



WHISTLEBLOWING MANAGERS GUIDE

Mae'r ddogfen hon ar gael yn Gymraeg
This document is available in Welsh





WHEN YOU NEED TO CONSIDER THE WHISTLEBLOWING POLICY

If you are notified by a staff member (or by anyone working on behalf of the Council) about any serious misconduct or wrongdoing within the Council, you need to consider whether the Whistleblowing Policy applies. The Whistleblowing Policy is published on CIS [Whistleblowing Policy](#) (document reference C.1.015).

WHISTLEBLOWER OR GRIEVANCE?

A whistleblowing concern is about a risk, malpractice or wrongdoing that affects others, e.g. other staff, the Council and/or the public. The wrongdoing must be disclosed in the public interest. (The individual who is reporting the concern may or may not also be directly or personally affected by the suspected wrongdoing or have a personal interest in the matter.)

A Grievance, on the other hand, is a personal complaint about someone's own employment situation. Personal grievances (e.g. bullying, harassment, discrimination) should be dealt with under the Council's Resolution Policy (formerly called the Grievance Policy). The Whistleblowing Policy will not be applicable unless the disclosure is made in the public interest.

If there is any doubt over which policy applies, please seek advice from HR People Services or the Monitoring Officer.

HOW TO RESPOND

If a child or vulnerable adult is at risk you should report this immediately to:

Children's Safeguarding Team: **029 2053 6490**

Adults Safeguarding Team: **029 2233 0888**

Emergency Duty Team (out of hours): **029 2078 8570**

Concerns about immediate danger needing an emergency response or if a crime is being committed, should be reported to the Police on **101** or **999**.

For any other concerns, the Whistleblowing Policy details the procedure to be followed. **Key points to note include:**

Details of Concerns or Allegations - You need to take a full note of the details of the concerns or allegations, using the [Whistleblowing Report Form](#) (CIS document reference 4.C.241). The use of this form is not essential, but it does help to identify the key information required. A full and accurate note of the concerns or allegations is important, as the investigation should then carefully consider evidence and come to a conclusion on each and every point.

Confidentiality - The Whistleblower should be assured that their concerns will be treated in confidence, with reference to the full explanation set out in paragraph 4 of the Policy.

Support and assistance - You should offer the Whistleblower any necessary support and assistance; and consider, without delay, whether redeployment should be offered whilst the concerns are being investigated.

Notify the Monitoring Officer - You must report the concerns or allegations to the Monitoring Officer within 5 working days - Please forward a copy of the Whistleblowing Report Form and any other relevant documents. The Monitoring Officer will need to know how you intend to address the concerns (please see below), as she is required to write to the Whistleblower acknowledging the report and explaining how the Council proposes to deal with the matter. ►

Investigating the Concerns

- You will need to consider how the Council should respond to and investigate the concerns reported. Depending on the seriousness of the allegations, it may be advisable to discuss this with your line manager. You should not commence any investigations or contact those allegedly involved until you have read the relevant policies and taken advice as necessary. You should never investigate any concerns in which you are allegedly involved or have any personal interest. The investigation must be carried out by someone independent, who is appointed as the Investigating Officer, and is responsible for the investigation, its findings and making recommendations to the senior responsible officer of the relevant directorate.

Any concerns about Fraud, Corruption or Financial Impropriety should be investigated under the Counter-Fraud, Bribery and Corruption Policy, and you should seek advice from the Audit Manager (please see contact details at end of Policy).

You will also need to seek advice from **HR People Services** on any disciplinary investigation or action.

You must notify the Monitoring Officer of how the concerns are to be investigated, progress matters without delay and ensure the Monitoring Officer is kept informed of progress and the final outcome.

The Monitoring Officer has responsibility for overseeing the Council's whistleblowing arrangements, but responsibility for investigating individual cases, in accordance with all appropriate advice, remains with the relevant directorate. The Monitoring Officer reports to the Standards and Ethics Committee annually on the operation of the Policy.

If you have any queries about the Whistleblowing Policy, you should discuss these in the first instance with your line manager or Director or contact HR People Services or the Monitoring Officer (monitoringofficer@cardiff.gov.uk) for advice.

