Item	Objective	Task	Frequency	Responsible Person	Meeting Date	Progress
1	Update the Group on new, planned or ongoing work	HoPSD to provide oral briefing considering and highlighting any; Relevant cases, best practice / lessons learned, new initiatives / improvements a) Current cases, issues / concerns b) AF&C Strategy development c) Resourcing / resilience d) Forward planning	**Every Meeting**	HoPSD	**Every Meeting**	
2	Ensure purpose and focus of the steering group is relevant and appropriate	Review terms of reference for the Anti-fraud & Corruption Steering group meetings	**Annually** (Sept)	RPO	9th March 2022 June 2022 **Sept 2022** December 2022 March 2023	
3	Share any relevant intelligence between group members.	Each group member to provide oral Update on: New or ongoing work - highlight any issues or concerns, relevant cases, best practice / lessons learned, new initiatives / improvements. a) Internal Audit (IAM) b) Finance Department (FCFO)	**Every Meeting**	All Group Members	**Every Meeting**	

		c) HR Department (HR BP) d) OPCC including LCFP information. (RPO) e) Legal (LR) ALL to consider… f) Fraud and Corruption Risks g) Consideration of National Issues h) Any Other Significant Issues or Risks				
4	To consider appropriateness of confidential reporting – "whistleblowing" policies.	Review content of confidential reporting "Whistleblowing" policy (OPCC) AND Professional Standards Reporting "whistleblowing Policy" PD48 (Force)	**Every 2 years** (June) *(JIAC review draft)*	HoPSD / RPO	9th March 2022 **June 2022** Sept 2022 December 2022 March 2023	
5	To consider appropriateness of Anti-fraud, & corruption policy and Strategy	Review the content of the Joint anti-fraud and corruption policy- PD161. And Strategy.	**Every 2 years** (September) *(JIAC Review draft)*	HoPSD / RPO	9th March 2022 June 2022 **Sept 2022** December 2022 March 2023	
6A	To consider Potential content of Annual internal audit plan.	To suggest any Anti-fraud and corruption related business for inclusion into annual internal audit	**Annually** (March) (JIAC review audit	All	**9th March 2022**(A&B) June 2022 (B)	

6B	To consider any outstanding audit recommendations	plan. Review current progress against any outstanding AFC related audit recommendations (Action Plans)	plan in April). **Every Meeting**		Sept 2022 (B) December 2022 (B) March 2023 (A&B)	
7	To Consider anti-fraud and corruption training requirements.	To review training needs relating to AFC. (Inc general Induction, refresher, and role specific)	**Annually**	All	**9th March** 2022 June 2022 Sept 2022 December 2022 March 2023	
8.	To consider internal communications requirements	To review need for anti-fraud and corruption awareness communications.	**Annually**	All	9th March 2022 June 2022 Sept 2022 **December 2022** March 2023	
9.	To consider the Fraud Risk Assessment and the Fraud Risk Matrix (Key Risks).	Review content of fraud risk assessment and fraud risk matrix to ensure risk & mitigation information remains current and appropriate.	**Annually**	RPO / DCFO	9th March 2022 **June 2022** Sept 2022	

					December 2022 March 2023	
10.	To consider the annual summary report for JIAC on the work of the AFCSG	To review the annual summary report on the work of the AFCSG over the previous 12 months.	**Annually** (March) (JIAC review report)	RPO	**9th March 2022** June 2022 Sept 2022 December 2022 March 2023	
11.	To consider the content of the AFCSG work plan.	To review and approve the content of the annual work plan for the AFCSG.	**Annually** (December)	RPO / ALL	**December 2022**	