

Appendix 4: Team Management Projects 2015/16

	Tasks	Planned for
	Corporate Arrangements (Fighting Fraud Locally)	
1	Produce a standard Anti Fraud, Corruption and Bribery Policy and Strategy (including money laundering) that can be tailored by all organisations working with the Directorate. Include the requirements of any good practice guidance relevant to different sectors (e.g. local authorities, social housing providers, schools).	July 2015
2	Refresh the Anti Money Laundering Policy and Strategy to take account of the updated guidance expected from CIPFA in 2015 (publishing date unknown at present).	July 2015
3	Check for consistency, any references to these policies within the Contract Procedure Rules, Financial Regulations or other elements of the Constitution.	August 2015
4	Update the Bribery Act and Money Laundering risk assessment survey if necessary.	August 2015
4a	Distribute the survey to Managers, collate the results and identify current, potential risk areas.	September 2015
4b	Deliver targeted training to those services who have a high exposure to those risks.	September 2015
5	Update the anti-fraud posters and leaflets to reflect the new operating arrangements and distribute.	July 2015
6	Collate and refresh, if necessary, the package of fraud awareness material to be used by all organisations working with the Directorate.	July 2015
7	Deliver the business case that the grant funding was awarded for.	2015/16
	Working with other Services	
9	Organise a workshop with HR to clarify working relationships when dealing with potential disciplinary issues as part of an investigation.	August 2015
11	Implement a protocol with Community Protection with a view to providing: <ul style="list-style-type: none"> • shared intelligence on casework from both areas • Proceeds of Crime seizure, detention, restraint, investigation and confiscation support • joint operational support where a shared purpose exists 	August 2015

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	Tasks	Planned for
	Developing Performance Information	
12	Fully implement a new IT case management system and regular team based performance monitoring reports.	July 2015
13	Develop a financial reporting template that shows, for the Directorate and each individual organisation working with it: <ul style="list-style-type: none">• potential funds to be recovered from cases• actual monies received• allocation of monies between the parties concerned.	July 2015