

Request:

1. How many staff currently working for North Tyneside council have known criminal convictions?
2. If you employ staff with criminal convictions please provide the details of the convictions i.e. the offence they were charged and convicted for.
3. Do North Tyneside council carry out dbs checks on all employees and how often?
4. What is the policy if a dbs check shows a criminal conviction against a current employee?

Response:

1. The Authority does not hold a list of all current employees with a criminal record. The Authority would only be aware of employees with a criminal conviction if a DBS check was required. Not all staff require a DBS check. Unless disclosed, the Authority would be unaware of criminal convictions after a DBS check had been completed.
2. Information not held as information from DBS checks cannot be held by employers due to data protection legislation.
3. DBS checks are not carried out on all staff. Please see attached DBS Eligibility Flowchart, which is guidance for managers to follow when assessing posts that require a DBS check.



Reference: FOI-1809

4. If a current employee receives a criminal conviction, they need to notify their line manager/Link People Business Partner immediately and a risk assessment will be carried out; the same process for a new employee. If an employee does not inform their line manager/Link People Business Partner of the conviction and it transpires they have one this will be dealt with through formal disciplinary processes.

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