

INFORMATION NOTE

Disclosure and Barring Service

1. Members will recall at the meeting of the Public Protection Committee on the 26th October 2016, an item was discussed regarding the Disclosure and Barring Service (DBS) and the provision of Disclosure Certificates. The item was raised following a request from a member of the trade to consider other options for Disclosures as the operator felt that delays in the processing of Disclosure Certificates were affecting his ability to recruit drivers.
2. Currently Fylde Council is a registered body with the DBS and submit Disclosure applications directly to them via the post. Fylde Council staff perform all the identity checks and the fee for the application is £44. No additional charge is made for the administration of the scheme.
3. Typically a Disclosure will be returned with 3-4 weeks but there a number of factors that can affect this turn round. If an applicant has lived within a number of Police Force areas the application may be delayed whilst checks are carried out. Furthermore, some Police Forces are facing significant delays in turning the applications round.
4. Only one copy of a Disclosure is issued which is sent directly to the applicant. Colleagues within the Licensing Team track applications on line and when it is noted a Disclosure has been issued, contact is made with the applicant for them to produce the certificate so the licence may be issued.
5. A meeting was held with Personnel Checks who are authorised to process DBS applications. It was noted that for all applications, proof of identity will always require evidencing and therefore if DBS checks were to be outsourced, it is possible Fylde Council may still have a role in verifying an applicant's identity.
6. The process would be as follows:
 1. Driver will be required to confirm they meet all your pre-requisites and have obtained all supporting documents before they apply for their DBS & DVLA Checks.
 2. Driver will then pay for their DBS & DVLA either online or phone, after which Personnel Checks will email them full instructions and their DBS application login details and DVLA consent information.
 3. Once they have completed their application form, the driver will be required to attend a local crown Post Office to have their ID documents certified. This comes at a cost of £8.75 over the counter.
 4. The driver sends the ID documents to Personnel Checks who verify the ID documents before countersigning and submitting to the DBS and DVLA applications.
 5. Once both checks are completed, the council will be notified and Personnel Checks will inform the driver of the next steps
7. In addition to the DBS fee of £44, there is also an administration charge of £15 + vat, whilst the cost of verifying documentation at a Crown Post Office is £8.75
8. Further discussions with the trade have not yet been held with the trade regarding the possibility of outsourcing DBS checks and a further meeting has been arranged with Personnel Checks for August 2017. The purpose of this Information Note is to provide members with the latest update regarding the request.

FURTHER INFORMATION AVAILABLE FROM

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