

APPENDIX 2 - OCC COUNTER-FRAUD WORK PLAN FOR YEAR 2013/2014

REF.	TASK/OBJECTIVE	DAYS NEEDED	RESOURCES	QUARTER	CURRENT POSITION	COMPLETION DATE
1. Countering Fraud (awareness raising, preventing and deterring fraud)						
a)	Attend regional and national groups on fraud issues (i.e. MCCIAG Sub-Fraud Group, London Audit Group, etc.).	2 days	Senior Auditor (Fraud Lead)	2 & 3		
b)	Engage with DLT's, Directorate Manager Meetings and/or team meetings to deliver presentations as required.	8 days	Head of Audit, Senior Auditor (Fraud Lead)	All		
c)	Develop & maintain a Counter-Fraud webpage on the Council's intranet and internet.	2 days	Senior Auditor (Fraud Lead)	1 & 2		
d)	Produce material to help raise awareness of counter-fraud and whistleblowing. Publish material via a range of mediums.	2 days	Senior Auditor (Fraud Lead)	2		
e)	Review and update Anti-Fraud Strategy and supporting policies	2 days	Senior Auditor (Fraud Lead)	2		
f)	Review and monitor completion of Combating Fraud & Corruption e-learning course. Also updating the course as necessary.	1 day	Senior Auditor (Fraud Lead)	2		
2. Proactive work (detecting fraud)						
a)	Proactive fraud reviews and targeted testing in the following areas; <ul style="list-style-type: none"> - Blue Badge Application review - High Value Contract 	40 days (5 days each)	Senior Auditor (Fraud Lead)	3 2		

REF.	TASK/OBJECTIVE	DAYS NEEDED	RESOURCES	QUARTER	CURRENT POSITION	COMPLETION DATE
	Monitoring - Agency Staff Claims - Income generation systems - Direct Payments - Support Fund administration - Establishment cash handling - Care homes			3 3 4 3 4 4		
b)	National Fraud Initiative (NFI); - Co-ordinating the investigation of matches, - Investigating key matches.	9 days	Senior Auditor (Fraud Lead)	2 & 3		
3. Investigation (investigating fraud and seeking sanctions and redress)						
a)	Investigating potential fraud allegations and making the necessary enquiries to assist any management investigations.	10 days	Audit Manager, Senior Auditor (Fraud Lead), Wokingham contract	All		
b)	Seek the appropriate sanctions and redress.	1 day	Senior Auditor (Fraud Lead)	All		