

Department for Work and Pensions (DWP)
Central Freedom of Information Team

freedom-of-information-request@dwp.gsi.gov.uk

Our reference: VTR3653

Date: 21st September 2017

Dear A. James

Thank you for your Freedom of Information request received on 05 September 2017:

You asked:

Please provide me with the following information in relation to the "Financial Investigations Unit" of the Child Maintenance Service:

- 1. Number of staff employed by the unit*
- 2. Any minimum qualifications for staff working within the unit and copies of the on job or preliminary training undertaken by such staff*
- 3. Copies of their policies and procedures; including any legal guidance that is routinely relied on during the course of their work*
- 4. A copy of the process whereby a case would be assigned to an individual within the financial investigation unit.*

Our response:

1. There are currently 58 Investigators employed by the Child Maintenance Service Financial Investigations Unit (FIU).
2. In addition to the basic requirements needed to become Civil Servants, all FIU Investigators have or will have completed and passed the Accredited Counter Fraud Specialist training developed and overseen by Portsmouth University via the Counter Fraud Professional Accreditation Board.

Further information on this training can be found at Portsmouth University's website at the following link:

<http://www.port.ac.uk/centre-for-counter-fraud-studies/counter-fraud-professional-accreditation-board/>

To further support their skills all investigators undertake Continuous Professional Development approved by the University which includes the following:

- A Performance Development Portfolio
- Summary of their job role over the three year period
- One Knowledge test per three year cycle

- Three Skills Assurance Process (SAP) templates for each SAP area, one for each year of the CPD
- Two self-reviews
- A dated Summary of all learning interventions over the three years

As this training is not developed or delivered by the Child Maintenance Group we are unable to provide you with copies of training materials you have requested.

3. Section 31 of the Freedom of Information Act states that a public body does not have the obligation to release information which would restrict the prevention and detection of crime and actions related to the apprehension of criminals. The Child Maintenance Group Financial Investigations Unit routinely carries out activities which would fit these criteria, and therefore in line with Section 31 (1) (a) and (b) we are unable to process your request any further.
4. Please find attached with this response the relevant extracts from the following pages of CMS instructions used by caseworkers when referring a case to the FIU:

Annex A - Investigative Action

Annex B - Financial Investigation Unit (FIU)

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwpgsi.gov.uk or by writing to: DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
www.ico.org.uk/Global/contact_us or telephone 0303 123 1113 or 01625 545745