

AUDIT RECOMMENDATIONS (WHISTLEBLOWING) – MANAGEMENT RESPONSE – APPENDIX 2

	Recommendation(s)	Responsible Officer Management Comments Implementation Date
1.	Reading the Whistleblowing Policy should form part of the staff induction and should be communicated to all staff via email either when updates have been made or at least on an annual basis, for example as part of a rolling programme of policy reminders via email or the intranet. The communication should ensure all staff are notified, including those who may not be on the organisation's email system.	Responsible Officer: Shahzia Daya Staff to be reminded of all relevant policies via staff newsletter Specific reference to the Whistleblowing policy and other key policies to be included in staff newsletter Implementation date: Oct 2020
2	Consideration should be given to using an independent organisation to manage /support whistleblowing concerns. Contact details of these organisations should be provided clearly in the Whistleblowing Policy.	Responsible Officer: Shahzia Daya Policy to be amended to include link Implementation date: Oct 2020
3	It is recommended that a formal version control process should be introduced to record details of the changes to and reviews undertaken of the Whistleblowing Policy. Formal reviews should be undertaken on at least an annual basis. Any changes made to the document, its version history, the approver of any changes and the distribution list of the revised policy should also form part of the version control process and must be recorded within a version control table within the policy document.	Responsible Officer: Shahzia Daya The policy was drafted in 2019 and will be reviewed annually via Audit committee It will be included in the Audit committee Forward Plan and the report to the committee will detail proposed changes and will provide a public record of any changes approved. Implementation date: March 2021
4	Basic contact details for the main routes for Whistleblowing should be provided on the policy itself, for example a hotline number, email address or weblink for a referral form.	Responsible Officer: Shahzia Daya

		<p>Generic email addresses and an external contact will be included in the current procedure</p> <p>Implementation Date: Oct 2020</p>
5	<p>Officers with Whistleblowing responsibilities, as listed in the Policy should receive appropriate training and/or guidance on at least an annual basis to ensure they are familiar with their duties and responsibilities on receipt of a whistleblowing allegation. Training should include how to handle the enquiry sensitively and confidentially, how to open an investigation and how to respond to the discloser.</p>	<p>Responsible Officer: Shahzia Daya</p> <p>Training has been provided to Senior Management Team on the Whistleblowing policy.</p> <p>Implementation Date: completed. Refresher training to be timetabled in annually.</p>
6	<p>The Whistleblowing Policy should be easily accessible on the WECA website in a logical place, such as the 'contact us' section, or via a suitable search function.</p> <p>A new website is currently under construction and should be completed in early 2021, which would be a good opportunity for setting a suitable location for the policy.</p>	<p>Responsible Officer: Shahzia Daya</p> <p>To be included in new website</p> <p>Implementation date: March 2021</p>