

IPCO INSPECTION NOVEMBER 2022
RECOMMENDATIONS AND ACTION PLAN

| IDENTIFIED IMPROVEMENT | ACTION | ACTION OWNER | DUE DATE | EVIDENCE |
|---|---|----------------------------------|-------------------|---|
| RIPA Policy and Procedure – Version control would be helpful to ensure correct version used with most recent changes | Add version control page to policy and procedure document | Information Rights Manager (DPO) | End February 2023 | Completed 1/3/23 Page 1 of final policy v.7 |
| RIPA Policy and Procedure – Para 5.11 – it is not just ‘good practice’ for Council Members to undertake a formal scrutiny role in respect of the use of RIPA powers and corresponding policy, it is a legal requirement, as set out in para 4.47 of the Covert Surveillance and Property Interference Code of Practice (2018) | Review and amend para 5.11 in accordance with CoP | Information Rights Manager (DPO) | End February 2023 | Completed 1/3/23 Page 10 of final policy v.7 |
| RIPA Policy and Procedure - The retention period of entries on the Central Record of authorisations set out in paragraph 6.8, differs | Review retention schedule and consult Information Asset Register. Carry out deletion exercise and ensure process in place for | Information Rights Manager (DPO) | End March 2023 | Completed 16/3/23 Retention period aligned to six years for central record of applications and investigation case files. |

| | | | | |
|--|---|---|-----------------------|---|
| <p>to that relating to investigation records which may include RIPA material, as per paragraph 6.2. It would seem sensible to align these periods in order to perform a single comprehensive review of case material.</p> | <p>review and destruction of all case files. Amend paras 6.2 and 6.8 accordingly.</p> | | | <p>Page 10, para 6.2 of final policy v.7 Page 12, para 6.8 of final policy v.7 Detailed in Information Asset Register. Review and destruction of records to be completed annually at time of annual MO report to ensure timely destruction.</p> |
| <p>Online Investigations Policy – Paras 3.6, 3.7 and 6.2 are somewhat contradictory and do not always align with the guidance contained within the Covert Surveillance and Property Interference Code of Practice (2018)</p> | <p>Review wording of paragraphs to ensure message is clear about one look being acceptable but more could be considered monitoring.</p> | <p>Information Rights Manager (DPO) with input from Trading Standards & Community Protection Manager and Acting Audit Manager</p> | <p>End March 2023</p> | <p>Completed 5/4/23 Emails from Trading Standards & Community Protection Manager and Acting Audit Manager Page 4, paras 3.6 and 3.7 and Page 6, para 6.2 of final policy v.2</p> |
| <p>Online Investigations Policy – Para 6.3 refers to ‘befriending’. Review wording to ensure not straying into CHIS.</p> | <p>Review wording of paragraph to ensure clear message not to stray into CHIS unless individual has relationship.</p> | <p>Information Rights Manager (DPO) with input from Trading Standards & Community Protection Manager and Acting Audit Manager</p> | <p>End March 2023</p> | <p>Completed 6/4/23 Emails from Trading Standards & Community Protection Manager and Acting Audit Manager Page 6, para 6.3 of final policy v.2</p> |
| <p>Online Investigations Policy – The OSC Guidance (as cited at the end of the social media</p> | <p>Review policy and remove references to OSC Guidance</p> | <p>Information Rights Manager (DPO) with input from Trading</p> | <p>End March 2023</p> | <p>Completed 5/4/23</p> |

| | | | | |
|--|--|--|--------------------------------------|--|
| policy) has been withdrawn in favour of the updated Code and should no longer be referred to. | and amend to updated Code of Practice | Standards & Community Protection Manager and Acting Audit Manager | | Annex one replaced with extract from Code of Practice and link to full code - final policy v.2 |
| RIPA Policy and Procedure – surveillance for non-statutory activity, e.g. Family Court Proceedings. Non-RIPA surveillance can be used where no criminal link, e.g. care proceedings. Maintain central record and SRO oversight | Include guidance regarding use of non-RIPA surveillance and bring to attention of other service areas, e.g. Children’s Services. Restore central register of approved non-RIPA risk assessments | Information Rights Manager (DPO) Information Rights Manager (DPO) | End March 2023 | Completed 17/3/23 Pages 19-20 para 11 of final policy v.7 Completed 17/3/23 Held in shared drive accessible to Information Rights Team |
| List of nominated Authorising Officers is to be updated in accordance with staffing changes and training requirements. | Review list and update with approved Authorising Officers. Arrange relevant training. Amended application forms to be used in training materials. | Information Rights Manager (DPO) Trading Standards and Community Protection Manager | End March 2023 End March 2023 | Completed 31/3/23 Updated schedule signed by Chief Executive 17/5/23 Dates confirmed – Investigating Officers – 22/8/23 Authorising Officers – 31/8/23 & 26/9/23 Completed – email from Trading Standards & Community Protection Manager 3/3/23 |