

APPENDIX 1 – Fraud Action Plan – Dec 2013

Action Reference	Action Required	Responsibility	Action Date	RAG
1	Obtain the input of Corporate Audit Committee in relation to the maintenance of : 1) Anti-fraud & Corruption Policy, 2) Whistleblowing Policy, 3) Fraud Response Plan 4) Anti-Money Laundering Policy.	Group Manager (Audit & Risk)	3/12/13	
2	Build upon information / guidance available through the intranet (New Starter Induction webpages) related to Council rules and regulations by considering the use of the Corporate Induction one day course.	Group Manager (Audit & Risk)	31/03/2012	
3	Continue to use the Fraud Bulletins to raise / maintain awareness of fraud risks. Refer to relevant Council rules, regulations, policies, procedures.	Group Manager (Audit & Risk)	On-going - Quarterly	
4	Revise and update the Council's Whistleblowing Poster and arrange for copies to be prominently displayed in all appropriate Council premises.	Group Manager (Audit & Risk)	31/03/2012	
5	Audit & Risk Team to consult with Divisional Directors and Managers to identify all Council activities / functions for audit planning purposes. This should enable all activities / functions to be assessed in terms of potential financial irregularity risk to enable Anti-Fraud and corruption work to be scheduled / agreed and a full risk assessment to take place.	Group Manager (Audit & Risk)	Sept / Oct 2013	

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6	Audit & Risk to continue to co-ordinate the Council's response to the National Fraud Initiative and monitor the outcomes. If any serious control breakdowns are identified these should be resolved by liaising with the relevant Council Service.	Group Manager (Audit & Risk)	On-going	Green
7	Based on the creation of the Social Enterprise (Sirona) and the proposed changes to the NHS the Audit & Risk Team will liaise with the NHS Counter Fraud Team to consider changes to the existing joint working protocol.	Group Manager (Audit & Risk) NHS Counter Fraud Team	31/03/2014 (Met in April 2013 and based on re-organisation of Health Services agreed to reconsider relationship following planned audit review of Public Health in late 2013)	Yellow
8	The current annual survey of 1 st to 3 rd tier officers on Organisational Values is continued.	Head of Risk & Assurance	30/07/2014	Green

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9	Review counter fraud arrangements in context of the National Fraud Authority Strategy for Local Government, Fighting Fraud Locally.	Group Manager (Audit & Risk)	31/03/2012	Green
10	Review whistleblowing arrangement for residents and visitors to the area.	Group Manager (Audit & Risk)	31/03/2014	Yellow
11	Develop a 'database' of actual or attempted frauds scams (financial irregularities) so assurance can be provided that systems of control in relation to these irregularities have been tested and assessed as robust as at a point of time.	Group Manager (Audit & Risk)	31/03/2014	Yellow