

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, Director of Finance, Rob Salmon via Chief Internal Auditor (and Money Laundering Reporting Officer)	Debbie Harris Email: deborah.harris@staffordshire.gov.uk Tel: 01785 276406
Audit Manager – Fraud (Deputy Money Laundering Reporting Officer)	Dave Fletcher Email: david.fletcher@staffordshire.gov.uk
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 (See below guidance)	0800 731 1890
Email	fraud@staffordshire.gov.uk

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/bribery
- Who else may be implicated
- The approximate value of the concern

