

## RIPA INSPECTION 2016 – ACTION PLAN

Inspection Recommendation	Action	Deadline	Accountable Officer
Amend the central record of authorisations and ensure that it reflects all the authorisations approved by the Council	Add column for self-authorisations	31 March 2016	Sarah Ashmead
	Add column to record appearances for approval at Magistrates Court	31 March 2016	Sarah Ashmead
	Provide guidance on intranet about process for obtaining a unique number and filing papers in Central Record	30 April 2016	Sarah Ashmead
Address by training the weaknesses highlighted in the examination of documents and establish a programme of <u>regular</u> refresher training of authorising officers and likely applicants	Provide guidance to authorising officers and regular applicants about the completion of forms – particularly around ‘proportionality’	30 April 2016	Linda Forsythe
	Review and restate quality assurance arrangements around forms	30 April 2016	Sarah Ashmead
	Develop programme of regular refresher training and log take-up on central training schedule	31 May 2016	Linda Forsythe
	Develop Council wide RIPA awareness raising communications	30 June 2016	Sarah Ashmead
Amend the Covert Surveillance Policy and Procedure in accordance with the inspection report feedback	Revise Policy to include reference to the responsibilities of the RIPA Coordinating Officer and include the CHIS responsibilities in the form	31 March 2016	Sarah Ashmead