

COUNTER FRAUD WORK PLAN FOR YEAR 2011/2012

GENERIC AREA OF ACTION	TASK/OBJECTIVE	DAYS ALLOCATED
Counter Fraud & Investigation Arrangements	<ol style="list-style-type: none"> 1. Revisit the in-house manual for the Team to incorporate techniques/approach to fraud risk assessment, pro-active work and financial systems / due diligence work 2. Complete training and development needs assessment following workforce change implementation 3. Training and development 4. Attendance - Midland Counties Fraud Sub Group meetings 5. Lincolnshire Authorities Fraud Forum meetings 6. CF Champion liaison 7. Development work – approach to continuous data analysis and testing programme (fraud & error) – use of data interrogation software (IDEA) 	60
Creating an anti-fraud culture	<ol style="list-style-type: none"> 8. Raising awareness (fraud and whistleblowing): <ul style="list-style-type: none"> ■ Liaison / training / workshops for members, managers and staff (including schools) ■ Website development ■ Develop Team Communication Plan ■ GEORGE fraud bulletins, team links news etc ■ Poster campaign (joint exercise – Lincolnshire Local Authorities) ■ Counter Fraud Annual Report 10/11 ■ Whistleblowing Annual Report 10/11 	60
Deterring fraud	<ol style="list-style-type: none"> 9. Publicise successful prosecutions / outcomes / key developments <ul style="list-style-type: none"> ■ Echo, County News, News Lincs (daily news e-bulletin) 	5

GENERIC AREA OF ACTION	TASK/OBJECTIVE	DAYS ALLOCATED
Preventing fraud	10. Develop and launch new Whistleblowing leaflets 11. Review and launch LCC Money Laundering Policy 12. Recommendations Tracker: agree and follow up management action plans arising out of investigations and proactive fraud exercises 13. Liaison with Internal Audit (IA) and Risk Management teams – attend team meetings and produce bulletins / briefings	40
Detecting Fraud	14. Revisit fraud risk assessment with each directorate 15. Continuous data analysis and testing programme (fraud and error) 16. Directorate pro-active exercises – coordinated with our due diligence work 17. National Fraud Initiative 2010/11 – validation and investigation of Council's data matches 18. Pro-active work reviewed by Audit Manager (Investigations) / Principal Investigator	280
Investigating fraud	19. Formal memorandum of understanding with Lincolnshire Police 20. Carry out fraud investigations in line with Investigations Manual and recommended best investigative practice 21. Cases reviewed by Audit Manager (Investigations) / Principal Investigator, as required	300
Seeking to apply sanctions where fraud is proven	22. Pursue parallel sanctions – civil, disciplinary and criminal	
Supplying information so that redress may be sought	23. Take appropriate action to secure redress (identify & seek to recover losses)	
	Contingency	75
	Total days allocated to fraud pro-active work and investigation	820

Notes: 30% of the total available resource allocated to non-fraud work (i.e. management / whistleblowing / conduct / audit investigation / financial assurance work)

Planned operational 'go live' for proposed new structure 1.7.11 – fraud plan adjusted as not full year affect (75%)