

### Top ten asks of Procurement:

1. Include those responsible for Counter Fraud in high-risk procurement from the start of the process.
2. Work with the Counter Fraud team to carry out a fraud and corruption risk assessment on the procurement process and function.
3. Include an element of fraud, bribery and corruption awareness raising in any training given to staff members on procurement.
4. Ensure all staff members working in procurement team have received fraud, bribery and corruption awareness training.
5. Include reference to suppliers' obligations in relation to fraud, bribery and corruption in the selection questionnaire, tender documentation and contracts. Consider including a copy of the Councils Counter Fraud and Anti-Corruption policy in contracts.
6. Ensure that any concerns of irregularity and fraud/corruption are reported as soon as possible in line with the Council's Counter Fraud/Anti-Corruption policies and procedures. Councils will typically have zero tolerance approaches to fraud, corruption and other forms of financial irregularity and the local fraud response should consider both internal and external actions (e.g. referral to the Competitions & Markets Authority and, where relevant, law enforcement agencies such as the Police).
7. Support the Counter Fraud/Internal Audit team in conducting investigations, internal audits and risk assessments.
8. Carry out (or support the implementation of) spend analysis to highlight anomalies such as off-contract spend, invoicing in excess of the contract value and other transaction spikes.
9. Champion compliance through 'no Purchase Order, no pay' policies, supplier due diligence and up-to-date contract procedure rules.
10. Support capacity building to ensure all staff involved in procurement are aware of their roles and responsibility, realising that procurement often takes place beyond the procurement team.

### Top ten asks of Counter Fraud:

1. Share knowledge of new fraud schemes and corruption risks with procurement colleagues.
2. Ensure lessons learned from investigations are fed back to procurement colleagues so that improvements to systems and controls can be made as necessary
3. Ensure the risks within procurement are addressed in fraud, bribery and corruption awareness training and support the delivery of this training to procurement staff.
4. Work with procurement colleagues to carry out a fraud and corruption risk assessment on the procurement process and function.
5. Participate in regional, national and local forums and feedback any risks and trends to procurement function.
6. Support the implementation of anti-fraud, bribery and corruption policies and procedures and whistle-blowing policies and procedures.
7. Support the implementation of robust due diligence processes,
8. Support the implementation and management of conflicts of interest policies and procedures and gifts and hospitality policies and procedures, including registers.
9. Ensure that outcomes of investigations are shared and published (where possible) to maximise the deterrent effect.

10. Where possible, carry out pro-active work such as the review of tenders and contracts, financial information and reviews of supplier information, to identify areas of risk and detect cases.