

**RIPA Inspection 18/10/2012 Inspection Plan
As at June 2013**

| | 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 | January 2013 |
| 4. | System of robust immediate oversight of authorisation be established | HP | 30.11.2012 | All forms to be checked by HP before send to Mags (Rh Or MCC to do 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. Training initially arranged for 23.4.13 but trainer called to jury service. Training rearranged for 18.6.13/ | 18.6.13 |
| 6. | Equipment record to be kept | DMc/HP | 01.04.2013 | Cover surveillance equipment list maintained by legal services with responsible officers in relevant teams keeping log in/out of equipment. | April 2013 |
| 7. | Number of authorising officers be reduced and trained for all departments auth. | RH/HP | 30.01.2013 | Decision made to reduce Authorising officers to (1)Head of Paid Service (2)Assistant Director Legal and Democratic Services (also Senior Responsible Officer) (3)Trading Standards Manager(4) Environmental Health Manager (5)Head of Revenue and Benefits | November 2013 |

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| 8. | Update procedure | HP | Done- main changes | <p>Main changes completed reflecting change in law.</p> <p>Final amendments made in May 2013. Needs to be placed on intranet</p> | May 2013 |
| 9. | Protocol for police use of CCTV | JJ/N Minnikin/HP | 31.03.2013 | <p>13.3.13 at CCTV strategy meeting Chief Inspector Andy Kent assured the Council that where the police took over cameras for covert surveillance the necessary details would be provided. This is already contained in the draft agreement and would be clarified in the policies being written.</p> | <p>Police Confirmation given to inspection report recommendations. .</p> <p>Awaiting final policies - on going work.</p> |