



PUBLIC INTEREST DISCLOSURE POLICY

Purpose of Policy

The purpose of City College Coventry's Public Interest Disclosure Policy is to enable staff to raise concerns internally at the earliest practicable stage, and if necessary externally, about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, failure to comply with legal obligations or unethical conduct without fear of adverse repercussions to the individual. The policy is intended to contribute to the promotion and delivery of a high level of service and encourage propriety and openness throughout the College.

Policy

The College wishes to operate in a climate of openness and regards malpractice as very serious. It will uphold respect for the confidentiality of staff raising concerns if they wish, and provide the opportunity for them to raise concerns outside the line management structure. There will be clear information on the proper way in which concerns may be raised outside the College if necessary. The College will seek to strike a balance between the rights of members of staff to raise genuine concerns about malpractice and the right of the College or staff to protect themselves against false or malicious accusations which can cause serious difficulties for innocent individuals.

Contribution to Achievement of the College's Mission

The College's Mission is *'Promoting to Diversity, Raising the Standard, Taking Education Further'*.

This Policy contributes to the Mission by putting in place a formal, detailed process for ensuring the highest standards of openness, probity and accountability.

Implementation

- Staff may often be the first to see or to suspect misconduct of some kind which may, in the minority of cases, turn out to be malpractice, fraud or corruption. If staff do not have the confidence to raise concerns about malpractice internally, they might keep it to themselves. Alternatively, they might feel driven to approach the media, which is unsatisfactory for both the member of staff and the College.
- It is therefore important that staff have a safe and accessible procedure whereby such concerns can be raised in a confidential manner, knowing that management will investigate those concerns. This Policy is designed to comply with the Employment Rights Act 1996, as amended by the Public Interest Disclosure Act 1998, as amended and interpreted by the Courts from time to time. The Public Interest Disclosure Act encourages workers to disclose information through appropriate internal channels and protects staff who raise concerns about malpractice as long as they satisfy conditions contained in the Act.
- Implementation of the Public Interest Disclosure Policy will be through the Public Interest Disclosure Procedure. This is intended to assist and protect members of staff of the College who genuinely believe they have discovered malpractice within the College and to set out the appropriate internal channels through which disclosures should be made. It is not another mechanism for employees to raise private grievances and this Policy should not be used to reconsider any matters which have been addressed under the College's disciplinary or grievance procedures.

Monitoring and Impact Measurement

The Director of Estates will monitor implementation of this policy and will report any issues arising to the Corporation. The impact of the policy will be measured by the extent of its use, and conversely whether staff use other routes in the event of concerns arising.

Publication of Policy

This policy will be made publicly available and will be provided to all members of staff via the Intranet.

Policy Review Date	July 2015
Officer responsible for implementation	Director of Estates

Approval and Review History
• Approved by the Corporation on 17th September 2002 (Minute C67/02)*
• Reviewed and approved by the Corporation on 17th September 2003 (Minute C77/03)*
• Reviewed and approved by the Corporation on 7th December 2005 (Minute C92/05)
• Reviewed and approved by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 13th July 2009 (Minute 4)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 19th March 2012

* Under the title 'Whistleblowing Policy'