

THE CONSTITUTION – SECTION 18

C. CONFIDENTIAL REPORTING PROCEDURE FOR MEMBERS

1 Introduction

This is the Council's confidential reporting procedure for Members referred to in paragraph 6(1)(b) of the Code of Conduct for Members which states:-

“You must report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty).”

The purpose of this procedure is to provide clarity for Members on the process for raising such concerns within the Council.

2 Scope of this Procedure

This procedure applies to concerns about conduct by the following types of individuals (list not exhaustive):-

- (i) Other elected Members of the Council;
- (ii) Officers of the Council;
- (iii) Agency workers, consultants and contractors engaged by the Council;
- (iv) Volunteers who participate in the provision of services by the Council.

3 Matters to which this Procedure does not apply

This procedure will generally not apply in the following cases:-

- (i) Matters subject to a current or closed investigation into a matter (either internally or externally);
- (ii) Concerns falling within the ambit of the Council's Whistleblowing Policy;
- (iii) Complaints arising out of a breach of the Protocol on Member/Officer Relations;
- (iv) Concerns about the safety and/or well-being of a person (child or adult);

Members should contact the duty team on **01978 292039/292066** or email socialservices@wrexham.gov.uk in normal office hours or the Out of Hours Emergency Duty Team on **0845 0533116** or email emergency.hours@wrexham.gov.uk or in the case of immediate direct danger contact the police on **999**.

4 Confidentiality

- 4.1 Reports or referrals made under this procedure are treated by the Council as made in confidence and will generally not be made public (or communicated to other Members or officers) unless required by law or in circumstances where this is necessary.
- 4.2 A Member who makes a report under this procedure will be expected to keep their report confidential and will ensure that any investigation is not impeded by disclosure of the report or complaint they have made.

5 Reporting Concerns

- 5.1 Wrongful activity to which this procedure applies should be reported to the Council's Monitoring Officer who will determine how to take the matter further. Reports may be made verbally or in writing. Reports made in writing must be clearly marked CONFIDENTIAL.

6 Action Following a Member's Report

- 6.1 Once the Monitoring Officer has received a report from a Member under this procedure, he will consider the matter and determine what, if any, further action is required. This may involve an investigation or direct resolution of the complaint.
- 6.2 Alternatively, the Monitoring Officer may decide that the matter requires the involvement of the Police or Public Services Ombudsman for Wales or another body, regulator or law enforcement agency.
- 6.3 The Monitoring Officer may advise the reporting Member of the outcome of the investigation. However, this may not be possible in all cases. Depending on the nature of the matter giving rise to the concern, it might be necessary for any further details of the investigation to remain confidential and as such to be withheld from the reporting Member.