

Appendix 2 - Providing Employment Reference Policy Changes

This policy has changed substantially in line with SLT's request for managers to supply all references for their staff. Managers will be required to complete any reference template that is requested from an organisation who intends to employ one of our employees or an ex-employee. If the organisation who intends to recruit the ex-employee doesn't provide a template then the DCC corporate template must be used.

HR Direct will no longer provide references using the standard 'Factual Reference' template which has been used previously.

Under the Equality Act 2010, managers must not release any information on sickness / absence / health / disability on any reference.

The reference template used to supply a reference has been amended slightly and changed to match the reference request template we use corporately.

Providing an Employment Reference – Comments from Consultation

On the reference form there is a box which states we would not re-employ, can we add a comment?

References need to be factual and if we allow a free text here, we could be opening the council to challenge.

If the DCC form was to be used for an external company asking for a reference, there are concerns over the suitability of sections 6 and 8 in terms of the answer to FAQ 5 as it could be speculative rather factual.