

28 February 2011

Our Ref:

Dear

You will remember we wrote to you in November about proposals for the retrospective checking of the existing regulated workforce that is due to commence one year after go-live of the Protecting Vulnerable Groups (PVG) Scheme. At that time we anticipated a launch date of 30 November 2010 but this was postponed until 28 February 2011. **Consequently retrospective checking will now commence on or around 28 February 2012.**

There is general agreement and understanding amongst our registered bodies that for operational efficiency and effectiveness Disclosure Scotland must manage the process to ensure a smooth flow of applications over the whole period. This will benefit all organisations in terms of dependable service delivery times. We will work with you to manage any unexpected changes in your staffing plans that you might have to deal with over the retrospective period. Disclosure Scotland will monitor the levels of retrospective checking and review progress at regular intervals.

Based on historical trends of applications submitted to us by organisations, we have calculated a monthly allocation of retrospective checks for our registered bodies. This allocation is the maximum number of PVG **retrospective applications** you should send to us each month. For those organisations that responded to our last survey and gave an indication of estimated numbers, that information has been taken into account. We will also be considering any requests in the November responses regarding applications for some of the existing workforce during the first year of the PVG Scheme and will contact organisations individually about that issue.

This calculation gives your organisation a monthly volume allocation over the three year period, commencing on or around 28 February 2012 of:

XX applications.

Please note that this **does not** include any staff who will be joining the PVG Scheme on taking up a regulated work post after 28 February 2011. Can you confirm that you agree with this figure? Circumstances may have changed in relation to your staffing plans over the next few years. If so please let us know so we can adjust expectations accordingly.

We have set up a mailbox specifically for responses on retrospective checking issues so please email your reply to: retrocheck@disclosurescotland.gsi.gov.uk.

An early response would be appreciated but please respond by 18 March at the latest. This will assist Disclosure Scotland to consider the overall volumes to be handled and allow us all to plan accordingly.

Thank you for your continued assistance and cooperation with this exercise.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Brian Gorman".

BRIAN GORMAN

Head of Disclosure Services
Disclosure Scotland