

ESSEX PROBATION

WHISTLE-BLOWING POLICY

Policy written by

Debbie Came

Related Operational/Functional area of responsibility

Organisational

This policy/guidance is stored in the following policy sub-folder:

Organisational

This policy should be read in conjunction with the following documents:

Disciplinary and Capability Policy
Complaints Policy
Grievance Policy
Harassment and Bullying Policy
Code of Conduct
Fraud Policy

This policy replaces the following policy and practice guidance:

Whistle-Blowing Policy

This policy comes into operation from

1 March 09

This policy will be reviewed on or before

28 February 11

WHISTLE-BLOWING POLICY

1. Policy Statement

- 1.1 Essex Probation is committed to the highest possible standards of integrity and accountability. It expects the same commitment from its employees and others working for or on behalf of Essex Probation.
- 1.2 Essex Probation aims to promote an open environment that enables issues to be raised with the confidence that they will be acted upon appropriately and without fear of recrimination. A successful Whistle-blowing Policy is seen as a valuable contribution to the long-term success of the organisation and those who work for us.
- 1.3 Essex Probation expects anyone who has concerns to report those concerns as soon as possible.
- 1.4 This Policy complies with the requirements of the Public Interest Disclosure Act 1998 (PIDA 1998).

2. Purpose

- 2.1 This Policy should be used where an employee or contractor has concerns about the consequences for other employees or the public from any activity within Essex Probation.
- 2.2 If an employee is concerned about themselves being disadvantaged then that should be pursued through the relevant organisational procedures:
 - Disciplinary and Capability Policy
 - Complaints Policy
 - Grievance Policy
 - Harassment and Bullying Policy
 - Health and safety
 - Information security
 - Fraud Policy
- 2.3 This Policy provides for action beyond the usual management structures once those avenues have been explored.

3. Application

- 3.1 The policy applies to any member of staff, secondees, external consultant, contractor or agency employee while they are at Essex Probation.

WHISTLEBLOWING POLICY GUIDANCE FOR EMPLOYEES

4. Definition of Whistle-blowing

4.1 Whistle-blowing is the term given to the formal raising of concerns relating to wrongdoing, impropriety or breach of procedure which, in your honest and reasonable opinion has or may be committed. Wrongdoing can include:

- Failure to comply with a legal duty
- Miscarriage of justice
- Criminal offences
- Endangering the health and safety of any person
- Harm or endangerment of children, young people or vulnerable adults
- Damage to the environment
- Concealment of any of the above

Additionally, this Policy covers any conduct not included above which appears likely to harm the reputation of Essex Probation.

5. How a Whistle-blower is protected

5.1 Making a disclosure may give rise to concern for the individual for a number of reasons such as loyalty, fear of victimisation or harassment if they do make a report.

5.2 Legislation provides protection against fear of recrimination, whether or not the matter is ultimately substantiated.

5.3 If any member of staff who, having made a disclosure, is subjected to any form of victimisation, harassment or discrimination they must immediately inform a Senior Manager so that it can be addressed and stopped.

6. Confidentiality

6.1 Essex Probation is conscious that a person making an allegation will be concerned about being identified ahead of any investigation that substantiates that allegation. If you disclose your identity, it will be easier for us to:

- Look into the matter
- Protect your position
- Give you feedback

6.2 All disclosures will be treated with total confidentiality and in a sensitive manner. The policy is intended to assure you in this matter; however, if you wish to raise an issue anonymously, it will be investigated.

6.3 In raising a concern, only those involved with the investigation will know your identity. If there are circumstances which require your identity to be revealed,

we will discuss this with you how the matter will be progressed. This may be required:

- Where Essex Probation is legally obliged to do so
- Where the information is already in the public domain
- On a strictly confidential basis to a lawyer or other professional advisor
- In support of action taken by Essex Probation.

7. Raising a concern

- 7.1 A whistleblower should inform their line manager immediately if they become aware of wrong-doing that has or may occur. If the information is given verbally this should be confirmed in writing as soon as possible.
- 7.2 If the line manager is implicated in the matter, then the matter should be raised directly with a Director.
- 7.3 If having followed the above procedure the whistle-blower believes management have failed to take appropriate action, then the matter should be raised with either of the following Board members:

Chair of Audit Committee
Chair of Diversity Panel

Via Secretary to the Board
Cullen Mill, 49 Braintree Road, Witham, CM8 2DD
Tel: 0376 501626 e-mail: claire.holland@essex.probation.gsi.gov.uk

- 7.4 If you remain unsatisfied with the internal procedures for making a disclosure and your concern falls within the definition outlined in paragraph 4.1 above, you may contact one of the relevant bodies prescribed for the purpose under the PIDA. A list of these bodies, and the matters for which they have been prescribed are shown in Appendix B to this policy.

Please ensure all correspondence is marked Restricted.

8. Keeping the Whistle-blower informed

- 8.1 A contact officer will be nominated to liaise with the whistle-blower and regular progress updates will be provided during the course of the investigation and its outcome.

9. Link to other Policies

- 9.1 If the whistle-blower believes fraud, theft or other potential gross misconduct is involved they should report it quickly but without mention to those implicated as that could prejudice an investigation. In these cases, the issue will be dealt with via the appropriate policy.

WHISTLEBLOWING POLICY GUIDANCE FOR MANAGERS

1. When a concern is raised

The line manager must take all concerns seriously and provide guidance to the whistleblower on the most appropriate procedure.

Within 5 working days of a concern being raised under this procedure, the person contacted will:

- Acknowledge receipt of the concern in writing
- Indicate how the matter is to be progressed.
- State whether any investigation is to take place
- Complete the Whistle-blowing form (Appendix A) and e-mail to the Board Secretary

If the concerns raised involve a line manager, this should be raised with the appropriate Director.

The Manager contacted will determine how an investigation is to be undertaken, taking advice from Director or professional advisors (HR, Finance etc.) as necessary.

2. Investigations

Where an investigation is to be lead internally, this will follow the procedures set out within the most appropriate Board Policy – e.g. HR, Fraud or Complaint procedures.

Where an investigation is lead externally, i.e. by external auditors, police etc. this will be subject to their own arrangements and the Investigating Officer, Board and whistle-blower will be kept informed as appropriate.

It is essential to ensure concerns and subsequent investigations and remedial actions are clear and fully documented.

A contact officer will be nominated to liaise with the whistle-blower and regular progress updates will be provided during the course of the investigation and its outcome.

3. Support for those involved

It is important to consider the impact of a whistle-blowing disclosure on all the individuals involved. Work relationships may suffer and tensions, anxiety and stress arise from the process. A manager or investigating officer has a responsibility to consider and manage the impact on those involved.

If needed a whistleblower may contact the following sources of independent advice:

- **ACCOR** - The Board Employee Assistance Programme

Tel: 0800 243 458
website: www.ear.co.uk
email: assistance@ear.co.uk

Further details can be found in Policies and Procedures\Human Resources\Staff Benefits Non-Contractual

- **Public Concern at Work** - a whistle-blowing charity who offer free confidential advice to people concerned about crime, dangerous activities or wrongdoing. They can be contacted as follows:

Public Concern at Work
Suite 306, 16 Baldwin Gardens, London EC1N 7RJ
Tel: 0207 404 6609
e-mail: helpline@pcaw.co.uk
website: www.pcaw.co.uk

4. The Outcome

The outcome of the investigation will be reported to the whistle-blower. Within 5 working days, the whistle-blower will have the right to request the matter is referred to a prescribed person¹. If the individual believes management have failed to take appropriate action.

Lessons learned will be the subject of a formal report presented to the Senior Management Team and Audit Committee.

5. Further guidance

A qualifying disclosure is made if the worker:

- a. Makes the disclosure in good faith.
- b. Reasonably believes that the information disclosed, and any allegation contained in it, are substantially true.
- c. Does not make the disclosure for personal gain.
- d. In all the circumstances of the case believes it is reasonable to make the disclosure.

¹ *Prescribed persons are those bodies prescribed by an order made by the Secretary of State. The Public Interest Disclosure (Prescribed Persons) Order 1999 SI No 1549 lists more than 30 regulatory bodies to whom protected disclosures may be made. A full list of prescribed persons can be found in Appendix B to this Policy*

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A qualifying disclosure is made if the individual makes the disclosure in good faith to:

- His/her employer in accordance with the reporting procedures set out in this policy.
- A legal advisor.
- A Government Minister.
- A prescribed person; and
- The police.

Appendix A
WHISTLEBLOWING POLICY
Whistleblowing Log

Date	Whistleblower	Issue raised	Investigation Progress/plan	Corrective action

APPENDIX B

Prescribed Regulator	
<p>Accounts Commission for Scotland (including auditors appointed by the Commission)</p> <p>The Controller of Audit Accounts Commission for Scotland 18 George Street Edinburgh EH2 2QU Tel: 0131 477 1234 Fax: 0131 477 4567</p>	<p>Matters in respect of which regulator is prescribed The proper conduct of public business, value for money, fraud and corruption in local government.</p>
<p>The Audit Commission for England and Wales (including auditors appointed by the Commission)</p> <p>The Audit Commission 1 Vincent Square London SW1P 2PN Tel: 020 7630 1019</p>	<p>The proper conduct of public business, value for money, fraud and corruption in local government, and health service, bodies.</p>
<p>The Certification Officer</p> <p>Brandon House 180 Borough High Street London SE1 1LW Tel: 020 7210 3734 / 3735 Fax: 020 7210 3612 www.certoffice.org</p>	<p>Fraud, and other irregularities, relating to the financial affairs of trade unions and employers' associations.</p>
<p>The Charity Commissioners for England and Wales</p> <p>Charity Commission Liverpool Head of Operations 2nd Floor 20 Kings Parade Queens Dock Liverpool L3 4DQ Tel: 0870 3330123 Fax: 0151 703 1556 www.charity-commission.gov.uk</p>	<p>The proper administration of charities and of funds given or held for charitable purposes.</p>
<p>The Scottish Ministers</p> <p>Office of Scottish Charity Regulator 1st Floor Argyll House Marketgait Dundee DD1 1QP Tel: 01382 220 446 www.oscr.org.uk</p>	<p>The proper administration of charities and of funds given or held for charitable purposes.</p>
<p>Chairman of the Criminal Cases Review Commission</p> <p>Criminal Cases Review Commission Alpha Tower Suffolk Street Queensway Birmingham B1 1TT Tel: 0121 633 1800 Fax: 0121 633 1804</p>	<p>Actual or potential miscarriages of justice. (The Commission has responsibility for these matters in respect of England, Wales and Northern Ireland).</p>

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<p>www.ccrcc.gov.uk Email: info@ccrc.gov.uk</p>	
<p>Chief Executive of the Scottish Criminal Case Review Commission</p> <p>Scottish Criminal Cases Review Commission 5th floor, Portland House 17 Renfield Street Glasgow G2 5AH Tel: 0141 270 7030 Fax: 0141 270 7040 www.sccrc.org.uk</p>	<p>Actual or potential miscarriages of justice.</p>
<p>Independent Police Complaints Commission</p> <p>90 High Holborn London WC1V 6BH Tel: 020 7166 3000 www.ipcc.gov.uk</p>	<p>Matters relating to the conduct of a person serving with the police (as defined in section 12(7) of the Police reform Act 2002) or of any other person in relation to whose conduct the Independent Police Complaints Commission exercises functions in or under any legislation.</p>
<p>Civil Aviation Authority</p> <p>CAA House 45-59 Kingsway London WC2B 6THE Tel: 01293 567171 www.caa.co.uk</p>	<p>Compliance with the requirements of civil aviation legislation, including aviation safety.</p>
<p>The competent authority under Part IV of the Financial Services and Markets Act 2000</p> <p>Head of Listing Department London Stock Exchange Old Broad Street London EC2N 1HP Tel: 020 7797 3884 Fax: 020 7334 8976</p>	<p>The listing of securities on a stock exchange; prospectuses on offers of transferable securities to the public.</p>
<p>The Commission for Healthcare Audit and Inspection</p> <p>Finsbury Tower 103-105 Bunhill Row London EC1Y 8TG Tel: 020 7448 9200 www.healthcarecommission.org.uk</p>	<p>Matters connected with (a) the provision of health care for the purposes of the National Health Service (where “health care” has the same meaning as in section 45(2) of the Health and Social Care (Community Health and Standards) Act 2003), (b) the provision of independent health care services within the meaning of section 5A(8) of the Care Standards Act 2000, or (c) any activities not covered by (a) and (b) in relation to which the Commission exercises its functions.</p>
<p>The Commission for Social Care Inspection</p> <p>33 Greycoat Street London SW1P 2QF Tel: 020 7979 2000 Fax: 020 7979 2111 www.csci.org.uk</p>	<p>Matters relating to the provision of regulated social care services as defined in the Care Standards Act 2000, and the inspection and performance assessment of English local authority social services as defined in section 148 of the Health and Social Care (Community Health and Standards) Act 2003.</p>
<p>The Commissioners for Her Majesty’s Revenue and Customs</p> <p>Cross Cutting Policy Room 1E/04</p>	

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<p>1 Parliament Street London SW1A 2BQ Freephone: 0900 595 000 Free fax: 0800 523 0506 E-mail: customs.confidential@hmrc.gov.uk</p>	
<p>Controller and Auditor General of the National Audit Office</p> <p>National Audit Office 157-197 Buckingham Palace Road Victoria London SW1W 9SP Tel: 020 7798 7999 www.nao.gov.uk</p>	<p>The proper conduct of public business, value for money, fraud and corruption in relation to the provision of centrally funded public services.</p>
<p>Auditor General for Wales</p> <p>Pierhead Building Capital Waterside Cardiff CF1 5TH Tel: 029 2026 2550 www.wao.gov.uk</p>	<p>The proper conduct of public business, value for money, fraud and corruption in relation to the provision of public services.</p>
<p>Auditor General for Scotland (including persons appointed by or on his behalf as auditors or examiners)</p> <p>Audit Scotland 110 George Street Edinburgh EH2 4LH Tel: 0131 477 1234 Fax: 0131 477 4567 www.audit-scotland.gov.uk</p>	<p>The proper conduct of public business, value for money, fraud and corruption in relation to the provision of public services.</p>
<p>Director General of Water Services</p> <p>Office of Water Services Centre City Tower 7 Hill Street Birmingham B5 4UA Tel: 0121 625 1300 Fax: 0121 625 1400 www.ofwat.gov.uk</p>	<p>The supply of water and the provision of sewerage services.</p>
<p>Water Industry Commissioner for Scotland</p> <p>Ochil House Springkerse Business Park Stirling FK7 7XE Tel: 08457 413 132 Fax: 01786 462 018 www.watercommissioner.co.uk E-mail: enquiries@watercommissioner.co.uk</p>	<p>The supply of water and the provision of sewerage services.</p>
<p>The Director of the Serious Fraud Office</p> <p>Elm House 10-16 Elm Street London WC1X 0BJ</p>	<p>Serious or complex fraud.</p>

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<p>Tel: 020 7239 7272 Fax: 020 7837 1689 www.sfo.gov.uk</p>	
<p>The Lord Advocate, Scotland</p> <p>The Head of the International and Financial Crime Unit Crown Office 25 Chambers Street Edinburgh EH1 1LA Tel: 0131 226 2626 Fax:0131 226 6861</p>	<p>Serious or complex fraud.</p>
<p>The Environment Agency</p> <p>Rio House Waterside Drive Aztec West Almondsbury Bristol BS12 4UD Tel: 0800 807060 (24 hour line) or enquiries 01454 624400 Fax: 01454 624409 www.environment-agency.gov.uk</p>	<p>Acts or omissions which have an actual or potential effect on the environment or the management or regulation of the environment including those relating to pollution, abstraction of water, flooding, the flow of rivers, inland fisheries and migratory salmon or trout.</p>
<p>Scottish Environment Protection Agency</p> <p>Erskine Court Castle Business Park Stirling FK9 4TR Tel: 01786 457700 Fax: 01786 446885 www.sepa.org.uk E-mail: info@sepa.org.uk</p>	<p>Acts or omissions which have an actual or potential effect on the environment or the management or regulation of the environment, including those relating to flood warning systems and pollution.</p>
<p>Food Standards Agency</p> <p>Personnel and Establishments Division Food Standards Agency Room 111C Aviation House 125 Kingsway London WC2B 6NH Tel: 020 7276 8120 Fax: 020 7276 8132 www.food.gov.uk</p>	<p>Matters which may affect the health of any member of the public in relation to the consumption of food and other matters concerning the protection of the interests of consumers in relation to food.</p>
<p>Financial Services Authority</p> <p>25 The North Colonnade Canary Wharf London E14 5HS Tel: 0845 606 1234 Fax: 020 7676 1099 www.fsa.gov.uk Whistleblowing Line Tel: 020 7066 9200 E-mail: whistle@fsa.gov.uk</p>	<p>The carrying on of investment business or of insurance business; the operation of banks and building societies, deposit-taking businesses and wholesale money market regimes; the operation of friendly societies, benevolent societies, working men's clubs, specially authorised societies, and industrial and provident societies; the functioning of financial markets, investment exchanges and clearing houses, money laundering, financial crime, and other serious financial misconduct, in connection with activities regulated by the FSA.</p>
<p>Gas and Electricity Markets Authority</p>	<p>The generation, transmission, distribution and supply of electricity, participation in the operation of an electricity</p>

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<p>9 Millbank London SW1P 5GE Tel: 020 7901 7000 www.ofgem.gov.uk</p>	<p>interconnector (as defined in section 4(3E) of the Electricity Act 1989) and activities ancillary to these matters. The transportation, shipping and supply of gas through pipes, participation in the operation of a gas interconnector (as defined in section 5(8) of the Gas Act 1986) and activities ancillary to these matters.</p>
<p>General Social Care Council</p> <p>Goldings House 2 Hays Lane London SE1 2HB Tel: 020 7397 5100 Fax: 020 7397 5145 www.gsc.org.uk</p>	<p>Matters relating to the registration of social care workers under the Care Standards Act 2000.</p>
<p>Care Council for Wales</p> <p>6th Floor West Wing South Gate House Wood Street Cardiff CF10 1EW Tel: 029 2022 6257 Fax: 029 2038 4764 www.ccwales.org.uk E-mail: info@ccwales.org.uk</p>	<p>Matters relating to the registration of social care workers under the Care Standards Act 2000.</p>
<p>Scottish Social Services Council</p> <p>Compass House Discovery Quay 11 Riverside Drive Dundee DD1 4NY Tel: 01382 207101 Fax: 01382 207215 www.sssc.uk.com</p>	<p>Matters relating to the registration of the social services workforce by the Scottish Social Services Council.</p>
<p>Children's Commissioner for Wales</p> <p>Oystermouth House Phoenix Way Swansea Enterprise Park Llansamlet Swansea SA7 9FS Tel: 01792 765600 Fax: 01792 765601 www.childcomwales.org.uk E-mail: post@childcomwales.org.uk</p>	<p>Matters relating to the rights and welfare of children.</p>
<p>Health and Safety Executive</p> <p>Caerphilly Business Park Caerphilly South Wales CF83 3GG Tel: 0845 345 0055 Fax: 0845 408 9566 www.hse.gov.uk/workers/whistleblowing</p>	<p>The proper conduct of public business, value for money, fraud and corruption in district councils, the Northern Ireland Housing Executive, the Northern Ireland Local Government Officers' Superannuation Committee and Local Government Staff Commission for Northern Ireland.</p>
<p>Housing Corporation</p> <p>Assistant Director Supervision</p>	<p>The registration and operation of registered social landlords, including their administration of public and private funds and management of their housing stock.</p>

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<p>Housing Corporation 149 Tottenham Court Road London W1T 7BN Tel: 020 7393 2000</p>	
<p>Local Authorities (The local authority which under section 18 of the Health and Safety at Work etc Act 1974 is responsible for the enforcement of the relevant statutory provisions)</p>	<p>Matters which may affect the health or safety of any individual at work; matters which may affect the health and safety of any member of the public arising out of, or in connection with, the activities of persons at work.</p>
<p>Information Commissioner The Office of the Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Tel: 01625 545700 Fax: 01625 524510 www.informationcommissioner.gov.uk E-mail: mail@ico.gsi.gov.uk</p>	<p>Compliance with the requirements of legislation relating to data protection and to freedom of information*. (*Data protection legislation regulates the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information) (*Freedom of information legislation provides for the disclosure by public authorities of the information that they hold).</p>
<p>Scottish Information Commissioner Office of the Scottish Information Commissioner Kinburn Castle Doubledykes Road St Andrews KY16 9DS Tel: 01344 464610 Fax: 01344 464611 www.itspublicknowledge.info Email: enquiries@itspublicknowledge.info</p>	<p>Compliance with the requirements of legislation relating to freedom of information.</p>
<p>National Care Standards Commission St Nicholas Building St Nicholas Street Newcastle NE1 1NB Tel: 0191 233 3556 Email: enquiries@ncsc.gsi.gov.uk</p>	<p>Matters relating to the provision of regulated care services, as defined in the Care Standards Act 2000.</p>
<p>National Assembly for Wales <i>Care Standards Inspectorate for Wales</i> 4-5 Charnwood Court Heol Billingsley Nantgarw Cardiff CF15 7QZ Tel: 01443 848450 Fax: 01443 848472 E-mail: CSIW_National_Office@wales.gsi.gov.uk <i>Social Services Inspectorate for Wales</i> Cathays Park Cardiff CF10 3NQ Tel: 029 2082 5655 E-mail: ssiw@wales.gov.uk <i>Healthcare Inspectorate Wales</i> Unit 3c</p>	<p><i>Care Standards Inspectorate for Wales</i> Matters relating to the provision of Part II services as defined in section 8 of the Care Standards Act 2000 and the Children Act 1989. <i>Social Services Inspectorate for Wales</i> Matters relating to the inspection and performance assessment of Welsh local authority social services as defined in section 148 of the Health and Social Care (Community Health and Standards) Act 2003. <i>Healthcare Inspectorate Wales</i> Matters relating to the review of, and investigation into, the provision of health care by and for Welsh NHS bodies as defined under the Health and Social Care (Community Health and Standards) Act 2003. <i>Housing Directorate</i> The registration and operation of registered social landlords, including their administration of public and private funds and management of their housing stock.</p>

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<p>Caerphilly Business Park Van Road Caerphilly CF83 3ED Tel: 029 2092 8850 Fax: 029 2092 8878</p> <p>Housing Directorate National Assembly for Wales Cathay Park Cardiff CF10 3NQ Tel: 029 2082 6944</p>	
<p>Scottish Commission for the Regulation of Care</p> <p>Compass House 1 Riverside Drive Dundee DD1 4NY Tel: 0845 603 0890 Fax: 01382 207289 www.carecommission.com</p>	<p>Matters relating to the provision of care services, as defined in the Regulation of Care (Scotland) Act 2000.</p>
<p>The Pensions Regulator</p> <p>Napier House Trafalgar Place Brighton BN1 4DW Tel: 0870 6063 636 Textphone: 0870 2433 123 Fax: 0870 2411144 www.thepensionsregulator.gov.uk</p>	<p>Matters relating to occupational pension schemes and other private pension arrangements.</p>
<p>The Office of Communications</p> <p>Riverside House 2a Southwark Bridge Road London SE1 9HA Tel: 020 7981 3000 Fax: 020 7981 3333 www.ofcom.org.uk</p>	<p>The provision of electronic communications networks and the use of the electro-magnetic spectrum, broadcasting and the provision of radio and television services, media ownership and control and competition in communications markets.</p>
<p>Office of Fair Trading</p> <p>Fleetbank House 2-6 Salisbury Square London EC4Y 8JX Tel: 020 7211 8000 Fax: 020 7211 8800 www.offt.gov.uk</p>	<p>Acts or omissions which have an adverse or potentially adverse effect on inland fisheries or on migratory salmon or trout.</p>
<p>The Rail Regulator</p> <p>Office of the Rail Regulator 1 Waterhouse Square 138-142 Holborn London EC1N 2TQ Tel: 020 7282 2000 Fax: 020 7282 3888 www.rail-reg.gov.uk</p>	<p>The provision and supply of railway services.</p>

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<p>Standards Board for England</p> <p>1st Floor Cottons Centre Cottons Lane London SE1 2QL Tel: 0845 078 8181 www.standardsboard.co.uk</p>	<p>Breaches by a member or co-opted member of a relevant authority (as defined in section 49(6) of the Local Government Act 2000) of that authority's code of conduct.</p>
<p>Local Commissioner in Wales</p> <p>Local Government Ombudsman Derwen House Court Road Bridgend CF31 1BN Tel: 01656 661325 Fax: 01656 673279 Email: enquiries@ombudsman-wales.org</p>	<p>Breaches by a member or co-opted member of a relevant authority (as defined in section 49(6) of the Local Government Act 2000) of that authority's code of conduct.</p>
<p>Standards Commissioner for Scotland and the Chief Investigating Officer</p> <p>The Standards Commission for Scotland Forsyth House Innova Business Campus Rosyth Europarc Rosyth KY11 2UU Tel: 01383 428 061 Fax: 01383 418 020 www.standardscommissionscotland.org.uk</p>	<p>Breaches by a councillor or a member of a devolved public body (as defined in section 28 of the Ethical Standards in Public Life etc. (Scotland) Act 2000) of the code of conduct applicable to that councillor or member under that Act.</p>
<p>HM Treasury</p> <p>Insurance Directorate Parliament Street London SW1P 3AG Tel: 020 7270 1720 Fax: 020 7270 4694</p>	<p>The carrying on of insurance business.</p>
<p>Secretary of State for Trade and Industry</p> <p><i>Vetting Section</i> Companies Investigation Branch Department of Trade and Industry 10 Victoria Street London SW1H 0NN Tel: 020 7215 3120 Fax: 020 7215 3112</p> <p><i>Consumer Affairs Directorate</i> V418 Department of Trade and Industry 1 Victoria Street London SW1H 0ET Tel: 020 7215 5496 Fax: 020 7215 0339</p>	<p>Fraud and other misconduct in relation to companies, investment business, insurance business, or multi-level marketing schemes (and similar trading schemes); insider dealing.</p>
<p>Secretary of State for Transport</p>	<p>Compliance with merchant shipping law, including maritime safety.</p>

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Secretary to the Executive Board Maritime and Coastguard Agency Spring Place 105 Commercial Road Southampton SO15 1EG Tel: 023 8032 9277 Fax: 023 8032 9122	
Local authorities which have responsibility for enforcement of consumer protection legislation	Compliance with the requirements of consumer protection legislation.
Local authorities which are responsible for the enforcement of food standards	Compliance with the requirements of food safety legislation.