

DOCUMENTATION/FUNCTION - CONFIDENTIAL REPORTING POLICY - WHISTLEBLOWING

IMPLEMENTATION				
Target Population	All employees and agents contracting with the Council			
Duty	To ensure that all employees and agents are aware of the provisions of the policy			
Training Requirements	Officer Induction and Training Programme			
Lead Officer	Assistant Director, Law and Governance			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Officer Induction.	On taking up post	New employees aware of the contents of the policy and the hotline	Assistant Director, Law and Governance
	Departmental Team briefings and ACADEMY 10 Posters and awareness raising publicity.	Ongoing	Other employees aware of the contents of the policy and the hotline	Assistant Director, Law and Governance
	Whistleblowing Hotline.	Established		
	Informing agents and providing copy of policy.	On entering into arrangements with the Council	Agents aware of the policy	Officers dealing with agents
MONITORING (keeping it effective – recording when it happens)	Assistant Director, Law and Governance review of Ethical Health Indicators.	Six monthly	Use of the Confidential Report Policy is regular and appropriate	Assistant Director, Law and Governance
	Examine records of use of policy.	Annually	Assess numbers of employees/agents using the policy	Assistant Director, Law and Governance
REVIEW (keeping it up to date)	Assistant Director, Law and Governance to monitor effectiveness.	Annually	Adjustments made to policy as result of monitoring	Assistant Director, Law and Governance