

## **ANNEX B – Cotswold District Council Work Plan 2020/2021**

<b>Department / Contact</b>	<b>Task</b>	<b>Dates / Notes</b>
Corporate / Strategy	Delivery of two reports for Audit Committee	April (cancelled) & November
Corporate / Strategy	RIPA Coordinator Role - Review of Policies / annual report to Members / advisory role for staff / IPCO liaison	Annual update - CDC October IPCO Inspection complete and report issued Draft Internet and Social Media Investigations Policy and Procedure to Governance Group for consideration
Corporate / Strategy	Home Office Serious and Organised Crime Checklist and accompanying work plan	
Corporate / Strategy	Home Office Bribery and Corruption Assessment Template and accompanying work plan	
Corporate / Strategy	Development / Review of Fraud Response Plan	
Corporate / Strategy	Development of Service Specific Fraud Risk Register	
Corporate / Strategy	Development of Fraud awareness literature for staff and members	Completed - JMT approval pending
Corporate / Strategy	Development of RTB / debt recovery process	
Corporate / Strategy	Staff and Members Fraud Awareness Sessions	Online provision
Corporate / Strategy	Collation and Publication of Fraud Transparency Data	Published June
Procurement	Assist with review of Procurement and Contract Strategy	
Procurement	Supplier payment review	
SWAP	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Draft issued to Governance Group for consideration
SWAP	Review of the Gifts and Hospitality Policy and Procedure	Final version presented for approval October 2020. JMT to be updated / staff cascade to be completed
HR	Review of HR Recruitment and Vetting Policy and Procedures	
Policy	Review Whistle-Blowing Policy	
Policy	Drafting / consultation / adoption of Money Laundering Policy	Draft issued to Finance and Chief Finance Officer for consideration
Revenues and Housing	National Fraud Initiative Match Review	Commenced
Revenues and Housing	NNDR Charity Shop Exemption Review	To be transferred to 2021/2022 work plan due to resource
Revenues and Housing	Business Grants Post Payment Assurance	Commenced
ERS	Licensing / Invoice Review	688 licenses reviewed / 448 recommendations made 2019/2020 but results not processed due to pandemic. Request to re-do this year.
Planning	Waterpark Review	Instruction to Legal Department / Awaiting decision from interim Chief Executive

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