London Borough of Tower Hamlets
2023/24 Internal Audit Plan

	Priority 1 Audits	Priority 2 Audits	Total Audit Days
Corporate and Council-Wide Reviews	90	35	125
Chief Executive's Office	20	30	50
Resources	205	65	270
Health, Adults and Community	100	15	115
Children and Culture	190	10	200
Place	110	60	170
Tower Hamlets Homes	120	-	120
Provision for Follow-up and Management Requests	80	20	100
Total	**955**	**195**	**1150**

Corporate and Council Wide Reviews

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Corporate Governance Improvement Plan – Follow Up	10	1	The Corporate Improvement Plan was put in place subsequent to Corporate Governance review by Grant Thornton and Internal Audit. We will review and test the implementation of the agreed actions within the improvement plan in readiness for the Governance peer review.	Implement a rigorous improvement programme for those services subject to external inspection, and those that are not.	Management Request High Importance
Management of Waivers to Financial Regulations	15	1	The Council's Financial Regulations provide financial governance framework for officers and members. It is important that any waivers to these regulations are managed and controlled well. This audit will provide assurance that arrangements for managing these waivers are sound and secure and protects the Council's interests.	Deliver a balanced budget, innovate to improve value for money, deliver modern services, and improve customer satisfaction across council services.	Audit Risk Assessment Corporate Risk RS0056 High Importance
Management and Control of Staff Gifts and Hospitality	10	2	Managing the declaration of officers' gifts and hospitalities is an important part of the Council's governance and anti-fraud arrangements. This audit will involve reviewing of the Officers Gifts and Hospitality policy and procedures and providing assurance that the procedures and compliance is sound and secure.	Implement a rigorous improvement programme for those services subject to external inspection, and those that are not.	Management Request and Audit Risk Assessment Medium Importance
Performance Management	15	1	It is important that the Council has a robust framework in place for developing, measuring, monitoring and reporting upon its key performance measures to achieve the strategic priorities. This review will provide assurance that the framework is sound and key	Deliver a balanced budget, innovate to improve value for money, deliver modern services, and improve	Audit Risk Assessment High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
			performance measures are developed, measured, monitored and reported to those charged with governance and improvements made when necessary.	customer satisfaction across council services	
Scheme of publication (publication required via the Local Government Transparency Code)	15	1	The Council is required to publish key information and data on its website to ensure that residents and public can access publishable information in a transparent and open manner. We will review the Council's scheme of publication to provide assurance that the systems and controls are sound and secure.	A council that listens and works for everyone	Management Request and Audit Risk Assessment

High Importance |
| Risk Management | 15 | 1 | This will be a review of the Council's Risk Management policy and procedures to provide assurance that management, control and reporting of key risks to the Council is sound and secure. | Deliver a balanced budget, innovate to improve value for money, deliver modern services, and improve customer satisfaction across council services | Audit Risk Assessment

High Importance |
| Management and Control of Market Supplements for Hard to Fill Posts | 10 | 2 | This will be an Advisory piece of work to review the control and monitoring of market supplements awarded for Hard to Fill posts. The scope of the audit will be agreed with the Director of HR and WD. | A council that listens and works for everyone | Management Request

Medium Importance |
| Attendance Management | 20 | 1 | This audit will review the systems of control in place for reporting, recording, monitoring and managing sickness absences to achieve the objectives of the Council. We will test compliance with the procedures at Directorate level. | A council that listens and works for everyone | Management Request and Audit Risk Assessment |

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
					High Importance
Data Quality	15	2	This audit seeks to provide assurance that there are sound systems for producing and quality checking good quality data which is relevant, reliable, accurate, valid and complete to enable the CLT and Cabinet to make informed decisions to improve the quality of life for all those who live and work in Tower Hamlets.	A council that listens and works for everyone	Audit Risk Assessment

Management Request |
| **Total** | **125** | | | | |

Chief Executive's Office

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source. Importance and Related risk(s) as per Risk Registers
Grants to Voluntary and Community Organisations	20	1	This audit will provide assurance over the Council's arrangements for determining the eligibility of those organisations who apply for the grant funding and for assessing the funding to be granted to those organisations. The assurance will be provided at the stage when both eligibility and financial assessment is determined. We will test eligibility and assessment against the approved criteria and approved internal procedures.	Tackling the cost-of-living crisis. Investing in public services Empowering communities and fighting crime	Management Request High Importance
Management of Transformation Programme and Projects	15	2	Effective management of the transformation programme and projects is an important part of the Council's transformation agenda. We will review the implementation and management of the Corporate Portfolio, Programme and Project Management framework approved by the CLT in May 2022.	Investing in public services	Audit Risk Assessment Medium Importance
Procurement of Legal Advice	15	2	It is important that once a contract is let, it is monitored well to ensure that the key contract requirements are complied with and provider performance is reviewed and monitored. This audit will review how legal advice from Solicitors and Counsellors is procured, managed, monitored and paid for.	A council that listens and works for everyone	Audit Risk Assessment Medium Importance
Total	**50**				

Resources

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Financial Systems	60	1	It is important that the Council's financial systems and governance is sound and secure and key financial systems are independently reviewed on a cyclical basis. We will carry out audits on key financial systems such as Capital Budget Management, Pensions Administration, General Ledger, Debtors, School Accounts Reconciliation and Housing Benefits. This audit will provide assurance that key financial systems and controls are sound and secure.	Deliver a balanced budget, innovate to improve value for money, deliver modern services, and improve customer satisfaction across council services.	Audit Risk Assessment Annual audits Corporate Risk RS0056 High Importance
Homeless – Arrears Management	15	1	We will review management, control and monitoring of Homeless families arrears.in respect of income receivable. We will explore how quickly homeless tenancies are created and any blockages that prevent income to be identified, invoiced and recovered. The audit will require close working with Homeless Persons Unit.	Tackling the cost-of-living crisis Act early to support residents to increase incomes, reduce costs and deb.	Management Request and Corporate Risk RS0056 High Importance
Pre-payment Cards	15	2	We will review the management and control of Pre-payment cards to ensure that controls are sound and secure. A new provider has recently been procured to provide this facility.	Tackling the cost-of-living crisis	Audit Risk Assessment Medium Importance
Housing Benefit quality assurance systems	15	1	We will review the HB quality assurance system to provide assurance that the quality control systems for this area are sound and robust.	Tackling the cost-of-living crisis A council that listens and works for everyone	Management Request and Audit Risk Assessment High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Registrars Service	15	1	This will be a regularity audit of the service to provide assurance that policy, procedures and regulations required to be followed are complied with.	A council that listens and works for everyone	Management Request High Importance
Procurement – Requisition for Quotation (RFQ) system	20	1	This will be a review of the RFQ system to provide assurance that systems, controls and compliance level is sound and secure. We will select a sample of RFQs to ensure that procedures are being complied with.	Investing in public services A Council that listens and works for everyone.	Management Request and Audit Risk Assessment High Importance
Business Support SLAs delivery and performance	15	2	This audit will review the adequacy and soundness of various services provided by the Business Support function to provide assurance that service delivery and performance is controlled and monitored effectively.	A council that listens and works for everyone	Management Request and Audit Risk Assessment Medium Importance
Free Schools Meals Eligibility	15	1	The objective of this audit is to provide assurance that the systems and controls for determining eligibility for free school meals and notifying schools of the eligibility is sound and secure. This audit will also contribute in supporting schools to identify FSM pupils to maximise pupil premiums.	Support children and young people through a package of measures including universal Free School Meals throughout primary and secondary school. Tackling the cost-of-living crisis	Management Request High Importance
Management of Members' Enquiries	20	2	The objective of this audit is to provide assurance that systems and controls for managing Members' Enquiries	A council that listens and works for everyone	Audit Risk Assessment

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
			at all levels are sound and secure and achieve the objectives of the Council. The audit will review systems and procedures for dealing with Enquiries by Information Governance Team and by the Mayor's office.		Medium Importance
IR35 – Off Payroll Engagement	15	1	To review the control framework across the Council to provide assurance that IR35 requirements are complied with.	A council that listens and works for everyone	Audit Risk Assessment

High Importance |
| Idea Stores – Regularity Audit | 15 | 2 | We will visit a sample of Idea Stores to provide assurance that systems for dealing with petty cash, income control, expenditure control, inventory control, stock control, security etc. are sound and secure. | Protect the space in our Idea Stores where young people can study and work with community groups. Invest in public services | Audit Risk Assessment

Medium Importance |
| Cloud strategy and operation (IT Audit) | 15 | 1 | This IT audit will review the Council's Cloud Strategy to provide assurance that the strategy achieves the objective of the Council and that the operation is sound and secure. The specific scope of the audit will be agreed with the Director of IT. | A council that listens and works for everyone Invest in public services | Audit Risk Assessment and Management Request

High Importance Corporate Risk ICT0076 |
| Virtual infrastructure (IT Audit) | 15 | 1 | This audit will provide assurance that remaining virtual infrastructure is sound and secure. The scope of the audit will be agreed with the Director of IT | Invest in public services

A council that listens and works for everyone | Management Request

High Importance Corporate Risk ICT0076 |

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Cyber Security Controls over Supply Chain and Trusted Partners	10	1	This audit will seek to test the robustness of cyber security controls with respect to the Council's supply chain to ensure that the Council's trusted partners management of shared data is not compromised. Council data is used by suppliers and it is important that this data is not compromised and securely protected from abuse.	Invest in public services A council that listens and works for everyone	Management Request High Importance Corporate Risks ICT0081 ORG0027
Software Licenses- Management and Control	10	1	This audit will examine the Council's operational arrangements for management, control and monitoring of software licenses to ensure that any changes to licenses are notified, communicated and understood by users and there is adequate oversight.	Invest in public services A council that listens and works for everyone	Management Request High Importance Corporate Risks ICT0081 ORG0026
Total	**270**				

Health, Adults and Community

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Management of Video Surveillance systems	15	1	This service was subject to an inspection by the Surveillance Camera Commissioners in 2020. The review will provide assurance over the Council's management of Video Surveillance systems to ensure that it complies with the Protection of Freedoms Act 2012 and meets the Code of Practice under the Act This will be a focused piece of work and the exact scope will be discussed with Management. .	Implement a rigorous improvement programme for those services subject to external inspection, and those that are not.	Audit Risk Assessment and Corporate Risk ASD0038 High Importance
Recruitment and Vetting of Enforcement Officers	10	1	This is a consultancy piece of work requested by Management. The review will examine the process for carrying out the necessary vetting to ensure that the applicants have the necessary accredited qualifications. The scope of the audit will be discussed with the Director of Community Safety.	Tackle anti social behaviour and crime hotspots with CCTV and design of public spaces. – Put more uniformed police officer.	Management Request High Importance
Quality Assurance Board and Framework	15	1	To provide assurance over the implementation of the Quality Assurance Board and draft framework for adult social care. Quality assurance is a key element of service improvement in provision of social care to vulnerable adults. A review of the QA framework and its application in social care practice will be beneficial.	Provide high quality and financially sustainable services for adults receiving social care to achieve their goals, be connected to others and live as independently as possible.	Management Request Corporate Risk ASD0015 High Importance
Management and Monitoring of Fixed Penalty Notices	15	2	The Council is empowered to issue Fixed Penalty Notices for enforcements of certain breaches of law and regulations. This audit will review the soundness and adequacy of controls for issuing FPNs and for planning, collecting and monitoring of income from FPNs.	Tackle anti social behaviour and crime hotspots with CCTV and design of public spaces.	Management Request and Audit Risk Assessment Medium Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source and Related risk(s) as per Risk Registers
Domiciliary Care - Procurement Advisory work	10	1	We will provide advice around the controls around the payment process for the new contract for Domiciliary Care.	Provide high quality and financially sustainable services for adults receiving social care to achieve their goals, be connected to others and live as independently as possible.	Management Request Corporate Risk ASD0015 High Importance
Telecare Service	15	1	This will be a review of the Telecare service to provide assurance that sound controls are built into the service provision. The scope of this audit will be discussed with the Director of Adults Social Care.	Provide high quality and financially sustainable services for adults receiving social care to achieve their goals, be connected to others and live as independently as possible	Management Request and Audit Risk Assessment Corporate Risk ASD0015 High Importance
Direct Payments	15	1	This will be review of the Direct Payments system to provide assurance that systems and procedures for controlling and monitoring direct payments are sound and secure. We will also review the clawback procedures as part of this audit.	Provide high quality and financially sustainable services for adults receiving social care to achieve their goals, be connected to others and live as independently as possible.	Audit Risk Assessment Corporate Risk ASD0015 High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Contract Monitoring	20	1	We will select a sample of commissioned adults and public health contracts and review the effectiveness of monitoring these contracts. The objective is to provide assurance that key contract requirements are monitored and complied with. This will include performance monitoring, variation control, payment control, social value, DBS and other key requirements.	Provide high quality and financially sustainable services for adults receiving social care to achieve their goals, be connected to others and live as independently as possible	Audit Risk Assessment Corporate Risk ASD0015 High Importance
Total	**115**				

Children's and Culture

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Holiday Playschemes	15	1	This audit will review the Council's offer of Holiday Playschemes to provide assurance that the planning, assessing and managing the scheme achieves Council objectives. We will assess how fees and charges are assessed and the system for maximising and collecting fees and charges.	Support education achievement through a series of learning interventions and financial support	Management Request Corporate Risks CSD0016 CSD0026 High Importance
Supporting Stronger Families Grant Certification	15	1	This will be grant certification audit, involving detailed testing of a sample of cases to ensure that the required outcomes for the families have been delivered.	Support education achievement through a series of learning interventions and financial support.	Grant Certification audit High Importance
Schools Probity Audit	100	1	A selection of schools will be visited to carry out a programmed audit of schools. The audit will cover areas of Leadership and Governance; Budget Management; Procurement; Income and Expenditure controls; Payroll and Personnel; Asset Management; and other key areas. This is part of the LAs statutory responsibility to carry out a cyclical audit of maintained schools.	Support education achievement through a series of learning interventions and financial support	Cyclical Audit High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
SEND Improvement Plan	15	1	This audit will provide assurance that the improvement plan from SEND inspection last year is monitored and controlled and that the agreed actions are progressed and implemented.	Implement a rigorous improvement programme for those services subject to external inspection, and those that are not.	Audit Risk Assessment Corporate Risk CSD0024 High Importance
King George Field's Trust - governance	10	2	This will be a review of the governance arrangements for the charitable trust to provide assurance that the organisation runs as a standalone entity and that its financial and operational management arrangements are clearly separated from the Council.	A council that listens and works for everyone	Management Request Medium Importance
Education Maintenance Allowances (EMAs) and Bursary Payments	15	1	We will review the systems and procedures for assessing and paying EMAs and Bursary Awards to ensure that Council's objectives and priorities are achieved.	Support children and young people through a package of measures including, educational maintenance allowances for those in post-16 years, and bursaries for young people who want to go to university.	Audit Risk Assessment High Importance
Youth Service Insourcing - Advisory	15	1	We will review the governance and controls around management of the In-housing project.	Aim to bring outsourced public services back into public hands and introduce an 'insourcing first' policy.	Management Request and Audit Risk Assessment High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Commissioning of Sports Activities -Advisory	15	1	This will be a consultancy piece of work to review the governance and framework for sports provision and activities awarded to community groups and organisations.	Open up opportunities for all residents, including young people and women, to participate in a wide range of local sporting and cultural opportunities.	Management Request High Importance
Total	**200**				

Place

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Passenger Transport Services	20	1	This audit will provide assurance that the planning, control and monitoring of the Council's passenger transport service is sound and secure and meet the objectives of the Council.	Working towards a clean and green future.	Management Request and Audit Risk Assessment High Importance
Planning and Building Control Fees and Charges	15	2	We will review and test that planning and building control fees and charges are set, collected, banked, accounted for and monitored effectively.	Deliver a balanced budget, innovate to improve value for money, deliver modern services, and improve customer satisfaction across council services.	Audit Risk Assessment Directorate Risk PAR0054 Medium Importance
Licensing	15	1	This audit will review the Council's arrangements for issuing various statutory licences to provide assurance that systems and controls are sound and secure and meet Council objectives.	Empower tenants and residents and support effective enforcement	Audit Risk Assessment High Importance
Procurement and Management of Technical Consultants for Capital Works	15	1	We will review the procurement and monitoring process for technical consultants like the architects, quantity surveyors, clerks of works and Employers Agents and other technical service providers.	Work with developers and housing associations to deliver a minimum of 1000 social homes for rent per annum.	Audit Risk Assessment Directorate Risks SDBCD0029 DRD0062 DRD0063 High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
THH Insourcing	15	1	This will be joined up piece of work between THH and LBTH to review the arrangements and controls for transferring housing management functions to the Council. The scope of the work will be determined in consultation with the LBTH Director of Housing and THH Directors.	Consult residents on the future of housing management services, including Tower Hamlets Homes	Audit Risk Assessment High Importance
Post Contract Review – New Town Hall	10	2	This audit will be a post contract review of the New Town Hall project to ensure that procedures for final accounts, contractual claims, post completion assessment, lessons learnt etc. are sound.	A council that listens and works for everyone	Management Request. Risk DRCPCD0057
Management of Lettings of Community and Commercial Properties	15	1	This audit will provide assurance that systems and controls for governance and management of lettings of community and commercial are sound, secure and in accordance with Council procedures.	Support small businesses, start-ups and markets and put traders at the heart of their management.	Audit Risk Assessment and Management Request Directorate Risk PMP0009 High Importance
Management of Markets	15	1	To review the arrangements for managing and monitoring various aspects of Markets. Scope to be agreed with the Director, Public Realm.	Support small businesses, start-ups and markets and put traders at the heart of their management.	Audit Risk Assessment Directorate Risk PPRMM0003 High Importance

Audit Title	Est. days	Priority	Outline scope and rationale	Council priority and/or outcome	Audit Source, Importance and Related risk(s) as per Risk Registers
Management of Grants	20	2	We will select a sample of grants administered by services within the Directorate and provide assurance that procedures for awarding and paying these grants are sound and secure.	Act early to support residents to increase incomes, reduce costs and debt. Boosting culture, business, jobs, and leisure	Audit Risk Assessment Medium Importance
Penalty Charge Notices – Appeals Procedure	15	1	This audit will examine the system for receiving, managing and monitoring of Appeals received against the PCNs issued by the Council.	A council that listens and works for everyone	Management Request Directorate Risk CLPRPM0066 High Importance
Waste Management – Operational Control	15	2	This review will cover the effectiveness of operational management of the waste function. The scope will be discussed with the Director of Public Realm.	Clean up our borough with more bins, litter sweeps and a mission to drive down missed bin collection.	Management Request and Audit Risk Assessment Medium Importance
Total	**170**				

Reserves/ Future Audit Topics for Consideration

Corporate and Council-Wide Reviews	Chief Executive's Office
- Risk Management - Prevent Strategy - Business Continuity Planning - Establishment Control - Advertising and Commercial Income - Management of Transformation Programme and Projects - Management of Leavers - Management of Overtime - Website Document Accessibility - Effectiveness of Council's Digital Offer - Value for Money Arrangements - Transparency Code - compliance audit - Schemes of Delegation - Apprentice Levy - Control and Monitoring of Multiple Employment - Business Continuity - Cyber and Data Security - Service Planning - Net Zero Carbon Commitment - Data Security and Incident Management - Building Safety Act- Compliance	- Monitoring of Voluntary and Community Sector grants - Legal Planning Meetings for Children's Social Care Cases - Tower Hamlets Strategic Partnerships - Communications Strategy and Protocols - Charging for Legal Services - Management of Mayors Office - Control of Mayoral regalia and civic assets - RIPA Compliance - Management of Members Allowances and Payments - Members training and Induction - Overview and Scrutiny - Management of Health Determinants Research Grant
Resources	**Health Adults and Community**
- Cash and Deposits - CHAPS Payments - VAT Management - Travel Cards and Allowances	- Electronic Home Care system - ASB Management - Brokerage - Re-ablement Service

- Systems Interfaces and Reconciliations
- HR Case management
- Competitive Tendering
- Payroll Reconciliation Processes
- Payroll Exception Report management
- BACS Payments and Control
- Customer Contact and Customer Journey
- CRM
- Control and Monitoring of Social Value in Council let contracts
- Complaints
- Deputyships and Appointeeships
- Adult Education
- Contact Centre
- Residents Hub

Place

- Compliance with CDM Regulations
- Building Contract Administration and Standard Contract Documentation
- Improvement, DFG and other Grants
- In-house Temporary Resourcing services -ITRES
- Repairs and Maintenance of Administrative and other Buildings
- Cleaning Contracts for Administrative Buildings
- Health and Safety at Work
- Monitoring Use of Temporary Accommodation
- Homeless Families - Tenancies and Debt Control
- Food Safety Inspections
- Trading Standards
- Landlord Licenses
- Building Control
- Parking Permits
- Penalty Charge Notices

- Annual Reviews of Care Plans
- Occupation Therapy
- Mosaic - Quality of data audit
- Commissioning
- Hospital Discharge team
- Management of Civil Emergencies
- Pandemic Flu Plan
- Social Care- Data Quality
- Safeguarding Adults
- Non-Recourse to Public Funds
- Commissioning and contract management
- Procure to pay system for home care
- Public Health contracts
- CCTV Operation
- Transition from Children's to Adults (Cross directorate with C&C)
- CIPFA/SCIE Improvement Plan

Children and Culture

- Home to School Transport
- Youth Offending Team - Case Management
- Leisure Service
- Safeguarding
- Contract Services - Catering and Cleaning
- Management of School Catering
- Fostering
- Children's Commissioning and Contract Management
- THAMES
- School Development Service
- Tower Hamlets Education Partnership
- Community Language
- Sports Provisions
- Arts and Events
- Inspection of playgrounds and parks

• Highways and Street Lighting Contract • Fire Safety • Parking Income • Waste Management and Recycling • Planning Pemissions	• Youth Service • Quality Assurance systems • Multi Agencies Safeguarding Hub • Child Exploitation • School Governance service • Leaving Care service

Proactive and Anti-Fraud Activity

Initiative	Broad Scope	Council priority and/or outcome
Annual Review of Policy Documents.	Good governance is essential for any organisation to achieve its objectives. We will ensure that our policies remain relevant, compliant with good practice and reflective of legislative changes. We will undertake reviews of or key governance documents including the Anti-Fraud and Corruption Strategy, Counter Fraud Manual, Anti-Bribery Policy, Anti-Money Laundering Policy, whistleblowing policy and Prosecution Policy.	A council that listens and works for everyone
National Fraud Initiative	We are statutorily required to participate in the National Fraud Initiative. We will act as Key Contact for the Council and the Cabinet Office and arrange and co-ordinate the submission of the relevant data sets for 2022 NFI exercise. We will continue to co-ordinate and ensure that the investigation of matches arising from the 2020 and 2022 data submissions are managed effectively across the Council. We will review the quality of investigations by individual responsible officers and conduct our own review and investigations. We will identify common systems data quality issues that can be factored into the next round of NFI data matching exercise to increase the accuracy of future data matching. Results will be reported to the Audit Committee regularly.	A council that listens and works for everyone
Fraud Awareness	A strong anti-fraud culture is the first line of defence in combatting fraud affecting any organisation. A broad range of activity will improve awareness of the Council's fraud risks and create a deterrent effect. We will deliver at least 12 fraud awareness presentations and/or workshops across the Council. We deliver an internal fraud awareness campaign to coincide with International Fraud Awareness Week.	A council that listens and works for everyone

Initiative	Broad Scope	Council priority and/or outcome
Internal Data matching / Data Analysis/Sample Testing	Data sharing/matching is recognised as a key tool in the fight against fraud. This activity is dependent on the effectiveness of the NFI, as well as our own capability/capacity. We will undertake a review of the feasibility of further data matching and analysis using the Council's data to detect instances of fraud in high risk areas such as Housing, Social Care and Procurement.	A council that listens and works for everyone
Anti-Fraud Intranet website content	We will continue to provide and improve the usability and access to anti-fraud information with the aim of encouraging referrals, we will conduct a review of the anti-fraud Intranet and website content to ensure the content is up to date, aligned with best practice, promotes an anti-fraud culture and explains to staff what to do if they suspect fraud or similar crimes.	A council that listens and works for everyone
Fraud Survey	To assess understanding of current fraud related topics, processes, and procedures and to provide guidelines on possible avenues to make improvements, we will design and conduct targeted anti-fraud survey.	A council that listens and works for everyone
Fraud Risk Register	We will review, update and maintain the Fraud Risk Register.	A council that listens and works for everyone