

REVIEW OF CONFIDENTIAL REPORTING PROCEDURE

Summary: To present an updated Confidential Reporting Procedure.

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Recommendation: That the Committee notes the review and content of the Confidential Reporting Procedure.

Key Issues

1. The Board's Confidential Reporting Procedure has not been updated since 2009.
2. Whilst there have been no specific issues to prompt a review at this stage, the opportunity has been taken to incorporate the most recent legislation, guidance and terminology.
3. The updated Procedure does not make substantive changes to any of the Board's systems or procedures. However, some of the wording and content has been rationalised, to reduce its complexity.

Background

4. The Confidential Reporting Procedure is designed to enable employees and others to report concerns about possible fraud, corruption or other irregularities in the Board's activities, without fear of adverse consequences.
5. It is important that, if they have any concerns, parties should feel able to report those concerns, in an ordered way without fear of harassment or victimisation; and know that legitimate concerns will be properly addressed by the Board.
6. The Procedure complements the Board's updated Counter Fraud and Corruption Policy, which is also on the agenda for the November meeting of the Executive Committee.

Supporting Paper:

Appendix A – Confidential Reporting Procedure