

Appendix 3b: Team Management Projects 2015/16

	Tasks	Planned for
	Corporate Arrangements (Fighting Fraud Locally)	
1	<p>Produce a standard Anti Fraud, Corruption and Bribery Policy and Strategy that can be tailored by all organisations working with the Directorate.</p> <p>Include the requirements of any good practice guidance relevant to different sectors (e.g. local authorities, social housing providers, schools).</p> <p>Present to Corporate Management Team and Audit Committee for challenge before going to Cabinet for approval.</p>	August 2015
2	<p>Refresh the Anti Money Laundering Policy and Strategy to take account of the updated guidance expected from CIPFA in 2015 (publishing date unknown at present).</p> <p>Present to Corporate Management Team and Audit Committee for challenge before going to Cabinet for approval.</p>	August 2015
3	<p>Check for consistency, any references to these policies within the Contract Procedure Rules, Financial Regulations or other elements of the Constitution being updated in 2015.</p>	August 2015
4	<p>Update the Bribery Act and Money Laundering risk assessment survey if necessary.</p>	August 2015
4a	<p>Distribute the survey to Group Managers, collate the results and identify current, potential risk areas.</p>	September 2015
4b	<p>Deliver targeted training to those services who have a high exposure to those risks.</p>	September 2015
5	<p>Update the posters and leaflets to reflect the new operating arrangements and distribute.</p>	July 2015
6	<p>Collate and refresh, if necessary, the package of fraud awareness material to be used by all organisations working with the Directorate.</p>	July 2015
7	<p>Deliver the business case that the grant funding was awarded for.</p>	2015/16
	Working with other Services	
8	<p>Develop a protocol with the Section 151 Officer that sets out the working arrangements when undertaking searches and arrests.</p>	July 2015
9	<p>Organise a workshop with HR to clarify working relationships when dealing with potential disciplinary issues as part of an investigation.</p>	July 2015

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	Tasks	Planned for
10	Organise a workshop with Legal Services to go through the Prosecution Manual.	September 2015
11	Implement a protocol with Regulatory Services with a view to providing: <ul style="list-style-type: none"> • shared intelligence on casework from both areas • Proceeds of Crime seizure, detention, restraint, investigation and confiscation support • joint operational support where a shared purpose exists 	July 2015
	Developing Performance Information	
12	Fully implement a new IT case management system and regular team based performance monitoring reports.	July 2015
13	Develop a financial reporting template that shows, for the Directorate and each individual organisation working with it: <ul style="list-style-type: none"> • potential funds to be recovered from cases • actual monies received • allocation of monies between the parties concerned. 	July 2015