



APPENDIX 1



Whistleblowing Report Form

The Confidential Reporting Code (Whistleblowing Policy) (http://www.sandwell.gov.uk/downloads/file/4670/whistleblowing_policy) makes it clear that you can raise concerns without fear of victimisation, subsequent discrimination or disadvantage.

It is important that you raise serious concerns, which can be verbal or in writing.

You are able to submit a concern in writing in however way you wish, but you are encouraged to use this Form. If you wish to be anonymous you are still encouraged to complete the Form without revealing your identity.

Please give as much information as you can to the questions below. If you do not use this Form please still provide as much information as you can. This will help us to ensure that your concerns are fully investigated,

All concerns will be treated in confidence and we will try not to reveal your identity. However, in exercising this discretion the factors to be taken into account would include:

- the seriousness of the issues raised;
- the credibility of the concern;
- the likelihood of confirming the allegation from attributable sources; and
- whether the allegations are likely to have been made in good faith.

Details of the person you are reporting	
Name	
Address	
Age	
Job Title	
Service Area/Team	
Office Location	
Line Manager	

As stated in the policy before making disclosures externally you must reasonably believe that the information shows one or more of the following matters is either happening now, took place in the past, or is likely to happen in the future:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health or safety of any individual;
- damage to the environment;
- deliberate covering up of information tending to show any of the above five matters.

Things to consider when reporting	
Below is a list of the allegations commonly reported and the type of information which would be helpful. Please remember the more information you provide the better chance of success in proving the allegation.	
Bribery	This is when someone receives payments/rewards for doing something or not doing something they should do as part of their job. What is it they are doing? I.e. awarding contracts or not recording as they should. What are they receiving as payment? Who is making these payments?
Re-direction of payments or Grants	Where is the money being paid to? Where should the money have been paid to? Where has the money come from (budget/cost centre)? Is anyone else involved (internal or external) and if so who are they?
Misuse of council equipment	What type of equipment is it? What does the equipment look like (colour, make, model, etc)? When in the day does it happen?
Theft of time	When is this happening (morning, lunch, evening). How are they avoiding recording their correct times?
Failure to declare	This may include awarding contracts to family members or friends.

declarations of interest	What company is this in association with? Who are the other person/s (name, DoB, address/area). What is their association (how are they related or how do they know each other)?
Not following Council Procedures	Breach of information security. Not following a specific policy. Failure to report an incident. Inappropriate conduct.
Blue Badge Fraud	Describe the vehicle in which the badge is being used? Who owns the blue badge? Who is the person misusing it? When and where is it parked when being misused? Describe the badge is used in (make, model, colour and registration). What do they look like?

What you are reporting?

Please remember the more information you provide the better chance of success in proving the allegation. The list above will give you an idea of what type of information is useful.

Time period

When did it occur? Or if this has happened more than once, over what period has it occurred? Is it still happening?

How are you aware of the allegation?

Have you been told about this or seen it yourself? Did you see it happening or have you since found evidence of it?

Supporting Evidence

Is there anything that supports the allegation and if so where can it be found? I.e. is there a trace of it on a specific system or database. Is there documentation? If so where can it be found or who has it?

Have you reported this fraud before? If so when and who to? Has the matter been reported to a line manager, another Service Area or the Police?

What is the value of this fraud? Do you know how much this has cost? Even it is only an estimate.

Is there any other relevant information that will assist investigation? If there is anything you have not mentioned, but feel it is relevant please tell us about it. Sometimes the smallest details matter.

Who are you? You do not need to leave your details. However if you do it will allow us to gain any information which is needed. For further information please read the Policy attached.			
Name		Tel Number	
Email			

Please forward the completed form to the Director of Legal and Governance:

Neeraj_Sharma@sandwell.gov.uk

Sandwell Legal Services, Sandwell Council House, Oldbury B69 3DE