

SOUTH STAFFORDSHIRE LOCAL MEDICAL COMMITTEE

'Suite 5b' Anson Court, Horninglow Street, Burton on Trent, Staffs DE14 1NG

Tel: 01283 534384 Fax: 01283 562824

Email: enquiry@southstaffslmc.co.uk

Website: www.southstaffslmc.co.uk

September 2004

Dear Colleague,

ENHANCED CRIMINAL RECORDS BUREAU DISCLOSURES "CATCH UP" EXERCISE

VERY IMPORTANT INFORMATION

Don't ignore it or you may not be able to continue working!

On 1 November 2004, PCTs will begin a special "catch up" exercise to obtain criminal records disclosures from all practitioners who have not yet been required to provide one.

This exercise had been scheduled to take place before establishment of performers lists but was delayed due to capacity problems at the Criminal Records Bureau. The DoH assure us that it has consulted fully with the CRB and both are confident that the exercise can be completed by February 2005.

What it means for the profession is that all GPs who were transferred automatically to the performers list from the previous lists, and who therefore have not so far needed to provide a disclosure, will be asked (by their PCT) to apply for one.

This includes not only GP Principals, but also salaried GPs and locums, who participate in the exercise in the same way as contractors. Disclosures are usually required for employers, but in this exercise they are for PCTs. The fact that the majority of GPs have no identifiable employer is therefore not an issue.

An enhanced disclosure is essentially a check with local police force records in addition to checks with the Police National Computer and government department lists. The Chief Constable of the local force decides what information is disclosed. Enhanced disclosures are for those regularly caring for, training, supervising or being in sole charge of children or vulnerable adults.

Clearly, GPs who have recently applied to the performers list, and who therefore have already supplied an enhanced disclosure, do not need to do so again in the course of this exercise.

The intended process is as follows:

- GPs will receive notification of the exercise from their PCT. They will either send a blank application form or ask the GP to contact the CRB for an application form.
- After completing the application form, the GP sends it to the PCT (as the body requiring the disclosure).

- The PCT verifies the identity of the applicant GP, countersigns the application and sends it to the CRB.
- The CRB then sends the applicant the certificate and sends a copy to the PCT. The GP does not need to send his or her copy to the PCT.

The costs of the exercise will be borne by the PCT.

For step two, GPs can access the guidance on completing forms on the disclosure website (www.disclosure.gov.uk). This will help ensure correct completion of forms, and therefore avoid unnecessary delays. They can also contact the CRB application helpline on 0870 9090 844.

PCTs have discretion to begin the exercise sooner than 1 November, so some GPs may receive notification very shortly. **The deadline by which the GP must have made the application should be three months from the date of the letter.**

If a GP fails to make an application by the deadline, the PCO is under a legal obligation to remove them from the performer lists. However, the DoH is encouraging PCOs to use this sanction only after taking all reasonable steps to identify the cause of non-compliance.

I hope you find this information useful.

Yours faithfully

Dr David Dickson
LMC Secretary