

## ACTION PLAN 2013/14

An action plan to improve further the Authority's arrangements for countering fraud and corruption is set out below

ACTIONS	RESPONSIBILITY	TIMESCALE
<b>OBJECTIVE: Undertake all assignments in the 2013/2014 Audit Plan and any investigations required</b>		
Complete audit assignments set out in the annual Audit Plan with the dual objectives of assessing fraud prevention controls and identifying fraud where it exists.	Audit and Risk Manager	March 2014
Carry out fraud and irregularity investigations when they occur.	Audit and Risk Manager	As required
Compile an investigation checklist for use in the investigation of suspected fraud and corruption cases.	Audit and Risk Manager	December 2013
Report outcome of audit assignments to Finance & Audit Scrutiny Committee.	Audit and Risk Manager	Quarterly
<b>OBJECTIVE: Promote fraud awareness within the Council</b>		
Issue fraud awareness reminders for members, managers, staff and agency staff.	Audit and Risk Manager	December 2013
Review and republicise the council's Whistleblowing policy and procedure.	Audit and Risk Manager	December 2013
Continue to run Anti Fraud and Corruption sessions as part of the corporate induction programme.	Audit and Risk Manager	Throughout the year
Publicise details of new types of fraud received or identified.	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	October 2013

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Present a report to Finance and Audit Scrutiny on the outcome of the NFI exercise.	Audit and Risk Manager	October 2013
Complete the Audit Commission Fraud and Corruption survey.	Audit and Risk Manager	June 2014
<b>OBJECTIVE: Ensure Internal Audit staff remain aware of best practice and new developments</b>		
Arrange for attendance of Internal Audit staff at appropriate training events and professional networking groups.	Audit and Risk Manager	Throughout the year
Complete the CIPFA Certificate in Investigate Practice.	Audit and Risk Manager	November 2013
Arrange to run workshop for Internal Audit staff on investigative practice following completion of the above course of study.	Audit and Risk Manager	March 2014
<b>OBJECTIVE: Review Strategy and Action Plan</b>		
Review the currency of the Anti Fraud and Corruption Strategy annually and report to Members.	Audit and Risk Manager	July 2014
Review any CIPFA and Audit Commission guidance on fraud and corruption issued during the year and consider if any of the recommendations impact on WDC's fraud prevention procedures or the policy and strategy.	Audit and Risk Manager	As required
Present an annual report recording progress against the Action Plan together with a revised Action Plan.	Audit and Risk Manager	July 2014