

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Staff Whistleblowing Procedure

This procedure is to be used whenever an individual feels that there is something wrong with the way people within the group may be working, or with the way the group act towards others, with working practices, procedures or methods.

If something is troubling you that you think should be looked into, then please use this procedure.

This Whistleblowing Procedure is primarily for concerns where the interests of others or of the Group itself are at risk. Staff and volunteers are reminded that the operation of this Policy / Procedure does not remove their responsibility to ensure that Hinckley Homeless Group is not maliciously brought into public disrepute. Common and criminal law in relation to slander, defamation and libel will still stand.

If in doubt – raise it. We would rather that you raised the matter when it is just a concern rather than waiting for proof.

How to raise a concern.

1. If you have a concern about malpractice, we hope you will feel able to raise it first with the Project Manager - 01455 890688
2. If you feel unable to raise the matter with the Project Manager, please raise the matter with:

HHG Management Committee Member:

Dave Steer 01455 446569 / 07941076422

3. If these channels have been followed and you believe that the issues have not been investigated, or you feel unable to report to anyone within the group, then please contact the external body below.

External Contact

If the channels outlined under 1 – 2 above have been followed and you still have unresolved concerns that the issues have not been investigated and you feel that

the matter is extremely serious, and / or involves any or all of the above-mentioned people, please contact:-

4. Sharon Stacey
Chief Officer (Housing, Community Safety and Partnerships)
Hinckley and Bosworth Borough Council
Hinckley Hub
Rugby Road
Hinckley
Leics
LE10 0FG

Email: Sharon.Stacey@hinckley-bosworth.gov.uk

Tel: 01455 255636

Staff should note that as the external contact for Whistleblowing Sharon Stacey may ring into the office and request contact name(s) and number(s) for the HHG Management Committee and these should be passed on by staff and in confidence to Sharon Stacey.

Independent advice

If you are unsure whether to use this procedure or if you just need independent advice at any stage, you may wish to contact: the independent charity Public Concern at Work on 0207 404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

Staff can also contact their local Union representative (for Union members only).

This policy / procedure is all about encouraging people to come forward with any concerns they may have. However, if you feel that anything you wish to report could be misinterpreted as slander or libel, it is essential that independent legal advice from one of the above be obtained.

Dealing with Concerns

If you come to us with a concern, we will look into it carefully and thoroughly. We have to be fair to you and also to any others involved. In the investigations, we will respect any concerns you have raised about your own safety or career. Once you have told us of your concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is / are handling the matter, how you can contact him / her / them, and whether your further assistance may be needed. If

you request, we will write to you summarising your concern and setting out how we propose to handle it.

If you have any personal interest in the matter, we do ask that you tell us at the outset. If your concern falls more properly within the Grievance Procedure we will advise you. If you abuse the confidential reporting process by maliciously raising unfounded allegations, this will be treated as a disciplinary matter. But no one who comes forward in good faith has anything to fear. Similarly, the harassment or victimisation of anyone raising a genuine concern will not be tolerated, and such issues will also be dealt with through disciplinary procedures.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will handle the matter fairly and properly. By using this policy, you will help to achieve this.

In conclusion – an assurance

If you raise a genuine concern under this policy and provided you are acting in good faith you will not be at risk of losing your job or suffering any form of retribution as a result. However, we recognise that you may wish to raise a concern in confidence under this policy.

If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

Please remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. Accordingly, while we may consider anonymous reports, this policy is not appropriate for concerns raised anonymously.