

**Notes of the Meeting Between the NHS Counter Fraud &
Security Management Services (CFSMS) and the Skipton Fund
(SF) Held on 8th June 2006 at Alliance House, London SW1H.**

Present:	Mr M Harvey	SF Director
	Mr N Fish	SF Administrator
	Ms L Haigh	Finance Manager SFL
	Mrs S Webb	CFSMS National Proactive Manager
	Mrs H Morgan	CFSMS Counter Fraud Specialist

Briefing:

Mr M Harvey (MH) opened the meeting by briefing the CFSMS representatives on what has happened since they last visited the office. They were informed that Keith Foster (KF) was now fit to attend a disciplinary hearing and had been invited to attend the week beginning 10th July 2006. They were also informed that some £225,000 will be recovered in stages from the British Association of Hand Therapists, we had a charge over the Foster property and that we are seeking to claim £100,000 from HSBC. It was noted that HSBC had rejected the first appeal and that if they were to reject the second one, one final effort would be made to a senior representative from the bank. If SFL was still rebuffed, it was likely the matter would be passed to the Financial Services Authority.

Mr N Fish (NF) then followed up with a review of what measures have been taken to tighten up the administrative procedures since the discovery of the misappropriated funds.

Implementation of CFSMS Suggestions:

MH began by strongly stating his objections to redesigning the application forms due to the problems this would cause with applicants who were unsuccessful with previous applications. It was agreed by all that this would not be necessary. After discussion the following alterations were decided:

- Both the applicants and doctors will now be obliged to sign a declaration stating that the information they have supplied is truthful and accurate and that they will be liable for prosecution should it be found not to be so. Applicants must also accept that it may be necessary for them to provide some proof of identity should it be requested. The declarations will be sent out with the application form after the registration phase. The declarations will be drafted by Mrs H Morgan (HM) and sent to the SF.

- As a means of determining the existence of a patient the SF will be given access to the National Health Service Number database via Trace Line. This will mean applicants supplying their NHS number on their registration form and NF verifying them through Trace Line. NF will redesign the registration form and arrange for copies to be printed as well updating the online registration form found on the SF website. Mrs Sheila Webb (SW) will obtain a contact at the office in Southport who deal with NHS numbers and pass their details on to NF. Ms L Haigh (LH), NF and possibly SW will then arrange to meet personally with the contact in Southport.
- Due to concerns HM harbours regarding the fact that all of the security checks are currently carried out by NF it will now be necessary for MH to carry out random spot checks on him. NF will design a form that must be signed by MH, LH and NF to log these spot checks after they have been carried out.
- All new members of SFL staff must have a CRB check carried out and all existing staff members should be interviewed annually.

These extra measures will come into force for all new applications once access to Trace Line has been finalised, the declaration forms have been created and the amended registration forms have been printed.

Following today's meeting SW and HM have arranged to meet up with William Cannon from the Department of Health to brief him on the changes that were made to SF procedures following the Foster misappropriation and the new changes agreed at today's meeting. Provided that he is happy with the proposals it was agreed that these will go ahead as soon as possible.

Mr Harvey suggested that Mr Fish and Ms Haigh visit Southport to develop a face to face working relationship with the officials who operate the data-base for NHS numbers.