Appendix 1: Pre-Employment Checks: Vetting, Ban the Box and DBS Full Implementation Plan

as of 21 June 2023 v4

Week Commencing

Workstream	Activity
Ban the Box	Review and update Recruitment and Selection Policy (Jun 2019). Add Ban the Box and EDI inclusive recruitment focus
Vetting	*Deadline: Senior Security Board draft papers.* Senior Security Board paper on vetting from Dionne Williams-Ddoo and R Woolford under People Security Board - 12 June
Ban the Box, Vetting and DBS	Review and update Employment Screening Policy (Jan 2018) AND add Ban the Box, review vetting and DBS approach
Ban the Box, Vetting and DBS	Review and update Appendices 1 - 3 (all Jan 2018) AND add Ban the Box elements AND add inclusive recruitment focus: 1 - Pre-employment Screening Requirements; 2 - Employment Screening Guidelines for Managers 3: Risk Assessment
Ban the Box and DBS	Review and update Disclosure and Barring Policy (Jul 2018)
Ban the Box and DBS	Review and update Appendices 1 - 4: 1 - Disclosures covered by Exceptions Orders to Rehabilitation of Offenders Act (ROA) (Jan 2018); 2 - Disclosure & Barring Flowchart (Jan 2018); 3 - Risk Assessment (Jan 2018); Secure Storage (Jul 2018)
Vetting	Finalise improved vetting process flow/ overview
Vetting	Develop manager guidance to support new process flow, checklist/ questionnaire for managers reviewing a role.
Ban the Box, Vetting and DBS	Consult with Legal on revisions to policies and vetting process flow
Ban the Box, Vetting and DBS	Sense check within HR across Recruitment, Operations, Business Partnering (and institutions HR?)
Ban the Box	Check in with key external organisations in relation to Ban the Box experiences, opportunities, risks; other inclusive recruitment thinking; begin to craft plan for Members' briefing
Ban the Box, Vetting and DBS	Consult with key stakeholders (eg. Richard Woolford; Schools; DCCS; Institutions)
Vetting	Consult with CoLP vetting team on vetting process
Ban the Box, Vetting and DBS	Share policies for feedback with Unions, Senior staff reps and all Chief Officers (ELB)
Ban the Box, Vetting and DBS	Revise based on feedback
Vetting	Establish newly created Vetting Panel, terms of reference, governance and meeting frequency for review
Ban the Box and Vetting	Prepare in readiness for launch: application form update for Ban the Box and adjustments to EDI inclusive recruitment categories/questions including social mobility focus, offer of employment and associated documents.
Ban the Box, Vetting and DBS	Update job description & person specification template and draft advert text to ensure Ban the Box commitment, vetting and DBS can be clearly displayed post launch
Ban the Box, Vetting and DBS	Prepare in readiness for launch of web pages for all items above
Ban the Box, Vetting and DBS	Prepare in readiness for launch all additional HR and manager process notes required for all items above
Ban the Box	Private briefing for Members - specific date tbc
Ban the Box, Vetting and DBS	Prepare in readiness for launch communications plan for all items above
Ban the Box, Vetting and DBS	Deadline: CSC draft papers — 27-Sep
Ban the Box, Vetting and DBS	Revisions
Ban the Box, Vetting and DBS	Deadline: CSC final papers — 04-Oct
	CSC meeting — 18-Oct
Ban the Box, Vetting and DBS	Launch revised Policies including Ban the Box, Vetting, DBS and inclusive recruitment; including all associated documents
Vetting and DBS	Further development - Source training on both vetting and DBS for key teams in HR and develop manager videos for LMS
Ban the Box, vetting and DBS	Debrief and review at 3 and 6 months post implementation

HR Resources

AD - OD & Talent with Head of Workforce & Resourcing; AD - Business Partnering with Employment Relations Manager; AD - Operations with Head of Employee Services & Transformation