

AGENDA ITEM 8

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Recruitment Procedures and Disclosure Policy
Meeting: Central Scotland Valuation Joint Board
Date: 8th November, 2013
Author: Peter Wildman, Depute Assessor

1.0 Introduction

As advised at the last Board meeting the Board is required to meet the Cabinet Office's Terms of Use for connecting the Board's Electoral Management System to the Government Digital Service (GDS). As part of the Terms of Use the Board's recruitment procedures need to meet HM Government's Baseline Personnel Security Standard (BPSS) and any staff handling electoral data need to have undergone a Basic Disclosure Check

2.0 Recruitment Procedures

The procedures put forward for approval are closely based on the current Clackmannanshire Council procedures and comply with (BPSS). The procedures have been circulated to staff and the recognised Trade Union and there has been no changes proposed as part of that consultation.

3.0 Disclosure Policy

The Board already has a Disclosure Policy which was approved in 2007. The current policy covers the Valuation Team and senior Electoral staff. It is proposed that the current policy is extended to cover all staff as the staff currently not covered by the policy will all handle electoral data. The proposed change has been communicated to both the recognised union and all staff and no issues have been raised.

5.0 Recommendation

I ask that the Board approve the Recruitment Procedures and the changes to the Disclosure Policy

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Peter Wildman

Appendix 1 – Draft Recruitment Procedures

Appendix 2 – Revised Disclosure Policy

Appendix 3 – Equality Impact Assessments