

2020 update

Sanctuary Scotland Housing Association Limited

Mapping Exercise for Assurance Statement - Whistleblowing

The purpose of this document is to provide the Board of Management of Sanctuary Scotland Housing Association Limited with assurance that the organisation complies with the requirements of Chapter Three of the Regulation of Social Housing in Scotland in relation to Whistleblowing. The compliance requirements are defined, the evidence and practice to support compliance is described and additional information or further action defined.

WHISTLEBLOWING – Chapter Three of the Regulation in Social Housing framework states: Have effective arrangements and a policy for whistleblowing by staff and governing body/elected members which it makes easily available and which it promotes		
Evidence	Compliant	Action required/commentary
<p><u>Policy and Procedure</u> Whistleblowing policy Whistleblowing procedure - the procedure contains a clear 4 step process for employees to follow</p> <p>The policy and procedure are reviewed annually by the Group Audit and Risk Committee</p> <p><u>Associated documents</u> The staff handbook - this contains information on whistleblowing and refers to policy and procedure and where to get further information Grievance policy and procedure Fraud investigation and Reporting Bullying and Harassment Prevention of Bribery Safeguarding Codes of conduct for Board members - Sanctuary Group, National Federation of Housing Associations, Scottish Federation of Housing Associations</p>	<p>YES</p>	<p>Whistleblowing Policy reviewed by the Group Audit and Risk Committee at their December 2019 meeting. No recommendations were proposed but it was agreed that it will be included in the internal audit plan for 2020, which is now underway.</p> <p>In terms of training, whistleblowing is covered in Core Essentials which all staff have to undertake every two years.</p> <p>The whistleblowing section can be seen in pages 14 and 15 of the paper based version of the eLearning.</p>

<p><u>Board of Management members</u> The governance manual contains the Whistleblowing policy and procedure - the governance manual is updated and circulated at least once per year The governance manual including Whistleblowing is part of the induction programme for new board members Board members</p> <p><u>Staff</u> The Whistleblowing policy and procedure is easily available on SOLIS (intranet) The staff handbook is easily available on SOLIS</p> <p><u>Culture – What tells us our culture is open and transparent and give staff the right environment to feel that they can highlight areas of concern</u> Core Values Core Behaviours My Performance IIP (the outcomes tell us that staff feel supported and have good working relationships with their line managers, management team and their colleagues) Senior Management team monthly meeting Team meetings SOLIS gives our staff information on all policies and procedures easily available HR Business partner and HR Business Managers – separate source to consult on concerns Health Assured - free, confidential 24 hour telephone line service for staff to get advice on a range of matters including employment concerns Health matters - portal giving advice and support on work and health matters</p>		<p>At meetings of the National Residents Review Panel on 14 and 15 July 2020, panel members discussed the Whistleblowing - Group Procedure and considered the whistleblowing mapping exercise for the Assurance Statement.</p> <p>Members asked questions on how Sanctuary Scotland assists staff to articulate their concerns, what measures are in place to prevent victimisation or discrimination of those who come forward and in terms of training if any refresher courses are planned. The panel members were advised that in the first instance employees should raise concerns with either a colleague or line manager, support from Group is available to protect individuals from reprisals and training has been raised with the Sanctuary Learning Academy.</p>
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