

**CBC WORK PLAN 2017/18 – 194 DAYS**

Operational	CBC
Earthlight (NNDR/CTAX)	Assist Spatial Information Team to create accurate data set / develop data matching capability; Quarter 1 - 4
Revenues – NNDR Valuation List Verification	2 weeks per Quarter (JG)
Revenues – NNDR (empty's and exempt)	Quarter 2 (JG)
Revenues – CTAX SPD review	Non-returns review Quarter 2 (JG) CTRS / SPD List Quarter 1 (JG)
Revenues – CTAX other discount / exemptions review	Process in place; return to JG for random check ref students Quarter 4
Benefits – CTRS Investigation, Sanction and Prosecution	Quarter 1 – 4
Benefits – SPOC for SFIS DWP	Quarter 1 – 4
Benefits – General Visits	Process in place (JG)
Housing – Review Emergency, Gold and Silver Applications / List	Quarter 1 - 4
Housing – Private Rental Loans Review	Review process with MS
Planning – Enforcement	MR mtg (POCA, CPIA, PACE support)
Environmental / Regulatory – Enforcement (General)	MR / SC / LK mtg
Environmental / Regulatory – Enforcement (Proactive)	MR / SC / LK mtg
NFI	Creditors (PJ) SPD / Creditors (JG)
Debt recovery/tracing	GOSS Quarter 1 – 4 PJ – review sundry / aged debt
Debt recovery/serving papers (regional)	Benefits Quarter 1 – 4 PJ – review
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 SLT Quarter 1 – 4
Serious and Organised Crime – Home Office Procurement Pilot	Engage with Procurement and Internal Audit Quarter 1 – 4
Internal Investigations – disciplinary/criminal	Engage with HR

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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	Review with Procurement Quarter 4
Disabled Facilities Grants	Quarter 1 (PJ/MR)
Insurance claims	Review with DT Quarter 4
Additional Proactive Work	Airbnb / NNDR / CTAX Review Quarter 3 (JG) Essential Car User Review Quarter 3 (PJ)

<b>Corporate / Strategy</b>	<b>CBC</b>
Corporate Enforcement Policy	Currently being drafted
Counter Fraud and Anti-Corruption Policy	Consultation Complete
HB/CT/CTRS Penalties/Prosecution Policy	Drafted – consultation period
Whistle -Blowing Policy	Consultation Complete
Money Laundering Policy	Review / draft
Debt Recovery Policy	Review / draft (JG)
Disciplinary Referral Procedure	Engage with HR and ICT
Audit Committees / Boards	Report and present Counter Fraud update
RIPA Policies – Surveillance/Comms/Social Media	Drafted or to be drafted
RIPA – Staff Training	As required
RIPA – Co-ordinator/CHIS	Quarter 1 – 4
Procurement of data matching / warehouse software	Liaise with PJ
Transparency data	Quarter 1 - 4
Whistle-Blowing Training	Quarter 2
Fraud Awareness Training	Quarter 2
Member Training – Fraud Awareness	Completed
CPIA / PACE Document Pack	Quarter 2