

Reply by email: [REDACTED]

Telephone: 01636 655216/7  
Email: [freedom@newark-sherwooddc.gov.uk](mailto:freedom@newark-sherwooddc.gov.uk)

Your ref:  
Our ref: **RFI-2020-0217**

30 March 2020

Dear [REDACTED]

**Request for information: RFI-2020-0217**

Your request for information about External Whistleblowing has now been considered. The information held by the Council relevant to your request is set out below:

Q1 Does your organisation take action to protect external whistleblowers from unjustified treatment by their employers or others?

Please select one of the below answers if possible –

- i. Yes (please explain what action is taken)
- ii. No
- iii. Not known

**Information not held**

Q2 Does any protection against unjustified treatment provided by your organisation extend to persons reporting on behalf of external whistleblowers?

- i. Yes (please explain what action is taken)
- ii. No
- iii. Not known

**Information not held**

Q3 Does any protection extend to proposed or intended unjustified action against an external whistleblower contemplated by his/her employer or another in respect of the disclosure?

- i. Yes (please explain what action is taken)
- ii. No
- iii. Not known

**Information not held**

Q4 Does your organisation offer any reward or bounty for information received from an external whistleblower in respect of information about which you are the prescribed body or person?

- ii. **No**

Q5 Does your organisation publish for the public a step by step guide on how it follows up on external whistleblower information?

ii. **No**

Q6 Where your organisation does not feel itself to be legally competent to engage with a disclosure made by an external whistleblower, do you have a policy and process to refer that disclosure to another prescribed body/person/regulator or other agency better placed to deal with it?

ii. **No**

Q7 Where in the circumstances described in Q6 above, your organisation passes information to another prescribed body etc., do you have a policy and process to advise the external whistleblower that the disclosure has been passed to another body etc?

ii. **No**

Q8 Where an external whistleblower may be dissatisfied with his/her dealings with your organisation, is there an appeals policy and process which engage someone who is independent of the investigating department?

**Details about how the Council deals with complaints are available on the council's website: -**

<https://www.newark-sherwooddc.gov.uk/customerfeedback/>

Q9 Does your organisation publish FAQ to advise and assist external whistleblowers considering making a disclosure to you?

ii. **No**

Q10 Does all your staff which communicates with or otherwise manages external whistleblowers receive specialist and on-going training for that purpose?

ii. **No**

Q11 Where, following a disclosure to your organisation by an external whistleblower about a matter for which you are prescribed, an alleged act of retaliation occurs against the external whistleblower by the employer or another person, does your organisation investigate the alleged act of retaliation?

**Information not held**

Q12 Please describe what criteria you consider in deciding whether to investigate information received from an external whistleblower about a matter in respect of which you are prescribed?

**Information not held**

Q13 Does your organisation distinguish between public complaints and external whistleblowers?

i. **Yes** (please describe the essential differences in your approach between managing public complaints and external whistleblower disclosures)

**Information not held**

Q14 Apart from any information on your website, does your organisation undertake any public awareness programme(s) regarding whistleblowing?

ii. **No**

**Please note:**

**The Council acknowledges its obligations under the legislation and will be reviewing its policies and procedures; and that all concerns that are raised are considered under existing policies and procedures.**

This request has been handled under the Freedom of Information Act 2000.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by a member of the Senior Leadership Team who has not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website [www.ico.org.uk/](http://www.ico.org.uk/)

More details of this complaints process are available to view on our website at the following link: [www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/)

Yours sincerely

David Clarke



Information Governance Officer