

Actions to Prevent, Deter and Detect Fraud and Corruption

1. **OBJECTIVE: Undertake assignments in the 2021/2022 Audit Plan and any investigations required**
 - 1.1 Complete audits contained in the revised annual Audit Plan approved by members in March 2021, monitor progress regularly throughout the year and take appropriate remedial action if necessary. The scope and Objectives of the audits will include an assessment of the controls in place and confirming or improving those controls will indirectly assist in fraud prevention and detection.
Timescale: 2021/22
Responsibility: Audit and Risk Manager / Head of Finance
 - 1.2 Investigate any fraud or irregularity cases uncovered or referred to Internal Audit. If there are grounds for an investigation, report the circumstances, the approach adopted and the outcome to members. If the resources required to undertake an investigation have an impact on the Audit Plan and a shortfall is identified a report will be submitted to Finance & Audit Scrutiny Committee listing the possible options.
Timescale: As and when / ongoing
Responsibility: Audit and Risk Manager / Head of Finance
 - 1.3 Report the management responses to any recommendations contained in the action plans accompanying Internal Audit reports to Finance & Audit Scrutiny Committee.
Timescale: Ongoing
Responsibility: Audit and Risk Manager
2. **OBJECTIVE: Promote fraud awareness within the Council**
 - 2.1 Post a notice on the Council's Intranet reminding staff that fraud is an ever-present threat, how to identify the signs and what to do if fraud is taking place or suspected.
Timescale: September 2021
Responsibility: Audit and Risk Manager
 - 2.2 Undertake a staff survey to gauge the overall attitude to fraud and the awareness of how to respond to any occurrences or suspicions.
Timescale: December 2021
Responsibility: Audit and Risk Manager
 - 2.3 Continue to arrange and run fraud awareness courses.
Timescale: During 2021/22
Responsibility: Audit and Risk Manager

- 2.4 Compile a handout for new starters covering basic fraud awareness, how to deal with concerns, details of basic controls in place and contact details.

Timescale: October 2021

Responsibility: Audit and Risk Manager

- 2.5 Publicise details of any frauds perpetrated or attempted against the Council as they occur and details of any potential new fraudulent activity in local government received. If necessary, review procedures and controls to mitigate the risk.

Timescale: 2021/22 / ongoing

Responsibility: Audit and Risk Manager

3. OBJECTIVE: Participate in data exchange and research initiatives

- 3.1 Provide data to the annual National Fraud Initiative (NFI) exercise and respond to referrals received as a result.

Timescale: 2021/22 / ongoing

Responsibility: Audit and Risk Manager

- 3.2 Present a report to Finance and Audit Scrutiny Committee on the outcome of the NFI exercise.

Timescale: During 2021/22

Responsibility: Audit and Risk Manager

- 3.3 Complete any appropriate surveys of fraudulent activity in local government undertaken by the recognised professional and government bodies.

Timescale: As and when

Responsibility: Audit and Risk Manager

4. OBJECTIVE: Enable public reporting of suspected fraud or corruption

- 4.1 Review the Fraud pages on the WDC website and revise and update if necessary.

Timescale: 2021/22

Responsibility: Audit and Risk Manager

- 4.2 Ensure that there are no obstructions to members of the public that report fraud.

Timescale: Ongoing

Responsibility: Audit and Risk Manager

5. OBJECTIVE: Ensure Internal Audit staff remain aware of best practice and new developments

- 5.1 Arrange for members of the Internal Audit Team to attend any appropriate, but affordable, training events and to attend the Warwickshire and Midlands professional networking groups.

Timescale: 2021/22 / ongoing
Responsibility: Audit and Risk Manager

- 5.2 Arrange to run workshops for the Internal Audit staff on investigative practice following the successful completion of the CIPFA Certificate in Investigate Practice.

Timescale: 2021/22
Responsibility: Audit and Risk Manager

6. OBJECTIVE: Review Statement

- 6.1 Review the content, currency and format of the Anti-Fraud and Corruption Statement. Compare the statement with those of the other Warwickshire authorities and a random selection from other authorities.

Timescale: As and when
Responsibility: Audit and Risk Manager

- 6.2 Review any CIPFA or other relevant bodies' guidance on fraud and corruption issued during the year and consider if any of the recommendations require changes to WDC's fraud prevention procedures or the Anti-Fraud and Corruption Statement.

Timescale: As and when
Responsibility: Audit and Risk Manager

- 6.3 Present the Anti-Fraud and Corruption Statement annually to Finance and Audit Scrutiny Committee for review and approval.

Timescale: 2021/22 / ongoing
Responsibility: Audit and Risk Manager