

**Classification:** Public

**Key Decision:** No

## Gravesham Borough Council

**Report to:** Finance & Audit Committee

**Date:** 05 March 2024

**Reporting officer:** James Larkin, Head of Audit & Counter Fraud Shared Service  
(Chief Audit Executive)

**Subject:** Counter Fraud Plan 2024-25

### Purpose and summary of report:

To present for approval the Counter Fraud Plan for 2024-25.

### Recommendations:

1. Members approve the Counter Fraud Plan 2024-25 presented at Appendix 2.

Key Implications:	
Item	Implications
<b>Legal</b>	Section 151 of the Local Government Act 1972 places a duty on local authorities to make arrangements for the proper administration of their financial affairs. The prevention, detection and investigation of fraud contributes to this requirement to ensure that public money is protected from fraud.
<b>Finance and Value for Money</b>	An adequate and effective Counter Fraud function helps to identify fraud and error that could have an adverse effect on the financial statements of the council. Since the inception of the shared service, the financial savings achieved through counter fraud activity have always exceeded the costs incurred. For example, the outturn costs for counter fraud in 2022-23 were approximately £78,287 and financial savings for the year were £273,164, representing good value for money.
<b>Corporate Plan</b>	The work of Counter Fraud supports the council in achieving all of its objectives set out in the Corporate Plan 2023-27 but is particularly relevant to the Objective <b>One Council</b> : a well-run and innovative authority, defined by its skilled and valued workforce, committed to developing its local social impact. <b>Corporate Compliance:</b> a responsible organisation, ensuring all constitutional, policy and legislative demands are met, and pro-active risk management practices adopted.
<b>Climate Change</b>	There are no direct climate change implications to this report.

## 1. Introduction

- 1.1 Since 1 March 2016, the council's counter fraud activity has been delivered by the Internal Audit & Counter Fraud Shared Service with Medway Council. The Counter Fraud Plan outlines how the service intends to deploy the counter fraud resource for Gravesham.

## 2. Counter Fraud Plan 2024-25

- 2.1 The Counter Fraud plan for 2024-25 has been designed around four keys areas of activity:
- 2.2 **Fraud Awareness and Prevention** – prevention is better than cure, so there will be resource dedicated to educating staff around fraud risks, what they should be alert to and the role they play in trying to prevent it happening. It is also intended that fraud risk assessments will reviewed to assess the controls and residual risks and continue to maintain an accurate fraud risk register. Officers will be available to attend corporate working groups to offer advice where fraud risks are being considered as part of ongoing projects.
- 2.3 **Pro-Active Counter Fraud Activity** – This will involve work to pro-actively identify potential instances of fraud and error and will primarily involve participation in the National Fraud Initiative Exercise and activities co-ordinated by the Kent Intelligence Network, but it may be possible to conduct internal exercises specific to the fraud risks of the council that not picked up by those larger projects.
- 2.4 **Responsive Investigation Activity** – This is likely to form a large area of work for the team and will relate to the investigation of alleged fraud / error / malpractice. While officers will primarily be responsible for the investigation of alleged fraud, their skills may be used by HR in the investigation of complex disciplinary matters.
- 2.5 **Other Counter Fraud Activity** – the council has a service level agreement with the Single Fraud Investigation Service to provide information relating to housing benefit claims that they are responsible for investigating. The team also respond to requests for information under the Data Protection Act that are received from the Police and other investigating bodies, including other local authorities. In addition, officers from the team also attend meetings with partner organisations linked to fraud and other criminal activity. While these activities do not directly contribute to the performance of the service, they do require a level of resource, which is why they are included in the plan.
- 2.6 The team's performance measures are outlined in section five of the plan document. It should be noted that many of these measures do not have targets for the outturns and this is because of the largely responsive nature of the service, which dictates where resource must be allocated.
- 2.7 A copy of the Counter Fraud Plan 2024-25 is presented at Appendix 2.

## 3. Appendices

- 3.1 The following documents are to be published with the report:
- 3.2 Appendix 2: Counter Fraud Plan 2024-25

## 4. Background Documents

- 4.1 There are no background documents.

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<b>Secondary Implications</b>	
<b>Risk Assessment</b>	The prevention, detection and investigation of fraud contributes to the council meeting its duties under section 151 of the Local Government Act 1972. The Counter Fraud Plan is intended to demonstrate how the council will use its Counter Fraud Resource to best support this duty by identifying and taking appropriate action in suspected and proven instances of fraud, as well as seeking redress.
<b>Data Protection Impact Assessment</b>	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	a. Does the project/change being recommended through this paper involve the processing of <a href="#">personal data</a> or <a href="#">special category data</a> or <a href="#">criminal offence data</a> ?  A definition of each type of data can be found on the Information Commissioner's Office website via the above links.  No
	b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?  N/A
	c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a> .  N/A
<b>Equality Impact Assessment</b>	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.  No
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.  No
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>
<b>Crime and Disorder</b>	The counter fraud arrangements of the council acknowledge that the council can be exposed to fraud and are intended to, as far as possible, prevent fraud occurring and pursue criminal action if needed when fraud is detected. Working with partners to combat crime and disorder has a positive contribution to community safety in its broadest sense.
<b>Digital and website implications</b>	The Local Government Transparency Code requires the publication of data relating to Fraud Investigation; this is published in line with the requirements on the council's website.
<b>Safeguarding children and vulnerable adults</b>	There are no direct safeguarding implications to this report.