

APPENDIX A

Leicester City Council Briefing note to partners on the DCLG funded project – Fraud Intelligence Hub

Introduction

The project has taken longer than expected to get all of the following action points completed. However it is vitally important to build the project on firm foundations to ensure that no data issues arise at a later stage and also that the project is successful in delivering savings for the members of the group.

IT Procurement

The procurement exercise on the project has been completed successfully and the hub is based on the IDIS product provided by Intec for Business Ltd. Intec has a long track record of delivering products to the public and private sector including case management and data matching. The procurement and all associated projected spend is covered by the DCLG funding that was secured. The spend on IT and associated credit reference agency files is £200,000. There is scope, within that spend, to allow the hub to obtain up to 30,000 credit checks over the initial 2 year period that the project is funded for.

Penetration testing

Following the procurement of IDIS the IT Auditor from Leicester City Council conducted extensive penetration testing to ensure that the product was as secure as possible both in terms of restricted access and security against cyber-attacks. The results from the testing were shared with the supplier of IDIS, Intec for business Ltd, and they have already completed the high level wish list for enhancements. The remaining low level enhancement will be completed by the end of December 2015. It is important to stress that none of the enhancements suggested implied that the data would not have been secure within the product purchased. The enhancements were the “wish list” of the Auditor.

Recruitment

There are currently 3 DCLG funded investigators in post and the remaining vacancies are in the recruitment process at present. The remaining vacancies of 1 further investigator and an IT graduate will be completed prior to the end of December.

Training

All of the staff involved in the investigation of cases are currently undertaking a BTEC qualification in criminal investigations provided by an external training company. The training company are vastly experienced and each module ends in a written assessment. This is to reinforce their existing experience and skills to ensure that the highest possible standards of investigations are upheld.

Information Sharing Agreement

Following constructive feedback and suggested amendments to the draft Information Sharing Agreement these amendments have been incorporated and approved by the Information Governance Team here at Leicester City Council. They are satisfied that the sharing of the numerous data sets is proportionate and

that it is justified and allowable for the prevention and detection of crime. Consent is not required from the data subjects and the specifics of the legal gateways are contained in the Information Sharing Agreement.

Prosecution Policy & Delegation Form

Following constructive feedback and suggested amendments to the draft Prosecution Policy these amendments have been incorporated and approved by the City Barrister, Head of Standards at Leicester City Council. The Legal Services Team has also produced a delegation form for use in the project.

Sign up

If all parties are in agreement with the Information Sharing Agreement and Prosecution Policy then a signed copy of the ISA is requested from each participating member of the group. If there are any technical points regarding the IA then LCC's information governance Team are happy to discuss any concerns. Their contact details are listed at the end of the ISA.

Provision of Data

Leicester City Council have uploaded their Tenancy, Council Tax, Payroll and NNDR data and these 188,000 records currently sit in the hub.

We are keen, following the sign up of the ISA for you to send the contact details and secure email address of your key contacts who will be responsible for uploading the Tenancy (where appropriate), Council Tax, Payroll and NNDR data to the Intelligence Hub.

Reporting to members

It is intended to provide quarterly management information on performance back to each member of the group. These reports will provide detail on the work that has been undertaken during that quarter including number of records checked and any potential savings identified. These reports can be tailored should there be any additional information required by members.

Licence of Intelligence Hub

We have received confirmation that the Intelligence Hub licence, for the purpose of the project, will only commence from 1st January 2016. Therefore the 2 year licence will expire on 1st January 2018.