IRREGULARITY FLOWCHART : Solihull College & University Centre

Information on this flowchart is explained in the College Anti-Bribery & Corruption Policy link to POLICIES page of College website

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Q: Is the issue covered through existing policies?

- Safeguarding Policy
- Grievance / Capability Policy
- Assessment Malpractice, etc

link to POLICIES page of College website

Suspicion of irregularity – including fraud, corruption, bribery or any other impropriety

link to POLICIES page of College website

You can raise any issue in confidence in accordance with the College **Whistleblowing Policy**

link to POLICIES page of College website

Take action to stop loss or tighten controls

The College may inform Police, where a criminal act is suspected at any stage during the process

The College will take advice from the Police on how to proceed

Where appropriate, and of a serious nature, suspension may be considered

Notify the Principal immediately, who will discuss the matter with the Clerk to the Corporation and the Vice Principal Finance

Chairs of Corporation and Audit Committee informed

Where the issue relates to the Principal, notify the Clerk to the Corporation immediately, who will inform the Chairs of the Corporation and Audit Committee

Investigating Officer appointed, as appropriate, - conducts an investigation within 15 working days, or as agreed

Inform Internal Auditors

Detailed record of the investigation is maintained and report in writing to the Principal and to the Chair of the Audit Committee

OUTCOMES

Serious Irregularity: Gross Misconduct under Disciplinary Procedure resulting in dismissal
Available to staff on Staff Hub

Moderate Irregularity: disciplinary action, not resulting in dismissal

Available to staff on Staff Hub

No case: no action required

The final report should include recommendations in respect of disciplinary or other procedures, the recovery of losses and the improvement of internal controls & procedures to prevent reoccurrence and, where appropriate, "lessons learned" and an implementation action plan