



The
University
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The Public Interest Disclosure (Whistleblowing) Procedure: A Guide for the Designated Person

1. Introduction

This guide is intended to explain the role of a designated person, how to deal with a disclosure and provide an overview of the guidance available on formal investigations.

It is important that this guidance is read in conjunction with the University's Public Interest Disclosure (Whistleblowing) Policy and Procedure.

<http://www.sheffield.ac.uk/hr/guidance/contracts/pid>

http://www.shef.ac.uk/hr/guidance/contracts/pid_procedure

2. Roles and responsibilities

As they are responsible for the effective implementation and management of the procedure, their roles and responsibilities are varied and include:

Initial Response

- ensure that any disclosures are treated seriously, and acknowledge receipt of any disclosure, usually within 3 working days;
- it is good practice to hold a meeting with the member of staff making the disclosure to gather all the information needed to understand the situation. In some cases a suitable conclusion may be reached through this initial conversation.
- At this meeting the member of staff should be allowed to be accompanied by a trade union representative or colleague, if they wish to do so.

Commissioning an investigation

In more serious cases there may be a need for a formal investigation.

- The designated person must decide whether an investigation should be conducted and under which procedure. *Definition of qualifying discloser/ HR will help*
- appoint a relevant person to carry out the investigation; As the person conducting the investigation must not be the person who ultimately determines what action is taken, the designated person should not conduct the investigation themselves, they will need to appoint a relevant person(s) to undertake the investigation.
- Guidance in relation to how to carry out an investigation can be found at:

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

- Further guidance is provided within the Public Interest Disclosure (Whistleblowing) procedure (Section 7):

<http://www.sheffield.ac.uk/hr/guidance/contracts/pid>

Communicating the outcome

- 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.