

WHISTLEBLOWING PROCEDURE

These procedures apply to all employees, Board members and volunteers of Advance.

RAISING CONCERNS THROUGH LINE MANAGEMENT

We expect that employees who have concerns will raise them through their line management structure or I'm not Proud option before considering following whistleblowing procedures. This may include raising the concern with their direct line manager's manager or the Director of your directorate.

Reporting routes

Route	Where does this fit in the Structure?	Commentary
Line Manager	Line Management Structure	This is the normal line management arrangement to address concerns. We expect employees to raise their concerns through this structure before considering the next two options.
Line Manager's Manager		
Director of Directorate		
I'm not Proud	<p>From time to time you may see or hear things at work that don't 'feel right'.</p> <p>Call 01993 866481 and leave a message, anonymously if you wish, so that we can investigate and try and resolve the issue.</p> <p>The call will be picked up by an HR Business Partner, HR Advisor or the Director of HR.</p>	Advance encourages staff, customers and concerned persons to share with us details of anything they see or hear which doesn't 'feel right'. This could be concerns about the support we deliver, property we provide or inappropriate behaviour.
Whistleblowing – raising concerns using this Whistleblowing Policy	Any employee, Board member or volunteer of Advance has the right to blow the whistle.	We strongly encourage using this policy and procedure to blow the whistle having considered (or already tried to use) the above options. To use this option contact a member of the Whistleblowing Advisory Panel – see list at end.
Whistleblowing – raising concerns outside of the organisation	Employees have a right to raise whistleblowing concerns outside the organisation if they believe that to be the right course of action.	Guidance on this, and the legal protection afforded, can be found on the Gov.uk website: https://www.gov.uk/whistleblowing/overview

RAISING A CONCERN WITH THE WHISTLEBLOWING PANEL

Contact a Panel member of your choice:

- ✓ by phone
- ✓ by email
- ✓ by letter (mark as “Personal and Confidential”)

Panel Members

Contact Name and relationship with Advance (Please note that this is not in any specific order and it is up to you to choose which Panel member you wish to approach)	Contact Details
Julie Layton Chief Executive, Advance	c/o Advance Head Office, Witney julie.layton@advanceuk.org Tel No: 01993 772885 Mobile No: 07764 974970
Simon Bradfield Director of Resources	c/o Advance Head Office, Witney simon.bradfield@advanceuk.org Tel No: 01993 866425 Mobile No: 07702 558327
Philip Jackson Head of ICT & Business Systems	c/o Advance Head Office, Witney philip.jackson@advanceuk.org Mobile No: 07702 223898
Alison Davies Head of Business Assurance	c/o Advance Head Office, Witney alison.davies@advanceuk.org Tel No: 01993 866470 Mobile No: 07702 558331
Roger Blunden Lay Member	Ty Coch, Llanfihangel, Llanfyllin, Powys SY22 5JD roger.blunden@gmail.com Tel No: 01691 648909
Alison Giraud-Saunders Lay Member and previously a non-executive Board Member, Advance	76 Windmill Street, Brill, Bucks HP18 9TG alisons@btinternet.com Mobile No: 07721 843290

THE LEGAL POSITION FOR WHISTLEBLOWERS

For full and very clear information, staff are directed to the Gov.uk website as above.

In summary, the law which covers whistle blowing is the Public Interest Disclosure Act (PIDA) 1998 as amended by the Enterprise and Regulatory Reform Act 2013.

The law sets out protection for someone who blows the whistle if he/she

- is a “worker”
- believes that malpractice has happened, or will happen
- believes that the disclosure is in the public interest (see below)
- is revealing information of the right type (a “qualifying disclosure”)
- reveals it to the right person in the right way (a “protected disclosure”).

What is “in the public interest”?

“In the public interest” could also be written as “in the best interests of society” or “for the common good”. The person making the disclosure must believe that disclosing the information will benefit a group or class of people.

“In the public interest” is not the same thing as “interesting for the public to know”.

Qualifying disclosures

These may relate to:

- criminal offences
- failure to comply with legal obligation
- threats to health and safety
- environmental damage.

Protected Disclosures

For a disclosure to be protected by law you need to make it to the right person in the right way. The worker must:

- reasonably believe that the information is substantially true
- reasonably believe that he/she is making the disclosure to the right “prescribed person”

This Procedure sets out an internal route for disclosures to be made to a prescribed person (i.e. a member of the Whistleblowing Panel). A Panel member can also give advice as whether the information is a Qualifying disclosure.