

Appendix B

Corporate Fraud Team – Outline Work Programme 2015-16
Counter Fraud Arrangements:
Develop and refine the processes and systems within the Corporate Fraud Team, including the referral processes and risk assessments.
Develop and refine arrangements for collaborative working with other areas within Council (e.g. Internal Audit, Financial Investigations Unit).
Ensure all relevant staff are adequately trained.
Policies and Procedures
Work with colleagues across Council to review and refresh anti fraud policies and procedures.
Raising Awareness
Engage and liaise with members, managers and key staff to raise awareness of anti fraud policies and the activity of the Corporate Fraud Team.
Undertake a publicity campaign to raise awareness externally.
Targeted Reviews
Undertake a fraud risk assessment to determine the key areas to focus on, which will include: Council Tax Support fraud Council Tax Single Person Discount fraud National Non Domestic Rate fraud Housing Tenancy fraud.
Undertake fraud investigations.
Work with service areas to improve quality of claim forms in use.