

## NON - EXECUTIVE DECISION RECORD <sup>1</sup>

<b>Subject:</b> Hertfordshire County Council (HCC) Anti-Fraud Strategy and Policy Statement 2020	
<b>Officer Contact:</b> Tel: Chris Wood – Head of Assurance	<b>Delegated Power:</b> Director of Resources – Scott Crudgington

### 1. **Decision**

To approve the proposed HCC Anti-Fraud Strategy and Policy Statement for 2020.

### 2. **Reasons for the decision**

The Chief Legal Officer wrote to all County Councillors on 17 March 2020 to advise that “In light of the Coronavirus outbreak and the potential consequences arising from holding meetings HCC Group Leaders have agreed a package of procedural measures that will enable the work of council to continue whilst at the same time reducing the risks of virus transmission. In order to achieve this the number of meetings being held by the council will, as an interim step, be significantly reduced and those that continue to be held will be managed so as to reduce the proximity of human interaction.” The Chief Legal Officer continued that “Re other committees: - Audit, DCC, etc. Presumption that committees will be suspended and dealt with by Officer decision and email consultation with Chair and committee members...”

The HCC Anti-Fraud Strategy and Policy Statement 2020 was due to be approved by the Audit Committee on 25 March 2020. Following cancellation of the Committee, and as a technical / professional / routine report, it was recommended to the Audit Committee Chairman that the Strategy and Policy Statement be approved under officer delegation (Director of Resources) to:

- a) Permit the Council to reiterate its commitment to protect the public purse and the highest ethical standards, in order to ensure the proper use and protection of public funds and assets, and
- b) Update the Council’s key responsibilities regarding fraud prevention, the processes to be followed if fraud is suspected, and the resulting actions that will be taken by council officers, and
- c) Allow the Shared Anti-Fraud Service to commence implementation of the Strategy and Policy Statement through its work from 1 April 2020

The HCC Anti-Fraud Strategy and Policy Statement 2020 will be presented to the next available Audit Committee for noting and information in the interests of good governance and transparency.

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3. **Alternative options considered and rejected** <sup>2</sup>

Based on the considerations above, no other options were considered or rejected.

4. **Consultation**<sup>3</sup>

**Was any Member consulted? Yes**

**If yes:**

The Audit Committee Chairman agreed the recommendation of the Head of Assurance, Head of SIAS and Assistant Director Finance by e-mail correspondence that the HCC Anti-Fraud Strategy and Policy Statement 2020 be approved by officer delegation.

5. **Conflict of interest declared by any member consulted and/or where decision is from an express authorisation of a Committee the names of any members who declared a conflict of interest in relation to that decision**<sup>4</sup>

The Audit Committee Chairman declared that they had no conflict of interest.

6. **[Following consultation with the relevant Committee Chairman/Local Member,] I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult with Members)*



**Signed:**

**Title: Director of Resources**

**Date: 27 April 2020**

## DECISION RECORD

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to be sent to the Democratic Services Manager - Room 213 County Hall.<sup>5</sup>

<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> Before an Officer takes any decision under delegated powers s/he must consider whether to involve Members. The table below sets out when members should be informed or consulted

<b>Significance of Proposed Action</b>	<b>Controversial</b>	<b>Relevant Member(s) to be Consulted</b>
Technical/Professional/Routine	No	No need to inform or consult members
Technical/Professional/Routine	Yes	Relevant Committee Chairman and, where appropriate, Local Member
Local	No	Inform Local Member
Local	Yes	Consult Local Member
General or County-wide	No	Consult relevant Committee Chairman
General or County-wide	Yes	Consult relevant Committee Chairman/Leaders of all Political Groups

<sup>4</sup> record any conflict of interest declared by any Member consulted. If Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

<sup>5</sup> The Decision Record and supporting documents need to be sent to Democratic Services if:

- The decision was made by the officer under a specific authorisation from Committee
- The effect of the decision is to:
  - grant a permission or licence
  - affect the rights of an individual; or
  - award a contract, incur expenditure or effect savings which in any of these cases materially affects the Council's financial position (i.e. if the value of the contract or the amount of the expenditure or savings is £500,000 or more