

## **ANNEX A – Cotswold District Council Work Plan 2019/2020**

Department / Contact	Task	Dates / Notes
Corporate / Strategy	Delivery of two reports for Audit Committee	April & November
Corporate / Strategy	RIPA Coordinator Role - Review of Policies / annual report to Members / advisory role for staff	Annual update - April Surveillance / CHIS Policy and Communication Data Policy redrafted and presented to Audit Committee / Cabinet for approval. Social Media Policy to be included in 20/21 work plan Authorising Officer roles to be completed / IPCO to be updated
Corporate / Strategy	Home Office Serious and Organised Crime Checklist and accompanying work plan	Finalised for issue to relevant staff, summary to be issued to members; transferred to 20/21 work plan
Corporate / Strategy	Home Office Bribery and Corruption Assessment Template and accompanying work plan	Assessment included in 20/21 work plan
Corporate / Strategy	Development / Review of Fraud Response Plan	To be included in 20/21 work plan
Corporate / Strategy	Review Corporate Risk Register	Service specific risks to be considered for 20/21 work plan
Corporate / Strategy	Development of Fraud awareness literature for staff and members	Completed - JMT approval pending; transferred to 20/21 work plan
Corporate / Strategy	Development of RTB / debt recovery process	To be included in 20/21 work plan
Corporate / Strategy	Staff and Members Fraud Awareness Sessions	April - July – complete
Corporate / Strategy	Collation and Publication of Fraud Transparency Data	Published August
Procurement	Assist with review of Procurement and Contract Strategy	To be included in 20/21 work plan
Procurement	Supplier payment review	To be included in 20/21 work plan
SWAP	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Draft issued to Governance Group for consideration; transferred to 20/21 work plan
SWAP	Review of the Gifts and Hospitality Policy and Procedure	Draft issued to Governance Group for consideration; transferred to 20/21 work plan
HR	Review of HR Recruitment and Vetting Policy and Procedures	To be included in 20/21 work plan
Policy	Drafting / consultation / adoption of Money Laundering Policy	To be included in 20/21 work plan
Revenues and Housing	National Fraud Initiative (NFI) Match Review	1,066 matches reviewed (further matches still outstanding) / 29 CTAX accounts amended / 9 Penalties applied CTAX - £14,370 / Penalties £630
Revenues and Housing	NNDR (Business Rates) Charity Shop Review	To be included in 20/21 work plan
Revenues and Housing	Review of the Housing List and related NFI Data Matches	Complete, pending results
Planning	Waterpark Review	Instruction to Legal / Chief Executive
ERS	Licensing / Invoice Review	Complete, pending results

SOC = Serious and Organised Crime / IPCO = Investigatory Powers Commissioner's Office