

Appendix B - Assessment of the Council's whistleblowing arrangements against the requirements of the Department for Business Innovation & Skills Code of Practice

Code Requirement:	Compliance:	Future Action:
1. Have a whistleblowing policy or appropriate written procedures in place.	Whistleblowing Policy and Whistleblowing Procedure.	Further review in 2021.
2. Ensure the whistleblowing policy or procedures are easily accessible to all workers.	Policy and procedures are available on the intranet and the Council's website. The Council's website and intranet content on whistleblowing has been updated during the past year.	Update intranet and webpage content to include direct links to the Whistleblowing Policy and Whistleblowing Procedure and ensure alignment of intranet and internet pages.
3. Raise awareness of the policy or procedures through all available means such as staff engagement, intranet sites and other marketing communications.	Understanding Whistleblowing is included in the corporate induction for all new staff and in the corporate mandatory learning for existing staff. Mandatory E-Learning module uses video coverage and voice overs from the Chief Executive, the Corporate Director Governance, the Head of Audit & Risk and the Divisional Director Human Resources. The E-Learning is also to be available for Councillors. Whistleblowing was featured on intranet and information screens in Council offices as part of last year's Communications plan. Cascade through team meetings, for training, developments and E-learning take up.	
4. Provide training to all workers on how disclosures should be raised and how they will be acted	E-Learning module – 2384 members of staff have completed this training.	

upon.		
5. Provide training to managers on how to deal with disclosures.	Supporting Guidance for Managers and Investigators is provided on the intranet.	
6. Create an understanding that all staff at all levels of the organisation should demonstrate that they support and encourage whistleblowing.	E-Learning module	
7. Confirm that any clauses in settlement agreements do not prevent workers from making disclosures in the public interest.	The confidentiality clause contained in Council settlement agreements provides: 'For the avoidance of doubt, this confidentiality clause does not affect or otherwise prevent the Claimant from making a public interest disclosure under the Public Interest Disclosure Act 1998(PIDA).'	
8. Ensure the organisation's policy or procedures clearly identify who can be approached by workers that want to raise a disclosure. Organisations should ensure a range of alternative persons who a whistleblower can approach in the event a worker feels unable to approach their manager (this may include a trade union official).	A whistleblower may raise concerns with their line manager, a more senior manager, a Divisional or Corporate Director or directly with the Monitoring Officer. The Corporate Director Governance in her capacity as the Council's Monitoring Officer has overall responsibility for the Council's whistleblowing arrangements. All concerns raised under the Whistleblowing Policy are logged and reviewed by the Monitoring Officer or a Deputy Monitoring Officer.	
9. Create an organisational	Policy and procedures are available on the	

<p>culture where workers feel safe to raise a disclosure in the knowledge that they will not face any detriment from the organisation as a result of speaking up.</p>	<p>intranet and the Council's website. The Council's website and intranet content on whistleblowing has been updated during the past year.</p> <p>Introduction of E-Learning module using video coverage and voice overs from the Chief Executive, the Corporate Director Governance, the Head of Audit & Risk and the Divisional Director Human Resources.</p>	
<p>10. Undertake that any detriment towards an individual who raises a disclosure is not acceptable.</p>	<p>Provided as assurance at section 3 of the Whistleblowing Policy.</p>	
<p>11. Make a commitment that all disclosures raised will be dealt with appropriately, consistently, fairly and professionally.</p>	<p>Included in the assurances at section 3 of the Whistleblowing Policy.</p>	
<p>12. Undertake to protect the identity of the worker raising a disclosure, unless required by law to reveal it and to offer support throughout with access to mentoring, advice and counselling.</p>	<p>Included in the assurances at section 3 of the Whistleblowing Policy.</p> <p>Blow the Whistle: Report a Concern form – notification by whistle blower of any special circumstances which require assistance or support.</p>	
<p>13. Provide feedback to the worker who raised the disclosure where possible and appropriate subject to other legal requirements. Feedback should include an indication of timings</p>	<p>Included as a requirement in the Whistleblowing Procedure – paragraphs 6.9 to 6.11.</p>	

for any actions or next steps.		