

Security Operation Group (SOG)

Terms of Reference

1. Security Operation Group

The Security Operation Group (SOG) operates under the umbrella of the Department for Work and Pensions (DWP)/Local Authority Associations Steering Group (LAASG). It provides a sounding board and interchange forum for officials and LAA nominated local authority practitioners to discuss issues and explore strategy proposals in development with specific emphasis on fraud and error and compliance issues.

2. Remit

SOG remit includes discussion of, and operational input into, policy development as well as consideration of operational issues referred to SOG by the Steering Group.

The group reports back to the Steering Group on its work and outcomes. Where relevant, SOG will be a decision making body, only referring matters to the Steering Group where a higher level strategic steer is required, where issues relate to matters of funding and subsidy or where issues have significant resource implications.

3. Terms of reference

The group will be responsible for:

- providing operational insight into all matters impacting on fraud and error, compliance and sanctions-related issues,
- considering and developing solutions and opportunities for improved joint-working arrangements between FIS and LAs;
- exploration of, and input into, strategies and performance measures designed to support the achievement of fraud and error-related aspirations;
- encouraging the development and sharing of good practice in relation to counter-fraud and error activity;
- communicating the outcomes from SOG discussions through the formally agreed DWP and LAA communication channels;
- QA for any fraud and error related circulars prior to distribution to LAs.
- proposing development of initiatives in support of the above.

4. Membership

Membership will consist of the following:

- Chair – Fraud, Error and Debt Programme
- LAAs – nominated representatives from the LAAs (Local Government Association/Welsh Local Government Association: 8, London Councils: 4, Convention of Scottish Local Authorities: 3);
- DWP – as required representatives from Housing Delivery Division, The Pension Service, Jobcentre Plus, Debt Management and HMRC;
- Additional attendees – the Appeals Service, Crown Prosecution Service, and HMRC;
- Other interested stakeholders will be invited to contribute on specific topics as necessary.

Please see para 7 for full membership list.

5. Methods of working

The Group will:

- hold meetings at a six weekly frequency. A programme of meeting dates will be set in advance for each calendar year;
- provide expert views on technical guidance within agreed time spans through: written clearance of non-contentious items as and when required;
- commission one-off workshops charged with developing particular ideas or resolving specific issues or where specific technical expertise is required;
- commission special sub-groups to take forward major developments reporting back to SOG.

6. Secretariat support

Provided by Fraud, Error and Debt Programme

7. Membership

LA SOG Members:

Alison Christie	Allerdale
Andrew Hyatt (LC)	Kensington and Chelsea
Andrew McLean	North Lanarkshire
Ben Stevenson	Peterborough
Gary Coote (LC)	Hillingdon
Jean Cheeseman (LGA)	South Buck
Jeff Cross	Camden
John Rosenbloom (LGA)	Manchester (LA Chair)
Alison Stewart	East Lothian
Nick Jennings	Huntingdon
Simon Lane	Brent
Harry Singh (LGA)	Bradford

Susan Payne

Birmingham

DWP and others SOG members

David Bailey	CPS Head of Whitehall Prosecutor Group Relations
Joanne Bradshaw	CID Performance Improvement
Barry Dennett	FED Change Programme Director (Chair)
Chris Jennings	Housing Delivery Division
Paul Miele	F&E Strategy & Policy
Mel Frankham	Crown Office & Procurator Fiscal Service
Stuart Gibbs	FED Change Programme
TBC	Fraud & Error Service
Ad hoc	HMRC
Naheed Hussain	FES
	CPS Programme Director CPS/SFIS project