



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Reference Policy

Document Management - Version Control

Reference Policy Rationale/Driver for Review: Agreed at December 2024 MTM that a policy is required to cover and streamline procedures around the provision of employment references for former and current employees.				
Version	Author	Changes	MT Approved	Board Approved
1.0	D Rae	New policy	4 June 2024	21 June 2024

1. Introduction

- 1.1 The policy sets out Dunbartonshire and Argyll & Bute Valuation Joint Board's (DABVJB) approach to references for current and former employees, aiming to ensure DABVJB meets its commitment to the fair, equal and consistent treatment of all staff with regards to references.

2. Policy Statement

- 2.1 DABVJB is committed to being a fair employer and will deal with all reference requests in a reasonable and lawful manner.
- 2.2 DABVJB has no legal obligation to provide a reference in most cases but recognises that refusal to do so could be interpreted as an indication that there may be a problem with the individual, which might then disadvantage them from future employment.
- 2.3 This policy applies to all members of staff and must be adhered to at all times when a request for a reference is received.

3. Responsibilities

- 3.1 The Principal Admin Officer has overall responsibility for implementing this policy and associated procedure.
- 3.2 The Business Support Team will be responsible for issuing references for current and former employees using a standard template. References will not include personal opinion of performance or conduct.
- 3.3 Line managers will be responsible for sending all requests for references to the Business Support Team for issue to ensure consistency.

4. Monitoring and Review

- 3.1 The Principal Admin Officer will monitor the effectiveness of the policy on an ongoing basis. Revision and updates will be implemented by the Management Team.

5. Equality Impact Assessment

Policy Name	Reference Policy
Policy Lead	D. Rae
Stage 1 EQIA Screening	Yes
Stage 2 EQIA completed	No
* In no please provide rationale Policy applies equally to all employees and does not negatively impact on any group which falls within any of the 9 protected characteristics.	
Date	2 June 2024