

# Alexandra Palace

## **ALEXANDRA PARK AND PALACE** **CHARITABLE TRUST BOARD** **2 NOVEMBER 2017**

**Report Title:** Whistleblowing Policy

**Report of:** Catherine Solomon, Head of HR

**Report Authorised by:** Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

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### **Purpose:**

Alexandra Park and Palace Charitable Trust (APPCT) Board approved its Whistleblowing Policy on 18<sup>th</sup> July 2017. This report seeks approval of an amendment to the Policy, incorporating new guidance to the Code of Practice for Fundraising. The amended Whistleblowing Policy is attached at Appendix 1.

### **1. Recommendations**

1.1 To approve the amended Whistleblowing Policy at Appendix 1;

### **2. Background**

- 1.1 Alexandra Park and Palace Charitable Trust (APPCT) has a responsibility to be transparent ensuring our reputation and maintaining public confidence in everything it does.
- 1.2 There is a responsibility to ensure that any fraud, misconduct or wrongdoing is reported and properly dealt with and individuals are able to raise concerns that they may have about the conduct of others in the organisation or the way in which the organisation is run.
- 1.3 The FRAC considered the Whistleblowing Policy on 27 June 2017 and recommended its approval to the Trust Board, which was obtained on 18<sup>th</sup> July 2017. This report seeks approval to amend the Whistleblowing Policy to make specific reference to fundraising further to new guidance in the Fundraising Code of

Practice. FRAC recommended Board approval of this amended policy at its meeting on 3<sup>rd</sup> October 2017.

- 1.4 The Fundraising Regulator recently issued an update to its Fundraising Code, with the following guidance:

Final Code wording

Section 1.6 (Complaints) (amended to “Complaints and concerns”)

Fundraising organisations MUST have a clear and published internal procedure for members of staff and volunteers to report any concerns they may have regarding their organisation’s fundraising practice. This could be either a standalone policy or part of a wider whistleblowing policy made available to staff and volunteers.

In either case, the policy MUST include:

- i) the type of issues that can be raised and the process for doing so;
- ii) how the person raising a concern will be protected from victimisation and harassment;
- iii) how and what the organisation will do in response to receiving such information; and
- iv) how an individual can escalate their concerns on fundraising practice to the Fundraising Regulator or the Independent Fundraising Standards and Adjudication Panel for Scotland in the event that internal consideration is not possible.

## **2. Whistleblowing Policy**

- 2.1 The Policy is attached at Appendix 1 and sets out:
- the procedure for raising concerns;
  - APPCT and APTL approach to handling the matter;
  - how to escalate concerns;
  - the process for report the matter to the proper authority.
- 2.2 The Policy has been amended at section 6 to include reference to the Fundraising Regulator and at section 12 where a link to further information about Fundraising practice.

## **3. Legal Implications**

- 3.1 The Council’s Assistant Director of Corporate Governance has been consulted in the preparation of this report, and in noting the basis for the proposed amendment to the policy, has no further comments.

## **4. Financial Implications**

- 4.1 The Council’s Chief Financial Officer has been consulted in the preparation of this report, and has no comments.

## **5. Use of Appendices**

Appendix 1 – Whistleblowing Policy