

## Anti-Money Laundering Policy and Guidance

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| <b>Lead Member/Relevant Portfolio Holder</b> | N/A                                                                                                |

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|--------------------------------------------------|-----|
| <b>Corporate Priority:</b>                       | All |
| <b>Relevant Ward Member(s):</b>                  | N/A |
| <b>Date of consultation with Ward Member(s):</b> | N/A |
| <b>Exempt Information:</b>                       | No  |

### 1 Summary

- 1.1 This report provides the committee with a new Anti-Money Laundering Policy and Guidance for review and approval.

### 2 RECOMMENDATION

That Committee:

1. Approves the Anti-Money Laundering Policy and Guidance.

### 3 Reason for Recommendations

- 3.1 To approve the policy which will set the framework by which the Council will manage the risks of exposure to money laundering. This includes both the risk of the Council systems

being used to facilitate money laundering but also to protect Council officers from the risk of being engaged in criminal activity.

## **4 Background**

- 4.1 The Anti-Money Laundering Policy and Guidance should minimise the risk of Council services being exposed to, or involved in, money laundering activity and ensure that Council officers are suitably informed of the risks and their responsibilities.
- 4.2 The Council's current policy is due for review. A full update of the policy has been conducted to align with the latest recommended practice and national guidance.
- 4.3 Within the Council's Constitution, the Audit and Standards Committee has the delegated power to 'approve Strategies and Policies relevant to the functions of the Committee as determined by Chief Finance Officer'.

## **5 Main Considerations**

- 5.1 The policy sets out the commitment of the Council to managing the risks of exposure to money laundering. It includes coverage on:
  - How concerns must be reported and considered (page 8);
  - The Council's internal control framework (page 11); and
  - A supporting guidance note and templates (Appendices).
- 5.2 The policy does not introduce any significant changes to existing controls but seeks to clarify and embed how these support a robust control framework. The new policy includes a guidance note as Appendix 1, which is designed to support officers in interpreting and applying the requirements of the policy. Template forms are included for both reporting suspicions and for the Money Laundering Reporting Officer to consider any referrals – this are intended to support officers in consistently complying with the policy and regulations.
- 5.3 The policy has been aligned with latest good practice and legislation.

## **6 Options Considered**

- 6.1 A basic update of the existing policy was considered but it was considered best practice to conduct a full review of the policy coverage and produce a new policy aligned with latest guidance and good practice.

## **7 Consultation**

- 7.1 The Council's Senior Leadership Team has been consulted on the draft policy.

## **8 Next Steps – Implementation and Communication**

- 8.1 If approved, the policy will be adopted and communicated to all staff. The policy will be made available on the Council's external internet pages and internal sites.

## **9 Financial Implications**

9.1 There are no financial or other resource implications arising directly from this report.

**Financial Implications reviewed by: Director for Corporate Services**

## **10 Legal and Governance Implications**

10.1 A robust anti-money laundering policy should ensure that the Council consistently applies a strong control framework to prevent attempts to engage the Council or officers in the laundering of criminal or terrorist funds. Failure to comply with the requirements of the policy could result in criminal prosecution for failing to report concerns, 'tipping off' or other offences.

Internal Legal Implications reviewed by: Interim Assistant Director for Governance & Democracy (Monitoring Officer)

## **11 Equality and Safeguarding Implications**

11.1 There are no equalities or safeguarding implications arising directly from this report.

## **12 Data Protection Implications (Mandatory)**

12.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons arising directly from this report.

## **13 Community Safety Implications**

13.1 There are no community safety implications arising directly from this report.

## **14 Environmental and Climate Change Implications**

14.1 There are no environmental and climate change implications arising directly from this report.

## **15 Other Implications (where significant)**

15.1 There are no other implications arising directly from this report.

## **16 Risk & Mitigation**

16.1 The policy is intended to manage the risks of money laundering.

## **17 Background Papers**

17.1 None

## **18 Appendices**

18.1 Appendix A: Anti-Money Laundering Policy and Guidance

