

DOCUMENTATION/FUNCTION - ANTI-FRAUD AND CORRUPTION POLICIES

IMPLEMENTATION				
Target Population	Public, Employees, Senior Managers, Members			
Duty	To put in place arrangements which demonstrate the Council's zero tolerance approach to fraud and corruption. To ensure awareness of, and compliance with, the content of the Council's Anti-Fraud and Corruption Policies and Strategy.			
Training Requirements	Officers and Members Induction and Training Programme, Departmental Management Teams Training Sessions			
Lead Officer	Assistant Director, Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Member approval of anti-fraud and corruption arrangements comprising an Anti-Fraud and Corruption Policy Statement and Strategy, Anti-Money Laundering Policy and a Housing Benefit/Council Tax Benefit Anti-Fraud Policy, Strategy and Sanctions Policy.	Arrangements originally approved by Council in September 2005 (Minute Ref. C48/Sep/05) and necessary additions/updates approved annually since by the Audit Committee.	Member endorsement of zero tolerance approach to fraud and corruption and associated arrangements.	Head of Corporate Assurance
	Arrangements and guidance on the prevention of fraud publicised on the Intranet.	Ongoing	Staff and Member awareness raised on anti-fraud and corruption matters.	Audit Manager
	Training Sessions for relevant identified employees.	Ongoing	Targeted training for relevant staff covering the arrangements in more detail.	Audit Manager

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	<p>Publicity covering fraud and housing benefit fraud, for example in</p> <ul style="list-style-type: none"> • posters in Council buildings • articles in staff Briefing • articles in local press <p>Internet web page.</p> <p>Dedicated 24 hour telephone line and email address to enable the public and employees to notify the Council of suspected fraud and corruption.</p>	<p>Ongoing</p> <p>Established</p> <p>Established</p>	<p>Public, staff and Member awareness of Council's zero tolerance approach to fraud and corruption.</p> <p>Public awareness raised on the Council's zero tolerance approach to fraud and corruption.</p> <p>Access readily available to enable the public and staff to report suspected fraud and corruption (in confidence).</p>	<p>Audit Manager</p> <p>Audit Manager</p> <p>Audit Manager</p>
<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Annual report(s) on the outcomes from the Council's anti-fraud and corruption arrangements presented to the Audit Committee.</p>	<p>Annually</p>	<p>Consideration of outcomes from the Council's anti-fraud and corruption arrangements.</p>	<p>Audit Manager/Head of Housing and Revenue Services</p>
<p>REVIEW (keeping it up to date)</p>	<p>Anti-fraud and corruption arrangements reviewed by the Audit Committee.</p>	<p>Annually</p>	<p>Arrangements remain up to date and relevant.</p>	<p>Audit Manager/Head of Housing and Revenue Services</p>