

Completing the PPP Survey

This year we have chosen to use a dedicated survey response tool for the completion of the annual fraud survey. You will notice that you have received an email with a URL path to the survey, as shown below.

Please feel free to feedback on any part of the survey though as

<https://www.netigate.se/a/s.aspx?s=305464X64226591X55215>

Thank you!

This path is unique to your council and your response. This means that as long as you always access the survey via this link it will save you data.

Saving an Returning to your survey

We were asked to pick a tool that allows users to complete the survey partially and then return to it later. This year's survey will allow you to do exactly that. However you **MUST** complete the section you are working on at that point.

The screenshot shows a web browser window with the URL <https://www.netigate.se/a/s.aspx?s=305464X8213&l=0&t=1&q=1>. The page title is "TEK Protecting the Public Purse 2017". The main heading is "Tackling public fraud 1: Council and Respondent Contact details". Below this, there is a section titled "Please complete all details below:" with several form fields:

- Council Name? (A.N. Other Borough Council)
- Email address of person completing the survey? (respondant@another.gov.uk)
- Name of 1st Officer/Chief Financial Officer? (Mr S Money)
- Position of person completing the survey? (Head of Fraud)
- Telephone number of the person completing the survey? (0161 976 9635)
- As of the 31st March 2016 how many full time investigators did you have (i.e. 1 full day would equate to 0.2) (4.2)
- Please select the type of Council you represent (District Council)

A blue arrow points to a "Next" button at the bottom right of the form.

For example, if you were completing this page and you only answered the first two questions, and simply closed down your browser, it **WOULD NOT SAVE** your answers.

However, if you were to complete all answers and click on the "Next Arrow" it will save your responses so when you return to the survey the questions you have completed will be saved.

When you return to the survey you will be taken back to the first page but if you scroll through the survey the answers you have given will still be there.

Passing the Survey to another colleague.

Again we were asked if it's possible to send the survey to another colleague so they can answer certain sections that maybe outside your control. The answer is YES. All you need to do is make sure you send the initial email we sent you with your unique URL (as above). Once they have completed their section then they simply email the same email back to you, so you can pick up and carry on with the response.

Altering figures

From personally delivering many of the individual fraud briefings this year, one of the common points raised is that after the survey response was submitted, respondents have identified additional or missing figures from their submission.

This year the survey will be live up to and including 31st August 2016. At any point up to that date you can revisit your survey and amend any figures you wish. After this date the survey will be taken down and this year's report will be produced.

Getting a copy of my return

The survey this year has been configured so that you will receive an email containing all the answers you submitted. This will allow you to keep your own copy of the responses submitted.