

## Appendix 6a - How to report a concern

- 1. Elected members, suppliers, contractors, partners, joint ventures and the general public are encouraged to report concerns through any of the routes identified below.
- 2. An individual wishing to report a concern relating to fraud or bribery may wish to stay anonymous. Whilst concerns raised anonymously will be considered and assessed, it is often vital to speak to the source of a concern to obtain additional information once an investigation has started. Therefore, we request that contact details are provided wherever possible.
- 3. Please do not carry out any additional investigation once a concern of fraud is identified. Failure to follow appropriate investigative procedures may result in valuable evidence becoming unusable in pursuit of criminal sanctions.
- 4. Employees of the Council wishing to raise a concern should also consider reading the Council's whistleblowing policy.

S151 Officer, County Treasurer,	Debbie Harris
Rob Salmon via Chief Internal	Email: <u>deborah.harris@staffordshire.gov.uk</u>
Auditor (and Money Laundering	Tel: 01785 276406
Reporting Officer)	
Audit Manager – Fraud (Deputy	Dave Fletcher
Money Laundering Reporting	Email: <u>david.fletcher@staffordshire.gov.uk</u>
Officer)	
External Audit (Ernst and Young)	Ernst and Young LLP
	No. 1 Colmore Square, Birmingham, B4
	6HQ
Online	How to report a fraud concern -
	Staffordshire County Council
Integrity Hotline Voicemail	0800 731 1890
(See below guidance)	
Email	<u>fraud@staffordshire.gov.uk</u>

## What to consider when reporting a fraud or bribery:

- 5. If you choose to remain anonymous, please take time to include as much detail as possible when reporting a concern. Where appropriate, and if known, the following details could help instigate an investigation:
  - Where the fraud took place
  - How the fraud took place
  - When the fraud took place (or timeframe from when fraud may have started)





- Who is committing the fraud/briberyWho else may be implicatedThe approximate value of the concern

