

Appendix A - TBC WORK PLAN 2017/18 – 194 DAYS

Operational	TBC
Earthlight (NNDR/CTAX)	Feedback in Sept 2017 following partner work (SD)
Revenues – NNDR Valuation List Verification	Quarter 1 – 4 (2 wks per qtr) Bishops Cleeve, Winchcombe & Tewkesbury
Revenues – NNDR (empty's and exempt)	Quarter 3 (RH)
Revenues – CTAX (long term empty's)	Quarter 2 (RH)
Revenues - NNDR SBR review	Quarter 3 (RH)
Revenues – CTAX SPD review	Quarter 4 (review process and electoral register reconciliation) (RH)
Revenues – CTAX other discount / exemptions review	To be agreed
Benefits – CTRS Investigation, Sanction and Prosecution	To be agreed
Benefits – SPOC for SFIS DWP	To be agreed
Benefits – General Visits	To be agreed
Housing – Review Emergency, Gold and Silver Applications / List	Quarter 3 (RH)
Housing – Private Rental Loans Review	To be agreed
Planning – Enforcement	To be agreed
Environmental / Regulatory – Enforcement (General)	To be agreed – one case ongoing
Environmental / Regulatory – Enforcement (Proactive)	To be agreed
NFI	Revs and Bens Quarter 1 (RH)
Debt recovery/tracing	Quarter 1 – 4 (SD) Aged HB debt Quarter 1 – 4 (RH)
Debt recovery/serving papers (regional)	Quarter 1 – 4 (SD)
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 MT Quarter 1 – 4
Serious and Organised Crime – Home Office Procurement Pilot	Documents to Internal Audit - await feedback from Internal Audit
Internal Investigations – disciplinary/criminal	Engage with HR
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	To be agreed
Disabled Facilities Grants	To be agreed
Insurance claims	To be agreed
Additional Proactive Work	Staff Expenses Review Quarter 3 (SD) Revenues Composite Review Quarter 1 (RH)

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Corporate / Strategy	TBC
Corporate Enforcement Policy	Currently being drafted
Counter Fraud and Anti-Corruption Policy	Drafted – consultation period
HB/CT/CTRS Penalties/Prosecution Policy	Drafted – consultation period
Whistle-Blowing Policy	Completed / Adopted
Money Laundering Policy	Review / draft
Debt Recovery Policy	Review / draft
Disciplinary Referral Procedure	Engage with HR
Audit Committees / Boards	Report and present Counter Fraud update July and December
RIPA Policies – Surveillance/Comms/Social Media	To be agreed
RIPA – Staff Training	To be agreed
RIPA – Co-ordinator/CHIS	To be agreed
Procurement of data matching / warehouse software	Liaise with SD
Whistle-Blowing Training	Quarter 1
Fraud Awareness Training	Quarter 1
Member Training – Fraud Awareness	Quarter 1
CPIA / PACE Document Pack	Quarter 2