

Information Released under Freedom of Information Act

Subject: Request for information relating to Whistleblowing

Date Released: 7 May 2015

Summary of request: The enquirer requested information relating to Whistleblowing

Information Released

I have responded to your questions in the order that they appear in your request.

Whistleblowing.

(1) Please provide details of the number of individuals who have raised concerns regarding alleged breaches of the Civil Service Code in your organisation between the following dates: 01/01/2010 to 09/01/2010 and 01/01/2014 to 31/12/2014.

Companies House has not recorded any alleged breaches of the Civil Service Code between the dates above.

(2) in particular:

i. Please provide details of whether each individual raised the concern on anonymous, confidential, or self identified basis.

ii. Please indicate whether the concern was raised to a line manager or nominated officer (an individual tasked to receive whistleblowing concerns as identified in the Civil Service Code).

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,

N/A

Disclosure of Official Information without Authority.

(3) If instances of disclosures of official information without authorisation (commonly referred to as 'leaking' i.e. to a journalist or other any other individual outside of the organisation who should have access to the information in question) are recorded by your organisation, please disclose the number of instances of unauthorised disclosure between the dates: 01/01/2010 to 31/12/2014.

There are no recorded instances of this nature for the dates above.

(4) Please disclose the number of inquiries conducted into disclosures of official information without authority between the dates: 01/01/2010 to 31/12/2014.

There have been none of this nature.

(5) Please disclose any policy guidance/ guidelines for the handling of instances of unauthorised disclosures.

These would be handled in accordance with our Disciplinary Policy and Procedures (policy attached)

(6) If possible, please identify the number of employees in your organisation who have been subject to disciplinary action or dismissal for the disclosure of official information without authority.

There have been none

Confidentiality agreements

(7) Please identify whether or not individuals working for your organisation are required to sign a confidentiality agreement. If so, please disclose a blank copy of this agreement.

Not Applicable

Official Secrets Acts

(8) Please identify whether or not individuals working for your organisation are required to sign the Official Secrets Act(s). If, so please disclose a blank copy of this agreement.

This is covered in appointment letters for new entrants; employees are required to sign to say that they accept and understand the terms of their appointment, with wording as follows: *'All civil servants are subject to the Official Secrets Acts 1989. An explanatory leaflet summarising the provisions of the Act as they effect civil servants is enclosed. You are advised to read it carefully and understand its content'*

Authorisation to disclose official information.

(9) If your organisation has policy guidance/ procedures for individuals (in particular employees or former employees of your organisation) to seek authorisation to disclose official documents (as indicated by s.7 Official Secrets Act 1989) please disclose this.

We do not have a specific policy for this, it would be dealt with on a case by case basis, should it arise.