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	14th **March** 2023 13:30 – 14:30 13th **June** 2023 14:00 – 15:00 12th **September** 2023 14:00 – 15:00 5th **December** 2023 15:00 – 16:00 12th **March 2024** 14:00 – 15:00	
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** (**March**)	RPO / All	14th **March** 2023 13:30 – 14:30	
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) c) HR Department (HR BP) d) OPCC including LCFP	**Every Meeting**	All Group Members	**EVERY MEETING**	

Item	Objective	Task	Frequency	Responsible Person	Meeting Date	Progress
		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 – last done December 2022)*	HoPSD / RPO	June 2024	Due 2024
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** (**June**) *(JIAC review draft – last done December 2022)*	HoPSD / RPO	June 2024	Due 2024
6	To consider Potential content of Annual internal audit plan.	To suggest any Anti-fraud and corruption related business for inclusion into annual internal audit plan.	**Annually** (**March**) (JIAC review audit plan in April).	All	14th March 2023 12th March 2024	
7	To consider any outstanding audit	Review current progress against any outstanding AFC related audit	**Every Meeting**	All	**EVERY MEETING**	

Item	Objective	Task	Frequency	Responsible Person	Meeting Date	Progress
	recommendations	recommendations (Action Plans)				
8	To Consider anti-fraud and corruption training requirements.	To review training needs relating to AFC. (Inc general Induction, refresher, and role specific)	**Annually** (March)	All	14th March 2023 12th March 2024	
9	To consider internal communications requirements	To review need for anti-fraud and corruption awareness communications.	**Annually** **(December)**	All	5th December 2023	
10	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** **(September)**	RPO / DCFO	12th Sept 2023	
11	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	14th March 2023 12th March 2024	

Item	Objective	Task	Frequency	Responsible Person	Meeting Date	Progress
12	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	5th December 2023	