

SHEFFIELD CITY COUNCIL

INDIVIDUAL EXECUTIVE MEMBER DECISION RECORD

The following decision was taken on 21 April 2022 by the Executive Member for Finance and Resources.

Date notified to all Members: Friday 22 April 2022

The end of the call-in period is 4:00 pm on Thursday 28 April 2022

Unless called-in, the decision can be implemented from Friday 29 April 2022

1. **TITLE**

Procurement of Supplier of Disclosure and Barring Service (DBS) Checks

2. **DECISION TAKEN**

That the Executive Member for Finance and Resources:-

1. approves the procurement of a Disclosure and Barring Service (DBS) accredited provider to undertake criminal record checks for the Council for a 4 year term, as set out in the report; and

2. delegates authority to the Director of Human Resources and Customer Services, in consultation with the Director of Legal and Governance, to award the contract and to take such other necessary steps not covered by existing delegations to meet the aims and objects as set out in the report.

3. **Reasons For Decision**

This is the preferred option as there will be no disruption to the recruitment and ongoing vetting processes and no risk in terms of increased numbers having to work without DBS checks and subject to risk assessment and additional safeguards.

4. **Alternatives Considered And Rejected**

The Council remains a DBS registered body and could obtain paper forms from the DBS to undertake the checks directly. However, processing the checks manually would create significant delays in terms of processing checks and require a considerable additional staff resource to be assigned to administering the checks. It also does not provide the ability to check the progress of applications online. It would also require a full return to the office to enable verification of documentation, issue of forms, postage and receipt etc. Paper forms take significantly longer to process by the Disclosure and Barring Service which would also impact on the Council's ability to allow new starters to commence in post and existing employees

to continue in post without supervision or appropriate risk assessment. Therefore, this option was rejected.

5. **Any Interest Declared or Dispensation Granted**

None

6. **Respective Director Responsible for Implementation**

Executive Director, Resources

7. **Relevant Scrutiny Committee If Decision Called In**

Overview and Scrutiny Management Committee