

Projects, responsive work and advice & information 2013-14

Project title	Summary of work undertaken
Advice sought regarding proof of entitlement to free bulky waste collection	Reviewed documentary evidence supplied and advised that it was insufficient proof.
Advice regarding Data Protection requested	Advised that there was a need to ensure that form collecting the personal data contained a fair processing notice to verify status of data and then referred to Data Protection Officer for opinion.
Request for information on where to find link to Council Tax Reduction Scheme legislation.	Supplied link where the legislation could be found.
Advice sought on how to successfully join two databases in order to prioritise work (5 separate occasions)	Used Idea software to join databases so that data was more useful.
Gathered data for Welfare Reform Group and liaised with IT to provide data mapping	Gathered data from a number of sources and attached Unique Property Reference Number using Idea software or extracted postcode in order to supply data for IT to prepare a digital map for use at meetings.
Request to search for duplicate information on spreadsheet	Used Idea software to carry out duplicate search and reported results back.

Anti-fraud activity 2013-14

Project title	Summary of work undertaken
Recruitment Vetting Fraud-proofing review	Reported alongside assurance audit work in Annex 3.
Request to search for duplicate payments and duplicate creditor details	Extracted data from Integra database using Microsoft Access to produce tailored reports, then imported data into Idea software to carry out duplicate record searches on a number of fields. Resultant data passed to Exchequer Services for further investigation.
Request to circulate Revenues & Benefits Code of Conduct	Updated Revenues & Benefits Code of Conduct and liaised with IT to distribute to relevant staff using Netconsent software.
National Fraud Initiative	Sifted through NFI creditors data to identify potential duplicate payments and duplicate creditor details. Potential duplicates were passed to Exchequer Services for further investigation. Sifted through Pensioner to Benefit matches to identify all cases where pensions had not been updated on Benefits system, . Use mail merge to produce letters to each case and supplied feedback data to Benefits Section for benefit to be rectified and overpayments created where appropriate.
Annual Review of Anti-Fraud Policies	Carry out review of policies and progressed to final approval and updated websites to show new policies
Circulate the National Fraud Authority Training Package	Liaised with IT to circulate fraud awareness training to all staff with log on rights to Council systems in order to raise fraud awareness within the authority.
Members will be aware that Benefit Fraud is reported regularly to the Finance, Innovation and Property Advisory Board. However, the Audit and Fraud Sections have a wider remit to cover Corporate Fraud and this forms part of the overall corporate governance remit of the Audit Committee therefore it is considered appropriate to give a summary to this Committee of Anti-Fraud work undertaken.	