

Appendix 3.
RIPA Inspection 18/10/2012 Inspection Plan
As at January 2014

	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 completed.	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	Training completed on 18.6.13 (32 people attended). Chief Executive trained on her specific role on 21.11.13.	June 2013. November 2013
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 2012

8.	Update procedure	HP	April 2013	<p>Main changes completed reflecting change in law.</p> <p>Final amendments made in May 2013. and 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 polices being written.</p>	Awaiting confirmation from SYP that the finalised document has been signed by all parties.