

**Audit and Standards Committee – 25th April 2013**

**Report of the Monitoring Officer**

**Confidential Reporting Policy**

**Purpose of Report**

1. To monitor the operation of the Council's Confidential Reporting Policy.

**Background**

2. Within its terms of reference the Audit and Standards Committee is responsible for advising the Council on its confidential reporting (i.e. whistle-blowing) policy and monitoring its operation.
3. The Policy was first introduced in July 1999 and was last updated in April 2013. A copy of the current policy is attached at Appendix 1.
4. In my capacity as Monitoring Officer I regularly monitor the Policy by surveying each Directorate and asking a number of standard questions. The latest survey was undertaken during Spring 2013 and the results are set out below.

**Are you aware of any use of the Policy by your staff and, if so, please supply appropriate details?**

5. There have been no incidents of use of the Policy by staff reported this year for any of the Directorates.

**How are your staff reminded of the existence of the policy e.g. newsletters and briefings?**

6. Generally Directorates make use of briefings, newsletters, management meetings, team briefings, posters and leaflets.

**Are there regular checks of posters and leaflets to make sure that they are up to date and readily available?**

7. All Directorates report that regular (i.e. at least annually) checks do take place and any missing or out-dated posters are replaced.

**What is the outcome of your Directorate's review of the policy?**

8. Each Directorate has reviewed the Policy and considers that it is appropriate for the areas it covers.

## **Finance**

9. There are no financial implications arising from this report.

## **Law**

10. The relevant legislation is contained in the Public Interest Disclosure Act 1998 which affords some statutory protection for whistle-blowers.

## **Equality Impact**

11. This report takes into account the Council's policy on equality and diversity.

## **Recommendation**

12. It is recommended that the Committee note the outcome of the recent monitoring of the Confidential Reporting Policy.



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Monitoring Officer

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## **List of Background Papers**

Various emails from Directorates