

REPORT CORPORATE FRAUD

GUIDANCE NOTES

Harrow Council is required by law to protect the public funds it administers. Any losses attributed to fraud have a direct impact to the authority. The Corporate Anti Fraud Team (CAFT) is the Council's specialist investigative unit which has been established to investigate allegations of fraud and irregularities and work to ensure that public money is protected and spent appropriately.

Person (Subject) or Company you are Reporting

This is the person/s that you want to tell us about and that you believe may be committing fraud.

Please provide as much information as possible as this will help us with any investigation. By providing the full details such as the person/s title, first name, last name, their date of birth and first line of their address including the postcode our investigation team can start to build intelligence on the file and verify these details against any records that we may hold within the Council.

Without this information we may be unable to proceed any further.

The more information you can provide will enable us to search our records more accurately. If there is more than one person involved then select 'add contact details' button.

There are five options for you to choose. The fraud could involve a customer, councilor, contractor, or an employee. You can tick more than one box if you believe the fraud involves a number of sources. If you believe a contractor to be involved then please provide the company name and address details.

If you are unable to provide full details of the person/s select 'other' and then try to describe in your own words who you believe is committing fraud.

Please state the type of fraud from the drop down list of options. The type of fraud may include,

Fraud Details

Type of Alleged Fraud	Examples of Fraud Types
Housing Fraud	A false housing claim, non occupancy or subletting of a council property, Right to Buy.
Social Care or Direct Payment Fraud	A false claim for a social care or misuse of personal budget, identity fraud
Grant Fraud	A false claim for grants – i.e., Help to Let, Landlords Grant, Disabled Facility Grants
Internal Fraud	Abuse of Position, Bribery and Corruption, staff or employee fraud
Procurement/Contractor Fraud	Goods and services procured by the Council, Bribery and Corruption
Council Tax/Business Rates Fraud	Undeclared information or false claim
Other Fraud	False claim for any council services, Identity, Insurance, Schools, Payroll, Pensions, No Recourse to Public Funds, Public Health, Immigration, Cyber, Blue Badge – this list is not exhaustive.

Detailed Description of Alleged Fraud

Please provide as much information (who, where, when, what, and why) about the alleged fraud as possible. *State what makes you think that a fraud is being committed* i.e., what it is about the person/s behaviour that shows that they are defrauding the Council.

This will enable us to validate the details you provide.

Source of Information

Please tell us how you were alerted to the fraud (where the information comes from). Did you witness first hand or have you been told about the fraud by somebody else? This information will allow us to monitor where our allegations come from and how reliable they are.

Description

Can provide a physical description of the individuals you are reporting? This will allow us to build a better intelligence picture and identify cases of identity fraud. Similarly, if they drive a vehicle then please include as much information as possible which will again enable us to create a clearer picture of the subject.

Any Other Details

This field allows you to provide any information you feel as appropriate as part of the allegation that could not be included in the above fields.

Can you provide any Documentary Evidence?

You can upload up to 5 pieces of evidence to support your allegation of fraud. This may include bank statements, photos, contracts and other forms documentary evidence.

Your Details

The information you provide is strictly confidential.

You can remain anonymous however if you wish to help our investigators to progress the investigation or wish to provide more details at a later stage, or the investigator needs to clarify any parts of the form, please let us know how we can contact you.

Further Information

All information received by CAFT is treated in the strictest confidence and we never reveal the source of such information. Please remember to quote the HAR reference number with any correspondence sent following your referral. We will log the information you provide and carry out intelligence checks to verify the details and enable us to assess the level of fraud risk. Any subsequent investigation launched will be done on a risk basis and within strict legislation.

Unfortunately we will not be able to feedback any details to you due to the sensitive nature of our role and legal restrictions however we guarantee to act upon all information that is referred to us.