



# Whistleblowing Policy

Document	Date	Officers
New Policy- v.1		AD Finance (Brian Moldon)
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## Contents

1. Introduction
2. Our Assurance to You
3. How to Raise a Concern Internally
4. How the Council will manage the Matter
5. Independent Advice
6. External Contacts
7. Monitoring & Review
8. Quick Reference Guide

## **Statement from the Chief Executive**

“At Stevenage Borough Council, we are committed to fostering a culture of openness, integrity, and accountability. We want all individuals whether staff, contractors, or partners to feel confident and safe in raising concerns without fear of retaliation. This Whistleblowing Policy exists to reassure everyone that speaking up is not only acceptable but encouraged. We value early reporting of concerns, even if they are not yet substantiated, as it allows us to address issues proactively and responsibly.”

Tom Pike, Chief Executive

# 1. Introduction

- 1.1 This Policy applies to anyone working with or for the council, including permanent staff, agency workers, contractors, and those on flexible or fixed-term contracts. For simplicity, all are referred to as 'employees' in this document.
- 1.2 The Policy is to be used to raise any concerns about the conduct or actions of another person in their role as an employee of the council. The council has policies to deal with a variety of concerns and some of these are mentioned in section 6.3. It is not possible to provide an exhaustive list to cover every circumstance and if you are not sure you should initially talk to your line manager or the Human Resources (HR) Team who will be able to advise you further.
- 1.3 All of us at one time or another have concerns about what is happening at work. Usually these are easily resolved. However, when they are about unlawful conduct, financial malpractice, or dangers to the public or the environment, it can be difficult to know what to do.
- 1.4 You may be worried about raising such a concern and may think it best to keep it to yourself feeling it is none of your business or that it is only a suspicion. You may feel that raising the matter would be disloyal to co-workers, managers or to the council or that you may get in trouble at a later stage if your concerns prove to be unfounded and your co-workers or manager(s) find out it was you who raised the concern. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.
- 1.5 Stevenage Borough Council (the council) is committed to running the organisation in the best way possible and to do so we need your help. The council has updated this policy to reassure you that it is safe and acceptable to speak up and to enable you to raise any concerns you may have about unlawful conduct, financial malpractice or dangers to the public or the environment, at an early stage, in the right way and, if you request it, in confidence. Rather than wait for proof, the council would prefer you to raise the matter when it is still a concern.
- 1.6 If something is troubling you which you think the council should know about or look into, please use this, Policy. If you wish to make a complaint about your employment or how you have been treated, please use the Grievance Procedure and/or Dignity at Work Policy (available on the Intranet). This Whistleblowing Policy is primarily for concerns where the interests of others or of the council itself are at risk.

**If in doubt – Report it!**

## 2. Our assurance to you

### Your safety

- 2.1 The Senior Leadership Team are committed to this policy.
- 2.2 If you raise a concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result, provided you are acting in good faith (**a Genuine Concern**). It does not matter if, following the investigation, you are mistaken about your concern.
- 2.3 This assurance does not extend to cases where a concern is raised maliciously or with intentional lie.

### Your confidence

- 2.4 The council will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, the council recognises that you may nonetheless want to raise a concern in confidence under this Policy. If this is the case, please say so at the outset.
- 2.5 The Council is committed to ensuring this policy is accessible and supportive for all, regardless of background.
- 2.6 If you ask the Council to protect your identity, we will not disclose it without your consent. If the situation arises where the Council is not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court) the Council will discuss with you whether and how we can proceed.
- 2.7 Please remember that, if you do not tell us who you are, it will be much more difficult for the Council to look into the matter, protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this policy is not well suited to concerns raised anonymously. If you do wish to raise a concern anonymously, you can do so by using the secure email address as per paragraph 3.3 below.
- 2.8 With these assurances we hope you will raise your concern openly. If you are unsure about raising a concern you can get independent advice from Protect (formerly Public Concern at Work, see contact details under Independent Advice below).

### **3. How to raise a concern internally**

- 3.1 Please remember that you do not need to have firm evidence of malpractice before raising a concern. The Council asks that you explain as fully as you can the information or circumstances that gave rise to your concern.
- 3.2 If you have a concern about malpractice the Council hopes, you will feel able to raise it first with your Line Manager or Assistant Director. This may be done orally or in writing.
- 3.3 If you feel unable to raise the matter with your manager or Assistant Director for whatever reason, please contact:

**[whistleblowing@stevenage.gov.uk](mailto:whistleblowing@stevenage.gov.uk)**

This email address is confidential and monitored by the Council's whistleblowing reporting officer, Strategic Director and S151 Officer who is the primary contact. The Assistant Director Finance & Deputy S151 officer has delegated authority to manage whistle blowing allegations when Strategic Director and S151 officer is not available. An acknowledgment will be provided within 5 working days of the concern being received in most cases, however if the matter is complex or requires further assessment before meaningful feedback can be provided, the response period may be extended. Updates will be communicated wherever possible.

### **4. How the council will manage the matter**

- 4.1 Once you have told The Council of your concern, it will assess it and consider what action may be appropriate. This may involve an informal review, an internal inquiry, or a more formal investigation. The Council will tell you: who will be managing the matter, how you can contact them and what further assistance it may need from you. If you ask, the Council will write to you summarising your concern and setting out how we propose to manage it. If the Council has misunderstood the concern or there is any information missing, please let the allocated officer know.
- 4.2 When you raise the concern, it will be helpful to know how you think the matter might best be resolved. If you have any personal interest in the matter, the Council asks that you say so at the outset. If the Council thinks your concern falls more properly within the Grievance Policy, or Dignity at Work Policy, or another relevant policy or procedure, you will be told.
- 4.3 While the purpose of this policy is to enable the Council to investigate possible malpractice and take appropriate steps to deal with it, the Council will give you as much feedback as it properly can. If requested, the Council will confirm its response to you in writing. Please note, however, that the Council may not be able to tell you the

precise action it takes where this would infringe a duty of confidence owed by us to someone else.

- 4.4 Although the Council cannot guarantee that it will respond to all matters in the way that you might wish, we will strive to manage the matter fairly and properly. By using this policy, you will help to achieve this.

## **5. Independent advice**

- 5.1 If you are unsure whether to use this policy or you want confidential advice at any stage, you may contact:
- Your union (your union representative may be able to provide assistance); or
  - The independent charity Protect (formerly Public Concern at Work), <https://protect-advice.org.uk>. Tel: 020 3117 2520, Email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk) or use website's contact form. Their advisors can talk you through your options and help you raise a concern about malpractice at work.

## **6. External contacts**

- 6.1 The Council hopes this policy gives you the reassurance you need to raise your concern internally, but the Council recognises that there may be circumstances where you can properly report a concern to an outside body such as a Key Regulator. This option should be used as last resort but provided you are acting in good faith the Council would rather you raised a matter with the appropriate regulator than not at all.
- 6.2 Your rights to raise such concerns are established within the Public Interest Disclosure Act 1998. Protect (formerly Public Concern at Work) or your union will be able to advise you on the circumstances in which you can safely contact an outside body.
- 6.3 Listed here are the Regulators most likely to be linked to Local Government: it is not exhaustive, and a full listing can be found on the PCaW website.
- Health and Safety Executive- Health and safety matters.  
Tel: 0845 345 0055, website [www.hse.gov.uk/workers/whistleblowing](http://www.hse.gov.uk/workers/whistleblowing)
  - Environment Agency- Environment matters.  
Tel: 0800 807060, website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
  - The Commissioners for his Majesty's Tax related matters e.g. VAT  
Government Revenue & Customs.  
Tel: 0900 595 000, website [customs.confidential@hmrc.gov.uk](mailto:customs.confidential@hmrc.gov.uk)
  - Information Commissioner-Compliance with data protection or FOI.  
Tel: 01625 545700, website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

- External Auditors Azets. Tel: 02074, 031877, website <https://www.azets.com/en-uk>
- Hertfordshire Shared Anti-Fraud Service (SAFS)  
Direct Dial: 0300 123 4033, e-mail: [fraud.team@hertfordshire.gov.uk](mailto:fraud.team@hertfordshire.gov.uk)

## **7. Monitoring/Review**

- 7.1 This Policy provides protection under Part IVA of the Employment Rights Act 1996. The Councils HR Team will keep it under review and ensure it is made available to and shared with all Employees.
- 7.2 This Policy will be reviewed every two years, or as required by legislation by the Councils HR Team

## **8. Quick Reference Guide**

- 8.1 If you have a concern, raise it with your Line Manager or Assistant Director (orally or in writing).
- 8.2 If you feel unable to do so, email: [whistleblowing@stevenage.gov.uk](mailto:whistleblowing@stevenage.gov.uk) confidentially.
- 8.3 You do not need proof, just a genuine concern raised in good faith.
- 8.4 You can report anonymously, but feedback and investigation may be limited.
- 8.5 Support is available from HR (using normal email address [hradvice@stevenage.gov.uk](mailto:hradvice@stevenage.gov.uk)), your union, or Protect (formerly Public Concern at Work), <https://protect-advice.org.uk>, Tel: 020 3117 2520, Email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)
- 8.6 The council is committed to promoting equality, diversity, and inclusion in all whistleblowing matters. We provide support to anyone who raises a concern, and we do not tolerate retaliation or victimisation against whistleblowers.