

**REPORT TO: TAYSIDE VALUATION JOINT BOARD - 18 NOVEMBER 2013**

**REPORT ON: AMENDMENT OF EMPLOYEE TERMS AND CONDITIONS –  
BPSS AND DISCLOSURE CHECKS**

**REPORT BY: ASSESSOR**

**REPORT NO: TVJB 24-2013**

## **1 PURPOSE OF REPORT**

- 1.1 To advise the Board of the requirement to vary employee terms and conditions to include baseline personnel security standards and disclosure checks in connection with the move towards Individual Electoral Registration.

## **2 RECOMMENDATIONS**

- 2.1 The Board is asked to note the contents of the Report.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The additional cost of disclosure checks can be met from within the Assessor's Revenue Budget.

## **4 POLICY IMPLICATIONS**

- 4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **5 BACKGROUND**

### **5.1 Individual Electoral Registration**

- 5.1.1 In the Coalition Agreement, the UK Government promised to accelerate the implementation of Individual Electoral Registration (IER) in Great Britain. The policy aims to increase public trust in the electoral system by improving the accuracy and security of the register.

- 5.1.2 From 2014, electoral registration will move from a system where one person can register their whole household annually with limited eligibility checking, to a system which requires each person to register individually using one of multiple registration choices, including use of digital routes, which will ensure that each application is verified to a consistent standard.

### **5.2 Data Security**

- 5.2.1 As part of the Individual Electoral Registration process, Electoral Registration Office (ERO) staff from Tayside Valuation Joint Board will be connecting to the Electoral Registration Digital Service (IER DS) over the Internet. This connection is essential to allow the information provided by electors to be matched with the data held by the Department of Work and Pensions and other agencies in order to verify their identity. Sensitive data such as dates of birth and national insurance numbers may be passed to the ERO via the IER DS programme and this data will be stored on *Eros*, the electoral registration system supplied by Halarose Ltd and employed by Tayside Valuation Joint Board. Similarly, sensitive data will be included on postal and other forms provided by electors.

5.2.2 Accreditation of data security standards to allow EROs to connect to the IER DS has been carried out by the Cabinet Office. As part of this accreditation, the Cabinet Office require that all staff with access to the systems, or to the physical forms containing the sensitive data, have their identity and integrity confirmed by vetting to the Baseline Personnel Security Standard (BPSS) and undergo a Disclosure Scotland check at the basic level.

### 5.3 Baseline Personnel Security Standard and Disclosure Scotland Check

5.3.1 The Baseline Personnel Security Standard (BPSS) is an in-house procedure and will comprise a series of checks to confirm the employee's identity, nationality and immigration status and employment history. It will initially be applied to existing staff and thereafter will be routinely applied as a pre employment check to all new employees. There are no costs attributed to the BPSS.

5.3.2 In addition to the above BPSS, an independent verification of criminal record must be undertaken and therefore staff will be required to undergo a Basic Disclosure check. A Basic Disclosure check contains only convictions considered unspent under The Rehabilitation of Offenders Act 1974. The cost of a Basic Disclosure check is £25 per individual and this cost will be met from the Board's revenue budget. As with the DPSS disclosure checks will initially be applied to existing staff and thereafter will be routinely applied as a pre employment check to all new employees.

### 5.4 Timescale

5.4.1 The timescale set by the cabinet office for achieving the required accreditation standard is 31 December 2013.

## 6 CONSULTATION

6.1 Consultation on the proposed change to staff terms and conditions is currently taking place with both members of staff directly and with the recognised trade union.

6.2 The Clerk and Treasurer to the Board have been consulted on this report.

## 7 BACKGROUND PAPERS

7.1 None

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**November 2013**