

North East Derbyshire District Council

Union Employee Consultation Committee

9th June 2014

Baseline Personnel Security Standard

Report of the Assistant Director – Human Resources

This report is public

Purpose of the Report

- To update Union Employer Consultation Committee on the requirements regarding the Baseline Personnel Security Standard.

1 Report Details

- 1.1 There is now a requirement from the Cabinet Office that all users of the Public Service Network (PSN) must be validated to the Baseline Personnel Security Standards (BPSS) by June 2015.
- 1.2 An interim requirement is that all users of PSN services must be validated to the BPSS by June 2014. This includes all users of secure GCSX email, DWP CIS system users, Individual Electoral Registration users and staff with access to the Tell Us Once system.
- 1.3 The BPSS is the minimum standard required to ensure the identity and integrity of an employee with access to official information. It involves four main elements:-
 - Identity Check;
 - Nationality and Immigration Status;
 - Employment History (past 3 years);
 - Verification of Criminal Record (unspent convictions only).
- 1.4 The first three elements of the BPSS have always been carried out at part of normal recruitment practices. However, unless a post requires a DBS Disclosure (previously CRB Disclosure) there has not been a check to determine whether an employee has any unspent convictions, and a self disclosure of a criminal record was sufficient.
- 1.5 There are to be stages for employers to become compliant with the Standard:-
 - All users of PSN services must be validated to BPSS by end of June 2014;
 - All users of a PSN connected network must be validated to BPSS by June 2015.

- 1.6 Initially 114 staff will need full BPSS checks by June 2014. These users have been recently validated with Service Managers which has reduced the overall number.
- 1.7 Potentially up to 400 staff will need to become compliant with the BPSS by June 2015.
- 1.8 At its meeting on 21 March 2014, SAMT gave approval to apply to become a Registered Body with Disclosure Scotland, as they are the body responsible for carrying out the Basic Disclosures. The annual charge for becoming a Registered Body is £75 which includes the Lead Signatory and up to four counter-signatories.

2 Conclusions and Reasons for Recommendation

- 2.1 Implementation of the BPSS is mandatory.
- 2.3 Non-compliance with the full BPSS checks would lead to disconnection from the PSN.

3 Consultation and Equality Impact

- 3.1 None.

4 Alternative Options and Reasons for Rejection

- 4.1 The issues for consideration were set out at paragraphs 3.1 to 8.1. There were no other issues considered and rejected.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The cost of a Basic Disclosure through Disclosure Scotland is £25 so the potential cost could be £10,000 across the Council.
- 5.1.2 There is an annual charge of £75 on becoming a Registered Body with Disclosure Scotland payable for each Council.
- 5.1.3 Funding for the initial tranche of unspent conviction checks with Disclosure Scotland can be funded from under-spends in the ICT budgets.
- 5.1.4 Funding will be required if the one off unspent conviction checks are required for all staff at a cost of approximately £7,150.

5.2 Legal Implications including Data Protection

- 5.2.1 Full implementation of the BPSS, including a 100% application of the 'unspent' criminal record check, is now explicitly mandated as part of the Security Policy Framework introduced in October 2008.

5.3 **Human Resources Implications**

- 5.3.1 Having recruitment processes that attract, retain and develop a skilled and flexible workforce, while achieving value for money in service delivery and fairness is a key area for Human Resources.

6 **Recommendations**

- 6.1 That the Union Employer Consultation Committee note the requirements of the BPSS.

7 **Decision Information**

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	

8 **Document Information**

Appendix No	Title
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Human Resources Advisor	x7013