



Whistleblowing Policy

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

1. Introduction

- 1.1 The intention is that this policy be reviewed annually by the Board of YORLMC Ltd
- 1.2 This policy applies to LMC Members, Officers, Directors, Contractors and employed staff.
- 1.3 If you see or find out about something you think is wrong at YORLMC Ltd you should report it. Employed staff should go first to your line-manager or the Chief Executive. LMC Members, Officers, Directors and Contractors should go first to the Chief Executive or YORLMC Board Chair. If you cannot or do not wish to do this for any reason you should follow this whistleblowing policy.
- 1.4 Raising concerns about wrongdoing can be one of the most difficult and challenging things to do. Under this policy you may come forward with legitimate concerns without fear of being blamed or suffering any disadvantage for doing so.

2. What types of concerns can be raised by whistleblowers?

2.1 Section 43K of Public Interest Disclosure Act 1998 grants protection to employees, as well as certain workers, contractors, trainees and agency staff who raise concerns about wrongdoing, risk or malpractice which it is in the public interest to disclose and where the disclosure falls into one of more of the following categories:

- A criminal offence that has, is being, or is likely to be committed.
- Unauthorised or inappropriate disclosure, misuse or loss of confidential, personal and / or sensitive information
- A miscarriage of justice
- Risk or damage to the environment
- A danger to the health and safety of employees or others
- Attempts to suppress or hide information relating to wrongdoing.

2.2 The concern can be about an incident that happened in the past, is happening now or that you believe is likely in the future.

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Registered as a Company limited by Guarantee. Registered in England No. 06349731.

Chief Executive: Mrs Angela Foulston

Medical Secretary: Dr Brian McGregor

2.3 As long as you hold a reasonable belief that the information is true then you will be covered by the protection set out in this policy regardless of whether you are mistaken, or the matter cannot be proved.

2.4 Whistleblowing does not cover concerns where there is no public interest element such as a concern about your own employment or related matters and employees are reminded that the grievance provisions set out in the separate staff handbook will also apply.

3. Making your claim anonymously

3.1 It is possible for you to raise your claim anonymously if you wish to do so. However, this may mean that it is difficult to investigate fully if you have not provided us with enough information.

3.2 We assure you that we will not tolerate any harassment or victimisation of LMC Members, Officers, Directors, Contractors and employed staff and would encourage you to provide us with your name so we can fully investigate the matter. You may ask for confidentiality when doing so and we will respect this.

3.3 If you ask for confidentiality we will make every effort to protect your identity unless required to disclose it by law. If it becomes clear that we are unable to resolve the issue without revealing your identity we will discuss this with you, taking into account your views and our wider legal obligations before deciding whether or not to proceed with the investigation.

4. How to raise a concern internally

Step 1

4.1 Where possible LMC Officers and Members should raise any matter of concern, serious or otherwise with their Committee Chair (or Deputy if it involves the Chair). This may be done either verbally or in writing. Directors and Contractors should raise any matter of concern, serious or otherwise with the Chief Executive (or YORLMC Board Chair if it involves the Chief Executive) This may be done either verbally or in writing. Employees should raise any matter of concern, serious or otherwise with their line manager (or Chief Executive if it involves their line manager). This may be done either verbally or in writing.

Step 2

4.2 If these steps have been followed and you still feel you have concerns, or that they have not been addressed, or that you cannot discuss the matter with any of the above then you should contact – the Chief Executive or the YORLMC Board Chair.

4.3 When raising your concern it is helpful for you to provide an explanation with as much detail as possible including dates and times of incidents, any eyewitness details and any supporting documents that you have.

5. How to raise a concern externally

5.1 Where attempts to raise matters internally have been unsuccessful or, exceptionally, you feel you cannot raise their concerns internally, you may consider raising the matter with the relevant regulatory authority. For more advice on this you can contact the charity [Protect](#) on 0203 117 2520.

6. What happens next?

- 6.1 The person who you raise the concern to will listen to and consider your concern in full and determine whether any action is needed. This may mean reporting it to the Chief Executive or the YORLMC Board Chair.
- 6.2 We will try to keep you informed about the actions that we are taking in relation to the concern including how we propose to deal with the matter, whether we need further assistance from you, any action that is taken and the outcome of the investigation. However, we may not be able to provide you with much detail where we have a duty to keep the confidence of other people.

7. Support for whistleblowers

- 7.1 Whistleblowing may be very difficult. We will take every step to ensure we protect and support whistleblowers internally. However, we recognise that people may feel more comfortable seeking external support in this situation.
- 7.3 The independent charity [Protect](#) on 0203 117 2520 can also provide support. Their lawyers can give you free confidential advice at any stage about how to raise a concern about work. They will also provide advice on the circumstances in which it may be appropriate for you to contact an outside body.

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