

LITTLEHAMPTON TOWN COUNCIL

Anti-Fraud & Corruption Policy

1. Introduction

- 1.1 Littlehampton Town Council has a responsibility for the provision of effective and efficient services to clients and stakeholders in a manner that seeks to ensure the best possible protection of the public purse in its delivery arrangements.
- 1.2 The Council is committed to operating an effective anti-fraud policy and strategy that complies with the best practice principles outlined in CIPFA's 'Red Book' and the ALARM Standard 'Managing the Risk of Fraud'.
- 1.3 The Council recognises that failure to implement effective anti-fraud measures can undermine the standards of public service that the Council is attempting to achieve, reduce the level of resources and services available for the residents of Littlehampton and result in catastrophic consequences which reduce public confidence in the Council.

2. Definition

- 2.1 The Fraud Act 2006 provides a formal definition of fraud which, for the purposes of this policy, can be summarised as obtaining money, property or services dishonestly by making a false representation, failing to disclose information or abusing a position of trust.
- 2.2 Corruption is the "offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person".

3. Scope of the Policy

- 3.1 The policy covers any fraud or corrupt activity committed against the Town Council by employees, Members, contractors, suppliers, partners and other external organisations.

4. Policy Statement

- 4.1 The Council has a zero tolerance to all forms of fraud and corruption.
- 4.2 The Council expects high standards of conduct and probity from Members and employees and requires them at all times to act honestly, with integrity and to safeguard the public resources for which they are responsible.

- 43 The Council also expects that all individuals and organisations associated with the Council, such as contractors, partners, suppliers and users of council services, will act with integrity and have the same high standards of probity as the Council. The Town Council expects all its partners, in both the private and public sectors, to establish sound and transparent governance arrangements.
- 44 The Council will actively seek to deter and prevent fraud and corruption and ensure that the associated risks are identified and managed effectively. Where fraud or corruption is suspected or detected it will be investigated and any proven fraud dealt with in a consistent and proportionate manner. Appropriate sanctions and redress will be vigorously pursued against anyone perpetrating, or seeking to perpetrate fraud or corruption against the Council.
- 45 The Council is committed to ensuring the wide circulation of this policy in order that all relevant parties understand the very high standards which the Council is determined to observe in all its business.

5. Implementation

- 51 To ensure that this policy is implemented effectively the Council will:
- Identify and include fraud and corruption risks within its risk management framework;
 - Encourage a culture of prevention and deterrence;
 - Ensure that responsibilities are clearly defined and communicated at all levels;
 - Encourage everyone to be vigilant and report any genuine suspicions of fraudulent activity;
 - Develop and maintain cost effective controls to reduce the risk of fraud and corruption;
 - Ensure that sound financial standards are adopted and that financial systems incorporate good controls to reduce the risk of fraud;
 - Work with its partners to strengthen and continuously improve its arrangements to counter fraud and corruption;
 - Ensure that appropriate disciplinary and legal action is taken in all cases;
 - Comply with best practice.
- 52 Responsibility for the implementation of this policy lies primarily with the Council's Governance & Audit Committee.