

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

HALF MOON YARD, HIGH STREET, HEMEL HEMPSTEAD, HP1 3AE

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Counter-Fraud and Security Management Policy

One of the basic principles of this charity is the control of and proper use of funds generated, whether from donations, grants, member payments for services, or other sources. It is therefore important that all staff working in the charity are aware of the risk of fraud, corruption, theft, and other illegal acts involving dishonesty.

The Charity's aim is to ensure there is no fraud, and to put in place arrangements to ensure this continues. This will enable the charity to target more of its resources to providing better services to the elderly, who use our facilities and services. The Charity's counter fraud approach will be professional, comprehensive, fair, balanced, cost effective, and inclusive;

The key objectives of the Charity's strategy are:

- The creation of an anti-fraud culture;
- Maximum deterrence of fraud;
- Successful prevention of fraud which cannot be deterred;
- Prompt detection of fraud if this cannot be prevented;
- investigation of any detected fraud;
- Effective sanctions, including legal action against people committing fraud;
- Effective methods for seeking redress in respect of any money defrauded.

The ultimate aim of all counter fraud work is to support improved services to the elderly and ensure that fraud within the Charity is clearly seen as being unacceptable. Stopping any theft of the charities money is essential to ensure that money is deployed for the benefit of the elderly, as intended.

Awareness of, and involvement in, counter fraud work should be a general responsibility of all, and the support of all staff is needed.

This Policy applies to all staff undertaking work for The Centre In The Park.

2. The Centre In The Park - Values

The highest standard of organisational and personal conduct, based on the recognition that our members come first, has been a requirement since this charity was formed. These values are summarised as:

- **Accountability:** Everything done by those who work for the Charity must be able to stand the tests of scrutiny and, public judgements on propriety and professional codes of conduct.
- **Probity:** Absolute honesty and integrity should be exercised in dealing with members, assets, staff, and suppliers.
- **Openness:** The charity's activities should be sufficiently public and transparent to promote confidence between the Charity and its staff and its members.

All staff should be aware of, and act in accordance with, these values.

3. The Charity's Policy

The Charity is absolutely committed to maintaining an honest, open, non-discriminatory and well-intentioned atmosphere throughout its operations. It is therefore committed to ensuring there is no fraud within the charity, and to the rigorous investigation of any cases of fraud if these do arise. Where any acts of fraud or corruption are proven, the charity will ensure that the culprits are appropriately dealt with, and will also take all appropriate steps to recover any losses in full. The Charity wishes to advise that it is the responsibility of all staff to report any reasonable suspicions of fraud or corruption. It is also the Charity's policy that an employee should not suffer as a result of reporting reasonably held suspicions, and there must be no unlawful discrimination on any grounds. Staff are encouraged to raise concerns under the charity's Whistle Blowing Policy.

4 Counter Fraud Arrangements

The Charity is required to nominate a trustee to fulfil the role of LCFS. The Treasurer has overall responsibility for monitoring the counter fraud arrangements. The responsibility for individual investigations rests with the trustee, whose role includes:

- Investigation of internal fraud;
- Developing an anti-fraud culture throughout the Charity;
- Identifying potential fraud;
- Sourcing and providing fraud awareness training to staff.

5. Action to be taken by Staff Suspecting Fraud or Corruption

Where a member of staff suspects that fraud or corruption has occurred, or is about to take place, it is important that they contact the Day Centre Manager, or the nominated trustee, or the Treasurer immediately.

There will be no recriminations against staff that report reasonably held suspicions, and victimising or deterring staff from reporting concerns will be treated as a serious disciplinary matter.

Equally however, abuse of the process by raising malicious allegations will also be regarded as a disciplinary matter. Any contravention of this policy should be reported to the day centre manager or the Chairperson.

7. Associated Documents

This policy should be read in conjunction with the Charity's Whistle Blowing Policy,

Created: September 2013

Reviewed and approved July 2017

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum