

“Whistle Blowing” Officer

Principal Administrative Officer

Renfrewshire Valuation Joint Board

Code of Conduct For Employees

Guidance Notes on Whistleblowing

The National Code of Conduct for Local Government employees in Scotland was developed by CoSLA and has been adapted for Renfrewshire Valuation Joint Board.

The public expects a high standard of conduct from all local government employees. Therefore, the Code has been designed to provide you with the guidance on the minimum standards of conduct appropriate for public service employees.

Existing employees should have been issued with their own personal copy of the handbook. New employees will be provided with a copy on appointment.

This leaflet specifically highlights the part of the Code relating to expressing concerns outwith line management or “whistleblowing”.

WHAT IS “WHISTLE BLOWING”?

EXPRESSING CONCERNS OUTWITH LINE MANAGEMENT - “WHISTLE BLOWING”

Employees could be the first to realise that there may be something seriously wrong but may not wish to raise their concerns because they feel that speaking up would be disloyal to their colleagues or to the Board itself.

Expressing concerns outwith line management, or the “Whistle blowing policy” as it is commonly known, makes it clear that employees can state their concerns without fear of reprisal.

WHAT TYPE OF ISSUES CAN BE RAISED IN TERMS OF THIS POLICY?

In general the “Whistle blowing” policy is expected to be used for serious and sensitive issues which fall below the standards expected by the Board such as:

- any aspect of service provision,
- the conduct of an officer or a member of the Board,
- or the conduct of others acting on behalf of the Board.

Minor issues should normally be raised with the immediate line manager as there may be procedures to address the problem e.g. grievance procedure.

HOW TO RAISE A CONCERN?

You can raise a concern with your immediate manager or, if for some reason that is not possible his/her manager. It will really depend on the seriousness and sensitivity of the issue(s) involved and who is suspected of the malpractice as to the person with whom you raise a concern. For example, if you believe that your manager is involved, you can approach another responsible officer.

FURTHER INFORMATION

Should you have any queries regarding the Code of Conduct or have yet to receive your copy of the Code of Conduct please contact the Board’s personnel practitioner.

Other areas in which the Code provides guidance include:

USE OF BOARD EQUIPMENT AND RESOURCES

RECRUITMENT AND SELECTION

CONTACT WITH THE MEDIA

ACCESS BY POLITICAL GROUPS TO ADVICE FROM EMPLOYEES

DECLARATIONS OF OFFERS OF HOSPITALITY (INCLUDES GIFTS & OTHER BENEFITS)

EMPLOYMENT OUTWITH BOARD WORKING HOURS

INFORMATION TO BE MADE AVAILABLE TO THE PUBLIC

FEES RECEIVED FOR PUBLICATIONS, BROADCASTS, SPEECHES OR LECTURES

You should also be aware that to complement this Code Renfrewshire Valuation Joint Board has in place the following policies for which further advice and guidance can be obtained from the Board’s personnel practitioner.

Internet/E-mail policy and guidelines

Harassment, discrimination and victimisation at work

Equal Opportunities in Relation to Employment Matters

Employment of people with disabilities

Grievance Procedure