



Tiverton Town Council

Anti-Fraud and Corruption Policy

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1. Introduction

The Council is committed to the highest standards of ethical conduct and integrity in our business activities in the UK and overseas. The Council is, therefore, committed to the prevention, detection and investigation of all forms of fraud and corruption, whether these are attempted from within or outside the organisation.

2. Purpose

This policy outlines the Council's position on preventing and prohibiting fraud, corruption and bribery, in accordance with the Bribery Act 2010. The Council values its reputation for ethical behaviour, financial probity and reliability.

3. Scope

This policy applies to all employees and officers of the Council ("employees"); and also

- To anyone the Council authorises to do things on the Council's behalf;
- Temporary works, consultants, contractors, agents and subsidiaries acting for, or on behalf of, the Council;
- Council representatives and other third parties who act on the Council's behalf; and
- Council suppliers.

4. Process

4.1 Employees

- a. Everyone has a role to play in the prevention of fraud, corruption and bribery. The Council expects its entire staff to follow its rules. Codes and procedures. A range of documents have been issued to reinforce these including:
 - Code of Conduct
 - Staff Handbook
 - Financial Regulations
 - Procurement Rules
- b. In addition to complying with the Staff Code of Conduct, staff are expected to comply with the ethics and standards associated with any professional body to which they may belong;
- c. Employees are responsible for ensuring that they follow any instructions given to them, particularly in relation to safekeeping of the assets of the Council
- d. Employees are expected always to be aware of the possibility that fraud, corruption and bribery may exist in the workplace and be able to share their concerns with management

4.2 Elected Members

- a. As elected representatives, all members of the Council have a duty to protect the Council and public money from any acts of fraud, corruption and bribery. This is done through existing practice and:
 - Local Code of Conduct for Members;
 - Financial Regulations;
 - Standing Orders;
 - Relevant Legislation
- b. Conduct and ethical matters are specifically brought to the attention of members during induction and include the declaration and registration of interests
- c. Members are expected to declare their interests at all meetings, under the Council Code of Conduct, whether decision making or not

4.3 Anti Bribery

- a. The Bribery Act 2010 makes it an offence to offer, promise, or give a bribe (Section 1). It also makes it an offence to request, agree to receive, or accept a bribe (Section 2). Section 6 of the Act creates a separate offence of bribing a foreign public official with the intention of obtaining or retaining business or an advantage in the conduct of business
- b. Any gifts or hospitality in excess of £25.00 in value, whether offered or received by Council employees or elected members must be referred to the Town Clerk in the first instance

4.4 External Audit

- a. Independent external & internal audit is an essential safeguard of the stewardship of public money. All external auditors are required, under the Local Government Finance Act 1982, to carry out their audits in accordance with the Code of Audit Practice

4.5 Conflicts of Interest

- a. Both elected members and employees must ensure that they avoid situations where there is a potential for conflict of interest.

4.6 Sanction and Redress

- a. In all cases where the Council has suffered a financial loss, it will seek to recover it in full along with costs incurred as a result of pursuing repayment
- b. Any breach of this policy by employees is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned
- c. The Council will seek the strongest available sanctions against members who commit fraud against the Council, its clients or the public purse. This may include disciplinary actions, prosecution and civil proceedings