

## Collection Manual

### Guidelines for Commonality Checks

Document Reviewed March 2018

A more recent version of this manual is available.

## Contents

1. Introduction .....	3
2. Purpose .....	3
3. Scope .....	3
4. When to carry out the Commonality Check .....	3
5. How to Carry Out a Commonality Check .....	3
6. Result of Checks .....	3
7. Referrals to (Dedicated Pursuit) Commonality .....	4
8. Cases Unsuitable for Referral to the Commonality Unit .....	4
9. Commonality v Phoenix .....	4
10. Further Information .....	4
Appendix 1 – How to Carry Out a Commonality Check .....	5
Appendix 2 – Recording the Results of a Commonality Check .....	5
Appendix 3 – Updating Relationships on CRS .....	5
Appendix 4 – Updating Customer Notes .....	5
Appendix 5 – Commonality Referral Form .....	5

## 1. Introduction

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 2. Purpose

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 3. Scope

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 4. When to carry out the Commonality Check

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 5. How to Carry Out a Commonality Check

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 6. Result of Checks

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 7. Referrals to (Dedicated Pursuit) Commonality

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 8. Cases Unsuitable for Referral to the Commonality Unit

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 9. Commonality v Phoenix

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 10. Further Information

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## **Appendix 1 – How to Carry Out a Commonality Check**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## **Appendix 2 – Recording the Results of a Commonality Check**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## **Appendix 3 – Updating Relationships on CRS**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## **Appendix 4 – Updating Customer Notes**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## **Appendix 5 – Commonality Referral Form**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]