

All Councillors

Your ref: DBS
Date:

Dear Councillor,

Disclosure certificates for Elected Members

The Council has a policy to demonstrate its commitment to protecting those who are most vulnerable in society and all its members are required to provide us with a basic disclosure certificate.

You can complete the basic disclosure check online at www.gov.uk/request-copy-criminal-record.

You will need to pay a fee (currently £25) by debit or credit card. This will be refunded to you once you have received and provided a copy of your disclosure certificate to the Monitoring Officer or Head of Governance. The online application form requires you to upload one piece of ID. If you have any difficulties with this please contact a member of the Governance Team who will be happy to help.

All councillors are required to provide us with a basic disclosure certificate by September 2019. This will be valid under the council's policy for up to 4 years.

Any councillor who by nature of occupation/role already holds a DBS certificate of not more than 4 years old can utilise this certificate (known as portability), but will be asked to undertake a basic disclosure check on the anniversary of the 4th year of the issuing of this certificate or will be asked to submit a revised (portability based) certificate at that time.

If you are appointed to a role with the Council which qualifies for and requires a higher level of check you will be contacted directly.

If you have any queries, please do not hesitate to contact a member of the Governance Team.

Yours faithfully

Head of Governance