

## Fraud Response Plan 2016/17

**Report Type:** Actions Report

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<b>Fraud Response Area</b>	<b>Creating an Anti- Fraud Culture</b>		
<b>Description</b>	<b>To build an anti-fraud culture through the adoption of various measures to promote counter fraud awareness</b>	<b>Status Progress Bar</b>	<input type="text" value="0%"/>
<b>Risks</b>	Failure to make staff, member and the public that their suspicions will be treated confidentially, objectively and professionally	<b>Allocated Resources</b>	10 days
	Failure to make available enough resources for counter fraud work		
<b>Actions</b>		<b>Due Date</b>	<b>Completed Date</b>
Complete an annual assessment of whether the level of resource invested to counter fraud and corruption is proportionate for the level of risk		31-Mar-2017	
Complete benchmarking exercise for counter fraud and identify any areas of good practice		31-Mar-2017	
Produce a fraud briefing note to act as prompt for management when they are designing or reviewing policies		31-Oct-2016	
Produce guidance to the "signs of fraud, bribery & corruption" to put on the intranet		31-Oct-2016	
Provide drop in sessions to staff and members as required		31-Oct-2016	
Roll out the e-learning packages for counter fraud		31-Mar-2017	
<b>Fraud Response Area</b>	<b>Deterring Fraud</b>		
<b>Description</b>	<b>Deterring fraud through proactive communications</b>	<b>Status Progress Bar</b>	<input type="text" value="0%"/>
<b>Risks</b>	A lack of robust strategic approach to deterring fraud can undermine actions to build an anti-fraud culture	<b>Allocated Resources</b>	10 days

	A lack of understanding as to the stance the authority takes against fraud		
<b>Actions</b>		<b>Due Date</b>	<b>Completed Date</b>
Deter fraud by publishing the Counter Fraud & Corruption Strategy and Policy on the website		30-Nov-2016	
Review communications so that the most effective ways of communicating with staff are utilised by the evaluation and adaption of National Fraud Authority fraud campaign pack being completed for roll out with the E learning solution		31-Mar-2017	

<b>Fraud Response Area</b>	<b>Preventing Fraud</b>		
<b>Description</b>	<b>Preventing fraud by ensuring that relevant policies are in place and fraud risks are identified</b>	Status Progress Bar	<input type="text" value="0%"/>
Risks	Out of date policies and procedures which do not cover relevant legislation.	Allocated Resources	30 days
	Potential risks not identified.		
	Potential data not identified.		
<b>Actions</b>		<b>Due Date</b>	<b>Completed Date</b>
Assist in the fraud proofing of other policies/forms		31-Mar-2017	
Implement effective Whistleblowing arrangements – annual review of Whistleblowing Policy		31-Oct-2016	
Review and update the Counter Fraud Policy Statement, Strategy & Guidance Notes and update and amend as appropriate		31-Mar-2017	
Review and update the fraud risk register in line with the potential systems weaknesses identified during audit or investigations and emerging fraud risks		31-Mar-2017	
Review Codes of Practice in place for Data Sharing with local partners		31-Mar-2017	
Review financial guidance and update and amend as appropriate		31-Mar-2017	

<b>Fraud Response Area</b>	<b>Detecting Fraud</b>		
<b>Description</b>	<b>Detecting fraud through proactive investigations</b>	Status Progress Bar	<input type="text" value="0%"/>
Risks	If not undertaken, there is a risk that the opportunity to abuse a system weakness may be heightened as the risk of being caught maybe deemed negligible by the perpetrator.	Allocated Resources	70 days
	If not undertaken, there is a risk that fraud could go undetected		

Actions	Due Date	Completed Date
Annual review and evaluation of the potential use of computer aided and other innovative techniques for the detection of fraud eg data matching	31-Mar-2017	
Annual review of existing arrangements to ensure that the Council is maximising their use eg NAFN	31-Mar-2017	
Continue to develop links with external agencies to enhance opportunities for information sharing	31-Mar-2017	
Undertake enquiries/investigations as a result of the outcome of the National Fraud Initiative	31-Mar-2017	
Undertake local proactive exercises through data & intelligence analysis at the Authority as agreed with the Executive Director Corporate Services	31-Mar-2017	

Fraud Response Area	Investigations		
Description	Investigate fraud in accordance with laid down policies and procedures	Status Progress Bar	<input type="text" value="0%"/>
Risks	The risk of not investigating is that fraud goes unpunished and there is no resulting deterrent effect thus increasing the prevalence of fraud further	Allocated Resources	73 days
	The staff (or others) making the allegation feel they are not taken seriously and referrals cease to be made.		
Actions	Due Date	Completed Date	
Fraud referrals to be investigated in accordance with the Counter Fraud & Corruption Policy Statement & Strategy	31-Mar-2017		

Fraud Response Area	Sanctions		
Description	Apply sanctions correctly and consistently	Status Progress Bar	<input type="text" value="0%"/>
Risks	If sanctions are not imposed there is no deterrence of fraud.	Allocated Resources	As required
Actions	Due Date	Completed Date	
Ensure that sanctions are applied correctly and consistently (including internal disciplinary, regulatory & criminal)	31-Mar-2017		

Fraud Response Area	Redress		
Description	To ensure that redress is calculated correctly	Status Progress Bar	<input type="text" value="0%"/>
Risks	Fraudsters may not realise that any and all measures will be taken to recover any money lost to fraud.	Allocated Resources	4 days

Actions	Due Date	Completed Date
Maintain comprehensive records of time spent on each investigation so that this can be included in any compensation claim. Identify and maintain a record of the actual proven amount of loss so that appropriate recovery procedures can be actioned.		

Fraud Response Area	Strategic Work		
<b>Description</b>	<b>To maintain mandatory counter fraud arrangements</b>	Status Progress Bar	<input type="text" value="0%"/>
<b>Risks</b>	Failure to ensure the completion of mandatory strategic work may mean that the professional knowledge and skills are not maintained to a high standard	Allocated Resources	10 days
Actions	Due Date	Completed Date	
Attendance at relevant fraud forums/meetings to ensure that professional knowledge and skills are maintained	31-Mar-2017		
Attendance at relevant training as required	31-Mar-2017		
Completion and agreement of work plan	31-Mar-2017		
Process map the counter fraud process and devise template for the Covalent system to record counter fraud work	31-Dec-2016		
Quarterly reporting of counter fraud work	31-Mar-2017		
Regular meetings with the Executive Director Corporate Services	31-Mar-2017		