

FOI Release
Information released under the Freedom of Information Act

Title: Procedures for handling Civil Service Code concerns

Date of release: 7 January 2015

Information request:

- (1) Please identify the status of your organisation (for example, Ministerial department, non-ministerial department, executive agency).
- (2) If concerns raised regarding alleged breaches of the Civil Service Code are handled by, or referred to, another body (for example a sponsoring department) please indicate this.
- (3) Please identify the number of departmental nominated officers in your organisation; please also indicate the level of seniority or grade of the individual(s). If this question is not relevant to your organisation please indicate this.
- (4) If the nominated officer(s) have another role within the organisation, please provide a general indication of what this role is (for example welfare or pastoral).
- (5) Whether concerns raised regarding alleged breaches of the Civil Service Code to a person in the management chain are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.
- (6) Whether concerns raised regarding alleged breaches of the Civil Service Code to departmental nominated officers are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.
- (7) Please provide details of the number of individuals who have raised concerns regarding alleged breaches of the Civil Service Code in your organisation between 10/01/2010-31/12/2013, in particular:
 - i. Please provide details of whether each individual raised the concern on an anonymous, confidential, or self identified basis.
 - ii. Please indicate whether the concern was raised to a line manager or nominated officer.
 - iii. Please provide a brief summary of the types of concerns raised.
 - iv. Please indicate whether or not the matter complained of was subsequently referred to the Civil Service Commission or a regulatory or enforcement organisation.
 - v. Please identify (if appropriate) whether any subsequent action was taken.

Information released:

- (1) The Intellectual Property Office (IPO) is an executive agency, sponsored by the Department for Business, Innovation & Skills (BIS).
- (2) Such concerns raised would be handled by the IPO. If the circumstances warranted it, a serious allegation might be referred to our parent department, BIS. As well as being able to report alleged breaches of the Civil Service Code directly to line management or nominated officers with the IPO, staff may do so via an external confidential whistle blowing hotline which is a free confidential service run by an independent organisation. The complaint would then be forwarded to the nominated

IPO contact for investigation. For independent legal advice staff can access Public Concern at work. Staff can also refer issues to their Trade Union representative.

(3) We have four nominated officers who hold senior positions.

(4) No other role beyond their usual duties as IPO employees.

(5) Any such concerns would be tracked/monitored/recorded and dealt with in accordance with the IPO whistle blowing policy, which is circulated to all staff.

Information regarding the single instance is held centrally within the IPO.

(6) As above.

(7) i. 1 complaint (anonymous)

ii. To a nominated officer

iii. An allegation of inappropriate behaviour involving two employees.

iv. N/A

v. N/A