publications/accessni-list-specified-offences

As cautions, informed warnings and diversionary youth conferences are **not convictions** they will be considered separately to convictions. If the caution, informed warning or diversionary youth conference is not for a specified offence, then it may be filtered in accordance with the table below. If they relate to specified offences, then they will not be subject to filtering.

Disposal	Aged 18 or over at time of issue/conviction	Under 18 at time of issue/conviction
Conviction for **non-specified offence** (NB only applies if there are no other convictions on the person's record)	11 years from the date of conviction	5½ years from the date of conviction
Caution/diversionary youth conferences for **non-specified offence**	6 years from date of issue	2 years from date of issue
Informed warnings for **non-specified offence**	1 year from date of issue	1 year from date of issue
Conviction or caution, diversionary youth conference or informed warning for **specified offence**	Will not be filtered	Will not be filtered
Conviction resulting in a custodial sentence (including suspended sentence) regardless of offence	Will not be filtered	Will not be filtered

Information on AccessNI Enhanced Disclosure Check (EDC)

AccessNI is a body for the disclosure of an individual's conviction record history. The Enhanced Disclosure check will display the following information:-

1. Spent and Unspent Convictions that are not subject to filtering.
2. Cautions, Informed Warnings and Diversionary Youth Conferences that are not subject to filtering
3. Soft intelligence or other information. (Information held by the police which does not relate specifically to a conviction but which may be considered to be relevant to the position applied for).

If the post is defined as Regulated Activity an Enhanced Disclosure may also provide DBS Children's Barred List and/or Adults' Barred List Information. If the post was previously defined as Regulated Activity then barred list information will not appear on the EDC.

AccessNI will not only check NI and GB conviction record information but for citizens of certain EU countries who are seeking to work with children in Northern Ireland and where a check of the Children's Barred List is required, AccessNI will make a request for the applicant's criminal record to be checked in their home country. If there is additional information available, this will be disclosed in the AccessNI certificate.

IT IS A CRIMINAL OFFENCE FOR SOMEONE ON THE BARRED LISTS TO WORK OR APPLY FOR WORK IN A REGULATED ACTIVITY

For further information please contact

AccessNI
Brooklyn
65 Knock Road
BELFAST BT5 6LE
Tel: 028 90259100
www.doj.gov.uk/accessni

POLICY ON STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURE INFORMATION

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Armagh City, Banbridge and Craigavon Borough Council 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 its obligations under the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers 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 and 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

Once a recruitment (or other relevant eg regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, 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 taken.

AccessNI have published a Privacy Notice on the Department of Justice website which can be found at https://www.justice-ni.gov.uk/publications/ani-privacy