



Disclosure &
Barring Service

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Via email

5 March 2014

Dear Mr Stacey

FOI reference 1138

Thank you for your request, received on 6 February 2014 made under the Freedom of Information Act 2000.

I note your request for information was as follows:

Based on the previous disclosure of your 'Ineligible applications' process (see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274843/FOI_log_1119_ineligible_apps_procedure.pdf) I would like to obtain the following for the last 12 month period (or for whatever period it is available under this request):

1. The number of times the DBS has contacted Countersignatory's for information (as per page 12) and details of the RB's/position that these relate to (if available).
2. The number of times signatories have agreed to a termination (as per page 14) and details of the RB's/position that these relate to (if available).
3. The number of times the position has been deemed to be eligible (as per page 15) and details of the RB's/position that these relate to (if available).
4. The number of times the position appears to be ineligible (as per page 17) and details of the RB's/position that these relate to (if available).
5. The number of times the signatory has decided that the Certificate is still required (as per page 18 of the above) and details of the RB's/position that these relate to (if available).
6. The number of times applications have been terminated at any point of this process (as per page 19) and details of the RB's/position that these relate to (if available).
7. The number of times the LPF still believe the position is eligible (as per page 20) and details of the RB's/position that these relate to (if available).

8. Copies of the monthly reports that are run from the Customers Services database (as set out on page 22) of positions confirmed as ineligible, including details of the RB's (if available)

Finally, I would also like to obtain a copy of the 'Termination and Withdrawal of Applications' procedure (as cited on page 19 of the above information).

Response

For the period March 2012 to 13 Feb 2014:

1. The DBS has written to countersignatories on 3,311 occasions under the Ineligible Applications Process (IAP) to obtain further information and confirmation about the eligibility criteria for applications that they have submitted. At the time of writing, 360 applications are awaiting a response from the countersignatory. The DBS cannot provide the RB/position details for all of the applications as this information is not readily available without extensive manual intervention of all applications specified above. This could not be undertaken without incurring disproportionate cost. Section 12(1) will therefore be engaged.
2. Out of the 3,311 total, 1,385 applications were subsequently not completed. The DBS is unable to break down this total to show how many were terminated at the request of the countersignatory as eligibility was not confirmed by them, or how many were withdrawn because no response to the IAP request was received within the specified timeframe. The DBS cannot provide the RB/position details for all of the applications as this information is not readily available without extensive manual intervention of all applications specified above. This could not be undertaken without incurring disproportionate cost. Section 12(1) will therefore be engaged.
3. Out of the 3,311 total, 1,563 applications were confirmed by the Countersignatory as eligible and processed to completion. The DBS cannot provide the RB/position details for all of the applications as this information is not readily available without extensive manual intervention of all applications specified above. This could not be undertaken without incurring disproportionate cost. Section 12(1) will therefore be engaged.
4. The DBS does not record this information separately. Point 3 shows the total number of applications were confirmed by the Countersignatory as eligible and completed.
5. The DBS does not record this information separately. Point 3 shows the total number of applications were confirmed by the Countersignatory as eligible and completed.
6. The DBS does not record this information separately. Point 2 shows the total number of applications terminated under this process.
7. The DBS does not record this information separately. Point 3 shows the total number of applications were confirmed by the Countersignatory as eligible and completed.
8. This report type has not been developed. We intend to amend this section of the procedure to reflect that due to technical restraints we have not been able to develop and implement the functionality to capture the details required and run subsequent reports. We are currently going through a transfer of operations to a new provider and once this is completed in March 2014 we will look to develop this functionality to enable us to perform this function.

Please find enclosed the DBS Termination and Withdrawal of Applications procedure as requested.

Your right to request an internal review under the Freedom of Information Act

If you are dissatisfied with our response or our handling of your FOI request, you may request an internal review by e-mailing dbsfoi@dbs.gsi.gov.uk or by writing to Freedom of Information Manager, Disclosure and Barring Service, PO Box 165, L69 3JD. You should submit any request for review within two months of the date of this letter.

In all possible circumstances, the Disclosure and Barring Service will aim to respond to your request for review as soon as practicable and in any case within 40 calendar days.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF www.ico.gov.uk.

I hope this information is of assistance.

Yours sincerely

Elise Snelham

DBS Freedom of Information Officer

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