

BRIEFING NOTE

TO: Children's and Young People Scrutiny Panel
DATE: 21 December 2006

RE: Criminal Records Bureau (CRB) Checks for elected members

On 22 December 2005 the Children's and Young People Scrutiny Panel agreed that a report would be sent to Cabinet requesting that all elected members were CRB checked.

On 1 March 2006 a report went to Cabinet recommending this, Councillor Hughes presented the report and Cabinet resolved that all elected members should be CRB checked.

It has been agreed that organisational development and legal services will administer this process in a staggered approach, and officers within children's services have been asked to suggest which elected members should receive CRB checks by order of priority. Officers have recommended that Cabinet and Scrutiny members should be given priority.

In the first instance, this Scrutiny Panel has been provided with the appropriate forms to undergo a CRB check. Members of the panel have been provided with the following -

- Disclosure Application Form
- An Applicants Guide to Completing the CRB Application Form
- Do's and Don't (when completing disclosure application forms)

Please use this information to complete the application form and return it to the following address; -

Paul Smith
Head of HR/OD
(CRB Checks)
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