

<b>Committee(s):</b>	<b>Date(s):</b>
Audit and Risk Management Committee	28 <sup>th</sup> January 2014
<b>Subject:</b> Fraud Awareness Training Update Report	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<p><b>Summary</b></p> <p>This report sets out the current position regarding completion of the fraud awareness training by City of London Corporation staff. Members of this Committee have been provided with completion up-dates in relation to this training at the Audit &amp; Risk Management Committee meetings on 15<sup>th</sup> October 2013 and 11<sup>th</sup> December 2013.</p> <p>At Audit &amp; Risk Management Committee on 11<sup>th</sup> December 2013, the Chairman, and the Chamberlain confirmed that they expect to see the completion of the Fraud Awareness training by each Department to exceed 90% by Friday 17<sup>th</sup> January 2014. The Chairman of the Audit and Risk Management Committee insisted that those Chief Officers who do not reach at least 90% completion of this training, will be expected to attend the Audit &amp; Risk Management Committee meeting on 28<sup>th</sup> January 2014 to explain why.</p> <p>Following December Committee, the Chamberlain wrote individually to the Chief Officer of each of the seven departments that were under 90% completion of the fraud awareness training, whilst Internal Audit have continued to monitor and support these departments in complying with the expected completion target.</p> <p>All departments, with the exception of the GSMD and Sir John Cass School have now met or exceeded 90% compliance with completion of the fraud awareness training. GSMD and Sir John Cass School are reasonably expected to achieve 90% compliance by the 28<sup>th</sup> January 2014.</p> <p>For Sir John Cass School, the majority of staff are not City of London employees, and therefore cannot be compelled to undertake the training. The Headmaster of the school has undertook to deliver the training to all staff through the manual training method, with 34 of the 70 staff to be trained through this method having completed the training by the 23<sup>rd</sup> January.</p> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Members are asked to note the departmental and Corporation-wide completion rate, of the fraud awareness training.</li> </ul>	

**Main Report**

## **Background**

1. A fraud awareness training package was rolled-out Corporation-wide on 1<sup>st</sup> July 2013; all City of London Corporation employees were expected to complete this training package.
2. Members of the Audit & Risk Management Committee have been up-dated on the departmental and Corporation-wide, completion progress of this training at Committee on 15th October 2013 and 11th December 2013.
3. At Committee on 11<sup>th</sup> December 2013, the Chairman of the Audit & Risk Management Committee, and the Chamberlain confirmed that they expect to see the completion of the Fraud Awareness training by each Department to exceed 90% by Friday 17th January 2014. The Chairman of the Audit and Risk Management Committee has insisted that those Chief Officers who do not reach at least 90% completion of this training will be expected to attend the Audit & Risk Management Committee meeting on 28th January 2014 to explain why.

## **Current Position**

4. Following Committee on the 11<sup>th</sup> December 2013, the Chamberlain wrote to the Chief Officer of each of the seven departments that were under the 90% target for completion of the fraud awareness training, whilst Internal Audit have continued to regularly monitor, and support, these departments in achieving compliance with the 90% completion target.
5. Internal Audit met with Human Resources in December 2013, and both departments are continuing to work together to ensure that this training forms part of the mandatory training for new starters, as part of their induction.
6. The table below details departmental completion of the fraud awareness training as at 20<sup>th</sup> January 2014. For Departments and institutions that are using the manual hand-out to deliver part of the training, we have had confirmation that this has been done in most instances.

Department	No. of Staff	Completed via eLearning	Completed/to be completed via Hand-out	Completed % Including ELearning & Hand-out
Barbican	286	250	7	90%
GSMD	223	152	49*	90%
Girls School	134	120	0	90%
Mansion House	34	31	0	91%
Open Spaces	369	304	34	92%
Built Environment	190	174	4	92%
Culture, Heritage & Libraries	288	269	0	93%
Boys School	145	132	4	94%
Central Criminal Court	108	103	0	95%
Freemen's School	152	144	0	95%
City Surveyors	255	243	0	95%
Community & Children's Services	245	190	49	98%
Town Clerks	230	229	0	99%
Sir John Cass School	79	7	70**	100%
Chamberlains	256	256	0	100%
Comptroller & City Solicitors	52	52	0	100%
Markets & Consumer Protection	242	242	0	100%
Remembrancers	26	26	0	100%
<b>TOTAL</b>	<b>3314</b>	<b>2924</b>	<b>217</b>	<b>95%</b>

\*For the Guildhall School of Music and Drama, confirmation of training being received by 49 staff through the manual training method is expected to be confirmed prior to the Committee meeting.

\*\* For Sir John Cass School, the majority of staff are not City of London employees, and therefore cannot be compelled to undertake the training, however the Headmaster of the school has undertook to deliver the training to all staff through the manual training method, with 34 of the 70 staff to be trained through this method having completed the training by the 23<sup>rd</sup> January.

## Conclusion

7. A concerted effort has been made across the City of London Corporation, by Chief Officers to ensure that their staff undertake this training. All departments, with the exception of the GSMD and Sir John Cass School have now exceeded 90% compliance with completion of the fraud awareness training with both these institutions reasonably expected to achieve 90% compliance by the 28<sup>th</sup> January 2014.

8. In total 3141 or 95% of eligible City of London Corporation employees have completed the fraud awareness training, and now have additional skills and knowledge to notice the warning signs of fraud & corruption, and will know what to do should they suspect such actions.
9. This training will form part of the mandatory training for new starters as part of their induction.

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