



Foreign &  
Commonwealth  
Office

05 February 2015

**Human Resources Directorate**  
Foreign and Commonwealth Office  
King Charles Street  
London SW1A 2AH

Website: <https://www.gov.uk>

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 1106-14**

Thank you for your email of 06 December 2014 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

- (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.*

I am writing to confirm that we have now completed the search for the information which you requested. I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request. I note you requested information for the period 1/1/2010 – 31/12/2013. However, our information is recorded by financial year (FY). We have therefore provided the information relating to the period 1/4/2010 – 31/3/2014.

The FCO is a ministerial department and handles any alleged breach of the Civil Service Code internally. The FCO encourages its staff to report any concerns about the actions or behaviour of other staff. It has a zero-tolerance policy for criminal activity and takes robust action when cases reported to it prove well-founded.

It is a policy of the FCO to investigate all reports of concerns under the Civil Service Code. Investigations will be undertaken by the line manager of the reporting officer. If it is not appropriate for the Line Manager to investigate the case, one of our seven Nominated Officers or the Counter Fraud Team will be responsible for investigating the case. The FCO's seven Nominated Officers are all senior officers at either Civil Service Grade 6 or SCS equivalent. All seven officers fulfil other full time roles, at Head or Deputy Head level. All reports are treated as 'In Confidence' and anonymised data is reported to the FCO's Audit and Risk Committee. There is no central tracking system or register. Each case is managed and tracked by the officer responsible for each case.

Between FY 2010 and FY 2013 136 concerns were raised regarding alleged breaches of the Civil Service Code, out of 14,000 staff employed across the FCO. Concerns were raised about issues including alleged fraud in procurement, unacceptable receipt of gifts, possible misuse of public funds and possible theft. All concerns were investigated and appropriate action taken. In a small number of instances matters were referred to the police, some cases were dealt with through internal disciplinary procedures, including the dismissal when appropriate, but in many cases no breaches of the Civil Service Code were found to have taken place. No reports were referred to the Civil Service Commission.

Yours sincerely,

Human Resources Directorate

