

WYRE FOREST DISTRICT COUNCIL

FRAUD RESPONSE PLAN

THIS PLAN TELLS YOU WHAT TO DO AND WHAT YOU SHOULD NOT DO IF YOU THINK THAT THERE IS A FRAUD GOING ON, EVERY EMPLOYEE AND MEMBER OF THE COUNCIL, AND EVERY CITIZEN HAS A DUTY TO REPORT FRAUD.

If you discover a fraud:

1. If you suspect someone of fraud, theft or corruption, we will investigate it promptly and fully. We recognise that the policy must apply equally to all members, employees and other people involved in Council work.
2. If you suspect a council employee, or a member of the public or contractor (in their business dealings with the Council) of fraud or corruption and you have information which may be helpful, please ring the Financial Services Manager (the Council's Chief Auditor) on 01562 732102 or any member of the Internal Audit Section.
3. If your suspicion is about a councillor you should contact the Chief Executive on 01562 732928.
4. All allegations are treated as confidential and will be thoroughly investigated and reported appropriately.
5. If you do not feel able to contact the Financial Services Manager or your Head of Service/senior manager, then contact the Head of Human Resources, Head of Legal & Democratic Services or the Chief Executive. The Council has adopted a Confidential Reporting Policy regarding an employee's disclosure to an outside body of what he or she considers being malpractice within the Council. The Confidential Reporting Policy is intended to encourage and enable employees to raise serious concerns within the Council rather than ignoring a problem or raising their concerns outside.

The Confidential Reporting Policy is intended to provide employees with an avenue within the Council to raise concerns. The Council hopes employees will be satisfied with any action taken. If this is not the case an employee is entitled to take the matter outside the Council, the following are possible contact points:

- The Council's external auditors, currently the Audit Commission
- Trade Union
- Citizens Advice Bureau
- Relevant Professional Bodies or Regulatory Organisations
- Relevant Voluntary Organisations
- Police

If an employee does take the matter outside the Council, he/she should ensure that confidential information is not disclosed.

6. You should not attempt to investigate yourself and in particular:
- Do not approach the person, people or organisation you suspect – tell only the people identified in this plan;
 - Do not attempt to collect evidence or question anyone, but if you already have documents that you think are relevant, secure them safely;
 - If you hear or see anything that you think is relevant make a note of the time and date and of the details;
 - If you are unsure about what you have seen or heard seek advice in confidence from internal or external audit.