**WEST LOTHIAN COUNCIL**

**WHISTLEBLOWING COMPLAINT RECORD**

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| **CONTACT INFORMATION** |
| Name of Employee making the complaint: |  |
| Service: |  |
| Line Manager: |  |
| Contact Telephone Number: |  |

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| Complaint received anonymously |

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| **COMPLAINT CATEGORY** |
| * a criminal offence such as theft, fraud, bribery or corruption

 * a failure to comply with a legal obligation or a council policy
* negligence or abuse of customers or clients
* a miscarriage of justice
* a hazard that may be a danger to the health and safety of an individual
* damage to the environment
* the deliberate concealment of information relating to any of the above
* other
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| **EMPLOYEE(S) INVOLVED** |
| Name: |  |
| Post Title: |  |
| Service Area: |  |

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| --- | --- |
| Name: |  |
| Post Title: |  |
| Service Area: |  |

|  |  |
| --- | --- |
| Name: |  |
| Post Title: |  |
| Service Area: |  |

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| **DESCRIPTION OF COMPLAINT** |
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| **RECORD DETAILS** |
| Name of Officer recording the complaint: |  |
| Date complaint recorded: |  |
| Date matter reported to Audit and Risk Management Team: |  |

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| **OUTCOME** |
| * matter to be investigated under the disciplinary procedures

 * matter closed due to lack of information
* matter referred to an alternative procedure
* anonymous complaint not substantiated
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