

Counter Fraud Framework Manual 2014

Introduction

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Counter Fraud Framework – Introduction Document

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Version History

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Version 1 2013 Final Issued	May 2013	Clair Green	2013 Update
Version 2 2014	October 2014	Clair Green	Annual Review

1 Introduction

- 1.1 The purpose of the Counter Fraud Framework is to demonstrate that the London Borough of Barnet is committed to zero tolerance of fraud within the organisation and also the community it serves. The Council also has particular responsibility to protect the public purse through proper administration and control of the public funds and assets to which it has been entrusted.
- 1.2 This Counter Fraud Framework has been developed to ensure the London Borough of Barnet has an appropriate set of policies and guidelines in place in order to ensure fraud is minimised through effective best practice, prevention, detection, investigation and deterrent measures and a unified cohesive approach to fraud and to reflect best practice.
- 1.3 This framework is a living document that has been separated into specific parts to enable modification to some areas as legislation and procedural requirements vary over time. However, the core principle remains the same – prevention, detection, and protection of the public purse is the responsibility of all staff whether employed permanently, temporarily, contractors or partners. The London Borough of Barnet will continue to support and encourage all staff who join in this commitment.
- 1.4 The Counter Fraud Framework forms part of a comprehensive manual, which also covers procedural guidelines and processes which regulate how the London Borough of Barnet deals with fraud and other relevant criminality. Some detail and or/parts of this manual may therefore remain confidential in order to prevent aiding potential fraud offenders.

2 Scope

- 2.1 The Barnet community want and expect the highest standards of conduct from all who provide services on their behalf. Therefore, this framework applies to all Council employees (both temporary and permanent), members, school governors and staff, staff and members of Council funded voluntary organisations, consultants, partners, contractors, suppliers and/or any other organisation with a business relationship with the London Borough of Barnet.
- 2.2 This framework also applies to the citizens of Barnet. Just as the Council expects its employees to be honest with public funds, so to it is expected that people using Council services will be honest in their dealings with the Council. This means the Council will investigate individuals who are suspected of committing fraud and other related criminality against the London Borough of Barnet, whether it be internally or externally.

3 Objective

- 3.1 To provide a clear statement of commitment which aims to encourage ethical and legal conduct and business behaviour throughout the London Borough of Barnet.
- 3.2 To ensure that through a strong anti-fraud culture, all employees and members of the London Borough of Barnet know they are expected to actively support and follow the policies and procedures in place, and that they are honest in their dealings with the Council.
- 3.3 To reassure the public that the London Borough of Barnet is committed to the fight against fraud and other related criminality, and wants to become a market leader in

fraud prevention and detection, and accepts this responsibility wholeheartedly by being fully accountable for all of its actions.

4 The Seven Principles of Public Life (Nolan Principles)

4.1 It is the council's expectation that all staff (as defined in 2.1) should conduct their day to day working life in accordance with the following seven principles of public life.

The Seven Principles of Public Life

<i>Selflessness</i>	Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
<i>Integrity</i>	Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them on the performance of their official duties.
<i>Objectivity</i>	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
<i>Accountability</i>	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
<i>Openness</i>	Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
<i>Honesty</i>	Holders of public office have a duty to declare any private interests relating to their public duties and to take reasonable steps to resolve any conflicts arising in a way that protects the public interest.
<i>Leadership</i>	Holders of public office should promote and support these principles by Leadership and example.

5. Counter Fraud Framework Manual Documents

- Fraud Policy Statement and procedure
- Bribery Policy Statement and Procedure
- Whistleblowing Policy Statement and Procedure
- Prosecution and Sanction Policy Statement
- Anti -Money Laundering Policy Statement and Procedure
- Regulation of Investigatory Powers (RIPA) Act 2000 Policy Statement and Procedure

6. Other relevant Barnet Documents

6.2 Staff Code of Conduct