

**Information Released under Freedom of Information Act**

**Subject:** Request for information regarding breaches of the civil service code between 2010-2013

**Date Released:** 23 December 2014

**Summary of request:** The enquirer requested information regarding the status of Companies House and breaches of the civil service code between 2010-2013

**Information released**

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

(1) Please identify the status of your organisation (for example, Ministerial department, non-ministerial department, executive agency).

**Companies House is an executive agency, sponsored by the Department for Business, Innovation & Skills**

(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.

**No, there is no third party/sponsoring department involvement.**

(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.

**There is one nominated officer and they are Civil Service grade 6.**

(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).

**The nominated officer has a role within Companies House and is Head of Human Resources.**

(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.

**Yes, any concerns regarding alleged breaches would be tracked, monitored and recorded by Companies House. This would then be held centrally in the Human Resources Department of Companies House.**

(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.

**Yes, the information would be held centrally within the Human Resources Department of Companies House.**

(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.

**Companies House has not had any individuals who have raised concerns regarding alleged breaches of the Civil Services Code between 10/01/2010-31/12/2013.**