

APPENDIX 6

Draft letter to Employee (Whistleblower) confirming how matter will be progressed

Dear

Reporting of concern under Whistleblowing Procedure

I am writing to confirm acknowledgement of the concerns you have raised under the Council's Whistleblowing Procedure and to outline how the matter will be taken forward.

Firstly, thank you for raising concerns. It is the important for employee to bring forward any issues of concern which could damage public trust and confidence in the services provided by the Council.

After initial consideration of the issues that you have raised I have made the decision that.

Either:

a) the concerns you have raised fall more properly within the Council's Grievance Policy (or some other policy) (copy attached), and if you wish to take the matter further you should follow the process outlined in that document.

Explain reasons

You can seek support from a member of the HR Team who will be able to talk through the process with you. (*Insert name and contact*)

Or

b) I believe that your complaint warrants a formal investigation.

Provide further details.....

Management Investigation

Internal Audit

Referred to Police

Refer to Regulatory Body

I will act as the Designated Officer in this case or It has been agreed that (Insert Name and Role) to be the Designated Officer in this case.

If management investigation - The officer undertaking the investigation will be name/job title.

If you are asked to attend a meeting as part of the investigation you may of course be accompanied by either a Trade Union representative or workplace colleague.

It is anticipated that it will take *(insert indicative timescales)* before I can advise you of progress.

You will be contacted by *(insert details)*

I/Designated Officer will keep you informed. Once the investigation is complete I/Designated Officer write to you and confirm the outcomes of the investigation into the concerns you have raised.

In the meantime, if you require any support you should contact *(insert named contact....)*

The Council will treat this matter confidentially in accordance with the terms of the Whistleblowing Policy.

If you have any queries about the contents of this letter, please let me know.

Yours sincerely,

Monitoring Officer