

## Appendix 1 – Counter Fraud Work Plan 2020/21

**KEY:**

Denotes proactive initiatives
Denotes prevention / protection initiatives
Denotes development activities

Area	Activity	Target date	Current status	Resource requirement (officers)	Responsible officer	Completed date
Counter fraud	Maintain business as usual through management of the caseload, timely investigation of referrals towards a prompt, efficient and fair resolution, proactive fraud detection initiatives and the provision of advice and training to the wider council.	Ongoing	Business as usual is being maintained, two new investigators have joined the team, a programme of work (below) has been drafted.	4	Shaun DUTTON	Ongoing
Business Rates	Pro-active audit of empty commercial premises.	TBD	This is dependent upon the pressures on the Business Rates team easing. Therefore aspirational at this time.	2-4	Shaun DUTTON	
Council Tax	Joint working agreement with DWP for cases involving the Council Tax Reduction Scheme.	TBD	A meeting with the DWP was held in January 2020. Discussions are ongoing but are dependent upon a response from the DWP.	2	Shaun DUTTON Caroline MERCIECA	

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Council wide	Internal publicity campaign to highlight the work and reporting mechanisms of the fraud team.	TBD	<p>This was in progress during the previous Work Plan but interrupted by the Covid-19 pandemic. Some of this is dependent upon the reoccupation of Council buildings.</p> <p>This is partially fulfilled through the distribution of monthly fraud updates to staff and may also be partially fulfilled through the instigation of fraud awareness training.</p> <p>These activities should be ongoing throughout the year.</p>	1	Shaun DUTTON	
Council wide	Fraud awareness training to be developed and mandated for all staff.	September 2020	<p>The first draft of the course has been completed but requires editing.</p> <p>Discussions have begun with Workforce Development over the best format to deliver it via e-learning, and with Senior Management for support to make it mandatory.</p>	1	Shaun DUTTON	
Council wide	Fraud awareness training to be delivered to all new staff as part of the induction process.	September 2020	<p>If the above is successful, the online training will be mandatory for all new starters. Therefore, a shorter presentation will be developed to introduce new staff to fraud awareness during induction training.</p>	1	Shaun DUTTON	

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Housing	Pro-active audit of SBC tenancies.	September 2020	This date is aspirational depending on how quickly the team recovers the backlog of work created by the Covid-19 crisis. Discussions will be held with South Essex Homes to determine how to best identify tenancies most at risk of fraud.	4	Shaun DUTTON James COUSEN	
Housing	Postal information campaign to targeted tenancy areas to encourage reporting of concerns about fraud.	TBD	As above, discussions will be held with South Essex Homes to determine how to best identify areas most at risk of fraud. The target date will be reviewed dependent upon other operational workloads.	2	Shaun DUTTON James COUSEN	
Housing	Review of SBC tenancy terms and conditions to strengthen the counter fraud message and encourage cooperation with the counter fraud team.	TBD	The South Essex Homes' tenancy T&Cs are due to be reviewed. South Essex Homes are aware that we wish to contribute. We are waiting for information as to when this review will take place.	1	Shaun DUTTON	
Council wide	Fraud risk and process analysis of areas of the Council's business at high risk of fraud: <ul style="list-style-type: none"> <li>• Procurement</li> <li>• Housing</li> <li>• Housing applications</li> <li>• School admissions</li> <li>• Blue badge applications</li> <li>• Council Tax</li> <li>• Business Rates</li> <li>• Online services</li> </ul>	Start November 2020	Planning. This is dependent upon how the team and its workload develops.	2-4	Shaun DUTTON	

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	<ul style="list-style-type: none"> <li>• Social Care Direct payments</li> <li>• Recruitment</li> <li>• Others dependent upon current research</li> </ul> Policy review, process improvement recommendations where appropriate, service-specific training to be delivered where required.					
Blue Badge	Review of the process on how Blue Badge fraud is dealt with and training for ACPOA staff. Pro-active Blue Badge fraud exercise, possibly a joint exercise with ACPOA and Essex Police.	February 2021	Planning. Enquiries are being made to identify a means of tracing the keepers of offending vehicles if they do not provide their details (Essex Police and Traffic Management).	4	Shaun DUTTON	
Business Rates	Research project to determine best practice and effective methods of combatting Business Rates fraud.  Establish a working group between CFIT, Trading Standards, Business Rates and Legal Services to review the Council's capabilities and determine realistic opportunities for prevention, detection and action against offenders.	March 2021	The research project has been assigned and initial enquiries among other local authorities have started.  A meeting has been discussed with some of the interested parties regarding Business Rates fraud but was interrupted by the Covid-19 crisis. This may have to wait until the pressure on the Business Rates team is eased.	2	Shaun DUTTON Caroline MERCIECA	
Counter fraud	Explore joint working opportunities with other SBC teams, particularly parking, Regulatory Services and Trading Standards. Explore the possibility of information / intelligence sharing hub.	Ongoing	Some initial conversations have taken place. This may be dependent upon how the Covid-19 pandemic pans out and the pressure some of these teams are working under.	2	Shaun DUTTON	

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<b>Area</b>	<b>Activity</b>	<b>Target date</b>	<b>Current status</b>	<b>Resource requirement (officers)</b>	<b>Responsible officer</b>	<b>Completed date</b>
Counter fraud	Develop a financial investigator capability.	Late 2021	This aspiration has been delayed by the personal circumstances of the officer that is planned to be developed into this role, and now cannot be started until late 2021.	2	Shaun DUTTON Caroline MERCIECA	Delayed
Various	Investigate the use of technology and data matching to identify and target the risks of fraud against the Council. Develop targeted proactive exercises to act on the results.	TBD	This is aspirational and dependent upon a variety of factors such as information sharing agreements, the availability, cost and complexity of tools required to do this, staff training etc. Enquiries into the feasibility of this will be conducted as and when workload commitments allow.	2-4	Shaun DUTTON	
Counter fraud	Develop 'income generation' opportunities through: <ul style="list-style-type: none"> <li>Counter fraud training initiatives for SBC partners and service providers</li> <li>An investigation and prosecution service to local Housing Associations</li> </ul>	TBD	This is aspirational at this time and development will be dependent upon how the team progresses over the coming 6 months. This cannot be explored at the expense of our ongoing workload commitments or proactive and prevention activities.	TBD	Shaun DUTTON	