

Department / Contact	Task	Dates / Notes
Corporate / Strategy	Delivery of two reports for Audit and Risk Committee	July and January
Corporate / Strategy	RIPA / IPA Coordinator Role - Review of Policies / annual report to Members / advisory role for staff	Role transferred to CFU. Policies to be updated – 2020/2021 work plan
Corporate / Strategy	Home Office Serious and Organised Crime Checklist and accompanying work plan	Complete – Training delivered to staff November / December. Ongoing review transferred to 2020/2021 work plan
Corporate / Strategy	Home Office Bribery and Corruption Assessment Template and accompanying work plan	Assessment included in 2020/2021 work plan
Corporate / Strategy	Staff and Member Fraud Awareness Sessions	Member Session complete October. New staff awareness session included in 2020/2021 work plan
Corporate / Strategy	Development / Review of Fraud Response Plan	To be included in 2020/2021 work plan
Corporate / Strategy	Review Corporate Risk Register / Identify Service Area Fraud Risks	Service specific risks to be considered for 2020/2021 work plan
Corporate / Strategy	Development of fraud awareness literature for staff and members	Complete - MT approval pending, to be included in 2020/2021 work plan
Corporate / Strategy	Development of Right to Buy / debt recovery process	To be included in 2020/2021 work plan
Corporate / Strategy	Development of work with Planning / Public Protection Enforcement & Enforcement Officer training	To be included in 2020/2021 work plan
Corporate / Strategy	Collation and Publication of Fraud Transparency Data	Complete November
Procurement	Review of procurement and contract strategy	To be included in 2020/2021 work plan

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Procurement	Supplier Payment Review	To be included in 2020/2021 work plan
Internal Audit / HR	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Draft issued to Governance Group for consideration; transferred to 2020/2021 work plan
Internal Audit / HR	Review of HR Recruitment and Vetting Policy and Procedures	Complete – follow up included in 2020/2021 work plan
Internal Audit / HR	Review of the Gifts and Hospitality Policy and Procedure	Draft issued to Governance Group for consideration; transferred to 2020/2021 work plan
Policy	Drafting / consultation / adoption of Corporate Enforcement Policy	Consultation complete. To be presented to O&S Committee / Executive Committee
Policy	Drafting / consultation / adoption of Money Laundering Policy	To be included in 2020/2021 work plan
Policy	Revision Whistle Blowing Policy	Consultation and review complete. Presented to Audit and Governance Committee January 2020 / Executive Committee February 2020
Revenues and Benefits	Housing Benefit Matching Service Referrals - triage and recommendations	To be included in 2020/2021 work plan
Revenues and Benefits	National Fraud Initiative (NFI) Data Match Review	Completed – pending results
Housing	Review of the Housing List and related NFI matches	NFI complete – pending results / Housing List review to be included in 2020/2021 work plan

SOC = Serious and Organised Crime