

ACTION PLAN

APPENDIX 2

Following from *RIPA* Inspection on 05/01/16 by Surveillance Commissioner HH Norman Jones QC.

Issues referred to following inspection

No.	Action	Responsible	By Date	Comments	Date Completed
1.	Amend Central Record of Authorisation to include date of authorisation by authorising officer and also the date authorised by a Magistrate.	H Potts	February 2016	Date added.	February 2016
2.	Establish a Training Programme to embrace regular refresher training either by <i>RIPA</i> officers or by e-training and address the issues raised in the examination of <i>RIPA</i> documentation in this report. Ensure that officers are trained to manage Covert Human Intelligence Sources (<i>CHIS</i>)	H Potts D McMurdo	April 2016	<p>Training will consist of:</p> <ul style="list-style-type: none"> a) Roll out online course for officers who need overview of Covert Surveillance. b) Arrange for April external training by expert in <i>RIPA</i> field for Trading Standards staff and Authorising officers which will pick up the areas of weakness identified in the report. c) A yearly review of training with refresher training for those staff regularly involved in <i>RIPA</i> at least every 18 months. <p>Raising awareness of a) will take place using DMT meetings.</p>	<p>External training arranged for 7th April 2016.</p> <p>Online refresher course to be available on mainstream HR portal from April 2016</p>

3.	<p>Update DMBC RIPA Procedure:</p> <ul style="list-style-type: none"> a) Amend social media section at 22 with statement included in report b) Make amendments as below which inspector raised on the day. c) Use 'authorisation' rather than 'approval' at 6.3 and amend last section 'deputy in their absence' d) Add 'proportionate' after necessary at 7.9 e) Add 'unless cancelled or renewed' after 3 months duration in second line and remove 'a maximum of' at 8.7 f) At 9 at end add 'that being the day of the magistrates approval' g) At 15.6 add 'unless cancelled or renewed' and remove 'maximum'. h) At 16.5(a) add in 'necessary ' before proportionate. i) At 23.2 remove 'depending on the number of RIPA applications authorised.' j) At 27.7 add in 'three years from the ending of authorisation or at least until there has been an OSC inspection' 	H Potts	February 2016		February 2016.