

DATA LABEL: PUBLIC

Counter Fraud Plan 2019/20

Item	Task	Detail	Target Date
1.	Whistleblowing Hotline	<p>Monitor whistleblowing hotline and mailbox, maintain a record of all whistleblowing referrals, risk assess, prioritise and investigate as appropriate.</p> <p>Identify and report on any weaknesses in internal control and make recommendations for improvement.</p> <p>Raise awareness of the types of whistleblowing referrals dealt with by the Counter Fraud Team and the internal control weaknesses identified to both senior and service management.</p>	Ongoing during 2019/20
2.	Counter Fraud Investigations	<p>Maintain a record of all referrals, risk assess, prioritise and investigate as appropriate.</p> <p>Identify and report on any weaknesses in internal control and make recommendations for improvement.</p> <p>Raise awareness of the types of referrals dealt with by the Counter Fraud Team and the internal control weaknesses identified to both senior and service management.</p>	Ongoing during 2019/20
3.	National Fraud Initiative (NFI)	<p>Co-ordinate the 2018/19 National Fraud Initiative (NFI) data matching exercise. Provide advice and assistance to services where required and monitor the investigation of data matches by services during 2019.</p> <p>Report on progress of NFI to the Audit Committee in both the half year and year end Counter Fraud reports.</p>	Ongoing during 2019/20

Item	Task	Detail	Target Date
4.	Anti-Fraud and Corruption Policy	Review the policy and revise it as necessary prior to submission to Partnership and Resources PDSP and Council Executive for approval. The policy will then be submitted to the Audit Committee for information.	30 September 2019 (for approval)
5.	Counter Fraud Procedures	Review existing counter fraud procedures for effectiveness and update as required. Keep up to date with new developments such as changes in legislative requirements and best practice and update procedures where required.	31 March 2020
6.	Online Training – Fraud and Whistleblowing Awareness	<p>Roll out new online anti-fraud and whistleblowing training. Completion of the new online training module will increase staff awareness of the following:</p> <ul style="list-style-type: none"> • The council's Anti-Fraud and Corruption Policy and Whistleblowing Policy. • How fraud happens and the types of fraud relevant to West Lothian Council. • How staff can report their concerns to the Counter Fraud Team. • What measures staff and services can take to deter fraud. 	Ongoing during 2019/20
7.	Counter Fraud Advice and Information	<p>Liaise with services to disseminate counter fraud advice and information.</p> <p>Respond to daily Data Protection Act (DPA) requests and ongoing Data Washing requests from Police Scotland.</p> <p>Respond to ad hoc Data Protection Act (DPA) requests from other partners and agencies (e.g. other Local Authorities).</p>	Ongoing during 2019/20