

ACTION PLAN
OSC Inspection Report- September 2011

Recommendation	Action Re'q	By When	By Whom	Date of Completion
<p>I. Ensure expiry dates are included on all forms on the Zone.</p> <p>I. Ensure all authoring officer comments boxes in the CHIS application forms bear the requirement to consider necessity and proportionality.</p> <p>II. Establish a robust system of management and quality control.</p>	<p>Modify the principal forms on the Zone to include expiry dates</p>	<p>End of November 2011</p>	<p>Jess Anderson</p>	<p>29.11.11</p>
	<p>Modify the prinipal forms on the Zone to include tests as per the Directed Surveillance application forms</p>	<p>End of November 2011</p>	<p>Jess Anderson</p>	<p>21.12.11</p>
	<p>Ensure that officers from Legal and Democratic Services meet with Authorising Officers prior to the report being submitted to Committee to discuss the issues of compliance.</p>	<p>End of November 2011</p>	<p>Jess Anderson</p>	<p>09.11.11</p>
	<p>Ensure that officers from Legal and Democratic Services examine application forms which have been authorised as these are received by the PA to the Head of Legal and Democratic Services.</p>	<p>Ongoing.</p>		

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III. Establish a RIPSAs training programme	Update the training package for RIPSAs training in light of the OSC report, reflecting case law and good practice.	Jan 2012	Jess Anderson Del Henderson
	Set training dates in for full RIPSAs training.	February/ March 2012	Jess Anderson/ Legal Services
	Organise training dates for refresher RIPSAs training.	February/ March 2012	Jess Anderson/ Legal Services
	Ensure that officers from Legal and Democratic Services meet with Authorising Officers on a quarterly basis to review practice/ training needs.	January/ April/ August/ December or other dates as appropriate.	Jess Anderson/ Legal Services
	Ensure a biannual update is produced and sent to applicants and Authorising Officers, where appropriate. Update to include; legislative changes, case law updates/ practice issues.	January/ July every year, or other dates as appropriate.	Jess Anderson/ Legal Services

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IV. Amend the procedural guides.	Amend where necessary the Corporate Protocol on Covert Surveillance, Procedure on Directed Surveillance and CHIS. Upload the amended versions to the Zone.	By Committee deadline	Jess Anderson	21.12.11
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