

Appendix A - Counter Fraud & Investigation
Counter Fraud Work Plan

Risk area	Tasks	Planned for	Current status	Responsible CFID Officer	Completed Activity Date
Council-wide	Revised policies for Counter Fraud, Bribery & Corruption and; Counter-Money Laundering to be produced	January 2019	Draft policies have been distributed to the statutory officers, which take account of the enhanced strategies in place. The draft documents are now being distributed to the council's leadership group for comment. Any revisions will be considered and included where necessary and brought back to the Audit Committee for approval.	Daniel Helps	Ongoing, in-progress
Council-wide	Fraud risk matrix assessment to be delivered to all service areas	Oct – Dec 2018	Has been presented to Audit Committee, section 151 Officer and Deputy Chief Executives. Meetings have now be booked with Directors group for depts. Of People and Place. Once these have taken place meeting with team managers will take place to relay the risk matrix to each service area.	Daniel Helps	Ongoing, in-progress

Appendix A - Counter Fraud & Investigation
Counter Fraud Work Plan

Risk area	Tasks	Planned for	Current status	Responsible CFID Officer	Completed Activity Date
Council-wide	UK Bribery Act (UKBA) Compliance Review. A questionnaire will be distributed to all Managers to ensure UKBA compliance.	November 2018	Questionnaire now developed and being tested at Thurrock Council before being circulated across SBC.	Michael Dineen	Ongoing, in-progress
Council-wide	Counter Money Laundering (CML) Compliance Review. A questionnaire will be distributed to all staff to ensure CML compliance.	November 2018	Questionnaire now developed and being tested at Thurrock Council before being circulated across SBC.	Michael Dineen	Ongoing, in-progress
Proactive Fraud Drives	Conduct proactive activity to disrupt and detect fraud affecting the council.	Throughout 2018/19	Proactive work continues to be undertaken across the high-risk areas. Monthly meetings are taking place with housing to arrange pro-active operations	Michael Dineen	Ongoing, in-progress
Investigation Review	Review of insider threat investigations with Human Resources to reviews action and learning points	Throughout 2018/19	Meetings booked once an insider threat is identified. A monthly meeting also takes place between CFID and HR Single-Point-of-Contact.	Daniel Helps	Ongoing, in-progress

Appendix A - Counter Fraud & Investigation
Counter Fraud Work Plan

Risk area	Tasks	Planned for	Current status	Responsible CFID Officer	Completed Activity Date
Fraud Awareness Training	Training to be delivered to high risk areas – housing officers, housing allocations, temporary accommodation and right to buy	Ongoing to March 2019	Training now being booked with assistance from CFID business support team.	Michael Dineen / Nicola Spencer	Ongoing, in-progress