

## **APPENDIX 1**

### **Whistleblowing and Anti-Fraud & Corruption Implementation Plan**

There are three main areas of work involved in the implementation

- Publicity and communication to all staff
- Ensuring the underlying supporting processes are in place
- Training for managers

The tasks are broken down to cover these areas as follows:

Task	By when?	By whom?	Completed
Article for the Mag.	March 2006	NW and press & publicity team officers	NW has arranged a meeting with Lucia Chadwick to discuss content and layout. Background information and draft content sent to Press & Publicity. Article will appear in March issue of the Mag.
Item for the intranet, with links to the policies.	February 2006	NW & web team officers	
Item for Team Briefing, News and Views	February 2006	NW and press & publicity officers	Content drafted and submitted to press & publicity team
Clarify definitions of whistleblowing and fraud and corruption	December 2005	SM & NW	Complete
Arrange register for incidents and investigations	31 January 2006	NW	Complete. Initially manual, but transfer to Lagan when e-forms and workflow become available.
Provide common templates for registration of gifts & hospitality and officers' interests	December 2005	NW	Complete
Arrange reliable system for registration in departments	March 2006	NW	Will be publicised in Team Briefing and on Intranet. Initially manual, but should consider possibility of using e-forms

Agree where registers are to be held, and for how long	January 31 <sup>st</sup> 2006	NW and Monitoring Officer	
Draft procedures	December 2005	SM, NW	Complete
Arrange dedicated telephone number for whistleblowing allegations	February 2006	NW and Head of CCU	
Scripting for Lagan	February 2006	NW and Head of CCU	
Arrange slot at Senior Manager's Conference	February 2006	NW	
Prepare training materials for SMC presentation	February 2006	SM & NW	
Deliver training at SMC	June 2006	SM & NW	
Prepare training materials for Manager Development Programme. Consider what other areas of ethical governance should be included in this.	June 2006	SM & NW, with input from Monitoring Officer	