

**ANNEX 1 TO THE CORPORATE COUNTER FRAUD PLAN:
SUMMARY WORK PLAN 2013/14**

WORK STEAMS	DAYS
FRAUD AWARENESS AND PROACTIVE EXERCISES	
Grants (High Priority)	
<ul style="list-style-type: none"> Identify teams that issue grants to the public and risk assess 	15
<ul style="list-style-type: none"> Develop proactive fraud exercises for the three highest risk areas 	
Insurance	
<ul style="list-style-type: none"> Match all insurance claims over £6,000 paid to benefit claimants 	5
<ul style="list-style-type: none"> Match insurance claims paid to companies against the payroll 	5
Employees (High Priority)	
<ul style="list-style-type: none"> Check a sample of starter files to ensure appropriate vetting checks have been undertaken 	10
<ul style="list-style-type: none"> Check national insurance numbers for relevant new appointments to confirm they have the right to work in the UK 	5
<ul style="list-style-type: none"> Check a random sample of flexi forms and expense claims 	10
<ul style="list-style-type: none"> Check for potential ghost employees 	5
Schools (High Priority)	
<ul style="list-style-type: none"> Work with the school allocations team to ensure fraud risks regarding the allocation of school places is minimised. 	5
<ul style="list-style-type: none"> Develop a programme of work that can be undertaken with schools each year. 	5
Blue Badges	
<ul style="list-style-type: none"> Data match to identify blue badge holders who have died but their badges have not been returned 	5
<ul style="list-style-type: none"> Undertake an exercise to investigate lost or stolen badges 	5
<ul style="list-style-type: none"> Work with Civil Enforcement Officers to identify areas with a high use of Blue Badges Undertake periodic exercises in these areas to check Blue Badges displayed 	5

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<ul style="list-style-type: none"> Discuss and correct any systems issues identified by Blue Badge Proactive exercises. 	5
Direct Payments (High Priority)	
<ul style="list-style-type: none"> Identify payments over £17,000 not paid directly to an individual 	5
<ul style="list-style-type: none"> Review a 6 month period where payments have been made but no invoices / receipts have been submitted for verification 	5
<ul style="list-style-type: none"> Match savings declared for direct payments and housing benefit claims 	5
Housing Benefit / Council Tax	
<ul style="list-style-type: none"> To be determined once the fraud risks are better understood. Training has been organised. 	
Housing Tenancy (High Priority)	
<ul style="list-style-type: none"> Change key fobs in tower blocks in conjunction with South Essex Homes (x2) 	15
<ul style="list-style-type: none"> Match residents with occupants not declared at a property 	5
<ul style="list-style-type: none"> Match allocated resident parking permits against South Essex Homes tenants 	5
<ul style="list-style-type: none"> Review the approach for processing housing applications to ensure the fraud risks are properly mitigated 	5
<ul style="list-style-type: none"> Support the work of the Essex Housing Tenancy Fraud Forum and attend the quarterly meetings 	5
Procurement / Contracting	
<ul style="list-style-type: none"> If funds allow, buy in a resource to work with the Counter Fraud Team to look for potential contract fraud, establishing an approach for undertaking such work that can be used again. 	

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OTHER WORK	
Fighting Fraud Locally, the National Fraud Strategy for LG (High Priority)	10
<ul style="list-style-type: none"> • Update the Code of Conduct, Gifts and Hospitality and Declarations of Interest 	
<ul style="list-style-type: none"> • Complete the remainder of the action plan 	
Fraud Awareness Raising (High Priority)	
<ul style="list-style-type: none"> • Organise the 12 awareness raising sessions with Jim Gee from BDO 	10
<ul style="list-style-type: none"> • Organise targeted fraud awareness training for individual high risk fraud areas outlined above as required 	5
Data Matching (High Priority)	
<ul style="list-style-type: none"> • Confirm that the fair processing notice database is displayed on all relevant documents from the returns provided earlier in the year 	5
<ul style="list-style-type: none"> • Create a database of the fair processing notice information for use by relevant services 	
<ul style="list-style-type: none"> • Shadow the team undertaking the data matching project and then develop this function further 	50
<ul style="list-style-type: none"> • Review all the data matches obtained from the analysis undertaken by Jim Gee, BDO and identify cases to investigate further 	5 / 10
TOTAL AWARENESS RAISING AND PROACTIVE WORK	225
INVESTIGATIONS	Balance of time
TOTAL ESTIMATED TEAM RESOURCE	750