

### Appendix 3: Team Management Projects 2015/16

	Tasks	Planned for	Current status
<b>Corporate Arrangements (Fighting Fraud Locally)</b>			
1	<p>Produce a standard Anti Fraud, Corruption, Bribery and Money Laundering 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>	June 2016	<p>This exercise still needs to be undertaken.</p> <p>The Council's current policy framework is satisfactory although it does not reflect the joint working arrangement with Thurrock Council.</p> <p>This will also need to take account of the pending CIPFA guidance on Bribery and Money Laundering.</p>
2	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.	June 2016	This work will be completed as part of updating the policy framework outlined above.
3	Update the Bribery Act and Money Laundering risk assessment survey if necessary.	June 2016	This was delayed this year pending the new CIPFA guidance – see above.
4a	<ul style="list-style-type: none"> <li>• Distribute the survey to Group Managers, collate the results and identify current, potential risk areas.</li> </ul>	September 2016	
4b	<ul style="list-style-type: none"> <li>• Deliver targeted training to those services who have a high exposure to those risks.</li> </ul>	October 2016	
5	Update the posters and leaflets to reflect the new operating arrangements and distribute.	January 2016	<p>New posters have been designed and are being printed ready for distribution.</p> <p>Leaflets have been developed for each high risk fraud area.</p>
6	Collate and refresh, if necessary, the package of fraud awareness material to be used by all organisations working with the Directorate.	March 2016	<p>The new package has been developed.</p> <p>Training for staff and Members is being planned.</p>

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7	Deliver the business case that the grant funding was awarded for.	February 2016	Operation Domus, the regional tenancy fraud project funded by the grant is being launched on 1 <sup>st</sup> February 2016.
<b>Working with other Services</b>			
8	Develop a protocol with the Section 151 Officer that sets out the working arrangements when undertaking searches and arrests.	January 2016	A protocol has been drafted for the s151 Officer to consider.
9	Organise a workshop with HR to clarify working relationships when dealing with potential disciplinary issues as part of an investigation.	January 2016	A workshop between the two departments has been organised using real-world case studies.  A draft protocol has been drafted setting out how the services will work together in these circumstances.
10	Organise a workshop with Legal Services to go through the Prosecution Manual.	June 2016	The Prosecution Manual is being re-drafted to reflect the recent changes arising due to the Department of Works and Pensions, Single Fraud and Investigation Service taking over all housing benefit fraud cases?
11	Implement a protocol with Regulatory Services with a view to providing: <ul style="list-style-type: none"> <li>• shared intelligence on casework from both areas</li> <li>• Proceeds of Crime seizure, detention, restraint, investigation and confiscation support</li> <li>• joint operational support where a shared purpose exists.</li> </ul>	January 2016	A draft protocol has been developed between the two departments providing opportunities to share resources.  The departments met in January 2016 to identify joint work streams.

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	<b>Developing Performance Information</b>		
12	Fully implement a new IT case management system and regular team based performance monitoring reports.	December 2015	The new system has been implemented.
13	Develop a financial reporting template that shows, for the Directorate and each individual organisation working with it: <ul style="list-style-type: none"> <li>• potential funds to be recovered from cases</li> <li>• actual monies received</li> <li>• allocation of monies between the parties concerned.</li> </ul>	January 2016	A draft suite of report templates have been designed, for review and signoff.