

Successful Fraud Investigations

Avoiding Problems and Pitfalls

Wednesday 12 December 2007

Chartered Accountants' Hall, Moorgate Place, London, EC2P 2BJ

The way in which a fraud is investigated within an organisation can have a significant impact on the eventual outcome. Factors critical to success include the existence of formal policies/ procedures and compliance with guidelines and legislation.

This new half-day seminar presented by the Fraud Advisory Panel will provide a good overview of procedures and regulations, the police perspective, and provide some tips and hints on best practice for all organisations on how to carry out a successful fraud investigation.

PROGRAMME

9.00 Registration, Tea & Coffee

9.30 **Welcome & Introduction**

Martin Robinson, Fraud Advisory Panel

9.40 **Fraud Investigations: Principles and practices**

- The organisational impact of a fraud investigation
- Investigation policies
- Reporting procedures
- How does a fraud investigation differ from other investigations?

Mike Bluestone, Director of Security Consulting, CIA Excel Group

10.20 **Keeping the Fraud Investigator within the Law**

- Criminal Procedure and Investigations Act: Code of practice
- The structure of an investigation and role of the investigator
- Police and Criminal Evidence Act: Code of practice
- ACPO guidelines for investigations
- Visits to the scene of crime

Jane Smith, Fraud Consultant and Trainer

11.00 Refreshments

11.20 **The Police Perspective on Case Referral**

- Evidence requirements
- Interviewing and documentation
- Police acceptance criteria
- Practical examples

DI Andrew Fyfe, ECD Training and Fraud Reduction, City of London Police

12.00 **Conducting Successful Fraud Investigations**

- Tips and hints for fraud investigations
- Good practice principles
- Case studies

Bill Cleghorn, Partner, Kinetic Partners LLP

12.40 **Summary, Feedback & Close**

Martin Robinson, Fraud Advisory Panel

12.50 Light lunch

HOW TO REGISTER

Registration Fees

	FAP Members	Non-Members
Retail Fraud	£70.50 (£60.00 Net + £10.50 VAT)	£105.75 (£90.00 Net + £15.75 VAT)

Payment

All registration fees must be paid in advance of the event.

Cancellations

Cancellations received by the Fraud Advisory Panel in writing 10 working days before the date of the seminar will receive a full refund. After this date the full registration fee must be paid. Substitutions may be made at any time.

Programme Changes

The Fraud Advisory Panel reserves the right to alter the programme, speakers or venue at any time without prior notice. In such cases liability will be restricted to a refund of any registration fee paid.

Liability

The Fraud Advisory Panel does not accept responsibility for anyone acting as a result of information or views expressed at its events. Delegates should take specific advice when dealing with specific situations. The views expressed by all speakers at this event are their own and do not reflect the views of the Fraud Advisory Panel.

Data Protection

The information you have provided will be used for administrative purposes only in connection with this event, such as completing your registration and securing payment. Information collected by the Fraud Advisory Panel is processed in accordance with the provisions of the Data Protection Act 1998. By completing and returning this form you consent to our use of this data for these purposes, and to our contacting you by email, post, fax and/or telephone in connection with this event. We may disclose the information to other entities concerned in organising this event for these purposes.

Fraud Advisory Panel

The Fraud Advisory Panel is a registered charity no. 1108863 and company limited by guarantee registered in England and Wales no. 04327390.

Enquiries

If you have any questions about the conference, please contact the Fraud Advisory Panel on 020 7920 8637 or email events@fraudadvisorypanel.org.

DATE & VENUE DETAILS

Time & Date: 9.30am on **Wednesday, 12 December 2007** (Registration from 9.00am)

Venue: Chartered Accountants' Hall, Moorgate Place, London, EC2P 2BJ
Rail Nearest mainline station is Liverpool Street
Underground Nearest underground stations are Moorgate and Bank
Car Nearest parking facilities are at Finsbury Circus

REGISTRATION FORM

Successful Fraud Investigations

PLEASE PRINT CLEARLY IN BLOCK CAPITALS

Contact Person

Full Name: _____

Job Title: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Name(s) of Delegates *(please attach a separate sheet if necessary)*

	Title	First Name	Surname	Job Title	FAP Member
1					
2					
3					

Special Requirements *(dietary, access etc)*

Payment

Booking Type	No. of people	Total Cost
FAP Member (£70.50 including VAT)		£
Non-member (£105.75 including VAT)		£
	Total:	£

All registration fees must be paid in advance of the event.

Cheque enclosed made payable to Fraud Advisory Panel for £_____ including VAT

Invoice the above contact person for £_____ including VAT

Please return this form to:

**Finance Department, Fraud Advisory Panel, Gloucester House,
399 Silbury Boulevard, Milton Keynes, MK9 2HL.**