Local Security Management Strategy

Document Reference Information

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Target audience:	All permanent and temporary employees of the CCG, Governing Body members, contractors, agency staff and any other parties who have a business relationship with the CCG.

Version Control Record

Version	Description of change(s)	Reason for change	Author	Date
1.0	First draft		Local Security Management Specialist	

Contents

1. Introduction

We need to put a stop to crime against the NHS. Crime diverts resources from their proper use, patient care, and has far reaching effects on the ability of the NHS to meet the needs of the Public.

There are many types of crime that could affect the NHS, including the following areas:

- violence
- counter terrorism, security preparedness
- criminal damage
- theft
- bribery
- corruption, fraud
- unlawful action (market fixing etc).

The CCG supports the NHS in ensuring that finite resources are used effectively in delivering good quality health care. In order to do this:

- The NHS co-ordinates work to prevent crime in the NHS effectively and efficiently. This will include managing information and intelligence in all parts of the NHS and sharing it with relevant bodies so that, wherever possible, crime is prevented.

- The NHS introduced measures to ensure there is a greater local accountability in preventing crime and that the benefit of localised investment is maximised in order to tackle crime. Greater local accountability allows the NHS to co-ordinate and manages work to tackle crime against the NHS nationally, and to deal with complex crime through the National Investigation Service. The basis for this local accountability will be in legislation and commissioning contracts, which will set out the responsibilities of commissioners and providers respectively.

2. Purpose, Aim and Objectives

The CCG aims to:

- Prevent crime by targeting and co-coordinating work effectively, building in anti-crime measures at all stages of local policy development, and reflecting wider government initiatives where appropriate.

- Be compliant with the NHS Standard Contract and take into account the commissioner standards for Security and Counter Fraud. These standards provide a more detailed framework of requirements that apply to commissioner organisations.

3. Equality Statement and Due Regard

The CCG aims to design and implement policy documents that meet the diverse needs of our services, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account current UK legislative requirements, including the Equality Act 2010 and the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances, i.e. the protected characteristics of their age, disability, sex, gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.

In carrying out its functions, the CCG must have due regard to the Public Sector Equality Duty (PSED). This applies to all the activities for which the CCG is responsible, including policy development, review and implementation.

4. Anti-Crime Strategy and Approach

The CCG's security strategy reflects the anti-crime strategy and approach as recommended by the NHS.

- Applying an approach that is strategic, co-ordinated, intelligence-led and evidence based.

- Working in partnership, where needed or required, with the Department of Health, commissioners and other providers, as well as key stakeholders, such as the police, the CPS, local authorities and professional organisations to coordinate the delivery of security management work and to take action against those who commit offences against the NHS.

- Establishing a safe and secure environment that has systems and policies in place to: protect NHS staff from violence, harassment and abuse; safeguard NHS property and assets from theft, misappropriation or criminal damage; and protect resources from fraud, bribery and corruption.

- Leading, within a clear professional and ethical framework, investigations into serious, organised and/or complex financial irregularities and losses which give rise to suspicions of fraud, bribery or corruption.

- Assuring the quality of the delivery of security management work with stakeholders to ensure the highest standard is consistently applied.

5. Key Principles

In order to reduce crime, it is necessary to take a multi-faceted approach that is both proactive and reactive, therefore the CCG adopted the three key principles designed to minimise the incidence of crime, and to deal effectively with those who commit crimes against the NHS:

- **Inform and involve** those who work for or use the NHS about crime and how to tackle it. NHS staff and the public are informed and involved with a view to increase understanding of the impact of crime against the NHS.

- **Prevent and Deter** crime in the NHS to take away the opportunity for crime to occur or to re-occur and discourage those individuals who may be tempted to commit crime, by implementing robust systems, which will be put in place in line with policy, standards and guidance developed by the NHS. Successes may be publicised so that the risk and consequences of detection are clear to potential offenders.

- **Hold to account** those who have committed crime against the NHS. Crimes must be detected and investigated, suspects prosecuted where appropriate, and redress sought where possible. Where necessary and appropriate, this work will be conducted in partnership with the police and other crime prevention agencies. In relation to crime, investigation and prosecution will take place locally wherever possible. The NHS will deal with cases which are complex or of national significance. Where recovery of monies lost to crime is viable, this will be pursued. In relation to crimes against NHS staff, criminal damage or theft against NHS property, investigation and prosecution will be undertaken in liaison with the police and CPS.

6. Business Process

The Process Chart brings together the collection of information and intelligence from a number of potential sources, enabling a strategic assessment to inform organisational priorities and resulting actions to deliver the necessary outputs.

Process Chart
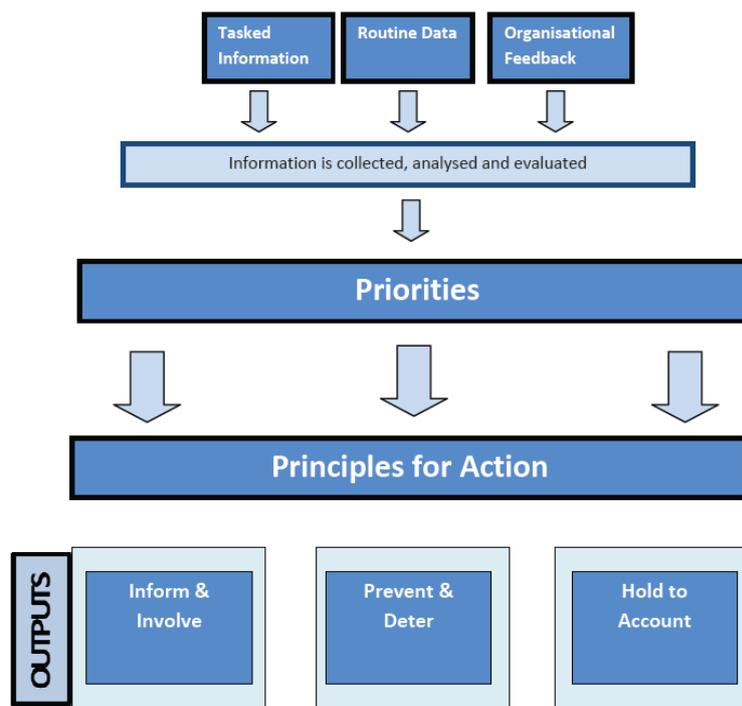
7. CCG Approach

The CCG's approach to security management is one where all security aspects of the different services are considered, therefore security management is part of all relevant policies and procedures, and it is advised that the security management strategy is read in conjunction with:

- Anti-Fraud and Corruption Policy
- Security Management Policy
- Lone Working Policy
- Information Technology Policies
- Business Continuity Plan
- Information Governance Policy
- Risk Management Strategy

8. Approval and Ratification Process

The Joint Commissioning Committee is responsible for approving the Local Security Management Strategy and associated Policy.

9. Review and Revision Arrangements

This Strategy and associated Policy will be reviewed annually or sooner in the event of significant changes to organisational structure, systems or processes.

10. Dissemination and Implementation

Policy documents are available via the CCG's website and intranet. Security awareness will be brought to the attention of staff as part of the CCG's induction programme.

11. Monitoring

The CCG will monitor and review this strategy in partnership with their staff. It will be valid for three years, but in order to monitor the implementation and effectiveness of the associated Local Security Management Policy and local protocols, local statistics and incident reports will be reviewed regularly by the Joint Commissioning Committee.