

# Anti-fraud and internal audit

Draft Anti-fraud proactive plan  
2016

V2.0 1 April 2016

# Anti-fraud proactive plan 2016

## Introduction

1. The anti-fraud proactive plan is developed in line with the anti-fraud strategy (the strategy). One of the primary objectives of the strategy was to expand proactive work to increase prevention and detection of fraud. This plan is developed annually based upon key fraud risks. Through necessity it remains fluid to reflect changes derived from e.g. reactive work.

## Summary of workplan areas and resources allocation

2. The plan is set up in two key areas. Soft measures are related to strategy and policy, to help 'set the tone' of the organisational culture in relation to the prevention and detection of fraud. Hard measures are designed initially to identify fraud and develop prevention measures for services going forward.

	Number of Days
Soft measures	76
Hard measures	424
Total	500

## Soft Measures

Project Description	Tasks	Days
<b>CIPFA Managing the Risk of Fraud and Corruption</b>	Review compliance with new guidance and confirm action in respect of cyber policy.	5
<b>Anti-Fraud strategy</b>	<p>To review 2012-2016 strategy. Engagement with key stakeholders across Southwark Council.</p> <p>To include updates for:</p> <ul style="list-style-type: none"> <li>• proposed new fighting fraud locally strategy</li> <li>• and changes from the CIPFA managing the risk of fraud.</li> <li>• links to internal audit.</li> <li>• To look to embed processes in the Council to ensure consultation with the anti-fraud service where key</li> </ul>	15
<b>Anti-fraud e-learning</b>	<p>To promote and increase uptake for e-learning.</p> <p>Review the Source and refresh training module content</p>	5
<b>Southwark Anti-fraud story</b>	To develop a set of slides running through the last 8 years, explaining how the team has developed to its present form. Indications as to the future direction, size and remit of the team	5

<b>Bespoke Anti-fraud training</b>	To provide on going anti-fraud training; develop & run a bespoke programme of training for social workers  Social workers – understanding specific fraud risks affecting service	10
<b>Prosecution policy</b>	Annual review and update of the anti-fraud prosecution policy. Including liaison with housing on tenancy prosecutions.	1
<b>Other policies and procedures</b>	To review other policies linked to anti-fraud and corruption e.g. money laundering.	5
<b>Transparency</b>	To review transparency requirements and report accordingly.	5
<b>Procurement</b>	To develop an anti-fraud advice document around procurement. Looking at risks around (for examples): <ul style="list-style-type: none"> <li>• Cartels</li> <li>• Contract monitoring</li> <li>• Changes in scope</li> </ul>	15

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<b>Corporate policy</b>	To review organisation policies to help identify changes in circumstances which may increase fraud risks with a view to embedding requests for anti-fraud input.	5
	To respond to requests for advice following implementation or processes for embedding anti-fraud input.	5
	<p>Increase in joint working initiatives including</p> <ul style="list-style-type: none"> <li>• Home Office enquiries with Council Tax</li> <li>• DWP</li> </ul> <p>*This may also lead requests for other projects, which will be considered separately.</p>	
<b>Total Days</b>		<b>76</b>

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## Hard Measures

Project Description	Tasks	Days
<b>Advanced verification</b>	Oversee and monitor the use of ID Scanners	10
	Support and advice to internal audit project(s)	15
	HR review	50
	To review additional areas for possible credit check/passport vetting	10
	Review of digital verification options with MySouthwark portal	4
<b>National Fraud Initiative</b>	To oversee NFI programme	20
	To co-ordinate submission of data, including a review of fair-process notices etc.	15
	To complete work relating to anti-fraud	20

<b>iLatch</b>	To continue to develop iLatch functionality to add with investigation work.	15
	To continue media with estate agents/software developer to optimise usage for potential rental market	20
<b>Right to buy</b>	To develop money laundering checks to help prevent and detect right to buy fraud.	20
	To review right to buy applications for potential fraudulent applications, money laundering.	25
<b>Council Tax</b>	To support revenues on:	
	<ul style="list-style-type: none"> <li>• Annual single person discounts review</li> <li>• Developing a review of student discounts with the service.</li> </ul>	5 30
<b>Data matching</b>	To identify an appropriate tool to assist with ad-hoc data matching.	10
	To undertake two data matching projects, including initial analysis: Tbd	30
<b>Housing Allocations</b>	To continue to liaise with the service to provide advice, support on developing fraud prevention..	15
	Housing investigation on matches	100
<b>London Counter Fraud Hub</b>	To support requests for information/updates and analyse proposals for the LCFH.	10
	Total days	424