

Appendix C Modified list of Council staff to be subject to CRB check (List presented to Leader and Cabinet as Appendix B of “Implementation of Protection of Vulnerable Adults Policy” – 9 March 2006)

Section	Post	Level of CRB check – March 06	Level of CRB check proposed under eligibility criteria	Comment
	Director of Housing & Environmental Services	Standard	No CRB check	Duties now covered by Executive Director. Role will not meet requirements for CRB check, unless required as lead officer for Vulnerable People
Policy & Performance	Corporate Manager			Role will not meet requirements for CRB check, unless required as lead officer for Safeguarding Children
	Art Development Officer	Enhanced	Standard	Current job description does not appear to involve regular unsupervised contact with children but could have contact with vulnerable adults as part of role
	Arts Project Officer	Enhanced	Enhanced	Post removed under capping
	Community Development Officer	Enhanced	Standard	Current job description does not appear to involve regular unsupervised contact with children but could have contact with vulnerable adults as part of

				role
	Community Projects Officer	Enhanced	Enhanced	Post seconded to ACRE following capping
	Sports Development Officer and associate coaches	Enhanced	Enhanced	
	Milton Country Park Ranger and Assistant Ranger	Enhanced	Enhanced	
	MCP Volunteers		Standard, potentially enhanced depending on what asked to do	
	Anti Social Behaviour Caseworker	Enhanced	Standard but could be Enhanced	Unsure how much regular unsupervised contact with children but could have contact with vulnerable adults as part of role
Revenues and Benefits	Assistant Director (revenues) – now Head of Revenues and Benefits	Standard	No CRB check	Financial post does not meet definitions – reference check
	Benefits Manager	Standard	No CRB check	Financial post does not meet definitions – reference check
	Revenues Manager	Standard	No CRB check	Financial post does not meet definitions – reference check
	Revenues Inspector	Standard	No CRB check	Financial post does not meet definitions – reference check
	Fraud Officer	Standard	No CRB check	Financial post does not meet definitions – reference check

	Verification & Fraud Officer	Standard	No CRB check	Financial post does not meet definitions – reference check
	Benefit/ Welfare Visiting Officer	Enhanced	Standard	Could have contact with vulnerable people as regular part of role
	Fraud & Customer Services Manager	Standard	No CRB check	Financial post does not meet definitions – reference check
	Debt Recovery & Rent Collection Team Leader	Standard	No CRB check	Financial post does not meet definitions – reference check
	Senior Recovery Officer	Enhanced	Standard	Could have contact with vulnerable people as regular part of role
	Senior Revenues Assistant	Enhanced	Standard	Could have contact with vulnerable people as regular part of role
Property Services	DLO Supervisor	Standard	No CRB check	Role now covered by Repair. Current job description does not appear to have regular unsupervised access to children or regular contact with vulnerable people
	Technical Officer	Standard		It is not clear what unsupervised contact with children these posts would
	Services Officer (M&E)			
	Quantity Surveyor			

	Project Managers			have or what regular contact as part of the role they would have with vulnerable adults as part of their job description
	Multi – skilled trades	Standard	Standard	
	General Trades	Standard	Standard	
	General Labourers	Standard	Standard	
Housing Options/ Homelessness	Housing Options/ Homelessness Manager	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Housing Advice/ Homelessness Officer	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Housing Support Worker	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Housing Advice Officer	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Travellers Officer	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Travellers Site Warden	Enhanced	Enhanced	
	Housing Advice/ Homelessness Assistant	Standard	Standard	
	Housing Options Officer	Enhanced	Standard	Current job description

				does not appear to meet the definition for enhanced check for vulnerable people
Housing Services	Housing Services Manager	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Housing Services Team Leader	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Housing Services Officer	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Supported Housing Manager	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Sheltered Housing Team Leaders (previously Area Scheme Managers)	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
	Sheltered Housing Officers (previously Scheme Managers, & Assistant Scheme Managers)	Enhanced	Enhanced	
	Community Lifelines	Enhanced	Enhanced	
Home Improvements Agency	Home Improvements Team Leader	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced

				check for vulnerable people
	HIA Case worker	Enhanced	Enhanced	
	HIA Technical Surveyor	Enhanced	Enhanced	
	HIA Admin Support	Enhanced	Standard	Current job description does not appear to meet the definition for enhanced check for vulnerable people
Environmental Health	Environmental Health Team Leaders	Standard	No CRB Check	Current job description does not appear to meet either definition for a CRB check
	Environmental Health Officers	Standard	No CRB Check	Current job description does not appear to meet either definition for a CRB check
	Technical Officers	Standard	No CRB Check	Current job description does not appear to meet either definition for a CRB check
	Pest Control Operatives	Standard	Standard	