

# COLNEY HEATH PARISH COUNCIL

- ✉ Postal Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ Telephone: (01727) 825 314
- 💻 Website: <https://colneyheathparishcouncil.gov.uk>
- ✉ E-mail: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



## PUBLIC INTEREST DISCLOSURE (WHISTLE-BLOWING)

### 1. Policy and Procedure

Colney Heath Parish Council aims to operate within the country's laws and regulations and expects employees to co-operate with this aim by also adhering to all laws, regulations, policies and procedures. Each employee has a right to disclose to a regulatory authority if they become aware of any matter or act which seems not to be in accord with the general aim set out above. However, we expect employees at least to advise the Clerk of any such circumstances.

Specifically employees are expected to make such a notification immediately they become aware of:-

- the breaking or proposed breaking of any law or regulation by a Parish Council employee or Councillor;
- a Parish Council procedure or policy being broken;
- any wrongdoing within the Parish Council;
- any matter which seems likely to harm an employee, customer, member of the public, the environment etc; or
- any possibility or suggestion that one of the items set out in (a) to (d) has occurred and is being covered up.

Assuming these requirements have been met, the Parish Council will protect the employee from any personal claims and from any victimisation, harassment or bullying occasioned as a result of their acts. The aim is that an employee's career should not in any way be harmed or hindered as a result of notifying any of the above (whether the item reported proves to be true or not provided the reporting was carried out in good faith).

Any detrimental action against an employee if they have made a disclosure under this Policy or as a result of such disclosure, whether the perpetrator is affected by the disclosure or not, may be regarded as gross misconduct and subject the perpetrator to summary dismissal.

It is particularly urgent and important in matters concerning the safety of those on our premises (whether employees, contractors or visitors) that if employees become aware of a hazard or dangerous occurrence the Clerk must be notified before making any other report e.g. to an outside body not least so that immediate action can be taken if necessary to remove the hazard.

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



Failure to notify when reasonably aware or certain of a situation or occurrence covered above may be regarded by the Parish Council as misconduct since effectively it makes the employee an accessory to the breach.

## 2. Review

This Policy and procedures will be reviewed periodically by the Council, as appropriate, to assess its effectiveness and any appropriate changes will be made in consultation with employees.

This policy was adopted 27<sup>th</sup> February 2023 for a period of 4 years or until legislation changes.