

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 3 Policies reviewed and redrafted - Social Media Policy to Governance Group December Role decisions complete and IPCO updated Draft Surveillance and Communications Policy issued to Legal, Audit Committee November & Cabinet December
Corporate / Strategy	Home Office Serious and Organised Crime Checklist and accompanying work plan	Draft issued to Governance Group – June / completed September for cascade to managers and work plan implementation
Corporate / Strategy	Home Office Bribery and Corruption Assessment Template and accompanying work plan	Draft commenced
Corporate / Strategy	Development / Review of Fraud Response Plan	Q4 - SOC consideration
Corporate / Strategy	Review Corporate Risk Register	Q3 - SOC consideration / SWAP recommendation Fighting Fraud & Corruption 1.1.1a
Corporate / Strategy	Development of Fraud awareness literature for staff and members	Q3
Corporate / Strategy	Development of RTB / debt recovery process	
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	Q3 / Q4 - SOC consideration / SWAP recommendation Fighting Fraud & Corruption 1.1.2a
Procurement	Supplier payment review	Q3 / Q4
SWAP	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Q3 / Q4 - SOC consideration / SWAP recommendations Members' and Officers' Gifts, Hospitality and Declarations
SWAP	Review of the Gifts and Hospitality Policy and Procedure	Q3 / Q4 - SOC consideration / SWAP recommendations Members' and Officers' Gifts, Hospitality and Declarations
HR	Review of HR Recruitment and Vetting Policy and Procedures	Q3 - SOC consideration
Policy	Drafting / consultation / adoption of Money Laundering Policy	Q4
Revenues and Housing	National Fraud Initiative (NFI) Match Review	Commenced September
Revenues and Housing	NNDR (Business Rates) Charity Shop Review	Q4
Revenues and Housing	Review of the Housing List and related NFI Data Matches	Commenced September
Planning	Waterpark Review	Instruction to Legal
ERS	Licensing / Invoice Review	Q3

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