



Procedure for confirming satisfactory Disclosure and Barring Service (DBS) certification

Requirement for DBS certification

In consultation with sponsoring Departments, the Appointments Commission (AC) will identify appointments for which a satisfactory DBS certificate is a prerequisite in compliance with the relevant legislation (Rehabilitation of Offenders Act 2001).

Recruitment material will clearly state the requirement for a satisfactory DBS certificate, the level of check required and how the cost for DBS certification is to be met. It is the responsibility of the sponsoring Department to determine how DBS certification is funded, and how frequently certificates are to be updated/checked and to advise the Commission accordingly.

The requirement for satisfactory DBS certification applies to sitting members applying for re-appointment and new applicants.

Procedure for obtaining a DBS certificate

The Secretary to the AC will provide the current DBS application form to successful applicants with the offer of a conditional appointment.

The candidate is responsible for completing and returning the application form as per the instructions.

The DBS certificate is issued to the applicant.

Confirmation of satisfactory DBS certification

On receipt of the certificate the applicant is required to present the original certificate to the Secretary to the AC at the Tribunals Office.

Subject to presentation of a satisfactory certificate that is consistent with information regarding previous offences provided by the applicant to the AC, the Secretary will complete a pro forma as confirmation of meeting this condition of appointment. The pro forma will record the certificate number. The pro forma is retained with the applicant's records for the duration of their membership of the relevant Tribunal/Body. The original certificate is retained by the applicant.

Procedure in the event of discrepancies between the DBS certificate and information provided to the AC by the applicant

The Secretary to the AC will advise the applicant that a discrepancy has arisen. A copy of the certificate will be forwarded to the Chair of the interview panel, who will invite the applicant to meet with him/her to explain the discrepancy.

The Chair will determine whether the fact of the discrepancy and/or the offences identified require that the offer of appointment be confirmed or withdrawn.

The Secretary to the AC will advise the applicant in writing of the decision.

Chairperson *Alan G. Scott*
Agreed by the Appointments Commission

Date *21/11/18*

V5 (November 2018)