



INTRODUCTION.

The Anti-Fraud and Corruption Policy sets out the Council's framework for preventing and detecting fraud and corruption and the procedure for the reporting, investigation, and prosecution of occurrences of fraud and corruption.

In carrying out its functions and responsibilities Andover Town Council will promote a culture of honesty, openness and fairness and requires all elected members and employees to support and conduct themselves in accordance with the Nolan Committees Seven Principles of Public Life (The Relevant Authorities (General Principles) Order 2001)

All Members of the Town Council are required to conduct themselves in accordance with the Members Code of Conduct.

The work of all Members and Officers of the Town Council are also governed by legal requirements, Standing Orders, Financial Regulations and Council Policies and National Legislation.

Individuals and organisations external to the Council e.g. suppliers, contractors, and services providers, will also be expected to act with integrity and without thought or actions involving fraud and corruption.

Fraud and corruption are defined by the Audit Commission as follows: -

- *Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority, which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.*
- *Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the*
- *interests of an organisation, or the deliberate failure to disclose an interest to obtain a financial or other pecuniary gain for oneself or another.*

Corruption is also defined to include the deliberate failure to disclose an interest to obtain a financial or pecuniary advantage.

Fraud is also defined to include such acts as criminal deception, forgery, blackmail, corruption, theft, conspiracy and concealment of material facts and collusion. Fraud can also be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation, or causing loss to another party.

The Council has a duty to take all actions necessary to manage the risk of fraud and corruption, including the operation of management control systems and the maintenance of an effective system of internal audit.



This Policy identifies a series of measures designed to:

- identify and assess the risk of fraud and corruption.
- to prevent and detect fraud and corruption.

This policy addresses five general areas.

- Culture
- Prevention
- Deterrence
- Detection, Investigation and Reporting
- Awareness and Training

Responsibility for the implementation and monitoring of the Policy lies with the Town Clerk, the Responsible Financial Officer and the Policy and Resources Committee

ANTI-FRAUD AND CORRUPTION POLICY STATEMENT

Andover Town Council has adopted the following Anti-Fraud and Corruption Policy Statement: -

“It is the policy of the Council to promote a culture of honesty, openness and fairness, which is committed to assess and manage all risks associated with fraud and corruption, its prevention and detection, investigation and to actively pursue the appropriate level of disciplinary, civil or criminal enforcement”.

This Policy should be read in conjunction with the Council's approved Standing Orders, Financial Regulations, and associated policies.

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OBJECTIVES

The Anti-Fraud and Corruption Policy is designed to protect the Town Council against fraud and corruption either from internal or external to the Council.

The aims of the Policy are as follows: -

- Promote a culture of honesty and integrity, and opposition to fraud and corruption
- To assess and manage the risk of fraud and corruption
- Encourage prevention of fraud and corruption through openness and honesty in all dealings, internal and external
- Ensure effective systems of internal control are in place to help to prevent fraud
- Promote detection of fraud by ensuring internal control systems and procedures are regularly monitored and subject to review by Internal Audit
- Ensure formal systems are in place and are being used to provide information and give confidence to Members, employees, members of the public or third parties who may wish to raise concerns they have on issues associated with the Town Council's activity
- Investigate thoroughly any allegation of fraud and corruption received
- To ensure that appropriate enforcement action is taken to address any incident of fraud and corruption.



CULTURE

The Town Council promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of public resources are the responsibility of everyone. The elected members and employees have an important role and responsibility in maintaining this culture.

All Members and employees of the Council are positively encouraged to raise any concerns regarding fraud and corruption in the knowledge that such concerns will be treated seriously and, wherever possible, in confidence.

The Town Council will ensure that any allegation received will be taken seriously and investigated in an appropriate manner. Those who defraud the Town Council or who are corrupt or instigate any financial malpractice will be dealt with fairly and firmly. However, the Council are aware of the need to ensure that any investigation is not misused and therefore any abuse will be dealt with under the Councils disciplinary procedures if appropriate.

Where fraud and corruption have occurred due to a breakdown in internal controls, systems, or procedures. The Council will review its risk management and assessments of the area of concern and will work with the Councils internal auditor to ensure that the appropriate improvements in the systems of control are implemented in order to prevent a reoccurrence.

PREVENTION

Prevention can be achieved through.

- Staff Policies
- Role of Managers
- Role of Employees
- Role of Members
- Role of Internal Control / Audit / Risk Management



STAFF POLICIES

The Council is entitled to expect, and obliged to maintain, high standards of conduct among its employees to ensure that public confidence in their integrity, honesty and impartiality is not undermined. The public is entitled to demand conduct of the highest standard and that employees work honestly and without bias to achieve the Council's objectives.

The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record and propriety and integrity of potential employees. In these regard temporary and casual employees are treated in the same manner as substantive employees.

The Council will ensure that formal recruitment procedures are followed and will obtain written references in respect of potential employees before employment offers are made and contracts of employment have been issued. In addition, all staff will be subject to a Criminal Records Bureau check, on the basis that staff may work with young children or vulnerable people.

Job descriptions and person specifications will also be put in place for all employees that clearly define duties, responsibilities, and lines of communication.

The Council will ensure that all employees are aware of their responsibilities in relation to the prevention of fraud and corruption and copies of this policy will be made available to all employees and distributed to new employees during the induction process.

Employees will be required to work in accordance with the Council's Financial Regulations and Standing Orders and all other employment related policies of the Council.

Staff induction and training and development programmes will help to keep employees up to date with their obligations.

The Council will support with rigour the protection given to employees in its Whistle blowing policy.

ROLE OF MANAGERS

Managers are responsible for the communication and implementation of this policy within the Council. They are also responsible for ensuring that all employees are aware of Council Standing Orders and Financial Regulations and that these requirements are being implemented daily.

Managers are expected to develop a management style which will create an environment where employees feel able to approach them when they have concerns over suspected irregularities. These concerns should be reported to the Town Clerk, unless they involve the Town Clerk, in which case they should be reported to the Chair of the Staffing Committee.

Special arrangements will apply where employees are responsible for the handling of cash or are responsible for financial systems which generate payments.



ROLE OF EMPLOYEES

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies.

Employees are responsible for ensuring that they follow instructions given by their managers particularly about the control and management of Council assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and should be able to share these concerns with their managers. These concerns should be raised directly with their manager or using the Council's Whistle blowing policy.

ROLE OF MEMBERS

All elected members have a duty on behalf of the electorate of Andover to protect the Council from all Fraud, Corruption and Theft. This is reflected through the adoption of: -

- The Relevant Authorities (General Principles) Order 2001 (Nolan Committees Seven Principles of Public Life)
- Andover Town Council's Code of Conduct for Members
- Andover Town Council's Standing Orders
- Financial Regulations
- Andover Town Council Policies

Members will be specifically required to record their financial and other interests and record any receipt or offering of gifts or hospitality in accordance with the requirements set out in Andover Town Council's Members Code of Conduct.

Members must also disclose any such interests in the matters under discussion at a meeting of the Council.

**INTERNAL CONTROL / AUDIT / RISK MANAGEMENT**

The Council's Standing Orders and Financial Regulations provide the framework within which officers and Members should act when dealing with the affairs of the Council.

The Financial Regulations provide the framework rules for the management of the Council's financial affairs. The Standing Orders for Contracts and Procurement provide the framework rules for the procurement of all works, goods, materials, and services and set out the Council's tendering and contract procedures. Together they help to ensure a high level of financial integrity across the Council's activities.

Significant emphasis is also placed on the implementation and monitoring of financial systems, procedures and controls and every effort will be made to continually review and develop these systems in line with best practice to ensure efficient and effective internal controls.

Managers are charged with the responsibility of ensuring that proper internal controls are in place and for regularly reviewing the effectiveness and appropriateness of such controls especially in the deterrence of fraud and monitoring of high-risk areas.

The adequacy and appropriateness of the Council's financial systems will then be independently monitored and reviewed by both internal and external audit.

The Town Clerk will undertake an Annual Corporate Risk Management to review the Council's responsibilities under Corporate Governance.

The Town Clerk will undertake an Annual Insurance and Asset review under the Council's responsibilities for Corporate Governance.

To ensure the effective use of the Council's independent internal audit resources and identify and recognise the potential high-risk areas, the Council's Policy and Resources Committee will approve a three-year Internal Audit Plan. This plan provides the framework for internal audit activity within the overall financial control environment. Annual reports are submitted to Members on the progress of audit work and any major issues are highlighted. Action plans are put in place to ensure that any required improvements to internal controls are implemented.



TRAINING AND AWARENESS

Training and awareness are recognised as an essential component of any Anti-Fraud and Corruption Policy.

The general success and credibility of the policy will depend largely upon the effectiveness of the Council's learning and development programmes in ensuring that all staff is appropriately trained to undertake their jobs effectively, and in the awareness of Members and staff to the prevention and detection of fraud and corruption.

This is particularly important for employees involved in internal control systems and especially the internal auditor.

It is Andover Town Council's policy to ensure that all staff are supported in their learning and development needs, including the provision of appropriate induction training, access to relevant training opportunities, annual appraisals and the regular review of learning and development needs.

It is also important that all managers and staff are aware of the policy. The policy will be issued to all members of staff and will also be incorporated into the induction pack for new members of staff. All managers have been briefed on the implications of the policy and any changes to the policy will be reported to the Policy and Resources Committee.

DEFINITIONS

Fraud - Most fraud is a type of criminal activity. This can include abuse of position, false representation, or prejudicing someone's rights for personal gain. Put simply, fraud is an act of deliberate deception intended for personal gain or to cause a loss to another party.

Deception - Make a gain for himself/herself or another, or cause loss to another or to expose another to a risk of loss.

Corruption - The abuse of entrusted power for private gain.

Bribery - Giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

**THE RELEVANT AUTHORITIES (GENERAL PRINCIPLES) ORDER 2001 (NOLAN COMMITTEES SEVEN PRINCIPLES OF PUBLIC LIFE)**

Selflessness - Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity - Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity - Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability - Members should be accountable to the public for their actions and the way they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness - Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement - Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others - Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law - Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship - Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership - Members should promote and support these principles by leadership, and by example.