

The Council is committed to high standards of conduct and to compliance with legal obligations and good practice. It wants malpractice to be pointed out and dealt with and expects its employees, and others who help to deliver its services, to help with that.



Stage 1- Making a disclosure

If you are aware or concerned about misconduct taking place inside the organisation that you think may damage or undermine the interests of the wider public you should in the first instance share the details with your line manager. This may be done orally or in writing.

If you are unable to raise the matter with your line manager you are advised to speak to the Service Manager or Human Resources

In the event you feel unable to discuss your concerns with neither of these, you can contact the Investigations Team as follows: 0116 2527488 or investigations@leicester.gov.uk or Investigations Team, Internal Audit, 3rd Floor Phoenix House, 1 King Street, Leicester. LE1 6ZG.

Details of the disclosure will be presented for the consideration of the Monitoring Officer or his representative, including recommendations for any further action.



Stage 2 – Initial response to the disclosure

The Monitoring Officer or representative will take any necessary urgent action and then decide how to respond to the disclosure, having regard to all the circumstances, including the evidence available.



Stage 3 – Launch a Management Investigation

Where the decision has been made to carry out a Management Investigation, a senior manager will be appointed as investigating officer. The investigation is essentially a 'fact finding' exercise, to establish whether there is a case to answer and any further action is necessary.



Stage 4 – Deciding whether any further action is necessary

On the strength of the information provided by the investigation the Monitoring Officer or representative will decide whether any further action is necessary. This may include invoking additional Council procedures or external legal proceedings.



The Whistleblower will be informed of the outcome of the investigation and any appropriate action that has been taken to resolve the matter subject to any confidentiality clause and/or legal constraints.