



Anti-Fraud and Corruption Steering Group Meeting Terms of Reference

The Police and Crime Commissioner (PCC) and the Chief Constable (CC) Chief Finance Officers (CFO) have responsibilities for the effective stewardship of public money and for safeguarding against losses due to fraud and corruption.

Purpose:

The purpose of the meeting is to enable the steering group to discuss the prevention of fraud and corruption, taking account of current and emerging risks and issues relating to counter-fraud, corruption and whistleblowing.

Frequency of meeting:

Quarterly

Membership:

PCC Chief Finance Officer, the Force Chief Finance Officer, the Deputy Chief Finance Officer, Internal Audit Manager, Head of the Professional Standards Department (PSD), the OPCC Research and Performance Officer, Force Risk Policy and Review officer and a representative from the HR Department and Legal Services.

Chairperson:

PCC Chief Finance Officer

Functions:

- To receive an oral update from the Head of PSD on current and emerging risks in relation to anti-fraud and corruption including an exception report on the delivery of the Force's control strategy.
- To review and monitor the Force's processes regarding: threat and risk assessment, strategy development, resourcing arrangements and action planning, in line with the adopted CIPFA Code.
- To review and support the maintenance and development of the Joint Fraud Risk Register.
- To review the provision of appropriate counter fraud and corruption training..
- To receive an oral briefing by the Head of PSD, HR representative, Internal Audit Manager and PCC/CC CFOs of any significant concerns, relevant cases to note and any new initiatives or activities (such as e-learning packages) in relation to anti-fraud and corruption and whistleblowing.
- To advise the PCC CFO and the Force CFO on anti-fraud and corruption and whistleblowing matters, providing assurance to all parties that the relevant systems and procedures are subject to regular review against best practice and that identified weaknesses are managed.
- To provide links to other existing governance mechanisms across the organisations, where appropriate:

- To the confidential risk management board, internal audit planning, financial management and assurance around internal controls.
- To the PCC's Professional Standards Governance meeting.
- to the work of the External Auditors, who also require an understanding of how those charged with governance exercise oversight of management's processes for identifying and responding to the risk of fraud and the internal control that management has established to mitigate the risk.
- To consider any nationally produced reports, guidance and best practice, which will be discussed as appropriate.
- Any issues relevant to the 'Scheme of Arrangements for the discharge of functions, Section FR 26.2' [i.e. any matter which involves, or is thought to involve, irregularities concerning cash, stores or other property of the PCC or Chief Constable will be raised with the relevant CFO] be raised at the AF&C meeting.

Reporting mechanism

The Joint Independent Audit Committee (JIAC) has a role in reviewing arrangements for the assessment of fraud risks and potential harm from fraud and corruption and monitoring the effectiveness of the counter-fraud strategy, actions and resources.

A report will be provided to the JIAC on a Bi-annual basis that details the PCC/Chief Constable approach to anti-fraud and corruption.

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