



UTTLESFORD DISTRICT COUNCIL

COUNTER FRAUD
AND CORRUPTION
ACTION PLAN
2024-2026

New Objectives

| Action Ref | Action | Responsibility | Target Date |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------|
| 1 | Develop an enhanced fraud response plan that clearly delineates between a preliminary evaluation to determine the substance of any case and a subsequent full investigation. There should be a defined decision point which may lead to full investigation (with a view to civil or criminal action) closure (as nothing to investigate). The fraud response plan should clearly identify who will be carrying out any investigations and where the budget sits. | Audit Manager / Monitoring Officer / s151 Officer | March 2025 |
| 2 | Update the risk assessment of the Council's activities susceptible to fraud and / or corruption risks to bring it in line with the Council's revised risk management policy (due to be agreed by Cabinet in October 2024). | Audit Manager / Counter-Fraud Working Group | September 2025 |
| 3 | Develop a system for recording all the Council's counter-fraud activity, capturing savings and providing appropriate summary reports to Audit and Standards Committee. | Audit Manager | March 2025 |
| 4 | Develop an on-line training module for use by all staff and Members and existing staff and Members to underpin understanding of anti-fraud and corruption responsibilities. | Audit Manager / Monitoring Officer / HR | December 2024 |
| 5 | Provide all members and officers with anti-bribery and anti-money laundering training. | Audit Manager / Monitoring Officer / HR | June 2025 |
| 6 | Identify and provide specific training needs for front-line staff who act as gatekeepers to Council services. | Counter Fraud Working Group | Ongoing |
| 7 | Investigate the potential use of CIFAS as a provider of training, in recruitment vetting and in preventing tenancy fraud. | Audit Manager / HR | March 2025 |
| 8 | Targeted campaign to address the fraud risk in one more areas of Council activity. | Counter Fraud Working Group | September 2025 |
| 9 | Investigate the potential use of new technologies to ensure account names correspond with bank account numbers and sort codes prior to making payment. | ICT / Finance | December 2025 |
| 10 | Provide support and guidance across the community to help residents and stakeholders protect themselves against fraud, and advice on how to refer their concerns to appropriate bodies when fraud occurs. | Counter Fraud Working Group | December 2025 / Ongoing |

Ongoing Actions

| Action Ref | Action | Responsibility |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | Report to Audit and Standards Committee on counter-fraud activity and progress against the counter-fraud activity and action plan. | Audit Manager / Counter-Fraud Working Group |
| 2 | Ensure that the Council actively takes part in mandatory NFI exercises and promptly takes action arising from it. | Audit Manager / Counter-Fraud Working Group |
| 3 | Where fraud is identified, a report will be written outlining weaknesses which led to its perpetration and recommendations made to improve the control framework. Follow up to be undertaken to assess the progress of implementation of recommendations to assess improvement of the control framework. | Audit Manager |
| 4 | Fraud risk is considered by Internal Audit in the development of the Internal Audit Annual Plan and within relevant audit assignments. | Audit Manager |
| 5 | Update counter-fraud policies and procedures in line with updated guidance and changes within the Council (e.g. due to Blueprint Uttlesford). | Audit Manager / Counter Fraud Working Group |
| 6 | Counter Fraud Working Group will meet quarterly in line with its terms of reference and programme of work. | Audit Manager / Counter Fraud Working Group |
| 7 | Maintain information governance and cyber security measures that protect our data from cyber-criminals. | ICT |