

London Borough of Barking and Dagenham

Notice of Meeting

THE EXECUTIVE

Tuesday, 30 March 2004 - Civic Centre, Dagenham, 7:00 pm

Members: Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor S Kallar, Councillor M E McKenzie, Councillor B M Osborn, Councillor J W Porter, Councillor L A Smith and Councillor T G W Wade

Declaration of Members Interest: In accordance with Article 1, Paragraph 12 of the Constitution, Members are asked to declare any direct/indirect financial or other interest they may have in any matter which is to be considered at this meeting

22.03.04

Graham Farrant
Chief Executive

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AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 23 March 2004 (to follow)**

Discussion Items

3. **Local Futures - 'Borough Profile of Barking and Dagenham'**
A presentation will be made by Local Futures
4. **The Third Sectors Access to the Service of the Criminal Records Bureau (Pages 1 - 3)**
5. **Any other public items which the Chair decides are urgent**

- 6. To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

Private Business

The public and press have a legal right to attend Council meetings such as the Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972).

Discussion Items

- 7. Changes in Management Arrangements in Social Services (Pages 5 - 17)**

Concerns a Staffing Matter (paragraph 1)

Business Items

Private Items 8 to 11 are business items. The Chair will move that these be agreed without discussion, unless any Member asks to raise a specific point.

Any discussion of a Private Business Item will take place after the exclusion of the public and press.

- 8. Refocusing of the Leisure and Environmental Services Department (Pages 19 - 56)**

Concerns a Staffing Matter (paragraph 1)

- 9. Award of Print and Distribution Contract for Citizen Magazine (Pages 57 - 60)**

Concerns a Contractual matter (paragraphs 7 and 9)

- 10. The Shape Up Programme (Pages 61 - 65)**

Concerns a Contractual Matter (paragraph 7)

- 11. Virement for Completion of Refurbishment of Travellers' Site (Pages 67 - 68)**

Concerns a Contractual Matter (paragraph 8)

- 12. Any other confidential or exempt items which the Chair decides are urgent**

THE EXECUTIVE**30 MARCH 2004****REPORT FROM THE DIRECTOR OF CORPORATE STRATEGY**

THE THIRD SECTORS ACCESS TO THE SERVICES OF THE CRIMINAL RECORDS BUREAU	FOR DECISION
<i>This report is presented to The Executive as it provides information regarding the project to enable voluntary organisations to access the services of the Criminal Records Bureau.</i>	
<u>Summary</u>	
This report contains:	
<ul style="list-style-type: none"> • Details of the assessment undertaken • Information on the capacity of local voluntary organisations to access the services of the Criminal Records Bureau (CRB) • an outline of the methods and procedures required to enable voluntary sector organisations access to the Criminal Records Bureau disclosure service 	
<u>Recommendations</u>	
The Executive is asked to agree:	
<ol style="list-style-type: none"> 1. That the Barking and Dagenham Volunteer Bureau act as an umbrella organisation for disclosure checks for the voluntary sector in Barking and Dagenham; 2. To receive a written review of the process in January 2005 to ensure the safeguarding of children and vulnerable people who receive the services from local voluntary sector organisations; 3. That further discussions are held with the Council for Voluntary Services about their potential to be an umbrella organisation for CRB checks. 4. That voluntary sector organisations who wish to undertake their own CRB checks would be entitled to do so 	
Reason	
To enable the voluntary sector to conduct effective CRB checks independently from the Council	
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1. Background

- 1.1 The Criminal Records Bureau (CRB) was established in April 2001 as a “one stop shop”, where employers can access information on the suitability of applicants to work with children and/or vulnerable adults. Potential employees are assessed through checks undertaken on the Police National Computer and the list of those individuals deemed unsuitable held by the Department of Education and Skills and the Department of Health (List 99). The highest levels of CRB check also accesses local police records. This service is called “disclosure”.
- 1.2 The Council has been registered with the CRB since its inception. Organisations can register with the CRB as “umbrella” bodies, which means they are able to request and process disclosure checks for other organisations.
- 1.3 On 18th September 2001, the Executive agreed that in order to assist the third sector in ensuring safe recruitment practices, the Council would act as an umbrella body for all the voluntary sector organisations for the purpose of disclosure checks.
- 1.4 The Executive also agreed that a consultant would assess the capacity of a local voluntary sector organisation to act as an umbrella for all disclosure checks within the third sector. The consultant would also assess whether any voluntary sector umbrella organisation was able to meet the CRB’s code of practice.

2. Action

- 2.1 There was some delay in the appointment of a consultant, after no tenders were initially received to undertake this work. Finally, an external consultant was secured to commence this project in February 2003.
- 2.2 During the period of delay, the Barking and Dagenham Volunteer Bureau registered with the Criminal Records Bureau to operate as an umbrella body.
- 2.3 It was agreed at that time in consultation with the Barking and Dagenham Volunteer Bureau and the Council for Voluntary Services (CVS) that the consultant would work with the Volunteer Bureau as the potential umbrella body for all third sector organisations. The consultant also worked on protocols to ensure that voluntary organisations would be able to meet the CRB’s code of practice and “register” with the volunteer bureaux.
- 2.4 The consultant has worked with the Volunteer Bureau to complete the service level agreement, which will act as a basis for future understanding between the umbrella body and the client organisation.
- 2.5 The consultant produced a resource file to enable the Volunteer Bureau to support disclosure processing. This resource file has also been provided to other organisations such as Age Concern, Ethnic Minority Partnerships Association, the Council for Voluntary Service and the Disablement Association. This will enable all these organisations to register with the CRB as an organisation approved to undertake disclosure checks. The CVS had previously confirmed that they were not in a position themselves to undertake this role and would support the Volunteer Bureau in this function. However with the appointment of a new Director, the CVS may wish to reconsider their own capacity to fulfil this role in the near future.

3. Conclusion

- 3.1 The consultant has concluded that Barking and Dagenham Volunteer Bureau can now act as the umbrella for Voluntary Sector organisations, which need to undertake disclosure checks. They will be required to adhere to good practice and manage this process within data protection guidelines.
- 3.2 The Barking and Dagenham Volunteer Bureau is now in a position to process disclosures for all organisations who currently receive this service through the Council and has the capacity to do so. The consultant had proposed that the Council fund the purchase of appropriate software to support the Volunteer Bureau in this role through the grants budget. However, the software is not essential at this stage and in view of the possible renewed interest of the CVS in also taking on this role it is proposed to postpone a decision on the software support.

Background Papers

- Consultant Lotus Training

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