

## Personal Interests

20. Members and employees who have a personal financial interest in a contract or proposed contract are required by law to declare such an interest. This declaration should be made to the Clerk who will record it in a register.

21. This requirement includes financial interest of a spouse in a contract or a proposed contract.

22. Members and employees have a duty to ensure that other (i.e. non financial) interests do not conflict with their responsibilities to the Authority/Brigade so that the integrity of the fire service and public confidence in it are not compromised.

23. Members of the Fire Authority also have a duty to declare personal or prejudicial interests under their Code of Conduct.

## Hospitality and Gifts

24. Members and employees are required to comply with the Authority's Code on gifts, hospitality and sponsorship.

## Conclusion

25. The Authority and the Brigade have in place a clear network of systems and procedures to assist in the fight against fraud and corruption. They are determined that the highest standards of probity will apply to all their activities.

## Introduction

1. Wiltshire and Swindon Fire Authority is an organisation financed by public funds. In order to protect these monies and ensure that misuse of these funds is minimised, the Authority has developed this anti-fraud policy.

2. The policy will apply to everyone involved in Brigade activity

- Members of the Fire Authority
- Brigade staff
- The general public
- External suppliers of goods and services

3. This document aims to provide information about:

- The Authority's stance on fraud and corruption
- How to report any concerns about malpractice
- What action the Authority will take on such reports
- The measures that exist to combat fraud and corruption.

## Definition of Fraud and Corruption

4. Fraud can be defined as the use of deceit to gain an undeserved benefit – stealing.

5. Corruption is the offering or acceptance of an inducement that influences the action of a person or organisation.

## Reporting Malpractice

6. Members of the general public are encouraged to report any concerns that they may have through their elected representatives or by contacting the Brigade direct on 01380 723601.

7. Elected Members may report concerns to the Chief Fire Officer, the Treasurer or the Monitoring Officer/Clerk to the Authority.

8. Employees have an important part to play in this policy. They have a duty to protect public assets and a responsibility to report any concerns that they may have.

9. They can do this in the knowledge that such concerns will be dealt with confidentially, professionally and investigated properly.

10. Immediately an employee becomes aware of any dishonesty, loophole or other procedural weakness that could result in theft or fraud, he/she should report it to his/her line manager.

11. If this is not appropriate then one of the following officers should be contacted:



Chief Fire Officer Andy Goves  
01380 731101



Monitoring Officer Keith Strickland  
Clerk 01380 731180



Treasurer Frank Marshall  
01380 724911

12. These officers will be able to discuss your concerns in a professional and discreet manner.

# Wiltshire Fire Brigade

Wiltshire & Swindon Fire Authority



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## Anti Fraud and Corruption Policy 2005

### Action Following Reporting of Malpractice

13. Any allegation of malpractice, fraud or corruption received will be referred to the Authority's independent provider of audit services based at Kennet District Council.

14. They will carry out a prompt and thorough investigation. If appropriate, the matter will be referred for further investigation, and/or disciplinary action will be taken.

15. The Chief Fire Officer will act swiftly to strengthen any procedural weaknesses identified as part of the investigation.

### Measures Against Fraud and Corruption

16. The Authority and the Brigade operate within a framework of regulation, codes of conduct for staff and Members, Brigade Orders and systems and procedures that are designed to ensure the integrity of its activities and transactions.

17. It is a criminal offence for employees to corruptly receive or give a gift, loan, fee, reward or advantage for doing or not doing anything, or showing favour or disfavour to any person or organisation in their official capacity. If an allegation is made, the employee is expected to co-operate fully with the investigation into the allegation.

18. In addition, all staff must ensure that they use public funds entrusted to them in a responsible and lawful manner. They must strive to ensure value for money to the local community.

19. Arrangements are in place and are developed to encourage the exchange of information between the Brigade and other agencies to combat fraud.