



## **CITY OF YORK COUNCIL**

## WHISTLE-BLOWING PROCEDURE

## **OVERVIEW**

This document sets out the Council's procedure for dealing with matters raised under the Public Interest Disclosure Act 1998.

Procedure HRP9.3
Revision Number 3

Date of Issue March 2007
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## WHISTLE-BLOWING PROCEDURE

Complainant has concerns that serious malpractice is taking place in the council Complainant raises concern under whistleblowing policy with one of the following: Line Manager Head of Service Whistleblowing Adviser The Council's Money Laundering Reporting Officer (Head of Legal Services) Trade union representative Head/Chair of Governors (schools based) Complainant contacted within 10 working days and informed: Action already taken What will be done How long it will take Any other information required Director nominates Chief Officer / Chief Internal Auditor to conduct initial enquires Findings of initial enquiry reported to Director and the Chief Finance Officer (if required) Full investigation not required Full investigation required Complainant notified within 10 working Complainant thanked and informed within 10 working days with reasons days of completion of initial enquiries Senior Officer / Chief Internal Auditor to conduct investigation and report findings to Director Investigation complete and findings acted upon, complainant informed within 10 days of completion of investigation Malpractice dealt with and remedial action taken (including disciplinary action, if required)

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