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Item

# FOREWORD



- negligently failing to prevent a bribe (corporate offence)

Under the Bribery Act, an offence can still have been committed even if no money or goods have been exchanged and a bribe has no minimum value.

Individuals who commit bribery against the College may face criminal prosecution, civil action, disciplinary action and/or striking off (if the individual is a member of a professional body). If found guilty of bribery, the individual may receive a ten year custodial sentence and unlimited fines.

#### Definition of Corruption

Corruption can be seen as the umbrella term to describe a form of dishonesty or a criminal offence which is undertaken by a person or an organisation which is entrusted with a position of authority, in order to gain illicit benefits or abuse power for one's gain. This can include fraud and bribery.

#### Money Laundering

Illegal and fraudulent activities such as those described above can include Money Laundering. This is the process of making large amounts of money obtained by crimes, such as drug trafficking to appear to have come from a legitimate source.

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### 3. PREVENTION OF FRAUD, BRIBERY AND CORRUPTION

The College operates within a robust framework of expected behaviour and internal control which includes values and behaviours, the code of conduct and systems and procedures, including Standing Orders and Financial Regulations and the procurement policy and procedure. These are designed, in part, to prevent fraud and corruption and to enhance accountability. We require governors, staff and third parties working on our behalf to act in accordance with this framework.

The College has systems and procedures that incorporate robust internal controls designed to minimise the risk of fraud, bribery and corruption occurring. Managers are required to identify the risks to which systems are exposed (including the risk of fraud), to develop and maintain controls to mitigate and manage the risks and to ensure that such controls are properly complied with. The Corporate Risk Register identifies fraud and cybercrime as key risks to the College and presents the mitigating actions in place to minimise the risk. The College's Internal Audit service reviews the adequacy and effectiveness of internal controls, as part of their annual audit programme, to provide assurance to managers, CMT and the Audit Committee.

A key preventative measure to minimise the risk of fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of potential staff in terms of their propriety and integrity. In this regard, temporary staff should be treated in the same manner as permanent staff. Staff recruitment should be in accordance with procedures laid down in the relevant HR policies, and written references obtained before formal employment offers are made.

Directors and Senior Postholders must:

- disclose details of any organisations in which they hold a position of authority or other material interest and whose business could bring them into contact with the College.
- Disclose any transactions between the College and parties related to them.

To minimise the risk of bribery and corruption, the College has adopted the following policy on gifts and hospitality:

- Unbranded gifts up to the value of £100 must not be accepted without the permission of the appropriate Director and gifts above the value of £100 can only be accepted with the permission of the Principal/Chief Executive. All such gifts/hospitality must be notified to the Director of Finance for inclusion in the Corporate Gifts and Hospitality Register. Small branded items such as pens, calendars etc. up to an estimated value of £25 may be accepted. The Register will be reviewed by the Audit Committee on an annual basis.
- The College requires all individuals engaging suppliers of services and working with partners on behalf of the College to ensure that service suppliers and partners are selected through a transparent and competitive selection process and due diligence is carried out on partners and suppliers before entering into contracts. Further information is set out in the College's Financial Regulations and Procedures.
- All staff and suppliers must understand and comply with this Anti-fraud, Bribery and Corruption policy. To ensure that this is communicated, the College publishes this policy on the staff intranet and on its website and communicates its importance through In Touch briefings to all staff.
- All staff are monitored against a requirement to undertake regular statutory training which includes:

Anti Bribery Essentials  
Whistleblowing Essentials –Reporting Fraud & Malpractice  
Information Security Essentials (Cyber Security)

#### 4. REPORTING FRAUD, BRIBERY & CORRUPTION

##### A Quick Guide to Reporting a Concern

Do you have concerns about fraud, bribery or corruption taking place in the College?

DO	DON'T
Note your concerns - record details such as your concerns, names, dates, times, details of conversations, photographs, screenshots, emails other media sources and possible witnesses. Time, date and sign your notes	Confront the suspect or convey concerns to anyone other than those authorised Never attempt to question a suspect yourself; this could alert a (ul1.30 312.36 644103 7836 6d5.3 (se).



## What staff should do if they suspect fraud

- i. Staff are encouraged and, indeed, expected to raise any concern that they may have, without fear of recrimination. To facilitate this, the College has a [Whistleblowing Policy](#). Any concerns raised will be treated in the strictest confidence and will be properly investigated.
- ii. Staff are often the first to spot possible cases of fraud or corruption at an early stage. Staff should not try to carry out an investigation themselves. This may damage any subsequent enquiry.
- iii. In the first instance, staff should normally raise the concern with their line manager. If the concern relates to a line manager, then staff should raise it with a director, and if it relates to a director, the concern should be raised with a Vice Principal. If the issue concerns the Vice Principal then the Principal/Chief Executive. If the issue concerns the Principal/Chief Executive, the concern should be raised with the Chair of Governors, and if it relates to the Chair of Governors the concern should be raised with the Chair of the Audit Committees.
- iv. Where staff have a difficulty in approaching their own manager, because there is a concern that



## 5. USEFUL CONTACTS

### Action Fraud

<p>Action Fraud is the UK's national reporting centre for fraud and cybercrime where you should report fraud if you have been scammed, defrauded or experienced cyber crime in England, Wales and Northern Ireland</p>	
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### The Auditor General for Wales

The Auditor General is classed as a prescribed person for Whistleblowing purposes. This means that a worker can report concerns about wrongdoing in a workplace to the Auditor General, as well as, or instead of, their

## 6. RELATED POLICIES AND DOCUMENTS

- Whistleblowing Policy
- Financial Regulation & Procedures
- Disciplinary Policy
- Treasury Management Policy
- Expenses and Benefits Policy
- Recruitment Policy
- Staff Code of Conduct
- Core Values & Behaviours