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<b>Policy:</b>	<i>Joint Cumbria Police Authority &amp; Cumbria Constabulary Anti Fraud and Corruption Policy.</i>
<b>Approved date:</b>	<i>V10 8 September 2009</i>
<b>Owner:</b>	<i>Director PSD</i>

<b>For release under Freedom of Information?</b>	<i>Yes</i>
<b>Equality, diversity and human rights relevance H/M/L</b>	<i>Low</i>

<b>Supporting procedures also in policy library:</b>	<i>Anti Fraud and Corruption Policy Supporting Procedure.</i>
<b>Contact for advice:</b>	<p><i><u>For the Constabulary</u></i>  <i>Director of Professional Standards Department</i>  <i>Cumbria Constabulary</i>  <i>Carleton Hall</i>  <i>Penrith</i>  <i>CA10 2AU</i></p> <p><i>Telephone: 01768 21 7133</i>  <i>E-mail: <a href="mailto:PSDadmin@cumbria.police.uk">PSDadmin@cumbria.police.uk</a></i></p> <p><i><u>For the Police Authority:</u></i>  <i>Chief Executive and Monitoring Officer</i>  <i>Cumbria Police Authority</i>  <i>Police Authority Office</i>  <i>Carleton Hall</i>  <i>Penrith</i>  <i>CA10 2AU</i></p> <p><i>Telephone: 01768 21 7734</i>  <i>E-mail: <a href="mailto:police.authority@cumbria.police.co.uk">police.authority@cumbria.police.co.uk</a></i></p>

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## 1. Aim of the policy

- What is the overall aim of the policy?

To ensure the highest standards of openness, probity and accountability in the affairs of both the Police Authority and Constabulary ensuring a culture and philosophy of honesty and opposition to fraud and corruption characterises the organisation of both the Authority and Constabulary.

- Why has it been written?

To apply the seven guiding principles of Public Life (Nolan Committee) to the working behaviours of both the Authority and Constabulary.

Version 10 replaces and updates the original policy that was agreed on 27 November 2007.

- What will it achieve?

That opportunities for fraud and corruption are reduced to the lowest level of risk and that when fraud and corruption are identified it is dealt with swiftly and firmly.

Assurance that the individuals and organisations (eg suppliers, contractors, service providers) with whom the Authority and Constabulary come into contact can themselves be relied on to act with integrity and without motivations or actions involving fraud and corruption.

- Who is it for?

The policy is mandatory and applies to all police officers, special constables, police staff (as employees of the Police Authority including those under the direction and control of the Chief Constable), members and employees of the Authority, volunteers and agency staff assisting the Authority and Constabulary in pursuing its aims, and those third parties with whom the Authority and Constabulary have dealings.

In addition, Members of the Authority comply with and are subject to the "Model Code of Conduct for Members of Police Authorities", as amended and adopted by Cumbria Police Authority and associated undertakings signed by Members on appointment.

- Who will be responsible for delivering the policy?

All personnel are responsible for the prevention of Fraud and Corruption. The policy is owned by the Director PSD and will be administered by the Anti Corruption Unit PSD.

## 2. Terms and Definitions

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### ***Fraud***

“The intentional distortion of financial statements or other records by persons internal or external to the Authority which is carried out to conceal the misappropriation of assets or otherwise for gain” (Audit Commission).

### ***Corruption***

“The offering, giving, soliciting or acceptance of an inducement or reward, which may influence the action of any person” (Audit Commission).

### ***Theft***

“The dishonest appropriation of property belonging to another with the intention of permanently depriving the other of it” (Theft Act 1968).

## **3. The Policy**

Neither Cumbria Police Authority nor the Constabulary will tolerate fraud or corruption in the administration of their responsibilities. They expect their senior managers to take positive action whenever fraudulent or corrupt activity is suspected. The Authority and Chief Constable are clear that theirs and / or the Constabulary's Misconduct Procedures will be invoked wherever improper behaviour is indicated, and that if there is evidence of criminal behaviour, appropriate action will be taken.

The nature of the Authority is such that the prevention and detection of fraud in society at large is part of the core business conducted by the Constabulary for which the Authority provides budget and oversight. Consistent with this, and intrinsic to the nature of a Constabulary, substantial additional measures over and above those normally associated with an ordinary local authority are taken to ensure the regularity and integrity of actions taken by police officers and police staff. These flow not only from the general body of criminal law, but also that collection of regulation and practice which constitutes the standards and misconduct regime for the Police Service itself. The Constabulary will therefore discharge its duties and maintain a Professional Standards function to oversee its own officers and staff and to represent the Authority's oversight interests in these priorities. (More detailed information about the misconduct regime is to be found in related documents and associated policies).

This policy outlines the principles which will be pursued in respect of police officers, special constables, police staff, members and employees of the Authority, volunteers assisting the Authority and Constabulary in its aims, and those third parties with whom the Authority and Constabulary have dealings.

Members of the Authority will comply with the National Code of Local Government Conduct.

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The Authority and Constabulary are committed to an effective Anti-Fraud and Corruption Strategy. Their shared attitude towards fraud and corruption is summarised below:

- 1) Both Cumbria Police Authority and Cumbria Constabulary are determined that the fundamental culture and philosophy of their organisations is one of scrupulous honesty and principled opposition to fraud and corruption. Neither body will tolerate fraud and corruption in the administration of their responsibilities, whether from inside the organisation or externally.
- 2) The Authority and Constabulary's minimum expectations regarding propriety and accountability are that members and staff at all levels will themselves set the standard and lead by example in ensuring proper adherence to legal requirements, rules, procedures and practices.
- 3) Senior managers are expected to deal swiftly and firmly with those who defraud the Authority or who are corrupt. Because of those higher standards of integrity which the public rightly expects of police (which both organisations need to assure in order to fulfil their pre-eminent role in maintenance of the rule of law and prevention of crime, both the Authority and Constabulary reserve the right to treat prima facie evidence of such behaviour as immediately constituting gross misconduct.
- 4) The Authority and Constabulary also expect that those external individuals and organisations (eg. suppliers, contractors, service providers) that it comes into contact with on a business basis, will conduct their dealings with the Authority with integrity and without motivation or actions involving fraud and corruption.
- 5) Allegations or concerns that fall within the scope of other policies (eg child protection or discrimination issues) will normally be referred for consideration under those policies.

To support this policy it is confirmed that sufficient internal resources will be allocated towards the detection and prevention of fraud and corruption. Interrelated procedures designed to frustrate, detect and identify any attempted fraudulent or corrupt act will be put in place and a formal investigation of any instances or suspected instances of fraud and corruption which may arise will always be undertaken. Details of the strategy supporting this policy and further guidance about what to do if you suspect fraud and corruption acts are taking place are outlined in the Anti Fraud and Corruption Procedure document (accessed via the policy library).

#### **4. Implementation, Monitoring and Reviewing**

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**IMPLEMENTATION****IMPLEMENTATION PLAN OVERVIEW**

Implementation will involve making the revised policy available to those personnel who have a specific role/responsibility in relation to it, whilst informing all other members of staff about their general responsibility.

**IMPLEMENTATION PLAN DETAIL**

<b>Task</b>	<b>Owner</b>	<b>Start Date</b>	<b>Finish Date</b>
Publish Policy within outlook folders – Policy Library	Policy Manager	Oct 2009	30 Nov 2009
Inform key staff of their responsibilities (communication plan)	Director PSD	Oct 2009	30 Nov 2009

**COMMUNICATION****COMMUNICATION PLAN OVERVIEW**

Communication of the revised policy will make use of existing channels in addition to targeted communication to key personnel.

This version of the policy is a revision of a previously agreed document (Anti Fraud and Corruption Policy Version 7, 27 Nov 2007), therefore a general update and communication of the policy to staff will suffice.

**COMMUNICATION PLAN DETAIL**

<b>Task</b>	<b>Owner</b>	<b>Start Date</b>	<b>Finish Date</b>
Force Orders	Director PSD	Oct 2009	30 Nov 2009
PSD and P&D staff briefing	Director PSD	Oct 2009	30 Nov 2009
PSD Intranet page	Director PSD	Oct 2009	30 Nov 2009

**MONITORING & REVIEW**

In accordance with the Authority's and the Constabulary's respective Race, Disability and Gender equality schemes, this Policy will be monitored by the Policy Owners on an on-going basis for implementation issues, consistency of application and potential for discrimination.

Relevant statistics will be recorded against the six strands of diversity by the Director PSD in relation to all reports of suspected and/or actual incidents of fraud and corruption. The statistics will be reviewed annually in order to identify any trends,

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issues or concerns where the matter has diversity implications and the result reported to the Police Authority (Governance Committee).

The policy will be reviewed in line with the published review schedule (usually every 3 years). The policy will also be reviewed whenever new legislation/guidance which may have an impact is introduced.

The monitoring of this policy will be done by:

- Reviewing the policy and associated documentation to ensure the policy is still relevant.
- Reviewing the implementation of the policy by consultation with key personnel responsible for implementation of and adherence to it.
- Reviewing the *Diversity Implications* report prepared by the Director PSD.
- Reviewing the relevant data in relation to any related matters pursued in accordance with the Fairness at Work policy.
- Consideration of any changes in legislation that need to be accommodated.
- Consideration of any feedback that has been received.

In the event that an individual feels disadvantaged by the requirements of a policy or procedure or where they perceive there to be an impact which is intentionally or unintentionally unfair, the matter should be dealt with in accordance with the **Policy and Procedure Review Process / Selection Processes Appeals Procedure** contained within the Fairness At Work (Grievance Resolution) Policy and Procedure. This information will also be monitored and considered when reviewing the policy.

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