



Disclosure &
Barring Service

DBS Employment: Terms & Conditions



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The DBS is a non-departmental public body (NDPB) which has a role in the processes of national government. All employees within DBS are public servants regardless of whether you have transferred in from a Civil Service Department.

Salary

The Disclosure & Barring Service (DBS) will review your pay annually and will engage in a process of collective bargaining with the recognised trade unions – any increase to your salary will be at the discretion of the Disclosure & Barring Service.

Currently, the Disclosure & Barring Service do not have a route to progress through the salary bands for each grade. Each grade's pay range has a minimum and maximum rate, without any "spine points".

Former Civil Servants who have left the Civil Service early with a severance package or retired with a pension may see either their pension abated or be required to repay some of their lump sum compensation payment. For further information please contact MyCSP:

Address: MyCSP, PO Box 2017, Liverpool, L69 2BU

Telephone: 0300 123 6666

Email: contactcentre@mycsp.co.uk

New entrants into the organisation who are recruited externally, i.e. from a non-Civil Service employer will be expected to join at the grade salary entry point. If an applicant at the offer stage wishes to negotiate a higher salary, their justification for this should be discussed with the recruiting manager who, if in agreement will be required to submit a business case to Human Resources for consideration. DBS will consider the request against a number of factors, including its current total reward and benefits offering. Please speak to the DBS People Support Team by emailing DBSPeopleSupportTeam@dbs.gov.uk for further advice.

Existing Civil Servants joining on level transfer will retain their current salary. Staff who are being promoted will receive either a 10% increase of their current basic salary (any allowances payable should not be included) or the pay band minimum – whichever is greater.

Continuous Employment

If you're employed by a non-departmental public body (NDPB) and/or by the Civil Service and are applying for a job at the DBS, this will involve a change of employer and you may break the statutory rules on continuity of employment. By moving to the DBS from the Civil Service or an accredited NDPB you will retain your continuous service for the purposes of pension and compensation only/for the purpose of employment protection legislation.

Shift Working

Some DBS roles in operational areas may require fixed shift working to support business needs. Shift patterns can include evening working, it is your responsibility to be aware of the shift pattern which relates to your post before accepting the offer.

Grade

The grade structure within DBS are as follows:

- AO – Administrative Officer
- EO – Executive Officer
- HEO – Higher Executive Officer
- SEO – Senior Executive Officer
- Grade 7 – Head of Service equivalent
- Grade 6 – Associate Director equivalent

Pension

Pension schemes are available, more information will be provided to successful candidates.

For further information on these schemes please refer to the [Civil Service Pension website](#).

Annual Leave

New entrants to DBS

New entrants to the DBS will receive 25 days leave rising to 30 days after 6 years' service. In addition, you are entitled to 1-day privilege leave in recognition of the Queen's birthday, to be taken at a fixed time of the year (Pro-rata for part time).

Please refer to **Annex A** for the terms and conditions that will apply to you.

Existing Civil Servants

Please see **Annex A** for the terms and conditions that will apply to you.

Non-Reserved Posts

Posts are open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members and Swiss nationals under the Swiss EU agreement. Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information can be found in the [GOV.UK Nationality Rules guidance](#).

There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for the last 3 years if the role requires BPSS & CTC clearance, 5 years for SC clearance and 10 years for DV.

Reserved posts

Posts are open to UK nationals i.e. British citizens, British subjects under Part IV of the British Nationality Act 1981 having the right of abode in the UK and British Dependent Territories citizens acquiring citizenship from connection with Gibraltar. Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information can be found in the [GOV.UK Nationality Rules guidance](#).

You should normally have been resident in the United Kingdom for the last 3 years if the role requires BPSS & CTC clearance, 5 years for SC clearance and 10 years for DV.

If you are unsure as to your eligibility on this point, please contact the DBS People Support Team by email DBSPeopleSupportTeam@dbs.gov.uk or phone 0300 106 1500 for further advice.

Childcare Vouchers

Legislative changes and the closure of Employer Supported Childcare scheme on 4 October 2018 mean individuals moving across the Civil Service to a new PAYE scheme on any type of move other than TUPE/COSOP will lose the right to continue to claim Childcare Vouchers.

Whilst some employees may lose the right to continue claiming childcare vouchers via their employer, they may still be eligible to claim Tax-Free Childcare.

Health Checks

You must be able to give regular and effective service. You will be asked to complete a health declaration, as part of the pre-employment checks.

Probation

You will serve a period of probation unless you are transferring from another role in the Civil Service and have satisfactorily completed a probation period. Your performance conduct and attendance will be monitored and reviewed. For most roles the probation period will last for 6 months, however, for roles with specific training requirements, for example, for a HEO Caseworker in Darlington, the probation period is 9 months. Your contract of employment will confirm the duration of your probation period.

Health & Safety

The DBS recognises and accepts its responsibilities to provide a safe and healthy workplace environment for all its employees and other persons affected by its activities. You must familiarise yourself with the DBS Health and Safety policy, take care of your own health and safety and ensure that others are not endangered by your acts or omissions.

Guaranteed Interview Scheme for Disabled Persons

DBS operates a guaranteed interview scheme for people with disabilities (as defined by the Equality Act 2010 and The Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004) who meet the minimum criteria for this appointment as published in the advert. If you wish to apply for consideration under this scheme, please complete the appropriate section on the online application form. This will enable us to make the appropriate arrangements, if necessary.

Outside Activities

As a public servant, you may not take part in any activity which would in any way impair your usefulness to the service or engage in any occupation which may conflict with the interests of your department or be inconsistent with your official position.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

Equal Opportunities

The DBS is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of, gender, gender identity, race, disability, sexual orientation, religion or belief, age,

marriage and civil partnerships, pregnancy and maternity, caring responsibilities, part-time working, or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

DBS HR procedures (for example, for recruitment and selection, staff appraisals and career progression) are based on an assessment of an individual's ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

Retention of Personal Data

The personal data which you have provided, and which we may request in connection with your application, will not be retained beyond 24 months should your application be unsuccessful. If you are appointed to the post(s) applied for, your personal data will only be used for the purposes of record keeping.

Data Protection

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 2018. Details relating to our Recruitment Privacy Information Notice can be found in [Recruitment: privacy information notice \(GOV.UK\)](#).

Pre-appointment Checks

If you are recommended for appointment enquiries will be carried out on health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will need to see your current valid passport including other supporting information to validate your right to work in the UK.

As part of the pre-appointment checks the Disclosure & Barring Service will request references to satisfy your employment/academic history prior to a formal offer of employment being issued.

When the enquiries are completed satisfactorily, it will be for the department to make you a formal offer of appointment. We may also require other forms of identification which will be confirmed should you be invited to attend an interview for appointment, enquiries will be carried out into your nationality.

As part of the pre-employment check a Basic DBS check is required, further information regarding this can be found via [Basic DBS checks: guidance \(GOV.UK\)](#).

Civil Service Commission's Recruitment Principles

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the independent Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – impartiality, objectivity, integrity and honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the [Civil Service Commission website](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact the vacancy holder in the first instance who will investigate your complaint.

Further Information

If you would like to know more about how the process works when transferring between Government Departments please see [Guidance for civil servants: How to move jobs between departments and agencies \(GOV.UK\)](#).

Annex A: Terms and Conditions

The details below are an indication of what your likely Terms and Conditions will be. Specific details will be included in your contract of employment. It is your responsibility to familiarise yourself with the Terms and Conditions that will apply in your circumstances.

Table 1 Details of likely terms and conditions

Employee	Modernised or pre-modernised	Details
<p>Secure a role within DBS on a Level Move</p> <p>OR</p> <p>Secure a role within DBS on Promotion</p>	<p>Modernised OR</p> <p>Pre-modernised</p>	<p>Employees in post on 1st November 2014;</p> <ul style="list-style-type: none"> • No change to annual leave or sickness terms • No change to taking 2 x 15-minute rest breaks • Loss of rights to work beyond 6 hours without taking a lunch break, if protection applied. <p>Employees commencing a role within Disclosure Operations on or after 1st April 2015, secure an alternative role within Disclosure Operations;</p> <ul style="list-style-type: none"> • No change to any terms <p>Employees commencing a role within Disclosure Operations on or after 1st April 2015, secure an alternative role outside Disclosure Operations;</p> <ul style="list-style-type: none"> • No change to annual leave or sickness terms • Loss of 2 x 15-minute rest breaks
<p>OGD Transfer In - Level Move</p>	<p>Previous Dept: Modernised terms</p>	<p>If you level transfer from another department and were on modernised T&Cs, these will transfer across for the purposes of annual leave and sick pay. These are as follows;</p> <p>Annual Leave: DBS annual leave starts at 25 days increasing to 30 days after 6 years of service.</p> <p>Previous service will be considered when determining the annual leave starting balance. Should annual leave be in excess of 30 days and confirmation from the exiting department is received, annual leave will be honoured up to a maximum of 31.5 days.</p> <p>Privilege Days: 1 day in recognition of the Queen's Birthday.</p> <p>Sick Pay: 1-month full pay and 1-month half pay on entry. Rising in yearly increments to 5 months full pay and 5 months half pay during the fifth year of service. Previous service will be considered when determining sick pay.</p>

Employee	Modernised or pre-modernised	Details
OGD Transfer In - Level Move	Previous Dept: Pre-modernised terms	<p>If you level transfer from another department and were on pre modernised T&Cs, these will transfer across for the purposes of annual leave and sick pay. These are as follows;</p> <p>Annual Leave: DBS annual leave starts at 25 days increasing to 30 days after 6 years of service.</p> <p>Previous service will be considered when determining the annual leave starting balance. Should annual leave be in excess of 30 days and confirmation from the exiting department is received, annual leave will be honoured up to a maximum of 31.5 days.</p> <p>Privilege Day: 1 day in recognition of the Queen's Birthday.</p> <p>Sick Pay: Existing sick pay arrangements to stay in place up to a maximum of 6 months full pay / 6 months half pay.</p>
OGD Transfer In – Promotion	Previous Dept: Modernised terms OR Previous Dept: Pre-modernised terms	<p>If you transfer on promotion from another department, you will transfer onto DBS modernised terms and conditions. These are as follows;</p> <p>Annual Leave: DBS annual leave starts at 25 days increasing to 30 days after 6 years of service.</p> <p>Previous service will be considered when determining the annual leave starting balance, however, leave in excess of 30 days is not permitted.</p> <p>Privilege Days: 1 day in recognition of the Queen's Birthday.</p> <p>Sick Pay: 1-month full pay and 1-month half pay on entry. Rising in yearly increments to 5 months full pay and 5 months half pay during the fifth year of service.</p> <p>Previous service will be considered when determining sick pay.</p>
External (Non OGD)	N/A	<p>If you join DBS from outside of the Civil Service, you will join on our Modernised Terms & Conditions. These are as follows;</p> <p>Annual Leave: New starters to the DBS will have 25 days increasing to 30 days after 6 years of service.</p> <p>Privilege Days: 1 day in recognition of the Queen's Birthday.</p> <p>Sick Pay: 1-month full pay and 1-month half pay on entry. Rising in yearly increments to 5 months full pay and 5 months half pay during the fifth year of service.</p>