



**Agenda Item No. 11,
Appendix 2**

**Hertfordshire County Council
Performance against
Anti-Fraud Plan
2016/2017**

(Hertfordshire Shared Anti-Fraud Service)

HCC Anti-Fraud Action Plan 2016/2017

Anti-Fraud and Corruption Strategy	Activity	Lead Officer/s	Target Date/Value/Measure	Progress at 31.7.2016
Acknowledge and understand fraud risks	Review the Council's existing Anti-Fraud and Corruption Policy, Fraud Response Plan and, Whistleblowing Policy, Money Laundering Policy implement a new Fraud Prosecution Policy.	SAFS Manager and HCC Head of Assurance.	October 2016	Prosecution Policy presented HCC AC by SAFS for adoption in March 2016. HCC Legal reviewed WB Policy
	Ensure that the Council retains its Board and Partner role in SAFS and funding for the services provided by SAFS.	HCC Head of Assurance and S.151 Officer	ongoing	s.151. attends SAFS Board Decision about continuation of Project post April 2017 to be made by SAFS Board Sep 2016.
	Annual fraud reports to the Fraud, Audit and Risk Committee.	SAFS Manager and HCC Head of Assurance	September report on progress against 16/17 Business Plan. March 2017 Plan for 2017/2018.	AC dates for SAFS reports agreed Sep 2016 and March 2017 in Fwd Plan
	Identify key fraud risks faced by the Council. Add to Risk Register as	SAFS Manager and HCC Risk Manager	Ongoing	Fraud as a Corporate Risk is included in HCC Risk

	appropriate.			Register.
	Promote and publicise the costs of fraud to staff, members and local residents including the impact this had on Council Services.	SAFS Manager	Ongoing. Through press releases and use of Compass and targeted public campaigns	Further Cheater Campaign linked to new SAFS webpage arranged for Sep/Oct 2016. Fraud Awareness sessions delivered to HCC Staff and elected members
	Subscribe to organisations and events that demonstrate the Council's zero tolerance to fraud. Such as Fraud Error and Debt Task Force, CIPFA, Local Authority Investigation Officers Group.	SAFS Manager	Ongoing	SAFS joined CIPFA Centre for Counter Fraud for all Partners. Membership of LAIOG, TEICCAF and Involvement with the FED for SAFS all complete.
	Roll out an E-learning anti-fraud training package for HCC Staff	HCC HR Manager and SAFS Manager	September 2016	Package complete and available on I-learn for staff and elected members
	Have in place and review/maintain E-learning Money Laundering training for appropriate staff & Provide Anti-Money Laundering training for appropriate staff	SAFS Manager, HCC HR/Training and MLRO	October 2016	Arranged for s.151 and MLRO for October 2016. i-Learn packages on AML available to all staff and elected members.

	Provide Fraud Awareness training to Elected Members	HCC Member Support, HCC HR/Training and SAFS Manager	December 2016	Members Briefing session provided in June 2016 in the Council Chamber at County Hall.
	Develop a Cyber-Crime Response plan/document which considers how Cyber-Crime is used to commit fraud and how the SAFS Partners can be protected against this emerging threat.	SAFS Manager. HCC IT Mgrs and Data Mgrs	December 2016	Outstanding at present.
Anti-Fraud and Corruption Strategy	Activity	Lead Officer/s	Target Date/Value/Measure	Progress at 31.7.2016
Prevent and deter fraud	Maintain a strong internal control framework as assessed by SIAS Internal Audit Annual Report	Head of Assurance Service	Ongoing	HCC /SIAS Internal Audit Plan in place and reviewed at AC.
	Create and maintain Data Sharing Procedures including Information Sharing Protocol (ISP), PIA/EIA to allow for lawful exchange of data between SAFS and HCC .	HCC Head of Legal Services, and SAFS Manager	Review from April 2016 onwards	ISP being reviewed for all SAFS Partners by HCC and NHDC Legal with emphasis on revised PIA.
	Deliver fraud awareness, prevention training and workshops to Council Services at risk of fraud	SAFS Manager and HCC HR Manager	5 Local Events at HCC delivered by SAFS	AML Oct 2016 NNDR- Nov 2016 School Governors

				Conference Nov 2016
	Have in place one SAFS Counter Fraud Officer FTE for HCC exclusive use. Access to SAFS Intel/Admin to support for this role. Access to SAFS Manager for Senior Mgt Meetings.	SAFS Manager	Ongoing	PH (CFO) in place NJ/SE/JW to this work
	Issue Fraud Alerts to appropriate staff and managers as when new fraud threats arise and publish a Fraud & Corruption Newsletter for staff.	SAFS Manager	Ongoing from April 2016	9 Alerts issued in 1 st Qtr. from NAFN, OWL, NFIB and Partners.
	Have in place fraud reporting tools to allow staff and public alike to report fraud.	SAFS Manager and HCC Webteam	Ongoing from April 2016	Webpage, Hotline, Direct line, email all available.
	Permit SAFS to oversee and assist the delivery of the National Fraud Initiative 2016 as the NFI SPOC for HCC .	SAFS Manager and NFI Key Contact	October 2016	Agreed that SAFS will act as Key-Contact and upload roles for 2016/2017.
	Provide access to services such as National Anti-Fraud Service (NAFN), CIPFA, Local Authority Investigation Officers Group (LAIOG) to benefit both HCC and SAFS.	SAFS Manager	April 2016	SAFS subscribes to NAFN, CIPFA, LAIOG, PNLD for all Partners.

Anti-Fraud and Corruption Strategy	Activity	Lead Officer/s	Target Date/Value/Measure	Progress at 31.7.2016
Be stronger in pursuing fraud and recovering losses	Record identified financial savings from anti-fraud activity. Record value of all fraud identified to an agreed, auditable and recognised standard.	SAFS Manager	Ongoing from April 2016. Target £300k per annum	Fraud of £59k identified 1 st Qtr 2016/2017.
	Maximise civil recovery and utilise civil recovery methods to seek redress where fraud is identified.	SAFS Manager in partnership with relevant Service and Debt Managers	Ongoing	SAFS have worked closely with HCC and SERCO Debt Teams to improve recovery methods.
	HCC will Publicise prosecutions, sanctions, recovery to demonstrate a zero tolerance to fraud and act as a deterrent to others.	S.151 Officer and Head of Assurance	Ongoing	Several PR issued already and a number of cases are pending outcomes that will be reported as well.
	To work in a partnership role with SAFS and ensure that SAFS delivers value for money and return on investment to HCC , be this in actual new revenue or future savings.	S.151 Officer and Head of Finance.	Ongoing	Meetings taking place with S.151 and Head of Assurance as part of Resource Department management meetings

	HCC to support County wide CTAX SPD review which will benefit the Council, and any other opportunities to conduct anti-fraud projects with SAFS as required.	S.151 Officer and Head of Finance.	October 2016 for procurement and ongoing for contract management	SAFS are leading on procurement of a CTAX 'Review Framework' for whole County. Go live- October 2016
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