

**HUMAN RESOURCES DIRECTORATE  
PAY AND EMPLOYMENT UNIT**

**Chief Executives of HSC Bodies<sup>1</sup>;**

For information:

**Director of Finance and  
Director of Human Resources of  
each body**

Room D1.4  
Castle Buildings  
Upper Newtownards Road  
BELFAST  
BT4 3SQ

Tel: 02890-520233  
Fax: 02890-522912  
Email: [diane.taylor@dhsspsni.gov.uk](mailto:diane.taylor@dhsspsni.gov.uk)

Your Reference: **HSC (JNF) (3) 2011**

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Dear Colleagues

**RECRUITING PEOPLE WITH CONFLICT RELATED CONVICTIONS –  
GUIDANCE FOR EMPLOYERS**

1. This Circular should be read in conjunction with Circular HSS (Gen) (6) 2007, issued on 31 May 2007, covering guidance for employers recruiting people with conflict related convictions.
2. This OFMDFM guidance is for use by employers in the public, private and voluntary sectors and is designed to assist employers follow best practice in recruiting people with conflict-related convictions. It also fulfils the commitment given to the ex-prisoners' constituency in the St Andrews Agreement.
3. The "statement of disclosure" process set out at Section 5 of the guidance is not conducive to e-recruitment systems used by HSC Employers. The Joint Chairs of the Joint Negotiating Forum (JNF) has therefore written to OFMDFM highlighting this issue.

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<sup>1</sup> The Health and Social Care Board, HSC Trusts, the Public Health Agency, the Business Services Organisation, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Guardian ad Litem Agency, the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council, the Northern Ireland Regulation and Quality Improvement Authority and the Northern Ireland Medical and Dental Training Agency (NIMDTA)

## Action

4. Whilst this is a voluntary code, HSC Employers are encouraged to continue to follow best practice by taking this document into account in recruiting people with conflict-related convictions.

## Enquiries

5. Enquires about the contents of this Circular should be directed to the Pay and Employment Unit of the Human Resources Directorate, Room D1, Castle Buildings, Upper Newtownards Road, Belfast, BT4 3SJ, telephone 028 90522832, email; [p&e@dhsspsni.gov.uk](mailto:p&e@dhsspsni.gov.uk).
6. Employees should direct personal enquiries to their employer or their trade union.

## Further Copies

7. Copies of this Circular can be obtained from the Department's extranet site at <http://extranet.dhsspsni.gov.uk> . A copy of the OFMDFM guidance on Recruiting People with Conflict Related Convictions can be obtained from [www.ofmdfmi.gov.uk/index/equality/community-relations/conflict-transformation-news.htm](http://www.ofmdfmi.gov.uk/index/equality/community-relations/conflict-transformation-news.htm)

*Diane Taylor*

**DIANE TAYLOR**  
**Director of Human Resources**