

APPENDIX 1: SUMMARY OF PROACTIVE WORK COMPLETED 2013/14

WORK STEAMS	STATUS REPORT
Employees	
Check a sample of starter files to ensure appropriate vetting checks have been undertaken.	A sample of 30 permanent and agency staff files were selected and then checked to ensure appropriate pre-employment checks were undertaken (see Summary Audit Progress Report).
Blue Badges	
Data match to identify blue badge holders who have died but their badges have not been returned. Discuss and correct any systems issues identified by Blue Badge Proactive exercises.	<p>A total of 28 individuals were identified as being deceased and the Blue Badge has not been returned.</p> <p>Of this 28, 23 replies were received to the letters sent of which:</p> <ul style="list-style-type: none"> • 16 declarations were received to confirm that the badge had been destroyed or lost • 7 blue badges were returned to the Authority • 5 letters were not responded to. <p>The five outstanding Blue Badges relate to people who were residents in care homes, or whose next of kin could not clearly be identified or located. In these instances, it was considered appropriate to not pursue these any further.</p> <p>The exercise also showed that when the badges were returned, they were not always clearly and concisely recorded on the available computer records. This has since been rectified.</p>
Housing Tenancy	
Change key fobs in tower blocks in conjunction with South Essex Homes.	Two exercises were undertaken which highlighted some tenancy management issues but no instances of fraud.
Match allocated resident parking permits against South Essex Homes tenants.	This data match was undertaken and produced no results warranting further investigation.
Support the work of the Essex Housing Tenancy Fraud Forum and attend the quarterly meetings.	Two meetings were held during the year and the intention is to develop this forum further during 2014/15.

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Procurement / Contracting	
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.	An exercise has been undertaken to identify potential areas of spend that should be covered by a contract but might not be and therefore are worthy of further enquiry. The results will be followed up in 2014/15.
Fraud Awareness Raising	
Organise the 12 awareness raising sessions with Jim Gee from BDO.	These training sessions were held during November and December 2013, one of which was dedicated to schools staff.
Data Matching	
Confirm that the fair processing notice database is displayed on all relevant documents from the returns provided earlier in the year.	This work is outstanding and will be completed as part of a wider corporate exercise.
Create a database of the fair processing notice information for use by relevant services.	
Shadow the team undertaking the data matching project and then develop this function further.	An exercise was undertaken to develop the skills to enable the Internal Audit and Counter Fraud & Investigation teams to be able to develop data matches routines when required. The initial project has been completed, refer Summary Audit Progress report. The second part of this project is to look at transferring these skills to other team members in 2014/15.
Review all the data matches obtained from the analysis undertaken by Jim Gee, BDO and identify cases to investigate further.	The data matches have been received from this exercise. These now need to be analysed and sent to the relevant departments for initial review.