

*CA London*

# *Dealing with Concerns*

(Making a Disclosure in the  
Wider Interest of the Fellowship)

Policy Owner: Chair CA London Charity Trustees Committee  
Policy Review Date: Jan 2022

## Introduction

This document should be read in conjunction with CA London's ratified document "When Trust is Lost"

CA London is committed to the highest standards of openness, probity, transparency and accountability. Members of CA London should be able to voice concerns in a responsible and effective manner. Where an individual discovers information that they believe shows serious malpractice or wrongdoing within CA London, then this information should be disclosed internally without fear of reprisal

*It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial decisions taken by CA London nor should it be used to reconsider any matters which have already been addressed under bullying harassment, complaint, or other procedures.*

## Suggested Procedure for Making a Disclosure

This policy does not seek to tell members, groups, or districts how to solve issues. The following suggestion is shared for members, groups or districts to use if they feel it is of use.

It is suggested anyone wishing to raise a concern, or who receives a concern raised by another member, should consult CA London's ratified document "When Trust is Lost"

## Scope of Policy

Disclosures tend to cover concerns that are in the wider interest of CA London and could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

## Safeguards

**Protection** - this policy is designed to offer protection to members of CA London who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the person(s) complained about.

**Confidentiality** - CA London will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any enquiry. However, the enquiry process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

**Anonymous Allegations** - this policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously should be taken seriously with the following factors being to be taken into account:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

**Untrue Allegations** - In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, appropriate action decided by group conscience, may be taken against that individual.

## Policy Review and Update

The policy has been approved and endorsed by the Board of Trustees (CA London's Charity Trustees Committee), by CA London's Policy Review Committee, and by CA London's Area Service Committee (by Group Conscience). The policy will be reviewed annually, or as and when CA London becomes aware of changes in best practice or legislation.

Approved by the CA London's Area Service Committee on DATE 2021

Signed:

Chair: Alex Royffe