

Number of days to be provided - 217      Tewkesbury Borough Council

Department / Area	Task	Member Update	
Corporate / Strategy	Delivery of two reports for Audit (and Risk) Committee	July / December	
Corporate / Strategy	RIPA Coordinator Role - Review of Policies / annual report to Members / advisory role for staff (tbc)	Pending Decision	
Corporate / Strategy	Serious and Organised Crime: Coordination of the provision of work for Gloucestershire Constabulary	Meeting to be arranged with Crimestoppers, TBC Officers and Police Force Leads	
Corporate / Strategy	Completion and follow up of Home Office Serious and Organised Crime Checklist	Draft issued and presented to Management Team. Work Plan pending	
Corporate / Strategy	Completion of Home Office Bribery and Corruption Assessment Template	Q3	
Corporate / Strategy	Development of work with Planning Enforcement / Public Protection Enforcement	Meetings held	
Corporate / Strategy	Staff Fraud Awareness Sessions	Completed	
Planning / Public Protection	Enforcement Officer Training	Q3/Q4	
Housing	Review of supported living services / care in rented accommodation	-	
Housing	Review of the Housing List and related National Fraud Initiative data matches	Completed - NFI results received / Housing List results pending	
HR	Drafting / consultation / implementation of HR / CFU Internal Investigation Protocol	Final draft issued to HR	
HR	Review of Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Q4	
HR	Review of HR Recruitment and Vetting Policy and Procedures	Q4	
ICT / Revenues and Benefits	Earthlight / GIS Support: Rate Avoidance / Council Tax Evasion	-	
Policy	Drafting / consultation / adoption of Corporate Enforcement Policy	Draft issued, consultation period	
Policy	Drafting / consultation / adoption of Money Laundering Policy	-	
Policy	Drafting / consultation / adoption of Debt Recovery Policy	-	
Revenues	Assistance if required re empty property visits	-	
Revenues and Benefits	Coordination of joint working initiative with Department for Work and Pensions for future joint investigation of Housing Benefit and Council Tax Reduction Scheme	Roll out November 2018; DWP Implementation Meetings being held	
Internal Audit / HR	Review of the Gifts and Hospitality Policy and Procedure	Q3	
Department		Member Update	
Extraordinary Cases: Investigation / Sanction / Prosecution		Q1	2 opened (Environmental Health) / 1 closed (Environmental Health)
		Q2	1 closed (Environmental Health)
		Q3	
		Q4	
Revenues and Benefits: Investigation Cases - Rate Avoidance / Council Tax Evasion		Q1	0
		Q2	1 case opened
		Q3	
		Q4	
Housing - Investigation Cases - Fraudulent Housing / Homeless Applications		Q1	0
		Q2	0
		Q3	
		Q4	
HR - Internal investigation relating to serious and / or gross misconduct		Q1	1 case opened
		Q2	1 case closed - No formal action
		Q3	
		Q4	
CTRS Investigation/ Sanction / Prosecution		Q1	0
		Q2	6
		Q3	
		Q4	
Debt: Tracing and Recovery Support		Q1	1
		Q2	0
		Q3	
		Q4	
Revenues and Benefits: Full Review of the rating list		949 visits to date	
Referrals processed - DWP (SPoC) Role / DWP Administrative Penalty Review		Q1	0
		Q2	2 - DWP
		Q3	
		Q4	