Whistleblowing Policy

SUMMARY

Where a person has reason to believe that wrong doing is being perpetrated by others, the Constabulary and / or the Police Authority want to know about it. They want you to have the confidence to report it, and know who to report to, secure in the knowledge that your concerns will be taken seriously, dealt with sensitively, and with all due confidentiality. This policy explains what you should do if you have such concerns.

POLICY STATEMENT

This policy has been introduced because Cambridgeshire Constabulary wants to encourage and enable staff to raise their concerns at an early stage and to do so in the right way. It explains what Cambridgeshire Constabulary expects you to do if you have concerns, clarifies your rights and responsibilities, identifies the steps you can take and puts this into context of the Public Interest Disclosure Act 1998.

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**Scope**

This policy applies to Police Officers, Police Staff, contractors or others acting on behalf of the Constabulary.

It also applies to Police Authority staff and in spirit to members of the Police Authority. Police Authority members are subject to a specific Code of Conduct overseen by the Standards Board for England and empowered in statute.

Many of us from time to time have concerns about what is happening at work. Usually these concerns are easily resolved. However, if they are wrongdoings such as dishonesty, financial malpractice, mismanagement, abuse of authority, racial, homophobic or other discriminatory behaviour, or any other illegal, unethical or improper conduct it can be difficult to know what to do or whether to speak out. You may feel it is none of your business and for others to find out about and deal with; you may feel that it is only a suspicion and managers would not take you seriously; you may feel disloyal to colleagues, managers or to the organisation; or you may be afraid of the consequences of speaking out.

This policy aims to:

- Create a climate where staff, feel a genuine obligation to openness and transparency when reporting wrongdoings.
- Provide avenues for staff to raise those concerns and receive feedback on any action taken.
- Ensure a correct response to concerns raised and awareness of how to pursue them if the outcome is unsatisfactory.
- Create a culture where it is safe and accepted for staff to blow the whistle on suspect conduct therefore making it less likely to happen.

Cambridgeshire Constabulary and Police Authority believe that anyone who works for Cambridgeshire Constabulary (including those mentioned above) has a right and duty to raise serious concerns.

Managers have a duty to listen and record concerns, take them seriously and ensure they are dealt with thoroughly, fairly and promptly.

If you require independent advice regarding the most suitable option available to you, seek advice from your Staff Association or Trade Union, the Professional Standards Department or a First Contact Officer.

In matters relating to the Police Authority the Monitoring Officer should be consulted, or if he is the subject of concern, the Authority Chairman, or the Monitoring Officer of an adjacent authority, or direct to the Standards Board.
For constabulary officers and staff when direct reporting to Professional Standards Department is chosen, an agreement will be made with the person reporting on the degree of confidentiality required. Reports can be made anonymously. Such information will be treated with caution and corroboration sought at the earliest opportunity. Reporting direct also provides an element of independent and objective assessment of the information provided at the earliest stage, which is beneficial to the Constabulary and the person reporting.

There are existing policies in place to enable you to lodge a grievance relating to your employment, please refer to the Fairness at Work Policy and Procedure.

**Public Interest Disclosure Act 1998**

The aim of the Public Interest Disclosure Act (the Act), which came into effect on 2 July 1999, is to ensure that information in the public interest is brought to the attention of the appropriate person in order that wrongdoing can be dealt with speedily. It encourages disclosure of information by giving statutory protection against victimisation and unfair dismissal to individuals who make ‘protected’ disclosures in good faith about certain acts of wrongdoing or dangers in the workplace. It does so by inserting new provisions into the Employment Rights Act 1996.

The Act applies to ‘workers’ which includes police officers and police staff.

The types of disclosure which you and all staff are encouraged to report under this Act include information relating to:

- A criminal offence has been committed, is being committed or is likely to be committed,
- A person who has failed is failing or is likely to fail to comply with any breach of legal obligation (e.g. Police regulations),
- A miscarriage of justice has occurred, is occurring or likely to occur,
- Financial malpractice, impropriety or fraud has occurred, is occurring or is likely to occur,
- A failure to comply with Cambridgeshire Constabulary standing orders or policies has occurred, is occurring or is likely to occur,
- Danger to the health and safety of an individual has been, is being or is likely to occur,
- Damage to the environment has occurred, is occurring or is likely to occur,
- Deliberate covering up of information in respect of any of the above matters is occurring, has occurred or is likely to occur.

You are protected by the provisions of the Act and can lodge a claim to the Employment Tribunal, if you consider that have been subject to a detriment as a result of making a protected disclosure. Such a claim must be made within 3 months of the act which you consider has caused you the detriment.
Examples of a detriment could include:

- A physical disadvantage e.g. being given degrading work;
- Denying an opportunity for promotion;
- Financial disadvantage;
- Working in an unpleasant environment.

**Exceptions**

The disclosure will not be a qualifying disclosure if:

- You commit an offence by making the disclosure (eg. A breach of the Official Secrets Act); or
- It is information which has been disclosed to you during the course of obtaining legal advice where legal professional privilege could be claimed.

**External Disclosure**

In certain exceptional cases, you may feel the need to make an external disclosure. The legislation will still protect you providing the following criteria applies:

- You reasonably believe that you will be subject to detriment by your employer if you make a disclosure to your employer or to a prescribed person;
- That evidence relating to the malpractice will be concealed or destroyed if you make a disclosure to your employer; or
- A disclosure of substantially the same information has previously been made to your employer or any prescribed person.

In each of the above cases, you must still ensure that your disclosure also embraces the general criteria.

When you have previously disclosed the allegation internally, you will only be protected if it is reasonable, in all the circumstances, for you to repeat the allegation externally. The following might indicate reasonableness on your part:

- Identifying and implicating the person to whom you originally disclosed the allegation as;
- Evidence of the seriousness of the qualifying disclosure;
- An indication that the failure is continuing or likely to occur in the future;
- Whether your allegation would cause Cambridgeshire Constabulary to breach a duty of confidentiality to another individual;
If you rely on having disclosed substantially the same information previously then you must consider Cambridgeshire Constabulary’s response to your original disclosure; and

Whether you have complied with the disclosure procedure authorised by Cambridgeshire Constabulary.

Clearly, in matters where the Police Authority is the subject of concern and you feel it inappropriate to speak to the Monitoring Officer or Chairman, you will need to report externally to the Monitoring Officer of an adjacent Authority or direct to the Standards Board for England.

Other exceptionally serious matters

This must be of an exceptionally serious nature to justify bypassing the internal reporting procedures. Your disclosure should be made to a person or regulatory body who is knowledgeable with the subject of the allegation. In this case, you must still ensure that your disclosure also embraces the general criteria. In deciding whether your external disclosure is reasonable there shall be regard to the identity of the person to whom you originally disclosed the allegation.

Confidentiality

While we encourage open reporting, Cambridgeshire Constabulary recognises that, despite the assurances above, a staff member may wish to raise a concern in confidence. If you ask to have your identity protected, then Cambridgeshire Constabulary will make every effort not to disclose it without your consent. Confidentiality, when requested, will be given the highest priority. There maybe occasions however when the concerns have such serious implications that Cambridgeshire Constabulary have to act on them, with or without your agreement. In such circumstances, whilst everything would be done to preserve anonymity this may not be possible. If we are not able to resolve your concern without revealing your identity we will discuss this with you. All staff should be aware that the legal rules governing disclosure would apply to cases under this procedure as they apply to all others. Where confidential information has been received, this will be handled for disclosure purposes in a similar way to criminal intelligence.

Whenever possible, you are encouraged to put your name to an allegation. Remember that if you do not tell us who you are, it will be much more difficult to look into the matter, to protect your position, or give you feedback. Where concerns are expressed anonymously, by nature, they become much less powerful but may be considered by the Constabulary taking into account:

- The seriousness of the issues raised,
- The credibility of the concern; and
- The likelihood of confirming the allegation from an attributable source.

A person who believes him/herself adversely affected by any decision may invoke a grievance under the Fairness at Work Policy and Procedure and at
any stage can seek a confidential interview with the Head of Professional Standards.

**False and Malicious Allegations**

Staff will not be disadvantaged or put at risk by raising genuine concerns. Provided you have a real belief that something is wrong and are acting in good faith it does not matter if you do not have evidence or are subsequently found to be mistaken – you will not be at risk of losing your job or suffering any other form of retribution as a result. Any person who victimises someone who has raised genuine concerns under this policy will be subject to disciplinary action. If your concern is not confirmed by the investigation no action will be taken against you.

Where, however, it is suspected that a report was made maliciously, rivolously or for personal gain, an investigation will take place and consideration given to disciplinary/misconduct action.
METHODS OF REPORTING

Report as soon as practicable

Choose your method of reporting

EXTERNAL

Police Authority Monitoring Officer or Chairman (For issues concerning Constabulary Staff)

Your Line Manager or another Manager / Supervisor

Head of People Services Human Resources

Intelligence & Integrity Unit, PSD

Confidential e-mail system PSDintelligence&integrityunit @camspol

INTERNAL

Police Authority Monitoring Officer or Standards Board for England (For issues concerning Authority Members)

Independent Police Complaints Commission

Criminal Case Review Commission

Independent Confidential Reporting with Safecall – 0870 2410762 Crime stoppers – 0800 555444

Police Federation / Unison / Superintendents Association

Intelligence & Integrity Unit confidential reporting line ext 2527
You may invite your trade union, professional association representative or a federation friend to be present during any meetings or consultations in connection with the concerns you have raised. Any meetings that need to be arranged with you can be held away from your usual place of work if you wish.

THE PROCEDURE

- Indicating how we propose to deal with the matter;
- Giving an estimate of how long it will take to provide a final response;
- Updating with initial enquiries that have been made;
- Supplying information about staff support mechanisms;
- Informing entitlement to seek advice and representation from staff association or union representative;
- Advising whether further investigation will take place, and if not, why not;
- Agreeing how to proceed if anonymity is requested; and
- Agreement made regarding frequency and method of updating.

1. Refer to Methods of Reporting Flowchart
2. Refer to Attendance Management Policy

If individual wishes identity to be kept confidential

Open Reporting

Confidential Reporting

IO contacts individual within 3 working days of concern being raised (in a way which protects confidentiality)

Consider as Critical Incident

Support mechanisms considered (see OHU flowchart within policy)

Is individual absent from work as a result of stress/anxiety?

Occupational Health Advisor / HR Manager to facilitate return to work

The circumstances of any sickness/absence should be taken into account when considering reduction in pay and in making redeployment or promotion decisions.
ROLE OF LINE MANAGER

To ensure an environment where officers/staff are confident in coming forward and to make sure reports are investigated appropriately

Line Management

To ensure actions outlined in policy are undertaken

Open Reporting

Confidential Reporting

Identity of individual and the fact of the report is already known to colleagues

Where details of report and identity of individual making report is to be kept confidential

- Instigate and maintain written record;
- Contact PSD as soon as possible for advice and guidance on how to proceed;
- Respond promptly and sensitively;
- Support the individual and acknowledge their actions as right; and
- Provide protection against victimisation/harassment with positive and robust action.

3. Refer to Dignity at Work Policy and Procedure
**ROLE OF PROFESSIONAL STANDARDS DEPARTMENT**

- Investigate referrals as directed by Head of PSD;
- Manage case from reporting through investigation to prosecution stage, either criminal or disciplinary;
- Keep individual making report updated if IO is within PSD;
- Collation, analysis and dissemination of intelligence (where appropriate);
- Ensure compliance with policy;
- Ensure confidentiality issues are handled sensitively and professionally;
- Provide support, guidance and advice at every stage; and
- Monitor progress.

**ROLE OF OCCUPATIONAL HEALTH UNIT**

- Support will be offered to individuals and their partner (if appropriate);
- Support will be offered to other members of Cambridgeshire Constabulary staff who may be affected;
- Provide information, advice and support to managers and individuals on health and welfare matters;
- Counsellors and OH Advisors adhere to Professional Codes of Conduct;
- Self referral to OH for provision of counselling service;
- To provide confidential services;
- To accept formal referrals by line managers/Head of PSD; and
- Provide group work at request of management, where impact is causing problems in workplace.

**NB.** Group work will be provided at the request of management where the impact of reporting is causing problems in the workplace. This can facilitate communication between staff and management. There should be clear agreements on how confidentiality issues are managed along with consultation with the whistleblower.

**ROLE OF STAFF ASSOCIATIONS AND UNION REPRESENTATIVES**

- Police Federation, Superintendents Association and UNISON.
- Provide guidance and advice
- Support offered to member
- Act on behalf of their members to highlight perceived organisational shortcomings
<table>
<thead>
<tr>
<th><strong>DEFINITIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open reporting</strong></td>
</tr>
<tr>
<td><strong>Confidential Reporting</strong></td>
</tr>
<tr>
<td><strong>Investigating Officer (IO)</strong></td>
</tr>
<tr>
<td><strong>Confidential E-mail</strong></td>
</tr>
<tr>
<td><strong>Force Confidential Reporting Line</strong></td>
</tr>
<tr>
<td><strong>Staff Associations and Union Representatives</strong></td>
</tr>
</tbody>
</table>
merits formal reporting. These organisations are bound by their own internal rules regarding confidentiality and the need for a member’s consent prior to the forwarding of information.

**ROLES AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Intelligence and Integrity Unit, Professional Standards Department (PSD)</th>
<th>An Intelligence and Integrity Unit has been established whose officers and staff are experienced in dealing with cases involving allegations of wrongdoing. Information about the team and other members of PSD can be found on their website.</th>
</tr>
</thead>
</table>
| Police Authority | Police authorities are independent bodies made up of local people who oversee the work of their local Constabulary. They have a range of financial and legal powers but their principal responsibility is to maintain an efficient and effective police service in Cambridgeshire. Police Authority contact details are:  
  - By letter to – Chief Executive and Monitoring Officer, Cambridgeshire Police Authority Hinchingbrooke Park Huntingdon, Cambs PE29 6NP.  
  - By phone 0845 456 4564 asking for the office manager.  
  - E-mail [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk) |
| Standards Board for England | Complaints:  
  Telephone: 0800 107 2001  
  E-mail [newcomplaints@standardsboard.gov.uk](mailto:newcomplaints@standardsboard.gov.uk)  
  Website enquires:  
  Website-enquiries@standardsboard.gov.uk |
| Criminal Case Review Commission (CCRC) | The Public Interest Disclosure Act identifies the CCRC as the body to  

which any police officer or member of police staff can bring to notice any allegation of a miscarriage of justice without fear of recrimination or retribution.

Any member of the police service can raise concerns with the CCRC as detailed:
- By letter to - The Chairman, Criminal Cases Review Commission, Alpha Tower, Suffolk Street, Queensway, Birmingham. B1 1TT.
- By phone 0121 6331800
- By fax 0121 6331823
- By e-mail info@ccrc.gov.uk

**Independent Police Complaints Commission (IPCC)**

The IPCC is an independent body whose purpose is to see that whenever a complaint is made about a member of staff’s conduct, it is dealt with thoroughly and fairly. All members of the police service can raise concerns with the IPCC as detailed:
- By letter to The Commissioner, IPCC, 90, High Holborn, London WC1B 6BH.
- By phone 0845 8770061
- E-mail – enquiries@ipccreportline.gsi.gov.uk
- Website [www.ipcc.gov.uk](http://www.ipcc.gov.uk)

**Human Resources**

The aim of People Services is to provide a professional service to customers of the Department. They will provide professional advice to all Constabulary employees including guidance on the grievance procedure and Fairness at Work Policy. Concerns can be raised with the Head of People Services within HR.

**First Contact Officers and Occupational Health**

The First Contact scheme is a well established support network of police officers and staff who act as a point of contact for colleagues who feel harassed, bullied, discriminated against or unfairly treated at work.
When reports are brought to notice this way the role of receiving staff is to provide support and ensure confidentiality is respected. They should then help the individual concerned to identify the most suitable way of formally reporting the wrongdoing. You may contact them on (01480) 422600 or ext 2600.

<table>
<thead>
<tr>
<th>Support for Staff</th>
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</thead>
<tbody>
<tr>
<td>All staff should feel confident that they will be valued and supported throughout the process. In many cases the person making the professional standards report will be a confidential source or a witness and/or a victim of crime. Cambridgeshire Constabulary is committed to providing an enhanced service to such staff in a similar way to that provided to vulnerable victims and witnesses in crime cases. Responsibility for arranging support lies with the Head of the Professional Standards Department.</td>
</tr>
</tbody>
</table>
EQUALITY IMPACT ASSESSMENT TEMPLATE
FOR NEW AND REVISED STRATEGY, POLICY AND PROCEDURAL GUIDANCE

Part ‘A’

This section is designed as a learning tool - to be used as an informal “note pad” to record the analysis you undertake and the considerations you take into account.

It is not intended that this section will be published as part of the Constabulary’s policies publication scheme, however, we suggest that you retain this information for future reference and audit purposes.

A1. What are the aims and proposed outcomes of the policy guidance (and any associated procedures) you are writing?

- Create a climate where staff, feel a genuine obligation to openness and transparency when reporting wrongdoings.
- Provide avenues for staff to raise those concerns and receive feedback on any action taken.
- Ensure a correct response to concerns raised and awareness of how to pursue them if the outcome is unsatisfactory.
- Create a culture where it is safe and accepted for staff to blow the whistle on suspect conduct therefore making it less likely to happen.

A2. Which individuals, or groups of individuals, are most likely to be affected?

This policy applies to Police Officers, Police Staff, Police Authority members, contractors or others acting on behalf of the Constabulary.

A3. Now consider whether any of the following groups might be particularly affected?

<table>
<thead>
<tr>
<th>Racial groups</th>
<th>Consider: ✓</th>
<th>Language and cultural factors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Includes Gypsy and Traveller groups</td>
</tr>
<tr>
<td>Religious or Faith groups</td>
<td>Consider: ✓</td>
<td>Practices of worship, religious or cultural observance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Including non-belief</td>
</tr>
<tr>
<td>Disability groups</td>
<td>Consider: ✓</td>
<td>Physical, visual, aural impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mental or learning difficulties</td>
</tr>
<tr>
<td>Gender</td>
<td>Consider: ✓</td>
<td>Male, female and transgender</td>
</tr>
<tr>
<td>Age</td>
<td>Consider: ✓</td>
<td>Elderly, or young people</td>
</tr>
<tr>
<td>Sexual orientation</td>
<td>Consider: ✓</td>
<td>Known or perceived orientation</td>
</tr>
</tbody>
</table>
A4. What information are you able to obtain about each of these groups?

The following information sources may be considered, however, this list should not be regarded as absolute:

- Demographic data (Census information, neighbourhood team knowledge)
- Equality monitoring data (internal and external)
- Previous consultation (previous policies, consultation networks, surveys)
- Recommendations of inspection reports (HMIC, QAT, national reviews)
- Review of complaints against police
- Other UK police force policy impact assessments

Please see consultations completed

A5. Which of these groups do you now need to speak to in order to obtain additional information? N/A

<table>
<thead>
<tr>
<th>Details of any particular member group or sub group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Racial groups</td>
</tr>
<tr>
<td>Disability groups</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>Religious or Faith groups</td>
</tr>
<tr>
<td>Sexual orientation</td>
</tr>
</tbody>
</table>

If you have identified a need to consult with any particular group, you should now contact the Diversity Unit, who hold a list of policy consultees, and will make arrangements for an appropriate consultation opportunity.

Using the information from questions (4) and (5) above:

A6. Is there anything to suggest that any individual or group of people may receive (or perceive themselves to receive) unequal access to, or an unequal standard of service from, Cambridgeshire Constabulary in relation to the principles and processes described within this policy/procedural guidance?

<table>
<thead>
<tr>
<th>Details of any particular member group or sub group</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Age</td>
</tr>
<tr>
<td>Religious or Faith groups</td>
</tr>
<tr>
<td>Sexual orientation</td>
</tr>
</tbody>
</table>

If you have answered “No” to all categories in question (6), please now complete Section ‘B’ of this template.

If you have answered “Yes” to any of the categories in question (6) you are now asked to use your judgement to answer the following questions:
A7. Does the “different” impact on any particular community group amount to “adverse” (or negative) impact?  
(Please give relevant details)  
Yes ☐ No ☐

N/A

A8. Could this adverse impact potentially amount to “discrimination”?  
(Please give relevant details)  
Yes ☐ No ☐

N/A

A9. If so, in view of the overall aims of the policy or procedural guidance, can the proposed guidance nevertheless be justified?  What is that justification?  
(You should consider taking legal advice if justification is made)  
Yes ☐ No ☐

N/A ☒

A10. What amendments can be made to the policy or procedural guidance in order to eliminate or reduce the adverse impact on different community groups?  

NONE

A11. Once implemented, how do you intend to monitor the actual impact of this policy or procedural guidance?  

Through the ultimate referral of these cases to PSD which will ensure centralised management.

EQUALITY IMPACT ASSESSMENT TEMPLATE
FOR NEW AND REVISED STRATEGY, POLICY OR PROCEDURAL GUIDANCE

PLEASE NOW COMPLETE SECTION ‘B’ OF THIS TEMPLATE
**Part ‘B’**

This section should be used to *formally* record the findings and results of your assessment. This section *will normally* be published as part of the Constabulary’s policies publication scheme.

<table>
<thead>
<tr>
<th>Title of Policy Guidance/Procedure</th>
<th>Whistleblowing Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Author</td>
<td>DS 608 Karen Boxall</td>
</tr>
<tr>
<td>Date of creation/review</td>
<td>09/04/2008</td>
</tr>
<tr>
<td>Version No.</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**PLEASE OUTLINE THE RESULTS OF YOUR IMPACT ASSESSMENT BELOW**

**B1** What are the aims and proposed outcomes of your policy guidance/procedure?

The overriding aim is to ensure that Cambridgeshire Constabulary staff are encouraged and able to raise their concerns of wrongdoings at an early stage and to do so in the right way. It explains what Cambridgeshire Constabulary expects you to do if you have concerns, clarifies your rights and responsibilities, identifies the steps you can take and puts this into context of the Public Interest Disclosure Act 1998.

The underlying principle is to create a climate where staff feel a genuine obligation to openness and transparency when reporting wrongdoings and provide support for those who do.

**B2** What research has been undertaken?

Research has taken place with regional and internal colleagues namely Norfolk Constabulary, Human Resources, IPCC, Police Authority, Civil Claims investigators, COG and Head of Finance and procedures have been reviewed.

Supporting documentation:
- London Development Agency Whistleblowing Policy.
- Leonard Cheshire Whistleblowing Policy (Creating opportunities for disabled people).
- Weightmans Tribunal Fair Dismissal document.
- Whistleblowing info gee on the internet – regarding points to include in Whistleblowing Policy.
- Research with external organisations such as the National Health Service.

**B3** What consultation has taken place? *(who has been consulted, and by what method?)*

**a)** Internally within the Constabulary

Federation, Unison, Police Authority, Head of Finance, Head of Human Resources, staff case studies, Civil Legal Team, Professional Standards Dept and ACPO.

**b)** Externally

IPCC and Superintendents Association.
### B4 What feedback was received?

During the consultation period, feedback was provided from many of the representatives of the relevant departments. They provided key areas for improvements and development in light of which the policy has been amended. For example:-

- The need for consideration of existing Policies within external organisations such as the NHS (HR manager and PSD).
- Clarification in relation to the flowcharts – making them more user friendly (Federation).
- Making sure that once the policy is agreed, it is promoted in the correct way. This will ensure that it reaches all staff (Equality Scheme Advisor).
- A query as to whether the PIDA would actually apply to breaches of Cambridgeshire Constabulary standing orders and policies (Chief Officers Group).
- To include more details and guidance with regards to Employment Tribunals (PSD).
- Consideration for inclusion of case studies (HR manager)

### B5 What amendments, if any, have been incorporated into the policy guidance/procedure to reflect that feedback?

See above

### B6 If changes were recommended but not incorporated, what justification is there for this?

Specific case studies were suggested to be included. However none were identified as being suitable to be included at this time.

### B7 What monitoring arrangements are to be put in place (or already exist) to monitor the actual impact of this policy guidance/procedure?

Through the ultimate referral of these cases to PSD which will ensure centralised management.

---

Please now use your judgement to answer the following questions, which relate to a number of statutory duties relevant to all public sector authorities.
### (i) Relating to the Race Relations Amendment Act:

<table>
<thead>
<tr>
<th>B8</th>
<th>How will this guidance <strong>eliminate unlawful discrimination</strong> between different groups within the community? Consider and comment on operational, community impact and institutional perspectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Policy is applicable and available to all members of Cambridgeshire Constabulary Staff. Support mechanisms are encompassed within the Policy and are available on an equal basis to all members who utilise the Policy which itself incorporates the respect for diversity.</td>
</tr>
<tr>
<td></td>
<td>In relation to this duty, do you consider its potential impact to be HIGH □ MEDIUM □ LOW □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B9</th>
<th>How will this guidance <strong>promote equality of opportunity</strong> between different groups within the community? Consider and comment on professional, individual, organisational and community perspectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Policy allows and encourages reporting and fair treatment for all persons irrespective of differences.</td>
</tr>
<tr>
<td></td>
<td>In relation to this duty, do you consider its potential impact to be HIGH □ MEDIUM □ LOW □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B10</th>
<th>How will this guidance <strong>promote good relations</strong> between people from different groups within the community? Consider/comment on individual practice, team operation, organisational functioning perspectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Policy aims to increase trust and confidence amongst members of staff and the community that it serves by allowing the reporting of wrongdoings in a transparent manner to bring about change where needed and ultimately improvements in service delivery.</td>
</tr>
<tr>
<td></td>
<td>In relation to this duty, do you consider its potential impact to be HIGH □ MEDIUM □ LOW □</td>
</tr>
</tbody>
</table>

### (ii) Relating to the Disability Discrimination Act:

<table>
<thead>
<tr>
<th>B11</th>
<th>How can this guidance help to <strong>promote equality of opportunity</strong> between disabled and other people?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Policy allows and encourages reporting and fair treatment for all persons irrespective of differences.</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B12</th>
<th>How can this guidance help to <strong>eliminate unlawful discrimination</strong> that is unlawful under the DDA?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular monitoring of the application of the policy will ensure that any real or potential unfairness or disproportionality will be identified and addressed.</td>
</tr>
<tr>
<td></td>
<td>In relation to this duty, do you consider its potential impact to be HIGH □ MEDIUM □ LOW □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B13</th>
<th>How can this guidance help to <strong>eliminate unlawful harassment</strong> of disabled people that is related to their disability?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Policy allows and encourages reporting and fair treatment for all persons irrespective of differences.</td>
</tr>
<tr>
<td></td>
<td>In relation to this duty, do you consider its potential impact to be HIGH □ MEDIUM □ LOW □</td>
</tr>
</tbody>
</table>
### B14  How can this guidance help to **promote positive attitudes** towards disabled people?

This Policy allows and encourages reporting and fair treatment for all persons irrespective of differences.

In relation to this duty, do you consider its potential impact to be

- [ ] HIGH
- [ ] MEDIUM
- [x] LOW

### B15  How can this guidance **encourage participation** by disabled people in public life?

The Policy is available for all staff, regardless of any disability or impairment.

In relation to this duty, do you consider its potential impact to be

- [ ] HIGH
- [ ] MEDIUM
- [x] LOW

### B16  How can this guidance **take steps to meet disabled people’s needs** even if this requires more favourable treatment?

The policy will be implemented fairly and equally across the Constabulary and the needs of all will be considered in a justified and proportionate manner.

In relation to this duty, do you consider its potential impact to be

- [ ] HIGH
- [ ] MEDIUM
- [x] LOW

### (iii)  Relating to the **GENDER EQUALITY DUTY**:

#### B17  How can this guidance help to **eliminate unlawful discrimination and harassment** between men and women?

Use and application of the policy will ensure that any real or potential unfairness or dis-proportionality will be identified and addressed.

In relation to this duty, do you consider its potential impact to be

- [ ] HIGH
- [ ] MEDIUM
- [x] LOW

#### B18  How can this guidance help to **promote equality of opportunity** between men and women?

This Policy promotes the equality of opportunity between all persons irrespective of differences by encouraging reporting of wrongdoings.

In relation to this duty, do you consider its potential impact to be

- [ ] HIGH
- [ ] MEDIUM
- [x] LOW

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**SCD/JM**  
**Version 4  10/06**
Whilstleblowing – Public Interest Disclosure Act 1998

Each of us has a responsibility for the quality of our work as an individual and for that of our team. We also have a role to play in ensuring the quality of the work of Cambridgeshire Constabulary as a whole. If we know about a risk or danger and do nothing about it we are also accountable for the consequences.

Cambridgeshire Constabulary want to encourage and enable staff to raise their concerns at an early stage and to do so in the right way without fear of adverse consequence.

Cambridgeshire Constabulary have a range of employment policies and procedures that deal with standards of behaviour at work; they may be covered by discipline, grievances, dignity at work, fairness at work etc. These policies should be used where appropriate.

Legislation exists to protect all employees. A new whistle-blowing policy will explain what Cambridgeshire Constabulary expects you to do if you have concerns or concerns are raised with you as a manager. It will clarify your rights, responsibilities and identify the steps you can take and puts this into context of the Public Disclosure Act.

The Public Interest Disclosure Act offers staff protection in certain circumstances. It protects against victimisation if they raise genuine concerns about any of the following:-

- Criminal offences
- A breach of a legal obligation
- A miscarriage of justice
- Financial malpractice, impropriety or fraud
- Danger to health and safety of an individual
- Damage to the environment
- Deliberate covering up of information in respect of any of the above matters

This act also gives the employee the right to take their case to an Employment Tribunal to seek reinstatement to their job or compensation if they believe they have been dismissed or victimised as a result of their whistle-blowing.

For full details please refer to the approved policy once publicised or contact the Intelligence and Integrity Unit for further advice.