



**Finance and Corporate Resources**

**Fraud Whistle Blowing for Third Parties  
January 2019**

If you need this information in a different language or format, phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

## **1 Introduction**

- 1.1 South Lanarkshire Council is committed to ensuring probity and accountability in all its activities. The Council has a Counter Fraud, Bribery and Corruption Policy Statement and Strategy that requires individuals and organisations with which the Council deals to behave towards the Council with integrity.
- 1.2 The Council is also committed to dealing, on a confidential basis, with any allegation of material fraud or malpractice brought to its attention by any contractor, supplier, organisation, or by the general public. Such allegations may concern the conduct of those acting in the name of the Council or contractors, suppliers, or members of the public, where they involve misuse of Council assets or budgets.
- 1.3 Examples of employee concerns which should be reported include but are not limited to:
- Profiting from an official position;
  - Disclosure of official activities or information for advantage;
  - Accepting or seeking value from third parties by virtue of official position or duties;
  - Theft or misuse of Council property, facilities or services.
- 1.4 External organisations actions which should be reported include but are not limited to:
- Bribes or inducements offered by a supplier;
  - Misuse of grant funding.
- 1.5 This Fraud Whistle Blowing Policy for third parties lays down the procedures whereby such matters can be brought to the attention of the Council. Disclosures by South Lanarkshire Council employees are dealt with under the Confidential Reporting Procedures.

## **2 *Handling reported incidents***

- 2.1 South Lanarkshire Council will take seriously, all material matters raised in good faith by third parties.
- 2.2 Once a concern has been raised, the Council will assess the action that should be taken in line with our investigative protocols and procedures.
- 2.3 If the person raising the concern has provided contact details they will be informed within five days how the matter is being handled, and whether further assistance will be required from them.
- 2.4 It is not necessary for the person raising the concern to provide contact details as all concerns raised in good faith will be taken seriously. However, it may be helpful to the successful conclusion of the investigation if the person reporting a concern is able to provide further details if required. Their identity will not be revealed outside the Internal Audit Section, which will investigate the concern in accordance with the Council's Fraud Response Plan and Procedures.
- 2.5 If the person raising the concern has any personal interest in the matter they must tell the Council at the outset. If they do not, and the interest becomes

apparent later, the failure to declare an interest may affect the Council's conclusions to the investigations.

- 2.6 Feedback will be provided to the person raising the concern where appropriate, provided their identity is known.
- 2.7 If requested, the Council will provide a written update on the progress of the investigation within 21 days of the notification of the concern. Notification will be also given when the investigation has been completed.
- 2.8 Please be aware that the Council may not be able to divulge the precise action taken, or give detailed results of an investigation, where this might:
  - infringe a duty of confidence owed by the Council to another person or organisation;
  - prejudice the investigation; or
  - result in a breach of either the Human Rights Act or Data Protection legislation.

### **3 *Raising a concern***

- 3.1 Concerns should be raised, either:
  - in writing, addressed to the Executive Director of Finance and Corporate Resources, for the attention of the Audit and Compliance Manager, Council Offices, Almada Street, Hamilton, ML3 0AB; or
  - by telephoning the Council's Internal Audit Section (01698 452618).
  - by telephoning the councils whistleblowing line CRM 0303 123 1015
  - benefit fraud can be reported to the DWP at [www.gov.uk/report-benefit-fraud](http://www.gov.uk/report-benefit-fraud).
- 3.2 If a correspondent wishes their concern to be treated in confidence, this should be intimated at the outset, so that the appropriate arrangements for anonymity can be made.

### **4 *Further action***

- 4.1 The Council hopes that this policy gives assurance to anyone who has raised a concern in good faith that it has been fully and impartially investigated. While the Council cannot guarantee that it will respond to all matters in the way that the person raising it might wish, it will try to handle any concern expressed by a third party fairly and properly. However, should anyone be dissatisfied by the Council's response to their concerns they can take their concerns to:

Scottish Public Services Ombudsman  
Freepost SPSO

**or** Audit Scotland  
4<sup>th</sup> Floor  
102 West Port  
Edinburgh  
EH3 9DN