# The Fraud Response Plan

**Introduction**

This Fraud Response Plan forms part of the Council's overall Fraud and Corruption Strategy and covers the Council's response to suspected or apparent irregularities affecting resources belonging to the Council or fraud perpetrated by contractors and suppliers against the Council.

The response to an incident is straightforward and will proceed as follows:

- The Chairman of the Finance and General Purposes Committee should be informed immediately and arrange for a suitable investigation. Where it is appropriate to do so where this can be done without alerting the perpetrator to the investigation, or staff involved have sufficient experience to do so. Initial enquiries may be made to determine if there actually does appear to be an irregularity.
- The Chairman of the Finance and General Purposes Committee should be informed as soon as possible of all suspected or discovered fraud or corruption.
- Depending on the size of the fraud or the circumstances of its perpetration, the Chairman of the Finance and General Purposes Committee will undertake the investigation.
- The Chairman of the Finance and General Purposes Committee will review the outcome of the investigation, to ensure that appropriate action is taken to help disclose similar frauds and make recommendations to strengthen control systems.

The Responsible Financial Officer is responsible for following up any allegation of fraud or corruption that they receive. They must also have regard to the above.

The Responsible Financial Officer will:

- Deal promptly with the matter;
- Record all evidence that has been received;
- Ensure that all evidence is sound and adequately supported;
- Make secure all of the evidence that has been collected;
- Where appropriate, contact other agencies, e.g. Police;
- Where appropriate, arrange for the notification of the Council's insurers;
- Report to senior management, and where appropriate, recommend that the Parish Council take disciplinary action in accordance with the Council's Disciplinary Procedures.

Where circumstances merit, close liaison will take place between the Responsible Financial Officer and the Chairman of the Finance and General Purposes Committee.

**Definitions**

It is important that in dealing with instances of suspected fraud, corruption or other misconduct to understand whether the allegations / concerns that are being raised fall within the scope of the fraud act or other criminal acts.

Fraud has a number of different elements all of which are covered by the Fraud Act 2006.