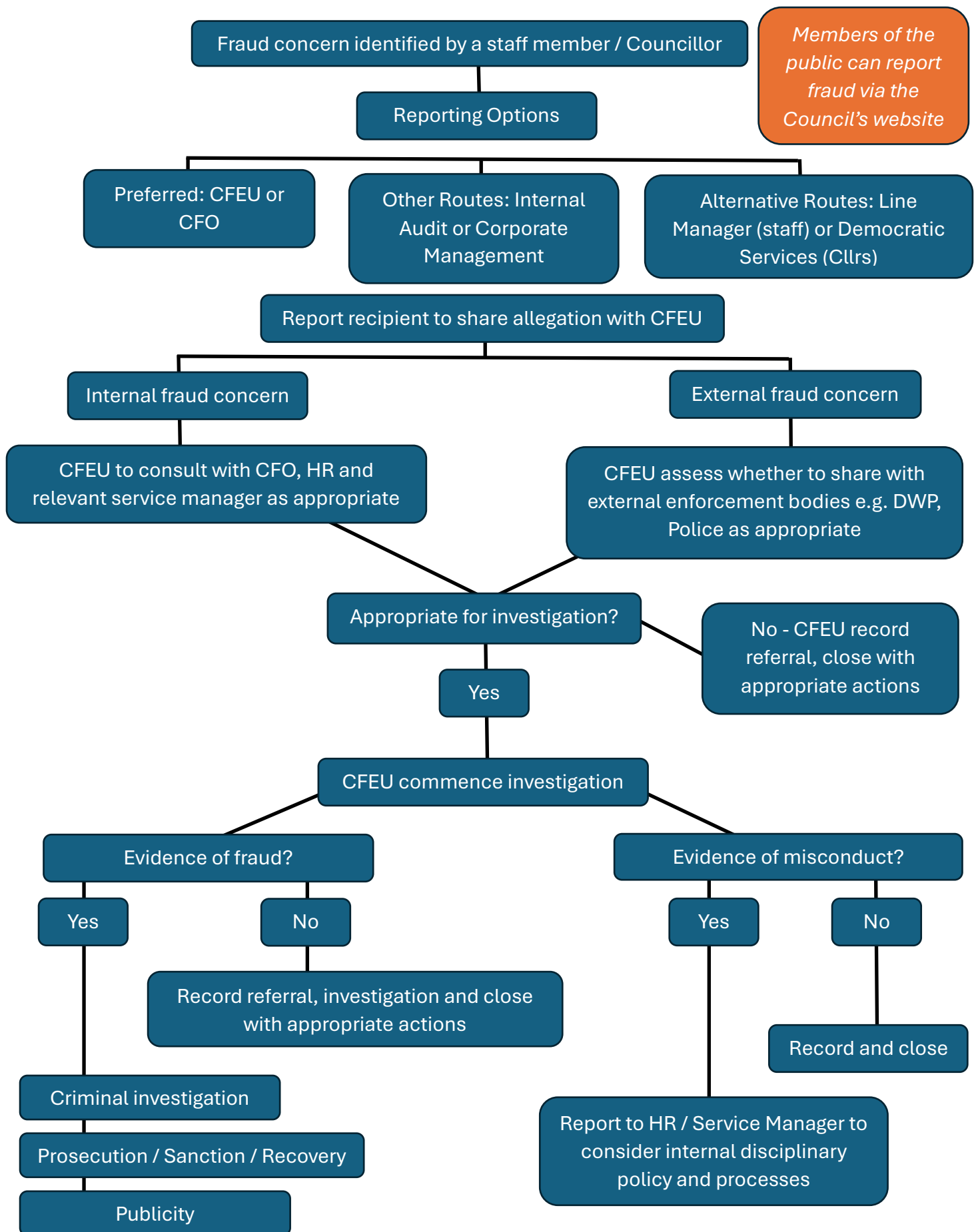


FRAUD RESPONSE PLAN – SUMMARY



If you suspect fraud or corruption, the most important thing to remember is – REPORT IT

FRAUD RESPONSE PLAN – SUMMARY

Do

- **Report your concerns promptly**
 - Where possible, report directly to the CFEU or the Chief Finance Officer.
- **Document your concerns**
 - Clearly record the nature of your concerns. Include all relevant details, such as dates, conversations, and any notable comments or actions in meetings.
 - Note the names and, if known, the positions of those involved.
 - Your notes should be timed, signed, dated, and kept in a secure place.
 - Timeliness is critical. Delays in documenting concerns increase the of distorted recollections and may weaken the case.
- **Retain any evidence**
 - Keep all relevant records and evidence in a secure and confidential location.
- **Reporting by members of the public**
 - Members of the public can report concerns to the CFEU via the Council's website.

Don't

- **Be afraid to raise your concerns**
 - The Public Interest Disclosure Act provides protects staff who raise reasonably held concerns through the appropriate channels.
 - The Whistleblowing Policy provides guidance on how to make whistleblowing referrals.
 - You will not face discrimination or victimisation for following these procedures. All matters will be handled sensitively and confidentially.
- **Discuss your concerns with anyone other than authorised individuals**
 - There may be a reasonable explanation for the events that have raised your suspicions. Spreading concerns unnecessarily can harm innocent people and damage the Council's reputation.
- **Approach the person you suspect, or attempt to investigate the matter yourself**
 - Specific rules govern the collection of evidence for use in criminal cases. Attempts to gather evidence by individuals who are unfamiliar with these rules may compromise the ability to take appropriate action.
 - Do not interfere with or alter any documentary or computer-based evidence.
 - Do not attempt to interview or question anyone unless you are authorised to do so.

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