

Area of Work	Task	Detail
Bribery and Corruption	Assessment Template Review	
Bribery and Corruption	Policy and Procedure: Staff Declarations of Interest / Conflicts of Interest	Required / Follow up at Governance Group
Bribery and Corruption	Review / Roll Out of the Gifts and Hospitality Policy and Procedure	Required / Follow up at Governance Group
Governance	Delivery of two reports for Audit and Governance Committee	July / November
Governance	Fighting Fraud & Corruption Locally - Checklist Compliance	Draft Completed, to be presented to Governance Group
Governance	Government Functional Standard 013: Counter Fraud - Compliance	Draft Completed, to be presented to Governance Group
Governance	Fraud Risk Strategy / Response Plan	Presented to Audit and Governance Committee July 2022 - next review 2025
Governance	Development of Service Specific Fraud Risk Registers	Revenues, Benefits and Procurement
Policy	Counter Fraud and Anti-Corruption Policy	Reviewed and Approved by Audit and Governance Committee July 2022 / Executive Committee August 2022 - next review 2025
Policy	Corporate Enforcement Policy	Approved by Overview and Scrutiny Committee October 2020 / Executive Committee November 2020 - next review 2023
Policy	CTAX, CTRS & HB Penalty and Prosecution Policy	Reviewed and Approved by Audit and Governance Committee July 2017 / Executive Committee August 2017 - Under review
Policy	Proceeds of Crime & Anti-Money Laundering Policy	Reviewed and Approved by Audit and Governance Committee July 2021 / Executive Committee September 2021 - next review 2024
Policy	Whistle-Blowing Policy	Reviewed and Approved by Audit and Governance Committee January 2020 / Executive Committee February 2020 - next review 2023

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Policy	RIPA (Surveillance & CHIS)	Reviewed and Approved by Audit and Governance Committee September 2020 / Executive Committee November 2020 - next review 2023
Policy	IPA (Acquisition of Communications Data)	Reviewed and Approved by Audit and Governance Committee September 2020 / Executive Committee November 2020 - next review 2023
Policy	Use of the Internet and Social Media in Investigations and Enforcement	Reviewed and Approved by Audit and Governance Committee July 2021 / Executive Committee September 2021 - next review 2024
Procedure	Development and roll out of Proceeds of Crime and Anti-Money Laundering Procedure	
Procedure	Development and roll out of Use of the Internet and Social Media in Investigations and Enforcement Procedure	
Serious and Organised Crime	Checklist / Risks	To be included within the Fraud Risk Registers
Serious and Organised Crime	Proactive Fraud Drive - transient / cash businesses	
Statutory / Regulatory	Collation and Publication of Fraud Transparency Data	Complete – Published May
Statutory / Regulatory	RIPA / IPA - Annual Report to Members / Advisory / Inspection SPoC	Annual updates completed July. Inspection complete, next inspection 2026
Strategy : Detection	Housing Waiting List review	Emergency Band 58 applications reviewed / 8 discrepancies referred / 4 downgraded Gold Band 110 applications reviewed / 24 discrepancies referred / results pending Silver Band 594 applications reviewed / 212 discrepancies referred / results pending
Strategy : Detection	National Fraud Initiative Match Reviews - Revenues / Benefits / Housing	2021/2022 - 480 CTAX matches reviewed / 51 anomalies referred / results pending 2022/2023 - 671 matches received / 63 reviewed

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Strategy : Detection	Procurement Proactive Fraud Drive - Small Supplier Payment Review	Commenced
Strategy : Detection	Business Rates Review Self Catering Accommodation - Assurance and Enforcement Activities	Pending guidance / regulations
Strategy : Detection	HBMS Referrals - triage and recommendations	Completed monthly
Strategy : Detection	Business Grants - Assurance and Enforcement Activities	Debt recovery and transfer
Strategy : Detection	Council Tax Reduction Scheme Proactive Fraud Drive	Amnesty to be discussed
Strategy : Detection	Aged Debt Review	Project complete – chase letter introduced
Strategy : Detection	Business Rates Proactive Fraud Drive - Small Business Rates Relief	Commenced
Strategy : Prevention	Development of Right to Buy Debt Recovery Process	
Strategy : Prevention	Training Members / Staff - Fraud Awareness / RIPA & IPA / Criminal Enforcement CPIA, PACE, Disclosure Training, Money Laundering	
Strategy : Prevention	Fraud Awareness - Procurement Activities	
Strategy : Prevention	MAAF Support / Work Streams	Staff awareness session 11 July 2023

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