

The Council's Whistleblowing, Anti-Theft, Fraud and Corruption Policies

The Council has adopted formal policies and procedures in order to respond to suspected fraudulent activity.

Copies of these policies and procedures are included on the Intranet and Council's website. If you cannot get access to a copy please contact either your line manager, the Council reception desk, or the South West Audit Partnership on 01594 812523.

The policy clearly states the procedures to be followed if theft, fraud or corruption is suspected. This leaflet should provide adequate guidance for staff, but the detailed policy provides information on whistleblowing and other aspects not specifically referred to here. These procedures must not be used to pursue a personal grievance.

You must be aware that malicious or unfounded allegations may lead to disciplinary action being taken against those responsible.

Who can I tell?

There are senior representatives who will listen to concerns and agree an appropriate response in line with the whistleblowing policy.

Paul Jones, Section 151 Officer
077917 558208

Claire Hughes, Monitoring Officer
01594 812515

Jacqui Gooding, Assistant Director SWAP
01594 812523 / 07872 500675

Confidential Disclosure

The South West Audit Partnership has a confidential out of hours voicemail service where messages may be left between 6pm and 8am Monday to Friday or anytime at weekends.

☎ **01935 462381**
✉ **confidential@southwestaudit.gov.uk**

You are encouraged to report any concerns you might have to the above contacts, however, if you feel unable to do so, external advice can be obtained from:

Public Concern at Work

Public Concern at Work is an independent charity which provides free advice for employees who wish to express concerns about fraud or other serious malpractice.

☎ **020 7404 6609**
💻 **www.pcaw.co.uk**

Blowing the Whistle



What should **YOU DO** if you suspect a **THEFT** or **FRAUD**?

- What should you do if you suspect theft, fraud or corruption in the work place?
- What action should you take?
- Who should you inform?
- What should you do with any evidence?

A guide for Council Employees and Members of the Public produced by the South West Audit Partnership

Why YOU should read this leaflet

Although known instances of theft, fraud and corruption are very rare at the Forest of Dean District Council we must all remain vigilant. With your help we can detect, or better still prevent, any instance that may occur.

You need to be aware that you have certain obligations to the Council. Every member of staff has a responsibility to report suspected wrong-doing wherever it occurs within the Council.

Although we believe we have good systems that in themselves prevent theft, fraud and corruption, you represent one of the best means of detection and prevention.

The Metropolitan Police report that they cannot prosecute over half of fraud and corruption cases because of inappropriate action taken before the case is referred to them.

The action that you take when you first suspect fraudulent activity may be crucial.

The Council's Whistleblowing Policy and Procedure can be found on the Council's intranet and website.

If you suspect a fraud within the workplace, there are a few simple guidelines that should be followed.

Acting on Suspicions – Please Do

- ✓ **Make an immediate note of your concerns**
Write down all the relevant details, such as what was said in telephone or other conversations, the date, time, locations, vehicle registrations and the names of any parties involved.
- ✓ **Tell your suspicions to someone with the appropriate authority and experience (see contacts overleaf)**
The Assistant Director for SWAP (South West Audit Partnership) should normally be informed, but you may choose to do this via your Group Manager, Strategic Director or Head of Paid Service.
- ✓ **Deal with the matter promptly**
Any delay could cause the Council or a colleague to suffer further financial loss.

REMEMBER - the vast majority of people are honest and trustworthy. Don't let a tiny minority spoil it for everyone else!

Acting on Suspicions – Please Don't

- ✗ **Ignore the situation**
- ✗ **Be afraid of raising your concern**
You will not suffer any recrimination from your employers as a result of reporting a reasonably held suspicion. The Council will treat any matter you raise sensitively and confidentially.
- ✗ **Approach or accuse any of the individuals**
- ✗ **Become a private detective**
There are special rules surrounding the gathering of evidence for use in criminal cases. Any attempt to gather evidence by people who are unfamiliar with these rules may destroy the case.

The South West Audit Partnership is trained in handling investigations in the proper manner.
- ✗ **Tell your suspicions to anyone other than those with the proper authority**
Only those individuals named in the leaflet should be informed.

