



**East Hertfordshire District Council  
Performance against  
Anti-Fraud Plan  
2016/2017**

**(Hertfordshire Shared Anti-Fraud Service)**

**EHDC Anti-Fraud Action Plan 2016/2017**

Anti-Fraud and Corruption Strategy	Activity	Lead Officer/s	Target Date/Value/Measure	Progress at 31.7.2016
<p><b>Acknowledge and understand fraud risks</b></p>	<p>Review the Council's existing Anti-Fraud and Corruption Strategy, Fraud Response Plan and, Whistleblowing Policy, Money Laundering Policy implement a new Fraud Prosecution Policy.</p>	<p>EHDC Head of Legal Services. Chief Exec and SAFS Manager</p>	<p>October 2016</p>	<p>Prosecution Policy presented AC by SAFS for adoption in March 2016.</p> <p>Anti-Fraud and Corruption Policy reviewed in 2015.</p>
	<p>Ensure that the Council retains its Board and Partner role in SAFS and funding for the services provided by SAFS.</p>	<p>s.151 Officer/ Chief Exec</p>	<p>Ongoing to April 2017.</p>	<p>s.151. or Strategic Director attends SAFS Board Decision about continuation of Project post April 2017 to be made by SAFS Board September 2017.</p>
	<p>Annual fraud reports to the Audit Committee.</p>	<p>SAFS Manager s.151 Officer</p>	<p>2 Reports to AC Annually</p>	<p>AC dates for SAFS reports agreed Sep 2016 and March 2017 in Fwd Plan</p>

	Identify key fraud risks faced by the Council. Add to Risk Register as appropriate.	SAFS Manager and EHDC Risk Manager	September 2016	Outstanding.
	Promote and publicise the costs of fraud to staff, members and local residents including the impact this had on Council Services.	SAFS Manager and EHDC Comms Team	Ongoing but to start from June 2016	Further Cheater Campaign linked to new SAFS webpage arranged for Sep/Oct 2016.  Several local PRs issued to residents in 2016.
	Subscribe to organisations and events that demonstrate the Council's zero tolerance to fraud.	SAFS Manager	Ongoing	SAFS joined CIPFA Centre for Counter Fraud for all Partners.
	Roll out an E-learning anti-fraud training package for EHDC Staff	HR Manager and SAFS Manager	March 2017	Outstanding
	Provide Money Laundering training for appropriate staff	Monitoring Officer. MLRO. Head of Legal Services	October 2016	Arranged for s.151 and MLRO for October 2016.
	Provide Fraud Awareness training to Elected Members	SAFS Manager	March 2017	Outstanding
<b>Anti-Fraud and Corruption Strategy</b>	<b>Activity</b>	<b>Lead Officer/s</b>	<b>Target Date/Value/Measure</b>	<b>Progress at 31.7.2016</b>

<b>Prevent and deter fraud</b>	Maintain a strong internal control framework as assessed by SIAS Internal Audit Annual Report	S.151 and SIAS Manager	Ongoing	AGS and Internal Audit Plan
	Create and maintain Data Sharing Procedures including Information Sharing Protocol (ISP), PIA/EIA to allow for lawful exchange of data between SAFS and EHDC.	IT Manager, Head of Legal Services, and SAFS Manager	Review from April 2016 onwards	ISP being reviewed for all SAFS Partners by HCC and NHDC Legal with emphasis on revised PIA.
	Deliver fraud awareness, prevention training and workshops to Council Services at risk of fraud	SAFS Manager	5 Local Events at EHDC delivered by SAFS	Housing Event Oct 2016 AML Oct 2016  NNDR- Nov 2016  Induction Training for new staff in place.
	Have in place one SAFS Counter Fraud Officer FTE for EHDC exclusive use. Access to SAFS Intel/Admin to support for this role. Access to SAFS Manager for Senior Mgt Meetings.	SAFS Manager	Ongoing	RK (SCFO) in place NJ/SE support this work
	Issue Fraud Alerts to appropriate staff and managers as when new fraud threats arise and publish a Fraud & Corruption Newsletter for staff.	SAFS Manager	Ongoing from April 2016	9 Alerts issued in 1 <sup>st</sup> Qtr. from NAFN, OWL, NFIB and Partners.
	Have in place fraud reporting tools to allow staff and public alike to report fraud.	SAFS Manager and EHDC Webteam	Ongoing from April 2016	Webpage, Hotline, Direct line, email all available.

	Permit SAFS to oversee and assist the delivery of the National Fraud Initiative 2016 as the NFI SPOC for EHDC.	SAFS Manager and S.151 Officer	October 2016	Agreed that SAFS will act as Key-Contact and upload roles for 2016/2017.
	Provide access to services such as National Anti-Fraud Service (NAFN), CIPFA, Local Authority Investigation Officers Group (LAIOG) to benefit both EHDC and SAFS.	SAFS Manager	April 2016	SAFS subscribes to NAFN, CIPFA, LAIOG, PNLD for all Partners.
<b>Anti-Fraud and Corruption Strategy</b>	<b>Activity</b>	<b>Lead Officer/s</b>	<b>Target Date/Value/Measure</b>	<b>Progress at 31.7.2016</b>
<b>Be stronger in pursuing fraud and recovering losses</b>	Record identified financial savings from anti-fraud activity. Record value of all fraud identified to an agreed, auditable and recognised standard.	SAFS Manager	Ongoing from April 2016.  SAFS Champion Meetings  £100k Target for 16/17	Fraud of £62k identified in first Qtr 2016/2017
	Maximise civil recovery and utilise civil recovery methods to seek redress where fraud is identified.	SAFS and Shared Revs and Bens Manager	Ongoing from April 2016	EHDC have policy and process in place and are now capable of issuing CPs.
	EHDC will Publicise prosecutions, sanctions, recovery to demonstrate a zero tolerance to fraud and act as a deterrent to others.	EHDC Comms Manager and SAFS Manager	As and when required	Several PR issued already and a number of cases are pending outcomes that will

				be reported as well.
	To work in a partnership role with SAFS and ensure that SAFS delivers value for money and return on investment to EHDC, be this in actual new revenue or future savings.	SAFS Manager and s.151 Officer	Ongoing from April 2016	Meetings taking place with S.151 and Board Reports.
	EHDC to support County wide CTAX SPD review which will benefit the Council, and any other opportunities to conduct anti-fraud projects with SAFS as required.	SAFS Manager, S1.151 Officer and Shared Revs and Bens Manager	October 2016	SAFS are leading on procurement of a CTAX 'Review Framework' for whole County. Go live- October 2016