

SBC / SAFS Action Plan 2019/2020

CIPFA Principles	Goals & 6Cs	Activities	Responsible Officer	Progress to March 2020
ACKNOWLEDGE	Fraud is acknowledged as a Risk for the Council CULTURE	The Council has in place Anti-Fraud and Corruption Strategy & Fraud Response Plan	s.151 Officer	The Councils Anti-Fraud Strategy needs review and this will be completed in 2020.
		Inclusion of Fraud Risks and the Councils actions to manage/mitigate/reduce this in its Annual Governance Statement. Review the Councils Money Laundering/ Bribery/ Whistleblowing/ Cyber-Crime Policies	Monitoring Officer	The Council is considering a new suite of counter fraud policies.
		Audit Committee and Senior Managers ensure compliance with CIPFA best practice in the Councils counter fraud arrangements	s.151 Officer	Reported in the Councils Annual Governance Statement
		The Council will make it clear through its policies and codes of conduct for staff and Members that fraud and corruption will not be tolerated.	Monitoring Officer	The Council is currently working on new policies as mentioned above
	The Council has a robust communication policy demonstrating its commitment to prevent fraud COMMUNICATION	The Councils Communication Team will publicise prosecutions, anti-fraud campaigns and provide internal communications to staff on fraud awareness	Head of Communications	The Council agreed a plan for internal and external Comms to promote International Fraud Awareness Week in November 2019 and this worked well.
		Access to SAFS fraud reporting tools (web/phone/email) for staff, public and elected Members. The Council and SAFS will provide fraud awareness or specific anti-fraud training across all Council services and review the E-Learning Training for staff SAFS will provide fraud alerts to appropriate officers/staff/services from Action Fraud/ NAFN/ Police .	SAFS Mgr SAFS Mgr & Head of HR SAFS Mgr	SAFS webpage/ email/ hotline numbers available on SBC webpage and Intranet The Councils HR Team are working on the implementation of the E-Learning provided by SAFS 22 Alerts issued to officers in 2019/2020
PREVENT	Co-ordination of effort, sharing of best practice, data, fraud alerts and new threats. COLLABORATION	Implement the contract for Stevenage Borough Council to join the Herts FraudHub in 2019.	SAFS Manager/ Monitoring Officer	Still outstanding
		Review data sharing agreements/protocols to ensure compliance with DEA & GDPR/DEA	Monitoring Officer	All agreed between SAFS and the Councils DP Officer
		Deliver the NFI 2018/19 Exercise	SAFS Mgr	Work ongoing- Progress good
		Work with DWP to deliver CTRS/HB joint working 2018/19 roll-out	SAFS Mgr/Shared R&B Manager	This now very much BAU at SBC
	Have the highest levels of professional standards COMPETENCE	Work with other organisations, including private sector, to improve access to data	SAFS Mgr	SAFS are working with HOOYU/ CIFAS/ SAS in 2019/20
		All SAFS staff will be fully trained and accredited	SAFS Mgr	All SAFS staff work for SBC are ACFS Qualified
PURSUE	Ensuring the Counter-Fraud Measures are appropriate to the range of fraud risk. CAPABILITY	SAFS will provide reports to Board and SAFS Champions quarterly on anti-fraud activity at the Council	SAFS Mgr/ S.151 Officer	Meetings with s.151 ongoing.
		SAFS will record and report on all fraud referred, investigated and identified	SAFS Mgr	All cases recorded on CMS
		SAFS will review fraud trends and new threats and report on these to Council officers	SAFS Mgr	Alerts issued and advice on referrals and outcomes
		The Shared Legal Service and Housing, HR and Debt Recovery Teams will seek to 'prosecute' offenders, apply sanctions, recover social homes and recover financial losses	Monitoring Officer	Relationship with Shared Legal Service is positive
	Develop the right level of resources to deal with the level of fraud risk CAPACITY	The Council will review its ROI from SAFS Membership	S.151 Officer	s.151 Attends Champion/ Board/ AC Meetings
		SAFS will assist the Council in providing its Transparency Code (Fraud) Data annually	SAFS Mgr	Complete - published in Councils June 2019 AC Papers
	Reports for Audit Committee on all Counter Fraud activity	SAFS Mgr/ S.151 Officer	SAFS provided three reports to AC in 2019/20	
	SAFS will work with bodies including MHCLG/LGA/CIPFA/FFLB to develop anti-fraud strategies at a national level that support fraud prevention in local government	SAFS Mgr	SAFS are involved in the FFCL Strategy re-write for 2020	
s.151 Officer is Assistant Director- Finance & Estates Monitoring Officer is Service Director- Head of Shared Legal Service				Key
				Complete
				In Place/ BAU
				Commenced/ Under Review
				Outstanding