Lincolnshire
POLICE & CRIME COMMISSIONER
SAFER TOGETHER

Appendix B

Anti-Fraud and Corruption Steering Group Meeting Terms of Reference

The Police and Crime Commissioner (PCC) and the Chief Constable (CC) Chief Finance Officer (CFO) and Director of Finance and Corporate Services (DoF&CS) 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 members 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 (CFO), the Director of Finance & Corporate Services (DoF&CS), the Head of Finance (HoF), Internal Audit Manager, Head of the Professional Standards Department (HoPSD), the OPCC Research and Performance Officer (RPO), a senior representative from the HR Department and Legal Services.

Chairperson:
PCC CFO

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 Matrix.
- 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 in relation to anti-fraud and corruption and whistleblowing.
- To advise the PCC CFO and the DoF&CS 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&CSG 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 Biennial basis that details the PCC/Chief Constable approach to anti-fraud and corruption. In addition, an annual report will be provided to JIAC on the activity of the AFCSG.

OPCC Version Control Details		
Document Title:		Anti-fraud & Corruption Steering Group - Terms of Reference
Owner: (Title)		CFO
Author: (Title)		RPO
Reviewer: (Title & Name)		RPO – AS Williams
Publication Date: (First published)		Sept 2013
Review Date: (Next due)		February 2024
Suitable for Public Release: **YES** (Please delete as appropriate)		
Review Completed / Reason for Update		
Version:	Date:	Review / Update details
1.8	Sept 2021	Annual review – • Refresh reporting mechanism section to include requirement for annual JIAC report on AFCSG activity. • Add head of ICT to membership
1.9	Feb 2022	• addition of new OPCC version control template as part of key document review.
2.0	Feb 2023	Annual Review – key changes • Changes to membership & update job titles • Add reference to the 'Fraud Risk Matrix'.