



The
University
Of
Sheffield.

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