

Appendix 1 - Counter Fraud & Investigation

Counter Fraud Work Plan for Sep 2017 to Sep 2018

| Risk area | Tasks | Planned for | Current status |
|--------------|--|---------------------|--|
| Council-wide | Review and revise the council's policies affecting counter-fraud: <ol style="list-style-type: none"> 1. Counter-Fraud, Bribery & Corruption 2. Counter-Money Laundering 3. Cyber Crime 4. Whistleblowing | Sep 2017 – Nov 2017 | Proposed re-drafted policies on Point 1 and 2 have been produced and distributed to the Leadership Group, Diversity and Trade Unions for comment. Policies at points 3 and 4 will be distributed in Oct 2017. |
| Council-wide | Plan Fraud Risk Assessment workshops in these areas: <ul style="list-style-type: none"> • Adults, Housing & Health • Children's Services • Environment & Place • Finance & IT • HR, OD & Transformation • Strategy, Comms & Customer Services | Sep 2017 | CFID will be attending DMT's for each directorate to communicate the process, background and delivery plan throughout September. |
| Council-wide | UK Bribery Act (UKBA) Compliance Review. A questionnaire will be distributed to all staff to ensure UKBA compliance. | Sep 2017 | The questionnaire is written and is being installed into an online 'MetaCompliance' portal for distribution to all staff. |
| Council-wide | Counter Money Laundering (CML) Compliance Review. A questionnaire will be distributed to all staff to ensure CML compliance. | Sep 2017 | The questionnaire is written and is being installed into an online 'MetaCompliance' portal for distribution to all staff. |
| Council-wide | Conduct Fraud Risk Assessment workshops in these areas: <ul style="list-style-type: none"> • Adults, Housing & Health • Children's Services • Environment & Place • Finance & IT • HR, OD & Transformation • Strategy, Comms & Customer Services | Oct 2017 – Dec 2017 | Awaiting workshops. |

Appendix 1 - Counter Fraud & Investigation
Counter Fraud Work Plan for Sep 2017 to Sep 2018

| Risk area | Tasks | Planned for | Current status |
|---|---|--|--|
| Council-wide | Process the results from the Fraud Risk Assessment workshops & produce report and action plan including 'target hardening' high risk areas. | Jan 2017 | Awaiting workshops. |
| Council-wide | Deliver targeted service-specific training to high-risk areas identified in the Fraud Risk Assessment Process. | Feb 2018 | Awaiting Fraud Risk Assessment results. |
| Council-wide | Conduct random sampling exercises in high-risk areas in the council. | March 2018 – April 2018 | Awaiting Fraud Risk Assessment results. |
| Council-wide | Collate results and then produce a report on the Random Sampling results to affected Directorates and then to Directors Board. | April 2018 – June 2018 | Awaiting Fraud Risk Assessment results. |
| Council-wide | Investigate incidents of suspected fraud, and other economic crime including: <ul style="list-style-type: none"> • Fraud (& other deception) • Bribery • Corruption • Cyber-Crime • Money Laundering | Sep 2017 – Sep 2018 | This work is conducted throughout the year and reported quarterly. |
| National Fraud Initiative, Data Matching Exercise | Investigate high level recommended data matches until the 2017 exercise is complete. | Will report progress made on quarterly basis | Results being assessed. Regular performance reporting will commence in Dec 2017. |