Appendix A

WHISTLEBLOWING FLOWCHART

Worker raises a concern with his/her line manager, a more senior manager or a dedicated Whistleblowing Officer. This individual normally becomes the 'Contact Officer', but it can be someone else with the worker's consent

The Contact Officer explores concerns with individual and considers whether they fall within 1 or more of the 7 categories of protected disclosure (see right hand box) and in the public interest

Protected disclosure:

- Criminal offences
- Breach of legal obligation
- Miscarriages of justice
- Danger of Health and safety of an individual
- Damage to the environment
- Sexual harassment in the workplace
- Deliberately concealing information about the above

If yes

If no

If the concerns relate to a worker's own employment with the authority **and** is a **'protected disclosure'** the principles of the whistleblowing procedure are to be followed alongside the relevant HR Policy and procedure.

Notify the Monitoring Officer in Administration and Law that a whistleblowing complaint has been made and seek advice on how to proceed.

If the concerns relate to a worker's own employment with the authority **and is not a protected disclosure**, the individual should be advised to speak to their **line manager** in line with the Council's Grievance or Behavioural Standards guidance, as appropriate.

The concerns may be:

- Investigated internally in line with the Council's Investigation Policy
- Referred to the police
- Referred to the Wales Audit Office
- Subject of an independent enquiry.

The Contact Officer will acknowledge the individual's concerns and within 14 days:

- indicate how the matter will be dealt with
- give an estimated time for examining the concerns
- advise if there have been any initial enquiries
- confirm if a full investigation will take place, and if not, why not.

The Contact Officer will agree with the worker the type and frequency of contact to feedback on the progress of investigation, confirming data protection and confidentiality restrictions in the process

The Contact Officer will notify the individual of the outcome of the complaint along with a copy of the feedback form within 14 calendar days of conclusion of the investigation

The Contact Officer will notify the Monitoring Officer the outcome of the complaint.