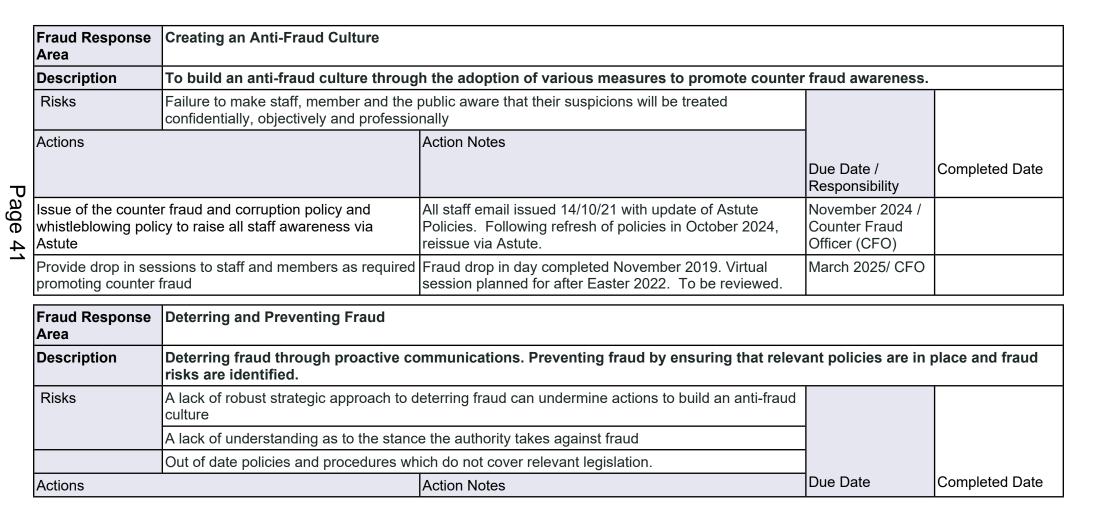
Fraud Action Plan 2024/25

Report Author: Andrew Wood / Andrea Isaac **Date:** March 2024



Appendix 1 Tamporth Borough Council

Regular attendance at service team meetings to promote counter fraud work	On-going	31 March 2025/ CFO	
Active participation in Staffordshire Counter Fraud Partnership	Joined the Staffordshire Counter Fraud Partnership early 2021. Continue to engage with the partnership and the Audit Manager to evaluate benefits.	31 March 2025/ CFO, Audit Manager (AM)	Ongoing, meetings regularly attended.
Produce and issue prevention of the facilitation of tax evasion policy statement and procedures	CMT approved 15/10/20, A&G Committee approval sought 29/10/20. Audit Manager to completed risk assessment required and then issue of the policy to all staff via the Astute system and provision of targeted training to finance and business support staff.	31 March 2025 / AM	Ongoing, risk assessment to be completed.
Ensure all counter fraud policies and procedures and Financial Guidance are reviewed by their review date / or on change of key legislation / best practice.	All policies and procedures are currently in date. Next review cycle November 2024 to be completed.	30 October 2024 / AM	Counter Fraud Policy and Strategy reviewed.

Fraud Respon	nse Detecting Fraud	Detecting Fraud			
Description	Detecting fraud through proactive in	Detecting fraud through proactive investigations			
heightened as the risk of being caught If not undertaken, there is a risk that fra		ne opportunity to abuse a system weakness may be a maybe deemed negligible by the perpetrator.			
		aud could go undetected			
		Action Notes	Due Date	Completed Date	
Participating a	nd undertaking NFI checks	Regular ongoing activity.	31-Mar-2025 / CFO	Ongoing Data uploads conducted – NFI matches checked and continue to be checked.	
Undertake local proactive exercises through data & intelligence analysis at the Authority as agreed with the Executive Director—Finance		On-going	31-Mar-2025 / CFO		

Internal audit programme includes review of counter fraud	Plan on target	31-Mar-2025/ AM	Ongoing
and corruption controls.			

Fraud Response Area	Investigations			
Description	Investigate fraud in accordance with laid down policies and procedures.			
Risks	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 The staff (or others) making the allegation feel they are not taken seriously and referrals cease to be made.			
Actions	·	Action Notes	Due Date	Completed Date
Fraud referrals investigated		On-going	31-Mar-2025 / CFO	Ongoing

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Fraud Response Area	Sanctions			
Description	Apply sanctions correctly and consistently			
Risks	If sanctions are not imposed there is no deterrence of fraud.			
Actions		Action Notes	Due Date	Completed Date
Ensure that sanctions are applied correctly and consistently (including internal disciplinary, regulatory & criminal)		On-going	31-Mar-2025/ CFO	Ongoing

Fraud Response Area	Redress			
Description	To ensure that redress is calculated correctly			
	Fraudsters may not realise that any and fraud.			
Actions		Action Notes	Due Date	Completed Date

investigation so that compensation clain	nsive records of time spent on each It this can be included in any n. Identify and maintain a record of the unt of loss so that appropriate recovery actioned.	On-going	31-Mar-2025 / CFO	Ongoing		
Fraud Response Area	Fraud Response Strategic Work					
Description	To maintain mandatory counter frau	d arrangements.				
Risks	Failure to ensure the completion of mandatory strategic work may mean that the professional knowledge and skills are not maintained to a high standard					
Actions		Action Notes	Due Date	Completed Date		
	vant fraud forums/meetings to ensure nowledge and skills are maintained	On-going	31-Mar-2025/ CFO, AM	Ongoing Attended Midland Fraud group and Staffordshire Counter Fraud group meeting		
Attendance at relevant training as required		On-going	31-Mar-2025 / CFO, AM	Ongoing		
Regular reporting of counter fraud work		Update to A&G Committee – November 2023	31-Mar-2025 / CFO, AM	15 November 2023		
Regular meetings with the Chief Executive / Executive Director - Finance		On-going	31-Mar-2025 / CFO, AM	Ongoing. Monthly 1 to 1's.		