

## Table of amendments to the published Corporate Fraud Team End of Year report for 2016/17

Location	Existing information	Amended information																																																																																
2.1.3	The total value of savings achieved exceeds £376,000 which shows excellent progress by the Team in its second year of operation.	The total value of savings achieved exceeds £368,500 which shows excellent progress by the Team in its second year of operation.																																																																																
2.1.5	An interesting development during 2016/17 has been the number of employee cases referred to the Team for investigation. Savings of just over £115,500 were achieved from 26 employee cases in respect of 50 employees which is a good indication that the work of the Team is valued across the Council. Appendix 2 provides headline figures for employee cases for 2016/17.	An interesting development during 2016/17 has been the number of employee cases referred to the Team for investigation. Savings of just over £108,000 were achieved from 26 employee cases in respect of 50 employees which is a good indication that the work of the Team is valued across the Council. Appendix 2 provides headline figures for employee cases for 2016/17.																																																																																
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Location	Existing information	Amended information
Appendix 4	<p><b><u>Personnel - Community Waste Site</u></b></p> <p>This case was reported 'in camera' to the Audit committee in December 2016</p> <p>Allegations were received that employees at a community waste site were complicit in allowing items such as clothing which should have been recycled to leave the site with a private individual for personal gain.</p> <p>If proven, this would result is lost revenue and have a detrimental impact on the Council's recycling targets.</p> <p>An investigation showed that 5 persons employed at the site were complicit in varying degrees (3 employed directly by the Council and 2 employed via an agency).</p> <p>Wrongdoing included:</p> <ul style="list-style-type: none"> <li>• Bags of clothing removed by a private individual.</li> <li>• Other recyclable items being removed by private individuals (e.g. laptops, flat screen TV's).</li> <li>• Allowing what appeared to be prohibited waste and / or trade waste to be deposited on site.</li> <li>• Smoking on site.</li> <li>• Leaving the site with less than the minimum number of required employees.</li> <li>• Falsifying time keeping records.</li> </ul> <p>The above practices / losses were stopped due to:</p> <ul style="list-style-type: none"> <li>• Agency staff – employment of 2 staff immediately terminated.</li> <li>• Council staff: <ul style="list-style-type: none"> <li>• 1 verbally warned about future conduct.</li> <li>• 1 received a verbal and written warning about future</li> </ul> </li> </ul>	<p><b><u>Personnel - Community Waste Site</u></b></p> <p>This case was reported 'in camera' to the Audit committee in December 2016</p> <p>Allegations were received that employees at a community waste site were complicit in allowing items such as clothing which should have been recycled to leave the site with a private individual for personal gain.</p> <p>If proven, this would result is lost revenue and have a detrimental impact on the Council's recycling targets.</p> <p>An investigation was undertaken and identified issues included:</p> <ul style="list-style-type: none"> <li>• Bags of clothing removed by a private individual.</li> <li>• Other recyclable items being removed by private individuals (e.g. laptops, flat screen TV's).</li> <li>• Allowing what appeared to be prohibited waste and / or trade waste to be deposited on site.</li> <li>• Smoking on site.</li> <li>• Leaving the site with less than the minimum number of required employees.</li> <li>• Falsifying time keeping records.</li> </ul> <p>The above practices / losses were stopped following the investigation.</p> <p>The employment of 2 agency staff were immediately terminated, and 1 member of staff was suspended pending a disciplinary hearing into mutple charges of gross misconduct. That member of staff resigned prior to a hearing.</p> <p>Savings attributable to this case amount to £84,688.00.</p>

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- 1 suspended pending a disciplinary hearing into multiple charges of gross misconduct. They eventually resigned just 4 days prior to the hearing.

Savings attributable to this case amount to £84,688.00.

Note:

- Actual saving of £5,709 have resulted from an in-house investigation as compared to an external investigation.
- Theoretical / notional savings of £78,979 have been arrived at via estimated losses for a period of almost two years including potential estimated losses that may have occurred prior to the investigation, and an estimate of potential future losses prevented. Therefore, they are intended to be only a guide to potential savings.

Location	Existing information	Amended information
Appendix 4	<p data-bbox="360 193 792 225"><b><u>Personnel - Breakfast Clubs</u></b></p> <p data-bbox="360 268 1189 560">An allegation was received that suggested that on Friday mornings a number of blue collar Council employees wearing liveried uniforms were signing on for work, leaving their work base in Council liveried vehicles, but instead of going to their job site, they would travel elsewhere, park up, and then partake of a 'sit-in' breakfast in a public establishment. If proven, it would be in contravention of management guidance.</p> <p data-bbox="360 600 1189 815">After an initial evaluation visit, surveillance was undertaken on 4 consecutive Friday's to establish the nature and extent of the Breakfast club. During the investigation another Breakfast Club was discovered also involving blue collar workers at a different public establishment.</p> <p data-bbox="360 855 1189 959">Again, after an initial evaluation visit, surveillance was undertaken on consecutive Friday's to establish the nature and extent of the second Breakfast club.</p> <p data-bbox="360 999 1189 1094">It was established that the Breakfast Clubs were repeated behaviour by the majority of the 17 subjects lasting around just over 30 minutes per subject on each occasion.</p> <p data-bbox="360 1134 1189 1230">Details were passed to the Client Department and Human Resources to consider appropriate Disciplinary action. As a consequence:</p> <ul data-bbox="360 1270 1189 1366" style="list-style-type: none"> <li>• 'Informal' misdemeanour letters were issued to 17 employees in respect of unauthorised absence from work, and in some cases falsification of a time sheet.</li> </ul>	<p data-bbox="1216 193 1778 225"><b><u>Personnel – Unauthorised Absences</u></b></p> <p data-bbox="1216 268 2074 560">An allegation was received that suggested that on Friday mornings a number of blue collar Council employees wearing liveried uniforms were signing on for work, leaving their work base in Council liveried vehicles, but instead of going to their job site, they would travel elsewhere, park up, and then partake of a 'sit-in' breakfast in a public establishment. If proven, it would be in contravention of management guidance.</p> <p data-bbox="1216 600 2074 775">After an initial evaluation visit, surveillance was undertaken on 4 consecutive Friday's to establish the nature and extent of the Breakfast club. During the investigation another Breakfast Club was discovered also involving blue collar workers at a different public establishment.</p> <p data-bbox="1216 815 2074 919">Again, after an initial evaluation visit, surveillance was undertaken on consecutive Friday's to establish the nature and extent of the second Breakfast club.</p> <p data-bbox="1216 959 2074 1054">It was established that the Breakfast Clubs were repeated behaviour by the majority of the 17 subjects lasting around just over 30 minutes per subject on each occasion.</p> <p data-bbox="1216 1094 2074 1158">Details were passed to the Client Department and Human Resources to consider appropriate Disciplinary action.</p> <p data-bbox="1216 1198 2074 1262">At the Investigatory interviews the employees all advised that on a Friday they have a Breakfast and then work through their lunch.</p> <p data-bbox="1216 1302 1469 1334">As a consequence:</p>

	<p>The employees were also reminded that:</p> <ul style="list-style-type: none"> <li>• Stopping for a sit down breakfast was not acceptable and in future they must to adhere to the departmental procedure which permits the taking of one 10 minute morning break at their job site.</li> <li>• If there is any repetition of this incident, the matter will be dealt with under the formal section of the Disciplinary Policy.</li> </ul> <ul style="list-style-type: none"> <li>• In January 2017, the Head of Human Resources issued a directive to all Heads of Service regarding unpaid breaks. This was followed up in February 2017, by a an article contained in the Top Brief Newsletter:</li> </ul> <p>“Breaks during your working day EXCEPT in the normal course of your job duties and during your lunch break, you should not leave your place of work without prior authorisation from your line manager. In addition employees are also reminded that breaks taken during the working day should be accounted for in the hours worked and are unpaid. Such breaks include lunch, breakfast, smoking breaks etc. Managers will of course be flexible as the needs of the service dictate and there may be local arrangements in place. If in doubt employees should speak to their manager as failure to comply may result in action being taken in line with the appropriate policies.”</p> <p>Quantifiable savings attributable to both Breakfast Clubs amount to £8,983.38.</p> <p>Immeasurable Savings include:</p> <ul style="list-style-type: none"> <li>• Deterrent value on other (potential) Breakfast Clubs.</li> <li>• Increased productivity due to improved morale in those who have not / do not participate in Breakfast Clubs, but have been aware that others do.</li> <li>• Minimising the potential for reputational damage within the</li> </ul>	<ul style="list-style-type: none"> <li>• ‘Informal’ misdemeanour letters were issued to 17 employees in respect of unauthorised absence from work, and in some cases falsification of a time sheet. The employees were also reminded that:</li> </ul> <ul style="list-style-type: none"> <li>• Stopping for a sit down breakfast was not acceptable and in future they must to adhere to the departmental procedures.</li> <li>• If there is any repetition of this incident, the matter will be dealt with under the formal section of the Disciplinary Policy.</li> </ul> <ul style="list-style-type: none"> <li>• In January 2017, the Head of Human Resources issued a directive to all Heads of Service regarding unpaid breaks. This was followed up in February 2017, by a an article contained in the Top Brief Newsletter:</li> </ul> <p>“Breaks during your working day EXCEPT in the normal course of your job duties and during your lunch break, you should not leave your place of work without prior authorisation from your line manager. In addition employees are also reminded that breaks taken during the working day should be accounted for in the hours worked and are unpaid. Such breaks include lunch, breakfast, smoking breaks etc. Managers will of course be flexible as the needs of the service dictate and there may be local arrangements in place. If in doubt employees should speak to their manager as failure to comply may result in action being taken in line with the appropriate policies.”</p> <p>Quantifiable savings attributable to both Breakfast Clubs amount to £822.50.</p> <p>Immeasurable Savings include:</p> <ul style="list-style-type: none"> <li>• Deterrent value on other (potential) Breakfast Clubs.</li> <li>• Increased productivity due to improved morale in those who have not / do not participate in Breakfast Clubs, but</li> </ul>
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- Minimising the potential for reputational damage within the community.