

Committee(s): Risk Committee of the Barbican Centre Board	Date(s): 20 January 2016
Subject: Whistleblowing Policy	Public
Report of: The Head of HR (Barbican Centre)	For Information
Report author: Steve Eddy – Barbican Centre	

Summary

The Risk Committee of the Barbican Centre Board previously considered the Whistleblowing Policy in place at the Barbican Centre. Whilst satisfied with the comprehensiveness of the policy, Members were keen to ascertain what steps were being taken promulgate the policy to staff across the Barbican Centre and ensure that all members of staff were sufficiently aware of the procedures in place for them to escalate any concerns.

This report provides a brief outline of the arrangements in place at the Barbican, including the requirement for all new starters to read and confirm their familiarity with the policy and the refreshers issued to staff on an intermittent basis. The report also sets out the corresponding arrangements in place for staff based at Guildhall.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. In June 2015, the Risk Committee of the Barbican Centre Board received a copy of the City of London Corporation's Whistleblowing Policy. It was noted that this policy applied to all Corporation employees, including Barbican staff.
2. Members commented on the comprehensiveness of the document and were satisfied that it represented a robust policy. However, clarification was sought as to the way in which it was communicated to staff, with it observed that the efficacy of the policy would be compromised should staff be insufficiently aware of it.
3. This report sets out the position at both the Barbican Centre and the Guildhall.

Barbican Centre

4. All new starters at the Barbican are required to have an induction meeting with an HR representative, where they are shown how to access the totality of HR policies and procedures which might affect them. These are set out in a document known as the "Employee Handbook" and accessible via Colnet (the City's intranet

system). Staff are then asked to sign a form to confirm they have been shown how to access each of these policies.

5. The Barbican intranet site (BIZ) also has an HR section, which has a link to the Employee Handbook and also a separate link to the Whistleblowing policy.
6. The Barbican Centre also periodically highlights key HR issues for staff in the staff newsletter, Digest. Following liaison with Internal Audit on the launch of the new Whistleblowing policy, the June 2015 copy of Digest contained an update on Whistleblowing to highlight its introduction, and included a link to the policy.

Guildhall

7. As with the Barbican Centre, all new starters based at Guildhall are shown how to access all relevant policies on their first day, including the Whistleblowing policy, and are required to familiarise themselves with them as part of their induction process.
8. In order to complete their induction process (and consequently their probation period), staff are required to sign a form confirming that they are familiar with various policies or have completed certain procedures/training courses. The Whistleblowing policy is specifically referred to on this form, with employees obliged to confirm that they have read and understood the policy.
9. The policy is also easily accessible as part of the "Employee Handbook", which is regularly used by staff to access HR information.
10. As with the Barbican Centre, key HR issues for staff are periodically promoted through internal communications channels and the Whistleblowing policy was featured prominently on the intranet homepage when it was refreshed in May 2015, thereby reminding and signposting staff every time they used either the inter- or intra- net.

Conclusion

11. This report sets out the methods by which the Whistleblowing Policy is communicated to staff at both the Barbican Centre and Guildhall.

Appendices

- None

Steve Eddy

Head of HR, Barbican Centre

T: 020 7382 6148

E: steve.eddy@barbican.org.uk