

Anti-Fraud and Corruption Officer Working Group

Terms of Reference

Composition of Group

Chair: Director of Legal and Governance (Monitoring Officer)

Attendees: Representatives from:

- Revenues and Benefits
- Housing
- Legal
- Finance
- CMAP
- Estates
- Procurement (Representative to be agreed)
- Human Resources
- Corporate Communications (as required)
- Web Development (as required)

Further representatives from other areas may be invited to become part of the group when the need for their input is identified.

Terms of Reference

1. To report to Audit Committee on the Council's performance in relation to all fraud related issues.
2. To plan, implement and review fraud awareness training and initiatives in order to deter fraud and corruption.
3. To develop, review and maintain the fraud risk register to ensure that fraud risks have been appropriately identified, recorded and quantified, and be satisfied that sufficient actions are being taken to mitigate those fraud risks.
4. To ensure that proactive anti-fraud work (such as, National Fraud Initiative, internal data matching exercises and intelligence gathering) are efficient and effective, including working with partners such as the DWP and reporting between the organisations to ensure updates are shared.
5. To develop and implement a communication plan relating to fraud and corruption for employees, stakeholders and the public.
6. In conjunction with the relevant responsible officers, review the Council's fraud related policies and strategies to ensure they:
 - Remain relevant, up to date and cover key requirements
 - Link to the Council's strategic objectives
 - Describe outcomes against which to evaluate effectiveness
 - Are approved by Members
 - Are accessible both internally and externally by employees, Members, partners and the public.