



General Purposes Committee

Thursday 4 July 2013 at 7.00 pm

Boardroom - Civic Centre, Engineers Way, Wembley,
HA9 0FJ

Membership:

Members

Councillors:

Butt (Chair)
R Moher (Vice-Chair)
Brown
Hirani
Hopkins
Kansagra
Lorber
Mashari
J Moher
Pavey

first alternates

Councillors:

Jones
Beck
Van Kalwala
Sneddon
Colwill
Hunter
Al-Ebadi
Chohan
Arnold

second alternates

Councillors:

Kabir
Matthews
Aden
Green
BM Patel
Leaman
Naheerathan
S Choudhary
Mrs Bacchus

For further information contact: Bryony Gibbs, Democratic Services Officer
020 8937 1355, bryony.gibbs@brent.gov.uk

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www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item **Page**

1 Declarations of personal and prejudicial interests

Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.

2 Minutes of the previous meetings 1 - 10

3 Matters arising

4 Deputations (if any)

5 Hay management contract 11 - 22

Last year the contract for staff on NJC terms and conditions was reviewed as part of the One Council Programmes Review of Employee Benefits. In January a new Brent Core Contract was introduced for this group of staff which made a number of changes to terms and conditions. At that time the Hay contract for senior managers was not looked at however it was recognised that the contract would need to be reviewed to bring it into line with the Brent Core Contract for reasons of consistency. With the senior management restructure taking place it is timely to review the Hay Contract. The revised contract is attached to this report (Appendix 1).

Wards Affected:

All Wards

Contact Officer: Cara Davani, Interim
Operational Director, HR

Tel: 020 8937 1909

cara.davani@brent.gov.uk

6 Disclosure and Barring Service (DBS) Policy 23 - 100

This report introduces a new DBS Policy which provides details of the method that DBS checks will be carried out across the council as part of its recruitment checks. It also details how this will be kept up to date (3 yearly repeat checks) and provides useful guidance on the use, storage and disposal of disclosure information.

Wards Affected: **Contact Officer:** Cara Davani, Interim Operational Director, HR
 All Wards Tel: 020 8937 1909
 cara.davani@brent.gov.uk

7 Recruitment and retention 101 -
 102

The Council is currently recruiting to a number of vacant senior manager posts in the new structure. This report outlines the potential difficulty in sourcing a suitable candidate for the Strategic Director, Education, Health & Social Care on the current salary levels and seeks permission to pay an additional supplement if required.

Wards Affected: **Contact Officer:** Cara Davani, Interim Operational Director, HR
 All Wards Tel: 020 8937 1909
 cara.davani@brent.gov.uk

8 Stopping Up Order - Elmwood House, Harlesden Road 103 -
 112

This report seeks authorisation to make a stopping-up Order for an area of public highway in the access road, formerly known as Harlesden Lane, between Nos. 1 to 47 Longstone Avenue and Knowles House, No. 51 Longstone Avenue, under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990). This Order is required to complete the development of the Elmwood House site and provide off-street parking, communal garden, play space and associated landscaping related to the erection of a new building comprising of 38 flats.

9 Stopping Up Order - Bronte House and Fielding House, South Kilburn 113 -
 124

This report seeks authorisation to make a Stopping-Up Order for areas of public highway in Cambridge Road and Kilburn Park Road, including the Podium Car Park and area of mostly elevated footpath leading to the car park roof, under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990), in order to carry out the development of 229 flats (126 market / 103 social rented) at site 11b of the South Kilburn Regeneration area.

10 Appointments to Sub-Committees / Outside Bodies

11 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.



Please remember to **SWITCH OFF** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.
- Toilets are available on the second floor.
- Catering facilities can be found on the first floor near The Paul Daisley Hall.
- A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge



LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Thursday 28 March 2013 at 7.00 pm

PRESENT: Councillor Butt (Chair), Councillor R Moher (Vice-Chair) and Councillors Arnold (for Beswick), Cheese, Kansagra, Long, Lorber, J Moher and Van Kalwala (for Hirani)

Also present: Councillors Chohan, Jones, Mitchell Murray and Pavey

Apologies for absence were received from: Councillors Beswick, Brown and Hirani

1. **Declarations of personal and prejudicial interests**

None declared.

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 22 January 2013 be approved as an accurate record of the meeting.

3. **Matters arising**

None.

4. **Order of business**

RESOLVED:

that the order of business be changed to take early in the meeting the report on realigning corporate and business support.

5. **One Council Project - Realigning Corporate and Business Support**

The Director of Legal and Procurement introduced the report which described the aims of the project designed to realign Corporate and Business Support relating to administrative/business functions and also specialist/professional support functions. The aim was to, integrate flexible and operational arrangements, streamline and standardise policies maximise benefits for the new Civic Centre and achieve savings. The new staffing model of business support organisation, management and delivery would to be in place by end March 2013 and the operational framework completed by end June 2013. The Director of Legal and Procurement explained that the proposals would result in some redundancies for

internal staff, 15 of which would be compulsory, and the reduced use of agency staff. The new service would be fit for purpose and increase service flexibility.

RESOLVED:

- (i) that the report from the Director of Legal and Procurement noted and approval given to the thirty seven redundancies that result from the reorganisation and reduction of the council's business support and corporate services staffing levels;
- (ii) that it be noted that of the thirty seven redundancies, twenty two are voluntary redundancies and fifteen are compulsory redundancies.

6. Deputation - restructuring the senior management of the Council

The committee heard from Martin Francis who stated that as a former headteacher and school governor, he was concerned about the proposals in the senior management restructuring report from the interim Chief Executive due to be considered later in the meeting. He felt that to create an Education, Health and Social Care Department brought together a number of high risk budgets and increased the likelihood problems in the future. He reminded the committee that education and social care were brought together following recommendations in the 2003 Government report 'Every Child Matters' to improve safeguarding and relations between the services and with some success. Mr Francis felt the proposals would weaken this link and also referred to the 2011 Munroe Review of child protection which cautioned against overloading service departments with additional responsibilities. While the department would be headed by a strategic director, Martin Francis put that problems would be dealt with at an operational level. Additionally schools needed strong leadership and a critical friend particularly as the school improvement service had been downsized and also the introduction of Free Schools and Academies.

7. Restructuring the senior management of the Council

The report from the Interim Chief Executive referred to the major staffing restructure exercise carried out in 2010 to meet financial challenges and prepare for the move to the new Civic Centre. The 2010 restructuring had also resulted in a substantial downsizing of management posts going a considerable way to achieving a more streamlined and integrated organisation. The Interim Chief Executive, Christine Gilbert, introduced her report which set out the need for further structural change in the light of increased funding pressures on public services. She outlined the proposals which included four core directorates, a chief financial officer and assistant director to the Chief Executive. She responded to the points made earlier in the meeting by Martin Francis and acknowledged that children and adult social care were high risk areas and assured that the strategic director would have a thorough knowledge of issues.

Members raised a series of questions on the report including the role of the Chief Executive under the proposals, the need for an Assistant Chief Executive and to what extent the role differed from the current head of Strategy, Partnerships and Improvement. Also questioned were the inclusion of arts and libraries under Education instead of environmental services, bringing together education, health

and social care and the need for 10 Executive members. Another view was expressed that strong leadership for schools could be achieved under the proposed arrangements.

Christine Gilbert responded that the role of Chief Executive remained as it was, a statutory position, head of paid service and, with other directors, would be the front face of the organisation. The Assistant Chief Executive would be key to discussions with directors. She added that the structure could be reviewed in two to three years' time and that the position of lead members was not a subject for this report.

Members drew attention to the appendix to the report and the draft proposals for senior managers' salaries seeking clarification of the ratio between the lowest and the highest as recently discussed at Full Council on 25 February 2013 under the council's pay policy statement. Cara Davani (Interim Head of People and Development) set out the current position in the light of further market research and the committee was advised that any significant difference between the Full Council decision and members' intention would be reported to Full Council.

On departmental titles, a view was expressed that the name of the Education, Health and Social Care department should reflect the local authority's partnership with schools and other agencies. Additionally, that for the Regeneration and Major Project department, consideration should be given placing an emphasis on economic development given the importance of incentivising growth and employment. Some concern was expressed at the proposal to bring back together transport delivery and transport planning which had been split in the past, however, the new opportunities to break down departmental silos were welcomed. In response to an enquiry, Cara Davani stated that a detailed Equalities Impact Assessment was being undertaken.

Reference was made to the significant changes taking place within the Corporate Management Team and how institutional memory would be retained and culture maintained. Additionally, questions were raised on the impact on the project of the absence of a permanent chief executive, progress on the recruitment to that post and the provision of legal and financial advice to the new corporate management team. The Interim Chief Executive stated that work would take place with remaining teams to carve out a clear sense of direction and give confidence. On the appointment of a permanent Chief Executive, the committee heard that a contract for a recruitment company was being drafted and an advertisement was being prepared. The Corporate Management Team would call on legal and financial advice when required. On transportation, members heard that the suggestion had come from the team and would be considered as part of the consultation process.

Councillor Butt reminded the committee of the financial pressures on the council and the need to review the senior staffing structure. A robust approach was being adopted to achieve a service that was fit for purpose.

Andy Potts (Legal Services) drew attention to the omission from recommendation 2.7 of the report of the resultant deletion of the post of Director of Legal and Procurement which was agreed.

The committee also had before it an appendix to the report which was not for publication as it related to the following category of exempt information specified in

Schedule 12A of the Local Government Act 1972, namely: "Information relating to any individual" and "Information which is likely to reveal the identity of an individual".

RESOLVED:

- (i) that subject to staff consultation, approval be given to the deletion of the Finance and Corporate Services Department, the Customer and Community Engagement Department, the Strategy, Partnerships and Improvement Department and the reallocation of their functions as set out in section 4 of the report from the Interim Chief Executive;
- (ii) that agreement be given to the creation of the Education, Health and Social Care Department as set out in section 4 of the report;
- (iii) that the statutory roles of Director of Children's Services and Director of Adult Social Services be undertaken by either the Strategic Director or the relevant Operational Director in the Education, Health and Social Care department;
- (iv) that approval be given to the creation of the Governance and Corporate Services Department as set out in section 4 of the report;
- (v) that agreement be given to the changes to the Regeneration and Major Projects Department as set out in section 4 of this report;
- (vi) that the changes to the Environment and Neighbourhood Services Department as set out in section 4 of the report be agreed;
- (vii) that agreement be given to the deletion of the posts of Director of Finance and Corporate Services, the Director of Customer and Community Engagement, the Director of Strategy Partnerships and Improvement, the Assistant Director, Corporate Policy, the Assistant Director, One Council Programme and the Director of Legal and Procurement subject to staff consultation where appropriate, although it is recognised that some post holders may wish to waive their rights to consultation in the event of voluntary redundancy being pursued;
- (viii) that agreement be given to the creation of the posts of Strategic Director, Corporate Services and Governance, Chief Finance Officer and Assistant Chief Executive, with the functional responsibilities for these posts described in section 4, subject to staff consultation;
- (ix) that the impact of the proposed structural changes on affected staff set out in appendix 2 be noted;
- (x) that the Interim Chief Executive be authorised, in consultation with the Leader of the Council, to make such other changes as may be needed to give effect to the proposals in this report.

8. **Appointments to Sub-Committees / Outside Bodies**

None.

9. **Any other urgent business**

None.

The meeting closed at 7.45 pm

M BUTT
Chair

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LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Monday 20 May 2013 at 7.30 pm

PRESENT: Councillor Butt (Chair), Councillor R Moher (Vice-Chair) and Councillors Hirani, Kansagra, Lorber, J Moher and Pavey

Apologies for absence were received from: Councillors Brown, Hopkins and Mashari

1. **Declarations of personal and prejudicial interests**

None declared.

2. **Matters arising**

None.

3. **Political balance**

At its meeting on 15 May 2013 the Council reviewed the representation of political groups on its main committees. As soon as practicable after such a review, those committees were required to conduct a review of the representation of political groups on any sub-committees they may have. The Committee had before it a report which set out the rules to be applied during the course of the review.

RESOLVED:

(i) that the size of the sub-committee be noted.

(ii) that the allocation of seats on the sub-committee to each of the political groups set out in paragraph 3.5 of the report be agreed.

4. **Appointments to Sub-Committees / Outside Bodies**

RESOLVED:

that the following appointments for the 2013/14 municipal year be agreed:

BRENT PENSION FUND SUB-COMMITTEE

(4/2/1)

ARNOLD
BACCHUS
CRANE (VC)

Mitchell-Murray
Oladapo
Harrison

Gladbaum
Daly
Hector

S CHOUDHARY (C)	Hirani	Hossain
BROWN HASHMI	Lorber CJ Patel	Vacant Vacant
BM PATEL	HB Patel	Baker

NON-VOTING CO-OPTEEES:

*Ashok Patel
George Fraser*

GENERAL PURPOSES LICENSING SUB-COMMITTEE

(1/1/1)

McLENNAN (C)	Beswick	John
SHAW	Sneddon	Hunter
BM PATEL	HM Patel	Colwill

SCHOOLS DISCIPLINARY SUB-COMMITTEE

(3/1/1)

ARNOLD (VC) HARRISON (C) PAVEY	Long Crane Jones	Mashari John Kabir
CHEESE	Leaman	CJ Patel
HM PATEL	BM Patel	Colwill

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

(3/1/1)

BUTT (C) DENSELOW R MOHER (VC)	J Moher Pavey Crane	Mashari Hirani Choudry
LORBER	Brown	Hopkins
KANSAGRA	Colwill	HB Patel

STAFF APPEALS SUB-COMMITTEE**(3/1/1)**

JOHN (VC)	Adeyeye	Naheerathan
KETAN SHETH (C)	McLennan	Mitchell Murray
MOLONEY	J Moher	Butt
BECK	Cheese	Hopkins
HM PATEL	Colwill	Baker

EMPLOYEES' JOINT CONSULTATIVE COMMITTEE**(5/2/1)**

LONG	Beswick	Butt
J MOHER	Van Kalwala	Allie
R MOHER (VC)	Al-Ebadi	Arnold
MOLONEY	Aden	Adeyeye
PAVEY	Bacchus	Mitchell-Murray
HUNTER	Vacant	Vacant
SNEDDON	Vacant	Vacant
COLWILL	HB Patel	BM Patel

TEACHERS' JOINT CONSULTATIVE COMMITTEE**(5/2/1)**

AL-EBADI	Hector	Hirani
CHOHAN	John	Aden
HARRISON	Crane	Daly
HOSSAIN	Jones	Gladbaum
PAVEY (VC)	S Choudhary	Oladapo
BECK	Vacant	Vacant
MATTHEWS	Vacant	Vacant
HM PATEL	Baker	Colwill


5. Any other urgent business

None.

The meeting closed at 7.36 pm

M BUTT
Chair

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 Brent	<p>General Purposes Committee 4th July 2013</p> <p>Report from Interim Operational Director, HR</p>
<p>For Action Wards affected: ALL</p>	
<p>Brent Hay Contract</p>	

1.0 Summary

- 1.1 Last year the contract for staff on NJC terms and conditions was reviewed as part of the One Council Programmes Review of Employee Benefits. In January a new Brent Core Contract was introduced for this group of staff which made a number of changes to terms and conditions. At that time the Hay contract for senior managers was not looked at however it was recognised that the contract would need to be reviewed to bring it into line with the Brent Core Contract for reasons of consistency. With the senior management restructure taking place it is timely to review the Hay Contract. The revised contract is attached to this report (Appendix 1).
- 1.2 The report has been considered by CMT. CMT agreed the revised contract for the reasons set out in this report and the arrangements for implementation.

2.0 Recommendations

- 2.1 The Committee is asked to agree the proposed changes to the Hay Contract and that it be issued to all existing senior managers on Hay contracts and subsequent new appointments.

3.0 Detail

- 3.1 The Hay Contract has been reviewed by HR in consultation with Legal Services. The contract is out of date both in terms of its content and presentation. The contract has been revised to reflect the Brent Core Contract whilst retaining those terms and conditions which have always been recognised as specific to Hay graded posts. These include the 40 hour working week, 32 days annual leave and payment of increments on the anniversary date. The Disciplinary procedure will also remain unchanged. All other policies and procedures referred to in the contract are those which apply to all other Council staff which is consistent with the current Hay contract.

3.2 The Car loan Scheme also forms part of the Hay Contract. This Scheme has historical roots when the Council operated essential user car allowance arrangements. The essential user allowance was removed from Brent terms and conditions some time ago and all staff claimed a casual user rate where they were required to travel on Council business. Under the new Brent Core Contract car user reimbursement is now based on the HMRC mileage rates and there is no reference to the car loan scheme. It is therefore proposed to remove access to the Scheme from the contract and to cease the operation of the Scheme. Currently there are four people who have car loans three of whom work for BHP. The loan within the Council would continue until the loan expires and would not be renewed. This proposal is also in line with the Council's green agenda and reducing the Council's carbon foot print.

4.0 Financial Implications

4.1 There are no financial implications attached to the revisions to the contract. Savings arising from the removal of the car Loan Scheme cannot be quantified given there has been very little take up of car loans.

5.0 Legal Implications

5.1 The contract has been reviewed in consultation with Legal Services. The proposed changes are in line with the Brent Core Contract to ensure consistency whilst maintaining specific Hay terms and conditions which can be justified on business grounds. The different terms and conditions such as the 40 hour week are reflected in the remuneration arrangements for senior management posts.

6.0 Diversity Implications

6.1 The proposal to bring the Hay Contract into line with the Brent Core Contract provides a fair and consistent approach to terms and conditions across the Council.

7.0 Staffing/Accommodation Implications (if appropriate)

7.1 The revised Hay Contract will be issued to all exiting staff in receipt of the Hay Contract and new appointments and trade unions will be consulted.

Background Papers

Hay Contract

Brent Core Contract

Review of Employee Benefit papers

Contact Officers

Cara Davani

Operational Director, HR

Statement of Written Particulars for Staff on Hay Terms and Conditions

Part 1: Statement of Main Terms and Conditions of Employment

Employer's Name:
London Borough Of Brent
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Probationary Period see Paragraph 6
Pay Intervals: Monthly
Increment Due: See Paragraph 8

Employee's Name:
Employee's Address:

Grade:
Rate of Pay: See Paragraph 7
Hours of Work: 40 hours per week See Paragraph 10
(Pro rata FTE fraction)

Date of Commencement of Employment:
Continuous Service Date: See Paragraph 2
Job Title:

Contractual Allowance(s) payable:

Reporting Department:
Unit:
Place of Work: See Paragraph 5
(Civic Centre or other as required by the Service)

Annual Leave Entitlement: See Paragraph 11
Pro Rata for part time hours

Type of Contract: Permanent
End date (for fixed term contract)

Notice Period: See Paragraph 12

Date Contract issued: October 1st 2012

I have read, understood, accept and agree to abide by the terms of this Statement of Terms and Conditions of Employment, the Staff Handbook, Pension Starter Pack, and the Council's Code of Conduct (these documents are available on the intranet)

Signed:..... Print Name:

Dated:.....

Please sign and return one copy to your line manager

Meeting
Date

Version no.
Date

Part 2: Statement of Main Terms and Conditions.

Part 2 should be read in conjunction with Part 1 of this document.

1. Terms and Conditions of Employment

During your employment with the Council your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services (NJC), set out in the Scheme of Conditions of Service (commonly known as the Green Book) and the Greater London Provincial Council (GLPC) as supplemented by local collective agreements reached with trade unions recognised by the Council or as superseded by local agreements and by the policies, procedure and rules of the Council.

2. Continuous Service

Previous continuous service in local government and related bodies covered by the Redundancy Payments Modification Order (LG 1983) will be taken into account for the purposes of entitlement to annual leave, occupational sick pay, occupational maternity leave and periods of notice and redundancy, provided there is no break in service prior to your start date with this Council.

If you previously transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) from a London Borough to an organisation that was not covered by the appropriate Modification Order, and there has been no break in service from that date to your commencement date with this Council, all previous continuous service will be recognised for the purposes of calculation of entitlements to annual leave, occupational maternity leave and pay and occupational sick pay and redundancy.

If you return to local government service following a break for maternity reasons or for reasons of caring for children or dependents, you will be entitled to have previous service taken into account in respect of the sickness and maternity schemes, provided that the break does not exceed eight years, and that no permanent paid full-time employment has intervened. For the purposes of the calculation of entitlement to annual leave the eight years' time limit does not apply provided that no permanent full-time employment has intervened.

It is your responsibility to determine whether any previous service with other organisations will count as continuous.

3. Duties and Responsibilities

Your duties are set out in your job description. The Council reserves the right to update your job description from time to time to reflect changes to the job. You will be consulted about any proposed changes.

The duties set out in your job description are not exclusive or exhaustive and the Council reserves the right upon reasonable notice to alter or vary job function or duties in accordance with your capabilities and the needs of the Council.

4. First, Second and Subsequent Duty Appointments

Generally, a First Duty Appointment relates to the first contract issued to you by the Council and often, but not always, represents the principal contract that exists between you and the Council. The First Duty contract is entirely separate from the Second and any subsequent Duty contract.

5. Place of Work

You will be based at the location shown in Part 1 of this document, or at another location as required.

The Council reserves the right to move you to an alternative location in a similar position within or outside the Borough, either on a temporary or permanent basis according to business demands.

6. Probationary Service

Your appointment is subject to satisfactory completion of a probationary period during which time your suitability for the post will be assessed. Normally the probationary period will be 26 weeks in length although it may be extended by a maximum of a further 13 weeks if the Council considers that special circumstances have made it impossible to make a proper assessment of you during the 26 week period. During the probationary period your employment may be terminated on one week's notice without recourse to the formal disciplinary or capability procedures should your conduct, attendance or work performance be unsatisfactory.

For newly qualified social workers, the Council's usual probationary policy does not apply. Newly qualified social workers are subject to a one year probationary period, during which time they must satisfactorily complete their ASYE (assessed and supported year in employment). Detailed guidelines adapted from the College of Social Workers are available from your line manager, on-line through Brent intranet/my employment or from Adult Social Services or Children's Social Care. The Council has a Probation Policy, on the intranet, which you may wish to familiarise yourself with.

7. Rate of Pay

You will be appointed to the Hay scale at **£(salary)** per annum inclusive within the salary range **Min Salary – Max Salary**. This is a locally agreed scale amended annually on 1st April in accordance with the Chief Officers pay award as determined by the Joint Negotiating Committee for Chief Officers of Local Authorities and as reviewed every three years by General Purposes Committee. (A copy of the Agreement can be inspected in the Human Resources Unit). Annual increments will be paid on the anniversary of your appointment subject to satisfactory service.

Current pay scales are available on the Council's intranet.

Every effort is made to ensure salary payments are correctly made, but mistakes may occasionally occur. You are required to draw any overpayment (including any overpayments in respect of annual leave taken in excess of your entitlement) to the attention of your manager as soon as you are aware that an overpayment may have occurred. Where overpayments have been made, the Council reserves the right to recover such payments by way of deduction in the following month(s) as required, including any notice period and the totality of any final payments that may be made.

8. Increments

Subject to satisfactory service your salary will rise within the above grade by annual increments up to the maximum of the scale. If you are appointed between 1st April and 30th September your next increment will be paid on the 1st April the following year and if you are appointed between 1st October and 31st March your next increment will be paid after six months.

9. Pay Intervals

You will be paid monthly by Bank Credit Transfer on the 15th of the month except where this falls on a Saturday or Sunday when payment will be made on the preceding Friday. You must always maintain a suitable bank or building society account into which your salary can be paid.

10. Hours of work

Your normal weekly hours of work are set out in Part 1 of this document. The demands of the business necessitate the Council has a flexible approach to working arrangements. The arrangement of your times of duty will be related to the needs of the service and consideration may be given to the variation of your working hours.

Whilst your hours of work will normally be worked during Monday to Friday, your actual working week runs from Monday to Sunday and you may be required to work on any day in this span.

The Council operates a wide range of flexible working arrangements, your working hours or your eligibility to participate in these arrangements is with the agreement of your manager and subject to the Flexible working Procedure.

11. Annual leave entitlement

Your annual leave entitlement is **32** working days (including 4 extra statutory days), plus leave on all recognised Public and Bank Holidays for England and Wales.

The leave year is from 1 April to the following 31 March. New entrants are entitled to annual leave proportionate to the completed months of service during the leave year of entry. Two weeks annual leave is allowed within the first 6 months of service.

If you have transferred from the service of one authority to another your entitlement for the current leave year is the balance of the leave entitlement from your previous authority.

You will be paid your full basic rate for all authorised absence on annual leave within this allowance. Employees who receive contractual regular payments for working arrangements other than normal office hours will be entitled to such payments during such leave.

Up to 5 days unspent annual leave may be carried forward to March of the next leave year.

Those employees leaving employment during the year are entitled to leave proportionate to the number of completed month's service during the year. If you have taken more leave than has accrued due, then the value of the excess leave will be a sum owed by you to the Council and may be recovered from your final salary.

12. Notice period

- (a) Notice to terminate the contract shall be a minimum of three months on either side, with the exception of appointments subject to the completion of a probationary period (see clause 11 above).
- (b)
 - (i) If the contract is terminated by reason of redundancy and you are entitled by law to a redundancy payment, you will receive such redundancy payment as you are entitled to under the Council's policy at the date of termination.
 - (ii) If you have reached the relevant age at the time of such redundancy and qualify for a Local Government pension, the Council will offer you a pension under such Premature Retirement Scheme as may be in force at the time.

The Council may, at its sole discretion, elect to make a payment in lieu of notice or of any unexpired period of notice. For the avoidance of doubt, this right will apply whether the notice is given by you or by the Council. For these purposes, you agree that pay in lieu of notice will consist of your basic salary for the relevant notice period.

During any period of notice of termination (whether given by the Council or by you) the Council may require you to take garden leave for all or part of the remaining period of your employment. If you are asked to take garden leave, you will continue to receive your full salary and any benefits but you:-

- May not attend your place of work or any other premises of the Council without permission;
- May be asked to resign immediately from any offices you hold in the Council;

- May not be required to carry out duties during the remaining period of your employment;
- Must return to the Council all documents and other materials (including all confidential documents); and
- May not contact or attempt to contact any clients/customers of the Council without prior written permission of the Council.

13. Sickness absence and sick pay

The provisions relating to sickness payments are contained in the 'Green Book', and on the intranet.

Your manager will let you know who you should contact when you are absent from work due to illness. This notification must be made before your normal starting time on your first day of absence and must include the reason for your absence and when your illness commenced. For absences up to and including 7 calendar days you are required to complete a self-certification form (obtainable on the intranet or from the Human Resources team in People and Development). For absence beyond 7 calendar days you are required to obtain a 'Fit Note' signed by a doctor. Saturdays and Sundays are deemed to be working days for this purpose. The Council reserves the right to withdraw or suspend the contractual sick pay scheme for Employees who are subject to the Disciplinary or Capability Procedures in certain circumstances when it is considered reasonable to do so. In the event that the contractual scheme is withdrawn then the Employee will continue to be entitled to Statutory Sick Pay

14. Pensions

You will automatically be a member of the Local Government Pension Scheme if you are employed under a permanent contract or a fixed-term contract which is at least three months in length but you may exercise your option not to join. If your contract of employment is less than three months you will not automatically join the scheme but you may opt to join it if you so wish. Scheme benefits will accrue once you have 3 months' membership. A refund of contributions will be paid only if you make a written request, your scheme membership is less than three months and you have not transferred rights from another pension scheme. These provisions may be changed from time to time by the Government Department responsible for making regulations about the Local Government Pension Scheme. A contracting out Certificate is in force for the Local Government Pension Scheme.

15. Disciplinary Rules and Procedures

A copy of the Disciplinary Policy is available from the Council's intranet or from your manager or the Human Resources Team in People and Development. The disciplinary rules and policy may be amended from time to time following consultation with the recognised trades unions. The Disciplinary Procedure is a policy document only and does not have contractual effect.

Under the existing procedure, an appeal against formal disciplinary action must be made to your Manager within 2 weeks of the date of the letter confirming the disciplinary action.

16. Maternity Rights

The rights of pregnant women in relation to leave and pay are in accordance with the NJC agreements and the Council's scheme. For more details refer to the Council's intranet or from the Human Resources Team.

The normal carry over arrangements apply to your annual leave whilst you are on Maternity Leave and any outstanding leave not taken during the leave year or in accordance with the carry over provisions will be lost. You may wish to consider taking any outstanding annual leave before the start of Maternity Leave if your anticipated date of return falls in the next leave year. Further advice and the policy can be obtained from the Human Resources Team.

17. Capability

Where a question of capability arises (i.e. poor work performance or unacceptable attendance), the procedure and possible outcomes will be as set out in the Capability Policy and Procedure; or the Attendance Management Procedure.

These policies are available on the Council's Intranet, from your manager or from the Human Resources Team in People and Development.

18. Grievances

In accordance with the People Strategy and the Council's Equal Opportunities Statement and relevant employment legislation, the Council does not tolerate or condone the unfair treatment of its employees. It will deal with incidents of unfair treatment effectively and fairly through the disciplinary or fairness at work policies.

If you have a grievance relating to your employment, you should discuss the matter initially with your line manager. It is in the interest of the Council and staff to resolve issues informally where possible, Informal resolution will therefore be encouraged in the first instance. Further information and the procedure to follow steps are set out in the Council's Grievance Policy.

This policy is available on the Council's Intranet or from your Human Resources Team.

19. Trade union rights

You have the following rights in respect of trade union membership and activities:

- the right to be a member of such a trade union as you may choose;
- the right not to belong to a trade union;

- the right where you are a member of a trade union to take part in its activities at the appropriate time and to seek election to office in the trade union and to hold office in the union.

This authority, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement.

For practical purposes, this can only be conducted by representatives of the employers and the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employees' organisations should be fully representative. Your authority is associated with other local authorities represented on the national and provincial Councils dealing with local authorities' services. It is equally sensible for you, too, to be in membership of a trade union representing you on the appropriate negotiating body, and you are encouraged to do so

For collective bargaining purposes the Council will only undertake to negotiate with the recognised trade unions.

20. Conduct and Declaration of Interests

The Council expects all staff to maintain the highest standards of conduct. Employees are expected to abide by the Code of Conduct for employees, available on the intranet. In addition, the Council requires all employees to complete the declaration of interest form available in appendix A of the policy on the intranet <http://intranet.brent.gov.uk/myemployment.nsf/pages/LBB-755> and to update this declaration if and when changes occur. The form itself gives more detail.

21. Copyright / Intellectual Property Clause

The Council shall be the legal and beneficial owner of the copyright in and all other rights to the results of the developments of and the application of all work produced by you during your period of employment with the Council.

You shall disclose to the Council full details of any Intellectual Property made or created by you during your employment (whether or not during office hours) save to the extent that such intellectual property relates to works of fiction or other works completed in your spare time not related to your employment or derived from information gained in the course of your employment (unless a written waiver has been granted in respect of such works), and you hereby assign to the Council, by way of assignment all intellectual property rights in that intellectual property.

22. Prior Agreement

This agreement supersedes any previous agreement between the parties in relation to the matters dealt within it and represents the entire understanding between the parties.

23. Data Protection and Record Keeping

Meeting
Date

Version no.
Date

You consent to the Council processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data (as defined in the Data protection Act 1998) relating to you.

The Council may make such information available to those who provide products or services to the Council in relation to your employment with the Council (such as advisers and payroll administrators), regulatory authorities, potential or future employers, government or quasi-governmental organisations or the business in which you work.

24. Confirmation of Accuracy of Recruitment Information

By signing this statement of particulars you are confirming that to the best of your knowledge the information given by you in your application form as part of the recruitment process and in your medical questionnaire was and remains correct and that no relevant information was omitted or false information given. Failure to disclose relevant information or the provision of false information may result in disciplinary action being taken against you and, depending on the circumstances, may lead to your dismissal with or without notice.

25. Variation to this Contract

The Council reserves the right at its discretion to amend in whole or part any of the terms of the contract at its discretion after consultation with you. You will be given a copy of any amendment.

26. Additional Clauses

Fixed Term (if applicable)

This contract is for a fixed term of yrs / mths, commencing on
and ending on.....

Disclosure Barring Service Checks (DBS) (only if applicable)

If this position requires that post holders undertake a DBS disclosure prior to employment and every 3 years thereafter, the following will apply:

Application of Existing Employees For A New DBS Disclosure


At the end of the third year of your employment and every three years thereafter (or at such other times as the Council may require) you will be required to apply for an Enhanced Disclosure under Part 5 of the Police Act 1997 (as amended). In the event that **any such** Disclosure is not considered satisfactory by the Council the Council may terminate your employment either with or without notice depending on the circumstances of the case.

Duty of Existing Employees to Disclose Criminal Convictions

You are required to disclose to your Strategic Director, or to such other officer as the Director may from time to time nominate, such details as the Director / nominated officer may require of any criminal conviction, caution or bind over which you receive during your employment with the Council. Failure to do so may result in disciplinary action being taken against you and, depending on the circumstances, may lead to your dismissal with or without notice.

Political restriction

The Local Democracy, Economic Development and Construction Act 2009 imposes restrictions on political activities for certain categories of local government employees. It is considered that your post is politically restricted in accordance with the provisions of the above Act. Information for those employees to whom restrictions apply, together with information on their right of appeal against political restrictions is available from HR. See also [Political restrictions on local government employees](#) at <http://www.lge.gov.uk>.

 <p>Brent</p>	<p>General Purposes Committee 4 July 2013</p> <p>Report from Interim Operational Director, HR</p>
<p>Wards affected: ALL</p>	
<p>Disclosure and Barring Service (DBS) Policy</p>	

1.0 Summary

- 1.1 This report introduces a new DBS Policy which provides details of the method that DBS checks will be carried out across the council as part of its recruitment checks. It also details how this will be kept up to date (3 yearly repeat checks) and provides useful guidance on the use, storage and disposal of disclosure information.

2.0 Recommendations

- 2.1 GP Committee is asked to agree the draft Disclosure and Barring Service (DBS) Policy with immediate effect.
- 2.2 GP Committee is asked to authorise the Assistant Director, Human Resources (or Deputy), in consultation with the Director of Legal and Procurement (or Deputy) and then consultation with the relevant trade unions, to make such other changes as may be necessary from time to time to this policy.

3.0 Detail

- 3.1 From December 2012, the Criminal Records Bureau and the Independent Safeguarding Authority were merged into a single new public body called the Disclosure and Barring Service (DBS).
- 3.2 The council is a registered body with the DBS and committed to treating information gained during recruitment or the rechecking process in a confidential manner.
- 3.3 This report deals with a DBS policy for all employees. Its purpose is to ensure consistency in the application of the types of checks on posts that come under the definition of regulated activity which involves working or volunteering with children or adults.
- 3.4 The proposed policy clearly defines which groups or categories of peoples who work within the council to whom the checks will be applicable, and the criteria for when they apply.

3.5 Some of the key points to note within this policy are as follows:

- Three types of disclosure available are specified and explained
- The policy defines what is generally meant by a regulated activity relating to children and adults
- The policy specifies the six categories of people who fall under the new definition of regulated activity
- The use of DBS as part of the pre employment checks during the recruitment process

4.0 Implementation date

4.1 It is recommended that the policy becomes live with immediate effect. A communications plan will be developed to support the roll out of the policy and guidance for managers to support implementation of new arrangements.

5.0 Financial Implications

5.1 Associated costs for the administering of DBS checks will be met from within People and Development existing budgets.

6.0 Legal Implications

6.1 The policy is underpinned by the Rehabilitation of Offenders Act (ROA) 1974. This takes into account that individuals with spent convictions who apply for jobs outside the rehabilitation period can respond (if asked) that they do not have convictions. This is so long as the type of job does not exempt them from this.

6.2 Whilst it is not an offence to submit to the DBS applications for standard and / or enhanced checks of roles that do not meet the criteria for such checks, the DBS may reject processing the request and they may remove a body's registered status to submit applications to them direct thereby forcing the employer to use a third party agency to submit applications on their behalf.

7.0 Diversity Implications

7.1 The council will adhere to the legislative requirements in respect of DBS checks undertaken.

7.2 DBS standard and / or enhanced checks are determined by statute and therefore the decision to carry out a check is not discretionary, the decision for a check is not based on any of the 9 equality strands of the Equality Act 2010 relating to individuals, but on the duties of the role.

7.3 Basic checks will be conducted in the following cases: i. roles with access to social services client information; ii. roles required to oversee and transfer electoral data and roles which require Baseline Personnel Security Standard (BPSS) checks. The decision to carry out a check is based on the duties of the role and not the demographic composition of individual post holders.

8.0 Staffing/Accommodation Implications

8.1 None.

Background Papers

Draft DBS Policy and Procedure is appended to this report.

Contact Officer

Cara Davani, Operational Director, HR

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Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Adult Social Services Finance	AD Strategic Finance Adult Social Svcs.	Basic	-
Adults Social Services	Adult Social Services Finance	Finance Apprentice	Basic	-
Adults Social Services	Adult Social Services Finance	Finance Officer	Basic	-
Adults Social Services	Adult Social Services Finance	Senior Finance Officer	Basic	-
Adults Social Services	Adult Social Services Finance	Team Manager	Basic	-
Adults Social Services	Adults Social Serv Management	Head of Direct Services (Interim)	Enhanced and Barred (Child and Adult)	01(a), 02(a), 46
Adults Social Services	Adults Social Serv Management	Head of Reablement & Safeguarding	Enhanced and Barred (Child and Adult)	01(a), 02(a), 46
Adults Social Services	Adults Social Serv Management	Head of Service Integrated Commissioning	Enhanced and Barred (Child and Adult)	01(a), 02(a), 46
Adults Social Services	Adults Social Serv Management	Head of Support Planning and Review	Enhanced and Barred (Child and Adult)	01(a), 02(a), 46
Adults Social Services	Adults Social Serv Management	PA to Head of Services	Basic	-
Adults Social Services	Brent Mental Health Service	Administrative Assistant	Basic	-
Adults Social Services	Brent Mental Health Service	Administrator	Basic	-
Adults Social Services	Brent Mental Health Service	Approved Mental Health Practitioner	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Approved Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Carers Assessor	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Brent Mental Health Service	Finance Officer	Basic	-
Adults Social Services	Brent Mental Health Service	Lead Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Mental Health Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	PA to Head of Service	Basic	-
Adults Social Services	Brent Mental Health Service	Placement Review Officer	Enhanced and Barred (Adult)	02(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Brent Mental Health Service	Qualified Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Residential Service Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Residential Support Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Senior Admin	Basic	-
Adults Social Services	Brent Mental Health Service	Senior Administrator	Basic	-
Adults Social Services	Brent Mental Health Service	Senior Carers Assessor	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Brent Mental Health Service	Senior Practitioner	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Senior Support Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Social Worker (Non ASW)	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Support Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Team Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Trainee Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Brent Mental Health Service	Welfare Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Business Support Team	Hospital Liaison Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Client Affairs Team	Client Affairs Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Client Affairs Team	Team Leader	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Consultant- Adults & Health Intelligence	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Consultant- Children & Health Protection	Enhanced and Barred (Child)	01(a)
Adults Social Services	Commissioning and Intelligence	Contracts Support Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Director of Public Health	Enhanced and Barred (Child and Adult)	01(a), 02(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Commissioning and Intelligence	Head of Substance Misuse	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Programme and Performance Specialist	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Senior PH Analyst	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Commissioning and Intelligence	Sexual Health Commissioning Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Community Rehab Service	Resettlement Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Contracts & Commissioning	Contract & Commissioning Support Lead	Basic	-
Adults Social Services	Contracts & Commissioning	Contracts & Commissioning Assistant	Basic	-
Adults Social Services	CSDP	CSDP Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Day and Respite Care	Resource Centre Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Day and Respite Care	Team Leader	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Administrative Assistant	Basic	-
Adults Social Services	Direct Services	Administrative Assistant	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Administrative Worker	Basic	-
Adults Social Services	Direct Services	Adult Placement Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Assistant Cook	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Care Assistant	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Direct Services	Community Link Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Community Support Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Day Centre Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Day Centre Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Day Options Worker	Enhanced and Barred (Adult)	02(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Direct Services	Deputy Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	General Assistant	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Interim Team Leader	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Night Care Assistant	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	RSW	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Senior Day Options Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Direct Services	Senior RSW	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Emergency Duty Team	Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Emergency Duty Team	Social Worker	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Hospital Discharge Team	Hospital Liaison Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Integrated Commissioning	Adults Social Care L&D Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Integrated Commissioning	Care Funding Calculator Coordinator	Basic	-
Adults Social Services	Integrated Commissioning	Contracts & Commissioning Assistant	Basic	-
Adults Social Services	Integrated Commissioning	Contracts & Provider Manager	Basic	-
Adults Social Services	Integrated Commissioning	Integrated Commissioner	Basic	-
Adults Social Services	Integrated Commissioning	L&D Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Integrated Commissioning	Lead Placement Officer	Basic	-
Adults Social Services	Integrated Commissioning	Performance and Contracts Service Mgr	Basic	-
Adults Social Services	Integrated Commissioning	Performance Improvement Officer	Basic	-
Adults Social Services	Integrated Commissioning	Placement Officer	Basic	-
Adults Social Services	Integrated Commissioning	Service Development Officer	Basic	-
Adults Social Services	Integrated Commissioning	Social Care Organisational Dev Asst.	Basic	-
Adults Social Services	Integrated Commissioning	Workforce Development Officer	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Integrated Commissioning	L&D Officer (Adults)	Basic	-
Adults Social Services	Management Team	Senior Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	OD/PD Support Planning	Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement	Occupational Therapist	Enhanced and Barred (Adult)	08
Adults Social Services	Reablement and Safeguarding	Acting Manager for Emergency Duty Team	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Reablement and Safeguarding	ASW Social Worker	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Reablement and Safeguarding	Care Assessor	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	CSDP Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	CSDP Support Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Freedom Pass Officer	Basic	-
Adults Social Services	Reablement and Safeguarding	Mobility Assessor	Enhanced and Barred (Adult)	06
Adults Social Services	Reablement and Safeguarding	National Management Trainee	Basic	-
Adults Social Services	Reablement and Safeguarding	Occupational Therapist	Enhanced and Barred (Adult)	08
Adults Social Services	Reablement and Safeguarding	Pooled Fund Manager	Basic	-
Adults Social Services	Reablement and Safeguarding	Safeguarding Investigator	Enhanced and Barred (Child and Adult)	01(a), 02(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Reablement and Safeguarding	Senior CSDP Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Senior Practitioner	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Senior Practitioner Team Leader	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Senior Rehab Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Social Worker	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Reablement and Safeguarding	Team Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Reablement and Safeguarding	Team Manager	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Reablement and Safeguarding	Team Manager - CSDP	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Recovery Team	Peer Support Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Recovery Team	Social Worker (Non ASW)	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Review Team	Care Assessor	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Review Team	Team Manager- Co-ordinator	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Safeguarding	Safeguarding Investigator	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Safeguarding	Safeguarding Liaison Officer	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Business Admin Apprentice	Basic	-
Adults Social Services	Support Planning and Review	Business Support Manager	Basic	-
Adults Social Services	Support Planning and Review	Business Support Officer	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Support Planning and Review	Care Assessor	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Care Assessor	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Support Planning and Review	Occupational Therapist(review)	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Paediatric Occupational Therapist	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Support Planning and Review	Senior Practitioner	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Senior Practitioner	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Support Planning and Review	Social Worker	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Social Worker	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Support Planning and Review	Social Worker	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Support Planning and Review	Social Worker (Care Manager)	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Social Worker(Mental Health)	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Team Administrator	Basic	-
Adults Social Services	Support Planning and Review	Team Manager	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Support Planning and Review	Team Manager	Enhanced and Barred (Adult)	02(a), 03
Adults Social Services	Support Planning and Review	Transitions Team Manager	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Adults Social Services	Transformation	AD WLA Commissioning	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Transformation	Administrator	Basic	-
Adults Social Services	Transformation	Head of Service Transformation	Basic	-
Adults Social Services	Transformation	Self Directed Support Co-ordinator	Enhanced and Barred (Adult)	02(a)
Adults Social Services	Transformation	Special Project Officer	Basic	-
Adults Social Services	Transformation	Special Projects Manager	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Adults Social Services	Transformation	Transformation Analyst	Basic	-
Adults Social Services	Transformation	Transformation Project Manager	Basic	-
Adults Social Services	Transition Team	Care Assessor	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Chief Executives Office	Chief Executives Office	Chief Executive	Standard	46
Chief Executives Office	Secretariat	Administrative Support Officer	-	-
Chief Executives Office	Secretariat	Corporate Support Officer	-	-
Chief Executives Office	Secretariat	Head of Chief Executives Office	-	-
Chief Executives Office	Secretariat	Office Administrator	-	-
Children and Families	Alternative Education Team	Admin Officer	Enhanced and Barred (Child)	01(b)
Children and Families	Alternative Education Team	Administrator	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Assessment Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Assistant Head	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Behaviour and Attendance Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Bursar	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Business Support Officer	Enhanced and Barred (Child)	01(b)
Children and Families	Alternative Education Team	Data Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Deputy Headteacher	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Eng/German/French	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Head of Alternative Education Service	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Headteacher	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Headteacher of BETS	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Inclusions Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Instructor	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Learning Mentor	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Alternative Education Team	Learning Support Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Maths / ICT Teacher	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Medical Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Office Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Off-site Project Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	P/T Bursar	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	PA to Head teacher	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Post Exclusions Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	School Meal Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Second in Charge	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	SENCO	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Specialist Advisory Support Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Teacher	Enhanced and Barred (Child)	06
Children and Families	Alternative Education Team	Teacher Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Teacher in Charge	Enhanced and Barred (Child)	01(a)
Children and Families	Alternative Education Team	Teaching Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	BACES	0.5 Lecturer - Basic Skills	-	-
Children and Families	BACES	Administration Officer - Head Office	-	-
Children and Families	BACES	Administrative Manager	-	-
Children and Families	BACES	Creche Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	BACES	Creche Leader	Enhanced and Barred (Child)	01(a)
Children and Families	BACES	Creche Manager	Enhanced and Barred (Child)	01(a)
Children and Families	BACES	Customer Service Administrator	-	-
Children and Families	BACES	Customer Service Administrator	-	-

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	BACES	Data Administrator	-	-
Children and Families	BACES	Deputy Head of BACES Service	-	-
Children and Families	BACES	Exams Administrator	-	-
Children and Families	BACES	Head of BACES Service	-	-
Children and Families	BACES	Head of Curriculum	-	-
Children and Families	BACES	ICT Specialist	-	-
Children and Families	BACES	Learner Services Manager	-	-
Children and Families	BACES	Learning Support Worker	-	-
Children and Families	BACES	Lecturer	-	-
Children and Families	BACES	Lecturer - Basic Skills	-	-
Children and Families	BACES	Lecturer - ESOL	-	-
Children and Families	BACES	MIS Manager	-	-
Children and Families	BACES	Programme Manager	-	-
Children and Families	BACES	Programme Mngr./Learning Support Worker	-	-
Children and Families	Brent Education Tuition	Teacher	Enhanced and Barred (Child)	06
Children and Families	C&F Management	AD Early Help & Education	Enhanced and Barred (Child)	01(a), 46
Children and Families	C&F Management	AD Social Care Division	Enhanced and Barred (Child)	01(a), 46
Children and Families	C&F Management	Director- Children and Families	Enhanced and Barred (Child)	01(b), 46
Children and Families	C&F Management	Head of Childrens Commissioning	Enhanced and Barred (Child)	01(a), 46
Children and Families	Care Planning & Child in Care	Business Admin Apprentice	Basic	-
Children and Families	Care Planning & Child in Care	Children in Care Participation Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Deputy Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Head of Care Planning & Children in Care	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Principal Officer	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Care Planning & Child in Care	Senior Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Social Work Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Social Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Care Planning & Child in Care	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Care Planning & Child in Care	Team Manager	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Care Planning & Child in Care	Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Central	Portage Worker	Enhanced and Barred (Child)	02(a)
Children and Families	Children with Disabilities	Deputy Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Children with Disabilities	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Children with Disabilities	Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Community Involvement Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Early Help Key Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Family Support Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Family Support Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Receptionist	Enhanced and Barred (Child)	01(a)
Children and Families	Childrens Centres	Service Delivery Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Access to Resources Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Business Support Officer	Basic	-
Children and Families	Commissioned Services	Childrens Social Care L&D Manager	Basic	-
Children and Families	Commissioned Services	Commissioning & Contracts Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Commissioning and Contracts Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Commissioning Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Contact Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Contracts Officer	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Commissioned Services	Deputy Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Independent Reviewing Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Principal Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	SEN Budget & Recoupment Support Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	SEN Commissioning Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Senior Access to Resources Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Senior Commissioning & Contracts Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Senior Contact Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Sessional Contact Administrator	Basic	-
Children and Families	Commissioned Services	Sessional Contact Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Commissioned Services	L&D Officer (C&F)	Basic	-
Children and Families	Commissioned Services	L&D Administrator (C&F)	Basic	-
Children and Families	Connexions	Administrative Officer	Basic	-
Children and Families	Connexions	Intensive Connexions Personal Adviser	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Early Help / CAF	Early Help Team Leader	Enhanced and Barred (Child)	01(a)
Children and Families	Early Help / CAF	Early Intervention Practitioner- Schools	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Administrator	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Administrator/Receptionist	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Business Admin Apprentice	Basic	-
Children and Families	Early Years & Family Support	CAF Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	CAF Training & Support Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	CC Volunteer & Services Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	CFIS Officer	Basic	-

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Early Years & Family Support	Childcare Dev/Business Support Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Childcare Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Children`s Centre Network Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Childrens Centre Finance Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Community Involvement Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Creche Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Creche/ Early Years Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Database and Panel Officer	Basic	-
Children and Families	Early Years & Family Support	Deputy Supervisor/Room Leader	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Deputy Supervisor/Room Leader/Senco	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Help Key Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Intervention Practitioner -Schools	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Intervention Practitioner- Schools	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Support Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Years & Family Support Ops Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Years Early Intervention Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Early Years Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	EIP Schools	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Family Support Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Family Support Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Finance Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Head of Centre & Lead for Early Support	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Head of Early Years & Family Support	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Housekeeping Assistant	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Early Years & Family Support	Monitoring and Data Lead Officer	Basic	-
Children and Families	Early Years & Family Support	NEG & Finance Officer	-	-
Children and Families	Early Years & Family Support	NEG2 Development Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Nursery Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Payment by Results Finance Lead	-	-
Children and Families	Early Years & Family Support	Portage Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Projects & Information Officer	Basic	-
Children and Families	Early Years & Family Support	Receptionist	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Senior Support Officer	Basic	-
Children and Families	Early Years & Family Support	Strategic Lead – Brent Childrens Centres	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Teacher	Enhanced and Barred (Child)	06
Children and Families	Early Years & Family Support	Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Early Years & Family Support	Workforce Dev & PVI Link Officer	Enhanced	01(b)
Children and Families	Fostering	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities	Deputy Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Localities	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities	Social Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Acting Team Manager	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Advanced Practitioner	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Advanced Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Advanced Practitioner	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	CIN Co-ordinator for NRPF	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Deputy Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Deputy Team Manager	Enhanced and Barred (Child)	01(b)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Localities & Children with Dis	Education Psychologist, Snr Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Family Support Assistant	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Head of Localities & Disabled Children	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Key Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Part Time Youth Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Principal Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Principal Officer - Localities Service	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Psychology Assitant	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Rapid Responce Youth Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Senior Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Senior Social Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Social Work Assisntant	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Social Work Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Social Work Assistant	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Social Work Assistants	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Social Work Assistants	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Social Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Social Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Localities & Children with Dis	Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Localities & Children with Dis	Team Manager	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Adoption Support Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Birth Record Counsellor	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Foster Carer	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Head of Placements	Enhanced and Barred (Child)	01(b)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Placements	Kinship Family Support Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Kinship Support Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Marketing & Recruitment Officer	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	NAS Administrator	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Placements Recruitment Officer	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Play therapist	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Recruitment Coordinator	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Senior Social Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Social Worker	Enhanced and Barred (Child)	01(b)
Children and Families	Placements	Team Manager	Enhanced and Barred (Child)	01(b)
Children and Families	Pupil & Parent Services	Administrative Assistant Apprentice	Basic	-
Children and Families	Pupil & Parent Services	Administrator	Basic	-
Children and Families	Pupil & Parent Services	Advisory Teacher of the Deaf	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Assessment Centre Coordinator	-	-
Children and Families	Pupil & Parent Services	BOAT Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	BOAT Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Deaf Instructor	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Educational Psychologist	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Educational Psychologist	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Head of Pupil and Parent Services	Basic	-
Children and Families	Pupil & Parent Services	Independent Travel Co-ordinator	-	-
Children and Families	Pupil & Parent Services	Learning Support Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Mobility & Independence Specialist	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Parent Partnership Officer	-	-

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Pupil & Parent Services	Placement Consultation Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Principal Educational Psychologist	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Resource Co-ordinator-BAIT Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	School and Departmental Support Officer	-	-
Children and Families	Pupil & Parent Services	Schools Planning Officer	-	-
Children and Families	Pupil & Parent Services	SEN Annual Review Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	SEN Assessment Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	SEN Budget & Recoupment Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	SEN Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	SEN Transformation Lead	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Sensory Support Team Leader	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Specialist Teacher - Visual Impairment	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Specialist Teacher for pupils with ASD	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Statement/Conflict Resolution Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Strategic Lead Sensory and Comm Service	Enhanced and Barred (Child)	01(a)
Children and Families	Pupil & Parent Services	Systems and Policy Manager	-	-
Children and Families	Resources	Business Support Administrator	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Care Officer 1 Night	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Care Officer 3	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Deputy Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Domestic Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Education Case Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Education Caseworker	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Night Care Officer	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Resources	Respite Unit Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Senior Education Caseworker	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Virtual School Head	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Weekday Cook	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Weekday Domestic	Enhanced and Barred (Child)	01(a)
Children and Families	Resources	Weekend Cook	Enhanced and Barred (Child)	01(a)
Children and Families	Safeguard & Quality Assurance	Child Protection Advisor	Enhanced and Barred (Child)	01(b)
Children and Families	Safeguard & Quality Assurance	Education Child Protection Advisor/LADO	Enhanced and Barred (Child)	01(b)
Children and Families	Safeguard & Quality Assurance	Family Group Conference Manager	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Children and Families	Safeguard & Quality Assurance	Head of Safeguarding	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Children and Families	Safeguard & Quality Assurance	LSCB Administrator	Enhanced and Barred (Child)	01(b)
Children and Families	Safeguard & Quality Assurance	LSCB Development Manager	Enhanced and Barred (Child)	01(b)
Children and Families	Safeguard & Quality Assurance	Principal Officer Quality & Performance	Enhanced	36
Children and Families	Safeguard & Quality Assurance	Senior Child Protection Advisor	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Administrative Assistant	Basic	-
Children and Families	Services to Schools	Adviser for PE and School Sport	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Behaviour Support Teacher	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	BME Exclusions Officer	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Services to Schools	Business Admin Apprentice	Basic	-
Children and Families	Services to Schools	Commissioning and Systems Manager	-	-
Children and Families	Services to Schools	Consultant for RE/Citizenship	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Core Team Teacher	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Deputy Head of Music Service	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	EAL Consultant (Primary)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Early Years Advisory Teacher	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Early Years Quality Improvement Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Early Years Quality Improvement Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Early Years Specialist Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Edu. Officer,Gypsy-Roma & Traveller	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Educ Welfare Off/Child Emp/System Off	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Education Welfare Off / Finance Off	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Education Welfare Off/Service Coordinat	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Education Welfare Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Education Welfare Officer/CME	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Every Child a Reader Teacher Leader	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Executive Assistant	-	-
Children and Families	Services to Schools	Governor Support Coordinator	-	-
Children and Families	Services to Schools	Governor Support Officer	-	-
Children and Families	Services to Schools	Head of Key Stage 1	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Head of Key Stage 2	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Head of Music Service	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Head of Services to Schools	Enhanced and Barred (Child)	01(a)

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Services to Schools	Inclusion Consultant for Complex Needs	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Instrumental Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Lead Consultant for ICT	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Lead Edu Officer - Gypsy-Roma & Traveller	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Lead Pre-Exclusions Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Lead Service Officer	-	-
Children and Families	Services to Schools	Office Manager	-	-
Children and Families	Services to Schools	Pre-Exclusions Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Pri Teaching & Learn. Cons. (Eng/Lit)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Primary ICT Consultant	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Primary Teaching and Learning Cons (ma)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Principal Adviser (Pri)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Principal Adviser (Sec)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Programme Mgr - Learn. Zone Wembley Stad	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	School Improv Adviser (maths/assess)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	School Improvement Lead (primary)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	School Workforce Development Adviser	-	-
Children and Families	Services to Schools	School Workforce Development Consultant	-	-
Children and Families	Services to Schools	Secondary ICT consultant	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	SEN Consultant (invoice only)	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	SEN Consultant specific learn diffic	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Senior Speech Therapist/Inc. Coordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Service Officer	-	-
Children and Families	Services to Schools	Sex & Relationship Education Support Off	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Services to Schools	Specialist Behaviour Support Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Strategic Lead Beh, Att & Wellbeing	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Strategic Lead Ethn Min & Traveller Ach	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Strategic Lead for 14-19 Edu & Training	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Team Administrator	-	-
Children and Families	Services to Schools	Team Leader- Primary Behaviour Support	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Team Leader, EWS	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Team Leader, EY SEND	Enhanced and Barred (Child)	01(a)
Children and Families	Services to Schools	Unit Administrator	Basic	-
Children and Families	Social Care Business Support	Business Support Administrator	-	-
Children and Families	Social Care Business Support	Business Support Administrator	Basic	-
Children and Families	Social Care Business Support	Business Support Officer	Basic	-
Children and Families	Social Care Business Support	Conference Officer	Enhanced and Barred (Child)	01(b)
Children and Families	Social Care Business Support	Customer Care Officer	Basic	-
Children and Families	Social Care Business Support	PA to Head of Localities Service	Basic	-
Children and Families	Special Educational Needs	Advisory Teacher of the Deaf	Enhanced and Barred (Child)	06
Children and Families	Special Educational Needs	Specialist Teacher - Visual Impairment	Enhanced and Barred (Child)	06
Children and Families	Special Educational Needs	Teacher	Enhanced and Barred (Child)	06
Children and Families	Special Educational Needs	Teaching Assistant	Enhanced and Barred (Child)	06
Children and Families	Youth Offending Service	Senior Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Service	Centre Manager	Enhanced and Barred (Child)	06
Children and Families	Youth Service	Domestic Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Service	Environmental Education Asst Volunteer	Enhanced and Barred (Child)	06
Children and Families	Youth Service	P/T Youth Worker	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Youth Service	Part Time Youth Worker in Charge	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Admin/Bookings Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Administrative Assistant	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	BSU Co-ordinator	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Business Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Business Support Administrator	Basic	-
Children and Families	Youth Support Services	Business Support Administrator	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Business Support Officer	Basic	-
Children and Families	Youth Support Services	Centre Attendant	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Centre Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Cook	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Court Officer	Enhanced and Barred (Child)	35
Children and Families	Youth Support Services	Court Services Manager	Enhanced and Barred (Child)	35
Children and Families	Youth Support Services	Disabilty Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	DoE Expedition Skills Instructor	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Doe Instructor	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Duty Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Early Interventions Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Education Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Education Team Leader & Enviromental Ass	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Environmental Education Asst Volunteer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Environmental Education Consultant	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	F/T Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Handyman - Caretaker	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Youth Support Services	Head of Youth Support Services	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Information Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Intensive Connexions Personal Adviser	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	IRS Assisant Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	IRS Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Monitoring Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Mosaic- Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Office Finance/Admin	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Outreach Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Outreach & Detached Team Coordinator	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Outreach Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Centre Attendant	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker & Instructor	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker Mosaic	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker Poplar	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	P/T Youth Worker St Raphs	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Part Time Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Part Time Youth Worker in Charge	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Part-Time Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Part-Time Youth Worker In Charge	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Principal Officer YOS	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Qualified Assistant Leader	Enhanced and Barred (Child and Adult)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Children and Families	Youth Support Services	Quality Assurance Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Senior Practitioner	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Senior Referral Order Co-ordinator	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Senior Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Service Manager	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Service Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Sports Coach	Enhanced and Barred (Child and Adult)	06, 07
Children and Families	Youth Support Services	Strategic Youth Engagement Officer	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Support Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Team Manager	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Tutor	Enhanced and Barred (Child)	06
Children and Families	Youth Support Services	Unqualified Assistant Leader	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Vocal Class Tutor	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Youth & Community Support Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Youth Arts Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Youth Development Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Youth Offending Service Officer	Enhanced and Barred (Child)	35
Children and Families	Youth Support Services	Youth Offending Service Officer	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Youth Work Driver	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Youth Worker	Enhanced and Barred (Child and Adult)	01(a)
Children and Families	Youth Support Services	Youth Worker	Enhanced and Barred (Child)	01(a)
Children and Families	Youth Support Services	Youth Worker & Instructor	Enhanced and Barred (Child and Adult)	01(a)
Customer & Community Engagement	Brent Customer Services	Benefit Assessment Officer	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Customer & Community Engagement	Brent Customer Services	Benefit Team Leader	Basic	-
Customer & Community Engagement	Brent Customer Services	Benefits Operation Manager	Basic	-
Customer & Community Engagement	Brent Customer Services	Benefits Subsidy & Policy Assistant	-	-
Customer & Community Engagement	Brent Customer Services	Benefits Subsidy & Policy Manager	-	-
Customer & Community Engagement	Brent Customer Services	Complaints & Tribunal Officer	-	-
Customer & Community Engagement	Brent Customer Services	Contact Centre Manager	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Service Adviser (SS)	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Service Centre Manager	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Service Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Service Officer (Contact Ctr)	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Service Officer (Local Office)	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Services Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Customer Services Officer (Contact Ctr)	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Customer & Community Engagement	Brent Customer Services	Customer Services Officer (Local Office)	Basic	-
Customer & Community Engagement	Brent Customer Services	Digital Post Room Manager	-	-
Customer & Community Engagement	Brent Customer Services	Digital Post Room Officer	-	-
Customer & Community Engagement	Brent Customer Services	Head of Customer Service and Benefits	Basic	-
Customer & Community Engagement	Brent Customer Services	Head of Customer Service and Revenues	Basic	-
Customer & Community Engagement	Brent Customer Services	Management Information Resource Officer	-	-
Customer & Community Engagement	Brent Customer Services	Overpayments Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Policy & Training Officer	-	-
Customer & Community Engagement	Brent Customer Services	Principal Benefits Operation Manager	Basic	-
Customer & Community Engagement	Brent Customer Services	PT Scanning and Indexing Officer	-	-
Customer & Community Engagement	Brent Customer Services	Quality Assurance & Support Officer	-	-
Customer & Community Engagement	Brent Customer Services	Revenue & IT Client Manager	-	-
Customer & Community Engagement	Brent Customer Services	Revenue Client Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Revenues and Benefits Support Manager	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Customer & Community Engagement	Brent Customer Services	Revenues Contract Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Scanning and Indexing Officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Senior Digital Post Room Officer	-	-
Customer & Community Engagement	Brent Customer Services	Senior Overpayments officer	Basic	-
Customer & Community Engagement	Brent Customer Services	Service Improvement Manager	-	-
Customer & Community Engagement	Brent Customer Services	Service Improvement Officer (Quality)	-	-
Customer & Community Engagement	Brent Customer Services	Team Leader (Customer Services)	-	-
Customer & Community Engagement	Brent Customer Services	Web and Online Services Manager	-	-
Customer & Community Engagement	Brent Customer Services	Web Development Officer	-	-
Customer & Community Engagement	Brent Customer Services	Web Editor	-	-
Customer & Community Engagement	Brent Customer Services	Web Officer	-	-
Customer & Community Engagement	Brent Customer Services	Welfare & Money Advice Caseworker	-	-
Customer & Community Engagement	Brent Customer Services	Welfare & Money Advice Team Leader	-	-
Customer & Community Engagement	CCE Management	Business Manager	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Customer & Community Engagement	CCE Management	Chauffeur / Macebearer	-	-
Customer & Community Engagement	CCE Management	Director- Customer& Community Engagement	Standard	46
Customer & Community Engagement	CCE Management	Mayors Office and Member Dev Manager	-	-
Customer & Community Engagement	CCE Management	Mayors PA	-	-
Customer & Community Engagement	Communications	Communications Manager	-	-
Customer & Community Engagement	Communications	Communications Officer	-	-
Customer & Community Engagement	Communications	Head of Communication & Marketing	Standard	46
Customer & Community Engagement	Communications	Principal Communications Officer	-	-
Customer & Community Engagement	Community Engagement	Business Admin Apprentice	-	-
Customer & Community Engagement	Community Engagement	Community Engagement Manager	Standard	46
Customer & Community Engagement	Consultation	Consultation Officer	-	-
Customer & Community Engagement	Consultation	Senior Practitioner (Consultation)	Standard	46
Customer & Community Engagement	Design Team	Design Manager	-	-
Customer & Community Engagement	Design Team	Designer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Customer & Community Engagement	Diversity	Diversity Officer	-	-
Customer & Community Engagement	Diversity	Senior Practitioner (Diversity)	-	-
Customer & Community Engagement	Events and Marketing	Events and Marketing Manager	-	-
Customer & Community Engagement	Events and Marketing	Events Officer	-	-
Customer & Community Engagement	Events and Marketing	Marketing Officer	-	-
Customer & Community Engagement	Registration and Nationality	Business and Information Officer	Standard	37
Customer & Community Engagement	Registration and Nationality	Head of Registration and Nationality	Standard	37, 46
Customer & Community Engagement	Registration and Nationality	Operational Service Manager	Standard	37
Customer & Community Engagement	Registration and Nationality	Registration and Nationality Officer	Standard	37
Customer & Community Engagement	Registration and Nationality	Senior Registration Officer	Standard	37
Customer & Community Engagement	Ward Working	Information Officer	-	-
Customer & Community Engagement	Ward Working	Neighbourhood Co-ordinator	-	-
Customer & Community Engagement	Registration and Nationality	Registration and Nationality Officer	Standard	37

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Env & Neighbourhood Services	Brent Transport Service	Apprentice Motor Mechanic	-	-
Env & Neighbourhood Services	Brent Transport Service	Workshop Manager	-	-
Env & Neighbourhood Services	Emergency Planning & Control	Civil Contingencies Coordinator	-	-
Env & Neighbourhood Services	Healthy Environment	Health Delivery Specialist	Enhanced and Barred (Adult)	02(a)
Env & Neighbourhood Services	Healthy Environment	Healthy Environment Project Officer	Enhanced and Barred (Adult)	02(a)
Env & Neighbourhood Services	Healthy Environment	PH Programmes Manager	Enhanced and Barred (Adult)	02(a)
Env & Neighbourhood Services	Healthy Environment	Senior Health Delivery Specialist	Enhanced and Barred (Adult)	02(a)
Env & Neighbourhood Services	Healthy Environment	Stop Smoking Specialist	Enhanced and Barred (Adult)	02(a)
Env & Neighbourhood Services	Healthy Lifestyles	Health Improvement Specialist	Enhanced and Barred (Child)	01(a)
Env & Neighbourhood Services	Healthy Lifestyles	Healthy Lifestyles Manager	Basic	-
Env & Neighbourhood Services	Healthy Lifestyles	Healthy Lifestyles Officer	Basic	-
Env & Neighbourhood Services	Highways Contracts & Delivery	Contracts Manager	-	-
Env & Neighbourhood Services	Highways Contracts & Delivery	Highways Asset Manager	-	-
Env & Neighbourhood Services	Projects Development	Traffic Engineer	-	-
Env & Neighbourhood Services	Recycling & Environment	Recycling & Environment Officer	-	-
Env & Neighbourhood Services	Road Safety	Senior School Travel Planning Officer	-	-
Env & Neighbourhood Services	Sports Centres Management	Receptionist	Enhanced and Barred (Child and Adult)	01(a), 07
Env & Neighbourhood Services	Sports Development	Sports Development Officer	Enhanced and Barred (Child and Adult)	06, 07
Env & Neighbourhood Services	Sports Development	Tennis Development Officer	Enhanced and Barred (Child and Adult)	06, 07
Env & Neighbourhood Services	Technical and Operations Team	Gardener	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Brent Transport Service	Admin Assistant	-	-
Environment & Neighbourhood Services	Brent Transport Service	Admin/Finance Assistant	-	-
Environment & Neighbourhood Services	Brent Transport Service	Assistant Supervisor	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Brent Transport Service	Business Support Manager	-	-
Environment & Neighbourhood Services	Brent Transport Service	Customer Services Officer	-	-
Environment & Neighbourhood Services	Brent Transport Service	Customer Services Supervisor	-	-
Environment & Neighbourhood Services	Brent Transport Service	Dispatch Supervisor	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Brent Transport Service	Driver	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Brent Transport Service	Fitter	-	-
Environment & Neighbourhood Services	Brent Transport Service	Head of Passenger Transport	Enhanced and Barred (Child and Adult)	07, 46
Environment & Neighbourhood Services	Brent Transport Service	Passenger Attendant	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Brent Transport Service	Transport Service manager	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Accredited Financial Investigator	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Assistant Enforcement Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Consumer & Business Protection	Corporate Health and Safety Adviser	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Enforcement Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Environmental Health Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Environmental Health Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Head of Consumer & Business Protection	Standard	46
Environment & Neighbourhood Services	Consumer & Business Protection	Health and Safety Adviser	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Health and Safety Inspector	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Principal Health and Safety Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Principal Protection Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Principal Public Safety Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Public Safety Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Regulatory Service Manager	Standard	46
Environment & Neighbourhood Services	Consumer & Business Protection	Senior Enforcement Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Senior Prosecutor	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Consumer & Business Protection	Senior Trading Standards Officer	-	-
Environment & Neighbourhood Services	Consumer & Business Protection	Service Manager	-	-
Environment & Neighbourhood Services	Emergency Planning & Control	Civil Contingencies Coordinator	-	-
Environment & Neighbourhood Services	Emergency Planning & Control	Control Room Manager	-	-
Environment & Neighbourhood Services	Emergency Planning & Control	Control Room Officer	-	-
Environment & Neighbourhood Services	Emergency Planning & Control	Head of Emergency Planning & Control	Standard	46
Environment & Neighbourhood Services	Emergency Planning & Control	Senior Civil Contingencies Coordinator	-	-
Environment & Neighbourhood Services	Emergency Planning & Control	Senior Control Room Officer	-	-
Environment & Neighbourhood Services	ENS Management	AD Environment and Protection	Standard	46
Environment & Neighbourhood Services	ENS Management	AD Neighbourhood Services	Standard	46
Environment & Neighbourhood Services	ENS Management	Director- Environment & Neighbourhoods	Standard	46
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Archive Assistant	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Archives Assistant	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Archivist	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Arts Commissioning Officer	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Arts Development Officer	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Booking and Registration Manager	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Booking Registration Officer	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Curator - Brent Museum	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Customer Services Assistant	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Customer Services Officer	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Development Officer	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Duty Officer	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Head of Libraries Arts and Heritage	Standard	46
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Heritage Officer	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Homework Club Teacher	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Learning Officer	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Libraries Development Manager	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Library Manager	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Library Services Manager	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	London 2012 & Arts Development	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Senior Arts Officer	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Stock Support & Outreach Manager	Enhanced and Barred (Child)	01(b)
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Support Services Manager	-	-
Environment & Neighbourhood Services	Libraries, Arts & Heritage	Support Services Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Business Development Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Head of Recycling & Waste	Standard	46
Environment & Neighbourhood Services	Recycling & Waste	Highways Maintenance Operative	-	-
Environment & Neighbourhood Services	Recycling & Waste	Highways Maintenance Team Leader	-	-
Environment & Neighbourhood Services	Recycling & Waste	Highways Operations Manager	-	-
Environment & Neighbourhood Services	Recycling & Waste	Highways Technical Assistant	-	-
Environment & Neighbourhood Services	Recycling & Waste	Public Convenience Maintenance Operative	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Recycling & Waste	Recycling & Environment Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Recycling & Environment Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Recycling & Environment Team Leader	-	-
Environment & Neighbourhood Services	Recycling & Waste	Senior Highways Maintenance Operative	-	-
Environment & Neighbourhood Services	Recycling & Waste	Senior Support Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Sign Fabrication Assistant	-	-
Environment & Neighbourhood Services	Recycling & Waste	Supervisor (Highways Maintenance)	-	-
Environment & Neighbourhood Services	Recycling & Waste	Supervisor-Sign Fabrication&Installation	-	-
Environment & Neighbourhood Services	Recycling & Waste	Waste Development Officer	-	-
Environment & Neighbourhood Services	Recycling & Waste	Waste Policy Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Animal Health Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Animal Welfare Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Arboricultural Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Assistant Arboricultural Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Safer Streets	Business Support Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Enforcement Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Environmental Health Officer / Enforceme	-	-
Environment & Neighbourhood Services	Safer Streets	Environmental Health Officer/Enforcement	-	-
Environment & Neighbourhood Services	Safer Streets	Head of Safer Streets	Standard	46
Environment & Neighbourhood Services	Safer Streets	Licensing Enforcement Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Mortuary Superintendent	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Environment & Neighbourhood Services	Safer Streets	Mortuary Technician	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Environment & Neighbourhood Services	Safer Streets	Operations Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Parking Appeals Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Parking Finance Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Parking Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Parking Monitoring Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Parking Support Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Safer Streets	Pest Control Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Principal Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Regulatory Service Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Senior Contracts Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Senior Regulatory Service Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Senior Regulatory Service Manager	Standard	46
Environment & Neighbourhood Services	Safer Streets	Senior Street Lighting Engineer	-	-
Environment & Neighbourhood Services	Safer Streets	Service Improvement Manager	-	-
Environment & Neighbourhood Services	Safer Streets	Service Improvement Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Street Lighting Engineer	-	-
Environment & Neighbourhood Services	Safer Streets	Support Officer	-	-
Environment & Neighbourhood Services	Safer Streets	Team Leader (Parking)	-	-
Environment & Neighbourhood Services	Safer Streets	Technical Officer	-	-
Environment & Neighbourhood Services	Sports and Parks	Allotments Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Sports and Parks	Area Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Area Manager - BPCLC	-	-
Environment & Neighbourhood Services	Sports and Parks	Cemetery Charge Hand	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Environment & Neighbourhood Services	Sports and Parks	Cemetery Team Leader	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Environment & Neighbourhood Services	Sports and Parks	Duty Manager	Enhanced and Barred (Child and Adult)	01(a), 07
Environment & Neighbourhood Services	Sports and Parks	Duty Manager	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Duty Officer	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Fitness Manager	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Gardener	-	-
Environment & Neighbourhood Services	Sports and Parks	Gardener - Apprentice	-	-
Environment & Neighbourhood Services	Sports and Parks	Gardeners Assistant	-	-
Environment & Neighbourhood Services	Sports and Parks	Grave Diggers/Gardeners	Enhanced and Barred (Child and Adult)	01(a), 02(a)
Environment & Neighbourhood Services	Sports and Parks	Head of Service	Standard	46
Environment & Neighbourhood Services	Sports and Parks	Head Warden	Enhanced and Barred (Child)	06

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Sports and Parks	Leisure Assistant	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Leisure Client & Projects Officer	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Leisure Client and Project Officer	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Leisure Client and Projects Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Memorials Officer	-	-
Environment & Neighbourhood Services	Sports and Parks	Operations Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Park Warden	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Sports and Parks	Performance Officer	-	-
Environment & Neighbourhood Services	Sports and Parks	Playgrounds Officer	Enhanced and Barred (Child)	06
Environment & Neighbourhood Services	Sports and Parks	Receptionist	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Resources Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Resources Officer	-	-
Environment & Neighbourhood Services	Sports and Parks	Sports Development Manager	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Sports and Parks	Sports Development Officer	Enhanced and Barred (Child and Adult)	06, 07

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Sports and Parks	Strategy and Service Development Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Strategy and Service Development Officer	-	-
Environment & Neighbourhood Services	Sports and Parks	Team Leader - Gardener	-	-
Environment & Neighbourhood Services	Sports and Parks	Technical and Operations Manager	-	-
Environment & Neighbourhood Services	Sports and Parks	Youth and Community Officer	Enhanced and Barred (Child and Adult)	06, 07
Environment & Neighbourhood Services	Stadium Safety & Event Regs	Head of Stadium Safety& Event Regulation	-	-
Environment & Neighbourhood Services	Transportation Service	Accident Claims Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Assistant Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Assistant Head – Business Support	-	-
Environment & Neighbourhood Services	Transportation Service	Consultation Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Contract Maintenance Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Development Control Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Events Officer (part-time)	-	-
Environment & Neighbourhood Services	Transportation Service	Head of Transportation	Standard	46

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Transportation Service	Highway Contracts & Delivery Manager	-	-
Environment & Neighbourhood Services	Transportation Service	Network Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	NRSWA Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Performance Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Principal Contracts Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Principal Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Principal Engineer Structures & Drainage	-	-
Environment & Neighbourhood Services	Transportation Service	Project Manager - Highways Project	-	-
Environment & Neighbourhood Services	Transportation Service	Project Monitoring Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Projects Development Manager	-	-
Environment & Neighbourhood Services	Transportation Service	Public Transport Liaison Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Safety Education Officer	Enhanced and Barred (Child)	01(a)
Environment & Neighbourhood Services	Transportation Service	School Crossing Patrol	Enhanced and Barred (Child)	01(a)
Environment & Neighbourhood Services	Transportation Service	School Crossing Patrol Supervisor	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Transportation Service	Senior Business Support Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Senior Contract Maintenance Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Senior Contracts Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Senior Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Senior NRSWA Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Senior Road Safety Officer	Enhanced and Barred (Child)	01(a)
Environment & Neighbourhood Services	Transportation Service	Senior School Crossing Patrol Supervisor	Enhanced and Barred (Child)	01(a)
Environment & Neighbourhood Services	Transportation Service	Senior Traffic Order Maker	-	-
Environment & Neighbourhood Services	Transportation Service	Senior Transport Planner	-	-
Environment & Neighbourhood Services	Transportation Service	Strategic Asset Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Team Leader - Development Control	-	-
Environment & Neighbourhood Services	Transportation Service	Team Leader - Highways & Traffic	-	-
Environment & Neighbourhood Services	Transportation Service	Team Leader - NRSWA	-	-
Environment & Neighbourhood Services	Transportation Service	Team Leader - Safety & Travel Planning	Enhanced and Barred (Child)	01(a)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Environment & Neighbourhood Services	Transportation Service	Team Leader - Traffic Orders	-	-
Environment & Neighbourhood Services	Transportation Service	Team Leader - Transport Planning	-	-
Environment & Neighbourhood Services	Transportation Service	Technical Support Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Traffic Engineer	-	-
Environment & Neighbourhood Services	Transportation Service	Traffic Manager	-	-
Environment & Neighbourhood Services	Transportation Service	Traffic Order Maker (Assistant)	-	-
Environment & Neighbourhood Services	Transportation Service	Traffic Order Support Officer	-	-
Environment & Neighbourhood Services	Transportation Service	Traffic Orders Maker	-	-
Finance & Corporate Services	Accounting and Reporting	Finance Officer	-	-
Finance & Corporate Services	Accounting and Reporting	Team Leader Accounting and Reporting	-	-
Finance & Corporate Services	Accounts Payable	Finance Apprentice	-	-
Finance & Corporate Services	Accounts Payable	Finance Officer	-	-
Finance & Corporate Services	Accounts Payable	Team Leader Accounts Payable	-	-
Finance & Corporate Services	Adult Social Services	Finance Analyst	Basic	-
Finance & Corporate Services	Adult Social Services	Senior Finance Analyst	Basic	-
Finance & Corporate Services	Adult Social Services	Service Finance Officer	Basic	-
Finance & Corporate Services	Audit and Investigation	Audit and Investigations Manager	Basic	-
Finance & Corporate Services	Audit and Investigation	Audit Investigator	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Finance & Corporate Services	Audit and Investigation	Audit Manager	Basic	-
Finance & Corporate Services	Audit and Investigation	Benefit Investigator	Basic	-
Finance & Corporate Services	Audit and Investigation	Benefits Investigations Manager	Basic	-
Finance & Corporate Services	Audit and Investigation	Benefits Investigator	Basic	-
Finance & Corporate Services	Audit and Investigation	Intelligence Admin Support Officer	Basic	-
Finance & Corporate Services	Audit and Investigation	Internal Auditor	Basic	-
Finance & Corporate Services	Audit and Investigation	Principal Benefit Investigator	Basic	-
Finance & Corporate Services	Audit and Investigation	Tenancy Investigator	Basic	-
Finance & Corporate Services	Audit Management Team	Head of Audit and Investigation	Standard	46
Finance & Corporate Services	BCS Management Team	AD Brent Customer Services	Standard	46
Finance & Corporate Services	Brent Customer Services	Benefit Assessment Officer	Basic	-
Finance & Corporate Services	Brent Customer Services	Customer Service Officer (Contact Ctr)	-	-
Finance & Corporate Services	Budget and Performance	Accountant	Standard	10
Finance & Corporate Services	Budget and Performance	Capital Accountant	Standard	10
Finance & Corporate Services	Budget and Performance	Finance Manager	Standard	10
Finance & Corporate Services	Budget and Performance	Senior Finance Officer	-	-
Finance & Corporate Services	Budget and Performance	Systems Accountant	Standard	10
Finance & Corporate Services	Budget and Performance	Trainee Accountant	Standard	10
Finance & Corporate Services	C&F Services	Accountancy Assistant - Schools	Basic	-
Finance & Corporate Services	C&F Services	Assistant Schools Accountant	Basic	-
Finance & Corporate Services	C&F Services	Finance Analyst	Basic	-
Finance & Corporate Services	C&F Services	Schools Accountant	Standard	10
Finance & Corporate Services	C&F Services	Schools Budget Manager	Basic	-
Finance & Corporate Services	C&F Services	Schools Finance Manager	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Finance & Corporate Services	C&F Services	Senior Finance Analyst	Basic	-
Finance & Corporate Services	C&F Services	Senior Finance Analyst	Standard	10
Finance & Corporate Services	C&F Services	Service Finance Officer	Basic	-
Finance & Corporate Services	Central Services	Finance Analyst	-	-
Finance & Corporate Services	Central Services	Finance Analyst	Standard	10
Finance & Corporate Services	Central Services	Senior Finance Analyst	Standard	10
Finance & Corporate Services	Contracts and Special Projects	Finance Manager	Standard	10
Finance & Corporate Services	Corporate L&D	L&D Officer	-	-
Finance & Corporate Services	Corporate L&D	L&D Project Officer	-	-
Finance & Corporate Services	Corporate L&D	L&D Projects Officer	-	-
Finance & Corporate Services	Debt Recovery	Finance Officer	-	-
Finance & Corporate Services	Debt Recovery	Team Leader Debt Recovery	-	-
Finance & Corporate Services	E&N Services	Finance Analyst	-	-
Finance & Corporate Services	E&N Services	Service Finance Officer	-	-
Finance & Corporate Services	Employee & Business	Employee Services & Business Manager	-	-
Finance & Corporate Services	Employee & Business	HR Project Officer	-	-
Finance & Corporate Services	Employee & Business	Interim HR Projects Manager	-	-
Finance & Corporate Services	Employee & Business	Interim HR Projects Officer	-	-
Finance & Corporate Services	Employee & Business	Projects Support Officer	-	-
Finance & Corporate Services	Exchequer	Exchequer & Insurance Manager	-	-
Finance & Corporate Services	Exchequer	Finance Officer	-	-
Finance & Corporate Services	Exchequer	Senior Exchequer Officer (Banking)	-	-
Finance & Corporate Services	Exchequer	Senior Exchequer Officer (Tax)	-	-
Finance & Corporate Services	F and CS Management	Director of Finance and Corp Services	Standard	10

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Finance & Corporate Services	Financial Reporting	Finance Manager	Standard	10
Finance & Corporate Services	Financial Reporting	Finance Officer	-	-
Finance & Corporate Services	Financial Reporting	Senior Finance Officer	-	-
Finance & Corporate Services	FSC Management Team	AD Strategic Finance C&F	Standard	10
Finance & Corporate Services	FSC Management Team	AD Strategic Finance ENS	Standard	10
Finance & Corporate Services	FSC Management Team	AD Strategic Finance R&MP	Standard	10
Finance & Corporate Services	FSC Management Team	Deputy Director Finance	Standard	10, 46
Finance & Corporate Services	FSC Management Team	Head of Exchequer and Investment	Standard	10
Finance & Corporate Services	FSC Management Team	Head of Finance Service Centre	-	-
Finance & Corporate Services	FSC Management Team	Head of Financial Management	Standard	10
Finance & Corporate Services	HR Services	HR Assistant	-	-
Finance & Corporate Services	HR Services	HR Data Assistant	-	-
Finance & Corporate Services	HR Services	HR Officer	-	-
Finance & Corporate Services	HR Services	HR Services Manager	-	-
Finance & Corporate Services	HR Services	HR Support Officer	-	-
Finance & Corporate Services	HR Services	Schools HR Team Leader	-	-
Finance & Corporate Services	HR Services	Senior HR Analyst	-	-
Finance & Corporate Services	HR Services	Senior HR Assistant	-	-
Finance & Corporate Services	HR Services	Senior HR Officer	-	-
Finance & Corporate Services	Income Control	Business Admin Apprentice	-	-
Finance & Corporate Services	Income Control	Finance Officer	-	-
Finance & Corporate Services	Income Control	Team Leader Income Control	-	-
Finance & Corporate Services	Insurance and Risk Management	Insurance Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Finance & Corporate Services	Insurance and Risk Management	Principal Insurance Officer	-	-
Finance & Corporate Services	Investment	Finance Officer (Pensions)	-	-
Finance & Corporate Services	Investment	Principal Investment Officer	-	-
Finance & Corporate Services	Learning & Talent	Employment Initiatives Officer	-	-
Finance & Corporate Services	Learning & Talent	Senior Training & Events Co-ordinator	-	-
Finance & Corporate Services	Learning & Talent	Training & Events Co-ordinator	-	-
Finance & Corporate Services	Learning & Talent	Training and Development Officer	-	-
Finance & Corporate Services	Oracle Project Management	HR and Payroll Project Manager	-	-
Finance & Corporate Services	P&D Leadership Team	AD People and Development	Standard	46
Finance & Corporate Services	Payroll & Systems	Consultant	-	-
Finance & Corporate Services	Payroll & Systems	Payroll and Systems Manager	-	-
Finance & Corporate Services	Payroll & Systems	Payroll Consultant	-	-
Finance & Corporate Services	Payroll & Systems	Senior Consultant	-	-
Finance & Corporate Services	Payroll & Systems	Senior Payroll Co-ordinator	-	-
Finance & Corporate Services	Payroll & Systems	Senior Systems Co-ordinator	-	-
Finance & Corporate Services	Pensions	Pensions Officer	-	-
Finance & Corporate Services	Pensions	Pensions Service Manager	-	-
Finance & Corporate Services	Pensions	Principal Consultant	-	-
Finance & Corporate Services	Pensions	Senior Consultant	-	-
Finance & Corporate Services	Recruitment	Recruitment Advisor	-	-
Finance & Corporate Services	Recruitment	Recruitment Assistant	-	-
Finance & Corporate Services	Recruitment	Recruitment Service Manager	-	-
Finance & Corporate Services	Recruitment	Senior Recruitment Advisor	-	-
Finance & Corporate Services	RMP Services	Finance Analyst	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Finance & Corporate Services	RMP Services	Finance and Admin Officer	-	-
Finance & Corporate Services	RMP Services	Finance and Systems Manager	-	-
Finance & Corporate Services	RMP Services	Senior Finance Analyst	-	-
Finance & Corporate Services	RMP Services	Senior Finance Analyst	Standard	10
Finance & Corporate Services	RMP Services	Service Finance Officer	-	-
Finance & Corporate Services	Trade Union Representative	Branch Secretary	-	-
Finance & Corporate Services	Treasury	Principal Treasury Officer	Standard	10
Legal & Procurement	Applications	Applications Analyst	-	-
Legal & Procurement	Applications	Applications Support Officer	-	-
Legal & Procurement	Applications	Applications Support Officer	Basic	-
Legal & Procurement	Applications	Applications Support Team Leader	-	-
Legal & Procurement	Applications	Applications Support Team Leader	Basic	-
Legal & Procurement	Applications	Applications Tech Support Team Leader	-	-
Legal & Procurement	Applications	Applications Technical Support Officer	-	-
Legal & Procurement	Applications	EDM & Integration Architect	-	-
Legal & Procurement	Applications	Head of Applications	Basic	-
Legal & Procurement	Applications	Oracle DBA	Basic	-
Legal & Procurement	Applications	Oracle Financials Support Officer	-	-
Legal & Procurement	Applications	Oracle Financials System Administrator	-	-
Legal & Procurement	Applications	Senior Applications Support Officer	-	-
Legal & Procurement	Applications	Senior Applications Support Officer	Basic	-
Legal & Procurement	Applications	Senior Applications Tech Support Officer	-	-
Legal & Procurement	Applications	Senior Applications Tech Support Officer	Basic	-
Legal & Procurement	Business Support Office	Director- Legal and Procurement	Standard	09

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Legal & Procurement	Business Support Office	Senior Business Support Officer	-	-
Legal & Procurement	Business Support Office	Senior Lawyer	Standard	09
Legal & Procurement	Conservative Group	Member Services Manager	-	-
Legal & Procurement	Contracts Legal Team	Contracts Lawyer	Standard	09
Legal & Procurement	Contracts Legal Team	Joint Head of Contracts Legal Team	Standard	10
Legal & Procurement	Contracts Legal Team	Senior Contracts Lawyer	Standard	09
Legal & Procurement	Democratic Services	Democratic Services Manager	Standard	46
Legal & Procurement	Democratic Services	Democratic Services Officer	-	-
Legal & Procurement	Democratic Services	Democratic Services Officer	Basic	-
Legal & Procurement	Democratic Services	Minute Taker	-	-
Legal & Procurement	Democratic Services	Principal Democratic Services Officer	-	-
Legal & Procurement	Democratic Services	Senior Democratic Services Officer	-	-
Legal & Procurement	Democratic Services	Senior Legal Assistant	Standard	14
Legal & Procurement	Electoral Services	Electoral Services Manager	Basic	-
Legal & Procurement	Electoral Services	Electoral Services Officer	Basic	-
Legal & Procurement	Employment Educ Prop& Planning	Planning/Property Lawyer	Standard	09
Legal & Procurement	Employment Educ Prop& Planning	Principal Emp and Educ Lawyer	Standard	09, 46
Legal & Procurement	Employment Educ Prop& Planning	Property Lawyer	Standard	09
Legal & Procurement	Employment Educ Prop& Planning	Senior Education Lawyer	Standard	09
Legal & Procurement	Employment Educ Prop& Planning	Senior Employment Lawyer	Standard	09

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Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Legal & Procurement	Employment Educ Prop& Planning	Senior Legal Assistant	Standard	14
Legal & Procurement	Employment Educ Prop& Planning	Senior Planning Lawyer	Standard	09
Legal & Procurement	Employment Educ Prop& Planning	Senior Property Lawyer	Standard	09
Legal & Procurement	Employment Educ Prop& Planning	Trainee Solicitor	Standard	09
Legal & Procurement	Housing Litigation	Housing Lawyer	Standard	09
Legal & Procurement	Housing Litigation	Legal Assistant	-	-
Legal & Procurement	Housing Litigation	Principal Housing Lawyer	Standard	09, 46
Legal & Procurement	Housing Litigation	Prosecutions Lawyer	Standard	09
Legal & Procurement	Housing Litigation	Senior Commercial Litigation Lawyer	Standard	09
Legal & Procurement	Housing Litigation	Senior Housing Lawyer	Standard	09
Legal & Procurement	Housing Litigation	Senior Legal Assistant	Standard	14
Legal & Procurement	Housing Litigation	Senior Prosecutions Lawyer	Standard	09
Legal & Procurement	Housing Litigation	Trainee Solicitor	Standard	09
Legal & Procurement	HR Services	Senior HR Officer	-	-
Legal & Procurement	Information Governance	Corporate Information Governance Officer	-	-
Legal & Procurement	Information Governance	Information Governance Manager	-	-
Legal & Procurement	Information Governance	Information Management Officer	-	-
Legal & Procurement	Information Governance	Information Manager	-	-
Legal & Procurement	Information Governance	Information Security Manager	Basic	-
Legal & Procurement	Information Governance	InfoStore Project Team Member	-	-
Legal & Procurement	Information Governance	InfoStore Project Team Member	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Legal & Procurement	Information Governance	IT Data Steward	-	-
Legal & Procurement	Information Governance	Senior Information Management Officer	-	-
Legal & Procurement	Information Governance	Strategic Hub Analyst	Basic	-
Legal & Procurement	Infrastructure	Applications Infra Support Team Leader	Basic	-
Legal & Procurement	Infrastructure	Data Centre Support Team Leader	Basic	-
Legal & Procurement	Infrastructure	Head of Infrastructure	Basic	-
Legal & Procurement	Infrastructure	Network and Comms Support Team Leader	Basic	-
Legal & Procurement	Infrastructure	Senior Technical Support Officer	Basic	-
Legal & Procurement	Infrastructure	Technical Support Officer	Basic	-
Legal & Procurement	Integrated Business Support	Admin Assistant	Basic	-
Legal & Procurement	Integrated Business Support	Business Support Officer	-	-
Legal & Procurement	Integrated Business Support	Business Support Officer	Basic	-
Legal & Procurement	Integrated Business Support	Business Support Officer	Enhanced and Barred (Adult)	02(a)
Legal & Procurement	Integrated Business Support	Business Support Officer	Enhanced and Barred (Child and Adult)	01(b), 03 and 04
Legal & Procurement	Integrated Business Support	Business Support Officer	Enhanced and Barred (Child)	01(a)
Legal & Procurement	Integrated Business Support	Business Support Officer	Enhanced and Barred (Child)	01(b)
Legal & Procurement	Integrated Business Support	Executive Assistant	-	-
Legal & Procurement	Integrated Business Support	Executive Business Manager	-	-
Legal & Procurement	Integrated Business Support	Head of Service	Standard	46
Legal & Procurement	Integrated Business Support	Primary SEN Consultant	-	-
Legal & Procurement	Integrated Business Support	Senior Business Support Officer	-	-
Legal & Procurement	Integrated Business Support	Senior Business Support Officer	Basic	-
Legal & Procurement	Integrated Business Support	Team Leader	-	-
Legal & Procurement	Integrated Business Support	Team Leader	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Legal & Procurement	Integrated Business Support	CP Conference Officer	Enhanced and Barred (Child)	01(b)
Legal & Procurement	IT Management	Chief Information Officer	Standard	46
Legal & Procurement	Labour Group	Administrator - Labour Group Office	-	-
Legal & Procurement	Labour Group	National Management Trainee	-	-
Legal & Procurement	Labour Group	Political Assistant	-	-
Legal & Procurement	Labour Group	Secretary for Member Services	-	-
Legal & Procurement	Liberal Democrat Group	Political Assistant	-	-
Legal & Procurement	Liberal Democrat Group	Secretary for Member Services	-	-
Legal & Procurement	Procurement	Head of Procurement	Standard	46
Legal & Procurement	Procurement	i Proc Administrator	-	-
Legal & Procurement	Procurement	i Proc Analyst	-	-
Legal & Procurement	Procurement	Procurement Analyst	-	-
Legal & Procurement	Procurement	Projects/Purchasing Officer	-	-
Legal & Procurement	Procurement	Senior Category Manager	-	-
Legal & Procurement	Recruitment	Recruitment Advisor	-	-
Legal & Procurement	Service Delivery Management	Head of IT Service Delivery	Basic	-
Legal & Procurement	Service Delivery Management	Technical Architect	Basic	-
Legal & Procurement	Service Transition	Finance and Contract Officer	-	-
Legal & Procurement	Service Transition	Finance Officer	-	-
Legal & Procurement	Service Transition	Head of IT Service Transition	-	-
Legal & Procurement	Service Transition	Problem and Service Improvement Manager	-	-
Legal & Procurement	Service Transition	Programme Manager	-	-
Legal & Procurement	Service Transition	Project Manager	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Legal & Procurement	Service Transition	Senior Project Manager	-	-
Legal & Procurement	Social Services Legal	Child Protection Lawyer	Standard	09
Legal & Procurement	Social Services Legal	Legal Assistant	-	-
Legal & Procurement	Social Services Legal	Principal Social Services Lawyer	Standard	09, 46
Legal & Procurement	Social Services Legal	Senior Child Care Lawyer	Standard	09
Legal & Procurement	Social Services Legal	Senior Child Protection Lawyer	Standard	09
Legal & Procurement	Social Services Legal	Senior Community Care Lawyer	Standard	09
Legal & Procurement	Social Services Legal	Social Services Lawyer	Standard	09
Legal & Procurement	Social Services Legal	Trainee Solicitor	Standard	09
Regeneration & Major Projects	Accommodation Services	Accommodation Services Officer	-	-
Regeneration & Major Projects	Accommodation Services	Housing Appeals Manager	-	-
Regeneration & Major Projects	Accommodation Services	Procurement and Projects Officer	-	-
Regeneration & Major Projects	Accommodation Services	Rehousing Officer	-	-
Regeneration & Major Projects	Accommodation Services	Senior Allocations Officer	-	-
Regeneration & Major Projects	Accommodation Services	Senior Rehousing Officer	-	-
Regeneration & Major Projects	Accommodation Services	Senior TA Support Officer	-	-
Regeneration & Major Projects	Accommodation Services	Service Manager - Accommodation Services	-	-
Regeneration & Major Projects	Accommodation Services	TA Strategy & Contracts Officer	-	-
Regeneration & Major Projects	Accommodation Services	TA Support Officer	-	-
Regeneration & Major Projects	Accommodation Services	Team Leader - Accommodation Services	-	-
Regeneration & Major Projects	Accommodation Services	Team Leader - Commissioning & Supply	-	-
Regeneration & Major Projects	Accommodation Services	Team Leader - Rehousing	-	-
Regeneration & Major Projects	Accommodation Services	Team Leader - Welfare Reform Mitigation	-	-
Regeneration & Major Projects	Area Planning	Business Support Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Area Planning	Career Grade Planner	-	-
Regeneration & Major Projects	Area Planning	Deputy Team Manager	-	-
Regeneration & Major Projects	Area Planning	Enforcement Planner	-	-
Regeneration & Major Projects	Area Planning	Head of Area Planning	-	-
Regeneration & Major Projects	Area Planning	Planner	-	-
Regeneration & Major Projects	Area Planning	Planning Officer	-	-
Regeneration & Major Projects	Area Planning	Principal Planner	-	-
Regeneration & Major Projects	Area Planning	Principal Planner Regen Projects	-	-
Regeneration & Major Projects	Area Planning	Senior Enforcement Planner	-	-
Regeneration & Major Projects	Area Planning	Senior Technical Support Officer	-	-
Regeneration & Major Projects	Area Planning	Support Officer	-	-
Regeneration & Major Projects	Area Planning	Team Manager	-	-
Regeneration & Major Projects	Assets and Valuation	Estate Surveyor	-	-
Regeneration & Major Projects	Assets and Valuation	Head of Assets and Valuation	-	-
Regeneration & Major Projects	Assets and Valuation	Technical Officer Property Information	-	-
Regeneration & Major Projects	Barham Park Programme	Programme Manager (Barham Park)	-	-
Regeneration & Major Projects	Barham Park Programme	Regeneration Manager	-	-
Regeneration & Major Projects	Barham Park Programme	Regeneration Officer (Barham Park)	-	-
Regeneration & Major Projects	Barham Park Programme	Rehousing Officer (Barham Park)	-	-
Regeneration & Major Projects	Building Control Operations	Head of Building Control	-	-
Regeneration & Major Projects	Building Control Operations	Principal Surveyor	-	-
Regeneration & Major Projects	Building Control Operations	Senior Building Surveyor	-	-
Regeneration & Major Projects	Building Control Operations	Senior Surveyor	-	-
Regeneration & Major Projects	Building Control Operations	Senior Surveyor (Major Projects)	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Building Control Operations	Structural Engineer	-	-
Regeneration & Major Projects	Care and Support	Care and Support Worker	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Central Referral Assistant	Enhanced and Barred (Child and Adult)	01(b), 03 and 04
Regeneration & Major Projects	Care and Support	Head of Care and Support	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Performance & Info Officer Start Plus	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Referral Coordinator	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Referral Co-ordinator	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Senior Central Referral Officer	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Start Plus Manager	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Care and Support	Team Leader	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Civic Centre Programme	National Management Trainee	-	-
Regeneration & Major Projects	Civic Centre Programme	Programme Manager (MTCC) Interim	-	-
Regeneration & Major Projects	Civic Centre Programme	Project Co-ordinator	-	-
Regeneration & Major Projects	Civic Centre Programme	Project Manager	-	-
Regeneration & Major Projects	Civic Centre Programme	Project Officer	-	-
Regeneration & Major Projects	Client FM	Operational Assistant Client FM	-	-
Regeneration & Major Projects	Client FM	Performance Management Assistant CFM	-	-
Regeneration & Major Projects	Client FM	Performance Manager Client FM	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Client FM	Service Manager - Client FM	-	-
Regeneration & Major Projects	Design & Regeneration	Head of Design	-	-
Regeneration & Major Projects	Design & Regeneration	Principal Landscape Designer	-	-
Regeneration & Major Projects	Design & Regeneration	Principal Tree Officer	-	-
Regeneration & Major Projects	Design & Regeneration	Senior Landscape Designer	-	-
Regeneration & Major Projects	Design & Regeneration	Senior Urban Designer	-	-
Regeneration & Major Projects	Employment & Enterprise	Head of Employment and Enterprise	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Facilities Management	Operational Manager - Client FM	-	-
Regeneration & Major Projects	Facilities Management	Site Manager (Town Hall)	-	-
Regeneration & Major Projects	Functions Team	Booking Assistant	-	-
Regeneration & Major Projects	Functions Team	Bookings Officer	-	-
Regeneration & Major Projects	Functions Team	Conference & Events Sales Manager	-	-
Regeneration & Major Projects	Functions Team	Halls and Venue Manager	-	-
Regeneration & Major Projects	Housing Management	AD Housing	Standard	46
Regeneration & Major Projects	Housing Needs Management	Head of Housing Needs	-	-
Regeneration & Major Projects	Housing Needs Service	Visiting Officer	-	-
Regeneration & Major Projects	Housing Options	Contact Centre-Customer Services Officer	-	-
Regeneration & Major Projects	Housing Options	Housing Options Officer	-	-
Regeneration & Major Projects	Housing Options	Housing Support Officer	-	-
Regeneration & Major Projects	Housing Options	Reception - Customer Services Officer	-	-
Regeneration & Major Projects	Housing Options	Senior Housing Options Officer	-	-
Regeneration & Major Projects	Housing Options	Senior Practitioner	-	-
Regeneration & Major Projects	Housing Options	Service Manager (Housing Options)	-	-
Regeneration & Major Projects	Housing Options	TA Support Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Housing Options	Team Leader - Housing Options	-	-
Regeneration & Major Projects	Housing Options	Tenancy Protection Manager	Standard	09
Regeneration & Major Projects	Major Projects	AD Major Projects	Standard	46
Regeneration & Major Projects	Navigator Team	Navigator	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	Navigator Team	Navigator Manager	Enhanced and Barred (Child and Adult)	01(a), 03 and 04
Regeneration & Major Projects	New Initiatives Team	Development Manager	-	-
Regeneration & Major Projects	New Initiatives Team	Development Officer	-	-
Regeneration & Major Projects	New Initiatives Team	Head of New Initiatives	-	-
Regeneration & Major Projects	New Initiatives Team	PFI Contracts Manager	-	-
Regeneration & Major Projects	New Initiatives Team	PFI Project Officer	-	-
Regeneration & Major Projects	New Initiatives Team	Principal Planner Regeneration & Policy	-	-
Regeneration & Major Projects	New Initiatives Team	Project Assistant	-	-
Regeneration & Major Projects	New Initiatives Team	Project Officer	-	-
Regeneration & Major Projects	New Initiatives Team	Regeneration Officer	-	-
Regeneration & Major Projects	New Initiatives Team	Wembley Project Manager	-	-
Regeneration & Major Projects	Planning & Transport Strategy	Deputy Manager	-	-
Regeneration & Major Projects	Planning & Transport Strategy	Head of Planning & Transport Strategy	-	-
Regeneration & Major Projects	Planning & Transport Strategy	Planning Officer	-	-
Regeneration & Major Projects	Planning & Transport Strategy	Principal Transport Project Engineer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Planning & Transport Strategy	Technical and Research Officer	-	-
Regeneration & Major Projects	Planning & Transport Strategy	Transport Strategy Manager	-	-
Regeneration & Major Projects	Planning and Development	AD Planning and Development	Standard	46
Regeneration & Major Projects	Private Housing Enforcement	EHO/Surveyor	-	-
Regeneration & Major Projects	Private Housing Enforcement	Head of Service - Enforcement	-	-
Regeneration & Major Projects	Private Housing Enforcement	HMO Licensing Officer	-	-
Regeneration & Major Projects	Private Housing Enforcement	Senior Surveyor	-	-
Regeneration & Major Projects	Private Housing Enforcement	Support Services Team Leader	-	-
Regeneration & Major Projects	Private Housing Grants	Administrative Officer	-	-
Regeneration & Major Projects	Private Housing Grants	Contracts Manager	-	-
Regeneration & Major Projects	Private Housing Grants	Empty Properties Officer	-	-
Regeneration & Major Projects	Private Housing Grants	Grants Surveyor	-	-
Regeneration & Major Projects	Private Housing Grants	Head of Service - Grants	-	-
Regeneration & Major Projects	Private Housing Grants	Housing Advisor	-	-
Regeneration & Major Projects	Private Housing Grants	Senior Surveyor	-	-
Regeneration & Major Projects	Private Housing Grants	Surveyor	-	-
Regeneration & Major Projects	Property & Asset Management	AD Property and Assets	Standard	46
Regeneration & Major Projects	R&MP Management	Business Admin Support Officer	-	-
Regeneration & Major Projects	R&MP Management	Director- Regeneration & Major Projects	Standard	46
Regeneration & Major Projects	R&MP Management	Divisional Support Manager	-	-
Regeneration & Major Projects	R&MP Management	Head of Business Support	-	-
Regeneration & Major Projects	R&MP Management	PA to Assistant Director	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	R&MP Management	Performance Manager	-	-
Regeneration & Major Projects	R&MP Management	Performance Officer	-	-
Regeneration & Major Projects	South Kilburn Programme	DIRECTOR OF PROG&DEPUTY C.EXE-SKNDC	-	-
Regeneration & Major Projects	South Kilburn Programme	Housing Officer (South Kilburn)	-	-
Regeneration & Major Projects	South Kilburn Programme	Programme Manager (South Kilburn)	-	-
Regeneration & Major Projects	South Kilburn Programme	Project Assistant (South Kilburn)	-	-
Regeneration & Major Projects	South Kilburn Programme	Project Manager (Rehousing)	-	-
Regeneration & Major Projects	South Kilburn Programme	Project Manager (South Kilburn)	-	-
Regeneration & Major Projects	South Kilburn Programme	Project Officer (South Kilburn)	-	-
Regeneration & Major Projects	Strategic Property	Capital Development Officer	-	-
Regeneration & Major Projects	Strategic Property	Estate Surveyor	-	-
Regeneration & Major Projects	Strategic Property	Head of Strategic Property	-	-
Regeneration & Major Projects	Strategic Property	Residential Development Project Manager	-	-
Regeneration & Major Projects	Strategic Property	Technical Officer Lands and Terrier	-	-
Regeneration & Major Projects	Support & Improvement	Accommodation Services Officer	-	-
Regeneration & Major Projects	Support & Improvement	Improvement & Projects Officer	-	-
Regeneration & Major Projects	Support & Improvement	Payments Officer	-	-
Regeneration & Major Projects	Support & Improvement	Service Manager - Support & Improvement	-	-
Regeneration & Major Projects	Support & Improvement	Systems & Information Manager	-	-
Regeneration & Major Projects	Support & Improvement	Systems & Information Officer	-	-
Regeneration & Major Projects	Technical Services	Building Projects Manager	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Building Surveyor	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Energy Manager	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Head of Technical Services	Enhanced and Barred (Child)	01(b)

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Regeneration & Major Projects	Technical Services	Principal Building Surveyor	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Project Manager School Capital Project	-	-
Regeneration & Major Projects	Technical Services	School Capital Project Officer	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Schools Technical Energy Advisor	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	Technical Services	Senior Services Engineer	Enhanced and Barred (Child)	01(b)
Regeneration & Major Projects	West London Projects	Monitoring Officer - Welfare Reform	-	-
Regeneration & Major Projects	West London Projects	Project Manager - Welfare Reform	-	-
Regeneration & Major Projects	West London Projects	West London Projects Manager	-	-
Strategy Partnerships & Improv	C&F Policy & Performance	Children & Families Project Manager	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	FOI and Support Officer	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Head of Service - C&F Policy	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	IT Data and Infrastructure Manager	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Performance and Information Officer	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Planning Performance & Analysis Manager	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Principal Performance & Stats Officer	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Principal Systems & Data Officer	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Systems & Data Officer	Basic	-
Strategy Partnerships & Improv	C&F Policy & Performance	Systems & Information Officer	Basic	-
Strategy Partnerships & Improv	Community Safety Partnership	Partnership Support Officer	Basic	-
Strategy Partnerships & Improv	Complaints	Complaint and Representation Officer	-	-
Strategy Partnerships & Improv	Complaints	Complaints Investigations Officer	Basic	-
Strategy Partnerships & Improv	Complaints	Complaints Manager	-	-
Strategy Partnerships & Improv	Complaints	Complaints Officer	Basic	-
Strategy Partnerships & Improv	Complaints	Complaints Performance Officer	Basic	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Strategy Partnerships & Improv	Complaints	Complaints Support Officer	Basic	-
Strategy Partnerships & Improv	Complaints	Corporate Complaints Manager	Basic	-
Strategy Partnerships & Improv	Complaints	Head of Complaints	Basic	-
Strategy Partnerships & Improv	Complaints	Principal Complaints Officer	Basic	-
Strategy Partnerships & Improv	Complaints	Senior Complaint Officer	Basic	-
Strategy Partnerships & Improv	Corporate Policy	AD Corporate Policy	Standard	46
Strategy Partnerships & Improv	Corporate Policy	Corporate Performance Officer	-	-
Strategy Partnerships & Improv	Corporate Policy	Corporate Policy Manager	-	-
Strategy Partnerships & Improv	Corporate Policy	Performance Analyst	-	-
Strategy Partnerships & Improv	Corporate Policy	Policy & Performance Officer	-	-
Strategy Partnerships & Improv	Corporate Policy	Policy and Performance Officer	-	-
Strategy Partnerships & Improv	Corporate Policy	Senior Policy Officer	-	-
Strategy Partnerships & Improv	Environmental Projects	Environment Projects and Policy Manager	-	-
Strategy Partnerships & Improv	Environmental Projects	Environmental Projects & Policy Officer	-	-
Strategy Partnerships & Improv	Environmental Projects	WH Environment Education Centre Manager	Enhanced and Barred (Child)	01(a)
Strategy Partnerships & Improv	GIS Team	Demographic and Research Analyst	-	-
Strategy Partnerships & Improv	GIS Team	GIS Analyst	-	-
Strategy Partnerships & Improv	GIS Team	GIS Manager	-	-
Strategy Partnerships & Improv	GIS Team	IIH Project Assistant	-	-
Strategy Partnerships & Improv	GIS Team	Information System Analyst	-	-
Strategy Partnerships & Improv	GIS Team	Land Charges Officer	-	-
Strategy Partnerships & Improv	GIS Team	Property Database Assistant	-	-
Strategy Partnerships & Improv	GIS Team	Property Information Analyst	-	-
Strategy Partnerships & Improv	GIS Team	Senior Land Charges Officer	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Strategy Partnerships & Improv	Integrated Community Safety	Community Safety Projects Off (IOM Lead)	Basic	-
Strategy Partnerships & Improv	Integrated Community Safety	Domestic Violence Coordinator	Enhanced and Barred (Child and Adult)	03
Strategy Partnerships & Improv	Integrated Community Safety	Head of Community Safety	Basic	-
Strategy Partnerships & Improv	Integrated Community Safety	Home Office Prevent Strategy Coordinator	Enhanced and Barred (Child)	03
Strategy Partnerships & Improv	Integrated Community Safety	Neighbourhood, Crime & Nuisance Mngr	Basic	-
Strategy Partnerships & Improv	Integrated Community Safety	Project Officer	Basic	-
Strategy Partnerships & Improv	Partnerships	Grants Officer	-	-
Strategy Partnerships & Improv	Partnerships	National Management Trainee	-	-
Strategy Partnerships & Improv	Partnerships	Partnership Coordinator	-	-
Strategy Partnerships & Improv	Partnerships	Voluntary Sector Engagement& Dev Officer	-	-
Strategy Partnerships & Improv	Partnerships	Voluntary Sector Funding&Performance Off	-	-
Strategy Partnerships & Improv	Policy	Head of Policy and Performance	-	-
Strategy Partnerships & Improv	Policy	Performance & Information Manager	Basic	-
Strategy Partnerships & Improv	Policy, Info & Performance	Head of Service - E&NS Policy	-	-
Strategy Partnerships & Improv	Programme Management Office	Business Analyst	-	-
Strategy Partnerships & Improv	Programme Management Office	Business Analyst	Basic	-
Strategy Partnerships & Improv	Programme Management Office	PMO Manager	-	-

Appendix 1: DBS Post List

Reporting Department	Section	Job Name	Type of Check	DBS Eligibility Ref
Strategy Partnerships & Improv	Programme Management Office	Programme Delivery Officer	-	-
Strategy Partnerships & Improv	Programme Management Office	Programme Delivery Officer	Basic	-
Strategy Partnerships & Improv	Regeneration Policy Team	Construction Liaison Officer	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Head of Regeneration Policy	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Interim Supply Chain Officer	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Performance Officer	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Policy Development Manager	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Regeneration Officer	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Regeneration Policy Officer	-	-
Strategy Partnerships & Improv	Regeneration Policy Team	Wembley Works Manager	-	-
Strategy Partnerships & Improv	Service Improvement	Performance Officer	-	-
Strategy Partnerships & Improv	Service Improvement	Service Improvement Manager	-	-
Strategy Partnerships & Improv	SP&I Management	Head of Finance and Administration	-	-
Strategy Partnerships & Improv	SP&I Management	PA/Team Administrator	-	-

DBS Policy

Disclosure and Barring Checks



People and Development

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1. INTRODUCTION

Brent undertakes relevant checks on all candidates applying for jobs with the Council. The purpose of this policy is to describe how the Council will undertake DBS checks and checks against barred lists as part of recruitment checks and thereafter during the course of each person's employment in order to protect adults and children. It also provides guidance on the use, storage and disposal of the disclosure information obtained from the checks in order to protect vulnerable adults and children and also to ensure that candidates who may have offended in the past are not discriminated against.

From December 2012, the work of the Criminal Records Bureau and the Independent Safeguarding Authority has been merged into a single, new public body called the Disclosure and Barring Service (DBS).

The DBS is an Executive Agency of the Home Office. It acts as a central access point for criminal records and lists people barred from working in schools (List 99), and the Department of Health's lists of people considered unsuitable for work with children or vulnerable adults (POCA and POVA lists). The DBS provides the information that Brent needs to help assess the suitability of applicants for certain positions. This service is known as 'Disclosure'.

There are two barred lists administered by the Independent Safeguarding Authority (ISA) (the Children's List and the Adults List). Checks against these lists apply to any regulated activity (as defined in Section 5) that involves the individual working or volunteering with children or adults. The lists are administered by the Disclosure and Barring Service (DBS).

The Council is a Registered Body with the Disclosure and Barring Service and information gained during the recruitment or rechecking process will be treated in accordance with the Disclosure and Barring Service Code of Practice.

2. SCOPE

This policy applies to:

- Candidates applying for various roles within the Council where the role requires a DBS check;
- Current Brent employees who are:
 - Employees of Brent not based in schools;
 - Employees of Brent based in schools where either the school's delegated budget has been suspended or where the governing body elects to adopt this procedure.

In order to protect certain vulnerable groups, many Brent posts are exempt from the Rehabilitation of Offenders Act 1974. These include posts working with children or young people and where care services are provided to vulnerable adults. Some administrative posts also fall within this category, for example where someone supervises or manages staff who work with children or young people.

Applicants offered jobs that are exempt from the Rehabilitation of Offenders Act may still be subject to a DBS check, including POVA, POCA and other lists as may exist from time to time.

New staff

All offers of appointment to the Council will be subject to appropriate disclosure of criminal records where it is required for the post.

Existing employees

All staff whose posts require a disclosure will be required to renew their application every three years.

In cases where a criminal record is disclosed or a DBS check indicates that the person may be unsuitable to continue in employment, the Head of HR will decide whether the employee should be suspended from work or transferred temporarily to another post whilst this is under investigation. This may affect the employee's continuing employment with the Council.

Transfers, promotions and employees with a second job with another local authority

Internal transfers, promotions, or staff who have a second job with other local authorities where a current suitable DBS check exists in like for like work will not need a new DBS check if the check was undertaken within the last three years. All other internal appointments are subject to the procedures outlined above.

Agency staff

Agency staff may not begin work without an original disclosure and this will be overseen by the HR Contracts Manager who must see an original, satisfactory disclosure for all agency staff engaged and must not rely on an agency's confirmation of having undertaken this task. The disclosure must be the correct level for that post obtained by the agency within the last year. If a criminal record is disclosed, the Head of HR should be notified prior to commencement of work.

If, whilst the worker remains in post, the disclosure expires (i.e. becomes over a year old) the HR Contract Manager must ensure that the agency renew the disclosure or the agency worker ceases work.

Members of the Association of Social Work Employers Businesses (ASWEB) have DBS portability and Brent does not therefore need sight of the original satisfactory disclosure. ASWEB members already have enhanced DBS disclosures in place that are subject to independent audit. The PC will obtain confirmation from the providing agency that all portability checks have been carried out, and that the DBS risk assessment framework has been implemented.

Contractors

The Council will ensure that contractors have robust systems in place for ensuring that all contracted staff who may have unsupervised access to children or adults have been DBS checked. This should be set out in tender and SLA documentation. Managers of contractors should be aware of the responsibility for the contractors to obtain appropriate checks. The HR Contract Manager will oversee this.

Volunteers

Managers should inform the Recruitment Team that checks will be required prior to someone undertaking voluntary work. The CRB will issue a disclosure free of charge to volunteers.

Staff recruited from abroad

Overseas candidates must produce a police check from their country of origin dated within the last six months. They should also be asked to sign and return the declaration included in their contract of employment. Advice should be obtained from HR where an overseas candidate has declared a criminal conviction/ caution/ reprimand/ final warning/ bind over that does not automatically bar them from the work for which they have applied.

Once the candidate has been in the UK for six months, they will also need a satisfactory disclosure. It is the Recruitment Team's role to ensure the employee does this.

3. TYPES OF DISCLOSURES

There are three types of Disclosure available:

Standard Disclosure: This sets out all convictions held on the Police National Computer, including 'spent' convictions, together with cautions, reprimands or final warnings. For work with children, it includes checks on the Department of Health and Department for Education lists of people who should not work with children. A standard disclosure is applied in relation to a specific job or role only. It is required for jobs with regular contact with children or vulnerable adults.

Enhanced Disclosure: This contains all information provided by a standard disclosure, but also includes information held on local police records, and which the police consider relevant to the post to be held. Like standard disclosures, they relate to a specific job or role only. An enhanced disclosure is required for jobs that involve regularly caring for, training, supervising, or being in sole charge of children or adults. If the person is to carry out regulated activity (see below) the enhanced disclosure will include any information held on the Independent Safeguarding Authority's (ISA) barred lists (Disclosure and Barring Service from December 2012).

Basic Disclosure: These are the lowest level of disclosure and only contain details of unspent (current) convictions. Basic disclosures are recommended for verifying information from applicants for posts that are not exempt under the Rehabilitation of Offender Act (Exemptions) Order, but where the individual is appointed to a 'position of trust'. Basic disclosures can currently only be obtained through Disclosure Scotland.

Regulated activity

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. No distinction is made between paid and voluntary work.

Regulated activity relating to children

The definition of regulated activity relating to children (from 10 September 2012) comprises of:

- i. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- ii. Work for a limited range of establishments ('specified places'), with opportunity for contact: for example schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under i and ii is regulated only if done regularly.

- iii. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
- iv. Registered child-minding and foster carers.

Regulated activity relating to adults

The new definition (10 September 2012 onwards) of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means

that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people):

i. Providing health care

Any health care professional providing health care to an adult, or anyone who provides health care under the direction or supervision of a health care professional.

ii. Providing personal care

- Provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;
- Prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without prompting or supervision; or
- Trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

iii. Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

iv. Assistance with cash, bills and/or shopping

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

v. Assistance in the conduct of a person's affairs

Anyone who provides various forms of assistance in the conduct of an adult's own affairs for example by virtue of an enduring power of attorney.

vi. Conveying

A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.

4. CHECKING AS PART OF THE RECRUITMENT PROCESS

It is illegal to carry out a DBS check on any post that is not exempt under the Rehabilitation of Offenders Act (Exceptions) Order except for the basic disclosure in certain circumstances as described in section 3. Posts that are not covered by the Exceptions Order are defined as those who do not have access to children or adults in the course of their normal duties. For example this

would include administration or management staff that have minimal access to children or vulnerable adults.

The Council will use the Disclosure and Barring Service as part of the pre-employment checks during the recruitment process. The information provided by the DBS will help those involved with recruitment to make informed decisions about the suitability of candidates for certain types of work.

Appointment of staff – pre offer administration

All recruitment literature where disclosure is required will state that successful applicants will be required to apply for DBS Disclosure. This will also be stated in the job description.

Appointment of staff - offers of appointment and contracts of employment

All offers of appointment to posts which require a DBS check will be made conditional on the receipt of a satisfactory DBS check in addition to references, verification of qualifications and medical clearance.

Where a DBS check is required, all applicants, regardless of their status, will be expected to apply for a new DBS check. Portability is not acceptable regardless of status.

Subject to those exceptions set out in the procedure, employment cannot commence without the original disclosure being sighted. The Recruitment Team will be responsible for ensuring that the original disclosure is seen. The employee's offer letter will contain a clause stating that the offer of employment is subject to receipt of a satisfactory disclosure (renewable every three years) from the Disclosure and Barring Service. If an unsatisfactory disclosure is received, the offer will be withdrawn.

A Disclosure undertaken by another organisation will not be accepted (other than those exceptions stated in the procedure). If an applicant refuses to give their signed consent to a disclosure application being undertaken, they will not be appointed to the post.

If an applicant believes the information provided by DBS is not correct, the applicant can contact the DBS to dispute the result.

5. RECRUITMENT OF EX-OFFENDERS

Roles suitable for individuals with a criminal record will vary according to the job and the details and circumstances of any criminal conviction. Once the applicant's criminal record has been obtained by the Recruitment Team it will be assessed in relation to the tasks that the candidate will be required to carry out and the circumstances in which the work will be carried out. Advice from the Operational Director, HR may need to be sought.

6. REGULAR CHECKS ON EXISTING STAFF

All staff whose posts require a disclosure will be required to renew their application every three years. If a disclosure is returned with nothing found there will be no further action until the next review date.

In cases where a criminal record is disclosed or a DBS check indicates that the person may be unsuitable to continue in employment, their Head of HR will decide whether the employee should

be suspended from work or transferred temporarily to another post whilst this is under investigation. This may affect the employee's continuing employment with the Council.

Employees are required to disclose to their Head of HR details of any criminal conviction/ caution/ reprimand/ final warning or bind-over they acquire during their employment with Brent.

In circumstances where the police become involved with an employee, and where an employee is charged with a criminal offence, the matter should be dealt with under the Disciplinary Policy and advice sought from their Head of HR (and Head of Safeguarding if appropriate).

Refusal to have a CRB check, providing false information on a CRB form or any failure to declare a conviction, caution, reprimand or warning will be regarded as an act of gross misconduct under the Disciplinary Policy which could potentially result in dismissal.

If an applicant believes the information provided by DBS is not correct, the applicant can contact the DBS to dispute the result.

7. SECURE STORAGE AND ACCESS

The Council complies fully with the DBS Code of Practice regarding the correct storage, handling, use, retention and disposal of disclosures and disclosure information. The Council also complies with its obligations under the Data Protection Act and has a written policy which is available to those who request to see it.

Disclosure information will be kept securely, in lockable, non-portable storage containers with access strictly controlled and limited to those entitled to see it as part of their duties.

Once recruitment or other relevant decision has been made, the information will not be retained for any longer than is absolutely necessary. This will generally be for a period of six months to allow the consideration or resolution of any dispute or complaint. If in exceptional circumstances it is considered necessary to retain disclosure information for longer than six months, the CRB/DBS will be consulted.

Once the retention period has elapsed, any disclosure information will be destroyed by shredding. No photocopy or any other representation of the content of the disclosure will be retained.

8. PROCEDURE

Responsibility

The Recruitment Team are responsible for DBS checks for all new recruits into the establishment. As part of the recruitment process, a DBS check is built into the on-boarding process for eligible roles after a provisional offer of employment is sent. The Recruitment Team will also carry out DBS checks for all existing staff.

Posts for which Brent requires disclosure checks can be found at **APPENDIX 1**. These checks are even if the post holder is a volunteer.

DBS checks returned

The DBS aims to process 90% of Standard checks in 10 days and 90% of Enhanced checks in four weeks. The disclosure will be sent by DBS to the Recruitment Team who will act on behalf of Brent as the registered body.

The Recruitment Team will decide on the suitability of the employment of a prospective member of staff, if any issues are highlighted on the disclosure advice from their Head of HR will be sought. The disclosure will then be destroyed.

DBS check satisfactory

If the disclosure is satisfactory the line manager is informed.

Exceptional Cases

In exceptional circumstances, approval may be given by the Operational Director, HR to start a candidate with no valid DBS prior to DBS clearance. This is conditional upon:

- i. Satisfactory references/qualifications check/medical clearance
- ii. Only supervised access to clients
- iii. A signed declaration

The Core Contract of employment must contain the appropriate paragraphs to confirm the arrangements under which they are working and must be signed before they start.

Candidates who have declared a criminal conviction/ caution/ reprimand/ final warning or bind-over which does not automatically bar them from the work for which they have applied, should not be allowed to start until the DBS check has been returned and considered.

Any candidate offered a post working with children cannot begin work without a satisfactory DBS disclosure undertaken by Brent Council. Working with children means work that involves regularly caring for, training, supervising or being solely in charge of persons aged under 18.

Any candidates offered posts in care positions as defined in Section 80 of the Care Standards Act 2000 (positions involving regular contact with residents of care homes or which involve provision of personal care to vulnerable adults in their own homes) cannot begin work without a satisfactory enhanced disclosure and adults barred list check.

Third Parties

There may be circumstances where a recipient of disclosure information is asked to reveal details of a disclosure to a third party (for example, in connection with legal proceedings in a case submitted to an Employment Tribunal). In these situations, advice should be sought from the relevant Head of HR.



General Purposes Committee 4 July 2013

Report from Interim Operational Director, HR

Wards affected:
ALL

Recruitment and Retention

1.0 Summary

- 1.1 The Council is currently recruiting to a number of vacant senior manager posts in the new structure.
- 1.2 This report outlines the potential difficulty in sourcing a suitable candidate for the Strategic Director, Education, Health & Social Care on the current salary levels and seeks permission to pay an additional supplement if required.

2.0 Recommendations

- 2.1 The Committee is asked to agree to the payment of a market supplement, no greater than £15,000, to the successful candidate for the Strategic Director, Education, Health & Social Care post if an enhancement is required to attract the best possible candidate for this high profile role.

3.0 Detail

- 3.1 The Council has recently implemented a new senior management structure for the Council and has considerably reduced the number of Strategic Director posts as a result. A new post of Strategic Director Education, Health & Social Care has been established as part of this restructuring process.
- 3.2 It is recognised that the portfolio of responsibility attached to this post is significant therefore advice from our external recruitment consultants, Gatenby Sanderson has been that it would be preferable to appoint a post holder with substantial experience including those with existing experience working at Strategic Director level within a relevant field. In order to do that headhunting is targeted towards existing Directors who are currently earning similar pay rates to that which the Council's Strategic Director, Education, Health & Social Care would be paid.
- 3.3 The current salary scale for the post is within a range of £124,296 to £140,508 p.a. Advice is that experienced candidates are seeking a salary of around £155,000.
- 3.4 A review of pay levels for similar posts within London Boroughs has been carried out and a number of boroughs are paying in excess of £140,000 for posts that in many cases have a smaller portfolio.

Barnet	£165,000
Bexley	£149,000
Bromley	£192,000
Greenwich	£150,000
Haringey	£150,000
Lambeth	£152,000
Wandsworth	£162,000

- 3.5 In order to attract the right calibre of applicant to this post it is requested that the Chief Executive has the discretion to pay a market supplement of up to £15,000 only in the event that it is required for this specific post. It is not anticipated that there will be similar recruitment challenges for the other advertised posts.

4.0 Financial Implications

- 4.1 The report is seeking to potentially pay an additional £15,000 to the successful candidate for the Strategic Director, Education, Health & Social Care. This cost can be contained within existing budgets.

5.0 Legal Implications

- 5.1 There is a requirement to provide an objective justifiable reason for paying a salary in excess of the grade for the post. This justification has been provided in the body of the report.

6.0 Diversity Implications

- 6.1 There are no known diversity implications at this time.

7.0 Staffing/Accommodation Implications

Staffing implications are outlined in the body of the report.

Background Papers

Senior Manager restructuring papers

Contact Officer

Cara Davani
Interim Operational Director, HR



General Purposes Committee
4 July 2013

**Report from the Director of
Environment and Neighbourhoods**

For Action

Wards Affected:
Kensal Green

Stopping Up Order – Elmwood House, Harlesden Road

1.0 Summary

- 1.1 This report seeks authorisation to make a stopping-up Order for an area of public highway in the access road, formerly known as Harlesden Lane, between Nos. 1 to 47 Longstone Avenue and Knowles House, No. 51 Longstone Avenue, under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990).
- 1.2 This Order is required to complete the development of the Elmwood House site and provide off-street parking, communal garden, play space and associated landscaping related to the erection of a new building comprising of 38 flats.

2.0 Recommendations

- 2.1 That members note that a draft Stopping Up Order has been advertised in accordance with the requirements of Section 247 TCPA 1990 and that one qualified objection was received from Thames Water.
- 2.2 That the Committee note the responses to the objection in this report, approve progressing the Stopping Up Order, which will be duly advertised following Committee approval.

3.0 Detail

- 3.1 Planning consent was granted following the Planning Committee meeting of 20th July 2010 for demolition of the existing three-storey building and erection of a new part four-, part five- and part six-storey building comprising 38 flats (8 one-bedroom, 18 two-bedroom, 12 three-bedroom, all affordable), with private amenity space at lower ground-floor level, terrace areas and balconies at upper-floor levels, 25 off-street parking spaces, communal garden, play space and associated landscaping to site. The planning consent did not specify that the development would include the stopping up of a section of the access road from Longstone Road to the site. However, this stopping up is necessary to complete the development of the site, particularly the 25-off-street parking spaces, communal garden, play space and associated landscaping.
- 3.2 There will be no other significant change to the design or traffic management on the highway to be stopped up.
- 3.3 A draft Stopping Up Order was duly made and advertised under Section 247 TCPA 1990 in March 2013 to enable the redevelopment to take place. A copy of the Order is attached at Appendix 1 together with the relevant plan showing the proposed area to be stopped-up and the notice advertised on 21st March 2013 in the local press and the London Gazette.
- 3.4 The Council's advertised Stopping Up Order received one qualified objection from Thames Water on the 20th March 2013. It also received concerns raised by OpenreachBT on 21st March 2013 which do not constitute an objection.
- 3.5 The objection from Thames Water was a qualified objection requesting confirmation that their apparatus would not be affected or built over and that access to it would be maintained. The objection was officially withdrawn on the 19th June 2013 following confirmation that their rights of access to apparatus would be maintained. A copy of the e-mail withdrawing the objection is attached at Appendix 2.
- 3.6 Verbal and written concerns were raised by OpenreachBT relating to how the use of the area might affect apparatus access, particularly in regard to one of their underground chambers. OpenreachBT specifically stated these concerns were not to be treated as an objection and they have since been addressed, copies of their e-mails are included in Appendix 2.
- 3.7 Members are now requested to approve the making of the Stopping Up Order in order to complete the development.

4.0 Financial Implications

4.1 The Stopping Up Order making costs will be met by the developer.

5.0 Legal Implications

5.1 Officers have taken the Council's legal advice in all aspects of the promotion of the Stopping Up Order. If it is agreed to make the Order then the making of the Order will be publicised although it is not open to further objection by the public or other authorities.

6.0 Diversity implications

6.1 There are no diversity implications associated with the approval of this Stopping Up Order.

7.0 Staffing / Accommodation Implications

7.1 None specific.

Appendices

Appendix "1" – Stopping Up Order with notice and plan

Appendix "2" – Responses to consultation

Background Papers

Correspondence of Highway and Transport Delivery File TO/23/014/EAM

Planning Committee, 20th July 2010, Agenda item No. 08, Case No. 10/0949

Contact Officers

Eric Marchais – Highway and Transport Delivery, 2nd Floor West, Brent House, 349-357 High Road, Wembley, Middlesex, HA2 8TT. Telephone: 020 8937 5452. E-mail eric.marchais@brent.gov.uk.

Paul Chandler – Head of Transportation, Highway and Transport Delivery, 2nd Floor West, Brent House, 349-357 High Road, Wembley, Middlesex, HA2 8TT. Telephone: 020 8937 5151. E-mail paul.chandler@brent.gov.uk.

Appendix 1 – Stopping Up Order with notice and plan



LONDON BOROUGH OF BRENT

TOWN AND COUNTRY PLANNING ACT 1990

THE LONDON BOROUGH OF BRENT (STOPPING UP OF HIGHWAYS)(NO.) ORDER 201

1. NOTICE IS HEREBY GIVEN that the Council of the London Borough of Brent propose to make an order under Section 247 of the above Act to authorise the stopping up of areas of public highway described in Schedule 1 to this notice.
2. If the order is made, the stopping up will be authorised only in order to enable the development described in Schedule 2 to this notice to be carried out in accordance with the planning permission granted to the Network Housing Group by the London Borough of Brent on 4th August 2010 under Reference No. 10/0949.
3. A copy of the draft order and of a plan of the relevant area can be inspected and a copy requested free of charge during normal office hours on Mondays to Fridays inclusive until the expiration of a period of 28 days from the 21st March 2013 at the One Stop Local Office, Brent House, 349-357 High Road, Wembley, Middx, HA9 6BZ.
4. Persons desiring to object to the making of the proposed order should send a statement in writing of their objection and the grounds thereof, to the Head of Transportation, Transportation Service, 2nd Floor (west) Brent House, 349-357 High Road, Wembley, Middx, HA9 6BZ, quoting the reference TO/23/014/EAM, within the period of 28 days from the 21st March 2013.
5. In preparing an objection it should be borne in mind that the substance of it may be imparted to other persons who may be affected by it and that those persons may wish to communicate with the objector about it.

Dated 21st March 2013.

Paul Chandler
Head of Transportation

SCHEDULE 1

The area of public highway to be stopped up comprises of a quadrilateral shaped length of carriageway in the access road between Nos. 1 to 47 Longstone Avenue and Knowles House, No. 51 Longstone Avenue, from a point approximately 62 metres north-east of an imaginary line projected from the south-western boundary of Nos. 1 to 47 Longstone Avenue, extending north-eastward for approximately 29 metres with a maximum width of approximately 11 metres.

SCHEDULE 2

Demolition of existing three-storey building and erection of new part four, part five and part six-storey building comprising 38 flats (8 one-bedroom, 18 two-bedroom, 12 three-bedroom, all affordable), with private amenity space at lower ground-floor level, terrace areas and balconies at upper-floor levels, 25 off-street parking spaces, communal garden, play space and associated landscaping to site.

THE LONDON BOROUGH OF BRENT

TOWN AND COUNTRY PLANNING ACT 1990

THE LONDON BOROUGH OF BRENT (STOPPING UP OF HIGHWAYS) (NO.) ORDER 201

Made

201

The Council of the London Borough of Brent, in exercise of their powers conferred by Section 247 of the Town and Country Planning Act ("the Act") 1990 hereby make the following order:-

1. The Council of the London Borough of Brent authorises the stopping up of an area of highway described in Schedule 1 to this order and shown hatched black on the deposited plan, in order to enable development described in Schedule 2 to this order to be carried out in accordance with the planning permission granted under Part III of the Act to the Network Housing Group by the London Borough of Brent on 4th August 2010 under Reference No. 10/0949.
2. Where immediately before the date of this order there is any apparatus of statutory undertakers under, in, on, over, along or across any area of highway authorised to be stopped up pursuant to this order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that area of highway is stopped up as they had immediately beforehand.
3. In this order "the deposited plan" means the plan deposited in the offices of the Transportation Service, London Borough of Brent, Brent House, 349-357 High Road, Wembley, Middlesex, HA9 6BZ under Drawing No. 0938(SK)205 Revision A.
4. This order shall come into force on the date on which notice that it has been made is first published in accordance with section 252(10) of the Act, and be cited as The London Borough of Brent (Stopping Up Of Highways) (No.) Order 201 .

SCHEDULE 1

The area of public highway to be stopped up comprises of a quadrilateral shaped length of carriageway in the access road between Nos. 1 to 47 Longstone Avenue and Knowles House, No. 51 Longstone Avenue, from a point approximately 62 metres north-east of an imaginary line projected from the south-western boundary of Nos. 1 to 47 Longstone Avenue, extending north-eastward for approximately 29 metres with a maximum width of approximately 11 metres.

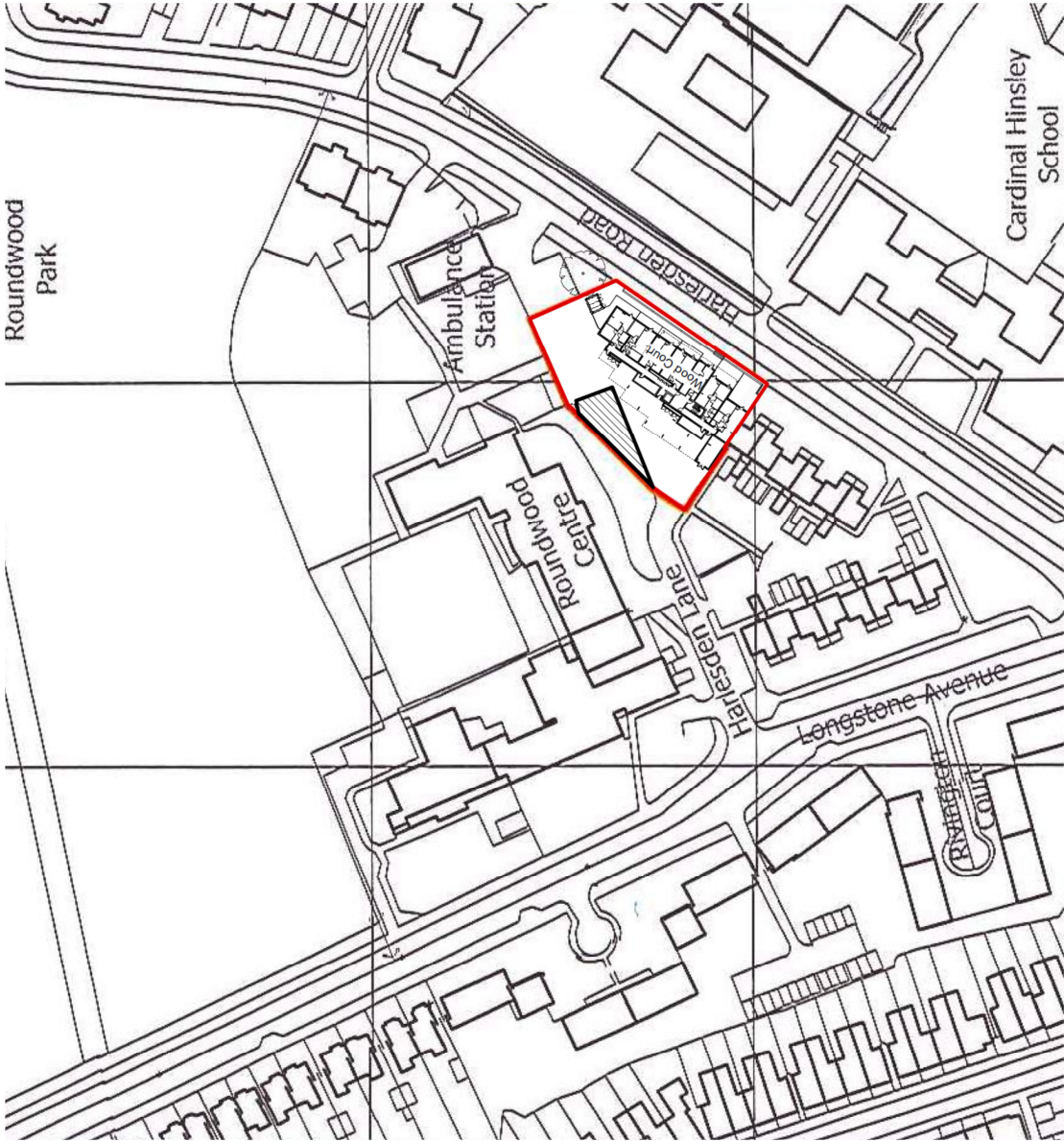
SCHEDULE 2

Demolition of existing three-storey building and erection of new part four, part five and part six-storey building comprising 38 flats (8 one-bedroom, 18 two-bedroom, 12 three-bedroom, all affordable), with private amenity space at lower ground-floor level, terrace areas and balconies at upper-floor levels, 25 off-street parking spaces, communal garden, play space and associated landscaping to site.

The Common Seal of THE MAYOR AND)
BURGESSES OF THE LONDON BOROUGH)
OF BRENT was hereunto affixed in the)
presence of:)

.....
Solicitor

Dated thisday of 201



General Index
 © Copyright Stephen Davy Peter Smith Architects 2011

Notes
 This drawing is made to be used as a mark-up of the OS map provided by Hill Partnerships.

Scale 1:1000
 0 10 20 30 40 50m

Key
 Stopping-Up Area
 Site Boundary

Rev	Issue	Comment	By	Date
A	General Index omitted, including revised Scale	KS 11.03.12		
	Revised	KS 13.07.12		

Client
 HILL PARTNERSHIPS
 THE POWER HOUSE GUNPOWDER MILL
 170 HARLESDEN ROAD, WALTHAM ABBEY
 ESSEX, S19 1BN

Stephen Davy Peter Smith
 Architects

Partnership House, Parkway Drive, London N1 6HK
 E-mail: stephendavy@stephendavy.com
 Website: www.stephendavy.com

Project Title
 ELMWOOD HOUSE,
 170 HARLESDEN ROAD, NW10 3SJ

Drawing Title
 Site Location Plan and
 Stopping-Up Area

Job no	Drawn by	Scale
0938	KK	1:1000 @ A3

Date	Checked by
July 2012	

Drawing no	Revision
0938 (SK) 205	A

Appendix 2 – Responses to Consultation



19 June 2013

STOPPING UP: Elmwood House, Harlesden Road

Dear Sir,

I acknowledge receipt of your letter dated 19 June 2013 regarding the above proposals.

Our records show that Thames Water has apparatus in the area you are proposing to carry out your works.

We are in receipt of your email confirming our rights of access to our apparatus. We, therefore, have no objection to your proposal.

If you have any queries, please do not hesitate to contact me

Katy Plimsaul

Planner

Development Planning

Thames Water Utilities Ltd, Maple Lodge, Denham Way, Rickmansworth, WD3 9SQ

☎ External: 0203 577 9998,

✉ devcon.team@thameswater.co.uk



To Eric Marchais

As discussed today.

I dealt with Elmwood House site in 2009.

All BT Openreach Chambers, Ducts & Cables were left onsite and an agreement for them to stay in situ was formally signed in Nov 2009.

Wayleave agreement : SA159080.

We have No Objections to the Stopping Up,so long as they are aware of the locations of our Network.

BUT...

We do have concerns of what the area is to be used for. Therefore we request a Plan of the area to be stopped up so that we can evaluate further any risk to our Network.

Here are some issues that may cause problems now or in the future to our network,.. ie; restricting access to chambers, Raising levels of the ground (landscaping) making access to our chambers to deep, Trees being planted on or next to our ductwork (this causes damage to our ducts), Play area across our network, etc.

Can you reply with details as soon as possible please.

Regards

Derek Allen,

Repayments Project Engineer.
Access Operations and Planning / Openreach

Tel : 020 8456 8208

Fax : 020 8205 5700

Web: www.openreach.co.uk

Hi Eric

I have found the old diagram from the wayleave agreement back in 2009.

Wayleave agreement : SA159080.

The agreement was signed as a standard Terms and Conditions agreement, which allows us 24/7 access to our apparatus.

We will endeavour to give prior notice of access required, especially if we require any additional machinery/ vehicles to come onto the site area.

The chamber within the carpark area is shown as a carriageway style already.(shown on diagram with "JRC" beside it).

Therefore there is no objections.

Regards

Derek Allen,


Repayments Project Engineer.
Access Operations and Planning / Openreach

Tel : 020 8456 8208

Fax : 020 8205 5700

Web: www.openreach.co.uk

Openreach is delivering fibre broadband services to communities across the UK as well as installing and maintaining the communications infrastructure that links homes, businesses, public and voluntary sector organisations to their Communications Providers' networks.

 Brent	<p style="text-align: center;">General Purposes Committee 4 July 2013</p> <p style="text-align: center;">Report from the Director of Environment and Neighbourhoods</p>
<p>For Action Wards Affected: Kilburn</p>	
<p>Stopping Up Order – Bronte House and Fielding House, South Kilburn</p>	

1.0 Summary

- 1.1 This report seeks authorisation to make a Stopping-Up Order for areas of public highway in Cambridge Road and Kilburn Park Road, including the Podium Car Park and area of mostly elevated footpath leading to the car park roof, under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990), in order to carry out the development of 229 flats (126 market / 103 social rented) at site 11b of the South Kilburn Regeneration area.

2.0 Recommendations

- 2.1 That members note that a draft Stopping Up Order has been advertised in accordance with the requirements of Section 247 TCPA 1990 and that 4 objections were received, one from OpenreachBT, one from Thames Water, one from Cable and Wireless UK, directly from the company and also via their agent Atkins Telecoms, and one from T-Mobile UK Ltd.
- 2.2 That the committee note the responses to these objections in this report, and approve progressing the Stopping Up Order under Section 247 TCPA 1990 which will be duly advertised following the resolutions of these objections.

3.0 Detail

- 3.1 The South Kilburn Regeneration Programme aims to transform South Kilburn into a sustainable and mixed neighbourhood. The programme will re-build around 1,200 affordable homes and deliver the same number of additional market homes to help cross subsidise the building of new high quality affordable homes for existing tenants. The South Kilburn Regeneration programme will also deliver a new school, healthy living centre, urban park and public realm improvements.
- 3.2 Brent Council acts as master developer in South Kilburn. It is delivering a mixed tenure neighbourhood through the phased de-risking of development opportunities. The neighbourhood has been parcelled up into a series of small development sites. The Council undertakes design to RIBA Stage D, secures planning permission, cleans up the title and secures vacant possession. The de-risked sites are then disposed of to a delivery partner and the land receipts are reinvested into the programme to deliver subsequent opportunities. Bronte House and Fielding House forms Phase 2a of the South Kilburn Regeneration programme. The Council, in its capacity as master developer, secured planning consent for a RIBA Stage D design on Bronte House and Fielding House on 20th June 2012.
- 3.3 On 15th October 2012 the Executive authorised the Director of Regeneration and Major Projects to undertake a mini-competition under the South Kilburn Developer Framework to procure a delivery partner to redevelop Bronte House and Fielding House in accordance with the planning permission granted. On 22nd April 2013 the Executive authorised the award of contract to Network Housing Ltd to enter into a development agreement to comprehensive redevelop Bronte House and Fielding House and deliver 229 new homes in accordance with the planning permission granted.
- 3.4 Planning consent granted the erection of 229 flats (126 market / 103 social rented) together with associated landscaping, private and communal amenity space, car parking, new public pedestrian route and square following the demolition of buildings on Bronte House and Fielding House sites. The planning consent specified that the development would include the stopping up of Cambridge Road and the formation of a new access road through the rearrangement of the existing Cambridge Road / Kilburn Park Road junction.
- 3.5 In addition, it has been agreed that a small triangular shaped length of footway of Kilburn Park Road requires stopping up for the development to proceed. Also, the Brent legal department have advised that the mostly elevated footpath to, and including the podium car park roof should be considered public highway and also be stopped up.
- 3.6 There will be no other significant change to the design or traffic management on the highway to be stopped up.

- 3.7 A draft Stopping Up Order was duly made and advertised under Section 247 TCPA 1990 in December 2012 to enable the redevelopment to take place. A copy of the Order is attached at Appendix 1 together with the relevant plan showing the proposed area to be stopped-up and the notice advertised on 6th December 2012 in the local press and the London Gazette.
- 3.8 The Council's advertised Stopping Up Order received four objections from utility companies with apparatus in the vicinity. These were from:
- Thames Water dated 5th December 2012
 - Atkins Telecoms on behalf of Cable and Wireless dated 13th December 2012
 - Openreach BT dated 19th December 2012
 - T-Mobile UK Ltd and H3G UK Ltd dated 7th January 2013.
- 3.9 The objection from Thames Water was a qualified objection requesting confirmation that right of access to apparatus would be maintained. The objection was withdrawn on 26th March 2013 following confirmation that their rights of access to apparatus would be maintained. A copy of the e-mail withdrawing the objection is attached at Appendix 2.
- 3.10 The objection from Atkins Telecoms on behalf of Cable and Wireless was a qualified objection which was followed by a further e-mail from Cable and Wireless on 20th December 2012. Cable and Wireless required written assurance as to the safeguarding of their apparatus and reimbursement of any costs for any works necessary. Council officers have been in discussions with Cable and Wireless and with Vodafone which integrated Cable and Wireless operations on 1st April 2013. On 17th April 2013 they verbally agreed to withdraw their objection. The objection was formally withdrawn on 24th June 2013. A copy of the letter withdrawing the objection is attached at Appendix 2.
- 3.11 The letter from OpenreachBT was treated as a qualified objection as it stated no objection would be raised provided that assurances could be given that apparatus would remain in situ and access to them maintained. It was withdrawn on 23rd April 2013 subject to any affected apparatus being relocated at Brent's expense. A copy of the e-mail withdrawing the objection is attached at Appendix 2.
- 3.12 The letter from T-Mobile UK Ltd and H3G UK Ltd was received outside the consultation period but was nonetheless taken into consideration and treated as an objection as T-Mobile UK Ltd had apparatus close to the site. The objection was withdrawn on 26th May 2013. A copy of the e-mail withdrawing the objection is attached at Appendix 2.
- 3.13 Members are now requested to approve the making of the Stopping Up Order in order to proceed with the development.

4.0 Financial Implications

- 4.1 The Executive Committee approved the award of contract on 22nd April 2013 to Network Housing Ltd who will be redeveloping the site. Network Housing Ltd will provide the Council with a capital receipt for the land which will be used to fund the next phase of the South Kilburn Regeneration Programme. Network Housing Ltd will be responsible for and bear all costs associated with building of the scheme. The South Kilburn Regeneration Programme will cover all costs associated with the Stopping Up Order.

5.0 Legal Implications

- 5.1 Officers have taken the Council's legal advice in all aspects of the promotion of the Stopping Up Order. If it is agreed to make the Order then the making of the Order will be publicised although it is not open to further objection by the public or other authorities.

6.0 Diversity implications

- 6.1 There are no diversity implications associated with the approval of this Stopping Up Order.

7.0 Staffing / Accommodation Implications

- 7.1 None specific.

Appendices

Appendix "1" – Stopping Up Order with notice and plan

Appendix "2" – Objection Withdrawal Letters

Background Papers

Correspondence of Highway and Transport Delivery File TO/23/013/EAM

Planning Committee, 20th June 2012, Agenda item No. 06, Case No. 12/0454

Contact Officers

Eric Marchais – Highway and Transport Delivery, 2nd Floor West, Brent House, 349-357 High Road, Wembley, Middlesex, HA2 8TT. Telephone: 020 8937 5452. E-mail eric.marchais@brent.gov.uk.

Paul Chandler – Head of Transportation, Highway and Transport Delivery, 2nd Floor West, Brent House, 349-357 High Road, Wembley, Middlesex, HA2 8TT. Telephone: 020 8937 5151. E-mail paul.chandler@brent.gov.uk.

Appendix 1 – Stopping Up Order with notice and plan



LONDON BOROUGH OF BRENT

TOWN AND COUNTRY PLANNING ACT 1990

THE LONDON BOROUGH OF BRENT (STOPPING UP OF HIGHWAYS)(NO.) ORDER 201

1. NOTICE IS HEREBY GIVEN that the Council of the London Borough of Brent propose to make an order under Section 247 of the above Act to authorise the stopping up of areas of public highway described in Schedule 1 to this notice.
2. If the order is made, the stopping up will be authorised only in order to enable the development described in Schedule 2 to this notice to be carried out in accordance with the planning permission granted to the Regeneration and Major Projects Department by the London Borough of Brent on 20th November 2012 under Reference No. 12/0454.
3. A copy of the draft order and of a plan of the relevant area can be inspected and a copy requested free of charge during normal office hours on Mondays to Fridays inclusive until the expiration of a period of 28 days from the 6th December 2012 at-
 - (a) The One Stop Local Office, Brent Town Hall, Forty Lane, Wembley, Middx, HA9 9HD; and
 - (b) The One Stop Local Office, Brent House, 349-357 High Road, Wembley, Middx, HA9 6BZ.
4. Persons desiring to object to the making of the proposed order should send a statement in writing of their objection and the grounds thereof, to the Head of Transportation, Transportation Service, 2nd Floor (west) Brent House, 349-357 High Road, Wembley, Middx, HA9 6BZ, quoting the reference TO/23/013/EAM, within the period of 28 days from the 6th December 2012.
5. In preparing an objection it should be borne in mind that the substance of it may be imparted to other persons who may be affected by it and that those persons may wish to communicate with the objector about it.

Dated 6th December 2012.

Paul Chandler
Head of Transportation

SCHEDULE 1

The areas of public highway to be stopped up comprise of:

- (a) a triangular shaped length of footway and carriageway on the north side of Cambridge Road at its junction with Kilburn Park Road, London NW6;
- (b) a triangular shaped length of footway on the north-west side of Kilburn Park Road opposite Nos. 105 to 117 Kilburn Park Road, London NW6;
- (c) an irregular shaped length of mostly elevated footpath bounded by Kilburn Park Road, London NW6 to the east, the curtilage of Fielding House to the south, Cambridge Road, London NW6 to the west and the curtilage of Bronte House to the north.

SCHEDULE 2

The demolition of buildings on Bronte House and Fielding House site and erection of 229 flats (126 market / 103 social rented) together with associated landscaping, private and communal amenity space, car parking, new public pedestrian route and square.

THE LONDON BOROUGH OF BRENT

TOWN AND COUNTRY PLANNING ACT 1990

THE LONDON BOROUGH OF BRENT (STOPPING UP OF HIGHWAYS) (NO.) ORDER 201

Made

201

The Council of the London Borough of Brent, in exercise of their powers conferred by Section 247 of the Town and Country Planning Act ("the Act") 1990 hereby make the following order:-

1. The Council of the London Borough of Brent authorises the stopping up of areas of the highway described in Schedule 1 to this order and shown hatched red or cross-hatched red on the deposited plan, in order to enable development described in Schedule 2 to be carried out in accordance with the planning permission granted under Part III of the Act to Regeneration and Major Projects Department by the London Borough of Brent on 20th November 2012 under reference 12/0454.
2. Where immediately before the date of this order there is any apparatus of statutory undertakers under, in, on, over, along or across any area of highway authorised to be stopped up pursuant to this order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that area of highway is stopped up as they had immediately beforehand.
3. In this order "the deposited plan" means the plan deposited in the offices of the Transportation Service, London Borough of Brent, Brent House, 349-357 High Road, Wembley, Middlesex, HA9 6BZ under Drawing No. 202141129/AJN/1a.
4. This order shall come into force on the date on which notice that it has been made is first published in accordance with section 252(10) of the Act, and be cited as The London Borough of Brent (Stopping Up Of Highways) (No.) Order 201 .

SCHEDULE 1

The areas of public highway to be stopped up comprise of:

- (a) a triangular shaped length of footway and carriageway on the north side of Cambridge Road at its junction with Kilburn Park Road, London NW6;
- (b) a triangular shaped length of footway on the north-west side of Kilburn Park Road, opposite Nos. 105 to 117 Kilburn Park Road, London NW6;
- (c) an irregular shaped length of mostly elevated footpath bounded by Kilburn Park Road, London NW6 to the east, the curtilage of Fielding House to the south, Cambridge Road, London NW6 to the west and the curtilage of Bronte House to the north.

SCHEDULE 2

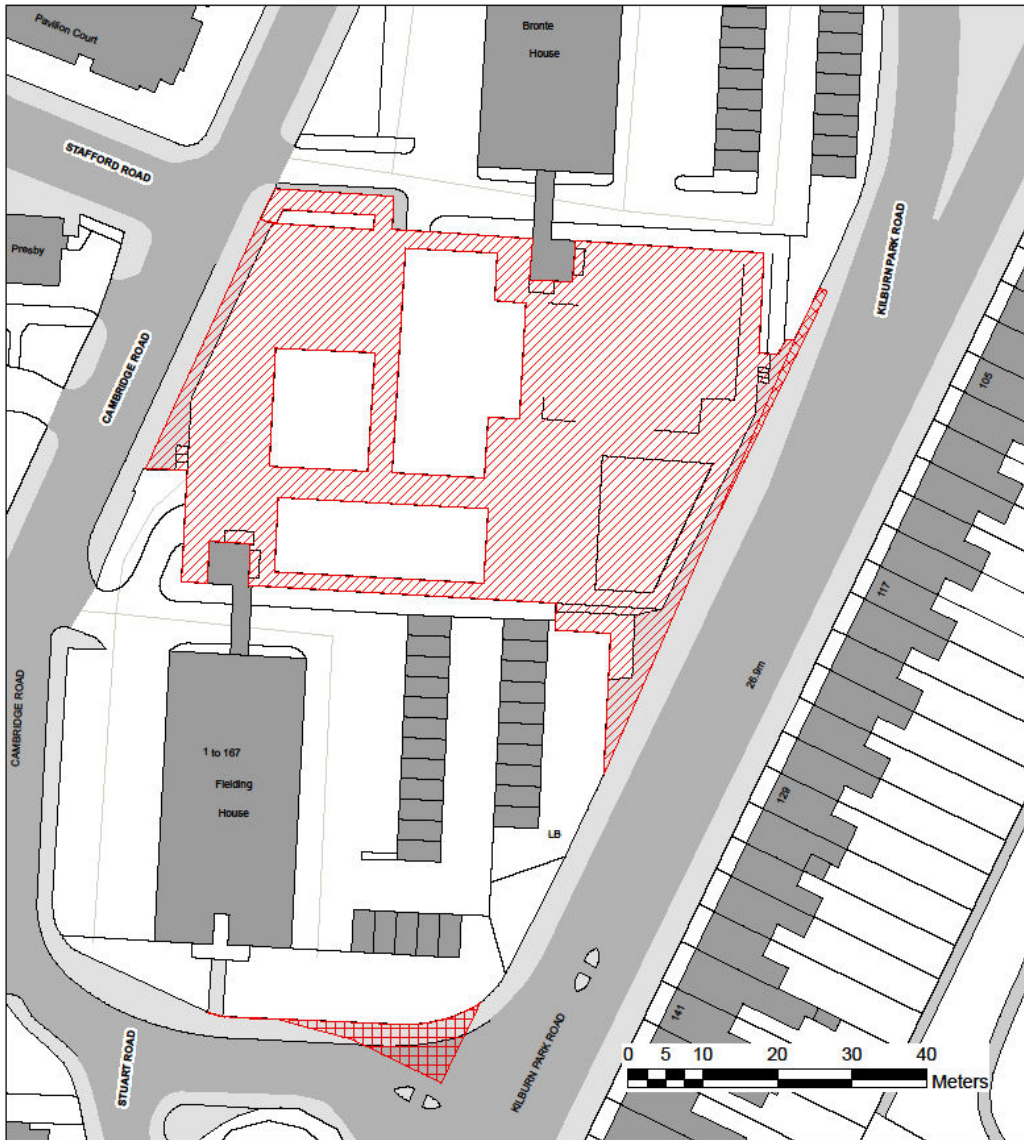
The demolition of buildings on Bronte House and Fielding House site and erection of 229 flats (126 market / 103 social rented) together with associated landscaping, private and communal amenity space, car parking, new public pedestrian route and square.

The Common Seal of THE MAYOR AND)
BURGESSES OF THE LONDON BOROUGH)
OF BRENT was hereunto affixed in the)
presence of:)

.....
Solicitor

Dated thisday of 201



The London Borough of Brent (Stopping Up Of Highways) Order



Brent


1:500
Plan to stated
scale if printed at A3.

AREAS TO BE STOPPED UP:

-  Cambridge Road at its junction with Kilburn Park Road, London NW6
-  Kilburn Park Road opposite Nos 105 to 117 Kilburn Park Road, London NW6
-  Podium Car Park Roof Footpath, London NW6

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OS Open data copyright statement: Contains Ordnance Survey data © Crown copyright and database right 2012

NORTH



Plan Ref:
202141129/AJN/1a

Appendix 2 – Objection Withdrawal Letters

Marchais, Eric

From: Margaret.Keen@thameswater.co.uk on behalf of DevconTeam@thameswater.co.uk
Sent: 26 March 2013 12:15
To: Peter Sherlock; Marchais, Eric
Cc: DevconTeam@thameswater.co.uk
Subject: Your ref: TO/23/013/EAM - Our Ref: 7028
Attachments: pic08942.gif; pic19264.jpg

(Embedded image moved to file: pic08942.gif)

26th March 2013

STOPPING UP: Cambridge Road/Kilburn Park Road/Polium Car Park Roof Footpath

Dear Sir,

I acknowledge receipt of your email dated 26th March 2013 regarding the above proposals.

Our records show that Thames Water has apparatus in the area you are proposing to carry out your works.

We are in receipt of your email confirming our rights of access to our apparatus. We, therefore, have no objection to your proposal.

Yours Sincerely,

M Keen

Panner

Development Planning (Embedded image moved to file:
Thames Water Utilities Ltd, Maple pic19264.jpg
Lodge STW, Denham Way,
Rickmansworth, Herts, WD3 9SQ

0203 577 9998 8
devcon.team@thameswater.co.uk

Did you know you can manage your account online? Pay a bill, set up a Direct Debit, change your details or even register a change of address at the click of a button, 24 hours a day. Visit <http://www.thameswater.co.uk>

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1

Atkins Telecoms
PO Box 290
500 Park Avenue
Aztec West
Almondsbury
BRISTOL BS32 4RZ

Tel: +44 (0) 1454 66 2881
Email: osm.enquiries@atkinsglobal.com

London Borough of Brent
Transportation Service, 2nd Floor
Brent House, 349-357 High Road
Wembley
HA9 6BZ

Our Ref: NRSWA/544/16748
YourRef: TO/23/013/EAM

Date: 24 June 2013

Dear Sirs

**New Roads and Street Works Act 1991
Stopping Up Order - Withdraw Objection**

Re: *Cambridge Road/Kilburn Park Road, London Borough of Brent*

We refer to previous correspondence regarding the above Stopping Up Order.

Atkins Global, working on behalf of Vodafone, withdraw the objection in relation to this Order.

This is a direct instruction from the Vodafone planner who has informed us that the Order will not affect the Vodafone apparatus at this time.

We trust this is satisfactory, and should you wish to discuss your proposals further then please don't hesitate to contact us.

Yours faithfully

OSM, UK and Ireland
Acting as Agent for and on behalf of Vodafone

Please note. To enable us to process your application as quickly as possible, please ensure that you include a post code and/or an Ordnance Survey Grid Reference. Thank you for your co-operation.

Marchais, Eric

From: ray.dover@openreach.co.uk
Sent: 23 April 2013 13:31
To: Marchais, Eric
Cc: Peter.sherlock@sherlockconsultancy.com
Subject: Stopping Up Order Cambridge Road/Kilburn Park Road - Ref TO/23/013/EAM our ref: 10595

Eric,

I can confirm that Openreach has no objection to the proposed stopping up.

This is subject to any affected Openreach apparatus being relocated at Brent's expense.

Regards

Ray H. Dover
Repayment's Project Engineer
Central Operations | Openreach
Telephone: 020 7250 5377
Mobile: 07743 843286

Web: www.openreach.co.uk

Openreach is delivering fibre broadband services to communities across the UK as well as installing and maintaining the communications infrastructure that links homes, businesses, public and voluntary sector organisations to their Communications Providers' networks..

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British Telecommunications plc
Registered office: 61 Newgate Street London EC1A 7SU
Registered in England no. 1600038

Marchais, Eric

From: Noel Lester <Noel.Lester@mbnl.co.uk>
Sent: 23 May 2013 09:25
To: Stratford, Abigail
Cc: Marchais, Eric; James Allerton
Subject: Proposed stopping up order Cambridge Rd, Kilburn Park Rd, Portium Car Park roof
footpath (TD/23/D13/EAM)

Abigail,

I confirm agreement for removal of our objection to the stopping up order.

Regards

Noel

Noel Lester BSc (Hons) MRICS
Regional Property Surveyor

Tel: +447950333902
E-mail: noel.lester@mbnl.co.uk

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