

**Anglian Learning
Policy Information and Action Sheet**



Title of Policy: Anti-Bribery, Fraud and Corruption Policy

New Policy or Reviewed and Updated Policy: Reviewed and Updated Policy

Author: Charity Main, Director of Finance

Date of Policy creation or update: 3 November 2020

<p>Purpose and context of the policy</p>	<p>The purpose of the policy is to state the Trust's zero tolerance approach to fraud, theft, bribery and corruption.</p>
<p>Describe why a new policy has been created or provide the detail for any significant changes that have been made to the policy.</p> <p>Include any safeguarding / legislation or statutory requirements.</p>	<p>The policy has been re-drafted so that it now provides a better link to other Trust policies which contain the operational detail (eg Financial Regulations, ICT and Whistleblowing policies etc). The broad content remains the same as the previous version.</p> <p>Although good practice, this policy is not a statutory requirement.</p>
<p>Action required as agreed by each school</p>	<p>Schools should ensure that this policy is shared with all staff.</p>
<p>Action required as agreed by each Local Governing Body</p>	<p>Each LGB should note the contents of the policy and ensure that school leadership has shared the policy as outlined above.</p>



ANGLIAN LEARNING

ANTI BRIBERY, FRAUD AND CORRUPTION POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2020
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	AUTUMN 2022
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF FINANCE
THIS POLICY WAS CONSULTED WITH:	
THIS POLICY WAS DISTRIBUTED TO:	

1. Introduction.....	3
2. Definitions.....	3
3. Prevention of irregularity	3
4. Reporting of suspected Financial Irregularity	4
5. Gifts and Hospitality Policy	5
6. Monitoring and Recording	Error! Bookmark not defined.

1. Introduction

- 1.1 There is a 'zero tolerance' culture with respect to fraud, theft, bribery and corruption within Anglian Learning
- 1.2 This policy works alongside the Trust's other policies to ensure that arrangements are in place to protect public money.
- 1.3 Section 2.7 of the Academies Financial Handbook requires the Trust to have in place a control framework which:
 - Ensures regularity, propriety and value for money; and
 - Reduces the risk of fraud and theft

2. Definitions

- 2.1 Anglian Learning has a duty to protect public assets; to ensure that it upholds the standards of probity expected of public sector bodies; and to ensure that its resources are only used in furtherance of the Trust's objectives.
- 2.2 An irregularity may be defined as any breach in the standards of financial integrity required by the Trust, including a breach of the Financial Regulations. Irregularities fall into the following areas:

Theft – the taking of property belonging to another with the intention of depriving them of that property permanently.

Fraud – the intentional distortion of financial records (internally or externally to the Trust), to conceal the misappropriation of assets.

Bribery – the receiving of an inducement for an action which is illegal, unethical or in breach of trust.

Corruption – the offering, giving, soliciting or acceptance of an inducement or reward that may influence the actions of any person,

3. Prevention of irregularity

- 3.1 The following are key in the Trust's prevention of financial (or other) irregularity:

Leadership. The standards of behaviour expected in the Trust must be modelled by senior staff and policies and approach to enforcement of them promoted by the senior team. The Trust's *Framework for Excellence – Leadership* has Honesty and Integrity as a core quality for leaders. The Trust Board, Central Leadership Team, Trust Leadership Group and Local Governing Bodies should ensure that their behaviour is in line with the Nolan Principles of Public Life.

Completion of declarations of interest and related party transactions. The completion of declaration of interest forms is key to the Trust demonstrating that it acts with appropriate probity in decision making. These interests will be recorded in the register of business interests which must be kept up to date. Interests should also be declared during any meeting. The Trust must also ensure that it complies with the requirements contained in the *Academies Financial Handbook* in relation to the declaration of related party transactions.

Adherence to the Financial Regulations. The Trust's Financial Regulations include set levels of authority for authorising transactions and ensuring appropriate segregation of duties. Trust staff must ensure that they adhere to these.

ICT controls and training. Systems are password protected and access to the Trust's banking system controlled by security devices. Passwords and security access cards must not be shared. Trust staff are also bound by ICT policies covering general responsibilities. This includes exercising caution when opening and responding to emails which might contain viruses or be a phishing attack. Training is provided by the Trust and other parties including the Trust's bank.

Employee screening. Potential new staff must be effectively screened prior to appointment in line with the Trust's policies. Recruitment procedures also require that members of recruitment panels will declare any relationships or connections with candidates prior to their involvement with the process.

The role of auditors. Internal and external auditors have a right of access at all reasonable times to property, financial documents and all associated records. It is not external audit's primary role to look for fraud but they may identify matters in the course of the audit of the financial statements and the regularity audit. Internal auditors are directed by the Trust to undertake work in response to identified risks. This will routinely involve considering the design and operation of internal financial controls and may be specifically directed to consider financial irregularity.

Disciplinary Policy. Allegations of financial mishandling may fall to be considered under the Trust's Disciplinary Policy and could be considered to be gross misconduct.

4. Reporting of suspected Financial Irregularity

- 4.1 Suspected fraud, theft or other irregularity must be reported in line with the detailed guidance in the Financial Regulations. In summary at a

school level this will mean reporting immediately to the Headteacher. The CEO should then be notified without delay.

- 4.2 Trustees, Governors, employees and anyone acting for, or on behalf of the Trust, are an important element in the defence against fraud and corruption; they are expected to raise any concerns they have under the Trust's Whistleblowing Policy.
- 4.3 All concerns reported, by whatever method, will be treated in confidence.

5. Gifts and Hospitality Policy

- 5.1 All Trustees, governors and staff are bound by the Trust's Gifts and Hospitality Policy. They must ensure that they do not give or receive gifts or hospitality which are in contravention of the guidance outlined in this policy and that they report items for the register on a prompt basis.

6. Reporting to the ESFA

- 6.1 The board of trustees must notify ESFA, as soon as possible, of any instances of fraud, theft and/or irregularity exceeding £5,000 individually, or £5,000 cumulatively in any financial year. Unusual or systematic fraud, regardless of value, must also be reported. The Academies Financial Handbook details exactly what must be reported.