Cyngor Cymuned
Trefriw
Community Council

WHISTLEBLOWING POLICY

This policy was re-adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Schedule of Amendments	
Clause 3 – to include reference to sexual harassment in the workplace	**Resolved on 8th September 2026 – minute no: 107**

Trefriw Community Council (TCC) are committed to ensuring high standards of conduct in all that we do. We also believe our employees share this commitment and understand if they have a concern and suspect wrongdoing, they have a responsibility to speak up and not assume someone else will come forward.

We aim to have in place effective arrangements so our employees feel comfortable and safe to speak up if they come across something in the course of their work, past, present or imminent, that they think is wrong, illegal or endangers others.

1. Complaints that do not count as whistleblowing

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless their particular case is in the public interest. These should be reported through the TCC, Local Resolution Protocol, to One Voice Wales, or to the Public Services Ombudsman for Wales as applicable. The Advisory, Conciliation and Arbitration Service (Acas) can also provide help and advice on resolving a workplace dispute.

2. Complaints that do count as whistleblowing

Whistleblowing means a worker reporting certain types of wrongdoing. This will usually be something happening at work, though not always. The wrongdoing disclosed must be in the public interest to count as whistleblowing. This means it must affect others, for example the general public. More information about whistleblowing can be found here: Whistleblowing for employees: What is a whistleblower - GOV.UK (www.gov.uk)

Whistleblowers are protected by law - they should not be treated unfairly or lose their job because they' blow the whistle'. Concerns can be raised at any time about an incident that happened in the past, is happening now, or may happen in the near future.

3. Whistleblowing law

The Public Interest Disclosure Act 1998 (PIDA), more commonly known as 'whistleblowing legislation' is part of UK employment law.

Workers are protected by whistleblowing legislation if they report any of the following:

- a criminal offence, for example fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, for example does not have the right insurance
- they believe someone is covering up wrongdoing
- sexual harassment in the workplace

4. Who is protected by the law

PIDA protects people who are:

- an employee
- a trainee, such as a student nurse
- an agency worker
- a member of a Limited Liability Partnership (LLP)

Workers can get independent advice if they're not sure they're protected, for example from Citizens 'Advice. A confidentiality clause or 'gagging clause 'in a settlement agreement is not valid to prevent whistleblowing.

5. Who to tell

TCC employees who wish to raise any concerns should tell the TCC Chair or another Councillor they trust in the first instance. This will give TCC the opportunity to put things right.

If an employee does not feel able to tell the Council, they may wish to get legal advice, or tell a relevant prescribed person or body (for example a disclosure about wrongdoing in a care home could be made to the Care Quality Commission). **NB**: a prescribed person or body cannot help with employee / employer relationships. Any difficulties here should be pursued through the relevant TCC policy.

If a worker reports their concern to the media, in most cases they will lose their protections under the whistleblowing law.

6. What to expect

TCC or the prescribed person will listen to the employee's concern and decide if any action is needed. The employee may be asked for further information. Employees must say straight away if they do not want anyone else to know it was them who raised the concern.

Employees will not have a say in how their concern is dealt with. However, TCC or the prescribed person can keep them informed about the action they've taken, but they cannot give much detail if they have to keep the confidence of other people.

If an employee is not satisfied with how TCC dealt with their concern they should tell someone else (for example another Councillor or One Voice Wales) or a prescribed person or body if they believe their concern was not taken seriously or the wrongdoing is still going on. Employees can also contact the Advisory, Conciliation and Arbitration Service (Acas), the whistleblowing charity Protect or their trade union for more guidance.

7. Making whistleblowing claims anonymously or confidentially

Employees can report concerns to the Council or to a prescribed person anonymously but they may not be able to take the claim further without all the information they need. Alternatively, employees can give their name but request confidentiality - the person or body you tell should make every effort to protect your identity.

8. Unfair treatment after whistleblowing

Employees can take a case to an employment tribunal if they feel they have been treated unfairly because they have blown the whistle.

Further advice and information is available from the Advisory, Conciliation and Arbitration Service (Acas), Citizens 'Advice, the whistleblowing charity Protect or a trade union.

If employees reported their concern anonymously, they may find it harder to argue that their unfair treatment was as a result of whistleblowing. Employees must raise any claim of unfair dismissal within 3 months of their employment ending and they must notify Acas if they want to take their case to an employment tribunal.