

## AUDIT COMMITTEE



20 May 2014

### Confidential Reporting Code (Whistleblowing)

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### Report of Don McLure, Corporate Director Resources

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#### Purpose of the Report

1. To request that the Committee approve the revised Confidential Reporting Code. The updates to this policy ensure, it is fit for purpose and reflects new legislation and is fully aligned to all other Council policies.

#### Background

2. The last update of this policy was completed in December 2011. In reviewing the policy this time it became apparent through research that the Confidential Reporting Code was not in line with updated best practice and did not fully align with other Council policies.
3. The updated version explains in more detail, who can use the policy, the scope and aims of the policy and examples of the types of concerns that could be raised and how an individual will be protected. It also ensures both its content and advice meets current requirements.
4. A revised incident reporting form has been produced, which will be supplied with the policy as a means of recording the required information. However, the method of investigating and responding to concerns has not been altered.
5. The revised policy is attached as Appendix 2 and the new incident reporting form as Appendix 3. Both have been updated in style and content to reflect Internal Audit and Human Resources recommendations.
6. In order that all employees are aware of the policy and of its content the intention is that the policy is communicated to all staff through 'Buzz Magazine' and other appropriate channels. Discussions have been held with the Internal Communications Manager with the formal communications planned to begin immediately following the policy's approval.

## **Recommendation**

7. Audit Committee approves the revised Confidential Reporting Code attached at Appendix 2 and the new incident recording form at Appendix 3.

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**Contact:**

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## **Appendix 1: Implications**

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### **Finance**

No direct implications as a result of this report.

### **Staffing**

None

### **Risk**

None

### **Equality and Diversity/Public Sector Equality Duty**

None

### **Accommodation**

None

### **Crime and disorder**

None.

### **Human rights**

None

### **Consultation**

All Corporate Directors and Heads of Service have been consulted.  
Also the relevant Trade Unions have been consulted in the compilation of this policy.

### **Procurement**

None

### **Disability Discrimination Act**

None

### **Legal Implications**

None