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## **CRIMINAL RECORDS DISCLOSURE PROCEDURE**

## **1. Introduction.**

This procedure is designed to be used in conjunction with Merseyside Fire and Rescue Services' (the Service) policy on Criminal Record Bureau (CRB) Disclosures. The procedure will set out the steps that are taken at different stages of the Disclosure process.

## **2. Levels of Disclosures.**

The level of disclosure required is fully dependent on the role that has been or is due to be filled. The applicant's Job Profile and the duties that it contains will determine this.

### **2.1 Standard Disclosure**

A Standard Disclosure is required for positions that require the post holder to regular make contact with Children and/or vulnerable adults.

For example:

- Operational Employees (i.e. Recruit Firefighters)

This level of disclosure contains details of both 'spent' and 'unspent' convictions, as well as cautions, reprimands, and Final warnings held on police National Computer. It will also indicate if there are no such matters on record.

A Standard Disclosure will also reveal whether a person is barred from working with vulnerable adults by virtue of his/her inclusion on a list of those considered unsuitable to work with such people by the Department of Health.

Should the role involve working with Children the Standard Disclosure will also reveal whether a person is barred from working with children by virtue of his/her inclusion on a list of those considered unsuitable to work with children by the maintained by the Department of Education and employment and the Department of Health.

### **2.2 Enhanced Disclosure**

An Enhanced Disclosure is required for positions that require the post holder to make greater contact with children and/or vulnerable adults, for example supervising, training or being in sole charge of children and/or vulnerable adults.

For example:

- FREE Team posts
- Advocate Posts
- PRINCES Trust posts.

This level of Disclosure contains the same information as the standard Disclosure however it also contains non-conviction information from local police records if that is thought to be relevant to the position being applied for.

### **2.3 Basic Disclosure.**

Basic Disclosures contain details of convictions that are not 'spent' under the rehabilitation of Offenders Act 1974, or will state that there are no such convictions. The Service cannot seek this level of Disclosure. Instead it will be made available to individuals at their request.

The Service is entitled to request that any applicant who is offered employment should obtain a Basic Disclosure before they are confirmed in post. The applicant is not under any obligation to comply.

### **3. Requests for Disclosures Applications.**

#### **3.1 Prior to Recruitment**

The request for CRB, the budget line to cover cost and the justification for requiring a CRB disclosure is stated on the Application to fill vacancy form (appendix a), which is authorised prior to recruitment and selection activities.

#### **3.2 Post recruitment.**

To request a disclosure application form to be processed not as part of the recruitment process the CRB1 form (appendix b) must be completed by the line/departmental manager and sent to Personnel Officer (Policy and Recruitment) for authorisation and processing.

Following authorisation payment is requested (see section 4.2) and CRB application form, guidance notes and standard instruction memo (appendix c) will be sent out to the applicant. The Senior Personnel Clerk records the date that the application form was sent to the applicant on the CRB disclosure database.

### **4. Distribution of CRB applications**

#### **4.1. Pre appointment distribution.**

CRB application form, CRB guidance notes are sent attached to the appointment letter. The appointment letter explains the reasons why the CRB disclosure is required and the brief outline of the official documents the new employee will need to return. (Appendix c - contents are incorporated into the appointment letter.) The Senior Personnel Clerk records the date that the application form was dispatched to the CRB on the CRB Disclosure database.

#### **4.2. Post appointment distribution.**

CRB application form, guidance notes and standard instruction memo (appendix c) is sent out to the applicant. The Senior Personnel Clerk records the date it was sent on the CRB Disclosure database.

### **5. Processing of CRB Applications.**

Once payment has been authorised the Senior Personnel Clerk will check that the applicant has completed all of the CRB application form correctly, that all the relevant official documentation has been received (see section 5.1 for relevant documentation details) and complete section X of the CRB application using the documentation.

Section Y of the Disclosure Application Form must be completed by an individual who is registered as a countersignature with the CRB, i.e. Personnel Manager (Policy and Recruitment) or the Director of Human Resources.

The form is then returned it to the Senior Personnel Clerk to be despatched to the CRB.

The date that the application form was dispatched to the CRB should be recorded on the CRB Disclosure database.

*Recruiting managers and countersignatures should refer to the Guidelines 'Dealing with Disclosure Application Forms.'*

### 5.1 Appropriate official documents.

#### Section A.

- Valid passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable)
- Valid photo identity card (EU countries only)
- UK Firearms licence

#### Section B.

- Marriage certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- P45/P0 statement\*\*
- Bank or Building Society Statement\*
- Utility Bill (electricity, gas, water, telephone – inc mobile phone contract/bill)\*
- Valid TV licence
- Credit Card Statement\*
- Store Card Statement\*
- Mortgage Statement\*\*
- Valid Insurance Certificate
- Certificate of British Nationality
- British work permit/visa\*\*
- Correspondence or a document from: the Benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority\*
- Financial statement (e.g. pension, endowment, ISA)\*\*
- Valid vehicle registration document
- Mail order catalogue statement\*
- Court summons\*\*
- Valid NHS card
- Addressed payslip\*
- National Insurance number card
- Exam certificates (e.g. GCSE, NVQ)
- Child Benefit book\*\*
- Connexions card
- Certificate of British Nationality
- Work permit/visa\*\*

\* Documentation should be less than three months old

\*\*Issued within past 12 months

- Where an applicant claims to have changed their name by deed poll or any other mechanism e.g. marriage, adoption, statutory declaration, and evidence of such a change is required.

*Documents offered, as proof of identity must be original, photocopies are not acceptable. Disclosures should not be accepted as proof of identity.*

### **6.2. Payment.**

#### 6.2a. Funded via Human Resources.

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The Director of Human Resources will hold the budget to cover payment for operational personnel entering into the Service and all forecasted non-operational employees.

Prior to commencement of the financial year the Personnel Officer will write to departmental heads requesting information on potential recruitment within the new financial year that will involve application to the CRB. (Appendix d).

The Personnel Officer (Policy and Recruitment) will be responsible for setting up a call off order at the beginning of the financial year to cover the invoices for payment for disclosures. It may be necessary for further call off orders to be produced (seek guidance from finance for requesting and obtaining call off orders)

### 6.2b. Non forecasted New Employees

Payment for disclosures for recruitment, which has not been forecasted, will be made from the budget line of the department the new employee will be appointed in. Payment will be sought by virement requests. (Refer to section 6.2f for virement)

### 6.2c. Existing employees initial request.

Payment for the first CRB will be made out of the budget line for the department where the employee is situated. Payment is to be sought by virement request. (Refer to section 6.2e for virement)

### 6.2d. Payment of Renewal of CRB disclosures.

Payment for the renewal CRB disclosures (see section 10 for renewal details.) will be made from the budget line for the department where the employee is situated. Cost will be forecasted where possible (see section 6.2e for forecasting) and Payment is to be sought by virement request. (Refer to section 6.2f for virement)

### 6.2e Forecasting potential Costs.

Prior to the commencement of the new financial year, where possible, Personnel Team (Recruitment and policy) will forecast how many disclosures requiring renewal in each department.

A report (appendix e) will be sent to the appropriate budget holder so that the forthcoming costs for CRB Disclosures can be included in budget preparation.

Personnel Officer (Policy and Recruitment) will produce the forecast by evaluating what disclosures require renewing in the new financial year and calculate the cost. The report will consist of names of individuals, job titles, when the disclosure will need renewing, level of disclosure and financial cost.

### 6.2f. Virement.

To make a virement request a virement form VIR3 should be completed (appendix f). The budget line to make the virement into is identified by the Director of Human Resources. This should then be signed by the Personnel Officer and authorised by the Director of Human Resources.

The virement request form will be sent to the budget holder with a standard memo (appendix g) requesting it to be returned to the Personnel Officer and stating timeframe for it to be returned.

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A reminder memo will follow up non-receipt of the virement form by the timescale set. (appendix h).

The Personnel Officer will record the date the virement request was sent to the appropriate budget holder on the CRB Disclosure database.

On receipt of the completed virement, a copy should be retained on the CRB payment file and the original is sent to Finance for processing. The Personnel Officer will record the date the virement was sent to Finance on the CRB Disclosure database.

### 6.2g Payment of invoices.

On receipt of the invoice, it is be checked against the CRB Disclosure database to ensure all disclosures have been received. Any disputes or non-receipt is taken up with the CRB.

The Senior Personnel Clerk records the invoice number on the CRB Disclosure database to show that payment to the CRB has been made.

Once all disclosures are received the Personnel Officer completes a part goods received note (Part GRN) and forwards it along with the invoice to Finance for processing. The Personnel Officer records this transaction on the call off order and on the CRB Disclosure database.

## **7. Use of Previous Disclosures.**

Disclosure Information already obtained for existing or previous posts can be used, however it is the nature of the duties concerned, and the type of Disclosure sought, that will affect whether it is necessary to reapply for Disclosure Information or if previous Disclosures can be relied upon.

Previous disclosures should also have a least 6 months remaining on them within the Service's 2-year renewal period.

It is the responsibility of the Personnel Manager/Officer (Policy and Recruitment) to determine whether or not to accept a Disclosure issued for another purpose or whether to request a further report.

In general it is far more reliable to request a further report than to debate the merits and validity of a previous one, particularly as the report is only as effective as the date it was issued given that the accuracy of the information deteriorates with time.

The Personnel Officer (Policy and Recruitment) will make a decision on whether or not a disclosure obtained for another purpose may or may not be accepted. The Personnel Officer may seek guidance from the Personnel Manager (Policy and Recruitment). Considerations made when making this decision may include:

- a) If the disclosure is at the appropriate level.
- b) If the disclosure was sought for a similar role/purpose.
- c) The details held on the disclosure.
- d) The date the disclosure was received.

The list of considerations that may take place as shown above is neither exclusive nor exhaustive, and there may be other considerations that are deemed necessary dependant on the particular circumstances

### **7.1 Accepting previous Disclosure**

If the decision is made to accept the disclosure the details of the date it is valid from and to will be recorded on the CRB Disclosure database along with the reasons why the disclosure was sought.

### **7.2 Rejecting previous Disclosure**

If the decision is made to reject the previous disclosure the process of applying and obtaining a disclosure will be followed as per procedure.

## **8 Personnel Team Service Level Agreement (SLA)**

The Personnel Team will carryout all processes connected to the CRB procedure in line with its Service Level Agreement.

## **9. Handling Disclosure information**

Disclosure Certificates are received by the countersignature whom completed section Y on the application form within the Personnel Team (Policy and Recruitment).

If the disclosure does not contain any relevant convictions receipt of this certificate is recorded on the CRB database and stored securely in the CRB file. (see section 9.4 for retention period).

Should the disclosure contain any convictions action is taken under the Service's Criminal Record Disclosure Policy and Procedure.

### **9.1. Storage and Access.**

Disclosure information is not retained on an individual's personal file, but is stored securely in lockable filing cabinets and on the computerised database. Access to such information is strictly controlled and limited to those who are entitled to see them as part of their duties.

### **9.2. Handling.**

In accordance with section 124 of the police Act disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Service recognises that it is a criminal offence to pass this information on to anyone who is not entitled to see it.

### **9.3 Usage.**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **9.4 Retention.**

Once a recruitment/selection (or other relevant) decision-making has been made, the Service will retain the Disclosure Certificate on file for a period of 6 months, to allow for the consideration and resolution of any disputes or complaints. If it is deemed necessary to retain the disclosure certificate for longer than 6 months the Service will give full consideration to the Data Protection Act and Human rights issues before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

A database will be retrained and maintained to identify all CRB applications processed and disclosures received.

## **9.5 Disposal.**

Once the retention period has elapsed, the Service will ensure that any Disclosure information is suitably destroyed in secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin). The Service will not keep any photocopy or other image of the Disclosure. However, notwithstanding the above Personnel Team will keep a record of the date of issue of the Disclosure, the name of the subject applicant and service number identity, the type of disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the decision of the recruitment decision taken if applicable.

## **9.6 Challenging Disclosure information**

The CRB have a disputes procedure in which they seek to resolve disputes over contents of disclosure information, their aim is to resolve 95% of disputes per week.

In the event of a dispute the Service will be guided by the CRB as to the validity of the disclosure information.

Where reasonably practicable the Service will await the outcome of the dispute, however, depending on the urgency to fill the post the Service retains the right to withdraw any offer of employment/appointment. This decision will be taken in full consultation with the client department manager.

## **10. Renewal of Disclosures**

CRB disclosures will need renewing before the 2-year time period elapses.

Disclosures will be renewed if the individual that the disclosure provides information on remains in a position that requires a valid disclosure to be retained.

## **11. Employment of Ex-Offenders**

The Personnel Officer is responsible for making the necessary considerations and recommendations to the Personnel Manager (Policy and Recruitment) on the findings.

The Personnel Manager (Policy and recruitment) makes an informed decision on whether or not to employ the individual and may seek guidance from the Director of Human Resources and/or Executive Director of Legal and Human Resources.

### **11.1 Considerations that may take place before employing ex offenders.**

- The position they have applied for
- The seriousness of the offence and its relevance to the safety of other employees and property.
- The length of time since the offence occurred.
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed, e.g. the influence of domestic or financial difficulties
- Whether the offence was a one-off, or part of a history of offending.
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely.
- The country in which the offence was committed; (some activities are offences in Scotland and not in England and Wales, and vice versa).
- Whether the offence has since been decriminalised by Parliament.
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change.

## **12. Confidentiality agreement.**

Merseyside Fire and Rescue Service recognises that such information is highly sensitive personal data, and as such will ensure that any information obtained will be protected in accordance with the principles of Codes of Practice published by the Information Commissioner, the CRB and the Data Protection Act 1995 and will therefore will ensure that any information regarding the criminal records is kept totally confidential, and adequately protected. Any deliberate and inappropriate disclosure of information will be treated as a disciplinary offence, which could lead to dismissal.

### **Contacts:**

Personnel Manager (Policy and Recruitment)  
Personnel Officer (Policy and Recruitment)  
Senior Personnel Clerk (Policy and Recruitment)

Personnel Team  
Fire and Rescue Service Headquarters  
Bridle road  
Bootle  
L30 4YD  
Tel: 0151 296 4324

For more information on the CRB visit: **[www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**Appendices index.**

Appendix a) – RF1 - Application to fill vacancy.

Appendix b) – CRB1 - Request for CRB application form.

Appendix c) – Memo to accompany CRB application form and guidance notes.

Appendix d) – Recruitment forecasting Memo (CRB)

Appendix e) – CRB2 - Forecasting costs report.

Appendix f) – VIR3 – Virement request form.

Appendix g) – Virement request memo.

Appendix h) - Virement request follow up memo.



Appendix a)

**RF1 - Application to Fill a Vacancy/Create a Post**

<b>Job Title:</b>	
<b>Grade/Salary:</b>	
<b>Section:</b>	
<b>Responsible to:</b>	
<b>Is this an Established Post?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date post Became Vacant:</b>	
<b>Previous postholder:</b>	
<b>Is this a newly created post?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, is the post to be established on permanent, temporary or fixed term contract basis</b>	
<b>If Yes, CLT/Committee Report Ref:</b>	
<b>Is this post to be held by an operational employee?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Has an evaluation taken place to confirm that the postholder needs to have operational experience/knowledge?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, what is the basis for the post being filled by a uniformed post?</b>	

<b><u>Reason For Filling This Post</u></b>

<b><u>Implications For Not Filling This Post</u></b>

<b>Does this post require a Criminal Records Bureau (CRB Check)</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes, please provide details?</b>		
<b>What Budget Code will CRB be costed to: Can this post be carried out on a job share basis?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If no please explain the reasons why?</b>		

<b>How do want this post to be advertised?</b>	<b>Internal only</b> <input type="checkbox"/>	<b>Internal &amp; External</b> <input type="checkbox"/>
If external is there a particular publication you wish to use? Please provide details:		
Is there any information/documents you would like issued as part of the application pack? Please provide details:		
Please nominate a manager from your department as the contact for shortlisting. For best practice, where possible, this person should also be available for the interview panel later in the recruitment process.  Names(s)		

<b>Which <u>cost code</u> is this post to be funded from?</b>
<b>Which <u>account code</u> is this post to be funded from?</b>
<i>It is important that this information must be provided when the form is submitted. Please check with Finance Team if you are unsure.</i>

**Signature:**

**Position:**

**Print Name:**

**Date:**

**Job Profile**

(See guidance available)

**Main Job Purpose:**

**Key Areas Of Responsibility (Maximum Of 12):**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**PERSON SPECIFICATION**

(See guidance available)

**Essential And Desirable Attributes Required**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education and Training		
Relevant Experience	✓	✓
Knowledge and Skills	✓	✓
Work Related Circumstances		

*When completed, please return this form to the Personnel Team, Service Headquarters*

**FOR OFFICE USE ONLY**

**Human Resources**

<b>Director of HR Signature</b>	<b>Date:</b>
<b>Permission to fill vacancy</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Date Vacancy Advertised:</b>	<b>List No.</b>
<b>Comments</b>	

**Attendance Management**

<b>Attendance Management Manager</b>	<b>Date:</b>
<b>Establishment amended as appropriate</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Permission to fill vacancy</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Post Number</b>	
<b>Comments</b>	

**Finance Team**

<b>Appropriate Finance Available</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, budget level</b>	
<b>Director of Finance and Admin/ Exec Director of Finance Signature:</b>	<b>Date:</b>
<b>Permission to fill vacancy</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Comments:</b>	

Appendix b)

**CRB1 –CRB Application request.**

Name of Employee:	
Service Number:	
Job title:	
Department:	
Requesting Officer:	

Level of Disclosure Required:	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>
Budget to be costed on:		
Budget holder:		
Justification for requirement:		

Print Name:	
Position:	
Signature:	
Date:	

**FOR OFFICE USE ONLY**

Request Authorised	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Authorised signature:		
Date:		

Appendix c)



**Human Resources – Personnel Team  
Memorandum**

From:	To:
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Date:

Due to the nature of your role, which may involve coming into contact with children and/or vulnerable adults, the authority requires to obtain a criminal records disclosure on you from the Criminal Records Bureau (C.R.B.). Therefore, please find enclosed a criminal records application form and a guidance booklet.

You should complete the necessary sections and return them to Rachel Pitkeathly, Personnel Team by **[Date]** with the relevant documentation from the list below (Original documentation only.)

**One of the following items (category 1.):**

- Driving Licence
- Passport
- Birth Certificate (issued within the first 12 months of birth)

**Two\* of the following items (category 2):**

- Marriage Certificate (if applicable)
- National Insurance (NI) number (i.e. P45, P60 or NI card)
- Bank Statement
- Utility Bill

\*If you have difficulty supplying two of the above items please refer to the guidance from the C.R.B. for alternative documentation.

Should you require any further information please do not hesitate to contact me on extension XXXX

Appendix d)



**Human Resources – Personnel Team  
Memorandum**

From:  Personnel Officer	To:
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Date:

With the new financial year upon us and preparation for budgeting for the next fiscal year is underway, please will you provide me with any details for any recruitment plans you foresee with the next financial year, that will involve application to the Criminal Records Bureau for a relevant disclosure.

This information will allow the correct budget to be set for CRB Disclosure costs.

As per the disclosure policy and procedure, any recruitment requiring application to the CRB that is not forecasted at this time, will not be covered by the CRB budget held by Human Resources and therefore, funds will be sought from the appropriate budget line for the department the recruitment occurs in.

In order for budget preparation this information is required by XXXXXXX at the latest.

Should you have any queries please contact, XXXXXXX, personnel officer, Personnel Team on ext XXXX.

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Appendix e)

Report for XXXXXXXX

Report No:	CRB01
Subject:	CRB (Criminal Record Bureau) Financial Forecasting
Reporting Officer:	Personnel Manager (Policy and Recruitment)
Report Title:	CRB Financial Forecasting Fiscal year 200x/200x
Contact Officers:	Personnel Officer (Policy and Recruitment)

**Purpose:**

To advise on the financial costs for CRB Disclosures within the forthcoming fiscal year. This forecast includes renewal of and new CRB disclosures.

**Background/Process:**

In line with the Criminal Records Disclosure policy, the Service requires criminal record disclosures to be renewed every two years. To assist in budgeting for the cost of these renewals, the Personnel Officer (Policy and Recruitment) monitors CRB disclosures and identifies those that are due to expire within the next fiscal year. This report is compiled to allow the appropriate budget holder to budget for these costs.

**Details of CRB's Required:**

Renewal

Service Number	Name	Job Title	Disclosure Expires	Level of Disclosure

Additional.

Service Number	Name	Job Title	Disclosure Expires	Level of Disclosure

**Financial Implications:**

No. of standard Disclosures required	No. of Enhance Disclosures required	Cost per disclosure	Total cost
		£	£
	15	£	£
<b>Overall cost</b>			<b>£</b>

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Please check through this list and confirm using the attached sheet, whether or not the above named currently occupy a position that requires their criminal records disclosures to be renewed.

Please note that all individuals' disclosure that is not authorised for renewal will lapse/have lapsed on the date stated. Should they at any point return into a position that requires a current disclosure, this will have to be re applied for under the Service's Criminal Records disclosure procedure.

Please complete and return the attached form to XXXXXXXXXXX, Personnel Team, Fire and Rescue Service Headquarters by XXXXXXXXXXX

Should you have any queries please contact XXXXXXX

**Authorisation of Renewal.**

<b>Service Number</b>	<b>Name</b>	<b>Job Title</b>	<b>Disclosure Expires</b>	<b>Level of Disclosure</b>	<b>Renew (Yes or No)</b>

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix f)

**Merseyside Fire Service  
Inter Budget Manager Virement Request Form (VIR3)**

I hereby request virement into the budget line specified below for which I have responsibility, from the budget line indicated, with the approval of the appropriate budget manager for that line and in accordance with the powers delegated to the Chief Fire Officer.

Name	
Rank	Director of Human Resources

<b>Level 9 budget line for virement FROM:</b>	
Account Code	
Narrative	
Cost Centre(s)	

<b>Level 9 budget line to be vired TO:</b>	
Account Code	
Narrative	Other
Cost Centre(s)	

Amount to be vired <i>(NB This must not exceed £50,000 per one level 7 account code in any one year)</i>	
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<b>Reasons for virement:</b> To cover the costs of Criminal Record Disclosures.	<b>Virement rules:</b> 1. No single virement may exceed £50,000. 2. No virement will be permitted that changes Authority policy. 3. No cumulative virement to/from any one budget head may exceed £50,000 per annum. 4. Authority approval is required for any of the above.
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Is the virement relevant to the current financial year only? (If NO, it will be assumed that this is a permanent virement between the budget codes indicated above).	Please circle only one YES / NO
---	---------------------------------

Requesting Officer's signature:		Date:
Requesting Officer's Line Manager's signature:		Date:

<b>This part to be completed by the budget manager who will give up a proportion of their budget to accommodate the virement requested.</b>	
I hereby approve the request to vire the amount specified above from the budget line for which I have responsibility.	Signature:
	Date:

*For Finance Directorate Use Only*

Authorised by:		Date:
Journal Number:		Date:
Actioned by:		Date:

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Appendix g)



**Human Resources – Personnel Team  
Memorandum**

From:	To:
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Date:

As per the Criminal records Disclosure Policy and Procedure, please find attached VIR3 requesting virement for the cost of Disclosure applications requested for your staff.

I should be grateful if you would complete and return the VIR1 form to XXXXX Personnel Officer, Personnel team by XXXXX.

Should you have nay queries please contact XXX on ext XXXX.

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Appendix h)



**Human Resources – Personnel Team  
Memorandum**

From:	To:
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Date:

I refer to my memo dated XXXX and I appear not to have received you completed VIR3.

May I remind you that as per the Criminal records Disclosure Policy and Procedure I am unable to process the requested disclosure application until such time that funding is provided.

I should be grateful if you would complete and return the VIR3 form to XXXXX Personnel Officer, Personnel team by XXXXX.

Should you have nay queries please contact XXX on ext XXXX.