

## South Northants and Cherwell District Councils

## Corporate Fraud Business Plan 2015-2016

## Update for Quarter 1 2015-2016

Objective	Target	Target Date	Progress as at June 2015
<p><u>Objective 1</u></p> <p>Complete National Fraud Initiative referrals for Council Tax and Housing Benefit for both SNC and CDC</p>	<p>Weekly target of 50 to be achieved</p>	<p>August 2015 for all matches to have been looked at and in progress</p> <p>All matches need to be completed and reported by <b>30.09.2015</b></p> <p><b>All on target</b></p>	<p>NFI SPD SNC – 254 left to check</p> <p>NFI SPD CDC – 289 left to check</p> <p>NFI main CDC – 193 left to check</p> <p>NFI main SNC – 100% complete. Awaiting referrals to come back/further info and investigations are dependent on Single Fraud Investigation Service.</p> <p>17% NFI left to check for SNC</p> <p>35% NFI left to check for CDC</p>

<p><u>Objective 2</u></p> <p>To undertake 23 CDC on-going investigations</p>	<p>Cases to have been reviewed and appropriate action taken</p>	<p>For all on-going cases to have been reviewed and closed where possible by <b>31.03.2015</b> and any cases requiring investigation to continue</p> <p><b>Completed</b></p>	<p>All cases have been reviewed and closed where possible. The only cases still open are the ones that CDC are prosecuting (two are due in court shortly) or that have transferred to the DWP and are awaiting decisions/prosecution dates</p>
<p><u>Objective 3</u></p> <p>To consult with Revenues Manager, prepare reports for members as appropriate and implement penalties for CT and changes at SNC as appropriate</p>	<p>To consult and produce a procedure</p>	<p><b>30.8.15</b></p>	<p>The decision has been taken not to introduce penalties in this financial year for SNC. Penalties are in place at CDC.</p> <p>Work is underway in conjunction with the Interim Revenues Manager and a report will be compiled for consideration by the Head of Finance in the first instance by 30<sup>th</sup> August 2015.</p>
<p><u>Objective 4</u></p> <p>To successfully recruit to Corporate Investigation Officer post with training/induction plan in place.</p>	<p>To have trained effective officer in post</p>	<p>To have officer in post by the <b>31.03.2015</b></p> <p>For training to be completed by <b>31.09.2015</b></p>	<p>Officer has been in post since April 2015. Training plan is in place and underway including July 25<sup>th</sup> Housing Fraud training and 30<sup>th</sup> September Witness statements training.</p> <p>Officer will be doing Interviews Under Caution in July 2015</p>
<p><u>Objective 5</u></p>	<p>System in place and functioning to</p>	<p><b>30.09.2015</b></p>	<p>IDIS data hub system procured for an initial period of 12 months. The system will allow</p>

<p>To investigate available systems to support fraud work including data sharing and draft any related business case for development</p>	<p>support corporate fraud</p>		<p>for data to be matched, credit checks and checking of credit reference data.</p> <p>The software will be installed on 30<sup>th</sup> July and training will take place.</p> <p>Colleagues and partners (both internal and external) to be invited to a demo of the system.</p>
<p><u>Objective 6</u></p> <p>Collaborative working with partners</p>	<p>Plan in place to enhance partnership working</p>	<p><b>30.10.2015</b></p>	<p>Senior Corporate Investigator has met with South Northants Homes who have expressed an interest in working together on fraud and error prevention. Next meeting is due in August when the new data matching system is in place</p> <p>Meeting with CDC Housing has taken place and meeting with SNC Housing to take place in August 2015.</p> <p>Meeting has taken place with Revenues and meeting with procurement to be arranged.</p> <p>We are looking to arrange an anti-fraud and error awareness day for all partners possibly to be facilitated by ITS. This is likely to be September 2015.</p>
<p><u>Objective 7</u></p>	<p>Plan in place</p>	<p><b>30.06.2015</b></p>	<ul style="list-style-type: none"> <li>• An article has been written and</li> </ul>

Internal Communication plan to increase fraud prevention and awareness			<p>published in SNC In Brief</p> <ul style="list-style-type: none"> <li>Article has been written and published in CDC In Brief</li> </ul>
<p><u>Objective 8</u></p> <p>External communication plan to increase fraud prevention and awareness</p>	Plan in place	<b>31.07.2015</b>	<ul style="list-style-type: none"> <li>Article published in SNC Review and Cherwell Link</li> <li>Websites updated and new online reporting form in place</li> </ul>
<p><u>Objective 9</u></p> <p>Review of corporate fraud policies</p>	Policies to be reviewed and any changes agreed by Audit committees	<b>30.9.2015</b>	<ul style="list-style-type: none"> <li>Joint Whistleblowing policy has been reviewed and agreed by elected members of SNC and CDC Audit Committee.</li> <li>Joint Anti-Fraud and Corruption Policy has been reviewed and agreed by elected members of SNC and CDC Audit Committee</li> <li>Senior Investigations Officer will be undertaking a review of the other</li> </ul>

			corporate policies starting in August 2015.
<u>Objective 10</u>  Establish performance targets	Targets to be agreed	<b>31.03.2015</b>	Performance targets have been agreed as follows: <ul style="list-style-type: none"> <li>• NFI SNC – to achieve 50% (175) for SNC by 30<sup>th</sup> June and 350 total by 30<sup>th</sup> September 2015. <b>Achieved</b></li> <li>• NFI CDC – to achieve 50% (450) by 30<sup>th</sup> June 2015 and 900 total by 30<sup>th</sup> September 2015. <b>All achieved</b></li> <li>• To achieve outputs from Fraud Service Plan by 31<sup>st</sup> March 2016 <b>on target</b></li> <li>• To achieve CTR savings of £12,000 across both councils in 15/16 and CT SPD savings of £12,800 in total across both councils <b>SNC Savings from SPDs £10,590 and savings from CTR £29,000. Update on CDC savings post report date – CTR savings £1,719 and SPD savings £13,433</b></li> </ul>

<p><u>Objective 11</u></p> <p>Data sharing opportunities to be investigated (including IT)</p>	<p>Data sharing barriers removed within the council and with external bodies when needed and SLA's in place where possible.</p>	<p><b>31.12.2015</b></p>	<p>IDIS data hub procured for an initial period of 12 months. The system will allow for data to be matched, credit checks and checking of credit reference data.</p> <p>The software will be installed on 30<sup>th</sup> July and training will take place.</p>