



ANDOVER TOWN COUNCIL

ANTI FRAUD AND CORRUPTION POLICY – 2019 (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.



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INTRODUCTION TO GDPR PRIVACY STATEMENT

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.



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Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

ANTI FRAUD AND CORRUPTION POLICY

This Policy was adopted by the Council at its meeting held on 10th March 2011.

1. Introduction

- 1.1 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.
- 1.2 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 as contained within the Relevant Authorities (General Principle) Order 2001. (Appendix A)
- 1.3 All Members of the Town Council are required to conduct themselves in accordance with the Members Code of Conduct.
- 1.4 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.
- 1.5 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.



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1.6 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 in order to obtain a financial or other pecuniary gain for oneself or another.

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

1.8 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.

1.9 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.

1.10 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

1.11 This policy addresses five general areas

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

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



2. Anti-Fraud and Corruption Policy Statement

- 2.1 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.

3. Aims of Policy

- 3.1 The Anti-Fraud and Corruption Policy is designed to protect the Town Council against fraud and corruption either from within or external to the Council.
- 3.2 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.

4. Culture

- 4.1 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



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elected members and employees have an important role and responsibility in maintaining this culture.

- 4.2 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.
- 4.3 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.
- 4.4 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.

5. Prevention

- 5.1 Prevention can be achieved through

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

6. Staff Policies

- 5.2.1 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 in order to achieve the Council's objectives.
- 5.2.2 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.



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- 5.2.3 The Council will ensure that formal recruitment procedures are followed and, in particular, 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.
- 5.2.4 Job descriptions and person specifications will also be put in place for all employees that clearly define duties, responsibilities, and lines of communication.
- 5.2.5 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 also distributed to new employees during the induction process.
- 5.2.6 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.
- 5.2.7 Staff induction and training and development programmes will help to keep employees up to date with their obligations.
- 5.2.8 The Council will support with rigour the protection given to employees in its Whistle blowing policy.

7. Role of Managers

- 5.3.1 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 on a daily basis.
- 5.3.2 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.
- 5.3.3 Special arrangements will apply where employees are responsible for the handling of cash or are responsible for financial systems which generate payments.

8. Role of Employees

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



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- 5.4.2 Employees are responsible for ensuring that they follow instructions given by their managers particularly with regard to the control and management of Council assets.
- 5.4.3 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.

9. Role of Members

- 5.5.1 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
 - Local Code of Conduct for Members
 - Council Standing Orders and Financial Regulations
 - Council Policies

The Code of Conduct for Members is overseen by the Standards Board for England.

- 5.5.2 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 the Council's Members Code of Conduct.
- 5.5.3 Members must also disclose any such interests in the matters under discussion at a meeting of the Council.

10. Internal Control / Audit / Risk Management

- 5.6.1 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.
- 5.6.2 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 also 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.
- 5.6.3 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.



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- 5.6.4 Managers are charged with the responsibility of ensuring that proper internal controls are in place and for reviewing regularly the effectiveness and appropriateness of such controls especially in the deterrence of fraud and monitoring of high risk areas.
- 5.6.5 The adequacy and appropriateness of the Council's financial systems will then be independently monitored and reviewed by both internal and external audit.
- 5.6.6 The Town Clerk will undertake an Annual Corporate Risk Management to review the Council's responsibilities under Corporate Governance.
- 5.6.7 The Town Clerk will undertake an Annual Insurance and Asset review under the Council's responsibilities for Corporate Governance.
- 5.6.8 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.

11. Detection, Investigating and Reporting

- 6.1 The Council's systems of governance, as set out in the Standing Orders and Financial Regulations, and specifically the internal financial control system will incorporate checks, reconciliations, analytical review and internal audit procedures to deter fraudulent and corrupt activity along with a management reporting and monitoring regime which will highlight by exception any unplanned, unexpected or potentially fraudulent activity.
- 6.2 The Council has put in place formal arrangements in place via the Confidential Reporting Policy and Complaints Policy and Procedure to enable information provided by and the suspicions and concerns of members, officers and the general public to be dealt with confidentially, properly and promptly.
- 6.3 The Council employs a range of preventative systems, and in particular the internal control systems, along with the work of the internal auditor and the implementation of the annual audit plan, should be sufficient in themselves to deter fraud, but they have also been designed to provide indications of any fraudulent activity.
- 6.4 When fraud and corruption does occur, these systems, controls and internal audit activity should, in the majority of cases, assist in revealing the occurrences.
- 6.5 However, it is often the alertness of Members, officers or members of the public to such indicators that enables detection to occur and the appropriate action to take place when there is evidence that fraud or corruption may be in progress.



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- 6.6 As such, sometimes, despite the best efforts of managers and auditors, frauds are discovered by chance remark or 'tip off'. The Council has in place formal arrangements to enable such information to be properly dealt with. The Council's Confidential Reporting Policy, Complaints Policy and Whistle blowing Policy also encourages Members, officers and members of the public to raise any suspicions and concerns as and when they occur.

12. Reporting of Fraud and Corruption

- 7.1 Council Members and employees are an important element in its stand against fraud and corruption. Concerns that they have will be treated in confidence and will be properly investigated. Line Managers will usually be the first contact for an employee to raise a concern, but if further investigation is deemed necessary, other staff may need to become involved, including the:-
- Town Clerk
 - Internal Auditor;
 - Audit Commission
- 7.2 Managers will be responsible for following up any allegation of fraud or corruption received and will do so through clearly defined procedures. The Council will be robust in dealing with financial malpractice and will deal swiftly and firmly with those who defraud or are corrupt.
- 7.3 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious or vexatious allegations may be dealt with as a disciplinary matter.
- 7.4 The Anti Fraud and Corruption Policy should be read alongside the Council's Confidential Reporting Policy which formally sets out the procedures relating to the reporting of such concerns, reassures individuals that they will not suffer repercussions, and encourages those with legitimate concerns to voice them.
- 7.5 Members of the Public are also welcome to report concerns, either as a formal complaint or by speaking or writing to any officer or Councillor. The Council's Whistle Blowing Policy and Complaints Policy and Procedure apply in such cases.
- 7.6 Where a "tip-off" or concern or an implied "tip-off" or concern is received from a Member of the Public by a Member or officer, it must be reported without delay to the Town Clerk.



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- 7.7 A formal Fraud and Corruption Reporting Procedure has been developed in consultation with Internal Audit that provides guidance on the process to be followed when employees or members of the public report their concerns or suspicions.

13. Investigation of Fraud and Corruption

- 8.1 Depending on the nature and the anticipated extent of the allegations, the Town Clerk and Internal Auditor will normally work closely with management and other agencies, such as the Police, to ensure that all the allegations are properly investigated, reported and where appropriate, maximum recoveries are achieved.
- 8.2 The follow up of any allegation of fraud and corruption received either from a Members, employee or member of the public will be through the agreed procedures of the Fraud and Corruption Reporting and Investigation Procedure, which will ensure that: -
- Concerns are dealt with promptly and consistently
 - All evidence is recorded and the rules of evidence followed
 - Evidence is sound and adequately supported
 - All evidence is securely held
 - Where appropriate the Council's insurers and the police are informed
 - The Council's disciplinary procedures are implemented

14. Training and Awareness

- 9.1 Training and awareness is recognised as an essential component of any Anti Fraud and Corruption Policy.
- 9.2 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 also in the awareness of Members and staff to the prevention and detection of fraud and corruption.
- 9.3 This is particularly important for employees involved in internal control systems and especially the internal auditor.
- 9.4 It is the Council's aim 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.
- 9.5 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.



15. DEFINITIONS

1. 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.

2. Deception

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

3. Corruption

The abuse of entrusted power for private gain.

4. 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.

16. THE GENERAL PRINCIPLES

Appendix A

1 Selflessness

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

2 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.

3 Objectivity

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



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4 Accountability

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

5. 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.

6 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.

7 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.

8 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.

9 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.

10 Leadership

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

17. Document Information

Title:	Anti Fraud and Corruption Policy
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Next Review:	March 2022



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18. Document Control

Date	Version	Description	Sections Affected	Approved by
Mar 2018	1	1 st Draft	All	Policy & Resources Committee
May 2018	2	2 nd Draft	All	Council
Mar 2019	3	3 rd Draft	All	Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.

(Town Clerk 2011)

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Assets Publishing Service, Fraud Act 2006

Bribery Act 2010