



**CORPORATE GOVERNANCE COMMITTEE – 24 NOVEMBER
2025**

**POLICY FOR DISCLOSURE AND BARRING SERVICE (DBS)
CHECKS FOR ELECTED MEMBERS**

REPORT OF THE DIRECTOR OF LAW AND GOVERNANCE

Purpose of the Report

1. The purpose of this report is to seek approval of a policy for Disclosure and Barring Service (DBS) Checks for elected members. A copy of the policy is attached as an Appendix to this report.

Policy Framework and Previous Decisions

2. The County Council is committed to safeguarding the welfare of all individuals, in particular children and vulnerable adults. All members are required to undergo basic DBS checks. Enhanced DBS checks are required for specified members in accordance with the relevant legislation and the 2024 guidance from the then Minister for Local Government, Simon Hoare MP.

Background

3. The policy applies to all elected members. Enhanced DBS checks are mandatory for elected members involved in the following roles:
 - Working with children or vulnerable adults
 - Handling sensitive or confidential information
 - Positions of trust or authority
4. In the context of the County Council's governance structure, this applies to members in the following roles:
 - Cabinet members
 - Children and Families Overview and Scrutiny Committee members
 - Adults and Communities Overview and Scrutiny Committee members
 - Health Overview and Scrutiny Committee members
 - Health and Wellbeing Board members

- Member Champions for Children in Care
5. Members will be invited to make an appointment with the Head of Members Services to complete the DBS application form. This will be submitted to the DBS for processing and the County Council will then receive the DBS certificate and review the information to determine the member's suitability for the role. DBS checks must be renewed every three years or as legally required.
 6. Failure to comply with the policy will be referred to the Group Leaders in the first instance. An ongoing failure to comply with the Corporate Governance Committee.
 7. The policy will be reviewed annually, or as required, to ensure it remains up to date with current legislation and best practices.

Resource Implications

8. There are no resource implications arising from the proposals set out in this report.

Recommendations

9. It is recommended that the Committee approves the policy for DBS Checks for elected members.

Appendices

The policy for DBS checks for elected members.

Circulation under the Local Issues Alert Procedure

10. None

Equality Implications/Other Impact Assessments

11. There are no equality implications arising from the recommendations in this report.

Human Right Implications

12. There are no human rights implications arising from the recommendations in this report.

Officers to Contact

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