



Reference Policy and Procedure

REFERENCES

- Engagement is subject to satisfactory References and Criminal Record Bureau disclosure checks as appropriate.

EMPLOYMENT REFERENCES

- Please note the Council is under no statutory, or other form, of obligation to provide a reference to any current or ex-Employee of the Council.
- In the event that a reference is provided, it is the Council's duty to ensure that the Council provides an honest, true and factual Employment References, given in an objective, impartial and un-bias manner.
- Whilst every effort is made to ensure that a reference is provided in an objective, factual and accurate manner, the Council does not accept liability for an perceived omissions, faults or inaccuracies which an Employee may feel are contained within a reference concerning themselves, which has been provided by the Council.
- Employees who request a reference from the Council's Management can also request to view the response before it is sent to any third party, to ensure that inaccuracies can be corrected. This does not however, entitle the Employee to request that the information contained within a reference is altered or amended to create what is believed by the Management of the Council, to be a false and misleading reference. Should the Council and the Employee disagree on the contents of a reference, the Council's Management reserves the right to withhold providing the reference.
- The Council will only respond to References requested in writing, and will only respond following confirmation with the Employee concerned. All References will be treated with confidentiality.
- The Council will comply with all its statutory obligations under the Data Protection Act 1998, and all other relevant legislation concerned with the storage, processing and distribution of personal data concerning any current or previous Employee. Personal Data will only be released following receipt of written confirmation from an Employee that they are happy and willing to waiver their statutory rights under the Data Protection Act 1998, to allow the Council to provide personal data to third parties.
- Information regarding attendance, sickness record, disciplinary record, domestic arrangements, or interpersonal skills of an individual will not be



provided in a reference, unless specifically requested by the individual to whom such data concerns.

- The Council do not supply open References for departing Employees, or give any References by telephone.