

## ANTI FRAUD &amp; CORRUPTION ACTION PLAN 2015/16

## Action Plan to Improve Further the Authority's Arrangements for Countering Fraud and Corruption

ACTIONS	RESPONSIBILITY	TIMESCALE
<b>OBJECTIVE: Undertake all assignments in the 2015/2016 Audit Plan and any investigations required</b>		
Complete the audits contained in the annual Audit Plan approved by members. The scope and objectives of the audits will include the assessment of controls that assist in fraud prevention and detection.	Audit and Risk Manager	March 2016
Investigate any fraud or irregularity cases uncovered. Where appropriate report the circumstances, the approach to the investigation and the outcome to members. Assess the effect of the scale of the incident and the resultant investigation on the Audit Plan and report to F & A listing the options if a shortfall is identified.	Audit and Risk Manager	As required
Complete the revision of a Fraud Response Plan for use in the investigation of any suspected fraud and corruption cases.	Audit and Risk Manager	December 2015
Continue to report the outcome of all completed audit assignments together with the action plan to Finance & Audit Scrutiny Committee.	Audit and Risk Manager	Quarterly
<b>OBJECTIVE: Promote fraud awareness within the Council</b>		
Post a notice on the council's Intranet as a reminder of the ever present threat of fraud and how to deal with any discovery or suspicion.	Audit and Risk Manager	December 2015

<b>ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>TIMESCALE</b>
Issue a reminder of the council's instructions for staff for the prevention of money laundering.	Audit and Risk Manager	December 2015
Continue to attend the council's corporate induction programme to provide Anti Fraud and Corruption sessions.	Audit and Risk Manager	Throughout the year
Circulate details of any attempted frauds as they occur and details of any potential fraudulent activity received.	Audit and Risk Manager	Throughout the year
<b>OBJECTIVE: Participate in data exchange and research initiatives</b>		
Provide data to the National Fraud Initiative (NFI) and respond to referrals received as a result.	Audit and Risk Manager	February 2016
Present a report to Finance and Audit Scrutiny on the outcome of the NFI exercise.	Audit and Risk Manager	October 2015
Complete the annual CIPFA Counter Fraud Centre Fraud and Corruption survey.	Audit and Risk Manager	May 2015

ACTIONS	RESPONSIBILITY	TIMESCALE
<b>OBJECTIVE: Ensure Internal Audit staff remain aware of best practice and new developments</b>		
Arrange for the attendance of members of the Audit team at appropriate and affordable training events and attendance at Warwickshire and Midlands professional networking groups.	Audit and Risk Manager	Throughout the year
Arrange to run workshops for Internal Audit staff on investigative practice following the recent successful completion of the CIPFA Certificate in Investigate Practice.	Audit and Risk Manager	Throughout the year
<b>OBJECTIVE: Review Strategy and Action Plan</b>		
Review the content, currency and format of the Anti Fraud and Corruption Strategy and if necessary present to members for approval.	Audit and Risk Manager	January 2016
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 policy and strategy.	Audit and Risk Manager	As received
Present an annual report recording progress against the Action Plan together with a revised Action Plan.	Audit and Risk Manager	July 2016