Roles and Responsibilities associated with the Public Interest Disclosure (Whistleblowing) Procedure

1. Introduction

This guidance is designed to offer clarity regarding the main roles and responsibilities associated with the effective implementation of the Public Interest Disclosure (Whistleblowing) procedure, covering the below individuals:

- Designated person
- Human Resources
- Investigator
- Individuals making a disclosure

2. Roles and responsibilities

Designated person

When responding to a disclosure, the designated person should:

- ensure that any disclosures are treated seriously, and acknowledge receipt of any disclosure, usually within 3 working days;
- decide whether an investigation should be conducted;
- determine what form the investigation should take place;
- appoint a relevant person to carry out the investigation;
- keep the individual making the disclosure informed of any progress;
- ensure appropriate action is taken to resolve the concern;
- record the number of disclosures they receive and the actions taken.

Human Resources

- support the full and effective application of the Public Interest Disclosure (Whistleblowing) policy/procedure by providing advice and support, where required;
- advise the designated person if they are uncertain as to which procedure is most appropriate to address the concern raised;
- facilitate the provision of training to support the effective implementation of this policy/procedure;
- regularly review the effectiveness of this policy/procedure;
- revise it in-line with legislative changes.

Investigator

Investigators are responsible for:

- planning and conducting the investigation process, by which the facts relating to the disclosure are gathered, and summarise the findings in an investigation report;
• allowing the individual to be accompanied by a trade union representative or colleague at any investigation meeting.

Guidance in relation to how to carry out an investigation can be found at:

http://www.sheffield.ac.uk/hr/guidance/performance/how/investigation

**Individuals making the disclosure**

Where there are grounds for proceeding, any matter raised under this policy will be investigated thoroughly, promptly and confidentially.

Individuals making a ‘qualified disclosure’, in line with this policy will not be penalised for doing so, and are able to access a number of resources of confidential support should they wish to do so via Health & Wellbeing:

http://www.sheffield.ac.uk/hr/wellbeing

Individuals making a disclosure are responsible for:

• being familiar, and complying with, University policies and procedures;
• conducting themselves in a way which is commensurate with the standards expected of University staff;
• demonstrating that there is sufficient reason for making the disclosure, although they are not expected to prove the truth of the issue they are raising.

**February 2017**

**HR Services**