



West Yorkshire
Fire & Rescue Service

Whistleblowing Policy

NOT PROTECTIVELY MARKED

Ownership: Corporate Services

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Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
31/08/2010	Mr Michael Barnes	0.1	Original version, old policy template.
04/11/2013	John Tideswell	1.1	Revised due to Enterprise and Regulatory Reform Act 2013.
12/05/2014	John Tideswell	2.1	Job title amendments.
03/01/2019	John Tideswell	2.2	Job title amendments.
14/10/2020	Beverley Croft-Nicholson	2.3	Contact and Job title amendments
28/01/2021	Beverley Croft-Nicholson	2.4	Contact and Job title amendments
11/05/2021	John Tideswell	2.5	Contact details amendments
25/03/2022	Beverley Croft-Nicholson	2.6	Accessibility amendments
22/11/2022	Beverley Croft-Nicholson	3.0	Annual Review in line with Constitution
27/11/2023	Beverley Croft-Nicholson	4.0	Annual Review in line with Constitution

Reviewers

Name	Version Approved	Position	Organis ation	Date
Michael Barnes	1.1	Director of Corporate Resources	WYFRS	04/11/2013
Fire Authority	2.0	n/a	n/a	23/12/2013
Fire Authority	2.1	n/a	n/a	26/06/2015
Alison Davey	2.3	Corporate Services Manager	WYFRS	14/10/2020
Alison Davey	2.4	Corporate Services Manager	WYFRS	28/01/2021
Alison Davey	2.5	Corporate Services Manager	WYFRS	11/05/2021
Alison Davey	3.0	Head of Corporate Services	WYFRS	22/11/2022
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Distribution

Name	Position	Organisation
All	n/a	Internal policy and part of Constitution (external).

Document Properties

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1 Preamble

Employees are often the first to realise that there may be something seriously wrong within the Authority. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Authority. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Authority is committed to the highest possible standards of openness, probity, and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of the Authority's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do so without fear of reprisals. This Whistleblowing Policy is intended to encourage and enable employees to raise serious concerns within the Authority, rather than overlooking a problem or blowing the whistle outside.

Whistleblowing (protected disclosure) legislation falls under the Public Interest Disclosure Act 1998. This policy takes account of the new whistleblowing provisions under the Enterprise and Regulatory Reform Act 2013 (ERRA). Whistleblowing should be made "in the public interest", as opposed to complaints about breaches of employees' own contracts of employment, which should be raised as a grievance.

Note: There is no definition of "public interest" in the above Acts. This is likely to be determined by future case law.

This policy has been discussed with the relevant trade unions and professional organisations and has their support. Aims and scope of this policy.

This policy aims to:

- provide avenues for you to raise concerns and receive feedback on any action taken.
- allow you to take the matter further if you are dissatisfied with the Authority's response and reassure you that you will be protected from reprisals or victimisation from the employer and employees for whistleblowing.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This whistleblowing policy is intended to cover concerns that the whistleblower reasonably believes are in the public interest and that fall outside the scope of other procedures.

That concern may be about something that:

- is unlawful.
- contravenes the Authority's Standing Orders, Financial Regulations, or policies.
- falls below established standards of practice.
- amounts to improper conduct or corrupt practice.

2 Aim and Scope of this Policy

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3 Safeguards

3.1 Harassment or Victimisation

The Authority recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The Authority will not tolerate harassment, bullying or victimisation and will take action to protect you when you raise a concern. Employees must not mistreat a whistleblower, as WYFRS may be held liable (vicarious liability) for any detriment inflicted on the whistleblowing employee by their colleagues, if the Authority has not taken reasonable steps to prevent this. This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

3.2 Confidentiality

The Authority will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

Anonymous

3.3 Allegations

This policy encourages you to put your name to your allegations. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the Authority. In exercising the discretion, the factors to be considered would include: • the seriousness of the issues raised. • the credibility of the concern, and • the likelihood of confirmation of the allegation from attributable sources.

3.4 Untrue Allegations

The Enterprise and Regulatory Reform Act 2013 (ERRA) removes the requirement that a disclosure be made in good faith in order to be a protected disclosure and benefit from whistleblowing protections. If you make malicious or vexatious allegations, disciplinary action may be taken against you.

4 How to raise a concern

As a first step, you should normally raise concerns with your immediate manager or their superior or alternatively your representative body or the Diversity and Inclusion Manager (if the matter relates to Fairness, Equality and Diversity or Dignity and Page 169 of 171 Respect). This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. If you believe that management is involved and you cannot for that reason raise it with your immediate manager, then you should approach the responsible officer with overall responsibility for the maintenance and operation of this policy.

The officer is:

The Monitoring Officer
Oakroyd Hall
Birkenshaw
West Yorkshire
BD11 2DY
Telephone: 01274 682311 extension 680178
E-Mail: Martin.McCarthy@westyorkfire.gov.uk

Concerns are better raised in writing. You are invited to set out the background and history of the concern, giving names, dates, and places where possible, and the reason why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can telephone or meet the appropriate officer.

The earlier you express the concern, the easier it is to take action.

Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for your concern.

Advice and guidance on how matters of concern may be pursued can be obtained from:

- i. The Monitoring Officer
Oakroyd Hall
Birkenshaw
West Yorkshire
BD11 2DY
Telephone: 01274 682311 extension 680178
E-Mail: Martin.McCarthy@westyorksfire.gov.uk

- ii. Mrs Alison Wood
Chief Finance and Procurement Officer
Oakroyd Hall
Birkenshaw
West Yorkshire
BD11 2DY
Telephone: 01274 682311 extension 660204
E-Mail: alison.wood@westyorksfire.gov.uk

You should note that matters of concern may be raised with either the Monitoring Officer or the Chief Finance and Procurement Officer but ordinarily the Chief Finance and Procurement Officer will only deal with matters of concern about alleged contravention of Financial Standing Orders / Regulations and any matters in which it is believed that the Monitoring Officer may have an involvement or conflict of interest. Otherwise, matters of concern about action which is believed to be unlawful and may contravene Authority Standing Orders (including Contract Procedure Rules), conduct falling below established standards of practice, improper or corrupt practice should be raised with the Monitoring Officer

Communication with either officer may be by means of personal appointment, telephone, e-mail, or ordinary mail. If requested, special envelopes can be provided in order to protect the confidentiality of any communication.

You may invite your trade union or professional association to raise a matter on your behalf.

You can also report workplace issues and concerns anonymously through Say So, a reporting platform, either [online](#) or by telephone 0800 3213546. Say So is an external reporting tool that removes any identifying information and then produces a report that goes to a designated point of contact in management team. Identities remain anonymous unless you specify otherwise.

5 How the Authority will respond

The action taken by the Authority will depend on the nature of the concern. The matters raised may:

- be investigated internally.
- be referred to the Police.
- be referred to the external Auditor.
- form the subject of an independent inquiry.

In order to protect individuals and the Authority, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation.

Within ten working days of a concern being received, the Authority will write to you:

- acknowledging that the concern has been received.
- indicating how it proposes to deal with the matter.
- giving an estimate of how long it will take to provide a final response.
- telling you whether any initial enquiries have been made, and
- telling you whether further investigations will take place, and if not, why not.