

# TONBRIDGE & MALLING BOROUGH COUNCIL

## AUDIT COMMITTEE

06 April 2006

### Report of the Chief Executive and the Director of Finance

#### Part 1- Public

#### Matters for Information

#### 1 CONFIDENTIAL REPORTING CODE

##### Summary

**This report informs Members that there have been no allegations made in the last year using the Confidential Reporting Code.**

#### 1.1 Introduction

- 1.1.1 The Council introduced a Confidential Reporting Code (CRC) following the enactment of the Public Disclosure Act 1998. This Act required employers to set up a reporting mechanism to enable employees and other stakeholders to report concerns confidentially with safeguards against reprisals and certainty on how they would be treated.
- 1.1.2 The CRC is reviewed annually by the General Purposes Committee as part of the overall Policy Framework process. It was last endorsed by the General Purposes Committee in June 2005 when no changes were recommended.
- 1.1.3 The CRC is available on the Intranet and Council Website. In addition it is circulated annually using Groupwise and Managers are required to provide a copy to all contractors working with the Council. A copy of the Code is attached as **[Annex 1]**
- 1.1.4 Members of this Committee have a responsibility **“To monitor council policies on ['Raising Concerns at Work'] and the anti-fraud and anti-corruption strategy and the council's complaints procedure”** within their terms of reference.
- 1.1.5 This process requires the Audit Committee to be given a report on all concerns reported to the Council using the CRC.
- 1.1.6 Members are informed that there have not been any concerns raised using the CRC in the current financial year.

**1.2 Legal Implications**

1.2.1 The Council is required by law to provide a CRC.

**1.3 Financial and Value for Money Considerations**

1.3.1 By having a CRC there is the opportunity for staff to raise concerns that could have a financial saving attached to them.

**1.4 Risk Assessment**

1.4.1 Without a CRC there is the risk that concerns would not be raised at the earliest opportunity enabling them to be promptly investigated.

1.4.2 Members are asked to note the contents of this report.

Background papers:

contact: David Buckley

Confidential Reporting Code

David Hughes  
Chief Executive

Sharon Shelton  
Director of Finance