

EFFINGHAM PARISH COUNCIL

STATEMENTS OF GUIDANCE AND POLICY

3. Fraud and Corruption

Local parish councils can be targets for those who wish to commit fraudulent or corrupt acts. Effingham Parish Council is determined to prevent losses through fraud and corruption whether attempted from inside or outside of the organisation.

GUIDANCE STATEMENT

The following statement of guidance was adopted by Effingham Parish Council at its meeting of 28 February 2012.

Culture

The Parish Council maintains and encourages a culture of honesty and integrity.

Prevention

The Parish Council has a set of preventative systems and procedures to assist in the fight against fraud and corruption. The financial processes and controls are set out in its Financial Regulations. The Parish Council is determined that these arrangements will keep pace with future developments in both preventative and detection techniques regarding fraud or corrupt activity that may affect its operation. To this end, the Parish Council will maintain a continuous overview of such arrangements, in particular, through the Chairman, Clerk and auditors.

Councillors and officers are positively encouraged to raise any concerns that they may have on these issues. They can do so in the knowledge that such concerns will be treated in confidence and properly investigated. Members of the public are also encouraged to report concerns.

Detection

When allegations are received or irregularities are found or suspected the Parish Council will ask a qualified independent person to investigate, and they will work closely the Chairman, (or in his absence the Vice Chairman), Clerk and other agencies such as the police to ensure allegations are thoroughly investigated and reported upon.

Subject to any other actions which might be taken, the Parish Council's Disciplinary Procedures will be used where the outcome of the investigation indicates improper behaviour. The Parish Council will normally wish the police to be made aware of allegations, and to prosecute offenders where significant financial impropriety is discovered.

WHAT TO DO IF DETECTING AN IRREGULARITY

If in the course of your duties you detect an irregularity report the matter to one (or more) on the list below:

- Clerk
- Chairman (or in his absence the Vice Chairman)
- Monitoring Officer, Guildford Borough Council
- Police
- Professional Organisation
- Charity "Public concern at work" 0207 404 6609

If you report the matter to the Parish Council Chairman, or the Clerk they will discuss the allegation immediately with the Monitoring Officer at Guildford Borough Council and may report it to the police.