

A Checklist for Elected Members and Decision Makers in Councils in England

National Fraud Initiative

August 2014

This checklist is designed to help you to analyse your council's results from the National Fraud Initiative (NFI) 2012/13 exercise. The checklist supports the information and outcomes slide pack sent to elected members and decision makers in England with responsibility for NFI. The questions are divided into five sections and are designed to help you assess how the NFI is integrated into your council's processes and counter-fraud policies:

- **Reviewing your results**
- **Maximising the benefits of the NFI**
- **The NFI in our council**
- **Broadening your council's engagement with NFI**
- **The NFI fit with wider counter-fraud policies**

If you want to find out more about the NFI, go to our [web page](#) where you will find a copy of the June 2014 [national report](#) as well as other useful information.

Section	Question	Answers / Actions
<p style="font-size: 48pt; color: red; text-align: center;">1</p>	<p style="color: red;">Reviewing the results in your slide pack</p> <ul style="list-style-type: none"> • What were our outcomes from the most recent NFI exercise? • How do we compare to other similar councils? • Are there areas where we appear to perform well/did not perform well? 	
<p style="font-size: 48pt; color: green; text-align: center;">2</p>	<p style="color: green;">Maximising the benefits of the NFI</p> <ul style="list-style-type: none"> • Are data matches followed up promptly? • Are funds being successfully recovered? • Do we prosecute where possible? • What assurances or conclusions do we draw from the NFI about the effectiveness of internal controls and the risks we face? • What changes, if any, have we made as a result of these conclusions? 	
<p style="font-size: 48pt; color: blue; text-align: center;">3</p>	<p style="color: blue;">The NFI in our council</p> <ul style="list-style-type: none"> • What governance arrangements do we have in place to ensure we achieve the best possible outcomes from the NFI and who monitors them? • Is the NFI included in the remit of our audit committee or equivalent committee? • How do we keep other elected members or non-executive members informed about the NFI? • How is the NFI reflected in the governance training and development provided for officers and elected members? 	

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Broadening your council's engagement with NFI

- Did we participate in the subsidised personal budget (direct payments) to deceased data pilot and housing benefits to student loans pilot matching that the NFI offered in October 2013? If not, why not?
- Are there any potential pilot matches we want to suggest to the NFI team?
- Have we considered how we could use the [NFI flexible data matching service](#) to prevent fraud or detect fraud sooner?

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The NFI fit with wider counter-fraud policies

- Do we have an elected member for counter fraud activity and the NFI?
- How does the NFI influence the focus of our counter fraud work?
- Do we publicise the outcomes from the NFI externally?

If you have any questions regarding the NFI please contact the NFI team via nfiqueries@audit-commission.gsi.gov.uk or telephone **0303 444 8322**.