

COVERT SURVEILLANCE ACTION PLAN

JUNE 2013

Action	Lead Officer	Breakdown of activities	Action	Timeframe
Ensure an improved quality of application and authorisation by training all who may authorise and likely applicants. Such training should form part of a training programme commencing with training provided by an experienced external trainer.	Senior Responsible Officer	<p>Improve the quality of written applications by Investigating Officer to address all key areas in detail</p> <p>Improve quality and analysis of Authorising Officers written approvals</p> <p>Establish a robust gatekeeping and quality assurance exercise for all applications</p> <p>Commission an approved Trainer to deliver mandatory training to Investigating Officers, Authorising Officers and the Senior Responsible Officer in respect of directed surveillance activity</p>	<p>Commission approved external trainers PHF Training Ltd</p> <p>Develop a robust training strategy for the short and medium term</p>	Training to be delivered by October 2013
Establish a more robust and	RIPA	Establish a robust gatekeeping		

Appendix 2

pro-active process of oversight.	Co-ordinating Officer	and quality assurance exercise for all applications		
Ensure that the Council is equipped to manage CHIS by the training of Controllers and Handlers.	Senior Responsible Officer	Deliver mandatory training to the Chief Executive and his Deputy, Senior Responsible Officer, Controllers and handlers	Commission approved external trainers PHF Training Ltd Identify Controllers and handlers across the Council	Training to be delivered by December 2013
Reduce the number of Authorising Officers.	Monitoring Officer Head of Governance and Assurance	Reduce the number of Authorising Officers within the Council to a maximum of 3	Identify Authorising Officers Amendments required to the Council's Constitution	
Amend the <i>Guidance to staff on surveillance under RIPA</i> .	RIPA Co-ordinating Officer	<ul style="list-style-type: none"> • Indicating that CHIS authorisations may be granted by an Authorising Officer; • Amend definition of private life; • Correcting reference to private life and CHIS; • Correction to list of offences; • Discussion/description of proportionality and necessity; 	Utilise iDerby to promote the existence of the RIPA Policy and Procedures Review and evaluate awareness during the gatekeeping exercise	

Appendix 2

		<ul style="list-style-type: none"> • Amendments required due to changes in legislation; • Stipulating that only the CEO or Deputy can authorise CHIS; • Correcting the procedure for storage of original applications; • Outlining the requirements for Controller and Handler under CHIS; • Removing reference to threshold test provisions for CHIS; • Amending the roles and details of the SRO and Co-ordinating Officer 		
Reporting to Elected Members	Monitoring Officer/Senior Responsible Officer	<p>Audit & Accounts Committee to receive</p> <ul style="list-style-type: none"> • an annual report to consider the fitness for purpose of the Council's Policy • a quarterly report to consider the Council's usage of covert surveillance 	<p>Reports to be produced annually in respect of the Policy and quarterly in respect of usage to Audit & Accounts Committee</p> <p>Head of Governance & Assurance on behalf of Audit &</p>	<p>Ongoing from Audit & Accounts Committee meeting on 27th June 2013</p> <p>Head of Governance & Assurance to report against this Action Plan in the Council's Governance Updates and Annual Governance Statement</p>

			Accounts Committee to review progress against this plan	
--	--	--	--	--

DRAFT