

FRAUD OFFICERS AS PROSECUTORS

Dates	25, 26 & 27 November 2009 (Weds - Frid)
Time	0930 – 1700
Venue	LGF, Level 3, Princess House, 105–107 Princess Street Manchester M1 6DD
Cost	£750 1 officer £1,250 per 2 officers from the same LA £2,400 per 4 officers from the same LA



(includes handouts, refreshments, lunch & certificate). **Completed booking forms must be returned by midday 30 October 2009.**

From 7 April 2008 the Welfare Reform Act gave Councils the green light to lead investigations and prosecutions in respect of HB/CTB cases where prescribed DWP benefits are also in payment. Councils no longer have to wait for another prosecuting agency to get such cases into Court. The Audit Commission confirms that Councils have experienced an increase in benefit caseloads and the number of fraud cases to be prosecuted. Many Councils find that their overworked Legal Sections do not have the resources to take on specialist fraud prosecutions.

Section 223 Local Government Act 1972 permits local government officers, who are not lawyers, to prosecute matters on behalf of the Authority before the Magistrates' Court. Even the most experienced investigators require legal training and support to effectively conduct criminal proceedings taking on the work of a prosecutor.

Aimed at fraud staff wanting to prosecute their LA and DWP fraud cases this course is run over 3 days. Day 1 focuses on preparing files for Court. Days 2 and 3 concentrate on Court room advocacy. Officers will

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M 07872530401 E misskimneal@hotmail.co.uk
15 Rectory Road, Crumpsall, Manchester M8 5EA

- Learn to prepare summary only prosecution cases from receipt of file to sentencing following a guilty plea.
- Learn how to run a not guilty case up to and including Pre Trial Review.
- Have the opportunity to learn and practice Courtroom skills with the support of lawyers experienced in Local Authority enforcement and prosecutions.
- Practice their newly acquired skills by making various prosecution and defence applications before a District Judge on day 3.

Handouts and refreshments including buffet lunch are provided. The venue has disabled access and is located within the heart of Manchester City Centre. Manchester Piccadilly main line station is within a short walking distance as is the Chorlton Street NCP car park. Atrium Apartments (www.atriumapartments.co.uk), located on the same street as the training venue, has been well received by previous delegates. A variety of serviced apartments are also available through www.laterooms.com

Due to the intensive and technical nature of this Course places are limited to 12. Delegates attending from outside of the North West are advised to travel to Manchester the day before the course starts. Practitioners may find it useful to bring their own laptop. There is no dress code however practitioners may find it of benefit to dress for Court to appear before the District Judge on day 3. Certificates are sent to those officers who pass the course and law books are awarded as prizes to the top 2 advocates.

For further information please contact the course organiser Kim Neal
 misskimneal@hotmail.co.uk m 07872530401

DUE TO THE SHORT NOTICE OF THIS COURSE (RUN FOR OFFICER DEMAND) THE COMPLETED BOOKING FORM MUST BE RETURNED BY MIDDAY ON FRIDAY 30 OCTOBER. NO BOOKING FORMS WILL BE ACCEPTED AFTER THIS TIME. SADLY, DUE TO OTHER COMMITMENTS THIS COURSE IS NOT GOING TO BE RUN IN 2010.

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REGISTERED PRESENTER
 The CPD Certification Service

What clients said about the course

Nick Jennings, Fraud Manager, Huntingdon DC

I attended Kim Neal's training with an expectation that it would give me an insight into where we could speed up the processes of our internal prosecutors. I finished the training with the confidence to deal with summary cases from the issue of papers to proving a case in a person's absence. Kim's knowledge of benefits, fraud investigations and legal proceedings is excellent. She was able to answer all questions put to her as well as dispelling several myths around time bars from a disparate group and support those responses with relevant case law and further reading. Excellent, excellent, excellent....

Alison Price, Fraud Investigator, Gloucester City Council

I would have no hesitation in recommending this course to colleagues, even those in the DWP so they can see what they are missing! I would also like to express my thanks to both trainers for their help and constructive advice during the course. Their professionalism and approachable manner was really conducive to the learning environment. Not a course for the faint hearted ~ it was a hard slog but well worth the effort – thank you.

Jason Pengilly, Fraud Manager, Kerrier DC

Attendance at this course is a must for anyone serious about prosecuting their own cases. The stated cases are of great use when applying for costs in relation to both the investigation and legal fees. The course is relevant and realistic and the real life role plays with the District Judge allows the attendee to get a feel of how a real prosecution would be, in turn gaining confidence with greater knowledge and understanding of the processes and procedures involved. A thoroughly enjoyable course.

Teresa Welch, Investigation & Visiting Manager, Bath & North East Somerset Council

The style in which Kim presented and delivered the Prosecution Course was very informative and at a pace which was easy to follow. Training was

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structured using real cases which enabled me to learn the process and requirements from start to finish, handouts and course material was exceptionally useful and much needed once back in the office. Kim was never phased by questions and provided support long after the course. Since attending the course, Bath & North East Somerset Council has appointed Kim as our Prosecution Agent, not only does she guide the Investigation Team through the process of preparing court documents and bundles, she is also providing me with personal support until I am confident to present cases by myself. I will say, watching her in court is like poetry in motion. Anyone attending the course, will not only benefit from Kim's expertise and experiences but will gain a true friend.

Jackie Keighley, Anti Fraud Manager, Stevenage Council

The course more than met my hopes. It was both relevant and realistic in its approach, and it has given me the tools and confidence to deal with these matters. There was valuable information which would assist the investigator in preparing the prosecution file. I would most definitely attend further course run by the same lawyers. Excellent venue and unusually comfortable, given the warm weather, which made a change from most venues I have been to. The food was excellent with a good choice.

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Course outline Day 1 - File Preparation

Officers will work on real files concerning HB/CTB and DWP benefits. Various types of fraud will be considered including cohabitation, false tenancy, undeclared work & capital.

Code for Crown Prosecutors

Evidential test

Test of public interest

Drafting

- Summons
- Informations
- Section 116 certificates
- Advance information/disclosure letter & notice
- Proof by written statement/section 9 notice
- Prosecution opening

The Bundle

- What's in it?
- Service
- Proof of service

Course outline Days 2 & 3 - Court Room Advocacy

Officers will be trained in prosecution and defence advocacy using the real cases that they have prepared on day 1. Officers will practice making applications so that they can appear as prosecutors and defence advocates before the District Judge on day 3.

Etiquette & handy hints

Prosecutor's survival guide : seeing off the weasily defence lawyer

Criminal Procedure Rules & CJSSS

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How to deal with defence adjournment applications

Defendants pleading Not Guilty

- Pre trial review / case management hearings

Defendants pleading Guilty

- Sentencing following guilty plea
- Sentencing authorities
- Sentencing guidelines from 26 October 2009
- Prosecutor's role in sentencing
- Applying for costs and compensation

Proving in absence of Defendant

- Obtaining a warrant for arrest
- How to deal with defence applications to reopen a conviction

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Prosecution training booking form



Your details

Prefix	
First name	
Surname	
Job title	
Local Authority	
Address	
Contact telephone number	
Email address	

Please tell us if you have any dietary requirements

Please tell us if you have any other special needs

So that we can ensure enough power outlets please confirm if you will be using a laptop during the course

Payment details

Purchase order number	
Email address for invoicing	

Payment terms

Invoice will be issued upon receipt of completed booking form. Payment must be made within 14 days of invoicing.

Cancellations

Cancellations will be liable for the full cost of the booking. Delegates may be substituted at no extra cost.

How to return this completed booking form

Please return the completed booking form by email to misskimneal@hotmail.co.uk
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