



## SERVICE PROVISION LETTER

Thank you for your enquiry seeking our services in processing Enhanced disclosure checks through AccessNI.

Brass Bands Northern Ireland is an approved AccessNI Registered Body, with authority to process checks for third party organisations (Umbrella Body). The support we offer in this regard includes:-

- Assistance with the application process, including provision of appropriate PIN for the on-line application
- Checking there is eligibility for the level of disclosure being sought
- Checking the requisite identity documentation against the details on the e-application
- Ensuring checks for volunteer applications comply with the AccessNI definition of a volunteer
- Countersigning applications and submitting to AccessNI
- Tracking the progress of the application and advising bands when the disclosure certificate is issued
- Advising bands whether or not they should request sight of the disclosure certificate before proceeding with the appointment process.

Part V of the Police Act 1997 provides a legislative basis for the disclosure of criminal history information in Northern Ireland. Paragraph 120 of the Act requires AccessNI to publish a Code of Practice setting out obligations which users of the service are required to comply with. You can view this Code of Practice at:-

### [AccessNI Code of Practice](#)

In agreeing to process disclosure applications on behalf of your organisation Brass Bands Northern Ireland does so on the understanding that your organisation has made it clear to the applicant that:-

1. An AccessNI check will be required prior to commencing the role.
2. The presence of a criminal record will not necessarily be a bar to obtaining a position
3. They must declare if there is any reason why they cannot work in Regulated Activity.
4. You will comply with the provisions as set out in the AccessNI Code of Practice, including:-
  - a. Having a policy in place setting out your approach to recruiting ex-offenders. A template policy can be provided on request.

- b. Having a secure information handling policy to protect sensitive criminal record information. A template policy can be provided on request.

The above actions have been introduced in consultation with AccessNI and are necessary to ensure transparency in the disclosure process, along with proper protections for the applicant and compliance with the AccessNI Code of Practice.

In seeking to ensure the above matters are adequately addressed with your applicant(s), I have attached a leaflet which you are required to share with every applicant prior to them commencing the AccessNI application process.

Thank you once again for your interest in availing of our Umbrella Body services. If you require any further clarification regarding the content of this letter please do not hesitate to get in touch.

Brass Bands Northern Ireland

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I acknowledge receipt of the Service Provision Letter from Brass Bands Northern Ireland and undertake to ensure that every applicant in my organisation will be provided with a copy of the Applicant Information Leaflet prior to commencing the AccessNI disclosure application process.

Signed: ..... Date: .....

Print Name: .....

Name of Organisation: .....