



**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**

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# SERVICE POLICY

## Anti-Fraud, Anti-Bribery and Corruption

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## Document History

**Responsible Department**  
**Service Assurance**

**Version No. 1**

Created	March 2023
Last Review	Policy Officer Use
Next Review	Policy Officer Use



## INTRODUCTION

This Policy supports our Constitution, Governance Strategy and sits alongside our Code of Ethics Policy amongst others.

As a Service we take our responsibilities to protect the public purse very seriously and are fully committed to the highest ethical standards, in order to ensure the proper use and protection of our funds and assets. To achieve the objectives set out within our Corporate Risk Management Plan (CRMP), we need to maximise the financial resources available to us. In order to do this, we have an ongoing commitment to continue to improve our resilience to fraud, corruption and other forms of financial irregularity.

## KEY INFORMATION

### 2.1 Policy Statement(s) *(each individual element of policy has its own paragraph)*

2.1.1	The Combined Fire Authority (CFA) advocates strict adherence to its anti-fraud policy and associated procedures. Whilst individual circumstances of each case will be carefully considered, in the majority of cases there will be a zero-tolerance approach to fraud, bribery and corruption in all of its forms.
2.1.2	<p>We will not tolerate fraud, bribery, or corruption by any of our:</p> <ul style="list-style-type: none"> <li>• CFA Members, Officers,</li> <li>• Employees, Apprentices, Volunteers;</li> <li>• Contractors;</li> <li>• Suppliers; or</li> <li>• Partners.</li> </ul> <p>We will take all necessary steps to investigate all allegations of fraud, bribery, or corruption and pursue sanctions available in each case, including removal from office, disciplinary action, dismissal, loss recovery and/or referral to the Police and/or other agencies.</p>
2.1.3	Our general belief and expectation is that those associated with us will act with honesty and integrity. CFA Members, Officers Employees, Apprentices and Volunteers are expected to lead by example and be accountable for their actions. Where organisations transact with us, e.g. contractors, commissioned providers, our expectation is that they will comply with the principles as set out in our policies and procedures.

2.1.4	<p>We will take steps to help ensure high standards of ethical behaviour are adopted in partnerships of which we are a member. This will be done through applying appropriate elements of this Policy and associated Procedures to all partnership working, where it is relevant to do so. With regard to partnership working, responsibility for Codes of Conduct and policies of this nature (and so for enforcement action for breach of those codes, policies or procedures) generally lies with the relevant individual organisation in the partnership. Where appropriate, we will draw the attention of the partner organisation to our concerns.</p>
2.1.5	<p>We will adhere to the principals of the Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption 2014. Being a public sector organisation this code requires our leaders have the responsibility to embed effective standards for countering fraud and corruption within the Service in order to support good governance and demonstrate effective financial stewardship and strong public financial management.</p>
2.1.5	<p>This Policy is underpinned by an Anti-Fraud, Anti Bribery and Corruption Procedure. The procedure sets out what actions we propose to take to continue to develop our resilience to fraud bribery and corruption. It sets out the key responsibilities with regard to fraud and bribery prevention, what to do if fraud, bribery, or corruption is suspected and the action that will be taken by us and or the CFA.</p>
2.1.6	<p>As a Service we will:</p> <ul style="list-style-type: none"> <li>• Protect our valuable resources by ensuring they are not lost through fraud, but are used to serve our communities;</li> <li>• Create and promote a robust “anti-fraud” culture across the organisation which highlights our Zero tolerance of fraud, bribery, corruption and theft;</li> <li>• Nurture an environment that enables the reporting of any genuine suspicions of fraudulent or illegal activity;</li> <li>• Ensure the rights of those raising legitimate concerns are properly protected. However we will not tolerate malicious allegations or those motivated by personal gain, if proven disciplinary or legal action may be taken</li> <li>• Ensure effective Counter Fraud systems and procedures are in place which :       <ul style="list-style-type: none"> <li>○ Ensure that the resources dedicated to combatting fraud are sufficient and those involved are appropriately skilled;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Proactively deter, prevent and detect fraud, bribery, corruption and theft;</li> <li>○ Identify emerging fraud risks and provide proactive advice to key stakeholders to assist in the prevention of fraud in these areas;</li> <li>○ Investigate suspected or detected fraud, bribery, corruption or theft;</li> <li>○ Enable us to apply appropriate sanctions, including criminal and or civil proceedings to recover losses where appropriate;</li> <li>○ Proactively address any system weaknesses to prevent recurrence; and</li> <li>● Work with partners and other investigative bodies to strengthen and continuously improve our resilient to fraud, bribery and corruption.</li> </ul>
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## 2.2 Scope (inc Roles & Responsibilities, Definitions etc.)

2.2.1	<p>This Policy applies to all, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Members of the Combined Fire Authority;</li> <li>● Officers;</li> <li>● Employees;</li> <li>● Apprentices;</li> <li>● Volunteers;</li> <li>● Representative Bodies;</li> <li>● Contractor;</li> <li>● Consultants;</li> <li>● Suppliers; and</li> <li>● Those with whom we enter into partnership or contract with.</li> </ul>
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## 2.3 Name of Directly Supporting Procedural document(s)

<i>Document Name</i>	<i>Version</i>	<i>Date Published</i>	<i>Department</i>
Anti-Fraud Anti Bribery and Corruption	TBA	TBA	Service Assurance
Whistleblowing	6	3/3/2022	Service Assurance
Gifts and Hospitality	6	3/3/2022	Service Assurance
Procurement	2	10/8/2021	Business Support
Disciplinary and Grievance for Chief Fire & Rescue Officer		13/2/2010	POD

Disciplinary and Grievance for the Directors and Statutory Officers		1/9/2010	POD
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## FURTHER INFORMATION

### 3.1 Impacted Policies

<i>Policy Name</i>	<i>Version</i>	<i>Date Published</i>	<i>Department</i>
Code of Ethics	2	22/9/2022	Service Assurance
Gifts and Hospitality	6	8/6/2021	Service Assurance
Whistleblowing	7	18/10/2022	Service Assurance
Politically Restricted Posts			

### 3.2 Other Impacted Procedure

<i>Policy Name</i>	<i>Version</i>	<i>Date Published</i>	<i>Department</i>
Politically Restricted Posts	5	24/3/2022	Service Assurance

### 3.3 Associated Non LFRS Documents

<i>Documents</i>	<i>Version</i>	<i>Date Published</i>
Leicestershire County Council: Anti-Fraud and Corruption Policy Statement and Strategy	n/a	October 2022
Leicestershire County Council: Anti-Bribery Policy Statement and Strategy	n/a	October 2022
Combined Fire Authority Constitution	14	2/12/2021
Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption	n/a	2014

## Document History *(admin only)*

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Any Policy Template enquires should be sent to the Policy Officer

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