

Operational	CDC
Earthlight (NNDR/CTAX)	Assist Spatial Information Team to create accurate data set / develop data matching capability; Quarter 1 - 4
Revenues - NNDR Valuation List Verification	Moreton in Marsh Quarter 2 (JD/MF)
Housing - Review Emergency, Gold and Silver Applications/List	Mtg with MC re process and DSA
Planning - Enforcement	KF/DS mtg held (POCA, CPIA, PACE Support) Water Park Review
Environmental/Regulatory - Enforcement (General)	Reactive work for support with criminal investigation and sanction / prosecution Quarter 1 - 4 (BO)
Environmental/Regulatory - Enforcement (Proactive)	Licensing Enforcement (to include street traders) Quarter 3 (BO) HMO legislative changes review Quarter 4 (BO)
NFI	Coordination to be transferred from Internal Audit No specific data sets referred
Debt recovery/tracing	GOSS Quarter 1 - 4 JP - review sundry/aged debt
Debt recovery/serving papers (regional)	JP - review ERS (Abandoned Vehicle and Water Sampling) Quarter 2 (BO)
SPOC - Home Office (Immigration status and travel)	Engagement with Enforcement Officers via Legal Dept
SPOC - HMRC information exchange	Engagement with Enforcement Officers via Legal Dept
Serious and Organised Crime - Strategic Partnership with Gloucestershire Constabulary	Updates to CMT Quarter 1 - 4
Serious and Organised Crime - Home Office Procurement Pilot	Engage with Procurement and Internal Audit Quarter 1 - 4
Internal Investigations - disciplinary/criminal	Engage with HR re procedure
Trading standards - Financial Investigation /Proceeds of Crime Act Applications	As per MOU with CFU - process to be rolled out
Staff declaration forms	Consultation with HR
Extraordinary cases	Quarter 1 - 4
Procurement - small contracts	Review with Procurement Quarter 4
Disabled Facilities Grants	Review Quarter 4
Insurance claims	Review Quarter 4
Additional Proactive Work	Holiday lets - CTAX v's NNDR with relief Quarter 2 (JD/MF) NNDR Farmland Exemption Review Quarter 3 (JD/MF) Review - Pool Car Use Quarter 1 (FW/JP) Publica Fraud Risk/Awareness Quarter 1 - 4 (JP)

<b>Corporate/Strategy</b>	<b>CDC</b>
Corporate Enforcement Policy	Currently being drafted
Counter Fraud and Anti-Corruption Policy	Completed/Adopted
HB/CT/CTRS Penalties/Prosecution Policy	Drafted – passed to Revenues and Housing Support for consideration
Whistle -Blowing Policy	Completed/Adopted
Money Laundering Policy	Review/draft
Debt Recovery Policy	Review/draft
Disciplinary Referral Procedure	Drafted - consultation with HR
Audit Committees/Boards	Report and present Counter Fraud update March and August/September
RIPA Policies - Surveillance/Comms/Social Media	Drafted or to be drafted
RIPA - Staff Training	As required
RIPA - Co-ordinator/CHIS	Quarter 1 - 4
Procurement of data matching/warehouse software	Liaise with JP
Transparency data	Quarter 1 - 4
Whistle-Blowing Training	To be delivered via Team Brief/post Publica
Fraud Awareness Training	To be delivered via Team Brief/post Publica
Member Training - Fraud Awareness	Completed
CPIA/PACE Document Pack	Drafted - consultation with Legal and delivery to all enforcement staff

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