

Department / Contact	Task	Dates / Notes
Corporate / Strategy	Delivery of two reports for Audit and Governance Committee	July and December
Corporate / Strategy	RIPA Coordinator Role - Review of Policies / annual report to Members / advisory role for staff / IPCO liaison	Annual update to be reported July. Surveillance / CHIS Policy and Communication Data Policy redrafted. To be presented to Audit and Governance / Executive Committees for approval. Social Media Policy currently being revised.
Corporate / Strategy	Home Office Serious and Organised Crime Checklist and accompanying work plan	
Corporate / Strategy	Home Office Bribery and Corruption Assessment Template and accompanying work plan	
Corporate / Strategy	Staff and Member Fraud Awareness Sessions	Staff only
Corporate / Strategy	Development / Review of Fraud Response Plan	
Corporate / Strategy	Development of Service Specific Fraud Risk Register	
Corporate / Strategy	Development of fraud awareness literature for staff and members	Complete - MT approval pending
Corporate / Strategy	Development of RTB / debt recovery process	
Corporate / Strategy	RIPA, IPA, CPIA, PACE, Disclosure Training - Enforcement Officers	
Corporate / Strategy	Collation and Publication of Fraud Transparency Data	Complete June
Procurement	Review of procurement and contract strategy	
Procurement	Supplier Payment Review	

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Internal Audit / HR	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Draft issued to Governance Group for consideration
Internal Audit / HR	Review of HR Recruitment and Vetting Policy and Procedures	
Internal Audit / HR	Review of the Gifts and Hospitality Policy and Procedure	Draft issued to Governance Group for consideration
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
Revenues and Benefits	HBMS Referrals - triage and recommendations	
Revenues and Benefits	Charity Shop Exemption Review	
Licensing	Proactive SOC Fraud Drive - transient / cash businesses	
Housing	Review of the Housing List (no related NFI matches this year)	Commenced

SOC = Serious and Organised Crime

RIPA = Regulation of Investigatory Powers Act 2000

IPA = Investigatory Powers Act 2016

CPIA = Criminal Procedure and Investigations Act 1996

PACE = Police and Criminal Evidence Act 1984