

FOI Request Response information

FOI request reference:	2015/163
Date request received:	10/08/2015
Date request responded to:	09/09/2015
Category:	Workforce
Tags:	ECRB DBS disclosures, convictions

Request Detail:

Info re recruitment & CRB checks

1. How many verbally informed successful job applicants have had their offers of employment withdrawn due to unsatisfactory ECRB/DBS disclosures by LCFT between January 1st 2010 and 12th August 2015?
2. How many verbally informed successful applicants have had their offers of employment withdrawn by the recruiting manager in LCFT Secure Services between January 1st 2010 to 12th August 2015?
3. How many staff are employed in Secure Services with unspent convictions?
4. What mechanism is in place to address pockets of discriminatory practice by recruiting managers in LCFT, where appointing managers refuse to accept the advice of HR?
5. Bank staff with work permits are only required to have no convictions for the last ten years in their own country. What checks beyond Home office permits does LCFT perform?
6. What is the current LCFT framework recruiting managers must follow when making decisions to withdraw employment offers to successful candidates?
7. How many SUI's have been datix recorded at Guild Lodge from January 1st 2005 to 12th August 2015? Of this number, how many involved staff with unspent convictions?

Response Detail:

1. **How many verbally informed successful job applicants have had their offers of employment withdrawn due to unsatisfactory ECRB/DBS disclosures by LCFT between January 1st 2010 and 12th August 2015?**
Information regarding reasons for withdrawal of a verbal offer of employment are not currently reportable within a reasonable timeframe.
2. **How many verbally informed successful applicants have had their offers of employment withdrawn by the recruiting manager in LCFT Secure Services between January 1st 2010 to 12th August 2015?**
Information dating back to 2010 is not currently reportable within a reasonable timeframe. Information is readily available from October 2011 – from this date to 18 August 2015 (when the information for this FOI was produced), **100**

individuals have had their verbal offer of employment withdrawn, and of those, **10** individuals are reported to have had their offer of employment withdrawn due to unsatisfactory pre-employment checks.

3. How many staff are employed in Secure Services with unspent convictions?

This information is not currently reportable within a reasonable timeframe.

4. What mechanism is in place to address pockets of discriminatory practice by recruiting managers in LCFT, where appointing managers refuse to accept the advice of HR?

LCFT has a Recruitment Policy, Recruitment Guidance and an Equality in Employment Policy that all individuals engaged to work with the Trust are required to follow. Failure to adhere to the policy will be investigated, on an individual basis, proportionate to the situation.

5. Bank staff with work permits are only required to have no convictions for the last ten years in their own country. What checks beyond Home office permits does LCFT perform?

Bank Staff appointments are subject to the same NHS Recruitment Check Standards as all other appointments.

6. What is the current LCFT framework recruiting managers must follow when making decisions to withdraw employment offers to successful candidates?

LCFT has a recruitment and selection policy, a DBS policy and Recruitment guidance document that sets out the standards and expectations for pre-employment check activity within LCFT. These have been written in accordance with NHS Employment Check Standards and best practice, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Police Act 1997 (Criminal Records) Regulations 2002 and comply with Employment legislation.

In the Recruitment Process, Recruitment managers are presented with the pre-employment checks performed by the Employment Services Team for their review. Where pre-employment checks present information that requires review, the pre-employment check information is referred to the recruiting manager for consideration. This includes providing the Recruiting manager with the information disclosed at the pre-employment stage.

Recruiting managers are aware of their role as a recruiting manager and of their responsibilities as determined in the relevant LCFT policies and the NHS employers DBS decision tree is used for guidance.

The recruiting manager is always advised to liaise with the HR advisors/business partners when considering information presented within a DBS certificate and prior to pursuing an offer of employment.

7. How many SUI's have been Datix recorded at Guild Lodge from January 1st 2005 to 12th August 2015? Of this number, how many involved staff with unspent convictions?

From 01 January 2005 to 12 August 2015, there have been 83 SUI's reported in Datix against Guild Lodge. The number of those that involved individuals with unspent convictions is not reportable within a reasonable timeframe.