



# Counter Fraud Policy

## 2024

### Basildon Borough Council

Basildon Centre  
St Martins Square  
Basildon  
SS14 1DL

01268 533 333  
[www.basildon.gov.uk](http://www.basildon.gov.uk)

<b>Key Information</b>	
Author:	Audit & Counter Fraud Manager – Mike Porter
Accountable Director:	Director of Resources Owen Sparks
Responsible Cabinet Member:	Cabinet Member for Resources and Commercial Councillor Sullivan
Date of Audit & Risk Committee Approval:	Click or tap to enter a date.
Equality Impact Assessment (EIA)	N/A
<b>Consultee(s)</b>	
Groups and/or individuals consulted during the development of this Policy:	Senior Leadership Team – Governance & Performance Board Audit & Risk Committee
Groups and/or individuals consulted on draft Policy:	Heads of Service Senior Leadership Team
Policy, Performance and Insights Team approval	Samantha Nicholson Click or tap to enter a date.
Senior Leadership Team approval	Yes <input checked="" type="checkbox"/> Click or tap to enter a date.
Has the Policy been considered at a Scrutiny Committee Meeting:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Governance</b>	
The Policy applies to:	All staff
The Policy is available in the following locations:	Publications Scheme <input checked="" type="checkbox"/> Intranet / SharePoint <input checked="" type="checkbox"/> Council website / Service webpage <input checked="" type="checkbox"/>
This Policy has related documents:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Counter Fraud Strategy
The Policy was disseminated to:	All staff via Basnet news
This Policy is due its next review:	Click or tap to enter a date.

<b>Document Control</b>				
<b>Date</b>	<b>Officer Name, title</b>	<b>Version</b>	<b>Action</b>	<b>Amendment(s)</b>

## Contents

1. Introduction .....	1
2. Policy Statement .....	2
3. Strategic approach to fraud .....	2
4. Corporate Knowledge.....	3
5. Accompanying Strategy .....	4
6. Links to other Corporate Policies or Partner documents .....	4

## 1. Introduction

The council recognises that fraud and corruption in local authorities is increasing and that it has a statutory duty to minimise the risk of fraud and, where possible, prevent fraud and corruption occurring within the authority.

Fighting Fraud and Corruption Locally 2020 is the updated counter fraud and corruption strategy for local government. It provides a blueprint for a coordinated response to fraud and corruption perpetrated against local authorities. The strategy outlines a governance framework for continuing national and regional collaboration on counter fraud under the Fighting Fraud and Corruption Locally umbrella. Aligning our own policy and strategy to this framework supports the development and maintenance of a culture in which fraud and corruption are unacceptable.

The aim of this policy and other anti-fraud measures put in place by the council is to develop and embed a strong anti-fraud culture. This not only acts as a deterrent to potential perpetrators of such activity, it will also assist the council in protecting vital services and in managing its resources effectively.

As there will always be a small minority who consider fraud to be acceptable, the council will put in place appropriate measures to prevent fraud from entering the system, but where it does occur, the council will act swiftly to detect, investigate and punish those found to have been involved in fraudulent activity. The council will utilise all available criminal, civil, regulatory and disciplinary sanctions and will seek to recover all losses where this is considered to be in the public interest and taking account of the resources available.

This policy applies to all:

- members and employees of the council
- agency workers and consultants engaged by the council
- the council's agents, partners, suppliers and contractors supplying goods or services to the council, or performing work and/or delivering services on behalf of the council
- members of the public in use of council services

There are three ways that the council can discharge this duty. These are by making all Members, employees and the public:

- i. aware of the council's views on fraud and corruption;
- ii. aware of their personal responsibilities in relation to their conduct;
- iii. aware of what action they should take if they become aware of fraud or corruption.

This policy document covers i), while the 'Fraud Response Plan' has been developed to cover ii) and iii) above.

This policy supports the Local Code of Corporate Governance in promoting the values of good governance through the upholding of high standards of conduct and behaviour.

## **2. Policy Statement**

The council is committed to the prevention and detection of fraud, bribery and/or corruption and associated activities whether it is perpetrated against, or arises from within the council in order to protect public funds. Where fraud, bribery and/or corruption is suspected or identified, the council will commission an investigation and take all reasonable steps to recover losses.

The council will use sanctions where the need is identified. This may include involving the police, pursuing a prosecution (wherever relevant) and/or the use of disciplinary action against employees where fraud, bribery and/or corruption is suspected or identified, whilst treating each case on its own merits and taking account of the public interest.

## **3. Strategic approach to fraud**

One of the basic principles in the management of public sector organisations is to ensure the proper use of public funds. It is, therefore, important that all those who work in the public sector are aware of the risks of fraud, bribery, corruption and/or money laundering, along with the measures in place for their detection and prevention.

This policy sets out the council's position in respect of fraud, bribery and/or corruption, along with associated activities, involving dishonesty such as money laundering, and is applicable to all aspects of the council's business, employees, contractors and any person or organisation doing business with the council.

The council's use of sanctions will be governed by this policy and the principles of the policy shall apply equally to any fraud against the council or against funds for which the council has responsibility. The council will not accept abuse of either its services or resources. Fraud, corruption and theft whether committed by staff (paid and volunteers), Elected Members, contractors, agents and/or other third parties will not be tolerated. All persons under suspicion will be treated fairly. This means that so far as it may be reasonable and/or appropriate to do so, the council will look to strike the right balance between the preservation of personal rights and freedoms and the public interest need, to ensure that justice is achieved in any given case.

The council's Fraud Response Plan, supports this policy and provides further details on:

- Definitions of Fraud, Bribery, Corruption and Money Laundering
- What criminal offences relate to fraud, bribery, corruption and money laundering

- The council's approach to ensure adequate procedures are in place to mitigate risks
- General roles and responsibilities
- An overview of relevant contacts for advice and reporting concerns
- The range of sanctions available to the council, as a deterrent to fraud, bribery and associated offences

This policy is underpinned by a strategy that sets out how this policy will be implemented and delivered, with specific reference to the Outcomes and Priorities identified in this policy.

#### 4. Corporate Knowledge

Corporate Ambitions	Levels of Impact			
	High	Medium	Low	None
We want Basildon to be home to healthy and active local communities able to support themselves and each other.				
We want Basildon to offer a high quality of life for all residents through attractive, liveable, accessible and safe neighbourhoods and towns along with the provision of enduring facilities, green spaces and town centres that meet the needs of the community.				
We want Basildon to have a thriving, dynamic and diverse economy where all our communities benefit from increased opportunity and our workforce has the right skills for our local economy and beyond.				

- 4.1 Whilst the policy doesn't actively contribute to the Corporate Plan ambitions it contributes to two of the four pillars, 'Good Governance' and 'A Fit for Purpose Council'.

## Outcomes and Priorities

Outcome	Priority
A zero tolerance to fraud, bribery, corruption and money laundering, with the early detection and prompt investigation of fraud, bribery, corruption and money laundering, thereby engendering confidence and trust in the governance arrangements of the Council.	To promote a Counter-Fraud culture and engage employees in combatting fraud.
	Ensuring robust mechanisms for measuring and reporting on fraud.
	Assessment of fraud risk and identification of the areas most vulnerable to fraud.

## 5. Accompanying Strategy

- 5.1 This policy is supported by a Counter Fraud Strategy that aims to direct the Council's counter fraud resources on the key areas of fraud risk.

## 6. Links to other Corporate Policies or Partner documents

- 6.1 This document should be read in conjunction with counter fraud strategy and fraud response plan.
- 6.2 The Corporate Plan is the principal corporate strategy of Basildon Borough Council. It recognises our primary role in delivering good quality local government services in the borough.

The Corporate Plan comprises 4 'pillars':

- Delivery of Good Quality Services
- Strategic Themes, Ambitions and Priorities – People, Place, Prosperity
- Good Governance – doing the right things in the right way

- A Fit for Purpose Council – an organisation that can most effectively achieve the above with the resources available



Monday to Friday  
10am to 5pm



**Basildon Council**  
BASILDON • BILLERICAY • WICKFORD

## For translations, Large Print and Braille please call

Para obtener traducciones, por favor llame al número (Spanish)

অনুবাদের জন্য দয়া করে ফোন করুন (Bengali)

Aby uzyskać pisemne tłumaczenie proszę dzwonić pod numer (Polish)

如需翻译，请拨打 (Mandarin)

O překládání prosím zavolejte (Czech)

若需翻譯，請致電 (Cantonese)

Чтобы получить перевод на русский язык, позвоните по телефону (Russian)

Tercüme için lütfen arayın (Turkish)

برای ترجمه با این شماره تماس بگیرید (Farsi)

Pour obtenir une traduction, composez le (French)

بو تهرجومه تهرلهفون بکه بو ژماره‌ی (Kurdish)

للترجمة يرجى الاتصال (Arabic)

Per perkthim me shkrim ju lutem merni ne telefon (Albanian)

ભાષાંતર માટે કૃપા કરીને ફોન કરો (Gujarati)

ट्रांसलेशन के लिये कृपया कॉल करें: (Hindi)

Pentru traducere va rugam sunati (Romanian)

Untuk terjemahan harap hubungi (Indonesian)

Kwa tafsiri, tafadhali piga simu (Kiswahili)

ਅਨੁਵਾਦ ਵਾਸਤੇ ਵਿਰਧਾ ਕਰਕੇ ਕਾਲ ਕਰੋ (Punjabi)

Kana muchida kuturikirwa, tapota ridzai runhare kuna (Shona)

Pre preklad prosim volajte (Slovak)

Nếu quý vị cần dịch tài liệu, xin vui lòng gọi theo số (Vietnamese)

# 01268 207953



Customers with a hearing or speech impairment can contact us using the Text Relay service. Dial 18001 followed by the full telephone number of the service you require. Calls are charged at your telecommunications provider's standard rate.

General\ public - no restrictions on circulation