

**RIPA Inspection 18/10/2012 Inspection Plan
As at 19.12.12**

	Action	Responsible	By Date	Comments	Completed
1.	Add column to central record to record reviews	TK/HP	30.11.2012		October 2012
2.	Ensure all columns of central record are completed	TK/HP	30.11.2012		October 2012
3.	Authorisations only granted by Authorising Officers on statutory legal ground	Authorising Officer / HP	30.11.2012	HP to check new forms. Training will assist	Awaiting new RIPAs
4.	System of robust immediate oversight of authorisation be established	HP	30.11.2012	All forms to be checked by HP before send to Magistrates (need deputy if HP off)	November 2012
5.	Defined training programme – professionally, then internally	HP	31.03.2013	HP has obtained 4 quotes and training is to be arranged.	
6.	Equipment record to be kept	DMc/HP	01.04.2013	Discussion needed on how this is done and logging in and out.	
7.	Number of authorising officers be reduced and trained for all departments auth.	RH/HP	28.02.2013	To be discussed at Authorising Officer meeting	
8.	Update procedure	HP	Done- main changes Other amendments following discussions by 1.4.13	Main changes completed reflecting change in law. Other changes required by report require discussion(see section 27 of the Report)	
9.	Protocol for police use of CCTV	JJ/N Minnikin/HP	31.03.2013	Discussions commenced with police.	